

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

**Bid Receiving - PWGSC / Réception des  
soumissions - TPSGC**  
**11 Laurier St. / 11, rue Laurier**  
**Place du Portage , Phase III**  
**Core 0A1 / Noyau 0A1**  
**Gatineau**  
**Québec**  
**K1A 0S5**  
**Bid Fax: (819) 997-9776**

**REQUEST FOR PROPOSAL  
DEMANDE DE PROPOSITION**

**Proposal To: Public Works and Government  
Services 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, services, and construction listed herein and on any attached sheets at the price(s) set out therefor.

**Proposition aux: Travaux Publics et Services  
Gouvernementaux 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, services et construction énumérés ici sur toute feuille ci-annexée, au(x) prix indiqué(s).

**Comments - Commentaires**

<b>Title - Sujet</b> PROVISIONS OF THIRD LINE MAINTENANC		
<b>Solicitation No. - N° de l'invitation</b> W8485-100400/A		<b>Date</b> 2012-09-27
<b>Client Reference No. - N° de référence du client</b> W8485-100400		
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$\$BF-132-23211		
<b>File No. - N° de dossier</b> 132bf.W8485-100400	<b>CCC No./N° CCC - FMS No./N° VME</b>	
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2012-11-06</b>		<b>Time Zone</b> <b>Fuseau horaire</b> Eastern Daylight Saving Time EDT
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>		
<b>Address Enquiries to: - Adresser toutes questions à:</b> Mosher, Jeffrey		<b>Buyer Id - Id de l'acheteur</b> 132bf
<b>Telephone No. - N° de téléphone</b> (819) 956-9110 ( )		<b>FAX No. - N° de FAX</b> ( ) -
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b>  <div style="text-align: center;">Specified Herein Précisé dans les présentes</div>		

**Instructions: See Herein**

**Instructions: Voir aux présentes**

**Vendor/Firm Name and Address**

**Raison sociale et adresse du  
fournisseur/de l'entrepreneur**

**Issuing Office - Bureau de distribution**

Airframes / Aero Engines R&O Division / Division de la  
réparation de la révision des cellules et des moteurs  
11 Laurier St. / 11, rue Laurier  
8C1, Place du Portage  
Gatineau  
Québec  
K1A 0S5

<b>Delivery Required - Livraison exigée</b> See Herein	<b>Delivery Offered - Livraison proposée</b>
<b>Vendor/Firm Name and Address</b> <b>Raison sociale et adresse du fournisseur/de l'entrepreneur</b>     <b>Telephone No. - N° de téléphone</b> <b>Facsimile No. - N° de télécopieur</b>	
<b>Name and title of person authorized to sign on behalf of Vendor/Firm</b> <b>(type or print)</b> <b>Nom et titre de la personne autorisée à signer au nom du fournisseur/ de l'entrepreneur (taper ou écrire en caractères d'imprimerie)</b>     <b>Signature</b>     <b>Date</b>	

## **THIS DOCUMENT CONTAINS A SECURITY REQUIREMENT**

### **TABLE OF CONTENTS**

#### **PART 1 - GENERAL INFORMATION**

1. Security Requirement
2. Statement of Work
3. Debriefings
4. Post Contract Award Meetings

#### **PART 2 - BIDDER INSTRUCTIONS**

1. Standard Instructions, Clauses and Conditions
2. Submission of Bids
3. Enquiries - Bid Solicitation
4. Applicable Laws

#### **PART 3 - BID PREPARATION INSTRUCTIONS**

1. Bid Preparation Instructions

#### **PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION**

1. Evaluation Procedures
2. Basis of Selection
3. Security Requirement

#### **PART 5 - CERTIFICATIONS**

1. Code of Conduct Certifications-Certifications Required Precedent to Contract Award

#### **PART 6 - RESULTING CONTRACT CLAUSES**

1. Security Requirement
2. Statement of Work
3. Standard Clauses and Conditions
4. Term of Contract
5. Authorities
6. Payment
7. Invoicing Instructions
8. Certifications
9. Applicable Laws
10. Priority of Documents
11. Defence Contract
12. SACC Manual Clauses
13. Travel and Living Expenses
14. Cash Flow
15. Delivery
16. Shipping Instructions (DND) - Canadian Based Contractor
17. Custom Duties

- 
18. Controlled Goods Program
  19. Turn Around Time (TAT)
  20. Quality Assurance
  21. Optimized Weapon System Support (OWSS)
  22. Task Authorization
  23. Time Verification

**List of Annexes:**

Annex "A" Technical Statement of Work (SOW)  
Appendix 1 Equipment Components List for Technical SOW

Annex "B" Logistic Statement of Work (SOW)  
Appendix 1 Contractor Held Inventory Reporting Templates  
Appendix 2 Accountable Advance Inventory Report Template  
Appendix 3 Accountable Advance Cash Flow and Reconciliation Form

Annex "C" CDRLs and DIDs

Annex "D" Technical Evaluation Plan  
Appendix 1 Mandatory Requirements  
Appendix 2 Rated Requirements  
Appendix 3 Costing Evaluation Plan

Annex "E" Security Requirement Check List

## PART 1 - GENERAL INFORMATION

### 1 Security Requirement

There is a security requirement associated with the requirement. For additional information, consult Part 4 - Evaluation Procedures and Basis of Selection, Part 6 - Resulting Contract Clauses and Annex "E".

### 2 Statement of Work

SACC Manual Clause B4007C (2006-06-16)

The contractor must perform the work in accordance with the Statement of Work at Annex "A".

### 3 Debriefings

After Contract Award, 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 of receipt of the results of the bid solicitation process. The debriefing may be in writing, by telephone or in person.

### 4 Post Contract Award Meetings

Within five (5) working days of receipt of a firm Contract, the contractor will contact the Contracting Authority to determine if a pre-production meeting is required. All pre-production meetings will be held at PWGSC's or DND's facilities.

## PART 2 - BIDDER INSTRUCTIONS

### 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>) 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.

#### 1.1 SACC Manual Clauses

Standard Instructions, Clauses and Conditions

The 2003 (2012-07-11) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

The text under Subsection 4 of Section 01 - Code of Conduct and Certifications of 2003 referenced above is replaced by:

Bidders should provide, with their bid or promptly thereafter, a complete list of names of all individuals who are currently directors of the Bidder. If such a list has 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 provide such a list within the required time frame will render the bid non-responsive. Bidders must always submit the list of directors before contract award.

Canada may, at any time, request that a Bidder provide properly completed and Signed Consent Forms (Consent to a Criminal Record Verification form - PWGSC-TPSGC 229) for any or all individuals named in the aforementioned list within a specified delay. Failure to provide such Consent Forms within the delay will result in the bid being declared non-responsive.

The text under Subsection 5 of Section 01 - Code of Conduct and Certifications of 2003 referenced above is replaced by:

The Bidder must diligently maintain the list up-to-date by informing Canada in writing of any change occurring during the validity period of the bid, and must also provide Canada, when requested, with the corresponding Consent Forms. The Bidder will also be required to diligently maintain the list and when requested, provide Consent Forms during the period of any contract arising from this bid solicitation.

## **2 Submission of Bids**

Bids must be submitted only to Public Works and Government Services Canada (PWGSC) Bid Receiving Unit by the date, time and place indicated on page 1 of the bid solicitation.

Due to the nature of the bid solicitation, bids transmitted by facsimile to PWGSC will not be accepted.

## **3 Enquiries - Bid Solicitation**

All enquiries must be submitted in writing to the Contracting Authority no later than eight (8) 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 questions or may request that the Bidder do so, so that the proprietary nature of the question is eliminated, and the enquiry can be answered with copies to all Bidders. Enquiries not submitted in a form that can be distributed to all Bidders may not be answered by Canada.

## **4 Applicable Laws**

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

Bidders may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their bid, by deleting the name of the Canadian province or territory specified and inserting the name of the Canadian province or territory of their choice. If no change is made, it acknowledges that the applicable laws specified are acceptable to the Bidders.

## PART 3 - BID PREPARATION INSTRUCTIONS

### 1 Bid Preparation Instructions

The Proposal shall consist of one (1) Master Copy and two (2) copies each certified by the Bidder as being a "True Copy" on the title page under a signature of an authorized company official. The Proposal will also include a virus and malware free electronic copy readable in PDF. Any conflict or inconsistency between the electronic copy and the Master Copy will defer to the Master Copy. For the electronic copy submitted by the Bidder, the documents, which are required to have a signature, an additional copy may be submitted in PDF format.

The Bidder's proposal shall certify that the electronic copy is virus and malware free in accordance with Part 5 - Certifications.

Bidders are instructed to provide their bid in separately bound sections as follows:

Section I: Technical Bid (3 hard copies including master, and 3 soft copies on CD or DVD)

Section II: Financial Bid (3 hard copies including master, and 3 soft copies on CD or DVD)

Section III: Certifications (3 hard copies including master, and 3 PDF soft copies on CD or DVD)

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

Bidders are instructed to follow the format instructions described below in the preparation of their bid:

- a) use 8.5 x 11 inch (216 mm x 279 mm) paper;
- b) use a numbering system that corresponds to the bid solicitation.

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process

Policy on Green Procurement

(<http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html>).

To assist Canada in reaching its objectives, Bidders are encouraged to:

- 1) use 8.5 x 11 inch (216 mm x 279 mm) paper containing fibre certified as originating from a sustainably-managed forest and/or containing minimum 30% recycled content;
- and

- 2) use an environmentally-preferable format including black and white printing instead of colour printing, printing double sided/duplex, using staples or clips instead of cerlox, duotangs or binders.

#### **Section I: Technical Bid**

In their technical bid, bidders should explain and demonstrate how they propose to meet the requirements and how they will carry out the Work.

#### **Section II: Financial Bid**

Bidders must submit their financial bid in accordance with the Basis of Payment.

Sales Tax The total amount of Goods and Services Tax (GST) or Harmonized (HST) must be shown separately, if applicable.

##### **3.1.1 SACC Manual Clauses**

C3011T (2010-01-11), Exchange Rate Fluctuation

#### **Section III: Certifications**

Bidders must submit the certifications required under Part 5.

### **PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION**

#### **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.

##### **1.1 Technical Evaluation**

###### **1.1.1 Mandatory Technical Criteria**

Mandatory technical criteria shall be evaluated in accordance with Appendix 1 Mandatory Requirements.

###### **1.1.2 Point Rated Technical Criteria**

Point rated technical criteria shall be evaluated in accordance with Appendix 2 Rated Requirements.

##### **1.2 Financial Evaluation**

Financial evaluation shall be evaluated in accordance with Costing Evaluation Appendix 3.

SACC Manual Clause A0222T (2010-01-11) Evaluation of Price

SACC Manual Clause C2000C (2007-11-30) Taxes - Foreign-based contractor.

## 2 Basis of Selection

### 2.1 SACC Manual Clause A0034T (2007-05-25) Basis of Selection - Minimum Point Rating.

#### 2.1.1 To be declared responsive, a bid must:

- a) comply with all the requirements of the bid solicitation; and
- b) meet all mandatory technical evaluation criteria; and
- c) obtain the required minimum of 45 overall of the points for the technical evaluation criteria which are subject to point rating. The rating is performed on a scale of 65 points.

2.1.2 Bids not meeting (a) or (b) or (c) will be declared non-responsive. The responsive bid with the lowest evaluated price will be recommended for award of a Contract.

## 3 Security Requirement

### 3.1. Before award of a Contract, the following conditions must be met:

- a) the Bidder must hold a valid organization security clearance as indicated in Part 6 - 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 requirement as indicated in Part 6 - 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.

3.2 Bidders are reminded to obtain the required security clearance promptly. Any delay in the award of a Contract to allow the successful Bidder to obtain the required clearance will be at the entire discretion of the Contracting Authority.

3.3 For additional information on security requirements, Bidders should consult the "[Security Requirements for PWGSC Bid Solicitations - Instructions for Bidders](http://www.tpsgc-pwgsc.gc.ca/app-acq/lc-pl/lc-pl-eng.html#a31)" (<http://www.tpsgc-pwgsc.gc.ca/app-acq/lc-pl/lc-pl-eng.html#a31>) document on the Departmental Standard Procurement Documents Website.

## PART 5 - CERTIFICATIONS

Bidders must provide, where applicable, a copy of the required certifications to be awarded a Contract. Canada will declare a bid non-responsive if the required certifications are not completed and submitted as requested.

Compliance with the certifications Bidders provide to Canada is subject to verification by Canada during the bid evaluation period (before award of a Contract) and after award of a Contract. The Contracting Authority will have the right to ask for additional information to verify Bidders' compliance with the certifications before award of a Contract. The bid will be declared non-responsive if any certification



made by the Bidder is untrue, whether made knowingly or unknowingly. Failure to comply with the certifications or to comply with the request of the Contracting Authority for additional information will also render the bid non-responsive.

## 1 Code of Conduct Certifications - Certifications Required Precedent to Contract Award

**1.1** Bidders should provide, with their bids or promptly thereafter, a complete list of names of all individuals who are currently directors of the Bidder. If such a list has not been received by the time the evaluation of bids is completed, the Contracting Authority will inform the Bidder of a time frame within which to provide the information. Bidders must submit the list of directors before contract award, failure to provide such a list within the required time frame will render the bid non-responsive.

The Contracting Authority may, at any time, request that a Bidder provide properly completed and Signed Consent Forms (Consent to a Criminal Record Verification form - PWGSC-TPSGC 229) for any or all individuals named in the aforementioned list within a specified delay. Failure to provide such Consent Forms within the delay will result in the bid being declared non-responsive.

## 2 Federal Contractors Program - Certification

SACC Manual Clause A3030T (2010-08-16) Federal Contractors Program - \$200,000 or more.

**2.1** The Federal Contractors Program (FCP) requires that some suppliers, employing 100 or more people, including a supplier who is a member of a joint venture, bidding for federal government contracts, valued at \$200,000 or more (including all applicable taxes), make a formal commitment to implement employment equity. This is a condition precedent to Contract award.

If the Bidder, or, if the Bidder is a joint venture and if any member of the joint venture, is subject to the FCP, evidence of its commitment must be provided before the award of the Contract.

Suppliers who have been declared ineligible contractors by Human Resources and Skills Development Canada (HRSDC) are no longer eligible to receive government contracts over the threshold for solicitation of bids as set out in the Government Contracts Regulations. Suppliers may be declared ineligible contractors either as a result of a finding of non-compliance by HRSDC, or following their voluntary withdrawal from the FCP for a reason other than the reduction of their workforce to less than 100 employees. Any bids from ineligible contractors, including a bid from a joint venture that has a member who is an ineligible contractor, will be declared non-responsive.

**2.2** If the Bidder does not fall within the exceptions enumerated in 5.1.1.3 (a) or (b) below, or does not have a valid certificate number confirming its adherence to the FCP, the Bidder must fax (819-953-8768) a copy of the signed form LAB 1168, Certificate of Commitment to Implement Employment Equity, to the Labour Branch of HRSDC.

**2.3** The Bidder, or, if the Bidder is a joint venture the member of the joint venture, certifies its status with the FCP, as follows:

The Bidder or the member of the joint venture

- 12
- a) ( ) is not subject to the FCP, having a workforce of less than 100 full-time or part-time permanent employees, and/or temporary employees having worked weeks or more in Canada;
- b) ( ) is not subject to the FCP, being a regulated employer under the Employment Equity Act, S.C. 1995, c. 44;
- having
- c) ( ) is subject to the requirements of the FCP, having a workforce of 100 or more full-time or part-time permanent employees, and/or temporary employees worked 12 weeks or more in Canada, but has not previously obtained a certificate number from HRSDC (having not bid on requirements of more), in which case a duly signed certificate of commitment is
- \$200,000or  
attached;
- d) ( ) is subject to the FCP, and has a valid certificate number as follows:  
\_\_\_\_\_ (e.g. Has not been declared an ineligible contractor by HRSDC.)

Further information on the FCP is available on the HRSDC Web site.

### 3 Former Public Servant Certification

SACC Manual Clause A3025T (2010-01-11) Former Public Servant Certification

Contracts with 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 with FPS, Bidders must provide the information required below.

#### 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, in the context of the fee abatement formula, 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

Is the Bidder a FPS in receipt of a pension as defined above? YES ( ) NO ( ) If so, the Bidder must provide the following information:

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

#### Work Force Reduction Program

Is the Bidder a FPS who received a lump sum payment pursuant to the terms of a work force reduction program?

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 reduction 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 the Goods and Services Tax or Harmonized Sales Tax.

#### Certification

By submitting a bid, the Bidder certifies that the information submitted by the Bidder in response to the above requirements is accurate and complete.

#### 4 Canadian Content Certification

**4.1** SACC Manual Clause A3050T (2010-01-11) Canadian Content Definition.

**4.2** SACC Manual Clause A3063T (2010-01-11) Canadian Content Certification

This procurement is conditionally limited to Canadian goods.

Subject to the evaluation procedures contained in the bid solicitation, Bidders acknowledge that only bids with a certification that the good(s) offered are Canadian goods, as defined in clause A3050T, may be considered.

Failure to provide this certification completed with the bid will result in the good(s) offered being treated as non-Canadian goods.

The Bidder certifies that:

( ) a minimum of 80 percent of the total bid price consist of Canadian goods as defined in paragraph 1 of clause A3050T.

mix

For more information on how to determine the Canadian content for a mix of goods, a of services or a mix of goods and services, consult Annex 3.6.(9), Example 2, of the Supply Manual.

#### 5 Status and Availability of Resources

SACC Manual Clause A3005T (2010-08-16) Status and Availability of Resources

#### 6 Education and Experience

SACC Manual Clause A3010T (2010-08-16) Education and Experience

SACC Manual Clause A3015C (2008-12-12) Certifications

#### 7 Financial Capability

SACC Manual Clause A9033T (2012-07-16)

### PART 6 - RESULTING CONTRACT CLAUSES

#### 1 Security Requirement

*See Annex E, Security Requirement Check List (SRCL).*

i. The Contractor/Offeror must, at all times during the performance of the Contract, hold a valid Designated Organization Screening (DOS), with approved: Document  
Safeguarding at the level of PROTECTED A, issued by the Canadian Industrial  
Security Directorate, Public Works and Government Services Canada.

- and
- NOT
- ii. The Contractor/Offeror personnel requiring access to PROTECTED information, assets or sensitive work site(s) must EACH hold a valid RELIABILITY STATUS, granted or approved by the Canadian Industrial Security Directorate (CISD), Public Works Gov-ernment Services Canada (PWGSC).
  - iii. Processing of PROTECTED materiel electronically at the Contractor/Offeror's site is permitted under this Contract/Standing Offer.
  - iv. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/PWGSC.
  - v. The Contractor/Offeror must comply with the provisions of the:
    - a) Security Requirements Check List and security guide (if applicable), attached at Annex E;
    - b) Industrial Security Manual (Latest Edition).
- 1.1** This Procurement Instrument (PI) is unclassified. No classified information, equipment, or material will be released or removed from DND controlled premises in support of the requirement identified by this PI. Contractor personnel requiring:
- a) access to classified DND sites; and/or
  - b) access to classified material, equipment or documents under DND control, shall, in consideration of a bona fide need to know, be security cleared by PWGSC Industrial Security Branch to the requisite level before such access is allowed. The requisite lever for this PI is "Unclassified". Contractor personnel requiring access to DND sites in support of PIs involving no access to classified materiel must be escorted if potential exists for inadvertent access to classified materiel.
- 1.2** Depending on local circumstances the requirement may exist for introduction of escorts or other physical security measures to prevent access, inadvertent or otherwise, to classified or otherwise sensitive material by cleared contractor personnel (beyond that required to fulfil the objectives of this PI where no "need to know" exists).
- 1.3** Should the requirement arise for classified equipment, material or documents to be released to the contractor for removal from DND premises, a Security Requirements Check list shall be raised by the applicable OPI, and subsequently approved and signed by Director Security Operations (D Secur Ops) before any such release occurs.
- 1.4** Names of visitors, place and date of birth and their National Security Clearance, if any, and proposed dates of visits are to be reported to:

National Defence Headquarters  
 MGen George R. Pearkes Building  
 101 Colonel By Dr.  
 Ottawa, Ontario  
 K1A 0K2  
 Attn: DPM Secur 3-4

## 2 Statement of Work

The Contractor must perform the Work in accordance with the Statement of Work at Annex "A".

## 3 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>) issued by Public Works and Government Services Canada.

### 3.1 General Conditions

SACC Manual Clause 2035 (2012-03-02) General Conditions - Higher Complexity - Services apply to and form part of the Contract.

The text under Subsection 4 of Section 41 - Code of Conduct and Certifications of 2035 referenced above is replaced by:

During the entire period of the Contract, the Contractor must diligently update, by written notice to the Contracting Authority, the list of names of all individuals who are directors of the Contractor whenever there is a change. As well, whenever requested by Canada, the Contractor must provide the corresponding Consent Forms.

## 4 Term of Contract

### 4.1 Period of the Contract

The period of performance for this Contract shall be for three (3) years from the date of Contract Award and shall include five (5) one-year options, to be exercised at Canada's discretion.

### 4.2 Option to Extend the Contract

These five (5) one-year options may be exercised separately or in combination as determined by the DND Procurement Authority, subject to the provisions of the OWSM clause detailed therein.

## 5 Authorities

### 5.1 Contracting Authority (CA)

The Contracting Authority for the Contract is:

Name: Jeff Mosher  
 Title: Supply Specialist  
 Organization: Public Works and Government Services Canada

Directorate: Defence and Major Projects Sector, Acquisitions Branch

Address: 11 Laurier Street,  
Portage III, 8C1-39  
Gatineau QC K1A 0S5

Telephone: 819-956-9137  
Facsimile: 819-956-9110  
E-mail address: jeffrey.mosher@pwgsc.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.

## 5.2 Procurement Authority (PA)

SACC Manual Clause A1031C (2008-05-12)

The Procurement Authority for the Contract is:

Organization: Department of National Defence

Address: National Defence Headquarters  
101 Colonel By Drive  
MGen George R. Pearkes Bldg.  
Ottawa, Ontario  
K1A 0K2

Attention: DAP 4-4

Telephone: 613-993-5222  
Facsimile: 613-990-9960

The Procurement Authority is the representative of the department or agency for whom the Work is being carried out under the Contract. The Procurement Authority is responsible for the implementation of tools and processes required for the administration of the Contract. The Contractor may discuss administrative matters identified in the Contract with the Procurement Authority however the Procurement Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of Work can only be made through a contract amendment issued by the Contracting Authority.

## 5.3 Technical Authority (TA)

SACC Manual Clause A1030C (2007-05-25)

The Technical Authority for the Contract is:

Organization: Department of National Defence

Address: National Defence Headquarters  
101 Colonel By Drive  
MGen George R. Pearkes Bldg.

---

Ottawa, Ontario  
K1A 0K2

Attention: DAEPM(TH) 6-2

Telephone: 613-949-1087

Facsimile: 613-998-4946

The Technical Authority named above is the DND 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.

#### **5.4 Quality Assurance Authority (QA)**

The Quality Assurance Authority for the Contract is:

Organization: Director General Material Systems and Supply Chain

Address: Director Quality Assurance  
National Defence Headquarters  
Major-General George R. Pearkes Building  
101 Colonel By Drive  
Ottawa, ON K1A 0K2

Attention: DQA 3-2

Telephone: 819-994-9172

Facsimile: 819-994-1652

The Quality Assurance Authority is responsible for all quality assurance matters pertaining to this Contract.

#### **5.5 Contractor's Representative**

The contractor's representative for the Contract is:

Name: TBD

Title: TBD

Address: TBD

Telephone: TBD

Facsimile: TBD

E-mail address: TBD

## **6 Payment**

### **6.1 Basis of Payment - Actual Costs**



## SACC Manual Clause C0206C (2011-05-16) Basis of Payment - Limitation of Expenditure

The contractor will be reimbursed for the costs reasonably and properly incurred in the performance of the Work, and profit, as determined in accordance with the Basis of Payment in Annex "G", to a limitation of expenditure of \$\_\_\_\_\_ (insert the amount at Contract award). Customs duties are subject to exemption and Harmonized Sales Tax extra.

### 6.2 Limitation of Expenditure

SACC Manual Clause C6001C (2011-05-16)

Canada's total liability to the contractor under the Contract must not exceed \$\_\_\_\_\_ Customs duties are subject to exemption and Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.

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 percent 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.

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.

### 6.3 Limitation of Expenditure - Task Authorizations

SACC Manual Clause C0204C (2011-05-16) Basis of Payment

The contractor will be reimbursed for the costs reasonably and properly incurred in the performance of the Work specified in the authorized Task Authorization (TA), as determined in accordance with the Basis of Payment, to the limitation of expenditure specified in the authorized TA.

Canada's liability to the contractor under the authorized TA must not exceed the limitation of expenditure specified in the authorized TA. Customs duties are subject to exemption and Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.

No increase in the liability of Canada or in the price of the Work specified in the authorized TA 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 authorized, in writing, by the Contracting Authority before their incorporation into the Work.

#### 6.4 Progress Payments

SACC Manual Clause H1003C (2010-01-11) - Progress Payments

Canada will make progress payments in accordance with the payment provisions of the Contract, no more than once a month, for cost incurred in the performance of the Work, up to 100 percent of the amount claimed and approved by Canada if:

- the
- a) an accurate and complete claim for payment using form PWGSC-TPSGC 1111, Claim for Progress Payment, and any other document required by the Contract have been submitted in accordance with the invoicing instructions provided in Contract;
  - b) the amount claimed is in accordance with the basis of payment;
  - c) the total amount for all progress payments paid by Canada does not exceed 100 percent of the total amount to be paid under the Contract;
  - d) all certificates appearing on form PWGSC-TPSGC 1111 have been signed by the respective authorized representatives.

The balance of the amount payable will be paid in accordance with the payment provisions of the Contract upon completion and delivery of the item if the Work has been accepted by Canada and a final claim for the payment is submitted.

Progress payments are interim payments only. Canada may conduct a government audit and interim time and cost verifications and reserves the rights to make adjustments to the Contract from time to time during the performance of the Work. Any overpayment resulting from progress payments or otherwise must be refunded promptly to Canada.

#### 6.5 Price Certification - Canadian Suppliers

SACC Manual Clause C0003T (2008-12-12) Price Certification - Canadian Suppliers

The Bidder certifies that the price proposed is based on costs computed in accordance with Contract Cost Principles 1031-2, and includes an estimated amount of profit of \_\_\_\_\_% .

#### 6.6 SACC Manual Clauses

SACC Manual Clause A9117C (2007-11-30) T1204 Direct Request by Customer Department

SACC Manual Clause C0101C (2010-01-11) Discretionary Audit - Non-commercial Goods and/or Services

SACC Manual Clause C2000C (2007-11-30) Taxes - Foreign-based Contractor

SACC Manual Clause A0222T (2010-01-11) Evaluation of Price

SACC Manual Clause C2605C (2008-05-12) Canadian Customs Duties and Sales Tax - Foreign-based Contractor

SACC Manual Clause C2608C (2010-08-16) Canadian Customs Documentation

SACC Manual Clause B4058C (2008-05-12) Publications - Specifications and Standards

SACC Manual Clause B4059C (2008-05-12) Government Supplied Technical Documents

## **7 Invoicing Instructions - Progress Payment Claim**

SACC Manual Clause H3022C (2010-01-11)

The contractor must submit a claim for payment using form PWGSC-TPSGC 1111, Claim for Progress Payment.

Each claim must show:

- a) all information required on form PWGSC-TPSGC 1111;
- b) all applicable information detailed under the section entitled "Invoice Submission" of the general conditions;
- c) a list of all expenses;
- d) expenditures plus pro-rated profit or fee;
- e) the description and value of the milestone claimed as detailed in the Contract.

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, travel and living expenses;
- c) a copy of the monthly progress report.

Support documentation to the monthly progress claim shall be submitted as per CDRL 011.

