



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

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

**REQUEST FOR PROPOSAL  
DEMANDE DE PROPOSITION**

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

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

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

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

**Comments - Commentaires**

**Vendor/Firm Name and Address**

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

**Issuing Office - Bureau de distribution**

Electrical & Electronics Products Division  
11 Laurier St./11, rue Laurier  
7B3, Place du Portage, Phase III  
Gatineau, Québec K1A 0S5

<b>Title - Sujet</b> Repair and Overhaul (R&O) on Person	
<b>Solicitation No. - N° de l'invitation</b> W8486-163122/A	<b>Date</b> 2016-06-08
<b>Client Reference No. - N° de référence du client</b> W8486-163122	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$\$HN-366-71057	
<b>File No. - N° de dossier</b> hn366.W8486-163122	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2016-07-21</b>	<b>Time Zone</b> <b>Fuseau horaire</b> Eastern Daylight Saving Time EDT
<b>F.O.B. - F.A.B.</b> <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> Cooper, Michael	<b>Buyer Id - Id de l'acheteur</b> hn366
<b>Telephone No. - N° de téléphone</b> (819) 934-0232 ( )	<b>FAX No. - N° de FAX</b> ( ) -
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b>  Specified Herein Précisé dans les présentes	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

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

---

## TABLE OF CONTENTS

### PART 1 - GENERAL INFORMATION

1. Introduction
2. Summary
3. Debriefings

### PART 2 - BIDDER INSTRUCTIONS

1. Standard Instructions, Clauses and Conditions
2. Submission of Bids
3. Former Public Servant
4. Enquiries - Bid Solicitation
5. Applicable Laws
6. Improvement of Requirement During Solicitation Period
7. Exchange Rate Fluctuation Risk Mitigation
8. Certifications

### PART 3 - BID PREPARATION INSTRUCTIONS

1. Bid Preparation Instructions

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

1. Financial Capability
2. Insurance Requirements

### PART 5 - CERTIFICATIONS

1. Certifications Precedent to Contract Award

### PART 6 - SECURITY, FINANCIAL AND OTHER REQUIREMENTS

1. Security Requirement
2. Financial Capability

### PART 7 - RESULTING CONTRACT CLAUSES

1. Statement of Work
2. Work Categories
3. Standard Clauses and Conditions
4. Term of Contract
5. Authorities
6. Proactive Disclosure of Contracts with Former Public Servants
7. Payment
8. Invoicing Instructions
9. Certifications
10. Applicable Laws
11. Priority of Documents
12. SACC Manual Clauses
13. Preparation for Delivery
14. Insurance Requirements
15. Commercial General Liability Insurance
16. Bailee's Customer's Goods Insurance

- 
17. Access to DND Establishments and Canadian Forces (CF) Locations
  18. Canadian Forces Site Regulations
  19. Identification Badge
  20. Cleanup of Site
  21. Shipping Instructions (DND) - Canadian-based Contractor
  22. Inspection and Acceptance
  23. Meeting
  24. Reports
  25. Drawings, Reports, Data
  26. Accessibility of the Contractor's Facility
  27. Protection of Government Property
  - 28.
  - . Release Documents - Distribution

**List of Attachments:**

Annex "A"	Statement of Work for Repair and Overhaul, Warehousing and Distribution of Life Support Equipment
Annex "B"	Logistics Statement of Work for Free Flow (Components) for Repair and Overhaul
Annex "C"	Mandatory Technical Requirements and Bid Evaluations
Appendix 1 to Annexe C	Example of Evaluation Grid
Annex "D"	Labour Rates and Pricing
Annex "E"	Contract Data Requirements List (CDRL's)
Annex "F"	Data Items Descriptions (DIDS)
Annex "G"	DND 626 Task Authorization Form
Annex "H"	Federal Contractors Program for Employment Equity – Certification

---

## PART 1 - GENERAL INFORMATION

### 1. Introduction

The bid solicitation and resulting contract document is divided into seven (7) parts plus 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 and states that the Bidder agrees to be bound by the clauses and conditions contained in all parts of 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
- Part 5 Certifications: includes the certifications to be provided;
- Part 6 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, Logistics Statement of Work for Free Flow (Components), Pricing, Mandatory Evaluation Criteria, Task Authorization Form, Bid Evaluation Plan and Appendix 1 and Example of Evaluation Grid.

### 2. Summary

The Department of National Defence (DND) has a requirement for Repair and Overhaul (R&O) services, Warehousing and Distribution to be performed on Personal Flotation Devices (PFD) and Life Preservers in accordance with Annex A - Statement of Work, Annex B - Logistics Statement of Work for Free Flow (Components) for Repair and Overhaul, Annex C – Evaluation Criteria and Bid Evaluation Plan and Appendix 1 to Annex C - Example of Evaluation Grid and Annex D Labour Rates and Pricing,

This equipment is positioned throughout Canada and operational sites. Work must be conducted and completed at Contractor's plant in Canada or at Canadian Armed Forces (CAF) locations. The R&O functions include but not limited to, handling, repairing, overhauling, modifications, calibration inspection, re-certification, equipment configuration management, technical data management, integrated logistics and maintenance support and warehousing.

The work under this requirement will be carried out for a firm period of two (2) years from date of the contract with an option to extend the contract for six (6) additional periods of one (1) year.

For services requirements, Bidders in receipt of a pension or a lump sum payment must provide the required information as detailed in article 3 of Part 2 of the bid solicitation.

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)."

Contract No. - N° du contrat  
W8486-163122/A  
Client Ref. No. - N° de réf. du client  
W8486-163122

Amd. No. - N° de la modif.  
File No. - N° du dossier  
HN366-W8486-163122

Buyer ID - Id de l'acheteur  
HN366  
CCC No./N° CCC - FMS No./N° VME

---

### **3. Debriefings**

After contract award, bidders may request a debriefing on the results of the bid solicitation. Bidders should make the request to the Contracting Authority within fifteen (15) working days of receipt of notification that their bid was unsuccessful. The debriefing may be provided in writing, by telephone or in person.

---

## PART 2 - BIDDER INSTRUCTIONS

### 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 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 05.4 of 2003**, Standard Instructions - Goods or Services - Competitive Requirements, is amended as follows:

**Delete:** sixty (60) days

**Insert:** ninety (90) days

### 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.

### 3. Former Public Servant

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

#### Definitions

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

a. an individual;

b. an individual who has incorporated;

c. a partnership made of former public servants; or

d. a sole proprietorship or entity where the affected individual has a controlling or major interest in the entity.

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

"pension" means, a pension or annual allowance paid under the Public Service Superannuation Act (PSSA), R.S., 1985, c. P-36, and any increases paid pursuant to the Supplementary Retirement Benefits

Act, R.S., 1985, c.S-24 as it affects the PSSA. It does not include pensions payable pursuant to the Canadian Forces Superannuation Act, R.S., 1985, c.C-17, the Defence Services Pension Continuation Act, 1970, c.D-3, the Royal Canadian Mounted Police Pension Continuation Act, 1970, c.R-10, and the Royal Canadian Mounted Police Superannuation Act, R.S., 1985, c.R-11, the Members of Parliament Retiring Allowances Act, R.S., 1985, c.M-5, and that portion of pension payable to the Canada Pension Plan Act, R.S., 1985, c.C-8.

#### **Former Public Servant in Receipt of a Pension**

As per the above definitions, is the Bidder a FPS in receipt of a pension? Yes ( ) No ( )

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

a.name of former public servant;

b.date of termination of employment or retirement from the Public Service.

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

#### **Work Force Reduction Program**

Is the Bidder a FPS who received a lump sum payment pursuant to the terms of a work force reduction program? Yes ( ) No ( )

If so, the Bidder must provide the following information:

a.name of former public servant;

b.conditions of the lump sum payment incentive;

c.date of termination of employment;

d.amount of lump sum payment;

e.rate of pay on which lump sum payment is based;

f.period of lump sum payment including start date, end date and number of weeks;

g.number and amount (professional fees) of other contracts subject to the restrictions of a work force reduction program.

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

#### **4. Enquiries - Bid Solicitation**

All enquiries must be submitted to the Contracting Authority no later than seven (7) 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 questions or may request that the Bidder do so, so that the proprietary nature of the question is eliminated, and the enquiry can be answered with copies to all bidders. Enquiries not submitted in a form that can be distributed to all bidders may not be answered by Canada.

## 5. Applicable Laws



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

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

## 6. Improvement of Requirement During Solicitation Period

Should bidders consider that the specifications, Statement of Work or Purchase Description 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 seven (7) calendar days before the bid closing date. Canada will have the right to accept or reject any or all suggestions.

## 7. Exchange Rate Fluctuation Risk Mitigation

1. The Bidder may request Canada to assume the risks and benefits of exchange rate fluctuations. If the Bidder claims for an exchange rate adjustment, this request must be clearly indicated in the bid at time of bidding. The Bidder must submit form [PWGSC-TPSGC 450](#) , Claim for Exchange Rate Adjustments with its bid, indicating the Foreign Currency Component (FCC) in Canadian dollars for each line item for which an exchange rate adjustment is required.
2. The FCC is defined as the portion of the price or rate that will be directly affected by exchange rate fluctuations. The FCC should include all related taxes, duties and other costs paid by the Bidder and which are to be included in the adjustment amount.
3. The total price paid by Canada on each invoice will be adjusted at the time of payment, based on the FCC and the exchange rate fluctuation provision in the contract. The exchange rate adjustment will only be applied where the exchange rate fluctuation is greater than 2% (increase or decrease).
4. At time of bidding, the Bidder must complete columns (1) to (4) on form [PWGSC-TPSGC 450](#) , for each line item where they want to invoke the exchange rate fluctuation provision. Where bids are evaluated in Canadian dollars, the dollar values provided in column (3) should also be in Canadian dollars, so that the adjustment amount is in the same currency as the payment.
5. Alternate rates or calculations proposed by the Bidder will not be accepted for the purposes of this exchange rate fluctuation provision.

## 8. Certifications

Compliance with the certifications provided by the Contractor in its bid is a condition of the Contract and subject to verification by Canada during the term of the Contract. If the Contractor does not comply with



Contract No. - N° du contrat  
W8486-163122/A  
Client Ref. No. - N° de réf. du client  
W8486-163122

Amd. No. - N° de la modif.  
File No. - N° du dossier  
HN366-W8486-163122

Buyer ID - Id de l'acheteur  
HN366  
CCC No./N° CCC - FMS No./N° VME

---

any certification or it is determined that any certification made by the Contractor in its bid is untrue, whether made knowingly or unknowingly, Canada has the right, pursuant to the default provision of the Contract, to terminate the Contract for default.

## **PART 3 - BID PREPARATION INSTRUCTIONS**

### **1. Bid Preparation Instructions**

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

First page of the Request for Proposal signed by the Bidder or an authorized representative of the Bidder (1 signed hard copy)

Section I: Technical Bid (2 hard copies)

Section II: Financial Bid (1 hard copy)

Section III: Certifications (1 hard copy).

Section IV: Additional Information (1 hard copy)

Prices must appear in the financial bid only at Annex D Labor Rates and Pricing. 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 are encouraged to:

- 1) use paper containing fibre certified as originating from a sustainably-managed forest and/or 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 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.

Contract No. - N° du contrat  
W8486-163122/A  
Client Ref. No. - N° de réf. du client  
W8486-163122

Amd. No. - N° de la modif.  
File No. - N° du dossier  
HN366-W8486-163122

Buyer ID - Id de l'acheteur  
HN366  
CCC No./N° CCC - FMS No./N° VME

---

## **Section II: Financial Bid**

Bidders must submit their financial bid in accordance with the Basis of Payment specified in Part 7 and Annex D Labour Rates and Pricing. The total amount of Applicable Taxes must be shown separately.

## **Section III: Certifications**

Bidders must submit the certifications required under Part 5.

## **Section IV: Additional Information**

### **Supplier Contact**

#### **Bidder's Representatives**

Canada requests that Bidders provide information for the contact person responsible for:

#### **General enquiries**

Name:

Telephone No:

Facsimile No:

E-mail address:

#### **Project Manager**

Name:

Telephone No.

Facsimile No.

E-mail address:

---

---

---

---

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

### **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.

#### **1.1 Technical Evaluation**

Annex C, "Mandatory Technical Requirements and Bid Evaluations" must be completed in full and provide all technical information requested in the bid solicitation to enable a full and complete evaluation.

##### **1.1.1 Mandatory Technical Evaluation Criteria**

Bids must meet the Mandatory Technical Evaluation Criteria as detailed in Annex C - Mandatory Technical Requirements and Bid Evaluations, Annex A, Statement of Work and Annex B, Logistics Statement of Work.

#### **1.2 Financial Evaluation**

##### **1.2.1 Mandatory Financial Evaluation Criteria**

Bidders must complete and provide all financial information required in all categories detailed in Annex D- Pricing, including all firm and option prices up to five (5) years for hourly rates, firm markup for all items and warehousing fees. The remaining three (3) option periods will be negotiated, if applicable.

Prices and Rates must be in Canadian dollars, FCA Free Carrier, at Contractor's Facility, Incoterms 2000, Canadian Custom Duties and Excise Taxes included where applicable, Applicable Taxes extra.

##### **1.2.2 Aggregate Price Determination**

The evaluated aggregate price of the bid will be determined in accordance with Annex D – Pricing in accordance with the Evaluation Grid Example at Appendix 1 to Annex C.

### **2. Basic of Selection**

A bid must comply with the requirements of the bid solicitation and meet all mandatory technical and financial evaluation criteria to be declared responsive. The responsive bid with the lowest evaluated aggregate price will be recommended for award of a contract.

---

## PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

The certifications provided by Bidders to Canada are subject to verification by Canada at all times. 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 provided 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 ([http://www.labour.gc.ca/eng/standards\\_equity/eq/emp/fcp/list/inelig.shtml](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml)) available from [Employment and Social Development Canada \(ESDC\) - Labour's](#) website.

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

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

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

### 5.2.3 Additional Certifications Precedent to Contract Award

#### 5.2.3.1 General Environmental Criteria Certification

The Bidder must select and complete one of the following two certification statements.

- A) The Bidder certifies that the Bidder is registered or meets ISO 14001.

\_\_\_\_\_  
Bidders' Authorized Representative Signature

\_\_\_\_\_  
Date

Or

- B) The Bidder certifies that the Bidder meets and will continue to meet throughout the duration of the contract, a minimum of four (4) out of six (6) criteria identified in the table below.

The Bidder must indicate which four (4) criteria, as a minimum, are met.

<b>Green Practices within the Bidders' organization</b>	<b>Insert a checkmark for each criterion that is met</b>
Promotes a paperless environment through directives, procedures and/or programs	
All documents are printed double sided and in black and white for day to day business activity unless otherwise specified by your client	
Paper used for day to day business activity has a minimum of 30% recycled content and has a sustainable forestry management certification	
Utilizes environmentally preferable inks and purchase remanufactured ink cartridges or ink cartridges that can be returned to the manufacturer for reuse and recycling for day to day business activity.	
Recycling bins for paper, newsprint, plastic and aluminum containers available and emptied regularly in accordance with local recycling program.	

Contract No. - N° du contrat  
W8486-163122/A  
Client Ref. No. - N° de réf. du client  
W8486-163122

Amd. No. - N° de la modif.  
File No. - N° du dossier  
HN366-W8486-163122

Buyer ID - Id de l'acheteur  
HN366  
CCC No./N° CCC - FMS No./N° VME

A minimum of 50% of office equipment has an energy efficient certification.	
---	--

Bidders' Authorized Representative Signature \_\_\_\_\_ Date \_\_\_\_\_

**2.2 Education and Experience**

SACC Manual Clause A3010T (2008-05-12) Education and Experience

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

### **1. Financial Capability**

SACC Manual clause A9033T (2012-07-16) Financial Capability

### **2. 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 herein.

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

### 1. Statement of Work

The Contractor must perform the Work in accordance with Annex A - Statement of Work, Annex B - Logistics Statement of Work for Free Flow (Components) for Repair and Overhaul.

#### 2.1 Work Categories

The Work is summarized into two (2) main categories as follows:

**2.1.1 Category 1** consists of free flow components for R&O, on an "as and when required basis" and warehousing. It includes certain modifications to the equipment or system as requested, which may include a new substitute part due to obsolescence, or updating an early configuration to the Original Equipment Manufacturers (OEM) current baseline standard and re-certification.

**2.1.2 Category 2** consists of all other tasks, on an "as and when required" basis, including Technical Investigations and Engineering Support (TIES), Field Service Representative (FSR), Mobile Repair Party (MRP), Special Investigation and Technical Studies (SITS) and upgrades.

The Contractor must provide Technical Investigations and Engineering Support (TIES), Field Service Representative (FSR), Mobile Repair Party (MRP), Special Investigation and Technical Studies (SITS) and other services such as referred herein as "Category 2" in accordance with Annex A - Statement of Work and its appendices, and Annex B - Logistics Statement of Work for Free Flow (Components) for Repair and Overhaul.

