



**RETURN BIDS TO:**

**RETOURNER LES SOUMISSIONS À:**

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

**Request For a Standing Offer  
Demande d'offre à commandes**

National Master Standing Offer (NMSO)  
Offre à commandes principale et nationale (OCPN)

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

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

**Comments - Commentaires**

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

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

<b>Title - Sujet</b> Dash Landing Gear SO	
<b>Solicitation No. - N° de l'invitation</b> W7006-16R062/B	<b>Date</b> 2016-03-15
<b>Client Reference No. - N° de référence du client</b> W7006-16R062	<b>GETS Ref. No. - N° de réf. de SEAG</b> PW-\$WPG-209-9815
<b>File No. - N° de dossier</b> WPG-5-38097 (209)	<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 2016-03-30</b>	
<b>Time Zone</b> <b>Fuseau horaire</b> Central Standard Time CST	
<b>Delivery Required - Livraison exigée</b> See Herein	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Allard, Ken	<b>Buyer Id - Id de l'acheteur</b> wpg209
<b>Telephone No. - N° de téléphone</b> (204)229-5423 ( )	<b>FAX No. - N° de FAX</b> (204)983-7796
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> DEPARTMENT OF NATIONAL DEFENCE 402 SQUADRON WESTWIN Manitoba R3J0T0 Canada	
<b>Security - Sécurité</b> This request for a Standing Offer does not include provisions for security. Cette Demande d'offre à commandes ne comprend pas des dispositions en matière de sécurité.	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

<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>



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
1	Dash Landing Gear SO	W7006	W7006	1	Each	\$	\$	See Herein	

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**PART 1 - GENERAL INFORMATION****1.1 Introduction**

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

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

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

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## **1.2 Summary**

The Department of National Defence (DND) RCAF 17 Wing has a requirement for the provision of various technical services in support of aircraft landing gear and associated components on the RCAF CT-142, Dash 8 aircraft. The services required include inspection, repair, overhaul, and paint, modify and/or reduce to spares only, as authorized by the Technical Authority.

The Contractor must adhere to the Statement of Work (SOW) at Annex A to the extent therein specified in support of the scope of work referenced in section 1.0.

The Standing Offer will be for a period of one (1) year from the date of award, and extensions to the initial period with optional periods.

As per the Integrity Provisions under section 01 of Standard *Instructions 2003 and 2004*, bidders must provide a list of all owners and/or Directors and other associated information as required. Refer to section 4.21 of the *Supply Manual* for additional information on the Integrity Provisions.

### **1.2.1 Canadian Content**

The procurement is limited to Canadian services.

The Offeror certifies that:

( ) the service offered is a Canadian service as defined in paragraph 2 of clause [A3050T](#).

## **1.3 Debriefings**

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

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## **PART 2 - OFFEROR INSTRUCTIONS**

### **2.1 Standard Instructions, Clauses and Conditions**

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

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

The [2006](#) (2015-07-03) Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the RFSO.

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

Delete: 60 days

Insert: 120 days

### **2.2 Submission of Offers**

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

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

### **2.3 Former Public Servant**

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

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- 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 FPS in receipt of a pension, as applicable:

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

By providing this information, 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;

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

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

#### **2.4. Enquiries - Request for Standing Offers**

All enquiries must be submitted in writing to the Standing Offer Authority no later than seven (7) calendar days before the Request for Standing Offers (RFSO) closing date. Enquiries received after that time may not be answered.

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

#### **2.5. Applicable Laws**

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

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

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## **PART 3 - OFFER PREPARATION INSTRUCTIONS**

### **3.1. Offer Preparation Instructions**

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

- Section I: Technical Bid (2) hard copies
- Section II: Financial Bid (1) hard copies
- Section III: Certifications (1) hard copies

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

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

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

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

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

#### **Section I: Technical Offer**

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

Completion and submission of Appendix 4 of Annex A is mandatory to be considered responsive.

The technical bid should address clearly and in sufficient depth the points that are subject to the evaluation criteria against which the bid will be evaluated. Simply repeating the statement contained in the bid solicitation is not sufficient. In order to facilitate the evaluation of the bid, Canada requests that bidders address and present topics in the order of the evaluation criteria under the same headings. To avoid duplication, bidders may refer to different sections of their bids by identifying the specific paragraph and page number where the subject topic has already been addressed.

#### **Section II: Financial Offer**

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

##### **3.1.1 Payment by Credit Card**

Canada requests that Offerors complete one of the following:

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

The following credit card(s) are accepted:

VISA \_\_\_\_\_

Master Card \_\_\_\_\_

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

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

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

### **Section III: Certifications**

Offerors must submit the certifications required under Part 5.

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## PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

### 4.1 Evaluation Procedures

- (a) Offers will be assessed in accordance with the entire requirement of the Request for Standing Offers including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the offers.

#### 4.1.1 Technical Evaluation

##### 4.1.1.1 Mandatory Technical Criteria

Mandatory technical evaluation criteria detailed in Appendix 4 to Annex A of this bid solicitation

##### 4.1.1.2 Point Rated Technical Criteria

Point Rated evaluation criteria detailed in Appendix 4 to Annex A of this bid solicitation.

#### 4.1.2 Financial Evaluation

##### 4.1.2.1 Financial Evaluation Criteria - Refer to Annex B – Basis of Payment

SACC Manual Clause [M0220T](#) (2016-02-28), Evaluation of Price

### 4.2 Basis of Selection - Highest Combined Rating of Technical Merit and Price

1. To be declared responsive, a bid must:
  - a. comply with all the requirements of the bid solicitation;
  - b. meet all mandatory technical evaluation criteria; and
  - c. obtain the required minimum of 75 points overall for the technical evaluation criteria which are subject to point rating. The rating is performed on a scale of 100 points.
2. Bids not meeting (a) or (b) or (c) will be declared non responsive.
3. The selection will be based on the highest responsive combined rating of technical merit and price. The ratio will be 60 % for the technical merit and 40 % for the price.
4. To establish the technical merit score, the overall technical score for each responsive bid will be determined as follows: total number of points obtained / maximum number of points available multiplied by the ratio of 60 %.
5. To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of 40 %.
6. For each responsive bid, the technical merit score and the pricing score will be added to determine its combined rating.
7. Neither the responsive bid obtaining the highest technical score nor the one with the lowest evaluated price will necessarily be accepted. The responsive bid with the highest combined rating of technical merit and price will be recommended for award of a contract.

The table below illustrates an example where all three bids are responsive and the selection of the contractor is determined by a 60/40 ratio of technical merit and price, respectively. The total available points equal 135 and the lowest evaluated price is \$45,000 (45).

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Basis of Selection - Highest Combined Rating Technical Merit (60%) and Price (40%)

		Bidder 1	Bidder 2	Bidder 3
<b>Overall Technical Score</b>		115/135	89/135	92/135
<b>Bid Evaluated Price</b>		\$55,000.00	\$50,000.00	\$45,000.00
<b>Calculations</b>	<b>Technical Merit Score</b>	$115/135 \times 60 = 51.11$	$89/135 \times 60 = 39.56$	$92/135 \times 60 = 40.89$
	<b>Pricing Score</b>	$45/55 \times 40 = 32.73$	$45/50 \times 40 = 36.00$	$45/45 \times 40 = 40.00$
<b>Combined Rating</b>		83.84	75.56	80.89
<b>Overall Rating</b>		1 <sup>st</sup>	3 <sup>rd</sup>	2 <sup>nd</sup>

## PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

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

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

### 5.1 Certifications Required with the Offer

Offerors must submit the following duly completed certifications as part of their offer.

#### 5.1.1 Declaration of Convicted Offences

As applicable, pursuant to subsection Declaration of Convicted Offences of section 01 of the Standard Instructions, the Offeror must provide with its offer, 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 Offer

##### 5.1.2.1 Canadian Content Definition

This procurement is limited to Canadian services.

The Offeror certifies that:

( ) the service offered is a Canadian service as defined in paragraph 2 of clause [A3050T](#).

### 5.2 Certifications Precedent to the Issuance of a Standing Offer and Additional Information

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

#### 5.2.1 Integrity Provisions – List of Names

Offerors who are incorporated, including those submitting offers as a joint venture, must provide a complete list of names of all individuals who are currently directors of the Offeror.

Offerors submitting offers as sole proprietorship, as well as those submitting offers as a joint venture, must provide the name of the owner(s).

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Offerors submitting offers as societies, firms or partnerships do not need to provide lists of names.

### **5.2.2 Federal Contractors Program for Employment Equity - Standing Offer Certification**

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

Canada will have the right to declare an offer non-responsive, or to set-aside a Standing Offer, if the Offeror, or any member of the Offeror if the Offeror is a Joint Venture, appears on the "[FCP Limited Eligibility to Bid](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml)" list at the time of issuing of a Standing Offer or during the period of the Standing Offer.

### **5.2.3 Additional Certifications Precedent to Issuance of a Standing Offer**

#### **5.2.3.1 Canadian Content Certification**

**5.2.1.3.1.1** *SACC Manual* clause [A3050T](#) (2016-01-28) Canadian Content Definition

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## **PART 6 - SECURITY, FINANCIAL AND INSURANCE REQUIREMENTS**

### **6.1 Insurance Requirements**

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

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

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## PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

### A. STANDING OFFER

#### 7.1 Offer

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

#### 7.2 Security Requirements

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

#### 7.3 Standard Clauses and Conditions

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

##### 7.3.1 General Conditions

[2005](#) (2015-09-03) General Conditions - Standing Offers - Goods or Services, apply to and form part of the Standing Offer.

##### 7.3.2 Standing Offers Reporting

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

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

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

The quarterly reporting periods are defined as follows:

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

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

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## 7.4 Term of Standing Offer

### 7.4.1 Period of the Standing Offer

The period for making call-ups against the Standing Offer is from \_\_\_\_\_ to \_\_\_\_\_.

### 7.4.2 Extension of Standing Offer

If the Standing Offer is authorized for use beyond the initial period, the Offeror offers to extend its offer for an additional \_\_\_\_\_ period, from \_\_\_\_\_ to \_\_\_\_\_ under the same conditions and at the rates or prices specified in the Standing Offer, or at the rates or prices calculated in accordance with the formula specified in the Standing Offer.

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

## 7.5. Authorities

### 7.5.1 Standing Offer Authority

The Standing Offer Authority is:

Ken Allard  
Supply Specialist  
Acquisitions-Winnipeg | Approvisionnement - Winnipeg  
Public Works and Government Services Canada  
Travaux publics et Services Gouvernementaux Canada  
Suite 100 - 167 Lombard Avenue, Winnipeg MB R3B 0T6  
Email - [ken.allard@pwgsc-tpsgc.gc.ca](mailto:ken.allard@pwgsc-tpsgc.gc.ca)  
Tel/Tél - (204) 229-5423  
Fax/Télé - (204) 983 7796

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

### 7.5.2 Project Authority

The Project Authority for the Standing Offer is:

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

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

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

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

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

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

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

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

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### 7.5.3 Offeror's Representative

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

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

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

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

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

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

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

The Technical Authority named

### 7.6 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.

### 7.7 Identified Users

The Identified User authorized to make call-ups against the Standing Offer is:

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

### 7.8 Call-up Instrument

The Work will be authorized or confirmed by the Identified User(s) using form PWGSC-TPSGC 942, Call-up against a Standing Offer; and PWGSC-TPSGC 191 Acquisition Card Application (MasterCard).

