

RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:
**Bid Receiving Public Works and Government
Services Canada/Réception des soumissions
Travaux publics et Services gouvernementaux
Canada**
Room 100,
167 Lombard Ave.
Winnipeg
Manitoba
R3B 0T6
Bid Fax: (204) 983-0338

Request For a Standing Offer
Demande d'offre à commandes

Regional Individual Standing Offer (RISO)
Offre à commandes individuelle régionale (OCIR)

Canada, as represented by the Minister of Public Works and
Government Services Canada, hereby requests a Standing Offer
on behalf of the Identified Users herein.

Le Canada, représenté par le ministre des Travaux Publics et
Services Gouvernementaux Canada, autorise par la présente,
une offre à commandes au nom des utilisateurs identifiés
énumérés ci-après.

Comments - Commentaires

Vendor/Firm Name and Address
**Raison sociale et adresse du
fournisseur/de l'entrepreneur**

Issuing Office - Bureau de distribution
Public Works and Government Services Canada - Western
Region
Room 100
167 Lombard Ave.
Winnipeg
Manitoba
R3B 0T6

Title - Sujet Airframe Components-DASH 8	
Solicitation No. - N° de l'invitation W7006-14RO13/A	Date 2014-11-28
Client Reference No. - N° de référence du client W7006-14RO13	GETS Ref. No. - N° de réf. de SEAG PW-\$WPG-070-9269
File No. - N° de dossier WPG-3-36336 (070)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2015-01-09	
Time Zone Fuseau horaire Central Standard Time CST	
Delivery Required - Livraison exigée See Herein	
Address Enquiries to: - Adresser toutes questions à: Barenz, Leanne	Buyer Id - Id de l'acheteur wpg070
Telephone No. - N° de téléphone (204)983-0506 ()	FAX No. - N° de FAX (204)983-7796
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: DEPARTMENT OF NATIONAL DEFENCE 402 SQUADRON WESTWIN Manitoba R3J0T0 Canada	
Security - Sécurité This request for a Standing Offer does not include provisions for security. Cette Demande d'offre à commandes ne comprend pas des dispositions en matière de sécurité.	

Instructions: See Herein

Instructions: Voir aux présentes

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

Solicitation No. - N° de l'invitation

W7006-14RO13/A

Amd. No. - N° de la modif.

File No. - N° du dossier

WPG-3-36336

Buyer ID - Id de l'acheteur

wpg070

CCC No./N° CCC - FMS No/ N° VME

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ANNEX A TECHNICAL STATEMENT OF WORK - CT142 DASH 8 AIRFRAME AND COMPONENTS AND ASSOCIATED ACCESSORIES REPAIR AND OVERHAUL

ANNEX B BASIS OF PAYMENT

ANNEX C INSURANCE REQUIREMENTS

ANNEX D STANDING OFFER USAGE REPORTING FORM

ANNEX E BID EVALUATION CRITERIA

PART 1 - GENERAL INFORMATION

1.1 Introduction

The Request for Standing Offers (RFSO) is divided into seven parts plus attachments and annexes, as follows:

- | | |
|--------|---|
| Part 1 | General Information: provides a general description of the requirement; |
| Part 2 | Offeror Instructions: provides the instructions applicable to the clauses and conditions of the RFSO; |
| Part 3 | Offer Preparation Instructions: provides offerors with instructions on how to prepare their offer to address the evaluation criteria specified; |
| Part 4 | Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria which must be addressed in the offer, and the basis of selection; |
| Part 5 | Certifications: includes the certifications to be provided; |
| Part 6 | Security, Financial and Insurance Requirements: includes specific requirements that must be addressed by offerors; and |
| Part 7 | 7A, Standing Offer, and 7B, Resulting Contract Clauses:

7A, includes the Standing Offer containing the offer from the Offeror and the applicable clauses and conditions;

7B, includes the clauses and conditions which will apply to any contract resulting from a call-up made pursuant to the Standing Offer. |

The Annexes include the Statement of Work, the Basis of Payment, the Federal Contractors Program for Employment Equity - Certification and any other annexes

1.2 Summary

The Department of National Defence (DND), 402 Squadron, based out of 17 Wing in Winnipeg Manitoba, has a requirement for the following:

- a. Inspection, repair, overhaul, modification and/or reduction to spares of the CT142 Dash 8 airframe components and associated equipment at the Offeror's facility or by Mobile Repair Party (MRP), on an as-and-when requested basis.
- b. TIES services in support of CT142 Dash 8 airframe components and associated equipment, on an as-and-when requested basis.
- c. The period of the Standing Offer is from Date of Award to December 31, 2017 with the option to extend for 2 one year option periods.
- d. The requirement is subject to a preference for Canadian Goods and/or services.

as per the Integrity Provisions under section 01 of Standard Instructions [2006](#) and [2007](#), offerors must provide a list of all owners and/or Directors and other associated information as required. Refer to section [4.21](#) of the Supply Manual for additional information on the Integrity Provisions.

For services requirements, Offerors must provide the required information as detailed in Article 2.3 of Part 2 of the Request for Standing Offers (RFSO), in order to comply with Treasury Board policies and directives on contracts awarded to former public servants.

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

1.3 Debriefings

Offerors may request a debriefing on the results of the request for standing offers process. Offerors should make the request to the Standing Offer Authority within 15 working days of receipt of the results of the request for standing offers process. The debriefing may be in writing, by telephone or in person.

PART 2 - OFFEROR INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

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

Offerors who submit an offer agree to be bound by the instructions, clauses and conditions of the RFSO and accept the clauses and conditions of the Standing Offer and resulting contract(s).

The [2006](#) (2014-09-25) Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the RFSO.

Subsection 5.4 of [2006](#), Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, is amended as follows:

Delete: 60 days
Insert: 120 days

2.1.1 SACC Manual Clauses

M0019 Firm Price and/or rates 2007-05-25

2.2 Submission of Offers

Offers 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 Request for Standing Offers.

Due to the nature of the Request for Standing Offers, transmission of offers by facsimile to PWGSC will not be accepted.

2.3 Former Public Servant

Contracts awarded to former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny, and reflect fairness in the spending of public funds. In order to comply with Treasury Board policies and directives on contracts awarded to FPS, offerors must

provide the information required below before the issuance of a standing offer. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of offers is completed, Canada will inform the Offeror of a time frame within which to provide the information. Failure to comply with Canada's request and meet the requirement within the prescribed time frame will render the offer non-responsive.

Definitions

For the purposes of this clause,

"former public servant" is any former member of a department as defined in the [Financial Administration Act](#) R.S., 1985, c. F-11, a former member of the Canadian Armed Forces or a former member of the Royal Canadian Mounted Police. A former public servant may be:

- a. an individual;
- b. an individual who has incorporated;
- c. a partnership made of former public servants; or
- d. a sole proprietorship or entity where the affected individual has a controlling or major interest in the entity.

"lump sum payment period" means the period measured in weeks of salary, for which payment has been made to facilitate the transition to retirement or to other employment as a result of the implementation of various programs to reduce the size of the Public Service. The lump sum payment period does not include the period of severance pay, which is measured in a like manner.

"pension" means a pension or annual allowance paid under the [Public Service Superannuation Act](#) (PSSA), R.S., 1985, c. P-36, and any increases paid pursuant to the [Supplementary Retirement Benefits Act](#), R.S., 1985, c. S-24 as it affects the PSSA. It does not include pensions payable pursuant to the [Canadian Forces Superannuation Act](#), R.S., 1985, c. C-17, the [Defence Services Pension Continuation Act](#), 1970, c. D-3, the [Royal Canadian Mounted Police Pension Continuation Act](#), 1970, c. R-10, and the [Royal Canadian Mounted Police Superannuation Act](#), R.S., 1985, c. R-11, the [Members of Parliament Retiring Allowances Act](#), R.S. 1985, c. M-5, and that portion of pension payable to the [Canada Pension Plan Act](#), R.S., 1985, c. C-8.

Former Public Servant in Receipt of a Pension

As per the above definitions, is the Offeror a FPS in receipt of a pension? **YES** () **NO** ()

If so, the Offeror must provide the following information, for all FPS in receipt of a pension, as applicable:

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

By providing this information, Offerors agree that the successful Offeror's status, with respect to being a former public servant in receipt of a pension, will be reported on departmental websites as part of the published proactive disclosure reports in accordance with [Contracting Policy Notice: 2012-2](#) and the [Guidelines on the Proactive Disclosure of Contracts](#).

Work Force Adjustment Directive

Is the Offeror a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive? **YES** () **NO** ()

If so, the Offeror must provide the following information:

- a. name of former public servant;
- b. conditions of the lump sum payment incentive;
- c. date of termination of employment;
- d. amount of lump sum payment;
- e. rate of pay on which lump sum payment is based;
- f. period of lump sum payment including start date, end date and number of weeks;
- g. number and amount (professional fees) of other contracts subject to the restrictions of a work force adjustment program.

For all contracts awarded during the lump sum payment period, the total amount of fees that may be paid to a FPS who received a lump sum payment is \$5,000, including Applicable Taxes.

2.4. Enquiries - Request for Standing Offers

All enquiries must be submitted in writing to the Standing Offer Authority no later than five (5) calendar days before the Request for Standing Offers (RFSO) closing date. Enquiries received after that time may not be answered.

Offerors should reference as accurately as possible the numbered item of the RFSO to which the enquiry relates. Care should be taken by offerors 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 question(s) or may request that offerors do so, so that the proprietary nature of the question(s) is eliminated, and the enquiry can be answered to all offerors. Enquiries not submitted in a form that can be distributed to all offerors may not be answered by Canada.

2.5. Applicable Laws

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in Manitoba.

Offerors may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their offer, 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 offerors.

PART 3 - OFFER PREPARATION INSTRUCTIONS

3.1 Offer Preparation Instructions

Canada requests that offerors provide their offer in separately bound sections as follows:

- Section I: Technical Offer (3 hard copies)
- Section II: Financial Offer (1 hard copy)
- Section III: Certifications (1 hard copy)

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

Canada requests that offerors follow the format instructions described below in the preparation of their offer.

