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RETOURNER LES SOUMISSIONS À:**

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Place du Portage , Phase III

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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

**Airframes / Aero Engines R&O Division / Division de la
réparation de la révision des cellules et des moteurs**

11 Laurier St. / 11, rue Laurier

8C1, Place du Portage

Gatineau

Québec

K1A 0S5

Title - Sujet TWIN OTTER R&O	
Solicitation No. - N° de l'invitation W8485-163203/A	Date 2016-10-07
Client Reference No. - N° de référence du client W8485-163203	
GETS Reference No. - N° de référence de SEAG PW-\$\$BF-126-26008	
File No. - N° de dossier 126bf.W8485-163203	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2016-11-23	Time Zone Fuseau horaire Eastern Daylight Saving Time EDT
F.O.B. - F.A.B. Specified Herein - Précisé dans les présentes Plant-Usine: <input type="checkbox"/> Destination: <input type="checkbox"/> Other-Autre: <input checked="" type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: White, John	Buyer Id - Id de l'acheteur 126bf
Telephone No. - N° de téléphone (613) 420-1749 ()	FAX No. - N° de FAX (819) 956-9110
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: Specified Herein Précisé dans les présentes	

Instructions: See Herein

Instructions: Voir aux présentes

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

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PART 1 - GENERAL INFORMATION

1.1 Introduction

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

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Bidder Instructions: provides the instructions, clauses and conditions applicable to the bid solicitation;
- Part 3 Bid Preparation Instructions: provides bidders with instructions on how to prepare their bid;
- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria that must be addressed in the bid, and the basis of selection;
- Part 5 Certifications: 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 Technical Statement of Work, the Logistics Statement of Work, the Goods Procurement Statement of Work, the Basis of Payment, the Security Requirements Checklist (SRCL), the Insurance Requirements, the DND 626 Task Authorization Form, the CF TIES Change Notification Form, and the Technical Evaluation Plan.

1.2 Summary

1.2.1 This requirement is for the Component Repair and Overhaul (CR&O), Third Line Inspection and Repair (TLIR), Technical Investigation and Engineering Services (TIES), Modifications, Logistics Support, Life Cycle Management Support (LCMS) services, Goods Procurement, and manufacturing of parts for the CC138 Twin Otter aircraft.

CR&O services include repair and logistics support for aircraft components. TLIR services include those to support the airframe, such as periodic inspections, painting, depot level inspection repair, aircraft fly-in repairs, mobile repair party, embodiment of modifications, and procurement of materials supporting these services. TIES services include technical investigations and engineering services to support the operation, maintenance and repair and overhaul of the CC138 Twin Otter aircraft and components. Logistics support includes procurement and delivery of goods such as but not limited to spares and modification kits.

Recognizing that DND's operational requirements change and recognizing that the requirements to support the CC138 Twin Otter future sustainment capability cannot be forecasted with certainty, Canada may need to modify or change the CC138 aircraft configuration. Approval and authorization from the Department of National Defence for any aircraft modification that modifies or changes CC138 aircraft configuration will be sought at that time. Aircraft modifications of this nature may be included as a service to be provided under any resulting Contract, in accordance with the provisions for Aircraft Modifications under the resulting contract clauses in Part 7 of the Request for Proposal (RFP).

1.2.2 This requirement is for the Department of National Defence.

1.2.3 The period of the contract will be for a firm period from the date of contract award to 31 March 2021, with an option period(s) to extend the contract up to 31 March 2025. There will be an additional Transition Period option, upon contract expiry, to extend the contract up to twelve (12) months for the purpose of work-in-process completion, contract close-out and fleet retirement activities.

1.2.4 In the event that Estimated Life Expectancy (ELE) of the CC138 Twin Otter is extended, necessitating further requirements for the CC138 Twin Otter fleet, Canada may exercise additional option period(s). Authorization and funding will be sought at that time. For these additional option periods, new prices will be calculated as provided in Annex F – Basis of Payment.

1.2.5 There are security requirements associated with this requirement. For additional information, consult Part 6 - Security, Financial and Other Requirements, and Part 7 - Resulting Contract Clauses. For more information on personnel and organization security screening or security clauses, bidders should refer to the [Industrial Security Program \(ISP\)](http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html) of Public Works and Government Services Canada (<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>) website.

1.2.6 This procurement is subject to the Controlled Goods Program. The [Defence Production Act](#) defines Canadian Controlled Goods as certain goods listed in Canada's Export Control List, a regulation made pursuant to the Export and Import Permits Act (EIPA).

1.2.7 As this is a service contract on the behalf of the Department of National Defence under Federal Stock Class 16, it is exempt from the North American Free Trade Agreement (NAFTA) in accordance with NAFTA Chapter 10, Annex 1001.1b-1 Section A para 2 and Annex 1001.1b-2, Section B General Note 1; and from the World Trade Organization Agreement on Government Procurement (WTO-AGP) in accordance with WTO-AGP Appendix 1, Annex 4, note 4. The requirement is subject to the Agreement on Internal Trade (AIT). The Comprehensive Land Claims Agreement (CLCA) is not applicable to this requirement.