#### 2.2 Work Authorization

##### 2.2.1 Category 1 (Free Flow Components and Warehousing)

Authorization for Work described as Repair and Overhaul must be in accordance with Annex A - Statement of Work, Annex B - Logistics Statement of Work for Free Flow (Components) for Repair and Overhaul.

##### 2.2.2 Category 2 - Task Authorization - Technical Investigation Engineering Studies (TIES)

**2.2.2.1** Category 2 Work will be performed under the Contract on an "as and when requested basis".

**2.2.2.2** With respect to the Work mentioned under paragraph 2.2.2.1 of this clause,

**2.2.2.2a)** an obligation will come into force only when the Contractor receives a Task Authorization, inclusive of any revisions, authorized and issued in accordance with this clause, and only to the extent designated in the authorized;

**2.2.2.2b)** the Task Authorization Authority and limit will be determined in accordance with paragraph 2.2.2.3 of this clause;

**2.2.2.2c)** the Contractor must not commence work until a Task Authorization, inclusive of any revisions, has been authorized and issued in accordance with the Contract. The Contractor acknowledges that work performed before a Task Authorization, inclusive of any revisions, has been authorized and issued in accordance with the Contract will be done at the Contractor's own risk and expense;

**2.2.2.2d)** the task description, inclusive of any revisions, included in an authorized Task Authorization must fall within the scope of the Statement of Work, in Annex A and Annex B; and

**2.2.2.2e)** the Task Authorization, inclusive of any revisions, will be authorized under the Contract through the use of DND 626, Task Authorization Form. An authorized Task Authorization is a completed Annex E signed by the Task Authorization Authority.

### **2.2.2.3 Task Authorization Limit**

**2.2.2.3.1** The Procurement Authority and Technical Authority may authorize individual Task Authorizations inclusive of any revisions up to a limit of \$100,000.00, Applicable Taxes extra. Any Task Authorization where the total value of which would exceed that limit or any revision to a previously authorized Task Authorization that would increase the Task Authorization total value above that limit must be authorized by the Contracting Authority before issuance to the Contractor.

### **2.2.2.4 Administration of the TA Process - Department of National Defence**

The administration of the Task Authorization process will be carried out by DLP 3-2-3-3. This process includes: monitoring, controlling and reporting on expenditures of the Contract to the Contracting Authority.

### **2.2.2.5 TA Process**

**2.2.2.5.1** For each task or revision of a previously authorized task, the Technical Authority will provide the Contractor with a request to perform a task prepared using a DND 626, Task Authorization Form, containing as a minimum:

1. the task or revised task description of the Work required, including:
  - i. the details of the activities or revised activities to be performed;
  - ii. a description of the deliverables or revised deliverables to be submitted; and
  - iii. a schedule or revised schedule indicating completion dates for the major activities or submission dates for the deliverables, or both, as applicable;
2. the Contract security requirements applicable to the task or revised task;
3. the Contract basis (bases) of payment applicable to the task or revised task; and
4. the Contract method(s) of payment applicable to the task or revised task.

**2.2.2.5.2** Within ten (10) calendar days of its receipt of the request, the Contractor must provide the Technical Authority with a signed and dated response prepared and submitted using the Task Authorization form received from the Technical Authority, containing as a minimum:

1. the total estimated cost proposed for performing the task or, as applicable, revised task;
2. a breakdown of that cost in accordance with Annex C.

### **2.2.2.6 Task Authorization**

#### **2.2.2.6.1 The Task Authorization Authority will authorize the Task Authorization based on:**

1. the request submitted to the Contractor pursuant to paragraph 2.2.2.5.1 above;
2. the Contractor's response received, submitted pursuant to paragraph 2.2.2.5.2 above; and
3. the agreed total estimated cost for performing the task or, as applicable, revised task.

**2.2.2.6.2** The authorized Task Authorization will be issued to the Contractor by email (as an email attachment in PDF format).

#### **2.2.2.7 Task Pricing**

Pricing for each task must be established as follows:

##### **2.2.2.7.1 Firm Price**

Where a firm price has been established, the Contractor must complete the work in accordance with the specified firm price. The firm price represents the total amount payable under the Task Authorization.

##### **2.2.2.7.2 Not to Exceed**

A not to exceed is normally established when a requirement is not well defined or is of high risk and it is not practical to utilize a firm price or a ceiling price. A limitation of expenditure represents the amount up to which the Contractor will be paid. The Contractor must not perform any work or services which would cause the total liability of Canada to exceed the authorized amount unless an increase is authorized by Canada.

##### **2.2.2.7.3 Ceiling Price**

Where a ceiling price has been established, the Contractor must complete the work and the ceiling price represents the maximum amount payable under the Task Authorization. The ceiling price is subject to downward adjustment based on the actual cost reasonably incurred in the performance of the work.

#### **2.2.2.8 Periodic Usage Reports**

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.

(If an alternate reporting period is required, delete the quarterly periods provided below and define the alternate reporting period.)

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:

**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 of each task, exclusive of Applicable Taxes;
- iv. the total amount, exclusive of Applicable Taxes, expended to date against each authorized task;
- v. the start and completion date for each authorized task; and
- vi. the active status of each authorized task, as applicable.

**For all authorized tasks:**

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

**2.2.3 Minimum Work Guarantee**

**2.2.3.1** "Maximum Contract Value" means the sum specified in Contract clause 7.2 Limitation of Expenditure and "Minimum Contract Value" means a fixed amount of 1.6%.

**2.2.3.2** 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 2.3.3.3 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.

**2.2.3.3** 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.

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

**2.3 Performance and Reliability**

Equipment repaired or overhauled must be in accordance with the terms of this Contract to meet the standards of the applicable DND specifications. When such standards are not described or when the standards described are considered by the Contractor to be inadequate, the Contractor must submit the standards of performance and reliability to which they propose to repair/overhaul the equipment through the National Defence Quality Assurance Representative (NDQAR) who will forward the standards to the Procurement Authority for approval.

**2.4 Environmental Protection**

a. The Contractor is responsible for ensuring that all work carried out on any DND property or any other locations by staff, or duly appointed subcontractors, under this contract is:

- ii. Completed using personnel qualified and certified in the scope of work that they are undertaking; and

iii. In compliance with all applicable municipal, provincial, federal and statutory environmental protection laws and regulations.

a. Prior to commencement of the work, the Contractor must have in place an Emergency/Spill Response Plan and also processes and procedures for the identification, management, handling and disposal of all substances, pollutants and material covered by the applicable municipal, federal and statutory environmental protection laws and regulations.

b. The Contractor must have full responsibility for the disposal of any hazardous waste removed or uncovered in the performance of the work. Title to such waste must pass to the Contractor as soon as the Contractor takes possession of the waste, and the Contractor must dispose of such waste in accordance with the requirements of the Contract, if any, and in accordance with applicable law, whether federal, provincial or municipal.

c. Copies of all Hazardous Material Disposal Certificates raised whilst completing any work under the scope of the contract are to be provided to the Technical/Inspection Authority. Furthermore, additional evidence of compliance with municipal, provincial, federal and statutory environmental laws and regulations is to be forthwith furnished by the Contractor to the Technical/Inspection Authority.

d. Failure to comply with any of the above will be, of and by itself, grounds for termination of the contract for default.

## **2.5 Waste and Hazardous Waste Disposal**

The Contractor must handle, transport and dispose of any waste and any hazardous waste removed or uncovered in the performance of the Work in accordance with any applicable law.

## **2.6 Procedures for Design Change/Deviations**

The contractor must complete Part 1 of the Design Change/Deviation from DND 672 and forward two copies to the Technical Authority and one (1) copy to the Contracting Authority.

The contractor will be authorized to proceed upon receipt of the design change/deviation from signed by the Contracting Authority. A contract amendment will be issued to incorporate the design change/deviation in the contract.

## **2.7 Responsible to Unload Goods Received from Carrier**

The Contractor is responsible to unload goods received from the carrier from the Department of National Defence(DND).

## **3. Standard Clauses and Conditions**

All instructions, clauses and conditions identified in the Contract by number, date and title are set out in the *Standard Acquisition Clauses and Conditions* Manual issued by Public Works and Government Services Canada.

### **3.1 General Conditions**

2010C (2016-04-04) General Conditions - Services (Medium Complexity), apply to and form part of the Contract.

**Add Section 31 Warranty:**

1. Despite inspection and acceptance of the Work by or on behalf of Canada and without restricting any provisions of the Contract or any condition, warranty or provision imposed by law, the Contractor, if requested by Canada to do so, must replace, repair or correct, at its own option and expense any work that becomes defective or fails to conform to the requirements of the Contract, where applicable. The warranty period will be twelve (12) months after delivery and acceptance of the Work or the length of the Contractor's or manufacturer's standard warranty period, whichever is longer.

2. The Contractor must pay the transportation cost associated with returning the Work or any part of the Work to the Contractor's plant for replacement, repair or making good. The Contractor must also pay the transportation cost associated with forwarding the replacement or returning the Work or part of the Work when rectified to the delivery point specified in the Contract or to another location as directed by Canada. If, in the opinion of Canada, it is not expedient to remove the Work from its location, the Contractor must carry out any necessary repair or making good of the Work at that location. In such cases, the Contractor will be responsible for all Costs (including travel and living expenses) incurred in so doing, Canada will not reimburse these Costs.

3. The warranty period is automatically extended by the duration of any period or periods where the Work is unavailable for use or cannot be used because of a defect or non-conformance during the original warranty period. The warranty applies to any part of the Work replaced, repaired or corrected pursuant to subsection 1, for the greater of:

a. the warranty period remaining, including the extension, or

b. ninety (90) days or such other period as may be specified for that purpose by agreement between the Parties.

#### **Add Section 32 Copyright**

1. Anything that is created or developed by the Contractor as part of the Work under the Contract in which copyright subsists belongs to Canada. The Contractor must incorporate the copyright symbol and either of the following notices, as appropriate: © Her Majesty the Queen in right of Canada (year) or © Sa Majesté la Reine du chef du Canada (année).

2. At the request of the Contracting Authority, the Contractor must provide to Canada, at the completion of the Work or at such other time as the Contracting Authority may require, a written permanent waiver of moral rights as defined in the Copyright Act, R.S., 1985, c. C-42, in a form acceptable to the Contracting Authority, from every author that contributed to the Work. If the Contractor is an author, the Contractor permanently waives the Contractor's moral rights.

#### **4. Term of Contract**

##### **4.1 Period of Contract**

The period of the Contract is from date of Contract to to be inserted by PWGSC inclusive.

##### **4.2 Option to Extend the Contract**

The Contractor grants to Canada the irrevocable option to extend the contract period by up to Six (6) additional periods of one (1) year under the same terms and 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 thirty (30) calendar days before the Contract expiry date. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

## **5. Authorities**

### **5.1 Contracting Authority**

The Contracting Authority for the Contract is:

Michael Cooper  
Supply Team Leader  
Public Works and Government Services Canada  
Logistics, Electrical, Fuel and Transportation Directorate  
"HN" Division  
7B3 Place du Portage, Phase III  
11 Laurier Street  
Gatineau, Québec, K1A 0S5  
Telephone: 819-420-0342  
Facsimile: 819-953-4944  
E-mail: michael.cooper@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.

### **5.2. Procurement Authority**

The Procurement Authority for this contract is:

**To be completed by PWGSC**  
National Defence Headquarters  
Mgen. George R. Pearkes Building  
101 Colonel By Drive  
Ottawa, Ontario K1A 0K2  
Telephone: \_\_\_\_\_  
Facsimile: \_\_\_\_\_  
E-mail address: \_\_\_\_\_

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

### **5.3 Technical Authority**

The Technical Authority for the Contract is:

**To be completed by PWGSC**  
National Defence Headquarters  
MGen. George R. Pearkes Building  
101 Colonel By Drive  
Ottawa, ON K1A 0K2



Contract No. - N° du contrat  
W8486-163122/A  
Client Ref. No. - N° de réf. du client  
W8486-163122

Amd. No. - N° de la modif.  
File No. - N° du dossier  
HN366-W8486-163122

Buyer ID - Id de l'acheteur  
HN366  
CCC No./N° CCC - FMS No./N° VME

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

The Technical 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 matter concerning the technical content of the Work under the Contract. Technical matters may be discussed with the Technical Authority, however the Technical Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

#### 5.4 Quality Assurance Authority

National Defence Quality Assurance Representative (NDQAR):

**To be completed by PWGSC**  
Department Of National Defence  
Director General, Quality Assurance  
National Defence Headquarters  
MGen George R. Pearkes Building  
101 Colonel By Dr.  
Ottawa On. K1A 0K2  
Tel: \_\_\_\_\_  
Fax: \_\_\_\_\_  
Email: \_\_\_\_\_

The NDQAR is the Quality Assurance Authority for all work to be provided under the terms of this contract. The above Authority may delegate their authority and may act through their duly appointed representatives. The NDQAR/Inspection Authority is the representative of the department or agency for whom the Work is being performed under the Contract and is responsible for inspection of the Work and acceptance of the finished work. The NDQAR/Inspection Authority may be represented on-site by a designated inspector and any other Government of Canada inspector who may time to time be assigned in support of the designated Inspector

#### 5.5 Contractor's Representative

The Project Manager for the Contract is:

**To be completed by PWGSC**  
Name: \_\_\_\_\_  
Telephone No.: \_\_\_\_\_  
Facsimile No.: \_\_\_\_\_  
E-mail Address: \_\_\_\_\_

#### 6. Proactive Disclosure of Contracts with Former Public Servants

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



## **7. Payment**

### **7.1 Basis of Payment**

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract (or task authorization), the Contractor will be paid in Canadian dollars, in accordance with Annex D –Labour Rates and Pricing, FCA Free Carrier at Contractor's facilities, Incoterms 2000, Customs Duty and Excise Taxes included where applicable, and Applicable Taxes extra.

### **7.2 Limitation of Expenditure**

1. Canada's total liability to the Contractor under the Contract must not exceed \$ (to be inserted by PWGSC). Customs duties and excise taxes are included, and Applicable Taxes are 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:
3. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:
  - (a) in the current fiscal year cash flow at the time it is 75 percent committed, or
  - (b) four (4) months prior to the Contract expiry date, or
  - (c) if the Contractor considers that the funds provided are inadequate for the completion of the Work, whichever comes first.
4. If the notification refers to inadequate funds, the Contractor must provide to the Contracting Authority, in writing, an estimate for the additional funds required. Provision of such notification and estimate for the additional funds does not increase Canada's liability.

### **7.3 Multiple Payments**

Canada will pay the Contractor upon completion of task authorisation and delivery of units in accordance with the payment provisions of the Contract if:

- a. an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
- b. all such documents have been verified by Canada;
- c. the Work delivered has been accepted by Canada.

### **7.4 Travel and Living Expenses**

The Contractor will be reimbursed its authorized travel and living expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for profit and/or administrative overhead, in accordance with the meal, private vehicle and incidental expenses provided in Appendices B, C and D of the [National Joint Council Travel Directive](#) and with the other provisions of the directive referring to "travellers", rather than those referring to "employees".

All travel must have the prior authorization of the Technical Authority.

All payments are subject to government audit.

## 7.5 Limitation of Price

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

## 7.6 SACC Manual Clauses

SACC Reference	Title	Date
C0307C	Cost Submission	2008-05-12
C0710C	Time and Contract Price Verification	2007-11-30

## 7.7 Exchange Rate Fluctuation Adjustment

1. The foreign currency component (FCC) is defined as the portion of the price or rate that will be directly affected by exchange rate fluctuation. The FCC should include all related taxes, duties and other costs paid by the Bidder and which are to be included in the adjustment amount.
2. For each line item where a FCC is identified, Canada assumes the risks and benefits for exchange rate fluctuation, as shown in the Basis of Payment. For such items, the exchange rate fluctuation amount is determined in accordance with the provision of this clause.
3. The total price paid by Canada on each invoice will be adjusted at the time of payment, based on the FCC and the exchange rate fluctuation provisions in the contract. The exchange rate adjustment amount will be calculated in accordance with the following formula:

$$\text{Adjustment} = \text{FCC} \times \text{Qty} \times (i_1 - i_0) / i_0$$

where formula variables correspond to:

**FCC**

Foreign Currency Component (per unit)

**$i_0$**

Initial exchange rate (CAN\$ per unit of foreign currency [e.g. US\$1])


**$i_1$**


exchange rate for adjustments (CAN\$ per unit of foreign currency [e.g. US\$1])

**Qty**

quantity of units

4. The initial exchange rate is typically set as the noon rate as published by the Bank of Canada on the solicitation closing date.
5. For goods, the exchange rate for adjustment will be the noon rate as published by the Bank of Canada on the date the goods were delivered. For services, the exchange rate for adjustment will be the noon rate on the last business day of the month for which the services were performed. For advance payments, the exchange rate for adjustment will be the noon rate on the date the payment was due. The most recent noon rate will be used for non-business days.
6. The Contractor must indicate the total exchange rate adjustment amount (either upward, downward or no change) as a separate item on each invoice or claim for payment submitted under the Contract.

Where an adjustment applies, the Contractor must submit with their invoice form [PWGSC-TPSGC 450](#) , Claim for Exchange Rate Adjustments.

