



**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 PROPOSAL DEMANDE DE PROPOSITION

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

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

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

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

**Comments - Commentaires**

**Vendor/Firm Name and Address**

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

**Issuing Office - Bureau de distribution**

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

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|--|--|
| <b>Title - Sujet</b><br>Publications & Data Management Serv  |  |
| <b>Solicitation No. - N° de l'invitation</b><br>W7006-16P002/A   | <b>Date</b><br>2016-05-27  |
| <b>Client Reference No. - N° de référence du client</b><br>W7006-16P002  |  |
| <b>GETS Reference No. - N° de référence de SEAG</b><br>PW-\$WPG-070-9873   |  |
| <b>File No. - N° de dossier</b><br>WPG-5-38296 (070)   | <b>CCC No./N° CCC - FMS No./N° VME</b>   |
| <b>Solicitation Closes - L'invitation prend fin</b><br><b>at - à 02:00 PM</b><br><b>on - le 2016-07-13</b>   | <b>Time Zone</b><br><b>Fuseau horaire</b><br>Central Daylight Saving<br>Time CDT |
| <b>F.O.B. - F.A.B.</b><br><b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input checked="" type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>  |  |
| <b>Address Enquiries to: - Adresser toutes questions à:</b><br>Barenz, Leanne  | <b>Buyer Id - Id de l'acheteur</b><br>wpg070                                     |
| <b>Telephone No. - N° de téléphone</b><br>(204) 229-6909 ( )   | <b>FAX No. - N° de FAX</b><br>(204) 983-7796                                     |
| <b>Destination - of Goods, Services, and Construction:</b><br><b>Destination - des biens, services et construction:</b><br>DEPARTMENT OF NATIONAL DEFENCE<br>402 SQUADRON<br>WESTWIN<br>Manitoba<br>R3J0T0<br>Canada |  |

**Instructions: See Herein**

**Instructions: Voir aux présentes**

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

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| W7006-16P002/A  |                            | Wpg070                          |
| Client Ref. No. - N° de réf. du client                                  | File No. - N° du dossier   | CCC No./N° CCC - FMS No./N° VME |
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## **PART 1 - GENERAL INFORMATION**

### **1.1 Introduction**

The bid solicitation is divided into seven parts plus attachments and annexes, as follows:

Part 1 General Information: provides a general description of the requirement;

Part 2 Bidder Instructions: provides the instructions, clauses and conditions applicable to the bid solicitation;

Part 3 Bid Preparation Instructions: provides Bidders with instructions on how to prepare their bid;

Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria that must be addressed in the bid, and the basis of selection;

Part 5 Certifications and Additional Information: includes the certifications and additional information to be provided;

Part 6 Security, Financial and Other Requirements: includes specific requirements that must be addressed by Bidders; and

Part 7 Resulting Contract Clauses: includes the clauses and conditions that will apply to any resulting contract.

The Annexes include the Statement of Work, the Basis of Payment, the Federal Contractors Program for Employment Equity - Certification, the Insurance Requirements, the DND 626 Task Authorization Form and any other annexes.

### **1.2 Summary**

Public Works and Government Services Canada (PWGSC) on behalf of Department of National Defence, 402 Squadron, Winnipeg, MB. has a requirement for the provision of CT142 Technical Publication Services for on-going CT142 maintenance support. The contract is estimated to begin November 1, 2016 for 2 years with 3 one year option periods.

The requirement is subject to the provisions of the World Trade Organization Agreement on Government Procurement (WTO-AGP), the North American Free Trade Agreement (NAFTA), and the Agreement on Internal Trade (AIT).

There is an Optional bidders' conference and site visit associated with this requirement where personnel security screening is required prior to gaining access to PROTECTED information, assets or sites. Consult Part 2 – Bidder Instructions.”

The Federal Contractors Program (FCP) for employment equity applies to this procurement; see Part 5 – Certifications and Additional Information, Part 7 - Resulting Contract Clauses and the annex titled Federal Contractors Program for Employment Equity - Certification.”

### **1.3 Debriefings**

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

## **PART 2 - BIDDER INSTRUCTIONS**

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

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

The 2003 (2016-04-04) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

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

Delete: 60 days  
Insert: 120 days

**2.1.1 SACC Manual Clauses**  
B3000T Equivalent Products 2016-06-16

**2.2 Submission of Bids**

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

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

**2.3 Enquiries - Bid Solicitation**

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

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

**2.4 Applicable Laws**

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

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

**2.5 Improvement of Requirement During Solicitation Period**

Should bidders consider that the specifications or Statement of Work contained in the bid solicitation could be improved technically or technologically, bidders are invited to make suggestions, in writing, to the Contracting Authority named in the bid solicitation. Bidders must clearly outline the suggested improvement as well as the reason for the suggestion. Suggestions that do not restrict the level of competition nor favour a particular bidder will be given consideration provided they are submitted to the Contracting Authority at least five (5) days before the bid closing date. Canada will have the right to accept or reject any or all suggestions.

## 2.6 Optional Site Visit

It is recommended that the Bidder or a representative of the Bidder visit the work site. Arrangements have been made for the site visit to be held at 402 Squadron, Winnipeg, MB. On June 9, 2016. The site visit will begin at 9:00 AM CST.

Bidders must communicate with the Contracting Authority no later than June 6, 2016 to confirm attendance and provide the name(s) of the person(s) who will attend. Bidders may be requested to sign an attendance sheet. Bidders who do not attend or do not send a representative will not be given an alternative appointment but they will not be precluded from submitting a bid. Any clarifications or changes to the bid solicitation resulting from the site visit will be included as an amendment to the bid solicitation.

## 2.7 Basis for Canada's Ownership of Intellectual Property

The Department of National Defence, 402 Squadron, Winnipeg, MB. has determined that any intellectual property rights arising from the performance of the Work under the resulting contract will belong to Canada, for the following reasons, as set out in the Policy on Title to Intellectual Property Arising Under Crown Procurement Contracts: statutes, regulations or prior obligations of Canada to a third party or parties preclude Contractor ownership of the Intellectual Property Rights in Foreground Information;

## PART 3 - BID PREPARATION INSTRUCTIONS

### 3.1 Bid Preparation Instructions

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

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

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

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

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

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

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

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

### Section I: Technical Bid

In their technical bid, Bidders should demonstrate their understanding of the requirements contained in the bid solicitation and explain how they will meet these requirements. Bidders should demonstrate their capability and describe their approach in a thorough, concise and clear manner for carrying out the work.

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 Bid**

**3.1.1** Bidders must submit their financial bid in accordance with the Basis of Payment in Annex "B". The total amount of Goods and Services Tax or Harmonized Sales Tax must be shown separately, if applicable.

### **3.1.2 Exchange Rate Fluctuation**

C3011T Exchange Rate Fluctuation 2013-11-06

## **Section III: Certifications**

Bidders must submit the certifications and additional information required under Part 5.

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

### **4.1 Evaluation Procedures**

- (a) Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the bids.

#### **4.1.1 Technical Evaluation**

Mandatory and point rated technical evaluation criteria are included in Annex G.

#### **4.1.2 Financial Evaluation**

A0220T Evaluation of Price 2014-06-26

### **4.2 Basis of Selection**

#### **4.2.1 Basis of Selection – Highest Combined Rating of Technical Merit and Price**

To be declared responsive, a bid must:

- (a) comply with all the requirements of the bid solicitation; and
- (b) meet all mandatory technical evaluation criteria; and
- (c) obtain the required minimum of 70 percent overall of the points for the technical evaluation criteria which are subject to point rating PLUS a minimum score of 60% in each of the areas.

Bids not meeting (a) or (b) or (c) will be declared non-responsive. Neither the responsive bid that receives the highest number of points nor the one that proposed the lowest price will necessarily be accepted. The contract will be awarded based on a determination of best value taking into account both the technical merit of the proposals and the price evaluations. To arrive at an overall score achieved by a contractor, a weighting has been established whereby technical merit will be valued at 70% of the bid and price at 30%. The Contract will be awarded to the bidder with the highest Total Score. For the purpose of ranking all technically acceptable proposals, the following ratio will factor the technical and the price component to establish a total percentage score:

Technical Score = Bidder' Points x 70%  
Maximum Points

Cost Score = Lowest Bid x 30%  
Bidder' Cost

Total Score = Technical Score + Cost Score

The Contract will be awarded to the bidder with the highest Total Score. (Highest Combined Rating of Technical Merit and Price)

**EXAMPLE:**

Firm A - Technical Score 150, Price \$250,000.00

Firm B - Technical Score 170, Price \$240,000.00

Technical Score Firm A:  
 $150/195 = 76.92 \times 70\% = 53.85\%$   
TOTAL SCORE FIRM A = 82.65

Cost Score Firm A:  
 $\$240,000.00 / \$250,000.00 = 96 \times 30\% = 28.8\%$

Technical Score Firm B:  
 $170/195 = 87.18 \times 70\% = 61.03\%$   
TOTAL SCORE FIRM A = 91.03

Cost Score Firm A:  
 $\$240,000.00 / \$240,000.00 = 100 \times 30\% = 30\%$

FIRM B is the successful bidder representing BEST VALUE.

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

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

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

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

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

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

#### **5.1.1 Integrity Provisions - Declaration of Convicted Offences**

In accordance with the *Ineligibility and Suspension Policy* (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>), the Bidder must provide with its bid the required documentation, as applicable, to be given further consideration in the procurement process.

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

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



## 5.2.1 Integrity Provisions – Required Documentation

In accordance with the Ineligibility and Suspension Policy (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>), the Bidder must provide the required documentation, as applicable, to be given further consideration in the procurement process.

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

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "FCP Limited Eligibility to Bid" list available at the bottom of the page of the Employment and Social Development Canada (ESDC) - Labour's website ([http://www.esdc.gc.ca/en/jobs/workplace/human\\_rights/employment\\_equity/federal\\_contractor\\_program.page?&\\_ga=1.229006812.1158694905.1413548969#afed](http://www.esdc.gc.ca/en/jobs/workplace/human_rights/employment_equity/federal_contractor_program.page?&_ga=1.229006812.1158694905.1413548969#afed)).

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

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

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

## PART 6 - SECURITY, FINANCIAL AND OTHER REQUIREMENTS

### Insurance Requirements

The Bidder must provide a letter from an insurance broker or an insurance company licensed to operate in Canada stating that the Bidder, if awarded a contract as a result of the bid solicitation, can be insured in accordance with the Insurance Requirements specified in Annex E.

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

## PART 7 - RESULTING CONTRACT CLAUSES

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

### 7.1 Statement of Work

The Contractor must perform the Work in accordance with the Statement of Work at Annex "A".

### 7.1.2 Task Authorization

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

#### 7.1.2.1 Task Authorization Process

Task Authorization Process:

1. The Project Authority will provide the Contractor with a description of the task using the DND 626, Task Authorization Form as specified in Annex F.

2. The Task Authorization (TA) will contain the details of the activities to be performed, a description of the deliverables, and a schedule indicating completion dates for the major activities or submission dates for the deliverables. The TA will also include the applicable basis(bases) and methods of payment as specified in the Contract.

3. The Contractor must provide the Project Authority, within five (5) calendar days of its receipt, the proposed total estimated cost for performing the task and a breakdown of that cost, established in accordance with the Basis of Payment specified in the Contract.

4. The Contractor must not commence work until a TA authorized by the Project Authority has been received by the Contractor. The Contractor acknowledges that any work performed before a TA has been received will be done at the Contractor's own risk.

#### **7.1.2.2 Minimum Work Guarantee - All the Work - Task Authorizations**

1. In this clause,

"Maximum Contract Value" means the amount specified in the "Limitation of Expenditure" clause set out in the Contract; and "Minimum Contract Value" means 25% of the Maximum Contract Value.

2. Canada's obligation under the Contract is to request Work in the amount of the Minimum Contract Value or, at Canada's option, to pay the Contractor at the end of the Contract in accordance with paragraph 3. In consideration of such obligation, the Contractor agrees to stand in readiness throughout the Contract period to perform the Work described in the Contract. Canada's maximum liability for work performed under the Contract must not exceed the Maximum Contract Value, unless an increase is authorized in writing by the Contracting Authority.

3. In the event that Canada does not request work in the amount of the Minimum Contract Value during the period of the Contract, Canada must pay the Contractor the difference between the Minimum Contract Value and the total cost of the Work requested.

4. Canada will have no obligation to the Contractor under this clause if Canada terminates the Contract in whole or in part for default.

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

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

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

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

The quarterly 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; and  
4th quarter: January 1 to March 31.

The data must be submitted to the Contracting Authority no later than fifteen (15) calendar days after the end of the reporting period.

Reporting Requirement- Details

A detailed and current record of all authorized tasks must be kept for each contract with a task authorization process. This record must contain (contracting authority to edit the text as applicable):

For each authorized task:

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

For all authorized tasks:

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

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

The administration of the Task Authorization process will be carried out by 402 Squadron. This process includes monitoring, controlling and reporting on expenditures of the contract with task authorizations to the Contracting Authority.

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

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

#### **7.2.1 General Conditions**

2035 (2016-04-04) General Conditions - Higher Complexity - Services, apply to and form part of the Contract.

### **7.3 Security Requirements**

There is no security requirement applicable to the Contract.

### **7.4 Term of Contract**

#### **7.4.1 Period of the Contract**

The period of the Contract is from November 1, 2016 to October 31, 2018.

