



**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**

**Armoured Vehicles - Life Extension/Prolongation de vie,  
véhicules blindés**

**11 Laurier St./11, rue Laurier**

**Place du Portage Phase III 6C1**

**Gatineau**

**Québec**

**K1A 0S5**

<b>Title - Sujet</b> Adjustable Tow Bar Kit		
<b>Solicitation No. - N° de l'invitation</b> W8476-175502/B		<b>Date</b> 2016-09-29
<b>Client Reference No. - N° de référence du client</b> W8476-175502		
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$\$BL-266-25998		
<b>File No. - N° de dossier</b> 266bl.W8476-175502	<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 2016-11-09</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 checked="" type="checkbox"/> <b>Destination:</b> <input type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>		
<b>Address Enquiries to: - Adresser toutes questions à:</b> Cormier, Jessica		<b>Buyer Id - Id de l'acheteur</b> 266bl
<b>Telephone No. - N° de téléphone</b> (873) 469-4774 ( )		<b>FAX No. - N° de FAX</b> (819) 956-0648
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> Specified Herein Précisé dans la présente		

**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>

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**REQUEST FOR PROPOSAL  
FOR THE  
ADJUSTABLE TOW BAR (ATB) KIT  
W8476-175502/B**

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## PART 1 - GENERAL INFORMATION

### 1. Introduction

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

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Bidder Instructions: provides the instructions, clauses and conditions applicable to the bid solicitation;
- Part 3 Bid Preparation Instructions: provides bidders with instructions on how to prepare their bid;
- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria that must be addressed in the bid, and the basis of selection;
- Part 5 Certifications: includes the certifications to be provided;
- Part 6 Security, Financial and Other Requirements: includes specific requirements that must be addressed by bidders; and
- Part 7 Resulting Contract Clauses: includes the clauses and conditions that will apply to any resulting contract.

The Annexes include the Statement of Work, the Basis of Payment, and any other annexes.

### 2. Summary

- (i) The Department of National Defence (DND) has a requirement to procure a maximum of 208 Adjustable Tow Bar (ATB) Kits for the Light Armoured Vehicle (LAV) and Armoured Fighting Vehicles (AFV) fleet of vehicles. The proposed Contractor must provide the ATB Kit in accordance with the Requirement at Annex "A" and its appendices.
- (ii) This requirement does not include a requirement in terms of resources nor timeline for design, development or testing. The items must be a proven technology, which has been designed, tested and trialed on a Military vehicle. As part of the Technical Bid, the Bidder must provide two (2) samples of the proposed ATB Kit at no cost to Canada.
- (iii) There is no security requirement applicable to this Contract.
- (iv) Bidders must provide a list of names, or other related information as needed, pursuant to section 01 of Standard Instructions 2003 (2016-04-04) Goods or Services - Competitive Requirements.
- (v) 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).

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- (vi) There is a Federal Contractors Program (FCP) for employment equity requirement associated with this procurement; see Part 5 - Certifications, Part 7 - Resulting Contract Clauses and the **ANNEX "C"** named Federal Contractors Program for Employment Equity - Certification.

### 3. Debriefings

Bidders may request a debriefing on the results of the bid solicitation process. Bidders should make the request to the Contracting Authority within five (5) working days of receipt of the results of the bid solicitation process. The debriefing may be in writing, by telephone or in person.

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## 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](https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual) (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

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

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

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

Delete: sixty (60) days

Insert: one-hundred-twenty (120) days

#### 1.2 SACC Manual Clauses

B1000T	2014/06/26	Condition of Material - Bid
C3011T	2013/11/06	Exchange Rate Fluctuation

### 2. Note to Bidders

- a) This Request for Proposal, (RFP), is structured so that it will be similar to any resulting Contract. As such the words "Contract" and "Contractor" are to be read as "any resulting Contract" and "proposed Contractor" respectively.
- b) Changes to proposals will not be accepted after the solicitation closing date.
- c) There will be no direct payment by Canada for any costs incurred in the preparation and submission of proposals resulting from this RFP.
- d) Respondents to the RFP will be required to include two (2) samples at bid closing as part of their Technical Bid.
  - i) Canada will not be responsible for any damage or alterations to any samples as a result of the evaluation and testing.
  - ii) The samples from the successful Bidder will be retained by Canada as part of the requirement as detailed in Part 1 – article 2 (i).
  - iii) The samples will be returned to the unsuccessful Bidders upon written request to the Contracting Authority. Such request must be made within 30 days of Award Notice.

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### 3. Submission of Bids

- 3.1** Paper proposals must be submitted ONLY TO PUBLIC WORKS AND GOVERNMENT SERVICES CANADA (PWGSC) BID RECEIVING UNIT by the date, time and place indicated on page 1 of the Request for Proposal.

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

- 3.2** The samples ATB Kits must be delivered by bid closing to the following address:

Department of National Defence  
45 Sacré-Coeur Blvd  
QETE Warehouse  
Ramp 8, Room C-1113  
Gatineau QC J8X 1C6 Canada  
Attention: Mike Vallee 819-939-9083

Shipment packaging and labelling of the ATB Kit samples are to be to the highest manufacturer's standard for the mode of transportation utilized, to ensure safe arrival at final destination. The exterior package is to be clearly marked as a minimum with the following information: consignee and address, solicitation number, project name, number of pieces. The requested two (2) samples are to be packed as individual sets, whenever possible. The contents of each interior package are to be clearly indicated by label or tag showing the item number, quantity and bidder's name.

### 4. Enquiries - Bid Solicitation

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

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

### 5. Applicable Laws

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

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



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**6. Basis of Payment**

Price for the ATB Kit is to be a firm unit price in Canadian Free Carrier Loaded (FCA) at Contractor's facility, as per Incoterms 2000. Custom duties excluded and the amount of all applicable taxes is/are to be shown as separate items.

**7. Delivery**

Delivery of the equipment is preferred by as follows:

First eight (8) units: within three (3) months of Contract Award date  
Remaining units: within six (6) months of Contract Award date

While delivery is preferred by Canada as indicated above, the best delivery that could be offered is:

Bidders are required to specify their proposed delivery date and delivery schedule for the ATB Kits.

Bidders can propose a different quantity breakdown and schedule for the ATB Kits.

First \_\_\_\_ units: within \_\_\_\_ of Contract Award date  
Remaining units: within \_\_\_\_ of Contract Award date

**8. Traceability**

Items offered must not be identified as being produced by a NATO Supply Code for Manufacturer (NSCM) unless produced by that manufacturer or its accredited manufacturer/supplier. **It is the bidder's responsibility** to ensure that they and/or their supplier are legally entitled to manufacture the parts which are being offered.

**9. Foreign Suppliers (Applicable Taxes)**

Any contracts that call for delivery outside Canada awarded to foreign suppliers should not include the Applicable Taxes.

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### PART 3 - BID PREPARATION INSTRUCTIONS

#### 1. Bid Preparation Instructions

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

Section I:	Technical Bid	( <u>5</u> hard copies)
Section II:	Financial Bid	( <u>1</u> hard copy)
Section III:	Certifications	( <u>1</u> hard copy)

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

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

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

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

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

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

#### Section I: Technical Bid

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.

As part of their Technical Bid, the Bidder must:

- Complete and submit Appendix 1, 2 and 4 to Part 4
- Provide two (2) samples of the proposed ATB Kit at no cost to Canada.
- Draft Project Master Schedule, in accordance with Appendix 4 to Annex A: Data Requirements, Project Master Schedule and Equipment Delivery Schedule CDRL 1003, DID-PM-02

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## **Section II: Financial Bid**

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

## **Section III: Certifications**

Bidders must submit the certifications required under Part 5.

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## PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

### 1.1 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 and General Dynamics Land Systems Canada (GDLS-C) will evaluate the bids.

### 1.2 Technical Evaluation

The technical evaluation is comprised of the following phases:

Phase 1: Evaluation of Mandatory Technical Criteria

Phase 2: Test and Evaluation

#### 1.2.1 PHASE 1: Evaluation of Mandatory Technical Criteria

- a) Phase 1 will evaluate whether the bids meet Mandatory Technical Evaluation Criteria.
- b) All mandatory technical criteria in Phase 1 is at **Appendix 1 to Part 4 - Technical Evaluation Criteria Compliance Matrix**.
  - i) Bidders must provide the reference to the location in their Bids where they demonstrate that a requirement is met on the Appendix 1 to part 4.
  - ii) Verification Methods: The Appendix 1 to Part 4 indicates which verification method will be used to evaluate each mandatory technical requirement. The verification methods employed in the evaluation of mandatory technical requirements listed in the Appendix 1 to Part 4 are as follows:
    - Analysis: Analysis is a method of verification that requires completed tests, established technical evaluation, mathematical models, simulations, algorithms, calculations, charts, graphs, representative data, or other scientific principles and procedures to provide evidence that demonstrates that a requirement is met.
    - Certification: Certification is a method of verification that utilizes already existing, previously completed, detailed and customer approved products or qualification tests, e.g. manufacturer product specification or procedures and results, for products or components of products to provide evidence that demonstrates that the requirement is met (such as user trials).
- c) If all the mandatory technical criteria required above are met, the bid will be deemed responsive in Phase 1. If one or more mandatory criteria are not met, the bid will be deemed non-responsive.
- d) Bids that have been deemed responsive in Phase 1 will continue to Phase 2. Bids that have been deemed non responsive in Phase 1 will not continue to Phase 2.

e) Submission of a Sample

As part of the technical bid, the Bidder must provide two (2) samples of the proposed ATB Kit at no cost to Canada. The two samples must be identical and represent the product that is intended to be supplied should that Bidder win the contract. The samples must be delivered no later than 14:00 hours Eastern Standard Time (EST) on the day of RFP closure. Should the Bidder fail to deliver the ATB Kits under Phase 1 of the RFP, the Bidder will be found non-compliant.

**1.2.2 PHASE 2: Test and Evaluation**

- a) Phase 2 will evaluate the Bidders' proposed ATB Kit in accordance with the Test Plan (Appendix 3 to Part 4) in order to assess whether it meets the technical evaluation criteria listed in the Test and Evaluation Matrix (Appendix 2 to Part 4) in a manner that satisfies each technical evaluation criterion's respective verification method.
- b) Phase 2 will confirm that the Bidders' proposed ATB Kit meets the mandatory technical criteria listed in the Test and Evaluation Matrix (Appendix 2 to Part 4) If all mandatory technical criteria are met, the bid will be deemed responsive in Phase 2. If one or more mandatory criteria are not met, the bid will be deemed non-responsive.
- c) Concurrently, Phase 2 will evaluate whether the bids meet any of the rated technical criteria. There is no minimum score for rated technical evaluation criteria that bids must meet during Phase 2.
- d) However, the ATB Kits delivered under the Contract must meet all mandatory technical evaluation criteria and all rated technical evaluation criteria listed in the Test and Evaluation Matrix as mandatory upon contract award, as per Appendix 2 to Part 4.
- e) Verification Methods: The Test and Evaluation Matrix indicates which verification method will be used to evaluate each mandatory and rated technical requirement. In addition to Certification, the verification methods employed in the evaluation of mandatory and rated technical requirements listed in the Test and Evaluation Matrix are as follows:
  - i) Inspection: Inspection is a method of verification consisting of investigation or examination of items, without the use of special laboratory equipment or procedures, to determine conformance to those specified requirements that can be determined by such investigation or examination. Inspection is generally non-destructive and typically includes the use of sight, hearing, smell and/or touch, simple physical manipulation, mechanical and electrical gauging and measurement, and other forms of investigation or examination.
  - ii) Demonstration: Demonstration is a method of verification consisting of actual operation, adjustment, or re-configuration of items to provide evidence through observation under specific scenarios that demonstrates that the requirement is met. The demonstration may require some simple quantitative measurements such as time to perform tasks, or determination of dimensions.

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- iii) Test: Test is a method of verification consisting of determining through technical means the measurable properties or elements of items, including functional operation, and involving the application of established scientific principles and procedures, to provide evidence through the collection, analysis and evaluation of quantitative data that demonstrates that a requirement is met
  - iv) User Acceptance Performance Evaluation (UAPE): User Acceptance Performance Evaluation (UAPE) testing is a method of verification that representative users perform relevant soldier and commander tasks under controlled testing conditions. Scores are obtained, based upon soldier participant ratings, using standard human factors scientific methods and data collection tools.
  - f) Points will be awarded for rated technical criteria that are met, in accordance with their respective possible point ranges, as indicated in the Test and Evaluation Matrix (Appendix 2 to Part 4).
  - g) The total number of points obtained in Phase 2 will be used in the Basis of Selection's technical merit score, as outlined in Part 4 – Evaluation Procedures and Basis of Selection of the RFP.
  - h) Bids that have been deemed responsive in Phase 2 will continue to the Financial Evaluation, as outlined in Part 4 – Evaluation Procedures and Basis of Selection of the RFP. Bids that have been deemed non-responsive in Phase 2 will not continue to the Financial Evaluation.

### 1.3 Financial Evaluation

All prices quoted are to be firm unit prices in Canadian dollars, Free Carrier Loaded (FCA) at Contractor's facility, as per Incoterms 2000 and in accordance with the Basis of Payment.

- 1.3.1 The price of the bid will be evaluated in Canadian dollars, the Customs Duties excluded, Goods and Services Tax, Quebec Sales Tax (QST) and/or the Harmonized Sales Tax excluded, FCA - Free Carrier (Contractor's facility) as per Incoterms 2000.
- 1.3.2 For bid evaluation and contractor(s) selection purposes only; the evaluated price of a bid will be determined in accordance with **Appendix 4 to Part 4- Bid Price for Bid Evaluation Purposes**.
- 1.3.3 If there is a discrepancy between the unit prices identified in **Appendix 4 to Part 4** and ANNEX B the prices identified in **ANNEX B - Basis of Payment** will govern.
- 1.3.4 Failure to provide all pricing for all quantities as requested, in Canadian dollars, FCA - Free Carrier at Contractor's facility as per Incoterms 2000, will result in your bid being considered non-responsive.

## 2. Basis of Selection

- 2.1** To be declared responsive, a bid must:
- a) comply with all the requirements of the bid solicitation;
  - b) meet all mandatory evaluation criteria; and
- 2.2** Bids not meeting (a) or (b) will be declared non-responsive.
- 2.3** The selection will be based on the highest responsive combined rating of technical merit and price. The ratio will be 70% for the technical merit and 30% for the price. To establish the pricing score, each responsive bid will be prorated against the lowest total bid evaluated price and the ratio of 30%.
- 2.4** For each responsive bid, the technical merit score and the pricing score will be added to determine its combined rating.
- 2.5** Neither the responsive bid obtaining the highest technical score nor the one with the lowest total bid evaluated price will necessarily be accepted. The responsive bid with the highest combined rating of technical merit and price will be recommended for award of a contract. In case of two or more responsive bids with the same highest combined rating, the bid with the highest technical merit score will be recommended for award of a contract.
- 2.6** The table below illustrates an example where all three bids are responsive and the selection of the Contractor is determined by a 70/30 ratio of technical merit and price, respectively. The total available points equals 200 and the lowest total bid evaluated price is CAD\$45,634.00 (45634).

Basis of Selection - Highest Combined Rating Technical Merit (70%) and Price (30%)				
		Bidder 1	Bidder 2	Bidder 3
User Trial/ Testing	Total Score	190/200	165/200	120/200
	Weighted Total Score (70%)	95 x 70% = 66.50	82.5 x 70% = 57.75	60 x 70% = 42.0
Technical Merit Score (A) (70%)		66.50	57.75	42.00
Bid Evaluated Price	Financial Bid	CAD\$56,670.00	CAD\$50,979.00	CAD\$45,634.00
	Weighted Financial Score (30%)	45634/56670 x 30 = 24.16	45634/50979 x 30 = 6.85	45634/45634 x 30 = 30.00
Pricing Score (B) (30%)		24.16	6.85	30.00
Combined Rating (A + B)		90.66	64.60	72.00
Ranking		1	3	2

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## 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.

### 1. Certifications Required with the Bid

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

#### 1.1 Integrity Provisions - Declaration of Convicted Offences

In accordance with the [Ineligibility and Suspension Policy \(http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html\)](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.

### 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.

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

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "FCP Limited Eligibility to Bid" list available at the bottom of the page of the [Employment and Social Development Canada \(ESDC\) - Labour's](#) website.

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.



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The Bidder must provide the Contracting Authority with a completed Annex C [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 C - Federal Contractors Program for Employment Equity - Certification, for each member of the Joint Venture.

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

### **1. Security Requirement**

There is no security requirement associated with this requirement.

### **2. Financial Capability**

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

---

## PART 7 - RESULTING CONTRACT CLAUSES

### SECTION A - ADMINISTRATION

#### A1. Security Requirement

There is no security requirement associated with this requirement.

#### A2. Authorities

##### 2.1 Contracting Authority

The Contracting Authority for the Contract is:

Jessica Cormier  
Supply Specialist  
Public Works and Government Services Canada  
Acquisitions Branch  
Land and Aerospace Equipment Procurement and Support Sector  
Place du Portage, Phase III, 6C1  
11 Laurier Street  
Gatineau, Quebec K1A 0S5

Telephone: (873-469-4774  
Facsimile: (819) 956-0648  
E-mail address: Jessica.Cormier@tpsgc-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.

##### 2.2 Procurement Authority

The Procurement Authority for the Contract is: *(To be identified at contract award)*

Name: \_\_\_\_\_  
Telephone No. \_\_\_\_\_  
Facsimile No. \_\_\_\_\_  
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.

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## 2.3 Technical Authority

The Technical Authority for the Contract is: *(To be identified at contract award)*

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

## 2.4 Contractor's Representative

Name and telephone number of the person responsible for:

### General enquiries

Name: \_\_\_\_\_  
Telephone No. \_\_\_\_\_  
Facsimile No. \_\_\_\_\_  
E-mail address: \_\_\_\_\_

### Delivery follow-up

Name: \_\_\_\_\_  
Telephone No. \_\_\_\_\_  
Facsimile No. \_\_\_\_\_  
E-mail address: \_\_\_\_\_

## A3. Standard Clauses and Conditions

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

### 3.1 General Conditions

2010A (2015/09/03) General Conditions - Goods (Medium Complexity), apply to and form part of the Contract.

## A4. Certifications

### 4.1 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.

#### **4.2 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), 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.

#### **4.3 Price Certification - (*Spare Parts*)**

The Contractor understands and agrees, that the price proposed during the performance of the Contract for spare parts to support the equipment for the first two (2) years of use as requested under the Requirement Annex A, as well as for additional work requirements if required by Canada, is based on:

- a) costs computed in accordance with Contract Cost Principles 1031-2; and/or
- b) rates negotiated or approved for use by their respective national government, for the facility where the work is performed;

Furthermore, the Contractor agrees to a reasonable profit rate computed in accordance with Chapter 10, Cost and Profit, of the Supply Manual, Public Works and Government Services Canada.

and/or

- c) published price lists and/or
- d) market value

Finally the Contractor certifies that the prices proposed are not in excess of the lowest price charged anyone else, including the Bidder's most favoured customer, for the like quality and quantity of the goods, services or both.

#### **A5. Applicable Laws**

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

#### **A6. Defence Contract**

The Contract is a defence contract within the meaning of the Defence Production Act, R.S.C. 1985, c. D-1, and must be governed accordingly.

Title to the Work or to any materials, parts, work-in-process or finished work must belong to Canada free and clear of all claims, liens, attachments, charges or encumbrances. Canada is entitled, at any time, to remove, sell or dispose of the Work or any part of the Work in accordance with section 20 of the Defence Production Act.

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## A7. 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) 2010A (2015/09/03) General Conditions - Goods (Medium Complexity)
- (c) 1031-2 (2012-07-16), Contract Cost Principle (*Applicable for Spare Parts*)
- (d) Annex "B", Basis of Payment
- (e) Annex "A", Statement of Work and related appendices
- (f) Annex "C", Federal Contractors Program for Employment Equity Certification
- (g) The Contractor's bid dated \_\_\_\_\_ (*insert date of bid*), as amended  
\_\_\_\_\_ (*insert date(s) of amendment(s), if applicable*).

## SECTION B - REQUIREMENT

### B1. Requirement

- 1.1** The Department of National Defence (DND) has a requirement for a maximum of 208 Adjustable Tow Bar (ATB) Kits for the Light Armoured Vehicle (LAV) and Armoured Fighting Vehicles (AFV) fleet of vehicles. The Contractor must provide the ATB Kit in accordance with the Statement of Work at Annex A and its appendices.

### 1.2 Spare Parts

The Contractor must provide two (2) years of initial spare parts in accordance with the terms and conditions of the contract.

### 1.3 Subordinate Deliverables - Data Requirement

The Contractor must provide the following subordinate deliverables in accordance with the Contract, at no additional cost to Canada. (Refer to ANNEX A and Appendix 4 to ANNEX A)

#### Acronyms

DAC	Days after Contract effective date
DAMC	Days after Meeting Completion
MAC	Months after Contract effective date
OTIME	One Time Only
ONE/R	One Time with revisions
QRTLY	Quarterly (once every 3 months)
ASREQ	As Required
XDALD	(Calendar) Days After Last Delivery

Title	First Submission	Frequency
Project Kick-Off Meeting – Agenda and Meeting	10 DAC	OTIME
Project Kick-Off Meeting – Minutes	5 DAMC	OTIME
Project Master Schedule and Equipment Delivery Schedule (Draft)	30 DAC	ONE/R
Project Status Meeting – Agenda and Meeting	15 DAMS	QRTLY / ASREQ
Project Status Meeting – Minutes	5 DAMC	QRTLY / ASREQ
Material Safety Data Sheet (MSDS)	1 MAC	OTIME
Bill of Material (BOM) Listing	1 MAC	OTIME
Hardware Breakdown Structure (HBS) Drawing	1 MAC	OTIME
Equipment Name Plate Design	1 MAC	ONE/R
Supplementary Provisioning Technical Documentation (SPTD)	1 MAC	OTIME
Comprehensive Operator Manual	1 MAC	OTIME
Comprehensive Maintenance Manual with Illustrated Parts List (IPL)	1 MAC	OTIME
Recommend Spares Parts List (RSPL)	1 MAC	OTIME

## 1.4 Existing Technical Publications

The Contractor grants to Canada a non-exclusive, perpetual, irrevocable and royalty-free license to translate and reproduce for government use all or any part of the technical publications supplied with the equipment delivered under the Contract. Copyright in the translation made by Canada or by independent contractors engaged by Canada will belong to Canada.

In addition to the copies which are to be delivered with the equipment, one (1) electronic copy of each publication must be forwarded to:

Department of National Defence  
MGen George Pearkes Building  
Ottawa, Canada  
K1A 0K2  
Attention: DAVPM 2-4-5

## B2. Material

Material supplied must be new and conform to the latest issue of the applicable drawing, specification and/or part number that is in effect on the bid solicitation closing date.

## B3. Term of Contract

### 3.1 Delivery Date

Delivery shall be made on or before:  
([delivery schedule as proposed and accepted will be inserted at contract award](#))

(If **item is not** delivered on or before the specified delivery date, the contractor is to inform PWGSC contracting authority)

### 3.2 Liquidated Damages

1. If the Contractor fails to deliver the Adjustable Tow Bar Kit within the time specified in the Contract, the Contractor agrees to pay to Canada liquidated damages in the amount of \$3,000.00 for each calendar day of delay. The total amount of the liquidated damages must not exceed %15 percent of the contract price.
2. Canada and the Contractor agree that the amount stated above is their best pre-estimate of the loss to Canada in the event of such a failure, and that it is not intended to be, nor is it to be interpreted as, a penalty.
3. Canada will have the right to hold back, drawback, deduct or set off from and against the amounts of any monies owing at any time by Canada to the Contractor, any liquidated damages owing and unpaid under this section.
4. Nothing in this section must be interpreted as limiting the rights and remedies which Canada may otherwise have under the Contract.



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**B4. SACC Manual Clauses**

D5545C	2010/08/16	ISO 9001:2008 - Quality Management Systems - Requirements (QAC C) (Spares and Publications)
D5540C	2010/08/16	ISO 9001:2008 Quality Management Systems – Requirements (QAC Q) (Adjustable Tow Bar Kit)
D5510C	2014/06/26	Quality Assurance Authority - (DND) – Canadian Based Contractor
D5515C	2010/01/11	Quality Assurance Authority (DND) – Foreign-based and United States Contractor
D5606C	2012/07/16	Release Documents (DND) - Canadian-based Contractor
D5605C	2010/01/11	Release Documents (DND) - United States-based Contractor
D5604C	2008/12/12	Release Documents (DND) - Foreign Based Contractor
D6010C	2007/11/30	Palletization
D2025C	2008/12/12	Wood Packaging Materials
B1501C	2006-06-16	Electrical Equipment
B4042C	2008/05/12	Identification Markings
D2001C	2007/11/30	Labelling
B7500C	2006/06/16	Excess Goods
G1005C	2016/02/28	Insurance – No Specific Requirement
D0050C	2007/05/25	End User Certificate

**B5. Preparation for Delivery**

The Contractor must prepare the items for delivery in accordance with the latest issue of the Canadian Forces Packaging Specification D-LM-008-036/SF-000, DND Minimum Requirements for Manufacturer's Standard Pack.

The Contractor must package item 001 (ATB kit) in quantities of one (1) by package.

**B6. Shipping Instructions (DND) - Canadian-based Contractor**

1. Delivery will be FCA Free Carrier at \_\_\_\_\_ (Insert the named place, e.g. 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 telephone, facsimile or e-mail, to arrange for shipment, and provide the information detailed at paragraph 3.

Inbound Logistics Coordination Center (ILCC)  
Telephone: 1-877-877-7423 (toll free)  
Facsimile: 1-877-877-7409 (toll free)  
E-mail: ILHQOttawa@forces.gc.ca

3. The contractor must provide the following information to the DND Inbound Logistics Coordination Center when arranging for shipment:

- 
- (a) the contract number;
  - (b) consignee address (for multiple addresses, goods must be packaged and labeled separately with each consignee address);
  - (c) description of each item;
  - (d) the number of pieces and type of packaging (i.e., carton, crate, drum, skid);
  - (e) actual weight and dimensions of each piece type, including gross weight;
  - (f) full details of dangerous 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 Transportation 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 labeling, and the marking of each piece with a Transportation Control Number.
  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 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.

**OR**

**B6. Shipping Instructions (DND) - Foreign-based Contractors**

1. Delivery will be FCA Free Carrier at \_\_\_\_\_ (Insert the named place, e.g. 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 telephone, facsimile or e-mail, to arrange for shipment, and provide the information detailed at paragraph 3.

(Before contract award, the contracting officer must choose either shipping option a, b, c, or d, and delete the unused options.)

- (a) Insert the following when the Contractor is located in the United States (U.S.):

Inbound Logistics Coordination Center (ILCC):

Telephone: 1-877-447-7701 (toll free)

Facsimile: 1-877-877-7409 (toll free)

Email: ILHQOttawa@forces.gc.ca

OR

- (b) Insert the following when the Contractor is located in United Kingdom and Ireland:

Inbound Logistics United Kingdom (ILUK):

Telephone: 011-44-1895-613023, or

011-44-1895-613024

Facsimile: 011-44-1895-613047

Email: CFSUEDetUKMovement@forces.gc.ca

In addition, the Contractor must send to ILUK the completed form "Shipping Advice and Export Certificate" by e-mail to: CFSUEDetUKMovement@forces.gc.ca

The shipment of any items above the value of 600 GBP (pound sterling) being exported from the United Kingdom and Ireland will be cleared by DND using Her Majesty's Customs & Excise (HMCE) New Export Systems (NES). The Contractor must comply with HMCE requirements by registering with HMCE or by having a freight forwarder complete the entry. A printed copy of the NES entry Export Declaration clearly displaying the Declaration Unique Consignment Reference Number must be provided by the Contractor and attached to the consignment. The Contractor must ensure that this procedure is carried out for all stores whether they be initial purchase or repair and overhaul export items. HMCE will authorize Canadian Forces Support Unit (Europe) to ship the goods only if the procedure has been adhered to completely and properly by the Contractor.

- OR (c) Insert the following when the Contractor is located in a country other than Canada, the United States, the United Kingdom and Ireland:

Inbound Logistics Europe Area (ILEA):

Telephone: +49-(0)-2451-717199 or 717200

Facsimile: +49-(0)-2451-717189

Email: ILEA@forces.gc.ca

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 Transportation 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.