The Goods and Services Tax or Harmonized Sales Tax (GST/HST), as applicable, must be calculated on the total amount of the claim before the holdback is applied. At the time the holdback is claimed, there will be no GST/HST payable as it was claimed and payable under the previous claims for progress payments.

The contractor must prepare and certify one original and two (2) copies of the claim on form PWGSC-TPSGC 1111, and forward it to the Quality Authority identified under the section entitled "Authorities" of the Contract for appropriate certification after inspection and acceptance of the Work takes place.

The Quality Authority will then forward the original and two (2) copies of the claim to the Contracting Authority for certification and onward submission to DAP 4-4-3 for the remaining certification and payment action.

The contractor must not submit claims until all work identified in the claim is completed.

The contractor will include an electronic version of the progress claim (on CD or DVD) with the hard copy, when the total value of a claim is \$500,000.00 or more, Goods and Services Tax or Harmonized Sales Tax (GST/HST) included.

## 8 Certifications

**8.1** Compliance with the certifications provided by the contractor in its bid is a condition of the Contract, for the term of the Contract, and subject to verification by Canada during the term of the Contract. If the contractor does not comply with any certification or it is determined that any certification made by the contractor in its bid is untrue, whether made knowingly or unknowingly, Canada has the right, pursuant to the default provision of the Contract, to terminate the Contract for default.

### 8.2 SACC Manual Clauses

SACC Manual Clause A3060C (2008-05-12) Canadian Content Certification

## 9 Applicable Laws

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

## 10 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 - Services (Higher Complexity), 2035 (2012-03-02).
- c) Annex "A", Statement of Work
- d) Annex "E", Security Requirements Check List
- e) the Contractor's bid dated \_\_\_\_\_

**11 Defence Contract**

SACC Manual Clause A9006C (2008-05-12) Defence Contract

**12 SACC Manual Clauses**

SACC Manual Clause A1009C (2008-05-12) Access

SACC Manual Clause A2000C (2006-06-16) Foreign Nationals (Canadian Contractor)

SACC Manual Clause A2001C (2006-06-16) Foreign Nationals (Foreign Contractor)

SACC Manual Clause G1005C (2008-05-12) Insurance

**13 Travel and Living Expenses**

SACC Manual Clause C4005C (2010-01-11)

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, private vehicle and incidental expenses provided in Appendices B, C and D of the Treasury Board Travel Directive, and with the other provisions of the directive referring to "travellers", rather than those referring to "employees".

All travel must have the prior authorization of the Project Authority (PA).

All payments are subject to government audit.

Estimated Cost: \$ \_\_\_\_ .

**14 Cash Flow**

The Limitation of Expenditure provided in accordance with this Contract, is to be phased as follows, and not to be exceeded without the prior written approval of the Contract Authority. In addition, the contractor shall advise the Contract Authority when 75% of the funds in a fiscal year have been expended/committed under Work In Progress (WIP), and provide an estimate indicating if the remaining 25% will be sufficient to cover the balance of the expenditures forecasted for the fiscal year in question.

	Year 1	Year 2	Year 3	Option Year	Option Year	Option Year	Option Year	Option Year	
	FY 12/13	FY 13/14	FY 14/15	FY 15/16	FY 16/17	FY 17/18	FY 18/19	FY 19/20	Total
R&O	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD
TIES	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD
AAS	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD

Note: The Cash Flow, and the Contract Limitation of Expenditure, are only an estimate of the Forecasted workload that may or may not actually occur under this Contract. In addition, total Contract funding, as well as funding for each of the years identified in the Cash Flow, has been established at levels that are higher than anticipated requirements, to cover costs that may occur due to unforecasted requirements/arising.

**15 Delivery**

Unless otherwise specified by the Procurement Authority delivery shall be made to:

25 Canadian Forces Supply Depot  
6769 Notre Dame East  
Building # 2  
Montreal, PQ  
H1N 2E1

Attn: Receipts Section

## 16 Shipping Instructions (DND) - Canadian Based contractor

SACC Manual Clause D0037C (2011-05-16) Shipping Instructions (DND) - Canadian-based Contractor

**16.1** Delivery will be FCA Free Carrier at \_\_\_\_\_ (Insert the named place, e.g. Contractor's facility) Incoterms 2000. The contractor must load the goods onto the carrier designated by the Department of National Defence (DND). Onward shipment from the delivery point to the consignee will be Canada's responsibility.

**16.2** Before shipping the goods, the contractor must contact the following DND Inbound Logistics Coordination Center by facsimile or e-mail, to arrange for shipment, and provide the information detailed at paragraph 6.14.3.

Inbound Logistics Quebec Area (ILQA)

Telephone: 1-866-935-8673 (toll free), or  
1-514-252-2777, ext. 2323, 2852 or 4673

Facsimile: 1-866-939-8673 (toll free), or  
1-514-252-2911

E-mail: 25DAFCTrafficQM@forces.gc.ca

**16.3** The contractor must provide the following information to the DND Inbound Logistics Coordination Center when arranging for shipment:

- a) the Contract number;
- b) consignee address (for multiple addresses, items must be packaged and labelled separately with each consignee address);
- c) description of each item;
- d) the number of pieces and type of packaging (i.e., carton, crate, drum, skid);
- e) actual weight and dimensions of each piece type, including gross weight;
- f) full details of dangerous material, as required for the applicable mode of shipment by the International Maritime Dangerous Goods Code, the International Air Transport Association regulations or the applicable Canadian Dangerous

Goods  
sheet.

Shipping Regulations, and a copy of the materiel safety data

**16.4** Following receipt of this information by Canada, Canada will provide the appropriate shipping instructions, which may include the requirement for specific consignee address labelling, and the marking of each piece with a Transportation Control Number.

**16.5** The contractor must not ship the goods before receiving shipping instructions from the DND Inbound Logistics contact.

**16.6** If the contractor delivers the goods at a place and time which are not in accordance with the given delivery instructions or fail to fulfill reasonable delivery instructions given by Canada, the contractor must reimburse Canada any additional expenses and costs incurred.

**16.7** If Canada is responsible for delays in delivering the goods, ownership and risk will be transferred to Canada upon expiry of either thirty (30) days following the date on which a duly completed shipping application is received by Canada or by its appointed forwarding agent, or thirty (30) days following the delivery date specified in the Contract, whichever is later.

## **17 Custom Duties**

SACC Manual Clause C2611C (2007-11-30)

## **18 Controlled Goods Program**

SACC Manual Clause A9131C (2011-05-16) Controlled Goods Program

SACC Manual Clause B4060C (2011-05-16) Controlled Goods

## **19 Turn Around Time (TAT)**

While the Selection Notice and Priority Summary (SNAPS) shall be used as a basis for determining Turn Around Time, the Canadian Government expects items to be repaired and returned as soon as possible. Unless specified otherwise in the Contract, the repair and overhaul turn-around-time (TAT) shall not exceed 90 calendar days. The TAT is calculated from the date a repairable item is received at the contractor's facilities, to the date on which the repairable item is made fully serviceable, Quality Assurance is performed, and transportation arrangements have been made for return shipment. The principal of first in, first out (FIFO), shall apply except when requested to do otherwise by the Procurement Authority.

Note: In the event the contractor believes a 90 day TAT can not be met for any of the items at Annex A Appendix 1, a revised TAT is to be proposed. In addition, an explanation detailing why a greater than 90 day TAT is required, shall be provided for each of the items so identified. A review of the items in question will be conducted by the Contracting, Procurement and Technical Authorities with the intent of negotiating /determining revised TATs as necessary. Revised TATs will be negotiated prior to Contract award and placed on a separate Annex to the Contract.

## **20 Quality Assurance**

**20.1** Quality Assurance Authority

SACC Manual Clause D5510C (2011-05-16) - Canadian based contractor

SACC Manual Clause D5515C (2010-01-11) - Foreign based and US contractor

**20.2** Quality Assurance ISO 9001:2008 Quality Management Systems

SACC Manual Clause D5540C (2010-08-16) - ISO 9001:2008 Quality Management Systems -Requirements (QAC Q)

**20.3** Quality Plan

SACC Manual Clause 5401T (2007-11-30) - Solicitation

SACC Manual Clause 5402C (2010-01-11) - Contract

No later than 60 days after the effective date of the Contract, the contractor must submit for acceptance by the Department of National Defence (DND) a Quality Plan prepared according to the latest issue (at Contract date) of ISO 10005:2005 "Quality management systems - Guidelines for quality plans". The Quality Plan must describe how the contractor will conform to the specified quality requirements of the Contract and specify how the required quality activities are to be carried out, including quality assurance of subcontractors. The contractor must include a traceability matrix from the elements of the specified quality requirements to the corresponding paragraphs in the Quality Plan. The documents referenced in the Quality Plan must be made available when requested by Public Works and Government Services Canada or DND.

If the Quality Plan was submitted as part of the bidding process, the contractor must review and, where appropriate, revise the submitted plan to reflect any changes in requirements or planning which may have occurred as a result of pre-contract negotiations.

throughout  
Amendments to

Upon acceptance of the Quality Plan by DND, the contractor must implement the Quality Plan. The contractor must make appropriate amendments to the Quality Plan the term of the Contract to reflect current and planned quality activities. the Quality Plan must be acceptable to DND.

the

If the Contract includes the option for software design, development or maintenance of software, the contractor must interpret the requirements of ISO 9001:2008 "Quality management systems - Requirements", according to the guidelines of the latest issue (at Contract date) of ISO/IEC 90003:2004 "Software engineering - Guidelines for application of ISO 9001:2000 to computer software".

**20.4** Release Documents (DND)

SACC Manual Clause D5604C (2008-12-12) Foreign based contractor

SACC Manual Clause D5605C (2010-01-11) US based contractor

SACC Manual Clause D5606C (2007-11-30) Canadian based contractor

**20.5** Release Documents - Distribution

SACC Manual Clause D5620C (2007-11-30)



- a) Copy 1: mail to consignee marked: "Attention: Receipts Officer";
- b) Copies 2 and 3: with shipment (in a waterproof envelope) to the consignee;
- c) Copy 4: to the Contracting Authority;
- d) Copy 5: to the Procurement Authority

National Defence Headquarters  
Mgen George R. Pearkes Building  
101 Colonel By Drive  
Ottawa, ON K1A 0K2

Attention: DAP 4-4

- e) Copy 6: to the Quality Assurance Representative;
- f) Copy 7: to the contractor;
- g) Copy 8: all non-Canadian contractors to:

DQA/Contract Administration  
National Defence Headquarters  
Mgen George R. Pearkes Building  
101 Colonel By Drive  
Ottawa, ON K1A 0K2

E-mail: ContractAdmin.DQA@forces.gc.ca.

NOTE: For into-plane refuelling contracts copies 2, 3, 4 and 5 are not required and may be destroyed.

## 21 Optimized Weapon System Support

Canada is presently planning and implementing an Optimized Weapon System Support (OWSS) concept for its core weapons systems. The contractor agrees to assist Canada in any way requested and to use its best efforts to facilitate the OWSS transition process. Consequently, the contractor agrees that Canada may, at its entire discretion, terminate either part or the entire Contract in order to transfer the Work to any of the OWSS prime contractors. Should Canada decide to terminate the Contract either in part or in its entirety, the contractor hereby renounces to any claims against Canada, for any damages or costs whatsoever resulting from such termination, be they direct, indirect, or consequential.

## 22 Task Authorization

The Work or a portion of the Work to be performed under the Contract will be on an "as and requested basis" using a Task Authorization (TA). The Work described in the TA must be in accordance with the scope of the Contract.

### 22.1 Task Authorization Process

- completion  
The  
payment as
- a) The Technical Authority will provide the Contractor with a description of the proposed task by e mail or telephone with written proposal to follow.
  - b) The proposed task request will contain the details of the activities to be performed, a description of the deliverables, and a schedule indicating dates for the major activities or submission dates for the deliverables. request may include the an estimated budget based upon methods of specified in the Contract.
  - c) The Contractor must provide the Technical Authority, within 10 calendar days of its receipt, the proposed total estimated cost for performing the task and a breakdown of that cost, established in accordance with the Basis of Payment specified in the Contract.
  - d) The Contractor must not commence work until the receipt of an authorized DND 626, Task Authorization Form, signed by the Procurement Authority. The Contractor acknowledges that any work performed before a TA has been received will be done at the Contractor's own risk.

## 22.2 Task Authorization Limit

any The Procurement Authority may authorize individual task authorizations up to a limit of \$50,000.00, Goods and Services Tax or Harmonized Sales Tax included, inclusive of revisions.

Any Task Authorization in excess of that limit must be authorized by the Contracting Authority before issuance.

## 22.3 Periodic Usage Reports - Contracts with Task Authorizations

The Contractor must compile and maintain records on its provision of services to the federal government under authorized Task Authorizations issued under the Contract.

must still The Contractor must provide this data in accordance with the reporting requirements detailed below or in Annex "A". If some data is not available, the reason must be indicated. If services are not provided during a given period, the Contractor provide a "NIL" report.

The data must be submitted monthly to the Contracting Authority with the monthly Progress Claim in the contractors format.

### Reporting Requirement- Details

a A detailed and current record of all authorized tasks must be kept for each contract with task authorization process. This record must contain:

For each authorized task:

- (i) the authorized task number or task revision number(s);
- (ii) a title or a brief description of each authorized task;
- (iii) the total estimated cost specified in the authorized Task Authorization (TA) of each task, GST or HST extra;

- task;
- (iv) the total amount, GST or HST extra, expended to date against each authorized
  - (v) the start and completion date for each authorized task; and
  - (vi) the active status of each authorized task, as applicable.

#### **22.4 Task Authorization - Department of National Defence**

- (DAP) The administration of the Task Authorization process will be carried out by DAEPM 4-4. This process includes monitoring, controlling and reporting on expenditures of the contract with task authorizations to the Contracting Authority.

#### **23 Time Verification**

Time charged and the accuracy of the Contractor's time recording system are subject to verification by Canada, before or after payment is made to the Contractor. If verification is done after payment, the Contractor must repay any overpayment, at Canada's request.

Annex A  
To: W8485-10-0400  
Dated: 05 July 2012

**STATEMENT OF WORK  
FOR  
REPAIR AND OVERHAUL SERVICES,  
TECHNICAL INVESTIGATION AND ENGINEERING SUPPORT  
IN SUPPORT OF  
MANAGED FUEL CELLS, WHEEL AND BRAKE SYSTEMS, MOUNTING SYSTEMS, HYDRAULIC  
COMPONENTS, RADOMES AND MISCELLANEOUS AEROSPACE EQUIPMENT FOR CANADIAN  
FORCES FLEETS - CC115 BUFFALO, CC138 TWIN OTTER, CH124 SEA KINGS AND CT114  
TUTORS**

Annex A  
To: W8485-10-0400  
Dated: 05 July 2012

**STATEMENT OF WORK  
FOR  
REPAIR AND OVERHAUL SERVICES,  
TECHNICAL INVESTIGATION AND ENGINEERING SUPPORT  
IN SUPPORT OF  
MANAGED FUEL CELLS, WHEEL AND BRAKE SYSTEMS, MOUNTING SYSTEMS, HYDRAULIC  
COMPONENTS, RADOMES AND MISCELLANEOUS AEROSPACE EQUIPMENT FOR CANADIAN  
FORCES FLEETS - CC115 BUFFALO, CC138 TWIN OTTER, CH124 SEA KINGS AND CT114  
TUTORS**

<b>1.0</b>	<b>Scope of Work</b>	<b>4</b>
<b>2.0</b>	<b>Requirement</b>	<b>4</b>
2.1	General	4
2.2	Repair and Overhaul	4
2.3	Interchangeability	5
2.4	Disassembly and Reduction to Spares	
2.5	Priority of Work – Free Flow Repair and Overhaul	5
2.6	Logistics Requirements	5
2.7	Parts, Spares and Supply Support	5
2.8	Repair and Overhaul Item Configuration Management	5
2.9	Repair and Overhaul Item Configuration Discrepancies	6
2.10	Repair and Overhaul Material Build Records	6
2.11	Quality Assurance Program	6
2.12	Security of Work	7
2.13	Personnel	7
2.14	Facilities	7
<b>3.0</b>	<b>Technical Services</b>	<b>7</b>
3.1	Technical Services – General	7
3.2	Standard for Repair and Overhaul	7
3.3	Work Authorization	8
3.4	Work Certification	8
3.5	Performance and Reliability	8
3.6	Depth of Repair	8
3.7	Approved Modifications	9
3.8	Equipment Beyond Economical Repair (BER)	9
3.9	Technical Investigations and Engineering Support	9
3.10	Continuous Engineering Support	9
3.11	Fuel Cell Storage and Maintenance	9
3.12	Unsatisfactory Condition Report Investigation	9
3.13	Preparation of Modification Leaflet	9
3.14	Work Monitoring	9
<b>4.0</b>	<b>Specifications, Documentation and Standards</b>	<b>9</b>
4.1	General	10
4.2	Specifications and Standards	10

Annex A

To: W8485-10-0400

Dated: 05 July 2012

4.3	Safety Standards	10
4.4	Technician Qualifications	11
<b>5.0</b>	<b>Reports and Deliverables</b>	<b>11</b>
5.1	Documentation	11
5.2	Technical Documentation	11
5.3	Technical Investigations and Engineering Support Reports	11
<b>6.0</b>	<b>Airworthiness Requirements</b>	<b>12</b>
6.1	General	12
6.2	Implementation	12

Annex A  
To: W8485-10-0400  
Dated: 05 July 2012

## **1.0 SCOPE OF WORK**

1.1 This Statement Of Work (SOW) defines the level of effort required to provide Repair and Overhaul (R&O), Warehousing and Technical Investigations and Engineering Support (TIES) for Director Aerospace Equipment Program Management (Transport and Helicopters) (DAEPM(TH) Managed Aerospace Equipment in support of the delivery of the Canadian Department of National Defence (DND) Defence Services Program. The aircraft fleets to be supported by this contract may include any of the following Canadian Forces fleets:

- a. CC115 Buffalo;
- b. CC138 Twin Otter;
- c. CH124 Sea Kings; and
- d. CT114 Tutors.

1.2 The Contractor shall provide services including: inspection, certification, cleaning, troubleshooting and fault diagnosis, repair, overhaul, refinishing, assembly, testing, calibration, reduction to spares, demilitarization, disposal, corrosion prevention treatment, packaging of repairable assemblies, and shipping containers, in an effort to restore to a serviceable condition, the items forecasted for repair and overhaul as identified in Appendix 1 of this SOW. The items forecasted for repair and overhaul include, but is not limited to, the following:

- a. Wheels, Brakes and accessories;
- b. Fuel Cells, including warehousing;
- c. Hydraulic components;
- d. Mounting systems (i.e. engine mounts); and
- e. Radomes.

1.3 The Contractor shall provide Technical Investigations and Engineering Support (TIES) services which may include: Technical Investigations regarding defects and failures of selected equipment, and the provision of Technical Engineering services including the design, prototype, embodiment and documentation of approved modifications. The Contractor shall provide the services and deliverables identified below on an 'ongoing' or on an 'as required' basis contingent upon the requirement.

1.4 Work performed by the Contractor is to be in accordance with Original Equipment Manufacturer's (OEM) specifications to the latest Canadian configuration and the latest applicable revisions and service bulletins. Modifications or changes resulting in upgrades to repairable items or deviation from OEM specifications and/or repair and overhaul procedures, must be authorized by the Technical Authority (TA) and approved by the Procurement Authority (PA) and Contracting Authority (CA).

## **2.0 REQUIREMENT**

2.1 General. The work to be performed under this SOW involves in plant R&O and as directed by the TA, through the PA, TIES and the preparation of modification instruction(s).

2.2 Repair and Overhaul. The Contractor shall repair and overhaul the aerospace components identified in Appendix 1, received from various Canadian Forces units, or corporate entities conducting work on behalf of Canada. Upon receipt of a repairable item, the Contractor shall conduct an inspection (including a review of accompanying support and shipping documentation accuracy and completeness) to determine the repair and overhaul requirements, or identify the repairable item(s) as being Beyond Economical Repair (BER). The Contractor shall refer to Annex B, the Logistics Statement of Work for

Annex A  
To: W8485-10-0400  
Dated: 05 July 2012

specific details concerning the receipt, inspection, repair, overhaul, and return of repairable items to the Canadian Forces Supply System (CFSS) and/or corporate entities conducting work on behalf of Canada.

2.3 Interchangeability. Upon completion of repair and overhaul services, the repairable item(s) shall be fully interchangeable with similar or "like" items catalogued under the same reference number, part number and modification status. This interchangeability must extend to include a repairable item's internal characteristics such as the layout of components, performance/functional characteristics, etc., to ensure full compatibility with in-service components.

2.4 Disassembly and Reduction to Spares. When authorized by the Technical Authority (through the Procurement Authority), the Contractor shall disassemble items and related components for the purpose of obtaining spare parts. Typically, the repairable items selected for reduction to spares are designated Beyond Economic Repair (BER). The Technical Authority shall provide instructions for the disposal of parts and components deemed to be unserviceable or surplus to requirements.

2.5 Logistics Requirements. The Contractor shall maintain adequate facilities, staff, test equipment and spare parts to meet the requirements identified in this contract. Details of the logistics requirements are contained in Annex B, of the contract entitled Logistics Statement of Work.

2.6 Tools and Test Equipment. Excluding special tools and test equipment on loan to the Contractor, all repairs, overhaul and modifications shall be conducted using Contractor owned tools and test equipment. Loans of additional DND owned special purpose test equipment may be authorized contingent upon availability. Where applicable, the Contractor shall maintain, and upon request, provide records of the calibration of tools and test equipment used to achieve the requirements under this contract. Further details are addressed in the Logistics SOW, Annex B.

2.7 Parts, Spares and Supply Support. The Contractor shall maintain a spare parts supply capability sufficient to achieve the turn around time (TAT) identified in the contract. All parts and spares used in the performance of the work shall be OEM authorized and shall meet or exceed the minimum requirements set forth in the applicable specifications and Canadian Forces Technical Orders (CFTO).

2.8 Repair and Overhaul Item Configuration Management. The Contractor shall provide and maintain repair and overhaul configuration management for all work specified in this SOW. This responsibility includes the ability to specify the status of repair and/or overhaul processes, and the status of the embodiment of modifications, for any given material specified in this SOW undergoing repair, overhaul, and/or modification at the Contractor's facilities.

#### 2.8.1 Non-Significant Modification(s) to the Product

- a. On OEM directive, the Contractor may elect to improve equipment, or R&O process efficiency, by incorporation of product or process improvements to the configuration baseline and R&O activities. Improvements may be to the components or process to correct minor deficiencies, inefficiencies, or due to parts obsolescence.
- b. OEM directed changes that do not affect the form fit and function of the equipment when installed in the intended aircraft, including system interfaces, environmental qualifications, system reliability, or operating and maintenance instructions may be embodied as a revised baseline without pre-approval by the TA.
- c. The Contractor shall communicate the nature of the above change(s) to the TA via the OEM service bulletin or equivalent Contractor document.

#### 2.8.2 Significant Modification(s) to the Product



Annex A

To: W8485-10-0400

Dated: 05 July 2012

- a. Modification(s) that affect the form fit and function of the equipment when installed in the intended aircraft, including system interfaces, environmental qualifications, system reliability, or operating maintenance instructions, shall require an Airworthiness Assessment and pre-approval by the TA. In this case, a formal approval by the TA is required.
- b. The Contractor shall communicate with the TA for instructions whether to proceed with the embodiment of the modification.
- c. When a significant modification is approved in principle by the TA, the Contractor shall submit an Engineering Change Proposal (ECP) in accordance with C-05-002-001/AG-000 - Engineering Change Proposal Procedures to the TA as per the Contractor's processes. The ECP shall, as a minimum, provide the following, where appropriate for the intended change:
  - i. Nature of the change;
  - ii. Changes to system performance;
  - iii. Changes to operating instructions and system limitations;
  - iv. Changes to system interfaces;
  - v. Changes to sub-system interchangeability and compatibility;
  - vi. Changes to environmental qualification, including HIRF and indirect effects of lightning;
  - vii. System reliability impact;
  - viii. Changes to maintenance instructions;
  - ix. Changes required to the Test and Support Equipment;
  - x. Changes to the associated Logistical Support Processes, and
  - xi. Cost and schedule estimates.

2.8.3 Definitions for Significant and Non-Significant Modifications. The definitions for Significant and Non-Significant modifications to an aeronautical product are provided in the Technical Airworthiness Manual, C-05-005-001/AG-001.

2.8.4 Physical Configuration Audits. The Contractor shall keep under constant review the repairable received in plant, make recommendations and alert the Technical Authority concerning those items which should be reclassified as having no repair potential or which deviate from the standard configuration.

The TA reserves the right to examine and audit all engineering and repair and overhaul documentation for completeness and accuracy prior to acceptance of any article or as deemed necessary by the TA to ensure the integrity of a system or component.

2.9 Repair and Overhaul Item Configuration Discrepancies. All defects or deficiencies in the basic material configuration, noted upon initial receipt of the material, shall be brought to the attention of the TA and PA through the local National Defence Quality Assurance Representative (NDQAR).

2.10 Repair and Overhaul Material Build Records. The Contractor shall maintain an information database that includes records for all repair and overhaul items covered by this SOW. The database shall be sufficiently structured to ensure traceability of all lifed and serial-numbered items. The Contractor shall provide the TA unrestricted access to this database in the event of technical or quality assurance enquiries. Equipment build records shall be retained for a period of six (6) years.

2.11 Quality Assurance Program. The Contractor shall establish and maintain a Quality Assurance (QA) Program which meets the requirements of ISO 9001:2008 Quality Management Systems -

Annex A  
To: W8485-10-0400  
Dated: 05 July 2012

Requirements for all equipment repair and overhaul. All elements of the QA Program and work described herein are subject to Government Quality Assurance at source.

2.12 Security of Work. The work performed and the documentation prepared by the Contractor shall bear the classification of the equipment concerned.

2.13 Personnel. The Contractor shall be responsible for all human resources issues, including but not limited to employees' level of competence, and security requirements.

2.14 Facilities. All repair and overhaul shall be conducted at the Contractor's facilities, except for sub-contracted work. All TIES work shall be conducted at the Contractor's facilities and/or at the location(s) specified in a TIES tasking, as agreed to by the Contractor and the TA, through the PA and CA.

### **3.0 TECHNICAL SERVICES**

3.1 Technical Services – General. In general, technical services encompass the engineering services and technical requirements pertaining to the management and conduct of the work performed on Canadian Forces repairable items and related components. The work requires a combination of practical experience combined with comprehensive design knowledge in order to provide the Technical Authority with expert advice, technical information, and recommendations including design change proposals. These efforts contribute to the improvement of maintenance and safety procedures as well as the improvement of related technical data and publications. Accordingly, the Contractor shall provide as and when required:

- a. Defect Investigations to:
  - i. establish the nature of a defect or defects;
  - ii. determine the cause of defect(s);
  - iii. recommend component improvements for testing of components, and submission of modification proposals;
  - iv. prepare and distribute reports, CF 1057 Technical Investigation Report; and
  - v. submit monthly status reports, DID SE-003, advising progress of defect investigations being conducted,
- b. Technical Information Investigations to:
  - i. research and investigate technical problems; and
  - ii. investigate and report on quality defects.
- c. Technical Information and/or Services to:
  - i. assist with the development and preparation of draft amendments to Canadian Forces Technical Order (CFTO) as per taskings;
  - ii. conduct modifications, special inspections, and assist with the development and preparation of special information instructions;
  - iii. recommend changes and modifications; and
  - iv. propose and/or comment on modifications or maintenance procedures that could potentially extend the life of repairable items and associated components.
- d. Technical Review Meetings. The Contractor, as directed by the TA shall prepare and conduct Technical Review Meetings (TRM) including the preparation of visual aids, reports and

Annex A  
To: W8485-10-0400  
Dated: 05 July 2012

presentations, in accordance with DID SE-001. The TRM will normally be conducted at the Contractor's facility. The Contractor shall take the minutes of the TRM, in accordance with DID SE-002 and provide a copy to the TA for approval prior to publishing.