### 7.9 Limitation of Call-ups

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

### 7.10 Financial Limitation

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

The Offeror must notify the Standing Offer Authority as to the adequacy of this sum when 75 percent of this amount has been committed, or 4 months before the expiry date of the Standing Offer,

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whichever comes first. However, if at any time, the Offeror considers that the said sum may be exceeded, the Offeror must promptly notify the Standing Offer Authority.

## 7.11 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 call up against the Standing Offer, including any annexes;
- b) the articles of the Standing Offer;
- c) the general conditions 2005 (2015-09-03), General Conditions - Standing Offers - Goods or Services
- d) the general conditions 2010B (2015-09-03) Professional Services
- e) Annex A Statement of Work and appendices;
- f) Annex B Basis of Payment;
- g) Annex C Insurance Requirements;
- h) Annex D Periodic Usage Reports
- i) the Offeror's offer dated \_\_\_\_\_, as amended on \_\_\_\_\_.

## 7.12 Certifications

### 7.12.1 Compliance

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

### 7.12.2

#### SACC Manual Clauses

Canadian Content Certification M3060C (2008-05-12)  
Status and Availability of Resources M3020C

## 7.13 Applicable Laws

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in \_\_\_\_\_ (*to be inserted at standing offer award*)

## **B. RESULTING CONTRACT CLAUSES**

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

### **7.1 Statement of Work**

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

### **7.2 Standard Clauses and Conditions**

#### **7.2.1 General Conditions**

2010B (2015-09-03), General Conditions - Professional Services (Medium Complexity) apply to and form part of the Contract.

Section 15 Interest on Overdue Accounts, of 2010B (2015-09-03) will not apply to payments made by credit cards.

#### **7.2.2 Limitation of Contractor's Liability for Damages to Canada**

1. This section applies despite any other provision of the Contract and replaces the section of the general conditions entitled "Liability". Any reference in this section to damages caused by the Contractor also includes damages caused by its employees, as well as its subcontractors, agents, and representatives, and any of their employees.
2. Whether the claim is based in contract, tort, or another cause of action, the Contractor's liability for all damages suffered by Canada caused by the Contractor's performance of or failure to perform the Contract is limited to \$ 5,000,000.00. This limitation of the Contractor's liability does not apply to:
  - a. any infringement of intellectual property rights; or
  - b. any breach of warranty obligations.
3. Each Party agrees that it is fully liable for any damages that it causes to any third party in connection with the Contract, regardless of whether the third party makes its claim against Canada or the Contractor. If Canada is required, as a result of joint and several liability, to pay a third party in respect of damages caused by the Contractor, the Contractor must reimburse Canada for that amount.

### **7.3 Term of Contract**

#### **7.3.1 Period of the Contract**

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

#### **7.3.2 Shipping Instructions (Department of National Defence) – Canadian Based Contractor**

1. Delivery will be FCA Free Carrier at \_\_\_\_\_ (named place - Contractor's facility) Incoterms 2000. The Contractor must load the goods onto the carrier designated by the Department of

National Defence (DND). Onward shipment from the delivery point to the consignee will be Canada's responsibility.

2. Before shipping the goods, the Contractor must contact the following DND Inbound Logistics Coordination Center by facsimile or e-mail, to arrange for shipment, and provide the information detailed at paragraph 3.

At contract award, option (a), (b), (c), (d), or (e), will referenced

- a. *Insert the following for all sole source contracts, except repair and overhaul, where the Contractor is located in Canada:*  
Inbound Logistics Co-ordination Center (ILCC)  
Telephone: 1-877-877-7423 (toll free)  
Facsimile: 1-877-877-7409 (toll free)  
E-mail: [ILHQOttawa@forces.gc.ca](mailto:ILHQOttawa@forces.gc.ca)
  - b. *Insert the following for all repair and overhaul contracts where the Contractor is located between Kingston inclusive and westward to the Ontario/Manitoba border:*  
Inbound Logistics Central Area (ILCA)  
Telephone: 1-866-371-5420 (toll free)  
Facsimile: 1-866-419-1627 (toll free)  
E-mail: [ILCA@forces.gc.ca](mailto:ILCA@forces.gc.ca)
  - c. *Insert the following for all repair and overhaul contracts where the Contractor is located in Manitoba, Saskatchewan, Alberta, British Columbia, and the National Capital Region inclusive to east of Kingston:*  
Inbound Logistics Coordination Center (ILCC)  
Telephone: 1-877-877-7423 (toll free)  
Facsimile: 1-877-877-7409 (toll free)  
E-mail: [ILHQOttawa@forces.gc.ca](mailto:ILHQOttawa@forces.gc.ca)
  - d. *Insert the following for all repair and overhaul contracts where the Contractor is located in Quebec:*  
Inbound Logistics Quebec Area (ILQA)  
Telephone: 1-866-935-8673 (toll free), or  
1-514-252-2777, ext. 4673, 2852  
Facsimile: 1-866-939-8673 (toll free), or  
1-514-252-2911  
E-mail: [25DAFCTrafficQM@forces.gc.ca](mailto:25DAFCTrafficQM@forces.gc.ca)
  - e. *Insert the following for all repair and overhaul contracts where the Contractor is located in Atlantic (New Brunswick, Prince Edward Island, Nova Scotia, Newfoundland and Labrador):*  
Inbound Logistics Atlantic Area (ILAA)  
Telephone: 1-902-427-1438  
Facsimile: 1-902-427-6237  
E-mail: [BlogILAA@forces.gc.ca](mailto:BlogILAA@forces.gc.ca)
3. The Contractor must provide the following information to the DND Inbound Logistics Coordination Center when arranging for shipment:
    - a. the Contract number;
    - b. consignee address (for multiple addresses, items must be packaged and labelled separately with each consignee address);
    - c. description of each item;
    - d. the number of pieces and type of packaging (i.e., carton, crate, drum, skid);
    - e. actual weight and dimensions of each piece type, including gross weight;
    - f. full details of dangerous goods/hazardous products, as required for the applicable mode of transportation, signed certificates for dangerous goods/hazardous products as required

for shipment by the International Maritime Dangerous Goods Code, the International Air Transport Association regulations or the applicable Canadian [Transportation of Dangerous Goods Regulations](#), and a copy of the safety data sheet in English and French.

4. Following receipt of this information by Canada, Canada will provide the appropriate shipping instructions, which may include the requirement for specific consignee address labelling, and the marking of each piece with a Transportation Control Number.
5. The Contractor must not ship the goods before receiving shipping instructions from the DND Inbound Logistics contact.
6. If the Contractor delivers the goods at a place and time which are not in accordance with the given delivery instructions or fail to fulfill reasonable delivery instructions given by Canada, the Contractor must reimburse Canada any additional expenses and costs incurred.
7. If Canada is responsible for delays in delivering the goods, ownership and risk will be transferred to Canada upon expiry of either 30 days following the date on which a duly completed shipping application is received by Canada or by its appointed forwarding agent, or 30 days following the delivery date specified in the Contract, whichever is later.

#### 7.4 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.

#### 7.5 Payment

##### 7.5.1 Basis of Payment

In consideration of the Contractor satisfactorily completing its obligations under the Contract the Contractor will be paid a firm unit price as specified in Annex B. Customs duties are included and Applicable Taxes are extra.

##### 7.5.2 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

### 7.5.3 Single Payment H1000C (2008-05-012)

### 7.5.4 SACC Manual Clauses

Certifications – Contract	A3015C (2014-06-26)
T204 - Direct Request by Customer Department	A9117C (2007-11-30)
Discretionary Audit	C0705C (2010-01-11)
Quality Assurance Authority (DND)	D5510C (2014-06-26)
Canadian Customs Documentation	C2608C (2015-02-25)

### 7.5.5 Payment by Credit Card

The following credit cards are accepted: \_\_\_\_\_ and \_\_\_\_\_.

### 7.6 Invoicing Instructions

- The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions along with the maintenance report described in the Statement of Work article 4.0 Deliverables of the Contract.  
Invoices cannot be submitted until all work identified in the invoice has been completed and that all maintenance service call reports related to the Work identified in the invoice have been received by the Project Authority.

- The Contractor must distribute the invoices and reports as follows:

The original and two (2) copies of the invoices and maintenance reports must be forwarded to the following address for certification and payment \_\_\_\_\_: *(To be inserted at contract award)*

- One (1) copy of the invoice and maintenance report must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.

### 7.7 Insurance Requirements

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

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Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.

## **7.8 SACC Manual clauses**

Defence Contract

[A9006C](#) (2012-07-16)

Canadian Forces Site Regulations

[A9062C](#) (2011-05-16)

Controlled Goods

[A9131C](#) (2015-11-27)

Excess Goods

[B7500C](#) (2006-06-16)

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## ANNEX A - STATEMENT OF WORK

### 1.0 SCOPE

#### 1.1 Purpose

1.1.1 This Statement of Work (SOW) defines the scope and technical requirements for the provision of various technical services in support of aircraft landing gear and associated components on the CT142 Dash-8 for the Department of National Defence (DND).

#### 1.2 Aim

1.2.1 The Contractor must inspect, repair, overhaul, paint, modify and/or reduce to spares only those items for which they have received authorization from the TA IAW the Selection Notice and Priority Summary (SNAPS) for Repairable Materiel Account (RMA) Code YBY1 and/or an approved Repairable Materiel Request (RMR). R&O priorities will be maintained as advised in the SNAPS. Repair priority for RMRs shall be "Routine" unless otherwise stipulated.

