



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

**Bid Receiving - PWGSC / Réception des  
soumissions - TPSGC**  
**11 Laurier St. / 11, rue Laurier**  
**Place du Portage , Phase III**  
**Core 0B2 / Noyau 0B2**  
**Gatineau**  
**Québec**  
**K1A 0S5**  
**Bid Fax: (819) 997-9776**

**REQUEST FOR PROPOSAL  
DEMANDE DE PROPOSITION**

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

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

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

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

**Comments - Commentaires**

**Vendor/Firm Name and Address**

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

**Issuing Office - Bureau de distribution**

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

<b>Title - Sujet</b> PUBLICATIONS CONTRACT	
<b>Solicitation No. - N° de l'invitation</b> W8485-126738/B	<b>Date</b> 2015-11-30
<b>Client Reference No. - N° de référence du client</b> W8485-126738	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$\$BF-136-25531	
<b>File No. - N° de dossier</b> 136bf.W8485-126738	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2016-01-11</b>	<b>Time Zone</b> <b>Fuseau horaire</b> Eastern Standard Time EST
<b>F.O.B. - F.A.B.</b> Specified Herein - Précisé dans les présentes <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input type="checkbox"/> <b>Other-Autre:</b> <input checked="" type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Marcichiw, Carolyn	<b>Buyer Id - Id de l'acheteur</b> 136bf
<b>Telephone No. - N° de téléphone</b> (819) 956-0153 ( )	<b>FAX No. - N° de FAX</b> (819) 956-9110
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b>  Specified Herein Précisé dans les présentes	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

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



Destination Code - Code destinataire	Destination Address - Adresse de la destination	Invoice Code - Code bur.-comptable	Invoice Address - Adresse de facturation
D - 1	ADM (MAT) DGAEPM ON CANADA	W8485	DEPARTMENT OF NATIONAL DEFENCE DGAEPM 101 COLONEL BY DR. ATTN: MWO CHRIS FRASER OTTAWA Ontario K1A0K2 Canada



Item Article	Description	Dest. Code Dest.	Inv. Code Fact.	Qty Qté	U. of I. U. de D.	Unit Price/Prix unitaire FOB/FAM Destination	Plant/Usine	Delivery Req. Livraison Req.	Del. Offered Liv. offerte
13	Pubs Management	D - 1	W8485	1	SU	\$	\$	See Herein	

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Client Ref. No. - N° de réf. du client  
W8485-126738/B

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

Buyer ID - Id de l'acheteur  
136BF  
CCC No./N° CCC - FMS No./N° VME

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## PART 1 - GENERAL INFORMATION

THIS BID SOLICITATION CANCELS AND SUPERSEDES PREVIOUS BID SOLICITATION NUMBER W8485-126738/A DATED 2013-08-29 WITH A CLOSING OF 2013-10-18 AT 14:00 EASTERN DAYLIGHT TIME (EDT). A DEBRIEFING OR FEEDBACK SESSION WILL BE PROVIDED UPON REQUEST TO BIDDERS/OFFERORS/SUPPLIERS WHO BID ON THE PREVIOUS SOLICITATION.

### 1.1 Security Requirements

There are no security requirements applicable to this Contract.

### 1.2 Statement of Work

The Work to be performed is detailed under Article 6.2 of the resulting contract clauses.

### 1.3 Debriefings

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

### 1.4 Canadian Content

The requirement is subject to a preference for Canadian goods and/or services.

## PART 2 - BIDDER INSTRUCTIONS

### 2.1 Standard Instructions, Clauses and Conditions

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

Bidders who submit a bid agree to be bound by the instructions, clauses and conditions of the bid solicitation and accept the clauses and conditions of the resulting contract.

The [2003 \(2015-07-03\) Standard Instructions - Goods or Services - Competitive Requirements](#), are incorporated by reference into and form part of the bid solicitation.

Subsection 3 of Section 01 Integrity Provisions - Bid of the Standard Instructions (2003) incorporated by reference above is deleted in its entirety and replaced with the following:

#### 3. List of Names

- a. Bidders who are incorporated or who are a sole proprietorship, including those bidding as a joint venture, have already provided a list of names of all individuals who are directors of the Bidder, or the name of the owner(s), at the time of submitting an arrangement under the Request for Proposal (RFP).
- b. These Bidders must immediately inform Canada in writing of any changes affecting the list of directors during this procurement process.

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

Delete: 60 days  
Insert: 90 days

## **2.2 Submission of Bids**

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

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

## **2.3 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 FPSs, Bidders must provide the information required below before contract award. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of bids is completed, Canada will inform the Bidder of a time frame within which to provide the information. Failure to comply with Canada's request and meet the requirement within the prescribed time frame will render the bid 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 Bidder a FPS in receipt of a pension? Yes ( ) No ( )

If so, the Bidder must provide the following information, for all FPSs 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, Bidders agree that the successful Bidder'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 Bidder a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive? Yes ( ) No ( )

If so, the Bidder must provide the following information:

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

All enquiries must be submitted in writing to the Contracting Authority no later than 10 calendar days before the bid closing date. Enquiries received after that time may not be answered.

Bidders should reference as accurately as possible the numbered item of the bid solicitation to which the enquiry relates. Care should be taken by Bidders to explain each question in sufficient detail in order to enable Canada to provide an accurate answer. Technical enquiries that are of a proprietary nature must be clearly marked "proprietary" at each relevant item. Items identified as "proprietary" will be treated as such except where Canada determines that the enquiry is not of a proprietary nature. Canada may edit the question(s) or may request that the Bidder do so, so that the proprietary nature of the question(s) is eliminated, and the enquiry can be answered to all Bidders. Enquiries not submitted in a form that can be distributed to all Bidders may not be answered by Canada.

## 2.5 Applicable Laws

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

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



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## PART 3 - BID PREPARATION INSTRUCTIONS

### 3.1 Bid Preparation Instructions

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

- Section I: Technical Bid: Two (2) hard copies and two (2) soft copies on CD;  
Section II: Financial Bid: Two (2) hard copies and Two (2) soft copies on CD;  
Section III: Certifications: Two (2) hard copies;  
Section IV: Additional Information Two (2) hard copies.

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

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

Canada requests that Bidders follow the format instructions described below in the preparation of their bid:

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

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

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

#### Section II: Financial Bid

Bidders must submit their financial bid in accordance with the Basis of Payment. The total amount of Applicable Taxes must be shown separately.

#### 3.1.1 Exchange Rate Fluctuation

The requirement does not offer exchange rate fluctuation risk mitigation. Requests for exchange rate fluctuation risk mitigation will not be considered. All bids including such provision will render the bid non-responsive.

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### **3.1.2 SACC Manual Clauses**

#### **3.1.2.1 SACC Manual Clause A0068T (2007-05-25), Rates – Resources**

Bidders must submit firm rates for all categories of resources listed in the Basis of Payment at Annex "B".

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

Bidders must submit the certifications required under Part 5.

#### **Section IV: Additional Information**

#### **SACC Manual Clause A0280T (2015-02-25) – Documents Required for Bid Evaluation Purposes**

The Bidder must provide the following documents with its bid:

1. Declaration of Convicted Offences
2. Canadian Content Certification
3. Federal Contractors Program for Employment Equity - Bid Certification
4. Proposed Site(s) or Premise(s) for Conservation and Storage Facility – Bid Certification

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

#### **4.1 Evaluation Procedures**

- (a) Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the bids.
- (c) The evaluation team will determine first if there are two or more bids with a valid Canadian Content certification. In that event, the evaluation process will be limited to the bids with the certification; otherwise, all bids will be evaluated. If some of the bids with a valid certification are declared non-responsive, or are withdrawn, and less than two responsive bids with a valid certification remain, the evaluation will continue among those bids with a valid certification. If all bids with a valid certification are subsequently declared non-responsive, or are withdrawn, then all the other bids received will be evaluated.
- (d) Before contract award, the successful Bidder must allow the evaluation team to inspect the site(s) or premises for which conservation and storage measures are required. In this inspection, the Bidder must establish, to the satisfaction of Canada, that the requirements declared in the Conservation and Storage Facility Certification are met; otherwise, the bid will be declared non-compliant, and the next-highest ranked responsive bidder whose inspection establishes that the requirements declared in the Conservation and Storage Facility Certification are met will be awarded the contract.

#### **4.1.1 Technical Evaluation**

Technical Score: The Bidder's proposal Technical Score will be the total technical points as calculated, in accordance with Annex G. All point scores will be rounded up to the fourth decimal place.

##### **4.1.1.1 Mandatory Technical Criteria**

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Refer to Appendix 1 to ANNEX G – Mandatory Technical Criteria Requirements Matrix

**4.1.1.2 Point Rated Technical Criteria**

Refer to Appendix 2 to ANNEX G – Point Rated Technical Criteria Requirements Matrix

**4.1.2 Financial Evaluation**

**4.1.2.1** Bidders must provide pricing in the format specified, for each component identified in Appendix 3 of Annex G - Financial Proposal Response Matrix. Failure to price one of the elements will render the proposal non responsive.

**4.1.2.1** For evaluation purposes, the Financial Evaluation team will use the following calculation to determine a price for publication services:

Publication Service price = one hundred (100) labour hours \* Proposed Publication labour rate

**4.1.2.1** For evaluation purposes, the Financial Evaluation team will use the following calculation to determine a price for Printed copies and Workable Soft copies:

Printed copies and Workable Soft copies= \$100.00 (\$CAD/GSTE/HSTE) \* Proposed Firm Markup Rate for Printed copies and Workable Soft copies

**4.1.2.1** For evaluation purposes, the Financial Evaluation team will use the following calculation to determine a price for OEM Subscription & Renewal Services:

OEM Subscription & Renewal Services= \$100.00 (\$CAD/GSTE/HSTE) \* Proposed Firm Markup Rate for OEM Subscription & Renewal Services

**4.1.2.1** For evaluation purposes, the Financial Evaluation team will use the following calculation to determine a price for Freight Services:

Freight Services =\$100.00 (\$CAD/GSTE/HSTE) \* Proposed Firm Markup Rate for Freight Services

**4.1.2.1** The Bidder's proposed Financial price will be the total financial price as calculated, in accordance with Appendix 3 to Annex G. All financial prices will be rounded up to the second decimal place.

**4.1.2.1 SACC Manual Clause A0220T 2014-06-26, Evaluation of Price.**

**4.2 Basis of Selection**

**4.2.1 Basis of Selection – Minimum Point Rating**

4.2.1.1 To be declared responsive, a bid must:

- (a) comply with all the requirements of the bid solicitation; and
- (b) meet all mandatory technical evaluation criteria;
- (c) obtain the required minimum points for the technical evaluation criteria which are subject to point rating; and

- (d) obtain the required minimum of 75 percent overall of the points for the technical evaluation criteria which are subject to point rating. The rating is performed on a scale of 205 points.

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

## **PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION**

Bidders must provide the required certifications and additional information to be awarded a contract.

The certifications provided by Bidders to Canada are subject to verification by Canada at all times. Canada will declare a bid non-responsive, or will declare a contractor in default if any certification made by the Bidder is found to be untrue whether made knowingly or unknowingly, during the bid evaluation period or during the contract period.

The Contracting Authority will have the right to ask for additional information to verify the Bidder's Certifications. Failure to comply and to cooperate with any request or requirement imposed by the Contracting Authority will render the bid non-responsive or constitute a default under the Contract.

### **5.1 Certifications Required with the Bid**

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

#### **5.1.1 Declaration of Convicted Offences**

As applicable, pursuant to subsection Declaration of Convicted Offences of section 01 of the Standard Instructions, the Bidder must provide with its bid, a completed [Declaration Form](http://www.tpsgc-pwgsc.gc.ca/ci-if/formulaire-form-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/ci-if/formulaire-form-eng.html>), to be given further consideration in the procurement process.

#### **5.1.2 Additional Certifications Required with the Bid**

##### **5.1.2.1 Canadian Content Certification**

This procurement is conditionally limited to Canadian goods.

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

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

The Bidder certifies that:

( ) the good(s) offered are Canadian goods as defined in paragraph 1 of clause A3050T.

##### **5.1.2.1.1 SACC Manual clause A3050T (2014-11-27) Canadian Content Definition**

##### **5.1.2.2 Proposed Site(s) or Premise(s) for Conservation and Storage Facility – Bid Certification**

Pursuant to the certification detailed at Annex F, Appendix 2, Conservation and Storage Facility Certification, the Bidders must submit provide with its bid, a duly completed Conservation and Storage

Facility Certification as part of their Bid, in order to be given further consideration in the procurement process.

## **5.2 Certifications Precedent to Contract Award and Additional Information**

The certifications and additional information listed below should be submitted with the bid, but may be submitted afterwards. If any of these required certifications or additional information is not completed and submitted as requested, the Contracting Authority will inform the Bidder of a time frame within which to provide the information. Failure to provide the certifications or the additional information listed below within the time frame provided will render the bid non-responsive.

### **5.2.1 Integrity Provisions — List of Names**

Bidders who are incorporated, including those bidding as a joint venture, must provide a complete list of names of all individuals who are currently directors of the Bidder.

Bidders bidding as sole proprietorship, as well as those bidding as a joint venture, must provide the name of the owner(s).

Bidders bidding as societies, firms or partnerships do not need to provide lists of names.

### **5.2.2 Federal Contractors Program for Employment Equity - Bid Certification**

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

Canada will have the right to declare a bid non-responsive if the Bidder, or any member of the Bidder if the Bidder is a Joint Venture, appears on the "[FCP Limited Eligibility to Bid](#)" list at the time of contract award.

Canada will also have the right to terminate the Contract for default if a Contractor, or any member of the Contractor if the Contractor is a Joint Venture, appears on the "[FCP Limited Eligibility to Bid](#)" list during the period of the Contract.

The Bidder must provide the Contracting Authority with a completed annex Federal Contractors Program for Employment Equity - Certification, before contract award. If the Bidder is a Joint Venture, the Bidder must provide the Contracting Authority with a completed annex Federal Contractors Program for Employment Equity - Certification, for each member of the Joint Venture.

### **5.2.4 Additional Certifications Precedent to Contract Award**

#### **5.2.4.2 SACC Manual clause A3005T (2010-08-16) Status and Availability of Resources**

##### **5.2.4.3 Bidder's Information**

The Bidder must complete the table at Appendix 4 to Annex G— Bidder Information and submit with bid proposal.

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

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

## **6.1 Security Requirements**

**6.1.1** There is no security requirement applicable to this Contract.

## **6.2 Statement of Work**

The Contractor must perform the Work in accordance with the Statement of Work at Annex "A" and the Contractor's technical bid entitled \_\_\_\_\_, dated \_\_\_\_\_.

## **6.3 Standard Clauses and Conditions**

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

### **6.3.1 General Conditions**

2010C 2015-07-03, General Conditions - Services (Medium Complexity) apply to and form part of the Contract.

## **6.4 Term of Contract**

### **6.4.1 Period of the Contract**

The period of the Contract is from the date of Contract to 31 March 2020 inclusive.

### **6.4.2 Option to Extend the Contract**

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to seven (7) additional (1) one year period(s) under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

Canada may exercise this option at any time by sending a written notice to the Contractor at least 60 calendar days before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

## **6.5 Authorities**

### **6.5.1 Contracting Authority**

The Contracting Authority for the Contract is:

Name: Carolyn Marcichiw  
Title: Supply Specialist  
Public Works and Government Services Canada

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Acquisitions Branch  
Directorate: DMPS  
Address: 11 Laurier Ave, Gatineau QC K1A 0S5

Telephone: 819-956-0153  
Facsimile: 819-956-9110  
E-mail address: Carolyn.marcichiw@pwgsc.gc.ca

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

### 6.5.2 Technical Authority

The Technical Authority for the Contract is:

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_ - \_\_\_\_ - \_\_\_\_

Facsimile: \_\_\_\_ - \_\_\_\_ - \_\_\_\_

E-mail: \_\_\_\_\_.

The Technical Authority named above is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the Technical Authority, however the Technical Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

### 6.5.3 Procurement Authority

The Procurement Authority for the Contract is:

\_\_\_\_\_ (Name of Procurement Authority)

\_\_\_\_\_ (Title)

\_\_\_\_\_ (Organization)

\_\_\_\_\_ (Address)

Telephone: \_\_\_\_ - \_\_\_\_ - \_\_\_\_

Facsimile: \_\_\_\_ - \_\_\_\_ - \_\_\_\_

E-mail: \_\_\_\_\_.