- (a) use 8.5 x 11 inch (216 mm x 279 mm) paper;
- (b) use a numbering system that corresponds to that of the Request for Standing Offers.

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process [Policy on Green Procurement](http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html>). To assist Canada in reaching its objectives, offerors should:

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

Section I: Technical Offer

In their technical offer, offerors should explain and demonstrate how they propose to meet the Requirements and how they will carry out the Work. The technical offer 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.

Section II: Financial Offer

Offerors must submit their financial offer in accordance with Annex B, Basis of Payment. The total amount of Applicable Taxes must be shown separately.

3.1.1 Payment by Credit Card

Canada requests that offerors complete one of the following:

- (a) Government of Canada Acquisition Cards (credit cards) will be accepted for payment of call-ups against the standing offer.

The following credit card(s) are accepted:

VISA _____
Master Card _____

- (b) Government of Canada Acquisition Cards (credit cards) will not be accepted for payment of call-ups against the standing offer.

The Offeror is not obligated to accept payment by credit card.

Acceptance of credit cards for payment of call-ups will not be considered as an evaluation criterion.

3.1.2 Exchange Rate Fluctuation

C3011T Exchange Rate Fluctuation (2013-11-06)

Section III: Certifications

Offerors must submit the certifications required under Part 5.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

- (a) Offers will be assessed in accordance with the entire requirement of the Request for Standing Offers including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the offers.
- (c) The evaluation team will determine first if there are two (2) or more offers with a valid Canadian Content certification. In that event, the evaluation process will be limited to the offers with the certification; otherwise, all offers will be evaluated. If some of the offers with a valid certification are declared non-responsive, or are withdrawn, and less than two responsive offers with a valid certification remain, the evaluation will continue among those offers with a valid certification. If all offers with a valid certification are subsequently declared non-responsive, or are withdrawn, then all the other offers received will be evaluated.

4.1.1 Technical Evaluation

4.1.1.1 Mandatory Technical Criteria

See Annex "E"- Bid Evaluation Criteria for list of mandatory requirements.

4.1.1.2 Point Rated Technical Criteria

See Annex "E"- Bid Evaluation Criteria for a list of point rated criteria.

4.1.2 Financial Evaluation

4.1.2.1 See Annex "C", Basis of Payment, Financial Evaluation.

SACC Manual Clause M0222T (2013-04-25), Evaluation of Price

4.2 Basis of Selection

An offer must comply with the requirements of the Request for Standing Offers and meet all mandatory technical evaluation criteria to be declared responsive. The responsive offer with the lowest evaluated price will be recommended for issuance of a standing offer.

PART 5 - CERTIFICATIONS

Offerors must provide the required certifications and associated information to be issued a standing offer.

The certifications provided by offerors to Canada are subject to verification by Canada at all times. Canada will declare an offer non-responsive, will have the right to set-aside a standing offer, or will declare a contractor in default in carrying out any of its obligations under any resulting contracts, if any certification made by the Offeror is found to be untrue whether made knowingly or unknowingly during the offer evaluation period, during the Standing Offer period, or during the contract period.

The Standing Offer Authority will have the right to ask for additional information to verify the Offeror's certifications. Failure to comply and to cooperate with any request or requirement imposed by the Standing Offer Authority may render the Offer non-responsive, may result in the setting aside of the Standing Offer or constitute a default under the Contract.

5.1 Certifications Precedent to Issuance of a Standing Offer

The certifications listed below should be completed and submitted with the offer, but may be submitted afterwards. If any of these required certifications is not completed and submitted as requested, the Standing Offer Authority will inform the Offeror of a time frame within which to provide the information. Failure to comply with the request of the Standing Offer Authority and to provide the certifications within the time frame provided will render the offer non-responsive.

5.1.1 Integrity Provisions - Associated Information

By submitting an offer, the Offeror certifies that the Offeror and its Affiliates are in compliance with the provisions as stated in Section 01 Integrity Provisions - Offer of Standard Instructions [2006](#). The associated information required within the Integrity Provisions will assist Canada in confirming that the certifications are true.

5.1.2 Federal Contractors Program for Employment Equity - Standing Offer Certification

By submitting an offer, the Offeror certifies that the Offeror, and any of the Offeror's members if the Offeror is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "[FCP Limited Eligibility to Bid](#)" list (http://www.labour.gc.ca/eng/standards_equality/eq/emp/fcp/list/inelig.shtml) available from [Employment and Social Development Canada-Labour's](#) website.

Canada will have the right to declare an offer non-responsive, or to set-aside a Standing Offer, if the Offeror, or any member of the Offeror if the Offeror is a Joint Venture, appears on the "[FCP Limited Eligibility to Bid](#)" list at the time of issuing of a Standing Offer or during the period of the Standing Offer.

5.1.3 Canadian Content Certification

This procurement is conditionally limited to Canadian goods and Canadian services. Subject to the evaluation procedures contained in the request for standing offer, offerors acknowledge that only offers with a certification that the goods and services offered are Canadian goods and Canadian services, as defined in clause [A3050T](#), may be considered. Failure to provide this certification completed with the offer will result in the goods and services offered being treated as non-Canadian goods and non-Canadian services.

The Offeror certifies that:

() a minimum of 80 percent of the total price for the offer consist of Canadian goods and Canadian services as defined in paragraph 5 of clause [A3050T](#).

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

5.1.3.1 SACC Manual clause A3050T (2010-01-11) Canadian Content Definition

PART 6 - INSURANCE REQUIREMENTS

6.1 Insurance Requirements

The Offeror must provide a letter from an insurance broker or an insurance company licensed to operate in Canada stating that the Offeror, if issued a standing offer as a result of the request for standing offer, can be insured in accordance with the Insurance Requirements specified in Annex C.

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

PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

A. STANDING OFFER

7.1 Offer

7.1.1 The Offeror offers to fulfill the requirement in accordance with the Statement of Work at Annex "A".

7.2 Security Requirements

7.2.1 There is no security requirement applicable to this Standing Offer.

7.3 Standard Clauses and Conditions

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

7.3.1 General Conditions

[2005](#) (2014-09-25) General Conditions - Standing Offers - Goods or Services, apply to and form part of the Standing Offer.

7.3.2 Standing Offers Reporting

The Offeror must compile and maintain records on its provision of goods, services or both to the federal government under contracts resulting from the Standing Offer. This data must include all purchases, including those paid for by a Government of Canada Acquisition Card.

The Offeror must provide this data in accordance with the reporting requirements detailed in Annex "D". If some data is not available, the reason must be indicated. If no goods or services are provided during a given period, the Offeror must still provide a "nil" report.

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

The quarterly reporting periods are defined as follows:

- 1st quarter: April 1 to June 30;
- 2nd quarter: July 1 to September 30;
- 3rd quarter: October 1 to December 31;
- 4th quarter: January 1 to March 31.

The data must be submitted to the Standing Offer Authority no later than 15 calendar days after the end of the reporting period.

7.4 Term of Standing Offer

7.4.1 Period of the Standing Offer

The period for making call-ups against the Standing Offer is from Date of Award to December 31, 2017.

7.4.2 Extension of Standing Offer

If the Standing Offer is authorized for use beyond the initial period, the Offeror offers to extend its offer for an additional two (2) one (1) year periods, from January 1, 2018 to December 31, 2018 and January 1, 2019 to December 31, 2019 under the same conditions and at the rates or prices specified in the Standing Offer, or at the rates or prices calculated in accordance with the formula specified in the Standing Offer.

The Offeror will be advised of the decision to authorize the use of the Standing Offer for an extended period by the Standing Offer Authority thirty (30) days before the expiry date of the Standing Offer. A revision to the Standing Offer will be issued by the Standing Offer Authority.

7.5 Authorities

7.5.1 Standing Offer Authority

The Standing Offer Authority is:

Leanne Barenz
Supply Specialist
Public Works and Government Services Canada
Acquisitions Branch
100-167 Lombard Ave.
Winnipeg, MB., R3B 0T6

Telephone: 204-983-0506
Facsimile: 204-983-7796
E-mail address: leanne.barenz@pwgsc.gc.ca

The Standing Offer Authority is responsible for the establishment of the Standing Offer, its administration and its revision, if applicable. Upon the making of a call-up, as Contracting Authority, he is responsible for any contractual issues relating to individual call-ups made against the Standing Offer by any Identified User.

7.5.2 Project Authority

The Project Authority for the Standing Offer is identified in the call-up against the Standing Offer.

The Project Authority is the representative of the department or agency for whom the Work will be carried out pursuant to a call-up against the Standing Offer and is responsible for all the technical content of the Work under the resulting Contract.

7.5.3 Offeror's Representative

7.6 Identified Users

The Identified User authorized to make call-ups against the Standing Offer is: The Department of National Defence - 402 Squadron, 17 Wing, Winnipeg, Manitoba.

7.7 Call-up Instrument

The Work will be authorized or confirmed by the Identified User(s) using form PWGSC-TPSGC 942, Call-up Against a Standing Offer or electronic document.

7.8 Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed \$__TBD__ (Applicable Taxes included).

7.9 Financial Limitation

The total cost to Canada resulting from call ups against the Standing Offer must not exceed the sum of \$__TBD__ (*Applicable Taxes excluded*) unless otherwise authorized in writing by the Standing Offer Authority. The Offeror must not perform any work or services or supply any articles in response to call ups which would cause the total cost to Canada to exceed the said sum, unless an increase is so authorized.

The Offeror must notify the Standing Offer Authority as to the adequacy of this sum when 75 percent of this amount has been committed, or three (3) months before the expiry date of the Standing Offer, whichever comes first. However, if at any time, the Offeror considers that the said sum may be exceeded, the Offeror must promptly notify the Standing Offer Authority.

