



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

**Bid Receiving - PWGSC / Réception des  
soumissions - TPSGC**

**11 Laurier St. / 11, rue Laurier**

**Place du Portage , Phase III**

**Core 0A1 / Noyau 0A1**

**Gatineau**

**Québec**

**K1A 0S5**

**Bid Fax: (819) 997-9776**

**REQUEST FOR PROPOSAL  
DEMANDE DE PROPOSITION**

**Proposal To: Public Works and Government  
Services Canada**

We hereby offer to sell to Her Majesty the Queen in right of Canada, in accordance with the terms and conditions set out herein, referred to herein or attached hereto, the goods, services, and construction listed herein and on any attached sheets at the price(s) set out therefor.

**Proposition aux: Travaux Publics et Services  
Gouvernementaux Canada**

Nous offrons par la présente de vendre à Sa Majesté la Reine du chef du Canada, aux conditions énoncées ou incluses par référence dans la présente et aux annexes ci-jointes, les biens, services et construction énumérés ici sur toute feuille ci-annexée, au(x) prix indiqué(s).

**Comments - Commentaires**

<b>Title - Sujet</b> R&O OF PT6A-27 ENG. & ASSOC. COMP.	
<b>Solicitation No. - N° de l'invitation</b> W8485-126579/A	<b>Date</b> 2012-08-29
<b>Client Reference No. - N° de référence du client</b> W8485-126579	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$\$BF-124-23118	
<b>File No. - N° de dossier</b> 124bf.W8485-126579	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2012-10-11</b>	<b>Time Zone</b> <b>Fuseau horaire</b> Eastern Daylight Saving Time EDT
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input checked="" type="checkbox"/> <b>Destination:</b> <input type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Chauvin, Lorraine	<b>Buyer Id - Id de l'acheteur</b> 124bf
<b>Telephone No. - N° de téléphone</b> (819) 956-0559 ( )	<b>FAX No. - N° de FAX</b> (819) 997-0437
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b>  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**

Airframes / Aero Engines R&O Division / Division de la  
réparation de la révision des cellules et des moteurs

11 Laurier St. / 11, rue Laurier

8C1, Place du Portage

Gatineau

Québec

K1A 0S5

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

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- Annex A Technical Statement of Work
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## **PART 1 - GENERAL INFORMATION**

### **1. Security Requirement**

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

### **2. Statement of Work**

The Canadian Department of National Defence / Royal Canadian Air Force (DND/RCAF) has a requirement for bundled services for Complete Repair & Overhaul of Pratt & Whitney PT6A-27 turboprop aero engines, associated components and accessories including Technical Investigation and Engineering Support (TIES) and PT6A-27 Publication Revision Services. The RCAF operates a fleet of four CC138 Twin Otter aircraft for light transport at 440 Transport Squadron, Yellowknife, N.W.T. The department owns a total of fourteen engines to support this fleet: eight in service, four spares, one dedicated as a non-flyable tech trainer and one engine reduced to spare parts and held by CFSS.

This requirement is subject to the provisions of the Agreement on Internal Trade (AIT).

This requirement is limited to Canadian goods and/or services. For additional information, consult Part 5 - Certifications.

### **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.

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## **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 (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) 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.

### **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.

#### **2.1 Improvement of Requirement During Solicitation Period - A9076T (2007-05-25)**

Should bidders consider that the specifications or Statement of Work contained in the bid solicitation could be improved technically or technologically, bidders are invited to make suggestions, in writing, to the Contracting Authority named in the bid solicitation. Bidders must clearly outline the suggested improvement as well as the reason for the suggestion. Suggestions that do not restrict the level of competition nor favour a particular bidder will be given consideration provided they are submitted to the Contracting Authority at least eight (8) days before the bid closing date. Canada will have the right to accept or reject any or all suggestions.

### **3. Enquiries - Bid Solicitation**

All enquiries must be submitted in writing to the Contracting Authority no later than eight (8) calendar days before the bid closing date. Enquiries received after that time may not be answered.

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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.

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

### **1. Bid Preparation Instructions**

Document A: Technical Bid: Four (4) copies on CD-ROM and one (1) bound original.

Document B: Financial Bid : One (1) bound copy and one (1) bound original.

Document C: Certifications : One (1) bound copy and one (1) bound original.

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

**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>). To assist Canada in reaching its objectives, bidders are encouraged to:

- 1) use 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.

### **2. Document A: Technical Bid**

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

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The technical bid is separated in two parts:

Part 1: Program Description

Part 2: Compliance Table and Cross-Reference Matrix

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.

The Instructions for Technical Proposal Submission are detailed in RFP Section 'A'.

### **3. Document B: Financial Bid**

Bidders must submit their financial bid in accordance with the instructions detailed in RFP Section 'B'. Goods and Services Tax (GST) or Harmonized Sales Tax (HST) are excluded and need not be considered.

### **4. Document C: Certifications**

Bidders must submit the required certifications as detailed in RFP Section 'C'.

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## **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 bids with a valid Canadian Content certification. The bid evaluation process can proceed where there is at least one bid with a valid certification otherwise the bid solicitation must be reissued.

#### **1.1 Technical Evaluation**

Mandatory and point rated technical evaluation criteria are detailed in RFP Annex 'A'.

- (a) Proposals will first be evaluated against the Mandatory Requirements of RFP Annex 'A', Appendix 1. Any proposal that does not meet a Technical Mandatory Requirement will be declared non-compliant.
- (b) Proposals that meet all the Technical Mandatory Requirements will next be evaluated against the Point Rated Requirements identified in the RFP Annex 'A', Appendix 2. Any proposal receiving a score of less than 60% in any one of the point rated factors, and less than 75% overall, will be declared non-compliant.

Bidders must ensure that their Proposals include sufficient information to allow evaluation of the point rated factors identified in RFP Annex 'A'. In their response, Bidders must provide cross references to the other parts of their proposal that contain the information, other than financial, that they wish to be considered in the evaluation of any given factor.

#### **1.2 Financial Evaluation**

Financial evaluation criteria are detailed in RFP Annex 'B'.

Following successful completion of the Technical Evaluation, the Bidder's Price Proposals will then be evaluated in terms of the rates proposed in accordance with the requirements of RFP Section 6 - Resulting Contract Clauses, Annex 'A' (Technical SOW) and Annex 'B' (Logistic SOW). The cost roll up associated with these proposed rates is included in RFP Annex 'C', "Basis of Payment" and is for overall cost estimation

and evaluation of bids. It is based on DND's estimates over the next three years and does not represent a commitment on the part of Canada.

For evaluation purposes, a quantity of one (1) will be used to calculate the bid price when a quantity of zero (0) is forecast.

Proposals that are deemed Non-Compliant as detailed in Article 1.1 above will not be considered further and evaluation of the proposed costs for such proposals will not be completed.

## 2. Basis of Selection

Weighing factors:      Technical Evaluation:      60% x  $\frac{\text{Bidder's score}}{\text{Max score of 480 points}}$

Price Evaluation:      40% x  $\frac{\text{Lowest bid price}}{\text{Bidder's price}}$

The responsive bidder with the highest rated compliant combined rating of technical merit and price will be recommended for award of a contract.

Example of Score calculation with weighing factors:

### Technical Scores and Bid Prices

Bid	Technical Score	Bid Price
Bidder A	450	\$1,400,000
Bidder B	435	\$1,000,000
Bidder C	395	\$1,200,000
Bidder D	365	\$800,000

Neither the highest score nor the lowest price will necessarily be recommended for award.

### Final Score Calculation and Highest Combined Rating

Bid	Tech Score <sup>1</sup> (Max = 480)	Price <sup>2</sup> (Min= \$800K)	Tech Score <sup>3</sup> (60%)	Price <sup>4</sup> (40%)	Final Score <sup>5</sup>	
Bidder A	0.93750000	0.57142857	0.56250000	0.22857143	0.79107143	
Bidder B	0.90625000	0.80000000	0.54375000	0.32000000	0.86375000	<b>Winner</b>
Bidder C	0.82291667	0.66666667	0.49375000	0.26666667	0.76041667	
Bidder D	0.76041667	1.00000000	0.45625000	0.40000000	0.85625000	

- 1: Technical score is the Bidder's score divided by 480
- 2: Price score is the lowest bid price divided by the Bidder's price
- 3: Weighed Technical Score is 60% of the Bidder technical score
- 4: Weighed Price Score is 40% of the Bidder price score
- 5: Final Score is the sum of the weighed Technical Score and weighed Price Score

The responsive bidder with the highest combined rating of technical merit and price will be recommended for award of a contract.

### 3. Security, Insurance and Other Requirements

#### 3.1 Security Requirement

3.1.1 Before award of a contract, the following conditions must be met:

- (a) the Bidder must hold a valid organization security clearance as indicated in Part 6 - Resulting Contract Clauses;
- (b) the Bidder's proposed individuals requiring access to PROTECTED information, assets or sensitive work site(s) must meet the security requirement as indicated in Part 6 - Resulting Contract Clauses;
- (c) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites.

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

3.1.3 For additional information on security requirements, bidders should consult the "Security Requirements for PWGSC Bid Solicitations - Instructions for Bidders"

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<http://www.tpsgc-pwgsc.gc.ca/app-acq/lc-pl/lc-pl-eng.html#a31>) document on the Departmental Standard Procurement Documents Website.

### 3.2. Technical Data Control regulations

This contract involves unclassified military data subject to the provisions of the Technical Data Control regulations. Before contract award, it is required that the chosen Canadian or American supplier become a certified contractor in the U.S./Canada Joint Certification Program (JCP). Bidders may obtain information on how to become certified in the JCP by reviewing the information at <http://www.logisticsinformationservice.dla.mil/jcp/> or by calling the Joint Certification Office at 1-800-352-3572.

### 3.3. Insurance Requirements - SACC Clause G1007T (2011-05-16)

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 6 - 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.

### 3.4. Financial Capability

SACC Manual clause A9033T (2011-05-16) - Financial Capability, is included by reference.

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## 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 Required with the Bid

Bidders must submit the following duly completed certifications with their bid.

2.1 Federal Contractors Program - \$200,000 or more - A3030T (2010-08-16)

2.1.1. The Federal Contractors Program (FCP) requires that some suppliers, including a supplier who is a member of a joint venture, bidding for federal government contracts, valued at \$200,000 or more (including all applicable taxes), make a formal commitment to implement employment equity. This is a condition precedent to contract award. If the Bidder, or, if the Bidder is a joint venture and if any member of the joint venture, is subject to the FCP, evidence of its commitment must be provided before the award of the Contract.

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

Any bids from ineligible contractors, including a bid from a joint venture that has a member who is an ineligible contractor, will be declared non-responsive.

2.1.2. If the Bidder does not fall within the exceptions enumerated in 3.(a) or (b) below, or does not have a valid certificate number confirming its adherence to the FCP, the Bidder must fax (819-953-8768) a copy of the signed form LAB 1168, Certificate of Commitment to Implement Employment Equity, to the Labour Branch of HRSDC.

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

The Bidder or the member of the joint venture

- (a) ( ) is not subject to the FCP, having a workforce of less than 100 full-time or part-time permanent employees, ad/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 Former Public Servant Certification

SACC Manual Clause A3025T (2010-01-11) is incorporated by reference.

## 2.3 Canadian Content Certification - Derived from A3056T (2010-08-16)

This procurement is limited to Canadian services. Failure to provide this certification completed with the bid will render the bid non-responsive.

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Canadian service (from A3050T (2010-01-11)): 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.

The total bid price for the service will be established from Table 2, Proposed Basis of Payment, of Annex C to RFP Part 6. In their technical bid, bidders must describe in sufficient detail how and by whom services will be rendered so that the Canadian and non-Canadian content can be established.

Failure to provide this certification completed with the bid will result in the services offered being treated as non-Canadian services.

The Bidder certifies that:

( ) the services offered are Canadian services as defined in RFP Part 5, clause 2.3, with a Canadian content of 80%.

#### 2.4 Status and Availability of Resources - SACC A3005T (2010-08-16)

The Bidder certifies that, should it be awarded a contract as a result of the bid solicitation, every individual proposed in its bid will be available to perform the Work as required by Canada's representatives and at the time specified in the bid solicitation or agreed to with Canada's representatives. If for reasons beyond its control, the Bidder is unable to provide the services of an individual named in its bid, the Bidder may propose a substitute with similar qualifications and experience. The Bidder must advise the Contracting Authority of the reason for the substitution and provide the name, qualifications and experience of the proposed replacement. For the purposes of this clause, only the following reasons will be considered as beyond the control of the Bidder: death, sickness, maternity and parental leave, retirement, resignation, dismissal for cause or termination of an agreement for default.

If the Bidder has proposed any individual who is not an employee of the Bidder, the Bidder certifies that it has the permission from that individual to propose his/her services in relation to the Work to be performed and to submit his/her résumé to Canada. The Bidder must, upon request from the Contracting Authority, provide a written confirmation, signed by the individual, of the permission given to the Bidder and of his/her availability. Failure to comply with the request may result in the bid being declared non-responsive.

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## PART 6 - RESULTING CONTRACT CLAUSES

### 1. Security Requirements

#### 1.1 Security Requirement

1.1.1 The Contractor must, at all times during the performance of the Contract, hold a valid Designated Organization Screening (DOS), issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).

1.1.2 The Contractor 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.

1.1.3 The Contractor MUST NOT remove any PROTECTED information or assets from the identified work site(s), and the Contractor must ensure that its personnel are made aware of and comply with this restriction.

1.1.4 Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/PWGSC.

1.1.5 The Contractor 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).

#### 1.2 U.S./Canada Joint Certification Program (JCP)

It is required that the chosen Canadian or American suppliers become certified contractors in the U.S./Canada Joint Certification Program (JCP). A copy of the Contractor certificate or renewal certificate must be submitted to the Contracting Authority to be kept on file.

### 2. Nature of the Work

The Contractor shall provide component Repair and Overhaul of Pratt & Whitney PT6A-27 Aero Engine, Associated components and accessories including Technical Investigation and Engineering Support (TIES), and PT6A-27 Publication Revisions Services in accordance with these terms and conditions, the Technical Statement of Work (SOW) attached hereto as Annex A, and the Logistics Statement of Work attached hereto as Annex B.

### 3. Standard Clauses and Conditions

All clauses and conditions identified in the Contract by number, date and title are set out in the Standard Acquisition Clauses and Conditions Manual issued by Public Works and Government Services Canada available at <http://ccua-sacc.tpsgc-pwgsc.gc.ca/pub/acho-eng.jsp>.

#### 3.1 General Conditions

2035 (2012-07-16), General Conditions - Services (High Complexity)  
1031-2 (2012-07-16), Contract Cost Principles.

apply to and form part of the Contract.

#### 3.2 Amendments to General Conditions 2035 (2012-07-16)

The General Conditions are amended by:

- a) Replacing Article 20 with Article 13 of this contract (Contractor to own IP);
- b) Replacing Article 24 with Article 26 of this contract (Liability).

### 4. Term of Contract

#### 4.1 Period of the Contract - SACC A9022C (2007-05-25)

The period of the Contract is three years from date of Contract award.

#### 4.2 Option to Extend the Contract - SACC A9009C (2008-12-12)

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to seven (7) 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 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 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. The Contracting Authority for the Contract is:

Public Works and Government Services Canada  
Defence and Major Projects Sector  
Aerospace Equipment Program Directorate  
8C1, Place du Portage, Phase III  
11 Laurier Street  
Gatineau, Quebec K1A 0S5

Attention: Lorraine Chauvin, 124BF  
Supply Specialist  
Telephone: 819-956-0559  
Facsimile: 819-956-9110  
Email: lorraine.chauvin@tpsgc-pwgsc.gc.ca

### 5.2 Technical Authority

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. The Technical Authority address is:

National Defence Headquarters  
101 Colonel By Drive  
Major-General George R. Pearkes Building  
Ottawa, Ontario, Canada  
K1A 0K2

Attention: DAEPM(TH) 6-5-2-2  
Telephone: 613-949-1986  
Facsimile: 613-990-9726

### 5.3 Procurement Authority

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

National Defence Headquarters  
101 Colonel By Drive  
Major-General George R. Pearkes Building  
Ottawa, Ontario, Canada  
K1A 0K2

Attention: DAP 4-4-2  
Telephone: 613-998-9178  
Facsimile: 613-990-9960

### 5.4 Quality Assurance Authority (DND) - Canadian-based Contractor SACC D5510C (2012-07-16)

All work is subject to Government Quality Assurance performed at the Contractor's or subcontractor's facility, and at the installation site, by the Director of Quality Assurance, or its designated Quality Assurance Representative (QAR).

Director of Quality Assurance  
National Defence Headquarters  
MGen George R. Pearkes Building  
101 Colonel By Drive  
Ottawa, ON K1A 0K2  
E-mail: ContractAdmin.DQA@forces.gc.ca

Within forty-eight (48) hours of contract award, the Contractor must contact the QAR. The name, location and phone number of the QAR can be obtained from the nearest National Defence Quality Assurance Region (NDQAR) listed below:

Atlantic - Halifax 902-427-7224 or 902-427-7150  
Quebec - Montreal 514-732-4410 or 514-732-4477  
Quebec - Quebec City 418-694-5998, ext. 5996  
National Capital Region - Ottawa 819-996-1827

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Ontario - Toronto 416-635-4404, ext. 6075 or 6078  
Ontario - London 519-964-5757  
Manitoba/Saskatchewan - Winnipeg 204-833-2500, ext. 6574  
Alberta - Calgary 403-410-2320, ext. 3830  
Alberta - Edmonton 780-973-4011, ext. 2276  
British Columbia - Vancouver 604-225-2520, ext. 2460  
British Columbia - Victoria 250-363-5662

The Contractor is responsible for performing, or having performed, all inspections and tests necessary to substantiate that the material or services provided conform to the requirements of the Contract.

The Contractor must provide, at no additional cost, all applicable test data, all technical data, test pieces and samples as may reasonably be required by the QAR to verify conformity to the requirements of the Contract. The Contractor must forward at its expense such technical data, test data, test pieces and samples to such location as the QAR may direct.

Quality control, inspection and test records that substantiate conformity to the specified requirements, including records of corrective actions, must be retained by the Contractor for three (3) years from the date of completion or termination of the Contract and must be made available to the QAR upon request.

- 5.5 The Contracting Authority (CA), the Procurement Authority (PA), the Technical Authority (TA) and the Quality Assurance Authority may delegate their authority and may act through their duly appointed representatives.

## **6.0 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.

## **7.0 TECHNICAL INVESTIGATIONS AND ENGINEERING SUPPORT**

The scope of the Technical Investigation and Engineering Support the Contractor may be required to perform is described in the Technical Statement of Work attached as Annex A to the Contract. Canada is not bound to issue work in accordance with these Tasks and reserves the

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right to change the scope of these Tasks and to add or delete Tasks. Changes in the scope of Tasks must be accomplished by contract amendment.

## **8.0 PROGRAM MANAGEMENT : PT6A Support Manager/Program Manager.**

The Contractor shall provide a single point of contact who will be responsible for all activities associated with the Technical SOW (Annex A) and the Logistics SOW (Annex B). Taskings under the Technical SOW will be directed to the Contractor through this manager. This manager shall provide the following services:

- a) Respond to ad-hoc queries put forth by the TA with respect to all aspects of PT6A-27 Support; and
- b) Provide project management for tasks assigned to the Contractor. This includes scheduling Contractor material and personnel resources to meet the tasking deadlines set by the TA.

## **9.0 URGENT REQUIREMENTS**

The Contractor shall take immediate action to satisfy urgent requirements of the Department of National Defence as and when required by the Procurement Authority, provided however, that if such requirements do not comply with the nature of the Work set out in this Contract, or involve a commitment in excess of the financial limitation of this Contract, the Contractor shall first obtain the authorization of the Contracting Authority.

## **10.0 AUTHORIZATION (REPAIR AND OVERHAUL)**

(1) Authority to carry out Work is not, and shall not be construed as, authority to proceed with Work which will result in exceeding the financial limitation of this Contract.

(2) The Contractor shall repair and/or overhaul only those items for which the Contractor has received authorization in accordance with the Logistics Statement of Work attached hereto as Annex 'B' and the Terms and Conditions of this Contract. The Contractor shall also conform to the directions contained in the Logistics Statement of Work and such other procedures as may be required from time to time in the demanding, handling, packaging, storing, shipping, recording, etc., of DND equipment and stores in the Contractor's possession.

(3) Authority to authorize Mobile Repair Parties, may be issued to the Contractor, in writing, via fax or letter or by email for a DND626 Task Authorization, only by the Procurement or Contract Authorities.

(4) Copies of all such authorizations shall be distributed by the Authorizing Authority through the Contracting Authority, to the Contractor.

## 11.0 AUTHORIZATION (TIES)

Authorization to undertake Technical Investigations and Engineering Support will be received and processed as follows:

- 11.1 The TA will request an estimate for the task requirement and deliverables from the Contractor. Estimates will be in accordance with the terms and conditions of the Contract (i.e. fixed or ceiling price).
- 11.2 A Project Work Order (PWO) or Task Authorization (DND 626) will be issued outlining the Work requirement, providing the target dates for the deliverables and indicating the types of reports required based on the estimates provided by the Contractor. The Contractor may only undertake the Task(s) upon receiving a duly signed DND 626 from the Procurement Authority, or a PWO from the local QAR. A PWO may be raised by the NDHQ OPI by message if the estimated cost is less than \$10,000. If greater than \$10,000, a form DND 626 shall be raised. Each form DND 626 will include a Statement of Work (SOW), target date(s) for the deliverables and the type(s) of reports required based on the estimate from the Contractor. For a PWO tasking, if the work can be sufficiently described in a message, a SOW is not required.
- 11.3 If at any time during the Work it becomes evident that the authorized level of expenditure will be exceeded, the Contractor shall immediately cease work and submit a revised funding estimate or a schedule, as applicable, and a clear explanation of the reason why the Contractor's existing forecast is no longer valid to the TA via the local NDQAR and await further instructions. Under no circumstances is the authorized level of expenditure to be exceeded.
- 11.4 The estimated costs referred to above are to include all applicable charges, that is direct labor charges, material, subcontracting, travel, living expenses, applicable profit, Goods and Services Tax and other applicable taxes.
- 11.5 Task Completion/Closure Procedures:

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If at any time the Contractor feels a specific project or task has been completed or has been inactive for a period of at least 6 months, the following steps shall to be taken to request closure:

- a) all actual costs shall be finalized and itemized as necessary for each individual project being considered for closure. Reference to reports or letters concerning the project will be made as applicable;
- b) a letter shall be submitted to the TA via the local NDQAR and the PA requesting closure of the projects;
- c) closure will be subject to TA acceptance of final results of the project/tasking. If acceptable, the TA will authorize closure at the detailed funding levels; and
- d) in cases where authorized funds were not all expended to complete specific tasks, these funds are considered returned to the Contract funding baseline for reissuance/re-distribution as necessary.

## **12.0 REPORTS (REPAIR AND OVERHAUL)**

The Contractor shall submit reports as required in accordance with the Logistics Statement of Work attached hereto as Annex "B". In addition to the copies identified in Annex "B", one (1) copy must be submitted to the Contracting Authority.

## **13.0 CONTRACTOR TO OWN IP: NO EXPLICIT LICENSE RIGHTS FOR CANADA K3002C (2008-05-12)**

The general conditions are amended by deleting in its entirety the section entitled "Copyright", and replacing it with the following:

"Without affecting any existing intellectual property rights or relating to information or data supplied by Canada for purposes of the Contract, copyright in anything conceived, developed, or produced as part of the Work under the Contract will belong to the Contractor."

## **14.0 PROVISION OF TOOLS AND TOOL CONTROL**

Should it be necessary for the Contractor to perform "hands on" work at a CF Base, the Contractor shall use tools provided by DND and comply with the CF tool control guidelines. When special tools cannot be provided by DND, and these are supplied by the Contractor, these

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tools shall be registered and controlled by the Unit's Tool Control Coordinator for the duration of the project.

## **15.0 USE OF CF AIRCRAFT**

Any requirement to fly CF Aircraft in the evaluation of an investigative or prototype modification shall be governed by the applicable CF flying regulations and the aircraft shall be flown by CF personnel.