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

#### 6.5.4 Inspection Authority

The Inspection Authority for the Contract is:

\_\_\_\_\_ (Name of Inspection Authority)

\_\_\_\_\_ (Title)

\_\_\_\_\_ (Department or Agency)

\_\_\_\_\_ (Address)

Telephone: \_\_\_\_ - \_\_\_\_ - \_\_\_\_

Facsimile: \_\_\_\_ - \_\_\_\_ - \_\_\_\_

E-mail address: \_\_\_\_\_

The Inspection Authority is the representative of the department or agency for whom the Work is being performed under the Contract and is responsible for inspection of the Work and acceptance of the finished work. The Inspection Authority may be represented on-site by a designated inspector and any other Government of Canada inspector who may from time to time be assigned in support of the designated Inspector.

#### 6.5.5 Contractor's Representative

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_ - \_\_\_\_ - \_\_\_\_

Facsimile: \_\_\_\_ - \_\_\_\_ - \_\_\_\_

E-mail: \_\_\_\_\_.

#### 6.6 Proactive Disclosure of Contracts with Former Public Servants

By providing information on its status, with respect to being a former public servant in receipt of a Public Service Superannuation Act (PSSA) pension, the Contractor has agreed that this information will be reported on departmental websites as part of the published proactive disclosure reports, in accordance with Contracting Policy Notice: 2012-2 of the Treasury Board Secretariat of Canada.

#### 6.7 Payment

##### 6.7.1 Basis of Payment



#### 6.7.1.1 Basis of Payment - Firm Price

In consideration of the Contractor satisfactorily completing its obligations under the Contract, the Contractor will be paid a firm price, as detailed in Annex B – Basis of Payment, for a cost of \$\_\_\_\_\_. Customs duties are excluded 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.

#### 6.7.1.2 Basis of Payment – Firm Hourly Rate

##### 6.7.1.2 (a) Travel and Living Expenses

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

All travel must have the prior authorization of the Contracting Authority. All payments are subject to government audit.

##### 6.7.1.2.(b) Other Direct Expenses

The Contractor will be reimbursed for the direct expenses reasonably and properly incurred in the performance of the Work. These expenses will be paid at actual cost without mark-up, upon submission of an itemized statement supported by receipt vouchers.

Estimated cost: \$ \_\_\_\_\_

**Total Estimated Cost** - Limitation of Expenditure: \_\_\_\_\_ (*Applicable Taxes extra.*)

#### 6.7.1.3 Option to Extend the Contract

During the extended period of the Contract, the Contractor will be paid the firm price in Annex B – Table B3.3 to perform all the Work in relation to the contract extension.

During the extended period of the Contract, the Contractor will be paid the firm hourly rates in Annex B – B3.4 to perform all the Work in relation to the contract extension.

#### 6.7.2 Limitation of Expenditure

1. Canada's total liability to the Contractor under the Contract must not exceed \$ \_\_\_\_\_. Customs duties are excluded and Applicable Taxes are extra.
2. No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being

exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:

- a. when it is 75 percent committed, or
  - b. four (4) months before the contract expiry date, or
  - c. as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work, whichever comes first.
3. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

#### **6.7.2.1 Basis of Payment - Limitation of Expenditure - Task Authorizations**

The Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of the Work specified in the authorized DND 626 Task Authorization (TA), as determined in accordance with the Basis of Payment in Annex B, to the limitation of expenditure specified in the authorized TA.

Canada's liability to the Contractor under the authorized DND 626 TAs must not exceed the limitation of expenditure specified in the authorized DND 626 TAs. Customs duties are excluded and Applicable Taxes are extra.

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

#### **6.7.3 SACC Manual Clause H1008C (2008-05-12) Monthly Payment**

#### **6.7.4 SACC Manual Clauses**

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

#### **6.8 Invoicing Instructions**

##### **6.8.1 Progress Payment Claim**

**6.8.1 1.** The Contractor must submit a claim for payment using form PWGSC-TPSGC 1111, Claim for Progress Payment. Each claim must show:

- a. all information required on form PWGSC-TPSGC 1111;
- b. all applicable information detailed under the section entitled "Invoice Submission" of the general conditions;

Each claim must be supported by:

- a. a copy of time sheets to support the time claimed;
- b. a copy of the invoices, receipts, vouchers for all direct expenses, travel and living expenses;
- c. a copy of the monthly progress report.

**6.8.1 2.** Applicable Taxes must be calculated on the total amount of the claim before the holdback is applied. At the time the holdback is claimed, there will be no Applicable Taxes payable as it was claimed and payable under the previous claims for progress payments.

**6.8.1.3.** The Contractor must prepare and certify one original and one (1) copy of the claim on form PWGSC-TPSGC 1111, and forward it to the Contracting Authority identified under the section entitled "Authorities" of the Contract for appropriate certification after inspection and acceptance of the Work takes place.

**6.8.1 4.** The Contractor must not submit claims until all work identified in the claim is completed.

## **6.9 Certifications**

### **6.9.1 Compliance**

The continuous compliance with the certifications provided by the Contractor in its bid and the ongoing cooperation in providing additional information are conditions of the Contract. Certifications are subject to verification by Canada during the entire period of the Contract. If the Contractor does not comply with any certification, fails to provide the additional information, or if it is determined that any certification made by the Contractor in its bid is untrue, whether made knowingly or unknowingly, Canada has the right, pursuant to the default provision of the Contract, to terminate the Contract for default.

### **6.9.2 Federal Contractors Program for Employment Equity - Default by the Contractor**

The Contractor understands and agrees that, when an Agreement to Implement Employment Equity (AIEE) exists between the Contractor and Employment and Social Development Canada (ESDC)-Labour, the AIEE must remain valid during the entire period of the Contract. If the AIEE becomes invalid, the name of the Contractor will be added to the "[FCP Limited Eligibility to Bid](#)" list. The imposition of such a sanction by ESDC will constitute the Contractor in default as per the terms of the Contract.

### **6.9.3 SACC Manual Clauses**

#### **6.9.3.1 SACC Manual Clause A3060C 2008-05-12 Canadian Content Certification**

## **6.10 Applicable Laws**

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

## **6.11 Priority of Documents**

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

- (a) the Articles of Agreement;
- (b) the general conditions 2003 (2015-07-03) Standard Instructions - Goods or Services - Competitive Requirements;
- (c) Annex B, Basis of Payment;
- (d) Annex A, Statement of Work;
- (e) Annex C, Insurance Requirements;
- (f) Annex D, Security Requirements Check List;
- (g) Annex E, Bid Solicitation - Certifications
- (h) the Contractor's bid dated \_\_\_\_\_.

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## **6.12 Defence Contract**

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

## **6.13 SACC Manual Clauses**

6.13.1 SACC Manual clause B4059C (2008-05-12), Government Supplied Technical Documents  
6.13.2 SACC Manual clause B6802C (2007-11-30), Government Property  
6.13.3 SACC Manual clause A1009C (2008-05-12), Work Site Access  
6.13.4 SACC Manual clause A9062C (2011-05-16), Canadian Forces Site Regulations  
6.13.5 SACC Manual clause A9068C (2010-01-11), Government Site Regulations  
6.13.6 SACC Manual clause D5510C (2014-06-26), Quality Assurance Authority (Department of National Defence) - Canadian-based Contractor  
6.13.7 SACC Manual clause D5540C (2010-08-16), ISO 9001:2008 Quality Management Systems - Requirements (Quality Assurance Code Q)  
6.13.8 SACC Manual clause D5545C (2010-08-16), ISO 9001:2008 Quality Management Systems - Requirements (Quality Assurance Code C)  
6.13.8 SACC Manual clause B9031C (2011-05-16), Canada's Obligation - Portion of the Work - Task Authorizations

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

The administration of the Task Authorization process will be carried out by DAP 4-4-2. This process includes monitoring, controlling and reporting on expenditures of the contract with task authorizations to the Contracting Authority.

## **6.15 Task Authorization Process**

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

Task Authorization Process:

1. The Procurement Authority will provide the Contractor with a description of the task using the "DND 626, Task Authorization Form" or "Task Authorization" form specified in the Statement of Work at Annex A, Appendix 11.
2. The Task Authorization (TA) will contain the details of the activities to be performed, a description of the deliverables, and a schedule indicating completion dates for the major activities or submission dates for the deliverables. The TA will also include the applicable basis(bases) and methods of payment as specified in the Contract.
3. The Contractor must provide the Procurement Authority, within 10 calendar days of its receipt, the proposed total estimated cost for performing the task and a breakdown of that cost, established in accordance with the Basis of Payment specified in the Contract.
4. The Contractor must not commence work until a TA authorized by the Contracting Authority has been received by the Contractor. The Contractor acknowledges that any work performed before a TA has been received will be done at the Contractor's own risk.

## **6.16 Periodic Usage Reports - Contracts with Task Authorizations**

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

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

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

The quarterly periods are defined as follows:

1st quarter: January 1 to March 31;

2nd quarter: April 1 to June 30

3rd quarter: July 1 to September 30; and

4th quarter: October 1 to December 31.

The data must be submitted to the Contracting Authority no later than 30 calendar days after the end of the reporting period.

#### Reporting Requirement- Details

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

For each authorized task:

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

For all authorized tasks:

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

#### **6.17 Task Authorization Limit**

The Procurement Authority may authorize individual task authorizations up to a limit of \$ 100,000.00, Applicable Taxes included, inclusive of any revisions.

Any task authorization to be issued in excess of that limit must be authorized by the Contracting Authority before issuance.

#### **6.18 Transition Period**

The Contractor acknowledges that the nature of the services provided under the Contract requires continuity and that a transition period may be required at the end of the Contract. The Contractor agrees that Canada may, at its discretion, extend the Contract by a period of 12 months under the same conditions to ensure the required transition. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

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The Contracting Authority will advise the Contractor of the extension by sending a written notice to the Contractor at least 60 calendar days before the contract expiry date. The extension will be evidenced for administrative purposes only, through a contract amendment.

#### **6.19 Insurance**

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

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

The Contractor must forward to the Contracting Authority within ten (10) days after the date of award of the Contract, a Certificate of Insurance evidencing the insurance coverage and confirming that the insurance policy complying with the requirements is in force. 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.

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## **ANNEX "A"**

### **STATEMENT OF WORK**

**(SEE ATTACHED PDF DOCUMENT)**

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## **ANNEX "B"**

### **BASIS OF PAYMENT**



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## Basis of Payment

**Table B-1 Basis of Payment - Firm Price**

Category	Firm Price Year 1	Firm Price Year 2	Firm Price Year 3	Firm Price Year 4	Firm Price Year 5
Managerial Services	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____

**Table B-2 Basis of Payment - Task Authorizations**

	Firm Hourly Rate Year 1	Firm Hourly Rate Year 2	Firm Hourly Rate Year 3	Firm Hourly Rate Year 4	Firm Hourly Rate Year 5
Publication Services	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
	Firm Markup % Year 1	Firm Markup % Year 2	Firm Markup % Year 3	Firm Markup % Year 4	Firm Markup % Year 5
Publishing Services	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
OEM and Subscription Services	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Freight	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____

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Table B-3 Basis of Payment - Firm Price							
Category	Firm Price Option Year 1	Firm Price Option Year 2	Firm Price Option Year 3	Firm Price Option Year 4	Firm Price Option Year 5	Firm Price Option Year 6	Firm Price Option Year 7
Managerial Services	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____

Table B-4 Basis of Payment - Task Authorizations							
Category	Firm Hourly Rate Option Year 1	Firm Hourly Rate Option Year 2	Firm Hourly Rate Option Year 3	Firm Hourly Rate Option Year 4	Firm Hourly Rate Option Year 5	Firm Hourly Rate Option Year 6	Firm Hourly Rate Option Year 7
Publication Services	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Category	Firm Markup % Option Year 1	Firm Markup % Option Year 2	Firm Markup % Option Year 3	Firm Markup % Option Year 4	Firm Markup % Option Year 5	Firm Markup % Option Year 6	Firm Markup % Option Year 7
Publishing Services	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
OEM and Subscription Services	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Freight Services	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____

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Table B-5 DND FISCAL YEAR EXPENDITURES FOR APPROVED 626 TASK AUTHORIZATIONS		
CLIN #	Description	Amount CAD(GSTE/HSTE)
	Total Expenditures DND 626 FY 1	\$TBD
	Total Expenditures DND 626 FY 2	\$TBD
	Total Expenditures DND 626 FY 3	\$TBD
	Total Expenditures DND 626 FY 4	\$TBD
	Total Expenditures DND 626 FY 5	\$TBD
	Total Expenditures DND 626 Option FY 1	\$TBD
	Total Expenditures DND 626 Option FY 2	\$TBD
	Total Expenditures DND 626 Option FY 3	\$TBD
	Total Expenditures DND 626 Option FY 4	\$TBD
	Total Expenditures DND 626 Option FY 5	\$TBD
	Total Expenditures DND 626 Option FY 6	\$TBD
	Total Expenditures DND 626 Option FY 7	\$TBD
	TOTAL DND 626	

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## **ANNEX "C"**

### **INSURANCE REQUIREMENTS**

The Contractor will maintain the required insurance coverage, as identified below, for the duration of the Contract.

## **1.0 Commercial General Liability Insurance**

- i. The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence and in the annual aggregate.
- ii. The Commercial General Liability policy must include the following:
  - a. Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Public Works and Government Services Canada.
  - b. Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.
  - c. Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.
  - d. Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.
  - e. Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
  - f. Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
  - g. Employees and, if applicable, Volunteers must be included as Additional Insured.
  - h. Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)
  - i. Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.
  - j. Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.
  - k. If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
  - l. Owners' or Contractors' Protective Liability: Covers the damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor.

- m. Non-Owned Automobile Liability - Coverage for suits against the Contractor resulting from the use of hired or non-owned vehicles.
- n. Advertising Injury: While not limited to, the endorsement must include coverage piracy or misappropriation of ideas, or infringement of copyright, trademark, title or slogan.
- o. Litigation Rights: Pursuant to subsection 5(d) of the [Department of Justice Act](#), S.C. 1993, c. J-2, s.1, if a suit is instituted for or against Canada which the Insurer would, but for this clause, have the right to pursue or defend on behalf of Canada as an Additional Named Insured under the insurance policy, the Insurer must promptly contact the Attorney General of Canada to agree on the legal strategies by sending a letter, by registered mail or by courier, with an acknowledgement of receipt.

For the province of Quebec, send to:

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

For other provinces and territories, send to:

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

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

## 2.0 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 \$\_\_\_\_\_. The Government's Property must be insured on Replacement Cost (new) basis.

- i. 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.
- ii. 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.

### **3.0 Warehouseman's Legal Liability Insurance**

1. The Contractor must obtain Warehouseman's Legal Liability Insurance coverage on Government Property, and maintain it in force while under its care, custody or control for storage, in an amount of not less than \$\_\_\_\_\_. The Government's Property must be insured on a Replacement Cost (new) basis.
2. 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 Government Property to ensure that claims are properly made and paid.
3. The following endorsements must be included:
  - a. Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of cancellation.
  - b. Settlement of Claims: The insurance proceeds regarding any loss of or damage to Government Property must be payable to the appropriate party as directed by the Contracting Authority.
  - c. Loss Payee: Canada as its interest may appear or it may direct.
  - d. 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.

