

**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 SONAR MECHANICAL R&O	
Solicitation No. - N° de l'invitation W8482-120364/B	Date 2013-01-04
Client Reference No. - N° de référence du client W8482-120364	
GETS Reference No. - N° de référence de SEAG PW-\$\$ML-005-23460	
File No. - N° de dossier 005ml.W8482-120364	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2013-01-31	Time Zone Fuseau horaire Eastern Standard Time EST
F.O.B. - F.A.B. Specified Herein - Précisé dans les présentes	
Plant-Usine: <input type="checkbox"/> Destination: <input type="checkbox"/> Other-Autre: <input checked="" type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Burns, Robert	Buyer Id - Id de l'acheteur 005ml
Telephone No. - N° de téléphone (819) 956-1199 ()	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

This bid solicitation cancels and supersedes previous bid solicitation number W8482-120364/A dated October 9, 2012 with a closing of November 16, 2012 at 14:00 EST.

TABLE OF CONTENTS

PART 1 - GENERAL INFORMATION

1. Introduction
2. Summary
3. Debriefings

PART 2 - BIDDER INSTRUCTIONS

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

PART 3 - BID PREPARATION INSTRUCTIONS

1. Bid Preparation Instructions

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

1. Evaluation Procedures
2. Basis of Selection

PART 5 - CERTIFICATIONS

1. Code of Conduct Certifications - Consent to a Criminal Record Verification
2. Certifications Precedent to Contract Award

PART 6 - SECURITY, FINANCIAL AND OTHER REQUIREMENTS

1. Security Requirement
2. Controlled Goods Requirement
3. Insurance Requirements

PART 7 - RESULTING CONTRACT CLAUSES

1. Statement of Work
2. Standard Clauses and Conditions
3. Security Requirement
4. Term of Contract
5. Authorities
6. Payment
7. Invoicing Instructions
8. Certifications

Solicitation No. - N° de l'invitation

W8482-120364/B

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

005ml

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

W8482-120364

File No. - N° du dossier

005mlW8482-120364

CCC No./N° CCC - FMS No/ N° VME

9. Applicable Laws
10. Priority of Documents
11. Defence Contract
12. Insurance Requirements
13. Controlled Goods Program
14. SACC Manual Clauses
15. Release Documents - Distribution
16. Identification Markings
17. Performance and Reliability
18. Specifications
19. Shipping Instructions (DND) - Canadian-based Contractor
20. Progress Review Meeting
21. Canadian Government Catalogue of Materiel (CGCM)
22. Services
23. Crowned-Owned Equipment
24. Periodic Usage Reports - Contracts with Task Authorizations
25. Canadian Content Certification
26. Environment Protection
27. Contract Expiry - Transition
28. Transition Period

List of Annexes:

- | | |
|-----------|--|
| Annex "A" | Statement of Work |
| Annex "B" | Logistics (Generic) Statement of Work for Free Flow (Components) for R&O |
| Annex "C" | Insurance Requirements |
| Annex "D" | Security Requirements Check List |

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 Statement of Work, Logistics Statement of Work for Free Flow, the Insurance Requirements and the Security Requirements Checklist.

2. Summary

- (i) The Department of National Defence has a requirement for the repair, overhaul, modification, obsolete parts replacement and disposal in support of the Naval Sonar Mechanical Systems. Also included, on an as requested basis, are conducting Special Investigation and Technical Studies (SITS), supplying Mobile Repair Parties (MRP) and providing Technical Investigation and Engineering Support (TIES).
- (ii) The requirement is divided into two (2) categories of work.
 - Category 1 work will consist of Free Flow Repair and Overhaul (R&O), Obsolete Parts Replacement and Disposal.
 - Category 2 work will consist of Technical Investigation and Engineering Support (TIES), Mobile Repair Party (MRP) and Special Investigation and Technical Studies (SITS).
- (iii) The contract period will be for three (3) years with a two (2) year option periods of one year each.
- (iv) 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)" (<http://www.tpsgc-pwgsc.gc.ca/app-acq/lc-pl/lc-pl-eng.html#a31>) document on the [Departmental Standard Procurement Documents](#) Web site.

Solicitation No. - N° de l'invitation

W8482-120364/B

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

005ml

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

W8482-120364

File No. - N° du dossier

005mlW8482-120364

CCC No./N° CCC - FMS No/ N° VME

- (v) pursuant to section 01 of Standard Instructions 2003 and 2004, a Consent to a Criminal Record Verification form, must be submitted with the bid, by the bid solicitation closing date, for each individual who is currently on the Bidder's Board of Directors.
- (vi) The requirement is subject to a preference for Canadian goods and/or services.
- (vii) This procurement is subject to the Controlled Goods Program.

3. Debriefings

After contract award, bidders may request a debriefing on the results of the bid solicitation process. Bidders should make the request to the Contracting Authority within 15 working days of receipt of the results of the bid solicitation process. The debriefing may be in writing, by telephone or in person.

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 (2012-07-11) 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 seven (7) 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.

5. Controlled Goods Program

1. As the resulting contract will require the production of or access to controlled goods that are subject to the Defence Production Act, R.S. 1985, c. D-1, bidders are advised that within Canada only persons who are registered, exempt or excluded under the Controlled Goods Program (CGP) are lawfully entitled to examine, possess or transfer controlled goods. Details on how to register under the CGP are available at: Controlled Goods Program and registration is carried out as follows:
 - a. When the bid solicitation includes controlled goods information or technology, the Bidder must be registered, exempt or excluded under the CGP before receiving the bid solicitation. Requests for technical data packages or specifications related to controlled goods should be made in writing to the Contracting Authority identified in the bid solicitation and must contain the CGP registration number or written proof of exemption or exclusion of the Bidder and of any other person to whom the Bidder will give access to the controlled goods.
 - b. When the bid solicitation does not include controlled goods information or technology but the resulting contract requires the production of or access to controlled goods, the successful Bidder and any subcontractor who will be producing or accessing controlled goods must be registered, exempt or excluded under the CGP before examining, possessing or transferring controlled goods.
 - c. When the successful Bidder and any subcontractor proposed to examine, possess or transfer controlled goods are not registered, exempt or excluded under the CGP at time of contract award, the successful Bidder and any subcontractor must, within seven (7) working days from receipt of written notification of contract award, ensure that the required application(s) for registration or exemption are submitted to the CGP. No examination, possession or transfer of controlled goods must be performed until the successful Bidder has provided proof, satisfactory to the Contracting Authority, that the successful Bidder and any subcontractor are registered, exempt, or excluded under the CGP.

Failure to provide proof, satisfactory to the Contracting Authority, that the successful Bidder and any subcontractor are registered, exempt or excluded under the CGP, within thirty (30) days from receipt of written notification of contract award, will be considered a default under the resulting contract except to the extent that Canada is responsible for the failure due to delay in processing the application.
2. Bidders are advised that all information on the Application for Registration (or exemption) Form will be verified and errors or inaccuracies may cause significant delays and/or result in denial of registration or exemption.

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 (four (4) hard copies)
Section II: Financial Bid (two (2) hard copies)
Section III: Certifications (two (2) hard copies)

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

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) (<http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html>). To assist Canada in reaching its objectives, bidders are encouraged to:

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

Section I: Technical Bid

In their technical bid, bidders should demonstrate their understanding of the requirements contained in the bid solicitation and explain how they will meet these requirements. Bidders should demonstrate their capability and describe their approach 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: Financial Bid

- 1.1** Bidders must submit their financial bid in accordance with clause 6. Payment under Part 7 - Resulting Contract Clauses. The total amount of Goods and Services Tax or Harmonized Sales Tax must be shown separately, if applicable.

Section III: Certifications

Bidders must submit the certifications required under Part 5.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

1. Evaluation Procedures

- (a) Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the bids.
- (c) The evaluation team will determine first if there are three (3) or more bids with a valid Canadian Content certification. In that event, the evaluation process will be limited to the bids with the certification; otherwise, all bids will be evaluated. If some of the bids with a valid certification are declared non-responsive, or are withdrawn, and less than three responsive bids with a valid certification remain, the evaluation will continue among those bids with a valid certification. If all bids with a valid certification are subsequently declared non-responsive, or are withdrawn, then all the other bids received will be evaluated.

1.1 Technical Evaluation

1.1.1. Mandatory Criteria

1. The Bidder must have an employee that has at least five (5) years of experience in the repair and overhaul of Sonar Mechanical Systems.
2. The Bidder must be registered with the Controlled Goods Program.
3. The Bidder must be registered with the ISO 9001: 2008 Quality Management Systems.

1.2 Financial Evaluation

The financial evaluation of the bids will be calculated by applying the submitted rates against the predefined estimates. These estimates are for evaluation purposes only and do not reflect actual work during the contract period. The following financial evaluation formula will be applied to rates quoted by responsive and technically compliant bids.

Bid price calculation will be based on the following rates for the first year. After the first contract year the Consumer Price Index inflation rate will be applied to the rates for the follow on years. The first year percentage mark-up will be applied for each of the follow on years.

Category of Work	Firm Hourly	Hours	Year 1 x Hours
------------------	-------------	-------	----------------

Solicitation No. - N° de l'invitation

W8482-120364/B

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

005ml

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

File No. - N° du dossier

CCC No./N° CCC - FMS No/ N° VME

W8482-120364

005mlW8482-120364

	Rates		
R&O Regular Time	\$	2,000 hours	\$
R&O Overtime	\$	20 hours	\$
CAD Drawings (mechanical & electrical)	\$	150 hours	\$
MRP Regular Time	\$	40 hours	\$
MRP Overtime	\$	20 hours	\$
MRP Weekend and Holidays	\$	10 hours	\$
TIES Regular Time	\$	40 hours	\$
TIES Overtime	\$	10 hours	\$
SITS Regular Time	\$	40 hours	\$
\$15,000.00 X Contractor Purchased Materiel X quoted % mark-up =			\$
\$90,000.00 X Subcontractor Purchased Materiel X quoted % mark-up =			\$
Evaluation Total			\$

2. Basis of Selection

- 2.1** A bid must comply with the requirements of the bid solicitation and meet all mandatory technical evaluation criteria to be declared responsive. The responsive bid with the lowest evaluated price will be recommended for award of a contract. In the event of bids obtaining identical financial scores, the bid quoting the lowest combined percentage (%) mark-up on Contractor-Furnished Material (CFM) and the Sub-contractor Furnished Materiel will be recommended for contract award.