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## **B7. Data Requirement**

The Contractor must provide at no additional cost to Canada the deliverable data requirements detailed in ANNEX A for the ATB project. Details on the format, contents and required dates of submission of the data items are contained at Appendix 4: Data Requirements.

## **B8. Post-Contract Award/Progress Review Meeting(s)**

### **1. Kick-Off Meeting**

A kick-off meeting will be scheduled if required with representatives of Canada in accordance with article 3.2.1 of Annex A. This meeting will provide a forum for the Contractor and the Canada to develop a Project Master Schedule (PMS) and a delivery schedule for contracted equipment. This is also to ensure that a fully detailed procedure are established for the work to be performed in accordance with the DND specifications provided and all other specifications referred to in this contract. This meeting may be conducted by teleconference.

### **2. Project Status Meeting**

Project Status Meeting will be held by teleconference as required in accordance with article 3.2.3 of Annex A.

These meetings will mainly concentrate on management and contractual level issues and will generally incorporate technical meetings to be chaired by the Technical Authority.

### **3. Meeting Agendas**

The Contractor must prepare and deliver a Meeting Agenda for each meeting as required.

### **4. Record of Decisions**

The Contractor must appoint a person who is not a participant in the meeting to record the decisions during each meeting. These records must be reviewed and approved at the end of the meeting and provided to all participants.

**All items in this Article B8 must be provided at no additional cost to Canada**

## **B9. Project Management and Office Services**

The Contractor must perform at no additional cost, the Project Management Services and the administrative support and clerical work necessary to carry out the terms of this Contract with respect to the preparation, filing and transmission of all forms, reports, Data Requirements, minutes of meetings and correspondence, relating to the Requirement covered by this Contract.

The provision of this clause shall be deemed to be work as defined 2010A (2015/09/03) General Conditions - Goods (Medium Complexity).

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**B10. Work Site Access**

Authorized representatives of Canada must have access to any site where any part of the Work is being carried out at any time during working hours to make examinations and such tests of the Work as they may think fit.

**B11. Specifications**

The following specifications and publications must form part of this Contract whenever any work requirement exists that falls within the terms of these documents:

- |                        |   |
|------------------------|---|
| a. D-LM-008-036/SF-000 | DND Minimum Requirements for Manufacturer's Standard Pack.        |
| b. D-02-002-001/SG-001 | Standard, Identification Marking of Military Property             |
| c. D-02-006-008/SG-001 | The Design Change, Deviation and Waiver Procedure (as applicable) |
| d. MIL-STD-973         | Configuration Management  |

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## SECTION C - FINANCE

### C1. Payment

#### 1.1 Basis of Payment

##### 1. Basis of Payment - Firm Price, Firm Unit Price(s) or Firm Lot Price(s)

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm unit price as specified in Annex B for a cost of \$ \_\_\_\_\_ (*amount to be inserted at contract award*) **Spare Parts excluded.** Customs duties are excluded and Applicable Taxes are extra.

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

##### 2. Spare Parts - Basis of Payment - Actual Costs

The Contractor will be paid its costs reasonably and properly incurred in the performance of the Work, in accordance with pre-negotiated prices between Canada and the Contractor based on:

- a) costs computed in accordance with Contract Cost Principles 1031-2; and
- b) rates negotiated or approved for use by their respective national government, for the facility where the work is performed; and a profit computed in accordance with Chapter 10, Cost and Profit, of the Supply Manual, Public Works and Government Services Canada; and/or
- c) a current published price list indicating the percentage discount available to Canada; and/or
- d) a copy of paid invoices for the like quality and quantity of the goods, services or both sold to other customers; and/or
- e) market value; and
- f) price or rate certifications; and
- g) any other supporting documentation as requested by Canada.

All prices and payments are subject to government audit.

Estimated Cost - Limitation of Expenditure: \$ *up to 10% of total contract value will be inserted after contract award through a formal amendment following price negotiations* (Applicable Taxes extra)

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## 1.2 SACC Manual Clauses

H1001C	2008/05/12	Multiple Payments
C2000C	2007/11/30	Taxes – Foreign-based Contractor
C2801C	2014/11/27	Priority Rating - Canadian Contractors
C2800C	2013/01/28	Priority Rating - U.S. Contractor
C2610C	2007/11/30	Customs Duty - DND - Importer
C2608C	2015/02/25	Canadian Customs Documentation
C0100C	2010/01/11	Discretionary Audit - Commercial Goods and/or Services ( <i>Spare Parts</i> )
C0101C	2010-01-11	Discretionary Audit - Non-commercial Goods and/or Services ( <i>Spare Parts</i> )
D0050C	2007/05/25	End User Certificate

## C2. Invoicing Instructions

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.
2. Invoices must be distributed as follows:
  - (a) The original and one copy to:  
  
National Defence Headquarters  
MGen George R. Pearkes Building  
101 Colonel By Drive  
Ottawa, ON K1A 0K2  
  
Attention: DLP 4-1-3-2
  - (b) One (1) copy to:  
  
Department of Public Works and Government Services  
Acquisitions Branch  
Land and Aerospace Equipment Procurement and Support Sector  
Place du Portage, Phase III, 6C1  
Gatineau, Quebec K1A 0S5  
  
Attention: Jessica Cormier  
E-mail: [Jessica.Cormier@tpsgc-pwgsc.gc.ca](mailto:Jessica.Cormier@tpsgc-pwgsc.gc.ca)
  - (c) One (1) copy to: Consignee  
  
Department of National Defence  
25 CFSD RECEIPTS SECTION  
6363 Notre Dame Est  
Montreal, Quebec  
H1N 3V9

OR



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Department of National Defence  
BLDG 236 East End  
195 Ave & 82nd Street  
7 CFSD - RECEIPTS SECTION  
Edmonton, Alberta  
T5J 4J5

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## APPENDIX 1 to PART 4

### Technical Evaluation Criteria Compliance Matrix

#### 1.0 General

This Appendix describes the mandatory technical evaluation criteria under the Phase 1 of the evaluation process. The Bidder must demonstrate how the proposed ATB kit meets the Mandatory Requirements stipulated in the compliance matrix below.

#### 2.0 Evaluation Methodology

Met/Not Met: Canada will determine if a Bidder's submission, in respect to the mandatory requirements, is considered to be responsive. A bid will be considered to be non-responsive if the bid fails to achieve a compliant "Met" rating on all mandatory requirements.

ID	SOW Reference	Technical Evaluation Criteria Adjustable Towbar (ATB) Requirement Statements	Technical Evaluation Criteria Type	Verification Methods	Bid Reference	Bidder's Comments
Project Master Schedule & Certification						
1	3.2.2	The Draft Project Master Schedule and Equipment Delivery Schedule is included and provides expected delivery time of complete ATB Kit, and is in accordance with Appendix 4 to Annex A – Data Requirements Project Master Schedule and Equipment Delivery Schedule CDRL 1003, DID-PM-02	Mandatory	NA		
2	1.4.1	The ATB is a proven technology which has been designed, tested and trialed on an in-service military vehicle.	Mandatory	Certification		
Physical Configuration						
3	App.2: 3.2.1	The overall weight of the ATB, excluding any tools and stowage equipment, must not exceed 146.0 kg (322.0 lbs)	Mandatory	Certification		

ID	SOW Reference	Technical Evaluation Criteria Adjustable Tow Bar (ATB) Requirement Statements	Technical Evaluation Criteria Type	Verification Methods	Bid Reference	Bidder's Comments
4	App.2: 3.2.2	The ATB length must be 2755.9 mm (108.50 in) to 3009.9 mm (118.50 in) from centre point to centre point of the ATB bar (not including the clevis adaptor) when the bar is locked for towing.	Mandatory	Analysis or Certification		
5	App.2: 3.2.3	The ATB must be installed without requiring modifications to the LAVUP FOV recovery mounting points.	Mandatory	Analysis or Certification		
6	App.2: 3.2.4.1	The ATB must have the ability to be connected the WLAV LAV III fleet: adaptor and pin must interface with front tow lug and rear tow lug as listed in the SOW.	Mandatory	Analysis or Certification		
7	App.2: 3.2.4.2	The ATB must have the ability to be connected the WLAV LAVUP fleet: adaptor and pin must interface with the front tow lugs (right & left front) and rear tow lugs (right & left rear).	Mandatory	Analysis or Certification		
<b>Environmental &amp; Vibration Requirements:</b> The ATB must resist the following test listed below on environmental contamination/degradation and vibrations as per Appendix 5.						
8	App. 5: 1-1	High Temperature - Operation	Mandatory	Analysis or Certification		
9	App. 5: 1-2	High Temperature - Storage	Mandatory	Analysis or Certification		
10	App. 5: 1-3	Low Temperature - Operation	Mandatory	Analysis or Certification		
11	App. 5: 1-4	Low Temperature - Storage	Mandatory	Analysis or Certification		
12	App. 5: 1-5	Temperature Transitions / Shock	Mandatory	Analysis or Certification		
13	App. 5: 1-6	Solar Radiation	Mandatory	Analysis or Certification		
14	App. 5: 1-7	Corrosion	Mandatory	Analysis or Certification		

ID	SOW Reference	Technical Evaluation Criteria Adjustable Tow Bar (ATB) Requirement Statements	Technical Evaluation Criteria Type	Verification Methods	Bid Reference	Bidder's Comments
15	App. 5: 1-8	Dust	Mandatory	Analysis or Certification		
16	App. 5: 1-9	Icing/Freezing Rain	Mandatory	Analysis or Certification		
17	App. 5: 1-10	Freeze/Thaw	Mandatory	Analysis or Certification		
18	App. 5: 2-1	Secured Vibration	Mandatory	Analysis or Certification		
19	App. 5: 2-2	Functional Shock	Mandatory	Analysis or Certification		
20	App. 5: 2-3	Transit Drop	Mandatory	Analysis or Certification		
21	App.2: 3.2.6 & App.5: 3.1	The ATB must resist petroleum, oil, and lubricant (POL) contamination, in accordance with AECTP 300 Method 314 and/or TOP 3-2-609.	Mandatory	Analysis or Certification		
22	App.2: 3.2.7	The ATB must be painted green in accordance with Federal Standard 595 chip 34094, with a chemical agent resistant coating (CARC) and infrared reflective (IRR) coating.	Mandatory	Certification		
23	App.2: 3.2.8	The ATB must have bilingual (English and French) decals and data plates marked in metric units and international symbols in accordance with ISO 2575:2010 - Road Vehicles, Symbols for Control, Indicators and Tell-Tales, and ISO 7000:2012 - Graphical Symbols For Use On Equipment - Registered Symbols; and D-02-002-001/SG-001 - Standard, Identification Marking of Military Property.	Mandatory	Analysis or Certification		
24	App.2: 3.2.9	Warning or precautionary decals and data plates must be provided where necessary to protect personnel or equipment.	Mandatory	Analysis or Certification		

ID	SOW Reference	Technical Evaluation Criteria Adjustable Tow Bar (ATB) Requirement Statements	Technical Evaluation Criteria Type	Verification Methods	Bid Reference	Bidder's Comments
<b>Performance</b>						
25	App.2: 3.3.1	The ATB must allow a minimum of 900.0 km (559.2 mi) of recovery towing before needing inspection or servicing.	Mandatory	Analysis or Certification		
26	App.2: 3.3.2	The ATB must permit hook up of casualty vehicle without the need for personnel to stand between the recovery vehicle and the casualty vehicle (in the crush zone) while the recovery vehicle is being brought into position.	Mandatory	Analysis, Certification		
27	App.2: 3.3.3	The ATB must support the towing and recovery of vehicles weighing up to 36287.4 kg (80,000 lbs).	Mandatory	Analysis or Certification		
28	App.2: 3.3.4	The ATB must have a front and rear tow angle of at least 40 degrees up and 40 degrees down (from the horizontal). Reference SOW Appendices and STANAG 4101, 4478, and 4019.	Mandatory	Analysis or Certification		
29	App.2: 3.3.5	The ATB must allow a maximum distance between the vehicles of 3175.0 mm (125.0 in) as measured from level ground from recovery vehicle pintle hook center to casualty tow lug center.	Mandatory	Analysis or Certification		
30	App.2: 3.3.6	The ATB must allow a minimum distance between the vehicles of 2794.0 mm (110.0 in) as measured from level ground from pintle mount centre to tow lug center.	Mandatory	Analysis or Certification		
31	App.2: 3.3.7	The ATB must be operable, with and without cold weather arctic style gloves, by left and right handed operators, and with only the ATB Kit provided (no special tooling).	Mandatory	Analysis or Certification		

ID	SOW Reference	Technical Evaluation Criteria Adjustable Tow Bar (ATB) Requirement Statements	Technical Evaluation Criteria Type	Verification Methods	Bid Reference	Bidder's Comments
32	App.2: 3.3.8	The ATB must be installed on a LAVUP FOV in 25 minutes or less by a maximum of 2 operators (and removed under the same constraints), in conditions A1 and C2 as per AECTP 230.	Mandatory	Analysis or Certification		
33	App.2: 3.3.9	The ATB Kit must be a full kit and no special tools or equipment not included in the kit is to be used to operate the ATB. ATB Kit mandatory contents are listed in the SOW.	Mandatory	Analysis or Certification		
34	App.2: 3.3.10	The ATB must be designed to minimize Human Factors Engineering (HFE) pinch-point hazards to personnel. Where hazards exist due to design requirements, they must be labelled as hazards and indicated as such in all provided publications.	Mandatory	Analysis or Certification		
35	App.2: 3.3.11	The ATB design must permit operator and technician maintenance tasks to be performed while wearing full Personal Protective Equipment (PPE). PPE will include approved workshop eye/face protection, gloves, head protection, feet protection, and body protection.	Mandatory	Analysis or Certification		
<b>Maintainability, Reparability, and Supporting Kit Contents</b>						
36	App.2: 3.4.1	The ATB must be maintainable in the theatre of operation by first line maintainers.	Mandatory	Certification		
37	App. 2: 3.4.2	The ATB Kit must include all required ancillary equipment required for its operation. In addition it must also include the following items to operate the ATB with existing infrastructure:				
38	App. 2: 3.4.2.1	Safety tow straps (min qty 2 per kit) (Tow strap length TBD at trial).	Mandatory	Certification		

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ID	SOW Reference	Technical Evaluation Criteria Adjustable Tow Bar (ATB) Requirement Statements	Technical Evaluation Criteria Type	Verification Methods	Bid Reference	Bidder's Comments
39	App. 2: 3.4.2.2	Airline kit (1x per kit) (16 ft long 4800 mm) NSN 4720-21-920-9056.	Mandatory	Certification		
40	App. 2: 3.4.2.3	Electrical tow cable (1x per kit) NSN 6150-21-912-6853.	Mandatory	Certification		
41	App. 2: 3.4.2.4	Wheel chocks (2x per kit) NSN 2540-01-594-6292.	Mandatory	Certification		
42	App.2: 3.4.4	"Securing mechanism" to secure all cables, airline, etc from dragging on the ground, snagging, etc.	Mandatory	Analysis or Certification		
43	App. 2: 3.4.5.1	Stowage Bag/container to stow safety tow straps, cargo straps, adaptors (clevis'), spare clevis pins, airline, electrical tow cable (1x per kit) and wheel chocks.	Mandatory	Certification		
44	App. 2: 3.4.5.2	Extra consumables included in kit (min 1x quantity of each consumable item such as spare pins low cost disposable items, retaining rings, etc.) for supporting attachments, etc.	Mandatory	Certification		
45	App.2: 3.4.7	The ATB must be designed such that major assemblies and components can be rapidly replaced using commercially available common tools and equipment.	Mandatory	Certification		
46	App. 2: 3.4.7	The ATB must be designed such that major assemblies and components can be rapidly replaced using commercially available common tools and equipment as per SOW Appendix 2 para 3.4.7.	Mandatory	Certification		

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ID	SOW Reference	Technical Evaluation Criteria Adjustable Tow Bar (ATB) Requirement Statements	Technical Evaluation Criteria Type	Verification Methods	Bid Reference	Bidder's Comments
47	App.2: 3.4.8	All modifications and improvements must have minimal impacts to the environment. Canadian Armed Forces policy and relevant environmental legislation must be followed. Environmentally damaging materials such as polychlorinated biphenyls (PCB) and chlorofluorocarbons (CFC) must not be used in the construction, retrofit and improvement of the ATB.	Mandatory	Certification		



## APPENDIX 2 to PART 4 Test and Evaluation Matrix

### 1.0 General

This Appendix describes the mandatory and rated technical evaluation criteria under the Phase 2 of the evaluation process. The Bidder must demonstrate how the proposed ATB kit meets the Mandatory and Rated Requirements stipulated in the compliance matrix below.

### 2.0 Evaluation Methodology

Met/Not Met: Canada will determine if a Bidder's submission, in respect to the mandatory requirements, is considered to be responsive. A bid will be considered to be non-responsive if the bid fails to achieve a compliant "Met" rating on all mandatory requirements.

Possible Point Range: Points will be awarded for rated technical criteria that are met, in accordance with their respective possible point ranges. The total number of points obtained in Phase 2 will be used in the Basis of Selection's technical merit score

**The technical evaluation criteria are listed in the order by which they are tested as per the Bid Evaluation Test Plan - Appendix 3 to Part 4.**

ID	SOW Reference	Technical Evaluation Criteria Adjustable Tow Bar (ATB) Requirement Statements	Technical Evaluation Criteria Type	Verification Methods	Possible Point Range Met/Not Met
<b>Delivery</b>					
1	SOW 3.2.2 & RFP Article 7	The time required from contract award to delivery of first batch of complete ATB Kits.	Rated	NA	0-60 days 40 pts 61-90 days 30 pts 91-120 days 20 pts 121-150 days 0 pts Over 151 days 0 pts
2	SOW 3.2.2 & RFP Article 7	The time required from contract award to delivery of remaining quantity of complete ATB Kits.	Rated	NA	0-60 days 40 pts 61-90 days 30 pts 91-120 days 20 pts 121-150 days 0 pts Over 151 days 0 pts
<b>USER TRIALS/TESTING</b>					
<b>Test 1: Initial Inspection</b>					
3		Initial satisfactory condition of the ATB Kit and all ancillary equipment (as per Bid Eval Test Plan Appendix 1 - Test No 1)	Rated	Inspection	Yes 10 pts No 0 pts
4	App 2: 3.1.5.1	System components are within maximum lift and hand carry limits	Rated	Testing	Formula = 10 - total number of components in ATB kit above 44 lbs
5	App 2: 3.1.4 & 3.2.1	Overall weight of the ATB is maximum 322 lbs	Mandatory	User Acceptance Performance Evaluation	Met / Not Met

ID	SOW Reference	Technical Evaluation Criteria Adjustable Tow Bar (ATB) Requirement Statements	Technical Evaluation Criteria Type	Verification Methods	Possible Point Range Met/Not Met
6	App 2: 3.1.4 & 3.2.1	Overall weight of the ATB	Rated	Testing	Below 249 20 pts 250 - 274 lbs 15 pts 275 - 299 lbs 10 pts 300 - 322 lbs 5 pts Over 322 lbs 0 pts
<b>Test 2: Safe Installation/Removal of the ATB</b>					
7	App 2: 3.1.5.2	The ATB must permit hook up of casualty vehicle without the need for personnel to stand between the recovery vehicle and the casualty vehicle (in the crush zone) while the recovery vehicle is being brought into position	Mandatory	User Acceptance Performance Evaluation	Met / Not Met
8	App 2: 3.3.8	ATB hook up time under 25 min (while wearing PPE with combat gloves on flat ground)	Mandatory	User Acceptance Performance Evaluation	Met / Not Met
9	App 2: 3.3.8	ATB hook up time while wearing PPE with combat gloves on flat ground	Rated	User Acceptance Performance Evaluation	Under 10 min 15 pts 10-14.99 min 10 pts 15-19.99 min 5 pts Over 20 min 0 pts
10	App 2: 3.3.8	ATB detach time under 25 min (wearing PPE with combat gloves on flat ground)	Mandatory	User Acceptance Performance Evaluation	Met / Not Met
11	App 2: 3.3.8	ATB detach time (wearing PPE with combat gloves on flat ground)	Rated	User Acceptance Performance Evaluation	Under 10 min 15 pts 10-14.99 min 10 pts 15-19.99 min 5 pts Over 20 min 0 pts
12	App 2: 3.3.8	ATB hook up time while wearing PPE with combat gloves on uneven ground	Rated	User Acceptance Performance Evaluation	Under 10 min 15 pts 10-14.99 min 10 pts 15-19.99 min 5 pts Over 20 min 0 pts
13	App 2: 3.3.8	ATB hook up time while wearing PPE with combat gloves on slopes up to 30% grade	Rated	User Acceptance Performance Evaluation	Under 10 min 15 pts 10-14.99 min 10 pts 15-19.99 min 5 pts Over 20 min 0 pts
14	App 2: 3.3.8 & 3.3.7	ATB hook up time while wearing PPE with arctic mitts on flat ground	Rated	User Acceptance Performance Evaluation	Under 10 min 15 pts 10-14.99 min 10 pts 15-19.99 min 5 pts Over 20 min 0 pts

ID	SOW Reference	Technical Evaluation Criteria Adjustable Tow Bar (ATB) Requirement Statements	Technical Evaluation Criteria Type	Verification Methods	Possible Point Range Met/Not Met
15	App 2: 3.3.10	ATB usage does not provide unsafe conditions which could result in personal injury and is designed to maximize Human Factors Engineering effectiveness	Rated	User Acceptance Performance Evaluation	Score out of 10
<b>Test 3: ATB System Dexterity</b>					
16	App 2: 3.1.5.3 & 3.3.6 & 3.2.3	ATB allows a sharp radius 360 degree turn without any impact between 2 LAVUP	Rated	User Acceptance Performance Evaluation	Yes 10 pts No 0 pts
17	App 2: 3.1.5.3	ATB can be used to perform straight towing in reverse for no less than 25 m	Rated	User Acceptance Performance Evaluation	Yes 10 pts No 0 pts
18	App 2: 3.1.5.3	ATB can be used to perform a 180 degree turn in reverse from the starting point	Rated	User Acceptance Performance Evaluation	Yes 10 pts No 0 pts
19	App 2: 3.1.5.3	V-ditch straight crossing	Rated	User Acceptance Performance Evaluation	Yes 10 pts No 0 pts
20	App 2: 3.1.5.3	V-ditch 45 degree crossing on left	Rated	User Acceptance Performance Evaluation	Yes 10 pts No 0 pts
21	App 2: 3.1.5.3	V-ditch 45 degree crossing on right	Rated	User Acceptance Performance Evaluation	Yes 10 pts No 0 pts
22	SOW Appendix 2 para 3.1.5.3	Turn out of V-ditch left	Rated	User Acceptance Performance Evaluation	Yes 10 pts No 0 pts
23	App 2: 3.1.5.3	Turn out of V-ditch right	Rated	User Acceptance Performance Evaluation	Yes 10 pts No 0 pts
24	App 2: 3.3.10	ATB usage does not provide unsafe conditions which could result in personal injury and is designed to maximize Human Factors Engineering effectiveness	Rated	User Acceptance Performance Evaluation	Score out of 10

ID	SOW Reference	Technical Evaluation Criteria Adjustable Tow Bar (ATB) Requirement Statements	Technical Evaluation Criteria Type	Verification Methods	Possible Point Range Met/Not Met
<b>Test 4: ATB Performance over Severe Cross Country Conditions</b>					
25	App 2: 3.1.5.3.	The ATB can be used to perform LAVUP to LAVUP towing over severe cross-country condition, including 30 percent side slopes and 30 percent angle forward/reverse slopes, wash board, high and steep angle and 30cm height steps			
26	App 2: 3.1.5.3	Control of the towed vehicle while performing towing (no tugging or jerking) as per	Rated	User Acceptance Performance Evaluation	Yes 10 pts No 0 pts
27	App 2: 3.1.5.3	Manoeuvre around turns while controlling the towed vehicle	Rated	User Acceptance Performance Evaluation	Yes 10 pts No 0 pts
28	App 2: 3.1.5.3	Control of the towed vehicle while braking	Rated	User Acceptance Performance Evaluation	Yes 10 pts No 0 pts
29	App 2: 3.1.5.3	Control of the towed vehicle while accelerating	Rated	User Acceptance Performance Evaluation	Yes 10 pts No 0 pts
30	App 2: 3.1.5.3	Turning radius limitations	Rated	User Acceptance Performance Evaluation	<b>No 10 points</b> <b>Yes 0 points</b>
31	App 2: 3.1.5.3	Control of the towed vehicle while reversing	Rated	User Acceptance Performance Evaluation	Yes 10 pts No 0 pts
32	App 2: 3.1.5.3	Control of the towed vehicle while performing side slope in a range of 30 percent	Rated	User Acceptance Performance Evaluation	Yes 10 pts No 0 pts
33	App 2: 3.1.5.3	Control of the towed vehicle while performing forward angle slopes in a range of 30 percent	Rated	User Acceptance Performance Evaluation	Yes 10 pts No 0 pts
34	App 2: 3.1.5.3	Control of the towed vehicle while crossing wash board obstacle (if present at trial location)	Rated	User Acceptance Performance Evaluation	Yes 10 pts No 0 pts

ID	SOW Reference	Technical Evaluation Criteria Adjustable Tow Bar (ATB) Requirement Statements	Technical Evaluation Criteria Type	Verification Methods	Possible Point Range Met/Not Met
35	App 2: 3.1.5.3	The ATB can allow crossing a step-up, of a maximum of 30cm, without any impact between the two LAVUP and between the ATB and the ground (if present in trial location)	Rated	User Acceptance Performance Evaluation	Yes 10 pts No 0 pts
36	App 2: 3.1.5.3	The ATB can allow crossing a step-down, of a maximum of 30cm, without any impact between the ATB and the ground (if present in trial location)	Rated	User Acceptance Performance Evaluation	Yes 10 pts No 0 pts
37	App 2: 3.1.5.3	Control of the towed vehicle while performing on different vertical steps of 30cm height (if present in trial location)	Rated	User Acceptance Performance Evaluation	Yes 10 pts No 0 pts
38	App 2: 3.3.10	ATB usage does not provide unsafe conditions which could result in personal injury and is designed to maximize Human Factors Engineering effectiveness	Rated	User Acceptance Performance Evaluation	Score out of 10
<b>Test 5: Final Inspection</b>					
39	App 2: 3.1.5.3 & 3.2.3	ATB is undamaged and not exhibiting deficiencies after towing	Mandatory	Inspection	Met / Not Met
40	App 2: 3.1.5.3 & 3.2.3	The pintle assembly is undamaged and not exhibiting deficiencies after towing	Mandatory	Inspection	Met / Not Met
41	App 2: 3.1.5.3 & 3.2.3	The LAVUP is undamaged and not exhibiting deficiencies after towing	Mandatory	Inspection	Met / Not Met

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## **APPENDIX 3 to PART 4**

### **TEST PLAN**

#### **1.0 Summary**

The test plan document will be used for the testing of the Adjustable Tow Bar (ATB) Kits as per specifications outlined in the statement of work (SOW) and outlined in the Test and Evaluation Matrix. The Phase 2 Test and Evaluation will be conducted by the Canadian Army Trials and Evaluation Unit (CATEU). The test plan outlines the test procedures that will be followed during the evaluation.

#### **2.0 Test Plan Overview**

This test plan includes test procedures and operator actions that will be conducted during the evaluation testing. Each ATB Kit will be tested and evaluated against the Test and Evaluation Matrix (Appendix 2 to Part 4) through user trials/testing.

##### **2.1 User Trials/Testing**

User trials will validate that the Statement of Work (SOW) Appendix 2: ATB – Operational Requirement and Technical Specifications are met. Tests will be conducted to evaluate the operation and functionality of the system.

The following tests will be used to evaluate the bidders for the ATB Kit project. These steps are based on MIL-STD-1472G. The consolidated evaluation matrix is listed at Appendix 2 of Part 4.

##### Definitions.

Control. Control is defined as stable conditions enabling smooth and safe operation which do not involve jerking, tugging, or overall looseness.

Definition of damage criteria. Unit is rendered inoperable, performance is not acceptable, unit is rendered unsafe, physical damage (greater than cosmetic paint) is present to include visible fatigue, cracks, etc.