## **16.0 ASSISTANCE FROM THE CANADIAN FORCES**

To aid the Contractor in providing cost effective support of the aircraft, the following information and assistance will be provided by the Canadian Forces (CF) when available, and without prejudice to the obligations of the Contractor in its fulfillment of the Contract:

- a) Copies of appropriate data on malfunctions received from operating units and to be investigated by the Contractor;
- b) A list of all contractors performing work and the type of work performed on the engine accessories, components and equipment;
- c) Such other available information and assistance as may be required, on request by the Contractor, and subject to the concurrence of the TA that the requirement is valid;
- d) The TA will designate a specialist project officer for the engines to carry out periodic informal consultations with the Contractor and the local QAR personnel on an as required basis.

## **17.0 HAZARDOUS WASTE DISPOSAL - A9016C (2011-05-16)**

The Contractor must dispose of any hazardous waste removed or uncovered in the performance of the Work in accordance with the requirements of the Contract and any applicable law.

## **18.0 FLIGHT SAFETY - B4064C (2008-05-12)**

- 18.1 The Contractor must comply with and participate in the Department of National Defence/Canadian Forces (DND/CF) Flight Safety (FS) Program, as stated in A-GA-135-001/AA-001, "Flight Safety for the Canadian Forces".

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- 18.2 The Contractor must implement the following before conducting work on CF weapons systems including maintenance, modification and flying operations and before the beginning of flying operations:
- (a) a FS Program which mirrors the CF program's goals and objectives and includes the appointment of a FS manager or representative who will administer the program, establish investigative process for FS occurrences and reporting mechanism in accordance with the guidelines established in the A-GA-135-001/AA-001, "Flight Safety for the Canadian Forces". The FS Program must be made available for review on request from Directorate of Flight Safety (DFS);
  - (b) a process to report and investigate any FS occurrences, incident or accident, in accordance with the guidelines and timelines established in the FS manual above; and
  - (c) an Emergency Response Plan that details the actions to be taken by the Contractor in response to accidents or incidents involving a DND aircraft under contract as well as the support provided to DFS investigations into those accidents/incidents, as described in the FS manual above.
- 18.3 The Contractor must, with a two-week notice, allow DND/CF designated personnel to have access to all relevant data, documentation and facilities, for the purpose of conducting a FS survey.

## **19.0 LOCATION OF WORK - WORK SITE ACCESS**

Normally the Work will be performed in the Contractor's own place of business or offices. Facilities will be provided as necessary by the Technical Authority.

Authorized representatives of Canada must have access to any site where any part of the Work is being carried out at any time during working hours to make examinations and such tests of the Work as they may think fit.

## **20.0 TRAVEL AND LIVING EXPENSES - C4005C (2012-07-16)**

The Contractor will be reimbursed its authorized travel and living expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for profit and/or administrative overhead, in accordance with the meal, private vehicle and incidental expenses provided in Appendices B, C and D of the *National Joint Council Travel Directive*, and with the other provisions of the directive referring to "travellers", rather than those referring to "employees".

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All travel must have the prior authorization of the Technical and Procurement Authorities.

All payments are subject to government audit.

## **21.0 BASIS OF PAYMENT**

For the services and supplies furnished under the Contract, the Contractor shall be paid in accordance with the Basis of Payment attached as Annex C to the Contract.

Commercial Rates or, if unavailable, PWGSC Contract Cost Principles 1031-2 negotiated rates will be used to establish the Basis of Payment for the option periods.

## **22.0 METHOD OF PAYMENT - MULTIPLE PAYMENTS - H1001C (2008-05-12)**

Canada will pay the Contractor upon completion and delivery of the Work in accordance with the payment provisions of the Contract if:

- a) an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
- b) all such documents have been verified by Canada;
- c) the Work delivered has been accepted by Canada.

## **23.0 EXPENDITURE, LIMITATION - CONTRACT - C6001C (2011-05-16)**

23.1 Canada's total liability to the Contractor under the Contract must not exceed \$ \_\_\_\_\_ (*amount will be inserted in final contract*). Customs duties are included and Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.

23.2 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

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- (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.

23.3 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.

#### **24.0 CASH FLOW LIMITATION**

The Procurement Authority shall advise the Contractor, in writing, of the estimated cash flow for each fiscal year (FY). The Contractor shall promptly notify the Authorities as to the adequacy of funds at any point during the FY when it is believed the funding is considered to be inadequate and/or is expected to be exceeded prior to FY end.

#### **25.0 CUSTOMS DUTY - DND - IMPORTER - C2610D (2007-11-30)**

- 25.1 As the goods to be supplied under the Contract are defence supplies, customs duties on importation to Canada may be remitted under the Tariff Item Number 9982.00.00 of the Schedule to the *Customs Tariff*.
- 25.2 Remission of customs duties payable may be granted under the Tariff Item Number 9982.00.00 when the total contract value of the defence supplies is C\$250,000 or more. This reflects the import value of the goods plus the duty that would be applicable in the absence of the *Customs Tariff*.
- 25.3 The Department of National Defence (DND) will be responsible for prearranging remission on importation or for paying customs duties on importation and applying to Canada Border Services Agency for a refund. DND is also responsible for applying to Public Works and Government Services Canada in good time for the certification required by the *Customs Tariff*.

#### **26.0 LIMITATION OF CONTRACTOR'S LIABILITY FOR DAMAGES TO CANADA N0001C (2008-05-12)**

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- 26.1 This section applies despite any other provision of the Contract and replaces the section of the general conditions entitled "Liability". Any reference in this section to damages caused by the Contractor also includes damages caused by its employees, as well as its subcontractors, agents, and representatives, and any of their employees.
- 26.2 Whether the claim is based in contract, tort, or another cause of action, the Contractor's liability for all damages suffered by Canada caused by the Contractor's performance of or failure to perform the Contract is limited to \$25,000,000.00 This limitation of the Contractor's liability does not apply to:
- (a) any infringement of intellectual property rights; or
  - (b) any breach of warranty obligations.
- 26.3 Each Party agrees that it is fully liable for any damages that it causes to any third party in connection with the Contract, regardless of whether the third party makes its claim against Canada or the Contractor. If Canada is required, as a result of joint and several liability, to pay a third party in respect of damages caused by the Contractor, the Contractor must reimburse Canada for that amount.

## **27.0 LIABILITY INSURANCE**

- 27.1 The Contractor shall maintain in force, throughout the period of performance of the Contract, liability insurance in an amount which, together with the Contractor's working capital and the realizable value of its unencumbered fixed assets from time to time, would be sufficient to satisfy the maximum liability to Canada that the Contractor could incur under the Contract.
- 27.2 At the request of the Contracting officer from time to time, the Contractor shall immediately provide to the Contracting Officer either (a) certificates evidencing the current status of the insurance required in subsection (1), which describe the coverage and any material exclusions from or limitations on the coverage, or (b) evidence that the Contractor requires no insurance to satisfy the requirements of subsection (1).
- 27.3 If the period of performance of the Contract is longer than one year, the Contractor shall, if requested by the Contracting Officer, provide to the Contracting Officer, on each anniversary date of the execution of the Contract during the period of performance of the Contract, either (a) certificates evidencing the current status of the insurance required in subsection (1), which describe the coverage and any material exclusions from or limitations on the coverage, or (b) evidence that the Contractor requires no insurance to satisfy the requirements of subsection (1).

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**28.0 LIEN - SECTION 427 OF THE BANK ACT - H4500C (2010-01-11)**

28.1 If any lien under section 427 of the Bank Act, S.C. 1991, c. 46, exists in respect to any materials, parts, work-in-process, or finished work for which the Contractor intends to claim payment, the Contractor agrees to inform the Contracting Authority without delay and agrees, unless instructed otherwise by the Contracting Authority, either:

- (a) to cause the bank to remove such lien and to provide the Contracting Authority with written confirmation from the bank; or,
- (b) to provide to the Contracting Authority an undertaking from the bank that the bank will not make any claim under section 427 of the Bank Act on materials, parts, work-in-process, or finished work in respect of which payment is made to the Contractor under the Contract.

28.2 Failure to inform the Contracting Authority of such lien or failure to implement paragraph 1(a) or (b) above will constitute default under the default section of the general conditions and will entitle Canada to terminate the Contract.

**29.0 DELIVERY**

29.1 When material is prepared for shipment, it shall be dispatched under the direction of a representative of the NDQAR who will prepay the shipping charges.

29.2 Packaging of Crown equipment and material shall conform to the directions contained in A-LM-184-001/JS-001, Chapter 9.

29.3 The Contractor shall re-use all containers, blocking, bracing and cushioning materials received with repairable equipment when these materials have been approved for re-use by the Inspection Authority.

**30.0 SHIPPING INSTRUCTIONS (DND) - CANADIAN-BASED CONTRACTOR D0037C (2011-05-16)**

30.1 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.

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- 30.2 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.

*Details will be inserted in final contract, depending on location of Contractor.*

- 30.3 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.

- 30.4 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.

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

- 30.6 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.

- 30.7 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

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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.

### **31.0 DEFENCE CONTRACT - A9006C (2012-07-16)**

The Contract is a defence contract within the meaning of the Defence Production Act, R.S.C. 1985, c. D-1, and must be governed accordingly.

Title to the Work or to any materials, parts, work-in-process or finished work must belong to Canada free and clear of all claims, liens, attachments, charges or encumbrances. Canada is entitled, at any time, to remove, sell or dispose of the Work or any part of the Work in accordance with section 20 of the Defence Production Act.

### **32.0 APPLICABLE LAWS - A9070C (2007-05-25)**

This Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in \_\_\_\_\_ (*will be inserted in final contract*).

### **33.0 PRIORITY OF DOCUMENTS - A9140C (2007-05-25)**

The documents specified below form part of and are incorporated into the Contract. If there is a discrepancy between the wording of any documents which appear on the list, the wording of the document which first appears shall prevail over the wording of any document which subsequently appears on the list.

- (1) These Articles of Agreement less all Annexes;
- (2) The General Conditions and amendments to of Article 3;
- (3) The Basis of Payment, attached as Annex C;
- (4) The Statements of Work, attached as Annex A and Annex B;
- (5) The Contractor's Proposal.

### **34.0 OFFICE FACILITIES AND EQUIPMENT**

The Contractor shall make available reasonable office space, equipment and necessary administrative assistance for the Quality Assurance Rep, Inspection Authority, Contract Authority, Audit Services Bureau and other representatives of PWGSC and shall perform the stenographic 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

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movement, accounting, storage, repair, overhaul, quality control and investigation of material covered by this Contract. The Contractor shall keep all publications current by inserting all published amendments necessary for the performance of this Contract. The provision of this clause shall be deemed to be work as defined in the General Conditions.

### **35.0 NOTICE OF LABOR DISPUTES**

Whenever the Contractor has knowledge that any actual or potential labor dispute is delaying or threatens to delay the timely performance of this Contract, the Contractor shall immediately give notice thereof, including all relevant information with respect thereto, to the Contract Authorities.

### **36.0 ISO 9001:2008 QUALITY MANAGEMENT SYSTEMS - REQUIREMENTS (QAC Q) - D5540C (2010-08-16)**

In the performance of the Work described in the Contract, the Contractor must comply with the requirements of:

ISO 9001:2008 - Quality management systems - Requirements, published by the International Organization for Standardization (ISO), current edition at date of submission of Contractor's bid.

It is not intended that the Contractor be registered to ISO 9001; however, the Contractor's quality management system must address all requirements appropriate to the scope of the Work. Only exclusions in accordance with clause 1.2 of ISO 9001 are acceptable.

Assistance for Government Quality Assurance (GQA)

The Contractor must provide the Quality Assurance Representative (QAR) with the accommodation and facilities required for the proper accomplishment of GQA and must provide any assistance required by the QAR for evaluation, verification, validation, documentation or release of product.

The QAR must have the right of access to any area of the Contractor's or subcontractor's facilities where any part of the Work is being performed. The QAR must be afforded unrestricted opportunity to evaluate and verify Contractor conformity with quality system procedures and to validate product conformity with the requirements of the Contract. The Contractor must make available for reasonable use by the QAR the equipment necessary for all validation purposes. Contractor personnel must be made available for operation of such equipment as required.

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When the QAR determines that GQA is required at a subcontractor's facilities, the Contractor must provide for this in the purchasing document and forward copies to the QAR, together with relevant technical data as the QAR may request.

The Contractor must notify the QAR of non-conforming product received from a subcontractor when the product has been subject to GQA.

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

### **37.0 TIME VERIFICATION - C0711C (2008-05-12)**

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

### **38.0 PRIORITY RATING - CANADIAN CONTRACTORS - C2801C (2011-05-16)**

38.1 The Contract concerns a Canadian defence requirement and therefore is eligible to be assigned a "U.S. Priority Rating" for any materials/services imported from the United States which may be required in the performance of the Work. Accordingly, the Contractor must:

- (a) make an application to the Defence Priorities and Allocations Officer, Public Works and Government Services Canada (PWGSC), either by e-mail at:  
DGAPrioritesdedefense.ACQBDefencePriorities@pwgsc-tpsgc.gc.ca ;  
or by facsimile: 819-956-1459; and
- (b) include this clause in subcontracts with Canadian-based contractors, and quote the PWGSC Contract Number indicated in the Contract.

38.2 Failure to comply with the above may impact on the Contractor's delivery commitments. Therefore, the Contractor is responsible for any breach of the Contract that arises from such a failure.

**Section A of RFP W8485-126579**

**PT6A-27 SERVICES CONTRACT**

**INSTRUCTIONS FOR TECHNICAL  
PROPOSAL SUBMISSION**

1. Introduction. This document provides instructions for the preparation of technical proposals and a scoring guide that will be used for the technical evaluation. The scoring guide is attached as Annex A to this RFP Section A. The bidder must demonstrate its ability to satisfy all of the SOW requirements.

#### NOTE

Nothing in this document is intended to limit the proposal content. It is the bidder's responsibility to provide sufficient detail in support of its bid to ensure that the Crown will have all of the information required to conduct its evaluation.

2. Objectives. The overall objectives of the technical evaluation are:
- a. to ensure that the bid gives assurance of compliance with the SOW requirements;
  - b. to assess the capability of the bidders; and
  - c. to ensure that the bidder has an acceptable contract transition plan.

#### GUIDANCE TO BIDDERS.

As indicated in RFP Part 3, Bid Preparation Instructions, Bidders must submit their technical bid into two (2) sections and titled as follows:

3. Part 1 - Program Description. The first section of the proposal shall describe how the Bidder will meet the requirements of the Statements of Work. Bidders are required to provide data in sufficient detail for the evaluation team to conduct a comprehensive and fair assessment. Methods proposed and any governing conditions to suit the Contractor's normal practices should be defined. Waivers, alternatives and options may be proposed to satisfy rated requirements, which are considered to offer improvements in cost/time/performance but identified as such, with substantiating data to aid in consideration. Waivers, alternatives and options shall not be acceptable to satisfy mandatory requirements.

4. Part 2 - Compliance Table and Cross-Reference Matrix. Each of the mandatory and point-rated requirements shall be addressed in the second section of the proposal. To facilitate its preparation, a Matrix with scoring guide is attached as **Annex A**. For each line item, the bidder shall provide a clear response and, where necessary, identify the location of supporting documentation. The Matrix will be used by Canada for scoring the proposals.

#### TECHNICAL EVALUATION

5. Using the information provided as required under Part 1 and Part 2, the capability of the bidders will be assessed as follows:

- a. Infrastructure and Corporate Experience (15%)
- b. Personnel (21%)
- c. Facility Description (8%)
- d. Performance of Repair and Overhaul Experience (19%)
- e. Sub-Contracting (6%)
- f. Technical Investigations and Engineering Support (11%)
- g. Performance Management (5%)
- h. Transition Plan (9%)
- i. Spares Procurement and Supply Support (6%)

6. In order to be considered compliant, the proposal must receive a capability score of at least 60% for each of the nine criteria, and 75% overall. There is a total of 480 points available, thus 360 points are required to meet the overall 75% rated requirements pass mark.

7. Cost Evaluation and Contractor Selection Methodology are described in RFP Part 4.

**PT6A-27 TURBOPROP ENGINE  
TECHNICAL AND LOGISTICS EVALUATION CRITERIA MATRIX 2012**

	<b>1.0 Mandatory Requirements</b>	<b>Met</b>	<b>Not Met</b>	<b>Proposal Reference</b>
1	Provide proof of a Technical Assistance Agreement with Pratt & Whitney Canada, the OEM for the PT6A-27 gas turbine engine, as per Annex A, Technical SOW, Article 3.10.			
2	Provide submission proof of a quality system that is compliant with the requirements of ISO 9001:2008, or AF 9000+, or Ministry of Transport Airworthiness Standard (Transport Canada). Acceptable evidence would be submission of copies of applicable documentation confirming registration with one of these three standards, and submission of the bidder's Quality Manual. In absence of, or in addition to accreditation credentials provided, the Government reserves the right to subject any bidder's Quality Manual to a DQA "desk top" audit for assurance of compliance IAW Resulting Contract clause 35.0 of RFP Part 6.			
3	The bidder shall demonstrate at least five (5) years of repair and overhaul experience during the past eight (8) years on turboprop engines rated at 500 Horsepower or higher. The responses shall demonstrate at least 10,000 Direct Labour R&O person-hours per year of experience to qualify. The response shall be supported by providing documentation such as contract number, client information, engine			

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	models, scope of work, hours billed, etc in sufficient detail to demonstrate the required bidder level of experience. “Direct Labour R&O person-hours” is defined has labour devoted to: repair, overhaul, modification, and TIES. Any sub-contractor labour is excluded from Direct Labour R&O person-hours.			
4	Minimum airworthiness requirement. Provide proof of formal airworthiness accreditation for aircraft turboprop engine repair and overhaul (any type) that meets the intent of the Technical Airworthiness Manual (TAM) C-05-005-001/AG-001, Change 5 of 28 July 2007, page 3-1-2-1, para 3.1.2.S1 sub- para 1. a (2) (c) (Transport Canada (TC) Approved Maintenance Organisation (AMO) and/or Federal Aviation Authority (FAA) Approved Repair Station).			
5	Provide a statement signed by a Company Senior Official certifying that the Company is either the OEM or an OEM authorized Repair Center for the PT6A-27 Aero Engine, its associated components and accessories, as contained within the Equipment Selection List, at Appendix 1 of Annex B, Logistics Statement of Work. Evidence of OEM Authorized Repair Centre Status must pre-date the original RFP posting date.			
<b>Failure to meet any of the mandatory requirements as stated above will result in your bid being declared as non-compliant</b>				

## **2.0 POINT RATED REQUIREMENTS**

The following elements of the Bidder's technical/logistics proposal will be evaluated and scored in accordance with specific evaluation criteria. It is imperative that the Bidder address each of these criteria in sufficient depth so as to allow the Canadian Department of National Defence (DND) technical, logistics and quality assurance evaluators a full understanding of the company's repair and overhaul (R & O) capabilities. The Bidder's facilities may be subject to an evaluation survey by a Government representative.

**Any technical/logistics proposal receiving a score of less than 60% on any one of the following factors and less than 75% overall will be declared non-compliant.**

There is a total of 480 points available, hence 360 points are required to meet the overall 75% rated requirement pass mark.

**Rating guide: Unless detailed otherwise, the qualitative ratings "Excellent", "Very good", "Satisfactory", "Inadequate", "Very poor" and "Not addressed" are defined in the following Table 1 and Table 2.**

<b>Table 1 - Rating Guidelines for Evaluation of Technical Requirements</b>	
<b>Excellent</b>	The proposal exceeds the requirement. The requirement is fully understood. There are no uncertainties that will significantly impact accomplishment of the requirement.
<b>Very Good</b>	The proposal meets the requirement. Appears that the requirement is understood. There is low probability that uncertainties will significantly impact accomplishment of the requirement.
<b>Satisfactory</b>	The proposal meets the requirement. Appears that the requirement is understood. Existence of minor deficiencies in meeting the requirement. There is a moderate probability that uncertainties will significantly impact accomplishment of the requirement.
<b>Inadequate</b>	The proposal fails to meet the requirement. Appears that the requirement is not understood. Insufficient explanation of how the requirement will be met. There is a high probability that uncertainties will significantly impact accomplishment of the requirement.
<b>Very Poor</b>	The proposal falls significantly below the minimum acceptable. No supporting information provided. No indication of how the requirement will be met. There is a very high probability that uncertainties will significantly impact accomplishment of the requirement.
<b>Not Addressed</b>	The proposal does not address the requirement.

<b>Table 2 - Rating Guidelines for Evaluation of Curriculum Vitae</b>	
<b>Excellent</b>	The experience/qualification has an abundance of supporting documentation and is such that the level of risk to the service performance is negligible.
<b>Very Good</b>	The experience/qualification has adequate supporting documentation and is such that the level of risk to the service performance is minimal.
<b>Satisfactory</b>	The experience/qualification has barely adequate supporting documentation but is such that the level of risk to the service performance is acceptable.
<b>Inadequate</b>	The experience/qualification has inadequate supporting documentation and is such that the level of risk to the service performance is unacceptable.
<b>Very Poor</b>	The experience/qualification has no supporting documentation and is such that the level of risk to the service performance is unacceptable.
<b>Not Addressed</b>	The proposal does not address the requirement.