#### **7.4.2 Option to Extend the Contract**

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to three (3) additional one (1) year period(s) under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

Canada may exercise this option at any time by sending a written notice to the Contractor at least fifteen (15) calendar days before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

### **7.5 Authorities**

#### **7.5.1 Contracting Authority**

The Contracting Authority for the Contract is:

Leanne Barenz  
Supply Specialist  
Public Works and Government Services Canada  
Acquisitions Branch  
100-167 Lombard Ave  
Winnipeg, MB, R3C Z1

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

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

### 7.5.2 Project Authority

The Project Authority for the Contract is:

Name: \_\_\_\_\_TBD\_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_

Telephone: \_\_\_\_-\_\_\_\_-\_\_\_\_\_  
Facsimile: \_\_\_\_-\_\_\_\_-\_\_\_\_\_  
E-mail address: \_\_\_\_\_

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

### 7.5.3 Contractor's Representative

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Telephone: \_\_\_\_\_  
Facsimile: \_\_\_\_\_  
E-Mail: \_\_\_\_\_

## 7.6 Payment

### 7.6.1 Basis of Payment

1. Canada's total liability to the Contractor under the Contract must not exceed \$ \_\_TBD\_\_\_. Customs duties are included and Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.

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.

#### **7.6.2 Limitation of Expenditure - Cumulative Total of all Task Authorizations**

1. Canada's total liability to the Contractor under the Contract for all authorized Task Authorizations (TAs), inclusive of any revisions, must not exceed the sum of \$ \_\_TBD\_\_\_\_. Customs duties are included and the Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.

2. No increase in the total liability of Canada will be authorized or paid to the Contractor unless an increase has been approved, in writing, by the Contracting Authority.

3. 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 sum is inadequate for the completion of the Work required in all authorized TAs, inclusive of any revisions,

whichever comes first.

4. 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.

#### **7.6.3 Multiple Payments**

H1001C Multiple Payments 2008-05-12

#### **7.6.4 SACC Manual Clauses**

|         |   |              |
|---------|---|--------------|
| A9117C  | T1204 - Direct Request by Customer Department | (2007-11-30) |
| 0C2000C | Taxes - Foreign-based Contractor              | (2007-11-30) |
| C2608C  | Canadian Customs Documentation                | (2010-08-10) |

#### **7.6.5 Electronic Payment of Invoices – Contract**

The Contractor accepts to be paid using any of the following Electronic Payment Instrument(s):

- a. Visa Acquisition Card;
- b. MasterCard Acquisition Card;
- c. Direct Deposit (Domestic and International);
- d. Electronic Data Interchange (EDI);
- e. Wire Transfer (International Only);
- f. Large Value Transfer System (LVTS) (Over \$25M)

## 7.7 Invoicing Instructions

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

Each invoice must be supported by:

- (a) a copy of time sheets to support the time claimed;
- (b) a copy of the release document and any other documents as specified in the Contract;
- (c) a copy of the invoices, receipts, vouchers for all direct expenses, and all travel and living expenses;
- (d) a copy of the monthly progress report.

2. Invoices must be distributed as follows:

- (a) The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.
- (b) One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.

## 7.8 Certifications and Additional Information

### 7.8.1 Compliance

Unless specified otherwise, the continuous compliance with the certifications provided by the Contractor in its bid or precedent to contract award, and the ongoing cooperation in providing additional information are conditions of the Contract and failure to comply will constitute the Contractor in default. Certifications are subject to verification by Canada during the entire period of the Contract.

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

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

## 7.9 Applicable Laws

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

### 7.10 Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the general conditions 2035 (2016-04-04) Higher Complexity Services;
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;
- (e) Annex E, Insurance Requirements;
- (f) the signed Task Authorizations (including all of its annexes, if any);
- (g) the Contractor's bid dated \_\_\_\_\_,

## **7.11 Defence Contract**

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

## **7.12 SACC Manual Clauses**

A9062C Canadian Forces Site Regulations (2011-05-16)

## **7.13 Insurance Requirements**

The Contractor must comply with the insurance requirements specified in Annex E. 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. Coverage must be placed with an Insurer licensed to carry out business in Canada. The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.

**ANNEX "A"**

**DEPARTMENT OF NATIONAL DEFENCE**  
**STATEMENT OF WORK (SOW)**  
**FOR THE PROVISION OF**  
**PUBLICATIONS AND DATA MANAGEMENT SERVICES**  
**FOR THE CT142 DASH 8**



## 1.0 SCOPE

### 1.1 Purpose

1.1.1 This Statement of Work (SOW) defines the requirements of the Department of National Defence (DND) and the Canadian Forces (CF) to establish a Contract Agreement for Publications and Data Management Services (PMS) for the CT142 Dash 8 aircraft maintenance publications and aircraft flight manuals in both paper and electronic formats.

### 1.2 Concept of Support

1.2.1 The Contractor must provide operational and maintenance support as and when requested for both the paper based technical data (Canadian Forces Technical Orders [CFTOs]) and the CT142 Interactive Electronic Technical Manual (IETM) with compliance to the S1000D version 2.2 standard. It is the responsibility of the Contractor to remain up-to-date with changes in software technology as well as DND Information Management & Information Technology (IM/IT) security policies that may positively or negatively affect the CT142 IETM. This is of paramount importance where software applications and/or technical support of software applications become obsolete.

### 1.3 Background

1.3.1 402 Squadron's Aircraft Engineering Officer (AEO) Section, which includes a series of specialist technicians called Life Cycle Materiel Managers (LCMMs), is responsible for the maintenance of all technical data associated with this equipment (including all technical publications and engineering drawings). There are still publications that are maintained in hard copy (paper) format; the intent of this Contract is to migrate additional paper publications to the CT142 IETM in order to introduce additional efficiencies and cost savings for the Crown.

### 1.4 Terminology

1.4.1 The following abbreviations are used throughout this SOW:

|         |   |
|---------|---|
| ACN     | Advance Change Notice                                       |
| AEO     | Aircraft Engineering Officer                                |
| ALSE    | Aviation Life Support Equipment                             |
| AMSE    | Aircraft Maintenance Support Equipment                      |
| CA      | Contracting Authority                                       |
| CALS    | Continuous Acquisition and Life-cycle Support               |
| CD      | Compact Disc  |
| CD-ROM  | Compact Disc- Read Only Memory                              |
| CF      | Canadian Forces   |
| CFTO    | Canadian Forces Technical Order                             |
| CFPD    | Canadian Forces Publication Depot                           |
| DND     | Department of National Defence                              |
| DND 570 | Contract Publication Change Transmittal Form                |
| DND 590 | Validation Certificate                                      |
| DND 591 | Compliance Certificate                                      |
| DND 642 | Reproducible Copy Certificate                               |
| DTAES   | Director of Technical Airworthiness and Engineering Support |
| DWAN    | Defence Wide Area Network                                   |
| ECP     | Engineering Change Proposal                                 |
| GFE     | Government Furnished Equipment                              |
| GFI     | Government Furnished Information                            |
| GSM     | Government Supplied Material                                |
| HTML    | HyperText Markup Language                                   |
| IAW     | In Accordance With  |
| IETM    | Interactive Electronic Technical Manual(s)                  |
| LCMM    | Life Cycle Materiel Manager                                 |
| LSO     | Logistics Support Officer                                   |

|       |   |
|-------|---|
| MIMS  | Material Information Management Systems     |
| NCR   | National Capital Region                     |
| NDID  | National Defence Index of Documentation     |
| NDQAR | National Defence Quality Assurance Region   |
| OEM   | Original Equipment Manufacturer             |
| OCI   | Office of Collateral Interest               |
| OPI   | Office of Primary Interest                  |
| PA    | Procurement Authority                       |
| PDF   | Portable Document Format                    |
| PCR   | Publication Change Request                  |
| PM    | Program Manager                             |
| PMP   | Project Management Plan                     |
| PMS   | Publication Management Services             |
| PRM   | Performance Review Meeting                  |
| PWGSC | Public Works and Government Services Canada |
| QA    | Quality Assurance                           |
| QAR   | Quality Assurance Representative            |
| QC    | Quality Control                             |
| RA    | Requisitioning Authority                    |
| SRCL  | Security Requirements Check List            |
| SOW   | Statement of Work                           |
| TA    | Technical Authority                         |
| TAC   | Translation Accuracy Check                  |
| TIFF  | Tagged Image File Format                    |
| UCR   | Unsatisfactory Condition Report             |
| WBS   | Work Breakdown Structure                    |
| WSM   | Weapon System Manager                       |
| XML   | Extensible Markup Language                  |

## 2.0 APPLICABLE DOCUMENTS

### 2.1 Applicability

2.1.1 The following documents 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 amendment of documents effective for this SOW must be those in effect on the date of proposal submittal.

### 2.2 Government Documents

|                     |  |
|---------------------|--|
| A-AD-100-100/AG-000 | National Defence Publishing Policy and Administration Procedures                                     |
| A-AD-121-F01/JX-000 | Canadian Forces Manual of Abbreviations  |
| A-AD-121-C01/FP-000 | Staff and Writing Procedures for the Department of National Defence and the Canadian Forces          |
| A-AD-121-E01/JX-000 | Administrative and Staff Procedures, Volume 5 Military, Military Glossary, Lexicon                   |
| A-AD-121-501/JX-000 | Flight Operations Lexicon, Aeronautical Terminology Standardization Committee                        |
| A-AD-121-501/JX-001 | National Defence Security Policy   |
| A-DS-100-100/AG-002 | Writing, Production and Format Guide to Administrative, Operational and Tactical (AOT) Publications  |
| A-LM-505-010/JS-001 | Material Management Instruction - Official Languages Requirements for Technical Documentation        |
| A-SJ-100-001/AS-000 | National Defence Security Instructions   |
| C-01-000-001/AG-001 | Specification – Authoring Publishing & Distribution (APDS) Deliverables Requirements                 |
| C-01-100-100/AG-005 | Specification - Acceptance of Commercial and Foreign Government Publications as Adopted Publications |
| C-01-100-100/AG-006 | Specification - Writing, Format and Production of Technical Publications                             |
| C-01-100-100/AG-008 | Specification – Writing Guide for Technical Documentation  |

|                      |   |
|----------------------|---|
| D-01-000-100/SF-000  | Specification for Procurement of Publishing Services and Published Works                    |
| D-LM-008-001/SF-001  | Method of Packaging   |
| D-LM-008-002/SF-001  | Specification for Marking for Storage and Shipment  |
| D-LM-008-022/SG-000  | Standards for Packaging of Documentation (available in English only)                        |
| D-01-001-000/SF-001  | Specification – Digital Data Format and Delivery  |
| D-01-100-200/SF-000  | Specification - Preparation of Equipment Data Summaries                                     |
| D-01-100-201/SF-000  | Specification - Preparation of Installation Instructions                                    |
| D-01-100-201/SF-003  | Specification - Preparation of Installation Instructions Leaflet-type Format                |
| D-01-100-202/SF-000  | Specification - Preparation of Equipment Descriptions                                       |
| D-01-100-203/SF-000  | Specification - Preparation of Operating Instructions                                       |
| D-01-100-203/SF-001  | Specification - Preparation of Operating Instructions (Aircraft)                            |
| D-01-100-203/SF-002  | Specification - Preparation of Cargo Loading Instructions                                   |
| D-01-100-205/SF-000  | Specification - Preparation of Corrective Maintenance Instructions                          |
| D-01-100-205/SF-001  | Specification - Preparation of Structural Repair Instructions (Aircraft)                    |
| D-01-100-205/SF-002  | Specification - Preparation of Corrective Maintenance Instructions (Aircraft)               |
| D-01-100-205/SF-003  | Specification - Preparation of Power Plant Build-Up Instructions                            |
| D-01-100-206/SF-000  | Specification - Preparation of Equipment Performance Standards and Test Procedures          |
| D-01-100-207/SF-000  | Specification - Preparation of Parts Identification Lists                                   |
| D-01-100-208/SF-001  | Specification - Preparation of Weight and Balance Data Instructions (Aircraft)              |
| D-01-100-211/SF-000  | Specification - Preparation of Equipment, Preservation, Storage and Handling Instructions   |
| D-01-100-213/SF-000  | Specification - Preparation of Parts Detail and Scale Lists                                 |
| D-01-100-214/SF-000  | Specification - For Preparation of Provisioning Documentation for Canadian Forces Equipment |
| D-01-100-220/SF-000  | Specification - Preparation of Modification Instructions                                    |
| D-01-100-221/SF-000  | Specification - Preparation of Special Information Instructions                             |
| D-01-100-222/SF-000  | Specification - Preparation of Special Inspection Instructions                              |
| D-01-100-223/SF-000  | Specification - Preparation of Interim Inspection Instructions                              |
| D-01-100-230/SF-001  | Specification - For Preparation of Test Equipment Calibration Procedures (TECP)             |
| D-01-400-001/SG-000, | Drawing Practices   |
| D-01-400-002/SF-000, | Engineering Drawings and Associated Lists   |

## 2.3 Military Standards

|                      |  |
|----------------------|--|
| A-AD-121-AAP/JX-001, | NATO Glossary of Terms and Definitions           |
| MIL-M-1840A,         | Automated Interchange of Technical Information   |
| MIL-PRF-280002B,     | CALS TIFF and CCITT GRP 1V Compression           |
| MIL-PRF-28003A,      | Computer Graphics Metafile (CGM) Two-dimensional |

## 2.4 Other Documents

|   |   |
|---|---|
| American Transportation Association Specification 100 |   |
| CT142 Dash-8 S1000D version 2.2                       | General Business Rules, StandardAero Technical Services                                   |
| Extensible Markup Language (XML) 1.0 (Fifth Edition)  |   |
| ISBN # 0 245 54503 4                                  | Harrap's French/English Dictionary  |
| ISBN # 0 19 861131 5                                  | Concise Oxford Dictionary   |
| ISBN # 2 85036 066 X                                  | Le Petit Robert   |
| ISBN # 3 870 97110 X                                  | Ernst Dictionnaire Général de la Technique Industrielle (Français Anglais) Tome 1         |
| ISBN # 0 521 30378 8                                  | Ernst Comprehensive Dictionary of Engineering and Technology (English to French) Volume 2 |
| ISBN # 0 521 30377 X                                  | Ernst Dictionnaire Général de la Technique Industrielle : French-English Tome 1           |
| ISBN # 0 686 56913 X                                  | Dictionnaire Technique Général, Beauchemin, J. Gerald Belle-Isle                          |
| ISO 8632, 1999  | Computer Graphics Metafile (CGM)  |
| ISO 8879  | Standard Generalized Markup Language  |
| ISO 9002  | Quality Systems - Model for quality assurance in production and installation              |
| ISO 9660  | Information Processing – Volume and File Structure of CD-ROM for Information Exchange     |
| ISO 10005   | Quality Management - Guidelines for Quality Plans   |
| ISO 10744   | Hypermedia and Timed-based Structuring Language (Hytime)                                  |

ISO 10918, 1.2  
ISO DIS 11172  
S1000D, Version 2.2

Joint Photographic Experts Group (JPEG)  
Motion Picture Experts Group (MPEG) 1 and 2  
International Specification for the Procurement and Production of Technical  
Publications

### 3.0 REQUIREMENTS

#### 3.1 Tasks

3.1.1 The Contractor must provide PMS for all publications identified in Appendix 1 - List of Publications as and when requested. This list may be altered as required by DND as a Contract amendment through the PWGSC Contracting Authority (CA). For the purpose of this SOW, PMS are comprised of a Management Service and a Publishing Service.