Minutes are only a record of activity and carry no authority. No change in the interpretation of Project, Statement of Work, cost or schedule, as defined in the Contract may be authorised by the minutes of a meeting. Such actions require formal Contract amendment by the Contract Authority. The minutes shall have a note prominently stating, "No agreement, clarification or any other item contained within these minutes shall, by being stated herein, serve to change any contractual price, delivery, specification, or otherwise modify the contract.

### 3.2 Standard for Repair and Overhaul.

3.2.1 General. The Contractor shall not change/modify/de-modify the configuration of an arising that will involve a part number change even if it is required to meet existing standards without the approval of the TA. Revisions and product improvements shall be limited to only those required to restore the arising to a serviceable operating condition or to aid in returning different generation equipment or modules to a configuration that will accommodate testing.

3.2.2 Minimum Repair. Minimum repair on every arising shall include a thorough cleaning, inspection of mechanical and electrical components, and testing necessary to locate and identify defects and deficiencies to determine the extent of repairs and parts replacement required.

3.3 Work Authorization. The Contractor shall only carry out work authorized by either, Repairable Materiel Account (RMA), requisition on a contract (DND 626 Task Authorization), an email or message transmission in accordance with the contract. Upon receipt of a component the Contractor shall either determine the repair and overhaul requirements, or identify the component as being beyond economical repair (BER).

### 3.4 Work Certification.

- a. Repaired items returned to DND shall be accompanied with a Certificate of Conformance acceptable to the TA as defined by the Technical Airworthiness Manual (TAM), and applicable Test Data Sheets;
- b. If these documents are unavailable and before the repaired item is shipped to DND, the Contractor shall provide the TA with an equivalent Transport Canada certification documents for review and approval; and
- c. All documents shall be signed and stamped by an airworthiness representative with delegated authority under FAA, Director Technical Airworthiness and Engineering Support (DTAES), or Transport Canada Approved Maintenance Organization (AMO) regulations.

### 3.5 Performance and Reliability.

- a. Equipment repaired, overhauled or calibrated under the terms of this contract shall meet the approved standards of performance and reliability described in the applicable specifications, or OEM drawings and acceptance test procedures. Work performed is to be in accordance with the OEM specifications to the latest Canadian configuration and the latest applicable revisions and service bulletins;
- b. All work under this contract shall be in compliance with the DND Technical Airworthiness Manual, C-05-005-001/AG-001;
- c. Modifications or changes resulting in upgrades to repairable items, or deviation(s) from OEM

Annex A  
To: W8485-10-0400  
Dated: 05 July 2012

specifications and/or repair and overhaul procedures, must be approved by the Technical Authority through the Procurement and Contracting Authorities; and

- d. If no standard of performance and/or reliability exists, the Contractor shall contact the TA to determine the standard that is to be used.

### 3.6 Depth of Repair.

- a. The depth of repair shall be sufficient to include alignment, adjustment and the repair of all faults, electrical and mechanical, necessary to render the equipment in compliance with applicable standards. All arising shall be repaired to the component level.
- b. However, the Contractor shall inform the TA and provide repair recommendations and quotes for each option for those repairable that would require complete overhaul versus minimum repairs. This report shall be provided immediately to the TA to minimize Turn Around Time (TAT) delays.

3.7 Approved Modifications. The Contractor shall inspect each repairable to ensure that applicable CF [/CF- XXX], [/CD-XXX] or OEM approved modifications or DND approved OEM service bulletins are embodied. If equipment received for R&O is deficient of any modification, the Contractor is to notify the TA immediately. The TA shall provide instructions to the Contractor.

The TA shall provide the Contractor with current DND modifications [/CF- XXX] and [/CD-XXX] as well as a list of CF approved OEM Service Bulletins for reference purposes.

3.8 Equipment Beyond Economical Repair (BER). The Contractor shall make recommendations and alert the PA and TA concerning those items that should be reclassified as having no repair potential or are no longer in production and/or where replacement would be cost prohibitive. The Contractor shall identify to the PA and TA whether parts can be salvaged for re-use in Canadian repairable. In all cases, the TA shall provide disposal instructions to the Contractor.

3.9 Technical Investigations and Engineering Support (TIES). Upon TA direction, the Contractor shall carry out the work associated with technical investigations, engineering support and special testing. The execution of TIES shall provide engineering data and/or recommendations relevant to these investigations, including drawings where required. These services will be on an "as and when required" basis and the total number of hours for this effort is not to exceed 500 person-hours per year.

When DND has a requirement to access the TIES capabilities listed in the following paragraphs of this SOW, DND shall raise a SOW or Statement of Requirement (SOR) and forward it to the contractor for quote. Upon receipt of the quote from the contractor DND/PWGSC shall determine if it is acceptable. If deemed acceptable a DND626 Task Authorization will be authorized by either DND or PWGSC.

3.10 Continuous Engineering Support. The Contractor shall maintain a continuous review of all equipment assembly and sub-assembly malfunctions repaired in plant to determine whether or not such malfunctions are caused by maintenance practices or assembly defects, and submit proposals to the Technical Authority. The Contractor is encouraged to submit suggestions, which will lead to improving the overall equipment reliability and maintainability.

3.11 Fuel Cell Storage and Maintenance. The contractor shall store and maintain all the aircraft fuel cells that are identified in Appendix 1. While in storage, the maintenance, inspections and preservation of these fuel cells shall be conducted in accordance with CFTO C-12-010-040/TR-014. The anticipated number of fuel cells to be stored at the Contractor's facility is identified in Appendix 1. Further details are contained in the Logistics SOW.

Annex A  
To: W8485-10-0400  
Dated: 05 July 2012

3.12 CF 777 Unsatisfactory Condition Report (UCR) Investigation. The Contractor may be tasked by the TA to investigate any UCR related to the Appendix 1 components.

3.13 Preparation of Modification Leaflet. Upon request from the DND, the Contractor shall provide the TA with source data for modifications or maintenance program changes affecting the equipment specifications and publications (i.e. operating, maintenance, drawings, and test procedures) listed in Appendix 1 in accordance with D-01-100-220/SF-000 Specification - Preparation of Modification Instructions.

3.14 Work Monitoring. Canada shall have the right to monitor the work in progress at all times. The Contractor shall, upon request, allow Canada access to its facilities, and when requested shall provide to the TA, or National Defence Quality Assurance Representative (NDQAR), any data accumulated associated with the work carried out to satisfy this SOW. Opportunities for technical dialogue between the TA and the assigned Contractor personnel shall be provided on a continual and cooperative basis. This dialogue shall not convey any authority to amend the contract.

#### **4.0 SPECIFICATIONS, DOCUMENTATION AND STANDARDS**

4.1 General. . The below Specifications, Documentation and Standards are called up under this contract for use in the performance of the work as appropriate. They are grouped into three areas which are: certain generic specifications and standards, safety standards, and repair and overhaul specifications. They provide the basis of the manner in which work specified in this SOW shall be performed. Following contract award the contractor shall submit requirements for DND publications, specifications and standards, otherwise known as the Technical Data Package (TDP) through the on-site NDQAR. The Technical Authority (TA) shall ensure the Request for Data Verification (RDV) and Design Data Lists (DDL) are amended accordingly. Any missing, outdated or otherwise inaccurate information shall be reported to the TA, through the NDQAR. Specifications and Standards. In addition to the specifications identified at Annex A Appendix 1 to the contract, the Contractor shall also comply with the requirements set forth in the following specifications and standards:

- a. A-LM-184-001/JS-001, Special Instructions - Repair and Overhaul Contractors, basic-date: 2002-11-30, Change 3, 2010-08-25;
- b. C-05-005-001/AG-001, Technical Airworthiness Manual, basic-date: 2001-11-30, Change 5, 2007-07-28;
- c. D-01-100-220/SF-000, Specification - Preparation of Modification Instructions, basic-date: 1988-06-01, Change 1, 1992-02-11;
- d. C-05-005-P09/AM-001 – Maintenance Program Implementation Support Activities, basic date: 2010-12-12 Chge #0;
- e. C-02-006-002/AG-000 – Information Markings on Canadian Forces Equipment, basic-date: 25 February 1988;
- f. C-05-005-P04/AM-001 – Aircraft Maintenance Record Set, basic-date: 2009-07-21;
- g. C-02-005-009/AM-000 – Inspection and Conditioning of Material returned to, and held in, the supply system; basic-date: 2000-10-31;
- h. ISO 9002 Quality Systems – Model for Quality Assurance in Production, Installation and Servicing;
- i. A-LM-181-001/JS-001 – Standard Supply Instructions; basic-date: 1974-11-29;
- j. A-LM-505-464/JS-001 - Technical Investigation Report (CF1057); basic-date: 2001-03-31;
- k. C-02-005-009/AM-000 - Materiel Management Policy - Inspection and Conditioning of

Annex A  
To: W8485-10-0400  
Dated: 05 July 2012

Materiel Returned to and Held in the Supply System; basic-date: 2000-10-31;

- l. C-02-005-013/AM-000 - Shelf life and Storage of Materiel; basic-date: 1988-05-16;
- m. C-05-002-001/AG-000 - Engineering Change Proposal Procedures; basic-date: 1989-01-16;
- n. General Aircraft Maintenance Safety; basic date: 2010-12-12 Chge #0;
- o. C-12-010-040/TR-014 - Standard Repair Procedures Description And Maintenance Of Aircraft Fuel Cells And Tanks;
- p. C-05-015-001/AM-000 Aircraft Maintenance Record Set; and
- q. C-05-005-009/AM-000 - NDT Program Policy, basic-date: 1988-05-6.

4.2 Repair and Overhaul Specifications. The Contractor shall comply with the requirements set forth in the specific repair and overhaul technical instructions, specifications, and standards detailed at Appendix 1 to this contract.

4.3 Safety Standards. The Contractor shall comply with current commercial industrial safety standards. In addition, the Contractor shall also comply with C-05-005-P10/AM-001 – Aircraft Weapons Systems Maintenance, General Aircraft Maintenance Safety and General Safety Precautions for Aircraft Maintenance Activities; as appropriate. Where different standards exist for the same, or similar, safety matters, the more stringent standards shall be applied.

4.4 Technician Qualifications. Contractor personnel must possess sufficient expertise to perform modifications and provide technical advice relating to product improvement and/or improvement of repair and overhaul procedures for the repairable items identified at Appendix 1. Where applicable, OEM or equivalent qualified, personnel shall be used to conduct repair, overhaul and modifications.

The Contractor is responsible for ensuring that qualifications, accreditations, licensing, etc., of technical personnel are current and renewed in accordance with the conditions stipulated by OEMs, licensing bodies, government/institutional bodies, and various government/industry recognized professional associations or bodies. Technical personnel shall be available in sufficient numbers, to meet the requirements of this contract.

## 5.0 REPORTS AND DELIVERABLES

5.1 Documentation. The Contractor shall document all work performed on the material specified in this SOW. DND documentation procedures, maintenance forms, and Aircraft Maintenance Management Information System (AMMIS) reporting procedures shall be used. This documentation shall be maintained and completed in accordance with CFTO C-05-015-001/AM-000 Aircraft Maintenance Record Set using the DND forms listed below.

- a. CF 543 Off Aircraft Maintenance Report;
- b. CF 358 Aircraft Equipment Component History Card; and
- c. CF 942 Material Condition Tag.

The contractor shall cross reference this SOW with Annex B, Logistics SOW, and ensure that all required reports and documents are provided as required. The contractor shall submit the CF 543 by either of the following methods:

- a. complete the form on paper and mail it to DAEBM; or
- b. use the Aircraft Maintenance Report for Contractors (AMRC) application (to be provided by DND) where the form will be completed electronically and then e-mailed to DAEBM.

5.2 Technical Documentation.



Annex A  
To: W8485-10-0400  
Dated: 05 July 2012

- a. The contractor shall be responsible for attaining approved OEM documentation in support of the work which may include, but is not limited to specifications, maintenance manuals, calibration manuals, calibration standards, repair and test schemes, service bulletins, non standard repair schemes, applicable airworthiness notices and bulletins, drawings, Quality Assurance documents, logistics publications, packaging, storage, handling, and transportability documentation, special process data, background references, and any other documentation required to carry out the work in accordance with the approved standards;
- b. The contractor shall make appropriate arrangements with the documentation suppliers to ensure that supplier approved changes to the documents are received and, upon confirmation of suitability with the TA, adopted and implemented into the work throughout the life of the contract;
- c. Upon request by the TA, the contractor shall provide a full listing of the documentation used by the contractor in support of this SOW; and
- d. Upon request of the TA, the contractor shall furnish DND with one electronic or hard copy of any publication/document used in support of the work.

5.3 Technical Investigation and Engineering Support (TIES) Reports. Upon completion of an authorized TIES requirement, the Contractor will be required to submit a Technical Investigation and Engineering Services (TIES) Report DID SE-003. Reports may also be required on an interim basis if a particular TIES tasking justifies the need to do so, CF 1057 form will be used to report Technical Investigations.

## **6.0 AIRWORTHINESS REQUIREMENTS**

### **6.1 General.**

- a. All aspects of the Repair and Overhaul Services, Technical Investigations and Engineering Services Support of DAEPM(TH) Managed Aerospace Equipment are subject to the provisions of the Technical Airworthiness Manual (TAM), C-05-005-001/AG-001 for the scope and depth of Engineering and/or Maintenance related activities required to complete the work specified in this SOW.
- b. The Technical Airworthiness Manual (TAM) is available by calling 1-613-993-1292.
- c. The Contractor shall obtain full accreditation or be deemed a Technical Airworthiness Authority (TAA) acceptable organization (i.e., Recognition) as an Acceptable Maintenance Organization (AMO) from the TAA within twelve (12) months of contract award with airworthiness authority for the scope and depth of activities related to the Repair and Overhaul Services, Technical Investigations and Engineering Services in Support of DAEPM(TH) Managed Aerospace Equipment. For the period between contract award and receipt of full accreditation/recognition, the contractor shall ensure the airworthiness of delivered products and services complies with the Airworthiness Management Plan (AMP) prepared in accordance with CDR-006, DID AW-001 and approved by the TA. In addition, the TAA shall need to issue a provisional accreditation/recognition prior to the airworthiness related activities commencing.

### **6.2 Implementation.**

Implementation of these airworthiness requirements shall be accomplished in accordance with the following schedule:

- a. Within one (1) week after contract award, the Contractor shall apply directly to the TA for accreditation/recognition, as applicable, in accordance with TAM 1.4.2.S1.2.b;

Annex A

To: W8485-10-0400

Dated: 05 July 2012

- b. Within two (2) weeks after contract award, the Contractor shall submit an Airworthiness Management Plan (AMP) in accordance with DID AW-001;
- c. Within one (1) month of contract award, DND shall conduct an initial Technical Airworthiness Management meeting at which time the contractor's proposed Airworthiness Management Plan (AMP) will be reviewed to determine:
  - i. Acceptability as a plan for obtaining full TAA accreditation/recognition; and/or a
  - ii. Acceptability as an airworthiness operating plan for assuring the airworthiness of DND aeronautical products and contractor services provided prior to full TAA accreditation/recognition.
- d. Within two (2) weeks of the initial Technical Airworthiness Management meeting, the Contractor shall submit an updated Airworthiness Management Plan (AMP) in accordance with DID AW-001 that incorporates the key decisions, agreements and direction obtained at the meeting. The TA shall approve and accept the final AMP which functions as the basis for:
  - i. Ensuring compliance with technical airworthiness requirements prior to full TAA accreditation/recognition;
  - ii. Issuing a provisional accreditation/recognition for the airworthiness related activities by the TAA;
  - iii. Preparing and submitting an Airworthiness Process Manual, in accordance with DID AW-002 within six (6) months of contract award;
  - iv. Achieving full TAA AMO accreditation/recognition within twelve (12) months of contract award;
  - v. Measuring progress toward achieving full TAA accreditation/recognition; and
  - vi. Once accredited or recognized by the TAA, the contractor shall maintain this status for the duration of the contract.



Appendix 1 to Annex A  
Equipment List

W8485-10-0400

Stock Code Number	Description	Part Numbers	NSCM	CFTO	FORECAST		MRC	FY1	FY2	Weight per Unit of Issue in KG	Volume (M³) per Unit
					YEAR 1	YEAR 2					
1630-00-065-3224	CYLINDER, HYDRAULIC BRAKE, MASTER	OMP2275-5	33068	C13376000MN000	10	10	7,500.00	75,000.00	75,000.00	2.000	0.015317
1560-21-807-9358	TANK, FUEL, AIRCRAFT	FDC60815	05476	C12010040TR014, C12010046TP000	3	3	3,000.00	9,000.00	9,000.00	10.000	0.138482
1560-21-807-9359	TANK, FUEL, AIRCRAFT	FDC60816	05476	C12010040TR014, C12010046TP000	3	3	3,000.00	9,000.00	9,000.00	7.000	0.096776
1560-21-807-9360	TANK, FUEL, AIRCRAFT	FDC60817	05476	C12010040TR014, C12010046TP000	6	6	3,000.00	18,000.00	18,000.00	13.000	0.140693
1560-21-807-9361	TANK, FUEL, AIRCRAFT	FDC60818	05476	C12010040TR014, C12010046TP000	3	3	3,000.00	9,000.00	9,000.00	6.000	0.138482
1560-21-807-9362	TANK, FUEL, AIRCRAFT	41A65062-1	88308	C12010040TR014, C12010046TP000	3	3	2,500.00	7,500.00	7,500.00	4.000	0.043139
1560-21-841-4756	TANK, FUEL, AIRCRAFT	C5SC1060-1	71867	C12010040TR014, C12010046TP000	2	1	3,000.00	6,000.00	3,000.00	2.000	0.051038
1560-21-841-4757	TANK, FUEL, AIRCRAFT	C5SC1060-2	71867	C12010040TR014, C12010046TP000	2	1	3,000.00	3,000.00	3,000.00	1.000	0.144495
1560-21-841-4758	TANK, FUEL, AIRCRAFT	C5SC1061-3	71867	C12010040TR014, C12010046TP000	3	1	3,000.00	9,000.00	3,000.00	21.000	0.555900
1560-21-841-4759	TANK, FUEL, AIRCRAFT	C5SC1061-4	71867	C12010040TR014, C12010046TP000	1	2	3,000.00	3,000.00	6,000.00	38.000	0.486780
1560-21-841-4760	TANK, FUEL, AIRCRAFT	C5SC1062-3	71867	C12010040TR014, C12010046TP000	1	1	3,000.00	3,000.00	3,000.00	25.000	0.535080
1560-21-841-4761	TANK, FUEL, AIRCRAFT	C5SC1062-4	71867	C12010040TR014, C12010046TP000	2	1	4,000.00	8,000.00	4,000.00	0.000	0.000000
1560-21-841-4762	TANK, FUEL, AIRCRAFT	C5SC1063-3	71867	C12010040TR014, C12010046TP000	5	1	3,600.00	18,000.00	3,600.00	3.000	0.328800
1560-21-841-4763	TANK, FUEL, AIRCRAFT	C5SC1063-3	71867	C12010040TR014, C12010046TP000	5	1	3,600.00	18,000.00	3,600.00	7.000	0.498960
1560-21-841-4764	TANK, FUEL, AIRCRAFT	C5SC1064-3	71867	C12010040TR014, C12010046TP000	5	1	3,300.00	18,000.00	3,600.00	4.000	0.317538
1560-21-841-4765	TANK, FUEL, AIRCRAFT	C5SC1064-4	71867	C12010040TR014, C12010046TP000	1	1	3,500.00	3,500.00	3,500.00	52.000	0.450528
1560-21-841-4766	TANK, FUEL, AIRCRAFT	C5SC1065-3	71867	C12010040TR014, C12010046TP000	1	1	3,000.00	3,000.00	3,000.00	16.000	0.527472
1560-21-841-4767	TANK, FUEL, AIRCRAFT	C5SC1065-4	71867	C12010040TR014, C12010046TP000	1	1	3,000.00	3,000.00	3,000.00	25.000	0.316122
1560-21-841-4768	TANK, FUEL, AIRCRAFT	C5SC1066-1	71867	C12010040TR014, C12010046TP000	5	1	3,000.00	15,000.00	3,000.00	3.000	0.050066
1560-21-841-4769	TANK, FUEL, AIRCRAFT	C5SC1066-2	71867	C12010040TR014, C12010046TP000	2	1	3,000.00	6,000.00	3,000.00	0.500	0.146718
1560-21-841-4770	TANK, FUEL, AIRCRAFT	C5SC1067-1	71867	C12010040TR014, C12010046TP000	2	1	3,000.00	6,000.00	6,000.00	5.000	0.140693
1560-21-841-4771	TANK, FUEL, AIRCRAFT	C5SC1067-2	71867	C12010040TR014, C12010046TP000	3	1	3,000.00	9,000.00	3,000.00	3.000	0.147972
1560-21-841-4772	TANK, FUEL, AIRCRAFT	C5SC1068-1	71867	C12010040TR014, C12010046TP000	1	1	3,000.00	3,000.00	3,000.00	6.000	0.146718
1560-21-841-4773	TANK, FUEL, AIRCRAFT	C5SC1068-2	71867	C12010040TR014, C12010046TP000	1	1	3,000.00	3,000.00	3,000.00	5.000	0.142798
1560-21-841-4774	TANK, FUEL, AIRCRAFT	C5SC1069-1	71867	C12010040TR014, C12010046TP000	4	1	3,000.00	12,000.00	3,000.00	3.000	0.043173
1560-21-841-4775	TANK, FUEL, AIRCRAFT	C5SC1069-2	71867	C12010040TR014, C12010046TP000	2	1	3,000.00	6,000.00	3,000.00	3.000	0.048216
1560-21-843-3022	DUCT	C5SC1059-1	71867	C12115000MN000	RR	RR	750.00	-	-	3.000	0.031347
1560-21-843-4734	RADOME	C5SC1172-3	71867	C12010040TR017, C12010052TP000, C12115000MN000	1	1	8,000.00	8,000.00	8,000.00	87.000	2.000000
1560-21-869-2137	TANK, FUEL, AIRCRAFT	C6SC1051-3	71867	C12010040TR014, C12010046TP000	2	2	3,700.00	7,400.00	7,400.00	6.000	0.033188
1560-21-869-2138	TANK, FUEL, AIRCRAFT	C6SC1052-3	71867	C12010040TR014, C12010046TP000	2	2	3,700.00	7,400.00	7,400.00	22.000	0.294000
1560-21-869-2139	TANK, FUEL, AIRCRAFT	C6SC1053-3	71867	C12010040TR014, C12010046TP000	2	2	3,700.00	7,400.00	7,400.00	0.100	0.000001
1560-21-869-2140	TANK, FUEL, AIRCRAFT	C6SC1054-3	71867	C12010040TR014, C12010046TP000	2	2	3,700.00	7,400.00	7,400.00	6.000	0.146718
1560-21-869-2141	TANK, FUEL, AIRCRAFT	C6SC1055-3	71867	C12010040TR014, C12010046TP000	2	2	3,700.00	7,400.00	7,400.00	5.000	0.144495
1560-21-869-2142	TANK, FUEL, AIRCRAFT	C6SC1056-3	71867	C12010040TR014, C12010046TP000	2	2	3,700.00	7,400.00	7,400.00	7.000	0.336300
1560-21-869-2143	TANK, FUEL, AIRCRAFT	C6SC1057-3	71867	C12010040TR014, C12010046TP000	2	2	3,700.00	7,400.00	7,400.00	5.000	0.071182
1560-21-869-2144	TANK, FUEL, AIRCRAFT	C6SC1058-3	71867	C12010040TR014, C12010046TP000	2	2	3,700.00	7,400.00	7,400.00	15.000	0.326250



Appendix 1 to Annex A  
Equipment List

W8485-10-0400

1560-21-896-9286	TANK,FUEL,AIRCRAFT	0130-63200-053	56221	C12010040TR014,C 12010046TP000,C1 2010046TPZ01,R12 010060TP000	5	5	9,527.00	47,635.00	47,635.00	102.000	1.000000
1560-21-896-9287	TANK,FUEL,AIRCRAFT	0130-63200-055	56221	C12010040TR014,C 12010046TP000,C1 2010046TPZ01,R12 010060TP000	10	10	7,495.00	74,950.00	74,950.00	105.000	1.000000
1560-21-896-9288	TANK,FUEL,AIRCRAFT	0130-63200-057	56221	C12010040TR014,C 12010046TP000,C1 2010046TPZ01,R12 010060TP000	10	10	7,280.00	72,800.00	72,800.00	119.000	1.000000
1560-21-896-9289	TANK,FUEL,AIRCRAFT	0130-63200-059	56221	C12010040TR014,C 12010046TP000,C1 2010046TPZ01,R12 010060TP000	5	5	7,366.00	36,830.00	36,830.00	93.000	1.000000
1630-00-703-3517	BRAKE,SINGLE DISK	9531926-5	089R9	C13E44000MN001	20	20	7,200.00	100,800.00	100,800.00	3.500	0.002250
1630-00-873-6244	CYLINDER,HYDRAULIC BRAKE,MASTER	0MP2275-1	33068	C13376000MN000	SN	SN	2,500.00	-	-	2.000	0.024800
1630-01-466-4625	HOUSING,PISTON,WHEEL BRAKE	260-371	97153	C13226000MS000	6	3	-	-	-	0.000	0.000000
1630-21-843-3474	BRAKE,MULTIPLE DISK	2-1093	97153	C13226000MS000	10	5	11,000.00	110,000.00	55,000.00	23.000	0.018964
1630-21-854-0658	TORQUE PLATE	184-270, 4-50	97153, 25472	C13226000MS000	RR	RR	1,275.00	-	-	4.000	0.007959
1630-21-860-3851	WHEEL,LANDING GEAR	3-1197	97153	C12138000MN002	4	4	2,600.00	10,400.00	10,400.00	6.000	0.031099
1630-21-860-3890	SHOCK UNIT ASSEMBLY	258-24075-1	35951	C13K60000MN001	1	1	500.00	500.00	500.00	1.000	0.017400
1630-21-860-3895	WHEEL,LANDING GEAR	9544382, 9544382-1	73842	C12138000MN002	2	2	3,000.00	6,000.00	6,000.00	0.000	0.000000
1630-21-869-1333	SKI ASSEMBLY, AIRCRAFT WHEEL	32-003-4	37831	C13K60000MN001	1	1	4,500.00	4,500.00	4,500.00	91.000	0.679479
1630-21-869-2583	SKI ASSEMBLY,MAIN WHEEL	258-24002-11	35371, 35951	C13K60000MN001	1	1	40,000.00	40,000.00	40,000.00	0.000	0.000000
1630-21-869-2584	SKI ASSEMBLY,MAIN WHEEL	258-24002-12	35371, 35951	C13K60000MN001	2	2	40,000.00	80,000.00	80,000.00	500.000	1.000000
1630-21-869-2588	SKI ASSEMBLY,NOSE	258-24005-1	35371, 35951	C13K60000MN001	1	1	30,000.00	30,000.00	30,000.00	0.100	0.000001
1630-21-875-3043	WHEEL,LANDING GEAR	3-1369-1	97153	C13226000MS000	RR	RR	1,600.00	-	-	19.000	0.059877
1630-21-878-6230	WHEEL,LANDING GEAR	3-1362	97153	C13226000MS000	22	4	3,400.00	79,200.00	8,200.00	8.000	0.045360
1650-21-841-4728	FILTER,FLUID	700131	35076	C13725000MS000	2	1	1,600.00	3,200.00	1,600.00	2.000	0.037820
1650-21-860-3803	CYLINDER ASSEMBLY, ACTUATING,LINEAR	112-61003-3	35951	C13K60000MN001	1	1	1,000.00	1,000.00	1,000.00	4.554	0.023100
1650-21-860-3804	CYLINDER ASSEMBLY, ACTUATING,LINEAR	112-61003-5	35951	C13K60000MN001	RR	RR	650.00	-	-	4.000	0.019963
1680-00-980-0245	REEL,SHOULDER HARNESS	HR30-1001-28-1A	45402		8	4	7,000.00	56,000.00	28,000.00	1.068	992.000000
1680-01-437-0396	REEL ASSEMBLY, INTER	015-870145-3-16	62323		50	10	1,500.00	75,000.00	15,000.00	0.720	0.002092
1680-21-858-0726	REEL,SHOULDER HARNESS,INERTIA LOCK	0101611-01, AS2830R	45402, 71867		5	2	500.00	2,500.00	1,000.00	1.000	0.000018
2995-21-841-6834	MOUNT ASSEMBLY, ENGINE	LM303SA21	76005	C15522000MN000	6	9	9,000.00	54,000.00	81,000.00	4.000	0.004695
2995-21-841-6835	MOUNT,ENGINE	LM303SA22	76005	C15522000MN000	6	9	12,000.00	72,000.00	108,000.00	4.000	0.007738
2995-21-843-3128	MOUNT,ENGINE	LM303SA29	76005	C15522000MN000	6	9	6,700.00	40,200.00	70,300.00	4.000	0.020723
2995-21-860-2591	MOUNT,DYNAFOCAL, AIRCRAFT ENGINE	LM303SA43	76005	C15522000MN000	6	6	15,000.00	90,000.00	90,000.00	7.000	0.030866
4810-00-474-5863	VALVE,GATE	AV16B1282B	73760	C13422000MS000	2	2	2,265.00	4,530.00	4,530.00	1.092	0.013728
4810-00-474-5897	VALVE,GATE	AV16B1285	73760	C13422000MS000	3	2	400.00	1,200.00	800.00	0.960	0.006466
4810-00-834-3199	VALVE,GATE	AV16B1230C	73760	C15276000MN000	1	1	300.00	300.00	300.00	1.000	0.007521
4810-01-362-2923	VALVE,SOLENOID	AV1E1139	73760	C12138000MN002	RR	RR	2,350.00	-	-	1.000	0.010500
4810-21-841-4805	VALVE,GATE	AV16B1230B	73760	C15276000MN000	RR	RR	245.00	-	-	0.840	0.004084
5841-21-846-2202	RADOME	433-909	90073	C12010040TR017, C12010052TP000	1	1	2,000.00	2,000.00	2,000.00	3.000	0.042055
5985-21-867-8565	RADOME	0190-64200, 256-10001A	00198, 88308	C12010040TR017	10	10	17,180.00	171,800.00	171,800.00	2000.000	625.000000
8145-00-888-3699 (124)	SHIPPING AND STORAGE CONTAINER	S6170-85100-2	78286	DRAWING PACKAGE S6170-85100	2	2	7,700.00	15,400.00	15,400.00	100.000	1.000000
8145-00-987-3676 (124)	SHIPPING AND STORAGE CONTAINER	S6170-85000-1	78286	DRAWING PACKAGE S6170-85000	0	0	11,520.00	-	-	450.000	632.000000
8145-21-801-1781 (Gen)	BOX,SHIPPING AND STORAGE	DL8975233-1	38610	Drawing DL8975233-1	50	50	1,930.00	96,500.00	96,500.00	113.000	3.000000

