



RETURN BIDS TO:

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

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Place du Portage , Phase III

Core 0B2 / Noyau 0B2

Gatineau

Québec

K1A 0S5

Bid Fax: (819) 997-9776

SOLICITATION AMENDMENT

MODIFICATION DE L'INVITATION

The referenced document is hereby revised; unless otherwise indicated, all other terms and conditions of the Solicitation remain the same.

Ce document est par la présente révisé; sauf indication contraire, les modalités de l'invitation demeurent les mêmes.

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

Title - Sujet PUBLICATIONS CONTRACT	
Solicitation No. - N° de l'invitation W8485-126738/B	Amendment No. - N° modif. 004
Client Reference No. - N° de référence du client W8485-126738	Date 2015-12-29
GETS Reference No. - N° de référence de SEAG PW-\$\$BF-136-25531	
File No. - N° de dossier 136bf.W8485-126738	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2016-01-15	
Time Zone Fuseau horaire Eastern Standard Time EST	
F.O.B. - F.A.B. Specified Herein - Précisé dans les présentes	
Plant-Usine: <input type="checkbox"/> Destination: <input type="checkbox"/> Other-Autre: <input checked="" type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Marcichiw, Carolyn	Buyer Id - Id de l'acheteur 136bf
Telephone No. - N° de téléphone (819) 956-0153 ()	FAX No. - N° de FAX (819) 956-9110
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction:	

Instructions: See Herein

Instructions: Voir aux présentes

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

SUMMARY OF RFP AMENDMENT #004

RFP Amendment 004 is raised to:

1. Update RFP Bidder Question Spreadsheet at Annex H
2. Provide Annex A again – No changes within document,
3. Extend the closing date of the Solicitation from 11 Jan 2016 to 15 Jan 2016.

1. **DELETE:** RFP Bidder Question Spreadsheet at Annex H Amd 003

INSERT: RFP Bidder Question Spreadsheet at Annex H Amd 004

2. **INSERT:** Annex A – Statement of Work

3. The Solicitation closing date has been amended as per the front page of Amendment 004 from 11 January 2016 to 15 January 2016.

Question	RFP Ref.	Bidder's question	Response released	Amend.#
1	Appendix 1 to Annex A, List of Publications – GFI	Can you provide historical data to inform potential bidders of the throughput of work expected on the list of publications?	Historical Level of Effort has varied significantly depending on the type of modifications being done on the aircraft in any given year, however the historical LOE is generally been between 5500 hours and 7000 hours of labor. Please note that previous years' Level of Efforts in no way constitute a commitment to future Levels of Effort.	
2	Para 4.1.2	Please define "workable soft copies"	At para 4.1.2.1 of the T&Cs, "Workable Soft Copies" should be "Working Soft Copies" IAW the definition provided at Annex A, para 23.1.d.	001
3	Annex A SOW para 17.1	Are there requirements for colour printing?	Yes. The requirements for colour printing will be defined in a DND 626 Task Authorization Statement of Work on an "as require" basis. The Contractor will provide a financial proposal for each DND 626 Task Authorization prior to finalizing the Task Authorization.	
4	Annex A SOW para 19.1	Define or provide details on the loan agreement as it is not covered in any other section of the solicitation.	An example of a loan agreement is being provided for your information only. This will be negotiated after contract award.	
5	Annex A SOW para 21.0	Please provide contact info for the OEMs in Appendix 6 so we can obtain pricing on the renewal service.	The Basis of Payment requires the bidder to provide a markup rate for OEM subscriptions and renewal services. The OEM subscriptions and Renewal Services will be invoiced as an actual cost plus the markup rate proposed in the bidders response to the RFP and subsequent Contract Basis of Payment.	
6	Appendix 1 to Annex A	Are all foldouts 11" x 17"? Are there any requirements for binding the printed copies that will be delivered to DSCO?	Foldouts are 11X17 and there is no requirement for document binding before delivery to DSCO.	
7	Annex C para 3.0 Item 1	What is the value of GFI we are expected to warehouse? We need to know the value to determine the insurance cost.	The value of GFI is difficult to predict. The risk to the Contractor will be to replicate any damaged material from a National Defence master copy or duplicate copy held by the Contractor in a separate location. The cost for this work can be estimated by using Appendix 1 - Government Furnished Information (GFI) of the SOW which indicates pages for each publication. Risk should be minimal if the requirement of Section 19.0 of the SOW are adhered to.	
8	Appendix 1 to Annex G, Item MB.4	There is no table 3.4, should it read "Appendix 4 to Annex G"?	Correct. Appendix 1 to Annex G will be amended to reflect accurate location of reference.	001

