

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

Title - Sujet R&O PROPELLER BLADES & HOLDING BOLT	
Solicitation No. - N° de l'invitation W8482-132813/A	Date 2013-04-26
Client Reference No. - N° de référence du client W8482-132813	
GETS Reference No. - N° de référence de SEAG PW-\$\$ML-002-23735	
File No. - N° de dossier 002ml.W8482-132813	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2013-05-31	Time Zone Fuseau horaire Eastern Daylight Saving Time EDT
F.O.B. - F.A.B. Plant-Usine: <input checked="" type="checkbox"/> Destination: <input type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Wright, Muriel	Buyer Id - Id de l'acheteur 002ml
Telephone No. - N° de téléphone (819) 956-4886 ()	FAX No. - N° de FAX (819) 956-0897
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: Specified Herein Précisé dans les présentes	

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

Marine Machinery and Services / Machineries et services
maritimes

11 Laurier St. / 11, rue Laurier

6C2, Place du Portage

Gatineau

Québec

K1A 0S5

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

Destination Code - Code destinataire	Destination Address - Adresse de la destination	Invoice Code - Code bur.-comptable	Invoice Address - Adresse de facturation
D - 1	NATIONAL DEFENCE HEADQUARTERS MGEN GEORGES R. PEARKES BLDG 101 COLONEL BY DR. OTTAWA ON K1A 0K2 CANADA	W8482	DEPARTMENT OF NATIONAL DEFENCE ATTN DGMEPM NP - DMARP 101 COLONEL BY DR. ATTN: D MAR P 4-4-5 OTTAWA Ontario K1A0K2 Canada


 Public Works and Government Services Canada		Travaux publics et Services gouvernementaux Canada		Document No.W8482-132813/A		Part - Partie 1 of - de 2 See Part 2 for Clauses and Conditions Voir Partie 2 pour Clauses et Conditions		
Item Article	Description	Dest. Code Dest.	Inv. Code Fact.	Qty Qté	U. of I. U. de D.	Unit Price/Prix unitaire FOB/FAM Destination Plant/Usine	Delivery Req. Livraison Req.	Del. Offered Liv. offerte
1	R&O Propeller Blades & Holding Bol ts	D - 1	W8482	1	Each	XXXXXXXXXXXX \$	See Herein	

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PART 1 - GENERAL INFORMATION

1. Introduction

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

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

The Annexes include the Statements of Work, the Loan Agreement and the Basis of Payment.

2. Summary

The Canadian Department of National Defence has an on-going requirement for **Repair and Overhaul Services of the Transmission System** (CPP[Controllable Pitch]) **Propeller Blades and Holding Bolts** and related equipment installed aboard Halifax and Iroquois Class Ships in accordance with the Statement of Work (SOW) at Annex "B" attached hereto and forming part of this document. The requirement includes Repair and Overhaul (R&O), Disposal, Field Service Representative (FSR), Mobile Repair Parties (MRP), Technical Investigation and Engineering Services (TIES), Special Investigations and Technical Studies (SITS), modifications and/or reduction to spares.

There is a security requirement associated with this requirement. For additional information, consult Part 6 - Security, Financial and Other Requirements, and Part 7 - Resulting Contract Clauses. 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>) document on the Departmental Standard Procurement Documents Web site.

This procurement is subject to the Controlled Goods Program.

The Repair and Overhaul services are required for a period of three (3) years commencing from the date of contract award, with a provision for two (2) additional one-year option periods.

Components received at the repair facility up to and including the contract expiry date shall be repaired by the Contractor within the terms and conditions of any resultant contract.

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 fifteen (15) working days of receipt of the results of the bid solicitation process. The debriefing may be in writing, by telephone or in person.

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.

The 2003 (2012-11-19) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

Subsection 5.4 of 2003, Standard Instructions - Goods or Services - Competitive Requirements, is amended as follows:

Delete: sixty (60) days
Insert: ninety (90) days

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 ten (10) 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

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

Section I:	Technical Bid	(2 hard copies; 1 soft copy)
Section II:	Management Bid	(2 hard copies, 1 soft copy)
Section III:	Financial Bid	(1 hard copy)
Section IV:	Certifications	(1 hard copy)

If there is a discrepancy between the wording of the soft copy and the hard copy, the wording of the hard copy will have priority over the wording of the soft copy.

All elements contained in the Bidder's proposal must be stated in a clear and concise manner. Although Canada reserves the right to request clarification on information in the Bidder's proposal, Canada has no obligation to seek such information to complete the proposal.

Canada requests that bidders 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 should:

- 1) use 8.5 x 11 inch (216 mm x 279 mm) paper containing fibre certified as originating from a sustainably-managed forest and containing minimum 30% recycled content; and
- 2) use an environmentally-preferable format including black/white printing versus colour printing, printing double sided/duplex, using staples/clips instead of cerlox, duotangs/binders.

Section I: Technical Bid

In their technical bid, bidders should demonstrate their understanding of the requirements contained in the bid solicitation and explain how they will meet these requirements. Bidders should demonstrate their capability in a thorough, concise and clear manner for carrying out the work.

The technical bid should address clearly and in sufficient depth the points that are subject to the evaluation criteria against which the bid will be evaluated. Simply repeating the statement contained in the bid solicitation is not sufficient. In order to facilitate the evaluation of the bid, Canada requests that bidders address and present topics in the order of the evaluation criteria under the same headings. To avoid duplication, bidders may refer to different sections of their bids by identifying the specific paragraph and page number where the subject topic has already been addressed.

Section II: Management Bid

In their management bid, bidders must describe their capability and experience, the project management team and provide client contact(s).

The proposal shall be completed and signed by the Bidder or an authorized representative of the Bidder. The Bidder's signature indicates acceptance of all the terms and conditions set out or referred to in this solicitation inclusive of all amendments.

Section III: Financial Bid

III.1 Bidders must submit their financial bid in accordance with the Basis of Payment/Price Grid at Annex "E". The total amount of Goods and Services Tax or Harmonized Sales Tax must be shown separately, if applicable.

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

III.2 Exchange Rate Fluctuation

SACC Manual Clause C3011T (2010-01-11) Exchange Rate Fluctuation

Section IV: 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", "management", 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

All criteria specified in the Statement of Work at Annex "B" are mandatory. The Bidder must reference all criteria specified therein, providing a reference to the specific area in their proposal where it is shown that the requirement is or can be met.

1.2 Management Evaluation

1.2.1 Mandatory Management Criteria

All criteria specified in the Evaluation Criteria at Annex "D" are mandatory.

1.3 Financial Evaluation

1.3.1 Mandatory Financial Criteria

See Section III under PART 3, above.

1.3.2 Evaluation of Price

SACC Manual Clause A0220T (2007-05-25), Evaluation of Price

1.3.3 FOB Plant

As Canada will be responsible for shipping to destination, shipping charges are not included in the financial evaluation.

2. Basis of Selection

2.1 *SACC Manual* clause A0069T (2007-05-25) Basis of Selection

2.2 In the event that a mandatory requirement or item cannot be complied with or is not properly supported with adequate details, the submitted proposal will be considered non-compliant by Canada and will not be given further consideration. The Minister of Public Works & Government Services reserves the right to reject any Proposal that does not comply with this Solicitation.

2.3 The Total Price for evaluation purposes will be the sum of all prices quoted by the Bidder, calculated in accordance with the Total Price Formula as detailed below in paragraph 2.6. As such, the Bidder's proposals will be assessed on an FCA Free Carrier at Contractor's Facility basis, exclusive of the value of Goods and Services Tax (GST) / Harmonized Sales Tax (HST).

2.4 The qualified bidder who has the LOWEST-PRICED COMPLIANT PROPOSAL will be recommended for award of a Contract.

The LOWEST-PRICED COMPLIANT PROPOSAL will be the bid that has been evaluated as meeting the mandatory Terms and Conditions, the mandatory Technical requirements specified in the Proposal, the mandatory delivery schedule, and has the LOWEST VALID PRICE.

A VALID PRICE is defined as a price that includes all items necessary to satisfy all requirements under this solicitation. Proposals not providing a valid price will be considered non-compliant.

- 2.5** The Minister of Public Works & Government Services shall not necessarily accept either the lowest price Proposal received, or any other Proposal received.

A Proposal may be accepted in whole or in part without negotiation. However, it shall be noted that if for any reason changes required to be negotiated to the technical requirements or/and the terms and conditions of the Request for Proposal, have a substantial cost impact on the proposals which could alter the position of the lowest-priced compliant bidder, then Canada shall issue a Request to re-bid the requirement, including the changes.

- 2.6** The LOWEST VALID PRICE will be determined using the Total Price Formula as follows:

Total lowest valid price = **P1+P2+P3+P4+P5**, where

P1 = The sum of R1 (firm fixed hourly rate for R&O etc.) for each year, including the option years, divided by 5 and multiplied by the estimated number of hours over the contract period.

For evaluation purposes only, the total estimated number of workload is 1,800 hours/year.

The number of hours is strictly an estimate and in no way binds Canada to these estimates. There will be no financial adjustment of the contractor's price in the event the workload is lower than estimated.

P2 = The sum of R2 (the firm fixed hourly rate for MRP) for each year, including the option years, divided by 5 and multiplied by the estimated number of hours over the contract period.

For evaluation purposes only, the total estimated number of workload is 40 hours/year.

The number of hours is strictly an estimate and in no way binds Canada to these estimates. There will be no financial adjustment of the contractor's price in the event the workload is lower than estimated.

P3 = The sum of R3 (the firm fixed hourly rate for SITS, TIES, Changes and Disposal) for each year, including the option years, divided by 5 and multiplied by the estimated number of hours over the contract period.

For evaluation purposes only, the total estimated number of workload is 10 hours/year.

The number of hours is strictly an estimate and in no way binds Canada to these estimates. There will be no financial adjustment of the contractor's price in the event the workload is lower than estimated.

P4 = The firm Subcontract mark-up multiplied by the estimated laid down cost of subcontract work over the contract period.

For evaluation purposes only, the estimated laid down cost for subcontracted work is \$16,5K/year.

The estimated laid down cost \$ value is strictly an estimate and in no way binds Canada to these estimates. There will be no financial adjustment of the contractor's price in the event the workload is lower than estimated.

P5 = The firm CFM mark-up multiplied by the estimated laid down cost of material work over the contract period.

For evaluation purposes only, the estimated laid down cost for CFM work is \$3,000/year.

The estimated laid down cost \$ value is strictly an estimate and in no way binds Canada to these estimates. There will be no financial adjustment of the contractor's price in the event the workload is lower than estimated.

PART 5 - CERTIFICATIONS

Bidders must provide the required certifications and related documentation to be awarded a contract. Canada will declare a bid non-responsive if the required certifications and related documentation 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, to provide the related documentation or to comply with the request of the Contracting Authority for additional information will also render the bid non-responsive.

1. Mandatory Certifications Required Precedent to Contract Award

1.1 Code of Conduct and Certifications - Related documentation

- 1.1.1** By submitting a bid, the Bidder certifies, as per section 01 of Standard Instructions 2003, for himself and his affiliates, to be in compliance with the Code of Conduct and Certifications clause of the Standard instructions. The related documentation there required will help Canada in confirming that the certifications are true.

2. Additional Certifications Required with the Bid

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

2.1 Federal Contractors Program - \$200,000 or more

- 2.1.1** The Federal Contractors Program (FCP) requires that some suppliers, 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.

2.1.2 If the Bidder does not fall within the exceptions enumerated in 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.

2.1.3 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

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 12 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;

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 having worked 12 weeks or more in Canada, but has not previously obtained a certificate number from HRSDC (having not bid on requirements of \$200,000 or more), in which case a duly signed certificate of commitment is 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.

PART 6 - SECURITY, FINANCIAL AND OTHER REQUIREMENTS

1. Security Requirements

Consult article 3. of Part 7 - Resulting Contract Clauses.

2. Controlled Goods Requirement

SACC Manual clause A9130T (2011-05-16) Controlled Goods Program

3. Insurance Requirements

The Bidder must provide, within seven (7) days of the request of the Contracting Authority, a letter from an insurance broker or an insurance company licensed to operate in Canada stating that the Bidder, if awarded a contract as a result of the bid solicitation, can be insured in accordance with the Insurance Requirements specified in PART 7 - RESULTING CONTRACT CLAUSES.

PART 7 - RESULTING CONTRACT CLAUSES

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

1. Statement of Work

The Contractor must perform the **Repair and Overhaul Services of the Transmission System Propeller Blades and Holding Bolts** and related equipment installed aboard Halifax and Iroquois Class Ships in accordance with the Statement of Work (SOW) at Annex "B" attached hereto and forming part of this Contract. The requirement includes Repair and Overhaul (R&O), Disposal, Field Service Representative (FSR), Mobile Repair Parties (MRP), Technical Investigation and Engineering Services (TIES), Special Investigations and Technical Studies (SITS), modifications and/or reduction to spares.

Notes:

Note 1. All work shall be invoiced once per month for all work completed during that month.

Note 2. This requirement is broken down into two (2) categories of work. Category 1 will consist of R&O and Disposal. Category 2 will consist of FSR, MRP, TIES and SITS.

Note 3. Additional information related to Category 1:

- 3.1 The R&O Category covers modifications of the equipment or system (from the OEM standard) which DND specifically requests, e.g. a DND sponsored modification, DND-approved "optional extras" or incorporation of optional OEM service bulletins, to which DND agrees, such as:

"Involuntary" modifications, although they may require DND's knowledge and approval, are not considered "Engineering Change"; rather, they shall be coded as R&O.

Examples:

- replacing a part which is no longer produced, with the OEM's new substitute part; or
- incorporation of compulsory service bulletins; or
- updating an early configuration to the OEM's current baseline standard.

- 3.2 Disposal: This activity includes all disposal-related aspects of removing existing systems from service as well as the physical disposal of assets. It includes disposal options analysis, the preparation of disposal plans, identification of surplus equipment and disposal of equipment/systems, ensuring that safety and environmental requirements are addressed. It also includes the contract management activities, if any of the disposal activity is contracted.

Note 4. Work Authorization For Category 1

The Contractor shall repair and/or overhaul only those items for which he has received authorization in accordance with the relevant section of A-LM-184-001/JS-001. The Contractor shall also conform to the direction contained in A-LM-184-001/JS-001 as applicable and such other Supply procedures as may be advised from time to time in the demanding, handling, packaging, storing, shipping and recording etc. of DND equipment and stores in its possession. Repair/overhaul priorities will be maintained per information provided in the Selection Notice & Priority Summary (SNAPS).

Note 5. Additional information related to Category 2:

- 5.1 All work associated with Category 2 shall be authorized by the Requisitioning Authority, on a task by task basis, utilizing a DND 626 and shall be coded to the appropriate Financial Account (FA) indicated on the tasking. All invoices shall reflect these codes.
- 5.2 Field Service Representative (FSR): This activity includes Field Service Representative (FSR) support either onboard a ship or at DND facilities on an as and when requested basis.

The FSR may be required to provide the following services:

- UCR investigations
- pre-Installation Failures
- measure system performance
- provide detailed findings as a result of investigation of work
- make recommendations on maintenance practice and procedures
- provide technical and engineering assistance to FMF

- 5.3 Mobile Repair Parties (MRP): The Contractor's Mobile repair Parties must comply with the procedures set forth in the latest issue of Canadian Forces Technical Order (CFTO) C-02-005-011/AM-000, Mobile Repair Parties Manned by Contractor Personnel.

Tasks associated with MRP may include:

- on-site assistance when problems encountered are beyond the capability of FMF;
- on-site assistance when problems encountered are beyond the capabilities of ship staff;
- provide on-site assistance during Installation and Check Out of systems; and,
- assist ship personnel during HATS and SATS.

All Emergency Operational MRP can be done by e-mail or by phone. The Contractor will provide a cost estimate prior to receiving approval by the Requisitioning Authority (RA). Upon approval from the RA, the Contractor may proceed with the work; the RA will provide as DND 626, Task Authorization Form, prior to invoicing.

See also article 29. herein and article 7.2 of Annex "A".

- 5.4 Technical Investigation and Engineering Services (TIES): This activity includes the provision of system and equipment maintenance support and management services. It includes the requirement analysis and planning to ensure current reliability and availability specifications can be met, the scheduling of maintenance, the identification of spares and support, as well as the development of policies and maintenance procedures. It also includes the contract management activities as well as the validation/acceptance of deliverables when the maintenance activity is contracted.