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**ANNEX D**  
**CONTRACT DATA REQUIREMENTS LIST and DATA ITEM DESCRIPTION**

**(SEE ATTACHED PDF)**



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**ANNEX E**  
**SECURITY REQUIREMENTS CHECK LIST**

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ANNEX A: SECURITY REQUIREMENTS CHECKLIST (SRCL)

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SECURITY REQUIREMENTS CHECK LIST (SRCL) LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)			
PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE			
1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine DND		2. Branch or Directorate / Direction générale ou Direction ADM (Mat) / DGAEPM / DAEPM (TH)	
3. a) Subcontract Number / Numéro du contrat de sous-traitance		3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant	
4. Brief Description of Work / Brève description du travail Publications Management Services (creation, production and revisions) for Canadian Forces Technical Orders to the CC115 and CC133 aircraft fleets.			
5. a) Will the supplier require access to Controlled Goods? / Le fournisseur aura-t-il accès à des marchandises contrôlées?		<input checked="" type="checkbox"/> No / Non	<input type="checkbox"/> Yes / Oui
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? / Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?		<input checked="" type="checkbox"/> No / Non	<input type="checkbox"/> Yes / Oui
6. Indicate the type of access required / Indiquer le type d'accès requis			
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? / Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) / Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)		<input checked="" type="checkbox"/> No / Non	<input type="checkbox"/> Yes / Oui
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. / Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.		<input checked="" type="checkbox"/> No / Non	<input type="checkbox"/> Yes / Oui
6. c) Is this a commercial courier or delivery requirement with no overnight storage? / S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?		<input checked="" type="checkbox"/> No / Non	<input type="checkbox"/> Yes / Oui
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès			
Canada <input checked="" type="checkbox"/>		NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>
7. b) Release restrictions / Restrictions relatives à la diffusion			
No release restrictions / Aucune restriction relative à la diffusion <input checked="" type="checkbox"/>		All NATO countries / Tous les pays de l'OTAN <input type="checkbox"/>	No release restrictions / Aucune restriction relative à la diffusion <input type="checkbox"/>
Not releasable / À ne pas diffuser <input type="checkbox"/>		Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>
Specify country(ies): / Préciser le(s) pays:		Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:
7. c) Level of information / Niveau d'information			
PROTECTED A / PROTÉGÉ A <input type="checkbox"/>	NATO UNCLASSIFIED / NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A / PROTÉGÉ A <input type="checkbox"/>	
PROTECTED B / PROTÉGÉ B <input type="checkbox"/>	NATO RESTRICTED / NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B / PROTÉGÉ B <input type="checkbox"/>	
PROTECTED C / PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL / NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C / PROTÉGÉ C <input type="checkbox"/>	
CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>	NATO SECRET <input type="checkbox"/>	CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>	
SECRET <input type="checkbox"/>	COSMIC TOP SECRET <input type="checkbox"/>	SECRET <input type="checkbox"/>	
TOP SECRET <input type="checkbox"/>	COSMIC TRÈS SECRET <input type="checkbox"/>	TOP SECRET <input type="checkbox"/>	
TOP SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) <input type="checkbox"/>	
TRÈS SECRET (SIGINT) <input type="checkbox"/>		TRÈS SECRET (SIGINT) <input type="checkbox"/>	

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<b>PART A (continued) / PARTIE A (suite)</b>	
8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets? Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS? If Yes, indicate the level of sensitivity: Dans l'affirmative, indiquer le niveau de sensibilité :	<input checked="" type="checkbox"/> No <input type="checkbox"/> Non
9. Will the supplier require access to extremely sensitive INFOSEC information or assets? Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate?	<input checked="" type="checkbox"/> No <input type="checkbox"/> Non
Short Title(s) of material / Titre(s) abrégé(s) du matériel : Document Number / Numéro du document :	
<b>PART B - PERSONNEL (SUPPLIER) / PARTIE B - PERSONNEL (FOURNISSEUR)</b>	
10. a) Personnel security screening level required / Niveau de contrôle de la sécurité du personnel requis	
<input type="checkbox"/> RELIABILITY STATUS COTE DE FIABILITE	<input type="checkbox"/> CONFIDENTIAL CONFIDENTIEL
<input type="checkbox"/> TOP SECRET- SIGINT TRÈS SECRET - SIGINT	<input type="checkbox"/> NATO CONFIDENTIAL NATO CONFIDENTIEL
<input type="checkbox"/> SITE ACCESS ACCÈS AUX EMPLACEMENTS	<input type="checkbox"/> SECRET SECRET
	<input type="checkbox"/> NATO SECRET NATO SECRET
	<input type="checkbox"/> TOP SECRET TRÈS SECRET
	<input type="checkbox"/> COSMIC TOP SECRET COSMIC TRÈS SECRET
Special comments: Commentaires spéciaux :	
NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided. REMARQUE: Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.	
10. b) May unscreened personnel be used for portions of the work? Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail? If Yes, will unscreened personnel be escorted? Dans l'affirmative, le personnel en question sera-t-il escorté?	<input type="checkbox"/> No <input type="checkbox"/> Non
	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> Oui
<b>PART C - SAFEGUARDS (SUPPLIER) / PARTIE C - MESURES DE PROTECTION (FOURNISSEUR)</b>	
<b>INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS</b>	
11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises? Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS?	<input checked="" type="checkbox"/> No <input type="checkbox"/> Non
11. b) Will the supplier be required to safeguard COMSEC information or assets? Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC?	<input checked="" type="checkbox"/> No <input type="checkbox"/> Non
<b>PRODUCTION</b>	
11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises? Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ?	<input checked="" type="checkbox"/> No <input type="checkbox"/> Non
<b>INFORMATION TECHNOLOGY (IT) MEDIA / SUPPORT RELATIF À LA TECHNOLOGIE DE L'INFORMATION (TI)</b>	
11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data? Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS?	<input checked="" type="checkbox"/> No <input type="checkbox"/> Non
11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency? Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale?	<input checked="" type="checkbox"/> No <input type="checkbox"/> Non

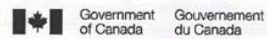
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**PART C - (continued) / PARTIE C - (suite)**

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

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

**SUMMARY CHART / TABLEAU RÉCAPITULATIF**

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

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?  
La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE? ☒ No / Non ☐ Yes / Oui
- If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".  
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.
12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?  
La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE? ☒ No / Non ☐ Yes / Oui
- If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).  
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquer qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).

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## **ANNEX F**

### **PART 5 - BID SOLICITATION – CERTIFICATIONS**

## Appendix 1 to Annex F

### FEDERAL CONTRACTORS PROGRAM FOR EMPLOYMENT EQUITY - CERTIFICATION

I, the Bidder, by submitting the present information to the Contracting Authority, certify that the information provided is true as of the date indicated below. The certifications provided to Canada are subject to verification at all times. I understand that Canada will declare a bid non-responsive, or will declare a contractor in default, if a certification is found to be untrue, whether during the bid evaluation period or during the contract period. Canada will have the right to ask for additional information to verify the Bidder's certifications. Failure to comply with any request or requirement imposed by Canada may render the bid non-responsive or constitute a default under the Contract.

For further information on the Federal Contractors Program for Employment Equity visit [Employment and Social Development Canada \(ESDC\)-Labour's](#) website.

Date: \_\_\_\_\_(YYYY/MM/DD) (If left blank, the date will be deemed to be the bid solicitation closing date.)

Complete both A and B.

A. Check only one of the following:

- ☐ A1. The Bidder certifies having no work force in Canada.
- ☐ A2. The Bidder certifies being a public sector employer.
- ☐ A3. The Bidder certifies being a [federally regulated employer](#) being subject to the [Employment Equity Act](#).
- ☐ A4. The Bidder certifies having a combined work force in Canada of less than 100 employees (combined work force includes: permanent full-time, permanent part-time and temporary employees [temporary employees only includes those who have worked 12 weeks or more during a calendar year and who are not full-time students]).
- A5. The Bidder has a combined workforce in Canada of 100 or more employees; and

- ☐ A5.1. The Bidder certifies already having a valid and current [Agreement to Implement Employment Equity](#) (AIEE) in place with ESDC-Labour.

**OR**

- ☐ A5.2. The Bidder certifies having submitted the [Agreement to Implement Employment Equity](#) (LAB1168) to ESDC-Labour. As this is a condition to contract award, proceed to completing the form Agreement to Implement Employment Equity (LAB1168), duly signing it, and transmit it to ESDC-Labour.

B. Check only one of the following:

- ☐ B1. The Bidder is not a Joint Venture.

**OR**

- ☐ B2. The Bidder is a Joint Venture and each member of the Joint Venture must provide the Contracting Authority with a completed annex Federal Contractors Program for Employment Equity - Certification. (Refer to the Joint Venture section of the Standard Instructions)

**Appendix 2 to Annex F**  
**Proposed Site(s) or Premise(s) for Conservation and Storage Facility**

**CONSERVATION AND STORAGE FACILITY CERTIFICATION**

**STORAGE ROOM**

1. All rooms used for the storage of Master & Reproducible Government Furnished Information (GFI) will be constructed of flammable retardant material and will be equipped with either a sprinkler or fire-suppressant system. All shelving, drawers and cupboards will be of painted metal waterproof construction.

YES \_\_\_\_\_

**STORAGE ENVIRONEMENT**

2. Temperature shall be controlled and average between 18 and 25 degrees Celsius with daily variations not to exceed +/- 1.5 degrees Celsius

YES \_\_\_\_\_

3. Humidity shall average between 40 and 50 percent with daily variations not to exceed +/- 5 percent.

YES \_\_\_\_\_

4. Air circulation shall be sufficient to ensure that the above temperature and humidity conditions pertain to all portions of the storage room.

YES \_\_\_\_\_

5. The contractor shall have a plan to monitor the storage environment conditions of the storage facilities

YES \_\_\_\_\_

**STORAGE**

6. The storage of the reproducible copy and master copy are stored in a different site location to ensure the safety of the data if site destruction should occur.

YES \_\_\_\_\_

**REMARKS**

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Bid Authority

\_\_\_\_\_  
Date

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## **Annex G**

### **BID EVALUATION MATRICES**



**Appendix 1 to Annex G– Mandatory Technical Criteria Matrix**

<b>Table 3.1 Mandatory Technical Criteria Requirements Matrix</b>				
<b>MB -- Mandatory Criteria Requirements at Bid</b>		<b>Met</b>	<b>Not Met</b>	<b>Reference</b>
MB.1	The Bidder must submit a Declaration of Convicted Offences			
MB.2	The Bidder must submit a Canadian Content Certification			
MB.3	The Bidder must submit the Proposed Site(s) or Premise(s) for Conservation and Storage Facility – Bid Certification			
MB.4	The Bidder must sign and agree to the conditions in the signature block of Table 3.4			
MB.5	The Bidder has must achieve a minimum of 60% in each of the point rated criteria in table 3.2 and an overall average of 75% of all the point rated criteria in table 3.2			
<b>Mandatory Criteria Requirements Precedent to Contract Award</b>		<b>Met</b>	<b>Not Met</b>	<b>Reference</b>
MP.1	The Bidder must submit the Federal Contractors Program for Employment Equity - Bid Certification			
MP.2	The Bidder must submit Status and Availability of Resources Certification			
MP.3	The Bidder must submit the Integrity Provision – List of Names			
Met Mandatory Requirements				
<b>Failure to meet any of the Mandatory Requirements as stated above will result in the Bidder being declared non-compliant.</b>				

**Appendix 2 to Annex G– Point Rated Technical Criteria Requirements Matrix**

<b>Table 3.2 Point Rated Technical Criteria Requirements Matrix</b>					
<b>Point Rated Criteria Requirements</b>					
<p>The Bidder must obtain the required minimum points for the technical evaluation criteria which are subject to point rating and obtain the required minimum of 75 percent overall of the points for the technical evaluation criteria which are subject to point rating .</p> <p>The four (4) factors selected for assessment are as follows:</p> <p>A. Management Services (min 6 points / max 10 points)</p> <p>B. Contract Manager Experience (min 60 points / max 100 points)</p> <p>C. Publishing Services (min 6 points / max 10 points)</p> <p>D. Publishing Service Experience (min 51 points / max 85 points)</p>					
<b>A</b>	<b>Management Services</b>				<b>Reference</b>
<b>A1</b>	<p>The Bidder should describe how they plan to perform the Management Services in support of this contract. Management Services include the processes of planning, organizing and co-ordinating all publication management activities and services related to revisions, changes, supplements, leaflets, interim inspection instructions, advance change notices, and technical bulletins.</p>	<p><b>10 Points</b> – The response demonstrates an excellent level of knowledge, understanding and capability of performing the management services. The Bidder's approach is technically and feasibly strong and when implemented should result in sustainable benefits. The evaluator perceives the approach to managing the contract to be very clear and comprehensive. There is no doubt or confusion in the evaluator's mind as to the description of the approach and methodology employed by the Bidder.</p> <p><b>6 points</b> - The response demonstrates a good level of knowledge, understanding and capability of performing the management services. The Bidder's approach is technically and feasibly good and when implemented will result in some sustainable benefits. The evaluator perceives the approach to managing the contract to be fairly clear and comprehensive. There is some doubt or confusion in the evaluator's mind as to the description of the approach and methodology employed by the Bidder, and minor deficiencies in this regard were identified.</p> <p><b>4 points</b> - The response demonstrates a</p>	<b>10</b>		<p><b>SOW</b> <b>Annex A</b> <b>Section 2.2</b></p>

		<p>limited knowledge, understanding and capability of performing the management services. The Bidder's approach is technically and feasibly poor and will not likely result in sustainable benefits. The evaluator perceives the approach to managing the contract to be unclear and not comprehensive. There is doubt or confusion in the evaluator's mind as to the description of the approach and methodology employed by the Bidder, and deficiencies in this regard were identified.</p> <p><b>0 points</b> - The response demonstrates very little or no knowledge, understanding or capability of performing management services. Insufficient information was provided to determine if the Bidder's response meets or supports the requirement. Major deficiencies in this regard were identified.</p>			
<b>B</b>	<b>Contract Manager Experience</b>				
<b>B.1</b>	<p>The Bidder should identify the proposed Contract Manager, describe his/her roles and responsibilities within the Management Team, and provide a detailed résumé that indicates the level of responsibility and experience obtained in the past 10 years. The person proposed should have 7 years of Contract Management experience within the last 10 years where he/she was responsible for Technical publication management and publishing services.</p>	<p>70 Points - The Bidder has provided documentation demonstrating more than 7 years' experience in providing technical publication management and publishing services</p> <p>50 Points - The Bidder has provided documentation demonstrating 5-7 years' experience in providing technical publication management and publishing services</p> <p>30 Points - The Bidder has provided documentation demonstrating more than 3 to 5 years' experience in providing technical publication management and publishing services</p> <p>0 Points - The Bidder has provided documentation that fails to address the requirement</p>	<b>70</b>		
<b>B.2</b>	<p>The Bidder should provide examples of the relevance of Contract Manager's experience to the requirements for Technical publication management and publishing services for the aeronautic industry.</p>	<p>30 Points - The Bidder has provided documentation demonstrating more than 7 years' experience in providing technical publication management and publishing services</p> <p>15 Points - The Bidder has provided documentation demonstrating 5-7 years' experience in providing technical</p>	<b>30</b>		<p><b>SOW Annex A Section 2.2</b></p>

		<p>publication management and publishing services</p> <p>5 Points - The Bidder has provided documentation demonstrating 3 to 5 years' experience in providing technical publication management and publishing services</p> <p>0 Points - The Bidder has provided documentation that fails to address the requirement</p>			
<b>C</b>	<b>Publishing Services</b>				
<b>C.1</b>	<p>The Bidder should describe how they plan to perform the Technical Publishing Services in support of this contract. Publishing Services means the processes of converting a manuscript/electronic media publication into a final publication. These processes include writing, validating, editing, translating, Translation Accuracy Check (TAC) and "desktop/production system publishing". Desktop/production system publishing includes formatting, layout, composing, creating links within a publication for easy navigating, providing PDF publishing, illustrating and art work reproduction, CD mastering, and/or printing, in specified quantity and shipping to the Director Supply Chain Operation.</p>	<p><b>10 Points</b> – The response demonstrates an excellent level of knowledge, understanding or capability of performing the technical publication services. The Bidder's approach is technically and feasibly strong and when implemented should result in sustainable benefits. The evaluator perceives the approach to performing contract requirements to be very clear and comprehensive. There is no doubt or confusion in the evaluator's mind as to the description of the approach and methodology employed by the Bidder.</p> <p><b>8 Points</b> - The response demonstrates a very good level of knowledge, understanding or capability of performing the technical publication services. The Bidder's approach is technically and feasibly very good and when implemented should result in sustainable benefits. The evaluator perceives the approach to performing contract requirements to be mostly clear and comprehensive. There is very little doubt or confusion in the evaluator's mind as to the description of the approach and methodology employed by the Bidder, and very few minor deficiencies in this regard were identified.</p> <p><b>6 points</b> - The response demonstrates a good level of knowledge, understanding or capability of performing the technical publication services. The Bidder's approach is technically and feasibly good and when implemented will result in some sustainable benefits. The evaluator perceives the approach to performing contract requirements to be fairly clear and comprehensive. There is some doubt or confusion in the evaluator's mind as to the</p>	<b>10</b>		<p><b>SOW</b> <b>Annex A</b> <b>Section 2.3</b></p>