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

1.2.9 This procurement is subject to the Public Works and Government Services Canada (PWGSC) Integrity Regime. As per the Integrity Provisions under Section 01 of SACC 2003 (2016-04-04) Standard Instructions – Competitive Requirements, the bidder must provide a list of names of owner(s) and/or Directors and other associated information as required.

1.2.10 Canadian Content – The requirement is limited to Canadian Goods and/or Services.

1.3 Statement of Work – Bid

The Work to be performed is detailed under Article 7.1 of the resulting contract clauses and in Annexes A, B, and C Statements of Work.

1.4 Debriefings

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

1.5 Communications Notification

The Government of Canada requests that the successful bidder notify the Contracting Authority in advance of its intention to make public an announcement related to the award of a contract.

1.6 Resulting Contract

Any contract resulting from this RFP is intended to be a replacement for an existing contract.

1.7 Design Data List (DDL)

A Design Data List (DDL) with technical information and drawings has been approved for release. A request for this information must be submitted in writing to the Contracting Authority, Mr. John White at the address indicated in the RFP or email john.h.White@pwgsc-tpsgc.gc.ca.

PART 2 - BIDDER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

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

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

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

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

Delete: 60 days
Insert: 180 days

2.1.1 Controlled Goods Program- Bid

SACC Manual clause 9130T (2014-11-27) Controlled Goods Program- Bid

2.2 Submission of Bids

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

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

2.3 Enquiries - Bid Solicitation

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

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

2.4 Applicable Laws

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

PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

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

Section I: Technical Bid (2 hard copies) and 2 soft copies on CD.

Section II: Financial Bid (1 hard copy) and 1 soft copy on CD.

Section III: Certifications (1 hard copy)

Section IV: Additional Information (1 hard copy)

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

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

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

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

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process [Policy on Green Procurement](http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html) (<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, duo tangs or binders.

Section I: Technical Bid

Refer to Annex I – Technical Evaluation Plan for the CC138 Twin Otter Aircraft In Service Support Program

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



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

Section II: Financial Bid

- 1. Bidders must submit their financial bid in accordance with the Basis of Payment in Annex "F". All prices must be quoted in Canadian dollars. The total amount of Applicable Taxes must be shown separately. Delivery is FCA Free Carrier at Contractor's facility, Incoterms 2000.

2. Bidders must provide all pricing details as required in Annex F – Basis of Payment (Proposed). No alternate or additional basis of payment will be accepted.
3. The Contractor will be responsible for all costs associated with the set-up / ramp-up to perform the requirements of the Contract, such as facilities (construction and/or modifications) equipment acquisition, equipment calibration / servicing, personnel hiring, etc.
4. The Contractor will be responsible for all the necessary training (except for, on an exceptional case-by-case basis, specific DND training that may be required), replacement personnel, back-up personnel, at no additional cost to Canada.
5. The proposed prices/rates will apply regardless of the shift period in any given 24-hour period.

Exchange Rate Fluctuation Risk Mitigation

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

Section III: Certifications

Bidders must submit the certifications required under Part 5.

Section IV: Additional Information

Bidder's Proposed Site(s) or Premises Requiring Safeguarding Measures

As indicated in Part 6 under Security Requirements, the Bidder must provide the full address(es) of the Bidder's and proposed individual(s)' site(s) or premises for which safeguarding measures are required for Work Performance:

Street Number / Street Name, Unit / Suite / Apartment Number
City, Province, Territory
Postal Code, Country

The Company Security Officer (CSO) must ensure through the Industrial Security Program (ISP) that the Bidder and proposed individual(s) hold a valid security clearance at the required level, as indicated in Part 6 – Security, Financial and Other Requirements.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

- (a) Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the bids.
- (c) The Bidder agrees that, for the purpose of evaluating their offer, representatives of Canada may conduct, as deemed necessary, a survey of their facilities, their technical and logistics capabilities, and their financial status, to determine if they are adequate to ensure the proper performance of any work described herein. The Bidder hereby agrees to make their facilities and any other facilities proposed available for this purpose.

4.1.1 Technical Evaluation

Mandatory and point rated technical evaluation criteria are included in Annex I and 4.2.1.