- 5.5 Special Investigation and Technical Studies (SITS): When authorized by the Procurement Authority, utilising a DND 626, the Contractor shall undertake special investigations and technical studies and shall provide relevant data to these investigations as and when required.

The scope of work normally covered under special investigation and technical studies is to cater to equipment not meeting specification standards or due to repetitive failures.

This excludes studies and/or investigations, which have or will have fleet fitment application.

The Contractor shall complete a Technical Investigation Report (CF 1057), on an as required basis when so directed by the Procurement Authority.

Note 6. Work Authorization For Category 2

6.1 Task Authorization

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

6.2 Task Authorization Process

- 6.2.1 The Requisitioning Authority will provide the Contractor with a description of the task using DND 626, Task Authorization Form.
- 6.2.2 The Task Authorization (TA) will contain the details of the activities to be performed, a description of the deliverables, and a schedule indicating completion dates for the major activities or submission dates for the deliverables. The TA will also include the applicable basis(bases) and methods of payment as specified in the Contract.
- 6.2.3 The Contractor must provide the Requisitioning Authority, within ten (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.
- 6.2.4 The Contractor must not commence work until a TA authorized by the Requisitioning Authority has been received by the Contractor. The Contractor acknowledges that any work performed before a TA has been received will be done at the Contractor's own risk.

6.3 Task Authorization Limit

- 6.3.1 The Requisitioning Authority may authorize individual task authorizations up to a limit of \$35,000.00, Goods and Services Tax or Harmonized Sales Tax included, inclusive of any revisions.
- 6.3.2 Any task authorization to be issued in excess of that limit must be authorized by the Contracting Authority before issuance.
- 6.3.3 If at any time during the Work it becomes evident that the authorized level of expenditure will be exceeded or that the schedule will be delayed, the Contractor shall immediately submit to the RA, with copies to the TA and CA, a revised funding estimate or a schedule, as applicable, and a clear explanation of the reason why the Contractor's original forecast is no longer valid. Under no circumstances is the authorized level of expenditure to be exceeded. The Crown shall have no obligation to pay for any Work that exceeds the authorized Funding Limitation.

6.4 Task Authorization - Department of National Defence

The administration of the Task Authorization process will be carried out by D Mar P 4-4-5. This process includes monitoring, controlling and reporting on expenditures of the contract with task authorizations to the Contracting Authority.

6.5 When the task is complete, the Contractor shall report to DND and PWGSC the actual person-hours expended in each personnel category for the ceiling priced tasks and details of any other costs incurred for material or travel associated with the task.

6.6 All parts shall be Contractor Furnished Material (CFM).

6.7 Testing shall be the responsibility of the Contractor.

2. **Standard Clauses and Conditions**

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

2.1 General Conditions

2035 (2012-11-19), General Conditions - Higher Complexity - Services, apply to and form part of the Contract.

3. **Security Requirement**

The Security Classification for this document is UNCLASSIFIED.

3.1 No classified information, equipment, or material will be released or removed from DND controlled premises in support of the requirement. Contractor personnel requiring access to classified DND sites and/or access to classified materiel, 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 level for this requirement is UNCLASSIFIED.

Contractor personnel requiring access to DND sites in support of requirements involving no access to classified materiel must be escorted if the potential exists for inadvertent access to classified material.

3.2 Depending on local circumstances the requirement may exist for the 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 fulfill the objectives of this requirement) where no 'need to know' exists.

3.3 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 D Secur Ops before any such release occurs.

- 3.4 Name 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 Drive
Ottawa, Ontario, K1A 0K2 Attention: D Secur Ops 3-3-4

4. Term of Contract

4.1 Period of the Contract

The Work is to be performed during a period of three (3) years from the date of contract award.

4.2 Option to Extend the Contract

- 4.2.1 The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to two (2) additional one (1) year periods under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.
- 4.2.2 Canada may exercise this option at any time by sending a written notice to the Contractor at least thirty (30) calendar days before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

5. Authorities

5.1 Contracting Authority (CA)

The CA for the Contract is:

Muriel Wright, Supply Specialist
Public Works and Government Services Canada (PWGSC)
Acquisitions Branch, Marine Sector
Marine Systems Directorate, "ML" Division
6C2, Place du Portage, Phase III
11 Laurier St., Gatineau, Qc, K1A 0S5
Telephone: 819-956-4886; Facsimile: 819-956-0897
E-mail: muriel.wright@pwgsc-tpsgc.gc.ca

The CA is responsible for the management of the Contract and any changes to the Contract must be authorized in writing by the CA. 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 any person other than the CA.

5.2 Requisitioning Authority (RA)

The RA for the Contract is:

National Defence Headquarters
Maj Gen George R. Pearkes Bldg
101 Colonel By Drive
Ottawa, Ontario, K1A 0K2 Attention: D Mar P 4-4-5, TBA
Tel: 819-TBA; Facsimile: 819-TBA

The RA is responsible for DND contract management and is the only organization that can authorize additional work against this Contract. The RA has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made via contract amendment issued by the CA.

5.3 Technical Authority (TA)

The TA for the Contract is:

National Defence Headquarters
Maj Gen George R. Pearkes Bldg
101 Colonel By Drive
Ottawa, Ontario, K1A 0K2 Attention: DMEPM (SM) 3-2-5, TBA
Tel: 819-TBA; Facsimile: 819-TBA

The TA is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the TA; however, the TA 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 CA.

5.4 Quality Assurance Authority/Inspection Authority (QA)

Department of National Defence
Director General, Quality Assurance
National Defence Headquarters
Maj Gen George R. Pearkes Bldg
101 Colonel By Drive
Ottawa, Ontario, K1A 0K2 Attention: DQA 5-3
Tel: 613-995-9165

The Quality Assurance Authority/Inspection Authority (QA) is the QA authority for all work to be provided under the terms of this contract and certifying work.

5.5 Canadian Forces Quality Assurance Representative (CFQAR)

The CFQAR is to be advised by the RA following contract award. The CFQAR will communicate with the RA or TA when aware that the Contractor has NOT met the QA provisions; and/or, of any significant issues affecting the acceptability of the goods or services. When QA provisions have not been met, the CFQAR will provide an explanation of the situation, and recommend, where warranted, to withhold payment pending further advise from the CFQAR.

5.6 Contractor's Representative

Name: _____

Title: _____

Telephone/Facsimile: _____

E-mail address: _____

6. Payment

6.1 Basis of Payment

- 6.1.1 For the services provided under this Contract, the Contractor shall be paid for the satisfactory performance of authorized work at rates and/or prices specified in the Basis of Payment attached hereto as Annex "E". Delivery shall be FCA Free Carrier (Contractor's Facility) and onward shipment from the delivery point to the consignee shall be the responsibility of Canada. Customs duties are included and Goods and Services Tax or Harmonized Sales Tax extra, if applicable.
- 6.1.2 Canada will not pay the Contractor for any design changes, modifications or interpretations of the Work, unless they have been approved, in writing, by the Contracting Authority before their incorporation into the Work.

6.2 Basis of Payment - Task Authorizations on DND 626

- 6.2.1 The Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of the Work specified on the authorized DND 626, as determined in accordance with the Basis of Payment in Annex "E" to the limitation of expenditure specified in the authorized 626.
- 6.2.2 Canada's liability to the Contractor under the authorized 626 must not exceed the limitation of expenditure specified in the authorized 626. Customs duties are included and Goods and Services Tax or Harmonized Sales Tax extra, if applicable.
- 6.2.3 No increase in the liability of Canada or in the price of the Work specified in the authorized 626 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.

6.3 Limitation of Expenditure

- 6.3.1 Canada's total liability to the Contractor under the Contract must not exceed \$ _____. Customs duties are included, and Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.
- 6.3.2 No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority.

The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:

- a. when it is 75 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.

6.3.3 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.

6.4 Canada's Obligation - Portion of the Work

SACC Manual clause B9031C (2011-05-16) Canada's Obligation - Portion of the Work - Task Authorizations

6.5 Method of Payment

SACC Manual clause H1001C (2008-05-12) Multiple Payments

6.6 SACC Manual Clauses

C2801C (2011-05-16) Priority Rating - Canadian-based Contractors
C0307C (2008-05-12) Cost Submission

6.7 Time Verification

SACC Manual clause C0711C (2008-05-12) Time Verification

7. Invoicing Instructions

Invoices cannot be submitted until all work identified in the invoice is completed.

7.1 Invoices will be submitted as follows:

For Category 1 work:

Invoices shall clearly identify the following, as applicable:

- a. DND financial coding;
- b. contract serial number;
- c. details of items repaired, including:
 - NSN and description of item
 - labour hours and rate of payment
 - materiel costs
 - other applicable costs
 - work order numbers
 - stock holding code change notification document number
 - GST/HST.

For Category 2 work:

Invoices shall be submitted as specified in each DND 626 Requisition on Contract, clearly identifying the following:

- a. DND financial coding as quoted in the tasking;
- b. contract serial number;
- c. task authorization requisition number;
- d. engineering or technical support classification;
- e. rate of payment;
- f. ceiling number of hours applicable to task, if applicable;
- g. cost of materials related to the task; and
- h. approved travel and living expenses related to the task (receipts required);
- i. GST/HST.

7.2 Supporting documentation for any Travel & Living charges (hotel receipts, rental car, parking...) must be included with the invoice.

7.3 Invoices must be distributed as follows:

- (a) The original and one (1) copy, with attachments, must be forwarded to:

National Defence Headquarters
Maj Gen George R. Pearkes Bldg
101 Colonel By Drive
Ottawa, Ontario, K1A 0K2 Attention: D Mar P 4-4-5

- (b) One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.

7.4 Payment will only be made on receipt of satisfactory invoices duly supported by specified release documents and other documents called for under the terms of the contract

8. **Certifications**

Compliance with the certifications provided by the Contractor in its bid is a condition 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.

9. **Applicable Laws**

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

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 2035 (2012-11-19), General Conditions - Higher Complexity - Services;
- (c) Annex "A", Logistics (*Generic*) Statement of Work for Free Flow (*Components*) for Repair and Overhaul
- (d) Annex "B", Statement of Work (SOW);
- (e) Annex "E", Basis of Payment;
- (f) the signed 626 Task Authorizations (including all of its annexes, if any);
- (g) the Contractor's bid dated _____,

11. Defence Contract

SACC Manual clause A9006C (2012-07-16) Defence Contract

12. Insurance

12.1 Insurance Requirements

- 12.1.1 The Contractor must comply with the insurance requirements specified herein. The Contractor must maintain the required insurance coverage for the duration of the Contract. Compliance with the insurance requirements does not release the Contractor from or reduce its liability under the Contract.
- 12.1.2 The Contractor is responsible for deciding if additional insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any additional insurance coverage is at the Contractor's expense, and for its own benefit and protection.
- 12.1.3 The Contractor must forward to the Contracting Authority within ten (10) days after the date of award of the Contract, a Certificate of Insurance evidencing the insurance coverage and confirming that the insurance policy complying with the requirements is in force. Coverage must be placed with an Insurer licensed to carry out business in Canada. The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.

12.2 Commercial General Liability Insurance

- 12.2.1 The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence and in the annual aggregate.
- 12.2.2 The Commercial General Liability policy must include the following:
 - a. Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Public Works and Government Services Canada.

-
- b. Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.
 - c. Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.
 - d. Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.
 - e. Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
 - f. Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
 - g. Employees and, if applicable, Volunteers must be included as Additional Insured.
 - h. Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)
 - i. Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.
 - j. Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.
 - k. If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
 - l. Owners' or Contractors' Protective Liability: Covers the damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor.
 - m. Non-Owned Automobile Liability - Coverage for suits against the Contractor resulting from the use of hired or non-owned vehicles.
 - n. Advertising Injury: While not limited to, the endorsement must include coverage piracy or misappropriation of ideas, or infringement of copyright, trademark, title or slogan.
 - o. All Risks Tenants Legal Liability - to protect the Contractor for liabilities arising out of its occupancy of leased premises.
 - p. Amendment to the Watercraft Exclusion to extend to incidental repair operations on board watercraft.
 - q. Sudden and Accidental Pollution Liability (minimum 120 hours): To protect the Contractor for liabilities arising from damages caused by accidental pollution incidents.

- r. Litigation Rights: Pursuant to subsection 5(d) of the Department of Justice Act, S.C. 1993, c. J-2, s.1, if a suit is instituted for or against Canada which the Insurer would, but for this clause, have the right to pursue or defend on behalf of Canada as an Additional Named Insured under the insurance policy, the Insurer must promptly contact the Attorney General of Canada to agree on the legal strategies by sending a letter, by registered mail or by courier, with an acknowledgement of receipt.

For the province of Quebec, send to:

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

For other provinces and territories, send to:

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

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

12.3 Errors and Omissions Liability Insurance

- 12.3.1 The Contractor must obtain Errors and Omissions Liability (a.k.a. Professional Liability) insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature but for not less than \$1,000,000 per loss and in the annual aggregate, inclusive of defence costs.
- 12.3.2 If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
- 12.3.3 The following endorsement must be included:

Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of cancellation.

13. **Controlled Goods Program**

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

13.1 Controlled Goods

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

14. Urgent Requirements

The Contractor shall be prepared to take immediate action to satisfy DND urgent requirements, as and when required by the authorized representative of the Requisitioning Authority.

15. Services

- 15.1 Normally the work will be performed in the Contractor's own place of business or offices. Provision will be made for the Contractor to have access to classified/sensitive material as required. Facilities will be provided as necessary to the Technical Authority.
- 15.2 All drawings, reports, data, documents or materials produced by the Contractor in providing the specified services shall become the property of the Crown, and shall not be released to any person or agency without the express permission of the applicable Technical Authority.
- 15.3 The Technical Authority or other authorized departmental government representative shall have access at all times to the work/plant/premises where any part of the work is being performed.

16. Crown-Owned Equipment

Crown-owned equipment utilised in processing materiel shall be properly maintained by the Contractor in accordance with terms described in General Conditions - Higher Complexity - Services, 2035(2012-11-19) and in the Loan Agreement. The exercise of such responsibility is subject to verification by the Quality Assurance Representative (QAR) who may also authorize as necessary repair and/or modifications to such equipment as a charge to the Contract.

17. DND Loan Property

- 17.1 If required, a Loan Agreement will be put in place thirty (30) days after Contract award to cover equipment and associated documentation owned by Her Majesty and supplied to the Contractor.
- 17.2 If, during the course of this Contract, the Contractor identifies equipment or information owned by Her Majesty, the use of which might be beneficial to the Work of this contract, The Contractor may apply for such equipment or information to be added to the Loan Agreement. Her Majesty shall determine and advise the Contractor whether, and the terms upon which, such equipment or information can be provided.
- 17.3 If such loan is agreed, Her Majesty shall endeavour to deliver to the Contractor such equipment or information at the times and places and upon the other terms agreed.

18. Government Furnished Equipment (GFE)/Government Supplied Material (GSM)

18.1 GFE (Loan Equipment - Catalogued Items only)

18.1.1 GFE means equipment, other than GSM, which Her Majesty provides to the Contractor for use to carry out the Work. If during the course of this Contract, the Contractor identifies equipment required for the purposes of the Contract, the Contractor will formally place the request to Her Majesty. Her Majesty shall determine and advise the Contractor whether, and the terms upon which, such equipment can be provided. If such loans are agreed, Her Majesty shall endeavour to deliver to the Contractor such equipment at the times and places and upon the other terms agreed. GFE is "government issue" within the meaning of Section 16 of the Defence Production Act.

18.1.2 Upon delivery of any item of GFE to its premises or to any location specified by the Contractor, the Contractor shall forthwith inspect it in accordance with the Quality Assurance program for defects or deficiencies and, in the event such are discovered, shall inform the Contracting Authority. The Contracting Authority and the Contractor shall jointly determine corrective measures to be taken by either party or the consequences, if any, to the Contract Delivery Date and the Contract Price.

18.1.3 Notwithstanding any other provision of this Contract, any failure of Her Majesty to provide GFE by the times or otherwise in accordance with the requirement stated herein shall be deemed to be an event described in article 2035-10, Excusable Delay.

18.2 GSM

18.2.1 GSM means any material that her Majesty has undertaken in this Contract to deliver to the Contractor for incorporation in Deliverable End Items and that is listed in Annex C. All Her Majesty's right, title and interest to all GSM remains always vested in Her Majesty, free and clear of all claims, liens, charge and encumbrances.

18.2.2 Any and all loss or damage to GSM while it is in the possession of, or otherwise under the control of, the Contractor shall be the responsibility of the Contractor. GSM is "government issue" within the meaning of section 16 of the Defence Production Act and the Contractor shall maintain it free of all claims, liens, charge and encumbrances.