3.1.2 The requirements associated with this SOW are divided into three (3) distinct tasks:

- a. Publication Management Services;
- b. Project Management Plan; and
- c. Support of an IETM.

3.1.3 Publication Management Services (PMS): the management services include all aspects of planning, organizing and co-ordinating all publication management activities related to revisions, changes, supplements, leaflets, interim inspection instructions, advance change notices, and technical bulletins, so that the end product of the process will be an up-to-date publication for all plate holders identified in Appendix 2 – CT142 Publication Plate Holders. It also includes publishing services, from the creation of new data as approved by the TA, through to the appropriate product delivery. In particular, the Contractor must:

- a. Implement a Management Service as and when requested that includes:
  - i. A periodic review (at least once a year on the anniversary of the publication) of the content of each publication to determine its currency, accuracy, and completeness with respect to the current equipment configuration;
  - ii. Correspondence with the TA when processing Publication Review and Approvals based on A-AD-100-100/AG-000, understanding that submitted change drivers and impacted publications create a dynamic and dependent process;
  - iii. Monthly Progress Reports that identifies the level of effort (LOE). Cost associated with proposed changes must be identified on a monthly cost statement, and must clearly delineate rates associated with the completion of various changes based on complexity (e.g. new technical writing, corrections to text, corrections to drawings/pictures, new drawings/pictures, etc);
  - iv. Review of all incoming source documents (except DND 570 Forms, all DND 570 Forms will have been prioritized) to assess work priority, and submit recommendations to the TA for approval must be carried out during PRM/TRM meetings;
  - v. A publication change review and prioritization process based on all changes resulting from incoming source documents and Appendix 4 - Contract Publication Change Transmittal Form (DND 570 Form), and Work in Progress. The TA must give approval prior to the execution of any publication changes;
  - vi. Identifying actions (if any) to ensure homogeneous continuity within the series of publications affected by a publication management activity to one publication in the series, and submitting recommendations to

the TA (a series is defined by the first three (3) code fields of the National Defence Index of Documentation (NDID number);

- vii. Identifying other publication series (if any) which have been affected by the original publication management activity, determine actions required and submit recommendations to the TA;
  - viii. On the basis of 3.1.3.a (i) through (vii), rewrite and produce the manuscript(s) in accordance with (IAW) DND publications specifications listed in paragraph 2.2;
  - ix. Carry out the validation process to demonstrate and use for approval;
  - x. Unless otherwise stipulated by the TA and Requisitioning Authority (RA) in writing, the recognized priorities and required Turn Around Time for work received from the TA or a delegate are as follows:
    - i. Routine 30 Calendar Days;
    - ii. Urgent 7 Calendar Days; and
    - iii. Immediate 3 Calendar Days;
  - xi. Carry out periodic visits as described in para 4.7 of this SOW;
  - xii. Maintain a master, a reproducible, and a working copy of each publication and provide storage for them IAW C-01-100-100/AG-006; and
  - xiii. At the direction of the TA apply for formal NDID indexing, rescission, supersession or re-identification actions, updating the publication's OPI on the cover/title page and the contact officer on the "A" page of each publication.
- b. Implement a Publishing Service upon call-up, which means the process of converting a manuscript to a final publication. This includes:
- i. Writing, validating, editing, and producing manuscript(s) IAW DND publications specifications and approval procedures requirements, including the transformation of identified publications into an electronic format. Production includes formatting, layout, composing, illustrating and art work, reproduction, printing and/or eventual distribution in specified quantity directly to the appropriate plate holders, including electronic format as per Appendix 2;
  - ii. Where applicable, and until all publications are fully incorporated into IETM, coordinate with the TA for the publishing of updated publications, message amendments, Advance Change Notices (ACNs), Leaflets, etc.
  - iii. Where required, provide support to translate publications (English to French or French to English), provide Translation Accuracy Check (TAC) and publish CFTOs in both official languages as required. The quality of the translation must be consistent with and equivalent to the source documents. The Contractor must be responsible for certifying the translation in accordance with the technical requirement for the Translation Accuracy Check (TAC); and
  - iv. Provide reprints of the basic up-to-date publication when requested by the TA.
- c. Obtain necessary permissions from OEMs (as and when required) for affected manuals to ensure Copyrights are respected during the production and distribution of publications and data;
- d. Upon direction from both the TA and RA convert paper based publications into IETMs. These conversions are

subject to review, verification, and approval by both the TA and DTAES (at the discretion of the TA);

- e. Extract applicable data from other equipment users (e.g. Bombardier Aerospace Inc), Original Equipment Manufacturer (OEM) publications, and/or other source documents and recommend insertion into CFTOs;
- f. Provide archiving services for all managed publications. The Contractor must maintain the 'Master Copy' of all publications, as well as applicable source documentation.

3.1.4 Project Management Plan: The Contractor must develop a Project Management Plan that is deemed acceptable (via a-h) by the CT142 TA and maintain this Project Management Plan addressing in detail the following required topics:

- a. The organization in place (or planned) to deal with the work including any additional surge in work to be performed. This must include an Organizational chart indicating the relationship and structure of the personnel resources used to support this contract. This must also include documentation of all quality processes;
- b. The conduct of correspondence to the CA, the TA, and the RA (through the TA);
- c. The resources in place or planned to simultaneously meet the requirements of this SOW. In demonstrating its overall capability, the Contractor must clearly delineate personnel that will be assigned to this work on a permanent basis, as well as the resources the Contractor has available to support portions of this work, if and when required (e.g. Engineering, Safety Assessment Specialists, Software Application Developers, Network Security Experts, etc) ;
- d. An implementation schedule to put in place the elements which are not yet part of the Contractor's organization/facility. This must also clearly indicate how the Contract requirements will be met during peak periods or other contingencies;
- e. An auditable Business Continuity / Disaster Recovery Plan IAW Government Security Policy and industry 'best-practices' that must include the ability to provide DND with all required publications within 48 hours of a disaster scenario. The Business Continuity portion of the Plan must include the use of Daily Backups for all electronic working copies and Off-site Storage of source, master and working copies and/or backups;
- f. Profiles of key personnel who will be assigned to this Contract to do the work stipulated herein. These profiles must include, but are not limited to, the following:
  - i. Project Manager;
  - ii. Illustrator;
  - iii. Technical Writer; and
  - iv. Lead Programmer
- g. The Quality Assurance (QA) and Quality Control (QC) procedures that will be used to perform this work; and
- h. The Project Management Plan must also detail how a smooth transition from the services provided by the current Contractor to the new Contractor will be achieved. (For the purpose of this contract, a smooth transition is deemed to mean that DND would cease using one version of IETMs and start using another version with no interruptions in service and no requirement for additional Technical Approval by 402 Squadron's Airworthiness Regulators at DTAES. This may require IETM viewing software files to be modified as necessary to use pre-existing CT142 source files at the offeror's own expense.) This must include milestones and timelines for the

introduction of the new IETM that at a minimum contains all of the publications currently found within IETMs without a reduction in functionality.

3.1.5 Upon the TA's acceptance of the Project Management Plan, the Contractor must implement the approved plan.

3.1.6 As required, the Contractor must make appropriate amendments to the plan throughout the term of the Contract to reflect current and planned activities (including process reengineering, continuous improvement initiatives, or other innovations affecting the plan). The Contractor must submit amendments to the plan to the TA for approval.

3.1.7 Subpar facilities, manpower, or failure to accomplish scope of work in times specified are grounds for Contract dismissal following the TA's efforts to communicate such shortfalls.

3.1.8 The utmost urgency is expected to resolve issues when identified by the TA, specifically those that pertain to quality and safety.

### **3.2 Support of an Interactive Electronic Technical Manual (IETM):**

3.2.1 The Contractor must maintain an IETM conforming to the S1000D format, enabling the distribution of publications and data in XML electronic format. This task includes:

- a. Obtaining necessary Network Security Authorizations for implementation over the Defence Wide Area Network (DWAN);
- b. Providing a proven, stable IETM software that is S1000D compliant IAW CT142 Dash 8 S1000D version 2.2, General Business Rules, StandardAero Technical Services;
- c. Being capable of migrating all current CT142 XML source data managed publications without alteration into an approved IETM package (this is necessary to provide uninterrupted service to the CT142 aircraft). Initial IETM viewing incompatibilities with baseline CT142 source data must be addressed by IETM viewing software updates and not source data updates (see note).

Note: Changing source data for ITEM rollout will not be permitted due to Airworthiness Reasons. This is because altering IETM source data in any way will inject a lengthy, unacceptable delay caused by a mandatory DTAES Airworthiness Approval process which will impede the day-to-day flying operations of 402 Squadron.

- d. Converting paper based publications into S1000D compliant, XML formatted source data upon direction from both the TA and RA. These conversions are subject to review, verification and approval by the TA;
- e. Extracting and converting applicable data from other equipment users (e.g. Bombardier Aerospace Inc), OEM publications, and/or other source documents into S1000D compliant, XML formatted source data upon direction from both the TA and RA. These conversions are subject to review, verification and approval by the TA;
- f. Providing and maintaining an IETM User Guide;
- g. Developing functionality enhancements for the CT142 IETM that is consistent with user requirements and technology growth; and
- h. Maintaining the electronic source data and IETM software using appropriate publishing tools and environment.

3.2.2 The IETM software must have, as a minimum, the following capabilities:

- a. capable of supporting any technical publication specifications;

- b. capable of hosting Portable Data File (PDF) publications as well as other formats;
- c. capable of being deployed via web server, network share and removable media; and
- d. Compliant S1000D IETM Viewer with integrated Intelligent Wiring Diagrams (IWD), interactive illustrated parts catalogue, capable of hosting animation, and pictures as required.

3.2.3 The Contractor must be able to demonstrate the capability and experience to implement this application within DND's DWAN security infrastructure. As such, the Contractor must be prepared to demonstrate:

- a. experience and knowledge of Military and Commercial Aircraft publications including ATA 100 formatted publications;
- b. significant experience in structured / un-structured legacy data conversion;
- c. previous S1000D knowledge and experience;
- d. experience with S1000D conversion, authoring, and validation tools;
- e. capability, based on experience and knowledge, to provide software that is compatible with the DWAN, including the configuration, authorizations required and applicable security regulations; and
- f. Demonstrate they have application support / development competencies.

### 3.3 Technical Requirements

3.3.1 The Contractor must provide the TA with the necessary services and materials applicable to the preparation and delivery of Dash 8 aviation equipment-related publications for off-aircraft equipment, on-aircraft equipment, and associated policies and procedures. These publications include, but are not limited to, the NDID "C", and "R" programs:

- a. Description and operating instructions;
- b. First and second line maintenance instructions;
- c. Repair procedures;
- d. Illustrated parts lists;
- e. Modification, Special Information and Special Inspection leaflets; and
- f. IETM.

#### 3.3.2 Work Review and Approval

- a. The Contractor must process the work in accordance with A-AD-100-100/AG-000 and the Publication Review and Approval process agreed by the TA, through day-to-day correspondence.
- b. The Contractor must assemble Publication Management Service work packages. A work package consists of one or more DND 570 Forms. Monthly cost statements must be included.
- c. TA authorization to commence initial processing of draft changes is not required.



### 3.3.3 Storage and Shipping of Reproducible Copy, Artwork, Documentation, and Related Materials

- a. All documents, except when classified, used to carry out the work associated with this SOW must be held and properly stored in accordance with C-01-100-100/AG-006 until such a time they are returned to the TA. Upon completion of the contract, all materials as defined above must be returned to the TA. The materials must be suitably packaged and protected by the Contractor, in accordance with D-LM-008-022/SG-000. The package must be clearly marked, and include the contract number, DND 570 (or other relevant, agreed upon) number, and NDID Identification.
- b. The Contractor must protect electronic media at all times during shipping from damage due to environmental conditions including field force discharge, by using protective packaging in accordance with D-LM-008-001/SF-001, Methods of Packaging. The Contractor must clearly mark on all electronic media, and on all packaging the internal content/structure of the electronic media in accordance with D-LM-008-002/SF-001, Marking for Storage and Shipment.