		<p>description of the approach and methodology employed by the Bidder, and minor deficiencies in this regard were identified.</p> <p><b>4 points</b> - The response demonstrates a limited knowledge, understanding or capability of performing technical publication services. The Bidder's approach is technically and feasibly poor and will not likely result in sustainable benefits. The evaluator perceives the approach to performing contract requirements to be unclear and not comprehensive. There is doubt or confusion in the evaluator's mind as to the description of the approach and methodology employed by the Bidder, and deficiencies in this regard were identified.</p> <p><b>0 points</b> - The response demonstrates very little or no knowledge, understanding or capability of performing technical publication services. Insufficient information was provided to determine if the Bidder's response meets or supports the requirement. Major deficiencies in this regard were identified.</p>			
<b>D</b>	<b>Publishing Service Experience</b>				
<b>D.1</b>	The Bidder should provide an ORG chart				
<b>D.2</b>	<p>The Bidder should provide the Profiles (résumés) of proposed company personnel or sub-contractor personnel who would be employed on this Contract; including recognized qualifications and experience of personnel.</p> <p>Note: Experience is not cumulative between bidders/subcontractors. Experience is calculated as the maximum individual amount of any one employee or sub-contractor employee.</p>	<p>70 Points - The Bidder has provided documentation demonstrating more than 7 years' experience in providing publication management and publishing services</p> <p>50 Points - The Bidder has provided documentation demonstrating 5-7 years' experience in providing publication management and publishing services</p> <p>30 Points - The Bidder has provided documentation demonstrating 3 to 5 years' experience in providing publication management and publishing services</p> <p>0 Points - The Bidder has provided documentation that fails to address the requirement</p>	<b>70</b>		

Solicitation No. - N° de l'invitation  
W8485-126738/B  
Client Ref. No. - N° de réf. du client  
W8485-126738/B

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

Buyer ID - Id de l'acheteur  
136BF  
CCC No./N° CCC - FMS No./N° VME

<b>D.3</b>	Bidders should provide 3 references to demonstrate their experience in dealing with Technical Publication Services contract(ss).	<p>15 Points - Bidder has provided 3 references that confirm the bidder has satisfactorily carried out the requirements for Technical Publication Services.</p> <p>10 Points - Bidder has provided 2 references that confirm the bidder has satisfactorily carried out the requirements for Technical Publication Services.</p> <p>5 Points - Bidder has provided 1 reference that can confirm the bidder has satisfactorily carried out the requirements for Technical Publication Services.</p> <p>0 Points - Bidder has provided 0 references – 0 Points</p>	<b>15</b>		
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Solicitation No. - N° de l'invitation  
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CCC No./N° CCC - FMS No./N° VME

## Appendix 3 to Annex G– Financial Proposal Response Matrix

		Table C.1 Financial Proposal Response Matrix																	
Contract Line Item Number (CLIN)	CLIN Description	FY1			FY2			FY3			FY4			FY5					
		Contract Award to 31 March 2016			01 April 2016 to 31 March 2017			01 April 2017 to 31 March 2018			01 April 2018 to 31 March 2019			01 April 2019 to 31 March 2020					
		Firm Labour Rate/ (\$/hr per hour CAGR)	Level Of Effort (hrs)	Total Cost (\$CAGR) L1/L1OE	Firm Labour Rate/ (\$/hr per hour CAGR)	Level Of Effort (hrs)	Total Cost (\$CAGR) L1/L1OE	Firm Labour Rate/ (\$/hr per hour CAGR)	Level Of Effort (hrs)	Total Cost (\$CAGR) L1/L1OE	Firm Labour Rate/ (\$/hr per hour CAGR)	Level Of Effort (hrs)	Total Cost (\$CAGR) L1/L1OE	Firm Labour Rate/ (\$/hr per hour CAGR)	Level Of Effort (hrs)	Total Cost (\$CAGR) L1/L1OE			
001	Management Services (SOW ref. 2.2)			\$0.00															\$0.00
002	Management Services (SOW ref. 2.2)																		\$0.00
003	Management Services (SOW ref. 2.2)																		\$0.00
004	Management Services (SOW ref. 2.2)																		\$0.00
005	Management Services (SOW ref. 2.2)																		\$0.00
006	Publication Services (SOW ref. 2.3 excluding 2.3.2.4.e)																		\$0.00
007	Publication Services (SOW ref. 2.3 excluding 2.3.2.4.e)																		\$0.00
008	Publication Services (SOW ref. 2.3 excluding 2.3.2.4.e)																		\$0.00
009	Publication Services (SOW ref. 2.3 excluding 2.3.2.4.e)																		\$0.00
010	Publication Services (SOW ref. 2.3 excluding 2.3.2.4.e)																		\$0.00
		Firm Mark Up in %			Firm Mark Up in %			Firm Mark Up in %			Firm Mark Up in %			Firm Mark Up in %					Total
		Rate	X5 100		Rate	X5 100		Rate	X5 100		Rate	X5 100		Rate	X5 100				Total
011	Printed copies and Workable Soft copies (SOW ref.2.3.2, 4, e)			0.00			0.00			0.00			0.00			0.00			\$0.00
012	1. OEM Subscription & Renewal Services - (SOW ref. 23.1 and SOW App. 4)			0.00			0.00			0.00			0.00			0.00			\$0.00
013	Freight - (SOW ref. 21.2-21.5)			0.00			0.00			0.00			0.00			0.00			\$0.00
		FY6			FY7			FY8			FY9			FY10			FY11		
		1st Option year 01 April 2020 to 31 March 2021			2nd Option year 01 April 2021 to 31 March 2022			3rd Option year 01 April 2022 to 31 March 2023			4th Option year 01 April 2023 to 31 March 2024			5th Option year 01 April 2024 to 31 March 2025			6th Option year 01 April 2025 to 31 March 2026		
		Firm Labour Rate/ (\$/hr per hour CAGR)	Level Of Effort (hrs)	Total Cost (\$CAGR) L1/L1OE	Firm Labour Rate/ (\$/hr per hour CAGR)	Level Of Effort (hrs)	Total Cost (\$CAGR) L1/L1OE	Firm Labour Rate/ (\$/hr per hour CAGR)	Level Of Effort (hrs)	Total Cost (\$CAGR) L1/L1OE	Firm Labour Rate/ (\$/hr per hour CAGR)	Level Of Effort (hrs)	Total Cost (\$CAGR) L1/L1OE	Firm Labour Rate/ (\$/hr per hour CAGR)	Level Of Effort (hrs)	Total Cost (\$CAGR) L1/L1OE	Firm Labour Rate/ (\$/hr per hour CAGR)	Level Of Effort (hrs)	Total Cost (\$CAGR) L1/L1OE
014	Management Services (SOW ref. 2.2)			\$0.00															
015	Management Services (SOW ref. 2.2)																		
016	Management Services (SOW ref. 2.2)																		
017	Management Services (SOW ref. 2.2)																		
018	Management Services (SOW ref. 2.2)																		
019	Management Services (SOW ref. 2.2)																		
020	Management Services (SOW ref. 2.2)																		
021	Publication Services (SOW ref. 2.3 excluding 2.3.2.4.e)																		
022	Publication Services (SOW ref. 2.3 excluding 2.3.2.4.e)																		
023	Publication Services (SOW ref. 2.3 excluding 2.3.2.4.e)																		
024	Publication Services (SOW ref. 2.3 excluding 2.3.2.4.e)																		
025	Publication Services (SOW ref. 2.3 excluding 2.3.2.4.e)																		
026	Publication Services (SOW ref. 2.3 excluding 2.3.2.4.e)																		
027	Publication Services (SOW ref. 2.3 excluding 2.3.2.4.e)																		
		Firm Mark Up in %			Firm Mark Up in %			Firm Mark Up in %			Firm Mark Up in %			Firm Mark Up in %			Firm Mark Up in %		Total
		Rate	X5 100		Rate	X5 100		Rate	X5 100		Rate	X5 100		Rate	X5 100		Rate	X5 100	Total
028	Printed copies and Workable Soft copies (SOW ref.2.3.2, 4, e)			\$0.00			\$0.00			\$0.00			\$0.00			\$0.00			\$0.00
029	1. OEM Subscription & Renewal Services - (SOW ref. 23.1 and SOW App. 4)			\$0.00			\$0.00			\$0.00			\$0.00			\$0.00			\$0.00
030	Freight - (SOW ref. 21.2-21.5)			\$0.00			\$0.00			\$0.00			\$0.00			\$0.00			\$0.00
																	Total Price		\$0.00





**ANNEX A**

**STATEMENT OF WORK  
PUBLICATION MANAGEMENT AND PUBLISHING SERVICES  
FOR THE  
CC115 BUFFALO & CC138 TWIN OTTER  
NATIONAL DEFENCE & CANADIAN FORCES PUBLICATIONS**

**RDIMS #1391776**

**REV NR**

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## **1.0 INTRODUCTION**

1.1 This Statement of Work (SOW) defines the Department of National Defence / Canadian Armed Forces requirements and the responsibilities of the contractor for Publication Management and Publishing Services for the CC115 Buffalo and the CC138 Twin Otter aircraft.

1.2 Provision of these services is required to support the creation, and production of new publications and/or in support of changes and revisions to the existing publications that form part of the Technical Data Package (TDP) for the CC115 Buffalo and CC138 Twin Otter aircrafts. Canada reserves the right to amend and / or modify the list of publications as defined in Appendix 1— Government Furnished Information (GFI) List of Publication at any time.

1.3 Canada will provide, as GFI, the List of Publications with the technical data required to support the management and publishing services activities required under the contract.

### **1.4 List of Acronyms.**

a.	ACN	Advance Change Notice;
b.	CA	Contract Authority;
c.	CD	Compact Disc;
d.	CF	Canadian Forces;
e.	CFTO	Canadian Forces Technical Order;
f.	DID	Data Item Description;
g.	DND	Department of National Defence;
h.	DND/CF	Department of National Defence / Canadian Forces;
i.	DSCO	Director Supply Chain Operation;
j.	GFI	Government Furnished Information;
k.	LOE	Level of Effort
l.	NDHQ	National Defence Headquarters;
m.	NDID	National Defence Index of Documentation;
n.	NDQAR	National Defence Quality Assurance Representative;
o.	OEM	Original Equipment Manufacturer;
p.	OPI	Office of Primary Interest;
q.	PA	Procurement Authority;
r.	PDF	Portable Document Format;
s.	PMPS	Publication Management & Publishing Services;
t.	PRM	Program Review Meeting;
u.	SOW	Statement of Work;
v.	DND 626	DND 626 Task Authorization
w.	TA	Technical Authority
x.	TDP	Technical Data Package
y.	TRM	Technical Review Meeting; and
z.	TAC	Translation Accuracy Check.

## **2.0 SCOPE OF WORK**

Except for the services identified in Para. 2.2 to support management services activities, all work under this contract will be issued via Task Authorization (DND 626) described in the Terms and Conditions of the contract.

### **2.1 Contractor Responsibility.**

2.1.1 The Contractor must provide Publication Management and Publishing Services (PMPS) for all changes, revisions, stock reprints, copy replications, supplements, leaflets, interim inspection instructions and technical bulletins related to the publications listed in Appendix 1 of Annex A – GFI. As required, this list may be altered by Canada via contract amendment through the Contracting Authority (CA) at any time.

### **2.2 Management Services.**

2.2.1 The Contractor must provide Management Services. Management Services include the processes of planning, organizing and co-ordinating all publication management activities and services related to revisions, changes, supplements, leaflets, interim inspection instructions, advance change notices, and technical bulletins.

2.2.2 The Contractor must:

- a. Monitor and track all technical message amendments and advance change notices issued by the Technical Authority (TA) and advise the PA through a Contract Publication Change Transmittal form – DND 570, when it is efficient to formally incorporate the changes into publications listed in Appendix 1 to Annex A – GFI;
- b. As part of the Monthly Progress Report defined in Section 4, provide the TA with a status update of publications listed in Appendix 1 to Annex A – GFI and identify the need for revision in accordance with C-01-100-100/AG-006 Specification - Writing, Format and Production of Technical Publications;
- c. Monitor all changes to the publications in accordance with DND/CF publications specifications as listed in Appendix 3 to Annex A – Applicable Documentation.
- d. Monitor the clerical validation as described in Section 11.0 and Section 13.0;
- e. Complete and submit all reports and plans required in this SOW and all requirements detailed in the CDRLs/DIDs at Annex D;
- f. Maintain a master, a reproducible and a working copy of each publication and provide storage for them in accordance with C-01-100-100/AG-006 Specification - Writing, Format and Production of Technical Publications as defined in Section 6.0 and Section 19.1 to 19.4; and

- g. Provide a working soft copy of any publication listed in Appendix 1 of Annex A – GFI as requested by the TA.

## **2.3 Publishing Services.**

2.3.1 In this document, Publishing Services means the processes of converting a manuscript/electronic media publication into a final publication. These processes include writing, validating, editing, translating, Translation Accuracy Check (TAC) and "desktop/production system publishing". Desktop/production system publishing includes formatting, layout, composing, creating links within a publication for easy navigating, providing PDF publishing, illustrating and art work reproduction, CD mastering, and/or printing, in specified quantity and shipping to the Director Supply Chain Operation (DSCO).

2.3.2 With respect to all publications covered by this SOW, the Contractor must:

- a. Provide Publishing Services for all manuscripts produced under the Management Services part of this contract or for manuscripts provided by the TA, in accordance with DND/CF publishing specifications C-01-100-100/AG-006 Specification - Writing, Format and Production of Technical Publications;
- b. Provide translation in accordance with Section 14.0
- c. Provide TAC in accordance with Section 15.0
- d. Incorporate changes to the publications and other publication services; and
- e. Provide printed copies and/or CD.

## **3.0 PROJECT MANAGEMENT PLAN**

3.1 The Contractor must develop and maintain a Project Management Plan in accordance with CDRL PM-001/DID PM-001:

## **4.0 PROGRESS REPORT**

4.1 The Contractor must submit a Monthly Progress Report in an electronic format in accordance with in accordance with CDRL PM-002/DID PM-002.

## **5.0 PROGRAM AND TECHNICAL REVIEW MEETING**

5.1 Program and Technical Review Meetings (PRM/TRM) shall be held up to three (3) times a year at the discretion of the TA for a TRM and CA for a PRM when required to facilitate the Program Management process. The TRM or PRM will normally be held at the Contractor's facility or other mutually agreed location or means. Representatives at the meeting must include the TA, the PA, the CA, the National Defence Quality Assurance Representative (NDQAR), Contract Management personnel and others as requested by any of the above listed representatives.

5.1.1 The Contractor must be responsible for the co-ordination of any TRM or PRM held at the contractor's facility and must develop an agenda with the collaboration from all parties concerned. The proposed agenda must be submitted in accordance with CDRL PM-003/DID PM-003.

5.1.2 Meeting(s) will be held to discuss and review:

- a. Funds committed and spent;
- b. Status of work in progress as well as planned work;
- c. Establishment of priorities for work to be done;
- d. Translation requirements;
- e. Quality of released work;
- f. Changes in publication formats and media;
- g. Activities performed during the period, whether under the Management or Publishing Services part of this contract; and
- h. Any other pertinent topics.

5.1.3 The Contractor must prepare and submit meeting minutes in accordance with CDRL PM-004/DID PM-004. The approved minutes of the meeting(s) will provide a record of discussions and actions.

5.1.4 The meeting(s) will be chaired by the CA (PRM) and/or TA (TRM) and attended by representatives from the TA, CA, PA and the Contractor as applicable.

## **6.0 PUBLICATION COPIES**

6.1 The Contractor must maintain the master copy of all publications that form part of Appendix 1—GFI. Currently the master copies of publications listed in Appendix 1 are held in either, Microsoft word, Quick Silver, Adobe Acrobat PDF or paper copy. The master copy:

- a. Must be protected from loss or damage, and an electronic file disaster recovery plan must be in place; and
- b. Must only be used as the "reproducible" when the reproducible is not available for use. In this instance, the original master copy must be returned to the Contractor for safe keeping as the master copy.

6.2 The Contractor must maintain a working copy of all publications that form part of the List of Publications contained in Appendix 1 – GFI.

6.3 The Contractor must maintain a reproducible copy of all publications that form part of the List of Publications contained in Appendix 1 – GFI. The reproducible may be in either paper or electronic format to protect the integrity of the master.

6.4 The contractor must take special care to ensure that the electronic deliverable is that from which the hard copy has been derived since a number of electronic files and/or electronic media may exist in various stages of publications development.

## **7.0 WORK PACKAGES PROPOSAL**

7.1 To determine the LOE before issuance of a DND 626 by Canada, the contractor must complete the Appendix 2 – Work Authorization Request form to provide Canada with an estimated LOE in support of a work package. Work packages are categorized as follow:

- a. Extensive work packages - which normally result from a major modification to the aircraft or its equipment. In this case, it will result in the requirement for an immediate update to the affected publications listed in the List of Publications contained in Appendix 1 – GFI; and
- b. Minor work packages and messages amendment - normally don't require immediate update to the affected publication listed in the List of Publications contained in Appendix 1 – GFI. In this case, guidelines from the C-01-100-100/AG-006 described in sub-article 2.2.2 b. of this SOW apply.