7. The exchange rate adjustment will only be applied where the exchange rate fluctuation is greater than 2% (increase or decrease), calculated in accordance with column 8 of form [PWGSC-TPSGC 450](#)  (i.e.  $[i_1 - i_0] / i_0$ ).
8. Canada reserves the right to audit any revision to costs and prices under this clause.

## 8. Invoicing Instructions

### 8.1 Category 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.

The Contractor is requested to provide invoices in electronic format unless otherwise specified by the Contracting Authority or Procurement Authority, thereby reducing printed material.

The Contractor must submit invoices on its own form, and must include the following information:

- a. Date
- b. Name and address of the consignee(s)
- c. Contract number, serial number and DND financial coding
- d. Details of items being repaired, including:

#### ■ NSN

- ☐ Item number, part number reference number and description of the item
- ☐ MRC
- ☐ Labour hours
- ☐ Material costs
- ☐ Subcontractor cost
- ☐ Work order numbers
- ☐ Quantity, device type, manufacturer and serial number

- e. Rate of payment applicable to the labour hours
- f. Engineering or technical support categories
- g. Supporting documentation such as, but not limited to detailed copies of subcontractor and material/parts invoices, copies of travel, hotel, car rental and airline receipts

### 8.2 Category 2

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.

The Contractor must submit invoices on its own form, and must include the following information:

- a. Date
- b. Name and address of the consignee(s)

- c. Contract number, serial number and DND financial coding
- d. Task Authorization Number
- e. Rate of payment applicable to the labour hours
- f. Engineering or technical support categories
- g. Labour hours
- h. Cost of materials related to the task
- i. Approved travel and living expenses (receipts required)
- j. Cost of subcontractor related to the task
- k. Supporting documentation such as, but not limited to detailed copies of subcontractor and material/parts invoices, copies of travel, hotel, car rental and airline receipts

### 8.3 Distribution of Invoices

Invoices must be distributed as follows:

(a) The original must be forwarded or emailed to the Procurement Authority identified under the section entitled "Authorities" of the Contract for acceptance and payment.

(b) One (1) copy must be forwarded or emailed to the Contracting Authority identified under the section entitled "Authorities" of the Contract.

Note 1: The Contractor must not submit an invoice prior to shipment of the items prior to completion of the work.

Note 2: Any credit notes (spares, scrap material) with supporting documentation must be shown as a credit on the invoice.

Note 3: The original invoice must be sufficiently detailed in order that easy reference can be made between the amounts claimed and Annex "C" Pricing.

Note 4: The Contractor must submit a revised invoice copy when correction(s) or modification(s) have been identified by the Procurement Authority or the Contracting Authority.

## 9. Certifications

### 9.1 Compliance

Compliance with the certifications and related documentation provided by the Contractor in its bid is a condition of the Contract and subject to verification by Canada during the term of the Contract. If the Contractor does not comply with any certification, provide the related documentation or if it is determined that any certification made by the Contractor in its bid is untrue, whether made knowingly or unknowingly, Canada has the right, pursuant to the default provision of the Contract, to terminate the Contract for default.

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

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

## 10. Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in \_\_\_\_\_. (to be completed by PWGSC at Contract Award)

## 11. Priority of Documents

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

- a. the Articles of Agreement;
- b. the 2010C (2016-04-04) General Conditions - Services (Medium Complexity);
- c. Annex A - Statement of Work;
- d. Annex B - Logistics Statement of Work for Free Flow (Components) for Repair and Overhaul;
- e. Annex C – Mandatory Technical Requirements and Bid Evaluations
- f. Annex D, Labour Rates and Pricing;
- g. Annex E – Contract Data Requirements List (CDRL's);
- h. Annex F – Data Items Descriptions (DIDS)
- i. Annex G - Task Authorization Form;
- j. Annex H – Federal Contractors Program for Employment Equity – Certification; and
- k. the Contractor's bid dated **(To be inserted by PWGSC)**.

## 12. SACC Manual Clauses

SACC Reference	Title	Date
A2000C	Foreign Nationals (Canadian Contractor)	2006-06-16
A9006C	Defence Contract	2012-07-16
A9062C	Canadian Forces Site Regulations	2011-05-16
A1009C	Work Site Access	2008-05-12
B4042C	Identification Markings	2008-05-12
B7500C	Excess Goods	2006-06-16
B8041C	Catalogue of Material on CD-ROM	2008-05-12
C2800C	Priority Ratings	2013-01-28
C2801C	Priority Rating - Canadian Contractors	2014-11-02
D2025C	Wood Packaging Materials	2013-11-06
D3010C	Dangerous Goods/Hazardous Products	2016-01-28
D3015C	Dangerous Goods/Hazardous Products	2014-09-25
D5510C	Quality Assurance Authority - (DND) - Canadian Based Contractor	2014-06-26
D5515C	Quality Assurance Authority (DND) - Foreign-based and United States Contractor	2010-01-11
D5540C	ISO 9001:2008 Quality Management Systems - Requirements (QAC Q)	2010-08-16
D5604C	Release Documents (DND) - Foreign-based Contractor	2008-12-12
D5605C	Release Documents (DND) - United States-based Contractor	2010-01-11

---

D5606C	Release Documents (DND) - Canadian-based Contractor	2012-07-16
D5620C	Release Documents - Distribution	2012-07-16
B8044C	Mobile Repair Parties	2007-05-25
L5001C	Surplus Government Property	2008-05-12

### 13. Preparation for Delivery

The Contractor must prepare all items for delivery in accordance with Annex A - Statement of Work. All equipment must be delivered in a fully serviceable condition.

### 14. Insurance Requirements

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

The Contractor is responsible to decide 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 will be at the Contractor's expense, and for its own benefit and protection.

The Contractor must forward to the Contracting Authority within ten (10) calendar days after the date of award of the Contract a Certificate of Insurance including details of the insurance coverage, exclusions, deductibles and conditions and confirming that the insurance policy complying with the requirements is in force. The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.

### 15. Commercial General Liability Insurance

1. The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000.00, per accident or occurrence and in the annual aggregate.

2. The Commercial General Liability policy must include the following:

(a) Additional Named Insured: Canada is added as an additional named insured, but only with respect to liability arising out of the performance of the Contract. The interest of Canada as additional insured should read as follows: Canada, represented by the Department of National Defence and/or Public Works and Government Services Canada.

(b) Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.

(c) Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.

(d) Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.

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

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

(g) Employees and, if applicable, Volunteers must be included as Additional Insured.

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

(i) Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.

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

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

(l) Owners' or Contractors' Protective Liability: Covers the damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor.

(m) Non-Owned Automobile Liability - Coverage for suits against the Contractor resulting from the use of hired or non-owned vehicles.

(n) All Risks Tenants Legal Liability - to protect the Contractor for liabilities arising out of its occupancy of leased premises.

(p) Sudden and Accidental Pollution Liability (minimum 120 hours): to protect the Contractor for liabilities arising from damages caused by accidental pollution incidents.

## **16. Bailee's Customer's Goods Insurance**

The Contractor must obtain Bailee's Customer's Goods insurance while Government Property is under its care, custody or control for repair or servicing, and maintain it in force throughout the duration of the Contract, in an amount of not less than \$250,000.00. Government Property must be insured on an Actual Cash Value (depreciated cost).

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

2. The Bailee's Customer's Goods must include the following:

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

(b) Settlement of Claims: The insurance proceeds regarding any loss of or damage to Government Property must be payable to the appropriate party as directed by the Contracting Authority.

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

#### **17. Access to DND Establishments and Canadian Forces (CF) Locations**

Contractor Personnel requiring casual access to DND Establishments and Canadian Forces (CF) location do not require Security Clearance but must be escorted at all times. Names of individuals, place and date of birth, their National Clearance (if any personnel already have a security level) and proposed date of visits are to be reported to:

National Defence Headquarters  
101 Colonel By Drive  
Ottawa, Ontario  
K1A 0K2  
Attn: **(To be inserted by PWGSC)**

#### **18. Canadian Forces Site Regulations**

The Contractor must comply with the contract, all standing orders or other regulations, instructions and directives in force on the site where the Work is performed.

#### **19. Identification Badge**

Any person assigned to the performance of any part of the Work that is performed on government premises must wear in a conspicuous place the identification badge issued to that person by Canada. When a person is required to wear a safety helmet, the Contractor, if requested to do so by Canada, must paint the number appearing on the badge on the front of the safety helmet.

#### **20. Cleanup of Site**

The Contractor must maintain the Work and its site in a tidy condition and free from an accumulation of waste material and debris.

The Contractor must remove all surplus materials and any waste products and debris from the site of the Work.

#### **21. Shipping Instructions (DND) - Canadian-based Contractor**

1. Delivery will be FCA Free Carrier at Contractor's facility, Incoterms 2000. The Contractor must load the goods onto the carrier designated by the Department of National Defence (DND). Onward shipment from the delivery point to the consignee will be Canada's responsibility.
2. Before shipping the goods, the Contractor must contact the following DND Inbound Logistics Coordination Center by facsimile or e-mail, to arrange for shipment, and provide the information detailed at paragraph 3.
  - a. Insert the following for all repair and overhaul contracts where the Contractor is located between Kingston inclusive and westward to the Ontario/Manitoba border:  
Inbound Logistics Central Area (ILCA)  
Telephone: 1-866-371-5420 (toll free)  
Facsimile: 1-866-419-1627 (toll free)



OR  
E-mail: ILCA@forces.gc.ca

- b. Insert the following for all repair and overhaul contracts where the Contractor is located in Manitoba, Saskatchewan, Alberta, British Columbia, and the National Capital Region inclusive to east of Kingston:  
Inbound Logistics Coordination Center (ILCC)  
Telephone: 1-877-877-7423 (toll free)  
Facsimile: 1-877-877-7409 (toll free)  
E-mail: ILHQttawa@forces.gc.ca

OR

- c. Insert the following for all repair and overhaul contracts where the Contractor is located in Quebec:  
Inbound Logistics Quebec Area (ILQA)  
Telephone: 1-866-935-8673 (toll free), or  
1-514-252-2777, ext. 2323, 2852 or 4673  
Facsimile: 1-866-939-8673 (toll free), or  
1-514-252-2911  
E-mail: 25DAFCTrafficQM@forces.gc.ca

OR

- d. Insert the following for all repair and overhaul contracts where the Contractor is located in Atlantic (New Brunswick, Prince Edward Island, Nova Scotia, Newfoundland and Labrador):  
Inbound Logistics Atlantic Area (ILAA)  
Telephone: 1-902-427-1438  
Facsimile: 1-902-427-6237  
E-mail: FLogILAA@forces.gc.ca

3. The Contractor must provide the following information to the DND Inbound Logistics Coordination Center when arranging for shipment:
- o the Contract number;
  - o consignee address (for multiple addresses, items must be packaged and labelled separately with each consignee address);
  - o description of each item;
  - o the number of pieces and type of packaging (i.e., carton, crate, drum, skid);
  - o actual weight and dimensions of each piece type, including gross weight;
  - o full details of dangerous material, as required for the applicable mode of transportation, signed certificates for dangerous material as required for shipment by the International Maritime Dangerous Goods Code, the International Air Transport Association regulations or the applicable Canadian Dangerous Goods Shipping Regulations, and a copy of the material safety data sheet.
4. Following receipt of this information by Canada, Canada will provide the appropriate shipping instructions, which may include the requirement for specific consignee address labelling, and the marking of each piece with a Transportation Control Number.
5. The Contractor must not ship the goods before receiving shipping instructions from the DND Inbound Logistics contact.

6. If the Contractor delivers the goods at a place and time which are not in accordance with the given delivery instructions or fail to fulfill reasonable delivery instructions given by Canada, the Contractor must reimburse Canada any additional expenses and costs incurred.
7. If Canada is responsible for delays in delivering the goods, ownership and risk will be transferred to Canada upon expiry of either thirty (30) days following the date on which a duly completed shipping application is received by Canada or by its appointed forwarding agent, or thirty (30) days following the delivery date specified in the Contract, whichever is later.

#### 21.1 Shipping Instructions (DND) - Foreign Based Contractor

1. Delivery will be FCA Free Carrier at Contractor's facility Incoterms 2000. The Contractor must load the goods onto the carrier designated by the Department of National Defence (DND). Onward shipment from the delivery point to the consignee will be Canada's responsibility
2. Before shipping the goods, the Contractor must contact the following DND Inbound Logistics Coordination Center by facsimile or e-mail, to arrange for shipment, and provide the information detailed at paragraph 3.

(a) United States (U.S.):

Inbound Logistics Coordination Center (ILCC):  
Telephone: 1-877-447-7701 (toll free)  
Facsimile: 1-877-877-7409 (toll free)  
E-mail: ILHQOttawa@forces.gc.ca

Canada is responsible for the carrier selection for shipments of the goods supplied under this FMS contract. Instructions on how to obtain carrier selection from Canada are contained in U.S. Department of Defense 4000.25-8-M, Military Assistance Program Address Directory, and Canadian Special Instructions Indicator (SII). The Contractor must not ship the goods until the SII has been complied with.

3. The Contractor must provide the following information to the DND Inbound Logistics contact when arranging for shipment:

- (a) the Contract number;
- (b) consignee address (if multiple addresses, items must be packaged and labeled separately with each consignee address);
- (c) description of each item;
- (d) the number of pieces and type of packaging (e.g. carton crate, drum, skid);
- (e) actual weight and dimensions of each piece type, including gross weight;
- (f) copy of the commercial invoice (in accordance with clause C2608C, section 4, of the *Standard Acquisition Clauses and Conditions Manual*) or a copy of the Canada Border Services Agency form CI1, Canada Customs Invoice;
- (g) Schedule B codes (for exports) and the Harmonized Tariff Schedule codes (for imports);
- (h) North American Free Trade Agreement Certificate of Origin (in accordance with clause C2608C, section 2) for the U.S. and Mexico only;

(i) full details of dangerous material, as required for the applicable mode of transportation, signed certificates for dangerous material as required for shipment by the International Maritime Dangerous Goods Code, or International Air Transport Association regulations or the applicable Canadian Dangerous Goods Shipping Regulations and a copy of the material safety data sheet.

4. Following receipt of this information by Canada, Canada will provide the appropriate shipping instructions, which may include the requirement for specific consignee address labelling, the marking of each piece with a Transportation Control Number and customs documentation.

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

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

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

## **22. Inspection and Acceptance**

The Technical Authority is the Inspection Authority. All reports, deliverable items, documents, goods and all services rendered under the Contract are subject to inspection by the Inspection Authority or representative. Should any report, document, good or service not be in accordance with the requirements of the Statement of Work and to the satisfaction of the Inspection Authority, as submitted, the Inspection Authority will have the right to reject it or require its correction at the sole expense of the Contractor before recommending payment.

## **23. Meeting**

### **23.1 Start-up Meeting**

The Contractor must contact the Contracting Authority to schedule the start-up meeting. The start-up meeting will take place within six (6) weeks from the effective date of the Contract. The meeting will be convened to review technical, contractual, and procedural requirements. The Contractor must be responsible for the drafting and promulgation of the agenda and minutes for the meeting. The meeting will be held at the Contractor's facilities at no additional cost to Canada, with representatives of the Contractor, the Department of National Defence and Public Works and Government Services Canada.

### **23.2 Progress Meetings**

Progress Review Meetings (PRM), chaired by the Contracting Authority (CA), will take place as and when required, following the start-up meeting. Usually a minimum of one (1) PRM per year must be scheduled for the duration of the contract and as deemed necessary by either the TA, PA or CA. These meetings will address technical, contractual and procedural issues of the contract. Other meetings may also be scheduled.

The Contractor must be responsible for the drafting and promulgation of agendas and minutes for the meeting. The agenda shall be provided by the Contractor to the CA, TA, and Procurement Authority (PA), a minimum of five (5) working days prior to the meeting. The Contractor shall record the Minutes of all meetings, highlight action items and provide for their distribution. The meeting will be held at the

Contractor's facilities at no additional cost to Canada, with representatives of the Contractor, the Department of National Defence and Public Works and Government Services Canada.

The CA will chair all PRM's and the TA shall chair all Technical Review Meetings (TRM's). In the event of the PRM/TRM being held together, the CA and TA jointly chair.

## **24. Reports**

The Contractor must provide all reports when requested as detailed in Annex A - Statement of Work and its appendices, and Annex B - Statement of Work for Free Flow (Components) for Repair and Overhaul. .

## **25. Drawings, Reports, Data**

All drawings, reports, data documents or materials produced by the Contractor in providing the specified services must be delivered to the Technical Authority and must not be released to any person or agency without express permission of the Technical Authority.

## **26. Accessibility of the Contractor's Facility**

The Contractor's facility where the Work will be performed must be accessible by commercial/heavy truck.

## **27. Protection of Government Property**

The Contractor must keep all Government Property, while in its possession or subject to its control, in accordance with the following at all time:

- all Government Property that are not inside a reusable wood or steel container must be kept in a secured indoor storage location; and
- all other Government Property must be kept in a secured storage location and must be protected from the elements and related damages.