### 3.3.4 Terminology

- a. Unless otherwise specified by the TA for new publications, the Contractor must make use of DND glossaries, lexicons, and other sources of terminology. For existing publications, the translation should conform to the existing terminology where practical. Should the Contractor not find a required technical term in the DND glossaries and lexicons, then the "TERMIUM PLUS® - The Government of Canada's terminology and linguistic data bank" must be used as the primary reference and the "Ernst Comprehensive Dictionary of Engineering and Technology" must be used as the secondary reference. A listing of these publications is provided in para 2.0, Applicable Documents. Beyond that, the Contractor must provide the necessary terminology to proceed with the Work, and make such terminology available to DND via the TA.

### 3.3.5 Copies of Publications Master, Working and Reproducible

- a. The Contractor must maintain the master copy of all publications that form part of Appendix 1. The master copy:
  - i. Must be protected from loss or damage, and an electronic file disaster recovery plan must be in place;
  - ii. Must only be used as the "reproducible" when the reproducible is not available for use. In this instance, the original master copy must be returned to the Contractor for safe keeping as the master copy;
  - iii. Must not be updated until such time as the change/revision has been officially distributed by the consignee, and the Contractor has received the distribution copy from the consignee or through the Quality Assurance Representative (QAR); and
  - iv. All Contractors will be required to present such safeguards, i.e. ref (a), visually for these processes during a site visit IAW this SOW para 3.4.2.b.
- b. The Contractor must maintain at all times, a working copy of all publications that form part of Appendix 1.
- c. The Contractor must maintain at all times, a PDF file, containing each complete publication that form part of Appendix 1, regardless if originally produced for printing or delivery via an IETM.

### 3.3.6 Quantity

- a. The Contractor must deliver leaflets to the Consignee, unless directed otherwise by the TA.
- b. Prior to replicating/printing, the Contractor must contact the TA (for further approval through the RA), by email correspondence or letter, requesting the printed quantity required. The Contractor must replicate/print the quantity specified by the TA. The email correspondence or letter sent by the Contractor must specify the contract number, the contract serial number, the contract item number (if applicable), and the NDID number, and estimated costs.

### 3.3.7 Publication Format

- a. The Contractor must prepare textual material, artwork, all reproducibles, and replicated/printed copy to the quality standards and format specified by DND in para 2.2.2 & by commercial standards in para 2.4.1, along with the ability to implement deviations from this format as required by the TA.
- b. The Contractor must bring forward for resolution at the PRM any requirements for format change.
- c. Deviations from the specifications are permitted provided they can be shown to improve usability of the publication or the efficiency of the publishing process. The Contractor must request deviations in email correspondence to the TA. The TA must consider all requests and liaise with the Director of Technical Information and Codification Services 3 (DTICS 3) prior to providing written response to the Contractor's request. Any deviations that will increase cost must be addressed through the formal contract amendment process prior to proceeding.

### 3.3.8 Source Documents

- a. DND source documents will be routed to the Contractor through the TA using DND 570 forms, as applicable.
- b. All source documents must be submitted to the Contractor's Publication Management Services Department for review and completion of the following tasks, as applicable in each case:
  - i. Ensuring that all relevant change notices, CF (first and second line) and CD (third line) modification instructions, and other pertinent engineering data are considered in the preparation of changes and revisions; and
  - ii. Recommending courses of action.
- c. For all source documents reviewed by the Contractor, the Contractor must take into account any impact to safety, personnel or equipment. The Contractor must notify the TA by priority message, e-mail correspondence or data fax of the proposed change(s) that are safety related. The proposed change(s) will be reviewed and actioned as required by the TA.

### 3.3.9 Quality Assurance

- a. All Contractor procedures and practices must be subject to Government Quality Assurance (GQA) and must be in accordance with Contract requirements and SACC clauses D5510C (Quality Assurance Authority (DND) – Canadian-Based Contractor), D5540C (ISO 9001:2008 Quality Management Systems – Requirements (QAC Q)) and P1010C (Quality Levels for Printing).

### 3.3.10 Inspection and Audits

- a. The Contractor must arrange with the TA for the inspection of the manuscript, including preliminary art work, specified by NDID number.

### 3.3.11 Warranty

- a. The terms and conditions of warranty are as defined in DSS-MAS 2030 (21) forming a part of the contract. DND exercises the warranty by a process called Verification.
- b. Verification by DND consists of actual performance of selected operating and maintenance procedures, including checkout, calibration, alignment, scheduled removal, replacement instructions and associated check lists, to ensure that all content is correct, feasible and suitable to the specific requirements and ultimate environment.
- c. This verification will also review any approved procedural changes, modifications or product improvement changes to the equipment which were originated or developed by the Contractor or which were provided by DND IAW C-01-100-100/AG-006.
- d. Any warranty provisions must be corrected within three months after receipt of written notice from the TA.

## 3.4 Constraints

### 3.4.1 Location of Work

- a. Except when specified by the TA for on-site Support, the publications and management work must be performed at the Contractor's facilities. Performance of the Work requires the Contractor to liaise with the TA on technical matters. The Contractor will be required to travel to DND facilities for meetings, consultation, and as required pickup and delivery of project work orders and government-supplied material.

### 3.4.2 Accommodations and Facilities

- a. As a minimum, the Contractor's facilities must include the following:
- i. Access to an up-to-date publications library to allow for the performance of the work detailed in the SOW; and
  - ii. Workstations and office facilities to accommodate the requirements of the Contract.
- b. The Quality Assurance Representative (QAR), or a delegate, must be provided with the following accommodations for the period of the Contract and any extension thereto:
- i. Access to the Contractor's establishments and those of its subcontractors as necessary during the period of 8:00 am. to 4:00 p.m. Monday to Friday, except for Statutory Holidays, for the performance of their duties as they relate to the Contract; and
  - ii. Access to a closed office facility at the Contractor's establishment, suitably equipped to conduct normal business (desk, chair, phone, fax access, computer workstation complete with Internet access, and the ability to discuss quality issues in privacy both internally and externally). Use of these accommodations will be "as and when requested" by the QAR.

### 3.4.3 Language Requirements

- a. Generally, meetings and all associated reports will be in English; however, from time to time meetings and reports may be required in the French language. The language requirements of the deliverables will be in accordance with A-LM-505-010/JS-001 or as specified by the TA. The language of all deliverables at the commencement of this Contract will be English but this requirement is subject to change with little or no advance notice.

### 3.4.4 Security Requirements

- a. The Contractor must have qualified representatives who have the requisite security clearances (Enhanced Reliability at a minimum) available for document production, meetings, consultation, pickup and delivery of project work orders and government-supplied material as required.

## 3.5 Progress Review Meetings (PRMs)

3.5.1 PRMs must be held at the discretion of DND/NDQAR as and when required to facilitate the Publication Management process. Meetings can be held at the Contractor's facility but alternate venues may be used subject to the TA's approval, with all Contractor expenses incurred by the Contractor. Representatives at the meeting must normally include DND personnel (TA, RA, LCMM(s) and QAR), PWGCS representatives and Contractor staff.

3.5.2 Annual Meetings must normally be held to:

- a. discuss present and future workloads;
- b. establish priorities for work to be done;
- c. advise regarding translation requirements;
- d. review the quality of released work;

- e. review status of work in progress as well as planned work;
- f. advise changes in publication formats and media;
- g. review the funds committed and spent;
- h. review activities performed during the period, whether under the management or publishing services part of this contract; and
- i. address any other pertinent topics.

3.5.3 The Contractor must be responsible for the co-ordination of the PRM.

3.5.4 The Contractor must develop an agenda with input from all parties concerned. The call for agenda items must be submitted via e-mail to the TA approximately 15 working days before the PRM to solicit agenda items from all parties. The Contractor and TA must co-chair all meetings.

3.5.5 The Contractor must prepare minutes with signature blocks of both co-chairs and submit same within 15 working days for DND concurrence. The minutes of the meetings will provide a record of discussions to be approved by DND.

3.5.6 The Contractor must distribute signed minutes to all the participants.

3.5.7 The Contractor must provide a schedule of planned Publications Management activities against estimated cost and time during PRM/TRM meetings with the TA. The Contractor will also advise the TA of all abnormal or unexpected publication production requirements.

3.5.8 Any decision made during these meetings that has an effect on the scope or cost of the publication, must not be implemented before being officially approved in writing, nor before the Contract is modified.

## **4.0 DELIVERABLES**

### **4.1 Project Management Plan**

4.1.1 The Contractor must submit as part of the formal contracting process a Project Management Plan (PMP) IAW para 3.1.4 inclusive. DND reserves the right to conduct a Contractor site visit, at any time as deemed necessary.

4.1.2 The plan must be in sufficient detail to clearly understand the Contractor's intent and capability in implementing the proposed Management Framework. Further, the Contractor must provide at least one recent example where this proposed framework has been implemented.

### **4.2 Monthly Progress Report**

4.2.1 The Monthly Progress Report must be delivered in electronic format, and contain the following information:

- a. Item number;
- b. NDID number;
- c. Work package; and
- d. Total of labour hours since last report.

4.2.2 As a minimum, the following details must be provided for each work package:

- a. Estimated labour hours to do the work;
- b. Break down of costs/work performed;

- c. Percentage of work completed; and
- d. Target date for submission of the manuscript to the TA.

#### **4.3 Task Summary Report**

4.3.1 The Contractor must submit, when required by the TA, a Task Summary Report, in TA approved Contractor format. These reports may be required to document the outcome of specific miscellaneous tasks, and must be provided to the TA within 30 days from completion of a task; for which the requirement of a Summary Report has been previously identified, upon Contract award and as amended through the Contract procedure.

#### **4.4 Certificates**

4.4.1 The Contractor must prepare (refer to C-01-100-100/AG-006):

- a. Certificates of Validation (DND 590) for submission to the TA;
- b. Translation Accuracy Check (TAC);
- c. Reproducible Copy (DND 642); and
- d. Compliance (DND 591).

4.4.2 The Contractor's Quality Assurance Department must document all records of Certification by the Contractor for Validation, TAC, Reproducible Copy, Printed Copy and Electronic Media.

4.4.3 The Certificate of Validation must be raised and signed by the Contractor's Quality Assurance representative to certify that the publication that has been prepared under contract, was tested for technical accuracy and adequacy including the validation of the source data.

4.4.4 The Contractor must submit the original Certificate of Validation (DND 590) for each manuscript to the TA for approval. On completion of the "DND Instructions to Contractor" block by the TA, the Contractor must proceed as directed.

4.4.5 The Certificates will list all items covered in that work package.

4.4.6 The TA will provide feedback to the Contractor (against each item submitted for Validation) in soft-copy for Contractor action.

4.4.7 Any errors or omissions of critical safety nature found by either the Contractor or the TA, subsequent to the action of para 3.3.11.b & 3.3.11.c, must be actioned immediately by the Contractor upon written confirmation by the TA as part of the current publication action.

4.4.8 All deliverables must be accompanied by a duly completed Certificate of Compliance.

#### **4.5 Printing and Delivery**

4.5.1 Printing and delivery must be in accordance C-01-100-100/AG-006. DND publications with the NDID prefixes "A", "B", "C", "D", "L" and "R", on which there is to be a recorded distribution must be delivered to:

Note: Directly to Appropriate Plate Holders as per, Appendix 2.

##### **4.5.2 Soft Copy Publications**

- a. For each publication produced or amended the Contractor must provide the following soft copies (this process is subject to audit during a site visit):

- i. Master Document Files: The Master Document Files are the electronic master of the completed publication. Master document files must be delivered in their native file format (e.g. MS Word, Rich Text Format, XML, etc). Where applicable, all blank pages, figures, illustrations and foldouts must be imbedded within the file(s). These files are considered the "Master Document" files for present and future revision, changes and/or re-use. The Master Document files may be broken down into a number of folders and sub-files in order to ensure the file sizes can be managed with typical workstation software (e.g. Word Processor, Web Browser, File Viewer, etc.). Where applicable, files must be broken at logical page locations to ensure future ease of use. This would normally occur at the end of a part/chapter or section.
- ii. Master Image Files: Wiring Diagrams must be prepared and delivered as two-dimensional vector graphics to the greatest extent possible with the remaining graphics being prepared and delivered as raster images. All illustrations must conform to the applicable standards and must support the planned publishing process for both printed and online delivery. Graphic information submitted as two-dimensional vector graphics must be in accordance with "ISO 8632:1999 Computer Graphic Metafiles (CGM)". Graphics items submitted as raster images must be delivered as separate individual Tagged Image File Format (TIFF) images in accordance with Adobe Systems Inc. specification "TIFF Revision 6", compressed to CCITT Group 4. Raster Files must be UNTILED and be solely raster (hybrid files must not be delivered).
- iii. Master Read Only Files: Using the completed Master Document file(s), the Contractor must generate and provide a functional Interactive Electronic Technical Manual (IETM) for each publication identified for this format in accordance with the IETM /Support Plan. In addition, the Contractor must generate and provide a PDF file when explicitly required to do so by the TA. It must contain each complete publication, regardless if originally produced for printing or delivery via an IETM. These file(s) will be considered the "Master Read Only" files for printing/reproduction/ viewing purposes. All pages contained in the PDF file must be oriented such that they do not require rotation when viewing. PDF files must contain "thumbnails" of each of the pages. The Master Read Only File is not a replacement for the Master Document files or the Master Image files. The Contractor must ensure that a quality check is done on the Read Only (PDF) file to verify that the content reflects the same content/formatting as the Master Document file and the Reproducible copy. The requirements for hyperlinks within the Read Only File must be specified on the individual task or tasks. In the case of changes, a second PDF file that contains only the changed sheets is also required.
- iv. Read Only Copies: Read only copies of individual publications or sets of publications may be required on removable storage media such as CD-ROM. Read only copies must be duplicated using the Master Read Only files. Copy quantities, label requirements and requirements for CD indexes and hyperlinks within the CD-ROM must be specified on the individual task or tasks.