18.2.3 Upon delivery of any item of GSM to its premises or to any other location specified by the Contractor, the Contractor shall forthwith inspect it in accordance with the Quality Assurance program for defects or deficiencies and, in the event such are discovered, shall inform the Contracting Authority. The Contracting Authority and the Contractor shall jointly determine corrective measure to be taken by either party or the consequences, if any, to the Contract Delivery Date and the Contract Price. GSM shall be properly stored by the Contractor prior to incorporation in the _____ or other Deliverable End Item. All GSM supplied by Her Majesty for inclusion in _____ shall be installed by, or have satisfactory stowage onboard provided by the Contractor.

18.2.4 Notwithstanding any other provisions of this Contract, Her Majesty's obligation to provide GSM is restricted to this Article and to the items set forth in Annex C.

18.2.5 Any failure of Her Majesty to provide GSM listed in Annex C by the times or otherwise in accordance with the requirements stated herein shall be deemed to be an event described in article 2035-10, Excusable Delay.

- 18.2.6 If the delivery date for any deliverable end item is extended for any reason, the latest date by which Her Majesty must deliver items in Annex C shall be adjusted appropriately to reflect the date on which the Contractor requires the GSM.

19. Performance and Reliability

Equipment, overhauled or repaired in accordance with the terms of the contract, will be produced to meet the military and marine standards of performance and reliability. When such standards are not described or when the standards described are considered by the contractor to be inadequate, the Contractor will submit the standards of performance and reliability to which it proposes to overhaul/repair the equipment through the Quality Assurance Representative (QAR) to the Technical Authority for DND approval.

20. Inspection and Acceptance

20.1 Quality Assurance Authority

D5510C (2011-05-16) Quality Assurance Authority (DND) - Canadian-based Contractor

20.2 Quality Management Systems - Requirements (QAC Q)

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

20.3 Release Documents - Contractor

D5606C (2007-11-30) Release Documents (DND) - Canadian-based Contractor

20.4 Release Documents - Distribution

The Contractor must prepare the release documents in a current electronic format and distribute them as follows:

- (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:

National Defence Headquarters
Mgen George R. Pearkes Building
101 Colonel By Drive
Ottawa, ON K1A 0K2 Attention: D Mar P 4-4-5

- (e) Copy 6: to the Quality Assurance Representative;
- (f) Copy 7: to the Contractor;

21. Identification Markings

All equipment assemblies or components, after overhaul or reconditioning shall have the original marking information and serial numbers restored and shall have the following information added immediately adjacent to the original identification markings or previous reconditioning markings: Reconditioner's Identification, Date of Reconditioning, Date of expiration of Warranty and Inspector's stamp/number.

22. Specifications

Unless otherwise specified, the specifications of the issue in effect at the date of the solicitation, shall form part of this contract at such time as any work requirement exists that falls within the terms of these specifications.

23. Shipping Instructions (Department of National Defence) - Canadian-based Contractor

- 23.1 Delivery will be FCA Free Carrier at the 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.
- 23.2 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 3.
- Inbound Logistics Atlantic Area (ILAA)
Telephone: 1-902-427-1438
Facsimile: 1-902-427-6237
E-mail: FLogILAA@forces.gc.ca
- 23.3 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 transportation, signed certificates for dangerous material as required for shipment by the International Maritime Dangerous Goods Code, the International Air Transport Association regulations or the applicable Canadian Dangerous Goods Shipping Regulations, and a copy of the materiel safety data sheet.
- 23.4 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.
- 23.5 The Contractor must not ship the goods before receiving shipping instructions from the DND Inbound Logistics contact.
- 23.6 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.

- 23.7 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.

24. Reports

24.1 Reports Category 1

Reports on all activities for Category 1 shall be attached to each claim for payment.

24.2 Reports Category 2

The requirement for progress reports and final reports shall be specified in the Statement of Work appended to the DND 626. In addition to the copies required by the Technical Authority, one (1) copy shall be delivered to the Contracting Authority. The cost of such reports shall be included in the negotiated price for the relevant DND 626 tasking.

24.3 Contractor-Held Inventory

The Contractor-Held Inventory Report is due 31 March each year. See Annex "B", Logistics SOW for forms and required format.

- 24.4 The Contractor shall submit, at no additional cost to Canada, such other reports with respect to the work as requested by DND.

25. Meetings

- 25.1 Progress meetings, chaired by the Contracting Authority, will take place at the Contractor's facility and will be scheduled by the Contracting Authority as and when required. DND's attendees at these meetings, as a minimum, will be the Requisitioning Authority and Technical Authority.

- 25.2 The Contractor will prepare a draft copy of the minutes for Contract Authority review and within fifteen (15) calendar days distribute written minutes of the Progress Meetings which shall constitute the official record of the progress of the Work. Signature blocks will be provided on the minutes for the Contracting Authority, Requisitioning Authority, Technical Authority and the Contractor which will be signed at a subsequent progress meeting or sooner by electronic means.

26. Status

- 26.1 The employee(s) of the Contractor providing the services shall be independent of direct control by servants of the Crown and the contract shall provide that the Contractor's personnel are not in any respect employees or servants of Her Majesty.
- 26.2 Employees of the Contractor, when undertaking the performance of their services at an establishment of the Department of National Defence will be accorded officer status.

27. Accomodation and Travel

Contractor personnel may be required to travel to NDHQ, other DND establishments, other Contractor's plants or other locations within Canada or internationally, as may be designated by the TA or his delegated representative. All travel will require prior written approval of the Requisitioning Authority. At such time the contractor personnel may be provided where practical, service transportation and, on a cost reimbursable basis, accommodation and messing equivalent to that of an officer in the Canadian Armed Forces. Charges for commercial transportation and accomodation will be in accordance with Treasury Board Travel Policy guidelines, at cost, with no allowance thereon for overhead or profit. Contractor personnel scheduled to perform work aboard DND ship(s) will normally proceed to the embarkation point by commercial transportation and shall accept DND rations and accommodation provided on board.

28. Environmental Protection

28.1 The Contractor is responsible for ensuring that all work carried out on a DND vessel by staff, or duly appointed subcontractors is:

- (a) Completed using personnel qualified and certified in the scope of work that they are undertaking and,
- (b) In compliance with all applicable municipal, provincial, federal and statutory environmental protection laws and regulations.

28.2 Prior to the commencement of work, the contractor shall have in place an Emergency / Spill Response Plan and also processes and procedures for the identification, management, handling and disposal of all substances, pollutants and material covered by the applicable municipal, provincial, federal and statutory environmental protection laws and regulations.

28.3 Copies of all Hazardous Material Disposal Certificates raised whilst completing any work under the scope of the contract are to be provided to the Inspection Authority. Furthermore, additional evidence of compliance with municipal, provincial, federal and statutory environmental laws and regulations is to be forthwith furnished by the Contractor to the Inspection Authority upon request.

28.4 Failure to comply with any of the above will be, of and by itself, grounds for termination of the contract for default.

The following SACC clauses shall also apply:

D3010C - Dangerous Goods/Hazardous Products
D3015C - Dangerous Goods
A9016C - Hazardous Waste Disposal

29. SACC Manual Clauses

A1009C 2008-05-12 Work Site Access
B8041C 2008-05-12 Catalogue of Material on CD-ROM
B8044C 2007-05-25 Mobile Repair Parties
C2801C 2011-05-16 Priority Rating - Canadian-based Contractors
D2025C 2008-12-12 Wood Packaging Materials

Solicitation No. - N° de l'invitation

W8482-132813/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

002ml

Client Ref. No. - N° de réf. du client

File No. - N° du dossier

CCC No./N° CCC - FMS No/ N° VME

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ANNEX "A"

**Logistics (Log) (*Generic*) Statement of Work (SOW)
for
Free Flow (*Components*)
for
Repair and Overhaul**

(Refer to separately attached document)

Solicitation No. - N° de l'invitation

W8482-132813/A

Amd. No. - N° de la modif.

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ANNEX "B"

STATEMENT OF WORK

(Refer to separately attached document)

Solicitation No. - N° de l'invitation

W8482-132813/A

Amd. No. - N° de la modif.

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002ml

Client Ref. No. - N° de réf. du client

W8482-132813

File No. - N° du dossier

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CCC No./N° CCC - FMS No/ N° VME

ANNEX "C"

LOAN AGREEMENT

(Refer to separately attached document)

Solicitation No. - N° de l'invitation

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Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

002ml

Client Ref. No. - N° de réf. du client

File No. - N° du dossier

CCC No./N° CCC - FMS No/ N° VME

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ANNEX "D"

EVALUATION CRITERIA

(Refer to separately attached document)

ANNEX "E"**BASIS OF PAYMENT/PRICE GRID****1. CATEGORY 1:**

For in-plant repair, overhaul, modification and/or reduction to spares:

LABOUR - FIRM HOURLY RATES

Labour Category	Award to 31 Mar 14	FY14/15	FY15/16	Option 1 FY16/ 17	Option 2 FY17/18
SHOP LABOUR	\$ /hr	\$ /hr	\$ /hr	\$ /hr	\$ /hr
SUPERVISION	\$ /hr	\$ /hr	\$ /hr	\$ /hr	\$ /hr
ENGINEERING	\$ /hr	\$ /hr	\$ /hr	\$ /hr	\$ /hr

2. CATEGORY 2:**a. For Field Service Representative (FSR):****LABOUR - FIRM HOURLY RATES**

Award to 31 Mar 14	FY14/15	FY15/16	Option 1 FY16/ 17	Option 2 FY17/18
\$ /hr	\$ /hr	\$ /hr	\$ /hr	\$ /hr

b. For Mobile Repair Party (MRP):**LABOUR - FIRM HOURLY RATES**

Award to 31 Mar 14	FY14/15	FY15/16	Option 1 FY16/ 17	Option 2 FY17/18
\$ /hr	\$ /hr	\$ /hr	\$ /hr	\$ /hr

c. For Technical Investigations and Engineering Services (TIES):**LABOUR - FIRM HOURLY RATES**

Award to 31 Mar 14	FY14/15	FY15/16	Option 1 FY16/ 17	Option 2 FY17/18
\$ /hr	\$ /hr	\$ /hr	\$ /hr	\$ /hr

d. For Special Investigation and Technical Studies (SITS):**LABOUR - FIRM HOURLY RATES**

Award to 31 Mar 14	FY14/15	FY15/16	Option 1 FY16/ 17	Option 2 FY17/18
\$ /hr	\$ /hr	\$ /hr	\$ /hr	\$ /hr

3. MATERIAL (CATEGORY 1 OR 2): Laid-down cost plus mark-up of:

Award to 31 Mar 14	FY14/15	FY15/16	Option 1 FY16/ 17	Option 2 FY17/18
%	%	%	%	%

4. SUB-CONTRACT WORK (CATEGORY 1 OR 2): Laid-down cost plus mark-up of:

Award to 31 Mar 14	FY14/15	FY15/16	Option 1 FY16/ 17	Option 2 FY17/18
%	%	%	%	%

If any part of the work under this Contract is to be performed at other than the Contractor's facilities (other than MRPs), the Contractor shall request permission from the Contracting Authority.

5. The Contractor will be paid its authorized travel and living expenses, reasonably and properly incurred in the performance of the Work, at cost, without any allowance for overhead or profit, in accordance with the meal, private vehicle and incidental allowances specified in Appendices B, C and D of the Treasury Board Travel Directive (<http://www.tbs-sct.gc.ca/hr-rh/gtla-vgcl/>), and with the other provisions of the directive referring to travellers rather than those referring to employees.

All payments are subject to government audit.

All travel must have prior authorization of the Requisitioning Authority.

Employees of the Contractor, when undertaking the performance of their services at an establishment of the Department of National Defence will be accorded officer status.

6. All the rates and mark-ups specified above are FCA Free Carrier, Contractor's Facility Incoterms 2000, Goods and Services Tax (GST) extra.
7. Time charged on hourly rate work and laid-down cost of materials and sub-contracts may be verified by Government Audit.

NOTE: Each fiscal year (FY) shall start on 01 April and end on 31 March of the following year.

Solicitation No. - N° de l'invitation

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CCC No./N° CCC - FMS No/ N° VME

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ANNEX "F"

DND 626 TASK AUTHORIZATION FORM

(Refer to separately attached document)

Pour les acheteurs à couper et coller dans les avis

AVIS IMPORTANT AUX FOURNISSEURS

Le gouvernement du Canada transfère son Service électronique d'appels d'offres du gouvernement de MERX à Achatsetventes.gc.ca/appels-d-offres le 1^{er} juin 2013.

À compter du 1^{er} juin 2013, les appels d'offres du gouvernement (avis d'appels d'offres et demandes de soumissions) seront affichés et disponibles gratuitement sur Achatsetventes.gc.ca/appels-d-offres, un site Web du gouvernement du Canada.

Le Service électronique d'appels d'offres du gouvernement sur Achatsetventes.gc.ca/appels-d-offres sera la source unique faisant autorité pour les appels d'offres du gouvernement du Canada assujettis aux accords commerciaux ou aux politiques ministérielles qui exigent que les appels d'offres soient annoncés publiquement.

Pour obtenir plus d'informations détaillées, visitez la section Foire aux questions sur Achatsetventes.gc.ca/appels-d-offres.

Après le 1^{er} juin 2013, tous les appels d'offres et les documents et modifications pertinents seront sur Achatsetventes.gc.ca/appels-d-offres.

À compter du 1^{er} juin 2013, les fournisseurs devront se rendre sur le site Achatsetventes.gc.ca/appels-d-offres pour vérifier la présence de modifications qui auraient été apportées aux appels d'offres affichés sur MERX avant le 1^{er} juin.

Ajoutez le site Achatsetventes.gc.ca/appels-d-offres à vos signets préférés dès maintenant pour être prêt le 1^{er} juin.

For Buyers to cut and paste into Notices

IMPORTANT NOTICE TO SUPPLIERS

Government of Canada is moving its Government Electronic Tendering Service from MERX to Buyandsell.gc.ca/tenders on June 1, 2013

Starting June 1, 2013, federal government tenders (tender notices and bid solicitation documents) will be published and available free of charge on a Government of Canada Web site on Buyandsell.gc.ca/tenders.

The Government Electronic Tendering Service on Buyandsell.gc.ca/tenders will be the sole authoritative source for Government of Canada tenders that are subject to trade agreements or subject to departmental policies that require public advertising of tenders.

Get more details in the Frequently Asked Questions section of Buyandsell.gc.ca/tenders.

After June 1, 2013, all tenders and related documents and amendments will be on Buyandsell.gc.ca/tenders.

On June 1, 2013, suppliers must go to Buyandsell.gc.ca/tenders to check for amendments to any tender opportunities that they have been following on MERX prior to June 1.

Bookmark Buyandsell.gc.ca/tenders now to be ready for June 1!

LOGISTICS STATEMENT OF WORK for FREE FLOW (Components) for REPAIR and OVERHAUL

<p align="center">LOGISTICS</p> <p align="center"><i>(Generic)</i></p> <p align="center">STATEMENT OF WORK</p> <p align="center">for</p> <p align="center">FREE FLOW (Components)</p> <p align="center">for</p> <p align="center">Repair and Overhaul</p> <p align="center"><i>Issued on authority of the Assistant Deputy Minister (Material)</i> <i>(ADM(Mat))</i></p> <p align="center">OPI: DMPP 4-4 2009-09-01</p> <p align="center">Record of Changes</p>				<p align="center">Table of Contents</p>	
<p align="center">Identification of Changes</p>		Date Entered	Signature	<p>1.0 GENERAL</p>	
Ch. #	Date			<p>1.1 AIM</p>	
				<p>1.2 EXTENT OF WORK</p>	
				<p>2.0 ADMINISTRATION</p>	
				<p>2.1 RECEIPT</p>	
				<p>2.2 DISCREPANCIES IN SHIPMENTS</p>	
				<p>2.3 COMPLETION OF WORK</p>	
				<p>3.0 WORK CONTROL</p>	
				<p>4.0 ANNUAL REPAIR FORECAST - SNAPS</p>	
				<p>5.0 COST CONTROL</p>	
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				<p>7.4 PRIORITY REPAIR REQUEST (PRR)</p>	
				<p>7.5 SPECIAL INVESTIGATIONS AND TECHNICAL STUDIES (SITs)</p>	
				<p>7.6 TECHNICAL INVESTIGATIONS & ENGINEERING STUDIES (TIES)</p>	
				<p>8.0 SUPPLY SUPPORT</p>	
				<p>8.1 TRANSACTION DOCUMENTATION</p>	
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				<p>8.3 MANAGEMENT OF DND-OWNED SPARES</p>	
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				<p>16.3 ACCIDENT/INCIDENT REPORTS</p>	
				<p>16.4 R&O CONTRACTOR EFFECTIVENESS REPORT</p>	
				<p>16.5 ANNUAL CONTRACTOR HELD INVENTORY REPORT</p>	
				<p>ANNEX A&B – CONTRACTOR-HELD INVENTORY REPORTING REQUIREMENTS & TEMPLATES</p>	

FOREWORD

This Statement of Work (SOW) is distributed on the authority of the Assistant Deputy Minister (Material) (ADM(Mat)). It will be distributed, as required, internally to ADM (Mat) staff engaged in raising Repair and Overhaul (R&O) Instrument (PI).