7.2 The methods for which work can be called up are either DND initiated work packages or contractor initiated work packages.

- a. DND/CF work packages will be routed to the Contractor by the TA using form DND 570 - Contract Publication Change Transmittal Form contained in Appendix 2;
- b. Contractor initiated work packages must be submitted to the TA & PA following the review of source documents/work packages or as a result of the requirement described in para 2.2.2 b. The contractor must assemble the work package(s) and raise the required Work Authorization Request form contained in Appendix 2 –Work Authorization Request.
- c. Advance Change Notice (ACN) - When changes to a publication are urgent, the TA will use the ACN process detailed in the A-AD-100-100/AG-000 National Defence Publishing Policy and Administration to task the contractor to produce a work package. Following assessment of the LOE, the Contractor must submit to Canada the required Work Authorization Request IAW Appendix 2 –Work Authorization Request. Once approved and following issuance of a DND 626 by Canada, the contractor must prepare and issue "yellow page" ACN. Before issuance, the contractor must submit the ACN for validation and approval by the TA. The technical



information contained in the ACN will then form part of the approved technical data package until such a time as a formal revision is incorporated.

## **8.0 NATIONAL DEFENCE INDEX OF DOCUMENTATION (NDID)**

8.1 If a NDID number is affected in any way by a change or revision work, the Contractor must advise the TA in writing.

## **9.0 QUANTITY**

9.1 The Contractor must replicate/print the quantity specified in the DND 626.

## **10.0 PUBLICATION FORMAT**

10.1 The Contractor must prepare textual material, artwork, reproductions and printed copies of documentation to the quality standards and format specified by DND/CF in Appendix 3 – Applicable Documentation.

10.2 The Contractor must bring forward for resolution at the PRM or through a formal notice to Canada, any requirements for format change.

10.3 Any deviation from the C-01-100-100/AG-006 Specification - Writing, Format and Production of Technical Publications specifications will only be permitted when it can be shown to improve usability of the publication or the efficiency of the publishing process. The Contractor must identify the requirement for a deviation originating either through a written request from the TA or from an in-house requirement. A request for a deviation requires written approval from the TA and CA; refer to C-01-100-100/AG-006 Specification - Writing, Format and Production of Technical Publications prior to implementation.

10.4 Draft technical changes/revisions prepared by DND/CF for incorporation into GFI – Appendix 1 must be incorporated without change, other than editorial, unless specifically authorized in writing by the TA.

10.5 For the changes and delivery of electronic publications, the format must be Adobe Acrobat Reader, PDF format.

## **11.0 VALIDATION**

11.1 The Contractor must be responsible to ensure that the technical information provided by the TA in support of the task has been properly incorporated in the required publication(s). The contractor must conduct a clerical validation of a publication in all cases where a change or revision to a publication originates as a result of an equipment change/modification, or as a result of a change in maintenance procedures.

11.2 The Contractor must confine all clerical validation of publications to all new or changed data applicable to a publication revision/change or supplement, as specified in an associated DND 626.

11.3 The Contractor is not responsible for the adequacy and accuracy of DND/CF furnished information provided for inclusion in the manuscript. However, the Contractor must promptly notify the TA of any inaccurate or inadequate data, or of any data, that is inconsistent with the content of the affected publication.

11.4 Final validation of publication changes incorporated by the contractor is the responsibility of the TA. Once the publication content and formatting is found to be satisfactory, the TA will provide the contractor with a signed Certificate of Validation in accordance with Appendix 4 – Certificate of Validation

## **12.0 QUALITY MANAGEMENT SYSTEM**

12.1 In the performance of the Work described herein, the Contractor must comply with the requirements of ISO 9001:2008 – Quality management systems – Requirements published by the International Organization for Standardization (ISO) current edition at date of submission of Contractor's bid.

12.2 It is not the intent of this clause to require that the Contractor be registered to the applicable standard; however, the Contractor's quality management system must address each requirement contained in the standard.

12.3 The Contractor must provide the NDQAR with the accommodation and facilities required for the proper accomplishment of the Government Quality Assurance and must provide any assistance required by the NDQAR for evaluation, verification, validation of processes used in the release of the product.

12.4 The contractor must provide the NDQAR the right of access to any area of the Contractor's or Subcontractor's facilities where any part of the Work is being performed. The NDQAR will be afforded unrestricted opportunity to evaluate and verify Contractor conformity with Quality System procedures and to validate product conformity with contract requirements. The Contractor must make available for reasonable use by the NDQAR the equipment necessary for all validation purposes. Contractor personnel must be made available for operation of such equipment as required.

12.5 When the NDQAR determines that Government Quality Assurance is required at a Subcontractor's facilities, the Contractor must ensure that the requirement is covered in the work order document to the subcontractor and forward copies to the NDQAR, together with relevant technical data as the NDQAR may request.

12.6 The Contractor must notify the NDQAR of non-conforming product received from a Subcontractor when the product has been subject to Government Quality Assurance.

## **13.0 CERTIFICATES**

**W8485-126738B**  
**Annex A- SOW**

13.1 The Contractor must prepare Certificates of (refer to C-01-100-100/AG-006 Specification - Writing, Format and Production of Technical Publications):

- a. Validation (DND 590 - Certificate of Validation Appendix 4);
- b. Translation Accuracy Check (DND 2515 - Certificate of Translation Accuracy Check Appendix 7);
- c. Reproducible Copy (DND 642 - Certificate for Reproducible Copy Appendix 8), and;
- d. Compliance (DND 591 - Certificate of Compliance Appendix 9).

13.2 The DND 590 - Certificate of Validation, Appendix 4, must be raised by the contractor. The contractor portion of the certificate: *"I hereby certify that the manuscript content is complete, accurate and adequate in accordance with the terms and conditions of this contract"* must be signed by the Contractor's Quality Assurance representative to certify that the publication which has been prepared under contract was tested for clerical accuracy and adequacy.

13.3 The Contractor must submit the original DND 590 - Certificate of Validation for each manuscript to the TA. On completion of "DND/CF Instructions to the Contractors" block by the TA, the Contractor must proceed as directed.

13.4 Using the Appendix 5 – Change Summary Observation Sheet the Contractor must attach a list of all changes completed in that work package to the Certificate of Validation. The Change Summary Observation Sheet must be included with the work package and will contain a detailed record identifying all changes that have been incorporated to the manuscript for the TA's Validation.

13.5 If and when required, on the Change Summary Observation Sheet contained in Appendix 5 – Change Summary Observation Sheet, the TA will list corrective actions against the work package(s) submitted for validation. The Contractor must address each corrective action request by the TA. Any errors or omissions of critical or safety nature found by the TA must be actioned immediately by the Contractor upon written request.

13.6 Upon finalization of the reproducible copy, the contractor must present a duly completed DND 642 - Certificate for Reproducible Copy to the DSCO or stipulated representative. The DSCO or representative will, through the completion of the DND Instruction to Contractor block, indicate what action(s) is to follow. One copy of the certificate will be returned to the contractor and the original retained by the DSCO.

13.7 The contractor must submit one original copy of a Certificate of Compliance for each publication to the DSCO or designated representative per the contract requirements. On completion of the "DND Instruction to Contractor" block by the DSCO or representative, the contractor must proceed as directed. The contractor must distribute the Certificate of Compliance as follows:

- a. One copy returned to the contractor;
- b. One copy to the resident or itinerant inspector;

- c. One copy to the consignee of the bulk shipment;
- d. One copy to the procurement authority, and the contracting authority;
- e. One copy to the TA; and
- f. The original retained by the DSO.

## **14.0 OFFICIAL LANGUAGES**

14.1 The TA will adhere to the official language requirements following the guidelines of A-LM-505-010/JS-001, Official Languages Requirements for Technical Documentation. The DND 626 issued by Canada will direct the Contractor when there is a requirement to provide translation of an entire publication. The Contractor must translate and then issue bilingual publications simultaneously.

14.2 The Contractor must ensure that the language quality of the translation is consistent with and equivalent to the source text to ensure that it is correct and can be used without error to perform all the functions intended (refer to C-01-100-100/AG-006 Specification - Writing, Format and Production of Technical Publications). The Contractor must be responsible for certifying the translation using the DND 2515 - Translation Accuracy Check form contained in Appendix 7 of Annex A.

14.3 The Contractor must make use of all glossaries, lexicons and other sources of terminology. Should the Contractor not find a required technical term in the DND/CF glossaries or lexicons, then "TERMIUM - The Government of Canada Linguistic Data Bank" must be used as the primary reference and then the "Ernst Comprehensive Dictionary of Engineering and Technology" must be used as the secondary reference. A listing of these is provided in Appendix 3 – Applicable Documentation. Beyond that, the Contractor must provide the necessary terminology to proceed with the work and make such terminology available to DND/CF via the TA.

14.4 Under normal situations, the translation activity will only begin after DND/CF approval of technical content. However, where artwork is involved, and if authorized in the associated DND 626, layout planning will commence at the initial artwork stage to prevent duplication of effort later in the production process.

## **15.0 TRANSLATION ACCURACY CHECK (TAC)**

15.1 The Contractor must:

15.1.1 Subject all translated material to the TAC process in accordance with A-AD-100-100/AG-000 National Defence Publishing Policy and Administration Procedures prior to the production of reproducible copy.

15.1.2 Certify the accuracy of the translated text by signing the Certificate of TAC form contained in Appendix 7 of Annex A – Translation Accuracy Check.

## **16.0 WARRANTY PROCEDURES**

16.1 Following the provision of any deliverable if any issues are discovered, the TA through the CA will formally advise the contractor of the deficiency. The Contractor must respond to the CA within 15 working days with a report of their findings.

## **17.0 PRINTING AND DELIVERY**

17.1 The Contractor must:

17.1.1 Print and delivery in accordance with C-01-100-100/AG-006 Specification - Writing, Format and Production of Technical Publications. DND/CF publications must be delivered for distribution to:

DSCO 4  
Publications  
2140 Thurston Dr  
Ottawa, ON  
K1A 0K7

17.1.2 Where applicable, deliver electronic files/hard copy technical publications simultaneously.

17.1.3 The Contractor must deliver to the DSCO for archiving purposes in the DND/CF Master repository, a duplicate of the final electronic copy or hard copy of the master copy of all publications which form part of the List of Publications contained in Appendix 1, GFI.

## **18.0 ADVANCE SHIPPING NOTICE**

18.1 At the time of shipping, the Contractor must advise DSCO, the TA and PA in writing, regarding the quantity and the estimated delivery date of each publication change/revision and the identifying number (example: Change 3 to C-12-140-AA0/MF-000 – estimated delivery date 31 July 2012). Contract number, contract serial number, and contract item numbers are to be stated on this notice.

## **19.0 STORAGE AND SHIPPING OF MASTER, REPRODUCIBLE COPY, ARTWORK AND RELATED MATERIAL**

19.1 The Contractor must properly store all material identified as GFI at Appendix 1 in accordance with C-01-100-100/AG-006 Specification - Writing, Format and Production of Technical Publications and the agreed to loan agreement.

19.2 The Contractor must package and protect deliverables in accordance with D-LM-008-022/SG-000 Standard for Packaging of Documentation so as to ensure their safe transit without physical damage.

19.3 The Contractor must ensure that the reproducible copy and master copy are separately packaged, stored in a different location and clearly marked as such together with the contract number, contract serial number, and contract item number (if applicable).

19.4 The Contractor must protect electronic media during shipping, from damage due to environmental conditions including field force discharge, by using protective packaging in accordance with D-LM-008-001/SF-001, Methods of Packaging. The Contractor must clearly mark on all electronic media, and on all packaging, the internal content/structure of the electronic media, in accordance with D-LM-008-002/SF-001, Marking for Storage and Shipment.

19.5 Upon completion of the contract, or as requested by the TA and after confirmation in writing by the CA, all GFI must be returned to DND/CF.

## **20.0 CONTRACTOR VISITS**

20.1 The contractor may have to travel in support of the deliverables of this contract. Depending of the extend of the changes required, the contractor could see some benefit to travel in order to obtain first-hand information on the quality of publications, on the adequacy of services and the effectiveness of translation. If a requirement for travel exists, the contractor must submit to DND a request for travel. Travel request will be approved using the Appendix 10 – Task Authorization DND 626. The results of such visits must be recorded and reported at the next PRM.

## **21.0 ORIGINAL EQUIPMENT MANUFACTURE (OEM) MANUALS**

21.1 The Contractor must provide a contractual vehicle to enable Canada to maintain revision services for the OEM manuals listed in Appendix 6 – List of Original Equipment Manufacturer or procure new OEM Manuals as required.

## **22.0 MONTHLY PROGRESS CLAIM AND FORECAST**

22.1 The contractor must submit with their monthly progress claim a detailed summary report as per CDRL PM-005/DID PM-005.

22.2 The contractor must provide quarterly forecasts of the expenditures based on Government Fiscal Year (Apr-Mar) and a schedule of planned Management activities that include estimated cost and time in accordance with CDRL PM-006/DID PM-006.

## **23.0 DEFINITIONS**

23.1 Definitions in A-AD-100-100/AG-000 National Defence Publishing Policy and Administration Procedures must apply. In particular, note that TA and Office of Primary Interest (OPI) are defined in this reference. It is emphasised that in context of Publication Management Services:

- a. **Draft Copy.** The draft copy is the "working copy" used in the preparation of the manuscript. The draft may be reviewed by DND/CF during in process reviews, however must not constitute the validation or approval copy.
- b. **Manuscript Copy.** The manuscript copy is the copy that has undergone technical editing prior to validation. The validated manuscript, when presented for DND/CF approval, must be in a form ready for technical review.
- c. **Master Copy.** The master copy of a publication is a copy, which is certified to contain all published changes and revisions. This copy must be in electronic form or in an alternative form if such a form is proved to better serve publication management.
- d. **Working Copy.** The working copy of a publication is a published copy of a DND/CF publication or supplement marked up by the Contractor in conjunction with the OPI for future change action. This copy must contain all approved changes and revisions current as of any point in time, be they published and/or unpublished. Unpublished changes/revisions must be replaced by the published version when such becomes available. The working copy must be in electronic form with comments and annotations embedded reflecting all records and change/revision activity.
- e. **Validation.** Validation is the process carried out whereby a Canadian Forces Technical Order (CFTO) manuscript is tested for technical accuracy and adequacy. This is accomplished by validating the manuscript (of the technical publication) against the equipment for which it was written, to ensure that all content is correct, feasible, and suitable to the specified requirements and ultimate environment. This task is the responsibility of the TA. The contractor will not be tasked to carry out a technical validation of either the English or French versions of the document. The contractor will be tasked to clerically validate the version in one language and to carry out TAC process on the version in the other language, see Section 17. On completion, a contractor submits a DND 590 - Certificate of Validation to DND/CF.