7.10 Priority of Documents

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

- a) the call up against the Standing Offer, including any annexes;
- b) the articles of the Standing Offer;
- c) the general conditions 2005 (2014-09-25), General Conditions - Standing Offers - Goods or Services
- d) the general conditions 2010C (2014-09-25) General Conditions-Services (Medium Complexity);
- e) Annex A, Statement of Work;
- f) Annex B, Basis of Payment;
- g) Annex C, Federal Contractors Program for Employment Equity - Certification;
- h) Annex D, Insurance Requirements;

- i) Annex E, Bid Evaluation Criteria;
- j) the Offeror's offer dated ____TBD____.

7.11 Certifications

7.11.1 Compliance

The continuous compliance with the certifications provided by the Offeror with its offer and the ongoing cooperation in providing associated information are conditions of issuance of the Standing Offer (SO). Certifications are subject to verification by Canada during the entire period of the SO and of any resulting contract that would continue beyond the period of the SO. If the Offeror does not comply with any certification, fails to provide the associated information, or if it is determined that any certification made by the Offeror in its offer is untrue, whether made knowingly or unknowingly, Canada has the right to terminate any resulting contract for default and set aside the Standing Offer.

7.11.3 SACC Manual Clauses

M3020C	Status and Availability of Resources	2010-01-11
M3021T	Education and Experience	2012-07-16
M3060C	Canadian Content Certification	2008-05-12
M3800C	Estimates	2006-08-15

7.12 Applicable Laws

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in Manitoba.

B. RESULTING CONTRACT CLAUSES

The following clauses and conditions apply to and form part of any contract resulting from a call-up against the Standing Offer.

7.1 Statement of Work

The Contractor must perform the Work described in the call-up against the Standing Offer.

7.2 Standard Clauses and Conditions

7.2.1 General Conditions

2010C (2014-09-25), General Conditions - Services (Medium Complexity) apply to and form part of the Contract.

7.3 Term of Contract

7.3.1 Period of the Contract

The Work must be completed in accordance with the call-up against the Standing Offer.

7.4 Payment

7.4.1 Basis of Payment

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid firm unit price(s), as specified in Annex B, Basis of Payment. Customs duties are included and Applicable Taxes are extra.

Canada will not pay the Contractor for any design changes, modifications or interpretations of the Work, unless they have been approved, in writing, by the Contracting Authority before their incorporation into the Work.

7.4.2 Limitation of Expenditure

Canada's total liability to the Contractor under the Contract must not exceed \$ as per call-up. Customs duties are included and Applicable Taxes are extra.

No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:

- a. when it is 75 percent committed, or
- b. four (4) months before the contract expiry date, or
- c. as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work, whichever comes first.

If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

7.4.3 Method of Payment

SACC Manual clause H1000C (2008-05-12) Single Payment

7.4.4 Payment by Credit Card

The following credit cards are accepted: ____ TBD ____ and ____ TBD ____.

7.5 Invoicing Instructions

The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.

Invoices must be distributed as follows:

- a) The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.

7.6 Insurance Requirements

The Contractor must comply with the insurance requirements specified in Annex F. The Contractor must maintain the required insurance coverage for the duration of the Contract. Compliance with the insurance requirements does not release the Contractor from or reduce its liability under the Contract.

The Contractor is responsible for deciding if additional insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any additional insurance coverage is at the Contractor's expense, and for its own benefit and protection.

The Contractor must forward to the Contracting Authority within ten (10) days after the date of award of the Contract, a Certificate of Insurance evidencing the insurance coverage and confirming that the insurance policy complying with the requirements is in force. For Canadian based Contractors, coverage must be placed with an Insurer licensed to carry out business in Canada, however, for Foreign-based Contractors, coverage must be placed with an Insurer with an A.M. Best Rating no less than "A-". The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.

7.7 SACC Manual Clauses

A3015C	Certifications	2008-12-12
A9006C	Defence Contract	2012-07-16
A9131C	Controlled Goods Program	2011-05-16
A9062C	Canadian Forces Site Regulations	2011-05-16
C0705C	Discretionary Audit	2010-01-11
C2000C	Taxes – Foreign based Contractor	2007-11-30
C2608C	Canadian Customs Documentation	2012-07-16
D5328C	Inspection and Acceptance	2007-11-30
D5510C	Quality Assurance Authority (DND) - Canadian-based Contractor	2012-07-16
D5515C	Quality Assurance Authority (DND) - Foreign-based and United States Contractor	2010-01-11
D5540C	ISO 9001:2008 Quality Management Systems - Requirements (QAC Q)	2010-08-16
D5580C	Civil Aircraft Inspection (QAC J)	2007-11-30

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

7.8.1 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.

7.8.2 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. DND Inbound Logistics Coordination Center contact info to be named upon Standing Offer award.

7.8.3 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 material safety data sheet.

Solicitation No. - N° de l'invitation
W7006-14RO13/A
Client Ref. No. - N° de réf. du client
W7006-14RO13

Amd. No. - N° de la modif.
File No. - N° du dossier

Buyer ID - Id de l'acheteur
WPG070
CCC No./N° CCC - FMS No./N° VME

7.8.4 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.

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

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

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

ANNEX A

TECHNICAL STATEMENT OF WORK CT142 DASH 8 AIRFRAME AND COMPONENTS AND ASSOCIATED ACCESSORIES REPAIR AND OVERHAUL

1.0 Scope

- 1.1. **Purpose:** The purpose of this SOW is to define the tasks and specifications and standards associated with the requirement stated above. Where possible, references to specifications and technical orders unique to DND have been omitted.
- 1.2. **Background:** DND, 402 Sqn based out of 17 Wing in Winnipeg, Manitoba, operates four CT142, Series 100, Dash 8 aircraft for the purpose of supporting basic Air Combat System Officer and Airborne Electronic Sensor Operator training conducted by 1 CFFTS. The CT142 Dash 8 aircraft is a modified civilian Dash 8 model 102 aircraft (DHC-8-102).
- 1.2.2. DND has a requirement for the following:
- Inspection, repair, overhaul, modification and/or reduction to spares of the CT142 Dash 8 airframe components and associated equipment at the Offeror's facility or by Mobile Repair Party (MRP), on an as-and-when requested basis.
 - TIES services in support of CT142 Dash 8 airframe components and associated equipment, on an as-and-when requested basis.
- 1.2.3. This SOW takes precedence over any other documents referred to herein and supersedes all previous revisions of this SOW. In the event there is a conflict between any of the documents referred to herein and this SOW does not provide guidance, the TA shall be consulted.
- 1.3. Abbreviations and acronyms

402 Sqn	402 Squadron
AD	Airworthiness Directive
AMO	Approved Maintenance Organization
AMP	Airworthiness Management Plan
AWR	Additional Work Requests
BER	Beyond Economic Repair
CF	Canadian Forces
1 CFFTS	1 Canadian Forces Flying Training School
CFTO	Canadian Forces Technical Order
DND	Department of National Defence
DARs	Design Approval Representatives
DQA	Director of Quality Assurance
EDD	Estimated Delivery Date
FAA	Federal Aviation Administration
FIFO	First-in/First-out
OEM	Original Equipment Manufacturer
MND	Minister of National Defence
MRP	Mobile Repair Party
PRR	Priority Repair Request
PA	Procurement Authority
RDD	Required Delivery Date

RMR	Repairable Materiel Request
SOW	Statement of Work
TA	Technical Authority
TAA	Technical Airworthiness Authority
TAM	Technical Airworthiness Manual
TAT	Turn Around Time
TC	Transport Canada
TMP	Tool Management Program
TIES	Technical Investigation and Engineering Support
WSM	Weapons System Management
QA	Quality Assurance
QAR	Quality Assurance Representative
QMS	Quality Management System

2.0 Approval Process

- 2.1 All work associated with this SOW is to be carried out by a TC approved or equivalent, repair and overhaul organization and all items shall be accompanied by appropriate certification acceptable to TC. FAA certification will be considered as equivalent to TC certification.
- 2.2 All engineering work related to this SOW shall be done by TC DARs who possess delegated authorities in applicable technical specialty areas for the DASH-8 aircraft. FAA authorized agencies shall be considered for equivalence at the discretion of the TA. All aspects of the design change shall require approval by a competent individual who has been granted authority by TC to make such findings.
- 2.3 All work associated with this Standing Offer shall be carried out in accordance with approved data acceptable to TC. Approved data shall include the latest amendment of the manufacturer's maintenance manuals, service bulletins, approved repair dispositions and approved modifications.

3.0 Applicable Documents

- 3.1 Applicability: 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 SOW shall take precedence.
- a. C-02-005-011/AM-000 Mobile Repair Parties Manned by Offeror
Personal
 - b. C-05-030-001/AG-001 Aircraft Maintenance Management Information
System
 - c. C-05-005-P04/AM-001 Aircraft Maintenance Record Set
 - d. C-05-005-P09/AM-001 Maintenance Program Implementation – Support
Activities
 - e. C-05-005-001/AG-001 Technical Airworthiness Manual
- 3.2 All work will be carried out in accordance with approved data that is acceptable to TC and/or MND. The Offeror shall be responsible for obtaining the approved data required to fulfill the

requirements of this SOW. Data that is normally available from the manufacturer will not be provided by DND. Approved data will include the latest amendment of the manufacturer's maintenance and overhaul manuals, service bulletins, service letters and approved repair dispositions.

4.0 Requirements

4.1 Security Requirements

4.1.1 Must be Controlled Goods qualified for maintenance actions performed on Aviation equipment and MRP's if required.

4.2 Airworthiness Requirements

4.2.1 The Offeror must be authorized to perform maintenance on Dash 8 Airframe components and be a TC AMO.

4.3 CF/DND Airworthiness Program Requirements

4.3.1 The DND Technical Airworthiness Program for the Repair, Overhaul and Provision of TIES Services for the Airframe Components Contract requires that repair, overhaul and provision of TIES services, be conducted under an appropriate program of work control that ensures the technical airworthiness of aeronautical products. This in turn requires that the Offeror obtain full accreditation or be deemed an acceptable organization (i.e. recognition) as an AMO by the DND TAA, in accordance with the applicable requirements of the DND TAM, CFTO C-05-005-001/AG-001. The TAM requires that the support of aeronautical products shall be conducted by organizations acceptable to the TAA. The DND Technical Airworthiness Authority is currently the Director General Aerospace Equipment Program Management (DGAEPM).