Annex B  
To: W8485-10-0400  
Dated: 5 July 2012

**LOGISTICS STATEMENT OF WORK  
FOR  
REPAIR AND OVERHAUL SERVICES,  
TECHNICAL INVESTIGATION AND ENGINEERING SUPPORT  
IN SUPPORT OF  
MANAGED FUEL CELLS, WHEEL AND BRAKE SYSTEMS,  
MOUNTING SYSTEMS, HYDRAULIC COMPONENTS, RADOMES,  
AND MISCELLANEOUS AEROPSACE EQUIPMENT FOR  
CANADIAN FORCES FLEETS – CC115 BUFFALO, CC138 TWIN  
OTTER, CH124 SEA KINGS AND CT114 TUTORS**

Annex B  
To: W8485-10-0400  
Dated: 5 July 2012

TABLE OF CONTENTS  
TO LOGISTICS STATEMENT OF WORK  
REPAIR AND OVERHAUL SERVICES  
TECHNICAL INVESTIGATION AND ENGINEERING SUPPORT WAREHOUSING IN SUPPORT  
OF  
VARIOUS DGAEPM TRANSPORT, TRAINER AND HELICOPTER FLEETS

Title Page	1
Table of Contents	2
List of Acronyms and Definitions	4
<b>1.0 General</b>	<b>6</b>
1.1 Aim	6
1.2 Extent of Work	6
1.3 Spares Procurement	6
1.4 Packaging and Markings	7
1.5 Shipping Storage and Handling Procedures	7
<b>2.0 Administration</b>	<b>8</b>
2.1 Receipt	8
2.2 Administrative Call Support	8
2.3 Shipment Discrepancies	8
2.4 Work Control	9
2.5 Cost Control	9
2.6 Cost Monitoring	10
2.7 Progress Claim Payment	10
2.8 Costing Records	10
2.9 Publications	10
2.10 Progress Review Meetings	10
2.11 Meeting Minutes	11
2.12 Office Service	11
2.13 Plant Shutdown/Vacation Period	11
2.14 Stop Repair Action	11
2.15 Completion of Work	11
<b>3.0 Maintenance Support</b>	<b>12</b>
3.1 Minor Repairs	12
3.2 Equipment Turn Around Time	12
3.3 Priority Repair Request (PRR)	12
3.4 Technical Investigation and Engineering Studies (TIES)	13
<b>4.0 Supply Support</b>	<b>13</b>
4.1 Contractor Supply Accounting	13
4.2 Embodiment Fees	13
4.3 Transaction Documentation	13
4.4 Reports	14
4.5 Reusable Containers	14
4.6 Stocktaking	14

Annex B

To: W8485-10-0400

Dated: 5 July 2012

4.7	Fuel Cell Warehousing	14
4.8	Management of DND-Own Spares	14
4.9	Spares Review	15
4.10	Disposal/Transfer of Spares	15
4.11	Loss or Damage to DND Materiel	16
<b>5.0</b>	<b>Reports</b>	<b>16</b>
5.1	Work in Progress Report	16
5.2	Progress Claim Detail Summary Report	16
5.3	Accountable Advance Inventory Report	16
<b>6.0</b>	<b>Termination of Contract</b>	<b>16</b>
<b>6.1</b>	<b>Contract Close-Out</b>	<b>16</b>
<b>7.0</b>	<b>Miscellaneous</b>	<b>17</b>
7.1	Warranty on Materiel	17
7.2	Warranty Consideration	17
7.3	Selection Notice Observation Message	17
7.4	Selection Notice and Priority Summary	17
7.5	Contractor Use of DND Equipment/Publications	17
7.6	Inspection of Materiel	17

Annex A – Tech Statement of Work

Appendix 1 – Equipment List

Annex B – Logistic Statement of Work

Appendix 1 – Contractor Held Inventory

Appendix 2 - Accountable Advance Inventory Report

Appendix 3 - Accountable Advance Cash Flow and Reconciliation

Annex B  
To: W8485-10-0400  
Dated: 5 July 2012

**List of Acronyms and Definitions:**

AA	Accountable Advances
CA	Contracting Authority
CARF	Consignment Authorization Receipt Form
CDRL	Contract Data Requirements List
CFM	Contractor Furnished Materiel
CFSS	Canadian Forces Supply System
CGCM	Canadian Government Catalogue of Materiel
CIS	Contract Issue Spares
CY	Current Year
CRPA	Contractor Repair Parts Account
DCG	Document Control Group
DID	Data Item Description
DMC	Demilitarization Code
DND	Department of National Defence
DR	Discrepancy Report
EDD	Estimated Delivery Date
ERN	Equipment Registration Number
FIFO	First-In First-Out
GFOS	Government Furnished Overhaul Spares
HPR	High Priority Requirements
ILHQ	Inbound Logistics Headquarters
ILQA	Inbound Logistics Quebec Area
MIMS	Materiel Information Management System
MRC	Maximum Repair Cost
NATO	North Atlantic Treaty Organization
NDQAR	National Defence Quality Assurance Representative
NSN	NATO Stock Number
NYF	Next Year Forecast
OEM	Original Equipment Manufacturer
PA	Procurement Authority, used interchangeably with Requisition Authority (RA)

Annex B

To: W8485-10-0400

Dated: 5 July 2012

PRR	Priority Repair Request
PWGSC	Public Works and Government Services Canada
R&O	Repair and Overhaul
RDD	Required Delivery Date
RMA	Repair Materiel Account
RPC	Repair Priority Code
RR	Repairable Reserve
RSA	Repair Shop Account
SM	Supply Manager
SNAPS	Selection Notice and Priority Summary
SNOM	Selection Notice Observation Message
SOW	Statement of Work
SPIN	Special Procurement Instruction Number
TA	Technical Authority
TAT	Turn Around Time
TIES	Technical Investigation and Engineering Studies
US DOD	United States Department of Defence
WIP	Work In Progress

**Definitions:**

**Accountable Advanced (AA) Spares** – Non-catalogued, long lead time inventory spares which the Contractor has been authorized by Procurement Authority (PA) to purchase using DND funds, on an exceptional basis. Canadian Forces Supply System (CFSS) does not track AA spares.

**Government Furnished Overhaul Spares (GFOS)** – is defined as non-catalogued inventory spares which are not purchased by the Contractor but arise from: AA spares transferred from another Contractor, DND procurement with the US government, spares salvaged from DND equipment or de-catalogued CIS spares which are for 3<sup>rd</sup> line use only. GFOS spares are not recorded in the CFSS.

**Contract Issue Spares (CIS)** – CIS are DND-owned materiel issued to Contractors for incorporation into DND equipment undergoing repair overhaul and modification. This materiel is catalogued in CFSS and is normally carried in DND inventory; catalogued serviceable spare parts salvaged by the Contractor on NDHQ authority are included.

**Contractor Furnished Materiel (CFM)** – CFM are parts that do not qualify under CIS, AA spares, and GFOS. Materiel which are commercially available and normally carried in stock and /or provided by the Contractor.



Annex B  
To: W8485-10-0400  
Dated: 5 July 2012

## 1.0 GENERAL

1.1 Aim. The Contractor shall repair and overhaul only those items for which it has received authorization in accordance with Appendix 1 Annex A. The Contractor shall conform to the supply procedures provided in this Statement of Work (SOW) related to the management of the Department of National Defence (DND) equipment and stores in its possession. DND reserves the right to exercise surveillance over all aspects of the Contractor's supply operation. Repair and Overhaul (R&O) priorities will be maintained as advised in the Selection Notice and Priority Summary (SNAPS).

1.1.1 All work and requirements under this contract shall be in accordance with A-LM-184-001/JS-001, unless otherwise specified herein.

1.1.2 The Contractor shall comply with the applicable DID and/or CDRL, Annex C for repairables under this contract. The Contractor shall refer to the most recent version of A-LM-505-302/JS-001 – Data Acquisition Guidelines for the use of Data Item Descriptions (DIDs) and Contract Data Requirement Lists (CDRLs), for guidance on the use of DIDs and CDRLs when acquiring data.

## 1.2 Extent of Work

The complete overhaul of all arisings (except life items that are time expired) is not permitted under the terms of this Statement of Work. The intent is that repair work will be done and overhaul resorted to only where required by technical specifications or when specifically approved by the PA. Overhaul of arisings (except life items that are time expired) must be pre-approved by the PA.

1.3 Spares Procurement. The Contractor shall procure Accountable Advance Spares (AAS) for use in the repair and/or overhaul of only those items for which he has received repair authorization and in accordance with the definition outlined below. The Contractor shall conform to such supply procedures as are advised in this SOW related to the management of DND equipment and stores in his possession.

The Contractor shall procure Accountable Advance Spares on an exception basis only when all the following criteria are met:

- 1.3.1 Items are not catalogued in CGCM,
- 1.3.2 Items are non-commercial (i.e. peculiar to military application only),
- 1.3.3 Items are long lead time (with delivery in excess of 12 months after receipt of order); and
- 1.3.4 When AA spares are required, the Contractor shall provide the PA with a request detailing the description, quantity, part number, delivery dated and end item application for item requested.

The procurement of AA spares shall be authorized by the PA through the submission to the Contractor via a DND 626 task authorization on an 'as and when required' basis. The purpose of these AA spares is to ensure that the repair of DND materiel is not jeopardized by a lack of spare parts.

The Contractor is responsible for determining the requirement of AA spares, obtaining the spares, maintaining custody of the spares, accounting for the spares, and issuing of the spares in accordance with part 5 of A-LM\_184-001/JS-001.



Annex B

To: W8485-10-0400

Dated: 5 July 2012

The Contractor shall order AA spares only during the period covered by this contract. The Contractor shall be responsible for establishing provisioning of AA spares based on, but not limited to:

- 1.3.5 Repair forecasts;
- 1.3.6 Estimated and actual consumption;
- 1.3.7 The manufacturer's list of recommended spares;
- 1.3.8 The supplier's lead time; and
- 1.3.9 Economic order quantities

Note: DND will not pay costs nor embodiment fees for AA spares which are obsolete or surplus as a result of inadequate contractor materiel management (i.e., AAS purchased in excess of requirements, AAS purchased which do not meet the limitations of this contract, etc).

1.3.10 Importation of AAS/Priority Rating. Purchase orders which are placed with Canadian Suppliers for AA spares are to include the following clause:  
"This is an urgent defence requirement. If you are importing materiel from the United States to fulfill this contract, obtain a United States Defence Priority Rating or a United States Controlled Materiel Allotment from the Materiel Priorities Officer, Materiel Data Management Branch, 4B1 Hull, Quebec, K1A 0S5. The rating or allotment number is to be entered on the purchase order that you send to the United States supplier."

- 1.4 Packaging and Marking. Packaging and marking is to comply with Part 9 of A-LM-184-001/SF-001. The contractor will carry out packaging in accordance with the applicable and currently approved CF 271s, Canadian Forces Packaging Data, or packaging data contained on the Packaging Database. All packaging and marking of the equipment and stores found herein are to comply with minimum Level B Packaging otherwise as packaging requirement stated below.

- 1.4.1 For Contractor Repair Parts Account materiel obtained is to be preserved and packaged in accordance with Level B, D-LM-036-001/SF-000.
- 1.4.2 For Repairable Materiel Account the approved packaging codes include the technical requirements of the part. The interpretations of packaging codes are contained in D-LM-008-011/SF-001. The methods and procedures specified in the packaging code are those detailed in D-LM-008-001/SF-001
- 1.4.3 Items categorized as repairable reserve may be repackage for shipment as they were received or in accordance with D-LM-036-001/SF-000. Form CF271 is not required.
- 1.4.4 Priority Repair Requests packaged in accordance with existing approved CF271 or the packaging data contained in the packaging database except that moisture barriers and desiccant, if called for may be omitted.

- 1.5 Shipping, Storage and Handling Procedures. The Contractor shall conform to the applicable direction contained in A-LM-184-001/JS-001 – Special Instructions for Repair and Overhaul Contractors regarding the storage, handling, packaging, shipping and recording of repairable assets, spare parts, and any special tools and test equipment held at the Contractor's facilities.

Annex B  
To: W8485-10-0400  
Dated: 5 July 2012

## **2.0 ADMINISTRATION**

2.1 Receipt. Upon receipt of DND items, the Contractor shall:

- 2.1.1 Identify the items and ensure that they have received the proper authority to repair as per Appendix 1 Annex A of contract W8485-10-0400/001/BF;
- 2.1.2 Open a work order, as per A-LM-184-001/JS-001 Part 2;
- 2.1.3 Carry out a physical check to ensure that the item is complete and is in accordance with the accompanying documentation;
- 2.1.4 Complete all relevant receipt documentation, including but not limited to any adjustment transactions, assignment of work order numbers, etc; and
- 2.1.5 Action warranty materiel, if applicable.

Note: Work order(s) shall be raised within 48 hours of delivery to plant.

If the Contractor is missing any information or documentation to commence work, it shall request the missing information through the National Defence Quality Assurance Representative (NDQAR).

2.2 Administrative Call Support. The Contractor shall provide Administrative Call Support services as and when requested by DND. The Contractor shall:

- 2.2.1 Maintain open file for all paperwork returned by NDQAR with corresponding CFSS Work Orders,
- 2.2.2 Notify NDQAR when materiel is determined as serviceable - repairable reserve – scrap,
- 2.2.3 Raise a Consignment Authorization Receipt Form (CARF) and liaise with ILHQ and/or ILQA to arrange shipping for outbound materiel,
- 2.2.4 Raise and forward spares to RSA-CFSS work orders issue paperwork to NDQAR for MIMS input,
- 2.2.5 Raise and forward spares to RSA-CFSS work order requisitions paperwork to NDQAR for MIMS input,
- 2.2.6 Notify any problems with max/min; Time Expired (TX) stock to NDQAR for investigation; and
- 2.2.7 Fuel cells unlike components shall be issued to and receipted from various Canadian Forces units, corporate entities conducting work on behalf of DND.

2.3 Shipment Discrepancies. With the exception of trivial discrepancies, the responsibility for finalizing a discrepancy lies with the consignor and is detailed in accordance with A-LM-007-014/AG-001, Supply Manual, CFSS Procedures, Discrepancy and Loss. When a significant discrepancy is discovered, the Contractor shall prepare a CF1092 and forward three (3) copies to the consignor with a copy of the original issue instruction attached. A separate CF1092 is required for each line item.

If upon initial inspection, the Contractor identifies equipment to be misidentified, the Contractor shall forward a message/email to the consignor with the following information, within five (5) days of delivery of shipment:

- 2.3.1 Discrepancy in identification;
- 2.3.2 Document Number(s) EX; XXXXXX (same as per the accompanied Supply Document);
- 2.3.3 Stock Code and quantity vouchered;

Annex B

To: W8485-10-0400

Dated: 5 July 2012

- 2.3.4 Stock Code and quantity actually received;
- 2.3.5 No Discrepancy Report (DR) action taken;
- 2.3.6 Re-identification "Doc No".; and
- 2.3.7 Suggest stock verification and consider complete.

The Contractor shall action discrepancies in shipments in accordance with Part 3 of A-LM-184-001/JS-001.

- 2.4 Work Control. The Contractor shall ensure that the repair of all DND items are identified and controlled by a serial numbered Work Order and shall include as a minimum the following:

- 2.4.1 A contract serial number against which all costs incurred is chargeable;
- 2.4.2 The NATO Stock Number (NSN) and/or Part Number (PN), description, quantity, and serial number, if any, of item repaired;
- 2.4.3 A cross-reference to all supply documents. This includes receipt, issues, and returns including scrap activity, finalization of repair, inspection, and final acceptance;
- 2.4.4 Reference to all applicable technical data;
- 2.4.5 A description of the work performed;
- 2.4.6 A list of all the parts, by part number and description, found unserviceable and requiring repair and/or overhaul, ensuring that the repair scheme is references;
- 2.4.7 A list of parts required, identifying the stores from which issued (ex: CIS AA, GFOS, or CFM);
- 2.4.8 A repair cost estimate; and
- 2.4.9 The name of the person opening and closing the Work Order.

- 2.5 Cost Control. For those items where the basis of payment is other than firm fixed price, and based upon available information and/or inspection of the item, the Contractor shall determine the extent of work required, prepare a cost estimate, and if cost to repair is below the Maximum Repair Cost (MRC) the Contractor shall proceed with the repair. In the case that the cost to repair will threaten to exceed the MRC, the Contractor shall request approval from the PA in writing to proceed with the repair in accordance with Part 2 of A-LM-184-001/JS-000. DND will not pay costs which exceed the MRC without prior PA authorization.

Where it is impossible to determine the cost of repair, the Contractor may be granted authority by the PA to disassemble the item(s) in question so as to assess its repair and/or overhaul potential and to estimate the cost of repair. Unless otherwise specified, and regardless of the value of the equipment, the cost of the work involved in estimating repair is chargeable to the item whether or not it is subsequently repaired.

Annex B  
To: W8485-10-0400  
Dated: 5 July 2012

Note: The Maximum Repair Cost is contained in the SNAPS report which NDQAR will provide to the Contractor on a monthly basis.

- 2.6 Cost Monitoring. The Contractor shall monitor the cost of each repair, TIES and AA spares procurement to ensure that total repair costs remain within approved limits. Appropriate management control procedures must be in place and records maintained. These control procedures and records shall be available for review and/or audit as requested by the PA as per DID PM-003.
- 2.7 Progress Claim Payment. The Contractor shall submit with their Progress Claim a detailed summary report as per DID PM-006
- 2.7.1 For repair and TIES work, the Contractor shall submit along with their monthly Progress Claim, a Progress Claim Detail Summary Report for the work performed and the expenses incurred during the month for which the work was performed and the expenses incurred.
- 2.7.2 For reimbursement of AA spares purchases; the Contractor shall submit monthly invoices for AA spares but only after the receipt and acceptance of the materiel. For manufactured AA spares, invoices shall reflect the item price in accordance with the contract.
- 2.8 Costing Records. The Contractor shall maintain records as per DID PM-003 which will provide:
- 2.8.1 A cost listing, by serial number if applicable, of each item or job lot going through the repair line;
- 2.8.2 A detail of the level of effort carried out, in-process inspections completed and materiel embodied at any stage of the repair process;
- 2.8.3 The average cost of repair and/or overhaul, by NSN; and
- 2.8.4 The total repair cost for an item (NSN), by work order.

Note: This data shall be provided as requested by the PA and/or NDQAR.

- 2.9 Publications. General procedures with respect to management of publications are contained in Part 11 of A-LM-184-001/JS-001. The Contractor shall develop and provide the PA with procedures to control all DND publications in their possession and be responsible for amending all DND publications in their custody. The Record of Amendments shall be maintained as indicated in the applicable area of each publication.

Unless otherwise specified, publications may be copied and/or extracts taken from them. As these copies/extracts are not subject to follow-up amendment action, they are not valid for use as a reference document and shall be stamped "FOR INFORMATION ONLY". Contractors shall ensure that any classified documents are provided with the appropriate security, consistent with the provisions of A-SJ-100-001/AS-000.

The Contractor shall respond to any request for "verification of publication holdings" which may be requested periodically by DND.

- 2.10 Progress Review Meetings. DID PM-001. A Progress Review Meeting shall be held periodically or at the CA's discretion, location at the CA's discretion, to review current progress against planned or expected progress indicated in the contract such as:

Annex B  
To: W8485-10-0400  
Dated: 5 July 2012

2.10.1 To examine physical inventory and material invoices against materiel costs claimed in progress claims

2.10.2 To validate contract progress as per the terms of the contract;

2.10.3 To address any problems or issues that DND or the contractor may have with delivery of services;

2.10.4 To confirm information provided in the progress reports and deal with problems or issued related to the contract or schedule.

- 2.11 Meeting Minutes. When minutes of meetings are required, the Contractor shall be responsible for taking them and preparing them in a format approved by the PA, as per DID PM-002. The Contractor shall submit the minutes via email to Public Works and Government Services Canada (PWGSC) and or the PA as directed at the meeting, within ten (10) working days following the meeting.

Minutes are only a record of activity and carry no authority. No change in the interpretation of Project, Statement of Work, cost or schedule, as defined in the Contract may be authorised by the minutes of a meeting. Such actions require formal Contract amendment by the Contract Authority. The minutes shall have a note prominently stating, "No agreement, clarification or any other item contained within these minutes shall, by being stated herein, serve to change any contractual price, delivery, specification, or otherwise modify the contract.

- 2.12 Office Service. The Contractor shall perform the secretarial and clerical work necessary to carry out the terms of this contract with respect to the preparation, filing, and transmission of all forms, reports and correspondence, relating to the movement, accounting, storage, repair, overhaul, quality control and investigation of materiel covered by this contract.

- 2.13 Plant Shutdown/Vacation Period. During plant shutdown and/or vacation periods, the Contractor shall ensure that adequate facilities/personnel are available to ensure the satisfaction of High Priority Requirements (HPRs). If contractor personnel are not on site during shutdown, a list of names and phone numbers of those Contractor personnel to be contacted during plant closure shall be provided to the NDQAR. It is the Contractor's responsibility to ensure that personnel are available to satisfy Priority Repair Request (PRR) requirements once identified.

- 2.14 Stop Repair Action. The Contractor shall comply immediately with all stop repair instructions. Detailed procedures are contained in Part 2 of A-LM-184-001/JS-001.

- 2.15 Completion of Work. Upon completion of item repair and/or overhaul, the Contractor shall notify NDQAR when equipment is deemed serviceable.

The following "Contractor Certification" shall be stamped on the CFSS Supply Document DND 2227 and signed prior to the Contractor transmitting a Receipt Notice to NDQAR:

---

Annex B  
To: W8485-10-0400  
Dated: 5 July 2012

Contractor Certification

**I certify that the item(s) listed above have been inspected, tested and conform to all specifications and requirements detailed in the contract or purchase order.**

Signature

Date

(Contractor QC)

---

### 3.0 MAINTENANCE SUPPORT

3.1 Minor Repairs. If DND supplied items are urgently required to effect delivery of Free Flow (components) and are not immediately available from DND, then minor repair may be carried out to the unserviceable part by the prime Contractor, as approved by the TA who will advise NDQAR accordingly. In no event shall the individual job exceed the dollar value determined by the PA.

3.2 Equipment Turn Around Time. Unless specifically identified within the contract, equipment Turn Around Time (TAT) to a serviceable state shall be achieved within 90 calendar days. TAT is defined as that period of time from "date of receipt to date item is reported serviceable". Repair priority is governed by the SNAPS. The Contractor is responsible for scheduling work; however, the materiel shall be scheduled in the following order:

1. Priority Repair Request
2. Critical
3. Urgent
4. Routine; and
5. Pending

Within these categories, the principle of "First in-First out" (FIFO) shall apply unless otherwise stated by the PA. To assist in this scheduling, DND will provide each contractor with a copy of the SNAPS report that lists the Repair Priority of each item on the selection list. The Repair Priority Codes (RPCs) are as follows:

3.2.1 Critical (C): Critical indicates that DND has less than three months' serviceable stock-on-hand.

3.2.2 Urgent (U): Urgent indicates that DND has between three and six months' serviceable stock-on-hand inclusively.

3.2.3 Routine (R): Routine indicates that DND has between seven and 24 months' serviceable stock-on-hand inclusively.

3.2.4 Pending (P): Pending indicates that DND has more than 24 months' serviceable stock-on-hand. Contractors are to treat any holdings as routine unless otherwise directed by NDQAR.

3.3 Priority Repair Request (PRR). A Priority Repair Request (PRR) is a direction to the Contractor to repair an item on a priority basis. These requests originate from the Supply

Annex B  
To: W8485-10-0400  
Dated: 5 July 2012

Managers (SM) and are communicated to the Contractor for action. The Contractor shall be prepared to satisfy PRRs in an expeditious manner.

Upon receipt of a PRR, the Contractor is to determine whether DND's Required Delivery Date (RDD) can be met. If not, the Contractor shall provide the Supply Manager with a realistic Estimated Delivery Date (EDD). The EDD shall be amended as required until the PRR is satisfied.

The Contractor shall take all necessary measures to satisfy PRRs. This may necessitate rescheduling production, contacting the PA for assistance in procuring spares, and taking decisive action in expediting work at the Contractor's facilities.

All communication regarding PRRs shall conform to Annex D2, E2, and F2, as applicable, of A-LM-184-001/JS-001.

- 3.4 Technical Investigation and Engineering Support (TIES). TIES work will be authorized via a DND 626 by the PA/CA, TIES requirements equalling or exceeding \$50,000 require the signed approval of the CA. the Contractor shall undertake TIES work and shall provide relevant data to these investigations as per DID SE-003 and DID PM-006. The scope of work is covered under Technical SOW Annex A.