PART 5 - CERTIFICATIONS

Bidders must provide the required certifications to be awarded a contract. Canada will declare a bid non-responsive if the required certifications are not completed and submitted as requested.

Compliance with the certifications bidders provide to Canada is subject to verification by Canada during the bid evaluation period (before award of a contract) and after award of a contract. The Contracting Authority will have the right to ask for additional information to verify bidders' compliance with the certifications before award of a contract. The bid will be declared non-responsive if any certification made by the Bidder is untrue, whether made knowingly or unknowingly. Failure to comply with the certifications or to comply with the request of the Contracting Authority for additional information will also render the bid non-responsive.

1. Code of Conduct Certifications - Consent to a Criminal Record Verification

1.1 Bidders must submit with their bid, by the bid solicitation closing date:

- (a) a complete list of names of all individuals who are currently directors of the Bidder;
- (b) a properly completed and signed form Consent to a Criminal Record Verification (PWGSC-TPSGC 229), for each individual named in the list.

2. Certifications Precedent to Contract Award

The certifications listed below should be completed and submitted with the bid but may be submitted afterwards. If any of these required certifications is not completed and submitted as requested, the Contracting Authority will so inform the Bidder and provide the Bidder with a time frame within which to meet the requirement. Failure to comply with the request of the Contracting Authority and meet the requirement within that time period will render the bid non-responsive.

2.1 Federal Contractors Program - Certification

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. 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.
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.

2.2 Canadian Content Certification

2.2.1 Canadian Content Definition.

1. **Canadian good:** A good wholly manufactured or originating in Canada is considered a Canadian good. A product containing imported components may also be considered Canadian for the purpose of this policy when it has undergone sufficient change in Canada, in a manner that satisfies the definition specified under the North American Free Trade Agreement (NAFTA) Rules of Origin. For the purposes of this determination, the reference in the NAFTA Rules of Origin to "territory", is to be replaced with "Canada". (Consult Annex 3.6(9) of the Supply Manual.)

For photocopiers, computers and office equipment within Federal Supply Classification (FSC) groups 36, 70 and 74, see paragraph 6.(a).

2. **Canadian service:** A service provided by an individual based in Canada is considered a Canadian service. Where a requirement consists of only one service, which is being provided by more than one individual, the service will be considered Canadian if a minimum of 80 percent of the total bid price for the service is provided by individuals based in Canada.

-
3. **Variety of goods:** When requirements consist of more than one good, one of the two methods below is applied:
- aggregate evaluation: no less than 80 percent of the total bid price must consist of Canadian goods; or,
 - item by item evaluation: in some cases, the bid evaluation may be conducted on an item-by-item basis and contracts may be awarded to more than one supplier. In these cases, suppliers will be asked to identify separately each item that meets the definition of Canadian goods.
4. **Variety of services:** For requirements consisting of more than one service, a minimum of 80 percent of the total bid price must be provided by individuals based in Canada.
5. **Mix of goods and services:** When requirements consist of a mix of goods and services, no less than 80 percent of the total bid price must consist of Canadian goods and services (as defined above).

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

6. **Other Canadian goods and services:**

- For photocopiers, computers and office equipment within FSC groups 36, 70 and 74, only the products of the following firms are considered Canadian goods:
 - MERIT Partner under the MERIT Partnership Program (administered by Industry Canada [IC] and Public Works and Government Services Canada [PWGSC]);
 - Companies which, on March 31, 1992, were allocated to Priority Group 1 under the Priority Groups Policy in effect at that time; or
 - CIRCLE Canada companies as agreed on by IC and PWGSC.
- Textiles: Textiles are considered to be Canadian goods according to a modified rule of origin, copies of which are available from the Clothing and Textiles Division, Commercial and Consumer Products Directorate.

2.2.2. Canadian Content Certification

This procurement is limited to Canadian services.

The Bidder certifies that:

() the services offered are Canadian services as defined in paragraph 4 of clause A3050T.

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

Bidders should submit this certification completed with their bid. If the certification is not completed and submitted with the bid, the Contracting Authority will so inform the Bidder and provide the Bidder with a time frame within which to submit this completed certification. Failure to comply with the request of the Contracting Authority and submit the completed certification will render the bid non-responsive.

PART 6 - SECURITY, FINANCIAL AND OTHER REQUIREMENTS

1. Security Requirement

1. At the date of bid closing, the following conditions must be met:
 - (a) the Bidder must hold a valid organization security clearance as indicated in Part 7 - Resulting Contract Clauses;
 - (b) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work site(s) must meet the security requirement as indicated in Part 7 - Resulting Contract Clauses;
 - (c) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites.
2. For additional information on security requirements, bidders should consult the "Security Requirements for PWGSC Bid Solicitations - Instructions for Bidders" (<http://www.tpsgc-pwgsc.gc.ca/app-acq/lc-pl/lc-pl-eng.html#a31>) document on the Departmental Standard Procurement Documents Web site.

2. Controlled Goods Requirement

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

3. Insurance Requirements

The Bidder must provide 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.

If the information is not provided in the bid, the Contracting Authority will so inform the Bidder and provide the Bidder with a time frame within which to meet the requirement. Failure to comply with the request of the Contracting Authority and meet the requirement within that time period will render the bid non-responsive.

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 shall provide repair, overhaul, modification, obsolete parts replacement and disposal in support of Naval Sonar Mechanical Systems. Also included, on an as requested basis, are conducting Special Investigation and Technical Studies (SITS), supplying Mobile Repair Parties (MRP) and providing Technical Investigation and Engineering Support (TIES), for the stated equipment in accordance with the Statement of Work at Annex "A".

The requirement is divided into two (2) categories of work.

Category 1 work will consist of Free Flow Repair and Overhaul (R&O) and Disposal authorized in accordance with the Selection Notice and Priority Summary (SNAPS);

Additional information related to Category 1:

R&O: This activity includes the modifications of the equipment or systems (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 and includes, but is not limited to in service modifications not considered "Engineering Change, does still require DND's knowledge and approval, and may include improvements:

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.

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 and fleet, ensuring that safety and environmental requirements are addressed. It also includes the contract management activities, if any, of the disposal activity is contracted.

Category 2 work will consist of Technical Investigation and Engineering Support (TIES), Mobile Repair Party (MRP) and Special Investigation and Technical Studies (SITS). All work associated with Category 2 shall be authorised, on a task by task basis, utilising a DND 626 form and shall be coded to the Financial Account indicated on the tasking. All invoices shall reflect these codes.

Additional information related to Category 2:

MRP: This activity includes support either onboard a ship or at DND facilities on an as and when requested basis, as identified in Annex B, Logistics Statement of Work.

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.;

Testing shall be the responsibility of the Contractor.

All parts shall be Contractor Furnished Material (CFM).

1.1 Work Authorization

1.1.1 Work Authorization for Category 1

The Contractor shall repair and/or overhaul only those items for which the Contractor has received authorization in accordance with 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 the DND equipment and stores in the Contractor's possession. Repairs and/or overhaul priorities shall be maintained as per information provided in the Selection Notice and Priority Summary (SNAPS).

1.2.1 Work Authorization for Category 2

All work for Mobile Repair Party; Special Investigation and Technical Studies; and Technical Investigation and Engineering Support shall utilise a DND 626 and shall be coded to the appropriate Financial Account.

- (a) All tasking, and amendments thereto, shall be authorised on DND 626, Requisition on a Contract. This document will be prepared by the Technical Authority on the basis of work schedules and budget agreed to between the Contractor and the Technical Authority. A Statement of Work defining the tasks to be completed will be appended to the DND 626. The completed DND 626 shall be authorised by the Requisitioning Authority, or such officer(s) as may be designated by him from time to time, and forwarded directly to the Contractor. Copies of each requisition tasking the Contractor will be forwarded to the PWGSC Contracting Officer and to D Mar P 4-4-2-2 for information.
- (b) The Contractor shall sign and return acknowledgement copies of the DND 626 to PWGSC and to the Department of National Defence.

-
- (c) The estimated total cost authorized in the DND 626 is not to be exceeded unless and until an increase is authorized by task requisition amendment.
- (d) This contract contains the requirement for DND to raise DND 626 Task Authorizations to authorize work under the Contract for some or all of the required services. The requested approval limit for each DND 626 is C\$40,000.00 with an amendment limit of 50% of the original value. Tasks over their limit will be forwarded to the PWGSC Contracting Authority for their review and approval. On completion of approval the Contracting Authority will then provide DND with the approved task to proceed with the approving DND 626 for the task.

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

2030 (2012-07-16), General Conditions - Higher Complexity - Goods, apply to and form part of the Contract.

3. Security Requirement

1. The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer, hold a valid Designated Organization Screening (DOS), issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).
2. The Contractor/Offeror personnel requiring access to PROTECTED information, assets or sensitive work site(s) must EACH hold a valid RELIABILITY STATUS, granted or approved by CISD/PWGSC. Until the security screening of the Contractor/Offeror personnel required by this Contract/Standing Offer has been completed satisfactorily by the Canadian Industrial Security Directorate, Public Works and Government Services Canada, the Contractor/Offeror personnel MAY NOT HAVE ACCESS to (CLASSIFIED/PROTECTED) information or assets, and MAY NOT ENTER sites where such information or assets are kept, without an escort.

This contract includes access to controlled goods. Prior to access, the contractor must be registered in the Controlled Goods Program of Public Works and Government Services Canada.

3. The Contractor/Offeror MUST NOT remove any PROTECTED information or assets from the identified work site(s), and the Contractor/Offeror must ensure that its personnel are made aware of and comply with this restriction.
4. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/PWGSC.
5. The Contractor/Offeror must comply with the provisions of the:
 - (a) Security Requirements Check List and security guide (if applicable), attached at Annex D;
 - (b) Industrial Security Manual (Latest Edition).

4. Term of Contract

4.1 Period of the Contract

The contract period will be for a three year period commencing from the date of the contract.

4.2 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to two (2) additional one (1) year period(s) 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.

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

The Contracting Authority for the Contract is:

Name: Robert Burns
Title: Supply Team Leader
Public Works and Government Services Canada
Marine Systems Directorate
Address: Place du Portage, Phase III, Gatineau, Quebec, K1A 0S5

Telephone: 819 956-1199
Facsimile: 819 956-0897
E-mail address: robert.burns@tpsgc-pwgsc.gc.ca

The Contracting Authority is responsible for the management of the Contract and any changes to the Contract must be authorized in writing by the Contracting Authority. The Contractor must not perform work in excess of or outside the scope of the Contract based on verbal or written requests or instructions from anybody other than the Contracting Authority.