4.1.2 Financial Evaluation

- (a) Bidders must submit their financial bid in accordance with Annex F - Basis of Payment.
- (b) Appendix 1 to Annex F – Listing of Estimated Levels of Effort (LOE) and Expenses, is included and provides an estimated level of effort and expenses over the next four years. It is based on DND's estimates and does not represent a commitment on the part of Canada.
- (c) For evaluation purposes, a quantity of one (1) will be used to calculate the bid price when a quantity of zero (0) is forecast in Appendix 1 to Annex F, Listing of Estimated Levels of Effort (LOE) and Expenses.
- (d) The price of the bid will be evaluated in Canadian dollars, Applicable Taxes excluded, Canadian customs duties and excise taxes included.
- (e) Bidders must quote prices, rates and mark ups only for the work, labour and mark up categories identified in Annex F – Basis of Payment. Prices, rates and mark up quotes will be firm and for the duration of any resulting contract and must be inputted as applicable for each of the pricing, rate or mark up categories and for all of the indicated Periods 1 to 4. Bidders are required to enter a quote in every Basis of Payment line item, work/service Description and Period (1 to 4). Bids not meeting this requirement will be declared non-responsive and will not be given further consideration.
- (f) Bidders must input prices, rates and mark ups into Annex F – Basis of Payment.
- (g) The total bid price will be the Bidder's price for each Basis of Payment (BoP) Line Item multiplied by the estimated level of effort or expense for that BoP Line Item for each Period, then an arithmetic sum of each Period, followed by an arithmetic sum of all the Period totals, for a total bid price.

Note: for evaluation purposes only, the cost of 300 Overtime (OT) hours will be factored into the financial evaluation. The evaluation team will calculate this value using the OT categories indicated in Annex F and rates bid from Period 1 as follows:

A	B	C	D	E
Annex F		Period 1		
BoP Line Item	Labour Category	Firm Fixed Hourly Rate from Annex F	Hours	Extended cost
1.7OT	Technical	Bidder's Response	250	\$
1.8OT	Avionics	Bidder's Response	27	\$
1.9OT	Paint	Bidder's Response	5	\$
2.0OT	Engineering	Bidder's Response	18	\$
		Total hours and evaluation price of OT	300	\$

Calculation: $C \times D = E$. (Firm Fixed Hourly Rate from Annex F X Hours = Extended cost). The total price for evaluation purposes equals the sum of the Extended costs in column E.

4.2 Basis of Selection

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

1. To be declared responsive, a bid must:
 - a. comply with all the requirements of the bid solicitation; and
 - b. meet all mandatory criteria; and
 - c. obtain the required minimum of 60 percent of the points specified for each individual criterion for the technical evaluation, and
 - d. obtain the required minimum of 216 points (75 percent) overall for the technical evaluation criteria which are subject to point rating. The rating is performed on a scale of 288 points.
2. Bids not meeting (a) or (b) or (c) and (d) will be declared non-responsive.
3. The selection will be based on the highest responsive combined rating of technical merit and price. The ratio will be 60% for the technical merit and 40% for the price.
4. To establish the technical merit score, the overall technical score for each responsive bid will be determined as follows: total number of points obtained / maximum number of points available multiplied by the ratio of 60%.
5. To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of 40%.
6. For each responsive bid, the technical merit score and the pricing score will be added to determine its combined rating.
7. Neither the responsive bid obtaining the highest technical score nor the one with the lowest evaluated price will necessarily be accepted. The responsive bid with the highest combined rating of technical merit and price will be recommended for award of a contract.

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

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

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

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. Canada will declare a bid non-responsive, or will declare a contractor in default if any certification made by the Bidder is found to be untrue, whether made knowingly or unknowingly, during the bid evaluation period or during the contract period.

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

5.1 Certifications Precedent to Contract Award and Additional Information

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

5.1.1 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.

5.1.2 Federal Contractors Program for Employment Equity - Bid Certification

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "[FCP Limited Eligibility to Bid](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml)" list (http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml) available from [Employment and Social Development Canada \(ESDC\) - Labour's](#) website.

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

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

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

See attached Appendix A to Part 5 for the Certification document to be completed and submitted with the Bid.

5.1.3 Former Public Servant

Contracts awarded to former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny, and reflect fairness in the spending of public funds. In order to comply with Treasury Board policies and directives on contracts awarded to FPSs, bidders must provide the information required below before contract award. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of bids is completed, Canada will inform the Bidder of a time frame within which to provide the information. Failure to comply with Canada's request and meet the requirement within the prescribed time frame will render the bid non-responsive.

Definitions

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

- a. an individual;
- b. an individual who has incorporated;
- c. a partnership made of former public servants; or
- d. a sole proprietorship or entity where the affected individual has a controlling or major interest in the entity.

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

"pension" means a pension or annual allowance paid under the [Public Service Superannuation Act](#) (PSSA), R.S., 1985, c. P-36, and any increases paid pursuant to the [Supplementary Retirement Benefits Act](#), R.S., 1985, c. S-24 as it affects the PSSA. It does not include pensions payable pursuant to the

Canadian Forces Superannuation Act, R.S., 1985, c. C-17, the Defence Services Pension Continuation Act, 1970, c. D-3, the Royal Canadian Mounted Police Pension Continuation Act, 1970, c. R-10, and the Royal Canadian Mounted Police Superannuation Act, R.S., 1985, c. R-11, the Members of Parliament Retiring Allowances Act, R.S. 1985, c. M-5, and that portion of pension payable to the Canada Pension Plan Act, R.S., 1985, c. C-8.