4.3.2 Offeror is not required to possess TAA accreditation/recognition in order to submit a bid. Offeror shall submit documentation specified under Mandatory and Rated paragraphs that follow, and are required to commit to the achievement of TAA accreditation/recognition as applicable within 12 months of contract award.

4.3.3 The Offeror shall ensure technical airworthiness of Airframe Components in accordance with the requirements specified in the Repair, Overhaul and Provision of TIES Services for the Airframe Components Contract and SOW. As described in the SOW, during the period between contract award and the achievement of full TAA accreditation/recognition, technical airworthiness for Airframe Components shall be achieved through the implementation of an AMP as per DID AW – 001 and approved by the DND TA identified in the contract. This AMP shall also describe how the Offeror shall achieve full TAA accreditation/recognition as applicable within 12 months of contract award. Once the AMP has been reviewed by the TAA and approved by the TA, provisional accreditation/recognition will be granted to the organization by the TAA. Provisional accreditation/recognition is usually granted for a 12 month period. The AMP shall be used to:

- a. Describe the plan for achieving full TAA accreditation/recognition, including the submission of the applicable Airworthiness Process Manual and the required supporting documentation;
- b. Demonstrate compliance to technical airworthiness requirements prior to TAA accreditation/recognition; and
- c. Measure progress toward achieving TAA accreditation/recognition.

4.3.4 The Offerors' understanding of technical airworthiness requirements and their approach to complying with those requirements will be evaluated in accordance with the Repair, Overhaul and Provision of TIES Services for the CT142 Dash 8 Airframe Components and Evaluation Plan with the results contributing to the overall evaluation of technical proposals.

4.3.5 To support contract award and eventually TAA accreditation/recognition, the contracted organization shall allow the WSM organization to review any and all internal and third party audit reports. In addition, any circumstances that may degrade the acceptability of the contracted organization (i.e. change in regulatory approvals) shall be brought to the attention of the TAA.

5.0 Tool Control

5.1 The Offeror must have tool control procedures satisfying the intent of the DND tool control program as specified in the TAA advisory 2006-02, TMP.

6.0 Tasks

6.1 The Following Tasks Are To Be Performed Under The Terms Of This SOW:

- a. The Offeror shall inspect, repair, overhaul, paint and / or modify items in accordance with approved data as directed by the TA;
- b. The Offeror shall disassemble items and reduce those items to spare parts as directed by the Technical Authority;
- c. The Offeror shall conduct technical investigations and engineering studies as directed by the TA. Findings and recommendations shall be supported by basic engineering data and submitted to the TA in the form of engineering reports; and
- d. Although work associated with this SOW will normally be carried out at the Offeror's facility, the TA may authorize a MRP for the performance of work at a location other than the Offeror's facility. Offeror's personnel shall conduct any MRP authorized by the TA in accordance with C-02-005-011/AM-000 (Mobile Repair Parties Manned by Offeror Personnel).

6.2 Each arising associated with this SOW (i.e. each inspection, repair, overhaul, painting, modification or disposal) is considered to be comprised of the following operations where applicable:

- a. Receipt and induction processing (this operation shall include the conduct of an inventory of installed items - the Offeror shall notify the TA immediately in the event an item is not included in the shipment);
- b. Disassembly;
- c. Cleaning;
- d. Non-destructive testing;
- e. Detailed parts inspection;
- f. Rework or replacement of unserviceable parts;

NOTE:

The Offeror shall rework all parts not found to be BER unless directed otherwise by the TA - replacement of parts with new or exchanged parts is neither expected nor authorized unless the part is BER. The TA may authorize replacement of parts, of the propeller or component, in order to meet an urgent requirement. A part is considered to be BER if the cost of reworking the part is greater than 75% of the cost of a replacement part or an approved repair disposition is not available. If a Lifer part is scrapped, it must be replaced with a serviceable part having a remaining life equal to or greater than that of the part being replaced. The Offeror may elect to replace a part that does not meet the requirements stated above; in this case the Offeror shall contact the TA for authorization.

- g. Functional check of sub assemblies;
- h. Balancing of Components;
- i. Painting;
- j. Embodiment of CF Modifications or OEM service bulletins as specified in a minimum work specification for each item (to be provided by the TA if applicable) or as directed by the TA;

NOTE:

The Offeror may elect to embody a Service Bulletin that is not listed in the minimum work specification and has not been mandated by an AD. However, prior to embodiment of any such SB, the Offeror must obtain TA authorization and notify the TA if there will be a part number change.

- k. Reassembly;
- l. Functional checks or tests;
- m. Preparation for delivery;
- n. Final inspection by Quality Assurance Personnel;
- o. Preparation of documentation in accordance with CFTO C-05-005-P04/AM-001(Aircraft Maintenance Record Set), CFTO C-05-030-001/AG-001 (Aircraft Maintenance Management Information System) and CFTO C-05-005-P09/AM- 001 (Maintenance Program Implementation - Support Activities);
- p. Preparation of documentation acceptable to TC, which certifies the airworthiness of the aviation product (Certificate of Conformance);
- q. Shipment;
- r. Preparation and submission of OEM warranty claims and support programs on behalf of DND for remaining life on parts replaced during the inspection, repair or overhaul; and
- s. Disposal of components that are BER will be the responsibility of the Offeror.

NOTE:

The Offeror shall coordinate with the TA for this process.

- 6.3 The Offeror is authorized to repair those items that are listed on the List of Repairables at Annex A. Annex A is not an exhaustive list of CT142 Dash 8 repairable items.
- 6.4 The normal work scope for certain repairable items will be specified in a minimum work specification, which will be provided by the TA.
- 6.5 The Offeror shall carry out all service bulletins required to comply with ADs unless specified otherwise by the TA. In the event a minimum work specification is provided and a particular service bulletin, which is required to comply with an AD, is not specified in the minimum work specification, the Offeror shall advise the TA.
- 6.6 Service bulletins which the manufacturer recommends or which the manufacturer indicates is part of a minimum build specification must be authorized by the TA prior to embodiment unless the TA has indicated that the particular service bulletin is part of the normal work scope for the affected repairable. In cases where the warranty on a particular item would be voided by not carrying out a service bulletin the Offeror shall request direction from the TA.
- 6.7 The Offeror shall maintain an information database that includes build records for all material specified in this SOW. The database shall be sufficiently structured to ensure traceability of all lited and serial-numbered items. The Offeror shall provide the TA unrestricted access to this database in the event of technical quality assurance inquiries. Equipment build records shall be retained until such time as the products or components thereof are no longer being supported by the Offeror, at which time the TA shall be consulted regarding continued retention or proposed disposition of the data.
- 6.8 The Offeror shall provide a single point of contact for all work associated with this SOW.
- 6.9 The Offeror shall conduct visits to CF locations or other locations as directed and specifically authorized by the TA.

7.0 Deliverables

- 7.1 A document listing all service bulletins and modifications carried out and found embodied shall accompany the invoice and forwarded to the Requisitioning Authority (RA). The component history card (CF 358) or equivalent shall also be annotated in accordance with C-05-005-P12/AM-001 and C-05-005-P04/AM-001. All airworthiness documentation as defined within C-05-005-P09/AM-001 shall be provided.
- 7.2 The Offeror shall maintain and forward to the TA a record of work carried out on each CT142 Dash 8 airframe component or accessory, which shall include the following information:
- a. Detailed description of work performed (including all repair schemes);
 - b. List of parts removed by serial number (where applicable);
 - c. List of parts installed by serial number (where applicable);
 - d. Condition of removed parts (where applicable); and
 - e. Verification of items scrapped.

- 7.3 Equipment shall be processed expeditiously through "in-plant" repair and the TAT shall not exceed forty-five (45) days, unless otherwise authorized by DND. Any difficulty in accomplishing this TAT shall be reported to the TA through the QAR so that other repair or supply arrangements can be made if necessary. The principle of FIFO per line item shall be utilized whenever possible. Turn-around-time is measured from arrival of a repairable at the Offeror's facility to the time the item leaves the Offeror's facility en route to consignee.

8.0 Quality Assurance

8.1 QAC "Q"

- 8.1.1 All work associated with this SOW is to be carried out by a maintenance organization which has a quality system that complies with ISO 9001:2008 (QAC Q) or equivalent QMS deemed acceptable to the Director Quality Assurance. In the preparation of the work described herein, the Offeror shall comply with the Model for QA for production, installation, and servicing.
- 8.1.2 The Offeror shall ensure that all work under a resulting Standing Offer is performed in accordance with the approved QA Plan and Procedures. The successful implementation and operation of the Offeror's QA system shall be subject to audit by the Crown. All of the Offeror's in-progress inspection and test results shall be subject to review and audit by the Crown. The Crown's Quality representative shall have access to any of the Offeror's or subOfferor's premises where any part of the work is performed.

8.2 Civil Aircraft Inspection (QAC "J").

- 8.2.1 The work described herein shall be inspected in compliance with the requirements of the U.S. FAA and/or the Canadian DOT Civil Aircraft Regulations and is subject to verification by the Department of National Defence at destination. Proof of Inspection shall accompany each shipment. The material is to be released for shipment to the consignee(s) using properly completed FAA or DOT approved inspection documents. The completed inspection document(s) shall be attached to, or enclosed with each shipment, as applicable, in compliance with FAA/DOT regulations.

9.0 Additional Work Requests (AWR)

- 9.1 The Offeror must obtain the authority of the TA via an approved AWR prior to undertaking any corrective maintenance or work outside the scope of the Standing Offer. The AWR must, at a minimum, detail the reason for the requirement, the work to be performed, work breakdown and associated cost. The TA will provide written guidance within two (2) working days of receipt of the request.