## **28. Release Documents - Distribution**

The Contractor must prepare the release documents and distribute them as follows:

- (a) Copy 1: mail to consignee marked: "Attention: Receipts Officer";
- (b) Copies 2 and 3: with shipment (in a waterproof envelope) to the consignee;
- (c) Copy 4: to the Contracting Authority;
- (d) Copy 5: to:

National Defence Headquarters  
Mgen George R. Pearkes Building  
101 Colonel By Drive  
Ottawa, ON K1A 0K2  
Attention: **to be inserted by PWGSC**

- (e) Copy 6: to the Quality Assurance Representative;
- (f) Copy 7: to the Contractor;
- (g) Copy 8: all non-Canadian contractors to:

DQA/Contract Administration  
National Defence Headquarters

Contract No. - N° du contrat  
W8486-163122/A  
Client Ref. No. - N° de réf. du client  
W8486-163122

Amd. No. - N° de la modif.  
File No. - N° du dossier  
HN366-W8486-163122

Buyer ID - Id de l'acheteur  
HN366  
CCC No./N° CCC - FMS No./N° VME

---

Mgen George R. Pearkes Building  
101 Colonel By Drive  
Ottawa, ON K1A 0K2  
E-mail: ContractAdmin.DQA@forces.gc.ca

**Technical Statement Of Work  
For  
Repair and Overhaul, Warehousing and Distribution  
Of  
Life Support Equipment**

Requisition Number: **W8486-163122**  
DND Document #

Date: 31/03/2016  
RDIMS #: 4026111

Prepared by:  
DSSPM  
National Defence Headquarters  
Major General George R. Pearkes Building  
Ottawa, Ontario  
K1A 0K2



**NOTICE**

This documentation has been reviewed by the technical authority and does not contain controlled goods.

**AVIS**

Cette documentation a été révisée par l'autorité technique et ne contient pas de marchandises contrôlées.

# Technical Statement Of Work For Repair and Overhaul, Warehousing and Distribution Of Life Support Equipment

## TABLE OF CONTENTS

<u>1.0</u>	<u>SCOPE</u> .....	3
<u>1.1</u>	<u>Purpose</u> .....	3
<u>1.2</u>	<u>Background</u> .....	3
<u>2.0</u>	<u>DOCUMENTS AND EQUIPMENT</u> .....	3
<u>2.1</u>	<u>DND Documents</u> .....	3
<u>2.2</u>	<u>Non-DND Documents</u> .....	4
<u>2.3</u>	<u>Acronyms</u> .....	4
<u>2.4</u>	<u>Publications Management</u> .....	5
<u>2.5</u>	<u>Contractor Use Of DND Equipment/Publications</u> .....	5
<u>2.6</u>	<u>Government Furnished Equipment (GFE)</u> .....	5
<u>2.7</u>	<u>Government Supplied Material (GSM)</u> .....	5
<u>2.8</u>	<u>Special Tools and Test Equipment (STTE)</u> .....	5
<u>2.9</u>	<u>Government Issue/Government Property (GI/GP)</u> .....	5
<u>3.0</u>	<u>GENERAL</u> .....	6
<u>3.1</u>	<u>Stop Repair Action</u> .....	6
<u>3.2</u>	<u>Loss Or Damage To GI/GP</u> .....	6
<u>3.3</u>	<u>Warranty</u> .....	6
<u>3.4</u>	<u>Scrap - Custody And Disposal</u> .....	6
<u>3.5</u>	<u>Contractor Point of Contact</u> .....	6
<u>3.6</u>	<u>Administrative Service(s)</u> .....	6
<u>3.7</u>	<u>RFID Asset Management</u> .....	7
<u>3.8</u>	<u>Storage</u> .....	7
<u>3.9</u>	<u>Warehousing</u> .....	7
<u>3.10</u>	<u>Distribution</u> .....	7
<u>3.11</u>	<u>Quality Assurance</u> .....	7
<u>4.0</u>	<u>REQUIREMENTS</u> .....	7
<u>4.1</u>	<u>TASK 001 Scope of Work</u> .....	7
<u>4.2</u>	<u>TASK 002 Technical Investigations and Engineering Services (TIES)</u> .....	11
<u>4.3</u>	<u>Contractor Mandatory Requirements</u> .....	12

**Technical Statement Of Work  
For  
Repair and Overhaul, Warehousing and Distribution  
Of  
Life Support Equipment**

**1.0 SCOPE**

**1.1 Purpose**

- 1.1.1 The purpose of this Statement of Work (SOW) is to define the Department of National Defence, (DND) and contractor requirements for the Repair and Overhaul, Warehousing and Distribution of assigned life support equipment.

**1.2 Scope**

- 1.2.1 Life Support Equipment covered in the SOW includes, but is not limited to the following items:
- a. NSN: 4220-21-914-0800, Life Preserver Yoke Leopard Tank, (LPY-LT).
  - b. NSN: 4220-21-895-2410, Personal Flotation Device Underarm, (PFDU).
  - c. Emergency Breathing Systems, (EBS) to be determined.

**1.3 Background**

- 1.3.1 DND has a requirement to adopt a more efficient and effective means to perform technical inspections, recertification's, modifications, performance testing, including sourcing, supply and the warehousing and distribution of specialized lifesaving equipment.

**2.0 DOCUMENTS AND EQUIPMENT**

**2.1 DND Documents**

- 2.1.1 CFTO: C-22-480-000/MF-000: Description and Maintenance Instructions for the Life Preserver Underarm.
- 2.1.2 CFTO: C-22-585-000/MF-000: Description and Maintenance Instructions for the Life Preserver Yoke, Leopard Tank.
- 2.1.3 CFTO: C-22-010-015/MF-000: Description and Maintenance Instructions for Carbon Dioxide Cylinders.
- 2.1.4 D-87-001-402/SF-001: Life Preserver Underarm.
- 2.1.5 D-87-001-468/SF-001: Life Preserver Yoke.



## Technical Statement Of Work For Repair and Overhaul, Warehousing and Distribution Of Life Support Equipment

- 2.1.6 A-LM-184-001/JS-001: Special Instructions, Repair and Overhaul Contractors.
- 2.1.7 D-02-002-001/SG-001: Identification Marking of Canadian Military Property.
- 2.1.8 D-LM-008-002/SF-001: Specification for Marking for Storage and Shipment.
- 2.1.9 D-LM-008-036/SF-001: Department of National Defence Minimum Requirements for Manufacturers Standard Pack.
- 2.1.10 D-LM-008-001/SF-001: Methods of Packaging.
- 2.1.11 D-01-300-100/SG-000: Standard for Specification Preparation Technical Content

### 2.2 Non DND Documents

- 2.2.1 ISO 9001:2008, Quality Management Standards.
- 2.2.2 Mil-PRF-131K: Barrier Materials.

### 2.3 Acronyms/Definitions

Term/Acronym	Definition
<b>AIR</b>	Action Item Report
<b>AMO</b>	Approved Maintenance Organization
<b>CDRL</b>	Contract Data Requirements List
<b>CFTO</b>	Canadian Forces Technical Order
<b>DID</b>	Data Item Description
<b>DND TA</b>	Department of National Defence Technical Authority
<b>DND PA</b>	Department of National Defence Procurement Authority
<b>EBS</b>	Emergency Breathing Systems
<b>GFE</b>	Government Furnished Equipment - Equipment supplied by Canada to be used in the production process; for example, tooling, jigs, dies, production equipment.
<b>GI/GP</b>	Government Issue/Government Property - All materials, parts, components, equipment, specifications, articles and things, which may be supplied to a contractor by the government for performance of the (contract) work. Anything supplied to the contractor by or on behalf of Canada for the purposes of performing the contract, and anything acquired by the contractor in any manner in connection with the work, the cost of which is paid by Canada under the contract.
<b>GSM</b>	Government Supplied Material - Any item of materiel acquired by the government of Canada and provided on a "free issue" basis to contractors for embodiment in materiel under production or for incorporation into Crown-owned equipment undergoing modification, repair or overhaul.
<b>PFDU</b>	Personal Flotation Device Underarm

**Technical Statement Of Work  
For  
Repair and Overhaul, Warehousing and Distribution  
Of  
Life Support Equipment**

<b>LPY-LT</b>	Life Preserver Yoke Leopard Tank
<b>NSN</b>	NATO Stock Number
<b>OEM</b>	Original Equipment Manufacturer
<b>PRR</b>	Priority Repair Requests
<b>PWGSC CA</b>	Public Works and Government Services Canada Contract Authority
<b>QAR</b>	Quality Assurance Representative
<b>RFID</b>	Radio Frequency Identification
<b>SOW</b>	Statement of Work
<b>STTE</b>	Special Tools and Test Equipment - Either single or multipurpose integrated test units engineered, designed, fabricated or modified to meet the test requirements of the specifications peculiar to the end items of equipment, which are required by Canada. Also included are associated computer software programs. The term "Special Test Equipment" does not include: special production tooling; buildings and non-severable structures (except foundations and similar improvements necessary for the installation of special test equipment); and test equipment loaned from a client's inventory.
<b>TAT</b>	Turn Around Time
<b>TIES</b>	Technical Investigations and Engineering Support Services

## **2.4 Publications Management**

- 2.4.1 General procedures with respect to management of publications are contained in Chapter 11 of A-LM-184-001/JS-001. The Contractor must document requirements for publications and submit to the DND Technical Authority. The Contractor must develop procedures to control all DND publications in their possession and be responsible for amending all DND publications in their custody. The Record of amendments must be maintained as indicated in the applicable area of each publication. The Contractor must adopt information management protocols consistent with the Treasury Board (TB) Directive on Recordkeeping - <http://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=16552&section=text>
- 2.4.2 Unless otherwise specified, publications may be copied and/or extracts taken from them. As these copies/extracts are not subject to follow-up amendment action, they are not valid for use as a reference document and must be stamped "FOR INFORMATION ONLY". Contractors must ensure that any classified documents are provided with the appropriate security, consistent with the provisions provided by the DND Technical Authority.
- 2.4.3 The Contractor must respond to any request for "verification of publication holdings" which may be requested periodically by DND.

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

**Technical Statement Of Work  
For  
Repair and Overhaul, Warehousing and Distribution  
Of  
Life Support Equipment**

- 2.5.1 The contractor must not use any DND equipment or publications for commercial purposes without written consent of the DND Technical Authority.
- 2.6 **Government Furnished Equipment (GFE)**: There will be no GFE for this contract.
- 2.7 **Government Supplied Material (GSM)**: There will be no GSM supplied for this contract. The contractor will be solely responsible to source all materials and components required to carry out all work on this contract.
- 2.8 **Special Tools and Test Equipment (STTE)**: Following contract award DND will provide one set of radio frequency identification (RFID) asset management equipment to include:
- a. Quantity 1 desktop computer w/mouse and keyboard.
  - b. Quantity 1 touchscreen monitor.
  - c. Quantity 1 remote (alien) scanner.
  - d. Quantity 1 handheld scanner.
- 2.8.1 The Contractor will be responsible for any additional or replacement RFID asset management equipment.
- 2.9 **Government Issue/Government Property (GI/GP)**: GI/GP for this contract is, but not limited to the following equipment:
- a. DND assigned life support equipment to include, but not limited to (Para 1.2.1, a/b/c).
  - b. DND RFID asset management STTE as described in (Para 2.7 a/b/c/d).

**3.0 GENERAL**

**3.1 Stop Repair Action**

- 3.1.1 The Contractor must comply immediately with all stop repair instructions received from the Requisition Authority. Detailed procedures are contained in Part 2 of A-LM-184-001/JS-001.

**3.2 Loss or Damage to GI/GP**

- 3.2.1 The Contractor must report to the DND Technical Authority all instances of loss or damage to DND owned GI/GP in his custody within two (2) working days of confirmation of its discovery.

**Technical Statement Of Work  
For  
Repair and Overhaul, Warehousing and Distribution  
Of  
Life Support Equipment**

**3.3     Warranty**

- 3.3.1    Materiel that has been returned for warranty consideration will be actioned in accordance with Part 10 of A-LM-184-001/JS-001.

**3.4     Scrap Custody and Disposal**

- 3.4.1    The Contractor must safeguard, control, and dispose of any scrap materiel in accordance with Part 7 of A-LM-184-001/JS-001. Prior to declaring items surplus or scrap a request must be submitted to the DND TA and written approval must be obtained.

**3.5     Contractor Point of Contact**

- 3.5.1    Normal day-to-day activities concerning this SOW must be conducted between the contractor point of contact and the DND Technical Authority (TA). The Contractor must appoint one main person and one alternate to be the point of contact. The Contractor must provide the name and contact information to the DND TA within 5 business days following contract award.

**3.6     Administrative Service(s)**

- 3.6.1    The Contractor must perform all administrative work necessary to carry out the terms of this contract with respect to the preparation, filing and transmission of all forms, reports and correspondence, relating to the movement, accounting, storage, repair, overhaul, quality control and investigation of materiel covered by this contract.
- 3.6.2    The Contractor is responsible for preparing meeting agendas in accordance with CDRL R&O-002 and DID R&O-002. The Contractor is responsible for recording the minutes of all meetings and preparing them in an approved format in accordance with CDRL R&O-003 and DID R&O-003. The Contractor must submit the minutes to the DND Technical Authority, Procurement Authority, and Public Works and Government Services Canada (PWGSC) contracting officer in accordance with the time laid out in CDRL R&O-003. Completion and or progress on all contractor action items arising from these meetings must be documented in accordance with CDRL R&O-004 and DID R&O-004.
- 3.6.3    As required, for meetings between the government and the Contractor, the Contractor is responsible for its own travel and accommodation costs and will not be reimbursed to attend meetings.

**3.7     RFID Asset Management**

**Technical Statement Of Work  
For  
Repair and Overhaul, Warehousing and Distribution  
Of  
Life Support Equipment**

3.7.1 The contractor is responsible for the training and maintenance of competency of their staff in the use of RFID electronic inspections and asset management used for all assigned DND life support equipment.

3.7.2 RFID training and support can be obtained from the following source:  
POLSYS INC.  
Telephone: (613) 632-1454  
[info@polsys.ca](mailto:info@polsys.ca)

**3.8 Storage**

3.8.1 A function of warehousing which includes the receipt of an item, physical storage of the item for safekeeping and subsequent retrieval, when required for use or disposal.

**3.9 Warehousing**

3.9.1 The performance of those physical and administrative functions incidental to and required in the conduct of the storage activity such as, receipt, sorting, identification, inspection, preservation, storing, safekeeping, retrieval for issue and preparation for shipment of materiel.

3.9.2 Warehousing services must consist of secure storage space with restricted (controlled) access. Items must be safeguarded against theft or loss; kept clean and undamaged in a controlled environment that will ensure the items are not subject to water, dampness, fire, chemicals, excessive heat or cold, soiling, stagnant air, odours, insects, pests, damage or alteration. The warehouse must be located within the geographical boundaries of Canada. Additional mandatory requirements concerning the warehouse are described in para 4.3.

**3.10 Distribution**

3.10.1 The process of making the assigned DND life-support equipment available for use to authorized Canadian Forces user group/s using direct method of delivery.

**3.11 Quality Assurance**

3.11.1 The Contractor must be certified ISO 9001/2008 or equivalent. The Contractor shall prepare and maintain a Quality Management Plan (QMP) in accordance with CDRL R&O-001 and DID R&O-001. The QMP will describe how the Contractor will conform to the specified quality requirements of the contract and specify how the quality assurance activities will be carried out. Quality assurance must be performed independent of the Logistic Management process to ensure a high standard of workmanship is maintained throughout the contract. The Contractor is responsible for inspecting all equipment being

**Technical Statement Of Work  
For  
Repair and Overhaul, Warehousing and Distribution  
Of  
Life Support Equipment**

issued to or being returned from a DND facility or group authorized by the DND Technical Authority.

**4.0 REQUIREMENTS**

**4.1 Scope of Work for the Repair and Overhaul, Storage Warehousing and Distribution**

**Services** The contractor must carry out technical inspections, repair and overhaul, re-certifications, modifications and performance testing, sourcing, supply and the warehousing and distribution for the assigned DND life support equipment as follows:

4.1.1 Receive: The Contractor must receive and take custody of the assigned DND life support equipment from various Canadian Forces bases/units, or manufacturing contracts as authorized by the DND Technical Authority. All assets must be tracked by a combination of serial number/s and RFID. Upon receipt of any DND life support equipment, the Contractor must:

- a. Identify the equipment and ensure it is the correct equipment identified by this SOW.
- b. Open a bulk Work Order within 48 hours of delivery to plant for each shipment.
- c. Complete receipt documentation, including any adjustment transactions, work order number.

4.1.2 Inspect and Repair: The Contractor must in accordance with the applicable Canadian Forces Technical Order (CFTO), identify and correct those specific defects which degrade the performance of an assigned item causing it to function below the specifications. Inspections must be done and recorded electronically using the DND RFID inspection checklist and asset management system.

4.1.3 Overhaul: The Contractor must restore any of the assigned life support equipment to its original condition/near life expectancy. This includes the replacement of worn, damaged or life expired parts; the incorporation of approved modifications; and the rework of components as necessary.

4.1.4 Recertification: Following inspection and any required repair and overhaul, the Contractor must recertify the assigned life support equipment is serviceable for operational use in accordance with the applicable CFTO.