#### **4.0 SUPPLY SUPPORT**

- 4.1 Contractor Supply Accounting. Materiel held on Contractor Repair Parts Account (CRPA), Repair Shop Account (RSA) and Repairable Materiel Account (RMA) shall be accounted for as per the CFSS automated procedures in accordance with A-LM-184-001/JS-001. GFOS and AAS will be accounted for in either a manual or an automated system. Regardless of the system used, the Contractor shall maintain an audit trail acceptable to DND. Further, any automated or manual materiel accounting system shall first be approved by the PA. Supply accounting records for DND materiel shall be maintained separate from other company records.

GFOS must be mapped to the NSN of the end item, system and/or ERN.

As part of the year end process the Contractor shall submit a Contractor Held Inventory report, in accordance with applicable DID PM-004, to the PA, within ten (10) days after March 31 of each year.

- 4.2 Embodiment Fees. The process of embodiment is to to make part of an organized whole, to incorporate into a higher assembly.

4.2.1 Any embodiment fees associated with GFOS, AAS, CIS or CFM spares shall only be paid once and only upon actual embodiment.

4.2.2 On bulk transfer/disposal of items in CIS, embodiment fees, if applicable, are subject to a separate PWGSC negotiated rate

- 4.3 Transaction Documentation. The Contractor's Document Control Group (DCG) facilities will file and retain the following auditable transaction documentations by applicable



Annex B  
To: W8485-10-0400  
Dated: 5 July 2012

account (RMA, CRPA or RSA) warehouse either by Stock Code or by Requisition Number, in accordance with Part 3 of A-LM-184-001/JS-001:

- 4.3.1 Stock Code sequence followed by requisition number; and/or
- 4.3.2 Requisition number.

4.4 Reports: Two Months History of Transaction History is available on the CFSS MIMS. These reports can be made available by the NDQAR upon request by the Contractor.

4.5 Refurbishment or Replacing Reusable Metal and Wooden Containers

4.5.1 Prior to removal of the contents from a reusable container, the Contractor will inspect the metal or wooden reusable containers for "fit reuse" and if a requirement to repair or replace a reusable container has been identified, the Contractor will note the content details to determine the appropriate Contract Number for resulting charges. The Contractor will contact the NDQAR for authorization to refurbish, replace or scrap the container and the NDQAR will review and confirm that the reusable container is "repairable" or "non-repairable".

4.5.2 The complete refurbishment or replacement of reusable containers will be resorted to only when it is economically and technically justifiable and only when authorised by the NDQAR. The intent is that minor cleaning, touch-up and repair work will be carried out for "fit reuse" of the container in accordance with Part 9 of A-LM-184-001/JS-001.

4.5.3 All authorized work carried out on "Repairable" reusable containers will be identified by NATO Stock Number (NSN) on a work order opened as a result of the "incoming" inspection for the appropriate contract. Repair costs are to be tracked as per paragraph 1 above and as detailed in the Contract.

4.5.4 All "non-repairable" metal containers that have been identified by the NDQAR as "unfit for reuse" will be scrapped and replacements requisitioned from the national stocks through the CFSS.

4.5.5 Surplus reusable containers, identified by NSN will be brought on charge in accordance with Part 3 and Part 7 of A-LM-184-001/JS-001.

4.6 Stocktaking. The Contractor shall initiate and complete a one hundred percent (100%) manual stocktaking of RMA, RSA, CRPA(CIS), GFOS and AAS as a minimum once every two years in accordance with Part 6 of A-LM-184-001/JS-001.

4.7 Fuel Cell Warehousing. Contractor shall provide warehouse facilities with the capacity to store the quantity and size of the fuel cells as identified in Appendix 1. The storage of the fuel cells requires maintenance, inspection and preservation as identified in the Technical SOW para 3.11.

4.8 Management of DND-Owned Spares. The Contractor, in conjunction with the PA, is responsible for determining the requirement for spares, obtaining the spares, maintaining custody of the spares, accounting for the spares in an approved manner for use on the R&O repair line and for the disposal (when so directed) of the spares in accordance with A-LM-184-001/JS-001.

The Contractor shall be responsible for:

4.8.1 Designating, allocating and preparing a storage area in the Contractor's facilities to accommodate DND-owned spares;



Annex B

To: W8485-10-0400

Dated: 5 July 2012

4.8.2 Segregating DND-owned spares by type, with either a manual or an automated accounting procedure; and

4.8.3 Ensuring that DND-owned spares are afforded optimum protection in case of strike or lock-out action.

Spares shall be used in the following order:

1. Government Furnished Overhaul Spares (GFOS)
2. Contract Issue Spares (CIS)
3. Accountable Advanced Spares (AAS)
4. Contractor Furnished Materiel (CFM)

4.9 Spares Review. In conjunction with the stocktaking schedule, the Contractor shall carry out a review of CIS to determine if holdings of any particular item:

4.9.1 Exceeds the economic stock retention level,

4.9.2 Has become surplus to requirements as a result of a modification, disposal, obsolescent or transfer of the major equipment; and/or

4.9.3 Is no longer fit for use in the R&O of DND equipment.

In conjunction with the stocktaking schedule, the Contractor shall carry out a review of GFOS to determine if stock holdings include any item which:

4.9.4 Has become surplus to requirement as a result of removal of the end item from the Selection Notice and Priority Summary (SNAPS);

4.9.5 Has become redundant because of a modification change notice, product improvement, etc.; and/or

4.9.6 Is a catalogued item which should be transferred to CIS.

4.10 Disposal/Transfer of Spares. Contractor shall dispose/transfer spares which meet the criteria above and shall be responsible for the preparation and handling of the necessary documentations associated with the disposal function in accordance with Part 7 of A-LM-184-001/JS-001.

Note: For AA spares, disposal/transfer actions include cancelling any outstanding purchase or production orders and the Contractor shall notify the CA prior to amending/cancelling any portion of a purchase order. Furthermore, the Contractor is to inform the NDQAR of any charges resulting from cancellation of procurement actions as a result of materiel becoming surplus or obsolete.

Annex B  
To: W8485-10-0400  
Dated: 5 July 2012

- 4.11 Loss or Damage to DND Materiel. The Contractor shall report to the NDQAR all instances of loss or damage to DND owned materiel in his custody within two (2) working days of confirmation of its discovery.

The Contractor shall advise DND to provide disposition.

Loss or damage of materiel in transit shall be handled and documented in accordance with Part 8 of A-LM-184-001/JS-001.

## **5.0 REPORTS**

- 5.1 Work In Progress Reports. The Contractor shall submit a monthly work in progress report as per DID PM-005.
- 5.2 Progress Claim Details Summary Report. The Contractor shall submit, along with their Monthly Claim, a Progress Claim Detail Summary report detailing the cost of each repair, TIES and AA procurement as per DID PM-006
- 5.3 Accountable Advance Inventory Report and Accountable Advance Cash Flow and Reconciliation Form. Appendices 1&2 of Annex B  
The Contractor shall complete and submit to the PA as per DID PM-008.

## **6.0 TERMINATION OF CONTRACT**

- 6.1 Contract Close-Out. When an R&O contract is not extended, cancelled by mutual consent or terminated for convenience or by default, a Contract Close-Out Planning Team, chaired by the PA, and including Contractor, TA, CA and NDQAR will be formed to coordinate the transfer of DND-owned equipment. Within 180 days prior to contract close-out, the Contractor shall provide/undertake the following:
- 6.1.1 The Contractor shall carry a complete stocktaking including identification to end items of the total DND owned repair parts in their custody (including open purchase orders) of CIS, AAS, and GFOS inventory and documentation of the same, together with a record of spares consumption during the last two years; including an estimate of the cubic volume, weight and value;
- 6.1.2 Provide a Work in Progress list of inventory and documentation of the total backlog of repairables held including diagnosis, status of work either complete or to be carried out, outstanding spares cross referenced to the relevant outstanding demands;
- 6.1.3 Provide a list of all DND equipment on loan agreements, DND assets on transfer, their calibration status, general condition, system in which used, together with an estimate of total weight and cubic volume. The Contractor shall return all loaned equipment in same state as it was received. The Contractor shall assess the cost of repair or refurbishment if the loan items are inoperative prior to dismantling or are damaged during dismantling operations;
- 6.1.4 Provide a list of outstanding purchase orders identifying the supplier, cost and estimated delivery date shall be provided by the Contractor to NDQAR and the PA no later than thirty (30) days prior to the contract expiration. The list of outstanding purchase orders is to identify the supplier, cost and estimated delivery date as per DID PM-007.
- 6.1.5 Provide all technical publications, engineering orders, repair and test schemes plus any other Canada owned documents or publications, held by the Contractor;

Annex B  
To: W8485-10-0400  
Dated: 5 July 2012

- 6.1.6 Provide all labour, material and packaging costs associated with preparing all the items for transportation, including all repairable s held at the Contractor's Plant;
- 6.1.7 Prepare records for final audits.
- 6.1.8 Ensure all outbound materiel and boxes are numbered and a listing of contents provided (inside and outside the boxes.) Materiel in the box shall be labelled. CIS shall be packed by NATO class.

## **7.0 MISCELLANEOUS**

- 7.1 Warranty on Materiel. Warranties of twelve (12) months will apply to all equipment or materiel in accordance with the applicable General Conditions of the contract, unless otherwise stated in the terms of the PWGSC contract. If a failure occurs after the warranty period has elapsed from the date of acceptance of said equipment or materiel by DND, normal repair or overhaul procedures will apply. This provision applies regardless of whether the materiel has been in stock or has been in use during the specified time limits of the warranty, unless the warranty specifies other standards.
- 7.2 Warranty Consideration. Materiel which has been returned by DND for warranty consideration shall be returned with some form of an unserviceable report, as per Part 10-1 of A-LM-184/001/JS-001. Materiel shall be returned to the Contractor under warranty consideration when the returned equipment is to have to be repaired at no cost to DND and/or to seek a method of correcting a fault that could cause failure to similar equipment of materiel. In the event that an unserviceable report has not been received by the Contractor, the Contractor will quarantine the equipment and hasten DND for the report. In the event that no unserviceable report has been received, the Contractor shall seek guidance from the local NDQAR. The Contractor shall maintain a record of each warranty consideration.
- 7.3 Selection Notice Observation Message (SNOM). Contractors wanting to make observations on information contained in the SNAPS, including Maximum Repair Cost (MRC), exceeded forecast shall do so by submitting their observations using the Selection Notice Observation Message (SNOM) in accordance with Part 2 of A-LM-184-001/JS-001.
- 7.4 Selection Notice and Priority Summary (SNAPS). The SNAPS report will be provided by NDQAR to the Contractor on a monthly basis. The explanation of the terms for the selection notice and priority summary are detailed in Part 2 Annex B of A-LM-184-001/JS-001.
- 7.5 Contractor Use of DND Equipment/Publications. The Contractor shall not use DND publications, tools, test-equipment, or jigs and fixtures for commercial work without the written consent of DND. In instances where DND has provided such consent, CA will negotiate suitable compensation for DND. All requests shall be directed to the PA through CA.
- 7.6 Inspection of Materiel. All materiel returned to DND and held in the CFSS are to undergo inspection by DND, as per C-02-005-009/AM-000 – Materiel Management Policy – Inspection and Conditioning of Materiel Returned To and Held in Supply System.

DND OWNED INVENTORY HOLDINGS HELD BY CONTRACTORS  
AS AT 31 MARCH 20XX

[illegible]

**General Note:** Inventory reported here should include all items that a contractor holds that belong to DND and that are not already accounted for in the CFSS or CAMMS.

**Note 1:** If you have an alternate part number or manufacture part number in addition to the part number listed, please provide that detail if possible. Also provide the Group Class if available. We would like any additional field information you have that may help to classify the data.

**Note 2:** Please specify if possible the equipment platform the inventory item supports. For example, if your inventory pertains to three aircraft types, put the specific aircraft type beside each inventory item part number.

**Note 3:** If the inventory item has a NSN or SC, please provide the number, if you have it readily available in your inventory system.

**Note 4:** Report in one currency only and specify the currency if it is not Canadian.

**Note 5:** If known, enter the program under which the inventory is held (e.g., GFOS, AAS, Bonded Stock, etc.).

**Note 6:** Please identify repair flag Y for a repairable item and N for a consumable item.

**PART B**

**REPAIRABLE TEMPLATE  
INPUT / OUTPUT REPAIRABLE INVENTORY REPORT  
FOR THE YEAR ENDING 31 MARCH 20XX**

**Opening Inventory as at 1 April 20XX:****Plus: Cost of Goods Purchased or Acquired:****Minus: Consumption / Removals:****Closing Inventory as at 31 March 20XX:**

\$	-
----	---

**NOTES**

**Note 1:** The closing inventory as at 31 March 20XX must be equal to the itemized listing of repairable items provided through Part A, DND Owned Inventory Holdings Held by Contractors as at 31 March 20XX.

**Note 2:** A separate Input / Output Inventory Report is required for Consumable Inventory and Repairable Inventory.

**Note 3:** Report in one currency only and specify the currency if it is not Canadian.

**PART B**

**CONSUMABLE TEMPLATE  
INPUT / OUTPUT CONSUMABLE INVENTORY REPORT  
FOR THE YEAR ENDING 31 MARCH 20XX**

**Opening Inventory as at 1 April 20XX:****Plus: Cost of Goods Purchased or Acquired:****Minus: Consumption / Removals:****Closing Inventory as at 31 March 20XX:**

\$	-
----	---

**NOTES**

**Note 1:** The closing inventory as at 31 March 20XX must be equal to the itemized listing of consumable items provided through Part A, DND Owned Inventory Holdings Held by Contractors as at 31 March 20XX.

**Note 2:** A separate Input / Output Inventory Report is required for Consumable Inventory and Repairable Inventory.

**Note 3:** Report in one currency only and specify the currency if it is not Canadian.



**PART C****ADDITIONAL INFORMATION REQUESTED FOR YEAR END REPORTING**

Description of the activities performed under the Repair & Overhaul (R&O) contract(s) supported by the inventory holdings if not supplied on the Part A spreadsheet (i.e. R&O on Hercules engines).	
How often is a stocktaking performed on the contractor holdings of DND owned inventory?	
What is the date of last stocktaking?	
What accounting method is used by the contractor to value the inventory reported (FIFO, LIFO, historical cost or moving weighted average)?	
Is this a sub-contractor to another company? If so, who?	
DND and Contractor points of contact for the inventory report as at 31 March 20XX.	

**NOTES**

**Note 1:** Inventory reports may be subject to audit by the Office of the Auditor General (OAG).

ACCOUNTABLE ADVANCE INVENTORY REPORT

NAME OF CONTRACTOR: \_\_\_\_\_ DATE: \_\_\_\_\_

- CONTRACTOR FILE AND NUMBER
- PROGRAM OR DESCRIPTION PRESENT INVENTORY HOLDINGS
- IN VALUE OF OUTSTANDING OR OPEN ORDERS
- FOR STOCK \$(000)
- REMARKS
- ACTIVE SLOW MOVING
- INACTIVE TOTAL INVENTORY
- PLANNING ADVANCE SPARES SUPPORTING REPAIRABLE RESERVE
- ITEMS SURPLUS/OTHER
- TOTAL INACTIVE



ACCOUNTABLE ADVANCE CASH FLOW AND RECONCILIATION

1.

Part Number – Insert item Part Number (P/N)
2.

Average unit price – Insert item average unit price
3.

Opening Balance 1 Apr \_\_\_\_ - Insert total quantity and dollar value of the items, carried over from the previous fiscal year.
4.

RECEIPTS F/Y \_\_\_\_ / \_\_\_\_ - Insert quantity, dollar value and procurement ratio of the items, receipt year-to-date (YTD)
5.

ISSUED F/Y \_\_\_\_ / \_\_\_\_ - Insert quantity, and dollar value of the item, issue year –to-date (YTD)
6.

CLOSING BALANCE \_\_\_\_ / \_\_\_\_ - Insert quantity, dollar value and procurement ratio of the item inventory year-to-date (YTD)
7.

INVENTORY – Insert item inventory, increase/decrease as applicable.
- INCREASE

DECREASE

QTY VALUE

QTY VALUE
- QTY VALUE PROC. RATIO

QTY VALUE TURN RATIO

Annex C  
to: W8485-10-0400  
Dated: 19 September 2011

CONTRACT DATA REQUIREMENTS LIST (CDRL)											
A. System / Item TBD		B. Contract / RFP Number TBD									
C. SOW Identifier		E. Contractor TBD									
1. Item Number CDRL 001		D. DATA Category 2. Title or Description Data N/A									
4. Authority (Data Item Number)		3. Sub Title N/A									
SE-001		6. Requiring Office TA									
7. Inspection N/A		9. Input		10. Frequency As Required		12. Date of 1st Submission IAW Block 16		14. Distribution and Addressees			
8. App Code A		11. As of Date		13. Date of Subsequent Submission / Event IAW Block 16		a. Address		b. Copies		Final	
16. Remarks An agenda shall be submitted at least 5 working days before a proposed / scheduled meeting to the CA & TA.								Initial		Hard	
								Hard		Soft	
								0		1	
Prepared By Capt K.R. Pinke		Date 3 May 11		Approved By Mr. J. Desprey		PWGSC CA		0		1	
17. Contract File / Document Number TBD		18. Estimated No. of Pages 4		19. Estimated Price \$TBD		DND TA		0		1	
						DND PA		0		1	
						15. Total		0		3	
								0		0	
										3	

Annex C  
to: W8485-10-0400  
Dated: 19 September 2011

CONTRACT DATA REQUIREMENTS LIST											
A. System / Item TBD		B. Contract / RFP Number TBD									
C. SOW Identifier		D. DATA Category		E. Contractor TBD							
1.Item Number CDRL 002		2. Title or Description Data Technical Review Meeting Minutes		3.Sub Title N/A							
4. Authority (Data Item Number) SE-002		5. Contract Reference Technical SOW Paragraph 3.1		6. Requiring Office TA							
7. Inspection N/A		9. Input	10. Frequency As Required	11. As of Date	13. Date of Subsequent Submission / Event IAW Block 16	12. Date of 1st Submission IAW Block 16	14. Distribution and Addressees				
8. App Code A					a. Address	b. Copies					
16. Remarks Draft Minutes shall be submitted for approval no later than 10 working days after the meeting. The approved minutes shall be distributed no later than 5 working days after receipt of formal DND approval.					PWGSC CA	Hard	Soft	Initial	Hard	Soft	Final
						0	1	0	1	0	1
Prepared By Capt K.R. Pinke		Date 3 May 11	Approved By Mr. J. Desprey			DND TA	0	1	0	0	1
17. Contract File / Document Number TBD		18. Estimated No. of Pages 20		19. Estimated Price \$TBD		15. Total	0	2	0	2	2

Annex C  
to: W8485-10-0400  
Dated: 19 September 2011

CONTRACT DATA REQUIREMENTS LIST										
A. System / Item TBD		B. Contract / RFP Number TBD								
C. SOW Identifier		E. Contractor TBD								
		D. DATA Category								
1.Item Number CDRL 003		2. Title or Description Data Technical Investigation & Engineering Support (TIES) Report								
4. Authority (Data Item Number) SE-003		3. Sub Title N/A								
		6. Requiring Office TA								
7. Inspection N/A		14. Distribution and Addressees								
8. App Code A		12. Date of 1st Submission IAW Block 16								
		13. Date of Subsequent Submission / Event IAW Block 16								
16. Remarks Report shall be submitted on the last working day of the month when there are open TIES projects.		a. Address  PWGSC CA DND TA								
Prepared By Capt K.R. Pinke		b. Copies Initial Hard Soft Final								
Date 3 May 11		Hard 0 1 0 1								
17. Contract File / Document Number TBD		DND PA 0 1 0 1								
18. Estimated No. of Pages TBD		DND PA 0 1 0 1								
19. Estimated Price \$TBD		DND PA 0 1 0 1								
15. Total		DND PA 0 1 0 1								
0		DND PA 0 1 0 1								
3		DND PA 0 1 0 1								

Annex C  
to: W8485-10-0400  
Dated: 19 September 2011

CONTRACT DATA REQUIREMENTS LIST										
A. System / Item TBD		B. Contract / RFP Number TBD								
C. SOW Identifier		D. DATA Category		E. Contractor TBD						
1. Item Number CDRL 004		2. Title or Description Data Airworthiness Management Plan		3. Sub Title N/A						
4. Authority (Data Item Number) AW-001		5. Contract Reference Technical SOW Paragraph 6.2		6. Requiring Office TA						
7. Inspection N/A		9. Input		10. Frequency As Required		12. Date of 1st Submission Within two (2) weeks after contract award.		14. Distribution and Addressees		
8. App Code A		11. As of Date		13. Date of Subsequent Submission / Event		a. Address		b. Copies		
								Initial		Final
								Hard		Soft
						DND TA		0		1 0 0
16. Remarks										
Prepared By Capt K.R. Pinke		Date 3 May 11		Approved By Mr. J. Desprey						
17. Contract File / Document Number TBD		18. Estimated No. of Pages TBD		19. Estimated Price \$TBD		15. Total		0		1 0 0

Annex C  
to: W8485-10-0400  
Dated: 19 September 2011

CONTRACT DATA REQUIREMENTS LIST												
A. System / Item TBD			B. Contract / RFP Number TBD									
C. SOW Identifier		D. DATA Category			E. Contractor TBD							
1. Item Number CDRL 005		2. Title or Description Data Airworthiness Process Manual			3. Sub Title N/A							
4. Authority (Data Item Number) AW-002		5. Contract Reference Technical SOW Paragraph 6.2			6. Requiring Office TA							
7. Inspection N/A		9. Input		10. Frequency As Required		12. Date of 1st Submission Within six (6) months of contract award			14. Distribution and Addressees			
8. App Code A				11. As of Date		13. Date of Subsequent Submission / Event			a. Address		b. Copies	
16. Remarks				DND TA			Initial		Final			
							Hard		Soft			
Prepared By Capt K.R. Pinke		Date 3 May 11		Approved By Mr. J. Desprey		15. Total			0		1	
17. Contract File / Document Number TBD		18. Estimated No. of Pages TBD		19. Estimated Price \$TBD					0		1	

Annex C  
to: W8485-10-0400  
Dated: 19 September 2011

CONTRACT DATA REQUIREMENTS LIST (CDRL)												
A. System / Item			B. Contract / RFP Number									
TBD			TBD									
C. SOW Identifier			D. DATA Category			E. Contractor						
						TBD						
1.Item Number			2. Title or Description Data			3. Sub Title						
CDRL 006			Progress Review Meetings			N/A						
4. Authority (Data Item Number)			5. Contract Reference			6. Requiring Office						
PM-001			Logistics SOW Paragraph 2.10.1			TA						
7. Inspection			9. Input		10. Frequency		12. Date of 1st Submission					
N/A					As Required		Five (5) days prior to first progress review meeting					
8. App Code			11. As of Date		13. Date of Subsequent Submission / Event							
A					As required							
16. Remarks			PWGSC CA									
An agenda, produced by the Contractor, shall be submitted at least five (5) working days before a proposed / scheduled meeting to the CA, PA & TA.			DND TA									
			DND PA									
Prepared By		Date		Approved By								
Capt Sue Rittinger		01 August 11		Capt Sue Rittinger, DAP 4-4								
17. Contract File / Document Number				18. Estimated No. of Pages				19. Estimated Price				
TBD				Four (4)				\$TBD				
								15. Total				
								0				
								3				
								0				
								0				
								1				
								1				
								1				
								1				

Annex C  
to: W8485-10-0400  
Dated: 19 September 2011

CONTRACT DATA REQUIREMENTS LIST (CDRL)																	
A. System / Item			B. Contract / RFP Number														
TBD			TBD														
C. SOW Identifier			E. Contractor														
			TBD														
1. Item Number			3. Sub Title														
CDRL 007			N/A														
4. Authority (Data Item Number)			6. Requiring Office														
PM-002			TA														
7. Inspection			9. Input		10. Frequency		12. Date of 1st Submission										
N/A					As Required		IAW Block 16										
8. App Code					11. As of Date		13. Date of Subsequent Submission / Event										
A							IAW Block 16										
16. Remarks			Draft Minutes shall be submitted for approval no later than ten (10) working days after the meeting. The approved minutes shall be distributed no later than five (5) working days after receipt of formal DND approval.														
Prepared By			Date		Approved By												
Capt Sue Rittinger			1 Aug 2011		Capt Sue Rittinger												
17. Contract File / Document Number					18. Estimated No. of Pages					19. Estimated Price							
TBD					20					\$TBD							
					15. Total					0		3		0		3	



Annex C  
to: W8485-10-0400  
Dated: 19 September 2010

CONTRACT DATA REQUIREMENTS LIST (CDRL)							
A. System / Item	B. Contract / RFP Number						
TBD	TBD						
C. SOW Identifier	D. DATA Category	E. Contractor					
		TBD					
1.Item Number	3. Sub Title						
CDRL 008	N/A						
4. Authority (Data Item Number)	6. Requiring Office						
PM-003	PA						
7. Inspection			9. Input	10. Frequency	12. Date of 1st Submission	14. Distribution and Addressees	
N/A			As and when requested		As and when requested		
8. App Code			11. As of Date		13. Date of Subsequent Submission / Event	a. Address	b. Copies
A					As and when requested		Initial Final
						Hard Soft Hard Soft	Hard Soft
16. Remarks						NDQAR	0 0 0 1
The Contractor shall maintain and submit as and when required a costing record report which will provide information on average repair costs, state of repair which will assist DND to identify underlying causes to problems/issues.						DND PA DND TA	0 0 0 1 0 0 0 0
Prepared By	Date	Approved By					
Capt Sue Rittinger	01 Aug 11	Capt Sue Rittinger					
17. Contract File / Document Number			18. Estimated No. of Pages		19. Estimated Price		
TBD			TBD		\$TBD		
					15. Total		
					0 0 0 0 0 0 2		

Annex C  
to: W8485-10-0400  
Dated: 19 September 2010

CONTRACT DATA REQUIREMENTS LIST (CDRL)								
A. System / Item	B. Contract / RFP Number							
TBD	TBD							
C. SOW Identifier	D. DATA Category							
	E. Contractor							
	TBD							
1.Item Number	3. Sub Title							
CDRL 009	Contractor Held Inventory Report							
4. Authority (Data Item Number)	N/A							
PM-004	6. Requiring Office							
	PA							
7. Inspection	14. Distribution and Addressees							
N/A								
8. App Code	a. Address							
A	<div> <div>Hard</div> <div>Soft</div> <div>Final</div> </div>							
16. Remarks	<div> <div>PWGSC CA</div> <div>DND PA</div> </div>							
The Contractor shall submit a Contractor Held Inventory report which identifies what equipment the Contractor has in its possession.								
Prepared By	Date	Approved By						
Capt Sue Rittinger	01 Aug 11	Capt Sue Rittinger, DAP 4-4						
17. Contract File / Document Number	18. Estimated No. of Pages		19. Estimated Price					
TBD	TBD		\$TBD					

Annex C  
to: W8485-10-0400  
Dated: 19 September 2011

CONTRACT DATA REQUIREMENTS LIST (CDRL)												
A. System / Item		B. Contract / RFP Number										
TBD		TBD										
C. SOW Identifier		E. Contractor										
TBD		TBD										
1. Item Number		3. Sub Title										
CDRL 010		N/A										
4. Authority (Data Item Number)		6. Requiring Office										
PM-005		PA										
7. Inspection		14. Distribution and Addressees										
N/A		12. Date of 1st Submission										
8. App Code		Thirty (30) days after contract award										
A		13. Date of Subsequent Submission / Event										
		Within five (5) days after the end of each month.										
16. Remarks		14. Distribution and Addressees										
The Contractor shall submit a monthly report outlining all work currently in progress at the Contractor and Sub-Contractors' plant(s)/facilities.		15. Total										
Prepared By		16. Total										
Capt Sue Rittinger		17. Contract File / Document Number										
01 Aug 11		18. Estimated No. of Pages										
17. Contract File / Document Number		19. Estimated Price										
TBD		\$TBD										