**EVALUATION SCORING SHEET SUMMARY**

**BIDDER'S NAME:** \_\_\_\_\_

**Score**

The 9 factors selected for assessment are the following:

- A. Infrastructure and Corporate Experience \_\_\_\_\_ / 70 points (min 42 points)
- B. Personnel Factors \_\_\_\_\_ / 100 points (min 60 points)
- C. Facility Description \_\_\_\_\_ / 40 points (min 24 points)
- D. Performance of Repair and Overhaul \_\_\_\_\_ / 90 points (min 54 points)
- E. Sub-Contracting \_\_\_\_\_ / 30 points (min 18 points)
- F. Technical Investigation and Engineering Support \_\_\_\_\_ / 50 points (min 30 points)
- G. Performance Management \_\_\_\_\_ / 25 points (min 15 points)
- H. Transition Plan \_\_\_\_\_ / 45 points (min 27 points)
- I. Spares Procurement and Supply Support \_\_\_\_\_ / 30 points (min 18 points)

**TOTAL POINTS RECEIVED :** \_\_\_\_\_ **POINTS (Min 360/480 or 75% overall)**

	<b>A. Infrastructure and Corporate Experience (70 points)</b>	<b>Point Criteria</b>	<b>Max Points</b>	<b>Points Received</b>	<b>Reference</b>
A1	Describe the company's current management organization and explain how the PT6A-27 turboprop engine R & O program as described in the Technical Statement of Work (Annex A) will fit into the corporate structure.	Excellent – (10) Very good – (8) Satisfactory – (6) Inadequate – (4) Very Poor – (2) Not addressed – (0)	10		
A2	Provide an overview of the entire company organization, including an organization chart, and the activities of each element of the organization. This section shall identify high-level reporting responsibilities in the R & O Organization, the Engineering Support Organization, and the Contract Management Organization. In detail, describe the company's structure as it pertains to the provision of R & O services in support of this Contract.	Excellent – (10) Very good – (8) Satisfactory – (6) Inadequate – (4) Very Poor – (2) Not addressed – (0)	10		
A3	Demonstrate the capability within the company's structure to provide Mobile Repair Party (MRP) support as referred in Technical Statement of Work (Annex A, Article 3.6) by providing a plan describing how an MRP task would be conducted.	Excellent – (10) Very good – (8) Satisfactory – (6) Inadequate – (4) Very Poor – (2) Not addressed – (0)	10		
A4	Identify the organization in support of Contract Management ensuring key company personnel are identified. Include a description of the functions and management responsibilities of the personnel associated with this Contract. This section should also include a summary of the relevant DND experience of all key company management personnel.	Excellent – (10) Very good – (8) Satisfactory – (6) Inadequate – (4) Very Poor – (2) Not addressed – (0)	10		

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A5	Describe in detail the company's information and records management system and how the requirements of this R & O program will be incorporated. Identify the extent to which the system is automated, any built-in trending or monitoring capability, and its accessibility to the company's management and customer service personnel.	Excellent – (10) Very good – (8) Satisfactory – (6) Inadequate – (4) Very Poor – (2) Not addressed – (0)	10	
A6	Describe and explain how airworthiness records are maintained, stored and auditable IAW Annex B, Log SOW para 4.3 "Transaction Documentation" and Annex A, Tech SOW para 4.0 "Technical Records, Documentation and Drawings".	Excellent – (5) Very good – (4) Satisfactory – (3) Inadequate – (2) Very Poor – (1) Not addressed – (0)	5	
A7	Provide a brief description and number of relevant projects/programs (including duration minimum 12 months) within the last 10 years related to the following: a. Primary contractor or sub-contractor for military organizations; and b. Primary contractor or sub-contractor for non-military organizations.	a. Each relevant military project/program – (3 pt each) up to maximum 9 points; and b. Each relevant non-military project/program – (3 pt each) up to maximum 6 points.	15	
	<b>Required minimum is 42 out of 70 points</b>	<b>Subtotal</b>	<b>70</b>	

	<b>B. Personnel Factors (100 points)</b>	<b>Point Criteria</b>	<b>Max Points</b>	<b>Points Received</b>	<b>Reference</b>
B1	Provide your manpower resources plan (estimated) to complete the required work IAW the RFP.	Excellent – (10) Very good – (8) Satisfactory – (6) Inadequate – (4) Very Poor – (2) Not addressed – (0)	10		
B2	Indicate the percentage proposed work force as per B1 plan currently employed in-house. Indicate any proposed additions to your work force required to bring this project on line.	80 - 100 % in house – (10) 70 – 79% in house – (8) 60 – 69% in house – (6) 30 – 59% in house – (4) 1 – 29% in house – (2) 0% in house – (0)	10		

<p><b>B3</b></p>	<p>Demonstrate that the personnel involved in the R &amp; O of turboprop engines, components and accessories (as per B1 above) have the necessary training, qualifications and experience required to meet the requirements of this RFP. Provide the following:</p> <ul style="list-style-type: none"> <li>a. Profiles (résumés) of proposed management, support, engineering and other key company personnel who would be employed on this Contract; and</li> <li>b. Relevant and recognized qualifications and experience of personnel (e.g. Transport Canada AME Categories, CAMC and Non-Destructive Testing qualifications, College Diploma). Provide in a matrix format (Name or position with check marks against required qualifications. Indicate relevant years of experience).</li> </ul>	<p>30</p>	<p>1. Max 5 pts for % of technicians trained and qualified to carry out turboprop R&amp;O;                  2. Max 5 pts for % of technicians having at least 2 years of turboprop R&amp;O experience;                  3. Max 5 pts for % of personnel involved in logistics tasks having at least 2 years of experience in relevant field;                  4. Max 5 pts for % of engineering staff having at least 5 years of experience in turboprop engineering;                  5. Max 5 pts for % of management staff having at least 3 years of experience in turboprop R&amp;O program management.                  6. Max 5 pts for % of personnel involved in non destructive trained and qualified.                  80 - 100 % - (5)                  70 - 79 % - (4)                  50 - 69% - (3)                  25 - 49% - (2)                  1 - 24 % (1)                  0% - (0)                  (applicable to the six items above)</p>
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B4	<p>Describe the following company training plans and programs:</p> <p>a. Training courses required to bring existing personnel and any additional personnel, up to the required qualification level. Include course details such as source of training, duration of course, and course outline;</p> <p>b. Any company on-going training program to maintain currency; and</p> <p>c. Any existing or planned on-job-training (OJT) program.</p>	30	<p>Excellent – (10)          Very good – (8)          Satisfactory – (6)          Inadequate – (4)          Very Poor – (2)          Not addressed – (0)</p> <p>Excellent – (10)          Very good – (8)          Satisfactory – (6)          Inadequate – (4)          Very Poor – (2)          Not addressed – (0)</p> <p>Excellent – (10)          Very good – (8)          Satisfactory – (6)          Inadequate – (4)          Very Poor – (2)          Not addressed – (0)</p>		
B5	<p>Identify a single point of contact for all Technical Investigations and Engineering Support (TIES) tasks. Demonstrate that the TIES manager and staff are highly competent with the appropriate academic, training, and qualifications to manage all TIES tasks. Distinguish between mgr and staff.</p>	10	<p>Combined work experience:          More than 10 years – (10)          7 to 10 years – (8)          4 to less than 7 years – (6)          2 to less than 4 years – (4)          1 to less than 2 years – (2)          less than 1 year – (0)</p>		

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B6	Ability of resource plan provided at B1 to meet TIES tasking requirements.	<p>Excellent – (10)                  Very good – (8)                  Satisfactory – (6)                  Inadequate – (4)                  Very Poor – (2)                  Not addressed – (0)</p>	10	
	<b>Required minimum is 60 out of 100 points</b>	<b>Subtotal</b>	<b>100</b>	

	<b>C. Facility Description (40 points)</b>	<b>Point Criteria</b>	<b>Max Points</b>	<b>Points Received</b>	<b>Reference</b>
C1	<p>The Bidder shall provide a detailed description of the facilities, or the proposed facilities, where the R &amp; O and required support work (including engine testing) will be conducted. In describing these facilities, the following items shall be addressed:</p> <p>a. Provide a shop layout which indicates the required floor area for all functions including sub-contractor facilities;</p> <p>b. Where the work requires a special environment (e.g. balancing, stripping/cleaning), indicate how this will be accomplished.</p>	<p>Excellent – (10)                      Very good – (8)                      Satisfactory – (6)                      Inadequate – (4)                      Very Poor – (2)                      Not addressed – (0)</p> <p>Excellent – (10)                      Very good – (8)                      Satisfactory – (6)                      Inadequate – (4)                      Very Poor – (2)                      Not addressed – (0)</p> <p>Excellent – (10)                      Very good – (8)                      Satisfactory – (6)                      Inadequate – (4)                      Very Poor – (2)                      Not addressed – (0)</p>	30		

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C2	<p>Describe the PT6A-27 Engine and Accessory relevant tooling and equipment currently held by your company to conduct this work IAW OEM Manual 3013242 Table 1 for Heavy Maintenance. Identify any additional tooling and equipment (including identified sources of supply and delivery dates) required to conduct this work.</p>	<p>100% available on contract award – (10)</p> <p>100% available to meet contract service start date – (8)</p> <p>75% - 99% available to meet contract service start date – (6)</p> <p>50% - 74% available to meet contract service start date – (4)</p> <p>1% - 49% available to meet contract service start date – (2)</p> <p>No tooling available to meet contract service start date – (0)</p>	10	
	<b>Required minimum is 24 out of 40 points</b>	<b>Subtotal</b>	<b>40</b>	

	<b>D. Performance of Repair and Overhaul (90 points)</b>	<b>Point Criteria</b>	<b>Max Points</b>	<b>Points Received</b>	<b>Reference</b>
D1	<p>The Bidder shall provide a plan which details how the PT6A-27 R &amp; O activity described in the Technical SOW will be accomplished. In addition, the plan shall address the following:</p> <ol style="list-style-type: none"> <li>a. Include a schedule showing all the major milestones (e.g. induction, disassembly, cleaning, inspection, rework/repair, assembly/rebuild, testing, shipping etc...) shall also include any required sub-contract work;</li> <li>b. Include a flowchart that identifies the critical path and which clearly depicts the interrelationships between all R &amp; O activities;</li> <li>c. Describe where the required manpower will be employed (i.e. per activity). Describe the manpower assigned to each work center.</li> </ol>	<p>Excellent – (10)                      Very good – (8)                      Satisfactory – (6)                      Inadequate – (4)                      Very Poor – (2)                      Not addressed – (0)</p> <p>Excellent – (10)                      Very good – (8)                      Satisfactory – (6)                      Inadequate – (4)                      Very Poor – (2)                      Not addressed – (0)</p> <p>Excellent – (10)                      Very good – (8)                      Satisfactory – (6)                      Inadequate – (4)                      Very Poor – (2)                      Not addressed – (0)</p> <p>Excellent – (10)                      Very good – (8)                      Satisfactory – (6)                      Inadequate – (4)                      Very Poor – (2)                      Not addressed – (0)</p>	40		

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D2	Detail how the company will meet the post-contract award Technical Airworthiness Accreditation requirement as per technical SOW para 3.9.	Understanding of airworthiness requirement: Excellent – (10) Very good – (8) Satisfactory – (6) Inadequate – (4) Very Poor – (2) Not addressed – (0)	10	
D3	Demonstrate how the TAT detailed in the Logistics SOW, para 3.1 “Equipment Turn Around Time” and MRC limitations detailed in the Logistics SOW, para 3.3 will be met. (Demonstrate how the proposed schedule in D1 will meet the Turn Around Time requirements of this RFP. The demonstration shall include all sub-contractor TAT).	Schedule is realistic in terms of meeting the TAT & MRC requirement of this RFP. Excellent – (10) Very good – (8) Satisfactory – (6) Inadequate – (4) Very Poor – (2) Not addressed – (0)	10	

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D4	<p>a. Describe how visibility and control are maintained for R&amp;O items in progress. Ref. Logistics SOW para 2.8 and para 5.2.</p> <p>b. Indicate how segregation, configuration management and cost and materiel control will be maintained. Ref. Technical SOW para 7.1.6.7, 7.1.6.7.1 and 7.1.6.7.2.</p> <p>c. Explain how urgent DND/RCAF requirements will be actioned. (Provide company processes or similar document)</p>	<p>a. Progress visibility and control Excellent – (10) Very good – (8) Satisfactory – (6) Inadequate – (4) Very Poor – (2) Not addressed – (0)</p> <p>b. Segregation, configuration management and cost control: Excellent – (10) Very good – (8) Satisfactory – (6) Inadequate – (4) Very Poor – (2) Not addressed – (0)</p> <p>c. Urgent DND requirements: Excellent – (10) Very good – (8) Satisfactory – (6) Inadequate – (4) Very Poor – (2) Not addressed – (0)</p>	30	
	<b>Required minimum is 54 out of 90 points</b>	<b>Subtotal</b>	<b>90</b>	

	<b>E. Subcontracting (30 points)</b>	<b>Point Criteria</b>	<b>Max Points</b>	<b>Points Received</b>	<b>Reference</b>
E1	<p>Bidder shall specify details of any proposed subcontracts or any plans to perform R&amp;O and testing of any requirements of this RFP on premises other than the company's premises. The names of the proposed sub-contractors and the products or services that would be provided shall be identified and fully described. In addition, details provided shall include the following:</p> <p>a. Arrangements to ensure sub-contract best value;</p> <p>b. Ability to meet TAT as outlined at D3; and</p> <p>c. Experience and qualifications.</p> <p>Note: Full points will be awarded to bidders if sub-contracting is not required in support of the requirements of this RFP.</p>	<p>Overall approach:                      Excellent – (5)                      Very good – (4)                      Satisfactory – (3)                      Inadequate – (2)                      Very Poor – (1)                      Not addressed – (0)</p> <p>a. Best value:                      Excellent – (5)                      Very good – (4)                      Satisfactory – (3)                      Inadequate – (2)                      Very Poor – (1)                      Not addressed – (0)</p> <p>b. Ability to meet TAT:                      Excellent – (5)                      Very good – (4)                      Satisfactory – (3)                      Inadequate – (2)                      Very Poor – (1)                      Not addressed – (0)</p> <p>c. Years of experience                      5 years + - (5)                      4 years – (4)                      3 years – (3)                      2 years – (2)                      1 year – (1)                      Less than 1 year – (0)</p>	20		

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E2	<p>The Bidder shall provide evidence that the proposed sub-contractors are capable, authorized and willing to conduct the work, which is to be sub-contracted. The Bidder shall provide signed agreements or letters of intent with all proposed sub-contractors.</p> <p>Note: Full points will be awarded to bidders if sub-contracting is not required in support of the requirements of this RFP.</p>	<p>No sub-contractors required – (10)</p> <p>Letters for 100% of identified sub-contractors – (08)</p> <p>Letters for more than 50 % but less than 100% of identified sub-contractors - (6)</p> <p>Letters for 50% of identified sub-contractors - (4)</p> <p>Letters for less than 50 % but more than or equal to 25% of identified sub-contractors - (2)</p> <p>Letters for less than 25% of identified sub-contractors - (0)</p>	10	
	<b>Required minimum is 18 out of 30 points</b>	<b>Subtotal</b>	<b>30</b>	

	<b>F. Technical Investigation and Engineering Support (50 points)</b>	<b>Point Criteria</b>	<b>Max Points</b>	<b>Points Received</b>	<b>Reference</b>
F1	Describe the Company's plans to manage and carry out taskings raised by the TA in support of Technical Investigations and Engineering Support (TIES).	Excellent – (10) Very good – (8) Satisfactory – (6) Inadequate – (4) Very Poor – (2) Not addressed – (0)	10		
F2	Identify the level of Company matrix support including engineering resources and capabilities that will be accessible to the TIES personnel.	Excellent – (5) Very good – (4) Satisfactory – (3) Inadequate – (2) Very Poor – (1) Not addressed – (0)	5		
F3	Describe the planned or current process(es) for prioritizing and supporting TIES taskings.	Excellent – (5) Very good – (4) Satisfactory – (3) Inadequate – (2) Very Poor – (1) Not addressed – (0)	5		
F4	Describe past and present engineering involvement with turboprop engines, components and accessories used by other customers.	More than 10 years – (10) 8 to 10 years – (8) 6 to less than 8 years – (6) 3 to less than 6 years – (4) 1 to less than 3 years – (2) Less than 1 year – (0)	10		

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<p>F5</p> <p>Provide the management procedures in place to ensure that:</p> <ul style="list-style-type: none"> <li>a. All technical and procedural changes are analysed by TIES dedicated personnel to determine the implication of such changes;</li> <li>b. All official publications such as Canadian Forces Technical Orders (CFTOs) and Drawing Packages are updated, maintained and controlled; and</li> <li>c. Proposed changes to CFTOs and Drawing Packages are developed, reviewed, and analysed by the TIES personnel prior to forwarding to the TA for change approval.</li> <li>d. Adequacy of process ensuring senior management has visibility on TIES taskings and is able to assign the required priorities.</li> </ul> <p><b>Required minimum is 30 out of 50 points</b></p>	<p>Scored separately as follows, max 5 pts each:</p> <ul style="list-style-type: none"> <li>Excellent – (5)</li> <li>Very good – (4)</li> <li>Satisfactory – (3)</li> <li>Inadequate – (2)</li> <li>Very Poor – (1)</li> <li>Not addressed – (0)</li> </ul>	<p>20</p>		
	<p><b>Subtotal</b></p>	<p><b>50</b></p>		

	<b>G. Performance Management (25 points)</b>	<b>Point Criteria</b>	<b>Max Points</b>	<b>Points Received</b>	<b>Reference</b>
G1	<p>This section shall detail corporate performance management processes in place to ensure that the Contract requirements are met on a continuing basis. The company shall address the following elements:</p> <p>a. The internal process used to monitor and report Contractor performance;</p> <p>b. The process used to ensure that sufficient personnel are available to meet fluctuating demands for R &amp; O and TIES requirements; and</p> <p>c. The process allowing senior management to review and control program performance.</p>	<p>a. Excellent – (10) Very good – (8) Satisfactory – (6) Inadequate – (4) Very Poor – (2) Not addressed – (0)</p> <p>b. Excellent – (10) Very good – (8) Satisfactory – (6) Inadequate – (4) Very Poor – (2) Not addressed – (0)</p> <p>c. Excellent – (5) Very good – (4) Satisfactory – (3) Inadequate – (2) Very Poor – (1) Not addressed – (0)</p>	25		
	<b>Required minimum is 15 out of 25 points</b>	<b>Subtotal</b>	<b>25</b>		

	<b>H. Transition Plan (45 points)</b>	<b>Point Criteria</b>	<b>Max Points</b>	<b>Points Received</b>	<b>Reference</b>
<p>All Bidders shall provide a Transition Plan. It shall provide a detailed view of the approach and methodologies to be employed by the Bidder to assume responsibility for the R&amp;O and TIES of the PT6A-27 engine including associated components and accessories to achieve full production at the estimated rate of arising to meet contract Service Start Date. Detailed cost is required at Section B, annex C, Basis of Payment, Table 1. No prices must be indicated in this section.</p>					
<p>H1</p>	<p>Transition Plan shall show how programming capacity will be organized to meet forecast arising. The Bidder must detail how the company will bring production to full capacity, and indicate the target date for achieving steady-state production capacity. The Bidder must identify a Service Start Date, which shall not be any later than three months after contract award. The plan shall address approach, methodology and assumptions. In addition, the following criteria will be assessed:</p> <ol style="list-style-type: none"> <li>a. Schedule/Timetable;</li> <li>b. How management will control the transition;</li> <li>c. Additional resources required for transition period.</li> </ol>	<p>Overall Plan:                      Excellent – (10)                      Very good – (8)                      Satisfactory – (6)                      Inadequate – (4)                      Very Poor – (2)                      Not addressed – (0)</p> <p>H1 a, b and c scored max 5 pts each as follows:                       Excellent – (5)                      Very good – (4)                      Satisfactory – (3)                      Inadequate – (2)                      Very Poor – (1)                      Not addressed – (0)</p>	<p>25</p>		
<p>H2</p>	<p>Provide a risk analysis of the Transition Plan to identify all risk elements that may affect the Contractors ability to achieve full production by contract Service Start Date together with contingency plans to address all risks.</p>	<p>Excellent – (10)                      Very good – (8)                      Satisfactory – (6)                      Inadequate – (4)                      Very Poor – (2)                      Not addressed – (0)</p>	<p>10</p>		

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H3	Address the testing of components requiring special tooling/test equipment not available (on contract award) at the Contractor's facility.	Excellent – (5) Very good – (4) Satisfactory – (3) Inadequate – (2) Very Poor – (1) Not addressed – (0)	5		
H4	Describe any new facilities that would be required to meet the requirements of this RFP.	None required – (5) All available on contract award – (4) Available to meet contract Service Start Date – (3) Not addressed or available to meet contract Service Start Date – (0)	5		
	<b>Required minimum is 27 out of 45 points</b>	<b>Subtotal</b>	<b>45</b>		

	<b>I. Spares Procurement and Supply Support (30 points)</b>	<b>Point Criteria</b>	<b>Max Points</b>	<b>Points Received</b>	<b>Reference</b>
	<p>As part of the Supply Support to this R&amp;O Program, a Spare Parts Provisioning Plan is required. The company shall outline a methodology that indicates how spares support from the OEM or a Pratt &amp; Whitney-licensed supplier will be conducted. As a minimum, the proposal shall cover the following requirements and demonstrate the adequacy of the proposed methodology:</p>				
I1	<p>Demonstrate the understanding and objective of having a Spare Parts Provisioning Plan. To include Inventory Forecasting and management's efforts to reduce supply uncertainties to ensure parts will be purchased/procured on time to be embodied on PT6A-27 engines and associated components.</p>	<p>Excellent – (10)                      Very good – (8)                      Satisfactory – (6)                      Inadequate – (4)                      Very Poor – (2)                      Not addressed – (0)</p>	10		
I2	<p>Describe Company's spares procurement system and mechanisms in place to verify accuracy, minimize errors and anticipate problems.</p>	<p>Excellent – (5)                      Very good – (4)                      Satisfactory – (3)                      Inadequate – (2)                      Very Poor – (1)                      Not addressed – (0)</p>	5		
I3	<p>Describe Logistics system to be used for Inbound/Outbound spares to ensure TAT are met.</p>	<p>Excellent – (5)                      Very good – (4)                      Satisfactory – (3)                      Inadequate – (2)                      Very Poor – (1)                      Not addressed – (0)</p>	5		
I4	<p>Describe inventory control systems to track material. What system is to be used to monitor dollar expenditures for Contractor Furnished Materiel. In particular, what means will be used to obtain authorization when a spares buy exceeds stated financial dollar value limit.</p>	<p>Excellent – (5)                      Very good – (4)                      Satisfactory – (3)                      Inadequate – (2)                      Very Poor – (1)                      Not addressed – (0)</p>	5		

Annex A to Section A of W8485-126579

I6	Indicate how the records management system will provide traceability and accountability to support the provisioning process and document materiel conformity to airworthiness regulations. Automated materials management systems to provide management information data as required.	Excellent – (5) Very good – (4) Satisfactory – (3) Inadequate – (2) Very Poor – (1) Not addressed – (0)	5		
	<b>Required minimum is 18 out of 30 points</b>	<b>Subtotal</b>	<b>30</b>		

**Section B of RFP W8485-126579**

## **PT6A-27 SERVICES CONTRACT**

# **INSTRUCTIONS FOR FINANCIAL PROPOSAL SUBMISSION**

## **1. Introduction.**

This document provides instructions for the preparation of Section B of bidders' proposals and provides Tables that will be used to evaluate bidder's Total Bid Price.

## **2. Section B – Financial Bid.**

### **2.1 General**

- 2.1.1 As indicated in RFP Part 3, Bid Preparation Instructions, Bidders must submit their financial bid in a separately bound section and no prices must be indicated in any other section of the bid.
- 2.1.2 All prices must be quoted FCA Free Carrier (Contractor's Facility) incoterms 2000 and GST/HST extra.
- 2.1.3 Bids must be in Canadian currency. Bidders may request Canada to assume the risk for exchange rate fluctuation. This request must be specifically made at time of bidding.
- 2.1.4 All bids are evaluated in Canadian currency. Therefore, for evaluation purposes, the noon rate quoted by the Bank of Canada as being in effect on date of bid closing will be applied as the initial conversion factor for the specified currency.
- 2.1.5 If there are two (2) identical bids, and provided that the bid selected would still be considered the most advantageous to Canada, preference will be given to the Bidder who assumes all or part of the exchange rate adjustment risk over a bidder who does not assume any of this risk. Furthermore, preference will be given to the Bidder who assumes all of the exchange rate adjustment risk over a bidder who assumes only part of this risk.
- 2.1.6 Bidders must provide all pricing details as specified in Article 2.2. Bidders must include all charges associated with the provision of the services detailed in the Statements of Work attached as Annexes 'A' and 'B' to RFP Part 6 - Resulting Contract Clauses. Those charges must be included within the Basis of Payment attached as Annex 'C' to the Resulting Contract Clauses. No alternate or additional basis of payment will be acceptable.

- 2.1.7 The Contractor shall be responsible to provide all necessary training, replacement personnel, and backup personnel at no additional cost to Canada.
- 2.1.8 The Contractor shall be responsible for all costs associated with the facilities required to perform the work.
- 2.1.9 No charges shall be applicable prior to Contract Award.
- 2.1.10 The proposed rates shall apply regardless of the shift period in any given 24 hour period. No separate overtime rates will be considered.

## **2.2 Detailed Price Submissions**

- 2.2.1 Bidders shall provide firm unit prices for basic overhaul of PT6A-27 aero engines, test cell runs and packaging.

Bidders shall provide firm hourly labour rates for all additional work.

Bidders shall provide firm percentage mark-ups or discounts upon embodiment for Contractor Furnished Materials, exchange parts, reconditioned material and accessories.

Bidders shall provide a firm percentage mark-up for subcontracted work.

Bidders shall provide a percentage firm mark-up upon embodiment for Contract Issue Spares and Government Furnished Overhaul Spares.

Bidders shall provide a firm percentage mark-up on Publication Revision Services.

- 2.2.2 Prices quoted shall be firm for the duration of any resultant contract and must be quoted as applicable for each of the periods of Year “1” through Year “3” in the applicable paragraph in Annex ‘C’.
- 2.2.3 Estimated workloads are provided in Table 1 annexed to this Section B. They are based on DND’s estimates over the next three years and do not represent a commitment on the part of Canada.
- 2.2.4 For evaluation purposes, a quantity of one (1) will be used to calculate the bid price when a quantity of zero (0) is forecast.

- 2.2.5 Bidders may request a soft copy of Schedule 'C', Proposed Basis of Payment (MS Word) and of the Tables annexed to this Section B (MS Excel) from the Contracting Authority identified on Page One of the RFP.
- 2.2.6 All rates, prices and mark-ups must be entered on a copy of Annex 'C', "Proposed Basis of Payment". Bidders may provide a paper or electronic copy of the Tables in MS Excel format; however, prices will be re-calculated by Canada based on the rates, prices and mark-ups proposed in Annex 'C'. In case of discrepancy, the rates, prices and mark-ups provided in Annex C will govern.