#### 1.3 Terminology

1.3.1 The following abbreviations are used throughout this SOW:

AAS	Accountable Advanced Spares
AD	Airworthiness Directive
AWR	Additional Work Request
BOC	Brought on Charge
CAP	Corrective Action Plan
CFM	Contractor Furnished Materiel
CFSS	Canadian Forces Supply System
CFTO	Canadian Forces Technical Orders
CIS	Contract Issue Spares
CRPA	Contractor Repair Parts Account
CYF	Current Year Forecast
DCG	Document Control Group
DND	Department of National Defence
DTAES	Directorate Technical Airworthiness Engineering Support
FIFO	First-In / First-Out
GFOS	Government Furnished Overhaul Spares
IAW	In accordance with
IOR	Immediate Operational Requirement
MPM	Maintenance Process Manual
MRC	Maximum Repair Cost
MRP	Mobile Repair Party
NSN	NATO Stock Number
NDHQ	National Defence Headquarters
NDID	National Defence Identification Database
NDQAR	National Defence Quality Assurance Representative
PA	Procurement Authority
PRR	Priority Repair Request
PSM	Program Support Manual
PWGSC	Public Works and Government Services Canada
QAR	Quality Assurance Representative
QPM	Quality Process Manual

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R&O	Repair and Overhaul
RMA	Repairable Materiel Account
RMR	Repairable Materiel Request
RSA	Repair Shop Account
SC	Stock Holding Code
SITS	Special Investigations and Technical Studies
SNAPS	Selection Notice and Priority Summary
SNOM	Selection Notice Observation Message
SOW	Statement of Work
TA	Technical Authority
TAA	Technical Airworthiness Authority
TAT	Turn-Around Time
TAM	Technical Airworthiness Manual
TC	Transport Canada
UCR	Unsatisfactory Condition Report
WSM	Weapon System Manager

#### **1.4 Extent of Work**

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

- a. Repair – The identification and correction of those specific defects, which degrade the performance of an item causing it to function below the specifications;
- b. Overhaul – Restoration of an item to its original condition/near life expectancy. It includes the replacement of worn, damaged or life expired parts; the incorporation of approved modifications; and the rework of components as necessary;
- c. Reduction to Spares – As directed by the TA, the disassembly of items to identify components that can be certified as serviceable spare parts;
- d. Inter-changeability – Following repair, the item must remain fully interchangeable (form, fit and function) with articles catalogued under the same reference number, part number and of the same modification status. This concept of inter-changeability must be extended to include internal characteristics such as wave forms and components layout in order to ensure fully compatibility with automatic test equipment software and automatic probing;
- e. Serviceable Condition – The condition of equipment that allows it to be used, shipped or held in stores without it being subjected to any limitations not applicable to new equipment;
- f. Reliability and Maintainability – The definitions of MIL STD-721 will apply; and
- g. Configuration Management – This responsibility includes the ability to specify the status of R&O processes and the status of the embodiment of modifications, for any given material at the Contractor's facility as specified in this SOW.

## **2.0 APPLICABLE DOCUMENTS**

### **2.1 Applicability**

2.1.1 The following Canadian Forces Technical Orders (CFTO) form part of this SOW to the extent specified herein, and are supportive of the SOW when referenced in section 3.0 and beyond; all other document references are to be considered supplemental information only. Unless otherwise specified, the issue or amendments of documents effective for this SOW must be those in effect on the date of proposal submittal. In the event of a conflict between the documents referenced herein and the contents of the SOW, the contents of the SOW must take precedence.

2.1.2 All work must be carried out IAW with approved data. Approved data must include the latest amendment of the manufacturer's maintenance and overhaul manuals, service bulletins, service letters and approved repair dispositions.

2.1.3 The Contractor is responsible for obtaining the approved data required to fulfill the requirements of this SOW. Data that is normally available from the manufacturer will not be provided by DND. Data applicable to the CT142 Dash-8 that is military unique will be provided to the Contractor by DND upon request on an as required basis to the TA.

## **2.2 Canadian Forces Technical Orders (CFTO)**

A-GA-135-001/AA-001	Flight Safety for the Canadian Forces
A-LM-007-100/AG-001	Supply Administration Manual
A-LM-184-001/JS-001	Special Instructions – Repair and Overhaul Contractors
A-SJ-100-001/AS-000	National Defence Security Orders and Directives
C-01-100-100/AG-006	Writing, Format and Production of Technical Publications
C-02-005-009/AM-000	Inspection and Conditioning of Material Returned and Held in the Supply System
C-02-005-011/AM-000	Mobile Repair Parties Manned by Contractor Personnel
C-05-005-001/AG-001	Technical Airworthiness Manual (TAM)
C-05-005-P04/AM-001	Maintenance Program – Implementation – Aircraft Maintenance Record Set
C-02-007-000/AG-001	Controlled Technology and Transfer Manual
C-02-015-001/AG-000	Policy Procedures and Guidelines Unsatisfactory Condition Report
C-05-030-001/AG-001	Aircraft Maintenance Management Information System
D-01-100-220/SF-000	Preparation of Modification Instructions
D-01-100-222/SF-000	Preparation of Special Inspections Instructions
D-01-400-002/SF-000	Drawings, Engineering and Associated Lists

## **2.3 Other Standards**

MIL STD-721	Definitions of Terms for Reliability
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## **2.4 Associated Program Support Manuals (PSM)**

2.4.1 The latest amendment of the following documents are applicable:

Table 1 Associated Program Support Manuals (PSM)

Part Number	Description	Document
10100-X	MLG Shock Strut Assembly	PSM 1-8-6 Chap 32-10-01
10200-X	MLG Drag Strut Assembly	PSM 1-8-6 Chap 32-10-02
10300-X	MLG Yoke Assembly	PSM 1-8-6 Chap 32-10-03
10400-X	MLG Stabilizer Stay Assembly	PSM 1-8-6 Chap 32-10-04
10500-X	MLG Retraction Actuator	PSM 1-8-6 Chap 32-30-01
10600-X	MLG Auxiliary Actuator	PSM 1-8-6 Chap 32-30-02
10800-X	MLG Uplock Actuator	PSM 1-8-6 Chap 32-30-04
11300-X	MLG Uplock Assembly	PSM 1-8-6 Chap 32-30-21
8200-X	NLG Drag Strut Assembly	PSM 1-8-6 Chap 32-20-02
8225-5	NLG Pivot Tube Assembly	PSM 1-8-6 Chap 32-20-02
8300-X	NLG Retraction Actuator	PSM 1-8-6 Chap 32-30-05
8400-X	NLG Drag Strut Actuator	PSM 1-8-6 Chap 32-30-06
8600-X	Steering Manifold Assembly	PSM 1-8-6 Chap 32-50-02
8700-X	Steering Control Unit	PSM 1-8-6 Chap 32-50-03
8800-X	NLG Shock Strut Assembly	PSM 1-8-6 Chap 32-20-01
8832-X	NLG Axle	PSM 1-8-6 Chap 32-20-01
8835-X	NLG Shock Strut Trailing Arm	PSM 1-8-6 Chap 32-20-01
8900-X	Steering Actuator	PSM 1-8-6 Chap 32-50-01
8960-X	Centering Mechanism, Steering	PSM 1-8-6 Chap 32-50-07

### 3.0 REQUIREMENTS

#### 3.1 *Airworthiness Requirements*

3.1.1 Airworthiness regulatory responsibility for the CT142 Dash-8 has been delegated to the Technical Airworthiness Authority (TAA) by the Minister of National Defence, under the provisions of the Aeronautics Act. The work performed by the Contractor described within this SOW must be conducted under the authority of the DND Airworthiness Program (A-GA-005-000/AG-001), IAW TAA recognized Transport Canada (TC) policies and procedures, supplemented with DND specific policy approved by the TAA, if deemed applicable. The point of contact for the CT142 airworthiness issues is the TA (see para 5.2).

Note: Where this SOW indicates TC requirements, DND will accept equivalent approvals and processes that fall under foreign civil airworthiness authorities that are deemed acceptable by the TAA (FAA/EASA).

3.1.2 All aspects of the CT142 Dash-8 and associated components/equipment are subject to the provisions of C-05-005-001/AG-001 (Technical Airworthiness Manual). A copy of the Technical Airworthiness Manual (TAM) may be obtained by contacting DTAES 2-3-2, incumbent Wanda Rowan at 819-939-4782.

3.1.3 The Contractor must be a TC Approved Maintenance Organizations (AMO) with ratings for aircraft aero-engines. Organizations accredited or recognized by the TAA are also acceptable. The Contractor shall be authorized by a regulatory agency (TC, DND or equivalent) for the full scope and depth of work specified under this SOW. In the event specialized work is subcontracted by the Contractor, the Contractor is responsible to ensure work is conducted by an organization approved by a recognized regulatory body for the scope and depth of work being performed. Such arrangements shall be specified in writing and deemed acceptable by the TAA.

3.1.4 The Contractor must obtain and maintain recognition as a TAA acceptable organization for the scope and depth of technical authority needed to perform the full scope of work specified in this SOW. To maintain recognition as a TAA acceptable organization, the Contractor will be subject to periodic surveys and assessments to support and maintain recognition by the DND regulator. Upon request, the Contractor shall provide access to company facilities, personnel, operating process and procedures, forms and records.

3.1.5 Implementation of these airworthiness requirements must be accomplished IAW the following schedule.

- a. Within one (1) week of contract award, the Contractor shall contact the TA to initiate the process to achieve recognition by the DND TAA. The TA will provide the Contractor with a recognition survey to be completed by the Contractor. The survey requires the Contractor to outline how compliance to the TAM is achieved through referencing their current versions of Policy Manuals, internal procedures and work instructions. The Contractor may also be required to submit Maintenance Process Manual (MPM)/Quality Process Manual (QPM) references necessary to support the recognition process.

Contractors recognized by the DND TAA for work under a separate contract shall

Note: contact the TA to determine if any further effort is required to support the scope and depth of work specified in this SOW.

- b. If the Contractor is currently recognized by the DND TAA to conduct work under a different contract, the Contractor must contact the TA to determine the requirements to become recognized for the performance of work IAW this SOW. The level of effort required supporting TAA recognition will depend on the similarity of the scope and depth of work currently recognized and will be communicated to the Contractor by the TA.
- c. The contractor must amend and/or create the necessary policies and procedures to support the activities conducted under this contract based upon direction provided by the TAA. Where unique policies or processes are required to specifically address DND requirements, it is recommended that these be captured in a DND supplement to the organization's current regulator approved policy manual.
- d. Timelines for achieving full TAA recognition will be agreed upon by the Contractor, the TAA and the TA. If deemed necessary by the TAA, an on-site audit may be required to support the recognition process. Full recognition should be achieved within 12 months of contract award.

- e. Once recognized by the TAA, the contractor must maintain this status for the duration of the contract. If the contractor leverages policies and processes established under a separate DND contract and should that contract become terminated, the contractor shall continue to perform the necessary activities and maintain the required policies and procedures to support the TAA acceptability for this contract.

Note: The Contractor must inform the TA whenever a contractor's MPM or TC approval Certificate(s) have been changed for updated. At the request of the TA, the Contractor shall submit the updated MPM and/or TC approval Certificates to the TA.

3.1.6 TAA Audits. The Contractor shall provide support to TAA auditors during DND airworthiness audits. This includes, but not limited to providing:

- a. On-site access to the audit team, including office space to conduct meetings and interviews;
- b. Access to technician qualification and authorisation files within the AMO;
- c. Access to work orders and other technical data generated to certify or release maintenance activities; and
- d. Technical and management staff to support TAA auditors.

Note: TAA staff generally schedule airworthiness audits every 30 months, however the frequency may increase or decrease depending on other factors such as the amount of civilian regulatory oversight or flight safety incidents related to activities conducted at the contractor's facilities.