10.0 Accident and Incident Reporting

- 10.1 The Offeror shall report to the TA, "within 48 hours", any occurrences of accidents and incidents related to the CT142 Dash 8 airframe components or accessories while they are in the care of the Offeror.

11.0 Authority's

11.1 General

- 11.1.1 TA for this requirement must be the primary point of contact for Offeror personnel and will be stated in the Standing Offer award document.
- 11.1.2 All reports, deliverables, documentation and services rendered must be subject to inspection and signature (where required) by the TA or their designated representatives, evaluated on the basis of suitability, quality and adherence to this SOW and any resultant tasking. All evaluations will be done within a reasonable time frame, as determined by the TA, based upon the particular deliverable.
- 11.1.3 Should any report, document, good or service not be in accordance with the requirements of this SOW and to the satisfaction of the TA, as submitted, the TA must have the right to reject it or require its correction at the sole expense of the Offeror before recommending payment.
- 11.1.4 Any communication with a Offeror regarding the quality of work performed pursuant to this Contract must be undertaken by official correspondence through the Contracting Authority

11.2 Technical Authority (TA).

- 11.2.1 The Technical Authority for this SOW is:

CT142 Dash-8 AVN 1 LCMM
402 "City of Winnipeg" Squadron PO Box 17000 STN FORCES
Winnipeg, Manitoba R3J 3Y5
Telephone: (204) 833-2500 ext. 5211 Fax: (204) 833-2563

11.3 Procurement Authority (PA).

- 11.3.1 The Procurement Authority for this SOW is:

Logistics Support Officer (LSO) 402 "City of Winnipeg" Squadron
PO Box 17000 STN FORCES
Winnipeg, Manitoba R3J 3Y5
Telephone: (204) 833-2500 ext. 6926 Fax: (204) 833-2563

APPENDIX A
LOGISTICAL STATEMENT OF WORK FOR THE REPAIR AND OVERHAUL OF AIRFRAME
COMPONENTS AND ASSOCIATED ACCESSORIES.

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1.0 General

1.1 Aim

The Offeror shall repair and/or overhaul only those items for which he has received authorization in accordance with Appendix A contained in this RFP or an approved RMR. The Offeror shall conform to such supply procedures as are advised in this SOW for the management of DND equipment and stores in his possession. DND reserves the right to exercise surveillance over all aspects of the Offeror's supply operation. Repair priority shall be "Routine" unless otherwise stipulated by the TA or representatives.

1.2 Extent of Work

1.2.1 The complete overhaul of all arising (except lifted items that are time expired) is not permitted under the terms of this SOW. The intent is that repair will be done; and overhaul resorted to only where such is economically and technically justifiable, or where required by technical specifications. The following definitions will apply:

- a. Repair: The identification and correction of those specific defects that degrade the performance of an item causing it to function below specifications;
- b. Overhaul: The restorations of items to its original condition/near life expectancy. It includes the replacement of worn, damaged or life expired parts; the incorporation of approved modifications; and the rework of components as necessary; and
- c. Interchange ability: Following repair, the article must remain fully interchangeable (form, fit and function) with articles catalogued under the same reference number, part number and of the same modification status. This concept of interchange ability must be extended to include internal characteristics such as waveforms and component layout in order to ensure full compatibility with automatic test equipment software and automatic probing.

2.0 Administration

2.1 Receipt / Completion of Work

2.1.1 Upon receipt of DND equipment, the Offeror shall:

- a. identify the equipment and ensures authority to repair (Appendix A);
- b. open a work order; and
- c. carry out a physical check to ensure that the item is complete and is in accordance with the accompanying vouchers.

NOTE

Within 48 hours of the physical receipt of the unserviceable item, a work order number shall be assigned to the item and the (NDQAR) representative shall be informed of receipt.

2.1.2 If the Offeror is missing any information or documentation, he shall request it through the NDQAR representative.

- 2.1.3 For those items where the basis of payment is other than firm fixed price, based on available information and/or inspection of the item, the Offeror shall determine the extent of work required and prepare a cost estimate. If estimated cost to repair is below the Maximum Repair Cost (MRC = 75% of replacement cost) the Offeror shall proceed with the repair. Whenever estimated cost to repair exceeds MRC, the Offeror shall request authority to proceed with the repair from the PA. MRC calculations must be supported by documentation (invoice or supplier price quotation).
- 2.1.4 Where it is otherwise impossible to determine the cost to repair, the Offeror may apply to NDQAR for authorization 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.
- 2.1.5 On completion of Repair and/or Overhaul of any items listed in Appendix A, the Offeror shall close the work order and forward documentation to the NDQAR representative.
- 2.1.6 The following "Offeror Certification" shall be stamped on the repair certification Document.

Offeror Certification

I certify that the item(s) listed above have been inspected, tested and conform(s) to all specifications and requirements detailed in the Standing Offer Agreement

Signature Date
(Offeror QC)

2.2 Discrepancies in Shipments

- 2.2.1 If upon initial inspection, the Offeror identifies equipment as having same form, fit and function as other equipment but as being misidentified, the Offeror shall forward a message to the TA with the following information:
- a. Discrepancy in identification;
 - b. NATO Stock Number (NSN) or Part Number (PN) and quantity vouched; and
 - c. NSN/PN and quantity actually received.

2.3 Work Control

- 2.3.1 The Offeror shall ensure that the repair of all DND equipment is controlled by a serial numbered work order. Upon completion of work, the work order shall include at least the following:
- a. A Standing Offer Agreement serial number against which all costs incurred are chargeable;
 - b. The NSN and/or PN, description, quantity and serial number, if any, of item repaired;

- c. A cross reference to all documentation associated with the repair;
- d. Repair cost estimate; and
- e. The identity of the person opening the work order.

2.4 Cost Control

- 2.4.1 The Offeror shall monitor the cost of each repair to ensure that total repair costs remain within MRC limits. Appropriate management control procedures must be in place and records maintained. These control procedures and records shall be available for review and/or audit on request.

2.5 Costing Records

- 2.5.1 The Offeror shall prepare forms and maintain records which will provide:
- a. A cost listing, by serial number if applicable, of each item or job lot going through the repair line;
 - b. A detail of the extent of work carried out, in-process inspections completed and materiel embodied at any stage of the repair process;
 - c. The average cost of repair and/or overhaul, by NSN/ PN; and
 - d. The total repair cost for an item, by work order.

NOTE:

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

2.6 Stop Repair Action

- 2.6.1 The Offeror shall comply immediately with all stop repair instructions issued from the RA.

3.0 Maintenance Support

3.1 Equipment Turn Around Time (TAT)

- 3.1.1 TAT is defined as that period of time from receipt of repairable at the Offeror's facility to the date of DND acceptance. The principle of "FIFO", per line item shall be utilized whenever possible.

3.2 Priority Repair Request (PRR)

- 3.2.1 The Offeror shall be prepared to satisfy PRR in an expeditious manner. If the RDD cannot be met, the Offeror shall advise the originator and the consignee for a more realistic EDD. This EDD shall be amended as required until the PRR is satisfied.

4.0 Supply Support

4.1 Preservation and Packaging Failure

4.1.1 Equipment damaged due to preservation and packaging failures in shipments shall be reported to the NDQAR using form CF 777, Unsatisfactory Condition Report (UCR), supported by photographs.

4.2 Reusable Containers

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

4.3 Loss or Damage to DND Material

4.3.1 The Offeror shall report to the NDQAR all instances of loss or damage to DND owned materiel in his custody within two (2) working days of confirmation of its discovery.

4.4 Customs & Excise

4.4.1 If a Offeror sub-contracts to an out of country location, the Offeror is responsible for the preparation of all necessary customs documentation. Customs Brokers shall not be utilized unless specifically authorized by the PA.

5.0 Miscellaneous

5.1 Offeror use of DND Equipment/ Publications

5.1.1 The Offeror shall not use DND publications, tools, test-equipment, or jigs and fixtures for commercial work without the written consent of DND. In instances where DND has provided such consent, PWGSC will negotiate suitable compensation for DND. All requests shall be directed to the TA/PA through PWGSC.

APPENDIX "B"

LIST OF REPAIRABLES

NOTE:

This list may not incorporate all components that the Offeror would be responsible for under this Statement of Work. With the concurrence of the successful Offeror, this list is subject to amendment by the Technical Authority under the guidance of the Contracting Authority.

NSN/Stock Code	Description	Part Number
1560219014348	DOOR ASSEMBLY, ACCESS	85530902-001
1560219014362	PANEL ASSEMBLY, LEFT	85710023-001
1560219014363	PANEL ASSEMBLY, RIGHT	85710023-002
1560219014364	PANEL ASSEMBLY, LEFT	85710024-001
1560219014365	PANEL ASSEMBLY, RIGH	85710024-002
1560219014366	PANEL ASSEMBLY, ACCESS	85710025-001
1560219014393	PANEL ASSEMBLY, ACCESS	85710025-002
1560219014394	PANEL ASSEMBLY, ACCESS	85710026-001
1560219014395	PANEL ASSEMBLY, ACCESS	85710026-002
1560219014396	PANEL ASSEMBLY, OUTER	85711094-001
1560219014397	PANEL ASSEMBLY, CENTER	85711101-001
1560219014419	TAB, TRIM, AIRCRAFT.	85740005-001
1560219014419	TAB, TRIM, AIRCRAFT.	85740005-003S
1560219014420	TAB, TRIM, AIRCRAFT.	85740005-002
1560219014427	PANEL ASSEMBLY, ACCESS	85750201-001
1560219014428	PANEL ASSEMBLY, ACCESS	85750201-002
1560219014487	PANEL ASSEMBLY, ACCESS	85430011-001
1560219014488	PANEL ASSEMBLY, ACCESS	85430012-001
1560219014490	LEADING EDGE, H. STAB	85510202-005
1560219014491	LEADING EDGE ASSEMBLY	85520009-001
1560219014492	LEADING EDGE ASSEMBLY	85520009-002
1560219014495	FAIRING ASSEMBLY, FLIGHT	85780092-002
1560219014496	FAIRING ASSEMBLY, NOSE	85780093-001
1560219014497	FAIRING ASSEMBLY, NOSE	85780093-002
1560219014498	FAIRING ASSEMBLY, NOSE	85780094-001
1560219014499	FAIRING ASSEMBLY, NOSE	85780094-002
1560219014499	FAIRING ASSEMBLY, NOSE	85780094-006