Question	RFP Ref.	Bidder's question	Response released	Amend.#
9	Annex A - SOW Paragraph 2.2.2 a, Pg 2 of 13	SOW Paragraph 2.2.2 states that "... advise the PA through a Contract Publication Change Transmittal form – DND 570, when it is efficient to formally incorporate the changes..." Please confirm that the Crown is requesting that the Contractor create and submit a "DND570" to advise the PA when it is recommending to incorporate changes into the Publications instead of the "Work Authorization Request" form.	This managerial responsibility is to provide a written communication when this situation arises. The method of communication will be discussed between DND and the contractor after contract award, as per SOW Revision 1.	002
10	Annex A - SOW, Pg 13	The SOW ends with Page 12 of 13. Please advise whether the missing Page 13 held additional SOW content.	This is an error in numbering of the pages. No information is missing. Updated in SOW Revision1.	002
11	N/A	Who is the incumbent and what is the value of the current contract?	Information on contract awards may be located on the Government Tendering website BuyandSell.gc.ca or can be obtained through an Access To Information Request.	
12	RFP Amd 001	Opening paragraph states, "RFP Amendment 001 is raised to: 1) Add the RFP Bidder Question Spreadsheet at Annex H". However there is no Annex H in the RFP documentation.	The Annex H was missed in Amd 001. The Annex is included in Amd 002 of the RFP.	
13	RFP - Part 3 Bid Preparation Instructions - 3.1 Bid Preparation Instructions, Pg 7/45	Could you please clarify the documents required for Section IV of the RFP. Several of the documents listed as required under Section IV - Additional Information (pg 7) are also listed as required documents under Section III Certifications (Part 5).	Section IV: Additional Information, Page 7 of 45 of the RFP has been amended to remove #3. "Federal Contractors Program for Employment Equity -Bid Certification. This certification is required as set out in Part 5.	003 RFP
14	Amd 002 RFP Annex A	Good day, Amendment 002 contains Revision 1 of Annex A in French only. Was the change only to the French text, or will Revision 1 of Annex A in English also be posted?	Canada providing Annex A documents again. No changes have been made within the document. The attachments in Amd 002 were reversed between the French and English version.	

Question	RFP Ref.	Bidder's question	Response released	Amend.#
15	n/a	For each of the last 3 years of the current or most recent Contract, please provide a listing of the Publication Tasks/Work Orders and deliverables, and the number of pages/CDs delivered, including dollar value? (To provide an appreciation of the scope and level of effort required under the PMS Contract)	Please refer to the response provided in question 1.	
16		With the recent release of C-02-007-000/AG-001 – Controlled Good Technology and Transfer (CTAT) Manual, dated 12 May 2014, all Technical Data such as CFTOs are required to be properly stamped/tagged as “Controlled Goods” or “Not Controlled Goods”. For each publication listed in the SOW, provide a list of Controlled Goods/CTAT applicability, and which ones have been appropriately ‘Stamped’?	There are no controlled goods listed in the publication list provided.	
17		For each of the last 3 years of the current or most recent Contract, how many Contractor Visits to user units were authorized by the TA (SOW para 202)? What was the purpose of each visit and duration?	Contractor visits will be approved through a task authorization. There is no risk to the contractor in preparing their bid response. No visits have been required to date.	
18		it is requested that the submission date be extended to the end of the week (15 Jan 16) in lieu of the Monday of the week (11 Jan 16).	The RFP closing date is extended to 15 Jan 2016.	

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 1

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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 TA and PA through written communication;
- 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

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

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Annex A- SOW

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.