Former Public Servant in Receipt of a Pension

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

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

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

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

Work Force Adjustment Directive

Is the Bidder a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive? **Yes () No ()**

If so, the Bidder must provide the following information:

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

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

5.1.4 Status and Availability of Resources

SACC Manual Clause A3005T (2010-08-16) Status and Availability of Resources

5.1.5 Education and Experience

SACC Manual clause A3010T (2010-08-16) Education and Experience

5.1.3 Canadian Content Certification

SACC Manual clause **A3050T** (2014-11-27) Canadian Content Definition

This procurement is limited to Canadian services.

The Bidder certifies that:

() the services offered are Canadian services as defined in paragraph 4 of clause A3050T.

For more information on how to determine the Canadian content for a mix of goods, a mix of services or a mix of goods and services, consult Annex 3.6(9), Example 2, of the Supply Manual.

APPENDIX A to PART 5 - BID SOLICITATION
FEDERAL CONTRACTORS PROGRAM FOR EMPLOYMENT EQUITY - CERTIFICATION

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

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

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

Complete both A and B.

A. Check only one of the following:

- ☐ A1. The Bidder certifies having no work force in Canada.
- ☐ A2. The Bidder certifies being a public sector employer.
- ☐ A3. The Bidder certifies being a [federally regulated employer](#) being subject to the *Employment Equity Act*.
- ☐ A4. The Bidder certifies having a combined work force in Canada of less than 100 employees (combined work force includes: permanent full-time, permanent part-time and temporary employees [temporary employees only includes those who have worked 12 weeks or more during a calendar year and who are not full-time students]).
- A5. The Bidder has a combined workforce in Canada of 100 or more employees; and
- ☐ A5.1. The Bidder certifies already having a valid and current [Agreement to Implement Employment Equity](#) (AIEE) in place with ESDC-Labour.
- OR**
- ☐ A5.2. The Bidder certifies having submitted the [Agreement to Implement Employment Equity \(LAB1168\)](#) to ESDC-Labour. As this is a condition to contract award, proceed to completing the form Agreement to Implement Employment Equity (LAB1168), duly signing it, and transmit it to ESDC-Labour.

B. Check only one of the following:

- ☐ B1. The Bidder is not a Joint Venture.
- OR**
- ☐ B2. The Bidder is a Joint venture and each member of the Joint Venture must provide the Contracting Authority with a completed annex Federal Contractors Program for Employment Equity - Certification. (Refer to the Joint Venture section of the Standard Instructions)

PART 6 - SECURITY, FINANCIAL AND OTHER REQUIREMENTS

6.1 Security Requirements

Before award of a contract, the following conditions must be met:

- (a) the Bidder must hold a valid organization security clearance as indicated in Part 7 - Resulting Contract Clauses;
 - (b) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work site(s) must meet the security requirements as indicated in Part 7 - Resulting Contract Clauses;
 - (c) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;
 - (d) the Bidder's proposed location of work performance and document safeguarding must meet the security requirements as indicated in Part 7 - Resulting Contract Clauses;
 - (e) the Bidder must provide the address(es) of proposed site(s) or premises of work performance and document safeguarding as indicated in Part 3 - Section IV Additional Information.
2. Bidders are reminded to obtain the required security clearance promptly. Any delay in the award of a contract to allow the successful Bidder to obtain the required clearance will be at the entire discretion of the Contracting Authority.
 3. For additional information on security requirements, Bidders should refer to the Industrial Security Program (ISP) of Public Works and Government Services Canada (<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>) website.

6.2 Financial Capability

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

6.3 Controlled Goods Requirement

SACC Manual clause A9130T (2014-11-27) Controlled Goods Program - Bid

6.4 Insurance Requirements

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

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

PART 7 - RESULTING CONTRACT CLAUSES

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

THIS DOCUMENT CONTAINS A SECURITY REQUIREMENT / DOCUMENT CONTIENT DES EXIGENCES RELATIVES À LA SÉCURITÉ

7.1. Requirement

The Royal Canadian Air Force has a mandate to maintain a high serviceability rate for its aircraft in Search and Rescue (SAR), transport and support roles to operations in Canada's North. In order to meet this goal, there is a requirement for the Contractor to provide support for the CC138 Twin Otter aircraft fleet. The general support requirements listed below are described in detail in the Annexes attached.