This SOW contains generic attachments for use by Procurement Authorities (PA), to raise a specific SOW in support of contracts engaged in the R&O of materiel on behalf of the Department of National Defence (DND).

The generic SOW is effective upon receipt. Suggestions for changes must be forwarded through normal channels to DMPP 4-4.

1.0 GENERAL

1.1 AIM

1.1.1 The Contractor shall repair and/or overhaul only those items for which he has received authorization in accordance with the Selection Notice and Priority Summary (SNAPS) for Repairable Materiel Account (RMA) code(s)_____ and/or an approved Repairable Materiel Request (RMR). 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. DND reserves the right to exercise surveillance over all aspects of the Contractor's supply operation. Repair and/or Overhaul priorities will be maintained as advised in the SNAPS. Repair priority for RMRs shall be "Routine" unless otherwise stipulated.

1.2 EXTENT OF WORK

1.2.1 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 such is economically and technically justifiable; or where required by technical specifications. The following definitions will apply:

- a. **Repair:** The identification and correction of those specific defects which degrade the performance of an item causing it to function below the specifications;
- b. **Overhaul:** The restoration of an item to its original condition/near life expectancy. It includes the replacement of worn, damaged or life expired parts; the incorporation of approved modifications; and the rework of components as necessary;
- c. **Inter-changeability:** Following repair, the item must remain fully interchangeable (form, fit and function) with articles catalogued under the same reference number, part number and of the same modification status. This concept of inter-changeability must be extended to include internal characteristics such as wave forms and components layout in order to ensure full compatibility with automatic test equipment software and automatic probing;
- d. **Serviceable Condition:** The condition of an equipment which allows it to be used, shipped or held in stores without being subjected to any limitations not applicable to new equipment; and
- e. **Reliability and Maintainability:** The definitions of MIL STD-721 will apply.

2.0 ADMINISTRATION

2.1 RECEIPT

2.1.1 Upon receipt of DND equipment, the Contractor shall:

- a. identify the equipment and ensure authority to repair (SNAPS, RMRs);
- b. Open a work order;
- c. carry out a physical check to ensure that the item is complete and is in accordance with the accompanying vouchers;
- d. complete receipt documentation, including any adjustment transactions, work order number; and
- e. action warranty materiel.

NOTE: Work order shall be raised within 48 hours of delivery to plant

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

2.1.3 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), proceed with the repair. Whenever cost to repair threatens to exceed the MRC, the Contractor shall request authority in writing to proceed with the repair in accordance with PART 2 of A-LM-184-001/JS-001.

2.1.4 Where it is impossible to determine the cost to repair, the Contractor may be granted authority by the PA to strip the equipment so as to assess its repair and/or overhaul potential and to estimate the costs. 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.

2.2 DISCREPANCIES IN SHIPMENTS

2.2.1 If upon initial inspection, the Contractor identifies equipment as having the same form, fit and function as other equipment, but as being misidentified, the Contractor shall forward a detailed message to the Consignor and to their National Defence Quality Assurance Region (NDQAR) representative with a recommendation for corrective action. A discrepancy in shipment can consist of any of the following:

- a. In-condition
- b. Surplus
- c. Shortage

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

2.3 COMPLETION OF WORK

2.3.1 On completion of Repair and/or Overhaul, the Contractor shall prepare and transmit a stock holding code (SC) change notification in accordance with PART 2 of A-LM-184-001/JS-001.

2.3.2 The following "Contractor Certification" shall be stamped on the CFSS Supply Document and signed prior to the Contractor transmitting the SC Change Notification.

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 WORK CONTROL

3.1 The Contractor shall ensure that the repair of all DND equipment is controlled by a serial numbered work order in accordance with PART 2 of A-LM-184-001/JS-001. Upon completion of work, the work order shall include as a minimum the following:

- a. a contract serial number against which all costs incurred are chargeable;
- b. the NATO Stock Number (NSN) and/or Part Number (PN), description, quantity and serial number, if any, of item repaired;
- c. a cross reference to all Supply Documents. This includes receipt, issues and returns, including scrap activity, finalization of repair, inspection, and final acceptance;
- d. reference to the applicable technical data;
- e. details of the work performed;
- f. 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 referenced
- g. a list of parts required, identifying the stores from which issued (eg, CIS, GFOS, AAS or CFM);

- h. repair cost estimate; and
- i. the identity of the person opening the work order.

3.2 The Contractor shall provide to the NDQAR, and as necessary amend, a list of Contractor personnel authorized to open work orders.

4.0 ANNUAL REPAIR FORECAST - SNAPs

4.1 The contractor shall notify the Procurement Authority when the receipt for a selected repairable line item exceeds the current (fiscal) year forecast (CYF) in the SNAPs report. The contractor shall not induct the line item until written approval is received from the Procurement Authority (PA) or the SNAPs forecast is amended.

5.0 COST CONTROL

5.1 The Contractor shall monitor the cost of each repair 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 on request.

6.0 COSTING RECORDS

6.1 The Contractor shall prepare forms and maintain records which will provide:

- a. a cost listing, by serial number if applicable, of each item or job lot going through the repair line;
- b. a detail of the extent of work carried out, in-process inspections completed and materiel embodied at any stage of the repair process;
- c. the average cost of repair and/or overhaul, by NSN; and
- d. the total repair cost for an item (NSN), by work order.

NOTE: This data shall be provided as requested by the Procurement Authority and/or NDQAR.

7.0 MAINTENANCE SUPPORT

7.1 MINOR REPAIRS

7.1.1 If DND supplied parts 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 PA who will advise NDQAR accordingly.

7.2 MOBILE REPAIR PARTIES (MRPs)

7.2.1 The Contractor shall provide an MRP, when authorized by the Procurement Authority.

There are two types of MRP:

- A scheduled Mobile Repair Party (MRP); for a scheduled MRP, the PA must follow the DND626 Task Authorization process outlined in PAM 3.3.2.2.
- An unscheduled, Immediate Operational Requirement (IOR), extraordinary and exceptional Mobile Repair Party (MRP). The unscheduled IOR MRP happens under exceptional and extraordinary circumstances (for example: pre-deployment preparations for an unexpected extended operational mission) and requires an immediate response from DND.

The process to action an unscheduled IOR MRP is as follows:

- The TA/PM is responsible to:
 - call the PA;
 - describe the work to be done;
 - request that the unscheduled IOR MRP process be used.
- The PA is responsible to:
 - Ensure that the instructions for unscheduled IOR MRPs are contained in the contract;
 - Refer to the “Procedures and Guidelines for Mobile Repair Parties Manned by Contractor Personnel” document (NDID C-02-005-011/AM-000).
Note: This document is available through the DSCO [website](#);
 - Review the requirement to confirm that it is effectively an unscheduled IOR MRP;
 - Approve the unscheduled IOR MRP;
 - Confirm by e-mail to the TA/PM and the company that the requirement is approved.
Note: The PA’s e-mail is the written agreement that allows the work to proceed.

7.2.2 Upon mutual agreement the Contractor will be required to provide competent engineers and/or technicians to field sites to perform engineering projects and/or to effect repairs or modifications to the installations. All matters pertaining to the performance of the work on the site shall be referred to the cognizant Base Technical Services Officer, and/or Air/Ship’s Staff, or their appointed delegate who will be responsible for the conduct of the work and shall signify satisfactory completion and acceptance of the work by signing Appendices C and D to the aforementioned NDID/CFTO. This service shall

be accomplished to the satisfaction of the site Commanding Officer, his authorized representative, or NDHQ as directed.

7.2.3 On completion of work the Contractor will provide the Procurement Authority with a cost breakdown indicating labour hours by trade, travel expenses, living expenses, etc. Costs are to be all inclusive and will be an indication of the actual amount being claimed. Travel costs must not exceed approved TB Guidelines available at http://www.tbs-sct.gc.ca/pubs_pol/hrpubs/TBM_113/td-dv-eng.asp unless pre-approved in writing by the Procurement Authority prior to undertaking the travel.

7.2.4 If requested, the Contractor shall submit two (2) copies of a monthly progress report covering MRP activities to the Procurement Authority. The level of detail and format will be stipulated in the individual DND 626 tasking should such a report deemed to be necessary. (Note: such a report is rarely called up).

7.3 EQUIPMENT TURN AROUND TIME (TAT)

7.3.1 Unless specifically identified within the contract, equipment Turn-Around-Time (TAT) to a serviceable state shall be achieved in 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 principle of "first-in / first-out" (FIFO), shall be observed whenever possible.

7.4 PRIORITY REPAIR REQUEST (PRR)

7.4.1 The Contractor shall be prepared to satisfy PRRs in an expeditious manner. If the Required Delivery Date (RDD) cannot be met, the Contractor shall advise the originator and the consignee for a more realistic Estimated Delivery Date (EDD). This EDD shall be amended as required until the PRR is satisfied.

7.5 SPECIAL INVESTIGATIONS & TECHNICAL STUDIES (SITs)

7.5.1 When authorized by the Procurement Authority, the Contractor shall undertake special investigation and technical studies and shall provide relevant data to these investigations as and when required. The scope of work normally covered under special investigation and technical studies is to cater for equipment not meeting specification standards or due to repetitive failures. This excludes studies and/or investigations which have or will have fleet fitment application.

7.6 TECHNICAL INVESTIGATIONS & ENGINEERING STUDIES (TIES)

7.6.1 When authorized by the Procurement Authority, the Contractor shall undertake technical investigations and engineering studies. This activity includes the provision of system and maintenance support and management services. It includes the requirement analysis and planning to ensure current reliability availability of specifications can be met, the scheduling of maintenance, the identification of spares and support, as well as

the development of policies and maintenance procedures. It also includes the contract management activities as well as the validation/acceptance of deliverables when maintenance activity is contracted.

8.0 SUPPLY SUPPORT

8.1 TRANSACTION DOCUMENTATION

8.1.1 The Contractor's Document Control Group (DCG) facilities will file and retain the following auditable transaction documentations by applicable account (RMA or RSA) warehouse either by Stock Code or by Requisition Number, in accordance with Part 3 of A-LM-184-001/JS-001:

- a. Stock Code sequence followed by requisition number; or
- b. Requisition number.

8.2 CONTRACTOR SUPPLY ACCOUNTING

8.2.1 Materiel held on Contractor Repair Parts Account (CRPA), Repair Shop Account (RSA) and Repairable Materiel Account (RMA) shall be accounted for as per the Canadian Forces Supply System (CFSS) automated procedures in accordance with A-LM-184-001/JS-001. Government Furnished Overhaul Spares (GFOS) and Accountable Advanced Spares (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.

8.3 MANAGEMENT OF DND-OWNED SPARES

8.3.1 The Contractor 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.

8.3.2 Spares shall be used in the following order:

- a. Government Furnished Overhaul Spares (GFOS);
- b. Contract Issue Spares (CIS);
- c. Accountable Advance Spares (AAS); and
- d. Contractor Furnished Materiel (CFM).

8.4 SPARES REVIEW

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

- a. exceed the economic stock retention level. The level is normally equal to an estimated four (4) months stock;
- b. have become surplus to requirements as a result of a modification, disposal, obsolescent or transfer of the major equipment; and/or
- c. are no longer fit for use in the R&O of DND equipment.

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

- a. has become surplus to requirement as a result of removal of the end item from the Selection Notice and Priority Summary (SNAPS);
- b. has become redundant because of a modification change notice, product improvement, etc...;
- b. is a catalogued item which should have been transferred to CIS.

8.4.3 The Contractor shall dispose of and/or transfer spares which meet the criteria above and shall prepare and handle the necessary documentation associated with the disposal function in accordance with PART 7 of A-LM-184-001/JS-001.

8.5 STOCKTAKING

8.5.1 The Contractor shall initiate and complete a one hundred per cent (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.

8.6 SELECTION NOTICE OBSERVATION MESSAGE (SNOM)

8.6.1 Contractors wishing to make observations on information contained in the SNAPS, including Maximum Repair Cost (MRC), 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

8.7 EMBODIMENT FEES

8.7.1 On normal transfer or issue of items (spares) between AAS, CIS or GFOS accounts, any embodiment fees shall only be paid once and only upon actual embodiment. Supply accounting records for DND materiel shall be maintained separate from other company records.

8.7.2 On bulk transfer/disposal of items in CIS, GFOS or AAS accounts, embodiment fees, if applicable, are subject to a separate PWGSC negotiated rate.

8.8 LOSS OR DAMAGE TO DND MATERIEL

8.8.1 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.

8.8.2 The Contractor may be authorized to make repairs to DND-owned equipment on loan. All requests shall be forwarded to the Procurement Authority for approval. If the Contractor is authorized to repair damaged DND materiel, he shall notify the NDQAR before any repair commences to enable adequate quality assurance of the repair.

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

8.9 SCRAP - CUSTODY & DISPOSAL

8.9.1 The Contractor shall safeguard, control, and dispose of the scrap materiel in accordance with Part 7 of A-LM-184-001/JS-001.

8.10 PRESERVATION AND PACKAGING FAILURE

8.10.1 Equipment damaged due to preservation and packaging failures in shipments shall be reported to the NDQAR using form CF 777, Unsatisfactory Condition Report(UCR), supported by photographs in accordance with CFTO C-02-015-001/AG-000.

8.11 REUSABLE CONTAINERS

8.11.1 Surplus reusable containers shall be brought on charge (BOC) to the CRPA, in accordance with PART 3 of A-LM-184-001/JS-001.

8.11.2 The Contractor shall inspect, repair and/or repaint reusable metal or wooden containers. If a requirement to repair, replace or provide a reusable container or other packaging materiel has been identified, it will become a charge against the R&O contract at a negotiated rate shown in the "basis of payment" and on the repair work order.

8.12 TRANSPORTATION

8.12.1 The Contractor shall be responsible to action all transportation requirements in accordance with PART 8 of A-LM-184-001/JS-001.

8.13 CUSTOMS & EXCISE

8.13.1 DND is responsible for clearing Customs of all DND materiel consigned to R&O Contractors. If a Contractor sub-contracts to an out of country location, the Contractor is responsible for the preparation of all the necessary customs documentations. Customs Brokers shall not be utilized unless specifically authorized by the Procurement Authority.

9.0 WARRANTY CONSIDERATION

9.1 Materiel which has been returned for warranty consideration will be actioned in accordance with PART 10 of A-LM-184-001/JS-001.

10.0 CONTRACTOR USE OF DND EQUIPMENT/PUBLICATIONS

10.1 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, PWGSC will negotiate suitable compensation for DND. All requests shall be directed to the Procurement Authority through PWGSC.

11.0 STOP REPAIR ACTION

11.1 The Contractor shall comply immediately with all stop repair instructions. Detailed procedures are contained in PART 2 of A-LM-184-001/JS-001.

12.0 PUBLICATIONS

12.1 General procedures with respect to management of publications are contained in PART 11 of A-LM-184-001/JS-001. The Contractor shall document requirements for publications and submit to the NDQAR. The Contractor shall develop procedures to control all DND publications in their possession and be responsible for amending all DND publications in his custody. The Record of amendments shall be maintained as indicated in the applicable area of each publication.

12.2 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.

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

13.0 OFFICE SERVICES

13.1 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. The provision of these office services shall be deemed to be work as defined in PWGSC clause (1) of 2035 General Conditions – Higher Complexity – Services.

14.0 MINUTES OF MEETINGS

14.1 When minutes of meetings are required, the Contractor shall be responsible for taking them and preparing them in a format approved by the Procurement Authority. The Contractor shall submit the minutes to Public Works and Government Services Canada (PWGSC) or the Procurement Authority as directed at the meeting, within ten (10) working days following the meeting.