4.1.5 Storage and Warehousing: The Contractor must provide secure and controlled storage/warehousing and distribution services (Para's 3.8, 3.9 and 4.3.1) for all DND lifesaving equipment assigned to this contract.

4.1.6 Distribution and Shipping: The Contractor must provide direct delivery using the most expeditious but secure and cost effective method/s of transport to authorized DND

**Technical Statement Of Work  
For  
Repair and Overhaul, Warehousing and Distribution  
Of  
Life Support Equipment**

customer(s) of the assigned life support equipment in support of Canadian Forces operational and training requirements to include un-forecasted demands.

- a. Shipping of all DND life support equipment must be inside protective (reusable) containers with security seals.
- 4.1.7 Disposal and Reduction to Spares: The Contractor must dispose and reduce to spares the assigned DND life support equipment in accordance with DND A-LM-184-001-JS-001 with particular parts/components as approved by the DND Technical Authority to be retained for reuse where applicable.
- 4.1.8 Parts: The Contractor must purchase and maintain at all times, a sufficient supply of OEM parts (no substitute) to recertify a minimum of five-hundred (500) units of each of the assigned types of DND life support equipment. Following contract award, the DND Technical Authority will advise the contractor of total amounts and life cycle of all assigned DND life support equipment, at which time the Contractor can accurately forecast and adjust time and quantities of OEM parts required – the 500 unit minimum will no longer apply.
- 4.1.9 Modifications: The Contractor must carry out modifications as required by the DND Technical Authority on any of the assigned DND life-support equipment. Modifications will be requested using a DND 626 form.
- 4.1.10 Performance Testing: When required, the contractor must carry out comparative performance and standards testing of the assigned life-support equipment. Performance Testing will be requested using a DND 626 form. When such work is carried out the Contractor must provide a detailed engineering test report to the DND Technical Authority within 30 days of project completion.
- 4.1.11 Changes to DND Technical Documents: The Contractor must provide recommended changes to all DND documents and, as required, provide drafts written in accordance with D-01-300-100/SG-000: Standard for Specification Preparation Technical Content, in English and Canadian French to the DND TA.
- 4.1.12 Maintenance Training: When required, the Contractor must provide maintenance training for DND Military and Civilian technicians for any of the assigned DND life support equipment. Training will be conducted at the Contractor's facility. When required the Contractor will provide off site training at DND provided facilities. The Contractor will be reimbursed for travel expenses in accordance with Treasury Board guidelines in effect at the time of training. Training, when required, will be requested and authorized using a DND 626 form.
- 4.1.13 Stocktaking and Reports: The Contractor must conduct stocktaking and provide quarterly reports to the DND Technical Authority, Procurement Authority and the Public Works

## Technical Statement Of Work For Repair and Overhaul, Warehousing and Distribution Of Life Support Equipment

Government Services of Canada (PWGSC) Contracting Authority, to include holdings in accordance with CDRL R&O-005 and DID R&O-005. The Contractor must also provide quarterly progress reports, in accordance with CDRL R&O-006 and DID R&O-006.

- 4.1.14 Forecasted Work Load: The exact work load for this contract cannot be accurately forecasted at this time. It is dependent upon the stock levels of in service life support equipment and their serviceability, the successful procurement and delivery of replenishment stock, and increase/decrease spikes in usage due to un-forecasted Canadian Forces operations.
- 4.1.14.1 It is "estimated only" that the contractor may have to:
- a. Receive, repair, overhaul and recertify and redistribute as few as 900 and as many as 5000 units of assigned life support equipment per year.
  - b. Receive and warehouse as few as 500 and as many as 3000 units of assigned life support equipment per year.
- 4.1.15 Work Control: The Contractor must ensure that the inspection, repair and overhaul, warehousing and distribution of all DND equipment is controlled by a serial numbered work order in accordance with Chapter 2 of A-LM-184-001/JS-001. Upon completion of any work by the contractor, work order(s) must include the following:
- a. The contract number against which all costs incurred are chargeable.
  - b. The NATO Stock Number (NSN) and/or Part Number (P/N), serial number, description and quantity of item(s) repaired.
  - c. A cross reference to all Supply Documents. This includes receipt, issues and returns, including scrap activity, finalization of repair, inspection, and final acceptance.
  - d. A list of all holdings by:
    - NSN and/or P/N (Name)
    - Serial Number
    - Description
    - Quantity
    - Spare parts complete list
  - e. Details of all faults found.
  - f. Details of the work performed.



**Technical Statement Of Work  
For  
Repair and Overhaul, Warehousing and Distribution  
Of  
Life Support Equipment**

- g. A list of all the parts, by part number and description, found unserviceable and requiring repair and/or overhaul, ensuring that the repair scheme is referenced.
  - h. Repair cost estimate (if applicable).
  - i. Actual repair costs and labour hours.
  - j. Identity of the person opening the work order.
- 4.1.16 Discrepancies In Shipments: If upon receipt by the Contractor or any of the authorised DND user groups/units a shipment is misidentified or deficient in components, the contractor must contact the consignor and commence an investigation to identify the deficiencies and seek a resolution to the matter in accordance with PART 3 of A-LM-184-001/JS-001. The Contractor must also notify the DND Technical Authority and area Quality Assurance Representative (QAR) and within two business days, and provide information copies of all correspondence.
- 4.1.16.1 Equipment damaged due to preservation and packaging failures in shipments shall be reported to the NDQAR using form CF 777, Unsatisfactory Condition Report (UCR), supported by photographs in accordance with CFTO C-02-015-001/AG-000.
- 4.1.16.2 If an agreement cannot be reached between the contractor and consignor, the Contractor must request the DND Technical Authority resolve the matter.
- 4.1.17 Start Work Authorization: The Contractor will confirm all shipments, carry out initial inspection and notify the DND Technical and Procurement Authorities of the work to be completed. Unless the Contractor receives any specific instruction from the DND Technical or Procurement Authority within 3 business days, the Contractor must carry out the work required in accordance with DND A-LM-184-001-JS-001 the applicable CFTO and details of this SOW.
- 4.1.18 Completion of Work: On completion of all work, the Contractor must notify the DND Technical Authority of the serviceability status of any repaired item. The following "**Contractor Certification**" must be stamped or attached on all DND life-support equipment being redistributed or warehoused by the contractor.

**Contractor Notification**

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

**NSN:**

## Technical Statement Of Work For Repair and Overhaul, Warehousing and Distribution Of Life Support Equipment

<b>Description of item:</b> <b>Serial number:</b> <b>Next Inspection due date:</b>	
<b>Signature:</b> <b>(Contractor QC)</b>	<b>Date:</b>

- 4.1.19 Equipment Turn Around Time: Unless specifically identified and agreed to in writing by the DND Technical Authority, the Contractor must agree and conform to an equipment turn-around time (TAT) for any of the assigned DND life support equipment of twenty-two (22) business days per quantity 200 units of equipment received. This includes the complete inspection, necessary repair and overhaul, repack, recertification and redistribution if needed. Time is measured from receipt of the request and equipment and includes transportation time to deliver the items to the required DND facility.
- 4.1.20 Priority Repair Request: In support of Canadian Forces un-forecasted operational requirements, the Contractor must be prepared to satisfy priority repair requests (PRR's) in an expeditious manner. An example of this would be:
- a. The complete inspection, necessary repair and overhaul, repack, recertification and redistribution of quantity 100 units of any of the assigned DND life support equipment within five (5) business days.
- 4.1.21 Growth Potential: To meet the evolution of Canadian Forces global operations and the requirements of this life support equipment, there is scope for increased quantities of current in service items, and the potential for new items to be added to this contract.
- 4.1.22 Deliverables: Deliverables for Task 001 must be the complete inspection, repair and overhaul, recertification, warehousing and distribution services of all DND assigned life support equipment.
- 4.2 Technical Investigations and Engineering Services** In support of Canadian Forces flotation life support equipment, DND may have from time to time a requirement for Technical Investigation and Engineering Support Services (TIES). When such a requirement arises, a separate SOW and Requisition on a Call-Up (DND-626) form will be raised for each tasking. TIES taskings may include but are not limited to the following:
- 4.2.1 Technical Investigations and Reports.
  - 4.2.2 Product improvement of in service life support equipment to meet evolving operational requirements, while embracing the latest available technologies.

**Technical Statement Of Work  
For  
Repair and Overhaul, Warehousing and Distribution  
Of  
Life Support Equipment**

- 4.2.3 Develop and provide samples of prototypes in accordance with the requirements of the SOW provided by the technical authority.
- a. Prototype development may be defined as new product definition as a result of the interpretation of requirements or product improvement to an existing piece of equipment.
- 4.2.4 Manufacture small quantities of samples for testing and user's trials (approximately 10-75) in accordance with the technical authority's requirements.
- 4.2.5 Provide technical data and sources of supply for specialty textiles, components and fasteners used in the design/development and manufacture of life support equipment.
- 4.2.6 Prepare detailed and complete technical data packages in accordance with the latest versions of specification D-01-300-100/SG-000 Standard for Specification Preparation Technical Content, a copy of which can be made available from the DND Technical Authority as/when required. These specifications must meet the following criteria:
- a. Technical information included in the technical data shall be compatible with current state-of-the-art manufacturing processes and materials.
- b. Available standards and test methods included in the technical data shall have been investigated for appropriateness.
- c. DND provided samples shall have been evaluated to ensure all technical aspects are reflected in the new/revised technical data.
- d. Technical (CAD) drawings, figures and illustrations are to be reviewed and revised (if required) to reflect technical information.
- e. Determine the technical data (specification/manufacturing data, drawings/figures, and sealed pattern/prototypes) correspond.
- f. Identify areas of error, where these exist, and recommend corrections and modifications.
- g. All documents must be produced as required in both English and French.
- h. The Contractor must ensure there is no violation of proprietary rights.
- 4.2.7 Complete testing using test methods as specified by the DND Technical Authority, and / or existing worldwide industry standards, such as Canadian Government Standards Board, (CGSB) Underwriter Laboratories of Canada, (ULC) Survival of Life at Sea,

**Technical Statement Of Work  
For  
Repair and Overhaul, Warehousing and Distribution  
Of  
Life Support Equipment**

(SOLAS) International maritime organization (IMO) and others, using independent accredited testing agencies. This could encompass, but is not limited to

- a. Performance testing in a controlled laboratory or environment of intended use i.e. open water of various sea states.
- b. Obtaining certification or approvals of materials or end items to national or worldwide industry standards.

4.2.8 Deliverables: Deliverables for Task 002 will be specified in the SOW for each individual tasking.

**4.3 Contractor Mandatory Requirements**

The Contractor must agree to and maintain the following mandatory requirements:

- 4.3.1 The Contractor must have within their prime location (plant) a segregated and secure temperature controlled storage/warehousing area allocated for the assigned DND life support equipment only.
  - 4.3.1.1 This temperature and humidity levels within the designated area must be maintained as follows:
    - a. Temperature measured at the highest point (top storage shelf) must be between 18 and 21 degrees Celsius.
    - b. Humidity measured at the lowest point (bottom storage shelf) must be between 30 and 50 percent.
- 4.3.2 The Contractor must have within their prime location (plant) a designated work area, of a minimum of 200 square feet, i.e. (20' X 10'). The work area must be ventilated and the temperature and humidity must remain within the levels specified in para 4.3.1.1.
- 4.3.3 Within the work area the contractor must have the following:
  - a. Work benches and tables ergonomically suitable for their assigned staff to perform the extent of the work required. All work benches/tables must covered with a protective surface to prevent any snagging/tearing or other damage, and must also be free of harmful contaminants such as oil, grease, acids and solvents.
  - b. A sink with hot/cold running water and a large bath like table where leakage (spray) testing/inspections can be performed.

**Technical Statement Of Work  
For  
Repair and Overhaul, Warehousing and Distribution  
Of  
Life Support Equipment**

- c. A supply of compressed oil-free and filtered air to any of the work stations where DND life support equipment is going to be serviced.
  - d. A minimum of two air outlets which are controlled with valves that can supply a specific digitally metered amount of air, ensuring accurate inflation of the DND life support equipment being serviced.
  - e. Drying racks made of snag free metal or wood capable of holding a minimum quantity of 100 units of life saving equipment.
  - f. Vacuum extraction equipment must be used to draw all air out of the assigned equipment prior to packaging and storage.
- 4.3.4 The Contractor is responsible to supply any repacking jigs for the assigned life support equipment, and those created by the contractor must be free of snagging hazards which could cause damage.
- 4.3.5 The Contractor must have an in-house sealing machine, capable of producing 3/8 of an inch (minimum) vacuum seals of Mil-PRF-131K, barrier materials.
- 4.3.6 The Contractor must have in-house commercial type sewing machines, capable of sewing Military Specification textiles.
- 4.3.7 The Contractor must have in-house radio frequency (RF) welding machine/s suitable for inflatable flotation device fabrics.
- 4.3.8 The Contractor must be ISO 9001:2008 certified.
- 4.3.9 The Contractor must be Transport Canada certified as an approved maintenance organization (AMO) for Safety Equipment.
- 4.3.10 The Contractor must hold a valid controlled goods certification.
- 4.3.11 The Contractor must be approved for the complete servicing and recertification of EBS.
- 4.3.12 Except for scheduled plant shutdowns and statutory holidays, the Contractor shall ensure that adequate facilities/personnel are available to ensure the satisfaction of High Priority Requirements (HPRs) during the normal business hours of (09:00-17:00) Eastern Standard Time which can action all normal day-to-day activities concerning this SOW. If contractor personnel are not on site during shutdown, a list of names and home phone numbers of those Contractor personnel to be contacted during plant closure shall be provided to the NDQAR.
- 4.3.13 Constraints:

**Technical Statement Of Work  
For  
Repair and Overhaul, Warehousing and Distribution  
Of  
Life Support Equipment**

- a. The contractor must inform the DND TA of any intention to use a design or engineering solution which may incorporate intellectual property, proprietary materials or patents, and prior to any such incorporation must provide written proof that they have been licensed or granted permission.
- b. All development not including any of the aforementioned (Para 4.3.13 a) completed by the contractor/s in accordance with this SOW and subsequent call-ups, shall remain the sole property of DND.

**LOGISTICS**  
**STATEMENT OF WORK**  
*For*  
**The Repair and Overhaul Contract for**  
**Warehousing and Distribution of Life**  
**Support Equipment**

*Issued on authority of the Assistant Deputy Minister (Material) (ADM(Mat))*

**OPI: DMPP 9 30-09-2015**

**Record of Changes**

Identification of changes		Date Entered	Signature
CH #.	Date		



## TABLE OF CONTENTS

1.0	GENERAL INTRODUCTION.....	5
1.1	AIM .....	5
1.2	EXTENT OF WORK/TYPES OF EQUIPMENT .....	5
2.0	RECEIPT .....	5
2.1	DISCREPANCIES IN SHIPMENTS .....	5
3.0	WORK CONTROL .....	6
3.1	COMPLETION OF WORK .....	6
3.2	STOP REPAIR ACTION .....	6
4.0	ANNUAL REPAIR FORECAST - SNAPs.....	6
5.0	COST CONTROL .....	6
6.0	COSTING RECORDS.....	6
6.1	INVOICE / CLAIMS FOR PAYMENT (AAS SPARES) .....	6
7.0	MAINTENANCE SUPPORT-MINOR REPAIRS.....	6
7.1	MOBILE REPAIR PARTIES (MRPs).....	6
7.2	EQUIPMENT TURN AROUND TIME (TAT).....	7
7.3	PRIORITY REPAIR REQUEST (PRR) .....	7
7.4	SPECIAL INVESTIGATIONS & TECHNICAL STUDIES (SITs) .....	7
7.5	TECHNICAL INVESTIGATIONS & ENGINEERING STUDIES (TIES)....	7
7.6	TERMINATION OF CONTRACT.....	7
8.0	SUPPLY SUPPORT/IN SERVICE SUPPORT/ .....	7
8.1	TRANSACTION DOCUMENTATION .....	7
8.2	CONTRACTOR SUPPLY ACCOUNTING.....	7
8.3	MANAGEMENT OF DND-OWNED SPARES .....	8
8.4	SPARES REVIEW .....	8
8.5	STOCKTAKING.....	8
8.6	SELECTION NOTICE OBSERVATION MESSAGE (SNOM).....	8
8.7	EMBODIMENT FEES.....	8
8.8	LOSS OR DAMAGE TO DND MATERIEL .....	8
8.9	SCRAP - CUSTODY & DISPOSAL .....	9
8.10	PACKAGING.....	9
8.11	REUSABLE CONTAINER.....	9
8.12	TRANSPORTATION/SHIPMENT IDENTIFICATION/MODE OF	

SHIPMENT/LOSS OR DAMAGE IN TRANSIT/ GENERAL CLAIMS  
PROCEDURES..... 9

8.13 CUSTOMS & EXCISE..... 9

9.0 WARRANTY CONSIDERATION ..... 9

10.0 CONTRACTOR USE OF DND EQUIPMENT/PUBLICATIONS ..... 9

11.0 PUBLICATIONS..... 9

12.0 OFFICE SERVICES..... 10

13.0 MINUTES OF MEETINGS ..... 10

14.0 PLANT SHUTDOWN/VACATION PERIOD ..... 10

15.0 REPORTS..... 10

## **1.0 GENERAL INTRODUCTION**

### **1.1 AIM**

This Logistic Statement of Work (LOG SOW) is distributed on the authority of the Assistant Deputy Minister (Material) (ADM(Mat)). It will be distributed, as required, internally to ADM (Mat) staff engaged in creating Repair and Overhaul (R&O) Contracts and Procurement Instruments (PI) and those who manage Repair and Overhaul Contracts.