5.2 Technical Authority

The Technical Authority for the Contract is:

Name: _____
Title: _____
Organization: _____
Address: _____

Telephone: ____-____-_____
Facsimile: ____-____-_____

Solicitation No. - N° de l'invitation

W8482-120364/B

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

005ml

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

W8482-120364

File No. - N° du dossier

005mlW8482-120364

CCC No./N° CCC - FMS No/ N° VME

E-mail address: _____

The Technical Authority 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 Technical Authority; however, the Technical Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

5.3 Requisitioning Authority

Name: _____
Title: _____
Organization: _____
Telephone: _____
Facsimile: _____
E-mail: _____

5.4 Quality Assurance /Inspection Authority

Department of National Defence
Director General, Quality Assurance
National Defence Headquarters
Mgen Gorge R. Pearkes Building
101 Colonel By Dr.
Ottawa, Ontario
K1A 0K2

Attention: DQA

5.5 Contractor's Representative

TBD.

6. Payment

6.1 Basis of Payment

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid firm unit prices, as specified in Article 6.2. Customs duties are included and Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.

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 Firm Hourly Rates

Category of Work	Contract Period Firm Hourly Rates			Option Period Firm Hourly Rates	
	Year 1	Year 2	Year 3	Year 1	Year 2
R&O Regular Time	\$	TBD	TBD	TBD	TBD

R&O Overtime	\$	TBD	TBD	TBD	TBD
CAD Drawings (mechanical & electrical)	\$	TBD	TBD	TBD	TBD
MRP Regular Time	\$	TBD	TBD	TBD	TBD
MRP Overtime	\$	TBD	TBD	TBD	TBD
MRP Weekend and Holidays	\$	TBD	TBD	TBD	TBD
TIES Regular Time	\$	TBD	TBD	TBD	TBD
TIES Overtime	\$	TBD	TBD	TBD	TBD
SITS Regular Time	\$	TBD	TBD	TBD	TBD

- (a) For Contractor materials (excluding subcontractors): laid down cost plus a firm mark-up of X% for the contract period.
- (b) For Subcontractor purchased materials: laid down cost plus a firm mark-up of X% for the contract period.
- (c) Overtime will commence after a total of forty hours in a week.

6.3 Annual Rate Changes

The annual rates changes will be based on the Consumer Price Index (CPI) "Services" rate. This rate is located at the Statistics Canada web page: <http://www.statcan.gc.ca/start-debut-eng.html>, under the "Latest Indicators" where the "CPI annual inflation" is identified. When this is opened "Table 1 Consumer Price Index and major components, Canada – Not seasonally adjusted is chosen and at the bottom of the table the category "Services" is shown. The CPI rate identified for services will be used for the annual increase for all of the rates identified in the contract.

6.4 Overtime

The Contractor must not perform any overtime under the Contract unless authorized in advance and in writing by the Contracting Authority. Any request for payment must be accompanied by a copy of the overtime authorization and a report containing the details of the overtime performed pursuant to the written authorization.

6.5 Basis of Payment - Limitation of Expenditure - Task Authorizations

The Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of the Work specified in the authorized Task Authorization (TA), as determined in accordance with the Basis of Payment 6.1 to the limitation of expenditure specified in the authorized TA.

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

No increase in the liability of Canada or in the price of the Work specified in the authorized TA resulting from any design changes, modifications or interpretations of the Work will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been authorized, in writing, by the Contracting Authority before their incorporation into the Work.

6.6 Canada's Obligation - Portion of the Work - Task Authorizations

Canada's obligation with respect to the portion of the Work under the Contract that is performed through task authorizations is limited to the total amount of the actual tasks performed by the Contractor.

6.7 Limitation of Expenditure

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.
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.

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.

6.8 Time Verification

SACC Manual Clause C0711C 2008-05-12 Time Verification

6.9 Travel and Living Expenses

1. The Contractor will be reimbursed its authorized travel and living expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for profit or administrative overhead, in accordance with the meal, private vehicle and incidental expenses provided in Appendices B, C and D of the Treasury Board Travel Directive, and with the other provisions of the directive referring to "travellers", rather than those referring to "employees".
2. All travel must have the prior authorization of the Requisitioning Authority.
3. All payments are subject to government audit.

7. Invoicing Instructions

7.1 For Category 1

Invoices will be submitted as follows:

1. Invoices shall clearly identify the following:
 - a. DND financial coding N.001627.04.01, F C113, FC 2183DL, GL 6225;
 - b. contract serial number;
 - c. details of items repaired including
 - . NSN
 - . Description of item
 - . Labour hours
 - . Materiel costs
 - . Other applicable costs
 - . Work order numbers
 - . Stock holding code change notification document number
 - d. rate of payment;
 - e. number of hours applicable to task (if a ceiling price task);
 - f. approved travel and living expenses related to the task (receipts required).
2. The original and one copy of the invoice with all supporting documentation shall be forwarded to the DND Requisition Authority, Directorate Maritime Procurement (D MAR P 4-4-4).
3. 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 resulting contract.

7.2 For Category 2

1. Invoices shall be submitted as specified in each (DND 626) Requisition on Contract. Invoices shall clearly identify the following:
 - a. DND financial coding N.001593.04.01 G/L 4201;
 - b. contract serial number;
 - c. task authorisation requisition number;
 - d. engineering or technical support classification;
 - e. rate of payment;
 - f. number of hours applicable to task (if a ceiling price task);
 - g. cost of materials related to the task; and
 - h. approved travel and living expenses related to the task (receipts required).
2. The original and one copy of the invoice with all supporting documentation shall be forwarded to the DND Requisition Authority, Directorate Maritime Procurement (D MAR P 4-4-4).

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 Ontario.

10. Priority of Documents

If there is a discrepancy between the wording of any documents that appear on the list, the wording of the document that first appears on the list has priority over the wording of any document that subsequently appears on the list.

- (a) the Articles of Agreement;
- (b) the general conditions 2030 (2012-07-16) General Conditions - Higher Complexity - Goods;
- (c) Annex A, Statement of Work;
- (d) Annex B, Logistics Statement of Work for Free Flow (Components) for R&O;
- (e) Annex C, Insurance Requirements;
- (f) Annex D, Security Requirements Check List;
- (g) the signed Task Authorizations (including all of its annexes, if any) (*if applicable*);
- (h) the Contractor's bid dated _____,

11. Defence Contract

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

12. Insurance Requirements

The Contractor must comply with the insurance requirements specified in Annex C . 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.

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.

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.

13. Controlled Goods Program

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

14. SACC Manual Clauses

- A1009C (2008-05-12) Work Site Access
- A3060C (2008-05-12) Canadian Content Certification
- A9016C (2011-05-16) Hazardous Waste Disposal

A9062C (2011-05-16)	Canadian Forces Site Regulations
A9065C (2006-06-16)	Identification Badge
B1501C (2006-06-16)	Electrical Equipment
B4060C (2011-05-16)	Controlled Goods
B8044C (2007-05-25)	Mobile Repair Parties
C0305C (2008-05-12)	Cost Submissions
C2611C (2007-11-30)	Customs Duties - Contractor Importer
D2025C (2008-12-12)	Wood Packaging Materials
D3010C (2012-07-16)	Dangerous Goods/Hazardous Products
D3015C (2007-11-30)	Dangerous Goods/Hazardous Products
D5510C (2012-07-16)	Quality Assurance Authority (DND) - Canadian-based Contractor
D5540C (2010-08-16)	ISO 9001:2008 Quality Management Systems - Requirements (QAC Q)
D5606C (2012-07-16)	Release Documents (DND) - Canadian-based Contractor
H1008C (2008-05-12)	Monthly Payments
H4500C (2010-01-11)	Lien - Section 427 of the Bank Act

15. Release Documents - Distribution

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

- One (1) copy mailed to consignee marked: "Attention: Receipts Officer";
- Two (2) copies with shipment (in a waterproof envelope) to the consignee;
- One (1) copy to the Contracting Authority;
- One (1) copy to:

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

Attention: _____

- One (1) copy to the Quality Assurance Representative;
- One (1) copy to the Contractor; and
- For all non-Canadian contractors, one (1) copy to:

DQA/Contract Administration
National Defence Headquarters
Mgen George R. Pearkes Building
101 Colonel By Drive
Ottawa, ON K1A 0K2
E-mail: ContractAdmin.DQA@forces.gc.ca.

16. Identification Markings

All equipment assemblies or components after overhaul or reconditioning shall have the original marking information 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.

17. Performance and Reliability

Equipment repaired or overhauled in accordance with the terms of this contract will be produced to meet the standards of performance and reliability described in applicable engineering orders and test sheets. 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 he proposes to repair/overhaul the equipment through the Quality Assurance Representative (QAR) to the Technical Authority for DND approval.

18. Specifications

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

19. Shipping Instructions (DND) - Canadian-based Contractor

1. Delivery will be FCA Free Carrier at 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.
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 Coordination Center (ILCC)
Telephone: 1-877-877-7423 (toll free)
Facsimile: 1-877-877-7409 (toll free)
E-mail: ILHQOttawa@forces.gc.ca

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.
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.

-
5. The Contractor must not ship the goods before receiving shipping instructions from the DND Inbound Logistics contact.
 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.
 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.

20. Progress Review Meeting

At the request of DND a Progress Review Meeting will be held at least once a year. The Contracting Authority will chair these meetings which will be held at the Contractor's facility. The Contractor's attendees at these meetings, as a minimum, will be the Contract Administrator and Project Manager.

21. Canadian Government Catalogue of Materiel (CGCM)

The Canadian Forces Quality Assurance Region (CFQAR) shall provide the Contractor with one copy (and subsequent up-dates) of the CGCM on DVD-ROM, publication A LM 137 COM/LX-001, upon request. The CGCM on DVD-ROM includes limited rights data of certain NATO countries or manufacturers, and such information is proprietary to these entities. Therefore, the Contractor shall protect the confidentiality of this data in accordance with the following conditions:

- a. that the information to which they access will be used only for logistics purposes of the work required by the contract. The Contractor further agrees not to manufacture, use or sell the Confidential Information or any part thereof;
- b. that they shall not disclose or provide access to such information to anyone unless they have verified that the recipient has been properly authorized to receive such information;
- c. to adopt operating procedures and physical security measures to properly safeguard such information from unauthorized use and from disclosure or release to unauthorized third parties; and
- d. to return to DND the Confidential Information and any copies thereof or materials arising out of the foregoing, upon completion of the purposes for which it was delivered, or the contract is completed or terminated by either party.