#### 4.5.3 Media of Delivery:

- a. The Contractor must provide the electronic files on removable storage media written in accordance with ISO 9660. Files must be uploaded to an SFTP site. The removable storage media must be clearly labeled with the NDID number, publication title, corresponding file number(s) and type, contract number and task or requisition number.

4.5.4 Where applicable, the Contractor must deliver electronic files/hard copy technical publications simultaneously.

### 4.6 Advanced Shipping Notice

4.6.1 The Contractor must advise the Consignee and the TA (for further approval through the RA), regarding the quantity and estimated delivery date of each publication change/revision and the identifying number (example: Change 3 to C-12-140-AA0/MF-000 - EDD 31 July 1997). Contract number, contract serial number, and contract item numbers are to be stated on this notice. Estimated costs must be included.

### 4.7 Contractor Visits

4.7.1 The Contractor must undertake visits to user units as directed by the TA, at least two bi-quarterly meetings annually, to obtain firsthand information on the quality of publications, on the adequacy of services and the effectiveness of translation. The results of such visits must be recorded and reported at the next PRM.

## **5.0 FINANCIAL**

### **5.1 Annual Budget Approval**

5.1.1 Work is subject to fluctuations based on DND allocated funding. Work priorities will be set by the TA, yet must be discussed annually or at any time as needed, with meetings initiated by either the TA or the Contractor.

### **5.2 Work Control**

5.2.1 The Contractor must ensure that all work is controlled by a NDID number on the work order. Upon completion of work, the work order must include at least the following: a contract serial number against which all costs incurred are chargeable; the NDID number, description, quantity and any other pub identifiers, along with the extent of the work carried out with an appropriate cost breakdown. A cross reference to all documentation associated with the work, must also be identified as well as the identity of the person opening the work order. A copy of the work order is to be attached and forwarded with the invoice and the Progress Claim at time of payment.

### **5.3 Cost Control**

5.3.1 The Contractor must communicate to the TA, any costs that are above and beyond that identified in the Basis of Payment for approval prior to work performed as part of the Monthly Progress Report. Appropriate management control procedures and records must be available for review and/or audit on request.

### **5.4 Costing Records**

5.4.1 The Contractor must prepare forms and maintain records which will provide: a cost listing, NDID number of each item or job lot processed; detail of the extent of work carried out, any quality inspections, reviews and verifications completed at any stage; the average cost breakdown of services performed; and the total costs per service, by work order. This data must be provided quarterly or as further requested to the RA and/or NDQAR.

## **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**

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

## Appendix 1 to Annex A – List of Publications

Document Effectivity – The effective issue of the listed publications required by the contractor must be the issue, plus amendments in effect as of the date of the contract.

### NOTE

This list may include commercial or foreign military manuals if they have been adopted for use by DND (i.e., given a NDID number). Prior to any change/revision action on commercial manuals copyright/translation/proprietary releases must have been obtained from the source by the LCMM/OPI.

| ITEM | NDID                | PUBLICATION   | OPI         |
|------|---------------------|---|-------------|
| 0001 | C-12-142-000/CD-000 | LIST OF DEPOT MODIFICATION INSTRUCTIONS                 | 402 SQN AEO |
| 0002 | C-12-142-000/CF-000 | LIST OF FIRST AND SECOND LINE MODIFICATION INSTRUCTIONS | 402 SQN AEO |
| 0003 | C-12-142-000/CL-000 | CARGO LOADING MANUAL                                    | 402 SQN AEO |
| 0004 | C-12-142-000/CL-001 | CARGO LOADING MANUAL                                    | 402 SQN AEO |
| 0005 | C-12-142-000/CS-000 | LIST OF SPECIAL INFORMATION INSTRUCTIONS                | 402 SQN AEO |
| 0006 | C-12-142-000/DW-001 | WIRING DIAGRAM MANUAL                                   | 402 SQN AEO |
| 0007 | C-12-142-000/MB-000 | AIRCRAFT OPERATING DATA                                 | CFS/ECV     |
| 0008 | C-12-142-000/MB-001 | AIRCRAFT FLIGHT MANUAL                                  | CFS/ECV     |
| 0009 | C-12-142-000/MB-002 | STANDARD OPERATING PROCEDURES                           | CFS/ECV     |
| 0010 | C-12-142-000/MC-001 | ENGINE GROUND RUNUP CHECKLIST                           | 402 SQN AEO |
| 0011 | C-12-142-000/MF-002 | MAINTENANCE MANUAL                                      | 402 SQN AEO |
| 0012 | C-12-142-000/ML-001 | RAMP SERVICING MANUAL                                   | 402 SQN AEO |
| 0013 | C-12-142-000/MN-002 | POWER PLANT BUILDUP                                     | 402 SQN AEO |
| 0014 | C-12-142-000/MN-004 | AIRCRAFT RECOVERY MANUAL                                | 402 SQN AEO |
| 0015 | C-12-142-000/MN-005 | ENGINE RIGGING MANUAL                                   | 402 SQN AEO |
| 0016 | C-12-142-000/MN-006 | STRUCTURAL REPAIR MANUAL                                | 402 SQN AEO |
| 0017 | C-12-142-000/MW-002 | WEIGHT AND BALANCE (CT142)                              | 402 SQN AEO |
| 0018 | C-12-142-000/MW-003 | WEIGHT AND BALANCE                                      | 402 SQN AEO |
| 0019 | C-12-142-000/MY-002 | ILLUSTRATED PARTS LIST                                  | 402 SQN AEO |
| 0020 | C-12-142-000/MY-003 | TOOLS AND EQUIPMENT                                     | 402 SQN AEO |
| 0021 | C-12-142-000/ND-001 | NON-DESTRUCTIVE TESTING                                 | 402 SQN AEO |
| 0022 | C-12-142-000/NS-000 | LIST OF SPECIAL INSPECTION INSTRUCTIONS                 | 402 SQN AEO |



Solicitation No. - N° de l'invitation  
W7006-16P002/A  
Client Ref. No. - N° de réf. du client  
W7006-16P002

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

Buyer ID - Id de l'acheteur  
Wpg070  
CCC No./N° CCC - FMS No./N° VME

| ITEM | NDID                | PUBLICATION   | OPI         |
|------|---------------------|---|-------------|
| 0023 | C-12-142-0T0/MB-001 | NAVIGATION TRAINING SYSTEM<br>INSTRUCTOR'S MANUAL                 | CFS/ECV     |
| 0024 | C-12-142-0T0/MB-002 | NAVIGATION TRAINING SYSTEM OPERATOR'S<br>MANUAL                   | CFS/ECV     |
| 0025 | C-14-106-000/CF-000 | LIST OF ENGINE FIRST AND SECOND LINE<br>MODIFICATION INSTRUCTIONS | 402 SQN AEO |
| 0026 | C-14-106-000/CS-000 | LIST OF ENGINE SPECIAL INFORMATION<br>INSTRUCTIONS                | 402 SQN AEO |
| 0027 | C-14-106-000/NS-000 | LIST OF ENGINE SPECIAL INSPECTION<br>INSTRUCTIONS                 | 402 SQN AEO |

## Appendix 2 to Annex A – CT142 Publication Plate Holders

| Plate Number | Organization Name   | Address   |
|--------------|---|---|
| 2671         | Commanding Officer Aerospace Engineering Test Establishment<br>Master Tech Library<br>CFB Cold Lake   | Box 6550 Station Forces<br>Cold Lake, AB, T9M 2C6   |
| 2911         | Central Flying School<br>DASH 8 Standards Customer<br>Hangar 16   | PO Box 17000 Stn Forces, Hgr 16<br>Winnipeg, MB, R3J 3Y5                                    |
| 3435         | Master Tech Library<br>435 Sqn/402 Sqn<br>Hangar 16   | PO Box 17000 Stn Forces<br>Winnipeg, MB, R3J 3Y5  |
| 3474         | Master Tech Library<br>Aerospace and Telecom Engineering<br>Support Squadron (ATESS)  | PO Box 1000 Stn Forces<br>Astra, ON, K0K 3W0  |
| 3999         | 1 Canadian Air Division<br>A1 Navigator Training  | PO Box 17000 Stn Forces<br>Winnipeg, MB R3J 3Y5   |
| 7006         | 402 Squadron Dash 8 Equipment Management Team<br>AEO Document Controller<br>Hangar 16   | PO Box 17000 Stn Forces<br>Winnipeg, MB, R3J 3Y5  |
| B500         | NDHQ/DGAEP<br>Technical Resource Centre DSCO 4-8<br>Attn: DSCP 4-8 / Mat Group TRC / LSTL Bldg<br><br>Manager of the Technical Resource Centre<br>Attn: Suzana Moniz ( <a href="mailto:suzana.moniz@forces.gc.ca">suzana.moniz@forces.gc.ca</a> ) | National Defence Headquarters<br>MGen G.R. Pearkes Bldg<br>Ottawa, ON K1A 0K2               |
| D211         | NDHQ/DSCO 5-3-2 (Indexing)<br>Attn. Ron Lavigueur   | Edifice Louis St-Laurent<br>555 Blvd de la Carriere<br>1st Floor, NQ 02<br>Hull, QC K1A 0K2 |
| D999         | NDHQ/DSCO 4 PD Ottawa   | Publications Depot<br>2140 Thurtson Drive<br>Ottawa, ON, K1A 0K7                            |
| A139         | NDHQ/DFS  | NDHQ Ottawa/DFS 2-3<br>101 Colonel By Drive<br>Ottawa, ON<br>K1A 0K2                        |

### Appendix 3 to Annex A – Item Number Identification

| Item No. | NDID                | Title  | Plate Number | Qty | Total Distribution |
|----------|---------------------|--|--------------|-----|--------------------|
| 1        | C-12-142-000/CD-000 | List of Depot Level Modification                       | 3435         | 2   | 5                  |
|          |                     |  | 7006         | 2   |                    |
|          |                     |  | B500         | 1   |                    |
| 2        | C-12-142-000/CF-000 | List of First and Second Line Modification Instruction | 3435         | 3   | 6                  |
|          |                     |  | 7006         | 2   |                    |
|          |                     |  | B500         | 1   |                    |
| 3        | C-12-142-000/CL-000 | Cargo Loading Manual                                   | 3435         | 1   | 3                  |
|          |                     |  | 7006         | 1   |                    |
|          |                     |  | B500         | 1   |                    |
| 4        | C-12-142-000/CL-001 | Cargo Loading Manual                                   | 3435         | 3   | 5                  |
|          |                     |  | 7006         | 1   |                    |
|          |                     |  | B500         | 1   |                    |
| 5        | C-12-142-000/CS-000 | List of Special Information Instruction                | 3435         | 2   | 5                  |
|          |                     |  | 7006         | 2   |                    |
|          |                     |  | B500         | 1   |                    |
| 6        | C-12-142-000/DW-001 | Wiring Diagram Manual                                  | 7006         | 1   | 1                  |
| 7        | C-12-142-000/MB-000 | Aircraft Operating Data                                | 2671         | 1   | 23                 |
|          |                     |  | 2911         | 3   |                    |
|          |                     |  | 3435         | 15  |                    |
|          |                     |  | 3999         | 1   |                    |
|          |                     |  | 7006         | 1   |                    |
|          |                     |  | A139         | 1   |                    |
|          |                     |  | B500         | 1   |                    |
| 8        | C-12-142-000/MB-001 | Aircraft Flight Manual                                 | 2671         | 1   | 22                 |
|          |                     |  | 2911         | 3   |                    |
|          |                     |  | 3435         | 14  |                    |
|          |                     |  | 3999         | 1   |                    |
|          |                     |  | 7006         | 1   |                    |
|          |                     |  | A139         | 1   |                    |
|          |                     |  | B500         | 1   |                    |
| 9        | C-12-142-000/MB-002 | Standard Operating Procedures                          | 2671         | 1   | 17                 |
|          |                     |  | 2911         | 2   |                    |
|          |                     |  | 3435         | 10  |                    |
|          |                     |  | 3999         | 1   |                    |
|          |                     |  | 7006         | 1   |                    |
|          |                     |  | A139         | 1   |                    |
|          |                     |  | B500         | 1   |                    |
| 10       | C-12-142-000/MC-001 | Engine Ground Run-Up Checklist                         | 3435         | 6   | 9                  |
|          |                     |  | 7006         | 1   |                    |
|          |                     |  | B500         | 1   |                    |
| 11       | C-12-142-000/MF-002 | Maintenance Manual                                     | 7006         | 1   | 2                  |
|          |                     |  | B500         | 1   |                    |
| 12       | C-12-142-000/MM-001 | Ramp Servicing Manual                                  | 3435         | 1   | 3                  |
|          |                     |  | 7006         | 1   |                    |
|          |                     |  | B500         | 1   |                    |
| 13       | C-12-142-000/MN-002 | Power Plant Built-Up                                   | 3435         | 3   | 5                  |
|          |                     |  | 7006         | 1   |                    |
|          |                     |  | B500         | 1   |                    |