This is a common LOG SOW which will entail contract conditions for Repair and Overhaul contracts for:

**In and Out of country:** For step by step instruction on in and out of country repair process refer to Annex B in the A-LM-184-001/JS-001. This model will describe the roles and responsibilities in the end to end repair process.

**Major Equipment:** For complete instructions on receipt of Major Equipment, refer to Chapter 2 in the A-LM-184-001/JS-001

**Accountable Advance Spares** For complete instruction on AAS, refer to Chapter 8.2.7 in the A-LM-184-001/JS-001

**This LOG SOW is to be read in conjunction with the A-LM-184-001/JS-001 for additional information.**

It is important to understand the system of record (DRMIS) being used in DND and the various account structures in place. All of this information is located in Chapter 1.1 of the A-LM-184-001/JS-001.

### **1.2 EXTENT OF WORK/TYPES OF EQUIPMENT**

Refer to Chapter 1.2 of A-LM-184-001/JS-001 for further information on the different types of DND Equipment that are authorized for repair and the category types.

## **2.0 RECEIPT**

Refer to Ch. 2.0 of the A-L-M 184 for complete instruction on how to process receipts

### **2.1 DISCREPANCIES IN SHIPMENTS**

The Contractor shall action discrepancies in shipments in accordance with Chapter 2.1 of A-LM-184-001/JS-001.

### **3.0 WORK CONTROL**

The Contractor shall ensure that the repair of all DND equipment is controlled by a serial numbered work order IAW Chap 3 of A-LM-184-001/JS-001.

#### **3.1 COMPLETION OF WORK**

Refer to Chapter 3.1 of A-LM-184-001/JS-001.

#### **3.2 STOP REPAIR ACTION**

The Contractor shall comply immediately with all stop repair instructions. Detailed procedures are contained in Chapter 3.2 of A-LM-184-001/JS-001.

### **4.0 ANNUAL REPAIR FORECAST - SNAPs**

Refer to Chapter 4 of the A-LM-184-001/JS-001 for more information.

### **5.0 COST CONTROL**

Refer to Chapter 5.0 of the A-LM-184-001/JS-001 for more information

### **6.0 COSTING RECORDS**

The Contractor shall prepare forms and maintain records IAW Chapter 6.0 of the A-LM-184-001/JS-001.

#### **6.1 INVOICE / CLAIMS FOR PAYMENT (AAS SPARES)**

The Contractor shall submit monthly invoices for AA spare parts, IAW Chapter 6.1 of the A-LM-184-001/JS-001.

### **7.0 MAINTENANCE SUPPORT-MINOR REPAIRS**

Refer to Chapter 7.0 of the A-LM-184-001/JS-001 for more information

#### **7.1 MOBILE REPAIR PARTIES (MRPs)**

Refer to Chapter 7.1 of the A-LM-184-001/JS-001 for more information

## **7.2 EQUIPMENT TURN AROUND TIME (TAT)**

Refer to Chapter 7.2 of the A-LM-184-001/JS-001 for more information

## **7.3 PRIORITY REPAIR REQUEST (PRR)**

Refer to Chapter 7.3 of the A-LM-184-001/JS-001 for more information

## **7.4 SPECIAL INVESTIGATIONS & TECHNICAL STUDIES (SITs)**

Refer to Chapter 7.4 of the A-LM-184-001/JS-001 for more information

## **7.5 TECHNICAL INVESTIGATIONS & ENGINEERING STUDIES (TIES)**

Refer to Chapter 7.5 of the A-LM-184-001/JS-001 for more information

## **7.6 TERMINATION OF CONTRACT**

Refer to Chapter 7.6 of A-LM-184-001/JS-001.

## **8.0 SUPPLY SUPPORT/IN SERVICE SUPPORT/**

### **8.1 TRANSACTION DOCUMENTATION**

Refer to Chapter 8.1 of A-LM-184-001/JS-001 for more information

### **8.2 CONTRACTOR SUPPLY ACCOUNTING**

Refer to Ch. 8.2. For explanation of CRPA/CIS

#### **8.2.3 CONTRACTOR ISSUE SPARES (CIS) MATERIEL RECEIVED OFF CONTRACT/PROCUREMENT**

Refer to Chapter 8.2.3 of A-LM-184-001/JS-001 for more information

#### **8.2.4 SHORTAGE OF CONTRACT ISSUE SPARES (CIS)**

Refer to Section 8.2.4 of A-LM-184-001/JS-001.

#### **8.2.5 ORDERING/RECEIVING CATALOGUED CIS IN DRMIS**

Refer to Section 8.2.5 of A-LM-184-001/JS-001.

### **8.2.6 GOVERNMENT FURNISHED OVERHAUL SPARES (GFOS)**

Refer to Section 8.2.6 for further explanation and detail.

### **8.2.7 ACCOUNTABLE ADVANCE SPARES (AAS)**

Refer to Section 8.2.7 for further explanation and detail.

## **8.3 MANAGEMENT OF DND-OWNED SPARES**

Refer to Chapter 8.3.1 of A-LM-184-001/JS-001 for more information

## **8.4 SPARES REVIEW**

Refer to Chapter 8.4 of A-LM-184-001/JS-001 for more information

### **8.4.1 IMPORTATION OF AAS:**

Refer to Chapter 8.4.1 of A-LM-184-001/JS-001 for more information

### **8.4.2 LOAN OF GOVERNMENT FURNISHED INFORMATION/ GOVERNMENT FURNISHED EQUIPMENT (GFI/GFE)**

Refer to Section 8.4.2 for further explanation and detail.

## **8.5 STOCKTAKING**

Refer to Section 8.5 for further explanation and detail

## **8.6 SELECTION NOTICE OBSERVATION MESSAGE (SNOM)**

Refer to Chapter 8.6 of A-LM-184-001/JS-001

## **8.7 EMBODIMENT FEES**

Refer to section 8.7 of A-LM-184-001/JS-001 for further explanation and detail.

## **8.8 LOSS OR DAMAGE TO DND MATERIEL**

Refer to section 8.8 of A-LM-184-001/JS-001 for further explanation and detail.

## **8.9 SCRAP - CUSTODY & DISPOSAL**

Refer to section 8.9 of A-LM-184-001/JS-001 for further explanation and detail.

## **8.10 PACKAGING**

Refer to section 8.10 of A-LM-184-001/JS-001 for further explanation and detail.

## **8.11 REUSABLE CONTAINER**

Refer to Chapter 8.11 of the A-LM-184-001/JS-001.

## **8.12 TRANSPORTATION/SHIPMENT IDENTIFICATION/MODE OF SHIPMENT/LOSS OR DAMAGE IN TRANSIT/ GENERAL CLAIMS PROCEDURES**

Refer to Chapter 8.12 of the A-LM-184-001/JS-001 for more information

## **8.13 CUSTOMS & EXCISE**

Refer to Chapter 8.12 of the A-LM-184-001/JS-001 for more information

## **9.0 WARRANTY CONSIDERATION**

Refer to Chapter 9.0 of the A-LM-184-001/JS-001 for more information.

## **10.0 CONTRACTOR USE OF DND EQUIPMENT/PUBLICATIONS**

Refer to Chapter 10.0 of the A-LM-184-001/JS-001 for more information.

## **11.0 PUBLICATIONS**

Refer to Chapter 11 of A-LM-184-001/JS-001 for more information.

## **12.0 OFFICE SERVICES**

Refer to Ch. 12 of A-LM-184-001/JS-001 for further explanation.

## **13.0 MINUTES OF MEETINGS**

Refer to Ch. 13 of A-LM-184-001/JS-001 for further explanation.

## **14.0 PLANT SHUTDOWN/VACATION PERIOD**

Refer to Ch. 14 of A-LM-184-001/JS-001 for further explanation.

## **15.0 REPORTS**

Refer to Ch. 15 of A-LM-184-001/JS-001 for complete list of reports available to contractors.



**Mandatory Technical Requirements for Bid Evaluation  
For  
Repair and Overhaul, Warehousing and Distribution of Life Support Equipment**

**Stage 1 – Technical Evaluation**

**1.0 SCOPE:**

- 1.1 The following describes the Mandatory Technical Requirements (MTR), which will be used to evaluate all bids received for the Repair and Overhaul, Warehousing and Distribution of Life Support Equipment.

**2.0 APPLICABLE DOCUMENTS:**

- 2.1 Annex A, Statement of Work for Repair and Overhaul, Warehousing and Distribution of Life Support Equipment.

**3.0 BID REQUIREMENTS:**

- 3.1 The bidder must submit a bid which thoroughly details all requirements of Tasks 001 and 002, (Annex A, SOW for the Repair and Overhaul, Warehousing and Distribution of Life Support Equipment) as listed in Table 1.

**4.0 EVALUATION OF BIDS:**

- 4.1 The Technical Bid evaluation will be conducted by the Department of National Defence Technical Authority in accordance with Table 1.
- 4.2 The financial bid evaluation will be conducted by the Contracting Authority at Public Works and Government Services Canada (PWGSC)

Bidder Identification Number: \_\_\_\_\_

Table 1

Mandatory Technical Requirements for Task 001 (MTR) Description and Reference	Bidder Compliance Statement(s)	Compliant	Non-Compliant
<b>MTR 1:</b> The Bidder must provide an identification of all parties to the Bid, including, as applicable, all joint venture or consortia members, partners or sub-contractors that will be involved in the performance of the Work on the Bidder's behalf.			
<b>MTR 2:</b> The Bidder must provide a detailed Quality Management Plan which includes a comprehensive Quality Assurance Plan.			
<b>MTR 3: Ref: Annex B, Para 4.3.1</b> The Contractor must have within their prime location (plant) a segregated and secure temperature controlled storage/warehousing area allocated for the assigned DND life support equipment only. 4.3.1.1 This temperature and humidity levels within the designated area must be maintained as follows: a. Temperature measured at the			

<p>highest point (top storage shelf) must be between 18 and 21 degrees Celsius.</p> <p>b. Humidity measured at the lowest point (bottom storage shelf) must be between 30 and 50 percent.</p> <p><b>MTR 3 must be supported (as part of the bid) by photographs/detailed illustrations and documentation.</b></p>		
<p><b>MTR 4: Ref: Annex B, Para 4.3.2/4.3.3</b></p> <p>4.3.2 The Contractor must have within their prime location (plant) a designated work area, of a minimum of 200 square feet, i.e. (20' X 10'). The work area must be ventilated and the temperature and humidity must remain within the levels specified in para 4.3.1.1.</p> <p>4.3.3 Within the work area the contractor must have the following:</p> <p>a. Work benches and tables ergonomically suitable for their assigned staff to perform the extent of the work required. All work benches/tables must covered with a protective surface to prevent any snagging/tearing or other damage, and must also be free of harmful contaminants such as oil, grease, acids and solvents.</p> <p>b. A sink with hot/cold running water and a large bath like table where leakage (spray) testing/inspections can be performed.</p>		

<p>c. A supply of compressed oil-free and filtered air to any of the work stations where DND life support equipment is going to be serviced.</p> <p>d. A minimum of two air outlets which are controlled with valves that can supply a specific digitally metered amount of air, ensuring accurate inflation of the DND life support equipment being serviced.</p> <p>e. Drying racks made of snag free metal or wood capable of holding a minimum quantity of 100 units of life saving equipment.</p> <p>f. Vacuum extraction equipment must be used to draw all air out of the assigned equipment prior to packaging and storage.</p> <p><b>MTR 4 must be supported (as part of the bid) by photographs/detailed illustrations and documentation.</b></p>		
<p><b>MTR 5: Ref: Annex B, Para 4.3.5</b></p> <p>The Contractor must have an in-house sealing machine, capable of producing 3/8 of an inch (minimum) vacuum seals of Mil-PRF-131K, barrier materials.</p> <p><b>MTR 5 must be supported (as part of the bid) by photographs/machine specifications.</b></p>		
<p><b>MTR 6: Ref: Annex B, Para 4.3.6</b></p> <p>The Contractor must have in-house commercial type sewing machines, capable of sewing Military Specification textiles.</p>		

<b>MTR 6 must be supported (as part of the bid) by photographs/machine specifications.</b>			
<b>MTR 7: Ref: Annex B, Para 4.3.7</b> The Contractor must have in-house radio frequency (RF) welding machine/s suitable for inflatable flotation device fabrics. <b>MTR 7 must be supported (as part of the bid) by photographs/machine specifications.</b>			
<b>MTR 8: Ref: Annex B, Para 4.3.8</b> The Contractor must be ISO 9001:2008 certified. <b>MTR 8 must be supported (as part of the bid) by a copy of such certification.</b>			
<b>MTR 9: Ref: Annex B, Para 4.3.9</b> The Contractor must be Transport Canada certified as an approved maintenance organization (AMO) for Safety Equipment. <b>MTR 9 must be supported (as part of the bid) by a copy of such certification.</b>			
<b>MTR 10: Ref: Annex B, Para 4.3.10</b> The Contractor must hold a valid controlled goods certification. <b>MTR 10 must be supported (as part of the bid) by a copy of such certification.</b>			
<b>MTR 11: Ref: Annex B, Para 4.3.11</b> The Contractor must be approved for the complete servicing and recertification of EBS.			

<b>MTR 11 must be supported (as part of the bid) by a copy of such approval.</b>			
<b>MTR 12: Ref: Annex B, Para 4.3.12</b> Except for scheduled plant shutdowns and statutory holidays, the Contractor must have at least one of the assigned employees available during the normal business hours of (09:00-17:00) Eastern Standard Time which can action all normal day-to-day activities concerning this SOW. <b>MTR 12 The Bidder must provide in writing a statement of compliance to agree to the prescribed business hours.</b>			
<b>MTR 13: Ref: Annex B, Para 4.3.13</b> a. The contractor must inform the DND TA of any intention to use a design or engineering solution which may incorporate intellectual property, proprietary materials or patents, and prior to any such incorporation must provide written proof that they have been licensed or granted permission. b. All development not including any of the aforementioned (Para 4.3.13 a) completed by the contractor/s in accordance with this SOW and subsequent call-ups, shall remain the sole property of DND. <b>MTR 13 The Bidder must provide in writing a statement of</b>			

<b>compliance to agree fully to Para 4.3.13 a and Para 4.3.13 b.</b>			
<b>MTR 14 – Task 1</b> <b>Annex B, 4.1.16.2</b> The Bidder must provide in writing a statement of compliance to accept the TA's resolution in the case of: If an agreement cannot be reached between the contractor and consignor, the Contractor must request the DND Technical Authority resolve the matter.			

## **Stage 2: Financial Evaluation**

### **3.1 Mandatory Financial Evaluation Criteria**

The financial bid must be in accordance with the Basis of Payment in Part 7 and Annex D Pricing. The evaluated price of the Bid will be determined as follows:

#### **Part A – Labour Cost**

1. Determine the Labour Cost by averaging the all-inclusive hourly rates over the 5-year period for each of the following categories:
  - a. In-plant R&O;
  - b. Inspection, Repack and re-certification; and
  - c. Technical Investigation and Engineering Support (TIES).

Note – The final three (3) option periods will be negotiated, if applicable.

2. Determine the weighted cost per category: (Labour Cost per category) x (weight in %)
  - a. In-plant R&O: Average all inclusive hourly rate x 40 percent;
  - b. Inspection, Repack and Recertification: Average all inclusive hourly rate X 50 percent;
  - c. TIES: Average all inclusive hourly rate X 10 percent;

The sum of all weighed cost per category will determine the Total Cost of Part A



## **Part B – Sub-Contracting & Material Cost**

For evaluation purposes:

- The parts and material estimated amount equals 30% of the Total Cost of all three categories determined above (Total Cost for all three (3) categories X 30 percent), and;
- The Sub-contracting estimated amount equals 50% of the Total Cost of all three categories determined above (Total Cost for all three (3) categories X 50 percent)

1. The total cost of parts, and material:  
(average mark-up rate over the 5-year period) x (Parts and material estimated amount)
2. The total cost of sub-contracting is determined as follows:  
(average mark-up rate over the 5-year period) x (Sub-contracting estimated amount)
3. The sum of the total cost of sub-contracting and total cost of parts and material will determine the cost of Part B

## **Part C – Warehousing Firm Fixed Fee**

1. The sum of the total cost of all the years will determine the cost of Part C, Warehousing Firm Pricing

The sum of Part A, Part B and Part C will determine the evaluated price of the bid.