Item #	NDID	Title	Basic Date (Y/M/D)	Last Change Date	Pages
115-001	C-12-115-000/CC-000	CC115 Buffalo Tactical Transport (STOL)/Search and Rescue Aircraft	1974-09-15		350
115-002	C-12-115-000/CD-Series	List Of Third Line Modification Instructions CC115 Buffalo	1998-02-20		200
115-003	C-12-115-000/CF-Series	List Of First And Second Line Modification Instructions CC115 Buffalo	1968-03-21	1969-06-01	1270
115-004	C-12-115-000/CL-000	Cargo Loading And Handling Instructions CC115 Buffalo Aircraft	1992-03-30	2007-05-23	122
115-005	C-12-115-000/CS-Series	List Of Special Information Instruction CC115 Buffalo Aircraft	1975-05-23	2012-03-21	150
115-006	C-12-115-000/DW-000	Wiring Data CC115 Buffalo Aircraft	2004-06-30	2013-01-22	338 Pages and 241 Foldouts
115-008	C-12-115-000/MC-001	Maintenance Checklist CC115 Buffalo Ground Run-Up, English		2008-07-14	110 index
115-009	C-12-115-000/MC-002	Maintenance Checklist CC115 Buffalo Ground Run-Up, French	1990-04-01	1991-10-22	72
115-010	C-12-115-000/MC-003	Maintenance Checklist APU Ground Run-Up	2009-02-03		28
115-011	C-12-115-000/MF-000	Description And Maintenance Instructions Introduction And General Information CC115 Buffalo Aircraft	2003-05-31	2011-07-14	146 color
115-012	C-12-115-000/MN-000	Unit Field Repair Instructions CC115 Buffalo Aircraft	2004-06-30	2011-09-12	404
115-013	C-12-115-000/MV-000	Aircraft Battle Damage (ABDR) Technical Order CC115 Buffalo	1990-05-11		368
115-014	C-12-115-000/MW-000	Weight And Balance Data CC115 Buffalo Aircraft	1992-07-31	2011-02-02	94
115-015	C-12-115-000/MY-000	Illustrated Parts List Book 1 Of 2 CC115 Buffalo Aircraft	2008-01-31	2013-03-06	2768
115-016	C-12-115-000/NF-000	Consolidated Periodic Inspection Card Schedule CC115 Buffalo Aircraft	2012-08-02		688
115-017	C-12-115-000/NR-000	Servicing Inspections CC115 Buffalo	2003-03-17	2012-08-02	80



115-018	C-12-115-000/NS-Series	List Of Special Inspection Instruction CC115 Buffalo	1967-11-07	2007-02-20	250
115-019	C-12-115-000/NV-000	Supplementary Inspection Card Schedule CC115 Buffalo	2012-08-02	2013-03-04	48
115-020	C-12-115-000/TS-001	CC115 Critical Component Crash Recovery List Identification Of Hazardous Material And Classified Equipment For Recovery And Salvage Operations For The CC115 Aircraft	1995-01-01		20
115-021	C-12-115-000/VC-000	CC115 Buffalo Corgraph Corrosion Report Graphic System	1993-01-28		88
115-022	C-12-115-000/VP-000	Preservation And Storage Instructions CC115 Buffalo	1968-03-29		65
115-023	C-12-115-0A0/MF-000	Description And Maintenance Instructions Airframe Group CC115 Buffalo Aircraft	2004-03-26	2013-01-03	604 Pages and 14 Foldouts
115-024	C-12-115-0B0/MF-000	Description And Maintenance Instructions Hydraulic And Pneumatic Systems CC115 Buffalo Aircraft	2004-01-30	2011-12-07	168 Pages and 14 Foldouts
115-025	C-12-115-0C0/MF-000	Description And Maintenance Instructions Utility Systems CC115 Buffalo Aircraft	2003-11-28	2012-09-01	218 Pages and 4 Foldouts
115-026	C-12-115-0D0/CS-Series	Auxiliary Power Unit Exhaust Ejector Weld Repair Procedure	1990-01-12		4
115-027	C-12-115-0D0/ME-000	Quick Engine Change Instructions Power Plant Build-Up CC115 Buffalo Aircraft	2004-02-27	2012-10-01	200
115-028	C-12-115-0D0/MF-000	Description And Maintenance Instructions Power Plant And Related Systems CC115 Buffalo Aircraft.	1991-04-15	2012-11-01	390 Pages and 4 Foldouts
115-029	C-12-115-0E0/MF-000	Description And Maintenance Instructions Instruments CC115 Buffalo Aircraft	2004-01-30	2011-09-29	156 Pages and 2 Foldouts

115-030	C-12-115-0F0/MF-000	Description And Maintenance Instructions Aircraft Electrical Systems CC115 Buffalo Aircraft	1991-09-30	2013-02-11	394 Pages, 74 Foldouts and 36 Oversized Foldouts
115-031	C-12-115-0G0/MF-000	Description And Maintenance Instructions Telecommunications CC115 Buffalo Aircraft	2004-03-31	2010-12-02	572 Pages and 20 Foldouts
115-032	C-12-115-0J0/MN-000	Undercarriage Field Repair And Overhaul Instructions Cc115 Buffalo Aircraft	2001-03-30	2013-02-12	220
115-033	C-13-155-000/MS-000	Handbook With Parts List Two-Inch Diameter Shutoff Differential Pressure Regulator Part Number 108458-2-1	1969-08-11		78
115-034	C-13-162-000/MS-000	Handbook With Parts List Two-Inch Diameter Check Valve Part Number 123422-2-1	1969-08-11		66
115-035	C-13-226-000/MS-000	Multiple Disk Brake, MLG Wheels, NLG Wheels	1972-09-29	2009-02-27	89
115-035	C-13-289-000/MS-000	MLG Shock Strut Assembly	1968-05-05	2010-04-08	64
115-036	C-13-290-000/MS-000	NLG Shock Strut Assembly	1968-08-15	1981-08-17	64
115-037	C-13-406-000/MS-000	Rudder Flutter Damper Part Number 310523 And 310523-1	1996-11-29		50
115-038	C-13-447-000/MS-000	Handbook With Parts List Hydraulic Pumps Part 65W01023-3 And 65W01024	1976-08-20		34 Pages and 1 Foldout
115-039	C-13-451-000/MS-000	Overhaul Instructions With Parts Breakdown 66W Series Stratopower Hydraulic Pump	1985-10-01		50
115-040	C-13-956-000/MF-000	Electrical Motor Driven Fuel Booster Pump	1967-09-29		18
115-041	C-13-D37-000/MS-000	Handbook With Parts List Gear Drive Assembly Part C5P15410	1996-12-06		48

115-042	C-13-G73-000/MS-000	Hydraulic Filter	1973-01-12		16
115-043	C-14-181-000/CD-Series	Modification Instruction	1969-04-15	2008-01-31	75
115-044	C-14-181-000/CF-Series	Modification Instruction	1971-08-17	2012-10-30	25
115-045	C-14-181-000/MF-000	Description And Maintenance Instruction Gas Turbine Turboprop Engine CT64-820-3 (GE Aircraft Engines)	1990-08-31	2011-11-30	794 pages and 3 Foldouts
115-046	C-14-181-000/MN-000	Repair And Overhaul Instructions Gas Turbine Turboprop Engine CT64-820-3 (GE Aircraft Engines)	1991-08-31	2011-11-30	1664
115-047	C-14-181-000/MN-Z01	CT64-520-1/-3 Turboprop Accessory Overhaul Instructions With Illustrated Parts Breakdown	1976-05-30	1999-09-30	728 PAGES
115-048	C-14-181-000/MZ-000	Illustrated Part List Gas Turbine Turboprop Engine CT64-820-3 (GE Aircraft Engines)	2009-03-31	2012-11-01	460
115-049	C-14-181-000/NF-000	Consolidated Periodic Inspection Card Schedule CT64-820-3 Engine General Electric CC115 Buffalo	2012-08-02	2013-03-04	60
115-050	C-14-181-000/NS-Series	Special Inspection Instructions	1967-11-28	2000-11-15	45
115-051	C-15-401-000/MS-000	Handbook With Parts List	1967-10-16		14
115-054	C-15-483-000/MF-000	Description And Maintenance Instructions - Models 63E60-17 And -21 Propeller System	1968-06-15	2000-06-01	197
115-056	C-15-483-000/MY-000	Parts List - Models 63E60-17 And -21 Propeller (Hamilton Standard)	1968-10-01	1982-10-01	162
115-057	C-15-483-000/NS-000	List of Special Inspection Instructions	1979-01-31		30
115-060	C-15-484-000/MN-000	Repair And Overhaul Instructions	1967-09-17		116

115-061	C-15-484-000/MY-000	Parts List	1968-02-15	1986-03-24	92 Pages and 6 Foldouts
115-063	C-15-485-000/MN-000	Overhaul Instructions	1968-02-15		43
115-064	C-15-486-000/MY-000	Propeller Relay Control Parts List	1968-02-15		24
115-065	C-15-487-000/MN-000	Overhaul Instructions Propeller Blade Parts	1968-02-15	200-08-02	150
115-066	C-15-633-000/MS-001	Overhaul Instructions With Parts Breakdown - Fuel Heater Assembly, P/N B70C30, NSN 2915-00-968-8188	1991-10-04		46
115-068	C-17-510-000/NS-Series	Special Inspection	1974-04-08		15
115-069	C-17-658-000/MS-000	Rotary Actuator Cargo Door	2011-08-22		68 Pages and 2 Foldout
115-070	C-17-659-000/MS-000	Actuator, Rotary	1967-09-07		62 Pages and 2 Foldout
115-071	C-19-A04-000/MS-001	Variable Geometry Position Indicating Kit, P/N 21C1520G002	1972-11-15	1986-11-01	34
115-072	C-50-322-000/MS-001	Handbook with parts list - headset-Microphone H10 series	1995-07-07	2001-08-21	36 Pages and 4 Foldout
138-001	C-12-138-000/CD-Series	List Of Third Line Modification Instructions CC138 Twin Otter	1985-09-18	2003-08-08	110
138-002	C-12-138-000/CF-Series	List Of First And Second Line Modification Instructions CC138 Twin Otter	1972-09-22	1984-06-05	1100
138-003	C-12-138-000/CS-Series	List Of Special Information Instructions CC138 Twin Otter	1998-02-27		200
138-004	C-12-138-000/DW-000	Wiring Diagram Manual CC138 Twin Otter Aircraft	2003-03-28	2013-02-01	306 Pages and 274 Foldouts
138-005	C-12-138-000/MB-001	Operation Instructions CC138 Twin Otter Aircraft	2009-04-02	2012-12-12	416 Pages and 40 Pages

138-006	C-12-138-000/MC-001	Ground Run-Up Checklist CC138 Twin Otter Ground Run-Up, English	1990-05-22	1990-10-23	28
138-007	C-12-138-000/MC-002	Ground Run-Up Checklist CC138 Twin Otter Ground Run-Up, French	1990-05-22	1990-10-23	32
138-008	C-12-138-000/MF-000	Maintenance Manual CC138 Twin Otter Aircraft	2003-03-27	2013-01-14	1902 Pages and 2 Foldouts
138-010	C-12-138-000/ML-000	Ground Support Manual	1982-10-26		100
138-011	C-12-138-000/MN-001	Structural Repair Manual CC138 Twin Otter Aircraft	1969-12-01	2012-01-06	762
138-012	C-12-138-000/MN-002	Component Maintenance Manuals CC138 Twin Otter Aircraft	2003-01-17	2011-07-14	82
138-013	C-12-138-000/MN-Z01	Supplement - Installation Of Tundra Tires On Tundra Wheels	1995-07-26		11
138-014	C-12-138-000/MW-000	Weight And Balance Data CC138 Twin Otter Aircraft	2003-05-30	2006-10-04	72
138-015	C-12-138-000/MY-000	Illustrated Parts Manual CC138 Twin Otter Aircraft	2008-05-20	2013-03-20	2408
138-016	C-12-138-000/NF-000	Consolidated Periodic Inspection Card Schedule CC138 Twin Otter	2012-01-16		468
138-017	C-12-138-000/NR-000	Servicing Level Inspection Schedule CC138 Twin Otter	2007-06-14	2011-10-25	60
138-018	C-12-138-000/NS-Series	List Of Special Inspection Instructions CC138 Twin Otter	1971-04-09	2012-01-18	250
138-019	C-12-138-000/NV-000	Supplementary Inspection Card Schedule CC138 Twin Otter	1997-04-30	2009-03-06	59
138-020	C-12-138-000/NX-001	Depot Level Inspection And Repair Card Schedule CC138 Twin Otter	1990-11-30		804
138-021	C-12-138-000/TS-001	CC138 Critical Component Crash Recovery List Identification Of Hazardous Material And Classified Equipment For Recovery And Salvage Operations For The CC138 Twin Otter	1991-12-01	1994-01-30	12

		Aircraft			
138-022	C-12-138-000/VC-000	CC138 Twin Otter Corgraph	2002-04-01		102
138-024	C-13-K60-000/CF-Series	Modification Leaflets CC138 Bristol Wheel Skis	1981-01-13		32
138-025	C-13-K60-000/MN-001	Repair And Overhaul Manual for CC138 Twin Otter Bristol Wheel Skis	1989-02-14		24
138-026	C-14-210-000/CF-000	List Of First And Second Line Modification Instructions Turboprop Engine PT6A-27, Pratt & Whitney PT6A-28	1981-02-27		2
138-027	C-14-210-000/CS-000	List Of Special Information Instructions Turboprop Engine PT6A-27, (Pratt & Whitney Aircraft)	1981-02-27		2
138-028	C-14-210-000/MF-000	Maintenance Manual Turboprop Gas Turbine Engine Model(s) PT6A-21/-27/-28	1981-02-04	2010-12-10	2100
138-029	C-14-210-000/MN-000	Overhaul Manual Turbo Prop Gas Turbine - PT6A-21/27/28 Part No. 3013243	1979-08-01	2013-04-08	3212
138-031	C-14-210-000/MY-000	Illustrated Parts Catalogue For PT6A-21/-27/-28 Engine Manual Part No. 3013244	1976-11-25	2010-05-21	1026
138-032	C-14-210-000/NF-000	Consolidated Periodic Inspection Card Schedule Pratt & Whitney PT6A-27 Engine CC138 Twin Otter	2012-01-16		64
138-033	C-14-210-000/NS-000	List Of Special Inspection Instructions Turboprop Engine PT6A-27, PT6A-28 (Pratt And Whitney)	2011-12-14		401
138-034	C-14-210-A00/CF-Series	Modification Instruction	1996-09-16		1017
138-035	C-14-210-A00/NS-Series	Special Inspection Instruction	1980-06-05		100

## **Appendix 1 Government Furnished Information (GFI)**

1.1 The GFI listed in Table 1 of Appendix 1 will be delivered to the Contractor within the first 90 days of contract award. The Contractor must advise the Technical Authority of any discrepancies, errors, or omissions in the GFI list.

### **Table 1 – LIST OF PUBLICATIONS**

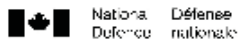
**DOCUMENT EFFECTIVITY** - The effective issue of the listed publications required by the Contractor will be the issue, plus amendments, in effect as of the date of the contract.

## **Appendix 2**

### **DND 570 Contract Publication Change Transmittal Form & Work Package Authorization Template**

The Contract Publication Transmittal Form must be raised using the guidelines that are established in A-AD-100-100/AG-000.





**Contract Publication Change  
Transmittal Form**

**Formulaire de transmission  
d'une demande de modification d'une  
publication effectuée par contrat**

This form is to be completed in accordance with A-AD-100-100/AG-000 for Publication Management Service Contracts.		Le présent formulaire doit être rempli conformément à la A-AD-100-100/AG-000 pour contrats de Service de gestion des publications	
TO / A			
(Contractor)/(Entrepreneur)			
<b>PART / PARTIE 1 - TO BE COMPLETED BY ORIGINATOR / DOIT ÊTRE REMPLIE PAR L'AUTEUR</b>			
1. Does submission contain any non-DND originated material and/or reference to controlled goods? La soumission contient-elle des textes de sources extérieures au MDN et/ou des références aux marchandises contrôlées?		<input type="checkbox"/> No Non <input type="checkbox"/> Yes Oui          If yes, complete no. 2 Si oui, complétez N° 2	
2. Copyright holder and source document identification Défendeur de droit d'auteur et identification de la source du document		File reference of copyright release to DND Numéro de dossier de cession du droit d'auteur au MDN	
Procurement instrument item no. N° d'article de la mécanique d'approvisionnement	PWGSC serial no. - N° d'ordre de TPSCG		Contract item no. - N° d'article du contrat
NDID no. - N° d'IDON	Title of publication - Titre de la publication		
Classification	Security requirements check list (SRCL) (TBS 350 - 103 if required) Liste de vérification des exigences relatives à la sécurité (LVERS) (SCT 350 - 103 au besoin)		OPI designation for title page Désignation du BPR sur la page titre
Dated: Datée :	Attached: Ci-jointe :		Yes - Oui No - Non
INSTRUCTIONS: Number of attached sheets - Nombre de feuilles jointes ( )			
Name and rank Nom et grade	Signature	Designation Désignation	Telephone no. N° de téléphone
			Date
OPI/LCMM Recommendation Recommandation du BPR/GCVM			
OCI concurrence (if applicable) Approbation du bureau consultatif (le cas échéant)			
TA approval Approbation de l'autorité technique			
<b>PART / PARTIE 2 - CONTRACTOR ACKNOWLEDGEMENT OF RECEIPT / ACCUSÉ DE RÉCEPTION DE L'ENTREPRENEUR</b>			
Name Nom	Signature	Title Titre	Telephone no. N° de téléphone
			Date

DND 570 (11-2012)  
Design: Form Management 613-957-6999  
Conception: Gestion des formulaires 613-957-6908

**Canada**

## WORK AUTHORIZATION REQUEST

Contract Number:

Work Package No.:

Date of Submission:

Level of effort breakdown:  
(Estimate)

	Labour Hrs.	Material Cost	Cost
Publication Labour			
Translation			
Reproduction			
Direct Material			
Subcontracting			
Shipping			
		Subtotal	
		HST	
		Total	

Work package breakout/documentation:

Estimated Delivery Date:

Notes:

Submitted By:

\_\_\_\_\_  
Print / Sign

\_\_\_\_\_  
Date

Approved By:

\_\_\_\_\_  
Print / Sign

\_\_\_\_\_  
Date

## **Appendix 3 Applicable Documentation**

### **1.0 GENERAL**

The publications listed in this Appendix form part of this contract and must be adhered to by the contractor.