3.1.7 The contractor is required to submit and implement a corrective action plan (CAP) to the TA, as directed by TAA staff, to address observations found during airworthiness audits.

### **3.2 Quality Management Requirements**

3.2.1 All work may be subject to Government Quality Assurance audits performed by the Director of Quality Assurance, or its designated Quality Assurance Representative (QAR). These audits could occur at the Contractor's and/or Subcontractor's facilities or subsequent work sites.

3.2.2 Within forty-eight (48) hours of contract award, the Contractor must contact the QAR.

3.2.3 The contractor must maintain for the duration of the contract a Quality Management System acceptable to the TAA.

3.2.4 Industry recognized standards acceptable to the TAA include:

- a. NADCAP for specialized processes within a manufacturing organizations;
- b. AS9100-2009 and EN9100 for AMO;
- c. ISO 9001-2008 and equivalents as a general QMS; and
- d. AS9120 for distributors and suppliers of aviation parts.

3.2.5 The TAA may grant special consideration or equivalent status to organizations. Examples where this may be applicable are:

- 
- a. civilian contractors seeking accreditation who have previously obtained compliance with another quality standard;
  - b. an organization that obtained civilian regulatory approval (i.e., TC, US FAA and JAA) status as an AMO or ADO;
  - c. a software development organization evaluated against the Capability Maturity Model (CMM) developed by the Carnegie Mellon University Software Engineering Institute, ISO 9000-3 or any other standard deemed acceptable by the TAA; and
  - d. small organizations that conduct limited airworthiness functions that may not need a full quality management system that is compliant with one of the major standards.

3.2.6 Submissions for special consideration or equivalent status of a different QMS shall be submitted to the TAA who reserves the right to impose additional special conditions on the organization involved. Each submission will be treated on an individual basis, will be recorded by the TAA and will be subject to periodic re-evaluation.

3.2.7 The Contractor must retain quality control and inspection records for a period of five (5) years from the date of termination of this contract.

### **3.3 Technical Requirements**

3.3.1 The work that must be performed under this SOW include:

- a. Provide the services required to conduct and support third line R&O. Unless otherwise indicated the term R&O covers repairs, overhaul, or both;
- b. Commit in writing to becoming accredited/recognized by the TAA within an acceptable period of time (as agreed by the TAA/WSM organization) after contract award;
- c. Having the engineering and technical resources required to conduct the work described to the required quality assurance standards and within the turn-around time (TAT) stipulated in the contract; and
- d. Conduct the required work in the Contractor's facilities, at the Contractor's selected Sub-Contractor's facilities, and/or by Contractor's working at Department of National Defence (DND) facilities, or other facilities as specified by Technical Authority (TA).

3.3.2 Compliance with the CFTOs identified in paragraph 2.2 is mandatory. Contractor compliance may be subject to random audits by the TA or a designated representative. These audits may be remote desktop audits or may occur during DND or National Defence Quality Assurance Representative (NDQAR) visits to the Contractor's facility. The Contractor must be able to demonstrate compliance by providing objective and auditable evidence to DND/NDQAR satisfaction.

3.3.3 The Contractor must maintain an information database that includes build records for all material specified in this SOW. The database must be sufficiently structured to ensure traceability of all lifed and serial-numbered items. The Offeror must provide the TA unrestricted access to this database upon request from the TA.

3.3.4 The Contractor must provide a point of contact for all work associated with this SOW.

3.3.5 The Contractor must be registered with the Controlled Goods Program (CGP) administered by Public Works and Government Services Canada, Controlled Goods Directorate (CGD). This requirement must remain valid for the duration of the contract.

### **3.4 Receipt**

3.4.1 Upon receipt of DND equipment, the Contractor must:

- a. Identify the equipment and ensure authority to repair (SNAPS, RMRs);
- b. Open a work order;
- c. Carry out a physical check to ensure that the item is complete and is IAW the accompanying vouchers;
- d. Complete receipt documentation, including any adjustment transactions, work order number; and
- e. Action warranty materiel.

Note: Work order must be raised within forty-eight (48) hours of delivery to plant.

3.4.2 If the Contractor is missing any information or documentation, he must request it through the National Defence Quality Assurance Representative (NDQAR).

3.4.3 For those items where the basis of payment is other than firm fixed price, and based upon available information and/or inspection of the item, the Contractor must determine the extent of work required, prepare a cost estimate, and if cost to repair is below the maximum repair cost (MRC), proceed with the repair. Whenever cost to repair threatens to exceed the MRC, the Contractor must request authority in writing to proceed with the repair IAWA-LM-184-001/JS-001 (Special Instructions – Repair and Overhaul Contractors), Part 2.

3.4.4 For those items where the cost of reworking the item exceeds seventy-five per cent (75%) of the cost of a replacement or if an approved repair disposition is not available will be considered as beyond economical repair (BER). BER items shall not be reworked or replaced unless authorize by the TA.

Note: If a lifed item is scrapped, it must be replaced with a serviceable item having a life equal to or greater than remaining than that scrapped item being replaced.

3.4.5 Where it is impossible to determine the cost to repair, the Contractor may be granted authority by the Procurement Authority (PA) to strip the equipment so as to assess its repair and/or overhaul potential and to estimate the costs. Unless otherwise specified, and regardless of the value of the equipment, the cost of the work involved in estimating repair is chargeable to the item whether or not it is subsequently repaired.

3.4.6 The Contractor must carry out all service bulletins required to comply with TC's Airworthiness Directives (ADs) unless otherwise specified by the TA. In the event a minimum work specification is provided and a particular service bulletin, which is required to comply with an AD, was not specified in the minimum work specification, the Contractor must advise the TA.

3.4.7 The Contractor must be authorized by the TA before embodying any service bulletins which the manufacturer recommends or which the manufacturer indicates are part of a minimum build specification. The TA will indicate whether a particular service bulletin is part of the normal work scope for the affected repairable. In cases where the warranty on a particular item would be voided by not carrying out a service bulletin the Contractor must request direction from the TA.

3.4.8 The Contractor must embody any CF Modifications or Original Equipment Manufacturer (OEM) modification leaflets (MF) as specified in a minimum work specification for each item (to be provided by the TA if applicable) or as directed by the TA.

Note: The Contractor may elect to embody a MF that is not listed in the minimum work specification and has not been mandated by an AD. However, prior to embodiment of any such MF, the Contractor must obtain TA authorization.

3.4.9 The Contractor must retain quality control and inspection records for a period of five (5) years from the date of termination of this contract.

### **3.5 Discrepancies in Shipments**

3.5.1 If upon initial inspection, the Contractor identifies equipment as having the same form, fit and function as other equipment, but as being misidentified, the Contractor shall forward a detailed message to the Consignor and to their National Defence Quality Assurance Region (NDQAR) representative with a recommendation for corrective action. A discrepancy in shipment can consist of any of the following:

- a. In-condition
- b. Surplus
- c. Shortage

3.5.2 The Contractor must action discrepancies in shipments IAW A-LM-184-001/JS-001 (Special Instructions – Repair and Overhaul Contractors), Part 3.

### **3.6 Maintenance Support – Mobile Repair Parties (MRP)**

3.6.1 The Contractor must provide a Mobile Repair Party (MRP), when authorized by the Procurement Authority (PA).

3.6.2 There are two types of MRP:

- a. A scheduled MRP; for a scheduled MRP, the PA must follow the DND626 Task Authorization process outlined in the Procurement Administration Manual (PAM) 3.3.2.2.; or
- b. An unscheduled, Immediate Operational Requirement (IOR), extraordinary and exceptional MRP. The unscheduled IOR MRP happens under exceptional and extraordinary circumstances (for example: pre-deployment preparations for an unexpected extended operational mission) and requires an immediate response from DND.

3.6.3 The process to action an unscheduled IOR MRP is as follows:

- a. The TA/Project Manager is responsible to:
  - 1) Call the PA;
  - 2) Describe the work to be done; and
  - 3) Request that the unscheduled IOR MRP process be used.
- b. The PA is responsible to:

- 1) Ensure that the instructions for unscheduled IOR MRPs are contained in the contract;
- 2) Refer to C-02-005-011/AM-000 (Mobile Repair Parties Manned by Contractor Personnel);
- 3) Review the requirement to confirm that it is effectively an unscheduled IOR MRP;
- 4) Approve the unscheduled IOR MRP; and
- 5) Confirm by email to the TA/Project Manager and the Contractor that the requirement is approved. Note that the PA's email is the written agreement that allows the work to proceed.

3.6.4 Upon mutual agreement the Contractor may be required to travel to location within Canada and may be required to provide competent engineers and/or technicians to field sites to perform engineering projects and/or to effect repairs or modifications to the installations. All matters pertaining to the performance of the work on the site shall be referred to the cognizant Base Technical Services Officer, and/or Air/Ship's Staff, or their appointed delegate who will be responsible for the conduct of the work and shall signify satisfactory completion and acceptance of the work by signing Appendices C and D to the aforementioned National Defence Identification Database (NDID)/CFTO. This service shall be accomplished to the satisfaction of the site Commanding Officer, his authorized representative, or National Defence Headquarters (NDHQ) as directed. All travel must obtain prior approval of the TA/Project Manager.

3.6.5 On completion of work the Contractor must provide the PA with a cost breakdown indicating labour hours by trade, travel expenses, living expenses, etc. Costs are to be all inclusive and will be an indication of the actual amount being claimed. Travel costs must not exceed approved Treasury Board (TB) Guidelines available at [http://www.tbs-sct.gc.ca/pubs\\_Pol/hrpubs/TBM\\_113/td-dv-eng.asp](http://www.tbs-sct.gc.ca/pubs_Pol/hrpubs/TBM_113/td-dv-eng.asp) unless pre-approved in writing by the PA prior to undertaking the travel.

3.6.6 If requested, the Contractor must submit two (2) copies of a monthly progress report covering MRP activities to the PA. The level of detail and format will be stipulated in the individual request should such a report deemed to be necessary.

### **3.7 Maintenance Support – Equipment Turn-Around Time (TAT)**

3.7.1 Unless specifically identified within the contract, equipment TAT to a serviceable state must be achieved in ninety (90) calendar days. TAT is defined as that period of time from "date of receipt to date item is reported serviceable." Repair priority is governed by the SNAPS. The principle of "first-in/first-out" (FIFO), must be observed whenever possible.

### **3.8 Maintenance Support – Priority Repair Request (PRR)**

3.8.1 The Contractor must be prepared to satisfy PRRs in an expeditious manner. If the Required Delivery Date (RDD) cannot be met, the Contractor must advise the originator and the consignee for a more realistic Estimated Delivery Date (EDD). This EDD shall be amended as required until the PRR is satisfied.

### **3.9 Maintenance Support – Additional Work Requests (AWR)**

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3.9.1 Prior to undertaking any corrective maintenance or work outside the scope of the contract, the Contractor must obtain Procurement Authority's approval via an Additional Work Request (AWR). The AWR must, at a minimum, detail the reason for the requirement, the work to be performed, work breakdown and associated cost. The PA will provide written guidance within two (2) working days of receipt of the request.