##### **2.1.1 DETAIL OF TESTS – USER EVALUATION – ADJUSTABLE TOW BAR (ATB)**

- a. All personnel participating are knowledgeable in the procedures to tow a vehicle using an adjustable type tow bar;
- b. All personnel participating obtained the training required before beginning Tests;
- c. All crew members are dressed and equipped with full fighting order according to the trial requirement;
- d. The Crew Commanders have signed for LAVUP required kit;
- e. The LAVUP have all their kit with them to conduct direct towing (excluding the ATB Kit);

- f. The three LAVUP vehicles, ballasted to a combat weight of 63,000 lbs (28,576 kg) +/- 500 lbs (227 kg), are in condition perform LAVUP to LAVUP towing;
- g. The pintle and its spacer are complete and in location to conduct the trial;
- h. The ATBs are complete and in location to conduct the trial;
- i. Necessary items required for safe towing of a LAVUP, such as air hose kit, electrical harness, straps to secure the steering wheel and cotton straps to keep airlines and electrical harness off the ground;
- j. Timed evaluation points. Will be assessed by an average of 5 times (the best and worst time will be removed from the calculation); and
- k. User evaluation score. Users will be requested to form a focus group after tests 2, 3, & 4. Scores out of a possible 10 point system will be determined for the specific test and the score will be recorded against a specific ATB Kit. This score will be used as part of the bid evaluation process. Each ATB Kit will have 3 scores of 10 (from tests 2-4). Notes on deficiencies and explanations for scores will be officially transcribed. Sample scoring matrix (non-comprehensive) is as follows (all scores will be assigned on an equitable basis):
- l. The user evaluation score will measure ergonomics: handling, assembly, installation, performance, removal, and disassembly.

User Assessment Scoring Scale				
0	2	5	7	10
Much less than acceptable	Less than acceptable	Acceptable	More than acceptable	Much more than acceptable

#### 2.1.2 TEST NO 1 – INITIAL INSPECTION

- a. Aim. The aim of this test is to inspect all trial items and ancillary equipment to ensure they are complete, serviceable, and safe prior to undergoing the evaluation.
- b. Measure of Effectiveness.
- All personnel participating are knowledgeable in the procedures to tow a vehicle using an adjustable type tow bar;
  - All test vehicles are prepared and the required ancillary equipment (ATB Kit) is present and in serviceable condition; and
  - Measurements are recorded as required.
- c. Method. The following activities will be executed under the direction of the TA:
- Confirmation of the pre-training of the participants prior to conducting Tests;
  - Confirmation of the participant's personal dress;
  - Confirmation that the Crew Commanders of all LAVUP have all their standard vehicle kit to conduct direct towing;

- 
- iv. Confirmation that the front of the LAVUP has the required connectors to affix the ATB;
  - v. Confirmation of the functionality of the air brake system, including the air-brake hoses connecting multiple vehicles;
  - vi. Confirmation that the air-brake hoses are in location;
  - vii. Confirmation that the ATB kits are in location;
  - viii. Weights of the ATB will be recorded;
  - ix. The above weights will be compared with the lifting limits as per Ref A. The measurement will include total tow bar weight, each dismount piece of the tow bar and the weight of the extremity of the tow bar while fixed on front of vehicle;
  - x. Confirmation of the condition of the pintle socket at the rear of the LAVUP;
  - xi. Confirmation that the pintle and its spacer are in location, complete, fit together and can be installed at the rear of a LAVUP;
  - xii. The pintle and its spacer, the ATB and Air-Brake hoses will be photographed and inspected for damage;
  - xiii. Measurements of the Pintle opening will be recorded and photographed; and
  - xiv. Briefing to the participants and walkthrough of set up and test sequence.
- d. Report. The Report will include (as per Appendix 2 – Test and Evaluation Matrix):
- i. Note of the initial condition of the sample(s) and all deficiencies detected during Test No. 1;
  - ii. Weight of the total ATB Kit (note if the system is within the Ref A maximum lift and carry limits);
  - iii. List weight of individual components;
  - iv. General comments on ATB sample(s) for inspections in Test No.1.

**2.1.3 TEST NO 2 – TEST PROFILE – SAFE INSTALLATION/REMOVAL OF THE ATB**

- a. Aim. The aim of this test is to determine if the ATB Kit can be safely used by operator(s) and vehicles in order to prepare for a LAVUP to LAVUP towing operation as compared to the current Tow Bars based on the experiences of the participants and SMEs on those Tow Bars.
- b. Measure of Effectiveness.
- i. The ATB mitigates the risks associated with personnel being in the crush zone during hook-up (no vehicle movement while personnel are in the crush zone to permit hook up);



- 
- ii. All operations of the ATB can be conducted by soldiers wearing PPE and environmental clothing; and
  - iii. Employing the ATB decreases the exposure time of dismounted personnel as compared to non-adjustable tow bars.
- c. Performance Criteria.
- i. The ATB can be installed and uninstalled on the deadhead vehicle and towing vehicle while in the park position without requiring personnel to enter the crush zone, while either vehicle is moving on:
    - (1) Flat ground;
    - (2) Uneven ground; and
    - (3) Slopes, for a maximum of 30% grade. Vehicles should be stopped half way up and down and the park brake applied. There should not be any vehicle movement.
  - ii. Operators can install and uninstall the ATB while wearing PPE with combat gloves;
  - iii. Operators can install and uninstall the ATB while wearing PPE with arctic mitts;
  - iv. The towing setup procedure with the ATB timed as per Test Evaluation Matrix; and
  - v. The tow bar setup and removal can be completed in a safer manner that does not require personnel to be present in the crush zone between moving vehicles for setup/installation of the tow bar as per Test Evaluation Matrix.
- d. Method.
- i. The ATB will be installed and removed as per the OEM's instructions :
    - (1) In the front of the casualty LAVUP while it is in park;
    - (2) Using ground guides, the recovery LAVUP will be positioned in front of the casualty LAVUP at a distance shorter than the fully extended length of the ATB and placed in park;
    - (3) The participants will attach the ATB already connected to the casualty LAVUP, to the rear of the recovery LAVUP;
    - (4) Once the ATB is connected, the safety straps will be installed;
    - (5) Using ground guides, the recovery LAVUP will take up the slack in the Tow bar by moving forward;
    - (6) Put the recovery LAVUP in park and insert the pins;

- 
- (7) Once installation is complete, participants will perform a full removal the ATB from the casualty and recovery LAVUP.
    - (8) Participants will repeat these steps, on flat ground, uneven ground, and slopes; and
    - (9) Participants will repeat these steps, on flat ground, while wearing arctic mitts to confirm the ease of use.
  - ii. The process will be timed as per the description of the timing requirements (3x hook up scenarios and 1x detaching scenario). Video and photographs will be recorded during the process as necessary.
  - iii. A focus group will be held to collect observations from SMEs and users.
  - e. Report. The report will include (as per Appendix 2 – Test and Evaluation Matrix):
    - i. Results of Test No.2 to include hook up times;  
  
Flat ground hook up times  
  
Flat ground detach times  
  
Uneven ground hook up times  
  
Slope hook up times  
  
Flat ground hook up times with arctic mitts
    - ii. Still images and video;
    - iii. Pass/Fail comments of ATB sample(s) for Test No.2. and user evaluation score.

#### 2.1.4 TEST NO 3 – TEST PROFILE – SYSTEM DEXTERITY

- a. Aim. The aim of this test is to determine if the ATB can be used to safely direct tow a LAVUP over severe obstacles and in tight quarters.
- b. Measure of Effectiveness.
  - i. The ATB can be used to perform LAVUP to LAVUP towing in tight quarters and over severe V-ditch obstacles.
- c. Performance Criteria.
  - i. The ATB can allow a sharp radius 360 degree turn without any impact between the two LAVUP;
  - ii. The ATB can be used to perform straight towing in reverse for no less than 25m;

- 
- iii. The ATB can be used to perform a 180 degree turn in reverse from the starting point; and
- iv. The ATB can be used to cross severe V-ditch obstacles.
- d. Method. Performance of the ATB while conducting LAVUP to LAVUP towing on level ground and obstacles:
- i. Control of the towed vehicle while reversing.
- ii. The vehicles will perform a 360 degree turn as sharp as possible, during the towing, to examine the possibility of any impact between the two vehicles. The diameter will be measured to calculate the turning angle. Video and photographs will be recorded during the process.
- iii. To identify the elevation and depression angle clearance, the vehicles will need to start on flat ground and perform on different angle of slopes.
- iv. The vehicles will perform a straight reverse towing for no less than 25m. Markers will be places on the ground to simulate a garage door entrance. The towing vehicle will back-up straight to insert the towed vehicle between the markers. Video and photograph.
- v. The towing vehicle will perform a 180 degree turn in reverse (3 point turn). The vehicles will be straight aligned before starting the procedure. Video and photograph will be recorded during the process.
- vi. V-ditch straight crossing test involves the recovery and casualty vehicle completely crossing the ditch perpendicular to the ditch direction.
- vii. V-ditch 45 deg Left/Right test involves the recovery and casualty vehicle crossing the ditch at 45 deg to the ditch direction, coming from both left and right sides.
- viii. V-ditch Turn Out Left/Right test involves the recovery vehicle on one side of the ditch and the casualty vehicle on the opposite side. The recovery vehicle initiates the towing process while turning left/right at 45 degrees.
- ix. The vehicles will perform a series of V-ditch crossings as listed in the following table:

TEST	SPEC	NOTES
V-ditch: Straight crossing		Users to note any clevis or lunette detachment, weld and paint cracking, hydraulic leaks, tow bar bending/buckling, etc. Indications of pin-joints loosening or excessive wear. Vehicle/tow bar interference. Damage to vehicle hitch-points or pintle.
V-ditch: 45deg crossing on left side		
V-ditch: 45deg crossing on right side		
Turn out of V-ditch Left		
Turn out V-ditch Right		

- x. A focus group will be held to collect observations from SMEs and users.
- e. Report. The report will include (as per Appendix 3 – Test and Evaluation Matrix):
- i. Turning radii measurements and yes/no comment if any impact between 2 LAVUP vehicles;
  - ii. Yes/no comment on straight towing in reverse for 25m;
  - iii. Yes/no comment on a 180 degree turn in reverse (3 point turn);
  - iv. V-ditch summary table (yes/no comment);

TEST	Pass(yes)/Fail(no) Comment & Notes
V-ditch: Straight crossing	
V-ditch: 45deg crossing on left side	
V-ditch: 45deg crossing on right side	
Turn out of V-ditch Left	
Turn out V-ditch Right	

- v. Still images and video;
- vi. Pass/Fail comments of ATB sample(s) for Test No.3. and user evaluation score.

**2.1.5 TEST NO 4 – TEST PROFILE – PERFORM ATB TOWING WITH LAVUP OVER SEVERE CROSS-COUNTRY CONDITIONS**

- a. Aim. The aim of this test is to determine if the ATB can be used to safely direct tow a LAVUP with another LAVUP over severe cross-country.
- b. Measure of Effectiveness. The ATB can be used to perform LAVUP to LAVUP towing over severe cross-country condition, including 30 percent side slopes, 30 percent forward/reverse slopes, wash board, high and steep angle and 30cm height steps conditions.
- c. Performance Criteria. Performance of the ATB while towing a LAVUP to a LAVUP over severe cross-country, to include:
  - i. Control of the towed vehicle while performing towing;

- 
- ii. Manoeuver around turns while controlling the towed vehicle;
  - iii. Control of the towed vehicle while braking;
  - iv. Control of the towed vehicle while accelerating;
  - v. Turning radius limitations;
  - vi. Control of the towed vehicle while reversing;
  - vii. Control of the towed vehicle while performing side slope in a range of 30 percent;
  - viii. Control of the towed vehicle while performing forward angle slopes of 30 percent;
  - ix. Control of the towed vehicle while crossing wash board obstacle (if present at trial location);
  - x. The ATB can allow crossing a step-up, of a maximum of 30cm, without any impact between the two LAVUP and between the ATB and the ground (if present in trial location);
  - xi. The ATB can allow crossing a step-down, of a maximum of 30cm, without any impact between the ATB and the ground (if present in trial location); and
  - xii. Control of the towed vehicle while performing on different vertical steps of 30cm height (if present in trial location).
- d. Method. The test profile for this evaluation consists of:
- i. Towing scenarios where vehicles travel at recommended speed provide by GDLS-C and RCME SME;
  - ii. Each scenario will include:
    - (1) Secondary road and severe cross-country conditions; and
    - (2) Six test profiles of 20 to 25 km long. Half will be executed counter-clockwise and the other half clockwise direction around the test routes.
  - iii. The ATBs will be used for this test;
  - iv. The towing vehicle Air Brake System and the Trailer Brake Hand Valve will be used as needed to control the test casualty vehicle; and
  - v. Video cameras will be installed on the rear of the towing vehicle and on the front of the towed vehicle with observation of the tow bars to record any interaction with other vehicle components while towing. Side view picture while performing test profile will be take on selected obstacle. The test sequence will be executed as follows:
    - (1) LAVUP crew will tow a LAVUP over severe cross-country;

- 
- (2) Identify any issues with the modified spaced towing pintle on the LAVUP, to include:
    - (a) Inspect the pintle after each scenario for signs of wear and damage; and
    - (a) Inspect the LAVUP pintle socket for signs of damage after each scenario.
  - (3) Identify any issues with the ATB; and
  - (4) A focus group will be held IOT determine the effectiveness of the ATB while performing towing.
- vi. A focus group will be held to collect observations from SMEs and users.
- e. Report. The report will include the following (as per Appendix 2 – Test and Evaluation Matrix):
- i. Control of the towed vehicle while performing towing (yes/no comment);
  - ii. Manoeuvre around turns while controlling the towed vehicle (yes/no comment);
  - iii. Control of the towed vehicle while braking (yes/no comment);
  - iv. Control of the towed vehicle while accelerating (yes/no comment);
  - v. Turning radius limitations (yes/no comment);
  - vi. Control of the towed vehicle while reversing (yes/no comment);
  - vii. Control of the towed vehicle while performing side slope in a range of 30 percent (yes/no comment);
  - viii. Control of the towed vehicle while performing forward angle slopes of 30 percent (yes/no comment);
  - ix. Control of the towed vehicle while crossing wash board obstacle (if present at trial location) (yes/no comment);
  - x. The ATB can allow crossing a step-up, of a maximum of 30cm, without any impact between the two LAVUP and between the ATB and the ground (if present in trial location) (yes/no comment);
  - xi. The ATB can allow crossing a step-down, of a maximum of 30cm, without any impact between the ATB and the ground (if present in trial location) (yes/no comment);
  - xii. Control of the towed vehicle while performing on different vertical steps of 30cm height (if present in trial location) (yes/no comment);
  - xiii. Details on incidents (which occurred will be recorded on the summary report);

- xiv. Still images and video; and
- xv. Pass/Fail comments of ATB sample(s) for Test No.4. and user evaluation score.

#### 2.1.6 **TEST NO 5 – FINAL INSPECTION**

- a. Aim. The aim of this test is to record the conditions of all items used upon completion of the testing.
- b. Measure of Effectiveness.
  - i. The ATB is not damaged;
  - ii. The use of the ATB does not cause damage to any LAVUP components; and
  - iii. No personnel were endangered.
- c. Performance Criteria.
  - i. The ATB is undamaged and/or not exhibiting deficiencies after towing;
  - ii. The pintle assembly is undamaged and/or not exhibiting deficiencies after towing; and
  - iii. The LAVUPs are undamaged and/or not exhibiting deficiencies after towing.
- d. Method.
  - i. The ATB, the pintle assembly, and the LAVUP will be visually inspected for damage and functionality issues upon completion of testing. Post-trial inspections will be done by the trial team; and
  - ii. Results will be documented to include pertinent imagery.
- e. Report. The Trial Report will include the following (as per Appendix 3 – Test and Evaluation Matrix):
  - i. The final results of any comments/insights obtained from the trial participants (over all tests);
  - ii. The ATB is undamaged on visual inspection (yes/no comment);
  - iii. The pintle assembly is undamaged on visual inspection (yes/no comment);
  - iv. The LAVUP are undamaged on visual inspection (yes/no comment);
  - v. Photographs and/or video to illustrate the information collected; and
  - vi. Final comments for inspection of ATB sample(s) for Test No.5.

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## APPENDIX 4 TO PART 4

### **Bid Price for Bid Evaluation Purposes**

The contract funding may differ from the total evaluated price of the successful bid.

**The Estimates included herein at column A are provided for bid evaluated price determination purposes only.**

The price of the bid will be evaluated in Canadian dollars, the Customs Duties excluded, Goods and Services Tax, Quebec Sales Tax (QST) and/or the Harmonized Sales Tax excluded, FCA - Free Carrier (Contractor's facility) as per Incoterms 2000.

If there is a discrepancy between the unit prices identified in ANNEX B and Appendix 4 to Part 4 the prices identified in ANNEX B - Basis of Payment will govern.

### **ITEM 001, ATB Kit**

The Contractor will be paid the following firm unit price for a minimum quantity of 150 units and up to a maximum quantity of 208 units, for the ATB Kits as per the Requirement at Annex A and its associated appendices and in accordance with the terms and conditions of the contract.

	<b>A</b>	<b>B</b>		<b>C</b>
<b>Unit of Issue</b>	<b>Estimated Qty</b>	<b>Unit Price Per ANNEX B Item 001</b>	<b>Total A X B =</b>	<b>Extended Price</b>
Each	208			
		<b>Bid Price for Bid Evaluation Purposes:</b>		



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**ANNEX A**

**STATEMENT OF WORK  
FOR  
ADJUSTABLE TOW BAR (ATB) KIT**

## **1. SCOPE**

### **1.1 Purpose**

- 1.1.1 This statement of work (SOW) outlines the requirement for an Adjustable Tow Bar (ATB) Kit for Light Armoured Vehicles (LAV) and Armoured Fighting Vehicles (AFV).

### **1.2 Background**

- 1.2.1 There is an immediate need to procure new tow bars capable of supporting the increased weight of the LAV UP Family of Vehicles (FOV) to allow high readiness training and deployment of units equipped with the LAV UP FOV.
- 1.2.2 The new tow bars will replace the existing rigid A-frame tow bars that do not have the capacity to tow the new, heavier LAV UP FOV vehicles.
- 1.2.3 The adjustable functionality will eliminate the need for movement of the recovery vehicle with personnel supporting the tow bar in the crush zone (to permit hook-up of the casualty vehicle), which will reduce the safety risk to personnel during operation.
- 1.2.4 Canada will procure the ATB's and all necessary components to allow towing operations, as a self-contained kit. The kit will contain all required adaptors to connect to NATO STANAG 4478 compliant vehicles as indicated in the Statement of Work Appendices 2 & 3, as well as the Comprehensive Operator Manual as per Appendix 4.

### **1.3 Security Classification**

- 1.3.1 This document and technical requirement is unclassified.

### **1.4 Strategy**

- 1.4.1 This requirement is for an ATB Kit, which has been designed, tested, and trialed on an in-service military vehicle and meets the specifications as listed in Appendix 2: ATB - Operational Requirements and Technical Specifications. This requirement does not include resources or timeline for design, development, or prototype testing. Testing will only be conducted to ensure technical compliance to the SOW requirements.

### **1.5 Terminology**

- 1.5.1 Reference Appendix 1 – List of Abbreviations and Acronyms.

## **2. APPLICABLE DOCUMENTS**

### **2.1 Applicability**

- 2.1.1 The documents, specifications and drawings specified in this SOW are supportive of this SOW and of any appendices included herein. Second level references of any referenced publications are not applicable unless so stated in Section 3.0 of this SOW or its appendices.

### **3. REQUIREMENT**

#### **3.1 General**

**3.1.1** The scope of work for this requirement must consist of the following:

- 3.1.1.1 Project Management of the ATB Project;
- 3.1.1.2 Production and Design of the ATB; and
- 3.1.1.3 Data Deliverables and Publications.

#### **3.2 Project Management of the ATB Project**

**3.2.1** Project kick-off meeting.

- 3.2.1.1 The Contractor must conduct a project kick-off meeting with Canada within ten (10) calendar days after award of contract (AOC). This meeting will provide a forum for the Contractor and Canada to develop a Project Master Schedule (PMS) and a delivery schedule for contracted equipment.
- 3.2.1.2 The Contractor must prepare a meeting agenda in accordance with Appendix 4: Data Requirements, Project Kick-Off Meeting – Agenda and Meeting CDRL 1001, DID-PM-01.
- 3.2.1.3 The Contractor must prepare meeting minutes in accordance with Appendix 4: Data Requirements, Project Kick-Off Meeting – Minutes CDRL 1002, DID-PM-01.

**3.2.2** Project Master Schedule.

- 3.2.2.1 The PMS will identify project milestones, delivery dates and project task completion dates related to the delivery of the ATB.
- 3.2.2.2 The Contractor must prepare a finalized PMS and equipment delivery schedule in accordance with Appendix 4: Data Requirements, Project Master Schedule and Equipment Delivery Schedule CDRL 1003, DID-PM-02 and provide it to Canada within fifteen (15) calendar days after the project kick-off meeting.

**3.2.3** Project Status Meetings.

- 3.2.3.1 These meetings will consist of the Contractor providing Canada with an update of the current production run, delivery schedule, and any other issues that might impact the project and associated schedules. These meetings will occur as required and can be requested by Canada or the Contractor. The Crown reserves the right to allow or deny any meeting requests at its discretion.
- 3.2.3.2 The Contractor must prepare a meeting agenda in accordance with Appendix 4: Data Requirements, Project Status Meeting – Agenda and Meeting CDRL 1004, DID-PM-03.
- 3.2.3.3 The Contractor must prepare meeting minutes in accordance with Appendix 4: Data Requirements, Project Status Meeting – Minutes CDRL 1005, DID-PM-03.

### **3.3 Production and Design of the ATB**

#### **3.3.1 Design Certification.**

- 3.3.1.1 The Contractor must provide proof of compliance that the ATB has been designed, tested, and trialed on an in-service military vehicle and meets the design specifications in accordance with Appendix 2: ATB: Operational Requirements and Technical Specifications and as defined in the bid evaluation plan.

#### **3.3.2 Application Evaluation.**

- 3.3.2.1 The Contractor must provide validated proof of compliance to design and operations in accordance with Appendix 2: ATB - Operational Requirements and Technical Specifications. The Contractor must provide comparative as well as conclusive data to prove design, application, reliability and compatibility as defined in the bid evaluation plan.

#### **3.3.3 Production Standards.**

- 3.3.3.1 The Contractor must follow Canadian quality assurance procedures as described in the terms and conditions of the Contract.

#### **3.3.4 Equipment Name Plate Design.**

- 3.3.4.1 The ATB identification plate will be installed on every production unit delivered to Canada and will identify the equipment and provide a means to track and control the item.
- 3.3.4.2 The Contractor must provide a bilingual (French & English) equipment name plate design for Canada's approval and subsequent inclusion onto the production ATB in accordance with Appendix 4: Data Requirements, Equipment Name Plate Design CDRL 3003, DID-CM-03.

#### **3.3.5 Maintainability and Reparability.**

- 3.3.5.1 The Contractor must provide, in accordance with Appendix 4: Data Requirements Spare Parts List CDRL 4005, DID IL-04, a Recommended Spares Parts List (RSPL) to identify the spare parts and associated quantities that will be sufficient to support the procured equipment for two (2) years.
- 3.3.5.2 Where special tooling and/or test equipment is suggested, the Contractor must supply a top-level drawing, description and part number and provide pricing for procurement of the suggested special tooling as part of the spare parts provisioning listing.

### **3.4 Data Deliverables and Publications**

#### **3.4.1 General.**

- 3.4.1.1 All publication deliverables in this section must be delivered to the TA for initial review and/or approval and a copy to the CA. The Crown will have a period of fifteen (15) calendar days to provide the Contractor with comments and/or approval on the deliverables.

- 3.4.1.2 All final publication deliverables must be in English and media must be in both hard and electronic copy using Microsoft Office formats.
- 3.4.1.3 The contractor must provide all drawings and documentation, where applicable, in a JPEG and/or a Tagged Image File Format (TIFF).

**3.4.2 ATB Bill of Materials (BOM) Listing.**

- 3.4.2.1 The BOM is a comprehensive list of all the piece parts of the ATB broken down into their respective Line Replaceable Unit groupings allowing Canada the ability to quickly retrieve information on ATB parts.
- 3.4.2.2 The Contractor must provide an itemized listing, broken down into appropriate Line Replaceable Unit (LRU) sub-groupings, of all the piece parts which make up the ATB in accordance with Appendix 4: Data Requirements, BOM Listing CDRL 3001, DID-CM-01.

**3.4.3 Material Safety Data Sheet (MSDS).**

- 3.4.3.1 The MSDS provides information and procedures on product stewardship and occupational safety and health.
- 3.4.3.2 The Contractor shall provide an MSDS for the ATB in accordance with Appendix 5: Data Requirements, Material Safety Data Sheet CDRL 2003, DID-EN-03.

**3.4.4 ATB Hardware Breakdown Structure (HBS) Drawing.**

- 3.4.4.1 The HBS is a top level drawing of all the piece parts broken down into their respective LRU groupings for quick reference by Canada.
- 3.4.4.2 The Contractor must provide top-level drawings of the ATB indicating all the LRUs that make up the ATB in accordance with Appendix 4: Data Requirements, HBS Drawing CDRL 3002, DID-CM-02.

**3.4.5 Supplemental Provisioning Technical Documentation (SPTD).**

- 3.4.5.1 The SPTD is required for NATO codification purposes and must be provided by the Contractor for each down part in accordance with Appendix 4: Data Requirements, Supplementary Provisioning Technical Documentation CDRL 4002 DID IL-02.
- 3.4.5.2 Where the information for a down part is not available, a catalogue description (containing adequate identification details) or a photograph or sketch with descriptive text may suffice at the discretion of the TA.
- 3.4.5.3 A SPTD is not required for items that already have a NSN or are identified by a Canadian or US government specification or standard that completely describes the item (including dimensional, mechanical and electrical characteristics).

**3.4.6 Comprehensive Operator Manual.**

- 3.4.6.1 The comprehensive operator manual is a concise guide detailing all the features, checks, and steps required by an operator to properly operate the ATB.
- 3.4.6.2 The comprehensive operator manual provides direction and information to the operators on how to properly and safely operate an ATB.
- 3.4.6.3 The Contractor must provide quantity 4 bilingual (French and English) draft operator manuals in accordance with Appendix 4: Data Requirements, Comprehensive Operator Manual CDRL 4003 DID IL-03.

3.4.6.4 Once approved by the Technical Authority, the Contractor must provide quantity 1 bilingual (French and English) comprehensive operator manual as part of each ATB Kit.

**3.4.7 Comprehensive Maintenance Manual with Illustrated Parts List (IPL).**

3.4.7.1 The comprehensive maintenance manual is a concise guide detailing the trouble shooting steps for all possible failures and corresponding repair procedures. The IPL provides a quick reference for the maintainer to quickly identify and locate the affected ATB part(s) for servicing.

3.4.7.2 The comprehensive maintenance manual with IPL must be used to identify the spare parts and associated consumable quantities that will be sufficient to support the main equipment for each fielded ATB kit.

3.4.7.3 The comprehensive maintenance manual with IPL must provide direction and reference to operators on how to properly and safely upkeep and conduct maintenance on the ATB throughout its life cycle.

3.4.7.4 The Contractor must provide the comprehensive maintenance manual in accordance with Appendix 4: Data Requirements, Comprehensive Maintenance Manual with IPL CDRL 4004 DID IL-04.

**3.4.8 Recommended Spare Parts List**

3.4.8.1 The RSPL is used to identify the spare parts and associated quantities that will be sufficient to support the ATB for the first two (2) years of use from the date of ATB Kit delivery.

3.4.8.2 The Contractor must provide the RSPL in accordance with Appendix 4: Data Requirements, Recommended Spare Parts List CDRL 4005 DID IL-04.