### **2.0 DOCUMENT EFFECTIVITY**

The effective issue of the documentation (Specifications) required by the Contractor will be the issue, including amendments, in effect as of the date of the contract and as may be amended during the period of the contract.

### **3.0 DND/CF PUBLICATIONS**

#### **3.1 General Publications**

- |    |                     |  |
|----|---------------------|--|
| a. | A-AD-100-100/AG-000 | National Defence Publishing Policy and Administration Procedures                                     |
| b. | A-AD-121-AAP/JX-001 | NATO Glossary of Terms and Definitions   |
| c. | A-AD-121-C01/FP-000 | Staff and Writing Procedures for the Department of National Defence and the Canadian Forces          |
| d. | A-AD-121-E01/JX-000 | Administrative and Staff Procedures, Vol 5   |
| e. | A-AD-121-F01/JX-000 | Military, Military Glossary, Lexicon   |
| f. | A-LM-505-010/JS-001 | Canadian Forces Manual of Abbreviations  |
|    |                     | Material Management Instruction - Official Languages Requirements for Technical Documentation        |
| g. | A-SJ-100-001/AS-000 | Security Orders for the Department of National Defence and the Canadian Forces, Volume 1, General    |
| h. | C-01-000-000/DA-001 | National Defence Index of Documentation (NDID) Coding System   |
| i. | C-01-100-100/AG-005 | Specification - Acceptance of Commercial and Foreign Government Publications as Adopted Publications |
| j. | C-01-100-100/AG-006 | Specification - Writing, Format and Production of Technical Publications                             |
| k. | D-01-000-100/SF-000 | Specification for Procurement of Publishing Services and Published Works                             |
| l. | D-LM-008-001/SF-001 | Method of Packaging Electronic Media for Shipment  |
| m. | D-LM-008-001/SF-002 | Specification for Marking for Storage and Shipment   |

n. D-LM-008-022/SG-000 Standard for Packaging of Documentation

#### **4.0 STANDARDS COUNCIL OF CANADA PUBLICATIONS**

CAN3-Z234.1-79 Canadian Metric Practice Guide (Reference)

CAN-Z234.2-76 The International System of Unit (Reference)

#### **5.0 CIVIL PUBLICATIONS**

- a. Harrap's French/English Dictionary;
- b. Concise Oxford Dictionary; and
- c. Le Petit Robert.

#### **6.0 SUPPLEMENTAL TRANSLATION TERMINOLOGY REFERENCES**

6.1 Primary Source, TERMIUM, The Government of Canada Linguistic Data Bank which may be viewed at <http://termiumpius.translationbureau.gc.ca/site/>

##### **6.2 Secondary Sources**

- a. Ernst Dictionnaire Général de la Technique Industrielle: French-English. Tome 1;
- b. Ernst Comprehensive Dictionary of Engineering and Technology: English-French. Vol. 2; and
- c. Dictionnaire Technique Général, Beauchemin, J. Gerald Belle Isle.

## Appendix 4 Certificate Validation



### Certificate of Validation

### Certificat de validation

Contractor - Entrepreneur		
Address - Adresse		DND 570 Number(s) - Numéro(s) de DND 570(s)
Contract No. - N° du contrat		Serial No. - N° de série
Item No. - N° de l'article		NDID No. - N° IDDN
Publication Title - Titre de la publication		
Basic Date - Date de publication	Change No. and Date - N° de modification et date	Revision Date - Date de révision

#### Publication Supervisor / Manager (Contractor)

##### For Publication in Support of Equipment

I hereby certify that the content of this manuscript is complete, accurate, adequate and that the content is compatible with the equipment that it supports. I also certify that the equipment, that is supported by this manuscript, can be safely operated, maintained and serviced if the procedures, and instructions that are set out by this manuscript are followed.

\_\_\_\_\_  
(Signature)

##### For Other Publications:

I hereby certify that the manuscript content is complete, accurate and adequate in accordance with the terms and conditions of this contract.

\_\_\_\_\_  
(Signature)

#### Superviseur / gérant des publications (entrepreneur)

##### Publications annexes du matériel

Je certifie que le contenu de ce manuscrit est complet, exact et pleinement approprié au matériel qu'il concerne. Je certifie également que le matériel peut être utilisé et entretenu de façon sûre en suivant les instructions données dans ce manuscrit

\_\_\_\_\_  
(Date)

##### Autres publications :

Je certifie que le contenu de ce manuscrit est complet et exact et qu'il est conforme aux stipulations du contrat.

\_\_\_\_\_  
(Date)

#### DND Instruction to the Contractor

The contractor is authorized to proceed with the preparation of reproducible copy.

OR

Corrective action is required and the contractor shall proceed as directed in the attached letter.

Date  
Datées du



\_\_\_\_\_

#### Instructions du MDN à l'entrepreneur



L'entrepreneur est autorisé à produire un texte reproductible.

OU



Des corrections sont nécessaires; l'entrepreneur doit suivre les instructions ci-jointes.

File  
Dossier



\_\_\_\_\_

DND Technical Authority or Designated DND (non-contractor) Representative  
Autorité technique du MDN ou représentant désigné du MDN (pas un entrepreneur)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

DND 590 (02-2014)

Design: Forms Management 613-995-9944  
Conception: Gestion des formulaires 613-947-8944

Canada

**Appendix 5 Change Summary,**  
**Observation Sheet**

NDID No. \_\_\_\_\_ Contract No. \_\_\_\_\_  
 Title \_\_\_\_\_ Item No. \_\_\_\_\_  
 Basic Revision \_\_\_\_\_  
 Date \_\_\_\_\_  
 Change No. \_\_\_\_\_ Page \_\_\_\_ of \_\_\_\_

[illegible]

Date \_\_\_\_\_

Inspected By

---

Designation

**Appendix 6 List of Original Equipment Manufacturer (OEM) Manuals**

**Revision Services**

Title	Total Qty
Viking DHC-6-300 online Library	1
Hartzell technical documents	6

## Appendix 7 Translation Accuracy Check



### Certificate of Translation Accuracy Check

### Certificat de l'exactitude de la traduction

Contractor - Entrepreneur		
Address - Adresse		
Contract No. - N° du contrat	Serial No. - N° de série	Item No. - N° de l'article
DND 626 Requisition No. - N° de réquisition DND 626	NDID No. - N° IDDN	
Publication Title - Titre de la publication		
Basic Date - Date de publication	Change No. and Date - N° de modification et date	Revision Date - Date de révision

Complete in Full as Applicable

Remplir toutes les rubriques appropriées

Certification of:

☐ French Translation

☐ English Translation

☐ Other \_\_\_\_\_  
(Specify)

Certification de :

☐ Traduction française

☐ Traduction anglaise

☐ Autre \_\_\_\_\_  
(Préciser)

Publication Supervisor/Manager (contractor)

For Publication In Support of Equipment

Superviseur/gérant des publications (entrepreneur)

Publications annexes du matériel

I hereby certify to the technical accuracy and adequacy of  
the language indicated above version of this manuscript.

Je certifie l'exactitude et le caractère adéquat de la traduction  
de ce document, dans la version mentionnée ci-dessus.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

Receipt is acknowledged on behalf of DND

Au nom du MDN nous accusons réception du certificat

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

DND Technical Authority or Designated DND (non-contractor) Representative  
Autorité technique du MDN ou représentant désigné du MDN (pas un entrepreneur)



## Appendix 8 Reproducible Copy



### Certificate for Reproducible Copy

### Certificat de texte reproductible

Contractor - Entrepreneur		
Address - Adresse		
Contract No. - N° du contrat	Serial No. - N° de série	
Item No. - N° de l'article	NDID No. - N° IDDN	
Publication Title - Titre de la publication		
Basic Date - Date de publication	Change Date - Date de modification	Revision Date - Date de révision

#### Publication Supervisor / Manager (Contractor)

#### Superviseur / gérant des publications (entrepreneur)

I hereby certify that the reproducible copy for the publication covered by this certification conforms to the specifications in accordance with the contract, or Standing Offer as applicable, and that all draft changes / corrections as required by the Department, have been included.

Je certifie que le texte reproductible de cette publication est conforme aux stipulations du contrat, ou de l'offre permanente selon le cas, et que les modifications et corrections indiquées par le Ministère ont été apportées.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

#### DND Instruction to the Contractor

The contractor is authorized to proceed with the production of printed copy.

OR

Corrective action is required and the contractor shall proceed as directed in the attached letter file.

Date  
Datées du



#### Instructions du MDN à l'entrepreneur

☐ L'entrepreneur est autorisé à produire un texte imprimé.

OU

☐ Des corrections sont nécessaires; l'entrepreneur doit suivre les instructions ci-jointes.

File  
Dossier



DND Technical Authority or Designated DND (non-contractor) Representative  
Autorité technique du MDN ou représentant désigné du MDN (pas un entrepreneur)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

## Appendix 9 Certificate of Compliance



### Certificate of Compliance

### Certificat de conformité

Contractor - Entrepreneur			
Address - Adresse			
Contract No. - N° du contrat		Serial No. - N° de série	
Item No. - N° de l'article		NDID No. - N° IDDN	
Publication Title - Titre de la publication			
Quantity - Quantité	Basic Date - Date de publication	Change Date - Date de modification	Revision Date - Date de révision

(Complete in Full as Applicable)

(Remplir toutes les rubriques appropriées)

#### Publication Supervisor / Manager (Contractor)

#### Superviseur / gérant des publications (entrepreneur)

I hereby certify that the publication covered by this certification has been inspected, that it conforms to the specifications in accordance with the conditions of the contract, that it is complete in accordance with the approved publication plan, and that it contains only information previously validated by the contractor and approved by the Department.

Je certifie que cette publication a fait l'objet d'une inspection et qu'elle est conforme aux stipulations du contrat, qu'elle est complétée conformément au plan de publication autorisé et que les renseignements qu'elle contient ont d'abord été validés par l'entrepreneur et approuvés par le Ministère.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

<b>DND Instruction to the Contractor</b>  The contractor is authorized to proceed with the delivery of the bulk quantity to the consignee file. <b>OR</b> Corrective action is required and the contractor shall proceed as directed in the attached letter.  Date Datées du ➡ _____	<b>Instructions du MDN à l'entrepreneur</b>  L'entrepreneur est autorisé à livrer le nombre d'exemplaire de la publication indiqué ci-dessus au destinataire. <b>OU</b> Des corrections sont nécessaires; l'entrepreneur doit suivre les instructions ci-jointes.  File Dossier ➡ _____		
DND Technical Authority or Designated DND (non-contractor) Representative Autorité technique du MDN ou représentant désigné du MDN (pas un entrepreneur)  _____ (Signature)		_____ (Date)	

## Appendix 10 Task Authorization DND 626



## TASK AUTHORIZATION AUTORISATION DES TÂCHES

[illegible]

W8485-12738B  
Annex D  
REV NR  
RDIMS #1136450

CONTRACT DATA REQUIREMENTS LIST (CDRL)											
A. System / Item		B. Contract / RFP Number W8485-12738B									
TBD											
C. SOW Identifier DID PM-001		D. DATA Category		E. Contractor TBD							
1. Item Number		2. Title or Description Data		3. Sub Title TBD							
CDRL PM- 001		Project Management Plan		N/A							
4. Authority (Data Item Number)		5. Contract Reference		6. Requiring Office TA/PA/CA							
DID PM-001		SOW Paragraph 3.1									
7. Inspection		9. Input		10. Frequency		12. Date of 1st Submission		14. Distribution and Addressees			
N/A				As required		Thirty (30) days after contract award					
8. App Code		11. As of Date				13. Date of Subsequent Submission / Event					
A											
16. Remarks											
The Contractor shall submit Project management plan within 30 days of contract award with details in DID-001.											
Prepared By		Date		Approved By							
Maj M.S.M. Launière		Sep 2015		DAEPM(TH) 5-3							
17. Contract File / Document Number		18. Estimated No. of Pages		19. Estimated Price							
TBD		TBD		TBD		N/A		15. Total 0 0 0 3			

W8485-12738B  
Annex D  
REV NR  
RDIMS #1136450

CONTRACT DATA REQUIREMENTS LIST (CDRL)											
A. System / Item		B. Contract / RFP Number W8485-12738B									
TBD											
C. SOW Identifier DID PM-002		D. DATA Category		E. Contractor							
				TBD							
1. Item Number		2. Title or Description Data		3. Sub Title							
CDRL PM- 002		Monthly Progress Report		N/A							
4. Authority (Data Item Number)		5. Contract Reference		6. Requiring Office							
DID PM-002		SOW Paragraph 4.1		TA/PA/CA							
7. Inspection		9. Input		10. Frequency		12. Date of 1st Submission					
N/A				Monthly		Thirty (30) days after contract award					
8. App Code		11. As of Date		13. Date of Subsequent Submission / Event							
A				Within fifteen (15) working days after the end of each month.							
16. Remarks											
The Contractor shall submit a monthly progress report outlining all work currently in progress at the Contractor and Sub-Contractors' plant(s)/facilities.											
Prepared By		Date		Approved By							
Maj M.S.M. Laurière		Sep 2015		DAEPM(TH) 5-3							
17. Contract File / Document Number		18. Estimated No. of Pages		19. Estimated Price							
TBD		TBD		N/A							
15. Total				0		0		0		3	

W8485-12738B  
Annex D  
REV NR  
RDIMS #1136450

CONTRACT DATA REQUIREMENTS LIST (CDRL)											
A. System / Item		B. Contract / RFP Number									
TBD		W8485-12738B									
C. SOW Identifier DID PM-003		E. Contractor									
1. Item Number		TBD									
CDRL PM-003		3. Sub Title N/A									
4. Authority (Data Item Number)		6. Requiring Office									
DID-PM-003		TA / PA / CA									
7. Inspection		14. Distribution and Addressees									
N/A		12. Date of 1st Submission									
8. App Code		IAW Block 16									
A		13. Date of Subsequent Submission / Event									
16. Remarks		As required									
An agenda, produced by the Contractor, shall be submitted at least five (5) working days before a proposed / scheduled meeting to the CA, PA & TA.											
Prepared By	Date	Approved By									
Maj M.S.M. Launière	Sep 2015	DAEPM(TH) 5-3									
17. Contract File / Document Number		18. Estimated No. of Pages								19. Estimated Price	
TBD		TBD								N/A	
		15. Total		0		3		0		3	

W8485-12738B  
Annex D  
REV NR  
RDIMS #1136450

CONTRACT DATA REQUIREMENTS LIST											
A. System / Item		B. Contract / RFP Number									
TBD		W8485-12738B									
C. SOW Identifier		E. Contractor									
DID PM-004		TBD									
1. Item Number		3. Sub Title									
CDRL PM-004		N/A									
4. Authority (Data Item Number)		6. Requiring Office									
DID-PM-004		TA / PA / CA									
7. Inspection		9. Input		10. Frequency As Required		12. Date of 1st Submission IAW Block 16			14. Distribution and Addressees		
N/A											
8. App Code		11. As of Date		13. Date of Subsequent Submission / Event IAW Block 16			a. Address		b. Copies		
A									Initial		Final
									Hard		Soft
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W8485-12738B  
Annex D  
REV NR  
RDIMS #1136450

CONTRACT DATA REQUIREMENTS LIST (CDRL)											
A. System / Item		B. Contract / RFP Number									
TBD		W8485-12738B									
C. SOW Identifier DID PM-005		E. Contractor									
1. Item Number		TBD									
CDRL PM-005		3. Sub Title									
4. Authority (Data Item Number)		N/A									
DID PM-005		6. Requiring Office									
7. Inspection		PA									
N/A		14. Distribution and Addressees									
8. App Code		12. Date of 1st Submission									
A		With submission of the first progress claim.									
		13. Date of Subsequent Submission / Event									
		Within 10 working days following end of previous month.									
16. Remarks											
		The Contractor shall submit a Progress Claim Detail Summary Report detailing the costs associated with the work packages. This is to be costed out and separated by fleet for cost control.									
Prepared By		Date		Approved By							
Capt Ryan Fox		Sep 2015		DAP 4-4-2							
17. Contract File / Document Number				18. Estimated No. of Pages		19. Estimated Price					
TBD				10		N/a					
						15. Total		0		2	