15.0 PLANT SHUTDOWN/VACATION PERIOD

15.1 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 home 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 PRR requirements once identified.

16.0 REPORTS

16.1 MRP PROGRESS REPORTS

16.1.1 The Contractor shall submit one (1) copy of the monthly progress report covering Mobile Repair Party (MRP) activities in accordance with PWGSC Form (7139) to the Procurement Authority, and one (1) copy to the supporting NDQAR.

16.2 TECHNICAL INVESTIGATION AND ENGINEERING STUDIES (TIES) REPORTS

16.2.1 Technical Investigations and Engineering Studies may only be authorized by the Procurement Authority. The Contractor shall complete a Technical Investigation Report as stipulated under a DND 626 on an as required basis when so directed.

16.3 ACCIDENT/INCIDENT REPORTS

16.3.1 The Contractor shall submit accident/incident reports in accordance with Chapter 7 Para 32(b) and Chapter 7 Para 41 (f) of CFTO A-GA-135-001/AA-001, through the supporting NDQAR.

16.4 R&O CONTRACTOR EFFECTIVENESS REPORT

16.4.1 The R&O Effectiveness Report is described in PART 2 of A-LM-184-001/JS-001. The Procurement Authority will monitor Contractor's Turn-Around-Time using the R&O Effectiveness Report.

16.5 ANNUAL CONTRACTOR HELD INVENTORY REPORT

16.5.1 The contractor will be required to report annually to the PA on the value of all Accountable Advance Spares (AAS) and Government Furnished Overhaul Spares (GFOS) inventory held on March 31. Annex A provides details on how to report this inventory, and Annex B is a sample copy of the report proforma.

Annex A <> Contractor-Held Inventory Reporting Requirements

The instructions to complete the Contractor-Held Inventory Reporting templates are as follows:

Part A

"DND Owned Inventory Holdings held by Contractors as at 31 Mar 20XX".

Notes:

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.
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.
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.
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.
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.
6. Provide the inventory report in **electronic format, MS Excel** being the preferred software, advise Procurement Authority if not 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.

Part B

”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”:

Notes:

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.’
2. A separate Input/Output Inventory Report is required for Consumable Inventory and Repairable Inventory.
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.
4. Report in one currency only and specify the currency if it is not Canadian.

Part C

"Additional Information Requested for Year-End Reporting"

The following information is requested:

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);
2. How often stocktaking is performed on the contractor holdings of DND owned inventory;
3. Date of last stocktaking;
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;

5. Is this a sub-contractor to another company? If so, who?
6. DND and contractor point of contact for the inventory report as at 31 Mar 20XX

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Annex B (GSSC REPORT TEMPLATE)

PART A

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

COMPANY	CONTRACT NUMBER	ITEM / PART NUMBER (NOTE 1)	EQUIPMENT PLATFORM THE ITEM SUPPORTS (NOTE 2)	NATO STOCK NUMBER (NSN) (NOTE 3)	STOCK CODE (SC) (NOTE 3)	ITEM DESCRIPTION	QUANTITY	UNIT OF MEASURE	UNIT COST	EXTENDED VALUE	CURRENCY (NOTE 4)	PROGRAM UNDER WHICH THE INVENTORY IS HELD (NOTE 5)	REPAIR FLAG "Y" CONSUMABLE FLAG "N" (NOTE 6)

NOTES

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).

**STATEMENT OF WORK FOR THE
REPAIR OF CONTROLLABLE PITCH PROPELLER (CPP)
BLADES AND HOLDING BOLTS**

1 SCOPE

- a. This Statement Of Work states the requirement for the repair of the Controllable Pitch Propellers (CPP) blades of the Halifax and Iroquois classes and the CPP blades holding bolts for the Halifax class (NSNs 5305-12-370-2234 and 5305-12-370-2235).
- b. Blades are to be cleaned, inspected, repaired, balanced, measured, stored and dispatched in sets (5 blades);
- c. Blade holding bolts are to be inspected, repaired, packaged and dispatched individually.

2 APPLICABLE REFERENCES

2.1 Technical Manuals and Specifications

- a. D-LM-008-001/SF-001 - Canadian Forces Packing Specification
- b. D-LM-008-002/SF-001 - Specification for marking for storage and shipment.
- c. Q EWR 41 001 E c - Test Specification for Visual and Liquid Penetrant testing on propeller blades.
- d. D-49-003-003/SF-001 - Welding specification for HMC Ships and Auxiliaries.
- e. EWR 8 850 653 e - Test procedure for propeller blades balancing checks.

2.2 Halifax Class drawings:

DWG No SEW	DWG No DND	Sheet	Date	Description
8352776		1 of 1	96-04-25	Peripheral Gauge of Palm (RH)
8352888		1 of 1	96-04-25	Peripheral Gauge of Palm (LH)
8352651E		1 of 1	96-04-23	Contour of Fillets (RH)
8352887E		1 of 1	96-04-25	Contour of Fillets (LH)
8352650E		1 of 1	96-04-25	Overhang of Root Profile (RH)
8352886E		1 of 1	96-04-23	Overhang of Root Profile (LH)
8352883	8611585	1 of 1	90-03-21	Propeller Blade Left (Starboard)

8352647	8611586	1 of 1	90-03-21	Propeller Blade Right (Port)
8352648E	8611589	1 of 1	94-12-22	Propeller Blade Detail Blade Palm Right
8352649E	8611588	1 of 1	94-12-22	Propeller Blade Detail Blade Palm Left
8352884	8611587	1 of 1	90-03-23	Propeller Blade Sections
9211581	8354504	1 of 1	96-01-15	Air channel left
9211582	8354503	1 of 1	96-01-15	Air channel right

2.3 Iroquois Class drawings:

- a. Curator drawing 280-E03-00189-01.

3 PACKAGING

3.1 Packing and preservation shall be in accordance with Canadian Forces Packing Specification D-LM-008-001/SF-001 Protection: Level B (Limited Military Package). Further:

- a. A separate shipping wooden container is required for each blade and shall be designed to contain the blade in the upright position (resting on the blade palm);
 - b. The shipping containers shall be provided with bottom openings suitable for forklift handling;
 - c. The container lids shall be provided with lifting eyes for lid removal;
 - d. The edges of each blade shall be protected with edge protectors. The galvanized edge protectors (NSN 2010-21-904-5687) are to be fitted over a suitable rubber U-shaped extrusion. This extrusion is to exceed the length of the edge protectors fingers by one and one half inches on either side and be a minimum of three sixteenths of an inch thick;
 - e. Each blade palm is to be firmly attached to the shipping container base;
 - f. The complete surface of the blades and palms (excluding the surface under and on the sides of the palms) shall be coated with strippable protection paint Spraylat DP785-1. The single coat protection paint shall be white. The paint shall be applied in accordance with the manufacturer's instructions.
- 3.2 The bolts are to be individually packaged in a wooden box. Proper support inside the box is to be provided to prevent any movement of the bolt during transport. The bolts threads are to be protected by heavy canvass.
- 3.3 An inspection sheet certificate for the magnetic particle inspection of the bolt shall accompany the bolt in the box. The certificate shall include the date of the inspection.
- 3.4 The packing shall be marked in accordance with D-LM-008-002/SF-001.

- 3.5 A Level B packaging form shall be required in accordance with D-LM-008-011/SF-001.

4 TECHNICAL REQUIREMENTS

4.1 General

- a. On receipt, the blades are to be inspected to determine the repair work required. All defects found during the inspection are to be documented and reported to NDHQ/DMSS 3. The report shall include dimensions of the defects, location and pictures. If major distortions are suspected, a dimensional inspection will have to be performed in order to determine the extent of straightening necessary to correct the problem. This report will be used to determine the necessary repair work.

4.2 Cleaning

- a. The propeller blades are to be cleaned enough to allow detection of cracks or defects by using Liquid Penetrant method. The surface finish shall be 3.2 micrometers R_a .
- b. The cleaning process shall remove as little parent metal as possible. Care shall be taken to minimize any changes in the shape of the edges especially the Anti-Singing Trailing Edge. These features shall remain as shown on the propeller drawings or, if damaged, be restored to that requirement.

4.3 Non-Destructive Testing

- a. Propeller blades are to be examined for surface defects by Liquid Penetrant Testing in accordance with specification Q EWR 41 001 E c.

4.4 Minor repairs.

- a. Defects are considered minor if they can easily be repaired in situ. They are mainly small nicks, dents and flat spots as deep as 1.5 mm, light burrs and small bends. Cracks are considered minor if they are located within 50 mm of the blade edges and are not longer than 50 mm. Small amount of pitting on the surface can also be considered minor if their depth does not exceed 1.5 mm and their surface area does not cover more than 50 mm². Small gouges on the overhang and blade palms can be considered minor if no extensive welding is required to repair them.
- b. Leading edges. When work is performed on leading edges, especially within the first 150 mm, extreme care has to be taken to maintain the design profile section shape. Any changes to the shape of the leading edge could result in an increased risk of cavitation.
- c. Minor defects are to be removed by filing using a fine file and finished with a fine/medium grade emery cloth. The defects are to be blended to the surrounding profile. Minor spot welding can be used to repair slightly

deeper and isolated defects. The minor welding is to be done in accordance with Paragraph 4.6.

- d. Where indentations exist in previously dressed areas their severity is to be assessed and consideration given to fill weld since the thickness or profile of the area could be outside of the dimension tolerance.
- e. Trailing edges. The majority of the surface of the trailing edge is shaped to eliminate “singing” of the blade; any modification to its shape could result in increasing radiated noise of the propeller.
- f. Where anti-singing trailing edge is not applied, minor defects in the trailing edge are to be repaired with the same restrictions as for the leading edge.
- g. For anti-singing trailing edge damage, the nicks are to be left in, but all burrs are to be carefully removed with a fine file. The bevel on the surface shall remain flat and the knuckle sharp. If the bevel has been slightly distorted, it is to be filed flat ensuring that the knuckle remains sharp.
- h. A distortion (wave) of the anti-singing trailing edge of up to 1.5 mm is to be carefully cold-dressed with a soft-faced mallet or roller.
- i. When the knuckle has been damaged or rounded, it is to be restored sharp by hand filing the flat face. A maximum of 0.5 mm of material is to be removed in the process. The shape of the anti-singing trailing edge shall be restored to the manufacturer’s design drawings.
- j. Blade surfaces. Small amount of pitting up to 1.5 mm deep is to be filed with a fine file to blend them with the surrounding profile. Deeper than 1.5 mm and extensive pitting is considered major defects.

4.5 Major repairs.

- a. Major repairs are required when welding, removal of heavy pitting, blade straightening and propeller balancing are required. Any defects that are larger and deeper than the ones mentioned in Paragraph 4.4 shall be considered major.

4.6 Welding

- a. Welding repair limitations. Welding is required when the blades have been damaged by cavitation, erosion, corrosion, cracks and mechanical damages requiring the replacement of sections such as new blade tips and inserts.
- b. Small defects weld repairs for aesthetic reasons are not authorized.
- c. Welding repairs in the critical area (high stress zone) are not permitted. The critical area is shown on Figure 1 and is defined as the area on the pressure face between the blade fillets up to the cylindrical section located at 0.4R (40% of the blade radius).

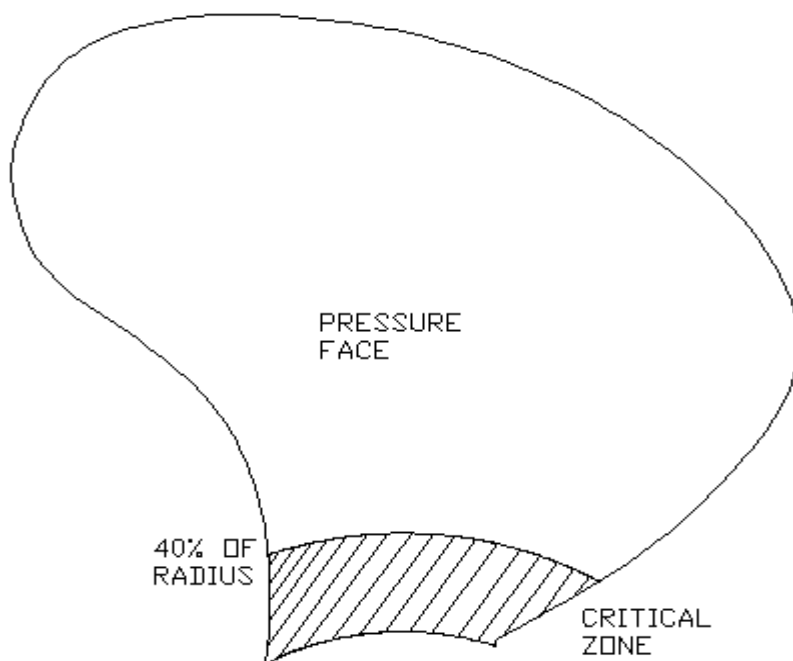


Figure 1

- d. No post-weld or stress relief heat treatment are required.
- e. This Statement Of Work does not cover major welding repairs involving closing of the Air Emission System cavities or re-tipping of the blades. If these repairs are required NDHQ/DMSS 3 will supply special instructions.
- f. Welding qualification requirements. Welding procedures and welding operators shall be qualified in accordance with D-49-003-003/SF-001 Welding specification for HMC Ships and Auxiliaries. The qualification procedures shall include the specific welding requirements listed in this Statement Of Work.
- g. Surface preparation. The surface preparation for the welding repair is to be smooth, clean and defect free. The preparation is to be done by grinding, drilling or turning.
- h. For edge repairs, the removed material shall be at depth parallel to the local edge profile as shown at Figure 2. The surface length shall be long enough to eliminate any defects and accommodate the proper run-in and run-out. The run-in and run-out shall be between 35° and 45° without sharp edges.

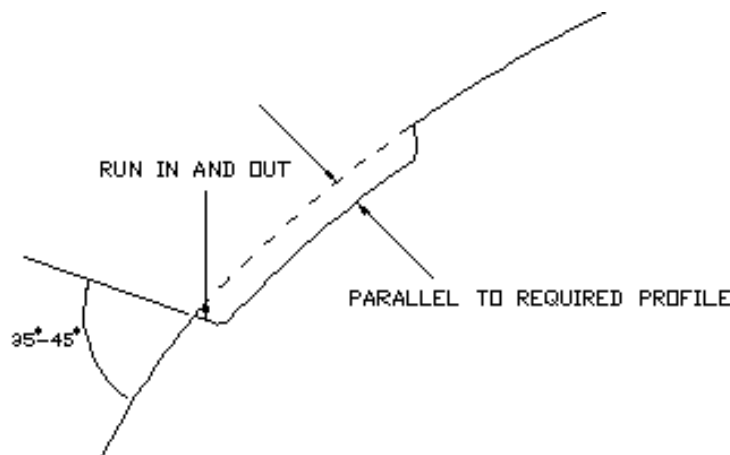


Figure 2

- i. Narrow excavations for small cracks or gouges of width less than three times the depth of the excavation are to have the side walls angled by 90 degrees to each other with a radius at the bottom around 5 mm. For excavations of larger depth (deeper cracks) the side walls angles may be reduced.
- j. Excavations are to be inspected using liquid penetrant to ensure that the defects have been completely removed.
- k. Pre-heat. The weld area is to be pre-heated to a temperature between 100°C to 150°C. The pre-heat temperature is to be maintained throughout the entire welding operation.
 - i. The area to be heated is to extend entirely through the section being repaired to minimize additional residual stresses and to a distance of about 300 mm on all sides of the repair area as shown for a typical edge repair at Figure 3. A further zone of 300 mm extending all around the pre-heated zone is to have a maximum temperature gradient of 50°C. Heating is to be applied on both sides of the blade to ensure an even “through the thickness” temperature. No area to be heated is to be enclosed by colder parts of the blade.
 - ii. The uses of soft gas torches or heating mats are recommended. The temperature is to be checked on the welding area with the use of contact pyrometers or temperature indicating crayons.