Table 1 of Section B  
of RFP W8485-126579

**Basis of Payment: Estimated Level of Effort**

BOP Line Item	2013	2014	2015
2.1 FFP, # of basic O/H PT6A-27	1	0	1
2.2 FFP, consumables, # of O/H	1	0	1
2.3 FFP, consumables, # of repair	0	1	0
2.4 FFP, # of test cell run	0	1	0
2.4 FFP, # packaging of PT6A-27 engine	1	1	1
2.6 FFP, # of TBO Evaluation	0	0	0
FFP, # of TAR Evaluation	0	0	0
3 # R&O hrs at Fixed Time Rate	1000	500	1200

*From PWCI price lists:*

4.1 Value of CFM	\$150,000.00	\$40,000.00	\$175,000.00
4.2 Value of exchange parts	\$40,000.00	\$20,000.00	\$55,000.00
4.3 Value of reconditioned material	\$75,000.00	\$5,000.00	\$80,000.00
10 Value of PT6A-27 pubs	\$1,000.00	\$1,000.00	\$1,000.00

*Other costs and values*

4.4 All other accessories not on PWCI price lists	\$25,000.00	\$1,000.00	\$25,000.00
5 Value of Subcontract work	\$2,500.00	\$500.00	\$2,500.00
6 CFSS Value of CIS and GFOS	\$2,000.00	\$500.00	\$2,500.00

Note: As per RFP Part 4 Article 1.2, a quantity of one (1) will be used to calculate the bid price when a quantity of zero (0) is forecast.

Bidder may request a soft copy of the document from the Contracting Authority named on page 1 of the RFP.

**Basis of Payment: Proposed Prices, Rates and Mark-ups**

Prices must be indicated in Canadian dollars

Bid prices from commercial price lists in US dollars will be converted in Canadian dollars as per Section B, Article 2.1.3.

BOP Line Item	2013	2014	2015
2.1 FFP, basic O/H PT6A-27			
2.2 FFP, consumables, O/H			
2.3 FFP, consumables, repair			
2.4 FFP, test cell run			
2.4 FFP, packaging of PT6A-27 engine, labour			
FFP, packaging of PT6A-27 engine, material			
2.6 FFP, TBO Evaluation			
FFP, TAR Evaluation			
3 Fixed Time Rate, R&O			
<i>Mark-ups or discounts from PWCI price lists:</i>			
4.1 CFM			
4.2 Exchange parts			
4.3 Reconditioned material			
10 PT6A-27 pubs			
<i>Other mark-ups or discounts:</i>			
4.4 All other accessories not on PWCI price lists			
5 Subcontract work			
6 CIS and GFOS			

Bidder may request a soft copy of the document from the Contracting Authority named on page 1 of the RFP.

**Section C of RFP W8485-126579**

## **PT6A-27 SERVICES CONTRACT**

### **INSTRUCTIONS FOR OTHER CERTIFICATIONS REQUIRED WITH THE BID**

## **1. Introduction.**

This document provides instructions for the preparation of Section C of bidders' proposals.

## **2. Section C – Certifications.**

### **2.1 General**

- 2.1.1 As indicated in RFP Part 3, Bid Preparation Instructions, Bidders must submit their other certifications in a separately bound section.
- 2.1.2 As indicated in RFP Part 5, Canada will declare a bid non-responsive if the required certifications are not completed and submitted as requested.
- 2.1.3 As indicated in Clause 39.0 of RFP Part 6, 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.

### **2.2 Certifications Required with the Bid**

#### **2.2.1 Consent to a Criminal Record Verification**

Bidder is required to submit a list of names of all individuals who are currently directors of the Bidder. Bidder must provide a properly completed and signed form "Consent to a Criminal Verification" (PWGSC-TPSGC 229) for each individual on the list.

#### **2.2.2 Federal Contractors Program - \$200,000 or more**

Bidder is required to certify its status with the Federal Contractor's Program as detailed in RFP Part 5.

#### **2.2.3 Former Public Servant Certification**

Bidder is required to certify its status as a Former Public Servant in receipt of a pension as detailed in SACC A3025T (2010-01-11).

#### 2.2.4 Canadian Content Certification

Bidder is required to certify that the services offered are Canadian services as defined in RFP Part 5, clause 2.3, with a Canadian content of 80%.

#### 2.2.5 Status and Available of Resources

Bidder is required to certify that, should it be awarded a contract as a result of the bid solicitation, every individual proposed in its bid will be available to perform the Work, as detailed in RFP Part 5, clause 2.4.

### **2.3 Certifications Required before Contract Award**

#### 2.3.1 Security Requirement

As detailed in RFP Part 4, a valid Designated Organization Screening (DOS), issued by the Canadian Industrial Security Directorate (CISD) of Public Works and Government Services Canada (PWGSC) is required before contract award.

#### 2.3.2 U.S./Canada Joint Certification Program (JCP)

As detailed in RFP Part 4, the Contractor must submit a copy of its certification before contract award.

#### 2.3.3 Insurance Requirements

As detailed in RFP Part 4 and SACC G1007T, proof of insurance is required before contract award.

#### 2.3.4 Financial Capability

As detailed in RFP Part 4 and SACC A9033T, Canada reserves the right to request from the Bidder any other information that Canada requires to conduct a complete financial capability assessment of the Bidder.

### **3. Compliance Table**

The Bidder is provided with the Compliance Table that will be used to assess its compliance to the requirements of this Section C. It is attached as Appendix 1.

**APPENDIX 1**

<b>Requirement</b>	<b>Description</b>	<b>Comment</b>	<b>Met</b>	<b>Not Met</b>
Consent to a Criminal Record Verification	List of all individuals who are currently directors of the Bidder, and completed/signed PWGSC Form 229 for each individual			
Canadian Content	Bidder certification that it meets the requirement			
Employment Equity	Bidder certification status with the Federal Contractors Program			
Former Public Servant	Bidder status as a Former Public Servant in receipt of a pension (SACC Manual A3025T)			
Status and Availability of Resources	Bidder certification that every individual proposed will be available to perform the work (SACC Manual A3005T)			
Insurance Requirements	Letter from insurance broker or company, or insurance brokers or companies, to the effect that Bidder can be insured for \$25,000,000.00 or evidence that the Bidder requires no insurance to satisfy the requirement.			
Financial Capability	Bidder is financially capable to perform the Work (Required before contract award)			
Technical Data Control Regulations	Bidder proof of certification to the U.S./Canada Joint Certification Program (Required before contract award)			

Technical SOW  
Dated: 19 June 2012  
Revised: DAEPM(TH)

**DEPARTMENT OF NATIONAL DEFENCE**

**PT6A-27 BUNDLED SERVICES CONTRACT**

**TECHNICAL STATEMENT OF WORK**

**FOR REPAIR & OVERHAUL OF PRATT & WHITNEY PT6A-27  
AEROENGINES, ALL ASSOCIATED COMPONENTS AND ACCESSORIES**

**INCLUSIVE OF**

**TECHNICAL INVESTIGATION AND ENGINEERING SUPPORT (TIES)**

**AND PT6A-27 PUBLICATION REVISION SERVICES**

Prepared by  
Director Aerospace Equipment  
Program Management  
(Transport and Helicopters) 4

Technical SOW  
Dated: 19 June 2012  
Revised: DAEPM(TH)

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## LIST OF APPENDICES AND DATA ITEM DESCRIPTIONS

<b>Appendix and DID</b>	<b>Title</b>
Appendix 1	List of Associated Publications
DID PT6-001	Sample of an Analytical Report
DID PT6-002	PT6A-27 Engine & Accessories Technical Publications

## **1.0 SCOPE**

- 1.1 Background. Third line Repair & Overhaul (R&O) and modification activity of the PT6A-27 turboprop engine has been conducted through commercial Contractors since the introduction of the equipment into service with the Royal Canadian Air Force (RCAF). RCAF has neither the manpower, nor the required maintenance facilities to complete the required work in-house.
- 1.2 Purpose. The Canadian Department of National Defence / Royal Canadian Air Force (DND/RCAF) has a requirement for bundled services for Complete Repair & Overhaul of Pratt & Whitney PT6A-27 turboprop aero engines, associated components and accessories including Technical Investigation and Engineering Support (TIES) and PT6A-27 Publication Revision Services. The RCAF operates a fleet of four CC138 Twin Otter aircraft for light transport at 440 Transport Squadron, Yellowknife, N.W.T. The department owns a total of fourteen engines to support this fleet: eight in service, four spares, one dedicated as a non-flyable tech trainer and one engine reduced to spare parts and held by CFSS. The selected Contractor shall:
  - 1.2.1 Provide the services required to conduct and support the complete R & O of the PT6A-27 engine and all associated components and accessories as authorized by the Technical Authority (TA);
  - 1.2.2 Conduct work at the Contractor's plant, at the Contractor-selected sub-Contractor's facilities or by Contractor's Mobile Repair Party (MRP) at selected establishments as specified and as requested by the TA;
  - 1.2.3 Have the engineering and technical resources required to conduct the work described, to the required quality assurance standards, and within the Turn-Around Time (TAT) stipulated in the Logistics Statement of Work at Annex B (Log SOW);
  - 1.2.4 Provide Technical Investigation and Engineering Support (TIES) to be able to resolve technical problems on the PT6A-27 engine and associated components and accessories and/or complete engineering design work in support of equipment modifications. Work may be completed at the Contractor's facility or at a location determined by the TA;
  - 1.2.5 The Contractor shall provide subscription and revision services for the P&WC commercial PT6A-27 publications inclusive of: OEM; Service Bulletins (SB), Spare Parts Bulletins (SPB), Service Information Letters (SIL), Tool Service Bulletins (TSB), Commercial Support Program Notifications (CSPN);

## **2.0 SPECIFICATIONS AND STANDARDS**

- 2.1 General. Work conducted by the Contractor shall be done in accordance with the Canadian Forces Technical Orders (CFTOs), military and/or DND-approved Original Equipment Manufacturer (OEM) specification drawings, and any further documentation approved by the TA for the respective equipment. A listing of SOW reference documents is located at Appendix 1. Unless otherwise specified, the following specifications and standards, of the issue in effect on the date of award of contract, and any amendments to said specifications and standards, shall form part of this contract at such time as any work requirement exists that falls within the terms of the specification/standard.
- 2.2 Government Supplied Data. The contractor will be supplied with copies of required DND/RCAF publications, as detailed at Appendix 1 to this SOW in either electronic or hardcopy format as determined by the TA. The local National Defence Quality Assurance Representative (NDQAR) on behalf of the TA shall ensure the contractor maintains update status and security of all DND/RCAF supplied administrative and technical publications as required by DND/RCAF, Control Technical Access and Transfer (CTAT) and International Traffic in Arms Regulations (ITAR) requirements. Any missing, outdated or otherwise inaccurate information or security violations shall be reported to the TA by the local NDQAR.

## **3.0 REQUIREMENTS**

- 3.1 General. The Contractor shall provide the services listed hereunder as they pertain to the PT6A-27 turboprop engine and associated components and accessories.
- 3.2 Repair, overhaul, or reduce to spares. The term R & O refers to, but is not limited to, the following operations:
- 3.2.1 Receipt and induction processing;
  - 3.2.2 Disassembly;
  - 3.2.3 Cleaning;
  - 3.2.4 Detailed parts inspection, including applicable non-destructive testing (NDT) and dimensional checks;
  - 3.2.5 Repair/re-work or replacement of unserviceable items;

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- 3.2.6 Replacement of Lifed (time-expired) items;
  - 3.2.7 Functional check of all systems and components;
  - 3.2.8 Static and Dynamic Balancing of dynamic components as may be required;
  - 3.2.9 Process of inspections in accordance with Pratt & Whitney Facility and Process Manual part number 3011102;
  - 3.2.10 Embodiment of modifications and OEM Service Bulletins which have been approved/called up by the TA;
  - 3.2.11 Assembly;
  - 3.2.12 Testing procedures after overhaul (to include pre-start, functional and acceptance tests performed in a suitably instrumented engine test cell for automatic data collection and reduction IAW C-14-210-000/MN-000 aka P&WC Manual P/N 3013243);
  - 3.2.13 Preparation for delivery;
  - 3.2.14 Final inspection by the Contractor;
  - 3.2.15 Documentation update;
  - 3.2.16 Acceptance and issue of Certificate of Conformity; and
  - 3.2.17 Shipment of item.
- 3.3 Post Repair/Overhaul Data. The Contractor shall provide DND/RCAF with the following Engineering and Technical data with the returned equipment (engine, component, or accessories):
- 3.3.1 Completed Modification Check List;
  - 3.3.2 Repair/Overhaul Specifications;
  - 3.3.3 Repair/Overhaul Specifications Special Instructions;
  - 3.3.4 Engine Heavy Maintenance (HM) and/or Hot Section Inspection (HSI) Instruction;

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- 3.3.5 Modification Log;
- 3.3.6 List of new parts incorporated at repair/overhaul;
- 3.3.7 Serialized Parts Off-On Log;
- 3.3.8 Life Cycle Limited parts summary (To include all life limited parts in P&WC Service Bulletin (SB) Number 1002 current revision);
- 3.3.9 Log of engine Tests;
- 3.3.10 Engine Inspection Records
- 3.3.11 Report of Materiel Shipped
- 3.3.12 Analytical Report as per DID PT6-001 when and/as requested by the TA
- 3.3.13 Life Components Build List including the life remaining and the serial number for each part.
- 3.4 Repair/Re-work. The Contractor shall provide the technical and engineering support required to carry out all repairs and re-works of unserviceable items.
- 3.5 Modifications. The Contractor shall embody all Depot Level (CD) modifications, all Field Level (CF) modifications and all OEM Service Bulletins when and as directed by the TA.
- 3.6 Mobile Repair Parties (MRPs). The Contractor shall provide MRP support when and as required by the TA and supported by the PA/CA. The Contractor's MRP shall comply with the procedures set forth in CFTO C-02-005-P11/AM-000 Mobile Repair Parties manned by Contractor personnel. All matters pertaining to the performance of the work on-site shall be referred to the local Aircraft Maintenance Officer, as appropriate, or the appointed delegate, who will be responsible for those tasks, identified in reference CFTO C-02-005-P11/AM-000 and will signify satisfactory completion and acceptance of the work by signing Annexes C and D of reference thereto. MRP progress reports shall be submitted in accordance with the Logistics SOW to both the TA and PA;
- 3.7 Special Inspections. The Contractor shall conduct all Special Inspections as directed by the TA.

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3.8 Publications. The Contractor shall provide subscription and revision services as directed in DID PT6-002.

3.9 Airworthiness requirements.

3.9.1 All aspects of repair and overhaul for the PT6A-27 turboprop engine including associated components, sub-components and accessories are subject to the provisions of the Technical Airworthiness Manual (TAM), CFTO C-05-005-001/AG-001. IAW the TAM part 3, chap 1, section 2, page 3-1-2-1 para 3.1.2.S1, the equipment OEM is an acceptable organization to the TAA for the performance of maintenance on DND/RCAF type certificated aeronautical products.

3.9.2 In accordance with DID AW-001 at Annex B, Log SOW, Appendix 2, the Contractor shall create an Airworthiness Management Plan (AMP) that meets the requirements of the Directorate of Technical Airworthiness and Engineering Support (DTAES) of the Department of National Defence.

3.9.3 In accordance with DID AW-002 at Annex B, Log SOW, Appendix 2, the Contractor shall create a Maintenance Process Manual (MPM) that meets the requirements of DTAES.

3.10 The Contractor shall hold a valid Technical Assistance Agreement with the Original Equipment Manufacturer (OEM) to have direct access to technical assistance from the OEM throughout the term of the Contract. Loss or failure to obtain, or obtain in a timely fashion, the required agreement as specified may be cause for Termination for Default in accordance with the terms of the Contract.

#### **4.0 TECHNICAL RECORDS, DOCUMENTATION AND DRAWINGS**

4.1 Documentation. Documentation of all work performed on the materiel covered under this SOW shall be the responsibility of the Contractor. DND/RCAF documentation procedures, maintenance forms (each form is depicted in CFTO C-05-005-P04/AM-001) and Aircraft Maintenance Management Information System (AMMIS) reporting procedures shall be used. All documentation shall be maintained and completed in accordance with CFTOs C-05-005-P04/AM-001 and C-05-030-001/AG-001 using the following DND/RCAF forms and any other forms as specified by the TA:

4.1.1 CF 349 – Aircraft Unserviceability Record;

4.1.2 CF 349A – Aircraft Unserviceability Correction or Continuation Report;

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- 4.1.3 CF 349B – Aircraft Unserviceability Record (Support Work);
  - 4.1.4 CF 349R – RCAF 349 Serial Number Register;
  - 4.1.5 CF 543 – Off Aircraft Unserviceability Report;
  - 4.1.6 CF 357 – Aircraft Engine History Record;
  - 4.1.7 CF 357A – Engine Item Replacement;
  - 4.1.8 CF 358 – Aircraft Component History Record Card;
  - 4.1.9 CF 359 – Aircraft – Major Assembly History Record; and
  - 4.1.10 CF 359A – Major Assembly Item Replacement.
- 4.2 Equipment Build Records. The Contractor shall maintain an information database that includes complete build records for all equipment processed under this contract. The database shall be sufficiently structured to ensure traceability of all lifed and serial-numbered items, inspection results and provide for ready accessibility in the event of technical or quality assurance inquiries. The database shall be maintained on a commercially available software platform that is compatible with DND/RCAF databases, preferably Microsoft Office (e.g. ACCESS, EXCEL, etc). Equipment build records shall be retained by the Contractor for the duration of the contract and shall be forwarded to the TA upon termination of the contract. Build record sample can be made available upon request to the TA.

## **5.0 USE OF SPARE AND REPLACEMENT PARTS**

- 5.1 General. All parts and spares used to conduct work under this requirement shall conform with the specifications and drawings for the individual parts as listed in the relevant OEM and/or CFTO parts manuals, shall be subject to the provisions of ISO 9001, and shall be in conformance of C-05-005-001/AG-001, TAM and C-05-005-P09/AM-001 Policy and Procedures – Aircraft Weapon Systems Maintenance – Maintenance Program Implementation – Support Activities.
- 5.2 Replacement of Parts. To the extent permitted in the governing manuals and specifications, the equipment described in this contract shall be repaired, reworked and/or overhauled. Where this is not technically possible or cost-effective, components shall be

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replaced strictly on the authority of the TA. In the case of components, which, by design cannot be re-used or overhauled, replacement components shall be new, with no time in-service. In all other cases, the replacement components shall be either new or refurbished to “as-new” condition. All components that are in an “as-new” condition shall have their historical documentation presented to the TA for verification and acceptance prior to being embodied on any Crown-owned materiel. All replacement parts installed on DND/RCAF owned PT6A-27 turboprop engines and associated components and accessories shall be genuine parts manufactured by the OEM or by an OEM approved manufacturer. Use of non-OEM Product Manufacture Authority (PMA) parts is expressly forbidden under any and all circumstances.

- 5.2.1 Replacement parts that are embodied in the PT6A-27 turboprop engine, associated components, sub-components and accessories must have a sufficient life remaining to meet the next scheduled inspection at the Contractor. Under special circumstances the TA retains sole authority and may approve installation of replacement parts with a life expiring before the next contractor scheduled inspection.
- 5.3 Identification Marking. The Contractor shall comply with CFTO C-02-006-002/AG-000, “Information Marking on Canadian Forces Equipment” and its subordinate instructions. All equipment and assemblies after overhaul or repair shall have the original marking information restored and immediately adjacent to the original identification markings, the repair/overhaul facility will be identified along with the date of completion. This direction specifically excludes refinishing / refurbishment of engine steel shipping containers as such actions are exclusive to a separate and specific services contract external to this SOW.

## 6.0 SAFETY PROCEDURES

- 6.1 Safety Standards. The Contractor shall comply with all applicable Federal, Provincial and local laws and regulations pertaining to construction and maintenance of facilities, health and safety, and environmental concerns.
- 6.2 Flight Safety. The Contractor shall prepare written procedures that clearly document compliance with A-GA-135-001/AA-001, “Flight Safety for the Canadian Forces”. The Director of Flight Safety (DFS) shall be provided full and unrestricted access to conduct Flight Safety Surveys of the Contractor’s facilities. These surveys will be conducted in conjunction with the local NDQAR and may be combined with TA visits to the contractor’s facility.
- 6.3 General Safety. The Contractor shall prepare written procedures covering general safety precautions appropriate to the engines and associated components and accessories covered under this SOW and the equipment and processes utilized in conducting the

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work. In addition, the Contractor shall comply with all Provincial and Federal industrial safety standards.

#### **NOTE**

Where differences between commercial and DND/RCAF safety standards exist, the more stringent standard shall be applied.

### **7.0 TECHNICAL INVESTIGATION/ENGINEERING SERVICES**

General. DND/RCAF has the requirement to be able to resolve technical problems on the PT6A-27 turboprop engine, components and accessories and/or complete engineering and design work in support of equipment or modifications to the aircraft. Work may be completed at the Contractor's facility or at a location determined by the TA. The work is only conducted on an as-and-when-required basis as directed by the TA or a delegated representative and approved by the PA.

- 7.1 Technical Investigation tasking: The following task descriptions provide general guidelines for work that may be raised. Refinement of the details of each task assigned will be described in a SOW or Project Work Order (PWO).
  - 7.1.1 TI - Task 1 – General Support. The Contractor shall carry out Technical Investigations as requested by the TA or his delegated representative, the report of their findings and recommendations is to be supported by basic engineering data. A qualified technologist or engineer must approve the work completed by the Contractor. The findings and recommendations in report format shall be submitted directly to the TA with a duplicate copy provided to the local NDQAR.
  - 7.1.2 TI – Task 2 – Modifications and Prototype Modifications. The Contractor shall manufacture and/or assemble prototype modification kits as required and authorized by the TA and shall carry out the installation thereof when authorized by the TA. The Contractor shall carry out the installation of the production modification kits in CC138 Twin Otter aircraft, PT6A-27 turboprop engines, components and/or accessories when authorized by the TA.
  - 7.1.3 TI – Task 3 – Engine Test for Investigation Purposes. The Contractor shall perform engine test cell runs as specified in the aforementioned tasks and IAW all applicable PT6A-27 turboprop engine Technical Orders. The TA or a delegate representative shall be the approving authority as to the depth of maintenance required to be carried out on the engine.
  - 7.1.4 TI – Task 4 – RCAF Unit Visits / Travel. The Contractor shall visit Royal Canadian Air

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Force (RCAF) Units as required when authorized by the TA to carry out technical investigations and provide engineering support. For example, this may include Contractor attendance at CC138 Twin Otter Maintenance Review Meetings.

7.1.5 TI – Task 5 – Liaison with Other Organizations. The Contractor shall liaise with other R&O Contractors and manufacturers as required to obtain information for the resolution of technical problems. If liaison is required with other DND/RCAF organizations, it will be coordinated through the TA.

7.1.6 TI – Task 6 - Engineering Support: The following task descriptions provide general guidelines for engineering support work that may be raised. Refinement of the details of the engineering support requirements will be described in a SOW or PWO.

7.1.6.1 Routine Enquiries & Technical Advice. The Contractor shall respond to routine enquiries and provide technical advice to the TA for the following:

7.1.6.1.1 In answer to routine inquiries received from the TA, by telephone, fax or e-mail, related to the operation, maintenance, and repair of airframe and engines including components and accessories. Routine inquiries shall be considered within the scope of available engineering knowledge and data collected and maintained at the Contractor's facility; and

7.1.6.1.2 On suitability of airframe/engines components and accessories, materials and processes.

7.1.6.2 Pratt and Whitney PT6A-27 Engine Data Analysis:

7.1.6.2.1 The Contractor shall provide engineering services necessary to analyze all applicable engineering and maintenance bulletins and data concerning repairs and salvage schemes for the PT6A-27 turboprop engine and associated components and accessories. Recommendations made by the Contractor shall indicate ways of improving maintainability, reliability, and/or repair/overhaul costs. The Contractor shall assess and advise on the interrelationship and potential effect of amended schemes that were previously approved and incorporated.