## **4 DELIVERABLES**

### **4.1 General**

#### **4.1.1 Hardware Deliverables.**

Serial	Reference	OEM Part Number	Deliverables	Qty	Unit of Issue	Remarks
1	Appendix 2 – ATB - Operational Requirements and Technical Specifications	TBD	Adjustable Tow Bar Assembly & Kit	Up to 208	Each	To include all required ancillary equipment and spare parts in the kit.
2	Appendix 2 – ATB - Operational Requirements and Technical Specifications	TBD	Two (2) years' supply of spare parts as determine by Canada	Lot	TBD	Bidder to provide 2 years supply of spare parts, as determined by Canada

#### **4.1.2 Data Item Deliverables (DID) and CDRL deliverables are detailed in Appendix 4: Data Requirements, CDRLs and DIDs Listing.**

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**APPENDIX 1 TO ANNEX A  
LIST OF ABBREVIATIONS AND ACRONYMS**

**List of Terminology**

<b>Term</b>	<b>Description</b>
AECTP	Allied Environmental Conditions Testing Publication
AFV	Armoured Fighting Vehicle (BISON, LAV 25, LAV III, M113LE, CCV)
AOC	Award of Contract
BOM	Bill of Materials
CA	Contract Authority
CARC	Chemical Agent Resistant Coating
CBRN	Horizon-One Chemical Biological Radiological and Nuclear
CW	Clockwise
CCW	Counter Clockwise
CDRL	Contract Data Requirements List
CFQAR	Canadian Forces Quality Assurance Representative
CFSD	Canadian Forces Supply Depot
CFSS	Canadian Forces Supply System
CFTO	Canadian Forces Technical Order
DID	Data Item Deliverable
DND	Department of National Defence (Canada)
DVD	Digital Versatile Disc
FOV	Family Of Vehicles
HFE	Human Factors Engineering (MMI, Man-Machine Interface term)
HBS	Hardware Breakdown Structure
IAW	In Accordance With
IPE	Individual Protective Equipment
IPL	Illustrated Parts List
IRR	Infrared Reflective coating
ISO	International Standards Organization
ISPL	Interim Spare Parts List
LAV III	Light Armoured Vehicle III
LAV III ISC	Light Armoured Vehicle III Infantry Section Carrier
LRU	Line Replaceable Unit
MG	Machine Gun
MIL-STD	Military Standard

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Term	Description
MOTS	Military-off-the-Shelf
MSDS	Material Safety Data Sheet
NCAGE	Commercial And Government Entity Code
NATO	North Atlantic Treaty Organization
NDID	National Defence Index of Documentation
NLT	No Later Than
NSN	NATO Stock Number
OEM	Original Equipment Manufacturer
PA	Procurement Authority
PPE	Personal Protective Equipment
PMO	Project Management Office
PMS	Project Master Schedule
POL	Petroleum, Oil & Lubricants
RA	Requisitioning Authority
SOW	Statement of Work
RFD	Request for Deviation
SPTD	Supplementary Provisioning Technical Documentation
STANAG	Standardization Agreement (NATO)
TA	Technical Authority
TIFF	Tagged Image File Format
WES	Weapons Effect Simulation
WLAV	Wheeled Light Armoured Vehicle 25 MM



## APPENDIX 2 TO ANNEX A

### ATB - OPERATIONAL REQUIREMENTS AND TECHNICAL SPECIFICATIONS

#### 1.0 General Document Information

##### 1.1 Purpose

- 1.1.1 This appendix outlines the requirement for an Adjustable Tow Bar (ATB) capable of supporting the increased weight of the LAVUP Family of Vehicles (FOV) to allow high readiness training and deployment of units equipped with the LAVUP FOV.
- 1.1.2 This Systems specification provides a requirements description of the ATB. Key elements of this document include a general description of the ATB and its intended use and functions. This text provides the specifications detailing the operational performance and technical requirements for employment on the LAVUP FOV.

##### 1.2 Requirements Classification

- 1.2.1 **Essential requirements.** All requirements in this specification that are essential must be met by the system. The word “must” specifically identifies an essential or mandatory requirement.
- 1.2.2 Terminology.

**Interpretation of “Must” and “Will”.** In this specification the use of the word “Must” denotes requirements that the ATB Kit must meet. Use of the word “Will” denotes actions expected to take place in the future.

## 2. Document References

### 2.1 DND Standards, Specifications and Documents

NDID	Title	Latest Revision Date
D-02-002-001/SG-001	Standard, Identification Marking of Military Property	2003-04-01
D-02-006-008/SG-001	National Defence Standard, The Design Change, Deviation and Waiver Procedure	1985-05-16
D-LM-008-036/SF-000	Department of National Defence Minimum Requirements for Manufacturers Standard Pack	1990-06-11
DCIEM 98-CR-15	Anthropometric Survey of the Canadian Forces	1998

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## 2.2 US Military Specifications and Standards

Document Number	Title	Latest Revision Date
MIL-STD-882D	Standard Practice for System Safety	2000-02-10
MIL-STD-810G	Environmental Engineering Considerations and Laboratory Tests	2008-10-31
MIL-STD-1474D	Noise Limits	1997-02-12
FED-STD-595C	Colors Used in Government Procurement	2008-01-16
MIL-STD-973	Configuration Management	1992-04-17
MIL-STD-1472G	Department of Defense Design Criteria Standard Human Engineering	2012-01
TARDEC 21949	Tow Bar Test Plan	2011-06-10
MIL-C-4616D(ME)	Coating, Aliphatic Polyurethane, Chemical Agent Resistant	1987-05-21

## 2.3 NATO Specifications and Standards

Document Number	Title	Latest Revision Date
NATO STANAG 4370	Environmental Testing	2008-02-15
NATO STANAG 4478	Emergency Towing and Recovery Facilities For Tactical Land Vehicles	2004-10-8
NATO STANAG 4050	Symbols Designating Function of Controls in Military Vehicles.	1991-07-19
NATO STANAG 4101	Towing Attachments	2000-02-21
NATO STANAG 4019	Emergency Towing Facilities	1992-12-07
AECTP 230 (Edition 1)	Climatic Conditions	2009-05

## 2.4 ISO Standards

ISO Number	Title	Latest Revision Date
9001:2008	Quality Management Systems – Requirements	2008-12-15
10005:1995	Quality Management – Guidelines for Quality Plans	2009-03-03
2575:2010	Road Vehicles, Symbols for Control, Indicators and Tell-Tales	2010-07-01
7000:2012	Graphical Symbols For Use On Equipment -- Registered Symbols	2012-01-25
AECTP 300 (Edition 3)	Climatic Environmental Tests	2006-05-18

### 3. Requirement

#### 3.1 General

3.1.1 This Specification outlines the requirement for Tow Bar kits.

3.1.2 **Material.** The material and design must be resistant to vehicle vibration, rugged terrain shock, and environmental humidity conditions in accordance with MIL-STD-810G and detailed in Appendix 5: Environmental and Vibration Requirements.

3.1.3 **Operating Environment.** The ATB assembly must operate effectively and not be degraded in environmental conditions as detailed in Allied Environmental Conditions Testing Publication (AECTP) 230 Climatic Conditions (edition 1), conditions A1 (49°C) through C2 (-46°C but only up to a maximum of -40°C) in accordance with MIL-STD-810G as detailed in Appendix 5: Environmental and Vibration Requirements.

3.1.4 **Interface Requirements.** The ATB must:

3.1.4.1 be able to be installed on a LAVUP FOV;

3.1.4.2 be designed such that the usability requirements must accommodate the 5 – 95<sup>th</sup> percentiles of the current Canadian Forces user population, both male and female, in accordance with DCIEM 98-CR-15, in individual protective ensembles (IPE) with a tactical load carrying vest, and Horizon-One Chemical Biological Radiological and Nuclear (CBRN) environmental clothing and equipment. IPE must include: the in-service ballistic helmet, ballistic eyewear, fragmentation vest with strike plate (neck guard and brassards installed), and cold weather arctic style gloves. The CBRN environmental clothing and equipment must include: the protective suit, over-boots, gloves and the in-service CBRN respirator.

3.1.5 **Design.** The ATB design must:

3.1.5.1 be such that all aspects of the operation and maintenance of the equipment/systems can be carried out by personnel safely and efficiently while wearing their IPE with tactical load carrying vest and CBRN environmental equipment in desert, tropical warm weather, and arctic winter conditions;

3.1.5.2 not require personnel to be present between the casualty vehicle and recovery vehicle (crush zone) during installation, while one of the vehicles is in movement or engaged;

3.1.5.3 maximise the hook-up speed of the casualty and recovery vehicles without causing damage to either vehicle and successfully carry out military towing operations based on MIL-STD-1472G & TARDEC 21949;

3.1.5.4 minimize environmental contamination/effluence when washed in accordance with the Manufacturer's instructions; and

3.1.5.5 not contain Prohibited Materials in accordance with MIL-HDBK-2036, Section 4.12.1. The materials used in the fabrication of the ATB must not contain any toxic, carcinogenic materials or ozone depleting substances in accordance with

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the Toxic Materials List provided by the Globally Harmonized System and the Canadian Centre for Occupational Health and Safety (CCOHS).

## **3.2 Physical Configuration**

- 3.2.1** The overall weight of the ATB, excluding any tools and stowage equipment, must not exceed 146.0 kg (322.0 lbs).
- 3.2.2** The ATB length must be 2755.9 mm (108.50 in) to 3009.9 mm (118.50 in) from centre point to centre point of the ATB bar (not including the clevis adaptor) when the bar is locked for towing.
- 3.2.3** The ATB must be installed without requiring modifications (or cause damage) to the LAVUP FOV recovery mounting points as described in Appendix 3: Drawings and Reference Info.
- 3.2.4** The ATB must have the ability to be connected the WLAV fleets listed below:
  - 3.2.4.1** LAV III adaptor and pin must interface with front tow lug P/N 10625023 and rear tow lug P/N 10625018 (FIG. 3-3, 3-2, and 3-1, Appendix 3: Drawings and Reference Info).
  - 3.2.4.2** LAVUP adaptor and pin must interface with the front tow lug P/N 10705640 (FIG. 3-5 Appendix 3: Drawings and Reference Info) and, rear tow lug 10703660 I (FIG. 3-4, Appendix 3: Drawings and Reference Info).
- 3.2.5** The ATB must resist environmental contamination/degradation and vibration profiles of severe cross country/military daily use (Water/Ice, Corrosion, Dust, Solar Radiation, Drop Test, etc.) as per Appendix 5: Environmental and Vibration Requirements.
  - 3.2.5.1** The ATB must be designed to ensure that extreme environmental or operational conditions such as temperature, precipitation (liquid, freezing, frozen), blowing dust/sand, humidity, vibrations, and pressure, does not degrade the ATB's performance to the extent that it would no longer meet the specifications stated herein.
- 3.2.6** The ATB must resist petroleum, oil, and lubricant (POL) contamination, in accordance with AECTP 300 Method 314 and TOP 3-2-609 as per Appendix 5: Environmental and Vibration Requirements.
- 3.2.7** The ATB must be painted green in accordance with Federal Standard 595 chip 34094, with a chemical agent resistant coating (CARC) and infrared reflective (IRR) coating.
- 3.2.8** The ATB must have bilingual (English and French) decals and data plates marked in metric units and international symbols in accordance with ISO 2575:2010 - Road Vehicles, Symbols for Control, Indicators and Tell-Tales, and ISO 7000:2012 - Graphical Symbols For Use On Equipment - Registered Symbols; and D-02-002-001/SG-001 - Standard, Identification Marking of Military Property.
- 3.2.9** Warning or precautionary decals and data plates must be provided where necessary to protect personnel or equipment.

### **3.3 Performance**

- 3.3.1** The ATB must allow a minimum of 900.0 km (559.2 mi) of recovery towing before needing inspection or servicing.
- 3.3.2** The ATB must permit hook up of casualty vehicle without the need for personnel to stand between the recovery vehicle and the casualty vehicle (in the crush zone) while the recovery vehicle is being brought into position.
- 3.3.3** The ATB must support the towing and recovery of vehicles weighting a minimum of 36287.4 kg (80,000 lbs).
- 3.3.4** The ATB must have a front and rear tow angle of at least 40 degrees up and 40 degrees down (from the horizontal). Reference FIG. 3-13, 3-14, 3-15, STANAG 4101, 4478, and 4019.
- 3.3.5** The ATB must allow a maximum distance between the vehicles of 3175.0 mm (125.0 in) as measured from level ground from recovery vehicle pintle hook center to casualty tow lug center.
- 3.3.6** The ATB must allow a minimum distance between the vehicles of 2794.0 mm (110.0 in) as measured from level ground from pintle mount centre to tow lug center.
- 3.3.7** The ATB must be operable, with and without cold weather arctic style gloves, by left and right handed operators, and with only the ATB Kit provided (no special tooling or ancillary equipment to be provided by Canada). All tooling (ancillary equipment) must be included in the Kit.
- 3.3.8** The ATB must be installed on a LAVUP FOV in 25 minutes or less by a maximum of 2 operators in conditions A1 and C2 as per AECTP 230 (and must be able to be removed under the same constraints/conditions). Installation of over 25 min will be considered non-compliant.
- 3.3.9** The ATB Kit must be a full kit and no special tools or equipment not included in the kit is to be used to operate the ATB. ATB Kit mandatory contents are listed in section 3.4.
- 3.3.10** The ATB must be designed to minimize Human Factors Engineering (HFE) pinch-point hazards to personnel. Where hazards exist due to design requirements, they must be labelled as hazards and indicated as such in all provided publications.
- 3.3.11** The ATB design must permit operator and technician maintenance tasks to be performed while wearing full Personal Protective Equipment (PPE). PPE will include approved workshop eye/face protection, gloves, head protection, feet protection, and body protection.

### **3.4 Maintainability, Reparability, and Contents**

- 3.4.1** The ATB must be maintainable in the theatre of operation by first line maintainers. The Contractor must provide, in accordance with Appendix 4: Data Requirements Spare Parts List CDRL 4005, DID IL-04, a Recommended Spares Parts List (RSPL) to identify the spare parts and associated quantities that will be sufficient to support the procured equipment for two (2) years.

- 
- 3.4.2** The ATB Kit must include all required ancillary equipment required for its operation. In addition it must also include the following items in order to operate the ATB with existing infrastructure:
- 3.4.2.1 Safety tow straps (min qty 2 per kit) (Tow strap length TBD at trial)
  - 3.4.2.2 Airline kit (1x per kit) (16 ft long 4800 mm) NSN 4720-21-920-9056
  - 3.4.2.3 Electrical tow cable (1x per kit) NSN 6150-21-912-6853
  - 3.4.2.4 Wheel chocks (2x per kit) NSN 2540-01-594-6292
- 3.4.3** The ATB Kit must include connection to Canadian hardware/vehicular interface (pintle mount & and tow lugs as per paras listed above and in Appendix 3: Drawings and Reference Info), examples of may include (as applicable):
- 3.4.3.1 Clevis adaptors (2x STANAG specific to Canadian Vehicle)
  - 3.4.3.2 Clevis pin + spare (qty for function + min 1x spare per kit)
  - 3.4.3.3 Locking pin (lynch pin) & lanyard + spare (qty for function + min 1x spare per kit)
- 3.4.4** The kit must ensure that cables (airline, electrical, etc.) are secured during operation (and not dragging or prone to snagging). Securing mechanisms required (as applicable) for example:
- 3.4.4.1 Cargo strap 1" x 6.5' (1x per kit) NSN 5340-20-000-0306
  - 3.4.4.2 Cargo strap 1" x 34" (2x per kit) NSN 5340-21-920-6722
  - 3.4.4.3 Tie down cargo vehicle 2" ratchet with 7/16" hook 30' long (1x per kit) NSN 3990-20-008-1613
- 3.4.5** Any other bidder tooling (ancillary equipment) required and supporting items for operation must be included in the kit:
- 3.4.5.1 Stowage Bag/container to stow safety tow straps, cargo straps, adaptors (clevis'), spare clevis pins, airline, electrical tow cable (1x per kit) and wheel chocks.
  - 3.4.5.2 Extra consumables included in kit (min 1x quantity of each consumable item such as spare pins low cost disposable items, retaining rings, etc.) for supporting attachments, etc.
- 3.4.6** The ATB must allow for routine maintenance such as oil, lubrication and general servicing of its components, without impairment of its operational effectiveness.
- 3.4.7** The ATB must be designed such that major assemblies and components can be rapidly replaced using commercially available common tools and equipment.

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- 3.4.8** All modifications and improvements must have minimal impacts to the environment. Canadian Armed Forces policy and relevant environmental legislation must be followed. Environmentally damaging materials such as polychlorinated biphenyls (PCB) and chlorofluorocarbons (CFC) must not be used in the construction, retrofit and improvement of the ATB.

**APPENDIX 3 TO ANNEX A**  
**DRAWINGS AND REFERENCE INFORMATION**

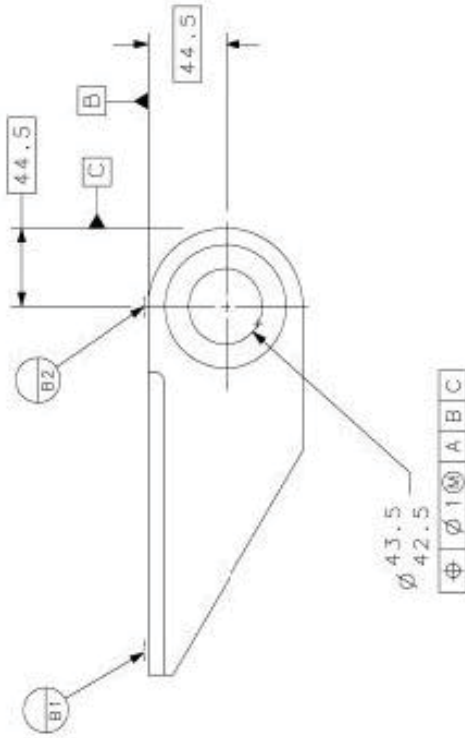
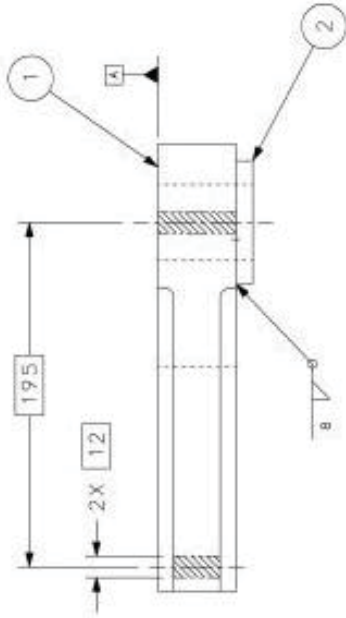


FIG. 3-1: 10625018-1 (LAV III) Rear Lug







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## LAVUP rear lug

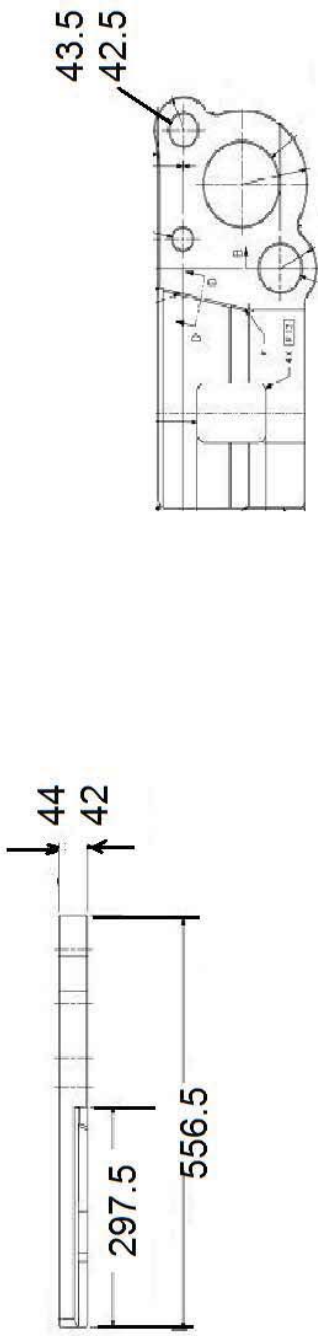
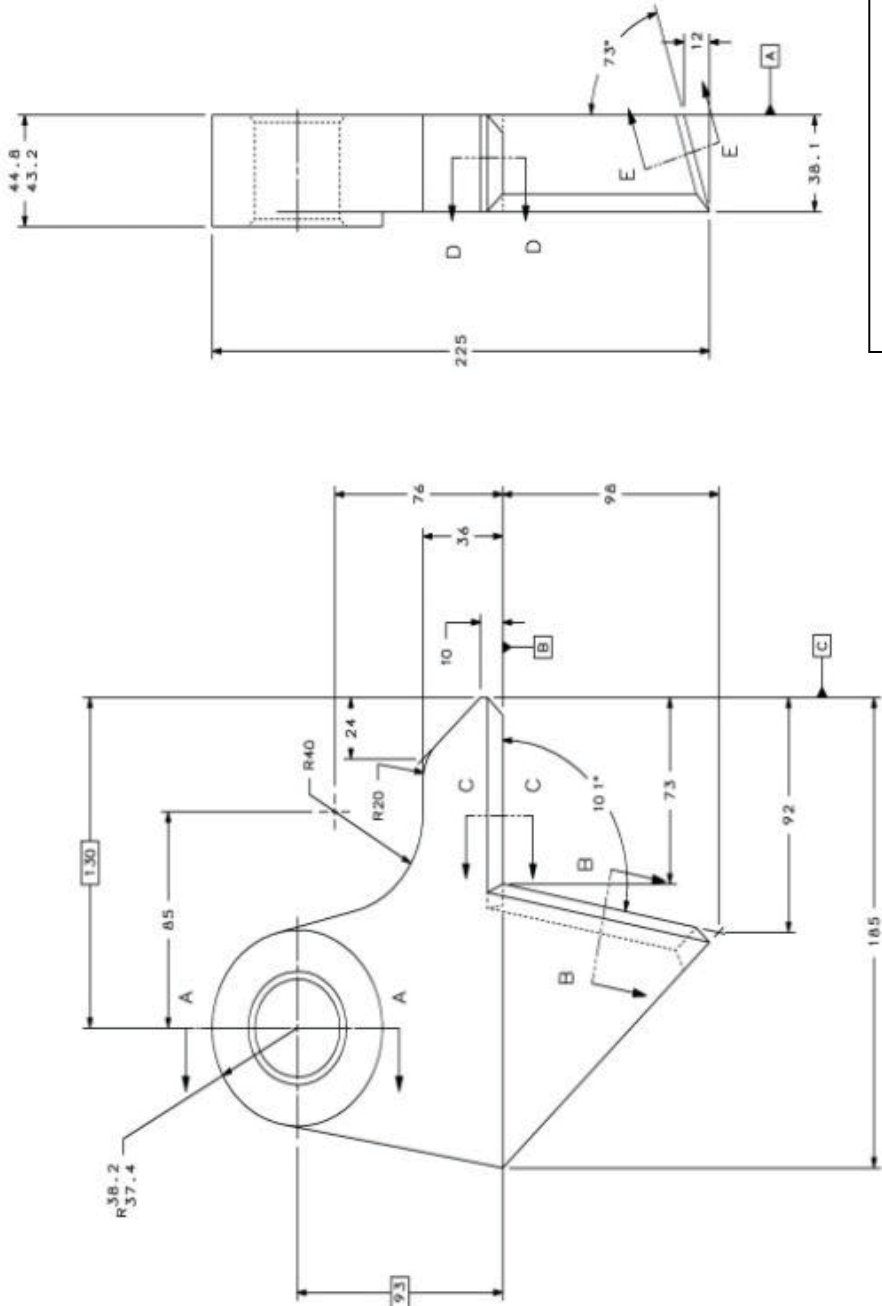


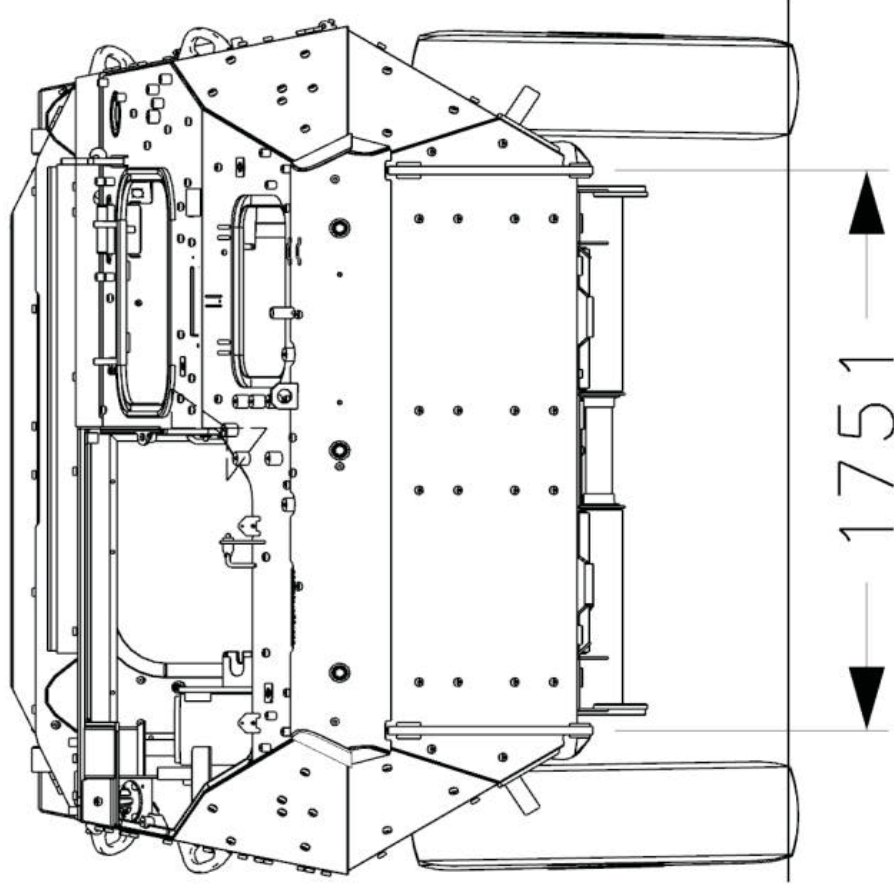
FIG. 3-4: 10703660 (LAVUP) Rear Lug



Note:

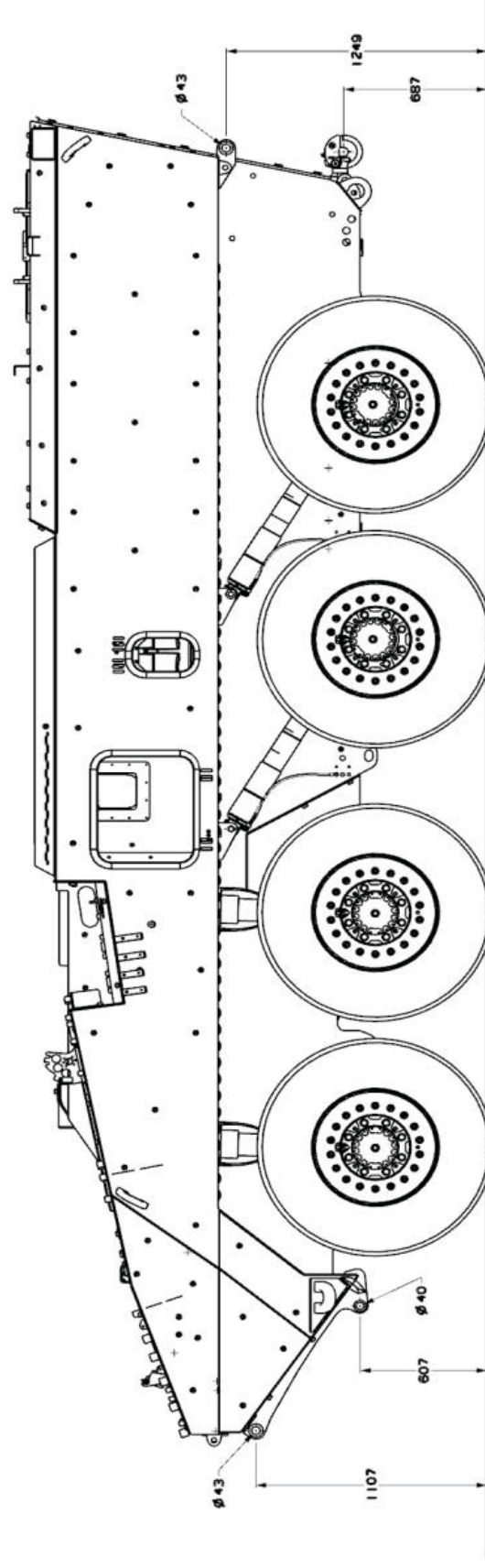
Dimensions are in mm.