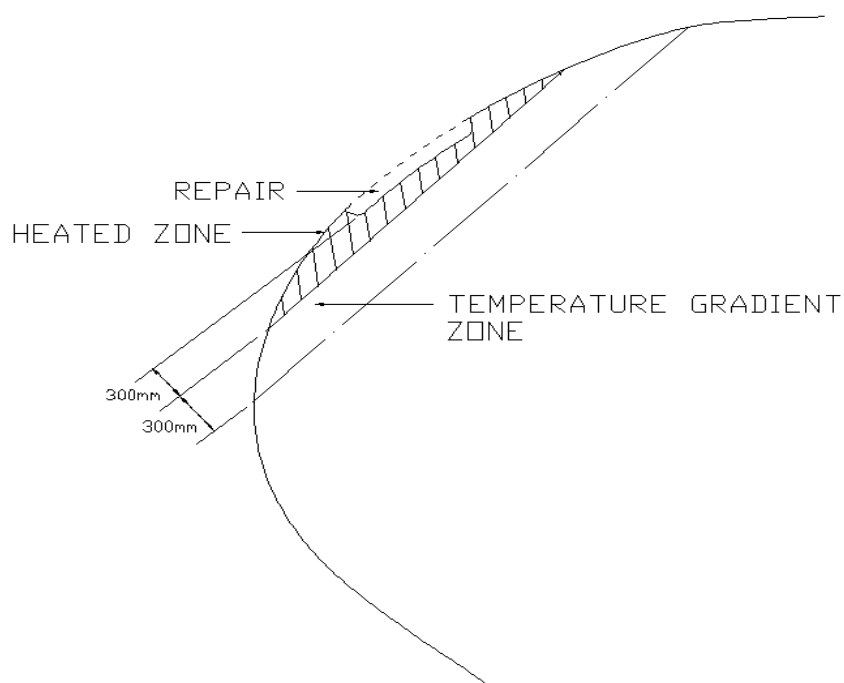


Figure 3

1. **Welding requirements.** The welding operation can use any of the three following welding processes: Gas Metal Arc Welding (GMAW or MIG), Shielded Metal Arc Welding (SMAW) or Gas Tungsten Arc Welding (GTAW or TIG). For short and small-volume deposits welding, GTAW is preferred and for multi-run large-volume weld deposits, GMAW is preferred.
 - i The filling material is to be as close as possible to the propeller material. The filling material is to be approved by NDHQ/DMSS 3. All the propellers are made of Nickel-Aluminium-Bronze to different specifications, for the Halifax class, it is G-CuAl10Ni DIN 2.0975.01 or UNS C95800 and for the Iroquois class it is ASTM B505, alloy C95900.
 - ii The maximum interpass temperature of 200°C is to be strictly adhered to.
 - iii Cooling is to be controlled throughout the process. The temperature is to be constantly monitored using thermocouples and heat applied where it is evident that the temperature gradient exceeds 100°C per hour.
 - iv The weld built-up is to commence on the chamfered edges. See Figures 4 and 5. Weld overlay deposits are to be applied with an overlap of 40-50% to ensure that minimum dressing of the weld deposit crown is required, thereby realizing maximum volume of weld metal from each weld deposit. Additional layers are made starting at the corners and working towards the center.

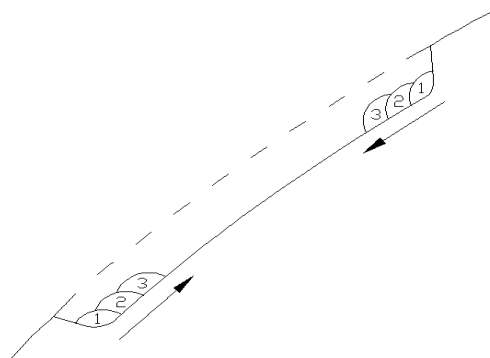


Figure 4

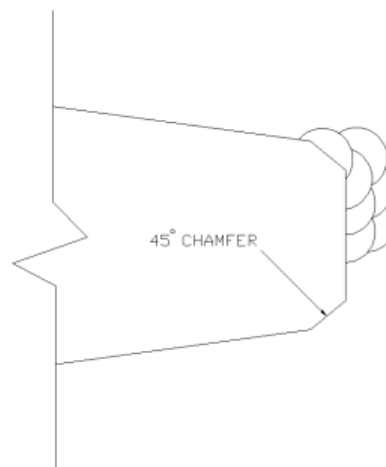


Figure 5

- v The completed built-up is to be blended with the surrounding profile. If the repairs were done to the trailing edge, the anti-singing edge is to be restored ensuring the knuckle remains sharp and the angled surface remains flat.
- m. All welds shall be visually inspected after the repair. Liquid penetrant inspection shall be performed on 100% of the repaired surface as an aid to visual inspection. The liquid penetrant inspection shall be performed at least 24 hours after the completion of the cooling period and following machining.

4.7 Straightening

- a. Straightening has to occur before any welding takes place.
- b. Minor distortions. Minor distortions of the edges of the blade that do not extend further than about one tenth of the chord length from the blade edge and do not have a deflection greater than 15 degrees shall be corrected using mechanical cold methods. Consideration should be given to the presence of the Air Emission Channel on the leading edge. In this case NDHQ/DMSS 3 is to approve the corrective method. Stress relief is not necessary.
- c. Major distortions. The repair of major distortions requires heating. The area to be heated is to extend beyond the worst distortion by over 300 mm with a temperature gradient zone of 300 mm as shown at Figure 3. No area to be heated is to be enclosed by colder parts of the blade.
 - i The area being straightened shall be kept within the straightening temperature throughout the entire operation. The temperature is to be constantly monitored using pyrometers or temperature indicating crayons.
 - ii The heating is to be applied slowly for a period of no less than three hours over the heating zone.

- iii The straightening temperature shall be between 700°C and 850°C. No attempt shall be made to continue working if the temperature has dropped below 700°C.
- iv After completion, the heated area is to be slowly cooled and protected from draughts with mineral-fiber blankets or equivalent.
- v No stress relief treatment heat is required.
- vi The straightened area is to be visually inspected after the repair. Liquid Penetrant inspection shall be performed on 100% of the repaired surface as an aid to visual inspection.

4.8 Balancing

- a. When balancing of a set is required the propeller blades are to be statically balanced in accordance with Specification EWR 8 850 653 e. The propeller blades are to be balanced in sets of five blades.

5 DIMENSIONAL INSPECTION AND REPORT

- a. When a dimensional inspection is requested by NDHQ/DMSS 3, an electronic scanning at the cylindrical sections is to be extracted from the blades. NDHQ/DMSS 3 will compare this electronic measurement with the original manufacturing electronic model in order to extract the various characteristics of the propeller and determine if it is within tolerances. The Contractor is only required to digitalize the blade surfaces as described below and to provide the electronic file to NDHQ/DMSS 3 in the required format.
- b. The digital information shall be collected using a portable Coordinate Measuring Machine (CMM) with six degrees of freedom at the probe. This is to allow a complete and break-free scanning of the edges. The accuracy shall be no less than 0.05 mm at 2.4 meters. A fine point shall be used on the instrument to minimize the error when extracting the measurement at the edges.
- c. The equipment must be calibrated, installed and operated in accordance with the manufacturer's instructions.
- d. The probe scanning intervals along the cylindrical sections shall not be more than 25 mm in areas of low curvature and no more than 1.5 mm in the areas of high curvatures at the blade edges.
- e. All the cylindrical sections readings shall be on the same electronic file, which will be divided by layers where each layer represents each cylindrical section. The files shall be provided in two electronic formats: ".iges" and ".dwg".
- f. All the measured points shall be connected to form a single "3D polyline" for each cylindrical section.

- g. Both sides of the propeller blades shall be scanned at cylindrical sections 0.3R, 0.35R, 0.4R, 0.45R, 0.5R, 0.55R, 0.6R, 0.65R, 0.70R, 0.75R, 0.80R, 0.85R, 0.90R, 0.95R, 0.975R and 1.0R.
- h. The radiuses of the cylindrical sections for each classes of ships are as follows:

Cylindrical section	Radius from the centre of the hub In mm (z-axis)	
	Halifax Class	Iroquois class
0.3R	651	660
0.35R	759.5	770
0.4R	868	880
0.45R		990
0.5R	1085	1100
0.55R		1210
0.6R	1302	1320
0.65R		1430
0.7R	1519	1540
0.75R		1650
0.8R	1736	1760
0.85R	1844.5	1870
0.9R	1953	1980
0.95R	2061.5	2090
0.975R	2115.75	2145
0.9875R		2172.5
1.0R	2170	2200

- i. The propeller blade Cartesian coordinate systems shall be as follows:
- i For the Halifax Class:
- The X-axis orientation with respect to the holding bolts holes are as per Figure 6.
 - The Y-axis coincides with the propeller hub centerline and is perpendicular to the X-axis. The positive sign is forward (suction face side)
 - The Z-axis is perpendicular to X and Y axes and runs along the blade directrix (positive up when the blade's trunnion is sitting flat on the floor).

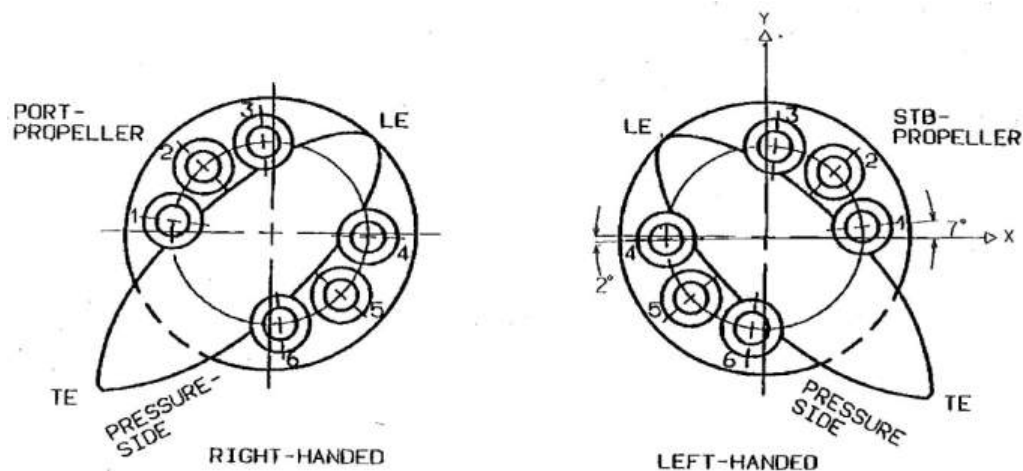


Figure 6

- j. For the Iroquois class:
- i. The X-axis shall be parallel to the bottom of the trunnion and is positive in the direction of the line on the trunnion called “Split line on hub” as shown on Figure 7.
 - ii. The Y-axis is perpendicular to the X-axis and is positive in the forward direction in accordance with Figures 7, 8 and 9.
 - iii. The Z-axis is perpendicular to the X and Y axes and runs along the blade directrix (positive side up when the blade’s trunnion is sitting flat on the floor).

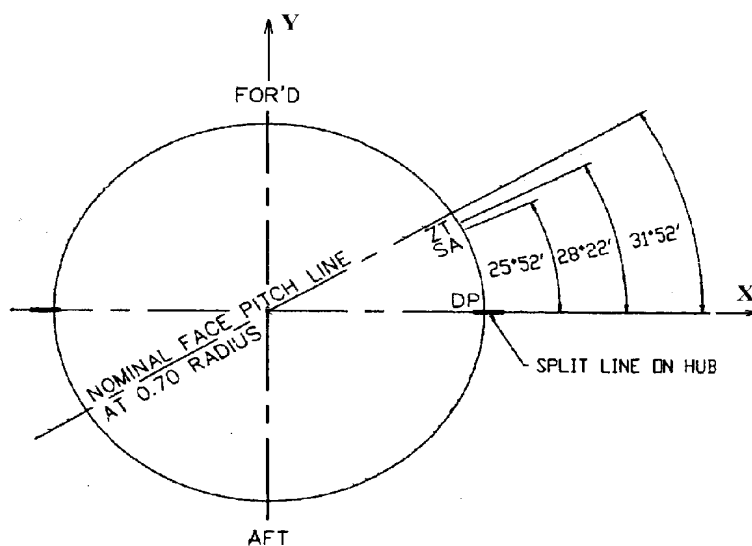


Figure 7

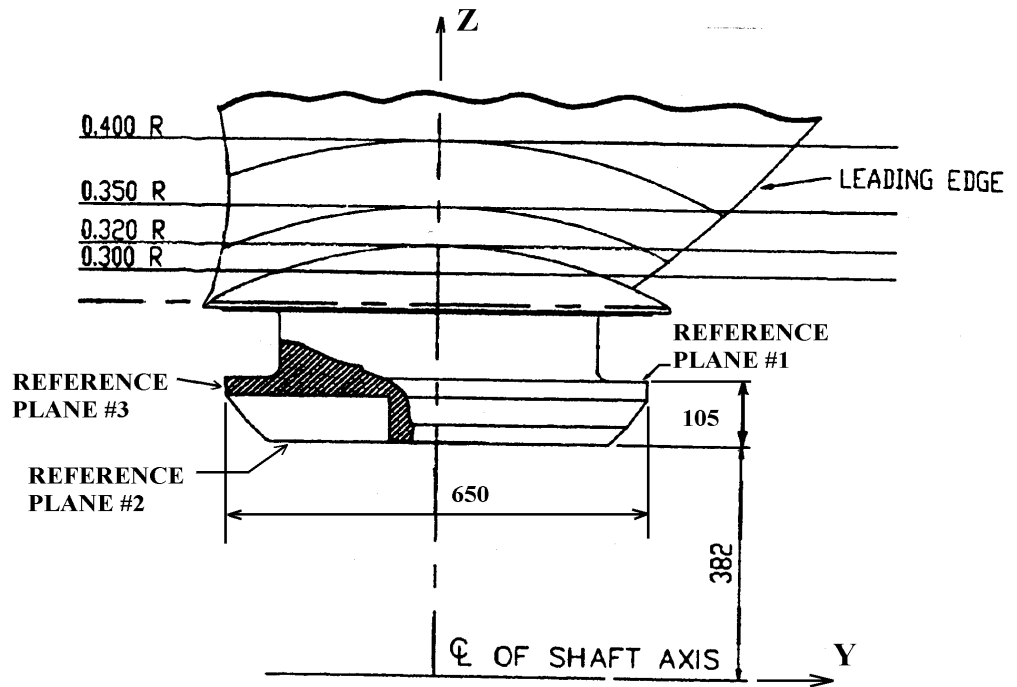


Figure 8

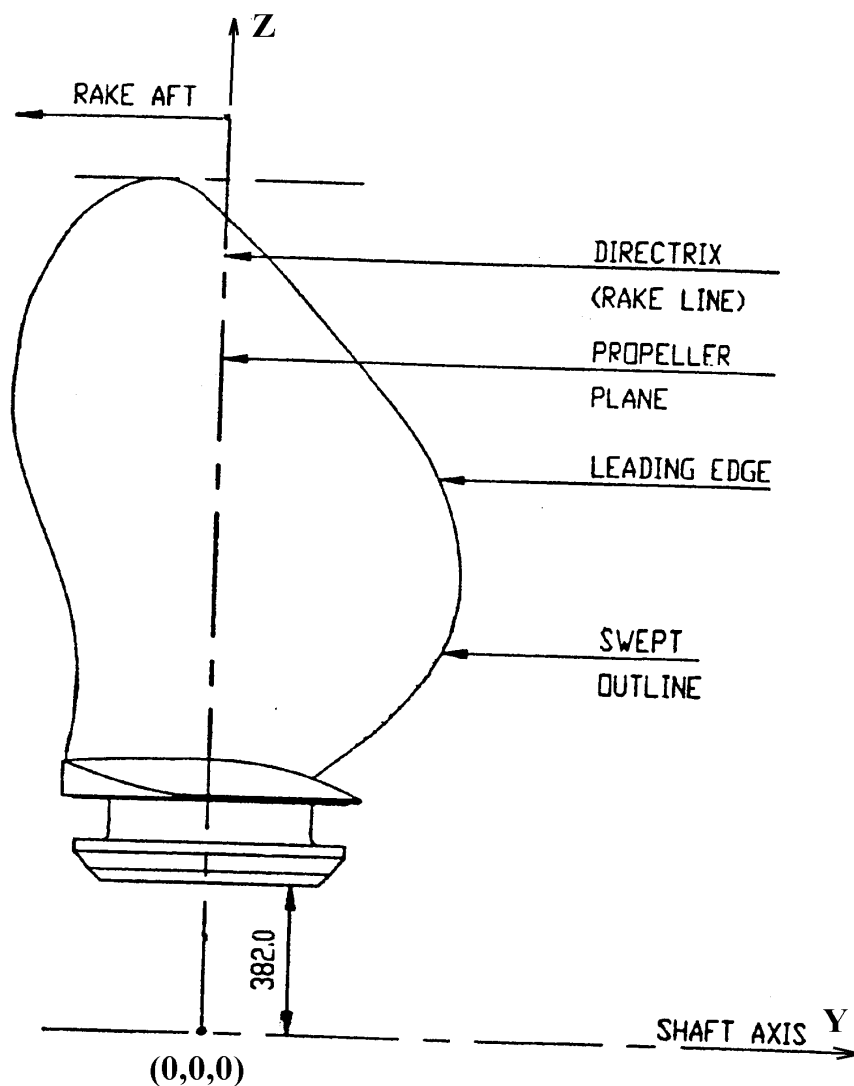


Figure 9

k. The reference planes for the measurement are as follows:

i For the Halifax Class:

- (a) The propeller hub centerline located at either 513 mm from the Reference Plane No. 1 or 543 mm from Reference Plane No. 2 at the propeller blade trunnion as per Figure 10.
- (b) The six bolt holes in the blade palm
- (c) The blade centerline at the centerline of the blade palm circle.