22. Services

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 by the Technical Authority.
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.

3. The Technical Authority or other authorised departmental government representative shall have access at all times to the work and to the plant or premises where any part of the work is being performed.

23. Crown-Owned Equipment

Crown owned equipment utilised in processing materiel called up on the Procurement Instruments shall be properly maintained by the Contractor in accordance with terms described in 2030 General Conditions - Higher Complexity - Goods (2012-07-16) and in the loan agreement. The exercise of such responsibility is subject to verification by the Quality Assurance Representative (QAR) who may also authorise as necessary repair and/or modifications to such equipment as a charge to the contract.

24. Periodic Usage Reports - Contracts with Task Authorizations

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

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

The data must be submitted on a quarterly basis to the Contracting Authority.

The quarterly periods are defined as follows:

1st quarter: April 1 to June 30;

2nd quarter: July 1 to September 30;

3rd quarter: October 1 to December 31; and

4th quarter: January 1 to March 31.

The data must be submitted no later than ten (10) calendar days after the end of the reporting period.

Reporting Requirement- Details

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

For each authorized task:

- i. the authorized task number or task revision number(s);
- ii. a title or a brief description of each authorized task;
- iii. the total estimated cost specified in the authorized Task Authorization (TA) of each task, GST or HST extra;
- iv. the total amount, GST or HST extra, expended to date against each authorized task;
- v. the start and completion date for each authorized task; and
- vi. the active status of each authorized task, as applicable.

For all authorized tasks:**HST**

- i. the amount (GST or HST extra) specified in the contract (as last amended, as applicable) as Canada's total liability to the contractor for all authorized TAs; and
- ii. the total amount, GST or HST extra, expended to date against all authorized TAs.

25. Canadian Content Certification

1. The Contractor warrants that the certification of Canadian Content submitted by the Contractor is accurate and complete, and that the goods, services or both to be provided under the Contract are in accordance with the definition contained in clause A3050T.
2. The Contractor must keep proper records and documentation relating to the origin of the goods, services or both provided to Canada. The Contractor must not, without obtaining before the written consent of the Contracting Authority, dispose of any such records or documentation until the expiration of six (6) years after final payment under the Contract, or until settlement of all outstanding claims and disputes under the Contract, whichever is later. All such records and documentation must at all times during the retention period be open to audit, inspection and examination by the representatives of Canada, who may make copies and take extracts. The Contractor must provide all facilities for such audits, inspections and examinations, and must furnish all such information as the representatives of Canada may from time to time require with respect to such records and documentation.
3. Nothing in this clause must be interpreted as limiting the rights and remedies which Canada may otherwise have pursuant to the Contract.

26. Environment Protection

The Contractor is responsible for ensuring that all work carried out on a DND vessel by staff, or duly appointed sub-contractors, under any contract awarded as a result of this solicitation 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.

Prior to the commencement of work on DND vessels each contractor or sub-contractor shall be aware of the Emergency / Spill Response Plan for the applicable vessel as well as the 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.

Copies of all Hazardous Material Disposal Certificates or Hazardous Waste Manifests 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.

Solicitation No. - N° de l'invitation

W8482-120364/B

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

005ml

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

W8482-120364

File No. - N° du dossier

005mlW8482-120364

CCC No./N° CCC - FMS No/ N° VME

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

27. Contract Expiry - Transition

The Contractor shall carry out any transition requirements to a new contractor or to Canada and shall provide complete support and assistance to any new Contractor or Canada personnel up to 90 calendar days to ensure there is an orderly transition of work, Government property, and documentation.

28. Transition Period

The Contractor acknowledges that the nature of the services provided under the Contract requires continuity and that a transition period may be required at the end of the Contract. The Contractor agrees that Canada may, at its discretion, extend the Contract by a period of thirty (30) days under the same conditions to ensure the required transition. 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.

The Contracting Authority will advise the Contractor of the extension by sending a written notice to the Contractor at least thirty (30) calendar days before the contract expiry date. The extension will be evidenced for administrative purposes only, through a contract amendment.

Solicitation No. - N° de l'invitation

W8482-120364/B

Amd. No. - N° de la modif.

File No. - N° du dossier

005mlW8482-120364

Buyer ID - Id de l'acheteur

005ml

CCC No./N° CCC - FMS No/ N° VME

W8482-120364

ANNEX A

STATEMENT OF WORK

Solicitation No. - N° de l'invitation

W8482-120364/B

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

W8482-120364

Amd. No. - N° de la modif.

File No. - N° du dossier

005mlW8482-120364

Buyer ID - Id de l'acheteur

005ml

CCC No./N° CCC - FMS No/ N° VME

ANNEX B

Logistics (Generic)

Statement of Work

for

Free Flow (Components)

for Repair and Overhaul

ANNEX C**INSURANCE REQUIREMENTS****Commercial General Liability Insurance**

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.
2. The Commercial General Liability policy must include the following:
 - a. Additional Named Insured: Canada is added as an additional named insured, but only with respect to liability arising out of the performance of the Contract.
 - 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. All Risks Tenants Legal Liability - to protect the Contractor for liabilities arising out of its occupancy of leased premises.
 - o. Amendment to the Watercraft Exclusion to extend to incidental repair operations on board watercraft.
 - p. Sudden and Accidental Pollution Liability (minimum 120 hours): To protect the Contractor for liabilities arising from damages caused by accidental pollution incidents.

-
- q. 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.

Solicitation No. - N° de l'invitation

W8482-120364/B

Amd. No. - N° de la modif.

File No. - N° du dossier

005mlW8482-120364

Buyer ID - Id de l'acheteur

005ml

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

W8482-120364

CCC No./N° CCC - FMS No/ N° VME

ANNEX D

SECURITY REQUIREMENTS CHECK LIST

Annex A

**STATEMENT OF WORK
FOR
REPAIR AND OVERHAUL (R&O) OF
NAVAL SONAR MECHANICAL SYSTEMS**

TABLE OF CONTENTS

1.	INTRODUCTION.....	1
2.	SCOPE.....	1
3.	TECHNICAL REQUIREMENTS.....	1
4.	APPLICABLE DOCUMENTS.....	2
5.	MODIFICATIONS AND IMPROVEMENTS.....	3
6.	CONFIGURATION MANAGEMENT.....	3
7.	PROJECT MANAGEMENT.....	4
8.	SUPPLIER QUALIFICATIONS.....	4
9.	PACKAGING AND PRESERVATION.....	4
10.	QUALITY ASSURANCE.....	4
11.	PERSONEL.....	5
12.	REPAIR AND OVERHAUL FACILITIES AND CAPABILITIES.....	5
13.	SPECIAL REPORT.....	6

APPENDICES

APPENDIX 1 – EQUIPMENT LIST

APPENDIX 2 – PUBLICATIONS LIST

1. INTRODUCTION

- 1.1. The Department of National Defence, Director of Maritime Ship Support (DMSS 7), has a requirement for the repair, overhaul, calibration, testing, and Technical Investigation and Engineering Support (TIES) for sonar mechanical systems in the Royal Canadian Navy.

2. SCOPE

- 2.1. This SOW and the Free Flow R&O SOW Annex C, cover the repair, overhaul, calibration, testing, and TIES for the sonar mechanical systems defined below and their sub-assemblies as defined in Appendix I to this SOW:

a.	69-703	Hull Outfit, Sonar, Type C5
b.	69-745	Handling and Stowage Group, Towed Array, OK-410 (V)1/SQR
c.	69-766	C5 Sonar Dome Assembly
d.	69-705	NIXIE Launch and Recovery Group
e.	69-859	Towed Array Reeler (Surface)

3. TECHNICAL REQUIREMENTS

- 3.1. The Contractor will be required to test and repair, and where required, calibrate all repairable items which form part of the equipments listed in paragraph 2.
- 3.2. The minimum repair on every repairable item shall include:
- a. Incoming inspection of mechanical and electrical components;
 - b. Cleaning, visually inspecting and bench testing;
 - c. Cleaning and testing necessary to locate and isolate defects, deficiencies and determine nature and extent of work;
 - d. Disassembling to the extent necessary to inspect for needed repairs of parts or sub-assemblies;
 - e. Performing necessary repairs, including rework and/or replacement of parts or sub-assemblies;
 - f. In-process inspection to ensure rectification of defects and deficiencies;
 - g. Re-assembling, performing calibrations functionally testing, performing acceptance inspection as defined in the TDP and preparing for shipment; and
 - h. Conducting final inspection in accordance with approved test procedures and Quality Plan.
- 3.3. The equipment shall be repaired and restored to a serviceable operating condition to meet the standards of performance and reliability described in the repair and test schemes (proposed by the Contractor and accepted by DND), technical orders, original procurement specifications and test sheets as applicable. When such standards are not described or when standards described are considered by the Contractor to be inadequate, the Contractor is to submit the standards of performance and reliability, to which the Contractor proposes to repair the equipment, through the Quality Assurance Representative, to the Technical Authority (TA) for approval. No work shall commence until standards are defined and agreed upon by the TA.

- 3.4. The Contractor shall maintain a supply of spare parts, sub-assemblies and component parts to ensure minimum turn-around-time.

4. APPLICABLE DOCUMENTS

- 4.1. The following documents of the latest issue and revision, form part of this SOW to the extent specified herein.