1560219014509	SPOILER ASSEMBLY, GROUND	85770001-003
1560219014510	SPOILER ASSEMBLY, GROUND	85770001-004
1560219014511	SPOILER ASSEMBLY, GROUND	85770001-005
1560219014512	SPOILER ASSEMBLY, GROUND	85770001-006
1560219014513	SPOILER ASSEMBLY, FLIGHT	85770012-001
1560218993404	DOOR, AIRCRAFT.	85310113-005
1560218997178	DOOR, SUB ASSEMBLY -A	85720014-053
1560218997179	TIP ASSEMBLY, WING L	85760002-001
1560218997180	TIP ASSEMBLY, WING R	85760002-002
1560218997185	DOOR ASSEMBLY FORWARD	85420006-001
1560218997186	DOOR ASSY, CENTRE.	85420007-001
1560218997187	DOOR ASSEMBLY, AFT L	85420008-003
1560218997187	DOOR ASSEMBLY, AFT L	85420008-005
1560218997188	DOOR ASSEMBLY, RIGHT	85420009-003
1560218997188	DOOR ASSEMBLY, RIGHT	85420009-005
1560218997192	LEADING EDGE ASSEMBLY	85510202-003
1560218997193	LEADING EDGE ASSEMBLY	85510203-003
1560218997194	LEADING EDGE ASSEMBLY	85510203-004
1560218997220	DOOR ASSEMBLY.	85310112-001
1560218997220	DOOR ASSEMBLY.	85310112-003
1560218997222	DOOR ASSEMBLY.	85310278-001
1560218997222	DOOR ASSEMBLY.	85310278-003
1560218997222	DOOR ASSEMBLY.	85310278-005
1560218997223	DOOR ASSEMBLY.	85310278-002
1560218997223	DOOR ASSEMBLY.	85310278-004
1560218997223	DOOR ASSEMBLY.	85310278-006
1560218997227	PANEL ASSEMBLY, COMP	85350291-001
1560218997265	PANEL ASSEMBLY, ACCESS	85350284-002
1560218997266	PANEL ASSEMBLY, ACCESS	85350288-001
1560218997266	PANEL ASSEMBLY, ACCESS	85350288-003
1560218997266	PANEL ASSEMBLY, ACCESS	85350288-005
1560218997267	PANEL ASSEMBLY, ACCESS	85350288-002
1560218997267	PANEL ASSEMBLY, ACCESS	85350288-004
1560218997267	PANEL ASSEMBLY, ACCESS	85350288-006
1560218997309	SPRING ASSEMBLY, TENSION	83232010-005
1560219014514	SPOILER ASSEMBLY, FLIGHT	85770012-002
1560219014515	SPOILER ASSEMBLY, FLIGHT	85770013-001
1560219014516	SPOILER ASSEMBLY, FLIGHT	85770013-002
1560219014517	FAIRING ASSEMBLY, FLIGHT	85780092-001
1560219015847	LEADING EDGE, V. STAB	85530009-013
1560219015848	LEADING EDGE, INNER	85720011-008

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1560219015849	LEADING EDGE, INNER.	85720011-007
1560219015850	LEADING EDGE, WING 0	85720016-004
1560219015851	LEADING EDGE, WING 0	85720016-003
1560219015852	LEADING EDGE, CENTER	85720015-004
1560219015853	LEADING EDGE, CENTER	85720015-003
1560219015854	LEADING EDGE, CENTER	85720014-006
1560219015855	LEADING EDGE, CENTER	85720014-005
1560219015856	LEADING EDGE, INNER	85720013-006
1560219015857	LEADING EDGE, INNER	85720013-005
1560219015860	LEADING EDGE, H. STAB	85510202-004
1560219062697	TAB ASSY ELEVATOR	85520004-003
1560219062864	DOOR ASSY NLG	85310113-009
1560219100851	COWLING.	87140011-001
1680218997414	SEAT ASSEMBLY	82520012-003
1680219014439	SEAT, AIRCRAFT.	394-001-01
1680219014440	SEAT, AIRCRAFT	394-001-02
1680219014717	SEAT, AIRCRAFT.	8SC0283
1680219014729	PANEL ASSEMBLY, ENGINE	83910042-005
1680219015209	SEAT, AIRCRAFT.	394-001-03
1680219015210	SEAT, AIRCRAFT.	394-001-04
1680219015886	SEAT ASSEMBLY	394-001-06
1680219015886	SEAT ASSEMBLY	394-001-08
1680219015887	SEAT ASSEMBLY	394-001-05
1680219048112	PANEL ASSEMBLY	83910042-007
1680219048112	PANEL ASSEMBLY, ENGINE	83910042-009
5985219036055	RADOME	853 I 2465-001
2835013287477	APU	T-62T-40L7D
M00118651	AILERON	85740004-003
1660014210270	AIR CYCLE MACHINE	782790-10
1660218997333	AIR CYCLE MACHINE	782790-6
1660218997326	Fan-Recirculating	778728-4
156021AAP5623	MOTOR WIPER	83040025-002
4810219004232	VALVE, PACK CONTROL	778727-2
1680218997374	ACTUATOR	734374C
1650219015218	SPU, HYDRAULIC	731840
1650218997456	SPU, HYDRAULIC	624345
1680013076829	ACTUATOR,ELECTRO-MECHANICAL, LINEAR	DL1028M60-1
1680219119104	HEAT EXCHANGER	778683-2
1660219012190	VALVE ASSEMBLY, OUTFLOW	103672-1
1650219011013	VALVE, LIFT DUMP	7SC0145
1680012835640	SEAT, AIRCRAFT CREW REST	94199-1
1680012835641	SEAT, AIRCRAFT CREW REST	94198-1

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156021AAP5714	EDGE STABILIZER	85530005-011
280521 AAP5768	SHROUD, ENGINE, LOWER	87800078-015
662021AAP5504	Torque Sensor	756158
168020T003627	Gearbox Transfer	744 975
1650218997455	Pump, Hydraulic	570347
2915013103451	Pump, Submerged	RR53160C
2915219002513	Pump Assembly	RR53185C
1680219013840	Power Unit Flap	734177D
1680200053492	Unit – Flap Power	734177E

ANNEX "B"

BASIS OF PAYMENT

1.0 FOR CONTRACT YEAR ONE - FROM DATE OF STANDING OFFER AWARD (APPROX. Jan 1/15) – December 31, 2015

For work performed in accordance with the Standing Offer, the Offeror shall be paid firm fixed prices as follows:

a) For the Repair & Overhaul (R&O), modification or reduction to spares:

A Firm Fixed Hourly Rate for Technician of: \$ _____/hour
(Profit of ____% is included in the hourly rate)

b) For preparation of Aircraft Maintenance Management Information System (AMMIS) Reports and other reports when authorized by the DND Technical and/or Requisitioning Authority:

A Firm Fixed Hourly Rate for Technician of: \$ _____/hour
(Profit of ____% is included in the hourly rate)

c) For the Screening, Stripping, Disposal of Radio Active Material (RAM) & provision of final RAM certification:

A Firm Fixed Hourly Rate for Technician of: \$ _____/hour
(Profit of ____% is included in the hourly rate)

d) For Contractor Furnished Material (CFM):

Authorized CFM, upon embodiment, Laid-down Cost (LDC), plus a Firm Fixed Mark-up of: _____%

Note: Laid down cost (LDC) is the cost incurred by the Offeror to acquire a specific product/part/service for the performance of the work. This cost includes the Supplier's invoice price (less trade discounts), plus any applicable charges for incoming transportation, Foreign exchange, customs duty and brokerage, but excludes overheads, profit and GST.

e) For Sub-Contract work required to support repair and overhaul:

Laid-down Cost (LDC), plus a Mark-up of: _____%

f) Goods & Services Tax (GST) / Harmonized Sales Tax (HST):

GST/HST, if applicable, shall be extra.

2.0 FOR CONTRACT YEAR TWO – JANUARY 1, 2016 – DECEMBER 31, 2016

For work performed in accordance with the Standing Offer, the Offeror shall be paid firm fixed prices as follows:

a) For the Repair & Overhaul (R&O), modification or reduction to spares:

A Firm Fixed Hourly Rate for Technician of: \$_____/hour
(Profit of ____% is included in the hourly rate)

b) For preparation of Aircraft Maintenance Management Information System (AMMIS) Reports and other reports when authorized by the DND Technical and/or Requisitioning Authority:

A Firm Fixed Hourly Rate for Technician of: \$_____/hour
(Profit of ____% is included in the hourly rate)

c) For the Screening, Stripping, Disposal of Radio Active Material (RAM) & provision of final RAM certification:

A Firm Fixed Hourly Rate for Technician of: \$_____/hour
(Profit of ____% is included in the hourly rate)

d) For Contractor Furnished Material (CFM):

Authorized CFM, upon embodiment, Laid-down Cost (LDC), plus a Firm Fixed Mark-up of: _____%

Note: Laid down cost (LDC) is the cost incurred by the Offeror to acquire a specific product/part/service for the performance of the work. This cost includes the Supplier's invoice price (less trade discounts), plus any applicable charges for incoming transportation, Foreign exchange, customs duty and brokerage, but excludes overheads, profit and GST.

e) For Sub-Contract work required to support repair and overhaul:

Laid-down Cost (LDC), plus a Mark-up of: _____%

f) Goods & Services Tax (GST) / Harmonized Sales Tax (HST):

GST/HST, if applicable, shall be extra.