W8485-12738B  
Annex D  
REV NR  
RDIMS #1136450

CONTRACT DATA REQUIREMENTS LIST (CDRL)													
A. System / Item		B. Contract / RFP Number											
TBD		W8485-12738B											
C. SOW Identifier DID PM-006		D. DATA Category			E. Contractor								
1. Item Number		TBD											
CDRL PM-006		2. Title or Description Data			3. Sub Title								
4. Authority (Data Item Number)		Forecast of Expenditures			N/A								
DID PM-006		5. Contract Reference			6. Requiring Office								
		SOW para 22.2			PA / TA								
7. Inspection		9. Input			10. Frequency		12. Date of 1st Submission Within 3 months after contract award			14. Distribution and Addressees			
N/A					11. As of Date		13. Date of Subsequent Submission / Event Next applicable quarterly return as per DID PM-006 para 10.3						
8. App Code													
A													
16. Remarks													
The Contractor shall provide a quarterly and annual forecast of the expenditures expected based on Government Fiscal Year and a schedule of planned Management activities. This report is to be reported by fleet clearly identifying hours, rates and mark-ups for all activities forecast and in progress.													
Prepared By		Date		Approved By									
Capt Ryan Fox		Sep 2015		DAP 4-4-2									
17. Contract File / Document Number				18. Estimated No. of Pages		N/A							
TBD		TBD				15. Total							
						0		1		0		1	

DATA ITEM DESCRIPTION – DESCRIPTION DE DONNÉES DND Form 1409		
1. TITLE- TITRE  Project Management Plan		2. IDENTIFICATION NUMBER – NUMÉRO D'IDENTIFICATION  PM-001
3. DESCRIPTION/PURPOSE – DESCRIPTION/OBJET  3.1 The Contractor shall submit a Project Management Plan.		
4. APPROVAL DATE DATE D'APPROBATION  30 Days after Contract award	5. OFFICE PRIMARY INTEREST(OPI) BUREAU DE PREMIERE RESPONSABILITÉ (BPR)  Technical Authority Contracting Authority	6. GIDEP APPLICABLE-D'ÉCHANGE DE DONNÉES PERTINENT
7. APPLICATION/INTERRELATIONSHIP – APPLICATION/INTERDÉPENDANCE  7.1 SOW para 3.1		
8. ORIGINATOR - AUTEUR  DAEPM(TH) 5-3		9. APPLICABLE FORMS – FORMULES PERTINENTS
10. PREPARATION INSTRUCTIONS – INSTRUCTIONS SUR LA PRÉSENTATION DES DONNÉES  10.1 The Project Management Plan shall be delivered in both hardcopy and electronic and shall include the following headings and information:  <ul style="list-style-type: none"> <li>a. The organization in place, or planned, to deal with the work and shall include an organizational chart indicating the relationship and structure of the personnel resources used to support this contract;</li> <li>b. The conduct of correspondence to the Contract Authority, the Technical Authority (TA) and the Procurement Authority;</li> <li>c. The resources in place, or planned, to simultaneously handle the work for both the printed copy and Compact Disc (CD) production, e.g., facilities, equipment and the management tools which will be used to support this contract;</li> <li>d. An implementation schedule to put in place the elements which are not yet part of the Contractor's organization/facility. This shall also clearly indicate how the contract requirements will be met during peak periods or other contingencies;</li> <li>e. Disaster recovery of contractor database related to this contract;</li> <li>f. Profiles of personnel who will do the work stipulated herein; and</li> <li>g. The Quality Assurance (QA) and Quality Control (QC) processes and procedures that will be used to perform work associated with this contract.</li> </ul>		
10.2 Upon the TA's acceptance of the Project Management Plan, the Contractor shall implement the approved plan.		
10.3 As required, the Contractor shall make appropriate amendments to the plan throughout the term of the contract to reflect current and planned activities (including process re-engineering, continuous improvement initiatives, or other innovations affecting the plan). The Contractor shall submit amendments to the plan to the TA for approval.		

W8485-12738/B  
Annex D  
RDIMS #1136446

DATA ITEM DESCRIPTION – DESCRIPTION DE DONNÉES DND Form 1409		
1. TITLE- TITRE  Monthly Progress Report		2. IDENTIFICATION NUMBER – NUMÉRO D'IDENTIFICATION  PM-002
3. DESCRIPTION/PURPOSE – DESCRIPTION/OBJET  3.1 The Contractor shall submit a monthly progress report.		
4. APPROVAL DATE DATE D'APPROBATION  Within 15 days after the month end	5. OFFICE PRIMARY INTEREST(OPI) BUREAU DE PREMIERE RESPONSABILITÉ (BPR)  Technical Authority Contracting Authority Procurement Authority	6. GIDEP APPLICABLE-D'ÉCHANGE DE DONNÉES PERTINENT
7. APPLICATION/INTERRELATIONSHIP – APPLICATION/INTERDÉPENDANCE  7.1 SOW para 4.1		
8. ORIGINATOR - AUTEUR  DAEPM(TH) 5-3		9. APPLICABLE FORMS – FORMULES PERTINENTS
10. PREPARATION INSTRUCTIONS – INSTRUCTIONS SUR LA PRÉSENTATION DES DONNÉES  10.1 The Monthly Progress Report shall be delivered in electronic format in accordance with C-01-100-100/AG-006 Specification - Writing, Format and Production of Technical Publications part 12 section 2 para 10.		

---

10.2 PREPARATION INSTRUCTIONS – INSTRUCTIONS SUR LA PRÉSENTATION DES DONNÉES

- a. The Contractor shall submit a Monthly Publication Forecast Report to the Technical Authority, and shall include the following headings and information:
  - b. CFTO number;
  - c. Work Package (WP) number;
  - d. Schedule of work activities (list) from start to completion;
  - e. Target date of validation;
  - f. Date WP delivered to Technical Authority;
  - g. Target date of shipping to Consignee; and
  - h. Percent complete.
-

W8485-12738/B  
Annex D  
RDIMS #1136446

DATA ITEM DESCRIPTION – DESCRIPTION DE DONNÉES DND Form 1409		
1. TITLE- TITRE  Program and Technical Review Meeting (PRM/TRM) Agendas		2. IDENTIFICATION NUMBER – NUMÉRO D'IDENTIFICATION  PM-003
3. DESCRIPTION/PURPOSE – DESCRIPTION/OBJET  3.1 Program Review Meeting is an open forum to discuss technical and programmatic issues and significant events and milestones of the work in accordance with an approved Agenda.		
4. APPROVAL DATE DATE D'APPROBATION  Five (5) days before meeting	5. OFFICE PRIMARY INTEREST(OPI) BUREAU DE PREMIERE RESPONSABILITÉ (BPR)  Technical Authority Procurement Authority Contract Authority	6. GIDEP APPLICABLE- D'ÉCHANGE DE DONNÉES PERTINENT
7. APPLICATION/INTERRELATIONSHIP – APPLICATION/INTERDÉPENDANCE  7.1 SOW para 5.1.1		
8. ORIGINATOR - AUTEUR  DAEPM(TH) 5-3		9. APPLICABLE FORMS – FORMULES PERTINENTS
10. PREPARATION INSTRUCTIONS – INSTRUCTIONS SUR LA PRÉSENTATION DES DONNÉES  10.1 The Contractor shall be responsible to prepare an agenda for the Program and Technical Review Meetings in Contractor format. The Contractor shall submit a recommended agenda to the TA for TRMs and the CA for PRMs, at least five (5) working days prior to the meeting for approval. The agenda should highlight all of the discussion items for the meetings and should include:  <ul style="list-style-type: none"> <li>a. Date of the meeting;</li> <li>b. Location of the meeting;</li> <li>c. Discussion points/deliverables;</li> <li>d. Estimated time for each discussion point;</li> <li>e. A brief description of each discussion point; and</li> <li>f. Chair assigned to each discussion point.</li> </ul>		
10.2 Once the agenda is approved, the contractor shall distribute One (1) copy to the Contracting Authority, the Procurement Authority and the Technical Authority.		
10.3 The Contractor shall submit the aforementioned requirement in a format compatible with Microsoft Office Suite unless an alternative format is approved by the Procurement Authority.		

DATA ITEM DESCRIPTION – DESCRIPTION DE DONNÉES DND Form 1409		
1. TITLE- TITRE  Program and/or Technical Review Meeting Minutes		2. IDENTIFICATION NUMBER – NUMÉRO D'IDENTIFICATION  PM-004
3. DESCRIPTION/PURPOSE – DESCRIPTION/OBJET  3.1 The Program and/or Technical Review Meeting Minutes are a record of all discussion items and significant events that have occurred, and will occur, during meetings related to the work. 3.2 The Contractor shall be responsible for the preparation and submission of the Meeting Minutes.		
4. APPROVAL DATE DATE D'APPROBATION  Approval date is ten (10) working days after receipt of minutes.	5. OFFICE PRIMARY INTEREST(OPI) BUREAU DE PREMIERE RESPONSABILITÉ (BPR)  Technical Authority (TA) Procurement Authority (PA) Contract Authority (CA)	6. GIDEP APPLICABLE- D'ÉCHANGE DE DONNÉES PERTINENT
7. APPLICATION/INTERRELATIONSHIP – APPLICATION/INTERDÉPENDANCE  7.1 SOW Para 5.1.3		
8. ORIGINATOR - AUTEUR  DAEPM(TH) 5-3		9. APPLICABLE FORMS – FORMULES PERTINENTS
10. PREPARATION INSTRUCTIONS – INSTRUCTIONS SUR LA PRÉSENTATION DES DONNÉES  10.1 The Contractor shall be responsible for taking Program and/or Technical Review Meeting Minutes Program. The minutes of all program meetings, reviews and conferences shall be in the Contractor's format and delivered to DND/CF for review of completeness and accuracy. 10.2 Format. It is preferable that all electronic submissions be in Microsoft Office format. 10.3 The Contractor shall forward the Technical Authority (TA), Procurement Authority (PA) and Contract Authority (CA) a draft copy of the minutes in soft copy within 10 days of the meeting date. The TA, PA and CA shall review the minutes within five (5) working-days time and advise the contractor of any amendment requirements. Approved minutes shall be returned to the Contractor for publication. Published minutes shall be delivered in electronic format to the TA, PA and CA. 10.4 All meeting minutes shall have a cover page identifying the document as follows: 10.4.1 The name of the report; 10.4.2 identification of the meeting being reported (date, time, location); 10.4.3 identification of the preparing authority; 10.4.4 submission date; and 10.4.5 deliverable end item number. 10.5 The minutes shall be type written in Contractor format and must encompass the following: 10.5.1 sponsor of the topic; 10.5.2 meeting attendees; 10.5.3 describe the discussion and document the decisions taken for agenda items;		

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

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DATA ITEM DESCRIPTION – DESCRIPTION DE DONNÉES DND Form 1409		
1. TITLE- TITRE  Progress Claim Detail Summary Report		2. IDENTIFICATION NUMBER – NUMÉRO D'IDENTIFICATION  PM-005
3. DESCRIPTION/PURPOSE – DESCRIPTION/OBJET  3.1 The Contractor shall submit, along with their monthly claim, a progress claim detail summary report detailing the costs of the work packages.		
4. APPROVAL DATE DATE D'APPROBATION	5. OFFICE PRIMARY INTEREST(OPI) BUREAU DE PREMIERE RESPONSABILITÉ (BPR)  DAP 4-4	6. GIDEP APPLICABLE-D'ÉCHANGE DE DONNÉES PERTINENT
7. APPLICATION/INTERRELATIONSHIP – APPLICATION/INTERDÉPENDANCE  7.1 SOW para 22.1		
8. ORIGINATOR - AUTEUR  DAP 4-4-2		9. APPLICABLE FORMS – FORMULES PERTINENTS  <ul style="list-style-type: none"> <li>• PWGSC 1111 Progress Claim</li> <li>• PWGSC 1112 Supplementary Claim</li> <li>• Or spreadsheet reflecting same info in MS Office suite format (Excel) and PDF copy acceptable to PA &amp; CA</li> </ul>
10. PREPARATION INSTRUCTIONS – INSTRUCTIONS SUR LA PRÉSENTATION DES DONNÉES  10.1 The Contractor shall submit, along with their monthly claim, a progress claim detail summary report detailing the cost of each work package by fleet (i.e. Buffalo and Twin Otter reported on separate lines), which shall include the following: <ul style="list-style-type: none"> <li>10.1.1 Work package number;</li> <li>10.1.2 Description</li> <li>10.1.3 Labour hours</li> <li>10.1.4 Labour cost</li> <li>10.1.5 Material</li> <li>10.1.6 Program Management Fee</li> <li>10.1.7 Sub Contract Cost</li> <li>10.1.8 Sub Contract Mark-up</li> <li>10.1.9 Total Cost</li> <li>10.1.10 Total Cost to date</li> </ul> 10.2 The Contractor shall provide an advance email (electronic) copy to allow TA, CA & PA to start the claim review process early and address any issues. This advance copy should be a mirror image of the official copy that will follow and include same information and documentation, including being broken down by fleet and separate projects or activities. <p>Note: For the purpose of Account Verification - (Section 34 of the Financial Administration Act) by the Crown (PA) ... the Contractor shall provide the following supporting documentation (as a minimum) in support of para 10.1 above for subcontracted work costs covered in the contract's terms and conditions and where it is not part of the firm fixed price: copies of actual invoices from subcontractors for the goods and services provided, and approved DND626 or work packages...</p>		



DATA ITEM DESCRIPTION – DESCRIPTION DE DONNÉES DND Form 1409		
1. TITLE- TITRE  Forecast of Expenditures		2. IDENTIFICATION NUMBER – NUMÉRO D'IDENTIFICATION  PM-006
3. DESCRIPTION/PURPOSE – DESCRIPTION/OBJET  3.1 The Contractor shall provide a quarterly and annual forecast (as applicable) of the expenditures based on Government Fiscal Year and a schedule of planned Management activities that include estimated cost and time.		
4. APPROVAL DATE DATE D'APPROBATION	5. OFFICE PRIMARY INTEREST(OPI) BUREAU DE PREMIERE RESPONSABILITÉ (BPR)  Technical Authority Procurement Authority	6. GIDEP APPLICABLE- D'ÉCHANGE DE DONNÉES PERTINENT
7. APPLICATION/INTERRELATIONSHIP – APPLICATION/INTERDÉPENDANCE  7.1 SOW para 24.2		
8. ORIGINATOR - AUTEUR  DAP 4-4-2		9. APPLICABLE FORMS – FORMULES PERTINENTS MS Office suite format (Excel) acceptable to PA
10. PREPARATION INSTRUCTIONS – INSTRUCTIONS SUR LA PRÉSENTATION DES DONNÉES  10.1 The Contractor shall provide a quarterly forecast of the expenditures based on Government Fiscal Year and a schedule of planned Management activities that include estimated cost and time in order to allow the Crown to ensure fiscal responsibilities are met.  10.2 The estimated costs of each expenditure are to be reported and broken down by fleet (i.e. Buffalo and Twin Otter separated) and the estimated costs to show as a minimum: 10.2.1 Description 10.2.2 Labour hours 10.2.3 Labour cost 10.2.4 Material 10.2.5 Program Management Fee 10.2.6 Sub Contract Cost 10.2.7 Sub Contract Mark-up 10.2.8 Estimated Total Cost  10.3 The Contractor shall provide this info in a MS Excel format. The quarterly forecasts shall be provided four (4) weeks prior to the end of the current Fiscal Year (FY) quarter. The annual forecast is required to be submitted within four (4) weeks of the beginning of the Government FY, reflecting the work forecasted to be done and that which is the line for the remainder of the fiscal year. The Government FY runs from April to March and is divided into 4 Quarters (Q#). Quarter dates and expected returns for the remainder of the are as follows:  10.3.1 Q1 – April / June – 10.3.2 Q2 – July / September 10.3.3 Q3 – October / December 10.3.4 Q4 – January / March – Return for remainder of Q4 and what will need to be pushed out to next FY Q1 due first week of February.		

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<p><u>Note:</u> During the Q4 with the impending ending of the fiscal year and budgetary balancing, there may be a recurring requirement to validate the forecast on a more frequent basis than only for the quarter. If required by DND, it will be requested as and when required.</p>