4.2. ISO Standards

- a. ISO 9001:2008 Quality Management Systems – Requirements
- b. ISO 10005 Quality Management – Guidelines for Quality Plans

4.3. DND Standards and Specifications

- a. A-LM-184-001/JS-001 Special Instructions Repair and Overhaul Contractors
- b. C-02-015-001/AG-000 Unsatisfactory Condition Report
- c. C-02-005-011/AM-000 Procedures and Guidelines for Mobile Repair Parties Manned by Contractor Personnel
- d. C-03-011-004/MS-001 General Design Requirements Fabrication Practices and Cleanliness Monitoring Procedures
- e. D-01-100-220/SF-000 Specification - Preparation of Modification Instructions
- f. D-02-002-002/SG-000 General Requirements for Overhaul and Restoration of Electronic and Avionic Equipment By Civilian Contractors
- g. D-02-006-008/SG-001 National Defence Standard, Design Change, Deviation and Waiver Procedures
- h. D-03-001-025/SF-001 Specification for Repair and Overhaul of Marine Valves
- i. D-03-002-006/SG-000 Repair/Overhaul and Post Repair/Overhaul Inspection and Test Procedures for Shipboard Electric Motors
- j. D-03-002-006/SG-Z01 Completion Certificate and Run-in Test for Shipboard Electric Motors
- k. D-23-003-005/SF-002 Maintenance Painting Specification for HMC Ships
- l. DEFSTAN 02-752 Parts 1, 2 and 3 GRP Survey and Repair Requirements for HM Ships, Boats Craft and Structures
- m. D-LM-008-036/SF-000 Department of National Defence Minimum Requirements for Manufacturer's Standard Pack
- n. C-13-010-000/AM-001 Hydraulic Fluid Cleanliness and Related Environmental Control Standards at Contractors Plants

Standards at Contractors Plants

- o. C-03-011-004/MS-001 General Design Requirements Fabrication Practices and Cleanliness Monitoring Procedures

4.4. **Technical Publications – Refer to APPENDIX B for equipment specific Technical Publications.**

- a. C-03-010-111/NG-002 Test Sheet Motor Controllers
- b. C-03-010-111/NG-005 Test Sheet for Shipboard Systems And Equipment Motor Controller – Direct Current

4.5. **US Military Standards and Specifications.**

- a. MIL-STD-2110 Military Standard, Restoration, Overhaul and Repair of Electronic Equipment
- b. EIA649 National Consensus Standards for Configuration Management

4.6. **Technical Data Packages – Define the equipment and manufacturing requirement.**

- a DL-1213D1598 CANTASS Handling and Stowage Group
- b DL-DDDS013400-1C5 Outfit HFX Batch 2 and CFNES
- c DL-DDDS013400-2C5 Outfit HFX Batch 1 and IRO
- d DL-569949 163 Inch Sonar Dome

5. MODIFICATIONS AND IMPROVEMENTS

- 5.1. All items inducted into the repair line shall be returned to serviceable condition, including embodiment of all modifications and / or improvements.
- 5.2. Upon mutual agreement, the Contractor may be required to design and prove modifications proposed by DND or by the Contractor and provide estimates of the cost of modification kits. Modification or CANAVMOD instructions shall be prepared or revised in accordance with Specification D-01-100-220/SF-000.

6. CONFIGURATION MANAGEMENT

- 6.1. The Contractor shall provide a Configuration Management Plan to which all items / equipment repaired shall be subject to Configuration Management. The principles defined in MIL-STD-973 shall be implemented at the Contractor's facility. The design change, deviation and waiver procedure, D-02-006-008/SG-001 shall be utilized vice those identified in MIL-STD-973. All class one (1) changes, i.e., changes, which affect

fit, form and function of any assembly, sub-assembly or component shall be submitted to the TA for acceptance. Approval of all other changes shall be managed and implemented by the Contractor's Configuration Control Board. The Contractor shall maintain and update all specifications, drawings and in-plant support documentation (i.e., Quality Assurance), which defines the configuration of the item repaired.

7. PROJECT MANAGEMENT

- 7.1 The Contractor shall name a Project Manager as the single point of contact for the Contract. Decisions on all matters with respect to the work under this contract, the organizational structure responsible for managing and performing work, reporting on the progress of the work on a monthly basis and the coordinating of meetings shall be made by the Project Manager.

8. REPAIR AND PROCEDURES QUALIFICATION

- 8.1 For items selected from APPENDIX 1 for repair work, the Contractor shall submit to the Technical Authority for approval, the Contractor's proposed repair process and procedures to ensure that it is adequate and that the repaired items are;
- a. interchangeable; and
 - b. meet any physical design requirement, i.e., pressure, force, dimension and torque.

9. PACKAGING AND PRESERVATION

- a. Repaired items shall be packaged in accordance with D-LM-008-036/SF-000 and A-LM-187-002/JS-001.
- b. If there is a requirement to repair, replace or provide a reusable container or other packaging material, it will become a charge against the Repair and Overhaul contract

10. QUALITY ASSURANCE

- 10.1 The Contractor shall provide a Quality Assurance and Quality Control plan for all activities carried out in the performance of the work.
- 10.2 The Contractor must demonstrate that the International Standard ISO 9001:2008, Quality Management Systems – Requirements are met in the performance of the work, although certification under ISO 9001:2008 is not mandatory.
- 10.3. If the Contractor is certified compliant to the International Standard ISO 9001:2008, a copy of the certification must be provided.
- 10.4 The contractor must submit a Quality Plan prepared according to the latest issue (at date of request for proposal) of ISO 10005 – Quality Management – Guidelines for specified requirements of the resultant contract and specify how the required quality activities are to be carried out, including quality assurance of sub-contractors. The Contractor must include a traceability matrix from the elements of the specified quality requirements to the corresponding paragraphs in the Quality Plan.
- 10.5 The Quality Plan may reference other documents. Where referenced documents do not already exist, but are required by the Quality Plan, the plan shall identify them and also identify when, how and by whom they will be prepared and approved. Any documents referenced in the Quality Plan shall be provided to the Technical Authority.
- 10.6 Upon acceptance of the Quality plan by DND, the Contractor must implement the Quality Plan. If necessary, the Contractor must make appropriate amendments to the activities. Amendments to the Quality Plan must be acceptable to DND.

11. PERSONNEL

- 11.1 The Contractor shall utilize sufficient personnel who are fully qualified, experienced and familiar with the equipment to carry out the requirements of the contract. Resumes and job description of personnel involved with the work of this SOW are to be provided to the Technical Authority.
- 11.2 Technologists are to hold a college level diploma and Engineers are to be licensed in the province they are working in. All engineering and technical personnel shall have a minimum of five (5) years of practical experience relating to one or more disciplines as per Para 11.4 below.
- 11.3 The Contractor shall ensure that personnel are adequately trained on the equipment on which they are employed. All training and certifications are the Contractor's responsibility.
- 11.4 The Contractor shall maintain engineering support for the equipment listed in Appendix 1, Equipment List, in the following disciplines and/or specialty. Hydrodynamics and Naval Architecture
- a. Hydraulics
 - b. Fluid Mechanics
 - c. Mechanical
 - d. Electro-Mechanical
 - e. Welding
 - f. Corrosion
 - g. Power
 - h. Instrumentation and control
 - i. Environmental
- 11.5 In addition, other engineering support activities may include;
- a. Conduct of technical investigations and engineering studies (TIES);
 - b. Design of modifications and evaluation of the effects on other systems;
 - c. Assessment of repair requirements and design of repair schemes, including responding to urgent requests for engineering dispositions.

12. REPAIR AND OVERHAUL FACILITIES AND CAPABILITIES

- 12.1 The Contractor shall maintain either in-house or via contractual arrangement, the capabilities listed below to fulfill the Repair and Overhaul work on systems listed in Para 2.1. Further capabilities to include special and general purpose test equipment, fixtures and tooling.
- 1. Sheet metal fabrication and repair;
 - 2. Welding (processes including MIG, TIG and Oxy-Acetylene);
 - 3. Machining and fabrication of mechanical assemblies;
 - 4. GRP fabrication and repair (epoxy and polyester), including moulds;
 - 5. Painting of industrial coatings (epoxy, urethane, enamel, etc..)
 - 6. Electrical components and assemblies repair and testing;
 - 7. Hydraulic components and assemblies repair and testing;

- 12.2 The Contractor shall be capable of manufacturing or sub-contracting the manufacture of parts as required. All parts manufactured by the Contractor or sub-contractor shall be in accordance with drawings and / or specifications approved by the DA/TA.

13. SPECIAL REPORTS

The Contractor shall deliver in .XLS electronic format, monthly reports (month of April being start of fiscal year) on R&O work. The following list is the minimum number of items to be included in the Monthly Report:

- a. Item name;
- b. Serial Number;
- c. NATO Stock Number;
- d. Maximum Repair Cost ;
- e. Demilitarization Code;
- f. Date received;
- g. Work Package delivery date;
- h. Production start date;
- i. Estimated completion date;
- j. Final invoice amount and
- k. Miscellaneous notes.

Annex B

LOGISTICS

**(Generic)
STATEMENT OF WORK**

for

FREE FLOW (Components)

for

Repair and Overhaul

Issued on authority of the Assistant Deputy Minister (Material) (ADM(Mat))

OPI: DMPP 4-4 2009-09-01

Table of Contents

1.0	GENERAL
1.1	AIM
1.2	EXTENT OF WORK
2.0	ADMINISTRATION
2.1	RECEIPT
2.2	DISCREPANCIES IN SHIPMENTS
2.3	COMPLETION OF WORK
3.0	WORK CONTROL
4.0	ANNUAL REPAIR FORECAST - SNAPS
5.0	COST CONTROL
6.0	COSTING RECORDS
7.0	MAINTENANCE SUPPORT
7.1	MINOR REPAIRS
7.2	MOBILE REPAIR PARTIES (MRPs)
7.3	EQUIPMENT TURN AROUND TIME (TAT)
7.4	PRIORITY REPAIR REQUEST (PRR)
7.5	SPECIAL INVESTIGATIONS AND TECHNICAL STUDIES (SITs)
7.6	TECHNICAL INVESTIGATIONS & ENGINEERING STUDIES (TIES)
8.0	SUPPLY SUPPORT
8.1	TRANSACTION DOCUMENTATION
8.2	CONTRACTOR SUPPLY ACCOUNTING
8.3	MANAGEMENT OF DND-OWNED SPARES
8.4	SPARES REVIEW
8.5	STOCKTAKING
8.6	SELECTION NOTICE OBSERVATION MESSAGE (SNOM)
8.7	EMBODIMENT FEES
8.8	LOSS OR DAMAGE TO DND MATERIEL
8.9	SCRAP - CUSTODY & DISPOSAL
8.10	PRESERVATION AND PACKAGING FAILURE
8.11	REUSABLE CONTAINERS
8.12	TRANSPORTATION
8.13	CUSTOMS & EXCISE
9.0	WARRANTY CONSIDERATION
10.0	CONTRACTOR USE OF DND EQUIPMENT/PUBLICATIONS
11.0	STOP REPAIR ACTION
12.0	PUBLICATIONS
13.0	OFFICE SERVICES
14.0	MINUTES OF MEETINGS
15.0	PLANT SHUTDOWN/VACATION PERIOD
16.0	REPORTS
16.1	MRP PROGRESS REPORTS
16.2	TECHNICAL INVESTIGATIONS & ENGINEERING STUDIES (TIES) REPORTS
16.3	ACCIDENT/INCIDENT REPORTS
16.4	R&O CONTRACTOR EFFECTIVENESS REPORT
16.5	ANNUAL CONTRACTOR HELD INVENTORY REPORT
	ANNEX A&B – CONTRACTOR-HELD INVENTORY REPORTING REQUIREMENTS & TEMPLATES

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 Requisition Authorities (RA), 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 WKN1 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 RA 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 Requisition 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 Requisition Authority (RA) 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 to the RA 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 Requisition 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 RA who will advise NDQAR accordingly.