**SEE EXAMPLE OF EVALUATION GRID (Appendix 1 to C)**

Appendix 1 to ANNEX C

EXAMPLE OF EVALUATION GRID

	Year 1	Year 2	Year 3	Year 4	Year 5	Total	Weight	weighted cost
R&O Labour category	100	100	100	100	100			
Sum of yearly labour rates						500	x 40	\$20,000.00
Inspection, Repack, Recertification	100	100	100	100	100			
sum of average yearly labour rates						500	x 50	\$25,000.00
TIES Labour Category	100	100	100	100	100			
sum of average yearly labour rates						500	x 10	\$5,000.00
Total Labour Weighted cost								\$50,000.00
Mark-up on parts and Materials	20%	20%	20%	20%	20%			
Bidder's average percentage mark-up for parts and AAS							20%	
Basis of evaluation = 30% of all 3 labour category's total weighted cost: (30%*50,000.)						\$15,000		
(Average mark-up rate x Basis of evaluation)						Profit on Parts evaluation cost	\$3,000 ----->	\$3,000
Mark-up on subcontracting	10%	10%	10%	10%	10%			
Bidder's average percentage mark-up							10%	
Basis of evaluation = 50% of all 3 labour category's total weighted cost: (50%*50,000.)						\$25,000.00		
(Average mark-up rate x Basis of evaluation)						Profit on Subcontracting evaluation cost	\$2,500 ----->	\$2,500
Warehousing	1000	1000	1000	1000	1000			
Firm Annual Fee to be charged monthly in arrears								\$5,000
							Evaluated Price	\$60,500.00

## ANNEX D

**Labour Rates and Pricing Basis**

[illegible]

**CATEGORY 1:**

[illegible]

## Category 2

<b>3. Firm Hourly rates for Technical Investigation and Engineering Support (TIES).</b>								To Be Negotiated	To Be Negotiated
<b>MATERIALS, SUB-CONTRACTING, ETC.</b>									
<b>4. For Contractor Furnished Parts, and Materials</b>									
The contractor shall be paid the actual Laid Down Cost plus the firm mark-up indicated.								To Be Negotiated	To Be Negotiated
<b>5. For Repair &amp; Overhaul Sub-Contracting work.</b>									
The contractor shall be paid the actual Laid Down Cost plus the firm mark-up indicated.								To Be Negotiated	To Be Negotiated
<b>Warehousing</b>								FIRM FEE	FIRM FEE
<b>8. Warehousing will be provided as a firm annual price to be charged monthly in arrears.</b>									
								To Be Negotiated	To Be Negotiated

Department of National Defence

**Contract Data Requirements List**  
**For**  
**Repair and Overhaul, Warehousing**  
**and Distribution of Life Support**  
**Equipment**

Date:  
RDIMS # 4026110

Prepared by:  
DSSPM  
National Defence Headquarters  
Major General George R. Pearkes Building  
Ottawa, Ontario  
K1A 0K2



**NOTICE**

This documentation has been reviewed by the technical authority and does not contain controlled goods.

**AVIS**

Cette documentation a été révisée par l'autorité technique et ne contient pas de marchandises contrôlées.

## 1. Contract Data Requirements List (CDRL) Items List

The following section lists the CDRLs (Block 2 – Title or Description of Data) attached to this Annex, including their CDRL number (Block 1 – Item Number) as well as their associated Data Item Description (DID) number (Block 4 – Authority: Data Item Number):

CDRL	Title	DID
001	Quality Management Plan (QMP)	R&O-001
002	Meeting Agenda	R&O-002
003	Meeting Minutes	R&O-003
004	Action Item Report (AIR)	R&O-004
005	Stocktaking Report	R&O-005
006	Progress Report	R&O-006

## 2. CDRL Definitions

The following section defines the various blocks of information found on the CDRL forms:

### **BLOCK A – SYSTEM / ITEM**

Provides the name of the System or Item for which the CDRL applies.

### **BLOCK B – CONTRACT / RFP NUMBER**

Identifies the Contract or RFP for which the CDRL applies.

### **BLOCK C – SOW IDENTIFIER**

Identifies the SOW for which the CDRL applies.

### **BLOCK D – DATA CATEGORY**

Identifies the general category of the data for which the CDRL is being prepared.

### **BLOCK E – CONTRACTOR**

Identifies the Contractor responsible for the delivery of the CDRL.

### **BLOCK 1 – ITEM NUMBER**

The Item Number is a sequential three-digit number to uniquely identify the individual data item (CDRL number). Note that the 001-099 series is reserved to Project Management (PM) CDRLs, the 101-199 series is reserved to Systems Engineering (SE) CDRLs and the 201-299 series is reserved to Integrated Logistics Support (ILS) CDRLs.

### **BLOCK 2 – TITLE OR DESCRIPTION OF DATA**

The title of the data item being referred to in this CDRL.

### **BLOCK 3 – SUBTITLE**

This block contains the subtitle of the data item for the CDRL if the title requires further identification.

### **BLOCK 4 – AUTHORITY (DATA ITEM NUMBER)**

Indicates the Data Item Description (DID) number to which this CDRL refers.

### **BLOCK 5 – CONTRACT REFERENCE**

The specific paragraph number of the Contract Demand, Statement of Work, Request for Proposal, Specification, or other applicable document to assist in identifying the work effort associated with the data item.

**BLOCK 6 – REQUIRING OFFICE**

Identifies the technical office of primary interest responsible for defining the data requirement, reviewing, acceptance and/or approval of the data item, and ensuring the adequacy of the delivered data.

**BLOCK 7 – INSPECTION**

This block indicates the requirement for INSPECTION and ACCEPTANCE of the data. The following codes are used:

CODE	INSPECTION	ACCEPTANCE
SS	Source	Source
DD	Destination	Destination
SD	Source	Destination
DS	Destination	Source

If no applicable code is available for the data item, this block is marked as N/A.

**BLOCK 8 – APPROVAL CODE (APP CODE)**

Indicates items of critical data requiring specific advanced written approval, such as test plans, identified by placing an "A" in this field. These data may require submission of a preliminary draft prior to publication of a final document. When a preliminary draft is required, Block 16 shall show the length of time for DND approval/disapproval and when the final submission is to be delivered. Block 16 also indicates the extent of the approval requirements, e.g., approval of technical content and/or format.

If advance approval is not required, this block is marked as "N/A".

**BLOCK 9 – INPUT**

Indicates if data are the integrated results of specific inputs from associated contractors by placing an "X" in this block. Otherwise the block is left blank.

**BLOCK 10 – FREQUENCY**

This block indicates the frequency of the delivered data. The following frequency codes are used:

ANNLY	Annually
ASGEN	As generated
ASREQ	As required
BI-MO	Every 2 months
BI-WK	Every 2 weeks
DAILY	Daily
MNTHY	Monthly
ONE/R	One time with revisions
OTIME	One time
QRTLY	Quarterly
R/ASR	Revisions as required
SEMIA	Semi-annually
WKLY	Weekly

**BLOCK 11 – AS OF DATE**

For data items that are submitted only once, the "as of" date or associated constraint is indicated. The following abbreviations are used for the constraints:

ASGEN	As generated
ASREQ	As required
DACA	Days after contract award
MACA	Months after contract award
EOM	End of month
EOQ	End of quarter

If the as-of date is not applicable, leave this block blank.

**BLOCK 12 – DATE OF 1ST SUBMISSION**

The initial submission date or associated constraint for the 1st submission of the data item is indicated in this block using typical abbreviations as listed above under Block 11.

**BLOCK 13 – DATE OF SUBSEQUENT SUBMISSION / EVENT**

The date(s) of subsequent submission(s) or associated constraint(s) of the data item is indicated in this block. The abbreviations used for the constraints are as listed above under Block 11. If no subsequent submission or associated are not involved, this block is marked as "N/A".

**BLOCK 14 – DISTRIBUTION AND ADDRESSEES**

Indicates the addressees and the respective number of copies (hard copies and soft copies separately), for both the initial or original submissions (Sub-Block "Initial"), and for the final or subsequent submissions (Sub-Block "Final"), for which the data item is required.

Column A contains addresses. The number of initial hard and soft copies for each addressee (as applicable) is indicated in Column B – INITIAL – Hard Copy and Column B – FINAL – Soft Copy.

**BLOCK 15 – TOTAL**

Indicates the total number of copies (hard copies and soft copies separately) required for both the original submission and for the final submission.

**BLOCK 16 – REMARKS**

Provides additional or clarifying information. Where other blocks refer to Block 16 – Remarks, then the associated block number is indicated with the information, and a "See Block 16" note would be entered in the referring block.

**BLOCKS 17 – 19**

These blocks are for Contractor input as required as part of the RFP or Contract. These blocks are not used by TA.

**BLOCK – PREPARED BY**

This block identifies the CDRL originator's name and designation.

**BLOCK – DATE**

This block indicates the date of the CDRL approval.

**BLOCK – APPROVED BY**

This block contains the identification information, such as name and designation, of the person approving the CDRL.

### 3. Date Calculations

Delivery dates are generally expressed in working days or calendar months, and are to be calculated as follows:

*Working days* excludes weekends and the following designated holidays (based on CFAO 16-1 Annex A):

- New Year's Day,\*
- Good Friday,
- Easter Monday,
- Victoria Day (the Monday on or immediately preceding 24 May),
- Canada Day (1 Jul),\*
- Labour Day (first Monday in September),
- Thanksgiving Day (second Monday in October),
- Remembrance Day (11 Nov);\* and
- Christmas and Boxing Days.\*\*

Note: When a holiday marked with an asterisk (\*) falls on a weekend, the following Monday will be taken as the designated holiday. When Christmas Day (\*\*) falls on a Saturday, the following Monday and Tuesday will be taken as the designated Christmas/Boxing Day holidays.

*Months* are based on date, e.g., the 15th to the 15th. When counting from the end of a month with more days than the target month, the due date will be the first day of the following month. For example, one month after 31 Jan is 1 Mar.

In all cases if the due date falls on a weekend or holiday, the deliverable shall be due the following working day.



CONTRACT DATA REQUIREMENTS LIST ITEM												
A. SYSTEM / ITEM <b>Repair and Overhaul, Warehousing and Distribution of Life Support Equipment</b>					B. CONTRACT / RFP NUMBER TBD							
C. SOW IDENTIFIER <b>R&amp;O SOW</b>			D. DATA CATEGORY <b>Management Data</b>			E. CONTRACTOR TBD						
1. ITEM NUMBER <b>CDRL 001</b>			2. TITLE OR DESCRIPTION OF DATA <b>Quality Management Plan (QMP)</b>			3. SUBTITLE N/A						
4. AUTHORITY (Data Item Number) <b>R&amp;O-001</b>			5. CONTRACT REFERENCE Annex A - R&O SOW Para 3.11.1			6. REQUIRING OFFICE <b>DND TA</b>						
7. INSPECTION <b>DD</b>	9. INPUT		10. FREQUENCY <b>ONE/R</b>	12. DATE OF 1st SUBMISSION <b>Bid Closing</b>		14. DISTRIBUTION and ADDRESSEES						
8. APP CODE N/A			11. AS OF DATE See Block 16	13. DATE OF SUBSEQUENT SUBMISSION / EVENT R/ASR		A. ADDRESS		B. COPIES				
								INITIAL		FINAL		
								Hard Copy	Soft Copy	Hard Copy	Soft Copy	
16. REMARKS Block 11: The proposed QMP will be reviewed during the Kick-off meeting.						PWGSC CA			1	1	1	
						DND TA			1	1	1	
						DND PA			1	1	1	
PREPARED BY <b>DSSPM</b>			DATE		APPROVED BY							
17. CONTRACT FILE / DOCUMENT NUMBER			18. ESTIMATED NO OF PAGES		19. ESTIMATED PRICE \$		15. TOTAL		0	3	3	3

CONTRACT DATA REQUIREMENTS LIST ITEM										
A. SYSTEM / ITEM <b>Repair and Overhaul, Warehousing and Distribution of Life Support Equipment</b>					B. CONTRACT / RFP NUMBER TBD					
C. SOW IDENTIFIER <b>R&amp;O SOW</b>			D. DATA CATEGORY <b>Management Data</b>		E. CONTRACTOR TBD					
1. ITEM NUMBER <b>CDRL 002</b>			2. TITLE OR DESCRIPTION OF DATA <b>Meeting Agenda</b>		3. SUBTITLE N/A					
4. AUTHORITY (Data Item Number) <b>R&amp;O-002</b>			5. CONTRACT REFERENCE <b>Annex A - R&amp;O SOW Para 3.6.2</b>		6. REQUIRING OFFICE <b>DND TA</b>					
7. INSPECTION <b>DD</b>	9. INPUT		10. FREQUENCY <b>ASREQ</b>	12. DATE OF 1st SUBMISSION See Block 16	14. DISTRIBUTION and ADDRESSEES					
8. APP CODE N/A			11. AS OF DATE N/A	13. DATE OF SUBSEQUENT SUBMISSION / EVENT See Block 16	A. ADDRESS		B. COPIES			
							INITIAL		FINAL	
							Hard Copy	Soft Copy	Hard Copy	Soft Copy
16. REMARKS Block 12: A preliminary Meeting Agenda shall be submitted for review no later than ten (10) working days prior to each meeting. Block 13: A revised Meeting Agenda, addressing the comments from DND, shall be tabled at the beginning of the meeting and distributed to all attendees. Response Time: DND will provide comments on the Meeting Agenda, including additions or deletions of discussion items, within five (5) working days of receipt.					PWGSC CA			1		1
					DND TA			1		1
					DND PA			1		1
PREPARED BY <b>DSSPM</b>			DATE	APPROVED BY						
17. CONTRACT FILE / DOCUMENT NUMBER			18. ESTIMATED NO OF PAGES	19. ESTIMATED PRICE \$		15. TOTAL	0	3		3

CONTRACT DATA REQUIREMENTS LIST ITEM												
A. SYSTEM / ITEM <b>Repair and Overhaul, Warehousing and Distribution of Life Support Equipment</b>					B. CONTRACT / RFP NUMBER <b>TBD</b>							
C. SOW IDENTIFIER <b>R&amp;O SOW</b>			D. DATA CATEGORY <b>Management Data</b>			E. CONTRACTOR <b>TBD</b>						
1. ITEM NUMBER <b>CDRL 003</b>			2. TITLE OR DESCRIPTION OF DATA <b>Meeting Minutes</b>			3. SUBTITLE <b>N/A</b>						
4. AUTHORITY (Data Item Number) <b>R&amp;O-003</b>			5. CONTRACT REFERENCE <b>Annex A - R&amp;O SOW Para 3.6.2</b>			6. REQUIRING OFFICE <b>DND TA</b>						
7. INSPECTION <b>DD</b>	9. INPUT		10. FREQUENCY <b>ASREQ</b>	12. DATE OF 1st SUBMISSION <b>See Block 16</b>		14. DISTRIBUTION and ADDRESSEES						
8. APP CODE <b>A</b>			11. AS OF DATE <b>N/A</b>	13. DATE OF SUBSEQUENT SUBMISSION / EVENT <b>See Block 16</b>		A. ADDRESS		B. COPIES				
								INITIAL		FINAL		
								Hard Copy	Soft Copy	Hard Copy	Soft Copy	
16. REMARKS Block 12: Draft Meeting Minutes shall be submitted for review within three (10) working days following each meeting. Block 13: The revised Meeting Minutes, addressing the comments from DND, shall be submitted for approval within five (5) working days of receipt of comments. Response Time: PWGSC and DND will provide comments on the meeting minutes within eight (8) working days of receipt.						<b>PWGSC CA</b>			<b>1</b>	<b>1</b>	<b>1</b>	
						<b>DND TA</b>			<b>1</b>	<b>2</b>	<b>1</b>	
						<b>DND PA</b>				<b>1</b>		
PREPARED BY <b>DSSPM</b>			DATE		APPROVED BY							
17. CONTRACT FILE / DOCUMENT NUMBER			18. ESTIMATED NO OF PAGES		19. ESTIMATED PRICE <b>\$</b>		15. TOTAL		<b>0</b>	<b>2</b>	<b>4</b>	<b>2</b>

CONTRACT DATA REQUIREMENTS LIST ITEM											
A. SYSTEM / ITEM <b>Repair and Overhaul, Warehousing and Distribution of Life Support Equipment</b>					B. CONTRACT / RFP NUMBER TBD						
C. SOW IDENTIFIER <b>R&amp;O SOW</b>			D. DATA CATEGORY <b>Management Data</b>			E. CONTRACTOR TBD					
1. ITEM NUMBER <b>CDRL 004</b>			2. TITLE OR DESCRIPTION OF DATA <b>Action Item Report (AIR)</b>			3. SUBTITLE N/A					
4. AUTHORITY (Data Item Number) <b>R&amp;O-004</b>			5. CONTRACT REFERENCE <b>Annex A - R&amp;O SOW Para 3.6.2</b>			6. REQUIRING OFFICE <b>DND TA</b>					
7. INSPECTION <b>SD</b>	9. INPUT		10. FREQUENCY <b>ASREQ</b>	12. DATE OF 1st SUBMISSION <b>ASREQ</b>		14. DISTRIBUTION and ADDRESSEES					
8. APP CODE <b>A</b>			11. AS OF DATE <b>N/A</b>	13. DATE OF SUBSEQUENT SUBMISSION / EVENT <b>Monthly updates</b>		A. ADDRESS		B. COPIES			
								INITIAL		FINAL	
								Hard Copy	Soft Copy	Hard Copy	Soft Copy
16. REMARKS						<b>PWGSC CA</b>			<b>1</b>	<b>1</b>	<b>1</b>
						<b>DND TA</b>			<b>1</b>	<b>1</b>	<b>1</b>
						<b>DND PA</b>			<b>1</b>	<b>1</b>	<b>1</b>
PREPARED BY <b>DSSPM</b>			DATE		APPROVED BY						
17. CONTRACT FILE / DOCUMENT NUMBER			18. ESTIMATED NO OF PAGES		19. ESTIMATED PRICE \$		15. TOTAL		<b>0</b>	<b>3</b>	<b>3</b>