7.2. Aircraft Third Line Inspection and Repair (TLIR)

The Contractor must provide Third Line Inspection and Repair (TLIR) Services for the support of the CC118 Twin otter aircraft airframe, including Painting and corrosion protection, Periodic Inspection, Depot Level Inspection Repair (DLIR), Aircraft Fly-in Repairs, Embodiment of Modifications on aircraft, Mobile Repair Party (MRP), and Procurement of materials required in accordance with the applicable Statement of Work (SOW) attached as Annex A - Technical SOW, Annex B - Logistics SOW, and Annex C - Goods Procurement SOW.

7.3. Component Repair & Overhaul (CR&O)

The Contractor must perform CR&O services for the support of the CC138 Twin Otter aircraft, and associated components in accordance with Annex A - Technical SOW and Annex B - Logistics SOW.

7.4. Technical Investigation and Engineering Support (TIES) Services

The scope of the TIES Services that the Contractor may be required to perform is described in the attached as Annex A - Technical SOW.

The scope of work identified in a Task may require the Contractor to perform work or an action that will be described in an authorized DND626 Task Authorization.

Canada is not bound to issue work in accordance with these Tasks and reserves the right to change the scope of these tasks and to add or delete Tasks. Changes in the scope of Tasks must be accomplished by an authorized DND 626 Task Authorization Amendment.

7.5. Engineering

The Contractor must provide aeronautical engineering technical advice to the TA in answer to routine inquiries relating to the operation, maintenance and repair and overhaul of the CC138 Twin Otter aircraft and components.

7.6. Logistical Support

Subject to receipt of authorization in accordance with the terms of this Contract, the Contractor must manufacture or procure and deliver, to the consignee specified in the authorization document(s), goods such as spares and modification kits, for the support of the CC138 Twin Otter aircraft in accordance with these terms and conditions, the authorization documents, and Annexes A, B and C.

7.7. Aircraft Modifications

Recognizing that DND's operational requirements change and recognizing that the requirements to sustain the CC138 Twin Otter future sustainment capability cannot be forecasted with certainty, Canada may need to modify or change the CC138 aircraft configuration, Canada will inform the Contractor of its requirement and invite the Contractor to make a proposal to satisfy the requirement. Once the Contractor's proposal is accepted, Canada will issue a Work Package Instruction (WPI) and issue the task through a DND 626. Alternatively, where the scope of the modification falls outside of the Contractor's capability, or the Contractor's proposal is not accepted by Canada, the Parties agree that Canada may, at its absolute discretion, commencing at the time the alternative has effect or at an earlier date, and continuing for the balance of the Contract, including option periods, undertake to meet the requirement for aircraft modification without further communication with the Contractor.

7.8. Work Authorization

7.8.1 Authorization (Aircraft Inspection and Repair and Component Repair and Overhaul)

AUTHORITY TO CARRY OUT WORK IS NOT, AND MUST NOT BE CONSTRUED AS, AUTHORITY TO PROCEED WITH WORK WHICH WILL RESULT IN EXCEEDING THE FINANCIAL LIMITATION OF THIS CONTRACT.

Subject to authorization as specified herein, the Contractor must provide the following services in support of the CC138 Twin Otter Aircraft:

7.8.1.1 Authority to perform Inspection and Repair on individual, specific CC138 Twin Otter aircraft will be issued by the Procurement Authority (PA) or Contracting Authority (CA) through an approved DND 626 Task Authorization Form, subject to financial limitations set out in the DND 626 and article 7.8.5 of the Contract terms and conditions. The Inspection and Repair instruction on individual, specific CC138 Twin Otter aircraft may be evidenced as a Queen's Transfer Order (QTO), issued by DND. The QTO is the logistics message issued by DND to transfer a specific aircraft to the Contractor. This QTO message may also include instructions to perform specific modifications, special inspections, etc., in accordance with the attached Technical SOW and the Logistics SOW. All such authorizations shall be in writing with copies to the CA and Quality Assurance Authority's on-site representatives (QAR). Only an approved DND 626 Task Authorization Form provides the authority for the Contractor to carry out the work under this paragraph.

7.8.1.2 Except as may be specified elsewhere in this Contract, Authorization of Overtime chargeable to this Contract may be provided only by the PA or by the CA. The Technical Authority (TA) may authorize Overtime for urgent and/or after normal office hour situations when the PA or CA cannot be reached. The TA and Contractor will follow up the next business day in writing to the PA and CA with the relevant details (rationale, justifications, costs). Urgent and/or after normal office hours Overtime authority from the TA must be given in writing, either by e-mail, or via fax.

7.8.1.3 The Contractor must repair and/or overhaul only those components for which authorization has been received in accordance with the Selection Notice and Priority Summary (SNAPS) for Repairable

Material Account (RMA) code (*TBD after contract award*), an approved Repair Material Request (RMR) and/or Priority Repair Request (PRR) from the PA. The Contractor must also conform to the (applicable) directions contained in A-LM-184-001/JS-001 and to such other procedures as may be reasonably required from time to time in the demanding, handling, packaging, storing, shipping, recording, etc., of DND equipment and stores in the Contractor's possession or under its control.