|    |                     |  |      |    |    |
|----|---------------------|--|------|----|----|
| 14 | C-12-142-000/MN-004 | Aircraft Recovery Manual                                       | 3435 | 3  | 5  |
|    |                     |  | 7006 | 1  |    |
|    |                     |  | B500 | 1  |    |
| 15 | C-12-142-000/MN-005 | Engine Rigging Manual  | 3435 | 2  | 4  |
|    |                     |  | 7006 | 1  |    |
|    |                     |  | B500 | 1  |    |
| 16 | C-12-142-000/MN-006 | Structural Repair Manual                                       | 7006 | 1  | 2  |
|    |                     |  | B500 | 1  |    |
| 17 | C-12-142-000/MW-002 | Weight and Balance Manual – CT142 Aircraft                     | 2911 | 1  | 8  |
|    |                     |  | 3435 | 5  |    |
|    |                     |  | 7006 | 1  |    |
|    |                     |  | B500 | 1  |    |
| 18 | C-12-142-000/MW-003 | Weight and Balance Manual                                      | 7006 | 1  | 1  |
| 19 | C-12-142-000/MY-002 | Illustrated Parts List   | 7006 | 1  | 2  |
|    |                     |  | B500 | 1  |    |
| 20 | C-12-142-000/MY-003 | Tools and Equipment Manual                                     | 3435 | 1  | 3  |
|    |                     |  | 7006 | 1  |    |
|    |                     |  | B500 | 1  |    |
| 21 | C-12-142-000/ND-001 | Non-Destructive Testing  | 3435 | 1  | 4  |
|    |                     |  | 3474 | 1  |    |
|    |                     |  | 7006 | 1  |    |
|    |                     |  | B500 | 1  |    |
| 22 | C-12-142-000/NS-000 | List of Special Inspection Instruction                         | 3435 | 1  | 3  |
|    |                     |  | 7006 | 1  |    |
|    |                     |  | B500 | 1  |    |
| 23 | C-12-142-0TO/MB-001 | Navigation Training System Instructor's Manual                 | 2671 | 1  | 19 |
|    |                     |  | 2911 | 3  |    |
|    |                     |  | 3435 | 12 |    |
|    |                     |  | 3999 | 1  |    |
|    |                     |  | 7006 | 1  |    |
|    |                     |  | B500 | 1  |    |
| 24 | C-12-142-0TO/MB-002 | Navigation Training System Operator's Manual                   | 4260 | 1  | 17 |
|    |                     |  | 2671 | 1  |    |
|    |                     |  | 2911 | 3  |    |
|    |                     |  | 3435 | 9  |    |
|    |                     |  | 3999 | 1  |    |
|    |                     |  | 7006 | 1  |    |
|    |                     |  | B500 | 1  |    |
| 25 | C-14-106-000/CF-000 | List of Engine First and Second Line Modification Instructions | 3435 | 3  | 6  |
|    |                     |  | 7006 | 2  |    |
|    |                     |  | B500 | 1  |    |
| 26 | C-14-106-000/CS-000 | List of Engine Special Information Instructions                | 3435 | 3  | 6  |
|    |                     |  | 7006 | 2  |    |
|    |                     |  | B500 | 1  |    |
| 27 | C-14-106-000/NS-000 | List of Engine Special Inspection Instructions                 | 3435 | 3  | 6  |
|    |                     |  | 7006 | 2  |    |
|    |                     |  | B500 | 1  |    |

## ANNEX "B"

### BASIS OF PAYMENT

For authorized work performed during the period of 01 November 2016 to 31 October 2018, the Contractor shall be paid firm hourly rates and mark-ups in accordance with FOB Destination, GST/HST extra.

#### Contract year one: 01 November 2016 to 31 October 2017

| <b>A. Technical Publications:<br/>(Integrated Logistics)</b>   | <b>Estimated<br/>quantity<br/>per year</b> | <b>Firm hourly rates<br/>(\$)</b> | <b>Extended Total for<br/>Evaluation purposes</b> |
|--|--|-----------------------------------|---|
| Supervisory  | 850 Hrs                                    | \$                                | \$  |
| Professional & Administrative  | 2500 Hrs                                   | \$                                | \$  |
| Technical & Office   | 300 Hrs                                    | \$                                | \$  |
|  |  |                                   |   |
| <b>B. Program Management Labour:</b>   |  | <b>Firm hourly rates<br/>(\$)</b> |   |
| Professional & Administrative  | 10 Hrs                                     | \$                                | \$  |
|  |  |                                   |   |
| <b>C. Technical Data Management:</b>   |  | <b>Firm hourly rates<br/>(\$)</b> |   |
| Supervisory  | 10 Hrs                                     | \$                                | \$  |
| Professional & Administrative  | 150 Hrs                                    | \$                                | \$  |
| Technical & Office   | 150 Hrs                                    | \$                                | \$  |
|  |  |                                   |   |
| <b>D. Quality Assurance/Quality<br/>Control:</b>   |  | <b>Firm hourly rates<br/>(\$)</b> |   |
| Supervisory  | 10 Hrs                                     | \$                                | \$  |
| Professional & Administrative  | 10 Hrs                                     | \$                                | \$  |
|  |  |                                   |   |
| <b>E. - For approved sub-contract work, the Contractor shall be paid the actual laid-down cost plus a firm mark-up of:</b><br>A firm mark-up (%)<br><br>_____ %  |  |                                   |   |
|  |  |                                   |   |
| <b>F. - For Contractor Furnished Material (embodied), and Other Direct Cost, the Contractor shall be paid the actual laid-down cost, plus a firm mark-up of:</b> |  | A firm mark-up (%)<br><br>_____ % |   |
| <b>G. - For Travel and Living expenses the Contractor shall be paid the actual expenses incurred without any allowance of overhead or profit:</b>                |  |                                   |   |
| <b>H. - For Material Burden, the Contractor shall be paid the actual laid-down cost plus a firm mark-up of:</b><br>A firm mark-up (%)<br><br>_____ %             |  |                                   |   |
| <b>I - For shipping, the Contractor shall be paid the actual expenses incurred without any allowance for overhead or profit:</b>                                 |  |                                   |   |

**Contract Year two: 01 November 2017 to 31 October 2018**

| <b>A. Technical Publications:<br/>(Integrated Logistics)</b>   | <b>Estimated<br/>quantity<br/>per year</b> | <b>Firm hourly rates<br/>(\$)</b> | <b>Extended Total for<br/>Evaluation purposes</b> |
|--|--|-----------------------------------|---|
| Supervisory  | 850 Hrs                                    | \$                                | \$  |
| Professional & Administrative  | 2500 Hrs                                   | \$                                | \$  |
| Technical & Office   | 300 Hrs                                    | \$                                | \$  |
|  |  |                                   |   |
| <b>B. Program Management Labour:</b>   |  | <b>Firm hourly rates<br/>(\$)</b> |   |
| Professional & Administrative  | 10 Hrs                                     | \$                                | \$  |
|  |  |                                   |   |
| <b>C. Technical Data Management:</b>   |  | <b>Firm hourly rates<br/>(\$)</b> |   |
| Supervisory  | 10 Hrs                                     | \$                                | \$  |
| Professional & Administrative  | 150 Hrs                                    | \$                                | \$  |
| Technical & Office   | 150 Hrs                                    | \$                                | \$  |
|  |  |                                   |   |
| <b>D. Quality Assurance/Quality<br/>Control:</b>   |  | <b>Firm hourly rates<br/>(\$)</b> |   |
| Supervisory  | 10 Hrs                                     | \$                                | \$  |
| Professional & Administrative  | 10 Hrs                                     | \$                                | \$  |
|  |  |                                   |   |
| <b>E. - For approved sub-contract work, the Contractor shall be paid the actual laid-down cost plus a firm mark-up of:</b><br>A firm mark-up (%)<br>_____ %      |  |                                   |   |
|  |  |                                   |   |
| <b>F. - For Contractor Furnished Material (embodied), and Other Direct Cost, the Contractor shall be paid the actual laid-down cost, plus a firm mark-up of:</b> |  | A firm mark-up (%)<br>_____ %     |   |
|  |  |                                   |   |
| <b>G. - For Travel and Living expenses the Contractor shall be paid the actual expenses incurred without any allowance of overhead or profit:</b>                |  |                                   |   |
|  |  |                                   |   |
| <b>H. - For Material Burden, the Contractor shall be paid the actual laid-down cost plus a firm mark-up of:</b><br>A firm mark-up (%)<br>_____ %                 |  |                                   |   |
|  |  |                                   |   |
| <b>I - For shipping, the Contractor shall be paid the actual expenses incurred without any allowance for overhead or profit:</b>                                 |  |                                   |   |

**Option Year one: 01 November 2018 to 31 October 2019**

| <b>A. Technical Publications:<br/>(Integrated Logistics)</b> | <b>Estimated<br/>quantity</b> | <b>Firm hourly rates<br/>(\$)</b> | <b>Extended Total for<br/>Evaluation purposes</b> |
|--|-------------------------------|-----------------------------------|---|
|--|-------------------------------|-----------------------------------|---|

|   |                 |                               |    |
|---|-----------------|-------------------------------|----|
|   | <b>per year</b> |                               |    |
| Supervisory   | 850 Hrs         | \$                            | \$ |
| Professional & Administrative   | 2500 Hrs        | \$                            | \$ |
| Technical & Office  | 300 Hrs         | \$                            | \$ |
| <b>B. Program Management Labour:</b>  |                 |                               |    |
|   |                 | <b>Firm hourly rates (\$)</b> |    |
| Professional & Administrative   | 10 Hrs          | \$                            | \$ |
| <b>C. Technical Data Management:</b>  |                 |                               |    |
|   |                 | <b>Firm hourly rates (\$)</b> |    |
| Supervisory   | 10 Hrs          | \$                            | \$ |
| Professional & Administrative   | 150 Hrs         | \$                            | \$ |
| Technical & Office  | 150 Hrs         | \$                            | \$ |
| <b>D. Quality Assurance/Quality Control:</b>  |                 |                               |    |
|   |                 | <b>Firm hourly rates (\$)</b> |    |
| Supervisory   | 10 Hrs          | \$                            | \$ |
| Professional & Administrative   | 10 Hrs          | \$                            | \$ |
| <b>E. - For approved sub-contract work, the Contractor shall be paid the actual laid-down cost plus a firm mark-up of:</b><br>A firm mark-up (%)<br>_____ %                 |                 |                               |    |
| <b>F. - For Contractor Furnished Material (embodied), and Other Direct Cost, the Contractor shall be paid the actual laid-down cost, plus a firm mark-up of:</b><br>_____ % |                 |                               |    |
| <b>G. - For Travel and Living expenses the Contractor shall be paid the actual expenses incurred without any allowance of overhead or profit:</b>                           |                 |                               |    |
| <b>H. - For Material Burden, the Contractor shall be paid the actual laid-down cost plus a firm mark-up of:</b><br>A firm mark-up (%)<br>_____ %                            |                 |                               |    |
| <b>I - For shipping, the Contractor shall be paid the actual expenses incurred without any allowance for overhead or profit:</b>  |                 |                               |    |

**Option Year two: 01 November 2019 to 31 October 2020**

| <b>A. Technical Publications:<br/>(Integrated Logistics)</b> | <b>Estimated<br/>quantity<br/>per year</b> | <b>Firm hourly rates<br/>(\$)</b> | <b>Extended Total for<br/>Evaluation purposes</b> |
|--|--|-----------------------------------|---|
| Supervisory  | 850 Hrs                                    | \$                                | \$  |
| Professional & Administrative                                | 2500 Hrs                                   | \$                                | \$  |
| Technical & Office   | 300 Hrs                                    | \$                                | \$  |

|  |         |                               |    |
|--|---------|-------------------------------|----|
| <b>B. Program Management Labour:</b>   |         | <b>Firm hourly rates (\$)</b> |    |
| Professional & Administrative  | 10 Hrs  | \$                            | \$ |
|  |         |                               |    |
| <b>C. Technical Data Management:</b>   |         | <b>Firm hourly rates (\$)</b> |    |
| Supervisory  | 10 Hrs  | \$                            | \$ |
| Professional & Administrative  | 150 Hrs | \$                            | \$ |
| Technical & Office   | 150 Hrs | \$                            | \$ |
|  |         |                               |    |
| <b>D. Quality Assurance/Quality Control:</b>   |         | <b>Firm hourly rates (\$)</b> |    |
| Supervisory  | 10 Hrs  | \$                            | \$ |
| Professional & Administrative  | 10 Hrs  | \$                            | \$ |
| <b>E. - For approved sub-contract work, the Contractor shall be paid the actual laid-down cost plus a firm mark-up of:</b><br>A firm mark-up (%)<br>_____ %      |         |                               |    |
| <b>F. - For Contractor Furnished Material (embodied), and Other Direct Cost, the Contractor shall be paid the actual laid-down cost, plus a firm mark-up of:</b> |         | A firm mark-up (%)<br>_____ % |    |
| <b>G. - For Travel and Living expenses the Contractor shall be paid the actual expenses incurred without any allowance of overhead or profit:</b>                |         |                               |    |
| <b>H. - For Material Burden, the Contractor shall be paid the actual laid-down cost plus a firm mark-up of:</b><br>A firm mark-up (%)<br>_____ %                 |         |                               |    |
| <b>I - For shipping, the Contractor shall be paid the actual expenses incurred without any allowance for overhead or profit:</b>                                 |         |                               |    |