#### **4.0 DELIVERABLES**

##### **4.1 Completion of Work**

4.1.1 The Contractor must ensure all the original marking information restored and/or updated as applicable to all equipment assemblies or components on completion of the repair, overhaul and/or modification.

4.1.2 On completion of R&O, the Contractor must:

- a. Prepare documentation IAW C-05-005-P04/AM-001 (Aircraft Maintenance Record Set) and C-05-030-001/AG-001 (Aircraft Maintenance Management Information System);
- b. Document the acceptance which certifies the airworthiness of the work (Certificate of Conformance);
- c. Prepare a report listing all service bulletins and modifications carried out and found embodied; and
- d. Prepare and submit of Original Equipment Manufacturer (OEM) warranty claims on behalf of DND for remaining life on parts replaced during the inspection and R&O.

4.1.3 The Contractor must maintain and forward to the RA a record of work carried out on each avionics component or accessory, which must include the following information:

- a. Detailed description of work performed (including all repair schemes);
- b. List of parts removed by serial number (where applicable);
- c. List of parts installed by serial number (where applicable);
- d. Condition of removed parts (where applicable); and
- e. Verification of items scrapped.

4.1.4 On completion of R&O, the Contractor must prepare and transmit a Stock Holding Code (SC) change notification IAW A-LM-184-001/JS-001 (Special Instructions – Repair and Overhaul Contractors), Part 2.

4.1.5 The following "Contractor Certification" must be stamped on the Canadian Forces Supply System (CFSS) Supply Document and signed prior to the Contractor transmitting the SC Change Notification.

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#### **Contractor Certification**

Solicitation No. - N° de l'invitation

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Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

**wpg209**

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

**W7006-16R062**

File No. - N° du dossier

**WPG-5-38097**

CCC No./N° CCC - FMS No./N° VME

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**I certify that the item(s) listed above have been inspected, tested and confirm to all specifications and requirements detailed in the contract or purchase order.**

**Signature \_\_\_\_\_ Date \_\_\_\_\_**

**(Contractor QC)**

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#### **4.2 Work Control**

4.2.1 The Contractor must ensure that the repair of all DND equipment is controlled by a serial numbered work order IAW A-LM-184-001/JS-001 (Special Instructions – Repair and Overhaul Contractors), Part 2. Upon completion of work, the work order must include as a minimum the following:

- a. A contract serial number against which all costs incurred are chargeable;
- b. The NATO Stock Number (NSN) and/or Part Number (PN), description, quantity and serial number, if any, of item repaired;
- c. A cross reference to all Supply Documents. This includes receipt, issues and returns, including scrap activity, finalization of repair, inspection, and final acceptance;
- d. Reference to the applicable technical data;
- e. Details of the work performed;
- f. A listing of all service bulletins and modifications carried out or found embodied;
- g. A list of all the parts, by part number and description, found unserviceable and requiring repair and/or overhaul, ensuring that the repair scheme is referenced;
- h. A list of parts required, identifying the stores from which issued (eg, CIS, GFOS, AAS or CFM);
- i. Repair cost estimate; and
- j. The identity of the person opening the work order.

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

#### **4.3 Annual Repair Forecast - SNAPS**

4.3.1 The contractor must notify the PA when the receipt for a selected repairable line item exceeds the current (fiscal) year forecast (CYF) in the SNAPS report. The contractor must not induct the line item until written approval is received from the PA or the SNAPS forecast is amended.

#### **4.4 Cost Control**

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

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#### **4.5 Costing Records**

4.5.1 The Contractor must prepare forms and maintain records which will provide:

- a. A cost listing, by serial number if applicable, of each item or job lot going through the repair line;
- b. A detail of the extent of work carried out, in-process inspections completed and materiel embodied at any stage of the repair process;
- c. The average cost of R&O, by NATO Stock Number (NSN); and
- d. The total repair cost for an item (NSN), by work order.

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

#### **4.6 Reports – MRP Progress Reports**

4.6.1 The Contractor must submit one (1) copy of the monthly progress report covering MRP activities IAW PWGSC Form (7139) to the PA, and one (1) copy to the supporting NDQAR.

#### **4.7 Reports – Assemblies/Parts Supportability Report**

4.7.1 The Contractor must deliver one (1) hard copy and an electronic form of the Assemblies/Parts Supportability Report to the TA/Project Manager within one hundred and twenty (120) days of the Contractor being advised in writing, that DND has awarded the contract.

4.7.2 The Assemblies/Parts Supportability Report must cover the following items:

- a. Critical spares holdings;
- b. Recommended critical spares list;
- c. Budgetary pricing and delivery information for the items on the Recommended Critical Spares list;
- d. Other recommendations, if any, as detailed in lifetime buys and recommendations; and
- e. The ability to provide system support until 2021.

#### **4.8 Reports – Accident/Incident Reports**

4.9.1 The Contractor must submit accident/incident reports IAW A-GA-135-001/AA-001 (Flight Safety for the Canadian Forces), Chapter 7 para 32(b) and Chapter 7 para 41(f), through the supporting NDQAR.

#### **4.9 Reports – R&O Contractor Effectiveness Report**

4.9.1 The R&O Effectiveness Report is described in A-LM-184-001/JS-001 (Special Instructions – Repair and Overhaul Contractors), Part 2. The PA will monitor Contractor's TAT using the R&O Effectiveness Report.

#### **4.10 Reports – Annual Contractor Held Inventory Report**

4.10.1 The Contractor must report annually to the PA on the value of all Accountable Advanced Spares (AAS) and Government Furnished Overhaul Spares (GFOS) inventory held on March 31. Annex A provides details on how to report this inventory, and Annex B is a sample copy of the report proforma.

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## 5.0 SUPPLY SUPPORT

### 5.1 *Transaction Documentation*

5.1.1 The Contractor's Document Control Group (DCG) facilities will file and retain the following auditable transaction documentations by applicable account (RMA or RSA) warehouse either by Stock Code or by Requisition Number, IAW Part 3 of A-LM-184-001/JS-001 (Special Instructions – Repair and Overhaul Contractors):

- a. Stock Code sequence followed by requisition number; or
- b. Requisition number.

### 5.2 *Contractor Supply Accounting*

5.2.1 Materiel held on Contractor Repair Parts Account (CRPA), Repair Shop Account (RSA) and RMA) must be accounted for as per the CFSS automated procedures IAW A-LM-184-001/JS-001 (Special Instructions – Repair and Overhaul Contractors). GFOS and AAS will be accounted for in either a manual or an automated system. Regardless of the system used, the Contractor must maintain an audit trail acceptable to DND. Further, any automated or manual materiel accounting system must first be approved by the PA. Supply accounting records for DND materiel must be maintained separate from other company records.

### 5.3 *Management of DND-Owned Spares*

5.3.1 The Contractor is responsible for determining the requirement for spares, obtaining the spares, maintaining custody of the spares, accounting for the spares in an approved manner for use on the R&O repair line and for the disposal (when so directed) of the spares IAW A-LM-184-001/JS-001 (Special Instructions – Repair and Overhaul Contractors).

5.3.2 Spares must be used in the following order:

- a. Government Furnished Overhaul Spares (GFOS);
- b. Contract Issue Spares (CIS);
- c. Accountable Advance Spares (AAS); and
- d. Contractor Furnished Materiel (CFM).

### 5.4 *Spares Review*

5.4.1 In conjunction with the stocktaking schedule, the Contractor must carry out a review of CIS to determine if holdings of any particular item:

- a. Exceed the economic stock retention level. The level is normally equal to an estimated four (4) months stock;
- b. Have become surplus to requirements as a result of a modification, disposal, obsolescent or transfer of the major equipment; and/or
- c. Are no longer fit for use in the R&O of DND equipment.

5.4.2 In conjunction with the stocktaking schedule, the Contractor must carry out a review of GFOS to determine if stock holdings include any item which:

- a. Has become surplus to requirement as a result of removal of the end item from the SNAPS;
- b. Has become redundant because of a modification change notice, product improvement, etc...; and
- c. Is a catalogued item which should have been transferred to CIS.

5.4.3 The Contractor must dispose of and/or transfer spares which meet the criteria above. The Contractor must prepare and handle the necessary documentation associated with the disposal function IAW A-LM-184-001/JS-001 (Special Instructions – Repair and Overhaul Contractors), Part 7.

## **5.5 Stocktaking**

5.5.1 The Contractor must initiate and complete a one hundred per cent (100%) manual stocktaking of RMA, RSA, CRPA(CIS), GFOS, and AAS as a minimum once every two (2) years IAW A-LM-184-001/JS-001 (Special Instructions – Repair and Overhaul Contractors), Part 6.

## **5.6 Selection Notice Observation Message (SNOM)**

5.6.1 Contractors wishing to make observations on information contained in the SNAPS, including MRC, must do so by submitting their observations using the Selection Notice Observation Message (SNOM) IAW A-LM-184-001/JS-001 (Special Instructions – Repair and Overhaul Contractors), Part 2.

## **5.7 Embodiment Fees**

5.7.1 On normal transfer or issue of items (spares) between AAS, CIS or GFOS accounts, any embodiment fees must only be paid once and only upon actual embodiment. Supply accounting records for DND materiel must be maintained separate from other company records.

5.7.2 On bulk transfer/disposal of items in CIS, GFOS or AAS accounts, embodiment fees, if applicable, are subject to a separate Public Works and Government Services Canada (PWGSC) negotiated rate.

## **5.8 Loss or Damage to DND Materiel**

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

5.8.2 The Contractor may be authorized to make repairs to DND-owned equipment on loan. All requests must be forwarded to the PA for approval. If the Contractor is authorized to repair damaged DND materiel, they must notify the NDQAR before any repair commences to enable adequate quality assurance of the repair.

5.8.3 Loss or damage of materiel in transit must be actioned IAW A-LM-184-001/JS-001 (Special Instructions – Repair and Overhaul Contractors), Part 8.

## **5.9 Scrap – Custody and Disposal**

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**W7006-16R062/B**

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

**wpg209**

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

**W7006-16R062**

File No. - N° du dossier

**WPG-5-38097**

CCC No./N° CCC - FMS No./N° VME

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5.9.1 The Contractor must safeguard, control, and dispose of the scrap material IAW A-LM-184-001/JS-001 (Special Instructions – Repair and Overhaul Contractors), Part 7.

#### **5.10 Preservation and Packaging Failure**

5.10.1 Equipment damaged due to preservation and packaging failures in shipments must be reported to the NDQAR using Form CF777, Unsatisfactory Condition Report (UCR), supported by photographs IAW C-02-015-001/AG-000 (Policy Procedures and Guidelines Unsatisfactory Condition Report).

#### **5.11 Reusable Containers**

5.11.1 Surplus reusable containers must be brought on charge (BOC) to the CRPA, IAW A-LM-184-001/JS-001 (Special Instructions – Repair and Overhaul Contractors), Part 3.