7.2 MOBILE REPAIR PARTIES (MRPs)

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

There are two types of MRP:

- A scheduled Mobile Repair Party (MRP); for a scheduled MRP, the RA 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 RA;
 - describe the work to be done;
 - request that the unscheduled IOR MRP process be used.
- The RA 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 RA’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 Requisition 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 Requisition 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 Requisition 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 Requisition 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 Requisition 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 RA. 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 Requisition 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 Requisition 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 Requisition Authority. The Contractor shall submit the minutes to Public Works and Government Services Canada (PWGSC) or the Requisition 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 Requisition 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 Requisition 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 Requisition 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 RA 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 Requisition 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

THIS PAGE INTENTIONALLY LEFT BLANK

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:	<input type="text"/>
Plus: Cost of Goods Purchased or Acquired:	<input type="text"/>
Minus: Consumption / Removals:	<input type="text"/>
Closing Inventory as at 31 March 20XX:	<input type="text" value="\$ -"/>

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).

**APPENDIX 1 TO ANNEX A
EQUIPMENT LIST**

EAC 69703 REPAIRABLE ITEMS

PPB	ITEM	NSN	CPN	MRN	NSCM	RC	DMC
000020	THRUST BEARING ASSE	5845219039743		DDDS013401-1	36219	B	A
000030	HOUSING ASSEMBLY.	3130219050336	013401-1-1	DDDS013421-1	36219	B	A
000060	MAIN SCREW.	5845218929777	013401-1-4	DDDS013412-1	36219	B	A
000380	MAIN TUBE AND TERMI	5845219050337	013400-1-2	DDDS013402	36334	B	B
000400	TERMINATION HOUSING	5845219050338	013402-1-2	DDDS013442-1	36219	B	A
000420	MAINTUBE SUBASSEMBL	5845218929820	013402-1-3	8265189-1	36219	B	D
000920	MAIN BEARING ASSEMB	5845219050341	013400-1-4	8265178	36334	B	A
000970	HYDRAULIC DOWN LOCK	5845219050342	8265178-1-5	8458969	36334	B	A
001040	CYLINDER ASSEMBLY, A	3040219058318	8458969-1-8	7LJ2X1-5NC11STDMS2	35077	F	A
001840	BEARING LUBRICATION	5845219050344	013400-1-7	8458981	36334	B	A
001960	HANDWHEEL ASSEMBLY.	5845219050345	013400-1-9	8265192	36334	B	A
002060	TOGGLE LINK,UPPER A	5845219050339	013400-1-11	DDDS013433-01	36334	B	B
002070	TOGGLE LINK, LOWER A	5845219050340	013400-1-12	DDDS013433-02	36334	B	B
002810	SHAFT HORIZONTAL, WO	5845218928330		DDDS013472-1	36219	B	A
002895	CURTAIN,PROTECTIVE,	5845219050346	8658893-1-13	8658897-2	36219	B	A
002920	SHAFT HORIZONTAL,WO	5845218928330	013400-1-28	DDDS013472-1	36219	B	A
003190	MOTOR,BRAKE ASSEMBL	6105218927696	013400-1-65	DDDS013471-1	36219	G	D
003280	BELT GUARD.	5845218970926		DDDS013486	38421	G	A
003500	UNDERWATER TEL.	5845218894592	013400-1-100	8265194	36219	G	F
003540	BAFFLE,ACOUSTIC,SON	5845218894591		DDDS013496	35356	G	D
003590	BAFFLE PLATE ASSY	5845218894591	013400-1-101	DDDS013496	36219	B	D
003820	MAIN CONTROL PANEL.	5845218874663	013400-1-103	DDDS013446-1	36219	G	A
003830	CONTROL,SONAR DETEC	5845218874663		DDDS013446-1	36219	G	A
003880	STARTER,MOTOR.	6110218927695	013446-1-10	A213C12X3	08453	G	A
003950	COUNTER,ELECTRICAL.	6680013441446	013446-1-17	LNXC 2000/A	59658	G	A
004730	ALTERNATE CONTROL P	5845218874662	013400-1-104	DDDS013464-1	36219	G	A
004780	CONTROL,SONAR DETEC	5845218874662		DDDS013464-1	36219	G	A
005080	LIMIT SWITCH TERMIN	5845218874664	013400-1-105	DDDS013467-1	36219	G	A

EAC 69745 REPAIRABLE ITEMS

PPB	ITEM	NSN	CPN	MRN	NSCM	RC	DMC
0000290	PAWL ASSEMBLY.	3040012503892		1213D1033	54497	B	A
0000590	CYLINDER,HYDRAULIC	3950011991826	0491C0002	632181	05448	B	A
0002060	WINCH,DRUM,POWER	3950013032319		1213E3500	03538	B	A
0002350	SWITCH,SENSITIVE.	5930012337134		1213D1067	03538	B	A
0002700	MOTOR,HYDRAULIC.	4320012050867	UK4309200A0 LV0124	0871D0013	03538	B	Q
0003630	RING ASSEMBLY,SLIP.	2920012050692		1213E1527	03538	B	Q
0003640	ENCODER DRIVE ASSY	3020012050700	1213E1511	1213E1511	03538	B	Q
0003650	SHAFT ASSEMBLY.	3040012050701		1213C1507	0DHG4	B	A
0004320	SYNCHRO,DIFFERENTI	5990011992846	0901D0005	76GC08-5-S-2	17080	B	A
0004520	WIRING HARNESS.	6150012337136		1213D0943	03538	F	A
0004710	HARNESS ASSY	2920012336288		1214D0935	03538	B	A
0004720	RING,ELECTRICAL.	3950011991833	W14-36-100	0081C0173	03538	B	A
0006290	BRAKE BAND AND LINI	2530012335887		1214D1321	34712	B	A
0006420	CHAIN,ROLLER.	3020011992996	120N	0391D0007011	95310	F	A
0006800	MANIFOLD,HYDRAULIC	4730013388539		1213E3075	03538	B	A
0006810	MANIFOLD,HYD	4730013390014		1214E3074	03538	B	A
0006830	VALVE,SAFETY RELIEF	4820219082909	0631C0037	C5632T-2Q-4000	91816	B	A
0007280	VALVE,SAFETY RELIEF	4820012629341	0631C0044	RV57-17	91816	B	A
0007300	GAGE RACK ASSY	3950012090741		1213D1307	54497	B	A
0009431	FILTER,FLUID. 9.500	4330011998009	AE1500-161Y2	0121D0014	54497	B	A
0009670	FILTER,HYDRAULIC SU	4330011998010	0121D0015	AE-1500-161Y3	18350	B	A
0009930	VALVE,CHECK.	4820012337161	1213C2817	1213C2817-1	54497	B	A
0009980	FLUID HEATER ASSY	2990012335527		1213D1872	03538	F	A
0010040	RESERVOIR,PUMP	4320013390061		1213D3700	34712	B	A
0010200	HEAD,FLUID FILTER.	4330012589071	0481D0217-1	WA00506-16D1A	60047	F	A
0010450	PUMP,HYDRAULIC	4320014139650	0421D0006	4-2683-3	86768	B	A
0011240	PUMP,HYDRAULIC.	4320012035049	0421E0005	22-2813BC-LCHF	14120	B	A
0012810	VALVE,CALIBRATED FL	4820012521811		63-501	0CHW0	B	A
0013720	MOTOR,ALTERNATING	6105012035094	0871A0022	01-0179	20019	B	A
0015330	GEAR ASSY,SPEED	3010011981027	60SL0H3	0871D0017	54497	B	A
0015640	MOTOR,ALTERNATING	6105012599697	01-0178	0871A0021	03538	B	A
0017410	SENSOR,ANGLE.	6680013418483		1213D1827-2	54497	B	A
0019650	JUNCTION BOX.	5975013037189		1213D3704	03538	B	A
0020390	JUNCTION BOX ASSY	5975013013566		1213D3706	03538	B	A
0020460	ELECTRONIC COMP	5998013802830		1213C3708-2	03538	F	Q
0021020	GEAR ASSY,SPEED	3010011965482	200FV40GS	0461D0091	34712	B	A
0021340	SWITCH ASSEMBLY.	5930012010985	1213C1720-1	1213EC1720-1	03538	F	A