7.8.1.4 The complete overhaul of all components, except life items that are time expired, is neither expected nor permitted under the terms of this Contract. The intent rather, is that repairs will be done, and overhaul resorted to only where such is economically and technically justifiable and authorized by the TA.

7.8.1.5 Repairs and/or overhaul priorities will be maintained as per information provided in the Selection Notice and Priority Summary (SNAPS). In the event of any inconsistencies between the instructions contained in A-LM-184-001/JS-001 and the provisions of this Contract, the terms and conditions of this Contract will prevail.

7.8.2 Task Authorization (TIES)

7.8.2.1 A portion of the TIES work to be performed under the Contract will be on an "as and when requested basis" using a DND 626 Task Authorization form. The Work described in the Task Authorization must be in accordance with the scope of the Contract.

7.8.2.2 The Contractor must provide Technical Investigation (TI) and Engineering Support (ES) services to the CC118 Twin otter aircraft, associated components and the Contractor Support Program in accordance with these terms and conditions and the Technical SOW.

7.8.2.3 The Contractor will be authorized, each fiscal year, through an approved DND 626 Task Authorization form, subject to a financial and/or level of effort limitation specified therein, to perform Engineering Support (ES) work, as described in the Technical SOW. The Contractor must not exceed the total amount of authorized ES hours or financial limitation as specified in the DND 626. At the point that 75% of the allotted authorized hours or financial limitation has been reached during a fiscal year, the Contractor must immediately advise the TA and PA if the approved hours or financial limitation will be sufficient to support the ES Tasks for the remainder of the fiscal year. Any additional hours required or increase to the financial limitation will only be authorized by an approved DND 626 Amendment. The Contractor acknowledges that any work performed that exceeds the financial or level of effort limits set and before an approved DND 626 Amendment has been received will be done at the Contractor's own risk. The Contractor will keep a record of ES hours expended, on what task they were expended and who authorized the task. This record is to be submitted monthly with the progress claim.

7.8.2.4 A Telephone Tasking may only be authorized verbally by the TA, who will follow up with an email at earliest convenience. The Contractor will record the details, including the tasking authorization method and name, for all work that is carried out as a Telephone Tasking and will present the log book for the TA's review and signature at the next Technical or Program Review Meeting.

7.8.2.5 With the exception of the Delivery point for the delivered results of the work, and the Quality Assurance requirements for a specific task, both of which may be modified in the authorization document for a specific task, the contents of the TIES authorization documents, including the Task Description attached therein, will not constitute an amendment to these terms and conditions unless specifically authorized, in writing, by the CA.

7.8.2.6 Authorization to undertake Technical Investigations (TI) will be received and processed as specified in the Task Authorization Process that follows.

7.8.3 Task Authorization Process

7.8.3.1 For the portion of the Work subject to Task Authorization, the PA will provide the Contractor with a Statement of Requirement (SOR) for the task and include in that request the details of the activities to be performed, a description of the deliverables, a schedule indicating completion dates for the major activities or submission dates for the deliverables, and a request for a cost quotation.

7.8.3.2 Each request for quotation must indicate the basis of payment to be used, either "firm fixed price", "ceiling price" subject to downward adjustment, or "limitation of expenditure" depending on the nature of work, the risk involved, and the urgency of the work required in accordance with Annex F, Basis of Payment.

7.8.3.3 The Contractor must provide the PA, within 15 calendar days of its receipt, the proposed total estimated cost for performing the task, a schedule for performing the task, and a breakdown of the cost to perform the deliverables requested, established in accordance with the Basis of Payment specified in the Contract.

7.8.3.4 The Contractor must not commence work until a DND 626 Task Authorization Form, authorized by the PA or CA, has been received by the Contractor. The Contractor acknowledges that any work performed before an approved DND 626 has been received will be done at the Contractor's own risk.

7.8.4 Task Authorization Change / Completion / Closure Process

If at any time the specific task has been completed or has been inactive for a period of at least 6 months, the following steps shall to be taken to request closure:

7.8.4.1 All actual costs will be finalized and itemized as necessary for each individual task being considered for closure. Reference to reports or letters concerning the project will be made as applicable;

7.8.4.2 The Contractor must submit a CF TIES Change Notification Form to the TA and PA, requesting closure of the task;

7.8.4.3 Closure will be subject to TA and PA acceptance of final results/deliverables of the tasking. If acceptable, the TA and PA will authorize closure at the detailed funding levels; and

7.8.4.4 In cases where authorized funds were not all expended to complete specific tasks, the authorized funds will be reduced to actual expenditure level.