7.1.6.2.2 The Contractor shall review repair procedures available or being developed for possible use during the repair/overhaul of the PT6A-27 turboprop engine and associated components and accessories. Recommendations shall be made to the TA regarding whether the procedures should be incorporated.

7.1.6.2.3 The Contractor shall review all Pratt and Whitney SBs for their applicability to the PT6A-27 turboprop engine and make recommendations to the TA.

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7.1.6.3 Aero Field Services: The Contractor shall provide technical support to RCAF Bases when and as authorized by the TA.

7.1.6.4 Vibration Analyses: The Contractor shall investigate vibration related problems on the PT6A-27 turboprop engine. Those activities shall include:

7.1.6.4.1 Analyzing the data;

7.1.6.4.2 Troubleshooting as required; and

7.1.6.4.3 Advising the TA as required.

7.1.6.5 CF1057 Investigation Report: The Contractor shall provide a completed CF 1057 Technical Investigation Report, direct to the TA with an information only copy to the local NDQAR, for all PT6A-27 turboprop engines and other accessories upon the TA's request.

7.1.6.6 Publication Management: Since the Contractor is the primary user of CFTOs related to the repair and overhaul of the PT6A-27 turboprop engine and associated components and accessories, the Contractor shall ensure that the TA is advised of all applicable CFTO discrepancies and amendments.

7.1.6.7 Configuration Management: The Contractor shall assist the TA in the Configuration Management of the PT6A-27 turboprop engine and associated components and accessories, following the change control procedures specified in MIL-STD-973. These activities include:

7.1.6.7.1 Maintenance of Configuration Management System for the PT6A-27 turboprop engine and associated components and accessories; and

7.1.6.7.2 Entering and tracking of the major components by serial numbers for each DND/RCAF owned PT6A-27 turboprop engine at overhaul in the engine-tracking database required under Article 4.2 of this SOW.

## 7.2 **TIES TASK COMPLETION/CLOSURE PROCEDURES**

7.2.1 When a task has been completed or has been inactive for a period of 6 months or more, the following steps shall be taken to request closure:

7.2.2 A letter shall be submitted to the TA and the PA requesting closure of the project. An information copy of the request letter is to be provided to the local NDQAR; and

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7.2.3 Closure will be subject solely to TA acceptance of the final results and/or circumstances of the project/tasking.

## **8.0 DELIVERABLES**

8.1 The Contractor shall deliver reports, agendas, meeting minutes, CFTO amendments and modification proposals on an as-required basis.

8.2 The approval of the TA shall be sought and obtained prior to finalization of all deliverables submitted under this SOW.

8.3 Provide quarterly TIES Tasking Status Reports to the TA in accordance with the Terms and Conditions of the contract.

8.4 The contractor shall provide DND/RCAF with a special caveat to standard warranty coverage for repaired and/or overhauled PT6A-27 turboprop engines under this contract as detailed at 8.4.1.

8.4.1 Provided DND/RCAF owned engines are maintained in a preserved state IAW C-14-210-000/MF-000 and stored in their pressurized steel shipping containers (accessed only for storage inspections IAW C-05-010-009/AM-000 or as directed/authorized by the TA and then immediately resealed) after completion of repair or overhaul at the Contractor's facility. The standard statement of a 12 month calendar time limitation shall not apply to DND/RCAF PT6A-27 turboprop engines. Upon installation on-wing of a duly stored PT6A-27 engine, regardless of calendar time duration of the storage period, shall have a minimum of 100 hours of operation wherein all costs associated for repairs required to correct a failure determined to be directly related to either material and/or workmanship during the last repair and/ or overhaul by the contractor (as determined by the TA in conjunction with the Contractor's Field Support Representative (FSR)), shall be covered 100 percent by the contractor.

8.5 The following DIDs shall be delivered IAW the requirements of this SOW.

8.5.1 DID PT6-001 Sample of an Analytical Report

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<u>NDID REFERENCE</u>	<u>TITLE OF PUBLICATION</u>	<u>REVISION STATUS</u>	<u>MEDIA CODE / FORMAT</u>
A-GA-135-001/AA-001	Flight Safety Manual For The Canadian Forces	CH.MOD2 2008-10-30	CD ROM
A-LM-007-014/AG-001	Canadian Forces Supply Manual	2009-05-29	HTTP://LOGNET.DWAN.DND.CA/DMMD/INDEX_E.ASP?LANG=E&CONTENT=PUBS
A-LM-184-001/JS-001	Special Instructions For Repair And Overhaul Contractors	30-NOV-02	CD ROM
A-LM-188-001/JS-001	Supply Manual For POL/Fuel Handling	1984-02-28	Hardcopy, Electronic Canadian Forces Publication Depot, ERCAFPD, CD ROM
A-SJ-100-001/AS-000	Security Orders For The Department Of National Defence And The Canadian Forces - Volume 1 - General	CH/MOD 3 1991-07-10	HTTP://VCDS.MIL.CA/RCAFPD/PUBS/POL-PUBS/NDISI/INTRO E. ASP
C-02-005-009/AM-000	Material Management Policy - Inspection And Conditioning Of Materiel Returned To And Held In The Supply System	2000-10-31	HC Hard/Paper Copy
C-02-005-011/AM-000	Procedures And Guidelines For - Mobile Repair Parties Manned By Contractor Personnel	2000-06-30	Hardcopy, ERCAFPD
C-02-005-013/AM-000	MAINTENANCE POLICY SHELF LIFE AND STORAGE OF MATERIEL	1988-05-16	Hardcopy
C-02-006-002/AG-000	Information Markings On Canadian Forces Equipment	1988-02-25	Hardcopy
C-02-006-003/AG-000	Policy And Procedures - Interim Inspection Instructions	1987-09-14	Hardcopy
C-02-015-001/AG-000	Policy Procedures And Guidelines Unsatisfactory Condition Report - RCAF 777	2004-01-30	Hardcopy
C-05-002-001/AG-000	Aerospace Engineering Change Proposal Procedures	Ch/Mod 1 1992-12-10	Hardcopy

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C-05-005-001/AG-001	Technical Airworthiness Manual	CH/MOD 5 2007-07-28	Hardcopy
C-05-005-009/AM-000	Non-destructive Testing (NDT) Of Aircraft	CH/MOD 2 2000-08-31	Hardcopy
C-05-005-P01/AM-001	Aircraft Weapon Systems Maintenance Policy And Procedures-General	CH/MOD 2 1997-06-03	Hardcopy, http://winnipeg.mil.ca/a4m aint/Sections/A4PolStd/ind ex_e.htm
C-05-005-P02/AM-001	Basic Maintenance Policy Statements	CH/MOD 4 1997-12-30	Hardcopy, http://winnipeg.mil.ca/a4m aint/Sections/A4PolStd/ind ex_e.htm
C-05-005-P03/AM-001	Policy And Procedures - Aircraft Weapon System Maintenance	CH/MOD 1 2007-10-15	Hardcopy, http://winnipeg.mil.ca/a4m aint/Sections/A4PolStd/ind ex_e.htm
C-05-005-P04/AM-001	Policy And Procedures - Aircraft Weapon Systems Maintenance - Aircraft Maintenance Record Set	CH/MOD 1 2009-07-21	Hardcopy, http://winnipeg.mil.ca/a4m aint/Sections/A4PolStd/ind ex_e.htm
C-05-005-P05/AM-001	Verification Of Maintenance	2006-06-07	Hardcopy, http://winnipeg.mil.ca/a4m aint/Sections/A4PolStd/ind ex_e.htm
C-05-005-P06/AM-001	Policy And Procedures - Aircraft Weapon Systems Maintenance - Maintenance Program Implementation - Servicing	CH/MOD 5 2008-06-27	Hardcopy, http://winnipeg.mil.ca/a4m aint/Sections/A4PolStd/ind ex_e.htm
C-05-005-P07/AM-001	POLICY AND PROCEDURES - AIRCRAFT WEAPON SYSTEMS MAINTENANCE - MAINTENANCE PROGRAM IMPLEMENTATION - CORRECTIVE MAINTENANCE	CH/MOD 4 2008-08-20	http://winnipeg.mil.ca/a4m aint/Sections/A4PolStd/ind ex_e.htm

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C-05-005-P08/AM-001	Policy And Procedures- Aircraft Weapon Systems Maintenance- Maintenance Program Implementation - Preventive Maintenance	CH/MOD 3 2008-10-20	<a href="http://winnipeg.mil.ca/a4main/Sections/A4PolStd/ind_ex_e.htm">http://winnipeg.mil.ca/a4main/Sections/A4PolStd/ind_ex_e.htm</a>
C-05-005-P09/AM-001	Policy And Procedures - Aircraft Weapon Systems Maintenance - Maintenance Program Implementation - Support Activities	CH/MOD 3 2009-01-14	Hardcopy, <a href="http://winnipeg.mil.ca/a4main/Sections/A4PolStd/ind_ex_e.htm">http://winnipeg.mil.ca/a4main/Sections/A4PolStd/ind_ex_e.htm</a>
C-05-005-P10/AM-001	Policy And Procedures - Aircraft Weapon Systems Maintenance - General Aircraft Maintenance Safety	CH/MOD 4 11-SEP-03	Hardcopy, <a href="http://winnipeg.mil.ca/a4main/Sections/A4PolStd/ind_ex_e.htm">http://winnipeg.mil.ca/a4main/Sections/A4PolStd/ind_ex_e.htm</a>
C-05-005-P11/AM-001	A Quality Standard For Aerospace Engineering And Maintenance (QASEM)	2008-11-26	Hardcopy, <a href="http://winnipeg.mil.ca/a4main/Sections/A4PolStd/ind_ex_e.htm">http://winnipeg.mil.ca/a4main/Sections/A4PolStd/ind_ex_e.htm</a>
C-05-010-012/AM-000	Hydraulic System Contamination Causes And Control	2009-04-15	Hardcopy
C-05-030-001/AG-001	Aircraft Maintenance Management Information System (AMMIS)	CH/MOD 2 2004-03-13	Hardcopy
C-12-040-000/TS-001	Safety Precautions And Accident Prevention Instructions General Safety Precautions For Aircraft Maintenance Activities	Change 1 1985-06-17	Hardcopy
C-12-138-000/NE-000	AIRCRAFT EQUIPMENT CODES AND INSPECTION REQUIREMENTS - CC138 TWIN OTTER	2003-09-19	Hardcopy
C-12-010-004/TR-008	Construction and Inspection of Aircraft Cables	Change 4 2009-05-08	Hardcopy, Electronic Canadian Forces Publication Depot, ERCAFPD, CD ROM

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C-13-010-000/AM-001	Hydraulic Fluid Cleanliness And Related Environmental Control Standards At Contractors Plants	2003-03-31	Hardcopy
C-14-210-000/CD-000	List Of Third Line Modification Instructions	NA	Hardcopy
C-14-210-000/RCAF-000	List Of First And Second Line Modification Instructions	NA	Hardcopy
C-14-210-000/CS-004	SHIPPING OF PT6A-27 ENGINES	1978-07-24	Hardcopy
C-14-210-000/CS-006	SPECIAL INFORMATION INSTRUCTION REPLACEMENT OF REVERSING LEVER CARBON BLACK	1981-08-24	Hardcopy
C-14-210-000/MF-000	Maintenance Manual Turboprop Gas Turbine Engine Model(s) PT6A-21/-27/-28 Manual Part Number 3013242	CH 27 2004-11-26	Hardcopy
C-14-210-000/MN-000	PT6A-21/27/28 Overhaul Manual P/N 3013243 & Consumable Materials List (CML) Manual Part No. 3043340	CH 24 2004-09-10	CD ROM
C-14-210-000/NS-000	LIST OF SPECIAL INSPECTIONS TURBOPROP ENGINE PT6A-27, PT6A-28 PRATT & WHITNEY	NA	Hardcopy
D-1M-008-022/SG-000	STANDARD FOR PACKAGING OF DOCUMENTATION	1981-01-16	ERCAFPD
D-01-400-001/SG-000	Standard - Engineering Drawing Practices For Class 1 Drawings And Technical Data List	CH 1 1979-07-05	Hardcopy, ERCAFPD
D-01-400-002/SF-000	SPECIFICATION - DRAWINGS, ENGINEERING AND ASSOCIATED LISTS	1983-11-30	ERCAFPD
D-02-002-001/SG-001	Standard - Identification Marking Of Canadian Military Property	2003-04-01	ERCAFPD

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D-02-002-002/SG-000	Canadian Forces Standards - General Requirements For Repair, Overhaul And Restoration Of Electronic And Avionic Equipment By Civilian Contractors	1995-01-31	ERCAFPD
D-02-006-008/SG-001	National Defence Standard - The Design Change, Deviation And Waiver Procedure	CH1 1985-05-16	ERCAFPD
D-05-001-001/SF-000	Specification - Age Control Of Elastomeric Materials In Aerospace Systems	CH/MOD4 2009-05-25	Hardcopy, ERCAFPD
D-82-002-007/SG-001	Specification - Technical Requirements For Process Control For Suppliers Of Aviation Fuels	CH 1 2001-01-15	DD DDRS ( <a href="http://ddrssvr">http://ddrssvr</a> ) Portable Document Format Hardcopy
AMS-Std-1595A	Military Standard Qualification of Aircraft, Missile and Aerospace Fusion Welders	16 Jun 1998	Hardcopy

**DATA ITEM DESCRIPTION - DESCRIPTION DE DONNÉES** **DND Form 1409**

1. TITLE - TITRE  <b>SAMPLE OF ANALYTICAL REPORT</b>	2. IDENTIFICATION NUMBER - NUMÉRO D'IDENTIFICATION  DID PT6-001	
3. DESCRIPTION/PURPOSE - DESCRIPTION/OBJET  To provide the Contractor and DND with the required information to draft an analytical report.		
4. APPROVAL DATE DATE D'APPROBATION  As per contract date	5. OFFICE OF PRIMARY INTEREST (OPI) BUREAU DE PREMIERE RESPONSABILITÉ (BPR)  <b>DAEPM(TH) 4-2-2-1</b>	6. GIDEP APPLICABLE D'ÉCHANGE DE DONNÉES PERTINENT
7. APPLICATION/INTERRELATIONSHIP - APPLICATION/INTERDÉPENDANCE  SOW Section 7.0		
8. ORIGINATOR - AUTEUR  <b>DAEPM(TH) 4-2-2-1</b>	9. APPLICABLE FORMS - FORMULES PERTINENTES  All CFTOs referred to in this contract	
10. PREPARATION INSTRUCTIONS - INSTRUCTIONS SUR LA PRÉSENTATION DES DONNÉES  <p style="text-align: center;"><u>SAMPLE OF ANALYTICAL REPORT</u></p> <p>Operator: Royal Canadian Air Force <span style="float: right;">Contractor Work Order:</span></p> <p>Engine or Component Type: <span style="float: right;">Serial Number:</span></p> <p>Time Since New (TSN): <span style="float: right;">Time Since Overhaul (TSO):</span></p> <p>Date Received: <span style="float: right;">TCN:</span></p> <p>CF 1057 Technical Investigation Report Number:</p> <p>Reason for Removal: Refer to QTO message (if applicable) approving transfer of engine. Provide a brief description of why the engine or component was removed.</p> <p>Condition of engine or component on arrival: Provide a brief description of the general condition of the engine (differentiate between power section and compressor section) or component as</p>		

**DATA ITEM DESCRIPTION - DESCRIPTION DE DONNÉES** **DND Form 1409**

received. Comment on the condition of the shipping container.

Functional Test Before Disassembly: Describe the functional tests completed before disassembly and the results of the functional test.

Condition of engine or component after disassembly: Describe the general condition of the engine or component after it has been disassembled. Comment on the findings that relate to the reason for removal.

Components Replaced/Repaired: Provide a listing (by section or sub-section) of the components and parts that were replaced. Each part to be identified by Part Number, Serial Number (if applicable), TSN, TSO, reason for replacement, quantity, and disposition (i.e. scrap).

Inspection Results: Provide a record of each inspection result, including non destructive testing (NDT). Record will be forwarded to the original equipment manufacturer (OEM).

Note: The Analytical Report format shall be customized as required by the Contractor.

DID PT6-002  
 Technical SOW  
 Dated: 08 July 2011

DATA ITEM DESCRIPTION - DESCRIPTION DE DONNÉES		DND Form 1409																																			
1. TITLE - TITRE  <b>CC138 Twin Otter PT6A-27 Engine &amp; Accessories Technical Publications</b>		2. IDENTIFICATION NUMBER - NUMÉRO D 'IDENTIFICATION  DID PT6-002																																			
3. DESCRIPTION/PURPOSE - DESCRIPTION/OBJET  To provide the contractor and DND/RCAF with the distribution information for P&WC PT6A-27 Engine & Accessories technical publications and all related updates.																																					
4. APPROVAL DATE DATE D'APPROBATION  As per contract date	5. OFFICE PRIMARY INTEREST(OPI) BUREAU DE PREMIERE REPSONSABILITÉ (BPR)  <b>DAEPM (TH) 4-2-2-1</b>	6. GIDEP APPLICABLE D'ÉCHANGE DE DONNÉES PERTINENT																																			
7. APPLICATION/INTERRELATIONSHIP - APPLICATION/INTERDÉPENDANCE  SOW Section 3.0																																					
8. ORIGINATOR - AUTEUR  <b>DAEPM (TH) 4-2-2-1</b>		9. APPLICABLE FORMS - FORMULES PERTINENTES  All CFTOs referred to in this DID																																			
10. Bill to address: <b>DAP 4-5</b> National Defence HQ 101 Colonel By Drive MGen G.R. Pearkes Bldg Ottawa ON K1A 0K2 Tel: TBD Fax: 613 998 4244 E-Mail: TBD		11. OPI address : <b>DAEPM (TH) 4-2-2-1</b> National Defence HQ 101 Colonel By Drive MGen G.R. Pearkes Bldg Ottawa ON K1A 0K2 Tel: 613 949 1986 Fax: 613 990 9726 E-mail: TERRY.SHEPPARD@forces.gc.ca																																			
12.																																					
<table border="1"> <thead> <tr> <th>Customer Code &amp; Delivery Address</th> <th>Code</th> <th>Part Number / RCAF TO</th> <th>Qty</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td rowspan="7">501981 DSCO 4 2140 Thurston Dr. Ottawa, ON K1A 0K7 Tel: 613 998 8144 Fax: 613 993 1319 E-mail: +CUSTOMER SERVICES@ADM(Mat)CFPD@Ottawa-HULL</td> <td>ADC</td> <td>3043340</td> <td>2</td> <td>Consumable Materials List (CML) - All Models</td> </tr> <tr> <td>BQA</td> <td>3020773</td> <td>2</td> <td>PT6A-27 Service Bulletins</td> </tr> <tr> <td>COB</td> <td>111</td> <td>2</td> <td>Service Information Letter (SIL) General</td> </tr> <tr> <td></td> <td></td> <td>2</td> <td>Service Information Letter (SIL) PT6</td> </tr> <tr> <td></td> <td></td> <td>2</td> <td>Service Information Letter (SIL) PT6A</td> </tr> <tr> <td></td> <td></td> <td>2</td> <td>Spare parts Bulletin</td> </tr> <tr> <td>CVA</td> <td>3034553</td> <td>2</td> <td>PT6 Series Service Tool Bulletins (Maintenance)</td> </tr> </tbody> </table>				Customer Code & Delivery Address	Code	Part Number / RCAF TO	Qty	Description	501981 DSCO 4 2140 Thurston Dr. Ottawa, ON K1A 0K7 Tel: 613 998 8144 Fax: 613 993 1319 E-mail: +CUSTOMER SERVICES@ADM(Mat)CFPD@Ottawa-HULL	ADC	3043340	2	Consumable Materials List (CML) - All Models	BQA	3020773	2	PT6A-27 Service Bulletins	COB	111	2	Service Information Letter (SIL) General			2	Service Information Letter (SIL) PT6			2	Service Information Letter (SIL) PT6A			2	Spare parts Bulletin	CVA	3034553	2	PT6 Series Service Tool Bulletins (Maintenance)
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	CVA	3034553	2	PT6 Series Service Tool Bulletins (Maintenance)																																	

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	CVB	3049721	2	PT6 Series Service Tool Bulletins (Overhaul)
	DBI	3013243 C-14-210- 000/MN-000	8	PT6A-21/27/28 Overhaul Manual (CD-ROM)
	HKB	609847	1	International Support Facilities Booklet
	MBA	3013242 C-14-210- 000/MF-000	9	PT6A-21/27/28 Maintenance Manual (Print)
	PBA	3013244 C-14-210- 000/MY-000	9	PT6A-21/27/28 Parts Catalogue (Print)
			2	Commercial Support Program Notification

Annex B  
to W8485-126579 PT6A-27 AERO ENGINE AND ASSOCIATED COMPONENTS  
AND ACCESSORIES REPAIR AND OVERHAUL REQUIREMENT  
RDIMS # 1144282

**DEPARTMENT OF NATIONAL DEFENCE**  
**LOGISTICS STATEMENT OF WORK**  
**FOR**  
**CC138 TWIN OTTER**  
**PT6A-27 AERO ENGINE AND ASSOCIATED**  
**COMPONENTS AND ACCESSORIES**  
**REPAIR AND OVERHAUL REQUIREMENT**

Annex B  
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AND ACCESSORIES REPAIR AND OVERHAUL REQUIREMENT  
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AND ACCESSORIES REPAIR AND OVERHAUL REQUIREMENT  
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**List of Acronyms**

The following abbreviations are used in the Logistics SOW:

AWR	Additional Work Requirement
BOC	Brought On Charge
CA	Contract Authority
CFM	Contractor Furnished Material
CFSS	Canadian Forces Supply System Upgrade
CGCM	Canadian Government Catalogue of Material
CIS	Contract Issue Spares
CTAT	Controlled Technology and Access Transfer
DCG	Document Control Group
DGAEPM	Director Aerospace Equipment Program Management
DND	Department of National Defence
DR	Discrepancy Report
EDD	Estimated Date of Delivery
FIFO	First-in/First-out
GFOS	Government Furnished Overhaul Spares
IAW	In Accordance With
HPR	High Priority Requisition
MRC	Maximum Repair Cost
MRP	Mobile Repair Party
NDQAR	National Defence Quality Assurance Region
NSN	NATO Stock Number
PA	Procurement Authority
PN	Part Number
PRR	Priority Repair Request
PWO	Project Work Order
PWGSC	Public Works and Government Services Canada
R & O	Repair and Overhaul
RDD	Required Delivery Date
RMA	Repairable Material Account
RMR	Repairable Material Request
RSA	Repair Shop Account
SHC	Stock Holding Code
SNAPS	Selection Notice and Priority Summary
SNOM	Selection Notice Observation Message
SOW	Statement of Work
TA	Technical Authority
TAT	Turn Around Time
TIES	Technical Investigations and Engineering Support
TLIR	Third Line Inspection & Repair
UCR	Unsatisfactory Condition Report

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**Definitions:**

**Repairable Reserve (RR)** - is the repairable materiel stored in reserve for future requirements, pending the availability of repair facilities or disposal authorization.

**Repairable materiel** - can only be repaired up to a specific economic level. Once this level has been reached it is considered more advantageous to replace the materiel. Consequently, the unserviceable materiel is condemned and disposal action is initiated.

**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.

**Scrap** - Materiel that has no real value except for its basic materiel content.

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

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

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

**Repairable Materiel Account** - is assigned to authorize the automatic shipment of repairable materiel to the selected repair facilities and will provide a summary of all the NSN's selected to a particular contractor.

**Repair Shop Account (RSA)** - The Repair Shop Account is the account used by the Contractor to record all materiel transactions related to work orders. Issues to these accounts shall be controlled by a work order number or project number.

**Contractor Repair Parts Account (CRPA)** - A CRPA warehouse records all CFSS spare parts stocked at the contractor's plant to be used on the components for which repair is contracted. These spares are called Contract Issue Spares (CIS) because they are DND spares issued to the contractor in order to effect the repair or overhaul of DND equipment.

**Major Equipment** - This is equipment, which fulfils a prime operational function and does not lose its identity or become an integral part of other equipment or installations (e.g., ships, tanks, aircraft, engines, etc).