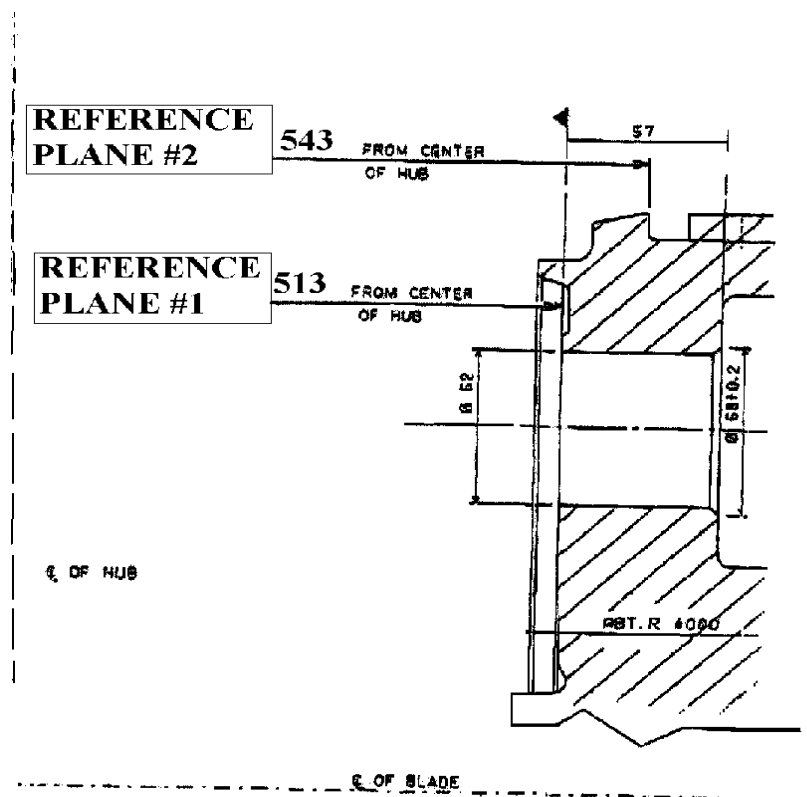


Figure 10

ii For the Iroquois Class:

- (a) Reference Plane #1 is 487 mm from the center along Z-axis (Figure 8).
- (b) Reference Plane #2 is 382 mm from the center along Z-axis (Figure 8).
- (c) Reference Plane #3 is a diameter of 650 mm around the Z-axis (Figure 8).

6 PROPELLER HOLDING BOLTS REPAIR (NSNs 5305-12-370-2234 and 5305-12-370-2235)

6.1 The inspection of the propeller holding bolts shall include the following:

- a. Examination of the bolts outside threads using magnetic particles for cracks;
- b. Visual examination of the surface of the bolt especially the seat face under the head which has been found corroded in many bolts;
- c. Measurement of the bolt, especially the following dimensions:

- i Depth of interior threads in the head (M30 hole),
 - ii Thickness of the bolt collar,
 - iii Bolt total length.
- d. If presence of corrosion is identified on the seat face, the machining of that face shall be done as follows:
 - i If the collar thickness is less than 17.5 mm, the bolt is to be scrapped.
 - ii Minimal material is to be removed to clear the corrosion
 - iii The collar thickness shall not be machined to less than 18 mm (design) minus the maximum machining allowance of 0.5 mm for a minimum thickness of 17.5 mm. Bolts that still show corrosion pitting at the minimum thickness shall be scrapped.
 - iv The maximum circular run-out tolerance bolt center line to bolt head contact surface from diameter 66.5 mm to 98.5 mm is 0.03 mm;
 - v The maximum flatness tolerance of the bolt contact surface is 0.02 mm. The surface must be perpendicular to the bolt axis;
 - vi The radii of the transition from bolt shank to seating face shall be restored. There are two radii in this transition, from R10 mm at the bolt shank to R4 mm at the seating face (see Figures 11 and 12); and
 - vii The surface finish of the machined surfaces shall be 0.8 micrometers R_a or better.
- e. The depth of the bolt's interior threads shall be as follows:
 - i The design depth of the thread is 25 mm however, if the actual depth is within 37.5 mm, it is acceptable.
 - ii If the depth is between 37.5 mm and 50 mm, the thread is to be machined out in accordance with Figure 13. The remaining thread shall be at design value (25 mm) and the reworked length portion is limited to the actual depth of the thread.
 - iii If the actual depth of the thread is such that rework up to a maximum depth of 50 mm will not lead to a completely smooth surface of the reworked bore, the bolt is to be scrapped.
 - iv If the depth is deeper than 50 mm, the bolt is to be scrapped.
- f. If the bolt does not have a serial number stamped on the surface of its head, a serial number is to be stamped. NDHQ/DMSS 3 will provide the numbering sequence and stamping instructions.

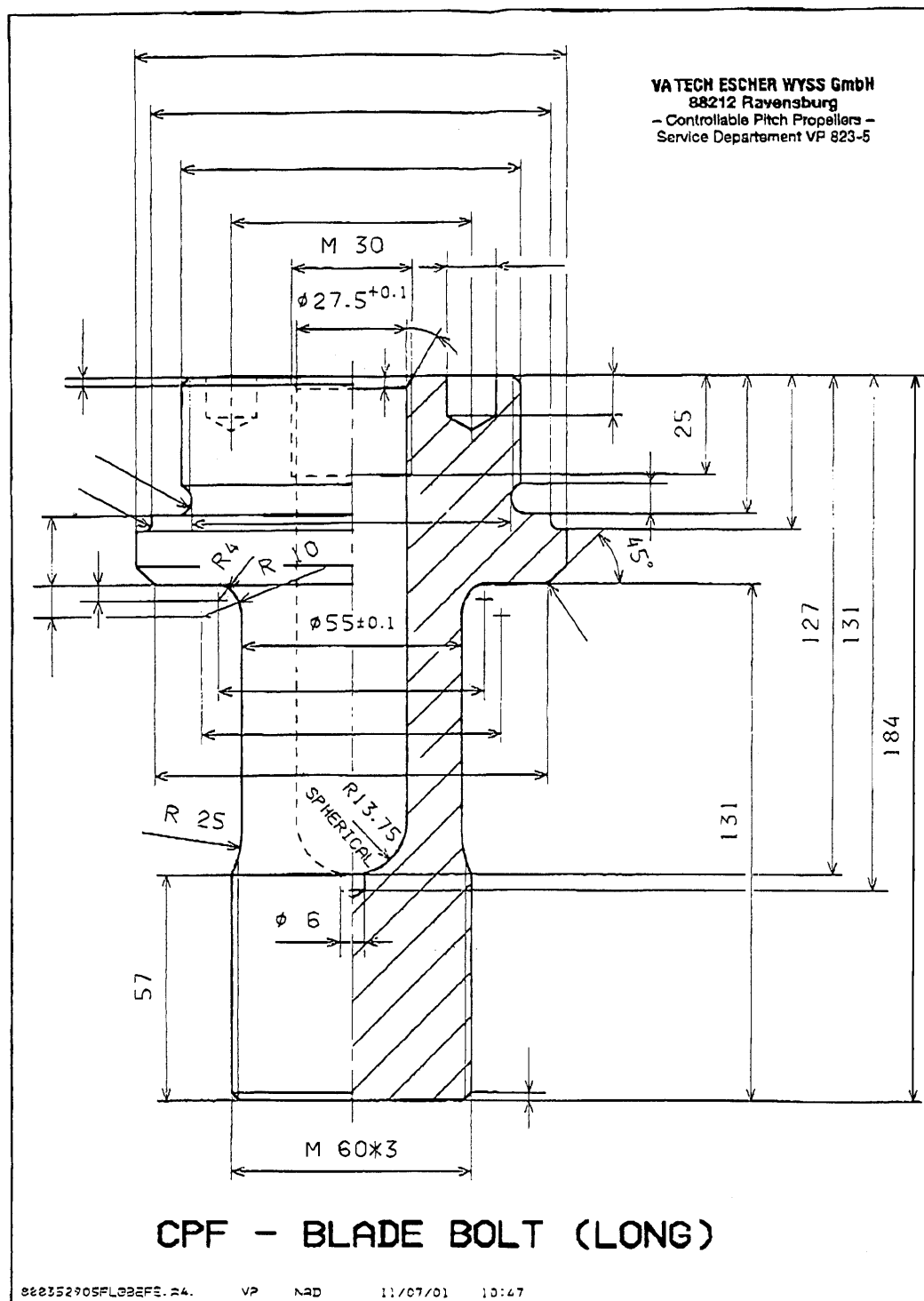


Figure 11

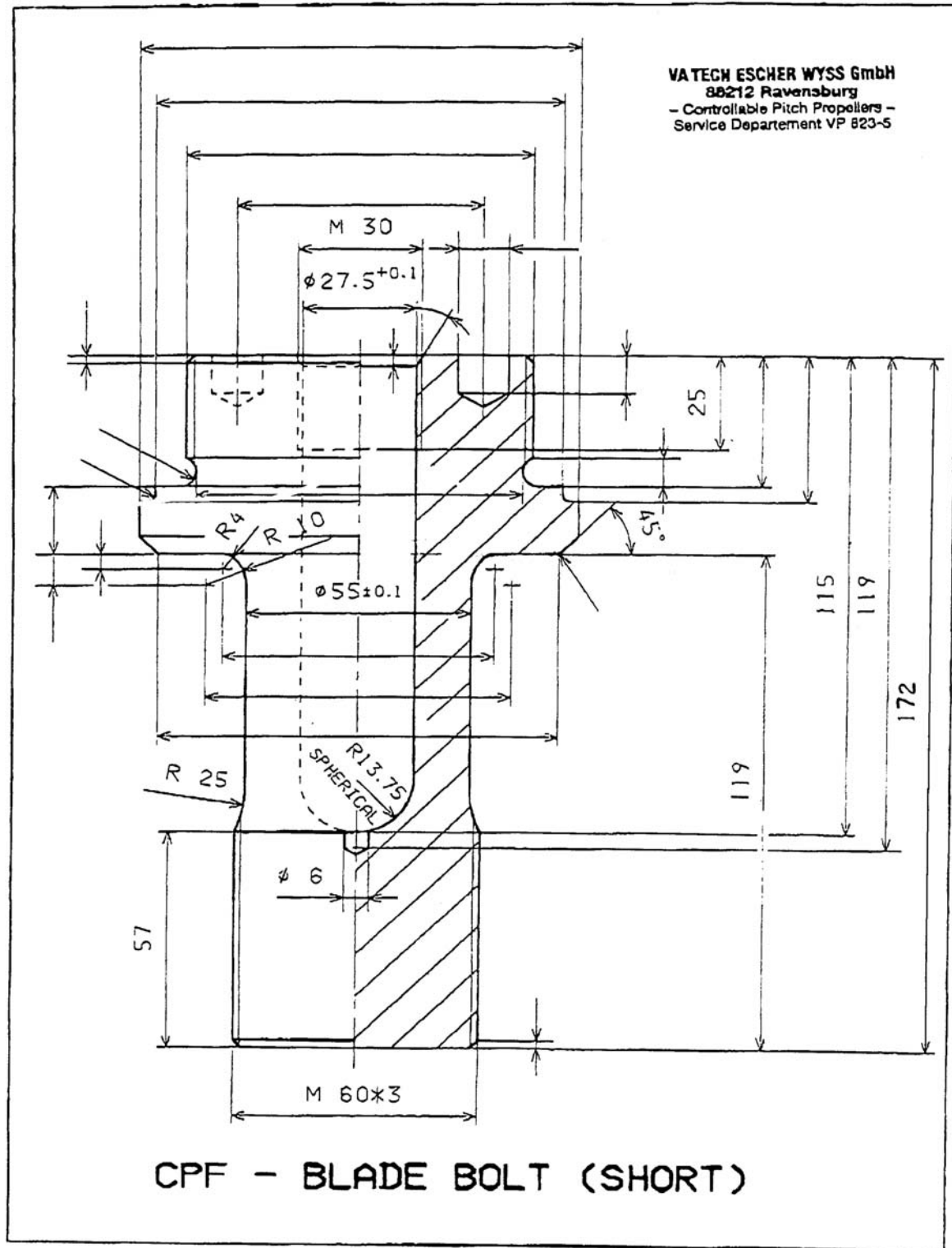
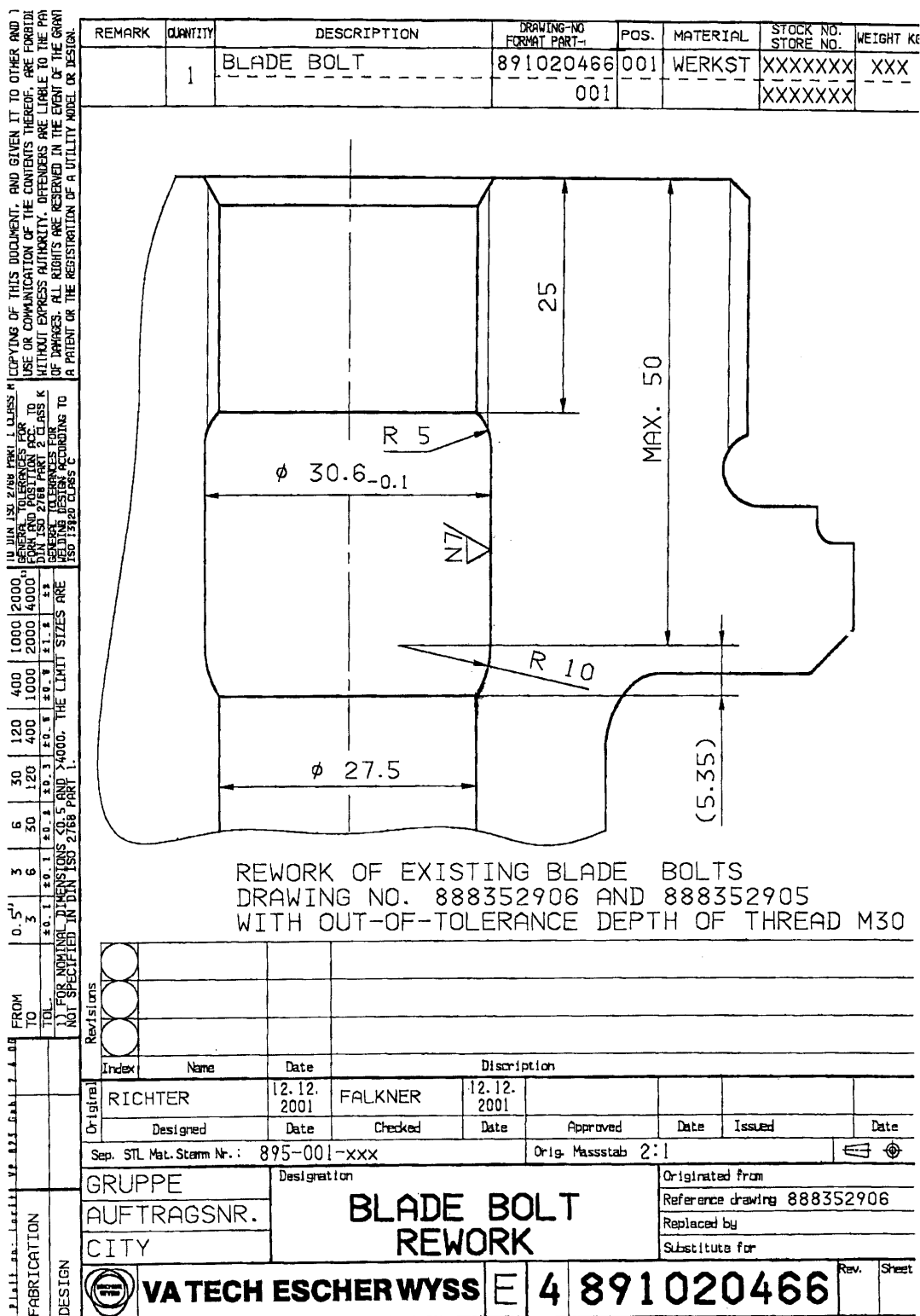


Figure 12



SCHEDULE A

Terms of Loan Agreement

Terms Applicable to Canadian and Foreign Defence Work

Loan Type / Accounting

1. All equipment issued under the Contract Loan Account (CLA) _____ shall be accounted for as per the Canadian Forces Supply System (CFSS) automated procedures.
2. All equipment loaned as Special Production Tooling/Special Test Equipment (SPT/STE) shall 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 DND. Supply accounting records for DND materiel shall be maintained separate from other company records.