CONTRACT DATA REQUIREMENTS LIST ITEM										
A. SYSTEM / ITEM <b>Repair and Overhaul, Warehousing and Distribution of Life Support Equipment</b>					B. CONTRACT / RFP NUMBER TBD					
C. SOW IDENTIFIER <b>R&amp;O SOW</b>			D. DATA CATEGORY <b>Management Data</b>			E. CONTRACTOR TBD				
1. ITEM NUMBER <b>CDRL 005</b>			2. TITLE OR DESCRIPTION OF DATA <b>Stocktaking Report</b>			3. SUBTITLE N/A				
4. AUTHORITY (Data Item Number) <b>R&amp;O-005</b>			5. CONTRACT REFERENCE <b>Annex A - R&amp;O SOW Para 4.1.13</b>			6. REQUIRING OFFICE <b>DND TA</b>				
7. INSPECTION <b>SD</b>	9. INPUT		10. FREQUENCY <b>QTRLY</b>	12. DATE OF 1st SUBMISSION <b>N/A</b>		14. DISTRIBUTION and ADDRESSEES				
8. APP CODE <b>N/A</b>			11. AS OF DATE <b>See Block 16</b>	13. DATE OF SUBSEQUENT SUBMISSION / EVENT <b>N/A</b>		A. ADDRESS		B. COPIES		
								INITIAL		FINAL
						Hard Copy		Soft Copy		
16. REMARKS <b>Block 11: The initial report will be filed within 10 days of contract award.</b>					<b>PWGSC CA</b>			<b>1</b>		<b>1</b>
					<b>DND TA</b>			<b>1</b>		<b>1</b>
					<b>DND PA</b>			<b>1</b>		<b>1</b>
PREPARED BY <b>DSSPM</b>			DATE		APPROVED BY					
17. CONTRACT FILE / DOCUMENT NUMBER			18. ESTIMATED NO OF PAGES		19. ESTIMATED PRICE \$		15. TOTAL			<b>3</b>
								<b>3</b>		<b>3</b>

CONTRACT DATA REQUIREMENTS LIST ITEM										
A. SYSTEM / ITEM <b>Repair and Overhaul, Warehousing and Distribution of Life Support Equipment</b>					B. CONTRACT / RFP NUMBER TBD					
C. SOW IDENTIFIER <b>R&amp;O SOW</b>			D. DATA CATEGORY <b>Management Data</b>			E. CONTRACTOR TBD				
1. ITEM NUMBER <b>CDRL 006</b>			2. TITLE OR DESCRIPTION OF DATA <b>Progress Report</b>			3. SUBTITLE N/A				
4. AUTHORITY (Data Item Number) <b>R&amp;O-006</b>			5. CONTRACT REFERENCE <b>Annex A - R&amp;O SOW Para 4.1.13</b>			6. REQUIRING OFFICE <b>DND TA</b>				
7. INSPECTION <b>SD</b>	9. INPUT		10. FREQUENCY <b>QTRLY</b>	12. DATE OF 1st SUBMISSION <b>N/A</b>		14. DISTRIBUTION and ADDRESSEES				
8. APP CODE <b>N/A</b>			11. AS OF DATE <b>N/A</b>	13. DATE OF SUBSEQUENT SUBMISSION / EVENT <b>N/A</b>		A. ADDRESS		B. COPIES		
								INITIAL		FINAL
						Hard Copy		Soft Copy		
						Hard Copy		Soft Copy		
16. REMARKS					<b>PWGSC CA</b>			<b>1</b>		<b>1</b>
					<b>DND TA</b>			<b>1</b>		<b>1</b>
					<b>DND PA</b>			<b>1</b>		<b>1</b>
PREPARED BY <b>DSSPM</b>			DATE		APPROVED BY					
17. CONTRACT FILE / DOCUMENT NUMBER			18. ESTIMATED NO OF PAGES		19. ESTIMATED PRICE \$		15. TOTAL			<b>3</b>
								<b>3</b>		<b>3</b>

Department of National Defence

# Data Item Descriptions For Repair and Overhaul, Warehousing and Distribution of Life Support Equipment

Requisition Number:  
**DND Document #**

Date:  
RDIMS #4026109

Prepared by:  
DSSPM  
National Defence Headquarters  
Major General George R. Pearkes Building  
Ottawa, Ontario  
K1A 0K2



## NOTICE

This documentation has been reviewed by the technical authority and does not contain controlled goods.

## AVIS

Cette documentation a été révisée par l'autorité technique et ne contient pas de marchandises contrôlées.

## 1. List of Data Item Description (DIDs)

The following section lists the Data Item Description (DIDs) (Block 1 – Title) attached to Appendix 3 of Annex A, including their DID number (Block 2 – Identification Number) as well as their associated calling Contract Data Requirements List (CDRL) number:

DID	Title	CDRL
R&O-001	Quality Management Plan (QMP)	001
R&O-002	Meeting Agenda	002
R&O-003	Meeting Minutes	003
R&O-004	Action Item Report (AIR)	004
R&O-005	Stocktaking Report	005
R&O-006	Progress Report	006

## 2. Data Item Description (DID) Definitions

The following defines the various blocks of information found on the DID forms:

### BLOCK 1 – TITLE

The title of the data item for the DID.

### BLOCK 2 – IDENTIFICATION NUMBER

The DID number, consisting of a sequential three-digit number and prefixed with an abbreviation code, to uniquely identify the DID. Note that the 001-099 series is reserved to Project Management (PM) DIDs, the 101-199 series is reserved to Systems Engineering (SE) DIDs and the 201-299 series is reserved to Integrated Logistics Support (ILS) DIDs. The abbreviation codes used for the prefix are:

“PM” for Project Management

“SE” for Systems Engineering

“ILS” for Integrated Logistics Support

### BLOCK 3 – DESCRIPTION

Provides a general description of the data content requirements.

### BLOCK 4 – APPROVAL DATE

Indicates the date of the originator's approval of the DID.

### BLOCK 5 – OFFICE OF PRIMARY INTEREST (OPI)

The office of primary interest for the review, acceptance and/or approval of the data item.

### BLOCK 6 – GIDEP APPLICABLE

An “X” indicates that the data is to be submitted by a Government organization or the Contractor to the Government/Industry Data Exchange Program (GIDEP). Otherwise the block is left blank.

### BLOCK 7 – APPLICATION / INTERRELATIONSHIP

Provides the application details and interrelationship of the data item to other DIDs or documents.



**BLOCK 8 – ORIGINATOR**

Indicates the originator's office responsible for the DID. Typically reviews data items prior to their acceptance/approval and provides recommendations to the OPI.

**BLOCK 9 – APPLICABLE FORMS**

Indicates any form associated with the DID.

**BLOCK 10 – PREPARATION INSTRUCTIONS**

Provides the preparation instructions, including format and content requirements for the data.

DATA ITEM DESCRIPTION		
1. TITLE <b>Quality Management Plan (QMP)</b>		2. IDENTIFICATION NUMBER <b>R&amp;O-001</b>
3. DESCRIPTION The Quality Management Plan must present the Contractor's detailed plan to establish and monitor the appropriate Quality Indicators necessary to meet the requirements of the contract.		
4. APPROVAL DATE	5. OFFICE OF PRIMARY INTEREST <b>DND / DGLEPM / DSSPM</b>	6. GIDEP APPLICABLE
7. APPLICATION / INTERRELATIONSHIP This DID outlines the format, content and preparation instructions for the data product generated by the specific and discrete task requirements as delineated in the Contract.		
8. ORIGINATOR <b>DND / DGLEPM / DSSPM</b>	9. APPLICABLE FORMS	
<b>10. PREPARATION INSTRUCTIONS - INSTRUCTIONS SUR LA PRÉSENTATION DES DONNÉES</b> <b>10.1. Source Document</b> <b>10.1.1.</b> The applicable issue of the cited documents, including their approval dates, and dates of any applicable amendments and revisions shall be as specified in the Contract. <b>10.2. Format</b> <b>10.2.1.</b> The Quality Management Plan shall be in the Contractor's format and as further described. <b>10.3. Content</b> <b>10.3.1.</b> The Quality Management Plan (QMP) must be prepared in accordance with the most recent version of ISO 9001, "Quality Management Systems – Requirements". The QMP must describe how the Contractor will conform to the specified quality requirements of the contract and specify how the quality assurance activities will be carried out, including quality assurance activities of sub-contractors. The QMP must include a traceability matrix from the elements of the specified quality requirements to the corresponding paragraphs in the QMP. <b>10.3.2.</b> The Contractor must make appropriate amendments to the QMP throughout the term of the contract to reflect current and planned quality assurance activities.		

DATA ITEM DESCRIPTION		
1. TITLE <b>Meeting Agenda</b>		2. IDENTIFICATION NUMBER <b>R&amp;O-002</b>
3. DESCRIPTION Meeting Agendas set the venue and identify the items to be discussed at meetings.		
4. APPROVAL DATE	5. OFFICE OF PRIMARY INTEREST DND / DGLEPM / DSSPM	6. GIDEP APPLICABLE
7. APPLICATION / INTERRELATIONSHIP This Data Item Description (DID) outlines the format, content and preparation instructions for the data product generated by the specific and discrete task requirements as delineated in the Contract.		
8. ORIGINATOR DND / DGLEPM / DSSPM	9. APPLICABLE FORMS	
10. PREPARATION INSTRUCTIONS 10.1 FORMAT 10.1.1 The Meeting Agenda shall be in the Contractor's format. 10.2 CONTENT 10.2.1 The Meeting Agenda shall identify the venue and list the discussion items to be covered at the meeting. 10.2.1.1 Venue Elements. The Meeting Agenda shall address the following elements venue as follows: <ul style="list-style-type: none"> <li>a. Meeting Identification Number;</li> <li>b. Purpose;</li> <li>c. Coordinating instructions (such as date, time and location); and</li> <li>d. Attendees.</li> </ul> 10.2.1.2 Discussion items. The Meeting Agenda shall address the discussion items through the following sections: <ul style="list-style-type: none"> <li>a. Opening Remarks;</li> <li>b. Agenda Review;</li> <li>c. Review of Previous Minutes;</li> <li>d. Opened Discussion Items;</li> <li>e. New Discussion Items;</li> <li>f. Review of Action Items;</li> <li>g. Next Venue; and</li> <li>h. Closing Remarks.</li> </ul>		

DATA ITEM DESCRIPTION		
1. TITLE <b>Meeting Minutes</b>		2. IDENTIFICATION NUMBER <b>R&amp;O-003</b>
3. DESCRIPTION Meeting Minutes consist of the detailed records of proceedings, discussions, decisions and action items from meetings.		
4. APPROVAL DATE	5. OFFICE OF PRIMARY INTEREST DND / DGLEPM / DSSPM	6. GIDEP APPLICABLE
7. APPLICATION / INTERRELATIONSHIP This Data Item Description (DID) outlines the format, content and preparation instructions for the data product generated by the specific and discrete task requirements as delineated in the Contract.		
8. ORIGINATOR DND / DGLEPM / DSSPM	9. APPLICABLE FORMS	
10. PREPARATION INSTRUCTIONS 10.1 FORMAT 10.1.1 The Meeting Minutes shall be in the Contractor's format. 10.2 CONTENT 10.2.1 The Meeting Minutes shall contain the detailed records of proceedings, discussions, decisions and action items from the meeting. The detailed records shall be presented through the following sections: <ul style="list-style-type: none"> <li>a. General - including meeting identification number, purpose, date, time and location;</li> <li>b. Attendees;</li> <li>c. Opening Remarks;</li> <li>d. Agenda Review;</li> <li>e. Review of previous Minutes;</li> <li>f. Discussion Items - Including a summary record of proceedings, discussions, decisions, information addressees, action addressees and action completion date, for each item;</li> <li>g. Next Venue;</li> <li>h. Closing Remarks; and</li> <li>i. Signatures of Contractor's Project Manager and signatures of the PWGSC CA and the DND PM.</li> </ul>		

DATA ITEM DESCRIPTION		
1. TITLE <b>Action Item Report (AIR)</b>		2. IDENTIFICATION NUMBER <b>R&amp;O-004</b>
3. DESCRIPTION The AIR provides itemized, dated and up-to-date records of all approved Contractor, Public Works and Government Services Canada (PWGSC) and DND action items.		
4. APPROVAL DATE	5. OFFICE OF PRIMARY INTEREST DND / DGLEPM / DSSPM	6. GIDEP APPLICABLE
7. APPLICATION / INTERRELATIONSHIP This Data Item Description (DID) outlines the format, content and preparation instructions for the data product generated by the specific and discrete task requirements as delineated in the Contract.		
8. ORIGINATOR DND / DGLEPM / DSSPM		9. APPLICABLE FORMS
10. PREPARATION INSTRUCTIONS		
10.1 FORMAT		
10.1.1 The AIR shall be in the Contractor's format using DND compatible software – approved by the DND PM and generated from a searchable, structured issue tracking file used to maintain a repository of historical information for the duration of the Contract.		
10.2 CONTENT		
10.2.1 The AIR shall contain the itemized, dated and up-to-date records of all approved Contractor, PWGSC and DND action items, and include the following data:		
a. Action item ID and Title;		
b. Description;		
c. Traceability to primary document, meeting minutes, report or activity;		
d. Date opened;		
e. Action addressee(s);		
f. Status;		
g. Date required to be closed;		
h. Date closed; and		
i. Resolution.		

DATA ITEM DESCRIPTION		
1. TITLE <b>Stocktaking Report</b>		2. IDENTIFICATION NUMBER <b>R&amp;O-005</b>
3. DESCRIPTION Stocktaking Reports shall describe the type and quantity of stock on hand at the time of the report.		
4. APPROVAL DATE	5. OFFICE OF PRIMARY INTEREST DND / DGLEPM / DSSPM	6. GIDEP APPLICABLE
7. APPLICATION / INTERRELATIONSHIP This Data Item Description (DID) outlines the format, content and preparation instructions for the data product generated by the specific and discrete task requirements as delineated in the Contract.		
8. ORIGINATOR DND / DGLEPM / DSSPM	9. APPLICABLE FORMS	
10. PREPARATION INSTRUCTIONS		
10.1 SOURCE DOCUMENT		
10.1.1 Samples of these reports are contained within DND A-LM-184-001-JS-001. Upon request, the reports can be modified with consultation and approval of the DND TA, PA and PWGSC CA.		
10.2 FORMAT		
10.2.1 Stocktaking Reports shall be in the Contractor's format.		
10.3 CONTENT		
10.3.1 Stocktaking Reports shall contain the following minimum information:		
a. Item and identification number;		
b. Quantity on hand;		
c. Ownership (DND or Contractor) of the item;		
d. Refurbished or New; and		
e. Any other relevant data.		

DATA ITEM DESCRIPTION		
1. TITLE <b>Progress Report</b>		2. IDENTIFICATION NUMBER <b>R&amp;O-006</b>
3. DESCRIPTION Progress Reports shall describe the type and quantity of items that have been processed at the time of the report.		
4. APPROVAL DATE	5. OFFICE OF PRIMARY INTEREST DND / DGLEPM / DSSPM	6. GIDEP APPLICABLE
7. APPLICATION / INTERRELATIONSHIP This Data Item Description (DID) outlines the format, content and preparation instructions for the data product generated by the specific and discrete task requirements as delineated in the Contract.		
8. ORIGINATOR DND / DGLEPM / DSSPM	9. APPLICABLE FORMS	
10. PREPARATION INSTRUCTIONS		
10.1 SOURCE DOCUMENT		
10.1.1 Samples of these reports are contained within DND A-LM-184-001-JS-001. Upon request, the reports can be modified with consultation and approval of the DND TA, PA and PWGSC CA.		
10.2 FORMAT		
10.2.1 Progress Reports shall be in the Contractor's format.		
10.3 CONTENT		
10.3.1 Progress Reports shall contain the following minimum information:		
a. Item Quantities received;		
b. Item Quantities shipped;		
c. Items Repaired and Overhauled;		
d. Items reduced to spares;		
e. Items disposed of; and		
f. Any other relevant data.		

DND 626 (01-05)



**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.

## Annex H

### Federal Contractors Program for Employment Equity - Certification

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

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

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

Complete both A and B.

A. Check only one of the following:

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

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

OR

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

B. Check only one of the following:

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

OR

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