3.0 FOR CONTRACT YEAR THREE – JANUARY 1, 2017 – DECEMBER 31, 2017

For work performed in accordance with the Standing Offer, the Offeror shall be paid firm fixed prices as follows:

a) For the Repair & Overhaul (R&O), modification or reduction to spares:

A Firm Fixed Hourly Rate for Technician of: \$_____/hour
(Profit of ____% is included in the hourly rate)

b) For preparation of Aircraft Maintenance Management Information System (AMMIS) Reports and other reports when authorized by the DND Technical and/or Requisitioning Authority:

A Firm Fixed Hourly Rate for Technician of: \$_____/hour
(Profit of ____% is included in the hourly rate)

c) For the Screening, Stripping, Disposal of Radio Active Material (RAM) & provision of final RAM certification:

A Firm Fixed Hourly Rate for Technician of: \$_____/hour
(Profit of ____% is included in the hourly rate)

d) For Contractor Furnished Material (CFM):

Authorized CFM, upon embodiment, Laid-down Cost (LDC), plus a Firm Fixed Mark-up of: _____%

Note: Laid down cost (LDC) is the cost incurred by the Offeror to acquire a specific product/part/service for the performance of the work. This cost includes the Supplier's invoice price (less trade discounts), plus any applicable charges for incoming transportation, Foreign exchange, customs duty and brokerage, but excludes overheads, profit and GST.

e) For Sub-Contract work required to support repair and overhaul:

Laid-down Cost (LDC), plus a Mark-up of: _____%

f) Goods & Services Tax (GST) / Harmonized Sales Tax (HST):

GST/HST, if applicable, shall be extra.

4.0 FOR FIRST ONE YEAR OPTION PERIOD – JANUARY 1, 2018 – DECEMBER 31, 2018

For work performed in accordance with the Standing Offer, the Offeror shall be paid firm fixed prices as follows:

a) For the Repair & Overhaul (R&O), modification or reduction to spares:

A Firm Fixed Hourly Rate for Technician of: \$ _____/hour
(Profit of _____% is included in the hourly rate)

b) For preparation of Aircraft Maintenance Management Information System (AMMIS) Reports and other reports when authorized by the DND Technical and/or Procurement Authority:

A Firm Fixed Hourly Rate for Technician of: \$ _____/hour
(Profit of _____% is included in the hourly rate)

c) For the Screening, Stripping, Disposal of Radio Active Material (RAM) & provision of final RAM certification:

A Firm Fixed Hourly Rate for Technician of: \$ _____/hour
(Profit of _____% is included in the hourly rate)

d) For Contractor Furnished Material (CFM):

Authorized CFM, upon embodiment, Laid-down Cost (LDC), plus a Firm Fixed Mark-up of: _____%

Note: Laid down cost (LDC) is the cost incurred by the Offeror to acquire a specific product/part/service for the performance of the work. This cost includes the Supplier's invoice price (less trade discounts), plus any applicable charges for incoming transportation, Foreign exchange, customs duty and brokerage, but excludes overheads, profit and GST.

e) For Sub-Contract work required to support repair and overhaul:

Laid-down Cost (LDC), plus a Mark-up of: _____%

f) Goods & Services Tax (GST) / Harmonized Sales Tax (HST):

GST/HST, if applicable, shall be extra.

5.0 FOR SECOND ONE YEAR OPTION PERIOD – JANUARY 1, 2019 – DECEMBER 31, 2019

For work performed in accordance with the Standing Offer, the Offeror shall be paid firm fixed prices as follows:

a) For the Repair & Overhaul (R&O), modification or reduction to spares:

A Firm Fixed Hourly Rate for Technician of: \$_____/hour
(Profit of ____% is included in the hourly rate)

b) For preparation of Aircraft Maintenance Management Information System (AMMIS) Reports and other reports when authorized by the DND Technical and/or Procurement Authority:

A Firm Fixed Hourly Rate for Technician of: \$_____/hour
(Profit of ____% is included in the hourly rate)

c) For the Screening, Stripping, Disposal of Radio Active Material (RAM) & provision of final RAM certification:

A Firm Fixed Hourly Rate for Technician of: \$_____/hour
(Profit of ____% is included in the hourly rate)

d) For Contractor Furnished Material (CFM):

Authorized CFM, upon embodiment, Laid-down Cost (LDC), plus a Firm Fixed Mark-up of: _____%

Note: Laid down cost (LDC) is the cost incurred by the Offeror to acquire a specific product/part/service for the performance of the work. This cost includes the Supplier's invoice price (less trade discounts), plus any applicable charges for incoming transportation, Foreign exchange, customs duty and brokerage, but excludes overheads, profit and GST.

e) For Sub-Contract work required to support repair and overhaul:

Laid-down Cost (LDC), plus a Mark-up of: _____%

f) Goods & Services Tax (GST) / Harmonized Sales Tax (HST):

GST/HST, if applicable, shall be extra.

ANNEX "C"

INSURANCE REQUIREMENTS

ALL RISK PROPERTY INSURANCE

The Contractor must obtain All Risks Property insurance while the Government Property is under its care, custody or control, and maintain it in force throughout the duration of the Contract, in an amount of not less than **\$1,000,000** CAD. The Government's Property must be insured on Replacement Cost (new) Basis.

1. Administration of Claims: The Contractor must notify Canada promptly about any losses or damages to Government Property and monitor, investigate and document losses of or damage to ensure that claims are properly made and paid.

2. The All Risks Property insurance policy must include the following:

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

(b) Loss Payee: Canada as its interest may appear or as it may direct.

(c) Waiver of Subrogation Rights: Contractor's Insurer to waive all rights of subrogation against Canada as represented by The Department of National Defence and Public Works and Government Services Canada for any and all loss of or damage to the property however caused.

AVIATION LIABILITY INSURANCE

1. The Contractor must obtain Aviation Liability Insurance for Bodily Injury (including passenger Bodily Injury) and Property Damage, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than **\$5,000,000** per accident or occurrence and in the annual aggregate.

2. The Aviation Liability policy must include the following:

(a) Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, represented by Public Works and Government Services Canada.

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

(c) Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.

(d) Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.

(e) Employees and, where applicable, Volunteers must be included as Additional Insured.

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(f) Aviation Passenger Liability and inclusive Medical Payments: If sub-limits are applicable to Contractor's policy conforming to international carriage agreements or otherwise, such sub-limits must in any event be, not less than, \$300,000 per person. The per accident limit should be no less than \$300,000 multiplied by the number of passengers.

(g) If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.

(h) Employers Liability (unless we have confirmation that all employees are covered by Worker's compensation (WSIB) or similar program).

(i) Hangarkeeper's Liability: To cover loss of and/or damage to aircraft on the ground in the care, custody or control of the Contractor.

(j) Products and Completed Operations: To cover liability arising from the sale and service of aviation products, assembly and repair activities, in connection with the Work performed by or on behalf of the Contractor.

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ANNEX "D"
STANDING OFFER USAGE REPORT

Return to:

ATTN.: Leanne Barenz
Public Works and Government Services Canada
Acquisitions Branch
Facsimile: (204) 983-7796
Telephone: (204) 983-4247
Email: crystal.sarna@pwgsc-tpsgc.gc.ca

Quarterly Usage Report Schedule:

1st quarter: April 1 to June 30;
2nd quarter: July 1 to September 30;
3rd quarter: October 1 to December 31;
4th quarter: January 1 to March 31.

REPORT ON THE VOLUME OF BUSINESS WITH FEDERAL GOVERNMENT DEPARTMENTS AND AGENCIES

SUPPLIER:
STANDING OFFER NO:
DEPARTMENT OR AGENCY:

REPORTING PERIOD:

Item No.	Call-Up/contract No. Description	Value of the Call-Up/Contract	GST/HST
(A) Total Dollar Value Call-ups for this reporting period:			
(B) Accumulated Call-Up totals to date:			
(A+B) Total Accumulated Call-Ups:			

NIL REPORT: We have not done any business with the federal government for this period []

PREPARED BY:

NAME:
TELEPHONE NO.:

SIGNATURE: _____ DATE: _____

ANNEX E
BID EVALUATION CRITERIA
SUB FACTOR LIST

CRITERIA: MANDATORY CRITERIA

M.1	Approved Maintenance Organization	
M.2	Technical Airworthiness Manual (TAM) compliance and full TAA accreditation/recognition	
M.3	Compliance with technical/ performance requirements of the TSOW	
M.4	Minimum Score on all Factors Combined - Minimum Score of 75%	

FACTOR 1: FACILITIES AND EQUIPMENT

F.1.1	Equipment and Tooling	10
F.1.2	Non-Destructive Testing	10

FACTOR 2: PERFORMANCE OF WORK

F.2.1	Past Experience -Technical	30
F.2.2	Average Turn-Around-Time (TAT)	30

FACTOR 3: LOGISTICS AND ADMINISTRATION

F.3.1	Subcontracting Procedures	10
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FACTOR 4: QUALITY SYSTEM

F.4.1	Quality System	10
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CRITERIA: MANDATORY

M.1 Approved Maintenance Organization

The Offeror shall be a Transport Canada (TC) Approved Maintenance Organization (AMO) with the following ratings:

- a. NDT (Specialized) rating that includes all NDT techniques consistent with the HS Aircraft Maintenance and repair manuals

The Offeror shall submit their TC approval certificate(s) to prove compliance.

Note: Regarding paragraph "a" above, NDT may be subcontracted to a TC AMO holding an NDT rating that includes all NDT techniques consistent with the HS Aircraft Maintenance and repair manuals.

Failure to comply with the above will result in your proposal being deemed non-responsive and it will be given no further consideration in the evaluation process.

Compliance/Proposal Cross-reference (Where is this information located in your proposal?)

M.2 Compliance with DND Technical Airworthiness Program

The Offeror must comply with all articles of the terms and conditions of the DND Technical Airworthiness Program. To demonstrate compliance with all articles, the Offeror must do the following:

- a. Submit a written commitment to obtain full TAM and full TAA accreditation/recognition.