**Option Year three: 01 November 2020 to 31 October 2021**

| <b>A. Technical Publications:<br/>(Integrated Logistics)</b> | <b>Estimated<br/>quantity<br/>per year</b> | <b>Firm hourly rates<br/>(\$)</b> | <b>Extended Total for<br/>Evaluation purposes</b> |
|--|--|-----------------------------------|---|
| Supervisory  | 850 Hrs                                    | \$                                | \$  |
| Professional & Administrative                                | 2500 Hrs                                   | \$                                | \$  |
| Technical & Office   | 300 Hrs                                    | \$                                | \$  |
|  |  |                                   |   |
| <b>B. Program Management Labour:</b>                         |  | <b>Firm hourly rates<br/>(\$)</b> |   |



|  |         |                               |    |
|--|---------|-------------------------------|----|
| Professional & Administrative  | 10 Hrs  | \$                            | \$ |
|  |         |                               |    |
| <b>C. Technical Data Management:</b>   |         | <b>Firm hourly rates (\$)</b> |    |
| Supervisory  | 10 Hrs  | \$                            | \$ |
| Professional & Administrative  | 150 Hrs | \$                            | \$ |
| Technical & Office   | 150 Hrs | \$                            | \$ |
|  |         |                               |    |
| <b>D. Quality Assurance/Quality Control:</b>   |         | <b>Firm hourly rates (\$)</b> |    |
| Supervisory  | 10 Hrs  | \$                            | \$ |
| Professional & Administrative  | 10 Hrs  | \$                            | \$ |
|  |         |                               |    |
| <b>E. - For approved sub-contract work, the Contractor shall be paid the actual laid-down cost plus a firm mark-up of:</b><br>A firm mark-up (%)<br>_____%       |         |                               |    |
|  |         |                               |    |
| <b>F. - For Contractor Furnished Material (embodied), and Other Direct Cost, the Contractor shall be paid the actual laid-down cost, plus a firm mark-up of:</b> |         | A firm mark-up (%)<br>_____%  |    |
|  |         |                               |    |
| <b>G. - For Travel and Living expenses the Contractor shall be paid the actual expenses incurred without any allowance of overhead or profit:</b>                |         |                               |    |
|  |         |                               |    |
| <b>H. - For Material Burden, the Contractor shall be paid the actual laid-down cost plus a firm mark-up of:</b><br>A firm mark-up (%)<br>_____%                  |         |                               |    |
|  |         |                               |    |
| <b>I - For shipping, the Contractor shall be paid the actual expenses incurred without any allowance for overhead or profit:</b>                                 |         |                               |    |

## **ANNEX "C"**

### **ELECTRONIC PAYMENT INSTRUMENTS**

The Bidder accepts to be paid by any of the following Electronic Payment Instrument(s):

- ☐ ( ) VISA Acquisition Card;
- ☐ ( ) MasterCard Acquisition Card;
- ☐ ( ) Direct Deposit (Domestic and International);
- ☐ ( ) Electronic Data Interchange (EDI);
- ☐ ( ) Wire Transfer (International Only);
- ☐ ( ) Large Value Transfer System (LVTS) (Over \$25M)

## ANNEX "D"

### FEDERAL CONTRACTORS PROGRAM FOR EMPLOYMENT EQUITY – CERTIFICATION

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

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

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

Complete both A and B.

A. Check only one of the following:

- ☐ A1. The Bidder certifies having no work force in Canada.
- ☐ A2. The Bidder certifies being a public sector employer.
- ☐ A3. The Bidder certifies being a federally regulated employer being subject to the Employment Equity Act.
- ☐ A4. The Bidder certifies having a combined work force in Canada of less than 100 permanent full-time and/or permanent part-time employees.

A5. The Bidder has a combined workforce in Canada of 100 or more employees; and

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

OR

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

B. Check only one of the following:

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

OR

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

## **ANNEX "E"**

### **INSURANCE REQUIREMENTS**

#### **Errors and Omissions Liability Insurance**

1. The Contractor must obtain Errors and Omissions Liability (a.k.a. Professional Liability) insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature but for not less than \$1,000,000 per loss and in the annual aggregate, inclusive of defence costs.
2. 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.
3. The following endorsement must be included:  
Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of cancellation.

#### **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) Litigation Rights: Pursuant to subsection 5(d) of the Department of Justice Act, S.C. 1993, c. J-2, s.1, if a suit is instituted for or against Canada which the Insurer would, but for this clause, have the right to pursue or defend on behalf of Canada as an Additional Named Insured under the insurance policy, the Insurer must promptly contact the Attorney General of Canada to agree on the legal strategies by sending a letter, by registered mail or by courier, with an acknowledgement of receipt.

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

For other provinces and territories, send to:  
Senior General Counsel,  
Civil Litigation Section,  
Department of Justice  
234 Wellington Street, East Tower  
Ottawa, Ontario K1A 0H8

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

**Contractor's insurer for any difference between the proposed settlement amount and the amount finally awarded or paid to the plaintiffs (inclusive of costs and interest) on behalf of Canada.**

Solicitation No. - N° de l'invitation  
W7006-16P002/A  
Client Ref. No. - N° de réf. du client  
W7006-16P002

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

Buyer ID - Id de l'acheteur  
Wpg070  
CCC No./N° CCC - FMS No./N° VME

## **ANNEX "F"**

### **DND 626 TASK AUTHORIZATION FORM**

**\*\*Attached at end of document\*\***

## ANNEX G

### Bid Evaluation Criteria and Basis of Selection

#### Technical Mandatory Specifications

1. All aspects of this contract are subject to the provisions of the **Publications and Data Managements Services STATEMENT OF WORK**
2. Completion 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".
  - e) Clarification may be sought for any part of your submission.
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                               | POINT RATED TECHNICAL CRITERIA |
|--|--------------------------------|
| M1 – Management of Publishing Services                     | P1 – Publication Experience    |
| M2 – Uninterrupted Support                                 | P2 – Lead Programmer           |
| M3 – Project Management Plan                               | P3 – Illustrator               |
| M4 – Interactive Electronic Technical Manuals              | P4 – Senior Technical Writer   |
| M5 – Compliance Matrix                                     | P5 – Company Experience        |
| M6 – Technical Roles                                       | P6 – Source Data Experience    |
| M7 – Intellectual Property                                 | P7 – Project Manager           |
| M8 – Quality Control and Assurance                         | P8 – Monthly Progress Reports  |
| M9 – Administration, Documentation and Recording Standards | P9 – Work Packages             |
| M10 – Points of Contact                                    | P10 – Points of Contact        |
| M11 – Source Data Experience                               |                                |
| M12 – Point Rated Criteria                                 |                                |

Solicitation No. - N° de l'invitation  
W7006-16P002/A  
Client Ref. No. - N° de réf. du client  
W7006-16P002

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

Buyer ID - Id de l'acheteur  
Wpg070  
CCC No./N° CCC - FMS No./N° VME



| <b>MANDATORY TECHNICAL CRITERIA</b>  |   |  |                                  |
|--|---|--|----------------------------------|
|  | <b>Bidder is to indicate how they meet the specifications addressed below, by recording this information in this column</b> | <b>In this column Bidder is to cross-reference where this technical specification is located in their technical data sheet or narrative.</b> | <b>COMPLIANT<br/><br/>YES/NO</b> |
| <b>M1 Management of Publishing Services</b><br><br>The Bidder must outline its approach and proposed methodology to meet compliance with the requirements as well as the degree of success expected for the management and publishing services. Sufficient detail must be provided to demonstrate the Contractor's grasp of the requirement and the Contractor's competence to meet them. Due to the stringent Airworthiness Implications of this Contract, procedure, policy, flexibility and technical review standards will be reviewed against the Statement of Work (SOW) para 3.1.3 and all sub-paragraphs to verify that the mandatory criteria has been met. |   |  |                                  |
| <b>M2 Uninterrupted Support</b><br><br>The Bidder must demonstrate how uninterrupted technical publications support, for both printed and Interactive Electronic Technical Manuals (IETMs), will be established from the cessation of the current contract and commencement of the new contract. Milestones, timelines and plan feasibility will be closely scrutinized in accordance with (IAW) the SOW para 3.1.4.h.   |   |  |                                  |
| <b>M3 Project Management Plan</b><br><br>The Bidder must submit both the Source Data Validation Plan and the Project Management Plan as part of the Contractor's proposal. The plans must be closely scrutinized IAW the SOW paras 3.1.4 and 3.3.10.   |   |  |                                  |

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| <p><b>M4 Interactive Electronic Technical Manuals</b></p> <p>The Bidder must provide a sample IETM that utilizes and displays CT142 Dash-8 data provided by 402 Squadron (Appendix 5 to Annex A) IAW the SOW para 3.2 and all sub-paragraphs.</p> <p><i>Note: For Airworthiness reasons the baseline CT142 Dash-8 data provided must remain unaltered during the transition period between contractors.</i></p> <p>As a minimum, the Contractor must:</p> <ol style="list-style-type: none"> <li>Demonstrate their capabilities to use, convert, and edit Extensible Markup Language (XML) source data files into a S1000D compliant IETM format IAW CT142 Dash-8 S1000D version 2.2;</li> <li>Demonstrate that the resulting IETM package provides the same or improved electronic capabilities as the current one in place;</li> <li>Demonstrate that the IETM must function in a web like environment (under the Defence Wide Area Network [DWAN]) using Internet Explorer and associated software as basic technologies; and</li> <li>Demonstrate capability for enhancements to the IETM that are consistent with user requirements and technology growth.</li> </ol> |  |  |  |
| <p><b>M5 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</p>  |  |  |  |

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| <p>any further consideration within the evaluation process.</p> <p><i>Note: For each term and condition addressed in the Compliance Matrix, the associated SOW sub-paragraph must be clearly cross-referenced.</i></p>  |  |  |  |
| <p><b>M6 Technical Roles</b></p> <p>The Bidder must clearly identify the key personnel who are assigned to carry out the work within this contract and demonstrate that they have the experience to support the requirements within the SOW. As a minimum; there is a requirement for a Project Manager, Technical Illustrator, Senior Technical Writer and a Lead Programmer, or equivalent title. These roles cannot be divided between two resources, except when acting as the Point of Contact for this contract.</p>  |  |  |  |
| <p><b>M7 Intellectual Property</b></p> <p>The Bidder must indicate in writing that all data (hard and soft copy including IETM data files) will be Crown property.</p> <p><i>Note: The Crown recognizes that the actual IETM viewing software IP rights may or may not be included.</i></p>   |  |  |  |
| <p><b>M8 Quality Control and Assurance</b></p> <p>The Bidder must have an equivalent Quality Management System deemed acceptable to the Director Quality Assurance (DQA). The Bidder must be ISO 9001 or AS9100C certified, or equivalent.</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 returned bid.</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</p> |  |  |  |

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| <p>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. Transport Canada or Federal Aviation Administration) or an entity within the Bidder's corporate structure.</p> <p><b>Note:</b> 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.</p> |  |  |  |
| <p><b>M9 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>M10 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 included. The Bidder may provide the job description and indicate the representative's position within the Bidder's organization (e.g. through the</p>  |  |  |  |

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| use of an organization chart) in lieu of providing the name of an individual or a list of persons.   |  |  |  |
| <b>M11 Source Data Experience</b><br>The Bidder must have as a minimum of two (2) years of experience in the production of XML-based technical aircraft publications in electronic format utilizing the S1000D version 2.2 standard IETM.  |  |  |  |
| <b>M12 Point Rated Criteria</b><br>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.<br><br>There is a minimum passing mark of 75%.<br>Overall passing mark is 150 out of 200 points. |  |  |  |

| <b>POINT RATED CRITERIA</b>   |                      |                             |   |  |
|---|----------------------|-----------------------------|---|--|
|   | <b>Maximum Score</b> | <b>Bidder Points Scored</b> | <b>Bidder Response</b><br><br><b>Provide cross-reference where the supporting information is found in your proposal</b> | <b>Point Rated Scoring Grid</b>  |
| <b>P1 Publication Experience</b><br><br>The Bidder must outline their experience with specific military aircraft publications. Points will be awarded based on experience, cross-referenced to the publication requirements in the SOW.<br><br>A maximum of fifty (50) points may be awarded. Points will only be awarded once in each listed category. | 50                   |                             |   | <b>20 Points</b> – Illuminated Wiring Diagrams within an IETM.<br><br><b>15 Points</b> – National Defence Index of Documentation (NDID) Technical, “C” Configuration Program.<br><br><b>5 Points</b> – IETMs.<br><br><b>5 Points</b> – Leaflet Production (i.e. NS, CF, CD, CS).<br><br><b>5 Points</b> – NDID Informational, “R” Operational Readiness Program. |

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| <p><b>P2 Lead Programmer</b></p> <p>The Bidder must provide the name of the Lead Programmer for this contract and include a brief description of their duties within the company.</p> <p>A maximum of thirty-five (35) points will be awarded. Points will be awarded based on the years of experience of the Lead Programmer beyond two (2) years producing IETMs using XML/SGML, HTML, structured programming languages such as Java, language frameworks such as ActiveX and using the S1000D schema.</p> | <p>35</p> |  |  | <p><b>35 Points</b> – The Lead Programmer has more than 10 years of experience effectively producing IETMs using XML/SGML, HTML, structured programming languages such as Java, language frameworks such as ActiveX and using the S1000D schema.</p> <p><b>25 Points</b> – The Lead Programmer has 5 to 10 years of experience in the last 10 years effectively producing IETMs using XML/SGML, HTML, structured programming languages such as Java, language frameworks such as ActiveX and using the S1000D schema.</p> <p><b>15 Points</b> - The Lead Programmer more than 2 but less than 5 years of experience in the last 10 years effectively producing IETMs using XML/SGML, HTML, structured programming languages such as Java, language frameworks such as ActiveX and using the S1000D schema.</p> <p><b>0 Points</b> - The Lead Programmer up to 2 years of experience in the last 10 years effectively producing IETMs using XML/SGML, HTML, structured programming languages such as Java, language frameworks such as ActiveX and using the S1000D schema.</p> |
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| <p><b>P3 Illustrator</b></p> <p>The Bidder must provide the name of the Illustrator for this contract and include a brief description of their duties within the company.</p> <p>A maximum of twenty-five (25) points will be awarded. Points will be awarded based on the years and type of experience of the Illustrator in preparing illustrative material for aviation related technical publications, including but not limited to technical illustration, digital photography, videography, image editing, and performing quality reviews of the material.</p> | 25 |  |  | <p><b>25 Points</b> – The Illustrator has more than 10 years of experience preparing illustrative material for aviation related technical publications in an electronic environment</p> <p><b>20 Points</b> – The Illustrator has 7 to 10 years of experience in the last 10 years in preparing illustrative material for aviation related technical publications in an electronic environment.</p> <p><b>10 Points</b> – The Illustrator has 5 to 7 years of experience within the last 10 years in preparing illustrative material for aviation related technical publications in an electronic environment.</p> <p><b>0 Points</b> – The Illustrator has less than 5 years of experience within the last 10 years in preparing illustrative material for aviation related technical publications in an electronic environment.</p> |
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**P4 Senior Technical Writer**

The Bidder must provide the name of the Technical Writer for this contract and include a brief description of their duties within the company.