FIG. 3-5: 10705640 (LAVUP) Front Lug



Sheet "SHT1" Work

FIG. 3-6: Tow Lug Dimensions – LAV III FR



Sheet "SHT1" Work

FIG. 3-7: Tow Lug Dimensions – LAV III LHS

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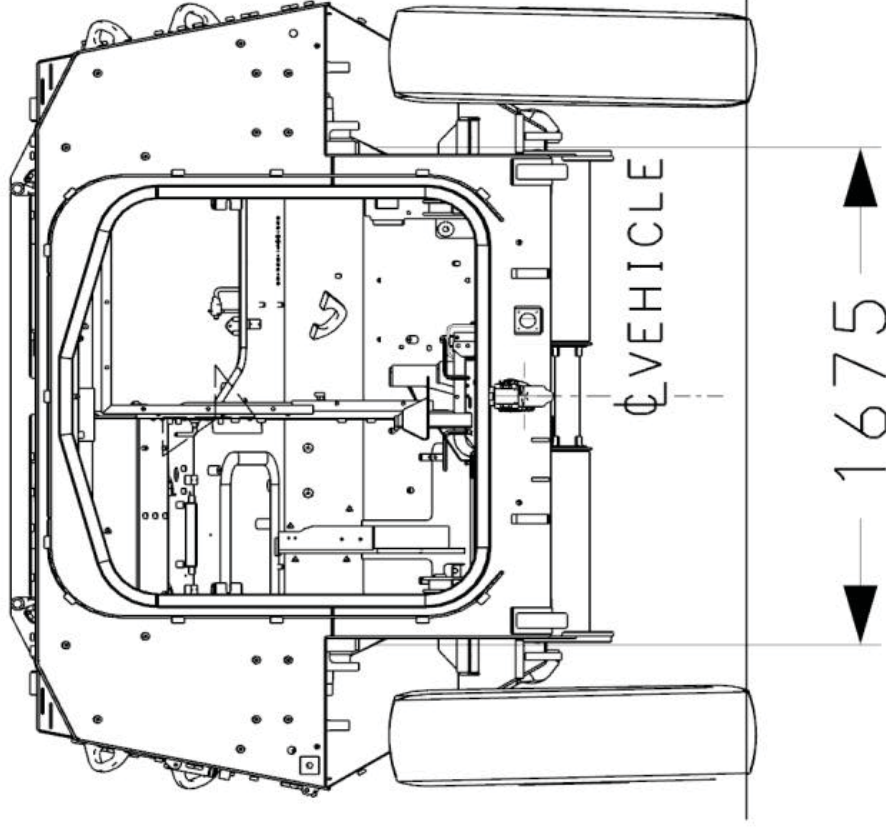
Amd. No. - N° de la modif.

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Sheet "SHT1" Work

FIG. 3-8: Tow Lug Dimensions – LAV III Rear

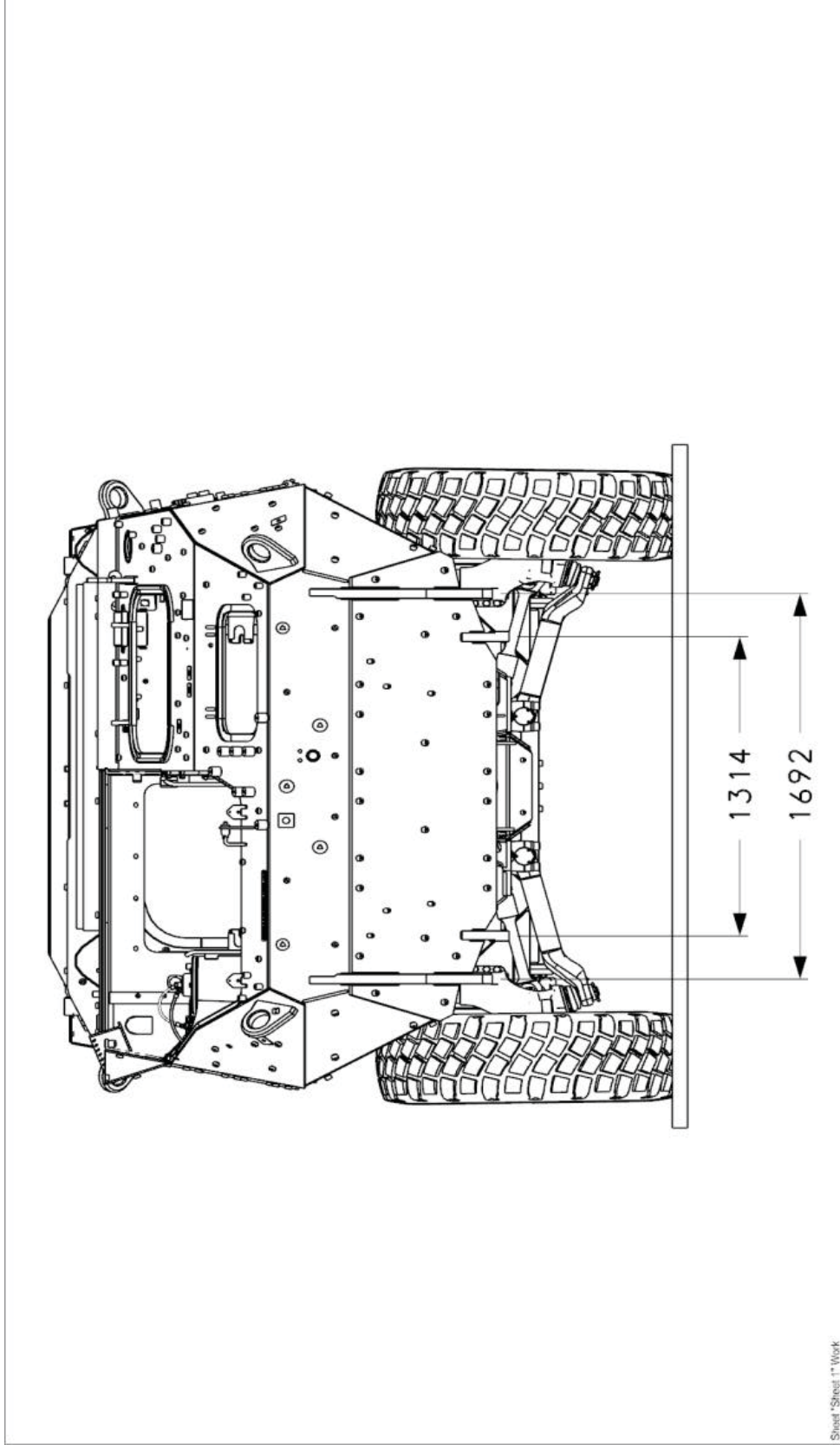


FIG. 3-9: Tow Lug Dimensions – LAVUP FR



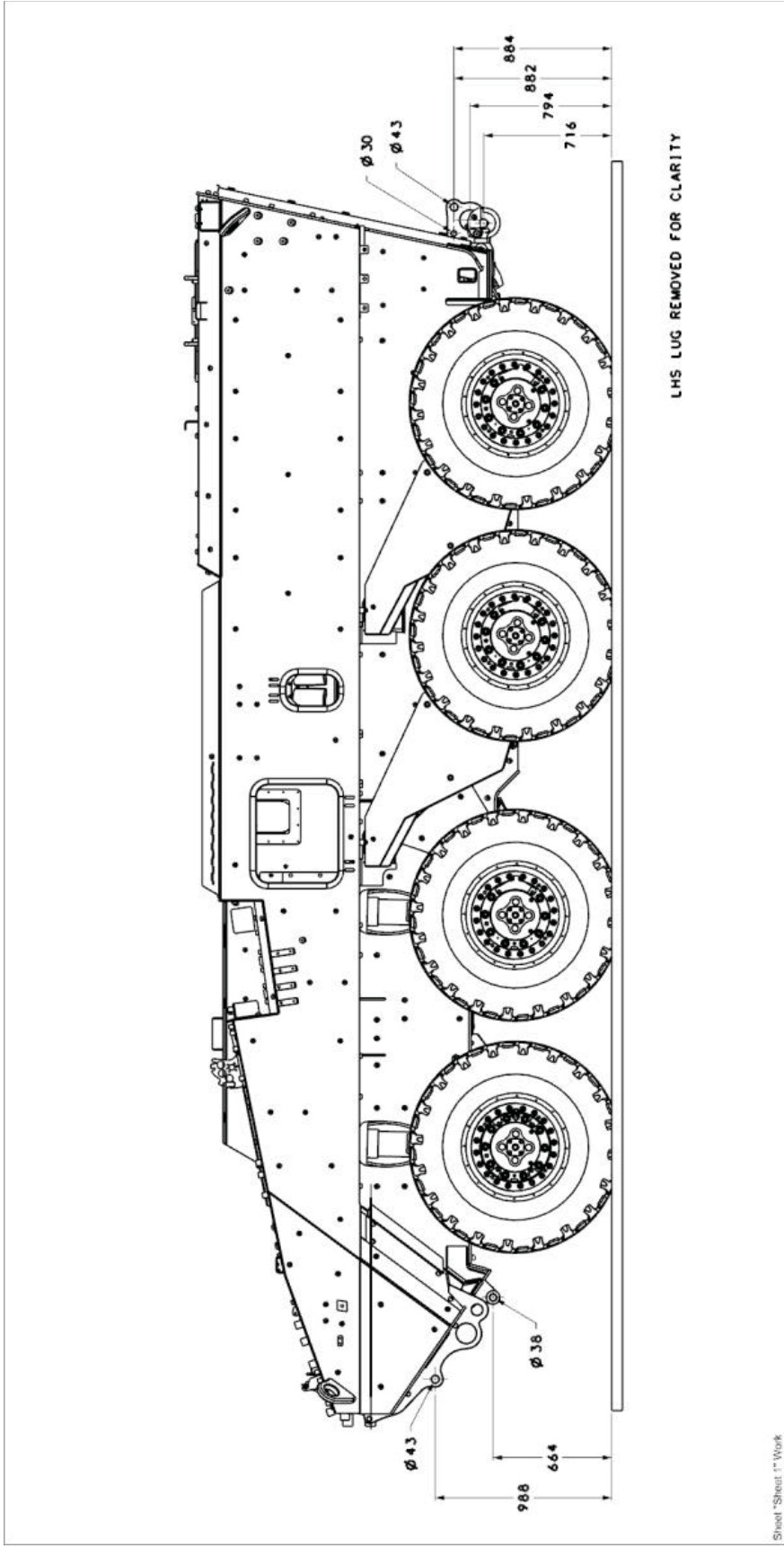


FIG. 3-10: Tow Lug Dimensions – LAVUP LHS

Solicitation No. - N° de l'invitation  
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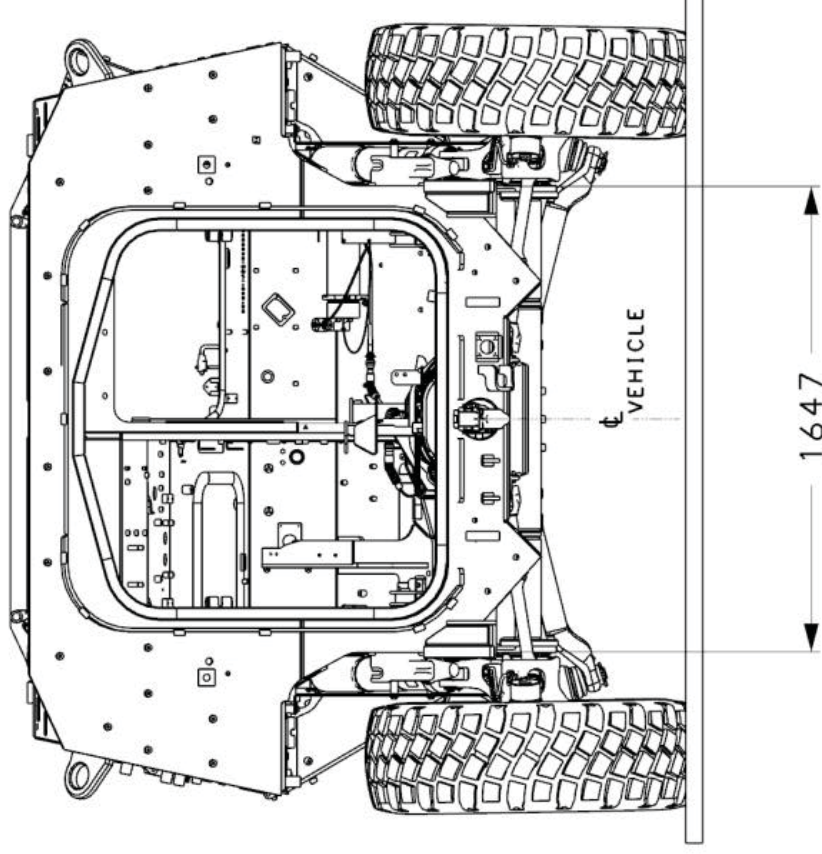
Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur  
266bl

Client Ref. No. - N° de réf. du client  
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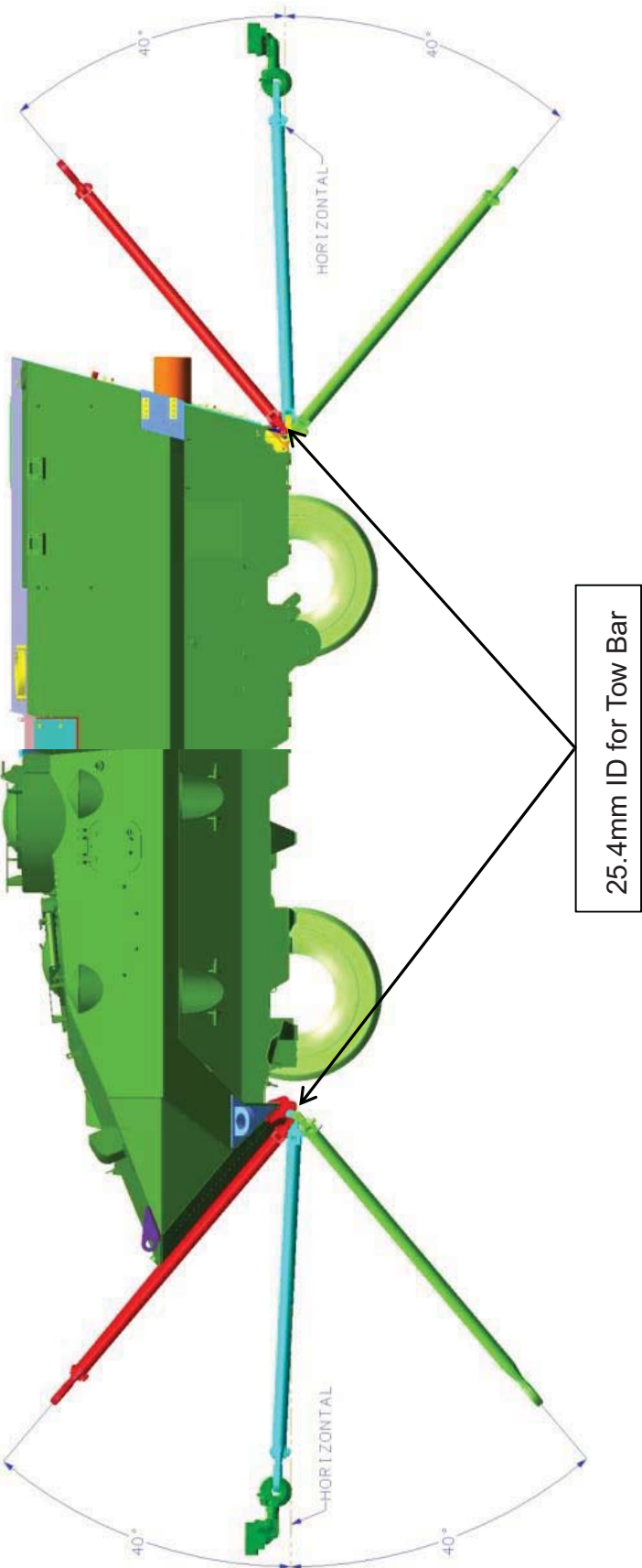
Sheet "Sheet 1" Work (Out of Date)

FIG. 3-11: Tow Lug Dimensions – LAVUP Rear

		Fielded		Updated		LAV III	LAV 6.0
		Bison MRV	Bison MRT	Bison MRV	Bison MRT		
Front	Upper	27 mm ID for tow bar and small shackle	27 mm ID for tow bar and small shackle	43 mm ID for 30 ton shackle	43 mm ID for 30 ton shackle	43 mm	43 mm
	Lower	27 mm ID for tow bar and small shackle	27 mm ID for tow bar and small shackle	27 mm ID for tow bar and small shackle	27 mm ID for tow bar and small shackle	40 mm	38 mm
Rear	Upper	27 mm ID for tow bar and small shackle	27 mm ID for tow bar and small shackle	43 mm ID for 30 ton shackle	43 mm ID for 30 ton shackle	43 mm	
	Lower	27 mm ID for tow bar and small shackle	27 mm ID for tow bar and small shackle	27 mm ID for tow bar and small shackle	27 mm ID for tow bar and small shackle		30 mm and 43 mm

FIG. 3-12: Tow Lug Sizes (ID)

Lower tow lug angle.



Tow angle shown with  
spare tire carrier removed.

FIG. 3-13: Lower Tow Bar Tow Angle

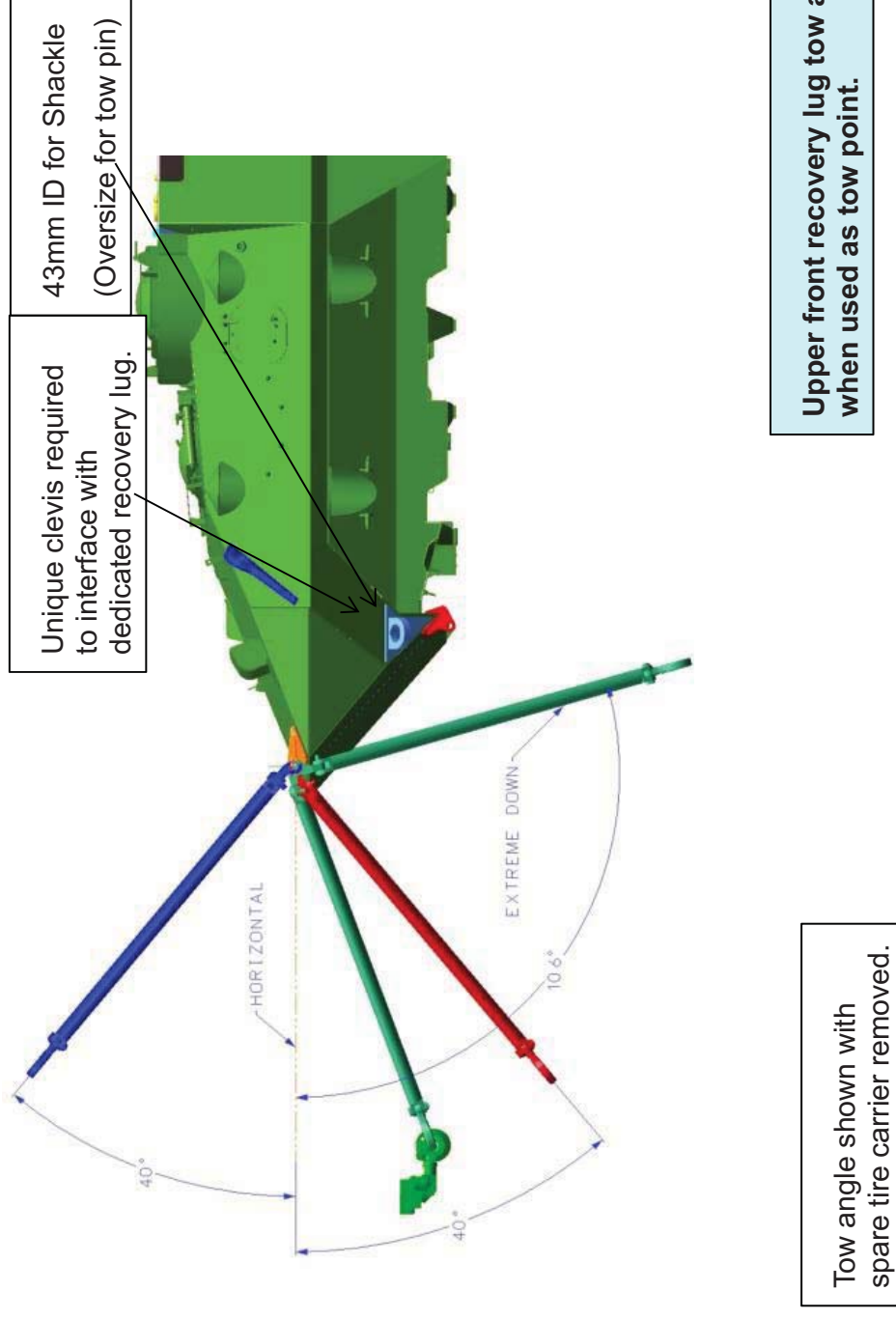


FIG. 3-14: Front Upper Tow Bar Tow Angle

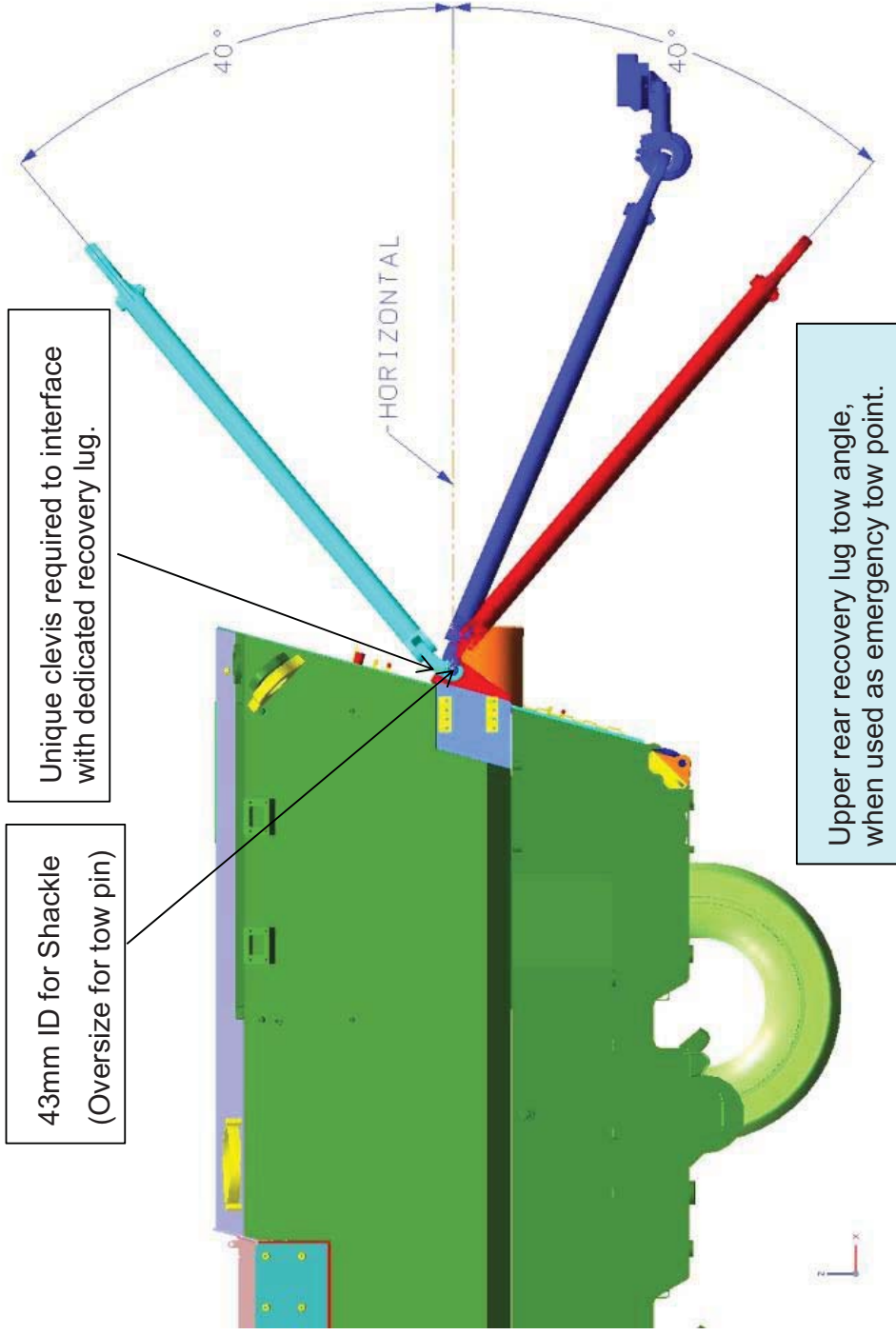


FIG. 3-15: Rear Upper Tow Bar Tow Angle





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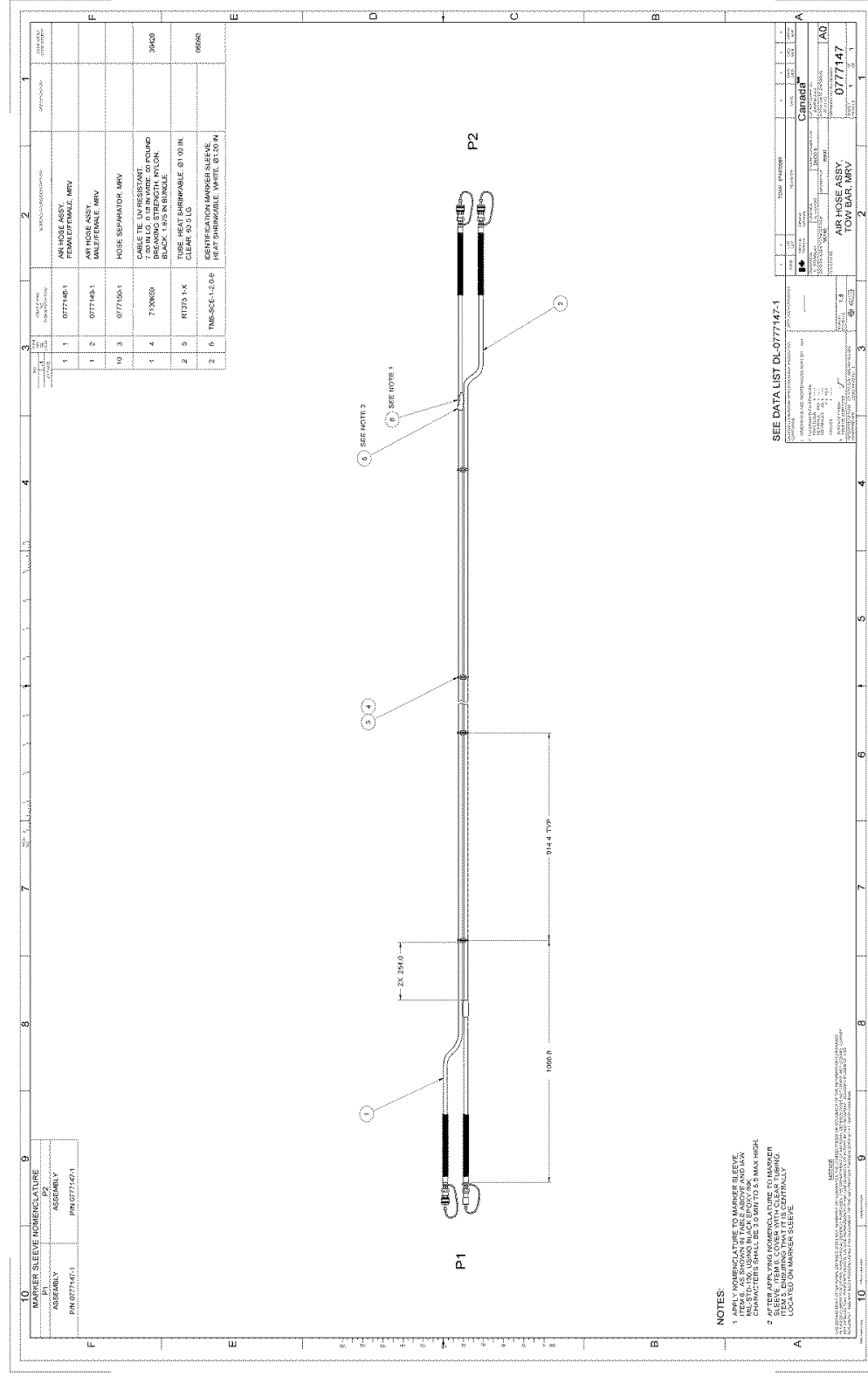