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

em #	NDID	Title	Basic Date (Y/M/D)	Last Change Date	Pages
15-001	C-12-115-000/CC-000	CC115 Buffalo Tactical Transport (STOL)/Search and Rescue Aircraft	1974-09-15		350
15-002	C-12-115-000/CD-Series	List Of Third Line Modification Instructions CC115 Buffalo	1998-02-20		200
15-003	C-12-115-000/CF-Series	List Of First And Second Line Modification Instructions CC115 Buffalo	1968-03-21	1969-06-01	1270
15-004	C-12-115-000/CL-000	Cargo Loading And Handling Instructions CC115 Buffalo Aircraft	1992-03-30	2007-05-23	122
15-005	C-12-115-000/CS-Series	List Of Special Information Instruction CC115 Buffalo Aircraft	1975-05-23	2012-03-21	150
15-006	C-12-115-000/DW-000	Wiring Data CC115 Buffalo Aircraft	2004-06-30	2013-01-22	338 Pages and 241 Foldouts
15-008	C-12-115-000/MC-001	Maintenance Checklist CC115 Buffalo Ground Run-Up, English		2008-07-14	110 index
15-009	C-12-115-000/MC-002	Maintenance Checklist CC115 Buffalo Ground Run-Up, French	1990-04-01	1991-10-22	72
15-010	C-12-115-000/MC-003	Maintenance Checklist APU Ground Run-Up	2009-02-03		28
15-011	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
15-012	C-12-115-000/MN-000	Unit Field Repair Instructions CC115 Buffalo Aircraft	2004-06-30	2011-09-12	404

15-013	C-12-115-000/MV-000	Aircraft Battle Damage (ABDR) Technical Order CC115 Buffalo	1990-05-11		368
15-014	C-12-115-000/MW-000	Weight And Balance Data CC115 Buffalo Aircraft	1992-07-31	2011-02-02	94
15-015	C-12-115-000/MY-000	Illustrated Parts List Book 1 Of 2 CC115 Buffalo Aircraft	2008-01-31	2013-03-06	2768
15-016	C-12-115-000/NF-000	Consolidated Periodic Inspection Card Schedule CC115 Buffalo Aircraft	2012-08-02		688
15-017	C-12-115-000/NR-000	Servicing Inspections CC115 Buffalo	2003-03-17	2012-08-02	80
15-018	C-12-115-000/NS-Series	List Of Special Inspection Instruction CC115 Buffalo	1967-11-07	2007-02-20	250
15-019	C-12-115-000/NV-000	Supplementary Inspection Card Schedule CC115 Buffalo	2012-08-02	2013-03-04	48
15-020	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
15-021	C-12-115-000/VC-000	CC115 Buffalo Corgraph Corrosion Report Graphic System	1993-01-28		88
15-022	C-12-115-000/VP-000	Preservation And Storage Instructions CC115 Buffalo	1968-03-29		65
15-023	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
15-024	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
15-025	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

15-026	C-12-115-0D0/CS-Series	Auxiliary Power Unit Exhaust Ejector Weld Repair Procedure	1990-01-12		4
15-027	C-12-115-0D0/ME-000	Quick Engine Change Instructions Power Plant Build-Up CC115 Buffalo Aircraft	2004-02-27	2012-10-01	200
15-028	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
15-029	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
15-030	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
15-031	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
15-032	C-12-115-0J0/MN-000	Undercarriage Field Repair And Overhaul Instructions Cc115 Buffalo Aircraft	2001-03-30	2013-02-12	220
15-033	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
15-034	C-13-162-000/MS-000	Handbook With Parts List Two-Inch Diameter Check Valve Part Number 123422-2-1	1969-08-11		66
15-035	C-13-226-000/MS-000	Multiple Disk Brake, MLG Wheels, NLG Wheels	1972-09-29	2009-02-27	89
15-035	C-13-289-000/MS-000	MLG Shock Strut Assembly	1968-05-05	2010-04-08	64
15-036	C-13-290-000/MS-000	NLG Shock Strut Assembly	1968-08-15	1981-08-17	64

15-037	C-13-406-000/MS-000	Rudder Flutter Damper Part Number 310523 And 310523-1	1996-11-29		50
15-038	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
15-039	C-13-451-000/MS-000	Overhaul Instructions With Parts Breakdown 66W Series Stratopower Hydraulic Pump	1985-10-01		50
15-040	C-13-956-000/MF-000	Electrical Motor Driven Fuel Booster Pump	1967-09-29		18
15-041	C-13-D37-000/MS-000	Handbook With Parts List Gear Drive Assembly Part C5P15410	1996-12-06		48
15-042	C-13-G73-000/MS-000	Hydraulic Filter	1973-01-12		16
15-043	C-14-181-000/CD-Series	Modification Instruction	1969-04-15	2008-01-31	75
15-044	C-14-181-000/CF-Series	Modification Instruction	1971-08-17	2012-10-30	25
15-045	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
15-046	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
15-047	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
15-048	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
15-049	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