Annex C  
to: W8485-10-0400  
Dated: 19 September 2011

CONTRACT DATA REQUIREMENTS LIST (CDRL)																																									
A. System / Item		B. Contract / RFP Number																																							
TBD		TBD																																							
C. SOW Identifier		E. Contractor																																							
TBD		TBD																																							
1. Item Number		3. Sub Title																																							
CDRL 011		N/A																																							
4. Authority (Data Item Number)		6. Requiring Office																																							
PM-006		PA																																							
7. Inspection		14. Distribution and Addressees																																							
N/A																																									
8. App Code		a. Address																																							
A		<table border="1"> <tr> <th colspan="2">b. Copies</th> <th colspan="2">Initial</th> <th colspan="2">Final</th> </tr> <tr> <th>Hard</th> <th>Soft</th> <th>Hard</th> <th>Soft</th> <th>Hard</th> <th>Soft</th> </tr> <tr> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>1</td> </tr> <tr> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>1</td> </tr> <tr> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> </tr> </table>										b. Copies		Initial		Final		Hard	Soft	Hard	Soft	Hard	Soft	0	0	0	0	0	1	0	0	0	0	0	1	0	0	0	0	0	0
b. Copies		Initial		Final																																					
Hard	Soft	Hard	Soft	Hard	Soft																																				
0	0	0	0	0	1																																				
0	0	0	0	0	1																																				
0	0	0	0	0	0																																				
16. Remarks		15. Total																																							
The Contractor shall submit a Progress Claim Detail Summary Report detailing the cost of each repair, TIES work and Accountable Advance procurement.		0 0 0 0 0 2																																							
Prepared By		13. Date of Subsequent Submission / Event																																							
Date		Monthly																																							
Capt Sue Rittinger		PWGSC CA																																							
01 Aug 11		DND PA																																							
17. Contract File / Document Number		DND TA																																							
TBD		0 0 0 0 0 2																																							
18. Estimated No. of Pages		19. Estimated Price																																							
TBD		\$TBD																																							

Annex C  
to: W8485-10-0400  
Dated: 19 September 2010

CONTRACT DATA REQUIREMENTS LIST (CDRL)								
A. System / Item	B. Contract / RFP Number							
TBD	TBD							
C. SOW Identifier	E. Contractor							
	TBD							
1.Item Number	3. Sub Title							
CDRL 012	N/A							
4. Authority (Data Item Number)	6. Requiring Office							
PM-007	PA							
7. Inspection	14. Distribution and Addressees							
N/A								
8. App Code								
A								
16. Remarks								
The Contractor shall provide a report listing of all outstanding purchase orders.								
Prepared By	Date	Approved By						
Capt Sue Rittinger	01 Aug 11	Capt Sue Rittinger, DAP 4-4						
17. Contract File / Document Number	18. Estimated No. of Pages		19. Estimated Price					
TBD	TBD		\$TBD					

Annex C  
to: W8485-10-0400  
Dated: 19 September 2011

CONTRACT DATA REQUIREMENTS LIST (CDRL)															
A. System / Item		B. Contract / RFP Number													
TBD		TBD													
C. SOW Identifier		D. DATA Category		E. Contractor											
				TBD											
1. Item Number		2. Title or Description Data		3. Sub Title											
CDRL 013		Accountable Advanced Reporting		N/A											
4. Authority (Data Item Number)		5. Contract Reference		6. Requiring Office											
PM-008		Logistics SOW Paragraph 5.4		PA											
7. Inspection		9. Input		10. Frequency		12. Date of 1st Submission		14. Distribution and Addressees							
N/A				Quarterly		Thirty (30) days after contract award									
8. App Code		11. As of Date				13. Date of Subsequent Submission / Event									
A						Quarterly as specified in DID PM-008									
16. Remarks		<div> <div>For Accountable Advance Reporting the Contractor shall provide an Accountable Advance Procurement Report and a Accountable Advance Cash Flow and Reconciliation Form.</div> <div> <div>Prepared By</div> <div>Date</div> <div>Approved By</div> </div> </div>													
Capt Sue Rittinger		11 Aug 11		Capt Sue Rittinger, DAP 4-4											
17. Contract File / Document Number		18. Estimated No. of Pages		19. Estimated Price											
TBD		TBD		\$TBD											
						15. Total		0		2		0		2	
						PWGSC CA		0		1		0		1	
						DND PA		0		1		0		1	

1 DATA ITEM DESCRIPTION – DESCRIPTION DE DONNÉES DND Form 1409		
1. TITLE- TITRE  Technical Review Meeting		2. IDENTIFICATION NUMBER – NUMÉRO D'IDENTIFICATION  DID SE-001
3. DESCRIPTION/PURPOSE – DESCRIPTION/OBJET  3.1 The purpose of the Technical Review Meeting will be a forum to discuss technical and programmatic issues and significant events and milestones of the work. 3.2 The Contractor shall be responsible for the preparation and submission of the Meeting Agenda and the Meeting Minutes.		
4. APPROVAL DATE DATE D'APPROBATION	5. OFFICE PRIMARY INTEREST(OPI) BUREAU DE PREMIERE RESPONSABILITÉ (BPR)  DAEPM(TH) 6-2 Procurement Authority Contract Authority	6. GIDEP APPLICABLE- D'ÉCHANGE DE DONNÉES PERTINENT
7. APPLICATION/INTERRELATIONSHIP – APPLICATION/INTERDÉPENDANCE  7.1 SOW para 3.1		
8. ORIGINATOR - AUTEUR  DAEPM(TH) 6-2		9. APPLICABLE FORMS – FORMULES PERTINENTS
10. PREPARATION INSTRUCTIONS – INSTRUCTIONS SUR LA PRÉSENTATION DES DONNÉES  10.1 The Technical Review Meeting shall consist of, but not be limited to the following topics:  a. the minutes of the previous meeting shall be reviewed and necessary corrections added to the minutes; b. a listing of all components inducted into the Contractor's facility since the last meeting; c. a summary of the progress of current TIES taskings; d. a summary of significant events and milestones; and e. other items as required.  10.2 The Contractor shall ensure that facilities, data, and personnel required to present and address the topics listed at Para 10.1 are present to facilitate an efficient and timely meeting.  10.3 The Contractor shall be responsible to prepare an Agenda for the Technical Review Meeting in Contractor format. The Contractor shall submit a recommended agenda to the DND TA at least five (5) working days prior to the meeting.  10.5 One (1) copy of the recommended agenda shall be forwarded to the Contracting Authority and one (1) copy to the DND TA.		

2 DATA ITEM DESCRIPTION – DESCRIPTION DE DONNÉES DND Form 1409		
1. TITLE- TITRE  Minutes of Technical Review Meetings		2. IDENTIFICATION NUMBER – NUMÉRO D'IDENTIFICATION  SE-002
3. DESCRIPTION/PURPOSE – DESCRIPTION/OBJET  3.1 The purpose of Minutes of Meetings is to record all discussion items and significant events that occur during meetings related to the work.		
4. APPROVAL DATE DATE D'APPROBATION  Approval date is 10 working days after receipt of minutes.	5. OFFICE PRIMARY INTEREST(OPI) BUREAU DE PREMIERE RESPONSABILITÉ (BPR)  DAEPM(TH) 4-2 Procurement Authority Contract Authority	6. GIDEP APPLICABLE- D'ÉCHANGE DE DONNÉES PERTINENT
7. APPLICATION/INTERRELATIONSHIP – APPLICATION/INTERDÉPENDANCE  7.1 Technical SOW paragraph 3.1		
8. ORIGINATOR - AUTEUR  DAEPM(TH) 6-2		9. APPLICABLE FORMS – FORMULES PERTINENTS
10. PREPARATION INSTRUCTIONS – INSTRUCTIONS SUR LA PRÉSENTATION DES DONNÉES  10.1 The Contractor shall be responsible for taking minutes of the Technical Progress Review Meetings. The minutes of all project meetings (PM, contract, SE, ILS, etc), reviews and conferences shall be in the Contractor's format and delivered to DND for review of completeness and accuracy.  10.2 Format. It is preferable that electronic submissions be in Microsoft Word.  a. The Contractor shall forward to DND in soft copy, draft copy of the minutes shall be forwarded for review to the DND TA within 10 working days of the meeting date. Upon approval or amendment by the Technical Authority, the minutes shall be returned to the Contractor, within 1 week, for publication. Published minutes shall be delivered in both soft and hard copies.  10.3 Each meeting minutes shall have a cover page identifying the document as follows:  a. The name of the report;  b. identification of the meeting being reported;  c. identification of the preparing authority;  d. submission date; and  e. deliverable end item number.		



10.4 The minutes shall be type written in Contractor format and must reflect the following:

- a. Sponsor of the topic;
- b. describe the discussion and document the decisions taken for agenda items;
- c. Include copies of briefing materials and discussion documents
- d. document action item responsibility assignments;
- e. identify target date for completion of action items;
- f. next meeting schedule; and
- g. approval signature blocks for both the DND and Contractor managers.

10.5 A copy of the tabled agenda is to be attached to the minutes.

10.6 Minutes are only a record of activity and carry no authority. No change in the interpretation of Project, Statement of Work, cost or schedule, as defined in the Contract may be authorised by the minutes of a meeting. Such actions require formal Contract amendment by the Contract Authority. The minutes shall have a note prominently stating, "No agreement, clarification or any other item contained within these minutes shall, by being stated herein, serve to change any contractual price, delivery, specification, or otherwise modify the contract.

10.7 One (1) copy of the recommended agenda and the meeting minutes shall be forwarded to the Contracting Authority and one (1) copy to the DND TA.

3 DATA ITEM DESCRIPTION – DESCRIPTION DE DONNÉES DND Form 1409		
1. TITLE- TITRE  TIES Report		2. IDENTIFICATION NUMBER – NUMÉRO D'IDENTIFICATION  SE-003
3. DESCRIPTION/PURPOSE – DESCRIPTION/OBJET  3.1 The TIES Progress Report shall summarise the Contractor's progress in relation to the Project milestones, schedules, plans, Deliverable End Items and Contractor Work Breakdown Structure.		
4. APPROVAL DATE DATE D'APPROBATION	5. OFFICE PRIMARY INTEREST(OPI) BUREAU DE PREMIERE RESPONSABILITÉ (BPR)  DAEPM(TH) 6-2 Contracting Authority Procurement Authority	6. GIDEP APPLICABLE- D'ÉCHANGE DE DONNÉES PERTINENT
7. APPLICATION/INTERRELATIONSHIP – APPLICATION/INTERDÉPENDANCE  7.1 Technical SOW Para 5.3		
8. ORIGINATOR - AUTEUR  DAEPM(TH) 6-2		9. APPLICABLE FORMS – FORMULES PERTINENTS
10. PREPARATION INSTRUCTIONS – INSTRUCTIONS SUR LA PRÉSENTATION DES DONNÉES  10.1 It is preferable that electronic submissions be in Microsoft Word. The Contractor shall provide the information either in a continually accessible online secure-WEB based database, in Contractor's format or in a report format transmitted electronically on a monthly basis in a software format suitable to DND information technology systems (Microsoft Word, PDF format, or other program approved by the TA).  10.2 The contractor shall submit a report in a form acceptable to DND which includes: a. project identifier, project title, contractor project leader, DND project officer; b. an executive summary which covers significant elements of the report; c. a summary of the efforts expended during the period of performance; d. engineering or technical issues, including CF1057 reports, that led to the TIES tasking; e. engineering or technical work that was conducted to resolve the issues; f. any proposed modifications to drawings or technical data that are recommended as a result of the TIES project; g. identification of medium and high risk items; and h. conclusions and recommendations with respect to the work that was conducted.		



National Défense  
Defence nationale

#### 4. DATA ITEM DESCRIPTION - DESCRIPTION DE DONNÉES

1. TITLE – TITRE Airworthiness Management Plan (AMP)		2. IDENTIFICATION NUMBER - NUMÉRO D'IDENTIFICATION AW- 001
3. DESCRIPTION/PURPOSE - DESCRIPTION/OBJET  To describe the contractor's plan for compliance to Technical Airworthiness Requirements.		
4. APPROVAL DATE  DATE D'APPROBATION	5. OFFICE OF PRIMARY INTEREST (OPI)  BUREAU DE PREMIERE RESPONSABILITÉ (BPR)  1 Directorate Of Technical Airworthiness and Engineering Support (DTAES) 2. DND Technical Authority (TA).	6. GIDEP APPLICABLE  PROGRAMME D'ÉCHANGE DE DONNÉES PERTINENT
7. APPLICATION/INTERRELATIONSHIP - APPLICATION/INTERDÉPENDANCE 1. The AMP shall function as the overall plan for: a. Assuring the airworthiness of end products and services delivered in the period between contract award and the achievement of full Technical Airworthiness Authority (TAA) accreditation/recognition; b. Obtaining full TAA accreditation/recognition, including the submission of a proposed Maintenance (MPM) Process Manual; and c. Measuring progress toward achieving full TAA accreditation/recognition.		
8. ORIGINATOR - AUTEUR  DAEPM(TH) 6-2		9. APPLICABLE FORMS - FORMULES PERTINENTES TAM, see <a href="http://www.forces.gc.ca/admmat-smamat/tam-mnt-eng.asp">http://www.forces.gc.ca/admmat-smamat/tam-mnt-eng.asp</a>
10. PREPARATION INSTRUCTIONS - INSTRUCTIONS SUR LA PRÉSENTATION DES DONNÉES 1. In the contractor's own format, the AMP shall describe the contractor's processes and control systems for ensuring the airworthiness of all aeronautical products and services in the period between contract award and full TAA accreditation/recognition, including, but not limited to the following: a. <b>Maintenance Support:</b> i. A description of the scope and depth of authority that the bidder proposes to exercise as related to the conduct of Repair & Overhaul maintenance, including a list of activities that the bidder agrees must have DND Aircraft Engineering Officer (AEO) approval; ii. Responsibilities for personnel conducting airworthiness related activities; iii. Authorization system for personnel conducting maintenance certifications; iv. Eligibility criteria for personnel conducting maintenance certifications including Aircraft Release Authority (ARA), Aircraft Certification Authority (ACA), Maintenance Release Authority (MRA) and Shop Certification Authority (SCA) as applicable; v. Eligibility criteria for personnel granting authorizations to personnel conducting maintenance certifications including ARA and MRA as applicable; vi. Eligibility criteria for personnel to perform maintenance; vii. A description of the approved maintenance program and schedule to be followed; viii. A description of the technical records proposed for use, including traceability of component histories; ix. A description of the process for the completion, correction and retention of technical records; x. A description of the process that ensures that only approved aviation replacement parts are used including procurement, materiel control and disposal; and xi. A description of the process to be used to enter into and sustain any maintenance support		

arrangements with other companies.

**b. Engineering Support:**

- i. A description of the scope and depth of technical airworthiness authority that the bidder proposes to exercise as related to the conduct of Repair & Overhaul design change development, engineering support and technical management, including a list of the activities that require approval by the DND TA or TAA;
  - ii. Responsibilities for personnel conducting airworthiness-related activities;
  - iii. Personnel authorization system for authorizing personnel involved in the development and approval of design changes, including:
    1. Eligibility criteria for personnel to perform and approve design changes; and
    2. Eligibility criteria for personnel granting authorizations and personnel being granted authorizations;
  - iv. A description of the engineering process to be followed for managing the Repair & Overhaul design, including assigned design change and configuration management responsibilities;
  - v. A description of the design data management system; and
  - vi. A description of the process to be used to enter into and sustain any engineering support arrangements with other companies.
2. In the contractor's own format, the AMP shall describe the contractor's concept and schedule for achieving full Technical Airworthiness Manual (TAM) compliance and full TAA accreditation/recognition within one year of contract award. The AMP shall include the contractor's plan for submitting to the TAA, an Engineering and/or Maintenance Process Manual in accordance with the requirements of the DND TAM (CFTO C-05-005-001/AG-001) within six (6) months of contract award. **Note: DTAES requires the MPM 6 months in advance of accreditation date.**
3. Progress Reports on Technical Airworthiness Compliance shall be submitted every two months until receipt of full TAA accreditation/recognition. The reports shall track progress against the schedule provided in the Airworthiness Management Plan (AMP), identify problem areas and proposed solutions.

Note: The need to produce an AMP may not be required if the contractor is an Original Equipment Manufacturer (OEM) or an organisation that have been approved by a regulatory agency acceptable to the TAA (i.e., TC and US FAA) for a similar scope and depth of engineering and maintenance activities as defined in this contract. The organisation may be eligible to go through a recognition vice an accreditation process. TAA recognition is an abbreviated process for demonstrating compliance to the TAM. Eligibility for recognition will be determined based on the data provided within the bid proposal. TAA allowances for this will be discussed with the contract TA and the successful bidder at the initial Technical Airworthiness Management meeting as per Para 5.2 of the SOW.



National Défense  
Defence nationale

## 5. DATA ITEM DESCRIPTION - DESCRIPTION DE DONNÉES

1. TITLE – TITRE  Maintenance Process Manual (MPM)		2. IDENTIFICATION NUMBER - NUMÉRO D'IDENTIFICATION  AW-002	
3. DESCRIPTION/PURPOSE - DESCRIPTION/OBJET To describe the contractor's Maintenance procedures and demonstrate compliance to the DND Technical Airworthiness Manual (TAM).			
4. APPROVAL DATE DATE D'APPROBATION	5. OFFICE OF PRIMARY INTEREST (OPI) BUREAU DE PREMIERE RESPONSABILITÉ (BPR) 1 Directorate Of Technical Airworthiness and Engineering Support (DTAES) 2. DND Technical Authority (TA).		6. GIDEP APPLICABLE D'ÉCHANGE DE DONNÉES PERTINENT
7. APPLICATION/INTERRELATIONSHIP - APPLICATION/INTERDÉPENDANCE  The Draft MPM is required as part of the contractor's undertaking to achieve TAA accreditation/recognition as an AMO. Once it has been approved by the TAA it will replace the procedural instructions contained in the Contractor's Airworthiness Management Plan (AMP)			
9. ORIGINATOR – AUTEUR DAEPM(TH) 6-2		10. APPLICABLE FORMS - FORMULES PERTINENTES	
10. PREPARATION INSTRUCTIONS - INSTRUCTIONS SUR LA PRÉSENTATION DES DONNÉES  1. The Contractor's MPM shall be developed to provide the information identified in the TAM Part 1, Chapter 4, paragraph 1.4.2.S1.3 and to comply with the requirements specified in the DND/CF Technical Airworthiness Program. 2. While every AMO is unique, all MPMs share the requirement to cover the following general topics upon the scope and depth of authority assigned to the organization found in TAM Part 1 Chapter 4 Annex C Appendix 1, <a href="http://www.forces.gc.ca/admmat-smamat/tam-mnt-eng.asp">http://www.forces.gc.ca/admmat-smamat/tam-mnt-eng.asp</a> 3. The Draft Version shall be prepared and submitted within 6 months of contract award unless authorized otherwise by TAA. The Draft Version shall describe a "steady state" authorization control system. This is a description of how the organization will authorize its personnel to perform maintenance and conduct airworthiness functions <u>after</u> accreditation/recognition. 4. The Final Version shall comply with the requirements of the DND/CF Technical Airworthiness Program and the TAM, and shall be complied with by the contractor in carrying out his responsibilities for Technical Airworthiness.			

6. DATA ITEM DESCRIPTION – DESCRIPTION DE DONNÉES		DND Form 1409
1. TITLE- TITRE  Progress Review Meetings	2. IDENTIFICATION NUMBER – NUMÉRO D'IDENTIFICATION  PM-001	
3. DESCRIPTION/PURPOSE – DESCRIPTION/OBJET  3.1 Progress Review Meetings are an open forum to discuss technical and programmatic issues and significant events and milestones of the work. 3.2 The Contractor shall be responsible for the preparation and submission of the Meeting Agenda and the Meeting Minutes (PM-002).		
4. APPROVAL DATE DATE D'APPROBATION	5. OFFICE PRIMARY INTEREST(OPI) BUREAU DE PREMIERE RESPONSABILITÉ (BPR)  DAP 4 (TH), PA	6. GIDEP APPLICABLE- D'ÉCHANGE DE DONNÉES PERTINENT
7. APPLICATION/INTERRELATIONSHIP – APPLICATION/INTERDÉPENDANCE  7.1 Logistics Statement of Work, paragraph 2.10		
8. ORIGINATOR - AUTEUR  DAP 4-4	9. APPLICABLE FORMS – FORMULES PERTINENTS	
10. PREPARATION INSTRUCTIONS – INSTRUCTIONS SUR LA PRÉSENTATION DES DONNÉES  10.1 The Progress Review Meetings shall consist of, but shall not be limited to, the following topics:  <div style="margin-left: 40px;"> 10.1.1 the minutes of the previous meeting shall be reviewed and necessary corrections added to the minutes;  10.1.2 review current progress against planned or expected progress in the contract such as:  10.1.3 examine physical inventory and materiel invoices against materiel costs claimed in the progress claim;  10.1.4 validate contract progress as per the terms of the contract;  10.1.5 address any problems or issued that DND or the Contractor may have with deliver of services;  10.1.6 confirm information provided in the progress reports and deal with problems or issues related to the contract or schedule. </div> 10.2 The Contractor shall ensure that facilities, data, and all personnel required to present and address the topics are present to facilitate an efficient and timely meeting.  10.3 The Contractor shall be responsible to prepare an agenda for the Progress Review Meeting in Contractor format. The Contractor shall submit a recommended agenda to the DND TA at least five (5) working days prior to the meeting. The agenda should highlight all of the discussion items for the meetings and should included:  <div style="margin-left: 40px;"> 10.3.1 Date of the meeting;  10.3.2 Location of the meeting;  10.3.3 Discussion points/deliverables;  10.3.4 Estimated time for each discussion point; </div>		

- 10.3.5 A brief description of each discussion point; and
- 10.3.6 Chair assigned to each discussion point.

10.4 One (1) copy of the recommended agenda shall be sent to the Contracting Authority, the Procurement Authority, and the Technical Authority.

10.5 The Contractor shall submit the aforementioned requirement in a format compatible with Microsoft Office Suite unless an alternative format is approved by the Procurement Authority.

7. DATA ITEM DESCRIPTION – DESCRIPTION DE DONNÉES DND Form 1409		
1. TITLE- TITRE  Meeting Minutes		2. IDENTIFICATION NUMBER – NUMÉRO D'IDENTIFICATION  PM-002
3. DESCRIPTION/PURPOSE – DESCRIPTION/OBJET  3.1 The Minutes of Progress Review Meetings are a record of all discussion items and significant events that have occurred, and will occur, during meetings related to the work.		
4. APPROVAL DATE DATE D'APPROBATION  Approval date is ten (10) working days after receipt of minutes.	5. OFFICE PRIMARY INTEREST(OPI) BUREAU DE PREMIERE RESPONSABILITÉ (BPR)  DAP 4 (TH), PA	6. GIDEP APPLICABLE- D'ÉCHANGE DE DONNÉES PERTINENT
7. APPLICATION/INTERRELATIONSHIP – APPLICATION/INTERDÉPENDANCE  7.1 Logistics Statement of Work, paragraph 2.11		
8. ORIGINATOR - AUTEUR  DAP 4-4		9. APPLICABLE FORMS – FORMULES PERTINENTS
10. PREPARATION INSTRUCTIONS – INSTRUCTIONS SUR LA PRÉSENTATION DES DONNÉES  10.1 The Contractor shall be responsible for taking Progress Review meetings minutes. The minutes of all project meetings (PM, contract, SE, ILS, etc), reviews and conferences shall be in the Contractor's format and delivered to DND for review of completeness and accuracy.  10.2 Format. It is preferable that all electronic submissions be in Microsoft Office format  The Contractor shall forward the DND Procurement Authority (PA) a draft copy of the minutes in soft copy within ten (10) days of the meeting date. The DND PA shall review the minutes within five (5) working-days time and, upon approval or amendment by the PA, the minutes shall be returned to the Contractor for publication. Published minutes shall be delivered in both soft and hard copies to the DND PA for distribution as applicable.  10.3 All meeting minutes shall have a cover page identifying the document as follows: 10.3.1 The name of the report; 10.3.2 identification of the meeting being reported (date, time, location); 10.3.3 identification of the preparing authority; 10.3.4 submission date; and 10.3.5 deliverable end item number.  10.4 The minutes shall be type written in Contractor format and must encompass the following: 10.4.1 sponsor of the topic; 10.4.2 meeting attendees;		



- 10.4.3 describe the discussion and document the decisions taken for agenda items;
  - 10.4.4 include copies of briefing materials and discussion documents
  - 10.4.5 document action item responsibility assignments;
  - 10.4.6 identify target date for completion of action items;
  - 10.4.7 next meeting schedule; and
  - 10.4.8 approval signature blocks for both the DND and Contractor managers.
- 10.5 A copy of the tabled agenda is to be attached to the minutes.
- 10.6 Minutes are only a record of activity and carry no authority. No change in the interpretation of the Project, Statements of Work, cost, or schedule, as defined in the Contract, may be authorised by the minutes of a meeting. Such actions require formal Contract amendment(s) by the Contract Authority. The minutes shall have a note prominently stating, "No agreement, clarification or any other item contained within these minutes shall, by being stated herein, serve to change any contractual price, delivery, specification, or otherwise modify the contract."
- 10.7 One (1) copy of the recommended agenda and one (1) copy of the meeting minutes shall be forwarded to the Procurement Authority and (1) copy of each to the Technical Authority and the Contracting Authority.
- 10.8 The Contractor shall submit the aforementioned requirement in a format compatible with Microsoft Office Suite unless an alternative format is approved by the Procurement Authority

8. DATA ITEM DESCRIPTION – DESCRIPTION DE DONNÉES DND Form 1409		
1. TITLE- TITRE  Costing Records		2. IDENTIFICATION NUMBER – NUMÉRO D'IDENTIFICATION  PM-003
3. DESCRIPTION/PURPOSE – DESCRIPTION/OBJET  3.1 The Contractor is to provide the PA and the NDQAR with Costing Records on an as and when required basis.		
4. APPROVAL DATE DATE D'APPROBATION	5. OFFICE PRIMARY INTEREST(OPI) BUREAU DE PREMIERE RESPONSABILITÉ (BPR)  DAP 4-4	6. GIDEP APPLICABLE-D'ÉCHANGE DE DONNÉES PERTINENT
7. APPLICATION/INTERRELATIONSHIP – APPLICATION/INTERDÉPENDANCE  7.1 Logistics SOW para 2.6 and 2.8		
8. ORIGINATOR - AUTEUR  DAP 4-4		9. APPLICABLE FORMS – FORMULES PERTINENTS
10. PREPARATION INSTRUCTIONS – INSTRUCTIONS SUR LA PRÉSENTATION DES DONNÉES  10.1 The Contractor shall maintain records which will provide: <ul style="list-style-type: none"> <li>10.1.1 a cost listing, by serial number if applicable, of each item or job lot going through the repair line;</li> <li>10.1.2 a detail of the level of effort carried out, in-process inspections completed, and materiel embodied at any stage of the repair process and its costs;</li> <li>10.1.3 the average cost of repair and/or overhaul, by NSN; and</li> <li>10.1.4 the total repair cost for an item (NSN), by work order.</li> </ul> 10.2 The Contractor shall submit the aforementioned requirement in a format compatible with Microsoft Office Suite unless an alternative format is approved by the Procurement Authority 10.3 The Contractor shall monitor the cost of work to ensure that the total cost of TIES work remains within the approved limit. The Contractor shall claim the work performed and the expenses incurred during the month for which the work was performed and the expenses incurred. 10.4 The Contractor shall also monitor the repair work to remain within the approved limit of the MRC. The Contractor shall claim the repair work performed and the expenses incurred during the month.		