FIG. 3-17: Tow Air Hose MRV-MRT



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266bl, W8476-175502

CCC No./N° CCC - FMS No./N° VME

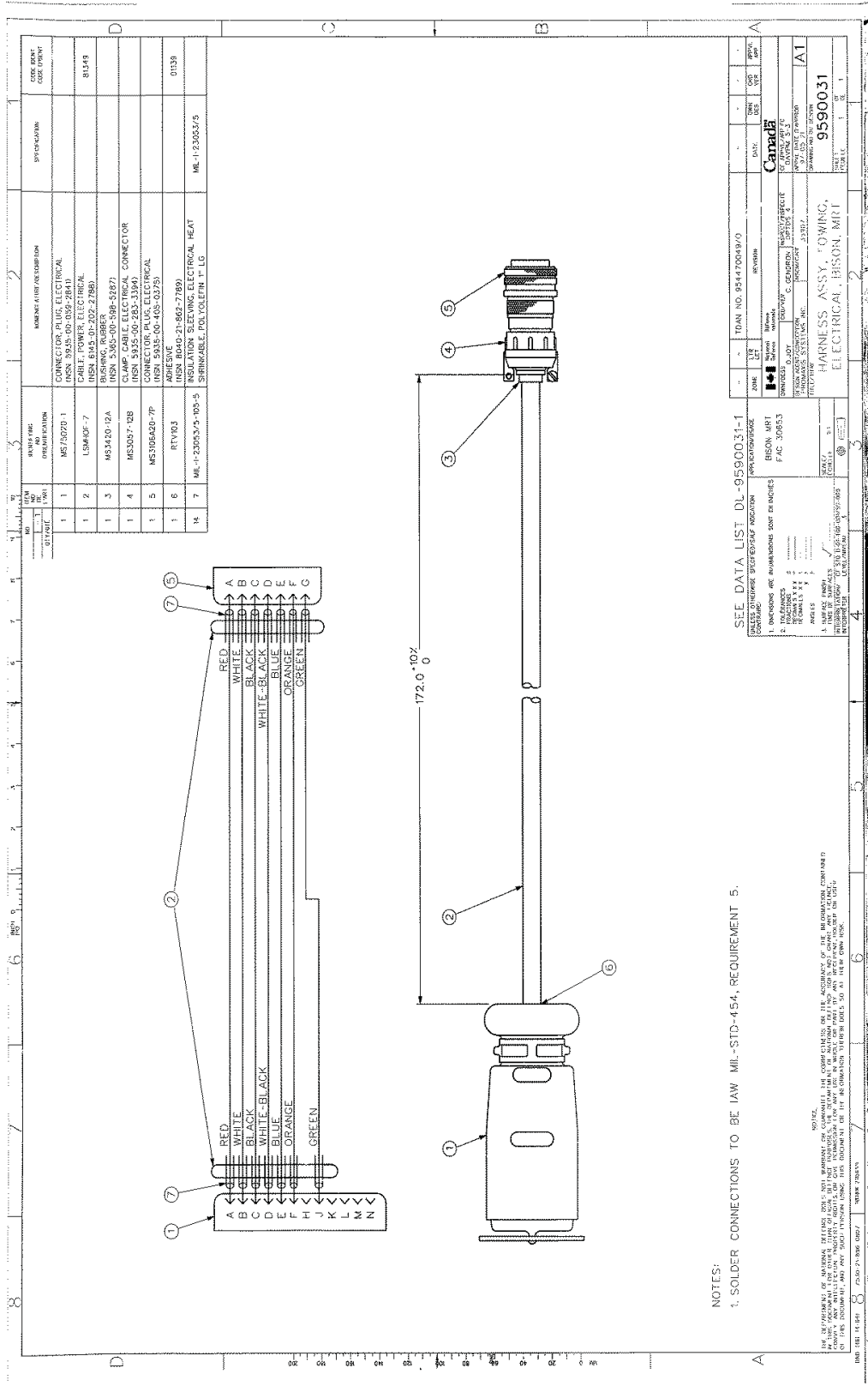


FIG. 3-18: Electrical Tow Cable

Solicitation No. - N° de l'invitation  
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Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur  
266bl

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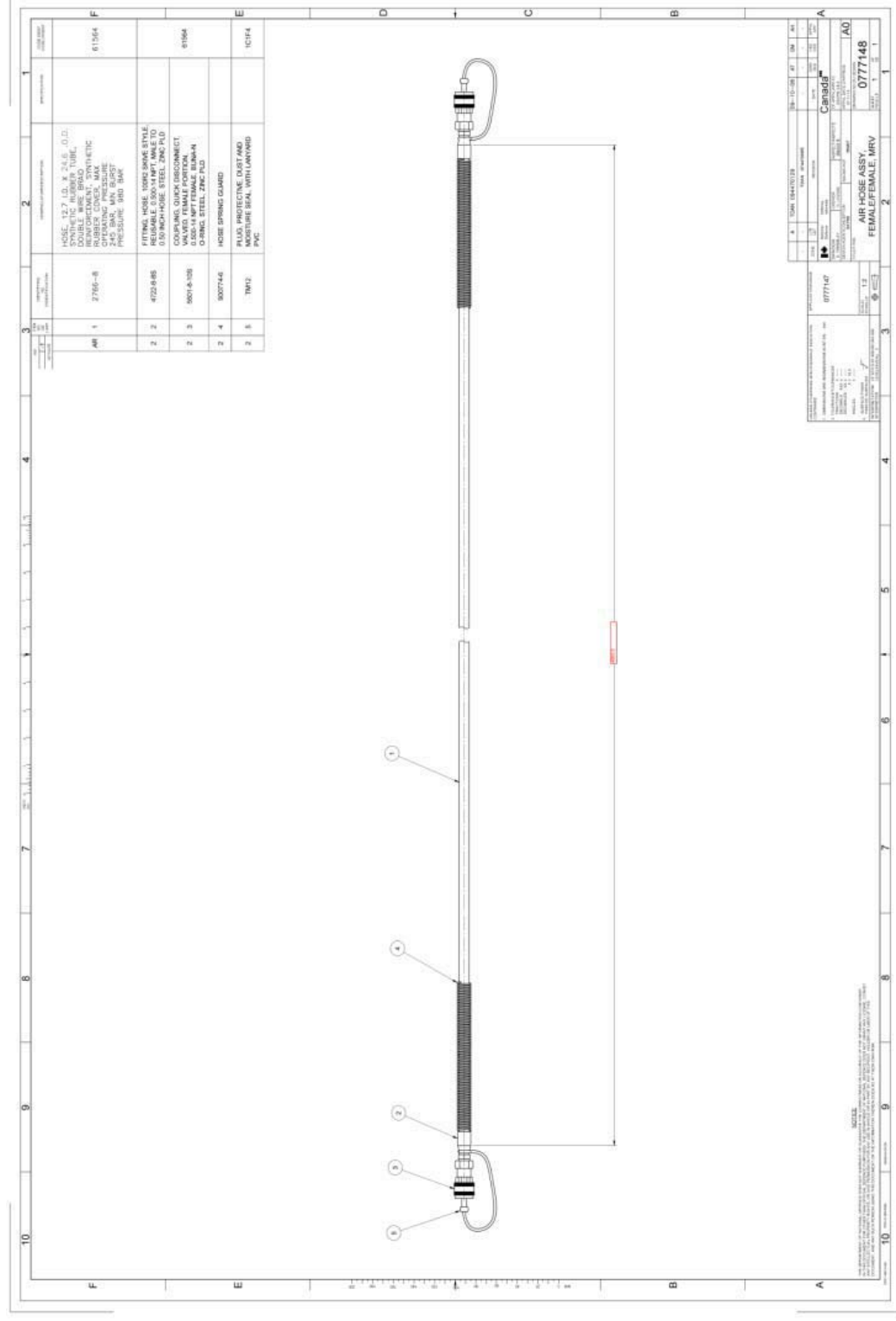


FIG. 3-19: Hose Assy, Recovery (Modified)

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Amd. No. - N° de la modif.

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

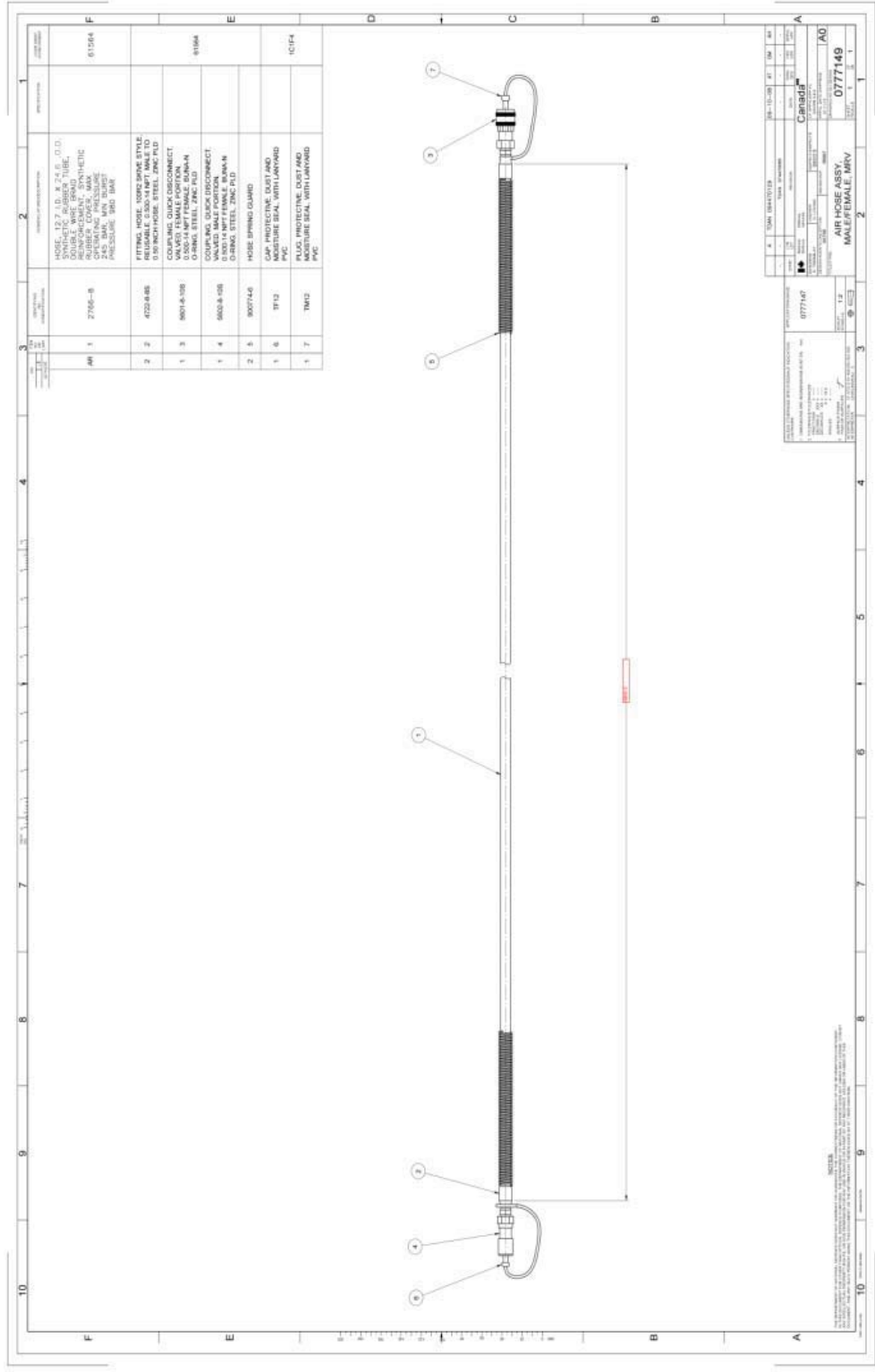


FIG. 3-20: Hose Assy, Recovery (Modified)



## **APPENDIX 4 TO ANNEX A DATA REQUIREMENTS**

### **1.0 INTERPRETATION**

#### **1.1 Interpretation**

The Contract Data Requirements List (CDRL) contains all the deliverable data requirements for the Adjustable Tow Bar (ATB) project which can be found in Annex A - Statement of Work. Details on the formats and contents of the data items are contained in the Data Item Description (DID). The CDRL is also known as a Department of National Defence (DND) form 1413.

#### **1.2 Precedence**

The requirements in Blocks 7 through 16 of the CDRL - DND form 1413 supersede any such requirements that may be specified in the associated DID.

#### **1.3 Acceptance of Data**

##### **Delivery Instructions**

All data deliverable must be submitted electronically to the Office of Primary Interest (OPI) indicated in Block 14 - CDRL - DND Form 1413. The data must be prepared in a Canada approved format and accessible in electronic format using software currently used by Canada. The relevant electronic mail addresses will be provided at the time the Contract is awarded.

##### **Acknowledgement**

Canada will acknowledge receipt of all data deliverables compliant with the required format within five (5) calendar days. Non-compliant deliverables will be returned to the Contractor for correction and resubmission. In the event where no acknowledgement is received within the fifteen (15) calendar day period, the Contractor must confirm the receipt of the submitted data deliverable. The acknowledgement of receipt of a given data deliverable does not constitute acceptance of the contents.

##### **Approval Requirements**

When approval of a data deliverable is required, Canada will provide approval or rejection within:

- a. Fifteen (15) calendar days from the receipt of the deliverable; or
- b. As mutually agreed.

##### **Approval Requirements**

When approval is necessary, a duly authorized and signed covering letter must be faxed or sent through regular mail. This covering letter must contain the exact reference to:

- a. Date/time of the e-mail;
- b. E-mail recipients;
- c. Contract Number;
- d. CDRL / DID Number; and
- e. Title of the document/report.

##### **Rejection**

Upon rejection of any data deliverable, Canada will provide rationale for rejection and will provide requirements for the subsequent submission. The Contractor is allowed fifteen (15) calendar days from the receipt of the rejection to make corrections and resubmit the data deliverable. After receiving the updated data deliverable, Canada will review and provide approval or rejection of the new submission within fifteen (15) calendar days. If at the end of two (2) rework cycles, the data deliverable is still not considered acceptable the issue will be addressed through the quarterly status review meeting DID-PM-03.

#### Failure to Respond

Failure by Canada to respond within the time limits specified in paragraphs 1.3.3 – Approval Requirements and 1.3.5 – Rejection will result in the release of any associated payment with that data deliverable; however, it will not release the Contractor from its obligation to complete the work satisfactorily.

## 1.4 Acronyms

The following is a list of acronyms that may be found in the Contract Data Requirements List:

ANNLY	Annually (once every year)
ASGEN	As Generated
ASREQ	As Required
BI-MO	Bi-Monthly (once every two months)
DAC	Days After Contract effective date
n DAC	number of days after effective date
n MAC	number of months after effective date
EOC	end of contract
EOM	End Of (calendar) Month
EPAR	End-Product Acceptance Review
FAU	First Article Unit
MTHLY	Monthly
OTIME	One Time only
QRTLY	Quarterly (every three calendar months)
R/ASR	Revised As Required
SEMI	Semi-Annual (once every six months)

## 2.0 CONTRACT DATA REQUIREMENTS FORM BLOCK DESCRIPTIONS

This section identifies the description of the information found in each numbered block of the CDRL - DND form 1413.

### 2.1 Block A – Annex Description

The Annex Description identifies the annex (and appendix if applicable) designation with respect to the RFP or Contract.

### 2.2 Block B - Contract / RFP Number

The Contract / RFP Number identifies the Contract or Request For Proposal for which the CDRL.

### 2.3 Block C - Sow Identifier

The SOW Identifier identifies the Statement Of Work for which the CDRL applies.

## **2.4 Block D - Data Category**

The Data Category block identifies the general category of the data for which the CDRL applies. If the data applies to more than one category, then the block will read "N/A" or will be left blank.

## **2.5 Block E – System/Item**

The System/Item block identifies the name of the System or Item for which the CDRL applies.

## **2.6 Block F - Contractor**

The Contractor block identifies the Contractor responsible for the delivery of the CDRL.

## **2.7 Block 1 - Item Number**

The Item Number is a sequential four-digit number commencing with X001 to uniquely identify the individual entry. Where X is represented as follows:

1XXX	Project Management
2XXX	Engineering
3XXX	Configuration Management
4XXX	Integrated Logistics Support

## **2.8 Block 2 - Title or Description of Data**

The title of the DID.

## **2.9 Block 3 - Subtitle**

To be used if the title requires further identification, enter subtitle.

## **2.10 Block 4 - Data Item Number**

The DID number.

## **2.11 Block 5 - Contract Reference**

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

## **2.12 Block 6 - Technical Office**

The Technical Office of Primary Interest, this is the technical authority responsible for ensuring the adequacy of the data.

## **2.13 Block 7 - Inspection and Acceptance Method**

This block indicates the requirement for inspection and acceptance of the data. Contains the appropriate code, if applicable:

<u>Code</u>	<u>Inspection</u>	<u>Acceptance</u>
SS	Source	Source
DD	Destination	Destination
SD	Source	Destination
DS	Destination	Source

Leave blank if not required.

## **2.14 Block 8 - Approval Code**

Items of critical data requiring specific advanced written approval, such as test plans, are identified by placing an "A" in this field. These data items require submission of a preliminary draft prior to publication of a final document. When a preliminary draft is required, Block 16 must show length of time for Canada approval/disapproval and when the final document is to be delivered. Block 16 will also indicate the extent of the approval requirements, i.e., approval of technical content and/or format, as applicable. If advanced approval is not required, this block states N/A.

## **2.15 Block 9 - Distribution Statement Required**

The Contractor must indicate the appropriate Category for the CDRL data.

If Category is left blank, or not filled in, then it is deemed to be unlimited-release to the public.

Category A	limited-release to government agencies
Category B	limits release to government agencies and their contractors
Category C	limited-release to DND and their contractors
Category D	for release to DND only
Category E	released only as directed and normally classified

## **2.16 Block 10 - Frequency**

This block indicates the frequency of delivery of the data, using the appropriate frequency code from the following:

ANNLY	Annually
ASGEN	As generated
ASR	As required
BI-MO	Bi-Monthly (once every two months)
BI-WE	Bi-Weekly (once every two weeks)
DAILY	Daily
DFREQ	Deferred requisitioning
EOC	End of Contract
EOM	End of (calendar) Month
MTHY	Monthly
NLT	No Later Than
ONE/R	One time with revisions
OTIME	One time only
QRTLY	Quarterly (once every 3 months)
R/ASR	Revisions as required
SEMIA	Semi-Annually (once every six months)
TBD	To Be Determined
WKLY	Weekly
XDACM	(calendar) Days After Contract Modification
XDAO	(calendar) Days After Receipt of Comments
XDARP	(calendar) Days After Reporting Period

## **2.17 Block 11 - As Of Date**

If the data items are submitted only once, this block contains the "as of" date as follows: dd mmm yy (e.g., "14 Jun 09"). If submittal is constrained by a specific event or milestone, this constraint is stated. If there is insufficient space in Block 11, this block



states "See Block 16" and Block 16 will state "11. [followed by the constraint]" (e.g., "Block 11. 15 days before start of production" or "Block 11. 45 days before launch"). If an "as of" date is not applicable, this block is left blank.

## 2.18 Block 12 - Date of First Submission

The initial submission date is entered as follows: dd mmm yy (e.g., "14 Jun 09"). If submittal is constrained by a specific event or milestone, this constraint is stated using one of the following abbreviations:

ASGEN	AS GENERATED
ASREQ	AS REQUIRED
DAC	Days After Contract Effective Date
DACC	Days After Contract Completion
DACT	Days After Control Test
DAMC	Days After Meeting Completion
DAQCI	Days After Quality Control Inspection
DFDEL	Deferred Delivery
DFREQ	Deferred Requisitioning
DPCC	Days Prior To Course Commencement
EOC	End Of Contract
EOM	End Of (calendar) Month
EOQ	End Of Quarter
MAC	Months After Contract Effective Date
MTHY	Monthly
NLT	No Later Than
ONE/R	One time with revisions
OTIME	One time
QRTLY	Quarterly (once every 3 months)
R/ASR	Revisions as required
SEMIA	Semi-Annually (once every six months)
TBD	To Be Determined
WKLY	Weekly
XDACM	(calendar) Days After Contract Modification
XDAO	(calendar) Days After Task or Delivery Order
XDARC	(calendar) Days After Receipt of Comments
XDARP	(calendar) Days After Reporting Period

If there is insufficient space in Block 12 to enter the full text, this block will state "See Block 16" and Block 16 will state "Block 12. [followed by the constraint]" (e.g., "Block 12. 60 days after test").

## 2.19 Block 13 - Date of Subsequent Submission/Event

If data items are submitted more than once, the date(s) of subsequent submission(s) are stated. If submittal is constrained by a specific event or milestone, this constraint is stated (e.g., "fifteen days after EOQ").

Abbreviation after the identification of a re-submission will have the following meaning:

Pg (Page)	only change page(s) will be re-submitted along with a sign-off sheet;
-----------	---

Add only addendum supplement will be re-submitted along with a sign-off sheet; and  
Rv (Revision) complete re-submission of new Revision.

## 2.20 Block 14 - Distribution and Addressees

All electronic files recorded on physical media, rather than file transfers or uploads, must be media that is directly compatible with devices currently being used by Canada. These media include CD ROMs and DVDs. If the contractor wishes to use another medium, employing emerging commercial standards, the contractor should propose these to Canada so that Canada can determine their compatibility with existing systems at each of the offices that receive distribution of the data item.

All electronic copies provided in Contractor/Industry format. Typical electronic formats must include:

<u>Original Data Type</u>	<u>Output/Readable Format Data Type</u>
Word processing	Microsoft Word (2003 or newer)
Presentations	Microsoft PowerPoint (2003 or newer)
Spread sheet	Microsoft Excel (2003 or newer)
Scheduling	Microsoft Project (2003 or newer)
Database	Microsoft Access (2003 or newer)
PDF	Adobe Acrobat
Drawings	To be determined/TIFF

## 2.21 Block 15 - TOTAL

The total number of regular/reproducible copies required by Block 14 is entered here.

## 2.22 Block 16 - REMARKS

This block is used to provide additional or clarifying information for Block 1 through 15. This block is also used to tailor the documents listed in Block 4. Tailoring may be accomplished by stating the deletions (e.g. "delete para 10.4") or by stating which requirements apply (e.g. "only paras 10.4 and 10.5 apply"), whichever is the more efficient. Block 16 may also be used to specify "Contractor format is acceptable", or to indicate the desired medium for delivery of data.

## 2.23 Block 17 - Contract File/Doc No

This block is used by contractor.

## 2.24 Block 18 - Estimated No of Pages

This block is used by contractor.

## 2.25 Block 19 - Estimated Price

This block is used by contractor.

## 3.0 DATA ITEM DESCRIPTION FORM BLOCK DESCRIPTIONS

This section identifies the description of the information found in each numbered block of the Data Item Description - DND Form 1409.

### **3.1 Block 1 - Title**

The Title is a short descriptive name that identifies its nature and distinguishes it from any other DID.

### **3.2 Block 2 - Identification Number**

The Identification Number is a number assigned by the originator that uniquely identifies the DID for the originator's use.

### **3.3 Block 3 - Description/Purpose**

The Description/Purpose is a concise description (abstract) of the data content requirements or the item for product deliverables that identifies the purpose for which the DID is required.

### **3.4 Block 4 – Issue Date**

The Issue Date is the date that the DID was approved by the originator.

### **3.5 Block 5 - Office of Primary Interest**

The Office of Primary Interest is the directorate or position responsible for the DID.

### **3.6 Block 6 - Government-Industry Data Exchange Program (GIDEP) Applicable**

Insert an "X" if Government-Industry Data Exchange Program applicable, otherwise leave blank.

### **3.7 Block 7 – Applicable References and Interrelationship**

The Applicable References and Interrelationship refers to the SOW paragraph that calls up the DID or to an applicable Standard.

### **3.8 Block 8 - Originator**

The Originator is the position title of the originator of the DID.

### **3.9 Block 9 - Applicable Forms**

The Applicable Forms block identifies any forms needed to prepare the data (i.e. Provisional Parts Breakdown, Material Safety Data Sheet).

### **3.10 Block 10 - Preparation Instructions**

Describe the data content and format that the contractor must satisfy. If used for a product deliverable, describe the product.

## **4.0 CONTRACT DATA REQUIREMENTS LIST (CDRL) - DATA ITEM DESCRIPTION (DID) CROSS REFERENCE**

### **4.1 CDRL and DID Cross Reference Table Legend**

The "CDRL" column provides the CDRL number

The "DID" column provides associated DID number.

The "Title" column is the title of the deliverable.

The "First Submission" column is the date on which the first submission is required.

The "Frequency" column provides the frequency in which the deliverable must be updated.

The "Quantity" column provides the total final hard copies and total final electronic copies for each data deliverable.

The "Approval Level" column indicates the extent of the approval requirements. The Approval Level, as a minimum, must be acknowledged (ACK).

#### 4.2 Contract Data Requirements List and DID Cross Reference Table

The mapping between CDRL items and DID is made using the following convention:

<u>CDRL</u>	<u>DID</u>	<u>SECTION</u>
1XXX	PM-XX	Project Management
2XXX	EN-XX	Engineering
3XXX	CM-XX	Configuration Management
4XXX	IL-XX	Integrated Logistics Support

<b>SOW Ref</b>	<b>CDRL</b>	<b>DID</b>	<b>Title</b>	<b>First Submission</b>	<b>Frequency</b>	<b>Copies</b>	<b>Approval Level</b>
3.2.1	1001	PM-01	Project Kick-Off Meeting – Agenda and Meeting	10 DAC	OTIME	2	Approve
3.2.1	1002	PM-01	Project Kick-Off Meeting – Minutes	5 DAMC	OTIME	2	Approve
3.2.2	1003	PM-02	Project Master Schedule and Equipment Delivery Schedule (Draft)	15 DAC	ONE/R	2	Approve
3.2.3	1004	PM-03	Project Status Meeting – Agenda and Meeting	15 DAMS	QRTLY / AREQ	2	Approve
3.2.3	1005	PM-03	Project Status Meeting – Minutes	5 DAMC	QRTLY / AREQ	2	Approve
3.4.3	2001	EN-01	Material Safety Data Sheet (MSDS)	1 MAC	OTIME	2	Approve
3.4.2	3001	CM-01	Bill of Material (BOM) Listing	1 MAC	OTIME	2	Approve
3.4.4	3002	CM-02	Hardware Breakdown Structure (HBS) Drawing	1 MAC	OTIME	2	Approve
3.3.4	3003	CM-03	Equipment Name Plate Design	1 MAC	ONE/R	2	Approve
3.4.5	4002	IL-01	Supplementary Provisioning Technical Documentation (SPTD)	1 MAC	OTIME	2	Approve
3.4.6	4003	IL-02	Comprehensive Operator Manual	1 MAC	OTIME	4	Approve
3.4.7	4004	IL-03	Comprehensive Maintenance Manual with Illustrated Parts List (IPL)	1 MAC	OTIME	4	Approve
3.4.8	4005	IL-04	Recommend Spares Parts List (RSPL)	1 MAC	OTIME	2	Approve

All CDRL/DID under this contract must be approved by the project TA and the CA.