Appendix 1
To ANNEX A
W8482-120364

0022410	CABLE ASSY,SPEC	5995012913526		1213D3723-2	95310	B	A
0022550	CABLE ASSY,SPEC	5995012890260		1213D3724-2	0DHG4	B	A
0023080	COVER,DRAIN CASE.	2030014174157		032561	56074	F	A
0024040	CONTROL,SONAR HOIST	5845013385244		1213E1391	03538	B	C
0026940	CONTROL LEVER ASSY	5340012315100	0731D0082	AM-3767-1	99479	B	A
0035790	PANEL,INDICATOR.	6695013114928		1213D3020	03538	B	A
0038490	DISTRIBUTION BOX.	6110013388396		1213D1326	03538	F	A
0039444	MOTHER BOARD.	5845219028624	113651-18	20617-102	32255	B	A
0041430	CABLE ASSY,SPEC	5995012868277		1213D1551-2	0DHG4	B	A
0041540	CABLE ASSY,SPEC	5995012868278		1213D1552-2	0DHG4	B	A
0041630	CABLE ASSY,SPEC	5995012868279		1213D1553-2	0DHG4	B	A
0041740	CABLE ASSY,SPEC	5995012868280		1213D1554-2	0DHG4	B	A
0041830	CABLE ASSY,SPEC	5995012868281		1213D1555-2	0DHG4	B	A
0041920	CABLE ASSY,SPEC	5995012868282		1213D1556-2	0DHG4	B	A
0042010	CABLE ASSY,SPEC	5995012868283		1213D1557-2	0DHG4	B	A
0042100	CABLE ASSY,SPEC	5995012868284		1213D1558-2	0DHG4	B	A
0042190	CABLE ASSY,SPEC	5995012868285		1213D1559-2	0DHG4	B	A
0042280	CABLE ASSY,SPEC	5995012890243		1213D1560-2	0DHG4	B	A
0042370	CABLE ASSY,SPEC	5995012890244		1213D1561-2	0DHG4	B	A
0042460	CABLE ASSY,SPEC	5995012890245		1213D1562-2	0DHG4	B	A
0042550	CABLE ASSY,SPEC	5995012890246		1213D1563-2	0DHG4	B	A
0042640	CABLE ASSY,SPEC	5995012890247		1213D3173-2	0DHG4	B	A
0042820	CABLE ASSY,SPEC	5995012890248		1213D1566-2	0DHG4	B	A
0042930	CABLE ASSY,SPEC	5995012890249		1213D1567-3	0DHG4	B	A
0043030	CABLE ASSY,SPEC	5995012890250		1213D1568-2	0DHG4	B	A
0043120	CABLE ASSY,SPEC	5995012890251		1213D1569-2	0DHG4	B	A
0043210	CABLE ASSY,SPEC	5995012890252		1213D1570-2	0DHG4	B	A
0043330	CABLE ASSY,SPEC	5995012890253		1213D1571-3	0DHG4	B	A
0043420	CABLE ASSY,SPEC	5995012890254		1213D1572-3	0DHG4	B	A
0043510	CABLE ASSY,SPEC	5995012913528		1213D1573-3	0DHG4	B	A
0043630	CABLE ASSY,SPEC	5995012913529		1213D1574-2	0DHG4	B	A
0043710	CABLE ASSY,SPEC	5995012890255		1213D1575-2	0DHG4	B	A
0043810	CABLE ASSY,SPEC	5995012890257		1213D1576-3	0DHG4	B	A
0043910	CABLE ASSY,SPEC	5995012890256		1213D1547-2	0DHG4	B	A
0044000	CABLE ASSY,SPEC	5995012890258		1213D1548-2	0DHG4	B	A
0044080	CABLE ASSY,SPEC	5995012890259		1213D1549-2	0DHG4	B	A
0044640	PILLOW BLOCK ASSY.	3130013013412		1217C3356	54497	F	A
0044800	MOTOR,TORQUE.	6105219099448	9265040	201-247-10	20019	B	A
0045830	DISTRIBUTION BOX.	6110013385160		1213D3357	03538	B	A
0046510	CABLE ASSY,SPEC	5995012890261		1213D3541-1	0DHG4	B	A
0047210	MAINTENANCE KIT,ELE	5895219028822		S51-654	38905	G	A

EAC 69766 REPAIRABLE ITEMS

PPB	ITEM	NSN	CPN	MRN	NSCM	RC	DMC
NA	DOME ASSEMBLY	5845219106213	569949	569949-1	36219	B	D
NA	FAIRING BAND SUBA	5845218462566		8559832-1	36219	G	D
NA	FAIRING BAND ASSY	5845218925383		8559830-1	36219	G	D
NA	CRATE SHIPPING	8145219149345		9958500-1	36219	F	A

APPENDIX 2 TO ANNEX A

PUBLICATION LIST

CFTO NUMBER	TITLE	DATE
C-69-462-000/MS-000	TECHNICAL MANUAL, AN/SQA 502 SONAR GROUP HOIST	04/03/31
C-69-462-000/MY-001	PARTS LIST, AN/SQA 502 SONAR GROUP HOIST	04/03/31
C-69-462-000/MY-002	PARTS LIST, AN/SQA 502 SONAR GROUP HOIST	04/03/31
C-69-462-000/DS-001	SCHEMATIC DRAWINGS, AN/SQA 502 SONAR GROUP HOIST	04/03/31
C-69-462-000/NG-001	TEST SHEET FOR SHIPBOARD SYSTEMS AND EQUIPMENT, SONAR HOIST MECHANISM AN/SQA-502(V)	02/01/1991
C-69-462-000/NT-006	TRIAL AGENDA FOR AN/SQA-502 SONAR HOIST MECHANISM, SEATING, APPLICABLE TO IRO CLASS AND CFNES	03/09/30
C-69-462-000/NT-007	TRIAL AGENDA FOR AN/SQA-502 SONAR HOIST MECHANISM PRE-FLASHUP INSPECTION, APPLICABLE TO IRO CLASS AND CFNES	03/09/30
C-69-462-000/NT-008	TRIAL AGENDA FOR AN/SQA-502 SONAR HOIST MECHANISM, ALONGSIDE FINAL, APPLICABLE TO IRO CLASS AND CFNES	03/09/30
C-69-462-000/NT-009	TRIAL AGENDA FOR AN/SQA-502 SONAR HOIST MECHANISM, WEIGHT LIFTING, APPLICABLE TO IRO CLASS AND CFNES	03/09/30
C-69-462-000/NT-0010	TRIAL AGENDA FOR AN/SQA-502 SONAR HOIST MECHANISM, TOWING AT SEA, APPLICABLE TO IRO CLASS	03/09/30
C-69-462-000/NY-001	SHIPBOARD PREVENTIVE MAINTENANCE SCHEDULE FOR SONAR TRANSDUCER GROUP HOIST AN/SQA-502, APPLICABLE TO TRL CLASS	01/02/07
C-69-462-000/NY-Z01	SHIPBOARD PREVENTIVE MAINTENANCE SCHEDULE FOR SONAR TRANSDUCER GROUP HOIST AN/SQA-502, APPLICABLE TO TRL CLASS	01/02/07
C-69-462-000/RT-001	TRIAL AGENDA, SONAR HOIST MECHANISM AN/SQA 502(V) TECHNICAL READINESS INSPECTION	01/03/1991
C-69-462-000/TB-002	TECHNICAL BULLETIN, MARINE AN/SQA 502 STGH FAIREY FILTERS	04/14/1982
C-69-462-000/TB-003	TECHNICAL BULLETIN, MARINE LUBRICATION CABLE GUARD SPRING DEFLECTION ROLLER, AN/SQA 502 HOIST GROUP	05/12/1983

Appendix 2
TO ANNEX A

CFTO NUMBER	TITLE	DATE
C-69-693-000/VP-000	CFTO, PRESERVATION, SHIPPING STORAGE AND REACTIVATION INSTRUCTION, HANDLING PRECAUTIONS, AN/SQS 505 (VDS) TOW CABLES	06/17/1975
C-69-694-000/MS-001	HANDBOOK, AN/SQS-505 STANDARD TOWED BODIES	01/03/31
C-69-694-000/TB-001	TECHNICAL BULLETIN (MARINE) FOR TB-5003/SQS505(V) TOWED BODY, SONAR	06/30/1994
C-69-703-000/MS-001	OPERATING AND MAINTENANCE INSTRUCTIONS WITH PARTS LIST FOR SONAR HULL OUTFIT C5, APPLICABLE TO HFX AND IRO CLASSES	07/21/1998
C-69-703-000/NA-000	ASSEMBLY AND ACCEPTANCE TEST PROCEDURE FOR SONAR HULL OUTFIT C5	12/15/1982
C-69-703-000/NG-001	NAVAL TEST SHEET SONAR HULL OUTFIT C5	03/05/1990
C-69-703-000/NK-001	SHIPBOARD PREVENTIVE MAINTENANCE PERFORMANCE TEST, SONAR HULL OUTFIT C5, APPLICABLE TO ALL CLASSES	09/30/1997
C-69-703-000/NQ-001	SPECIFICATION, STANDARD SHIP MAINTENANCE AND REPAIR FOR SONAR HULL OUTFIT C5, APPLICABLE TO HALIFAX CLASS	08/15/1994
C-69-703-000/NT-001	TRIAL AGENDA FOR C5 HULL OUTFIT, PRELIMINARY, APPLICABLE TO TRL AND MKE CLASS SHIPS	10/29/1991
C-69-703-000/NT-002	TRIAL AGENDA FOR C5 HULL OUTFIT, FINAL, APPLICABLE TO TRL AND MKE CLASS SHIPS	10/29/1991
C-69-703-000/NY-001	NAVAL PREVENTIVE MAINTENANCE SCHEDULE FOR SONAR HULL OUTFIT C5, APPLICABLE TO MKE AND TRL CLASSES	08/07/1998
C-69-703-000/NY-Z01	NAVAL PREVENTIVE MAINTENANCE SCHEDULE FOR SONAR HULL OUTFIT C5, APPLICABLE TO MKE AND TRL CLASSES	08/07/1998
C-69-703-0T0/NQ-WD4	STANDARD SHIP MAINTENANCE AND REPAIR SPECIFICATION (SSMRS) FOR SONAR HULL OUTFIT C5, APPLICABLE TO IRO CLASS	10/10/1995
C-69-704-000/MS-001	OPERATION AND MAINTENANCE MANUAL FOR TOWING CONDITION MONITOR AN/SQQ-504 (CH 1, 2 MAY 94)	10/02/1988
C-69-704-000/NG-001	TEST SHEET, SHIPBOARD SYSTEMS AND EQUIPMENTS, AN/SQQ-504 TOW CONDITION MONITOR, CABLES/PLUGS RING OUT, APPLICABLE TO IRO CLASS SHIPS	08/15/1995
C-69-745-000CS-002	SPECIAL INFORMATION INSTRUCTION, LEVEL WIND TRAVEL LIMIT SWITCH CABLE ASSEMBLIES, 2W31 THROUGH 2W38	04/25/1997