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

#### **5.12 Transportation**

5.12.1 The Contractor must be responsible to action all transportation requirements IAW A-LM-184-001/JS-001 (Special Instructions – Repair and Overhaul Contractors), Part 8.

#### **5.13 Customs and Excise**

5.13.1 DND is responsible for clearing Customs of all DND materiel consigned to R&O Contractors. If a Contractor sub-contracts to an out of country location, the Contractor is responsible for the preparation of all the necessary customs documentations. Customs Brokers must not be utilized unless specifically authorized by the PA.

#### **5.14 Warranty Consideration**

5.14.1 Materiel which has been returned for warranty consideration will be actioned IAW A-LM-184-001/JS-001 (Special Instructions – Repair and Overhaul Contractors), Part 10.

#### **5.15 Contractor Use of DND Equipment/Publications**

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

#### **5.16 Stop Repair Action**

5.16.1 The Contractor must comply immediately with all stop repair instructions. Detailed procedures are contained in A-LM-184-001/JS-001 (Special Instructions – Repair and Overhaul Contractors), Part 2.

#### **5.17 Publications**

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5.17.1 General procedures with respect to management of publications are contained in A-LM-184-001/JS-001 (Special Instructions – Repair and Overhaul Contractors), Part 11. The Contractor must document requirements for publications and submit to the NDQAR. The Contractor must develop procedures to control all DND publications in their possession and be responsible for amending all DND publications in his custody. The Record of amendments must be maintained as indicated in the applicable area of each publication.

5.17.2 Unless otherwise specified, publications may be copied and/or extracts taken from them. As these copies/extracts are not subject to follow-up amendment action, they are not valid for use as a reference document and shall be stamped "FOR INFORMATION ONLY". Contractors shall ensure that any classified documents are provided with the appropriate security, consistent with the provisions of A-SJ-100-001/AS-000 (National Defence Security Orders and Directives).

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

### **5.18 Office Services**

5.18.1 The Contractor must perform the secretarial and clerical work necessary to carry out the terms of this contract with respect to the preparation, filing and transmission of all forms, reports and correspondence, relating to the movement, accounting, storage, repair, overhaul, quality control and investigation of materiel covered by this contract. The provision of these office services must be deemed to be work as defined in PWGSC clause (1) of 2010C General Conditions (2015-09-03).

### **5.19 Minutes of Meetings**

5.19.1 When minutes of meetings are required, the Contractor shall be responsible for taking them and preparing them in a format approved by the PA. The Contractor must submit the minutes to PWGSC or the PA as directed at the meeting, within ten (10) working days following the meeting.

### **5.20 Plant Shutdown/Vacation Period**

5.20.1 During plant shutdown and/or vacation periods, the Contractor must ensure that adequate facilities/personnel are available to ensure the satisfaction of High Priority Requirements (HPRs). If contractor personnel are not on site during shutdown, a list of names and home phone numbers of those Contractor personnel to be contacted during plant closure shall be provided to the NDQAR. It is the Contractor's responsibility to ensure that personnel are available to satisfy PRR requirements once identified.

## **6.0 AUTHORITIES**

### **6.1 Project Manager**

Engineering Project Officer (EPO)  
402 City of Winnipeg Squadron  
PO Box 17000 Stn Forces  
Winnipeg, Manitoba R3J 3Y5  
Telephone: (204) 833-2500 ext. 6597  
Fax: (204) 833-2563

### **6.2 Technical Authority**

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Aircraft Engineering Officer (AEO)  
402 City of Winnipeg Squadron  
PO Box 17000 Stn Forces  
Winnipeg, Manitoba R3J 3Y5  
Telephone: (204) 833-2500 ext. 5211  
Fax: (204) 833-2563

**6.3 Requisitioning Authority**

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

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## APPENDIX 1 TO ANNEX A – CONTRACTOR-HELD INVENTORY REPORTING REQUIREMENTS

### Part A

#### "DND Owned Inventory Holdings held by Contractors as at 31 Mar 20XX".

*Notes:*

1. A separate Inventory Holdings report is required for Consumable Inventory and Repairable Inventory. If your inventory cannot be reported or separated on the basis of consumable versus repairable, please state what the majority of the inventory would be classified as repairable or consumable based on the definitions below.
2. Loaned equipment from DND must be authorized through a DND-authorized loan agreement. Reporting shall be as per the conditions of the loan agreement.
3. Whole Capital assets are not to be reported to DND. Whole Capital Assets are equipment that has been purchased by DND for the contractor that are not inventory, such as vehicles, test equipment, etc.
4. The reports provided by the company inventory system are acceptable for reporting purposes to DND, as long as they contain the essential information requested in the template provided.
5. Provide any alternate part number or manufacture part number in addition to the part number listed above. Provide the class also, if available, as well as any additional field information you have that may help to classify the data.
6. Provide the inventory report in **electronic format, MS Excel** being the preferred software, advise Procurement Authority if not available.

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**Definitions:**

**Government Furnished Overhaul Spares (GFOS)** – Non-catalogued inventory spares which are not purchased by the contractor but arise from: AA spares transferred from another contractor; DND procurement with the US government; spares salvaged from DND equipment; or de-catalogued CIS spares which are for 3<sup>rd</sup> line use only. GFOS spares are not recorded in the Canadian Forces Supply System (CFSS).

**Accountable Advance Spares (AAS)** – Non-catalogued inventory spares which the contractor has been authorized by DND to purchase using DND funds, on an exceptional basis. The CFSS does not track AAS.

**Bonded Stock** – Inventory spares which the Out of Country contractor has been authorized by DND to purchase using DND funds, on an exceptional basis. The CFSS does not track bonded stock.

**Repairable Inventory** – An item of supply designated as capable of being repaired.

**Consumable Inventory** – An item of supply that is not repairable.

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### Part B

"Repairable Template Input/Output Repairable Inventory Report for the Year Ending 31 March 20XX" and "Consumable Template Input/Output Consumable Inventory Report for the Year Ending 31 March 20XX":

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*Notes:*

1. The closing inventory as at 31 Mar 20XX must be equal to the itemized listings provided in the consumable and repairable reports of 'DND Owned Inventory Holdings as at 31 Mar 20XX.'
2. A separate Input/Output Inventory Report is required for Consumable Inventory and Repairable Inventory.
3. It is preferable to provide the data in a part number level format detailing the equipment platform supported, but the summary level report as outlined in the template is acceptable.
4. Report in one currency only and specify the currency if it is not Canadian.

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**Part C**

**"Additional Information Requested for Year-End Reporting"**

The following information is requested:

1. Description of the activities performed under the Repair and Overhaul (R&O) contract(s) supported by the inventory holdings if not supplied on the Part A spreadsheet (such as R&O on Hercules engines);
2. How often stocktaking is performed on the contractor holdings of DND owned inventory;
3. Date of last stocktaking;
4. The accounting method used by the contractor to value the inventory reported first-in-first-out (FIFO), last-in-first-out (LIFO), historical cost or moving weighted average;
5. Is this a sub-contractor to another company? If so, who?
6. DND and contractor point of contact for the inventory report as at 31 Mar 20XX.



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**PART B**

**REPAIRABLE TEMPLATE  
INPUT / OUTPUT REPAIRABLE INVENTORY REPORT  
FOR THE YEAR ENDING 31 MARCH 20XX**

Opening Inventory as at 1 April 20XX:

Plus: Cost of Goods Purchased or Acquired:

Minus: Consumption / Removals:

Closing Inventory as at 31 March 20XX:

**NOTES**

**Note 1:** The closing inventory as at 31 March 20XX must be equal to the itemized listing of repairable items provided through Part A, DND Owned Inventory Holdings Held by Contractors as at 31 March 20XX.

**Note 2:** A separate Input / Output Inventory Report is required for Consumable Inventory and Repairable Inventory.

**Note 3:** Report in one currency only and specify the currency if it is not Canadian.

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**PART C**

**ADDITIONAL INFORMATION REQUESTED FOR YEAR END REPORTING**

Description of the activities performed under the Repair & Overhaul (R&O) contract(s) supported by the inventory holdings if not supplied on the Part A spreadsheet (i.e. R&O on Hercules engines).	
How often is a stocktaking performed on the contractor holdings of DND owned inventory?	
What is the date of last stocktaking?	
What accounting method is used by the contractor to value the inventory reported (FIFO, LIFO, historical cost or moving weighted average)?	
Is this a sub-contractor to another company? If so, who?	
DND and Contractor points of contact for the inventory report as at 31 March 20XX.	

**NOTES**

**Note 1:** Inventory reports may be subject to audit by the Office of the Auditor General (OAG).

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**APPENDIX 3 TO ANNEX A – LIST OF REPAIRABLES**

Table 2 List of Repairables

Stock Number	Description/Part No.	
200053172	ACTUATOR NLG	8400-105
200053298	STEERING ACT	8900-113
200053299	STEERING ACTUATOR	8900-115
200053300	STEERING ACTUATOR	8900-117
200053301	STEERING ACTUATOR	8900-121
200053414	SHOCK STRUT ASSEMBLY	10100-121
20AOD6731	SHOCK STRUT ASSY	10100-123
15320235	SHOCK STRUT ASSY	10100-125
200061791	SHOCK STRUT ASSY	10100-127
218997303	CONTROL UNIT, STEERING	8700-5
218997454	DRAG STRUT ASSY	10200-5
219011011	RUDDER ACTUATOR ASSY	11200-3
219011012	RUDDER DAMPER	11000-1
219011055	YOKE ASSY, MLG	10300-3
20AOG0904	YOKE ASSY, MLG	10300-7
219013214	CENTERING ASSY, NOSE WHEEL STEERING	8960-7
219013215	DRAG STRUT ASSEMBLY	8200-105
219013230	ACTUATOR ASSY MLG	10600-1
219013231	DRAG STRUT ACTUATOR	8400-103
219013232	ACTUATOR, NLG	8300-101
219013237	STABILIZER ACTUATOR	10700-103
219013237	STABILIZER ACTUATOR	10700-105
219013417	RETRACTION ACTUATOR	10500-103
219013425	STEERING MANIFOLD ASSY	8600-5
219013427	STABILIZER, STRUT ASSY	10400-105
200063826	STABILIZER, STRUT ASSY	10400-107
200061792	STABILIZER, STRUT ASSY	10400-109
219013944	DRAG STRUT ASSY	10200-7
219100720	SHOCK STRUT ASSY	8800-135
219121892	TRAILING ARM	8835-7
219133510	UPLOCK ACTUATOR	11300-105
200063826	UPLOCK ACTUATOR	11300-107
20AOD6733	SHOCK STRUT ASSY	8800-137
200060465	AXLE	8832-1