If the Offeror does not submit a written commitment to obtain full TAM and full TAA accreditation/recognition of the RFSO solicitation, their proposal will be deemed non-responsive and it will be given no further consideration in the evaluation process.

Compliance/Proposal Cross-reference (Where is this information located in your proposal?)

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M.3 Compliance with technical/performance requirements of the Technical Statement of Work
The Offeror shall meet all of the mandatory technical and performance requirements as specified in the Technical Statement of Work (TSOW);
The proposal must clearly demonstrate its full compliance with all the paragraphs of the Technical Statement of Work. Failure to provide sufficient information and to clearly demonstrate compliance with any of the mandatory requirements addressed in the TSOW will result in your proposal being deemed non-responsive and it will be given no further consideration in the evaluation process.
Each portion of the Offeror's proposal shall cross-refer to the appropriate paragraphs of the TSOW. The Offeror must submit with their proposal, a compliance cross-reference matrix addressing EACH PARAGRAPH. Alternatively, the Offeror may submit an equivalent letter, addressing 100% compliance will all of the paragraphs of the TSOW.
Failure to clearly demonstrate full compliance with all the paragraphs of the TSOW will result in your proposal being deemed non-responsive and it will be given no further consideration in the evaluation process.
Compliance/Proposal Cross-reference (Where is this information located in your proposal?)

M.4 Point Rated criteria – Minimum Overall Score on all Criteria Combined
The minimum score on all factors combined is 75%. Failure to reach a minimum of 75% in ALL factors combined will result in your proposal being deemed non-responsive and therefore it will be given no further consideration in the evaluation process.
Total possible score from all Factors combined: 100 Points Minimum pass mark for all Factors: 75 Points

**FAILURE TO MEET ANY OF THE MANDATORY REQUIREMENTS ABOVE
WILL RESULT IN YOUR BID BEING DEEMED NON-COMPLIANT**

CRITERIA: POINT RATED

FACTOR 1: FACILITIES AND EQUIPMENT	Maximum score: 20 points
---	---------------------------------

F.1.1 Equipment and Tooling	10 points
<p>In order to conduct inspections, rework of damaged parts and embodiment of modifications in accordance with approved data, the Offeror shall possess the equipment and tooling required to perform all such work. The Offeror shall identify what equipment and tooling is available for inspection, repair and modification of the Dash-8, 100 series aircraft. Non-destructive testing equipment and equipment for application of protective coatings are not considered in this sub-factor.</p>	
<p>10 points – Offeror has 90% or more of all tools and equipment specified in the component maintenance manuals.</p>	
<p>5 points - Offeror has between 80 and 90% of all tools and equipment specified in the component maintenance manuals.</p>	
<p>0 points - Offeror has less than 80% of all tools and equipment specified in the component maintenance manuals.</p>	
<p>Compliance/Proposal Cross-reference (Where is this information located in your proposal?)</p>	

F.1.2 Non-destructive Testing	10 points
<p>The Offeror shall conduct NDT of items in accordance with applicable specifications. The Offeror shall provide a list of NDT techniques and specify which if any of these techniques are being provided through the use of subcontractors. Minimum personnel qualifications required to perform each technique and the equipment available must be specified in order to confirm that the Offeror has a specific NDT capability. The NDT techniques are Liquid penetrant, Magnetic particle, Eddy current, ultrasonic.</p>	
<p>10 points – Offeror has capabilities in all NDT Techniques.</p>	
<p>5 points - Offeror has capabilities in some NDT Techniques.</p>	
<p>0 points - Offeror subcontracts for all NDT Techniques.</p>	
<p>Compliance/Proposal Cross-reference (Where is this information located in your proposal?)</p>	

FACTOR 2: PERFORMANCE OF WORK	Maximum score: 60 points
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F.2.1 Past Experience - Technical	30 points
Detail extent of previous experience with respect to repair and overhaul of aircraft components. Include number of occasions per year broken down by work scope (e.g. inspections, component repairs/overhauls and modifications) by aircraft (Model #).	
30 points – The Contractor clearly states that 80-100% of their previous work experience is Dash 8 related.	
20 points – The Contractor clearly states that 60-79% of their previous work experience is Dash 8 related.	
10 points – The Contractor clearly states that 10-59% of their previous work experience is Dash 8 related.	
0 points – The Contractor clearly states that less than 10 % of their previous work experience is Dash 8 related.	
Compliance/Proposal Cross-reference (Where is this information located in your proposal?)	

F.2.2 Average Turn-Around-Time (TAT)	30 points
Based on past experience, provide average TAT for repair and overhaul of aircraft components. Include number of occasions per year broken down by work scope (e.g. inspections, component repairs/overhauls and modifications) for the last 3 years. Turn-around-time is measured from arrival of a component at the Offeror's facility to the time the component leaves the Offeror's facility en route to 402 Squadron.	
30 points – Average TAT is less than 35 calendar days.	
20 points – Average TAT is between 36 and 40 calendar days.	
10 points – Average TAT is between 41 and 45 calendar days.	
5 points – Average TAT is more than 45 calendar days.	
Compliance/Proposal Cross-reference (Where is this information located in your proposal?)	

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FACTOR 3: LOGISTICS AND ADMINISTRATION	Maximum score: 10 points
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F.3.1 Subcontracting Procedures	10 points
Describe the minimum criteria subcontractors must meet in order carry out work on behalf of the Offeror. Include quality system requirements, Transport Canada certifications, warranty considerations, etc.	
10 Points - The Offeror clearly states that subcontractors will not be utilized in the performance of work associated with any resulting contract.	
5 Points - The Offeror indicated that subcontractor's will be used and has provided the minimum criteria subcontractors must meet in order to carry our work on behalf of the Offeror. The criteria are to address, at a minimum: i) quality systems requirements, ii) Transport Canada certification, and iii) warranty considerations.	
0 points - The Offeror indicated that subcontractor's will be used, but does not provide the minimum criteria subcontractors must meet in order to carry out the work on behalf of the Offeror, nor does the criteria address the minimum requirements for, i) quality systems requirements, ii) Transport Canada certification, and iii) warranty considerations.	
Compliance/Proposal Cross-reference (Where is this information located in your proposal?)	

FACTOR 4: QUALITY SYSTEM	Maximum score: 10 points
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F.4.1 Quality System	10 points
<p>The Offeror shall be ISO 9001-2008 certified or, have an equivalent Quality Management System deemed acceptable to the Director Quality Assurance. Although ISO 9001 certification is desirable it is not considered essential.</p> <p>If the Offeror is ISO 9001-2008 certified then the submission of a copy of the quality manual is not necessary, provided that a copy of the certificate is included in the response.</p> <p>If the Offeror is not ISO 9001-2008 certified they shall demonstrate, to the satisfaction of the Director Quality Assurance, compliance with ISO 9001-2008 elements (requirements). The Offeror shall provide information regarding the quality system being used at the Offeror's facility applicable to this solicitation. The information provided shall include brief statements regarding the origin of the quality system (including any standards which were utilized in the development of the system), scope of the quality system, responsibility of key individuals within the organization with respect to the quality system and method of audit (include both internal and external audits) and an uncontrolled copy of the organization's quality manual (electronic format preferred). External audits should include both regulatory and non-regulatory organizations auditing the Offeror's quality management system.</p> <p>For the purpose of this evaluation, an external audit is considered to be one conducted by an entity other than the Offeror's regulatory agency (e.g. TC or FAA) or an entity within the Offeror's corporate structure.</p>	
10 Points – The Offeror is ISO 9001-2008 certified.	
The Offeror's Quality Management System is ISO 9001-2008 compliant	
5 Points – The Offeror's Quality Management System is ISO 9001-2008 compliant, to the satisfaction of the Director Quality Assurance.	
2 Points – The Offeror's has a 12 month Internal audit schedule and the audit schedule is being met. (There are no missed or delayed audits in the past 12 months)	
1 Point – The Offeror's Corrective Preventative Actions registers status indicate that timelines for action/implementations are being met	
1 Point – The Offeror's Internal/External Observations registers status indicate that timelines for action/implementations are being met.	
<p>1 Point – The Offeror's has had external audits carried out in the past 2 years. List agencies and dates of audits: A. B. C. D. E.</p>	
0 Points – The Offeror does not provide sufficient and/or acceptable documentation to demonstrate compliance with the requirements of an approved Quality System.	
Compliance/Proposal Cross-reference (Where is this information located in your proposal?)	

FINANCIAL EVALUATION

EVALUATION TOTALS FOR BASIS OF PAYMENT.

The following estimated usage will be calculated, against the prices offered by the Bidders, to determine an evaluation total. The estimated usage is not to represent a firm commitment from the Crown, as it will be utilized for evaluation purposes only.

FOR INITIAL THREE YEAR PERIOD FROM DATE OF STANDING OFFER AWARD

Description	Quantity
a) Repair and Overhaul Labour:	900 hours
b) Contractor Furnished Material:	\$160,000.00
c) For Subcontract work:	\$40,000.00

FOR FIRST ONE YEAR OPTION PERIOD

Description	Quantity
a) Repair and Overhaul Labour:	300 hours
b) Contractor Furnished Material:	\$53,000.00
c) For Subcontract work:	\$13,000.00

FOR SECOND ONE YEAR OPTION PERIOD

Description	Quantity
a) Repair and Overhaul Labour:	300 hours
b) Contractor Furnished Material:	\$53,000.00
c) For Subcontract work:	\$13,000.00

EVALUATION CALCULATION

The rates from the Offeror's bid will be applied to the above evaluation quantities.

INITIAL THREE YEAR PERIOD

Year 1 (a + b + c) = **TOTAL 1**
Year 2 (a + b + c) = **TOTAL 2**
Year 3 (a + b + c) = **TOTAL 3**

FIRST ONE YEAR OPTION (a + b + c) = **TOTAL 4**

SECOND ONE YEAR OPTION (a + b + c) = **TOTAL 5**

TOTAL 1 + TOTAL 2 + TOTAL 3 + TOTAL 4 + TOTAL 5 = Evaluated Total

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