General Conditions

3. The equipment loaned to the Contractor shall be used only for the purpose of performing the defence work identified in this Contract or such other defence work as may be authorized in writing by Requisitioning Authority.
4. Commercial work shall not be carried out using the equipment.
5. The Contractor shall ensure that each item of equipment is clearly identified as the property of the Government of Canada. In addition, the Contractor shall ensure that each item of equipment is, at all times, either tagged or labeled with a clearly visible identification number corresponding to that shown on the issue document issued in respect thereof; and shall be responsible for making any changes in that number that may be notified from time to time by DND.
6. The Crown's representative(s) shall have the right to inspect the equipment at the location where it is stored or used at any time and the Contractor shall provide any reasonable assistance required for that purpose.

Stocktaking / Disposal

7. The Contractor shall initiate and complete a one hundred per cent (100%) manual stocktaking of all DND loaned materiel contained within the Contract Loan Account (CLA), and SPT/STE at least once every two years.
8. An itemized listing of all the SPT/STE materiel shall be submitted to the Requisitioning Authority within thirty (30) calendar days of completion of the stocktaking.
9. In conjunction with the stocktaking schedule, the Contractor shall carry out a review of CLA and SPT/STE to determine if stock holdings include any item which:
 - has become surplus to requirement as a result of removal of the end item from the Selection Notice and Priority Summary(SNAPS); or,
 - has become redundant because of a modification change notice, product improvement, etc.

10. The Contractor shall request the Requisitioning Authority's permission to dispose of and/or transfer materiel that meet the above criteria and shall prepare and handle the necessary documentation. On bulk transfer/disposal of DND owned materiel contained in the CLA, or SPT/STE accounts, handling fees, if applicable, are subject to a separate PWGSC negotiated rate.

Loss or Damage

11. The Contractor shall report to the National Defence Quality Assurance Representative (NDQAR) all instances of loss or damage to DND owned materiel in his custody within two (2) working days of confirmation of its discovery. If the Contractor is authorized to make repairs to damaged DND-owned equipment by the Requisitioning Authority, he shall notify the NDQAR before any repair commences to enable adequate government quality assurance of the repair.

12. In the event of loss or damage, the Contractor shall repair or replace, or have replaced, the equipment to the satisfaction of the Minister, or reimburse the Crown to the full value of the equipment as indicated in schedule B.

13. "Optional" at the discretion of the borrower, may insure the equipment against loss or damage by fire or supplemental perils or any other risks while the equipment is in his care, custody or control but not portion of the premium cost will be assumed by the Crown.

Termination / Return of Equipment

14. DND may terminate the loan or any part thereof at any time, and recall the equipment concerned with that termination.

15. Unless DND otherwise advises the Contractor in writing, the Contractor shall return the equipment to the destination designated in the supply documentation upon the expiration of the loan agreement. In the event that the Contractor completes its defence work prior to the expiration of the loan agreement, the Contractor shall request return instructions from DND. When equipment is ready to be returned to DND, the Contractor shall prepare a condition report and advise the appropriate NDQAR to arrange for any necessary inspection and evaluation of the condition of the equipment.

Condition / Maintenance of Equipment

16. The Contractor agrees that the equipment loaned pursuant to this Agreement is furnished "as is" by the Crown. To that end, the Crown, its Ministers, officers, servants, agents, employees and members of the Canadian Forces shall not, by virtue of having loaned the equipment to the Contractor, have made or be deemed to have made any representations, warranties or guarantees as to the condition, quality or fitness for a particular purpose of the loaned equipment.

17. The Contractor shall indemnify and save harmless the Crown, its Ministers, officers, servants, agents, employees and members of the Canadian Forces from and against all claims, demands, damages, loss, costs, expenses, actions, causes of action, suits or other proceedings by whomsoever made, arising out of any injury to persons (including injuries resulting in death) or loss of or damage to property of others that may be caused by or suffered as a result of the operation, use, transportation or Y2K readiness of the equipment by the Contractor or any action taken or things done by virtue of this loan.

18. The maintenance of the equipment shall be in accordance with DND Standards, a copy of which the Contractor acknowledges to have in its possession.

Controlled Goods Registration

19. If the Contractor is advised that the loaned equipment includes controlled goods, then pursuant to the Defence Production Act, access to these controlled goods is only permitted to persons or firms that are either registered, or exempt from registration, under the Controlled Goods Registration Program (CGRP). Therefore, the Contractor must demonstrate compliance to the CGRP before the equipment may be provided. If at any time, the Contractor loses its registration or its exempt status, the contractor must immediately inform the RA. The Contractor must make arrangements to cancel outstanding demands for equipment that includes controlled goods, and to return any and all of this type of equipment in his possession.

Terms Applicable to Canadian Defence Work

20. No rent shall be payable by the Contractor to the Crown in respect of equipment loaned for Canadian defence work.

21. The Department of National Defence will pay or reimburse the Contractor for reasonable and proper costs incurred by the Contractor in taking possession of the equipment and moving it to and from the Contractor's plant or other authorized location, including the cost of labour and materials in connection with the packaging and transportation of the equipment.

22. The Contractor shall take reasonable and proper care of the equipment at its own expenses, including the maintenance and calibration, thereof during the term of this loan and shall be responsible for any loss or damage resulting from its failure to do so other than loss or damage caused by fire or by ordinary wear and tear.

ANNEX D – EVALUATION CRITERIA FOR THE TECHNICAL PROPOSAL

Your proposal shall address, in written narrative, all subjects covered under the evaluation criteria presented below.

1) FACILITY

- a) The Bidder must identify contractor owned/leased facilities, location and provide the description/size layout of work areas and the storage facilities, which will be made available for work performed under the contract.

Minimum Acceptable standard. The location of the facilities shall be accessible to commercial transportation to ensure that the turn-around-time (TAT) can be met. The proposed facilities must be capable of accommodating all the work related to the contract, specifically cleaning, inspecting, repairing, measuring and balancing the propeller blades. The facilities shall also have adequate, secure storage space to ensure that repairable items can be stored at the contractors facilities while being scheduled for repair and overhaul, or awaiting return transportation arrangements following completion of the repair and overhaul.

2) CAPABILITY

- a) The Bidder must outline an overview of the firm emphasizing on type and size of organization.
- b) The Bidder must outline the company's history and provide details of recent experience in performing repair and overhaul on major ships propellers.

Minimum Acceptable Standard. The company and facilities at which the work will be performed shall have at least 3 years of directly related experience in repairing ships propellers in the last 10 years. The company shall demonstrate experience in handling propellers with a diameter larger than 4 meters when assembled (work on Controllable Pitch Propellers blades is done on individual disassembled blades).

- c) Provide examples of the firm's welding engineering standards, welding procedures specifications and welding procedures data sheets.

Minimum Acceptable Standard. The welding standards, procedures specifications and data sheets shall be in accordance with Paragraph 4.6.f. of the Statement Of Work.

3) PERSONNEL

- a) Provide a listing of the firm's personnel resources, both current and proposed (including sub-contractors) that would be involved in the management and supervision work in the event of the contract award. The Bidder is to provide a resume for each candidate.

Minimum Acceptable Standard. The management and supervisory personnel shall have demonstrated experience in the maintenance of large Nickel-Aluminum-Bronze propellers for at least 3 years. The personnel or sub-contractor involved in the measurement of the propeller blades shall demonstrate experience handling Coordinate Measuring Machine as described at paragraph 5.b of the Statement Of Work.

4) **QUALITY ASSURANCE.**

- a) Provide an existing or proposed Quality Control Plan, which will meet the requirements of the contract.

Minimum Acceptable Standard. A copy of your Quality Control Plan with references to your Quality Assurance Manuals, which shall show how work, including that of a sub-contractor will be monitored for quality control.

TASK AUTHORIZATION AUTORISATION DES TÂCHES

All invoices/progress claims must show the reference Contract and Task numbers. Toutes les factures doivent indiquer les numéros du contrat et de la tâche.		Contract no. – N° du contrat
		Task no. – N° de la tâche
Amendment no. – N° de la modification	Increase/Decrease – Augmentation/Réduction	Previous value – Valeur précédente
To – À	TO THE CONTRACTOR You are requested to supply the following services in accordance with the terms of the above reference contract. Only services included in the contract shall be supplied against this task. Please advise the undersigned if the completion date cannot be met. Invoices/progress claims shall be prepared in accordance with the instructions set out in the contract. À L'ENTREPRENEUR Vous êtes prié de fournir les services suivants en conformité des termes du contrat mentionné ci-dessus. Seuls les services mentionnés dans le contrat doivent être fournis à l'appui de cette demande. Prière d'aviser le signataire si la livraison ne peut se faire dans les délais prescrits. Les factures doivent être établies selon les instructions énoncées dans le contrat.	
Delivery location – Expédié à		
Delivery/Completion date – Date de livraison/d'achèvement	<div style="display: flex; justify-content: space-between;"> <div>_____</div> <div>_____</div> </div> <div style="display: flex; justify-content: space-between; font-size: small;"> <div>Date</div> <div>for the Department of National Defence pour le ministère de la Défense nationale</div> </div>	
Contract item no. N° d'article du contrat	Services	Cost Prix
	GST/HST TPS/TVH	
	Total	
<p>APPLICABLE ONLY TO PWGSC CONTRACTS: The Contract Authority signature is required when the total value of the DND 626 exceeds the threshold specified in the contract.</p> <p>NE S'APPLIQUE QU'AUX CONTRATS DE TPSGC : La signature de l'autorité contractante est requise lorsque la valeur totale du formulaire DND 626 est supérieure au seuil précisé dans le contrat.</p> <div style="border-top: 1px solid black; margin-top: 20px; display: flex; justify-content: space-between;"> <div style="width: 40%;"> _____ for the Department of Public Works and Government Services pour le ministère des Travaux publics et services gouvernementaux </div> <div style="width: 60%;"></div> </div>		

Instructions for completing DND 626 - Task Authorization

Contract no.

Enter the PWGSC contract number in full.

Task no.

Enter the sequential Task number.

Amendment no.

Enter the amendment number when the original Task is amended to change the scope or the value.

Increase/Decrease

Enter the increase or decrease total dollar amount including taxes.

Previous value

Enter the previous total dollar amount including taxes.

To

Name of the contractor.

Delivery location

Location where the work will be completed, if other than the contractor's location.

Delivery/Completion date

Completion date for the task.

for the Department of National Defence

Signature of the DND person who has delegated **Authority** for signing DND 626 (level of authority based on the dollar value of the task and the equivalent signing authority in the PAM 1.4). **Note:** the person signing in this block ensures that the work is within the scope of the contract, that sufficient funds remain in the contract to cover this task and that the task is affordable within the Project/Unit budget.

Services

Define the requirement briefly (attach the SOW) and identify the cost of the task using the contractor's quote on the level of effort. The Task must use the basis of payment stipulated in the contract. If there are several basis of payment then list here the one(s) that will apply to the task quote (e.g. milestone payments; per diem rates/labour category hourly rates; travel and living rates; firm price/ceiling price, etc.). All the terms and conditions of the contract apply to this Task Authorization and cannot be ignored or amended for this task. Therefore it is not necessary to restate these general contract terms and conditions on the DND 626 Task form.

Cost

The cost of the Task broken out into the individual costed items in **Services**.

GST/HST

The GST/HST cost as appropriate.

Total

The total cost of the task. The contractor may not exceed this amount without the approval of DND indicated on an amended DND 626. The amendment value may not exceed 50% (or the percentage for amendments established in the contract) of the original value of the task authorization. The total cost of a DND 626, including all amendments, may not exceed the funding limit identified in the contract.

Applicable only to PWGSC contracts

This block only applies to those Task Authorization contracts awarded by PWGSC. The contract will include a specified threshold for DND sole approval of the DND 626 and a percentage for DND to approve amendments to the original DND 626. Tasks that will exceed these thresholds must be passed to the PWGSC Contracting Authority for review and signature prior to authorizing the contractor to begin work.

Note:

Work on the task may not commence prior to the date this form is signed by the DA Authority - for tasks within the DND threshold; and by both DND and PWGSC for those tasks over the DND threshold.

Instructions pour compléter le formulaire DND 626 - Autorisation des tâches

N° du contrat

Inscrivez le numéro du contrat de TPSGC en entier.

N° de la tâche

Inscrivez le numéro de tâche séquentiel.

N° de la modification

Inscrivez le numéro de modification lorsque la tâche originale est modifiée pour en changer la portée.

Augmentation/Réduction

Inscrivez le montant total de l'augmentation ou de la diminution, y compris les taxes.

Valeur précédente

Inscrivez le montant total précédent, y compris les taxes.

À

Nom de l'entrepreneur.

Expédiez à

Endroit où le travail sera effectué, si celui-ci diffère du lieu d'affaires de l'entrepreneur.

Date de livraison/d'achèvement

Date d'achèvement de la tâche.

pour le ministère de la Défense nationale

Signature du représentant du MDN auquel on a délégué le **pouvoir d'approbation** en ce qui a trait à la signature du formulaire DND 626 (niveau d'autorité basé sur la valeur de la tâche et le signataire autorisé équivalent mentionné dans le MAA 1.4). **Nota :** la personne qui signe cette attache de signature confirme que les travaux respectent la portée du contrat, que suffisamment de fonds sont prévus au contrat pour couvrir cette tâche et que le budget alloué à l'unité ou pour le projet le permet.

Services

Définissez brièvement le besoin (joignez l'ET) et établissez le coût de la tâche à l'aide de la soumission de l'entrepreneur selon le niveau de difficulté de celle-ci. Les modalités de paiement stipulées dans le contrat s'appliquent à la tâche. Si plusieurs d'entre elles sont prévues, énumérez ici celle/celles qui s'appliquera/ont à la soumission pour la tâche à accomplir (p.ex. acompte fondé sur les étapes franchies; taux quotidien ou taux horaire établi selon la catégorie de main-d'œuvre; frais de déplacement et de séjour; prix fixe ou prix plafond; etc.). Toutes les modalités du contrat s'appliquent à cette autorisation de tâche et ne peuvent être négligées ou modifiées quant à la tâche en question. Il n'est donc pas nécessaire de répéter ces modalités générales afférentes au contrat sur le formulaire DND 626.

Prix

Mentionnez le coût de la tâche en le répartissant selon les frais afférents à chaque item mentionné dans la rubrique **Services**.

TPS/TVH

Mentionnez le montant de la TPS/TVH, s'il y a lieu.

Total

Mentionnez le coût total de la tâche. L'entrepreneur ne peut dépasser ce montant sans l'approbation du MDN, formulaire DND 626 modifié à l'appui. Le coût de la modification ne peut pas être supérieur à 50 p. 100 du montant initial prévu dans l'autorisation de tâche (ou au pourcentage prévu dans le contrat pour les modifications). Le coût total spécifié dans le formulaire DND 626, y compris toutes les modifications, ne peut dépasser le plafond de financement mentionné dans le contrat.

Ne s'applique qu'aux contrats de TPSGC

Le présent paragraphe s'applique uniquement aux autorisations de tâche accordées par TPSGC. On inscrira dans le formulaire DND 626 modifié à l'appui, précis qui ne pourra être approuvé que par le MDN et un pourcentage selon lequel le MDN pourra approuver des modifications au formulaire DND 626 original. Les tâches dont le coût dépasse ces plafonds doivent être soumises à l'autorité contractante de TPSGC pour examen et signature avant qu'on autorise l'entrepreneur à débiter les travaux.

Nota :

Les travaux ne peuvent commencer avant la date de signature de ce formulaire par le responsable du MDN, pour les tâches dont le coût est inférieur au plafond établi par le MDN, et par le MDN et TPSGC pour les tâches dont le coût dépasse le plafond établi par le MDN.