**Maximum Repair Cost (MRC)** - The maximum amount authorized, which includes all labour and material costs, to be expended to repair an item.

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**1.0 - GENERAL**

1.1 Aim

The Contractor shall repair/overhaul, as and when required; only those items for which they have received authorization from the TA and the items are in accordance with Appendix 1 - List of Repairables. The contractor shall conform to such supply procedures as advised in this Statement of Work (SOW) related to the management of The Department of National Defence (DND) equipment in Contractor's possession. DND reserves the right to exercise surveillance over all aspects of the Contractor's repair operation.

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

The Contractor shall comply with the applicable Data Item Descriptions (DIDs) and/or Contract Data Requirement Lists (CDRLs), Annex B Appendices 2 & 3, for repairables under this contract.

1.2 Applicable Documents

The following documents support this SOW and must be considered as supplemental information if not specifically identified in the text. In the event of conflicts between the documents referenced below and the content of the SOW, the contents of the SOW shall take precedence. Applicable documents are listed in two sections: those unique to and issuable by DND and those non-issuable documents available to the Contractor from the source organization or reference libraries.

1.2.1 Issuable Documents: The following table identifies the documents unique to and issuable by DND to the Contractor: (Note – The Contractor shall be issued DND Administration, Operational and Tactical books (AOTs) and Canadian Forces Technical Orders (CFTOs) on CD/DVD and shall reproduce the documents locally as required.

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Alpha-Numerical Identifier	Title	Version	Applicable Chapter(s)/ Section(s), Paragraph(s)
A-LM-184-001/JS-001	Special Instructions for Repair and Overhaul Contractors	Change 3, 2010-08-25	In its entirety with the modifiers below and exceptions contained within this SOW.
<p>The following modifiers apply to A-LM-184-001/JS-001:</p> <ol style="list-style-type: none"> <li>1. References to DCPS 5-4 to be replaced by DQA 3-5-3</li> <li>2. Where messages are required by the text, the National Defence Quality Assurance Representative (NDQAR) may authorize the use of e-mail where appropriate. Where hard copy recording is specified, the NDQAR may authorize the use of electronic media where appropriate.</li> <li>3. Part 2, Paragraphs 49 through 54, Contractor Effectiveness Report. Disregard.</li> <li>4. Part 9, paragraph 12. Replace with; Assets being returned to Repairable Reserve (RR) shall be subject to Level B storage requirements</li> <li>5. Review the modifier for the refurbishment of re-usable containers contained within the text of this SOW.</li> </ol>			
A-SJ-100-001/AS-000	Security Orders for the Department of National Defence and the Canadian Forces.		
C-02-005-009/AM-000	Inspection and Conditioning of materiel returned to and held in supply.		to the extent specified within A-LM-184-001/JS-001 and this LOG SOW
C-02-005-013/AM-000	Maintenance Policy Shelf Life and Storage of Materiel		to the extent specified within A-LM-184-001/JS-001 and this LOG SOW
C-02-015-001/AG-000	Policy, Procedures and Guidelines. Unsatisfactory Condition Reporting	2004-01-30	to the extent specified within A-LM-184-001/JS-001
D-05-001-001/SF-000	Specification – Age Control of Elastomeric Materials in Aerospace Systems		to the extent specified within A-LM-184-001/JS-001

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1.2.2 Non-Issuable Documents: The following table identifies the documents that, although related to the performance of the work, shall not be issued to the Contractor by DND. The Contractor shall default to the latest version unless otherwise specified.

Alpha-Numerical Identifier	Title	Version	Applicable Chapter(s)/ Section(s), Paragraph(s)
--	The Transportation of Dangerous Goods Act		to the extent specified within A-LM-184-001/JS-001
--	The Hazardous Products Act		to the extent specified within A-LM-184-001/JS-001

**Notes:**

1.2.3 Any reference identified in, by, or through the SOW and Procurement Instrument that is rescinded or cancelled without replacement is to be automatically deferred to a comparable current and acceptable international, national, industrial specification, or standard. Where such deference occurs, the Contractor is to notify the NDQAR. Where no such specification or standard exists, the Contractor is to contact the Procurement Authority (PA) for guidance.

1.2.4 With the exception of the A-LM-184-001/JS-001, Special Instructions for Repair and Overhaul Contractors, the Contractor may substitute, with NDQAR review and approval, a comparable detailed and stringent company process, alternate standard or specification in lieu of the standards and specifications identified within this document.

1.3 Extent of Work

The complete overhaul of all arisings is not permitted under the terms of this Log SOW unless specifically authorized by the PA/TA. The intent of this contract is that repair work shall be done and overhaul resorted to only where such is economically and technically justifiable or where required by technical specifications.

Life items, that are time expired, are normally overhauled under this Logistics (SOW). This exception is based on life items requiring a certain quality standard and therefore, must be restored to their original condition in order to be approved.

**2.0 – ADMINISTRATION**

2.1 Receipt

On receipt of the PT6A-27 engines and/or accessories, the Contractor shall check the completeness of the equipment and documentation against the applicable CFTO and the consignor’s issue slip. The contractor shall report any discrepancy to the consignor with an

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information copy to the National Defence Quality Assurance Region (NDQAR), Technical Authority (TA) and Procurement Authority (PA) IAW Section 2.4 of this LOG SOW. The Contractor shall acknowledge receipt of equipment IAW Canadian Forces Supply Manual A-LM-007-014-AG-001 Chapter 12 Section 2.

Upon receipt of DND repairable components, the Contractor shall:

- 2.1.1 Identify the items and ensure that they have received the proper repair and overhaul authority, as applicable;
- 2.1.2 Open a contractor's work order, as per A-LM-184-001/JS-001 Part 2; for each piece of material received and forward receipts notification paperwork to National Defence Quality Assurance Region (NDQAR) for Canadian Forces Supply System (CFSS) input;
- 2.1.3 Carry out a physical check to ensure that the item is complete and is in accordance with the accompanying documentation;
- 2.1.4 Complete all relevant receipt documentation, including but not limited to any adjustment transactions, assignment of work order numbers, etc; and
- 2.1.5 Action warranty materiel, if applicable.
- 2.1.6 The Contractor shall determine the extent of work required, prepare a cost estimate and forward it to the TA for approval.

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

The Contractor shall notify the PA when the receipt of a selected repairable item exceeds the current fiscal year forecast (YF) in the Selection Notice and Priority Summary (SNAPS) report. The Contractor shall not induct the component until written approval is received from the PA or the SNAPS forecast is amended.

If the Contractor is missing any information or documentation to commence work, they shall request the missing information through the NDQAR.

## 2.2 Major Equipment (engines) R&O

National Defence Headquarters (NDHQ) controls the movement of major equipment by issuing messages, fax or e-mail prefixed by the following letters:

- QTO (Quartermaster Transfer Order) for aircraft and aero-engines, marine gas and free turbines and selected gear boxes issued by Director General Aerospace Equipment Program Management (DGAEPM)

The contractor must have a QTO in order to induct an engine. All QTOs must be actioned IAW Part 1 Annex A1 of the A-LM-184-001/JS-001

## 2.3 Administrative Call Support

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

- 2.3.1 Maintain open file for all paperwork returned by NDQAR with corresponding CFSS Work Orders;
- 2.3.2 Notify NDQAR when materiel is determined as serviceable, repairable reserve,

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- or scrap;
- 2.3.3 Raise a Consignment Authorization Receipt Form (CARF) and liaise with DND Transportation groups Inbound Logistics Coordination Center (ILCC) and/or Head Quarters (ILHQ) to arrange shipping for outbound materiel;

If requested by the TA:

- 2.3.4 Raise and forward work order requisitions against Repair Shop Account (RSA) for CFSS action to NDQAR for input. The NDQAR is to input and pass CFSS requisition number to contractor for recording against their work order. Upon receipting action by NDQAR of item, they will forward item and associated paperwork to contractor;
- 2.3.5 Raise and forward spares to the RSA to complete work order and forward CFSS work orders issue paperwork to NDQAR for input; and

2.4 Shipment Discrepancies for DND Items/Equipment

The responsibility for finalizing a discrepancy lies with the consignor and is detailed in accordance with A-LM-007-014/AG-001, Supply Manual, CFSS Procedures, Discrepancy and Loss. When a significant discrepancy is discovered, the Contractor shall advise the NDQAR and prepare a Discrepancy Report (DR), CF1092, and forward three (3) copies to the consignor with a copy of the original issue instruction (Way Bill or Pick Slip) attached. A separate DR (CF1092) is required for each NATO Stock Number (NSN).

2.4.1 If upon initial inspection, the Contractor identifies equipment as having same form, fit and function as other equipment but as being misidentified as per CFSS, the Contractor shall advise the NDQAR and forward a message to the consignor with the following information, within five (5) days of the delivery of shipment:

- a. identify the discrepancy in the item identification;
- b. identify the consignor's shipping number;
- c. identify the stock code and quantity on the voucher;
- d. identify the stock code and quantity actually received;
- e. identify the action taken (ex: re-identification transaction the NDQAR has completed in CFSS); and
- f. identify the course of action if no DR CF 1092 action was taken; and
- g. identify stock that requires verification and consider complete.

2.4.2 When other discrepancies are discovered, the Contractor shall prepare a DR (CF-1092), in four copies, attaching a copy of the original issue instruction (Pick Slip, Way Bill). A separate DR is required for each line item. The Contractor shall forward the DR to the consignor within five (5) calendar days of delivery of shipment.

2.5 Loss or Damage to DND Materiel

The Contractor shall report to the NDQAR all instances of loss or damage to DND owned materiel in their custody within two (2) working days of confirmation of its discovery. The contractor shall advise DND to provide disposition.

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

2.6 Preservation and Packaging Failure

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.

2.7 Identification and Marking

After overhaul or reconditioning, all equipment assemblies or components shall have the original marking information restored. The following information shall be added immediately adjacent to the original identification markings or previous reconditioning markings: Reconditioner's Identification and Date of Reconditioning.

2.8 Work Control

The Contractor shall ensure that the repair of all DND items are identified and controlled by a serial numbered Work Order in accordance with Chapter 2 of A-LM-184-001/JS-001. Upon completion of work, the work order shall include as a minimum 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. a reference to the applicable technical data;
- e. the details of the work performed;
- f.. a list of all 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 (ex: CIS,AA, GFOS, or CFM);
- h. the repair cost estimate; and
- i. the identity of the person opening the work order.

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

2.9 Cost Control

In all circumstances, based upon available information and /or inspection of the item, the Contractor shall determine the extent of work required, prepare a cost estimate. A detailed cost

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estimate shall be submitted to the TA and approved prior to any repair or overhaul under this contract.

Whenever cost to repair is likely to exceed the Maximum Repair Cost (MRC), the Contractor shall request authority to proceed with the repair from the PA in accordance with Part 2 of the A-LM-184-001/JS-001.

Where it is impossible to determine the cost to repair, the Contractor may be granted authority by the NDQAR 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.

#### 2.10 Cost Monitoring

The Contractor shall monitor the cost of each repair, Technical Inspection and Engineering Support (TIES) and AA spares procurement to ensure that total repair costs remain within approved limits. When the MRC has been increased with specific approvals from the PA, the paperwork for this increase shall be provided with the invoice. The contractor shall be responsible for tracking these MRC transactions/approvals in a database format. Appropriate management control procedures must be in place and records maintained. These control procedures and records shall be available for review and/or audit as requested by the PA. The Contractor shall maintain costing records, as per CDRL 008. This data shall be provided as and when requested by the PA and/or NDQAR

#### 2.11 Status Report

The Contractor shall submit a detailed Status Report as per CDRL 009 on a monthly basis while the engine is undergoing a repair or overhaul.

For repair and TIES work, the Contractor shall submit a Status Report, for the work performed, the expenses incurred during the work performed, the dates the work was performed and the amount of time spent on the work in question.

#### 2.12 Publications

General procedures with respect to management of publications are contained in Chapter 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 their custody. The record of amendments shall be maintained as indicated in the applicable area of each publication.

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

A comprehensive list of publications is located in the Technical SOW.

#### 2.13 Meetings

In coordination with the PA and TA the contractor shall periodically prepare and conduct meetings to analyze current progress or planned progress against the contract. These meetings shall include the preparation of visual aids, reports and presentations by the contractor, in

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accordance with CDRL 006 and CDRL 001. The Progress Review and Technical Review meetings shall normally be held in conjunction at the contractor facility. Under special circumstances the meetings may be held separately at agreed upon location or via teleconference.

2.13.1 Progress Review Meetings (PRM). A Progress Review Meeting (CDRL 006) shall be held periodically to review current progress against planned or expected progress indicated in the contract such as:

- 2.13.1.1 to examine invoices;
- 2.13.1.2 to validate contract progress as per the terms of the contract;
- 2.13.1.3 to address any problems or issues that DND or the Contractor may have with delivery of services; and
- 2.13.1.4 to confirm information provided in the status reports and deal with problems or issues related to the contract or schedule.

2.13.2 Technical Review Meetings (TRM). Technical Review Meeting (CDRL 001) shall be held periodically in order:

- 2.13.2.1 to review all components inducted into the Contractor's facility;
- 2.13.2.2 to provide a summary of the progress of current TIES taskings;
- 2.13.2.3 to provide a summary of significant events and milestones; and
- 2.13.2.4 to provide feedback on any Technical Investigation Reports (CF1057)

#### 2.14 Meeting Minutes

When minutes of meetings are required, the Contractor shall be responsible for taking them and preparing them in a format approved by the PA and/or TA, as per CDRL 007 and/or CDRL 002. The Contractor shall submit the minutes via email to the CA, PA and/or TA as directed at the meeting, within ten (10) working days following the meeting.

#### 2.15 Office Services

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

#### 2.16 Plant Shutdown/Vacation period

During plant shutdown and/or vacation periods, the Contractor shall ensure that adequate facilities/personnel are available to ensure the satisfaction of Priority Repair Requests (PRRs). If Contractor personnel are not on site during shutdown, a list of names and phone numbers of those Contractor personnel to be contacted during plant closure shall be provided to the NDQAR, TA and PA.

#### 2.17 Stop Repair Action

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On the receipt of a stop repair action from CA or PA, the Contractor shall comply immediately with all stop repair instructions. Detailed procedures are contained in Part 2 of A-LM-184-001/JS-001.

2.18 Completion of Work

Upon completion of item repair and/or overhaul, the Contractor shall transmit a Receipt Notice in accordance with Part 2 of A-LM-184-001/JS-001. If CFSS access and training has not been provided and authorized, the Contractor shall inform the NDQAR who shall transmit the Receipt Notice on their behalf.

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

---

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)

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2.19 Packaging and Marking

Packaging and marking is to comply with Part 9 of A-LM-184-001/SF-001. All packaging and marking of the equipment and stores found herein are to comply with minimum Level B Packaging otherwise as packaging requirement stated below. Packaging will be to level B and it is defined as: up to five years of storage in a controlled facility such as a Canadian Forces Supply Depot.

As detailed in A-LM-184-001/JS-001 Part 9, Paragraph 6; the Contractor will be provided with electronic Level B Packaging and Preservation data (CF 271s) for the items listed in Appendix 1 List of Repairables, where this data exists. When returning assets to DND, the assets will be packaged in accordance with the associated CF 271 guideline.

Note: When assets are received at the Contractor's facilities and an associated Level B Packaging and Preservation Depot Level Storage Data Card (CF 271, Card 2) has not been provided by DND, the Contractor will solicit packaging data from the NDQAR.

2.20 Shipping, Storage and Handling Procedures

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

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2.21 Shelf Life of Materials

Shelf Life of materials embodied in equipment repaired, overhauled and/or modified against this procurement instrument are subject to the terms, conditions and specifications contained in the specific Canadian Forces Technical Orders (CFTOs) applicable to the equipment being repaired and/or overhauled. The following documents are applicable:

- a. C-02-005-013/AM-000 Shelf Life and Storage of Material;
- b. D-05-001-001/SF-000 Age Control of Elastomeric Materials in Aerospace Systems;  
and
- c. A-LM-007-014-AG-001 Canadian Forces Supply Manual Chapter 24 - Special  
Materials Control Section 5 - Shelf Life/Batch Lot Management

**3.0 - Maintenance Support**

3.1 Equipment Turn Around Time

Turn Around Time (TAT) is defined as that period of time from a date of receipt to date item is reported serviceable. Unless specifically identified within the contract, equipment TAT to a serviceable state shall be achieved in 90 calendar days, with the repair priority governed by the SNAPS.

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

- 3.1.1. Critical (C): Critical indicates that DND has less than three months serviceable stock-on-hand.
- 3.1.2. Urgent (U): Urgent indicates that DND has between three and six months of serviceable stock-on-hand inclusively.
- 3.1.3. Routine (R): Routine indicates that DND has between seven and 24 months of serviceable stock-on-hand inclusively.
- 3.1.4. Pending (P): Pending indicates that DND has more than 24 months of serviceable stock-on-hand. Contractors are to treat any holdings as routine unless otherwise directed by NDQAR.

By exception the contractor may receive a Priority Repair Request (PRR). A PRR is a direction to the contractor to repair an item on a priority basis. The Supply Manager forwards the information by fax or e-mail to the contractor for action using the format found in A-LM-184-001/JS-001. On receipt of a PRR, the contractor is required to provide to the Supply Manager and the consignee designated on the PRR fax or e-mail a realistic Estimated Delivery Date (EDD). The format of the fax or e-mail is illustrated in Annex D of the Part 2 of A-LM-184-001/JS-001.

The Contractor is responsible for scheduling work; however, the materiel shall be scheduled in the following order:

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

NOTE: PRRs are not shown on a SNAPS Report.

### 3.2 Technical Investigation and Engineering Support (TIES)

When authorized by the PA/CA (depending on the value) via a DND Task Authorization (also known as a DND 626) the Contractor shall undertake TIES work and shall provide relevant data to these investigations as per CDRL 003. This work is only approved once the contractor has received the signed and approved DND 626. The scope of TIES work is covered under Technical SOW Annex A.

The Task Authorization (DND 626) is prepared in the following order:

- a) Defining the task - The task is defined in a SOW prepared by the TA
- b) Reviewing the task SOW - The SOW is reviewed by the PA to ensure it is in line with the contract.
- c) Obtaining a level of effort quote from the contractor
- d) Raising the DND626 form
- e) Reviewing for approval and issuing the DND626

### 3.3 Maximum Repair Cost (MRC)

The maximum amount authorised, which includes all labour and materiel costs, to be expended to repair an item. MRC is a standard established by NDHQ to guard against the possibility of an item being repaired at a cost that exceeds value to DND. The MRC is not the cost DND necessarily intends to pay for repairs.

In circumstances where the final cost of repair shall exceed the MRC, contractors are required to cease repair and report:

- a. Complete details justifying the MRC increase to the PA and TA;
- b. Full disclosure to the PA of all costs where the final cost has exceeded the MRC without prior authorisation.
- c. the Contractor shall request approval from the PA in writing to proceed with the repair in accordance with Part 2 of A-LM-184-001/JS-000. If the MRC increase is approved, the authorization e-mail shall be included with the invoice.

DND shall not pay costs which exceed the MRC without prior authorisation.

### 3.4 Selection Notice And Priority Summary (SNAPS)

Whenever a contractor is awarded a contract for the Repair and Overhaul (R&O) of DND materiel, a Repairable Materiel Account (RMA) shall be allocated to the contractor. All materiel shipped to that contractor shall be identified on the CFSS against the assigned RMA as documented by the SNAPS for an RMA. R&O priorities will be maintained as advised in the SNAPS. For all other repairable materiel a Repairable Materiel Request (RMR) must be raised and appropriately approved to initiate the consignment of the unserviceable item to a repair facility. The procedures used to account for that materiel are detailed in the Part 2 of the ALM – 184-001/JS-000.

### 3.5 Selection Notice Observation Message (SNOM)

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 Chapter 2 of A-LM-184-001/JS-001.

### 3.6 Priority Repair Request

The Contractor shall be prepared to satisfy PRRs in an expeditious manner.

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

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

All communication regarding PRRs shall conform to Annex D2, E2, and F2, as applicable, in Part 2 of A-LM-184-001/JS-001.

#### **4.0 - Supply Support**

##### **4.1 Supply Accounts**

When a repair contract is established with DND, a number of accounts shall be assigned to the Contractor to ensure DND has visibility of the repairable and spares in the Contractor's plant/warehouse. These accounts are known as RMA, RSA and CRPA (see definitions section of this LOG SOW)

##### **4.2 Contractor Supply Accounting**

Materiel held on a Contractor Repair Parts Account CRPA, Repair Shop Account (RSA) and Repairable Materiel Account (RMA) shall be accounted for as per the CFSS automated procedures in accordance with Part 3 A-LM-184-001/JS-001.

Spares shall be used in the following order:

1. Contract Issue Spares (CIS) (when available)
2. Contractor Furnished Materiel (CFM)

##### **4.3 Transaction Documentation**

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

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

All auditable documents shall be preserved and retained for a minimum of six years after contract finalization.

##### **4.4 Embodiment Fees**

The process of embodiment is to make part of an organized whole, to incorporate into a higher assembly. Any embodiment fees associated with CIS or CFM spares shall only be paid once and only upon actual embodiment.

#### 4.5 Management of DND-Owned Spares

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

#### 4.6 Reusable Containers

Reusable containers should be considered in relation to the attainment of adequate packaging, protection during shipment and economy of storage during the programmed life of such items. The use of reusable and non-reusable containers shall comply with Part 3, Part 7, and Part 9, as applicable, of A-LM-184-001/JS-001.

*Note: The following modifier applies to A-LM-184-001/JS-001, as it pertains to Reusable Containers:*

a) Painting and repainting are not requirements of this contract, unless special approval is granted by the TA via DND 626 Task Authorization. Special cost arrangements for painting shall be approved by the CA and PA and shall be agreed upon by written signature from the Contractor. Painting and repainting shall be at the Contractor's expense failing DND's receipt and approval of a DND 626 Task Authorization.

To be specified in the contract, the Contractor may be required to provide the following services:

4.6.1 Inspection, and repair of reusable metal or wooden containers; and

4.6.2 Obtaining replacements for damaged metal.

To repair or rebuild the containers shall be as follows:

4.6.3 Minor repairs – consist of the following tasks: inspection, patching of holes and re-caulking weather stripping shall be the responsibility of the Contractor and the cost of shall be included in the firm unit price.

4.6.4 Major Repairs or Rebuilding of Containers – Tasks above minor repair or complete refurbishment of a container require a prior approval for a PA. Major repairs shall only be considered with a quoted cost for labour and material.

### **5.0 – Reports/Deliverables**

#### 5.1 Listing of deliverables

The following shall constitute the deliverables under the Logistics SOW:

- a. Component R&O Activity Report IAW Log SOW 5.2 and CDRL 009;
- b. PAYE Annual Report IAW Log SOW 5.4;

- c. MRP Report IAW Log SOW 5.3;
- d. Status Report (WIP) IAW Log SOW 2.11 and CDRL 009;
- e. Cost Records IAW Log SOW 2.10 and CDRL 008;
- f. TIES work Reports as per Log SOW 3.2 and CDRL 003;
- g. PRM/TRM Meetings IAW Log SOW 2.13 and CDRL 001 / CDRL 006;
- h. Meeting Minutes IAW Log SOW and 2.14 and CDRL 002 / CDRL 007;
- i. Airworthiness Management Plan IAW CDRL 004; and
- k. Airworthiness Process Manual IAW CDRL 005

## 5.2 Component Repair and Overhaul Activity Report

The Contractor shall submit a Component Repair and Overhaul Activity Report (otherwise known as a Status Report or WIP report) in the Contractor's format acceptable to the PA (CDRL 009). It is to be submitted to the PA, TA and NDQAR on a monthly basis while the engine is in for repair.

The report shall contain, but will not be limited to the following:

- a. listing of Component R&O line items with status of each item;
- b. Third Line Inspection and Repair (TLIR) and Technical Inspection and Engineering Support (TIES) activity status for the PT6A-27 engine. To include listing of all active DND 626s, Project Work Orders (PWOs) and completed TIES taskings issued to date; and
- c. Financial report detailing costs incurred to date in the current DND Fiscal Year. All invoices and authorizations submitted should be identified.