CFTO NUMBER	TITLE	DATE
C-69-745-000/MP-001	CDRL 318X, REPAIRS AND OVERHAUL SPECIFICATION, TOWED ARRAY HANDLING AND STOWAGE OK-410(V)1/SQR	09/30/1993
C-69-745-000/MS-001	TECHNICAL MANUAL (EQUIPMENT LEVEL), TOWED ARRAY HANDLING AND STOWAGE GROUP, VOL 1, BOOK 1 & 2	07/25/1997
C-69-745-000/MS-002	CORRECTIVE MAINTENANCE AND PARTS LIST, TOWED ARRAY HANDLING AND STOWAGE GROUP OK-410 (V)1/SQR, APPLICABLE TO HALIFAX CLASS VOLUME 2, BOOK 1 & 2	04/25/1997
C-69-745-000/MS-Z01	SUPPLEMENT, TOWED ARRAY HANDLING AND STOWAGE GROUP, OK-410 (V)1/SQR, VOLUME 1, DESCRIPTION, OPERATION AND MAINTENANCE	09/26/1997
C-69-745-000/NG-001	TEST SHEET FOR SHIPBOARD SYSTEMS AND EQUIPMENT, CANTASS HANDLING AND STOWAGE GROUP OK-410 (V)1/SQR, (W/O TOW CABLE AND ARRAY)	01/09/1991
C-69-745-000/NQ-001	STANDARD SHIP MAINTENANCE AND REPAIR SPECIFICATION, TOWED ARRAY HANDLING AND STOWAGE OK-510 (V) 1/SQR	06/20/1994
C-69-745-000/NT-001	TRIAL AGENDA FOR CANTASS HANDLING AND STOWAGE GROUP OK-410 (V) 1/S (PRELIMINARY HARBOUR)QR	09/25/1989
C-69-745-000/NT-A02	TRIAL AGENDA FOR CANTASS HANDLING AND STOWAGE GROUP OK-410 (V) 1/SQR, WITHOUT TOW CABLE AND ARRAY, INTERMEDIATE, APPLICABLE TO HFX CLASS SHIPS	06/17/1997
C-69-745-000/NT-A03	TRIAL AGENDA FOR OK-410(V)1/SQR CANTASS HANDLING AND STOWAGE GROUP, (AT SEA), APPLICABLE TO HFX CLASS SHIPS	10/30/1996
C-69-745-000/NY-002	NAVAL PREVENTIVE MAINTENANCE SCHEDULE, TOWED ARRAY HANDLING AND STOWAGE GROUP OK-410(V)1/SQR, APPLICABLE TO HFX CLASS SHIPS	03/01/1992
C-69-745-000/NY-Z02	NAVAL PREVENTIVE MAINTENANCE SCHEDULE, TOWED ARRAY HANDLING AND STOWAGE GROUP OK-410(V)1/SQR, APPLICABLE TO HFX CLASS SHIPS	05/01/1995
C-69-745-000/TD-001	STANDARD DISCONNECT POINT SPECIFICATION, TOWED ARRAY HANDLING AND STOWAGE OK-510(V)1/SQR, APPLICABLE TO HALIFAX CLASS	07/18/1994
C-69-745-B00/NY-001	TOWED ARRAY HANDLING AND STOWAGE GROUP OK-410(V)1/SQR, WINCH ASSEMBLY	03/01/1992

Appendix 2
TO ANNEX A

CFTO NUMBER	TITLE	DATE
C-69-745-C00/NY-001	NAVAL PREVENTIVE MAINTENANCE SCHEDULE, TOWED ARRAY HANDLING AND STOWAGE GROUP OK-410(V)1/SQR, LEVEL WIND ASSEMBLY	03/01/1992
C-69-745-H00/NY-001	NAVAL PREVENTIVE MAINTENANCE SCHEDULE, TOWED ARRAY HANDLING AND STOWAGE GROUP OK-410(V) SQR, HANDLING DRUM ASSEMBLY	03/01/1992
C-69-766-000/NG-001	TEST SHEET FOR SHIPBOARD SYSTEMS AND EQUIPMENT UNDERWATER INSPECTION OF 163 INCH SONAR DOMES APPLICABLE TO IRO AND HFX CLASSES	07/25/1997
C-69-773-000/MS-001	OPERATION AND MAINTENANCE MANUAL, TOWED ACOUSTIC TACTICAL TRAINER	03/01/1991
C-69-773-000/MS-002	OPERATION AND MAINTENANCE MANUAL, POWER AMPLIFIER, MODEL L6	12/01/1990
BR8152	TECHNICAL MANUAL FOR 2041 AA SONAR	86/04/31
C-69-825-000/MS-001	TECHNICAL MANUAL FOR SONAR HULL OUTFITS	04/01/23
C-69-827-000/MS-001	TECHNICAL MANUAL FOR 2046 SONAR OUTBOARD	05/06/01
C-69-849-000/MS-001	TECHNICAL MANUAL FOR DIVER SUPPORT PLATFORM	03/04/01
C-69-850-000/VS-001	SHIPPING & STORAGE INSTRUCTIONS FOR TOWED ARRAY REELER	04/10/01
C-69-862-000/MS-001	TECHNICAL MANUAL FOR SIDE SCAN SONAR SYSTEM	TBD
D-69-462-K00/SF-000	SPECIFICATION FOR HOIST MECHANISM GROUP SONAR AN/SQA-502	07/19/1967
D-69-694-000/SF-001	SPECIFICATION FOR MAINTENANCE, TESTING AND CONTROL OF TOWING GIMBALS FOR AN/SQS 505 TOWED BODIES	01/05/1995 CH1 05/21/1998
L-03-010-176/LM-001	EQUIPMENT LOGISTICS DIRECTIVE, HULL OUTFIT C5	10/01/1994
L-69-703-000/LC-000	EQUIPMENT CHECK LIST, MAINTENANCE KIT, SONAR HULL OUTFIT, C5, NSN 5820-21-912-2854	06/01/1997
L-69-745-K00/LC-000	EQUIPMENT CHECK LIST, MAINTENANCE KIT, ELECTRONIC EQUIPMENT, UNIT 8, P/O OK-410(V)1/SQR (NSCM 36219 AND REFERENCE # 8965038), NSN 5180-21-908-8822	05/01/1996



Government of Canada

Gouvernement du Canada

Contract Number / Numéro du contrat

W8482-120364

Security Classification / Classification de sécurité
UNCLASSIFIED

SECURITY REQUIREMENTS CHECK LIST (SRCL)
LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)

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

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité
UNCLASSIFIED

Canada



Government of Canada / Gouvernement du Canada

Contract Number / Numéro du contrat

W8482-120364

Security Classification / Classification de sécurité
UNCLASSIFIED

PART A (continued) / PARTIE A (suite)

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS? No / Non Yes / Oui

If Yes, indicate the level of sensitivity:
Dans l'affirmative, indiquer le niveau de sensibilité :

9. Will the supplier require access to extremely sensitive INFOSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate? No / Non Yes / Oui

Short Title(s) of material / Titre(s) abrégé(s) du matériel :
Document Number / Numéro du document :

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

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

- | | | | |
|---|---|---|--|
| <input checked="" type="checkbox"/> RELIABILITY STATUS
COTE DE FIABILITÉ | <input type="checkbox"/> CONFIDENTIAL
CONFIDENTIEL | <input type="checkbox"/> SECRET
SECRET | <input type="checkbox"/> TOP SECRET
TRÈS SECRET |
| <input type="checkbox"/> TOP SECRET - SIGINT
TRÈS SECRET - SIGINT | <input type="checkbox"/> NATO CONFIDENTIAL
NATO CONFIDENTIEL | <input type="checkbox"/> NATO SECRET
NATO SECRET | <input type="checkbox"/> COSMIC TOP SECRET
COSMIC TRÈS SECRET |
| <input checked="" type="checkbox"/> SITE ACCESS
ACCÈS AUX EMPLACEMENTS | | | |

Special comments:
Commentaires spéciaux : _____

NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.
REMARQUE: Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.

10. b) May unscreened personnel be used for portions of the work?
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail? No / Non Yes / Oui

If Yes, will unscreened personnel be escorted?
Dans l'affirmative, le personnel en question sera-t-il escorté? No / Non Yes / Oui

PART C - SAFEGUARDS (SUPPLIER) / PARTIE C - MESURES DE PROTECTION (FOURNISSEUR)

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises?
Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS? No / Non Yes / Oui

11. b) Will the supplier be required to safeguard COMSEC information or assets?
Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC? No / Non Yes / Oui

PRODUCTION

11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises?
Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ? No / Non Yes / Oui

INFORMATION TECHNOLOGY (IT) MEDIA / SUPPORT RELATIF A LA TECHNOLOGIE DE L'INFORMATION (TI)

11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data?
Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS? No / Non Yes / Oui

11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency?
Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale? No / Non Yes / Oui



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

For users completing the form manually use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.
Les utilisateurs qui remplissent le formulaire manuellement doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form online (via the Internet), the summary chart is automatically populated by your responses to previous questions.
Dans le cas des utilisateurs qui remplissent le formulaire en ligne (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

SUMMARY CHART / TABLEAU RÉCAPITULATIF

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

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?
La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE? No / Non Yes / Oui

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

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?
La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE? No / Non Yes / Oui

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



Government of Canada
Gouvernement du Canada

Contract Number / Numéro du contrat

W8482-120364

Security Classification / Classification de sécurité
UNCLASSIFIED

PART D - AUTHORIZATION / PARTIE D - AUTORISATION

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

Name (print) - Nom (en lettres moulées) Gord Burns	Title - Titre DMSS 7-4	Signature
---	---------------------------	---------------

Telephone No. - N° de téléphone 819-994-8599	Facsimile No. - N° de télécopieur 819-997-0494	E-mail address - Adresse courriel gordon.burns@forces.gc.ca	Date 26 JAN 12
---	---	--	-------------------

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

Name (print) - Nom (en lettres moulées) Sasha Medjovic	Title - Titre CPTMP GP HQ - Industrial Security Senior Security Analyst	Signature
---	---	---------------

Telephone No. - N° de téléphone Tel: 613-940-1066 / Fax: 613-940-1060	Facsimile No. - N° de télécopieur E-mail: sasa.medjovic@forces.gc.ca	E-mail address - Adresse courriel	Date 2012-08-30
--	---	-----------------------------------	--------------------

15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached?
Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes?

No / Non Yes / Oui

16. Procurement Officer / Agent d'approvisionnement

Name (print) - Nom (en lettres moulées) Robert Burns	Title - Titre Supply Team Leader	Signature
---	-------------------------------------	---------------

Telephone No. - N° de téléphone (819) 956-1199	Facsimile No. - N° de télécopieur (819) 956-0897	E-mail address - Adresse courriel	Date Oct 9, 2012
---	---	-----------------------------------	---------------------

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

Name (print) - Nom (en lettres moulées) Jennifer Donaldson	Title - Titre Quality Control Officer, Contract Security Division	Signature
---	--	---------------

Telephone No. - N° de téléphone Tel/Tél - 613-946-5191 / Téléc/Fax - 613-954-4171	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel Jennifer.Donaldson@tpsgc-pwsc.gc.ca	Date 2012-09-17
--	-----------------------------------	--	--------------------