## APPENDIX 4 TO ANNEX A

REPAIR AND OVERHAUL SERVICES  
CT142 DASH-8 LANDING GEAR AND ASSOCIATED COMPONENTS

## TECHNICAL COMPLIANCE MATRIX

1. All aspects of this contract are subject to the provisions of the **Repair and Overhaul, Provision of Technical Services STATEMENT OF WORK**
2. Completion and submission of this Compliance Matrix is mandatory to be considered responsive.
  - a) Bidders must record whether they meet (YES) or not meet (NO) each of the specifications.
  - b) Bidders must provide documentation to demonstrate compliance to each mandatory criterion as identified.
  - c) Bidders must cross reference where in their technical bid, the technical specification is located.
  - d) Where you have indicated compliant, provide the specification being offered which meets or exceeds and cross-reference as to where the supporting documentation is found within your proposal. If there is insufficient space in the table, assign SIR # (Supplementary Information Reference) and provide the appropriate details on a separate page in your proposal. Where published supporting documentation is not available in the form of brochures, technical data sheets etc., mark in the table "certification by signature"
3. Mandatory Specifications: Failure to meet any of the mandatory requirements addressed below will result in your proposal being deemed non-responsive and it will be given no further consideration in the evaluation process.
4. Bidder must complete the following: STATUS: M= Mandatory P = Point-Rated
  - a) Indicate "Yes" if compliant or "No" if non-compliant
  - b) Technical Deviations - The bidder ***must*** list any deviation from the mandatory requirements herein described in the Compliance Matrix

MANDATORY TECHNICAL CRITERIA (M)	POINT RATED TECHNICAL CRITERIA (P)
M1 – Approved Maintenance Organization	P1 – Past Experience – Technical – Landing Gear and Associated Components Repair and Overhaul
M2 – Demonstrated Capability (Repair and Overhaul)	P2 – Sub-Contracting Procedures
M3 - Technical Airworthiness Authority	P3 – Equipment and Tooling
M4 – Compliance with Terms and Conditions/Provision of Compliance Matrix	P4 – Non-Destructive Testing
M5 – Availability of Approved Data	P5 – Points of Contact
M6 - Quality Control and Assurance	P6 – Reports
M7 - Administration, Documentation, and Reporting Standards	P7 – Purchasing Procedures
M8 – Points of Contact	
M9 – Point Rated Criteria	

MANDATORY TECHNICAL CRITERIA (M)	Bidder is to indicate how they meet the specifications addressed below, by recording this information in this column	In this column Bidder is to cross-reference where this technical specification is located in their technical data sheet or narrative.	COMPLIANT YES/NO
<p><b>M1 Approved Maintenance Organization (AMO)</b></p> <p>The Bidder must be a Transport Canada (TC), or equivalent (FAA, , EASA, etc), Approved Maintenance Organization with the following rating:</p> <ul style="list-style-type: none"> <li>a. Electrical components;</li> <li>b. Hydraulic components; and</li> <li>c. Pneumatic components. The Bidder must submit their TC approval certificate(s), or equivalent, to prove compliance.</li> </ul> <p><i>Failure to comply with the above will result in your proposal being deemed non-responsive and it will be given no further consideration in the evaluation process.</i></p>			
<p><b>M2 Demonstrated Capability (Repair and Overhaul)</b></p> <p>The Bidder must have the intellectual and technical capability to carry out the work associated with this Standing Offer.</p> <p>The Bidder must have carried out the work associated with this Standing Offer.</p> <p>The Bidder must have carried out repair and overhaul work typical of the work for which this Standing Offer is being raised in the past.</p> <p>The Bidder must indicate that they have or have available to them all equipment and tooling required to undertake all maintenance, repair and overhaul of Messier-Dowty landing gear and associated components for the Dash-8 100-Series aircraft.</p> <p>The Bidder must provide a minimum of three (3) references with their proposal to demonstrate compliance with this requirement.</p>			
<p><b>M3 Technical Airworthiness Authority (TAA)</b></p> <p>The Bidder must commit to obtaining and maintaining TAA recognition for the scope and depth of the airworthiness-related activities of work specified in the standing offer as per the CAF Technical Airworthiness Manual.</p>			
<p><b>M4 Compliance with Terms and Conditions/Provision of Compliance Matrix</b></p> <p>The Bidder must provide a compliance matrix, attesting to full compliance with all the terms and conditions of the solicitation and attachments. Failure to provide the appropriate compliance matrix will result in your proposal being deemed non-responsive and therefore it will not be given any further consideration within the evaluation process.</p>			
<p><b>M5 Availability of Approved Data</b></p>			

<p>The Bidder must possess the appropriate Messier-Dowty maintenance manuals specified in the SOW. The Bidder must provide a list of all such data which is in the Bidder's possession and which is to be used in the performance of work under any resulting Standing Offer agreement. The Bidder must provide the requested list on or before the closing date of this solicitation. Failure to provide the appropriate documentation will result in your proposal being deemed non-responsive and therefore it will not be given any further consideration within the evaluation process.</p>			
<p><b>M6 Quality Control and Assurance</b></p> <p>The Bidder must have an equivalent Quality Management System deemed acceptable to the Director Quality Assurance (DQA). Although ISO 9001 or AS9100C certification is desirable it is not considered essential.</p> <p>If the Bidder is ISO 9001-2008 or AS9100C certified then the submission of a copy of the quality manual is not necessary, provided that a copy of the certificate is included in the response.</p> <p>If the Bidder is not ISO 9001-2008 or AS9100C certified they must demonstrate, to the satisfaction of the DQA, compliance with ISO 9001-2008 elements (requirements).</p> <p>The Bidder must provide information regarding the quality system being used at the Bidder's facility applicable to this solicitation. The information provided must include brief statements regarding the origin of the quality system (including any standards which were utilized in the development of the system), scope of the quality system, responsibility of key individuals within the organization with respect to the quality system and method of audit (include both internal and external audits), along with an uncontrolled copy of the organization's quality manual (electronic format preferred). External audits should include both regulatory and non-regulatory organizations auditing the Bidder's quality management system.</p> <p>For the purpose of this evaluation, an external audit is considered to be one conducted by an entity other than the Bidder's regulatory agency (e.g. TC or FAA) or an entity within the Bidder's corporate structure.</p> <p><i>Note: The Bidder is not required to seek DQA acceptance for their equivalent Quality Management System prior to submitting the bid. If the Bidder requires DQA acceptance, the Bidder must submit their bid, including the above information, and DQA will be included during the bid evaluation for the purposes of evaluating the Bidder's equivalent Quality Management System.</i></p>			
<p><b>M7 Administration, Documentation, and Reporting Standards</b></p> <p>The Bidder must indicate that they have capacity to provide transaction documentation, technical reports, accountability and work control for all facets aspects under the contract as requested by DND.</p>			
<p><b>M8 Points of Contact</b></p> <p>The Bidder must provide a list of positions/offices to contact for the resolution of (1) technical, (2) logistics, and (3) administrative issues. A brief description of each position/office's responsibilities must be</p>			

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<p>included. The Bidder may provide the job description and indicate the representative's position within the Bidder's organization (e.g. through the use of an organization chart) in lieu of providing the name of an individual or a list of persons.</p>			
<p><b>M9 Point – Rated Criteria</b></p> <p>Proposals will be evaluated on the basis of the following criteria; therefore, bidders are advised to address each area in sufficient depth to show clearly how effectively the work will be done.</p> <p>There is a minimum overall passing mark of 75%. Overall passing mark is 75 out of 100 points.</p>			

POINT RATED CRITERIA (P)	Maximum Score	Bidder Points Scored	Bidder Response Provide cross-reference where the supporting information is found in your proposal	Point Rated Scoring Grid
<p><b>P1 Past Experience – Technical – Landing Gear and Associated Components Repair and Overhaul</b></p> <p>The Bidder must detail the extent of its previous experience with respect to of Messier-Dowty Landing Gears or associated components repair and overhaul over the last three (3) current years, to the satisfaction of past clients.</p> <p>For the purpose of assessing this factor the evaluation board will award points based on the experience of repair and overhaul of units and the number of occurrences. The Bidder must provide the number of Messier-Dowty Landing Gears or associated components overhauls undertaken and completed per year over the three (3) year period, detailing the extent of client satisfaction.</p>	40			<p><b>40 Points</b> – Work carried out on ten (10) or more Messier-Dowty Landing Gears or associated components per year.</p> <p><b>30 Points</b> – Work carried out on six (6) to nine (9) Messier-Dowty Landing Gears or associated components per year.</p> <p><b>15 Points</b> – Work carried out on three (3) to five (5) Messier-Dowty Landing Gears or associated components per year.</p> <p><b>5 Points</b> – Work carried out on one (1) to two (2) Messier-Dowty Landing Gears or associated components per year.</p> <p><b>0 Points</b> – The experience level of the Bidder does not meet requirements in any of the categories listed above, or the Bidder failed to provide requested documentation.</p>
<p><b>P2 Sub-Contracting Procedures</b></p> <p>The Bidder must describe what minimum criteria subcontractors must meet in order to carry out work on behalf of the Contractor, including quality system requirements, TC certifications, warranty considerations, etc.</p> <p><i>Note: The purpose of these point-rated criteria is to address the potential TAT delays that are associated to sub-contracting work. Additional points are awarded if there are no sub-contractors identified in the Bidder's proposal.</i></p>	15			<p><b>15 Points</b> – The Bidder clearly states that subcontractors will not be utilized in the performance of work associated with this contract.</p> <p><b>10 Points</b> – Subcontractors will be utilized and the Bidder provides detailed procedures deemed to be satisfactory in the performance of work associated with this contract.</p> <p><b>0 Points</b> – Subcontractors will be utilized but the Bidder does not provide detailed procedures or the procedures are deemed to be unsatisfactory in the performance of work associated with this contract.</p>

<p><b>P3 Equipment and Tooling</b></p> <p>In order to conduct rework of damaged parts IAW approved data, the Bidder must possess the equipment and tooling required to perform all such work – the Bidder must identify what equipment and tooling is available for repair and overhaul of Messier-Dowty Landing Gear and associated components. Non-destructive testing equipment and equipment for application of protective coatings are not considered in this sub-factor.</p>	10			<p><b>10 Points</b> – The Bidder has 90% or more of all tools and equipment specified in the maintenance manuals.</p> <p><b>7 Points</b> – The Bidder has 80-90% of all tools and equipment specified in the maintenance manuals.</p> <p><b>0 Points</b> – The Bidder has less than 80% of all tools and equipment specified in the maintenance manuals.</p>
<p><b>P4 Non-Destructive Testing</b></p> <p>The Bidder must conduct NDT of items IAW applicable specifications – the Bidder must provide a list of NDT capabilities and specify which if any of these capabilities are being provided through the use of subcontractors. Minimum personnel qualifications required to perform each technique and the equipment available must be specified in order to confirm that the Bidder has a specific NDT capability.</p>	10			<p><b>10 Points</b> – The Bidder has all the capabilities specified in the maintenance manuals.</p> <p><b>5 Points</b> – The Bidder has some of the capabilities specified in the maintenance manuals.</p> <p><b>0 Points</b> – The Bidder subcontracts for all capabilities.</p>
<p><b>P5 Points of Contact</b></p> <p>The Bidder must provide a list of positions/offices to contact for the resolution of (1) technical, (2) logistics, and (3) administrative issues. A single position/office identified as the customer or account representative who has the authority to resolve such issues is preferred. A brief description of each individual's responsibilities shall be included. The Bidder may provide the job description and indicate the representative's position within the Bidder's organization (e.g. through the use of an organization chart) in lieu of providing the name of an individual or a list of persons.</p>	10			<p><b>10 Points</b> - The Bidder provides a single point of contact for all technical, logistic and administrative issues – this position/office is responsible for all issues concerning the contract and is considered to be a customer or account representative. Also a brief description of the position/office's responsibilities is included within the proposal.</p> <p><b>8 Points</b> – The Bidder provides a list of key positions/offices complete with telephone and fax numbers and brief description of responsibility for the following key areas: (1) technical, (2) logistics and (3) administrative issues.</p> <p><b>2 Points</b> – The Bidder provides a list of key positions/offices complete with telephone and fax numbers, but no description of their responsibility.</p>