7.8.4.5 The PA/CA will formally close the task and, if applicable, reduce the authorized funding to actual expenditure level.

7.8.4.6 When a Change is required to a specific task, resulting from any of the following:

Change in Budget – If the contractor determines that the task cannot be accomplished within the proposed budget, or as a result of change in scope or deliverables;

Change in Timeline - If the assigned Timeline will not be met as per the original DND626;

Change in Scope or Deliverables - If a change in the quantity, quality or item deviates from the original DND 626; then,

The Contractor and/or Canada must proceed as follows to request a change in the DND 626 Task:

A CF TIES Change Notification Form must be submitted to the TA, PA or Contractor, as applicable, requesting changes to the Task with supporting documentation concerning the requested changes; and,

An approved DND 626 Amendment and approved CF TIES Change Notification Form will be issued via e-mail by Canada, detailing and approving the changes.

The Contractor must not proceed with the proposed changes until an approved DND 626 Amendment is received.

7.8.5 Task Authorization Limit

The PA may authorize individual task authorizations up to a limit of \$ 100,000.00 Applicable Taxes excluded, inclusive of any revisions.

Any task authorization to be issued in excess of that limit must be authorized by the CA before issuance.

7.8.6 Canada's Obligation - Portion of the Work - Task Authorizations

SACC Manual clause B9031C (2011-05-16) Canada's Obligation - Portion of the Work - Task Authorizations

7.8.7 Periodic Usage Reports - Contracts with Task Authorizations

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

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

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

The quarterly periods are defined as follows:

1st quarter: April 1 to June 30;

2nd quarter: July 1 to September 30;

3rd quarter: October 1 to December 31; and

4th quarter: January 1 to March 31.

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

Reporting Requirement- Details

A detailed and current record of all authorized tasks must be kept for each contract with a task authorization process. This record must contain:

For each authorized task:

- i. the authorized task number or task revision number(s);
- ii. a title or a brief description of each authorized task;
- iii. the total estimated cost specified in the authorized Task Authorization of each task, exclusive of Applicable Taxes;

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

For all authorized tasks:

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

7.8.8 Task Authorization - Department of National Defence

The administration of the Task Authorization process will be carried out by the DND PA, DAP 4. This process includes monitoring, controlling and reporting on expenditures of the contract with task authorizations to the CA.

7.8.9 Authorization – Goods Procurement

The Contractor will accept authorization to provide goods for delivery to DND under this Contract only from the CA and the PA utilizing the procedures specified in the Goods Procurement Statement of Work attached hereto as Annex C. Goods orders valued at \$100,000.00 (applicable taxes excluded) or more may only be authorized by the CA. Each authorization will be provided to the Contractor, in writing, through a DND 626 Task Authorization or a Government of Canada Purchase Order, and will identify the item(s) to be manufactured or procured, a financial limitation for the item(s), the desired delivery date, criteria for the acceptance of each completed item (if applicable), and instructions for the delivery of the finished item(s).

With the exception of Identification Markings, Preparation for Delivery Shipping Instructions, and Quality Assurance Requirements which may be modified in the authorization document for a specific order, the contents of the goods order authorization documents will not constitute an amendment to these terms and conditions unless specifically authorized, in writing, by the CA. All authorized work will be subject to the Terms and Conditions of the Contract.

7.8.10 Accountable Advance Spares (AAS) Provisioning

The Contractor must submit a request for authorization to procure or manufacture Accountable Advance Spares (AAS) in accordance with the definition outlined in Chapter 5 of A-LM-184-001/JS-001 and Annex B Logistics SOW. Requests for authorization will be submitted in writing to the PA, with one (1) copy to the CA, and will contain the reason for its requirement and a detailed breakdown of the cost. Authorization, if granted, will be conveyed to the Contractor, in writing, by the PA, through a DND 626 Task Authorization. A copy of the authorizing document will be provided to the CA.

Requests from DND to transfer spare parts from Accountable Advance (AA) inventories to Contract Issue (CI) inventories are to be authorized by the TA. The Contractor must submit a list of the transferred spares to the CA.

7.8.11 Service Charge Work Order

On an infrequent basis, the Contractor may encounter a requirement that is within the Contract scope of work, however, not specifically identified in the Statement of Work (SOW) or repair procedures, such as a supporting need to acquire materials or sub-contracted services used in the provision of an unforecasted repair or overhaul process that typically does not arise, or arises infrequently, though is directly related to the completion of the repair or overhaul requirement. Requirements may also include, but are not limited to, recertification of parts, components, spares, or repair of re-useable containers used for parts packaging/storage/transport. The Contractor will be reimbursed for the costs incurred for this work by the use of Service Charge Work Order (SCWO) in accordance with the Basis of Payment. All SCWO's will cross reference to an existing repair Work Order if the required materials and/or services are related to a particular repairable for which a work order has already been opened. However, when the SCWO is for materials and/or services in support of a requirement that is more general in nature, a separate Work Order number will be assigned. All claims for SCWO's will be in accordance with the Invoicing Instructions – Progress Payment Claim provisions of the Contract.