## 5.3 Mobile Repair Party (MRP) Reports

The Contractor shall submit a Mobile Repair Party (MRP) report in electronic format in accordance with the Task Authorization, DND 626, issued at that time to the following.

- a. Procurement and Technical Authorities;
- b. NDQAR; and
- c. CA

## 5.4 Payable At Year End (PAYE) Annual Report

The Government of Canada's fiscal year end is March 31<sup>st</sup>. DND can only expend fiscal year funds on goods or services delivered on or before March 31<sup>st</sup> of that year.

Annually, by no later than 7 April, the Contractor shall provide an estimate to the PA of the total cost for work completed by 31 March but not yet invoiced to DND.

## 5.5 Costing Records

The contractor is to provide the PA and the NDQAR with Costing Records on an as and when required basis IAW CDRL 008.

#### 5.6 Other Reports and Additional Requirements

The Contractor shall submit other reports with respect to the work as requested by DND.

### **6.0 - Miscellaneous**

#### 6.1 Warranties on Materiels

Warranties of twelve (12) months shall apply to all equipment or materiels in accordance with the applicable General Conditions of the contract, unless otherwise stated in the terms of the PWGSC contract. If a failure occurs after the warranty period has elapsed from the date of acceptance of said equipment or materiel by DND, normal repair or overhaul procedures shall apply. This provision applies regardless of whether the materiel has been in stock or has been in use during the specified time limits of the warranty, unless the warranty specifies other standards.

6.1.1 A special caveat for warranty coverage of repaired and/or overhauled PT6A-27 Turboprop engines under this contract shall apply. This caveat is outlined in Section 8.4.1 of the Tech SOW.

#### 6.2 Warranty Consideration

Materiel which has been returned by DND for warranty consideration shall be returned with some form of an unserviceable report, as per Part 10-1 of A-LM-184/001/JS-001. Materiel shall be returned to the Contractor under warranty consideration when the returning equipment is to have to be repaired at no cost to DND and/or to seek a method of correcting a fault that could cause failure to similar equipment of materiel. In the event that an unserviceable report has not been received by the Contractor, the Contractor shall quarantine the equipment and hasten DND for the report. In the event that no unserviceable report has been received, the Contractor shall seek guidance from the local NDQAR. The Contractor shall maintain a record of each warranty consideration.

*Note: A complete overview of the process and regulations pertaining to Warranties and Warranty Considerations shall be in accordance with Part 10 of A-LM-184-001/JS-001.*

#### 6.3 Contractor Use of DND Publications

The Contractor shall not use DND publications for commercial work without the written consent of DND. In instances where DND has provided such consent, PWGSC shall negotiate suitable compensation for DND. All requests shall be directed to the PA through CA.

#### 6.4 Inspection of Materiels

All materiels returned to DND and held in the CFSS are to undergo inspection by DND, as per C-02-005-009/AM-000 – Materiel Management Policy – Inspection and Conditioning of Materiel Returned To and Held in the CFSS.

## **7.0 TERMINATION OF CONTRACT**

### **7.1 Contract Close-Out**

When an R&O contract is not extended, cancelled by mutual consent, or terminated for convenience or by default, a Contract Close-out Planning Team, chaired by the PA, and including Contractor, TA, CA, and NDQAR, shall be formed to coordinate the transfer of DND-owned equipment. Within 120 days prior to contract close-out, the Contractor shall provide/undertake the following:

- 7.1.1 Provide a complete stocktaking including identification to end items of the total DND owned repair parts in their custody (including open purchase orders) of CIS, including an estimate of the cubic volume, weigh and value;
- 7.1.2 Provide a Work in Progress list of inventory and documentation of the total backlog of repairables held including diagnosis, status of work either complete or to be carried out, outstanding spares cross referenced to the relevant outstanding demands;
- 7.1.3 Provide a list of all technical publications, engineering orders, repair and test schemes plus any other Canada owned documents or publications, held by the Contractor. For each publication destroyed, as per the CTAT handbook par 99, a Certificate of Demilitarization is to be completed. Copies are to be retained locally on file for five (5) years and a copy of each shall be forwarded to the publication OPI for retention. The destruction/certificates are to be witnessed/completed by a DND member (NDQAR, TA, Sergeant or above);
- 7.1.4 Provide all labour, material and packaging costs associated with preparing all the items for transportation, including all repairables held at the Contractor's Plant;
- 7.1.5 Prepare records for final audits;
- 7.1.6 Ensure that all outbound materiels and boxes are numbered and a listing of contents provided (inside and outside of the boxes.) Materiel in the box shall be labeled. CIS shall be packed by NATO class; and

Number	Description	Part Number	CFTO	DMC	FLEET	ERN	NCAGE
004116324	VIBRATOR,IGNITION COIL	10-381550		B	Twin Otter	1421	07213, 77820, 59501, 00198, 77445
004711152	FLOW DIVIDER	3035228		D		12138	07213, 35925
005600866	DUCT,SMALL,COMBUSTI	3012060		B		1421	00198
013602791	GOVERNOR,GASOLINE ENGINE	8210-004		B		1421	66503
218601455	ENGINE,AIRCRAFT,TURBO-PROP	PT6A27		F		1421	00198, 35898
218603297	FUEL CONTROL,STARTING,TURBINE	25234		B		1421	00198, 99595
218603794	GOVERNOR,PROPELLER	3035928		F		1421	00198, 66503
218603828	GOVERNOR,PROPELLER	210625		F		12138	00198
218615025	FUEL CONTROL,MAIN,TURBINE ENGI	2524440-4		B		1421	79960,06848, 00198
218693859	CONTROL,STARTING	25232		B		1421	00198, 99595
218694198	LINER,COMBUSTION CHAMBER,AIRCR	3020957		F		1421	00198
218717913	VANE RING,COMPRESSOR TURBINE	3018652		F		1421	00198
218805417	DUCT ASSEMBLY	3018652		F		1421	00198
218827606	VANE RING,COMPRESSOR TURBINE	3030651		F		1421	00198
218827705	VALVE ASSEMBLY,COMPRESSOR BLEE	3100829-01		F		1421	00198, S4080
218961277	HOT SECTION INSPECTION KIT	HSI27		F		1421	00198
218961528	VALVE ASSEMBLY,COMPRESSOR BLEE	3075033-01		F		1421	00198
219212748	FUEL CONTROL,MAIN,TURBINE ENGI	2524440-9-8		B		1421	79960, 00198, 07213

1 <u>DATA ITEM DESCRIPTION – DESCRIPTION DE DONNÉES</u> DND Form 1409		
1. TITLE- TITRE  Technical Review Meeting	2. IDENTIFICATION NUMBER – NUMÉRO D'IDENTIFICATION  DID SE-001	
3. DESCRIPTION/PURPOSE – DESCRIPTION/OBJET  3.1 The purpose of the Technical Review Meeting will be a forum to discuss technical and programmatic issues and significant events and milestones of the work. 3.2 The Contractor shall be responsible for the preparation and submission of the Meeting Agenda and the Meeting Minutes.		
4. APPROVAL DATE DATE D'APPROBATION	5. OFFICE PRIMARY INTEREST(OPI) BUREAU DE PREMIERE RESPONSABILITÉ (BPR)  DAEPM(TH) 6-5-2-2 Procurement Authority Contract Authority	6. GIDEP APPLICABLE- D'ÉCHANGE DE DONNÉES PERTINENT
7. APPLICATION/INTERRELATIONSHIP – APPLICATION/INTERDÉPENDANCE  7.1 Technical SOW paragraph 8.1 7.2 Logistics Statement of Work paragraph 2.13.2		
8. ORIGINATOR - AUTEUR  DAEPM(TH) 6-5-2-2	9. APPLICABLE FORMS – FORMULES PERTINENTS	
10. PREPARATION INSTRUCTIONS – INSTRUCTIONS SUR LA PRÉSENTATION DES DONNÉES  10.1 The Technical Review Meeting shall consist of, but not be limited to the following topics:  a. the minutes of the previous meeting shall be reviewed and necessary corrections added to the minutes; b. a listing of all components inducted into the Contractor's facility since the last meeting; c. a summary of the progress of current TIES taskings; d. a summary of significant events and milestones; and e. other items as required.  10.2 The Contractor shall ensure that facilities, data, and personnel required to present and address the topics listed at Para 10.1 are present to facilitate an efficient and timely meeting.  10.3 The Contractor shall be responsible to prepare an Agenda for the Technical Review Meeting in Contractor format. The Contractor shall submit a recommended agenda to the DND TA at least five (5) working days prior to the meeting.  10.5 One (1) copy of the recommended agenda shall be forwarded to the Contracting Authority and one (1) copy to the DND TA.		

2 <b>DATA ITEM DESCRIPTION – DESCRIPTION DE DONNÉES</b> DND Form 1409		
1. TITLE- TITRE  Minutes of Technical Review Meetings	2. IDENTIFICATION NUMBER – NUMÉRO D'IDENTIFICATION  SE-002	
3. DESCRIPTION/PURPOSE – DESCRIPTION/OBJET  3.1 The purpose of Minutes of Meetings is to record all discussion items and significant events that occur during meetings related to the work.		
4. APPROVAL DATE DATE D'APPROBATION  Approval date is 10 working days after receipt of minutes.	5. OFFICE PRIMARY INTEREST(OPI) BUREAU DE PREMIERE RESPONSABILITÉ (BPR)  DAEPM(TH) 6-5-2-2 Procurement Authority Contract Authority	6. GIDEP APPLICABLE- D'ÉCHANGE DE DONNÉES PERTINENT
7. APPLICATION/INTERRELATIONSHIP – APPLICATION/INTERDÉPENDANCE  7.1 Technical SOW paragraph 8.1 7.2 Logistics Statement of Work paragraph 2.14		
8. ORIGINATOR - AUTEUR  DAEPM(TH) 6-5-2-2	9. APPLICABLE FORMS – FORMULES PERTINENTS	
10. PREPARATION INSTRUCTIONS – INSTRUCTIONS SUR LA PRÉSENTATION DES DONNÉES  10.1 The Contractor shall be responsible for taking minutes of the Technical Progress Review Meetings. The minutes of all project meetings (PM, contract, SE, ILS, etc), reviews and conferences shall be in the Contractor's format and delivered to DND for review of completeness and accuracy.  10.2 Format. It is preferable that electronic submissions be in Microsoft Word.  a. The Contractor shall forward to DND in soft copy, draft copy of the minutes shall be forwarded for review to the DND TA within 10 working days of the meeting date. Upon approval or amendment by the Technical Authority, the minutes shall be returned to the Contractor, within 1 week, for publication. Published minutes shall be delivered in both soft and hard copies.  10.3 Each meeting minutes shall have a cover page identifying the document as follows:  a. The name of the report; b. identification of the meeting being reported; c. identification of the preparing authority; d. submission date; and e. deliverable end item number.		

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

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

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

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

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

3 DATA ITEM DESCRIPTION – DESCRIPTION DE DONNÉES DND Form 1409		
1. TITLE- TITRE Technical Inspection Engineering Support (TIES) Report	2. IDENTIFICATION NUMBER – NUMÉRO D'IDENTIFICATION SE-003	
3. DESCRIPTION/PURPOSE – DESCRIPTION/OBJET 3.1 The TIES Progress Report shall summarise the Contractor's progress in relation to the Project milestones, schedules, plans, Deliverable End Items and Contractor Work Breakdown Structure.		
4. APPROVAL DATE DATE D'APPROBATION	5. OFFICE PRIMARY INTEREST(OPI) BUREAU DE PREMIERE RESPONSABILITÉ (BPR)  DAEPM(TH) 6-5-2-2 Contracting Authority Procurement Authority	6. GIDEP APPLICABLE- D'ÉCHANGE DE DONNÉES PERTINENT
7. APPLICATION/INTERRELATIONSHIP – APPLICATION/INTERDÉPENDANCE 7.1 Logistics Statement of Work paragraph 3.3		
8. ORIGINATOR - AUTEUR DAEPM(TH) 6-5-2-2	9. APPLICABLE FORMS – FORMULES PERTINENTS	
10. PREPARATION INSTRUCTIONS – INSTRUCTIONS SUR LA PRÉSENTATION DES DONNÉES 10.1 It is preferable that electronic submissions be in Microsoft Word. The Contractor shall provide the information either in a continually accessible online secure-WEB based database, in Contractor's format or in a report format transmitted electronically on a monthly basis in a software format suitable to DND information technology systems (Microsoft Word, PDF format, or other program approved by the TA). 10.2 The contractor shall submit a report in a form acceptable to DND which includes: a. project identifier, project title, contractor project leader, DND project officer; b. an executive summary which covers significant elements of the report; c. a summary of the efforts expended during the period of performance; d. engineering or technical issues, including CF1057 reports, that led to the TIES tasking; e. engineering or technical work that was conducted to resolve the issues; f. any proposed modifications to drawings or technical data that are recommended as a result of the TIES project; g. identification of medium and high risk items; and h. conclusions and recommendations with respect to the work that was conducted.		



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**DATA ITEM DESCRIPTION - DESCRIPTION DE DONNÉES**

1. TITLE – TITRE <u>AIRWORTHINESS MANAGEMENT PLAN (AMP)</u>		2. IDENTIFICATION NUMBER - NUMÉRO D'IDENTIFICATION <u>AW- 001</u>	
3. DESCRIPTION/PURPOSE - DESCRIPTION/OBJET  To describe the contractor's plan for compliance to Technical Airworthiness Requirements.			
4. APPROVAL DATE  DATE D'APPROBATION  _____	5. OFFICE OF PRIMARY INTEREST (OPI)  BUREAU DE PREMIERE RESPONSABILITÉ (BPR)  1. <u>DIRECTORATE OF TECHNICAL AIRWORTHINESS AND ENGINEERING SUPPORT (DTAES)</u> 2. <u>DND TECHNICAL AUTHORITY (TA).</u>		6. GIDEP APPLICABLE  PROGRAMME D'ÉCHANGE DE DONNÉES PERTINENT
7. APPLICATION/INTERRELATIONSHIP - APPLICATION/INTERDÉPENDANCE 1. The AMP shall function as the overall plan for: <ul style="list-style-type: none"> <li>a. Assuring the airworthiness of end products and services delivered in the period between contract award and the achievement of full Technical Airworthiness Authority (TAA) accreditation/recognition;</li> <li>b. Obtaining full TAA accreditation/recognition, including the submission of a proposed Maintenance (MPM) Process Manual; and</li> <li>c. Measuring progress toward achieving full TAA accreditation/recognition.</li> </ul>			
8. ORIGINATOR - AUTEUR  DAEPM(TH) 6-5-2-2		9. APPLICABLE FORMS - FORMULES PERTINENTES TAM, see <a href="http://www.forces.gc.ca/admmat-smamat/tam-mnt-eng.asp">http://www.forces.gc.ca/admmat-smamat/tam-mnt-eng.asp</a>	
10. PREPARATION INSTRUCTIONS - INSTRUCTIONS SUR LA PRÉSENTATION DES DONNÉES 1. In the contractor's own format, the AMP shall describe the contractor's processes and control systems for ensuring the airworthiness of all aeronautical products and services in the period between contract award and full TAA accreditation/recognition, including, but not limited to the following: <ul style="list-style-type: none"> <li>a. <b>Maintenance Support:</b> <ul style="list-style-type: none"> <li>i. A description of the scope and depth of authority that the bidder proposes to exercise as related to the conduct of Repair &amp; Overhaul maintenance, including a list of activities that the bidder agrees must have DND Aircraft Engineering Officer (AEO) approval;</li> <li>ii. Responsibilities for personnel conducting airworthiness related activities;</li> <li>iii. Authorization system for personnel conducting maintenance certifications;</li> <li>iv. Eligibility criteria for personnel conducting maintenance certifications including Aircraft Release Authority (ARA), Aircraft Certification Authority (ACA), Maintenance Release Authority (MRA) and Shop Certification Authority (SCA) as applicable;</li> <li>v. Eligibility criteria for personnel granting authorizations to personnel conducting maintenance certifications including ARA and MRA as applicable;</li> <li>vi. Eligibility criteria for personnel to perform maintenance;</li> <li>vii. A description of the approved maintenance program and schedule to be followed;</li> <li>viii. A description of the technical records proposed for use, including traceability of component histories;</li> <li>ix. A description of the process for the completion, correction and retention of technical records;</li> <li>x. A description of the process that ensures that only approved aviation replacement parts are used including procurement, materiel control and disposal; and</li> <li>xi. A description of the process to be used to enter into and sustain any maintenance support arrangements with other companies.</li> </ul> </li> <li>b. <b>Engineering Support:</b></li> </ul>			

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

Note: The need to produce an AMP may not be required if the contractor is an Original Equipment Manufacturer (OEM) or an organisation that have been approved by a regulatory agency acceptable to the TAA (i.e., TC and US FAA) for a similar scope and depth of engineering and maintenance activities as defined in this contract. The organisation may be eligible to go through a recognition vice an accreditation process. TAA recognition is an abbreviated process for demonstrating compliance to the TAM. Eligibility for recognition will be determined based on the data provided within the bid proposal. TAA allowances for this will be discussed with the contract TA and the successful bidder at the initial Technical Airworthiness Management meeting as per Para 3.9 of the SOW.



**DATA ITEM DESCRIPTION - DESCRIPTION DE DONNÉES**

1. TITLE – TITRE  Maintenance Process Manual (MPM)		2. IDENTIFICATION NUMBER - NUMÉRO D'IDENTIFICATION  AW-002	
3. DESCRIPTION/PURPOSE - DESCRIPTION/OBJET To describe the contractor's Maintenance procedures and demonstrate compliance to the DND Technical Airworthiness Manual (TAM).			
4. APPROVAL DATE DATE D'APPROBATION	5. OFFICE OF PRIMARY INTEREST (OPI) BUREAU DE PREMIERE RESPONSABILITÉ (BPR) 1 Directorate Of Technical Airworthiness and Engineering Support (DTAES) 2. DND Technical Authority (TA).		6. GIDEP APPLICABLE D'ÉCHANGE DE DONNÉES PERTINENT
7. APPLICATION/INTERRELATIONSHIP - APPLICATION/INTERDÉPENDANCE The Draft MPM is required as part of the contractor's undertaking to achieve TAA accreditation/recognition as an AMO. Once it has been approved by the TAA it will replace the procedural instructions contained in the Contractor's Airworthiness Management Plan (AMP)			
9. ORIGINATOR – AUTEUR DAEPM(TH) 6-5-2-2		10. APPLICABLE FORMS - FORMULES PERTINENTES	
10. PREPARATION INSTRUCTIONS - INSTRUCTIONS SUR LA PRÉSENTATION DES DONNÉES			
<ol style="list-style-type: none"> <li>The Contractor's MPM shall be developed to provide the information identified in the TAM Part 1, Chapter 4, paragraph 1.4.2.S1.3 and to comply with the requirements specified in the DND/CF Technical Airworthiness Program.</li> <li>While every AMO is unique, all MPMs share the requirement to cover the following general topics upon the scope and depth of authority assigned to the organization found in TAM Part 1 Chapter 4 Annex C Appendix 1, <a href="http://www.forces.gc.ca/admmat-smamat/tam-mnt-eng.asp">http://www.forces.gc.ca/admmat-smamat/tam-mnt-eng.asp</a></li> <li>The Draft Version shall be prepared and submitted within 6 months of contract award unless authorized otherwise by TAA. The Draft Version shall describe a “steady state” authorization control system. This is a description of how the organization will authorize its personnel to perform maintenance and conduct airworthiness functions <u>after</u> accreditation/recognition.</li> <li>The Final Version shall comply with the requirements of the DND/CF Technical Airworthiness Program and the TAM, and shall be complied with by the contractor in carrying out his responsibilities for Technical Airworthiness.</li> </ol>			

4 DATA ITEM DESCRIPTION – DESCRIPTION DE DONNÉES		DND Form 1409
1. TITLE- TITRE  Progress Review Meetings	2. IDENTIFICATION NUMBER – NUMÉRO D'IDENTIFICATION  PM-001	
3. DESCRIPTION/PURPOSE – DESCRIPTION/OBJET  3.2 Progress Review Meetings are an open forum to discuss technical and programmatic issues and significant events and milestones of the work. 3.2 The Contractor shall be responsible for the preparation and submission of the Meeting Agenda and the Meeting Minutes (PM-002).		
4. APPROVAL DATE DATE D'APPROBATION	5. OFFICE PRIMARY INTEREST(OPI) BUREAU DE PREMIERE RESPONSABILITÉ (BPR)  DAP 4-4-2	6. GIDEP APPLICABLE- D'ÉCHANGE DE DONNÉES PERTINENT
7. APPLICATION/INTERRELATIONSHIP – APPLICATION/INTERDÉPENDANCE  7.1 Technical SOW paragraph 8.1 7.2 Logistics Statement of Work paragraph 2.13.1		
8. ORIGINATOR - AUTEUR  DAP 4-4-2	9. APPLICABLE FORMS – FORMULES PERTINENTS	
10. PREPARATION INSTRUCTIONS – INSTRUCTIONS SUR LA PRÉSENTATION DES DONNÉES  10.1 The Progress Review Meetings shall consist of, but shall not be limited to, the following topics:  10.1.1 the minutes of the previous meeting shall be reviewed and necessary corrections added to the minutes; 10.1.2 review current progress against planned or expected progress in the contract such as: 10.1.3 examine physical inventory and materiel invoices against materiel costs claimed in the progress claim; 10.1.4 validate contract progress as per the terms of the contract; 10.1.5 address any problems or issued that DND or the Contractor may have with deliver of services; 10.1.6 confirm information provided in the progress reports and deal with problems or issues related to the contract or schedule.  10.2 The Contractor shall ensure that facilities, data, and all personnel required to present and address the topics are present to facilitate an efficient and timely meeting.  10.3 The Contractor shall be responsible to prepare an agenda for the Progress Review Meeting in Contractor format. The Contractor shall submit a recommended agenda to the DND TA at least five (5) working days prior to the meeting. The agenda should highlight all of the discussion items for the meetings and should included:  10.3.1 Date of the meeting; 10.3.2 Location of the meeting; 10.3.3 Discussion points/deliverables; 10.3.4 Estimated time for each discussion point;		

APPENDIX 2 TO ANNEX B  
TO W8485-126579

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

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

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

5 DATA ITEM DESCRIPTION – DESCRIPTION DE DONNÉES DND Form 1409		
1. TITLE- TITRE  Progress Review Meeting Minutes	2. IDENTIFICATION NUMBER – NUMÉRO D'IDENTIFICATION  PM-002	
3. DESCRIPTION/PURPOSE – DESCRIPTION/OBJET  3.1 The Minutes of Progress Review Meetings are a record of all discussion items and significant events that have occurred, and will occur, during meetings related to the work.		
4. APPROVAL DATE DATE D'APPROBATION  Approval date is ten (10) working days after receipt of minutes.	5. OFFICE PRIMARY INTEREST(OPI) BUREAU DE PREMIERE RESPONSABILITÉ (BPR)  DAP 4-4-2	6. GIDEP APPLICABLE- D'ÉCHANGE DE DONNÉES PERTINENT
7. APPLICATION/INTERRELATIONSHIP – APPLICATION/INTERDÉPENDANCE  7.1 Technical SOW paragraph 8.1 7.2 Logistics Statement of Work paragraph 2.14		
8. ORIGINATOR - AUTEUR  DAP 4-4-2	9. APPLICABLE FORMS – FORMULES PERTINENTS	
11. PREPARATION INSTRUCTIONS – INSTRUCTIONS SUR LA PRÉSENTATION DES DONNÉES  10.1 The Contractor shall be responsible for taking Progress Review meetings minutes. The minutes of all project meetings (PM, contract, SE, ILS, etc), reviews and conferences shall be in the Contractor's format and delivered to DND for review of completeness and accuracy.  10.5 Format. It is preferable that all electronic submissions be in Microsoft Office format.  The Contractor shall forward the DND Procurement Authority (PA) a draft copy of the minutes in soft copy within ten (10) days of the meeting date. The DND PA shall review the minutes within five (5) working-days time and, upon approval or amendment by the PA, the minutes shall be returned to the Contractor for publication. Published minutes shall be delivered in both soft and hard copies to the DND PA for distribution as applicable.  10.6 All meeting minutes shall have a cover page identifying the document as follows: 10.3.1 The name of the report; 10.3.2 identification of the meeting being reported (date, time, location); 10.3.3 identification of the preparing authority; 10.3.4 submission date; and 10.3.5 deliverable end item number.  10.7 The minutes shall be type written in Contractor format and must encompass the following: 10.4.1 sponsor of the topic; 10.4.2 meeting attendees;		

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

6 <u>DATA ITEM DESCRIPTION – DESCRIPTION DE DONNÉES</u> <u>DND Form 1409</u>		
1. TITLE- TITRE  Costing Records	2. IDENTIFICATION NUMBER – NUMÉRO D'IDENTIFICATION  PM-003	
3. DESCRIPTION/PURPOSE – DESCRIPTION/OBJET  3.1 The Contractor is to provide the PA and the NDQAR with Costing Records on an as and when required basis.		
4. APPROVAL DATE DATE D'APPROBATION	5. OFFICE PRIMARY INTEREST(OPI) BUREAU DE PREMIERE RESPONSABILITÉ (BPR)  DAP 4-4-2	6. GIDEP APPLICABLE-D'ÉCHANGE DE DONNÉES PERTINENT
7. APPLICATION/INTERRELATIONSHIP – APPLICATION/INTERDÉPENDANCE  7.1 Logistics SOW paragraph 2.10		
8. ORIGINATOR - AUTEUR  DAP 4-4-2	9. APPLICABLE FORMS – FORMULES PERTINENTS	
10. PREPARATION INSTRUCTIONS – INSTRUCTIONS SUR LA PRÉSENTATION DES DONNÉES  10.1 The Contractor shall maintain records which will provide:  10.1.1 a cost listing, by serial number if applicable, of each item or job lot going through the repair line;  10.1.2 a detail of the level of effort carried out, in-process inspections completed, and materiel embodied at any stage of the repair process and its costs;  10.1.3 the average cost of repair and/or overhaul, by NSN;  10.1.4 the total repair cost for an item (NSN), by work order; and  10.1.5 the paperwork for an MRC increase, with specific approval from the PA, the paperwork for this increase shall be provided.		