<p><b>P6 Reports</b></p> <p>The Bidder must list and provide sample copies of the reports that are ordinarily provided to its customers – and those which will be provided to DND. The Bidder must include, but not limited to, the submissions of estimates, invoices, work orders, program status reports, and performance reports.</p>	10			<p><b>10 Points</b> – The Bidder provides detailed program status and performance reports in addition to invoices and other working documents – the content of such reports is considered to be satisfactory for monitoring turn-around-times, cost and work carried out.</p> <p><b>6 Points</b> – The Bidder provides only invoices and other working documents – the content of such reports is considered to be satisfactory for monitoring cost and work carried out.</p> <p><b>0 Points</b> – The Offeror provides only invoices and Certificates of Conformance (C of C) acceptable per TC requirements – the content of the C of C is considered inadequate for monitoring work carried out.</p>
<p><b>P7 Purchasing Procedures</b></p> <p>The Bidder must identify their procedures to ensure that all goods and services procured meet the airworthiness requirements of this contract (e.g. TC requirements). The report must include all procedures related to: receipt, inspection, warehousing, and final issue of a part to a technician; any standardized clauses on purchase orders; and whether or not purchasing is limited to select vendors.</p> <p>For the purpose of assessing this factor the evaluation board will award points based on an assessment of the procedures and sample clauses provided. The Bidder's controls must be adequate enough to prevent introduction of unapproved parts.</p>	5			<p><b>5 Points</b> – The Bidder provides procedures identifying how the Bidder's controls are adequate to ensure goods and services procured meet the airworthiness requirements of this contract.</p> <p><b>0 Points</b> – The Bidder does not provide procedures identifying how the Bidder's controls are adequate to ensure goods and services procured meet the airworthiness requirements of this contract.</p>

### ANNEX B - BASIS OF PAYMENT

It is mandatory that Bidders submit firm prices for each period of the proposed Standing Offer inclusive of all labour, tools, equipment and transportation. All Rates in CDN dollars. No other charges will be allowed.

This section, when completed, will be considered as the Bidder's Financial Proposal.

The estimated quantity is an estimate only, provided in good faith for the purposes of evaluation and does not infer that all quantities for that item will be utilized or that the quantities may or may not be exceeded. The estimates are based on a 12 month period.

Item	S1	Standing Offer Period: _____ 2016 to _____ 2017		
Repair and Overhaul (R&O), Modification or Reduction to Spares		Estimates	Firm Unit Price	Extended Price
1.	Technician - Hourly Charge-out Rate	300 hours	\$_____/hour	\$_____
2.	Mobile Repair Party (MRP) Reference 3.6 Annex A	40 hours	\$_____/hour	\$_____
3.	Deliverables – administration and transaction documentation, technical reports, accountability and work control as per Section 4 Deliverables (Annex A)	75 hours	\$_____/hour	\$_____
4.	Contractor Furnished Material (CFM): Authorized CFM embodiment – Contractor *Laid- Down Cost (LDC), plus mark-up percentage.	\$30,000	____%	\$_____
5.	Sub-Contractor work: Laid- Down Cost (LDC), plus mark-up percentage.	\$5,000	____%	\$_____
<b>S1 Evaluated Total</b>				<b>\$_____</b>

**\*Note: Laid down cost (LDC) is the cost incurred by the Bidder to acquire a specific product/part/service for the performance of the work. This cost includes the Bidder's invoice price (less trade discount or mark-up as applicable), plus any applicable charges for incoming transportation. Foreign exchange, customs, duty (including brokerage), EXCLUDING overhead, profit, and GST/HST.**

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Item	S2	Standing Offer Period: _____ 2017 to _____ 2018		
Repair and Overhaul (R&O), Modification or Reduction to Spares		Estimates	Firm Unit Price	Extended Price
1.	Technician - Hourly Charge-out Rate	300 hours	\$____/hour	\$_____
2.	Mobile Repair Party (MRP) Reference 3.6 Annex A	40 hours	\$____/hour	\$_____
3.	Deliverables – administration and transaction documentation, technical reports, accountability and work control as per Section 4 Deliverables (Annex A)	75 hours	\$____/hour	\$_____
4.	Contractor Furnished Material (CFM): Authorized CFM embodiment – Contractor *Laid- Down Cost (LDC), plus mark-up percentage.	\$30,000	____%	\$_____
5.	Sub-Contractor work: Laid- Down Cost (LDC), plus mark-up percentage.	\$5,000	____%	\$_____
<b>S2 Evaluated Total</b>				<b>\$_____</b>

**\*Note: Laid down cost (LDC) is the cost incurred by the Bidder to acquire a specific product/part/service for the performance of the work. This cost includes the Bidder's invoice price (less trade discount or mark-up as applicable), plus any applicable charges for incoming transportation. Foreign exchange, customs, duty (including brokerage), EXCLUDING overhead, profit, and GST/HST.**

Item	S3	Standing Offer Period: _____ 2018 to _____ 2019		
Repair and Overhaul (R&O), Modification or Reduction to Spares		Estimates	Firm Unit Price	Extended Price
1.	Technician - Hourly Charge-out Rate	300 hours	\$____/hour	\$_____
2.	Mobile Repair Party (MRP) Reference 3.6 Annex A	40 hours	\$____/hour	\$_____
3.	Deliverables – administration and transaction documentation, technical reports, accountability and work control as per Section 4 Deliverables (Annex A)	75 hours	\$____/hour	\$_____
4.	Contractor Furnished Material (CFM): Authorized CFM embodiment – Contractor *Laid- Down Cost (LDC), plus mark-up percentage.	\$30,000	____%	\$_____
5.	Sub-Contractor work: Laid- Down Cost (LDC), plus mark-up percentage.	\$5,000	____%	\$_____
<b>S3 Evaluated Total</b>				<b>\$_____</b>

**\*Note: Laid down cost (LDC) is the cost incurred by the Bidder to acquire a specific product/part/service for the performance of the work. This cost includes the Bidder's invoice price (less trade discount or mark-up as applicable), plus any applicable charges for incoming transportation. Foreign exchange, customs, duty (including brokerage), EXCLUDING overhead, profit, and GST/HST.**

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Item	S4	Standing Offer Period: _____ 2019 to _____ 2020		
Repair and Overhaul (R&O), Modification or Reduction to Spares		Estimates	Firm Unit Price	Extended Price
1.	Technician - Hourly Charge-out Rate	300 hours	\$_____/hour	\$_____
2.	Mobile Repair Party (MRP) Reference 3.6 Annex A	40 hours	\$_____/hour	\$_____
3.	Deliverables – administration and transaction documentation, technical reports, accountability and work control as per Section 4 Deliverables (Annex A)	75 hours	\$_____/hour	\$_____
4.	Contractor Furnished Material (CFM): Authorized CFM embodiment – Contractor *Laid- Down Cost (LDC), plus mark-up percentage.	\$30,000	____%	\$_____
5.	Sub-Contractor work: Laid- Down Cost (LDC), plus mark-up percentage.	\$5,000	____%	\$_____
<b>S4 Evaluated Total</b>				<b>\$_____</b>

*\*Note: Laid down cost (LDC) is the cost incurred by the Bidder to acquire a specific product/part/service for the performance of the work. This cost includes the Bidder's invoice price (less trade discount or mark-up as applicable), plus any applicable charges for incoming transportation. Foreign exchange, customs, duty (including brokerage), EXCLUDING overhead, profit, and GST/HST.*

EVALUATION SUMMARY	
	S1 Evaluated Total \$_____
	S2 Evaluated Total \$_____
	S3 Evaluated Total \$_____
	S4 Evaluated Total \$_____
	Evaluated Total \$_____

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### **ANNEX C – AVIATION LIABILITY INSURANCE**

1. The Contractor must obtain Aviation Liability Insurance for Bodily Injury (including passenger Bodily Injury) and Property Damage, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$5,000,000 per accident or occurrence and in the annual aggregate.
2. The Aviation Liability policy must include the following:
  - a. Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, represented by Public Works and Government Services Canada.
  - b. Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.
  - c. Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
  - d. Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
  - e. Employees and, where applicable, Volunteers must be included as Additional Insured.
  - f. Aviation Passenger Liability and inclusive Medical Payments: If sub-limits are applicable to Contractor's policy conforming to international carriage agreements or otherwise, such sub-limits must in any event be, not less than, \$300,000 per person. The per accident limit should be no less than \$300,000 multiplied by the number of passengers.
  - g. If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
  - h. Employers Liability (unless we have confirmation that all employees are covered by Worker's compensation WSIB or similar program)
  - i. Products and Completed Operations: To cover liability arising from the sale and service of aviation products, assembly and repair activities, in connection with the Work performed by or on behalf of the Contractor.
  - j. Permission to Transport Hazardous Goods. The Insured must also obtain all the applicable provincial or federal permission to transport hazardous material in addition to this endorsement.

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## **ALL RISK PROPERTY INSURANCE**

The Contractor must obtain All Risks Property insurance while the Government Property is under its care, custody or control, and maintain it in force throughout the duration of the Contract, in an amount of not less than \$ 1,000,000.00. The Government's Property must be insured on Replacement Cost (new) basis

1. Administration of Claims: The Contractor must notify Canada promptly about any losses or damages to Government Property and monitor, investigate and document losses of or damage to ensure that claims are properly made and paid.
2. The All Risks Property insurance policy must include the following:
  - a. Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority at least thirty (30) days written notice of policy cancellation.
  - b. Loss Payee: Canada as its interest may appear or as it may direct.
  - c. Waiver of Subrogation Rights: Contractor's Insurer to waive all rights of subrogation against Canada as represented by the Department of National Defence and Public Works and Government Services Canada for any and all loss of or damage to the property however caused.

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**ANNEX D – PERIODIC USAGE REPORT**

*To be inserted at Standing Offer Award*