A maximum of twenty-five (25) points will be awarded. Points will be awarded based on the years and type of experience of the Technical Writer.

**25 Points** – The Technical Writer has more than 10 years of experience producing aviation related publications in an electronic environment, including but not limited to: data gathering, analysis of engineering data, content creation, technical writing, and formatting of description, operation, repair, first, second and third line maintenance instructions, policy and procedural manuals, and illustrated parts lists.

**20 Points** – The Technical Writer has 7 to 10 years of experience producing aviation related publications in an electronic environment, including but not limited to: data gathering, analysis of engineering data, content creation, technical writing, and formatting of description, operation, repair, first, second and third line maintenance instructions, policy and procedural manuals, and illustrated parts lists.

**10 Points** – The Technical Writer has 5 to 7 years of experience producing aviation related publications in an electronic environment, including but not limited to: data gathering, analysis of engineering data, content creation, technical writing, and formatting of description, operation, repair, first, second and third line maintenance

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| <p><b>P5 Company Experience</b></p> <p>The Bidder must outline their experience with military aircraft publication services, contracts or projects for the production of technical documents. In order to demonstrate the required experience the list must contain the name and a brief description of the publication service, contract, or project; and the responsibilities of the contractor.</p> <p>A maximum of twenty (20) points may be awarded.</p> | 20 |  |  | <p><b>5 Points</b> – Awarded for each Canadian Department of National Defence (DND) aircraft publication service, contract or project in the last ten (10) years.</p> <p><b>3 Points</b> – Awarded for each military (non-Canadian DND) aircraft publication service, contract or project in the last ten (10) years.</p> |
| <p><b>P6 Source Data Experience</b></p> <p>The Bidder must outline their experience in the production of XML-based technical aircraft publications in electronic format utilizing the S1000D version 2.2 standard IETM.</p> <p>A maximum of twenty (20) points will be awarded, where points will be awarded based on years of experience demonstrated.</p>   | 20 |  |  | <p><b>20 Points</b> – 5+ years.</p> <p><b>15 Points</b> – 4+ to 5 years.</p> <p><b>10 Points</b> – 3+ to 4 years.</p> <p><b>5 Points</b> – 2+ to 3 years.</p> <p><b>0 Points</b> – Less than 2 years.</p>   |

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| <p><b>P7 Project Manager</b></p> <p>The Bidder must provide the name of the Project Manager for this contract and include a brief description of their duties within the company.</p> <p>A maximum of ten (10) points will be awarded. Points will be awarded based on the years and type of experience of the Project Manager.</p> | <p>10</p> |  | <p><b>10 Points</b> – The Project Manager has more than 10 years of experience managing or supervising of aviation related technical Publications Management Service contracts in an electronic environment.</p> <p><b>7 Points</b> – The Project Manager has 7 to 10 years of experience in the last 10 years managing or supervising of aviation related technical Publications Management Service contracts in an electronic format.</p> <p><b>5 Points</b> – The Project Manager has 5 to 7 years of experience in the last 10 years managing or supervising of aviation related technical Publications Management Service contracts in an electronic format.</p> <p><b>0 Points</b> – The Project Manager has less than 5 years of experience in the last 10 years managing or supervising of aviation related technical Publications Management Service contracts in an electronic format.</p> |
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| <p><b>P8 Monthly Progress Reports</b></p> <p>The Bidder must provide a sample of their Monthly Progress Report with their solicitation.</p> <p>A maximum of five (5) points will be awarded.</p> | 5 |  |  | <p><b>5 Points</b> – The Bidder provides a sample of the Monthly Progress Report that contains all required data IAW the SOW para 4.2.1.</p> <p><b>0 Points</b> – The Bidder provides a sample of the Monthly Progress Report that does not contain all required data IAW the SOW para 4.2.1; or the Bidder does not provide a sample of the Monthly Progress Report.</p> |
| <p><b>P9 Work Packages</b></p> <p>The Bidder must provide a sample of their Work Packages with their solicitation.</p> <p>A maximum of five (5) points will be awarded.</p>                      | 5 |  |  | <p><b>5 Points</b> – The Bidder provides a sample of the Work Packages that contains all required data IAW the SOW para 4.2.2.</p> <p><b>0 Points</b> – The Bidder provides a sample of the Work Packages that does not contain all required data IAW the SOW para 4.2.2; or the Bidder does not provide a sample of the Work Packages.</p>                               |

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| <p><b>P10 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 individual's responsibilities must 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> <p>A maximum of five (5) points will be awarded.</p> <p><i>Note: A single position/office identified as the customer or account representative who has the authority to resolve such issues, usually the Project Manager, is preferred.</i></p> | 5 |  |  | <p><b>5 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>3 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> |
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## TASK AUTHORIZATION AUTORISATION DES TÂCHES

|   |  |                                    |
|---|--|------------------------------------|
| All invoices/progress claims must show the reference Contract and Task numbers.<br>Toutes les factures doivent indiquer les numéros du contrat et de la tâche.  |  | Contract no. – N° du contrat       |
|   |  | Task no. – N° de la tâche          |
| Amendment no. – N° de la modification   | Increase/Decrease – Augmentation/Réduction   | Previous value – Valeur précédente |
| To – À  | <b>TO THE CONTRACTOR</b><br>You are requested to supply the following services in accordance with the terms of the above reference contract. Only services included in the contract shall be supplied against this task.<br><br>Please advise the undersigned if the completion date cannot be met. Invoices/progress claims shall be prepared in accordance with the instructions set out in the contract.<br><br><b>À L'ENTREPRENEUR</b><br>Vous êtes prié de fournir les services suivants en conformité des termes du contrat mentionné ci-dessus. Seuls les services mentionnés dans le contrat doivent être fournis à l'appui de cette demande.<br><br>Prière d'aviser le signataire si la livraison ne peut se faire dans les délais prescrits. Les factures doivent être établies selon les instructions énoncées dans le contrat. |                                    |
| Delivery location – Expédié à   | <div style="display: flex; justify-content: space-between;"> <div>_____</div> <div>_____</div> </div> <div style="display: flex; justify-content: space-between;"> <div>Date</div> <div>for the Department of National Defence<br/>pour le ministère de la Défense nationale</div> </div>  |                                    |
| Delivery/Completion date – Date de livraison/d'achèvement   |  |                                    |
| Contract item no.<br>N° d'article<br>du contrat   | Services   | Cost<br>Prix                       |
|   |  |                                    |
|   | <b>GST/HST<br/>TPS/TVH</b>   |                                    |
|   | <b>Total</b>   |                                    |
| <p><b>APPLICABLE ONLY TO PWGSC CONTRACTS:</b> The Contract Authority signature is required when the total value of the DND 626 exceeds the threshold specified in the contract.</p> <p><b>NE S'APPLIQUE QU'AUX CONTRATS DE TPSGC :</b> La signature de l'autorité contractante est requise lorsque la valeur totale du formulaire DND 626 est supérieure au seuil précisé dans le contrat.</p> <div style="border-top: 1px solid black; margin-top: 20px; padding-top: 5px;">         _____<br/>         for the Department of Public Works and Government Services<br/>         pour le ministère des Travaux publics et services gouvernementaux       </div> |  |                                    |

## Instructions for completing DND 626 - Task Authorization

### Contract no.

Enter the PWGSC contract number in full.

### Task no.

Enter the sequential Task number.

### Amendment no.

Enter the amendment number when the original Task is amended to change the scope or the value.

### Increase/Decrease

Enter the increase or decrease total dollar amount including taxes.

### Previous value

Enter the previous total dollar amount including taxes.

### To

Name of the contractor.

### Delivery location

Location where the work will be completed, if other than the contractor's location.

### Delivery/Completion date

Completion date for the task.

### for the Department of National Defence

Signature of the DND person who has delegated **Authority** for signing DND 626 (level of authority based on the dollar value of the task and the equivalent signing authority in the PAM 1.4). **Note:** the person signing in this block ensures that the work is within the scope of the contract, that sufficient funds remain in the contract to cover this task and that the task is affordable within the Project/Unit budget.

### Services

Define the requirement briefly (attach the SOW) and identify the cost of the task using the contractor's quote on the level of effort. The Task must use the basis of payment stipulated in the contract. If there are several basis of payment then list here the one(s) that will apply to the task quote (e.g. milestone payments; per diem rates/labour category hourly rates; travel and living rates; firm price/ceiling price, etc.). All the terms and conditions of the contract apply to this Task Authorization and cannot be ignored or amended for this task. Therefore it is not necessary to restate these general contract terms and conditions on the DND 626 Task form.

### Cost

The cost of the Task broken out into the individual costed items in **Services**.

### GST/HST

The GST/HST cost as appropriate.

### Total

The total cost of the task. The contractor may not exceed this amount without the approval of DND indicated on an amended DND 626. The amendment value may not exceed 50% (or the percentage for amendments established in the contract) of the original value of the task authorization. The total cost of a DND 626, including all amendments, may not exceed the funding limit identified in the contract.

### Applicable only to PWGSC contracts

This block only applies to those Task Authorization contracts awarded by PWGSC. The contract will include a specified threshold for DND sole approval of the DND 626 and a percentage for DND to approve amendments to the original DND 626. Tasks that will exceed these thresholds must be passed to the PWGSC Contracting Authority for review and signature prior to authorizing the contractor to begin work.

### Note:

Work on the task may not commence prior to the date this form is signed by the DA Authority - for tasks within the DND threshold; and by both DND and PWGSC for those tasks over the DND threshold.

## Instructions pour compléter le formulaire DND 626 - Autorisation des tâches

### N° du contrat

Inscrivez le numéro du contrat de TPSGC en entier.

### N° de la tâche

Inscrivez le numéro de tâche séquentiel.

### N° de la modification

Inscrivez le numéro de modification lorsque la tâche originale est modifiée pour en changer la portée.

### Augmentation/Réduction

Inscrivez le montant total de l'augmentation ou de la diminution, y compris les taxes.

### Valeur précédente

Inscrivez le montant total précédent, y compris les taxes.

### À

Nom de l'entrepreneur.

### Expédiez à

Endroit où le travail sera effectué, si celui-ci diffère du lieu d'affaires de l'entrepreneur.

### Date de livraison/d'achèvement

Date d'achèvement de la tâche.

### pour le ministère de la Défense nationale

Signature du représentant du MDN auquel on a délégué le **pouvoir d'approbation** en ce qui a trait à la signature du formulaire DND 626 (niveau d'autorité basé sur la valeur de la tâche et le signataire autorisé équivalent mentionné dans le MAA 1.4). **Nota :** la personne qui signe cette attache de signature confirme que les travaux respectent la portée du contrat, que suffisamment de fonds sont prévus au contrat pour couvrir cette tâche et que le budget alloué à l'unité ou pour le projet le permet.

### Services

Définissez brièvement le besoin (joignez l'ET) et établissez le coût de la tâche à l'aide de la soumission de l'entrepreneur selon le niveau de difficulté de celle-ci. Les modalités de paiement stipulées dans le contrat s'appliquent à la tâche. Si plusieurs d'entre elles sont prévues, énumérez ici celle/celles qui s'appliquera/ront à la soumission pour la tâche à accomplir (p.ex. acompte fondé sur les étapes franchies; taux quotidien ou taux horaire établi selon la catégorie de main-d'œuvre; frais de déplacement et de séjour; prix fixe ou prix plafond; etc.). Toutes les modalités du contrat s'appliquent à cette autorisation de tâche et ne peuvent être négligées ou modifiées quant à la tâche en question. Il n'est donc pas nécessaire de répéter ces modalités générales afférentes au contrat sur le formulaire DND 626.

### Prix

Mentionnez le coût de la tâche en le répartissant selon les frais afférents à chaque item mentionné dans la rubrique **Services**.

### TPS/TVH

Mentionnez le montant de la TPS/TVH, s'il y a lieu.

### Total

Mentionnez le coût total de la tâche. L'entrepreneur ne peut dépasser ce montant sans l'approbation du MDN, formulaire DND 626 modifié à l'appui. Le coût de la modification ne peut pas être supérieur à 50 p. 100 du montant initial prévu dans l'autorisation de tâche (ou au pourcentage prévu dans le contrat pour les modifications). Le coût total spécifié dans le formulaire DND 626, y compris toutes les modifications, ne peut dépasser le plafond de financement mentionné dans le contrat.

### Ne s'applique qu'aux contrats de TPSGC

Le présent paragraphe s'applique uniquement aux autorisations de tâche accordées par TPSGC. On inscrira dans le formulaire DND 626 un plafond précis qui ne pourra être approuvé que par le MDN et un pourcentage selon lequel le MDN pourra approuver des modifications au formulaire DND 626 original. Les tâches dont le coût dépasse ces plafonds doivent être soumises à l'autorité contractante de TPSGC pour examen et signature avant qu'on autorise l'entrepreneur à débiter les travaux.

### Nota :

Les travaux ne peuvent commencer avant la date de signature de ce formulaire par le responsable du MDN, pour les tâches dont le coût est inférieur au plafond établi par le MDN, et par le MDN et TPSGC pour les tâches dont le coût dépasse le plafond établi par le MDN.