7 DATA ITEM DESCRIPTION – DESCRIPTION DE DONNÉES DND Form 1409		
1. TITLE- TITRE  Work In Progress Report	2. IDENTIFICATION NUMBER – NUMÉRO D'IDENTIFICATION  PM-005	
3. DESCRIPTION/PURPOSE – DESCRIPTION/OBJET  3.1 The Contractor shall submit a Work In Progress Report to the PA on a monthly basis.		
4. APPROVAL DATE DATE D'APPROBATION	5. OFFICE PRIMARY INTEREST(OPI) BUREAU DE PREMIERE RESPONSABILITÉ (BPR)  DAP 4-4-2	6. GIDEP APPLICABLE- D'ÉCHANGE DE DONNÉES PERTINENT
7. APPLICATION/INTERRELATIONSHIP – APPLICATION/INTERDÉPENDANCE  7.1 Logistics SOW paragraph 2.11 and 5.2		
8. ORIGINATOR - AUTEUR  DAP 4-4-2	9. APPLICABLE FORMS – FORMULES PERTINENTS	
10. PREPARATION INSTRUCTIONS – INSTRUCTIONS SUR LA PRÉSENTATION DES DONNÉES  a. The Contractor shall submit a monthly Work In Progress Report to the PA, and shall include the following headings and information: 10.1.1 Contractor Work Order No; 10.1.2 CFSS Work Order No; 10.1.3 NATO Stock Number; 10.1.4 Description; 10.1.5 Serial No; 10.1.6 Priority; 10.1.7 Work Order Status; 10.1.8 Date raised; 10.1.9 Date closed; 10.1.10 Estimated Delivery Date; 10.1.11 Cost spent to date; and Comments.		

Annex C  
 To: W8485-126579  
 Dated: 12 Sept 2011 RDIMS 1144304

CONTRACT DATA REQUIREMENTS LIST (CDRL)									
A. System / Item TBD		B. Contract / RFP Number W8485-126579							
C. SOW Identifier		E. Contractor TBD							
1. Item Number		3. Sub Title N/A							
CDRL 001		6. Requiring Office TA							
4. Authority (Data Item Number) SE-001		14. Distribution and Addressees							
7. Inspection		9. Input		10. Frequency		12. Date of 1st Submission		13. Date of Subsequent Submission / Event	
N/A		As Required		As Required		IAW Block 16		IAW Block 16	
8. App Code		11. As of Date		11. As of Date		11. As of Date		11. As of Date	
A									
16. Remarks		An agenda shall be submitted at least 5 working days before a proposed / scheduled meeting to the CA & TA.							
Prepared By Christopher Murphy		Date Oct 28, 2011		Approved By MWO Chris Fraser, DAP 4-4-2					
17. Contract File / Document Number TBD		18. Estimated No. of Pages 4		19. Estimated Price \$TBD		15. Total		0 2 0 2	

Annex C  
 To: W8485-126579  
 Dated: 12 Sept 2011 RDIMS 1144304

CONTRACT DATA REQUIREMENTS LIST									
A. System / Item TBD		B. Contract / RFP Number W8485-126579							
C. SOW Identifier		E. Contractor TBD							
1. Item Number CDRL 002		3. Sub Title N/A							
4. Authority (Data Item Number) SE-002		6. Requiring Office TA							
7. Inspection N/A		12. Date of 1st Submission IAW Block 16							
8. App Code A		13. Date of Subsequent Submission / Event IAW Block 16							
16. Remarks Draft Minutes shall be submitted for approval no later than 10 working days after the meeting. The approved minutes shall be distributed no later than 5 working days after receipt of formal DND approval.		9. Input		10. Frequency As Required		11. As of Date		14. Distribution and Addressees	
Prepared By Christopher Murphy		Date Oct 28, 2011		Approved By MWO Chris Fraser, DAP 4-4-2		a. Address		b. Copies	
17. Contract File / Document Number TBD		18. Estimated No. of Pages 20		19. Estimated Price \$TBD		PWGSC CA DND TA		Initial Hard 0 0 0 Soft 1 1 1	
						15. Total		0 2 0 2	

Annex C  
 To: W8485-126579  
 Dated: 12 Sept 2011 RDIMS 1144304

CONTRACT DATA REQUIREMENTS LIST									
A. System / Item TBD		B. Contract / RFP Number W8485-126579							
C. SOW Identifier		E. Contractor TBD							
1. Item Number CDRL 003		3. Sub Title N/A							
4. Authority (Data Item Number) SE-003		6. Requiring Office TA							
7. Inspection N/A		12. Date of 1st Submission IAW Block 16				14. Distribution and Addressees			
8. App Code A		13. Date of Subsequent Submission / Event IAW Block 16				a. Address		b. Copies	
16. Remarks Report shall be submitted on the last working day of the month when there are open TIES projects.		9. Input		10. Frequency As Required		Hard		Soft	
		11. As of Date		11. As of Date		Initial		Final	
Prepared By Christopher Murphy		Date Oct 28,2011		Approved By MWO Chris Fraser, DAP 4-4-2					
17. Contract File / Document Number TBD		18. Estimated No. of Pages TBD		19. Estimated Price \$TBD		PWGSC CA DND TA		15. Total	
						0		2 0 2	

Annex C  
 To: W8485-126579  
 Dated: 12 Sept 2011 RDIMS 1144304

CONTRACT DATA REQUIREMENTS LIST									
A. System / Item TBD		B. Contract / RFP Number W8485-126579							
C. SOW Identifier		E. Contractor TBD							
1. Item Number CDRL 004		3. Sub Title N/A							
4. Authority (Data Item Number) AW-001		6. Requiring Office TA							
7. Inspection N/A		9. Input		10. Frequency As Required		12. Date of 1st Submission Within forty-five (45) days after contract award.		14. Distribution and Addressees	
8. App Code A		11. As of Date		13. Date of Subsequent Submission / Event		a. Address		b. Copies	
16. Remarks						DND TA		Initial Hard Soft	
Prepared By Christopher Murphy		Date Oct 28, 2011		Approved By MWO Chris Fraser, DAP 4-4-2				Final Hard Soft	
17. Contract File / Document Number TBD		18. Estimated No. of Pages TBD		19. Estimated Price \$TBD		15. Total		0 1 0 0	
								0 1 0 0	

Annex C  
 To: W8485-126579  
 Dated: 12 Sept 2011 RDIMS 1144304

CONTRACT DATA REQUIREMENTS LIST									
A. System / Item TBD		B. Contract / RFP Number W8485-126579							
C. SOW Identifier		E. Contractor TBD							
1. Item Number CDRL 005		3. Sub Title N/A							
4. Authority (Data Item Number) AW-002		6. Requiring Office TA							
7. Inspection N/A		2. Title or Description Data Airworthiness Maintenance Process Manual		12. Date of 1st Submission Within six (6) months of contract award		14. Distribution and Addressees			
8. App Code A		5. Contract Reference Technical SOW Paragraph 3.9 DID AW-002		13. Date of Subsequent Submission / Event		a. Address		b. Copies	
16. Remarks		9. Input		10. Frequency As Required		DND TA		Initial	
Prepared By Christopher Murphy		11. As of Date		18. Estimated No. of Pages		15. Total		Hard	
Date Oct 28, 2011		Approved By MWO Chris Fraser, DAP 4-4-2		19. Estimated Price \$TBD		0		Soft	
17. Contract File / Document Number TBD		TBD		TBD		1		Final	
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						0		1	

Annex C  
 To: W8485-126579  
 Dated: 12 Sept 2011 RDIMS 1144304

CONTRACT DATA REQUIREMENTS LIST (CDRL)									
A. System / Item		B. Contract / RFP Number W8485-126579							
TBD									
C. SOW Identifier		E. Contractor TBD							
1. Item Number		3. Sub Title N/A							
CDRL 006		Progress Review Meetings							
4. Authority (Data Item Number)		5. Contract Reference Technical SOW Paragraph 8.1 Logistics SOW Paragraph 2.13.1							
PM-001		6. Requiring Office TA							
7. Inspection		9. Input		10. Frequency		12. Date of 1st Submission			
N/A		As Required		As Required		Five (5) days prior to first progress review meeting			
8. App Code		11. As of Date		13. Date of Subsequent Submission / Event					
A				As required					
16. Remarks		14. Distribution and Addressees							
An agenda, produced by the Contractor, shall be submitted at least five (5) working days before a proposed / scheduled meeting to the CA, PA & TA.				a. Address		b. Copies Initial		Final	
Prepared By		Date		Approved By		Hard		Soft	
MWO Chris Fraser		28 Oct 2011		MWO Chris Fraser, DAP 4-4-2		0		0	
17. Contract File / Document Number		18. Estimated No. of Pages		19. Estimated Price		0		3	
TBD		Four (4)		\$TBD		0		3	

Annex C  
 To: W8485-126579  
 Dated: 12 Sept 2011 RDIMS 1144304

CONTRACT DATA REQUIREMENTS LIST (CDRL)									
A. System / Item		B. Contract / RFP Number							
TBD		W8485-126579							
C. SOW Identifier		E. Contractor							
1. Item Number		TBD							
CDRL 007		3. Sub Title							
2. Title or Description Data		N/A							
Progress Review Meeting Minutes		6. Requiring Office							
4. Authority (Data Item Number)		TA							
PM-002		12. Date of 1st Submission							
7. Inspection		IAW Block 16							
N/A		13. Date of Subsequent Submission / Event							
8. App Code		IAW Block 16							
A		9. Input		10. Frequency		11. As of Date		14. Distribution and Addressees	
16. Remarks		As Required		As Required		As Required		a. Address	
Draft Minutes shall be submitted for approval no later than ten (10) working days after the meeting. The approved minutes shall be distributed no later than five (5) working days after receipt of formal DND approval.		9. Input		10. Frequency		11. As of Date		b. Copies	
		PWGSC PA		PWGSC PA		PWGSC PA		Initial	
		DND PA		DND PA		DND PA		Final	
DND TA		DND TA		DND TA		DND TA		Hard	
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DND TA		DND TA		DND TA		DND TA		1	
DND TA		DND TA		DND TA		DND TA		0	
DND TA		DND TA		DND TA		DND TA		1	
DND TA		DND TA		DND TA		DND TA		0	
DND TA		DND TA		DND TA		DND TA		1	
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DND TA		DND TA		DND TA		DND TA		1	
DND TA		DND TA		DND TA		DND TA		0	
DND TA		DND TA		DND TA		DND TA		1	
DND TA		DND TA		DND TA		DND TA		0	
DND TA		DND TA		DND TA		DND TA		1	
DND TA		DND TA		DND TA		DND TA		0	
DND TA		DND TA		DND TA		DND TA		1	
DND TA		DND TA		DND TA		DND TA		0	
DND TA		DND TA		DND TA		DND TA		1	
DND TA		DND TA		DND TA		DND TA		0	
DND TA		DND TA		DND TA		DND TA		1	
DND TA		DND TA		DND TA		DND TA		0	
DND TA		DND TA		DND TA		DND TA		1	
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DND TA		DND TA		DND TA		DND TA		1	
DND TA		DND TA		DND TA		DND TA		0	
DND TA		DND TA		DND TA		DND TA		1	
DND TA		DND TA		DND TA		DND TA		0	
DND TA		DND TA		DND TA		DND TA		1	
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DND TA		DND TA		DND TA		DND TA		1	
DND TA		DND TA		DND TA		DND TA		0	
DND TA		DND TA		DND TA		DND TA		1	
DND TA		DND TA		DND TA		DND TA		0	
DND TA		DND TA		DND TA		DND TA		1	
DND TA		DND TA		DND TA		DND TA		0	
DND TA		DND TA		DND TA		DND TA		1	
DND TA		DND TA		DND TA		DND TA		0	
DND TA		DND TA		DND TA		DND TA		1	
DND TA		DND TA		DND TA		DND TA		0	
DND TA		DND TA		DND TA		DND TA		1	
DND TA		DND TA		DND TA		DND TA		0	
DND TA		DND TA		DND TA		DND TA		1	
DND TA		DND TA		DND TA		DND TA		0	
DND TA		DND TA		DND TA		DND TA		1	
DND TA		DND TA		DND TA		DND TA		0	
DND TA		DND TA		DND TA		DND TA		1	

Annex C  
 To: W8485-126579  
 Dated: 12 Sept 2011 RDIMS 1144304

CONTRACT DATA REQUIREMENTS LIST (CDRL)											
A. System / Item		B. Contract / RFP Number									
TBD		W8485-126579									
C. SOW Identifier		E. Contractor									
TBD		TBD									
1. Item Number		3. Sub Title									
CDRL 008		N/A									
4. Authority (Data Item Number)		6. Requiring Office									
PM-003		PA									
7. Inspection		9. Input		10. Frequency		12. Date of 1st Submission					
N/A		As and when requested		As and when requested		As and when requested					
8. App Code		11. As of Date		13. Date of Subsequent Submission / Event							
A				As and when requested							
16. Remarks		14. Distribution and Addressees									
The Contractor shall maintain and submit as and when required a costing record report which will provide information on average repair costs, state of repair which will assist DND to identify underlying causes to problems/issues.		a. Address				b. Copies					
		NDQAR				Initial		Final			
		DND PA				Hard	Soft	Hard	Soft		
Prepared By		Date		Approved By							
MWO Chris Fraser		28 Oct 2011		MWO Chris Fraser, DAP 4-4-2							
17. Contract File / Document Number		18. Estimated No. of Pages		19. Estimated Price							
TBD		TBD		\$TBD		15. Total					
						0		0		2	

Annex C  
 To: W8485-126579  
 Dated: 12 Sept 2011 RDIMS 1144304

CONTRACT DATA REQUIREMENTS LIST (CDRL)											
A. System / Item		B. Contract / RFP Number									
TBD		W8485-126579									
C. SOW Identifier		E. Contractor									
TBD		TBD									
1. Item Number		3. Sub Title									
CDRL 009		N/A									
4. Authority (Data Item Number)		6. Requiring Office									
PM-005		PA									
7. Inspection		9. Input		10. Frequency		12. Date of 1st Submission		14. Distribution and Addressees			
N/A		Monthly		Monthly		Thirty (30) days after contract award					
8. App Code		11. As of Date		13. Date of Subsequent Submission / Event		a. Address		b. Copies			
A				Within five (5) days after the end of each month.				Initial			
16. Remarks						PWGSC CA		Hard			
The Contractor shall submit a monthly report outlining all work currently in progress at the Contractor and Sub-Contractors' plant(s)/facilities.		Prepared By		Date		Approved By		Final			
								Hard		Soft	
								0		1	
MWO Chris Fraser		28 Oct 2011		MWO Chris Fraser, DAP 4-4-2		DND PA		0			
17. Contract File / Document Number		18. Estimated No. of Pages		19. Estimated Price		DND TA		0			
TBD		TBD		\$TBD		15. Total		0 3 0 3			

**Annex C**  
**Proposed Basis of Payment**  
*(Bidder input required)*

**1. For the period 01 January 2013 to 31 December 2015 the following rates apply:**

**2. FIRM PRICE WORK**

2.1 For the complete basic overhaul of PT6A-27 aero engines, and for processes inducted into work, a firm unit price as stated below for labour. Additional rework is carried out at the Fixed Time Rates.

	2013	2014	2015
Unit price (Basic O/H)			

2.2 For bulk issue of consumable items for each PT6A-27 engine overhaul, a firm unit price of :

	2013	2014	2015
Consumables (O/H)			

2.3 For bulk issue of consumable items for each PT6A-27 engine repair, a firm unit price of :

	2013	2014	2015
Consumables (Repair)			

2.4 For test cell runs, including fuel and oil, a firm unit price of:

	2013	2014	2015
Test Labour			
Fuel & Oil			

2.5 For the packaging of the PT6A-27 engine, firm unit prices as detailed below:

	2013	2014	2015
Packaging Labour			
Packaging Material			

2.6 For the Time Between Overhaul (TBO) and Test As Received (TAR) evaluations, firm unit prices as detailed below:

	2013	2014	2015
TBO Evaluation			
TAR Evaluation			

**NOTE:** The firm unit prices for each Calendar period will apply to all firm price work authorized during that period through to completion.

**3. FIXED TIME RATES**

For all other authorized R&O work, the following firm hourly rates:

	2013	2014	2015
Repair & Overhaul			

Rates for specialized work, such as machining or plasma, as well as Mobile Repair Parties (MRP), is subject to a quote from the Contractor. Proposed rates are subject to review by the PWGSC Cost Analysis Group prior to approval by the Technical Authority.

**4. MATERIAL/ACCESSORIES/EXCHANGE PARTS**

4.1 For Contractor Furnished Materials upon embodiment, the current published PWCI 501 price list with \_\_\_\_\_.

4.2 For exchange parts upon embodiment, the current published PWCI exchange Price list with \_\_\_\_\_.

4.3 For reconditioned material upon embodiment, the current published PWCI price list 501 with \_\_\_\_\_.

4.4 For all other accessories not included in the PWCI 501 price list, \_\_\_\_\_.

**5. SUBCONTRACT**

For Subcontract work, \_\_\_\_\_.

6. For Contract Issue Spares and Government Furnished Overhaul Spares upon embodiment, \_\_\_\_\_.
7. The following Engineering and Technical Support of the repair line is included in the rates and charges specified herein:
  - (1) Modification Check Lists
  - (2) Overhaul Specifications
  - (3) Overhaul Specifications Special Instructions
  - (4) Engine Heavy Maintenance Hot Section Inspections Instructions
  - (5) Modification Log
  - (6) List of New Parts Incorporated at Overhaul
  - (7) Serialized Parts Off-On Log
  - (8) Life Limited Parts Summary
  - (9) Log of Engine Test
  - (10) Assembly History Sheets
  - (11) Engine Inspection Records
  - (12) Report of Material Shipped
  - (13) Company Change Orders (CCO)
  - (14) Engine Inspection Report Summary required on all engines sent to the Contractor. The report should not go beyond the depth of the work to be carried out.
  - (15) Supply of all Turbo Jet Engine Service Bulletins issued directly to DND from Pratt & Whitney.
8. The Contractor will be reimbursed its authorized travel and living expenses as provided for in Contract clause 20.0.
9. Delivery F.O.B. Common Carrier, Contractor's plant, Goods and Services Tax and Duty are extra, where applicable.
10. For the provision of PT6A-27 Publication Revisions Services, the following prices:
  - 10.1 For the provisions of Annex A DID PT6-002,  
  
\_\_\_\_\_
  - 10.2 Goods and Services tax (GST) and Harmonized Sales tax (HST) extra, as applicable.



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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	DGAEPM	2. Branch or Directorate / Direction générale ou Direction DAEPM(TH)
3. a) Subcontract Number / Numéro du contrat de sous-traitance N/A	3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant N/A	
4. Brief Description of Work / Brève description du travail Repair and Overhaul of Pratt and Whitney PT6A-27 Aero Engines, all associated Components and Accessories Inclusive of Technical Investigation and Engineering Support and PT6A-27 Aero Engine Publication Revision Services.		
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?		<input checked="" type="checkbox"/> No / Non <input 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 <b>SM</b>
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 / NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A / PROTÉGÉ A <input type="checkbox"/>
PROTECTED B / PROTÉGÉ B <input type="checkbox"/>	NATO RESTRICTED / NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B / PROTÉGÉ B <input type="checkbox"/>
PROTECTED C / PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL / NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C / PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>	NATO SECRET / NATO SECRET <input type="checkbox"/>	CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>
SECRET / SECRET <input type="checkbox"/>	COSMIC TOP SECRET / COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET / SECRET <input type="checkbox"/>
TOP SECRET / TRÈS SECRET <input type="checkbox"/>		TOP SECRET / TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>



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**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 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 À LA TECHNOLOGIE DE L'INFORMATION (TI)

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



Government of Canada / Gouvernement du Canada

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Security Classification / Classification de sécurité UNCLASSIFIED

PART D - AUTHORIZATION / PARTIE D - AUTORISATION			
<b>13. Organization Project Authority / Chargé de projet de l'organisme</b>			
Name (print) - Nom (en lettres moulées) Capt K.R. Pinke		Title - Titre DAEPM(TH) 4-2-2 D/AEO	Signature <i>KR Pinke</i>
Telephone No. - N° de téléphone 613-991-9689	Facsimile No. - N° de télécopieur 613-990-9726	E-mail address - Adresse courriel Kenneth.Pinke@forces.gc.ca	Date 1 Nov 11
<b>14. Organization Security Authority / Responsable de la sécurité de l'organisme</b>			
Name (print) - Nom (en lettres moulées) Sasha McCall		Title - Titre DPM Secur 3 Senior Security Analyst Tel: 613 910 1066 / Fax: 613 910 1060 E-Mail: sas@mq.royal.crest.gc.ca	Signature <i>Sasha McCall</i>
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date 2011-11-25 <span style="float: right;">SM</span>
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?			<input type="checkbox"/> No / <input checked="" type="checkbox"/> Yes / Oui
<b>16. Procurement Officer / Agent d'approvisionnement</b>			
Name (print) - Nom (en lettres moulées) LORRAINE CHAUVIN		Title - Titre SUPPLY SPECIALIST PWGSC	Signature <i>Lorraine Chauvin</i>
Telephone No. - N° de téléphone 219-956-0559	Facsimile No. - N° de télécopieur 219-956-9110	E-mail address - Adresse courriel lorraine.chauvin@psgc-pwgsc.gc.ca	Date 31 Jan 2012
<b>17. Contracting Security Authority / Autorité contractante en matière de sécurité</b>			
Name (print) - Nom (en lettres moulées) Jill Mahon Contract Security Officer, Contract Security Division		Title - Titre	Signature <i>Jill Mahon</i>
Telephone No. - N° de téléphone Tel/Tél - 613-960-0164	Facsimile No. - N° de télécopieur Fax/Télec - 613-954-4171	E-mail address - Adresse courriel J.Mahon@psgc-pwgsc.gc.ca	Date Jan 31/2012



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

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

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

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

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

**SUMMARY CHART / TABLEAU RÉCAPITULATIF**

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

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

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?  No / Non  Yes / Oui  
 La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?

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).