9. <u>DATA ITEM DESCRIPTION – DESCRIPTION DE DONNÉES</u> DND Form 1409		
1. TITLE- TITRE  Contractor Held Inventory Report		2. IDENTIFICATION NUMBER – NUMÉRO D'IDENTIFICATION  PM-004
3. DESCRIPTION/PURPOSE – DESCRIPTION/OBJET  3.1 As part of the year end process, the Contractor shall submit a Contractor Held Inventory report to the PA, within ten (10) days after the end of Government fiscal year.		
4. APPROVAL DATE DATE D'APPROBATION	5. OFFICE PRIMARY INTEREST(OPI) BUREAU DE PREMIERE RESPONSABILITÉ (BPR)  DAP 4-4	6. GIDEP APPLICABLE-D'ÉCHANGE DE DONNÉES PERTINENT
7. APPLICATION/INTERRELATIONSHIP – APPLICATION/INTERDÉPENDANCE  7.1 Logistics SOW para 4.1 or 5.2		
8. ORIGINATOR - AUTEUR  DAP 4-4		9. APPLICABLE FORMS – FORMULES PERTINENTS
10. PREPARATION INSTRUCTIONS – INSTRUCTIONS SUR LA PRÉSENTATION DES DONNÉES  The instructions to complete the Contractor-Held Inventory Reporting templates are as follows:  10.1 DND Owned Inventory Holdings held by Contractors as at 31 Mar 20XX.  10.1.1 A separate Inventory Holdings report is required for Consumable Inventory and Repairable Inventory. If your inventory cannot be reported or separated on the basis of consumable versus repairable, please state what the majority of the inventory would be classified as repairable or consumable based on the definitions below.  10.1.2 Loaned equipment from DND must be authorized through a DND-authorized loan agreement. Reporting shall be as per the conditions of the loan agreement.  10.1.3 Whole Capital assets are not to be reported to DND. Whole Capital Assets are equipment that has been purchased by DND for the contractor that are not inventory, such as vehicles, test equipment, etc.  10.1.4 The reports provided by the company inventory system are acceptable for reporting purposes to DND, as long as they contain the essential information requested in the template provided.  10.1.5 Provide any alternate part number or manufacture part number in addition to the part number listed above. Provide the class also, if available, as well as any additional field information you have that may help to classify the data.		

- 10.1.6 Provide the inventory report in electronic format, MS Excel being the preferred software, if available.

**Definitions:**

**Government Furnished Overhaul Spares (GFOS)** – Non-catalogued inventory spares which are not purchased by the contractor but arise from: AA spares transferred from another contractor; DND procurement with the US government; spares salvaged from DND equipment; or de-catalogued CIS spares which are for 3rd line use only. GFOS spares are not recorded in the Canadian Forces Supply System (CFSS).

**Accountable Advance Spares (AAS)** – Non-catalogued inventory spares which the contractor has been authorized by DND to purchase using DND funds, on an exceptional basis. The CFSS does not track AAS.

**Bonded Stock** – Inventory spares which the Out of Country contractor has been authorized by DND to purchase using DND funds, on an exceptional basis. The CFSS does not track bonded stock.

**Repairable Inventory** – An item of supply designated as capable of being repaired.

**Consumable Inventory** – An item of supply that is not repairable.

- 10.2 Repairable Template Input/Output Repairable Inventory Report for the Year Ending 31 March 20XX and Consumable Template Input/Output Consumable Inventory Report for the Year Ending 31 March 20XX

10.2.1 The closing inventory as at 31 Mar 20XX must be equal to the itemized listings provided in the consumable and repairable reports of 'DND Owned Inventory Holdings as at 31 Mar 20XX.'

10.2.2 A separate Input/Output Inventory Report is required for Consumable Inventory and Repairable Inventory.

10.2.3 It is preferable to provide the data in a part number level format detailing the equipment platform supported, but the summary level report as outlined in the template is acceptable.

10.2.4 Report in one currency only and specify the currency if it is not Canadian.

- 10.3 Additional Information Requested for Year-End Reporting  
The following information is requested:

10.3.1 Description of the activities performed under the Repair and Overhaul (R&O) contract(s) supported by the inventory holdings if not supplied on the Part A spreadsheet (such as R&O on Hercules engines);

10.3.2 How often stocktaking is performed on the contractor holdings of DND owned inventory;

10.3.3 Date of last stocktaking;

10.3.4 The accounting method used by the contractor to value the inventory reported first-in-first-out (FIFO), last-in-first-out (LIFO), historical cost or moving weighted average;

10.3.5 Is this a sub-contractor to another company? If so, who?; and

10.3.6 DND and contractor point of contact for the inventory report as at 31 Mar 20XX.

- 10.4 The Contractor shall submit the aforementioned requirement in a format compatible with Microsoft Office Suite unless an alternative format is approved by the Procurement Authority

10. DATA ITEM DESCRIPTION – DESCRIPTION DE DONNÉES DND Form 1409		
1. TITLE- TITRE  Work In Progress Report		2. IDENTIFICATION NUMBER – NUMÉRO D'IDENTIFICATION  PM-005
3. DESCRIPTION/PURPOSE – DESCRIPTION/OBJET  3.1 The Contractor shall submit a Work In Progress Report to the PA on a monthly basis.		
4. APPROVAL DATE DATE D'APPROBATION	5. OFFICE PRIMARY INTEREST(OPI) BUREAU DE PREMIERE RESPONSABILITÉ (BPR)  DAP 4-4	6. GIDEP APPLICABLE-D'ÉCHANGE DE DONNÉES PERTINENT
7. APPLICATION/INTERRELATIONSHIP – APPLICATION/INTERDÉPENDANCE  7.1 Logistics SOW para 5.1		
8. ORIGINATOR - AUTEUR  DAP 4-4		9. APPLICABLE FORMS – FORMULES PERTINENTS
10. PREPARATION INSTRUCTIONS – INSTRUCTIONS SUR LA PRÉSENTATION DES DONNÉES  10.1 The Contractor shall submit a monthly Work In Progress Report to the PA, and shall include the following headings and information:  10.1.1 Contractor Work Order No; 10.1.2 CFSS Work Order No; 10.1.3 NATO Stock Number; 10.1.4 Description; 10.1.5 Serial No; 10.1.6 Priority; 10.1.7 Work Order Status; 10.1.8 Date raised; 10.1.9 Date closed; 10.1.10 Estimated Delivery Date; 10.1.11 Cost spent to date; and 10.1.12 Comments.		
10.2 The Contractor shall submit the aforementioned requirement in a format compatible with Microsoft Office Suite unless an alternative format is approved by the Procurement Authority.		

11. DATA ITEM DESCRIPTION – DESCRIPTION DE DONNÉES DND Form 1409		
1. TITLE- TITRE  Progress Claim Detail Summary Report		2. IDENTIFICATION NUMBER – NUMÉRO D'IDENTIFICATION  PM-006
3. DESCRIPTION/PURPOSE – DESCRIPTION/OBJET  3.1 The Contractor shall submit, along with their monthly claim, a progress claim detail summary report detailing the cost of each repair.		
4. APPROVAL DATE DATE D'APPROBATION	5. OFFICE PRIMARY INTEREST(OPI) BUREAU DE PREMIERE RESPONSABILITÉ (BPR)  DAP 4-4	6. GIDEP APPLICABLE-D'ÉCHANGE DE DONNÉES PERTINENT
7. APPLICATION/INTERRELATIONSHIP – APPLICATION/INTERDÉPENDANCE  7.1 Logistics SOW para 2.7 or 5.2		
8. ORIGINATOR - AUTEUR  DAP 4-4		9. APPLICABLE FORMS – FORMULES PERTINENTS
10. PREPARATION INSTRUCTIONS – INSTRUCTIONS SUR LA PRÉSENTATION DES DONNÉES  10.1 The Contractor shall submit, along with their monthly claim, a progress claim detail summary report detailing the cost of each repair, which shall include the following:  10.1.1 Work order number; 10.1.2 NATO Stock Number 10.1.3 Description 10.1.4 Customer Complaint (Reason for Return as listed on CF543 Maintenance Form) 10.1.5 Initial Findings (Was Customer Complaint verified) 10.1.6 Repair Summary (Details of work performed) 10.1.7 Labour hours 10.1.8 Labour cost 10.1.9 Contractor Furnished Materiel (CFM) 10.1.10 CFM Mark-up 10.1.11 Accountable Advance Material (AA) 10.1.12 AA Mark-up 10.1.13 Contract Issue (CI)/Government Furnished Materiel (GFOS) 10.1.14 CI/GFOS Mark up 10.1.15 Sub Contract Materiel 10.1.16 Sub Contract Mark-up 10.1.17 Total Cost 10.1.18 Total Cost to date  10.2 For TIES work, the Contractor shall submit along with the monthly progress claim detail summary report the DND 626 number, approved amount, a cost breakdown by hours and materiel of the work performed		

and expenses incurred during the month, percentage of the work completed and value of remaining funds.

Note: For the purpose of Account Verification - (Section 34 of the Financial Administration Act) by the Crown (PA) ... the Contractor shall provide the following supporting documentation (as a minimum). For subcontracted work costs covered in the contract's terms and conditions and where it is not part of the firm fixed price, copies of actual invoices from subcontractors for the goods and services provided., dates and

10.3 For AA reimbursement, the Contractor's request for payment must be supported by the supplier's monthly invoice(s). The request for payment shall only be submitted after the Contractor has received, receipted, and accepted the material. The Contractor shall submit an Accountable Advanced Procurement Reports along with their invoices, as applicable.

10.4 In support of invoices, the Contractor shall provide the following information:

- 10.4.1 The total value of AA spares inventory as last reported, held in support of the Repair and Overhaul work for which this contract was issued (opening inventory);
- 10.4.2 The total value of AA spares received into inventory during the previous month (receipts), supported by invoice;
- 10.4.3 The total value of AA spares removed from inventory for embodiment or transfer during the previous month (issues);
- 10.4.4 The total value of the inventory remaining at month end (closing inventory – book value)
- 10.4.5 The total value of outstanding AA spares commitments (open purchase orders) against this contract;
- 10.4.6 The balance of uncommitted funds remaining in the contract.

Annex C  
 To: W8485-10-0400  
 Dated: 19 September 2011

12. <u>DATA ITEM DESCRIPTION – DESCRIPTION DE DONNÉES</u> <u>DND Form 1409</u>		
1. TITLE- TITRE  Outstanding Purchase Order List		2. IDENTIFICATION NUMBER – NUMÉRO D'IDENTIFICATION  PM-007
3. DESCRIPTION/PURPOSE – DESCRIPTION/OBJET  3.1 No later than thirty (30) days prior to the contract expiration, the Contractor shall provide a listing of all outstanding purchase orders to NDQAR and the PA. Only those purchase orders listed will be accepted for payment.		
4. APPROVAL DATE DATE D'APPROBATION	5. OFFICE PRIMARY INTEREST(OPI) BUREAU DE PREMIERE RESPONSABILITÉ (BPR)  DAP 4-4	6. GIDEP APPLICABLE-D'ÉCHANGE DE DONNÉES PERTINENT
7. APPLICATION/INTERRELATIONSHIP – APPLICATION/INTERDÉPENDANCE  7.1 Logistics SOW para 6.1.4		
8. ORIGINATOR - AUTEUR  DAP 4-4		9. APPLICABLE FORMS – FORMULES PERTINENTS
10. PREPARATION INSTRUCTIONS – INSTRUCTIONS SUR LA PRÉSENTATION DES DONNÉES  10.1 No later than thirty (30) days prior to the contract expiration, the Contractor shall provide a listing of all outstanding purchase orders to NDQAR and the PA. Only those purchase orders listed will be accepted for payment. 10.2 The Outstanding Purchase Order List is to identify:  10.2.1 The name of the supplier; 10.2.2 The cost of the outstanding purchase order; and 10.2.3 The estimated delivery date.		



Annex C  
 To: W8485-10-0400  
 Dated: 19 September 2011

13. DATA ITEM DESCRIPTION – DESCRIPTION DE DONNÉES DND Form 1409		
1. TITLE- TITRE  Accountable Advance Reporting		2. IDENTIFICATION NUMBER – NUMÉRO D'IDENTIFICATION  PM-008
3. DESCRIPTION/PURPOSE – DESCRIPTION/OBJET  3.1 The Contractor shall provide an Accountable Advance Procurement Report and the Accountable Advance Cash Flow and Reconciliation Form to the PA on a quarterly basis.		
4. APPROVAL DATE DATE D'APPROBATION	5. OFFICE PRIMARY INTEREST(OPI) BUREAU DE PREMIERE RESPONSABILITÉ (BPR)  DAP 4-4	6. GIDEP APPLICABLE-D'ÉCHANGE DE DONNÉES PERTINENT
7. APPLICATION/INTERRELATIONSHIP – APPLICATION/INTERDÉPENDANCE  7.1 Logistics SOW para 5.3		
8. ORIGINATOR - AUTEUR  DAP 4-4		9. APPLICABLE FORMS – FORMULES PERTINENTS
10. PREPARATION INSTRUCTIONS – INSTRUCTIONS SUR LA PRÉSENTATION DES DONNÉES  For quarterly Accountable Advance Reporting the Contractor shall complete and submit the following reports:  10.1 The Accountable Advance Inventory Report shall identify the following: 10.4.1 Contractor file and number; 10.4.2 Program or description present inventory holdings; 10.4.3 In value of outstanding or open orders; 10.4.4 For stock \$(000); 10.4.5 Remarks 10.4.6 Active slow moving 10.4.7 Inactive total inventory; 10.4.8 Planning advance spares supporting repairable reserve; 10.4.9 Items surplus/other 10.4.10 Total inactive  10.2 The Accountable Advance Cash Flow and Reconciliation Form shall identify the following:  10.2.1 Part Number – Insert item Part Number (P/N); 10.2.2 Average unit price – Insert item average unit price; 10.2.3 Opening Balance 1 Apr ____ - Insert total quantity and dollar value of the items, carried over from the previous fiscal year; 10.2.4 RECEIPTS F/Y ____/____ - Insert quantity, dollar value and procurement ratio of the items, receipt year-to-date; 10.2.5 ISSUED F/Y ____/____ - Insert quantity, and dollar value of the item, year-to-date (YTD);		

Annex C

To: W8485-10-0400

Dated: 19 September 2011

10.2.6 CLOSING BALANCE \_\_\_\_/\_\_\_\_ - Insert quantity, dollar value and procurement ratio of the item inventory year-to-date (YTD);

10.2.7 INVENTORY – Insert item inventory, increase/decrease as applicable;

INCREASE

DECREASE

QTY VALUE

QTY VALUE

QTY VALUE PROC. RATIO

QTY VALUE TURN RATIO

10.3 The Accountable Advance Inventory Report and the Accountable Advance Cash Flow and Reconciliation Form shall be completed and submitted to the PA covering the following quarters.

10.1.1 1 Apr – 30 Jun

10.1.2 1 Jul – 30 Sep

10.1.3 1 Oct – 31 Dec, and

10.1.4 1 Jan – 31 Mar.

Annex D  
To: W8485-10-0400  
Dated: 05 July 2012

**DEPARTMENT OF NATIONAL DEFENCE (DND)**

**TECHNICAL EVALUATION PLAN  
FOR  
REPAIR AND OVERHAUL SERVICES,  
TECHNICAL INVESTIGATION AND ENGINEERING SUPPORT  
IN SUPPORT OF  
MANAGED FUEL CELLS, WHEEL AND BRAKE SYSTEMS, MOUNTING  
SYSTEMS, HYDRAULIC COMPONENTS, RADOMES AND MISCELLANEOUS  
AEROSPACE EQUIPMENT FOR CANADIAN FORCES FLEETS - CC115  
BUFFALO, CC138 TWIN OTTER, CH124 SEA KINGS AND CT114 TUTORS**

Annex D

To: W8485-10-0400

Dated: 05 July 2012

1. Introduction

1.1 Purpose

1.1.1 The purpose of this Technical Evaluation Plan (TEP) is to define for DND, PWGSC and Bidders the criteria and process for evaluating responses to the Repair And Overhaul Services, Technical Investigation And Engineering Support In Support Of Managed Fuel Cells, Wheel And Brake Systems, Mounting Systems, Hydraulic Components, Radomes And Miscellaneous Aerospace Equipment For Canadian Forces Fleets - C115 Buffalo, CC138 Twin Otter, CH124 Sea Kings And CT114 Tutors Request For Proposal (RFP). Execution of this TEP will ultimately result in the selection of the Contractor for the R&O and TIES contract.

1.2 Scope

1.2.1 This document covers the DND evaluations of the Technical Proposals submitted by the bidders.

1.3 Authority

1.3.1 This TEP is issued under the authority of the Technical Authority (TA) R&O/Warehousing/TIES as an approved plan within the RFP.

1.4 Applicable Reference Documents

1.4.1 This EP forms the basis for evaluation of the Technical Statement of Work.

1.5 Definitions, Acronyms And Abbreviations

1.5.1 Definitions, acronyms and abbreviations associated with this TEP can be found within the documentation.

1.6 Responsibilities

1.6.1 Bidder Responsibilities. Bidders responding to the R&O/Warehousing/TIES RFP shall be responsible for:

- a. Providing proof of compliancy to all RFP documentation mandatory requirements within their bid responses at the time of bid submission;
- b. Providing sufficient supporting justification for all the rated requirements at the time of bid submission; and

Annex D  
To: W8485-10-0400  
Dated: 05 July 2012

- c. Providing additional clarification as requested by PWGSC during the bid evaluation and Contract award process.

1.6.2 Bidders who fail to provide appropriate demonstrations of compliance within either their bid responses or requests for clarification from the Crown shall be deemed non-responsive.

1.6.3 DND Responsibilities. DND is responsible to:

- a. provide the technical documentation within the RFP upon which the technical bid evaluation shall be based;
- b. complete the technical evaluation of all bids;
- c. seek clarification through PWGSC if/as required; and
- d. provide a response to PWGSC regarding which technical bids are compliant.

1.6.4 PWGSC Responsibilities. PWGSC is responsible for:

- a. performing the analysis of the cost data received from the bidders against the technical evaluation performed by DND to determine the lowest cost per point compliant proposal;
- b. to manage the clarification process between DND and bidder(s) during the bid evaluation;
- c. overseeing the DND technical evaluation to ensure fairness of process; and
- d. negotiating, awarding and managing the resulting R&O/TIES Contract.

## 2. TECHNICAL EVALUATION PLAN AIM AND OBJECTIVES

### 2.1 Aim

2.1.1 The purpose of this TEP is to provide all concerned with the methods and procedures that shall be used to evaluate bidders' proposals in response to the RFP. Execution of this TEP shall result in the award of the contract to the Lowest Cost per Point compliant bidder. The evaluation results shall:

- a. Identify the proposal(s) that technically comply to R&O/TIES requirements in RFP;
- b. Identify the proposal(s) that do not technically comply to the RFP; and

Annex D

To: W8485-10-0400

Dated: 05 July 2012

- c. Provide PWGSC with the basis for awarding a Contract.

## 2.2 Objectives

### 2.2.1 The specific objectives of this TEP are to:

- a. Support the evaluation of Bidders' proposals in a consistent, unbiased, credible and accurate manner;
- b. Develop appropriate evaluation elements, sufficiently in advance to ensure that the RFP reflects all of the necessary requirements regarding proposal format and content so as to facilitate a proper evaluation;
- c. Ensure that members of the DND evaluation team understand the detailed approach to be used in carrying out the evaluation;
- d. Provide operating procedures to guide the members of the evaluation team in carrying out their specific responsibilities in the evaluation of proposals;
- e. Provide a structured approach for the process and the recommendation for contract award; and
- f. Provide an additional basis for the conduct of contract or selection

## 2.3 Contractor Selection Method

2.3.1 Proposals shall be evaluated on the basis of Mandatory Requirements and Rated Requirements relating to the RFP. The rated requirements shall be scored by the evaluation team to provide a final total number of points for each proposal.

2.3.2 Contractor selection will be on the basis of the Lowest Cost compliant proposal. To be considered compliant, a proposal must meet the following:

- a. The proposal must meet each of the Mandatory Requirements specified in the RFP; and
- b. The proposal must score a minimum of 45 points out of 65 points in the Rated Requirements specified in the RFP.

Annex D  
To: W8485-10-0400  
Dated: 05 July 2012

### 3. EVALUATION PROCESS OVERVIEW

#### 3.1 Constraints

##### 3.1.1 This TEP is subject to the following constraints:

- a. Proposals must meet all of the Mandatory Requirements;
- b. Proposals must be received by the closing date and in the format specified in the RFP; and
- c. Proposals must address the topics required in the RFP, and must include all substantiation necessary to demonstrate compliance during bid evaluation Mandatory Requirements

##### 3.1.2 The Mandatory Requirements are attached as Appendix 1 to this Annex. A Mandatory Requirement is defined as an RFP requirement that must be met in order for a Bidder's proposal to be considered compliant. Mandatory Requirements are evaluated on a simple compliant/non-compliant (pass/fail) basis. Failure to meet a requirement identified as mandatory shall result in the Bidder's proposal being assessed as non-compliant in its entirety. A Mandatory Requirement contains the verb "shall", "will" or "must".

#### 3.2 Rated Requirements

##### 3.3.1 The Rated Requirements are attached as Appendix 2 to this Annex.

##### 3.3.2 Each bidder must have a passing score to be considered compliant. A passing score is 45 points out of 65. A score below 45 points shall result in the bid being disqualified.

### 4. BID EVALUATION

#### 4.1 Evaluation Management

##### 4.1.1 The TA manages the evaluation of the Technical and Management proposals for the RFP during the evaluation process, the evaluation team will draw upon the capabilities, expertise and authorities of various DND TA and matrix staff.

#### 4.2 Evaluation Team Leader

##### 4.2.1 The TA shall act as the Evaluation Team Leader (ETL).

Annex D

To: W8485-10-0400

Dated: 05 July 2012

#### 4.3 Evaluation Team Membership

4.3.1 The RFP evaluation team members (Evaluators) shall represent the following organisations:

- a. Directorate Aerospace Equipment Program Management (Transport and Helicopters) (DAEPM(TH));
- b. Directorate Aerospace Equipment Program Management (Fighters and Trainers) (DAEPM(FT));
- c. Directorate Aerospace Equipment Program Management (Maritime) (DAEPM(M));
- d. Directorate of Aerospace Procurement (DAP); and
- e. Public Works and Government Services Canada (PWGSC).

#### 4.4 Subject Matter Experts

4.4.1 Other personnel acting as Subject Matter Experts (SME) may be required to review specific aspects of the proposals in order to contribute their specialised expertise to the evaluation process.

#### 4.5 Evaluation Location

4.5.1 Proposal technical evaluations will be conducted in Ottawa at 400 Cumberland in a designated conference room.

#### 4.6 Evaluation Team Leader Responsibilities

4.6.1 The TA shall act as the Evaluation Team Leader (ETL) and has the following responsibilities:

- a. Ensuring that the evaluation team members are familiar with the necessary project documentation, including this TEP;
- b. Making available and maintaining all master copies of Proposals and evaluation reference documentation;
- c. Arranging or delegating responsibility for the logistics associated with the evaluation activities (conference room, office space, secure lock-ups, computers etc.);
- d. Providing the Evaluation Team Preparation Briefing prior to commencement of the evaluation to explain and remind all Evaluators of the rules governing the evaluation;



Annex D

To: W8485-10-0400

Dated: 05 July 2012

- e. Obtaining signed non-disclosure agreements from all evaluation team members;
- f. Assigning responsibility areas to evaluation team members;
- g. Controlling and overseeing all evaluation activities;
- h. Resolving and documenting conflicts during evaluation;
- i. Promulgating instructions and guidance to evaluators as required;
- j. Liaising with PWGSC to co-ordinate any required clarifications against submitted bids;
- k. Determining and documenting findings;
- l. Documenting any lessons learned from the evaluation;
- m. Preparing the DND Evaluation Report; and.
- n. Preparing appropriate communications plan and/or briefing note(s) regarding the evaluation findings.

4.7 Evaluation Team Members' Responsibilities

4.7.1 The evaluation team members (Evaluators) shall be designated by the TA and have the following responsibilities:

- a. Reading this TEP and conforming to the requirements contained herein;
- b. Reading, signing and complying with the Non-Disclosure Agreement;
- c. Reviewing the proposals assigned to them;
- d. Capturing all findings using the Evaluation Matrix which reflects the requirements of the RFP and this EP;
- e. Maintaining up-to-date copies of all evaluation notes;
- f. Assisting the TA (if directed) in co-ordinating through PWGSC requests for clarification; and
- g. Ensuring that the all evaluation results are treated as sensitive and are kept secure.

4.8 Basis of Recommendation

4.8.1 As specified in the RFP, the basis for recommending a Contract award to a successful Bidder will be based on a compliant "Lowest Cost per Point" approach.

Annex D  
To: W8485-10-0400  
Dated: 05 July 2012

## 5. EVALUATION PROCEDURES

### 5.1 General

5.1.1 The evaluation of proposals will be conducted in accordance with the contents of this evaluation plan. The evaluation will use both the bid prices and technical responses to determine the winning proposal. The winning proposal will be selected on a Lowest Cost per Point basis from the proposals that meet all of the mandatory requirements.

5.1.2 The proposals will undergo a three part evaluation process as follows

- a. Each proposal will be reviewed for compliance against the mandatory requirements;
- b. Proposals that are compliant to all of the mandatory requirements will then be evaluated against the rated requirements; and
- c. Proposals that pass the minimum rated compliance thresholds will then be evaluated for the prices quoted.

## 6. TECHNICAL EVALUATION METHODOLOGY

### 6.1 Initial Evaluation

6.1.1 Following bid closing, PWGSC will carry out an initial screening of the Bidder's proposal to verify whether the Mandatory Requirements specified in Part 1 and 2 of the RFP have been met. If all the Mandatory Requirements specified in Part 1 and 2 have been met, the proposal will therefore be considered acceptable for further evaluation. Bidders' proposal not meeting all Mandatory Requirements specified in Part 1 and 2 of the RFP will be given no further consideration.

6.1.2 Each Proposal shall be reviewed to determine whether:

- a. It has been received by the Bid Receiving Unit not later than the date specified under this RFP;
- b. It has been presented with a Master Copy and five (3) copies certified as "true copies" and one (1) virus and malware free electronic copy in IBM formatted on DVD in PDF, and
- c. The Bidder has complied with the conditions having effect during the Bid period of this RFP.

Annex D

To: W8485-10-0400

Dated: 05 July 2012

6.1.3 Proposals that do not meet all of the requirements of the initial evaluation will be declared non-compliant and eliminated from further evaluation.

6.2 Copies of Proposals and Project Documentation

6.2.1 TA Repair And Overhaul Services, Technical Investigation And Engineering Support In Support Of Managed Fuel Cells, Wheel And Brake Systems, Mounting Systems, Hydraulic Components, Radomes And Miscellaneous Aerospace Equipment For Canadian Forces Fleets - C115 Buffalo, CC138 Twin Otter, CH124 Sea Kings And CT114 Tutors will maintain up-to-date copies of all proposals and project documentation. Project documentation includes copies of all the RFP documentation and the associated project documents and references.

6.3 Preparation Briefing

6.3.1 Prior to the evaluation, evaluators are required to familiarise themselves with the appropriate documentation and the procedures contained in this TEP. The ETL will provide a short, mandatory briefing to all evaluators to review these requirements at the commencement of the evaluation.

6.4 Receipt and initial screening of Proposals

6.4.1 Following bid closing, PWGSC will carry out an initial screening of each proposal to confirm that they meet the RFP mandatory requirements PARTS 1 AND 2. PWGSC will forward the Technical and Management proposals to TA for subsequent evaluation by the evaluation team.