15-050	C-14-181-000/NS-Series	Special Inspection Instructions	1967-11-28	2000-11-15	45
15-051	C-15-401-000/MS-000	Handbook With Parts List	1967-10-16		14
15-054	C-15-483-000/MF-000	Description And Maintenance Instructions - Models 63E60-17 And -21 Propeller System	1968-06-15	2000-06-01	197
15-056	C-15-483-000/MY-000	Parts List - Models 63E60-17 And -21 Propeller (Hamilton Standard)	1968-10-01	1982-10-01	162
15-057	C-15-483-000/NS-000	List of Special Inspection Instructions	1979-01-31		30
15-060	C-15-484-000/MN-000	Repair And Overhaul Instructions	1967-09-17		116
15-061	C-15-484-000/MY-000	Parts List	1968-02-15	1986-03-24	92 Pages and 6 Foldouts
15-063	C-15-485-000/MN-000	Overhaul Instructions	1968-02-15		43
15-064	C-15-486-000/MY-000	Propeller Relay Control Parts List	1968-02-15		24
15-065	C-15-487-000/MN-000	Overhaul Instructions Propeller Blade Parts	1968-02-15	200-08-02	150
15-066	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
15-068	C-17-510-000/NS-Series	Special Inspection	1974-04-08		15
15-069	C-17-658-000/MS-000	Rotary Actuator Cargo Door	2011-08-22		68 Pages and 2 Foldout
15-070	C-17-659-000/MS-000	Actuator, Rotary	1967-09-07		62 Pages and 2 Foldout
15-071	C-19-A04-000/MS-001	Variable Geometry Position Indicating Kit, P/N 21C1520G002	1972-11-15	1986-11-01	34

15-072	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
38-001	C-12-138-000/CD-Series	List Of Third Line Modification Instructions CC138 Twin Otter	1985-09-18	2003-08-08	110
38-002	C-12-138-000/CF-Series	List Of First And Second Line Modification Instructions CC138 Twin Otter	1972-09-22	1984-06-05	1100
38-003	C-12-138-000/CS-Series	List Of Special Information Instructions CC138 Twin Otter	1998-02-27		200
38-004	C-12-138-000/DW-000	Wiring Diagram Manual CC138 Twin Otter Aircraft	2003-03-28	2013-02-01	306 Pages and 274 Foldouts
38-005	C-12-138-000/MB-001	Operation Instructions CC138 Twin Otter Aircraft	2009-04-02	2012-12-12	416 Pages and 40 Pages
38-006	C-12-138-000/MC-001	Ground Run-Up Checklist CC138 Twin Otter Ground Run-Up, English	1990-05-22	1990-10-23	28
38-007	C-12-138-000/MC-002	Ground Run-Up Checklist CC138 Twin Otter Ground Run-Up, French	1990-05-22	1990-10-23	32
38-008	C-12-138-000/MF-000	Maintenance Manual CC138 Twin Otter Aircraft	2003-03-27	2013-01-14	1902 Pages and 2 Foldouts
38-010	C-12-138-000/ML-000	Ground Support Manual	1982-10-26		100
38-011	C-12-138-000/MN-001	Structural Repair Manual CC138 Twin Otter Aircraft	1969-12-01	2012-01-06	762
38-012	C-12-138-000/MN-002	Component Maintenance Manuals CC138 Twin Otter Aircraft	2003-01-17	2011-07-14	82
38-013	C-12-138-000/MN-Z01	Supplement - Installation Of Tundra Tires On Tundra Wheels	1995-07-26		11
38-014	C-12-138-000/MW-000	Weight And Balance Data CC138 Twin Otter Aircraft	2003-05-30	2006-10-04	72
38-015	C-12-138-000/MY-000	Illustrated Parts Manual CC138 Twin Otter Aircraft	2008-05-20	2013-03-20	2408
38-016	C-12-138-000/NF-000	Consolidated Periodic Inspection Card Schedule CC138 Twin Otter	2012-01-16		468