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**Contracts Deliverable Requirements List (CDRL)**

Block	Title	Completion Guidance
A	Annex Description	Enter the annex (and appendix, if applicable) designation with respect to the RFP/Contract
B	Contract/RFP Number	Enter the RFP number or other appropriate designator. Upon contract award, amend to read the contract number
C	SOW Identifier	Enter the SOW Identifier if the RFP has several SOWs, otherwise leave blank
D	Data Category	Project Management
E	System/Item	Adjustable Tow Bar
F	Contractor	On contract award, enter the contractor's name and the contractor's NATO Supply Code for Manufacturing
1	Item Number	1001
2	Title or Description of Data	Project Kick-Off Meeting – Draft Agenda and Meeting
3	Subtitle	If the title requires further identification, enter a subtitle
4	Authority(Data Item No)	PM-01
5	Contract Reference	3.2.1
6	Requiring Office	Capt. J. Im, TA ATB, DAVPM 2-4-5
7	Inspection	Indicate the requirement for Inspection and Acceptance of the data or item using the following code: SS – Source, Source DD – Destination, Destination SD – Source, Destination DS – Destination, Source Leave blank if not required
8	App Code	A
9	Input	Place an "X" in the box if the data represents the integrated results of inputs from associated contractors. If not, leave blank
10	Frequency	One time delivery.
11	As of Date	-
12	Date of Submission	Ten (10) calendar days after Effective Contract Date.
13	Date of Subsequent Submission	If the data or items are submitted more than once, enter the date(s) of the subsequent submission(s). If constrained by a specific event or milestone, enter the constraint (e.g. 15 days after the meeting)
14	Distribution and Addressees	Capt. J. Im, PM ATB, DAVPM 2-4-5 Department of National Defence Louis Saint Laurent Building 555 Carriere Blvd, Gatineau QC K1A 0K2  1 Electronic / 1 Hard Copy
		PSPC CA Jessica Cormier TBD  1 Electronic / 1 Hard Copy
15	Total	2/2 (Hard and Soft Copy)
16	Remarks	Coordinating the meeting location, timing, and providing the require meeting agenda, with the TA's concurrence. Capt. J. Im, TA ATB, DAVPM 2-4-5
17	Contract File/Doc No	N/A
18	Estimated No of Pages	N/A
19	Estimated Price	N/A

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Block	Title	Completion Guidance
A	Annex Description	Enter the annex (and appendix, if applicable) designation with respect to the RFP/Contract
B	Contract/RFP Number	Enter the RFP number or other appropriate designator. Upon contract award, amend to read the contract number
C	SOW Identifier	Enter the SOW identifier if the RFP has several SOWs, otherwise leave blank
D	Data Category	Project Management
E	System/Item	Adjustable Tow Bar
F	Contractor	On contract award, enter the contractor's name and the contractor's NATO Supply Code for Manufacturing
1	Item Number	1002
2	Title or Description of Data	Project Kick-Off Meeting – Minutes
3	Subtitle	If the title requires further identification, enter a subtitle
4	Authority(Data Item No)	PM-01
5	Contract Reference	3.2.1
6	Requiring Office	Capt. J. Im, TA ATB, DAVPM 2-4-5
7	Inspection	Indicate the requirement for Inspection and Acceptance of the data or item using the following code: SS – Source, Source DD – Destination, Destination SD – Source, Destination DS – Destination, Source Leave blank if not required
8	App Code	A
9	Input	Place an "X" in the box if the data represents the integrated results of inputs from associated contractors. If not, leave blank
10	Frequency	One time delivery.
11	As of Date	-
12	Date of Submission	Five (5) calendar days after meeting completion.
13	Date of Subsequent Submission	If the data or items are submitted more than once, enter the date(s) of the subsequent submission(s). If constrained by a specific event or milestone, enter the constraint (e.g. 15 days after the meeting)
14	Distribution and Addressees	Capt. J. Im, TA ATB, DAVPM 2-4-5 Department of National Defence Louis Saint Laurent Building 555 Carriere Blvd, Gatineau QC K1A 0K2  1 Electronic / 1 Hard Copy  PSPC CA Jessica Cormier TBD  1 Electronic / 1 Hard Copy
15	Total	2/2 (Hard and Soft Copy)
16	Remarks	Record and provide the meeting minutes including all discussion points, follow-up taskings, and decision, with the TA's concurrence. Capt. J. Im, TA ATB, DAVPM 2-4-5
17	Contract File/Doc No	N/A
18	Estimated No of Pages	N/A
19	Estimated Price	N/A

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Block	Title	Completion Guidance
A	Annex Description	Enter the annex (and appendix, if applicable) designation with respect to the RFP/Contract
B	Contract/RFP Number	Enter the RFP number or other appropriate designator. Upon contract award, amend to read the contract number
C	SOW Identifier	Enter the SOW identifier if the RFP has several SOWs, otherwise leave blank
D	Data Category	Project Management
E	System/Item	Adjustable Tow Bar
F	Contractor	On contract award, enter the contractor's name and the contractor's NATO Supply Code for Manufacturing
1	Item Number	1003
2	Title or Description of Data	Project Master Schedule and Equipment Delivery Schedule (Draft)
3	Subtitle	If the title requires further identification, enter a subtitle
4	Authority(Data Item No)	PM-02
5	Contract Reference	3.2.2
6	Requiring Office	Capt. J. Im, TA ATB, DAVPM 2-4-5
7	Inspection	Indicate the requirement for Inspection and Acceptance of the data or item using the following code:  SS – Source, Source DD – Destination, Destination SD – Source, Destination DS – Destination, Source  Leave blank if not required
8	App Code	A
9	Input	Place an "X" in the box if the data represents the integrated results of inputs from associated contractors. If not, leave blank
10	Frequency	One time delivery.
11	As of Date	-
12	Date of Submission	Fifteen (15) calendar days after meeting completion.
13	Date of Subsequent Submission	If the data or items are submitted more than once, enter the date(s) of the subsequent submission(s). If constrained by a specific event or milestone, enter the constraint (e.g. 15 days after the meeting)
14	Distribution and Addressees	Capt. J. Im, TA ATB, DAVPM 2-4-5 Department of National Defence Louis Saint Laurent Building 555 Carriere Blvd, Gatineau QC K1A 0K2  1 Electronic / 1 Hard Copy
		PSPC CA Jessica Cormier TBD  1 Electronic / 1 Hard Copy
15	Total	2/2 (Hard and Soft Copy)
16	Remarks	Provide a detailed schedule that will highlight project milestones, delivery dates of data items, and delivery dates of equipment, with the TA's concurrence Capt. J. Im, TA ATB, DAVPM 2-4-5
17	Contract File/Doc No	N/A
18	Estimated No of Pages	N/A
19	Estimated Price	N/A

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Block	Title	Completion Guidance
A	Annex Description	Enter the annex (and appendix, if applicable) designation with respect to the RFP/Contract
B	Contract/RFP Number	Enter the RFP number or other appropriate designator. Upon contract award, amend to read the contract number
C	SOW Identifier	Enter the SOW identifier if the RFP has several SOWs, otherwise leave blank
D	Data Category	Project Management
E	System/Item	Adjustable Tow Bar
F	Contractor	On contract award, enter the contractor's name and the contractor's NATO Supply Code for Manufacturing
1	Item Number	1004
2	Title or Description of Data	Project Status Meeting – Draft Agenda and Meeting
3	Subtitle	If the title requires further identification, enter a subtitle
4	Authority(Data Item No)	PM-03
5	Contract Reference	3.2.3
6	Requiring Office	Capt. J. Im, TA ATB, DAVPM 2-4-5
7	Inspection	Indicate the requirement for Inspection and Acceptance of the data or item using the following code:  SS – Source, Source DD – Destination, Destination SD – Source, Destination DS – Destination, Source  Leave blank if not required
8	App Code	A
9	Input	Place an "X" in the box if the data represents the integrated results of inputs from associated contractors. If not, leave blank
10	Frequency	Quarterly and as Required.
11	As of Date	Thirty (30) calendar days after Effective Contract Date.
12	Date of Submission	-
13	Date of Subsequent Submission	If the data or items are submitted more than once, enter the date(s) of the subsequent submission(s). If constrained by a specific event or milestone, enter the constraint (e.g. 15 days after the meeting)
14	Distribution and Addressees	Capt. J. Im, TA ATB, DAVPM 2-4-5 Department of National Defence Louis Saint Laurent Building 555 Carriere Blvd, Gatineau QC K1A 0K2  1 Electronic / 1 Hard Copy
		PSPC CA Jessica Cormier TBD
15	Total	2/2 (Hard and Soft Copy)
16	Remarks	Provide a detailed schedule that will highlight project milestones, delivery dates of data items, and delivery dates of equipment, with the TA's concurrence
17	Contract File/Doc No	Capt. J. Im, TA ATB, DAVPM 2-4-5
18	Estimated No of Pages	N/A
19	Estimated Price	N/A



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Block	Title	Completion Guidance
A	Annex Description	Enter the annex (and appendix, if applicable) designation with respect to the RFP/Contract
B	Contract/RFP Number	Enter the RFP number or other appropriate designator. Upon contract award, amend to read the contract number
C	SOW Identifier	Enter the SOW identifier if the RFP has several SOWs, otherwise leave blank
D	Data Category	Project Management
E	System/Item	Adjustable Tow Bar
F	Contractor	On contract award, enter the contractor's name and the contractor's NATO Supply Code for Manufacturing
1	Item Number	1005
2	Title or Description of Data	Project Status Meeting – Minutes
3	Subtitle	If the title requires further identification, enter a subtitle
4	Authority(Data Item No)	PM-03
5	Contract Reference	3.2.3
6	Requiring Office	Capt. J. Im, TA ATB, DAVPM 2-4-5
7	Inspection	Indicate the requirement for Inspection and Acceptance of the data or item using the following code:  SS – Source, Source DD – Destination, Destination SD – Source, Destination DS – Destination, Source  Leave blank if not required
8	App Code	A
9	Input	Place an "X" in the box if the data represents the integrated results of inputs from associated contractors. If not, leave blank
10	Frequency	Quarterly.
11	As of Date	Five (5) calendar days after meeting completion.
12	Date of Submission	-
13	Date of Subsequent Submission	If the data or items are submitted more than once, enter the date(s) of the subsequent submission(s). If constrained by a specific event or milestone, enter the constraint (e.g. 15 days after the meeting)
14	Distribution and Addressees	Capt. J. Im, TA ATB, DAVPM 2-4-5 Department of National Defence Louis Saint Laurent Building 555 Carriere Blvd, Gatineau QC K1A 0K2  1 Electronic / 1 Hard Copy
		PSPC CA Jessica Cormier TBD  1 Electronic / 1 Hard Copy
15	Total	2/2 (Hard and Soft Copy)
16	Remarks	Record and provide the meeting minutes including all discussion points, follow-up taskings, and decision, with the TA's concurrence. Capt. J. Im, TA ATB, DAVPM 2-4-5
17	Contract File/Doc No	N/A
18	Estimated No of Pages	N/A
19	Estimated Price	N/A

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Block	Title	Completion Guidance
A	Annex Description	Enter the annex (and appendix, if applicable) designation with respect to the RFP/Contract
B	Contract/RFP Number	Enter the RFP number or other appropriate designator. Upon contract award, amend to read the contract number
C	SOW Identifier	Enter the SOW identifier if the RFP has several SOWs, otherwise leave blank
D	Data Category	Engineering
E	System/Item	Adjustable Tow Bar
F	Contractor	On contract award, enter the contractor's name and the contractor's NATO Supply Code for Manufacturing
1	Item Number	2001
2	Title or Description of Data	Material Safety Data Sheet (MSDS)
3	Subtitle	If the title requires further identification, enter a subtitle
4	Authority(Data Item No)	EN-01
5	Contract Reference	3.3.3
6	Requiring Office	Capt. J. Im, TA ATB, DAVPM 2-4-5
7	Inspection	Indicate the requirement for Inspection and Acceptance of the data or item using the following code:  SS – Source, Source DD – Destination, Destination SD – Source, Destination DS – Destination, Source  Leave blank if not required
8	App Code	Enter "A" if draft approval is required before submission of the final document. If advance approval is not needed, leave blank
9	Input	Place an "X" in the box if the data represents the integrated results of inputs from associated contractors. If not, leave blank
10	Frequency	One time.
11	As of Date	Thirty (30) calendar days after Effective Contract Date.
12	Date of Submission	If multiple submissions are required, enter the date of the initial submission. If constrained by a specific event or milestone, enter the constraint. Leave blank for data or items submitted/delivered only once.
13	Date of Subsequent Submission	If the data or items are submitted more than once, enter the date(s) of the subsequent submission(s). If constrained by a specific event or milestone, enter the constraint (e.g. 15 days after the meeting)
14	Distribution and Addressees	Capt. J. Im, TA ATB, DAVPM 2-4-5 Department of National Defence Louis Saint Laurent Building 555 Carriere Blvd, Gatineau QC K1A 0K2  PSPC CA Jessica Cormier TBD  1 Electronic / 1 Hard Copy
15	Total	2/2 (Hard and Soft Copy)
16	Remarks	Provide the MSDS for the ATB for the Project records.
17	Contract File/Doc No	N/A
18	Estimated No of Pages	N/A
19	Estimated Price	N/A

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Block	Title	Completion Guidance
A	Annex Description	Enter the annex (and appendix, if applicable) designation with respect to the RFP/Contract
B	Contract/RFP Number	Enter the RFP number or other appropriate designator. Upon contract award, amend to read the contract number
C	SOW Identifier	Enter the SOW identifier if the RFP has several SOWs, otherwise leave blank
D	Data Category	Configuration Management
E	System/Item	Adjustable Tow Bar
F	Contractor	On contract award, enter the contractor's name and the contractor's NATO Supply Code for Manufacturing
1	Item Number	3001
2	Title or Description of Data	Bill of Material Listing (BOM)
3	Subtitle	If the title requires further identification, enter a subtitle
4	Authority(Data Item No)	CM-01
5	Contract Reference	3.3.2
6	Requiring Office	Capt. J. Im, TA ATB, DAVPM 2-4-5
7	Inspection	Indicate the requirement for Inspection and Acceptance of the data or item using the following code:  SS – Source, Source DD – Destination, Destination SD – Source, Destination DS – Destination, Source  Leave blank if not required
8	App Code	Enter "A" if draft approval is required before submission of the final document. If advance approval is not needed, leave blank
9	Input	Place an "X" in the box if the data represents the integrated results of inputs from associated contractors. If not, leave blank
10	Frequency	One time.
11	As of Date	Thirty (30) calendar days after Effective Contract Date.
12	Date of Submission	If multiple submissions are required, enter the date of the initial submission. If constrained by a specific event or milestone, enter the constraint. Leave blank for data or items submitted/delivered only once.
13	Date of Subsequent Submission	If the data or items are submitted more than once, enter the date(s) of the subsequent submission(s). If constrained by a specific event or milestone, enter the constraint (e.g. 15 days after the meeting)
14	Distribution and Addressees	Capt. J. Im, TA ATB, DAVPM 2-4-5 Department of National Defence Louis Saint Laurent Building 555 Carriere Blvd, Gatineau QC K1A 0K2  1 Electronic / 1 Hard Copy
		PSPC CA Jessica Cormier TBD
15	Total	2/2 (Hard and Soft Copy)
16	Remarks	Provide the ATB BOM, listing all piece parts and broken-down into LRU and sub-system indenture levels for the PO records.
17	Contract File/Doc No	N/A
18	Estimated No of Pages	N/A
19	Estimated Price	N/A

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Block	Title	Completion Guidance
A	Annex Description	Enter the annex (and appendix, if applicable) designation with respect to the RFP/Contract
B	Contract/RFP Number	Enter the RFP number or other appropriate designator. Upon contract award, amend to read the contract number
C	SOW Identifier	Enter the SOW identifier if the RFP has several SOWs, otherwise leave blank
D	Data Category	Configuration Management
E	System/Item	Adjustable Tow Bar
F	Contractor	On contract award, enter the contractor's name and the contractor's NATO Supply Code for Manufacturing
1	Item Number	3002
2	Title or Description of Data	Hardware Breakdown Structure (HBS) Drawing
3	Subtitle	If the title requires further identification, enter a subtitle
4	Authority(Data Item No)	CM-02
5	Contract Reference	3.3.4
6	Requiring Office	Capt. J. Im, TA ATB, DAVPM 2-4-5
7	Inspection	Indicate the requirement for Inspection and Acceptance of the data or item using the following code:  SS – Source, Source DD – Destination, Destination SD – Source, Destination DS – Destination, Source  Leave blank if not required
8	App Code	Enter "A" if draft approval is required before submission of the final document. If advance approval is not needed, leave blank
9	Input	Place an "X" in the box if the data represents the integrated results of inputs from associated contractors. If not, leave blank
10	Frequency	One time.
11	As of Date	Thirty (30) calendar days after Effective Contract Date.
12	Date of Submission	If multiple submissions are required, enter the date of the initial submission. If constrained by a specific event or milestone, enter the constraint. Leave blank for data or items submitted/delivered only once.
13	Date of Subsequent Submission	If the data or items are submitted more than once, enter the date(s) of the subsequent submission(s). If constrained by a specific event or milestone, enter the constraint (e.g. 15 days after the meeting)
14	Distribution and Addressees	Capt. J. Im, TA ATB, DAVPM 2-4-5 Department of National Defence Louis Saint Laurent Building 555 Carriere Blvd, Gatineau QC K1A 0K2  PSPC CA Jessica Cormier TBD  1 Electronic / 1 Hard Copy
15	Total	2/2 (Hard and Soft Copy)
16	Remarks	Provide the ATB HBS top level drawing, listing all LRU and sub-system levels for the PO records.
17	Contract File/Doc No	N/A
18	Estimated No of Pages	N/A
19	Estimated Price	N/A

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Block	Title	Completion Guidance
A	Annex Description	Enter the annex (and appendix, if applicable) designation with respect to the RFP/Contract
B	Contract/RFP Number	Enter the RFP number or other appropriate designator. Upon contract award, amend to read the contract number
C	SOW Identifier	Enter the SOW identifier if the RFP has several SOWs, otherwise leave blank
D	Data Category	Configuration Management
E	System/Item	Adjustable Tow Bar
F	Contractor	On contract award, enter the contractor's name and the contractor's NATO Supply Code for Manufacturing
1	Item Number	3003
2	Title or Description of Data	Equipment Name Plate Design
3	Subtitle	If the title requires further identification, enter a subtitle
4	Authority(Data Item No)	CM-03
5	Contract Reference	3.3.5
6	Requiring Office	Capt. J. Im, TA ATB, DAVPM 2-4-5
7	Inspection	Indicate the requirement for Inspection and Acceptance of the data or item using the following code:  SS – Source, Source DD – Destination, Destination SD – Source, Destination DS – Destination, Source  Leave blank if not required
8	App Code	A
9	Input	Place an "X" in the box if the data represents the integrated results of inputs from associated contractors. If not, leave blank
10	Frequency	One time.
11	As of Date	Thirty (30) calendar days after Effective Contract Date.
12	Date of Submission	If multiple submissions are required, enter the date of the initial submission. If constrained by a specific event or milestone, enter the constraint. Leave blank for data or items submitted/delivered only once.
13	Date of Subsequent Submission	If the data or items are submitted more than once, enter the date(s) of the subsequent submission(s). If constrained by a specific event or milestone, enter the constraint (e.g. 15 days after the meeting)
14	Distribution and Addressees	Capt. J. Im, TA ATB, DAVPM 2-4-5 1 Electronic / 1 Hard Copy Department of National Defence Louis Saint Laurent Building 555 Carriere Blvd, Gatineau QC K1A 0K2
		PSPC CA Jessica Cormier TBD
15	Total	2/2 (Hard and Soft Copy)
16	Remarks	Provide the ATB Identification Plate design and drawing for the TA's approval. Identification plate must be completely bilingual (French and English). Capt. J. Im, TA ATB, DAVPM 2-4-5
17	Contract File/Doc No	N/A
18	Estimated No of Pages	N/A
19	Estimated Price	N/A

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Block	Title	Completion Guidance
A	Annex Description	Enter the annex (and appendix, if applicable) designation with respect to the RFP/Contract
B	Contract/RFP Number	Enter the RFP number or other appropriate designator. Upon contract award, amend to read the contract number
C	SOW Identifier	Enter the SOW identifier if the RFP has several SOWs, otherwise leave blank
D	Data Category	Integrated Logistic Support
E	System/Item	Adjustable Tow Bar
F	Contractor	On contract award, enter the contractor's name and the contractor's NATO Supply Code for Manufacturing
1	Item Number	4002
2	Title or Description of Data	Supplementary Provisioning Technical Documentation (SPTD)
3	Subtitle	If the title requires further identification, enter a subtitle
4	Authority(Data Item No)	IL-01
5	Contract Reference	3.6.2
6	Requiring Office	Capt. J. Im, TA ATB, DAVPM 2-4-5
7	Inspection	Indicate the requirement for Inspection and Acceptance of the data or item using the following code:  SS – Source, Source DD – Destination, Destination SD – Source, Destination DS – Destination, Source  Leave blank if not required
8	App Code	Enter "A" if draft approval is required before submission of the final document. If advance approval is not needed, leave blank
9	Input	Place an "X" in the box if the data represents the integrated results of inputs from associated contractors. If not, leave blank
10	Frequency	One time.
11	As of Date	Thirty (30) calendar days after Effective Contract Date.
12	Date of Submission	If multiple submissions are required, enter the date of the initial submission. If constrained by a specific event or milestone, enter the constraint. Leave blank for data or items submitted/delivered only once.
13	Date of Subsequent Submission	If the data or items are submitted more than once, enter the date(s) of the subsequent submission(s). If constrained by a specific event or milestone, enter the constraint (e.g. 15 days after the meeting)
14	Distribution and Addressees	Capt. J. Im, TA ATB, DAVPM 2-4-5 Department of National Defence Louis Saint Laurent Building 555 Carriere Blvd, Gatineau QC K1A 0K2  PSPC CA Jessica Cormier TBD  1 Electronic / 1 Hard Copy
15	Total	2/2 (Hard and Soft Copy)
16	Remarks	Provide the ATB SPTD information for cataloging and supply management purposes, to the TA.
17	Contract File/Doc No	N/A
18	Estimated No of Pages	N/A
19	Estimated Price	N/A

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Block	Title	Completion Guidance
A	Annex Description	Enter the annex (and appendix, if applicable) designation with respect to the RFP/Contract
B	Contract/RFP Number	Enter the RFP number or other appropriate designator. Upon contract award, amend to read the contract number
C	SOW Identifier	Enter the SOW identifier if the RFP has several SOWs, otherwise leave blank
D	Data Category	Integrated Logistic Support
E	System/Item	Adjustable Tow Bar
F	Contractor	On contract award, enter the contractor's name and the contractor's NATO Supply Code for Manufacturing
1	Item Number	4003
2	Title or Description of Data	Comprehensive Operator Manual
3	Subtitle	If the title requires further identification, enter a subtitle
4	Authority(Data Item No)	IL-02
5	Contract Reference	3.6.3
6	Requiring Office	Capt. J. Im, TA ATB, DAVPM 2-4-5
7	Inspection	Indicate the requirement for Inspection and Acceptance of the data or item using the following code:  SS – Source, Source DD – Destination, Destination SD – Source, Destination DS – Destination, Source  Leave blank if not required
8	App Code	Enter "A" if draft approval is required before submission of the final document. If advance approval is not needed, leave blank
9	Input	Place an "X" in the box if the data represents the integrated results of inputs from associated contractors. If not, leave blank
10	Frequency	One time.
11	As of Date	Thirty (30) calendar days after Effective Contract Date a draft to be submitted for approval by Canada. Once approved, remainder of the manuals to be delivered with the ATB Kits.
12	Date of Submission	If multiple submissions are required, enter the date of the initial submission. If constrained by a specific event or milestone, enter the event or milestone. Leave blank for data or items submitted/delivered only once.
13	Date of Subsequent Submission	If the data or items are submitted more than once, enter the date(s) of the subsequent submission(s). If constrained by a specific event or milestone, enter the constraint (e.g. 15 days after the meeting)
14	Distribution and Addressees	Capt. J. Im, TA ATB, DAVPM 2-4-5 Department of National Defence Louis Saint Laurent Building 555 Carriere Blvd, Gatineau QC K1A 0K2  1 Electronic / 1 Hard Copy
		PSPC CA Jessica Cormier TBD
15	Total	2/2 (Hard and Soft Draft Copy) 1 per ATB Kit (up to 206) / 2 (Hard and Soft Final Copy)
16	Remarks	Provide the ATB Operator Manual, in the contractor's format, to the TA.
17	Contract File/Doc No	N/A
18	Estimated No of Pages	N/A
19	Estimated Price	N/A



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Block	Title	Completion Guidance
A	Annex Description	Enter the annex (and appendix, if applicable) designation with respect to the RFP/Contract
B	Contract/RFP Number	Enter the RFP number or other appropriate designator. Upon contract award, amend to read the contract number
C	SOW Identifier	Enter the SOW identifier if the RFP has several SOWs, otherwise leave blank
D	Data Category	Integrated Logistic Support
E	System/Item	Adjustable Tow Bar
F	Contractor	On contract award, enter the contractor's name and the contractor's NATO Supply Code for Manufacturing
1	Item Number	4004
2	Title or Description of Data	Comprehensive Maintenance Manual with Illustrated Parts List (IPL)
3	Subtitle	If the title requires further identification, enter a subtitle
4	Authority(Data Item No)	IL-03
5	Contract Reference	3.6.4
6	Requiring Office	Capt. J. Im, TA ATB, DAVPM 2-4-5
7	Inspection	Indicate the requirement for Inspection and Acceptance of the data or item using the following code: SS – Source, Source DD – Destination, Destination SD – Source, Destination DS – Destination, Source Leave blank if not required
8	App Code	Enter "A" if draft approval is required before submission of the final document. If advance approval is not needed, leave blank
9	Input	Place an "X" in the box if the data represents the integrated results of inputs from associated contractors. If not, leave blank
10	Frequency	One time.
11	As of Date	Thirty (30) calendar days after Effective Contract Date.
12	Date of Submission	If multiple submissions are required, enter the date of the initial submission. If constrained by a specific event or milestone, enter the constraint. Leave blank for data or items submitted/delivered only once.
13	Date of Subsequent Submission	If the data or items are submitted more than once, enter the date(s) of the subsequent submission(s). If constrained by a specific event or milestone, enter the constraint (e.g. 15 days after the meeting)
14	Distribution and Addressees	Capt. J. Im, TA ATB, DAVPM 2-4-5 Department of National Defence Louis Saint Laurent Building 555 Carriere Blvd, Gatineau QC K1A 0K2  PSPC CA Jessica Cormier TBD  1 Electronic / 1 Hard Copy
15	Total	4/2 (Hard and Soft Copy)
16	Remarks	Provide the ATB Maintenance Manual with IPL, in contractor's format, to the TA. Capt. J. Im, TA ATB, DAVPM 2-4-5
17	Contract File/Doc No	N/A
18	Estimated No of Pages	N/A
19	Estimated Price	N/A



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Block	Title	Completion Guidance
A	Annex Description	Enter the annex (and appendix, if applicable) designation with respect to the RFP/Contract
B	Contract/RFP Number	Enter the RFP number or other appropriate designator. Upon contract award, amend to read the contract number
C	SOW Identifier	Enter the SOW identifier if the RFP has several SOWs, otherwise leave blank
D	Data Category	Integrated Logistic Support
E	System/Item	Adjustable Tow Bar
F	Contractor	On contract award, enter the contractor's name and the contractor's NATO Supply Code for Manufacturing
1	Item Number	4005
2	Title or Description of Data	Recommended Spare Parts List (RSPL)
3	Subtitle	If the title requires further identification, enter a subtitle
4	Authority(Data Item No)	IL-04
5	Contract Reference	3.4.8
6	Requiring Office	Capt. J. Im, TA ATB, DAVPM 2-4-5
7	Inspection	Indicate the requirement for Inspection and Acceptance of the data or item using the following code: SS – Source, Source DD – Destination, Destination SD – Source, Destination DS – Destination, Source Leave blank if not required
8	App Code	Enter "A" if draft approval is required before submission of the final document. If advance approval is not needed, leave blank
9	Input	Place an "X" in the box if the data represents the integrated results of inputs from associated contractors. If not, leave blank
10	Frequency	One time.
11	As of Date	Thirty (30) calendar days after Effective Contract Date.
12	Date of Submission	If multiple submissions are required, enter the date of the initial submission. If constrained by a specific event or milestone, enter the constraint. Leave blank for data or items submitted/delivered only once.
13	Date of Subsequent Submission	If the data or items are submitted more than once, enter the date(s) of the subsequent submission(s). If constrained by a specific event or milestone, enter the constraint (e.g. 15 days after the meeting)
14	Distribution and Addressees	Capt. J. Im, TA ATB, DAVPM 2-4-5 Department of National Defence Louis Saint Laurent Building 555 Carriere Blvd, Gatineau QC K1A 0K2  PSPC CA Jessica Cormier TBD  1 Electronic / 1 Hard Copy
15	Total	2/2 (Hard and Soft Copy)
16	Remarks	Provide the RSPL, in MS EXCEL format, to the TA. Capt. J. Im, TA ATB, DAVPM 2-4-5
17	Contract File/Doc No	N/A
18	Estimated No of Pages	N/A
19	Estimated Price	N/A

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**Data Item Description (DID)**

<b>Data Item Description</b>		
<b>1. Title</b> Project Kick-Off Meeting		<b>2. Identification numbers</b> PM-01
<b>3. Description/Purpose</b> Meeting agenda and minutes for the initial kick-off meeting. The meeting will introduce the project team to the Contractor's project team. Main points of discussion will include delivery schedule coordination, communication protocols and any other project related goals and objectives.		
<b>4. Issue Date</b> TBD	<b>5. Office of Primary Interest</b> Technical Authority, copy to Contract Authority	<b>6. GIDEP Applicable</b>
<b>7. Applicable References &amp; Interrelationship</b> CDRL Item 1001: Draft Agenda and Meeting CDRL Item 1002: Minutes Annex A, Statement of Work, Section 3.2 Project Management, Paragraph 3.2.1		
<b>8. Originator</b> Contractor		<b>9. Applicable forms</b>
<b>10. Preparation instructions</b> <u>Agenda and Meeting</u> Prepare and submit an agenda for the project kick-off meeting in Contractor's format, a minimum of ten (10) calendar days after contract award. The agenda must include, but is not limited to, the following: <ul style="list-style-type: none"><li>a. The purpose and objectives of the meeting;</li><li>b. The location, date, time and anticipated duration of the meeting;</li><li>c. A listing of all proposed topics for discussion; and</li><li>d. Any other pertinent information necessary to hold the Kick-Off Meeting.</li></ul> <u>Meeting Minutes</u> Prepare and submit meeting minutes, in Contractor's format, within five (5) calendar days of the conclusion of the project kick-off meeting. Minutes must include, but not be limited to, the following: <ul style="list-style-type: none"><li>a. A title page containing: (1) Title, (2) Type of meeting, (3) Date, (4) Identification of system/equipment, (5) Contract number, and (6) Space for signatures of the designated representatives of the Contractor, the Contract Authority, and the Technical Authority;</li><li>b. A list of attendees by name, rank, title, grade or position, activity represented, activity code and phone numbers as appropriate;</li><li>c. The location of the meeting;</li><li>d. The agenda of the meeting;</li></ul>		

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- e. The purpose and objectives of the meeting;
- f. A summary of the discussions, decisions and agreements reached;
- g. A listing of open action items and responsibility for each action to be implemented as a result of the review; and
- h. Other data and information as mutually agreed.