6.4.2 PWGSC shall keep the financial volumes separate from the Technical and Management volumes so that the Technical and Management evaluation will proceed without financial bias. The contents of the Financial Volumes shall be considered by PWGSC at the appropriate time. The cost of the bids shall only be considered once the Technical and Management evaluations have been completed.

6.5 Proposal Read-In

6.5.1 Evaluation team members shall read (their assigned portions of) the proposals once in their entirety prior to commencing the assessment and scoring activities.

6.6 Review of Mandatory Requirements

Annex D

To: W8485-10-0400

Dated: 05 July 2012

- 6.6.1 The mandatory requirements for this RFP are contained in Appendix 1 to this Evaluation Plan. Scoring of the Mandatory requirements is either pass or fail. A passing score on all Mandatory requirements qualifies the proposal for further review on the Rated requirements.
- 6.6.2 Each proposal will be reviewed against the Mandatory Requirements defined in Para 3.2.1, and shall be rated as either "Compliant" or "Non-compliant". Proposals shall be eliminated and given no further evaluation if they fail to meet any single mandatory requirement. Bidders shall provide a response within their proposal indicating their solution compliance against the mandatory requirement.
- 6.6.3 The final evaluation for each mandatory requirement shall be based on a consensus decision by all members of the evaluation team.
- 6.7 Rated Requirements
- 6.7.1 The score assigned for rated elements will be developed based on the evaluation of the bidder's submissions by each member of the evaluation team. Each rated requirement will be scored on a scale of 0 to 5 using the following scale:

Score	Word Picture
5	Excellent – the proposal fully demonstrates that the requirements of the applicable references and associated scoring criteria are met in a documented and suitable manner. There are no apparent weaknesses.
4	Good – the proposal reasonably demonstrates that the requirements of the applicable references and associated scoring criteria are met in a documented and suitable manner. The response is comprehensive but there are minor weaknesses that should not significantly impact performance of the work.
3	Acceptable – the proposal barely meets the requirements of the applicable references and associated scoring criteria in a suitable and documented manner. The response has substance but there are weaknesses that could result in tolerable or reasonably correctable shortcomings in performance of the work.
2	Inadequate – the proposal fails to meet the requirements of the applicable references and associated scoring criteria in a suitable and documented manner. The

Annex D  
To: W8485-10-0400  
Dated: 05 July 2012

	response has some merit, but there are significant weaknesses that could result in unacceptable shortcomings in performance of the work.
1	Very Poor – the proposal fails to meet the requirements of the applicable references and associated scoring criteria in a suitable and documented manner. The response has little merit and fails to demonstrate that the work will be performed in an acceptable manner.
0	Not Addressed – there is no response to the applicable requirement, or the response provided is not applicable to the requirement

6.7.2 After individual assessments of the rated requirements are completed the evaluation team will all the assigned scores. The final score for each rated requirement will be based on a consensus decision by the evaluation team.

## 7. Report and Recommendation

### 7.1 Evaluation Report

7.1.1 A list of compliant bidders and their corresponding rated points will be sent to PWGSC for financial evaluation, and eventual award of Contract – see 6.4.2.

7.1.2 The ETL and PWGSC shall jointly prepare an Evaluation Report that documents the following:

- a. A list of the compliant proposals, with any additional information required to support the findings;
- b. A list of the non-compliant proposals, with all necessary substantiations required to support the findings;
- c. Issues, conflicts and lessons learned from the evaluation; and
- d. An evaluation summary.

## LIST OF APPENDICES

Appendix 1 – Mandatory Requirements

Appendix 2 – Rated Requirements Matrix

Appendix 1  
 To Annex D  
 To: W8485-10-0400  
 Dated: 19 September 2011

### Mandatory Requirements

Note: All Mandatory Requirements must pass for the bid to be considered further.

	Requirement	Proof of Compliance	Paragraph in Contractor Proposal	Pass/ Fail
1	<p>Within the last sixty (60) months, the Bidder shall have provided Third Line R&amp;O services in support of aerospace systems for at least a twelve (12) month consecutive period.</p> <p>The response shall demonstrate at least 5,000 Direct Labour R&amp;O person-hours per year of experience to qualify. The response shall be supported by providing documentation.</p> <p>“Direct Labour R&amp;O person-hours” is defined as labour devoted to: repair, overhaul, modification, and Technical Investigation &amp; Engineering Support (TIES).</p> <p>Any sub-contractor labour is excluded from Direct Labour R&amp;O person-hours.</p>	Submit name of system supported, name of client and timeframe of performance		
2	<p>The bidder shall provide proof that they have a minimum of 1,600 cubic meters of indoor, climate controlled storage space to store the DND-owned Fuel Cells. The bidder shall provide drawings of the Fuel Cells warehousing and maintenance storage site(s), and discuss how its storage and maintenance capabilities comply with the applicable CFTOs.</p>	Submit sufficient evidence as to the ability to store the applicable components.		

Appendix 1  
To Annex D  
To: W8485-10-0400  
Dated: 19 September 2011

	Requirement	Proof of Compliance	Paragraph in Contractor Proposal	Pass/ Fail
3	The bidder shall provide proof of a current quality system that is compliant with the requirements of ISO 9001:2008, or Ministry of Transport Airworthiness Standard (Transport Canada), or equivalent.	Acceptable evidence would be submission of copies of applicable documentation confirming registration with one of these three standards, and submission of the bidder's Quality Manual. Government reserves the right to subject any bidder's Quality Manual to a DQA "desk top" audit for assurance of compliance. IAW Section B, Article 43, "ISO 9001:2008 Quality Management System – Requirement", of the RFP.		
4	Minimum airworthiness requirement. The bidder shall provide proof of formal airworthiness accreditation for R&O of aerospace equipment that meets the intent of the Technical Airworthiness Manual (TAM) C-05-005-001/AG-001, Change 5 of 28 July 2007, page 3-1-2-1, para 3.1.2.S1 sub- para 1. a (2) (c) or Transport Canada (TC) Approved Maintenance Organisation (AMO) and/or Federal Aviation Authority (FAA) (Approved Repair Station).	Self explaining.		
5	The bidder shall provide proof that it has a minimum of one qualified engineer on full time staff. The engineer must have either an engineering degree from an accredited university or be a member of a provincial professional engineering licensing organization.	The bidder must provide copies of either and engineering degree or membership certificate in a provincial professional engineering licensing organization.		

**Rated Portion Requirements**

		<b>Point Criteria</b>	<b>Evaluation criteria</b>
R1	Describe the company's current management organization and explain how the TH Managed Aerospace Equipment R&OWarehousing/TIES program as described in the Technical Statement of Work will fit into the corporate structure.	<p>5 Points</p> <p>The bidder provides adequate details to explain each of the Evaluation criteria</p> <p>4 Points</p> <p>The bidder provides adequate details to explain 4 of the 5 of the Evaluation criteria</p> <p>3 Points</p> <p>The bidder provides adequate details to explain 3 of the 5 of the Evaluation criteria</p> <p>2 Points</p> <p>The bidder provides adequate details to explain 2 of the 5 of the Evaluation criteria</p> <p>1 point</p> <p>The bidder provides adequate details to explain 1 of the 5 of the Evaluation criteria</p> <p>0 Points</p> <p>Bid does not adequately address any of the Evaluation criteria</p>	<p>Description of the bidder's organization</p> <p>The bidder must describe how the contract will fit into the existing organization</p> <p>The bidder must describe the current types of work that it is doing and expertise</p> <p>The bidder must provide an Organization Chart and include details of the activities of each element of the organization</p> <p>The bidder shall provide details on the company individual's who will be responsible for the contract management, R&amp;O management and TIES management</p>



R2	Demonstrate that the personnel involved in the management of R&OWarehousing/TIES of the aerospace components have the necessary experience required to meet the requirements of this RFP. Provide the Profiles (résumés) of proposed management personnel who would be employed on this Contract.	% of management staff having at least 36 months of management experience in aerospace equipment R&O.  80-100% – (5) 70-79% - (4) 50-69% – (3) 25-49% – (2) 1-24% (1) 0% – (0)	Self explaining	
R3	Demonstrate that the personnel involved in the R&OWarehousing/TIES of the aerospace components have the necessary experience required to meet the requirements of this RFP. Provide a manpower resource plan and indicate the percentage of employees currently employed in-house. Indicate any proposed additions to your work force required to bring this project on line.	80 to 100% currently in house – (5) 70 to less than 80% currently in house – (4) 60 to less than 70% currently in house – (3) 30 to less than 60% currently in house – (2) 1 to less than 30% currently in house – (1) 0% currently in house – (0)	Self explaining	
R4	Identify the Contractor's Repair and Overhaul Manager and the on-site organization that will be responsible for Repair and Overhaul. Demonstrate that the R&O manager and staff have the appropriate experience to meet the requirements of this RFP. Distinguish between mgr and staff.	Combined experience: 240 months or more – (5) 170 to 239 months – (4) 98 to 169 months – (3) 50 to 97 months – (2) 24 to 49 months – (1) less than 24 months – (0)	Self explaining. Only fully completed months will be counted. Overlapping months will only be counted as one month	

R5	<p>Demonstrate that the technical staff conducting the R&amp;O of the aerospace components have the necessary training, qualifications and experience required to meet the requirements of this RFP. Provide the following:</p> <p>a. Profiles (résumés) of proposed company personnel who would be employed on this Contract; including recognized qualifications and experience of personnel (e.g. Transport Canada AME Categories, CAMC and Non-Destructive Testing qualifications, College Diploma).</p> <p>b. Provide in a matrix format (Name or position with check marks indicating qualifications and years of experience).</p>	<p>% of technicians trained and qualified to carry out R&amp;O of aerospace equipment;</p> <p>80-100% – (5) 70-79% – (4) 50-69% – (3) 25-49% – (2) 1-24% – (1) 0% – (0)</p>	
R6	<p>Demonstrate that the members of the engineering/technical staff who will be involved in the Technical Investigation and Engineering Support have the qualifications required to meet the requirements of this RFP. Provide Profiles (résumés) of proposed engineering and technical personnel who would be employed on this Contract including recognized qualifications and experience of personnel (e.g. Engineering degree, Transport Canada AME Categories, CAMC and Non-Destructive Testing qualifications, College Diploma).</p>	<p>% of engineering/technical staff having an engineering degree or a technical diploma;</p> <p>80-100% – (5) 70-79% – (4) 50-69% – (3) 25-49% – (2) 1-24% – (1) 0% – (0)</p>	<p>Clear demonstration that named engineer or technician will be responsible for the TIES program and, if a manager, that sufficient experienced staff is available.</p>

R7	Demonstrate that the members of the engineering/technical staff who will be involved in the Technical Investigation and Engineering Support have the experience required to meet the requirements of this RFP.	Combined experience: 60 months or more – (5) 48 to 59 months – (4) 36 to 47 months – (3) 24 to 35 months – (2) 12 to 23 months – (1) less than 12 months – (0)	Self Explaining. . Only fully completed months will be counted. Overlapping months will only be counted as one month.
R8	Describe company training policies that will ensure personnel have the necessary qualifications and authorizations to meet the requirements of this RFP	5 Points The bidder provides adequate details to explain each of the Evaluation criteria  4 Points The bidder provides adequate details to explain 4 of the 5 of the Evaluation criteria  3 Points The bidder provides adequate details to explain 3 of the 5 of the Evaluation criteria  2 Points The bidder provides adequate details to explain 2 of the 5 of the Evaluation criteria  1 point The bidder provides adequate details to explain 1 of the 5 of the Evaluation criteria  0 Points Bid does not adequately address any of the t Evaluation criteria	Bidder has a company policy for regular employee evaluation that would lead to the establishment of personal training plan.  Bid provides a description of training courses (course title, duration, outline, source of training, etc.). Bidder supplies the most current schedule of training courses offered by the company.  Bid identifies any company on-going training/re-certification program to maintain currency.  Bid provides information on any existing or planned on-job-training (OJT) program.  Bid provides details on company records with respect to training qualifications and authorizations

R9 (B10)	Within the last 60 months, the Bidder shall have provided Third Line R&O services in support of aerospace components for at least a 12-month continuous period.	<p>61 months or more – (5) 49 months to less than 60 months – (4) 37 months to less than 48 months – (3) 25 months to less than 36 months – (2) 13 months to less than 24 months – (1) Less than 12 months or Not addressed – (0)</p>	List the components by aircraft type and the number of years that the bidder has conducted R&O on these components. Only fully completed months will be counted. Overlapping months will only be counted as one month
R10 (C11)	Within the last 60 months, the Bidder shall have provided Third Line R&O services in support of aircraft bladder type fuel cells for at least a 12-month continuous period.	<p>61 months or more – (5) 49 months to less than 60 months – (4) 37 months to less than 48 months – (3) 25 months to less than 36 months – (2) 13 months to less than 24 months – (1) Less than 12 months or Not addressed – (0)</p>	List the fuel cells by aircraft type and the number of years that the bidder has conducted R&O on these cells. Only fully completed months will be counted. Overlapping months will only be counted as one month
R11 (C11)	Within the last 60 months, the Bidder shall have stored aircraft bladder type fuel cells for at least a 12-month continuous period.	<p>61 months or more – (5) 49 months to less than 60 months – (4) 37 months to less than 48 months – (3) 25 months to less than 36 months – (2) 13 months to less than 24 months – (1) Less than 12 months or Not addressed – (0)</p>	List the fuel cells by aircraft type and the number of years that the bidder has conducted R&O on these cells. Only fully completed months will be counted. Overlapping months will only be counted as one month

Appendix 2  
To Annex D  
To: W8485-10-0400  
Dated: 05 July 2012

R12	Identify the Contractor's administrative support organization that will be responsible for this contract. Demonstrate that this organization has sufficient administrative support experience.	<p>5 Points</p> <p>The bidder provides adequate details to explain each of the Evaluation criteria</p> <p>4 Points</p> <p>The bidder provides adequate details to explain 4 of the 5 of the Evaluation criteria</p> <p>3 Points</p> <p>The bidder provides adequate details to explain 3 of the 5 of the Evaluation criteria</p> <p>2 Points</p> <p>The bidder provides adequate details to explain 2 of the 5 of the Evaluation criteria</p> <p>1 point</p> <p>The bidder provides adequate details to explain 1 of the 5 of the Evaluation criteria</p> <p>0 Points</p> <p>Bid does not adequately address any of the Evaluation criteria</p>	<p>Bid provides an overview of the administrative support team assigned to this contract</p> <p>Bid provides demonstration of at least one staff member within the administrative team having a minimum of 24 months within the last 60 months of administrative support experience in support of a Third Line R&amp;O services of aerospace components</p> <p>Bid demonstrates that the company employs a cost monitoring and cost control system</p> <p>Bid demonstrates that the company employs a records management procedure</p> <p>Bid demonstrates the administrative support team currently uses an Enterprise Resource Planning tool</p>
-----	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Appendix 2  
To Annex D  
To: W8485-10-0400  
Dated: 05 July 2012

R13	Identification of company policies/processes for the procurement, materiel control, and disposal of aeronautical components.	<p>5 Points</p> <p>The bidder provides adequate details to explain each of the Evaluation criteria</p> <p>4 Points</p> <p>The bidder provides adequate details to explain 4 of the 5 of the Evaluation criteria</p> <p>3 Points</p> <p>The bidder provides adequate details to explain 3 of the 5 of the Evaluation criteria</p> <p>2 Points</p> <p>The bidder provides adequate details to explain 2 of the 5 of the Evaluation criteria</p> <p>1 point</p> <p>The bidder provides adequate details to explain 1 of the 5 of the Evaluation criteria</p> <p>0 Points</p> <p>Bid does not adequately address any of the t Evaluation criteria</p>	<p>Identification of company configuration control procedures.</p> <p>The bidder must provide details of all tools (both automated and manual) used to establish and monitor proper configuration control.</p> <p>The bidder must provide details of company policies for the procurement, control and disposal of aerospace components and materiel.</p> <p>The bidder must provide details for review and approval of alternate parts used in support of maintenance and operations</p> <p>The bidder must provide details on policies/processes and tools in use for completion, correction and retention of technical records</p>
	<b>Required minimum is 45 out of 65 points</b>	<b>Subtotal</b>	

Lowest-Cost Evaluation Plan

**DEPARTMENT OF NATIONAL DEFENCE**

**Lowest Cost Evaluation Plan**

**Request for Proposal**

**for the**

**Repair and Overhaul**

**and**

**Technical Investigation and Engineering Studies**

**support of the**

**Managed fuel cells, wheel and brake systems, mounting systems, hydraulic components, radomes and miscellaneous aerospace equipment for Canadian Forces fleets – CC115 Buffalo, CC138 Twin Otter, Ch124 Sea Kings and CT114 Tutors**

### Table of Contents

1.0	Lowest Cost Evaluation Plan .....	3
1.1	Purpose .....	3
1.2	Scope .....	3
2.0	Evaluation Concept.....	3
2.1	Evaluation Inputs .....	3
2.2	Evaluation Methodology .....	3
3.0	Selection Methodology.....	4
3.1	Calculations .....	4
4.0	Results Recording.....	4
4.1	Recording .....	4
5.0	Results Statement.....	5
5.1	Results Table .....	6
5.2	Statement.....	6
5.3	Evaluation Report Finalization .....	6



## Lowest-Cost Evaluation Plan

**1.0 Lowest Cost Evaluation Plan****1.1 Purpose**

1.1.1 The purpose of this Lowest Cost Evaluation Plan (LCEP) is to define and document the process and criteria to be used for evaluating specific logistical cost portions of the Bidder's responses to the Request for Proposal (RFP) for Repair and Overhaul (R&O) and Technical Investigation and Engineering Studies services in support of the Director of Aerospace Equipment Program Managed equipment.

1.1.2 Execution of this LCEP will identify the Compliant Bidder that has the lowest cost proposal using the defined calculations identified within the Sample Calculation Template, Table 1.

**1.2 Scope**

1.2.1 The scope of this evaluation will only include Bidder's proposals that have met the Technical / Logistical Evaluation (TLEP) requirements specified in Appendix 2 to Annex D.

**2.0 Evaluation Concept****2.1 Evaluation Inputs**

2.1.1 The evaluation report, Appendix ; and

2.1.2 Qualifying Bidder's financial proposals.

**2.2 Evaluation Methodology**

2.2.1 The Contract Authority is responsible to carry-out this stage of the evaluation. The Contract Authority shall:

2.2.1.1 limit the LCEP to Bidder's proposals deemed compliant to the TLEP as evidenced in the evaluation report (Appendix XX) received from the Evaluation Team Leader; and

2.2.1.2 retrieve the cost datum from each associated Bidder's proposal included in the evaluation and transfer the cost datum to Table 1 in the spaces provided.

**3.0 Selection Methodology**

3.1 Calculations. The Contract Authority will use Table 1 - Sample Calculation Template, to calculate the single Fixed Logistical Costs Total figure.

## Lowest-Cost Evaluation Plan

**4.0 Results Recording**

4.1 Recording. The Contract Authority will complete table 1 for each Bidder included in the LCEP.

Proposal			
Warehousing (monthly fees)	(insert \$\$ here)	<i>Multiplied by number of months for the duration of contract</i>	Total \$\$ here
Inspection/preservation Monthly or annual fees.	(insert \$\$ here)	<i>Multiplied by number of months/years for the duration of the contract</i>	Total \$\$ here
Time x materiel	(insert \$\$ here)	<i>Multiplied by the number of arisings</i>	Total \$\$here
Fixed Logistical Costs – Total	(insert \$\$ here)		(Total \$\$ here)
Storage space firm fixed cost	(insert \$\$ here)	<i>Multiplied by square footage</i>	(Total \$\$ here)

Table 1 - Sample Calculation Template

**5.0 Results Statement**

5.1 Results Table. Once all TLEP Compliant bidder proposals have been evaluated, the Contracting Authority shall complete Table 2 - Results Table.

Proposal #	Costs - Total
------------	---------------

Add Bidders as required.

Lowest Cost Bidder

Table 2: Results Table

I certify that the Lowest Cost Evaluation associated with RFP \_\_\_\_\_ (insert RFP # here) was carried out in accordance with the associated Lowest Cost Evaluation Plan and Proposal # \_\_\_\_\_ is identified as having the Lowest Cost Per Point.

5.3 Evaluation report finalization. The Contracting Authority will then complete Appendix X, Evaluation Report, section 1, thereby finalizing the report.



Government of Canada  
Gouvernement du Canada

Contract Number / Numéro du contrat

WB485-10-0400

Amendment 1

Security Classification / Classification de sécurité  
UNCLASSIFIED

SECURITY REQUIREMENTS CHECK LIST (SRCL)

LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE

1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine		2. Branch or Directorate / Direction générale ou Direction DAEPM(TH)	
3. a) Subcontract Number / Numéro du contrat de sous-traitance N/A		3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant N/A	
4. Brief Description of Work / Brève description du travail Contract for Repair & Overhaul (R&O) and Technical Investigations & Engineering Support (TIES) in support of DAEPM(TH) managed equipment.			
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?		<input type="checkbox"/> No / Non <input checked="" type="checkbox"/> Yes / Oui	
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui	
6. Indicate the type of access required / Indiquer le type d'accès requis			
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)		<input type="checkbox"/> No / Non <input checked="" type="checkbox"/> Yes / Oui	
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui	
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui	
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès			
Canada <input checked="" type="checkbox"/>		NATO / OTAN <input type="checkbox"/>	
Foreign / Étranger <input type="checkbox"/>			
7. b) Release restrictions / Restrictions relatives à la diffusion			
No release restrictions Aucune restriction relative à la diffusion <input checked="" type="checkbox"/>		All NATO countries Tous les pays de l'OTAN <input type="checkbox"/>	
Not releasable À ne pas diffuser <input type="checkbox"/>		Restricted to: / Limité à: <input type="checkbox"/>	
Specify country(ies): / Préciser le(s) pays:		Specify country(ies): / Préciser le(s) pays:	
7. c) Level of information / Niveau d'information			
PROTECTED A PROTÉGÉ A <input checked="" type="checkbox"/>		NATO UNCLASSIFIED NATO NON CLASSIFIÉ <input type="checkbox"/>	
PROTECTED B PROTÉGÉ B <input type="checkbox"/>		NATO RESTRICTED NATO DIFFUSION RESTREINTE <input type="checkbox"/>	
PROTECTED C PROTÉGÉ C <input type="checkbox"/>		NATO CONFIDENTIAL NATO CONFIDENTIEL <input type="checkbox"/>	
CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>		NATO SECRET NATO SECRET <input type="checkbox"/>	
SECRET SECRET <input type="checkbox"/>		COSMIC TOP SECRET COSMIC TRÈS SECRET <input type="checkbox"/>	
TOP SECRET TRÈS SECRET <input type="checkbox"/>		PROTECTED A PROTÉGÉ A <input type="checkbox"/>	
TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>		PROTECTED B PROTÉGÉ B <input type="checkbox"/>	
		PROTECTED C PROTÉGÉ C <input type="checkbox"/>	
		CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>	
		SECRET SECRET <input type="checkbox"/>	
		TOP SECRET TRÈS SECRET <input type="checkbox"/>	
		TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>	

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité  
UNCLASSIFIED

Canada





Government of Canada  
Gouvernement du Canada

Contract Number / Numéro du contrat

W8485-10-0400

And 1

Security Classification / Classification de sécurité  
UNCLASSIFIED

SM

**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 ☐ Yes  
Non 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 ☐ Yes  
Non Oui

Short Title(s) of material / Titre(s) abrégé(s) du matériel :

Document Number / Numéro du document :

**PART B - PERSONNEL (SUPPLIER) / PARTIE B - PERSONNEL (FOURNISSEUR)**

10. a) Personnel security screening level required / Niveau de contrôle de la sécurité du personnel requis

- |                                                                             |                                                                 |                                                     |                                                                  |
|-----------------------------------------------------------------------------|-----------------------------------------------------------------|-----------------------------------------------------|------------------------------------------------------------------|
| <input checked="" type="checkbox"/> RELIABILITY STATUS<br>COTE DE FIABILITÉ | <input type="checkbox"/> CONFIDENTIAL<br>CONFIDENTIEL           | <input type="checkbox"/> SECRET<br>SECRET           | <input type="checkbox"/> TOP SECRET<br>TRÈS SECRET               |
| <input type="checkbox"/> TOP SECRET - SIGINT<br>TRÈS SECRET - SIGINT        | <input type="checkbox"/> NATO CONFIDENTIAL<br>NATO CONFIDENTIEL | <input type="checkbox"/> NATO SECRET<br>NATO SECRET | <input type="checkbox"/> COSMIC TOP SECRET<br>COSMIC TRÈS SECRET |
| <input type="checkbox"/> SITE ACCESS<br>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 ☐ Yes  
Non Oui

If Yes, will unscreened personnel be escorted?

Dans l'affirmative, le personnel en question sera-t-il escorté?

☐ No ☐ Yes  
Non 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 ☒ Yes  
Non 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 ☐ Yes  
Non 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 ☐ Yes  
Non 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 ☐ Yes  
Non 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 ☐ Yes  
Non Oui

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité  
UNCLASSIFIED

Canada



Government of Canada  
Gouvernement du Canada

Contract Number / Numéro du contrat

W8485-10-0400

*Amend 1*

Security Classification / Classification de sécurité

UNCLASSIFIED

**PART C - (continued) / PARTIE C - (suite)**

For users completing the form manually use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.

Les utilisateurs qui remplissent le formulaire manuellement doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form online (via the Internet), the summary chart is automatically populated by your responses to previous questions.

Dans le cas des utilisateurs qui remplissent le formulaire en ligne (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

**SUMMARY CHART / TABLEAU RÉCAPITULATIF**

Category Catégorie	PROTECTED PROTÉGÉ			CLASSIFIED CLASSIFIÉ			NATO				COMSEC					
	A	B	C	CONFIDENTIAL  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	SECRET	TOP SECRET  TRÈS SECRET
											A	B	C			
Information / Assets Renseignements / Biens Production	✓															
IT Media / Support TI																
IT Link / Lien électronique																

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?  
La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?

☒ No  
Non

☐ Yes  
Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".  
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?  
La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?

☒ No  
Non

☐ Yes  
Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).  
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquez qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).





Government of Canada  
Gouvernement du Canada

Contract Number / Numéro du contrat

W8485-10-0400

*Amend 1*

Security Classification / Classification de sécurité  
UNCLASSIFIED

PART D - AUTHORIZATION / PARTIE D - AUTORISATION

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

Name (print) - Nom (en lettres moulées)

Ken Pinke

Title - Titre

Captain

Signature

*KRPinke*

Telephone No. - N° de téléphone  
613-991-9689

Facsimile No. - N° de télécopieur  
613-990-9726

E-mail address - Adresse courriel  
Kenneth.Pinke@forces.gc.ca

Date  
2 Nov 11

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

Name (print) - Nom (en lettres moulées)

Sasha Medjiti  
Senior Security Analyst

Signature

*Sasha Medjiti*

Telephone No. - N° de téléphone

Facsimile No. - N° de télécopieur  
E-Mail: sasha.medjiti@forces.gc.ca

E-mail address - Adresse courriel  
Tel: 613-910-1066 / Fax: 613-949-1069

Date  
2011-11-03

15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached?

Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes?

No

Yes

Non

Oui

16. Procurement Officer / Agent d'approvisionnement

Name (print) - Nom (en lettres moulées)

Title - Titre

Signature

Telephone No. - N° de téléphone

Facsimile No. - N° de télécopieur

E-mail address - Adresse courriel

Date

17. Contracting Security Authority / Autorité contractante en matière de sécurité

Name (print) - Nom (en lettres moulées)

Jill Mahon

Title - Titre

Contract Security Officer, Contract Security Division

Signature

*Jill Mahon*

Telephone No. - N° de téléphone

Facsimile No. - N° de télécopieur

E-mail address - Adresse courriel

Date

Tel/Tél - 613-960-0164 / Fax/Télec - 613-954-4171

Feb 1, 2012