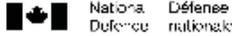
38-017	C-12-138-000/NR-000	Servicing Level Inspection Schedule CC138 Twin Otter	2007-06-14	2011-10-25	60
38-018	C-12-138-000/NS-Series	List Of Special Inspection Instructions CC138 Twin Otter	1971-04-09	2012-01-18	250
38-019	C-12-138-000/NV-000	Supplementary Inspection Card Schedule CC138 Twin Otter	1997-04-30	2009-03-06	59
38-020	C-12-138-000/NX-001	Depot Level Inspection And Repair Card Schedule CC138 Twin Otter	1990-11-30		804
38-021	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 Aircraft	1991-12-01	1994-01-30	12
38-022	C-12-138-000/VC-000	CC138 Twin Otter Corgraph	2002-04-01		102
38-024	C-13-K60-000/CF-Series	Modification Leaflets CC138 Bristol Wheel Skis	1981-01-13		32
38-025	C-13-K60-000/MN-001	Repair And Overhaul Manual for CC138 Twin Otter Bristol Wheel Skis	1989-02-14		24
38-026	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
38-027	C-14-210-000/CS-000	List Of Special Information Instructions Turboprop Engine PT6A-27, (Pratt & Whitney Aircraft)	1981-02-27		2
38-028	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
38-029	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
38-031	C-14-210-000/MY-000	Illustrated Parts Catalogue For PT6A-21/-27/-28 Engine Manual Part No.	1976-11-25	2010-05-21	1026

		3013244			
38-032	C-14-210-000/NF-000	Consolidated Periodic Inspection Card Schedule Pratt & Whitney PT6A-27 Engine CC138 Twin Otter	2012-01-16		64
38-033	C-14-210-000/NS-000	List Of Special Inspection Instructions Turboprop Engine PT6A-27, PT6A-28 (Pratt And Whitney)	2011-12-14		401
38-034	C-14-210-A00/CF-Series	Modification Instruction	1996-09-16		1017
38-035	C-14-210-A00/NS-Series	Special Inspection Instruction	1980-06-05		100

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)			
PART / PARTIE 1 - TO BE COMPLETED BY ORIGINATOR / DOIT ÊTRE REMPLIE PAR L'AUTEUR			
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 TPSGC	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)	OPT designation for title page Désignation du BPR sur la page titre	
	Dated: Datée :	Attached: Yes - Oui Ci-jointe : No - Non	<input type="checkbox"/>
INSTRUCTIONS: Number of attached sheets - Nombre de feuilles jointes ()			
Name and rank Nom et grade	Signature	Designation Désignation	Telephone no. N° de téléphone
			Date
OF/ILCMM Recommendation Recommandation du BPR/GCVM			
OCI concurrence (if applicable) Approbation du bureau consultatif (le cas échéant)			
TA approval Approbation de l'autorité technique			
PART / PARTIE 2 - CONTRACTOR ACKNOWLEDGEMENT OF RECEIPT / ACCUSÉ DE RÉCEPTION DE L'ENTREPRENEUR			
Name Nom	Signature	Title Titre	Telephone no. N° de téléphone
			Date

DND 570 (11-2012)
 Design: Forms Management 613-957-6899
 Conception: Gestion des formulaires 613-957-6906



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 Military, Military Glossary, Lexicon
- e. A-AD-121-F01/JX-000 Canadian Forces Manual of Abbreviations
- f. A-LM-505-010/JS-001 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.

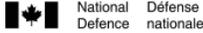
6.0 SUPPLEMENTAL TRANSLATION TERMINOLOGY REFERENCES

6.1 Primary Source, TERMIUM, The Government of Canada Linguistic Data Bank which may be viewed at <http://termiuplus.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)

Superviseur / gérant des publications (entrepreneur)

For Publication in Support of Equipment

Publications annexes du matériel

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.

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

(Signature)

(Date)

For Other Publications:

Autres publications :

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

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

(Signature)

(Date)

<p>DND Instruction to the Contractor</p> <p>The contractor is authorized to proceed with the preparation of reproducible copy.</p> <p style="text-align: center;">OR</p> <p>Corrective action is required and the contractor shall proceed as directed in the attached letter.</p> <p>Date _____ Datées du _____</p>	<p>Instructions du MDN à l'entrepreneur</p> <p><input type="checkbox"/> L'entrepreneur est autorisé à produire un texte reproductible.</p> <p style="text-align: center;">OU</p> <p><input type="checkbox"/> Des corrections sont nécessaires; l'entrepreneur doit suivre les instructions ci-jointes.</p> <p>File _____ Dossier _____</p>
<p>DND Technical Authority or Designated DND (non-contractor) Representative Autorité technique du MDN ou représentant désigné du MDN (pas un entrepreneur)</p> <p>_____ (Signature) _____ (Date)</p>	



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 10 Task Authorization DND 626



TASK AUTHORIZATION AUTORISATION DES TÂCHES

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