Approval

Both the Technical Authority and Contract Authority will approve the Meeting Minutes.

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Data Item Description		
<b>1. Title</b> Project Master Schedule and Equipment Delivery Schedule (Draft)		<b>2. Identification numbers</b> PM-02
<b>3. Description/Purpose</b> A draft Project Master Schedule that will identify project milestones, delivery dates and project task completion dates.		
<b>4. Issue Date</b> TBD	<b>5. Office of Primary Interest</b> Technical Authority, copy to Contract Authority	<b>6. GIDEP Applicable</b>
<b>7. Applicable References &amp; Interrelationship</b> CDRL Item 1003: Project Master Schedule and Equipment Delivery Schedule Annex A, Statement of Work, Section 3.2 Project Management, Paragraph 3.2.2		
<b>8. Originator</b> Contractor		<b>9. Applicable forms</b>
<b>10. Preparation instructions</b> <p>Prepare and submit a draft Project Master Schedule in the Contractor's format, minimum of fifteen (15) calendar days after meeting completion. The schedule must include, but is not limited to, the following:</p> <ul style="list-style-type: none"><li>a. A title page containing: (1) Title, (2) Date, (3) Identification of system/equipment, (4) Contract number, and (5) Space for signatures of the designated representatives of the Contractor, the Contract Authority, and the Technical Authority;</li><li>b. Project milestones;</li><li>c. Contractual and tasks delivery dates;</li><li>d. Hardware delivery date intervals and quantities;</li><li>e. Meetings and DID delivery dates; and</li><li>f. Other key dates as mutually agreed.</li></ul> <p><u>Approval</u></p> <p>Both the Technical Authority and the Contract Authority will approve the Master Project Schedule.</p>		

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Data Item Description		
1. Title Project Status Meeting		2. Identification numbers PM-03
3. Description/Purpose Meeting agenda and minutes for the quarterly Status Update meeting. The meeting will provide the project and contractor a snap shoot summary of the project progress and identify any problem areas that may need to be mitigated.		
4. Issue Date TBD	5. Office of Primary Interest Technical Authority, copy to Contract Authority	6. GIDEP Applicable
7. Applicable References & Interrelationship CDRL Item 1004: Agenda and meeting CDRL Item 1005: Minutes Annex A, Statement of Work, Section 3.2 Project Management, Paragraph 3.2.3		
8. Originator Contractor		9. Applicable forms
10. Preparation instructions <u>Agenda and Meeting</u> Prepare and submit an agenda in Contractor's format, a minimum of five (5) calendar days prior to the start of any project status update meeting. The agenda must include, but is not limited to, the following: <ul style="list-style-type: none"><li>a. The purpose and objectives of the meeting;</li><li>b. The location, date, time and anticipated duration of the meeting;</li><li>c. A listing of all proposed topics for discussion; and</li><li>d. Any other pertinent information necessary to hold the Status Update Meeting.</li></ul> <u>Meeting Minutes</u> Prepare and submit meeting minutes, in Contractor's format, five (5) calendar days after each project status meeting. Minutes must include, but not be limited to, the following: <ul style="list-style-type: none"><li>a. A title page containing: (1) Title, (2) Type of meeting, (3) Date, (4) Identification of system/equipment, (5) Contract number, and (6) Space for signatures of the designated representatives of the Contractor, the Contract Authority, and the Technical Authority;</li><li>b. A list of attendees by name, rank, title, grade or position, activity represented, activity code and phone numbers as appropriate;</li><li>c. The location of the meeting;</li><li>d. The agenda of the meeting;</li><li>e. The purpose and objectives of the meeting;</li><li>f. A summary of the discussions, decisions and agreements reached;</li></ul>		

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- g. A listing of open Action Items and responsibility for each action to be implemented as a result of the review; and
  - h. Other data and information as mutually agreed.

Approval

Both the Technical Authority and Contract Authority will approve the Meeting Minutes.

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Data Item Description		
<b>1. Title</b> Material Safety Data Sheet (MSDS)		<b>2. Identification numbers</b> EN-01
<b>3. Description/Purpose</b> Material Safety Data Sheet (MSDS) is an important component of product stewardship and occupational safety and health. It is intended to provide workers and emergency personnel with procedures for handling or working with that equipment in a safe manner, and includes information such as physical data, toxicity, health effects, first aid, reactivity, storage, disposal, protective equipment, and spill-handling procedures.		
<b>4. Issue Date</b> TBD	<b>5. Office of Primary Interest</b> Technical Authority copy to Contract Authority	<b>6. GIDEP Applicable</b>
<b>7. Applicable References &amp; Interrelationship</b> CDRL Item 2003: Material Safety Data Sheet (MSDS) Annex A, Statement of Work, Section 3.4 Data Deliverables and Publications, Paragraph 3.4.3.		
<b>8. Originator</b> Contractor		<b>9. Applicable forms</b>
<b>10. Preparation instructions</b>  Prepare and submit Material Safety Data Sheet(s) (MSDS) for the ATB, in Contractor's format, thirty (30) calendar days after contract award.  The MSDS must include nine (9) categories of information that must be present on our Canadian MSDS. These categories are:  <ol style="list-style-type: none"><li>1. Product Information: product identifier (name), manufacturer and suppliers names, addresses, and emergency phone numbers</li><li>2. Hazardous Ingredients</li><li>3. Physical Data</li><li>4. Fire or Explosion Hazard Data</li><li>5. Reactivity Data: information on the chemical instability of a product and the substances it may react with</li><li>6. Toxicological Properties: health effects</li><li>7. Preventive Measures</li><li>8. First Aid Measures</li><li>9. Preparation Information: who is responsible for preparation and date of preparation of MSDS</li></ol> <u>Approval</u> The Technical Authority will have the final approval of each MSDS.		



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Data Item Description		
<b>1. Title</b> Bill of Materials (BOM) Listing		<b>2. Identification numbers</b> CM-01
<b>3. Description/Purpose</b> The BOM is a comprehensive listing of all the piece parts of the ATB broken down into their respective LRU groupings for quick reference by the Project and LCMM.		
<b>4. Issue Date</b> TBD	<b>5. Office of Primary Interest</b> Technical Authority copy to Contract Authority	<b>6. GIDEP Applicable</b>
<b>7. Applicable References &amp; Interrelationship</b> CDRL Item 3001: Bill of Materials Listing Annex A, Statement of Work, Section 3.4 Data Deliverables and Publications, Paragraph 3.4.2.		
<b>8. Originator</b> Contractor		<b>9. Applicable forms</b>
<b>10. Preparation instructions</b>  Provide a BOM listing, in Contractor's format, thirty (30) calendar days after contract award. The listing must include, but is not limited to, the following: <ul style="list-style-type: none"><li>a. All piece parts and assemblies;</li><li>b. Grouped by LRU breakdown where applicable; and</li><li>c. Part Number, OEM Part Number, NSN, Cage Code, Nomenclature, and quantities per assembly.</li></ul> <u>Approval</u> The Technical Authority will have the final approval of the BOM.		

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Data Item Description		
<b>1. Title</b> Hardware Breakdown Structure (HBS) Drawing		<b>2. Identification numbers</b> CM-02
<b>3. Description/Purpose</b> The HBS Drawing is a top level drawing (exploded view) of the ATB broken down into their respective LRU groupings for quick reference by the Project and LCMM.		
<b>4. Issue Date</b> TBD	<b>5. Office of Primary Interest</b> Technical Authority copy to Contract Authority	<b>6. GIDEP Applicable</b>
<b>7. Applicable References &amp; Interrelationship</b> CDRL Item 3002: Hardware Breakdown Structure (HBS) Drawing Annex A, Statement of Work, Section 3.4 Production and Design, Paragraph 3.4.4.		
<b>8. Originator</b> Contractor		<b>9. Applicable forms</b>
<b>10. Preparation instructions</b> Provide an HBS Drawing, in Contractor's format, thirty (30) calendar days after contract award. The drawing must include, but is not limited to, the following: <ul style="list-style-type: none"><li>a. All piece parts and assemblies;</li><li>b. Grouped by LRU breakdown where applicable; and</li><li>c. Reference number to the IPL, Part Number, OEM Part Number, NSN, Nomenclature, and quantities per assembly (as applicable).</li></ul> <u>Approval</u> The Technical Authority will have the final approval of the HBS Drawing.		

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Data Item Description		
1. <i>Title</i> Equipment Name Plate Design		2. <i>Identification numbers</i> CM-03
3. <i>Description/Purpose</i> The ATB Identification Plate will be installed on every production unit delivered to DND to identify the equipment and provide a means to track and control the item.		
4. <i>Issue Date</i>	5. <i>Office of Primary Interest</i> Technical Authority copy to Contract Authority	6. <i>GIDEP Applicable</i>
7. <i>Applicable References &amp; Interrelationship</i> CDRL Item 3003: Equipment Name Plate Design Annex A, Statement of Work, Section 3.3 Production and Design, Paragraph 3.3.4.		
8. <i>Originator</i> Contractor		9. <i>Applicable forms</i>
10. <i>Preparation instructions</i> <p>Provide an initial Equipment Name Plate Design and recommended installation location in accordance with D-02-002-001/SG-001, thirty (30) calendar days after contract award. The Name Plate Design must be fully bilingual in French and English.</p> <p>The design must include, but is not limited to, the following:</p> <ul style="list-style-type: none"><li>a. Manufacturer Name and ID (NGAGE);</li><li>b. Item Nomenclature/Description;</li><li>c. OEM Part Number;</li><li>d. NSN;</li><li>e. Serial Number;</li><li>f. Date of Manufacture;</li><li>g. Overall Cube Dimension (m); and</li><li>h. Item Gross Weight (Kg).</li></ul> <p><u>Approval</u> The Technical Authority will have the final approval of each Name Plate Design and installation location.</p>		

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Data Item Description		
<b>1. Title</b> Supplementary Provisioning Technical Data (SPTD)		<b>2. Identification numbers</b> IL-01
<b>3. Description/Purpose</b> The SPTD is required for NATO codification purposes and must be provided by the Contractor for each available down part of the ATB as well as any special auxiliary tools.		
<b>4. Issue Date</b> TBD	<b>5. Office of Primary Interest</b> Technical Authority copy to Contract Authority	<b>6. GIDEP Applicable</b>
<b>7. Applicable References &amp; Interrelationship</b> CDRL Item 4002: Supplementary Provisioning Technical Data Annex A, Statement of Work, Section 3.4 Data Deliverables and Publications, Paragraph 3.4.5.		
<b>8. Originator</b> Contractor		<b>9. Applicable forms</b>
<b>10. Preparation instructions</b>  The SPTD must be delivered in the Contractor's format, thirty (30) calendar days after contract award.  The SPTD must include, but not be limited to the following minimum data: <ul style="list-style-type: none"><li>a. Item name or nomenclature;</li><li>b. Name and address of the Design Control Authority(s);</li><li>c. Design Control Authority's drawing or item part number(s) (Level 1 indicating general dimensions and markings); and</li><li>d. Standards/specifications reference number(s).</li></ul> <u>Approval</u> The Technical Authority will have the final approval of the final SPTD.		

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Data Item Description		
1. Title Comprehensive Operators Manual		2. Identification numbers IL-02
3. Description/Purpose The Comprehensive Operators Manual must provide direction and reference for DND personnel to properly and safely operate the ATB.		
4. Issue Date TBD	5. Office of Primary Interest Technical Authority copy to Contract Authority	6. GIDEP Applicable
7. Applicable References & Interrelationship CDRL Item 4003: Comprehensive Operators Manual Annex A, Statement of Work, Section 3.4 Data Deliverables and Publications, Paragraph 3.4.6.		
8. Originator Contractor		9. Applicable forms
10. Preparation instructions  The draft Comprehensive Operator Manual must be delivered in the Contractor's format, thirty (30) calendar days after contract award in a bilingual (French and English) format.  The manual must include, but not be limited to, the following minimum data:  <ul style="list-style-type: none"><li>a. An Equipment Summary and Description – items such as, but not limited to: Identification by Manufacturer, Model, Part number, Year of manufacture, Contract number, NATO Stock Number (NSN), Quantity purchased, and end-application, plus;</li><li>b. Technical Specifications for Physical Data: weight, construction, height, width, depth, weight, part number;</li><li>c. Mechanical Data such as: vehicle mounting interface description, elevation and azimuth controls, control descriptions, lubrication type, detent positions, locked position;</li><li>d. Operation Limitations as applicable by design such as: temperature restrictions, storage temperature, humidity range restrictions, performance (salt/fog, dust, icing, and interchangeability with other installations); and</li><li>e. Operator inspection schedules and routine maintenance requirements.</li></ul> <u>Approval</u> The Technical Authority will have the final approval of the final comprehensive operator manual.		

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Data Item Description		
1. <i>Title</i> Comprehensive Maintenance Manual with Illustrated Parts List (IPL)		2. <i>Identification numbers</i> IL-03
3. <i>Description/Purpose</i> The Comprehensive Maintenance Manual with IPL must provide direction and reference for DND personnel to properly and safely upkeep and conduct maintenance on the ATB throughout its life cycle.		
4. <i>Issue Date</i> TBD	5. <i>Office of Primary Interest</i> Technical Authority copy to Contract Authority	6. <i>GIDEP Applicable</i>
7. <i>Applicable References &amp; Interrelationship</i> CDRL Item 4004: Comprehensive Maintenance Manual with IPL Annex A, Statement of Work, Section 3.4 Data Deliverables and Publications, Paragraph 3.4.7.		
8. <i>Originator</i> Contractor		9. <i>Applicable forms</i>
10. <i>Preparation instructions</i> <p>The Comprehensive Maintenance Manual with IPL must be delivered in the Contractor's format, thirty (30) calendar days after contract award.</p> <p>The maintenance manual must include, but is not limited to, the following minimum data:</p> <ul style="list-style-type: none"><li>a. An Equipment Summary and Description – items such as, but not limited to: Identification by Manufacturer, Model, Part number, Year of manufacture, Contract number, NATO Stock Number (NSN), Quantity purchased, and end-application, plus;</li><li>b. Technical Specifications for Physical Data: weight, construction, height, width, depth, weight, part number;</li><li>c. Mechanical Data such as: vehicle mounting interface description, elevation and azimuth controls, control descriptions, lubrication type, detent positions, locked position;</li><li>d. Operation Limitations as applicable by design such as: planned operating life, time per system or per year, temperature restrictions, storage temperature, humidity range restrictions, performance (salt/fog, dust, icing, and interchangeability with other installations;</li><li>e. First line preventative and corrective repair procedures for the ATB and its LRUs;</li><li>f. First line inspection schedules and maintenance requirements; and</li><li>g. A complete illustrated parts list (IPL) and breakdown with quantities per ATB assembly.</li></ul> <p><u>Approval</u> The Technical Authority will have the final approval of the final comprehensive maintenance manual.</p>		

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Data Item Description		
<b>1. Title</b> Recommended Spare Parts List (RSPL)		<b>2. Identification numbers</b> IL-04
<b>3. Description/Purpose</b> The Recommended Spares Parts List (RSPL) will be used to identify the spare parts and associated quantities that will be sufficient to support the procured equipment for two (2) years.		
<b>4. Issue Date</b> TBD	<b>5. Office of Primary Interest</b> Technical Authority copy to Contract Authority	<b>6. GIDEP Applicable</b>
<b>7. Applicable References &amp; Interrelationship</b> CDRL Item 4005: Recommended Spare Parts List (RSPL) Annex A, Statement of Work, Section 3.4, Data Deliverables and Publications, Paragraph 3.4.8		
<b>8. Originator</b> Contractor		<b>9. Applicable forms</b>
<b>10. Preparation instructions</b>  The Recommend Spare Parts List must be delivered in MS EXCEL format, thirty (30) calendar days after contract award.  The RSPL must include, but is not limited, to the following minimum data: <ul style="list-style-type: none"><li>a. Part Number;</li><li>b. NSN;</li><li>c. Procurement Lead Time;</li><li>d. Quantities per unit; and</li><li>e. Unit Cost.</li></ul> <u>Approval</u> The Technical Authority will have the final approval of the RSPL.		

## APPENDIX 5 TO ANNEX A ENVIRONMENTAL AND VIBRATION REQUIREMENTS

### 1.0 General

The ATB must meet all stated performance requirements without physical damage during and after exposure to any combination of the ambient and induced climatic and environmental conditions identified hereafter in Tables 1, 2 and 3.

Table 1: Environmental Testing

ID	Environmental Requirements	Standard/Specification
	<b>Interpretation</b> The ATB must meet all stated performance requirements without physical damage during and after exposure to any combination of the meteorological and induced climatic conditions identified in this Appendix.	
1-1	<b>High Temperature – Operation</b> The ATB and all sub-components must be operated fully exposed to all meteorological environments associated with A1, A2, A3, B2 and B3 climatic category regions as described in Standardization Agreement (STANAG) 4370, Allied Environmental Conditions Testing Publication (AECTP) 230, Edition 1, Leaflet 2311/1 and 2311/2.	Operational testing of the ATB in A1 Meteorological/Ambient climatic conditions using AECTP 300, Edition 3, Method 302, Procedure II or MIL-STD-810G, Change 1, Method 501.6, Procedure II, or equivalent test standard.



ID	Environmental Requirements	Standard/Specification
	<b>High Temperature – Storage</b>	
1-2	The ATB and all sub-components must be stored and transported fully exposed to all meteorological and induced environments associated with A1, A2, A3, B2 and B3 climatic category regions as described in Standardization Agreement (STANAG) 4370, Allied Environmental Conditions Testing Publication (AECTP) 230, Edition 1, Leaflet 2311/1 and 2311/2.	Operational testing of the ATB following storage in A1 Induced climatic conditions using AECTP 300, Edition 3, Method 302, Procedure I or MIL-STD-180G, Change 1, Method 501.6, Procedure I, or equivalent test standard.
	<b>Low Temperature – Operation</b>	
1-3	The ATB and all sub-components must be operated fully exposed to all meteorological environments associated with C0, C1, C2, and C3 climatic category regions (to a low temp of 40C) as described in Standardization Agreement (STANAG) 4370, Allied Environmental Conditions Testing Publication (AECTP) 230, Edition 1, Leaflet 2311/1 and 2311/2.	Operational testing of the ATB in C2 Meteorological/Ambient climatic conditions using AECTP 300, Edition 3, Method 303, Procedure II and III or MIL-STD-810G, Change 1, Method 502.6, Procedure II and III, or equivalent test standard.
	<b>Low Temperature – Storage</b>	
1-4	The ATB and all sub-components must be stored and transported fully exposed to all meteorological and induced environments associated with C0, C1, and C2 climatic category regions as described in Standardization Agreement (STANAG) 4370, Allied Environmental Conditions Testing Publication (AECTP) 230, Edition 1, Leaflet 2311/1 and 2311/2.	Operational testing of the ATB following storage in C2 Induced climatic conditions using AECTP 300, Edition 3, Method 303, Procedure I or MIL-STD-180G, Change 1, Method 502.6, Procedure I, or equivalent test standard.

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ID	Environmental Requirements	Standard/Specification
	<b>Temperature Transitions / Shock</b>	
1-5	The ATB and all sub-components must be operated during and after instantaneous transitions between Controlled Ambient Conditions to and from A1, B3 and C2 Meteorological conditions as described in Standardization Agreement (STANAG) 4370, Allied Environmental Conditions Testing Publication (AECTP) 230, Edition 1, Leaflet 2311/1 and AECTP 300, Edition 3, Method 301.	Operational testing of the ATB following thermal shocks to and from Controlled Ambient Conditions and A1 and C2 Meteorological climatic conditions using MIL-STD-180G, Change 1, Method 503.6, Procedure I-D, or equivalent test standard.
	<b>Solar Radiation</b>	
1-6	The ATB and all sub-components must be stored, transported, and operated fully exposed to solar radiation associated with an A1 climatic category region as described in Standardization Agreement (STANAG) 4370, Allied Environmental Conditions Testing Publication (AECTP) 230, Edition 1, Leaflet 2311 and 2311/2.	Operational testing of the ATB in A1 Meteorological/Ambient climatic conditions under full solar radiation simulation using MIL-STD-810G, Change 1, Method 505.6, Procedure I, or equivalent test standard.
	<b>Corrosion</b>	
1-7	The ATB design must mitigate corrosion and its effects on the operation of the product from exposure to humidity and/or salt-spray environments.	Evaluation of any corrosion and its impact on the manipulation and operation of the ATB after exposed to a salt-fog environment in accordance with MIL-STD-180G, Change 1, Method 509.6, or equivalent test standard.
	<b>Dust</b>	
1-8	The ATB and all sub-components must be stored, transported, and operated fully exposed to blowing dust as described in MIL-STD-810G, Change 1, Method 510.6, Procedure I.	Operation of the ATB in a blowing dust environment in accordance with MIL-STD-180G, Method 510.6, Procedure I, or equivalent test standard.

ID	Environmental Requirements	Standard/Specification
1-9	<b>Icing/Freezing Rain</b> The ATB will be required to operate during and after exposure to ice accumulation of up to 6 mm resulting from freezing rain, drizzle, fog, or surface water splashing.	Operation of the ATB after exposure to 6mm of ice accretion in accordance with MIL-STD-180G, Method 521.4, or equivalent test standard.
1-10	<b>Freeze/Thaw</b> The ATB and all sub-components must be operated during and after repeated freeze and thaw of water, snow, and ice on any ATB surface, crevice, or absorbed by any ATB material, without the need for forced drying.	Operation of the ATB during and after exposure to freeze/thaw cycles in accordance with MIL-STD-180G, Method 524.1, Procedure III, or equivalent test standard.

Table 2: Vibration/Shock Testing

ID	Environmental Requirements	Standard/Specification
	<b>Interpretation</b> The ATB must meet all stated performance requirements while remaining fully operable during and after exposure to any combination of the ambient and induced climatic and environmental conditions identified in this Appendix.	
2-1	<b>Secured Vibration</b> The ATB will be required to operate during and after exposure to wheeled vehicle vibration in accordance with MIL-STD-810G (Change 1) 514.7, Procedure I, Category 4, Table 514.7C-V, equivalent to 804 km of travel.	Provide an engineering report detailing manipulation and operation of the ATB while tested in accordance with MIL-STD-810G (Change 1), Method 514.7, Procedure I, Category 4 or equivalent test standard.

ID	Environmental Requirements		Standard/Specification
	Functional Shock		
2-2	The ATB will be required to remain fully operable after being subjected to functional shock in accordance with MIL-STD-810G (Change 1) 516.7, Procedure I for Ground Material, Table 516.7-IV		Provide an engineering report detailing manipulation and operation of the ATB after tested in accordance with MIL-STD-810G (Change 1), Method 516.7, Procedure I for Ground Material or equivalent test standard.
	Transit Drop		
2-3	The ATB will be required to remain fully operable after being subjected to transit drop in accordance with MIL-STD-810G (Change 1), 516.7, Procedure IV, Table 516.7-VII		Provide an engineering report detailing manipulation and operation of the ATB after being tested in accordance with MIL-STD-810G (Change 1), Method 516.7, Procedure IV, or equivalent test standard.

Table 3: Other Requirements

ID	Environmental Requirements	Standard/Specification
	<b>Interpretation</b> The ATB must meet all stated performance requirements with respect to POL resistance as identified in this Appendix.	
	<b>Petroleum, Oil, and Lubricant (POL) Contamination Resistance</b> The ATB must be designed to be resistant to petroleum, oil, and lubricant (POL) contamination such that after exposure the ATB will remain fully operable.	Provide an engineering report detailing the ATB resistance to POL tested in accordance AECTP 300 (Edition 3) Method 314, and/or TOP 3-2-609, or equivalent test standard.

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## ANNEX B BASIS OF PAYMENT

The contract funding may differ from the total evaluated price of the successful bid.

The following prices are in Canadian dollars, FCA - Free Carrier (Contractor's facility) as per Incoterms 2000 and Applicable Taxes are extra.

### **ITEM 001, ATB Kit**

The Contractor will be paid the following firm unit price for a minimum quantity of 150 units and up to a maximum quantity of 208 units as per the Requirement at Annex A and its associated appendices and in accordance with the terms and conditions of the contract. **Spare Parts are excluded.**

	A	B		C
Unit of Issue	Qty	Unit Price	Total	Extended Price
Each	<i>Final quantity will be inserted at contract award.</i>		A X B =	

### **ITEM 002 – Spare Parts**

The Contractor will be paid the following pre-negotiated unit prices, in Canadian funds, FCA Free Carrier Loaded (Contractor's facility) as per Incoterms 2000 for its costs reasonably and properly incurred in the performance of the Work, based on:

- a) costs computed in accordance with Contract Cost Principles 1031-2; and
- b) rates negotiated or approved for use by their respective national government, for the facility where the work is performed; and a profit computed in accordance with Chapter 10, Cost and Profit, of the Supply Manual, Public Works and Government Services Canada; and/or
- c) a current published price list indicating the percentage discount available to Canada; and/or
- d) a copy of paid invoices for the like quality and quantity of the goods, services or both sold to other customers; and/or
- e) market value; and
- f) any other supporting documentation as requested by Canada.

Applicable Taxes are extra, if applicable.

All prices and payments are subject to government audit.

The Contractor certifies that the prices negotiated are based on costs computed in accordance with *Contract Cost Principles 1031-2*, and includes an estimated amount of profit of \$\_\_\_\_ (*TBD after contract award, through a formal amendment to the contract*) \_\_\_\_\_; and/or

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Contractor certifies that the prices proposed are not in excess of the lowest price charged anyone else, including the Bidder's most favoured customer, for the like quality and quantity of the goods, services or both.

**Spare Parts Price List**

Description	Part no.	Unit of Issue	Unit Price \$CAD	Quantity	Total Extended Price
		Total for ITEM 002 =			

**TOTAL LIMITATION OF EXPENDITURE UNDER THE CONTRACT**

Total Extended Price for Item 001      \$ \_\_\_\_\_  
Total Extended Price for Item 002      \$ \_\_\_\_\_

Total      \$ \_\_\_\_\_ (*Applicable Taxes are extra*)

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## ANNEX C

### FEDERAL CONTRACTORS PROGRAM FOR EMPLOYMENT EQUITY - CERTIFICATION

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

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

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

Complete both A and B.

A. Check only one of the following:

- ☐ A1. The Bidder certifies having no work force in Canada.
- ☐ A2. The Bidder certifies being a public sector employer.
- ☐ A3. The Bidder certifies being a [federally regulated employer](#) being subject to the [Employment Equity Act](#).
- ☐ A4. The Bidder certifies having a combined work force in Canada of less than 100 permanent full-time and/or permanent part-time employees.
- A5. The Bidder has a combined workforce in Canada of 100 or more employees; and
  - ☐ A5.1. The Bidder certifies already having a valid and current [Agreement to Implement Employment Equity](#) (AIEE) in place with ESDC-Labour.

**OR**

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

B. Check only one of the following:

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

**OR**

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