7.8.12 Mobile Repair Parties

The Contractor will provide Mobile Repair Party support as and when authorized in accordance with Annex A Technical Statement of Work. Authorization will follow the Task Authorization Process in paragraph 7.8.3. Any travel and living costs arising from this support will be in accordance to the Basis of Payment and terms of the Contract.

On completion of the Work, the Contractor must provide the Contracting Authority with a cost breakdown by category including person hours by trade, travel expenses, living expenses, etc. Costs must be all inclusive, and must reflect the actual amount being claimed.

7.8.13 Travel and Living – National Joint Council Directive

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

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

All payments are subject to government audit.

7.9. Post Contract Award and pre-Production Meeting

Within five (5) business days of receipt of the Contract, the Contractor will contact the Contracting Authority to determine if a Post Contract Award and pre-Production Meeting is required. A pre-Production Meeting will be held either at DND's or PWGSC's facilities.

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

7.10.1 General Conditions

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

7.10.2 Supplemental General Conditions

SACC Clause 4006 (2010-08-16) Contractor to Own Intellectual Property Rights in Foreground Information, applies to and forms part of the Contract.

7.11. Security Requirements

The following security requirements apply and form part of the Contract.

- a. The Contractor must, at all times during the performance of the Contract, hold a valid Facility Security Clearance at the level of **SECRET**, issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).
- b. This contract includes access to controlled goods. Prior to access, the contractor must be registered in the Controlled Goods Program of Public Works and Government Services Canada.
- c. In order to gain access to Controlled Goods, the contractor personnel, who DND would deem to be embedded contractors, pursuant to the 2007 Exchange of Letters between DND and the U.S. Department of State, must **EACH** be citizens of Canada and hold a valid **SECRET** clearance, granted or approved by CISD/PWGSC.
- d. The Contractor personnel at the Contractor's Facility requiring access to sensitive work site(s) must **EACH** hold a valid personnel security screening at the level of **SECRET or RELIABILITY**, granted or approved by CISD/PWGSC.
- e. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/PWGSC.
- f. The Contractor must comply with the provisions of the:
 - (a) Security Requirements Check List and security guide, attached at Annex D,
 - (b) *Industrial Security Manual* (Latest Edition), and
 - (c) *Attestation Form of Risk Mitigation*, appendix 1 to Annex D. (if required).

7.11.1 Contractor's Site(s) or Premises Requiring Safeguarding Measures

The Contractor must diligently maintain up-to-date, the information related to the Contractor's and individual(s) site(s) or premises, where safeguarding measures are required in the performance of the Work, for the following address(es):

Street Number / Street Name, Unit / Suite / Apartment Number
City, Province, Territory / State
Postal Code / Zip Code
Country

The Company Security Officer (CSO) must ensure through the Industrial Security Program (ISP) that the Contractor and individual(s) hold a valid security clearance at the required level.

7.12. Period of the Contract

The period of the Contract is from date of Contract award to 31 March 2021 inclusive.

7.13. Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to four (4) additional one (1) year periods, up to 31 March 2025, which can be exercised in whole or in part at the sole discretion of Canada, under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

In the event that Estimated Life Expectancy (ELE) of the CC138 Twin Otter is extended, necessitating further requirements for the CC138 Twin Otter fleet, Canada may exercise additional option period(s). Additional Authorization and funding will be sought at that time. For these additional option periods, new prices will be calculated as provided in Annex F – Basis of Payment. The maximum term of the Contract, with any additional option years exercised, will not exceed 31 March 2030.

Canada may exercise this option at any time by sending a written notice to the Contractor at least thirty (30) calendar days before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

7.14. Transition Period

The Contractor acknowledges that the nature of the services provided under the Contract requires continuity and that a transition period may be required at the end of the Contract. The Contractor agrees that Canada may, at its discretion, extend the Contract by a period of twelve (12) months, in whole or in part, under the same conditions to ensure the required transition. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

The Contracting Authority will advise the Contractor of the extension by sending a written notice to the Contractor at least 90 calendar days before the contract expiry date. The extension will be evidenced for administrative purposes only, through a contract amendment.

7.15. Authorities

7.15.1 Contracting Authority (CA)

The CA for the Contract is:

Name: John White
Title: Supply Specialist
Public Works and Government Services Canada
Acquisitions Branch
Directorate: Land and Aerospace Equipment Procurement and Support Sector (LAEPSS)
Address: 11 Rue Laurier
Place du Portage Phase III, 8C1
Gatineau, QC. K1A 0S5

Telephone: 819-420-1749
Facsimile: 819-956-9110
E-mail address: John.H.White@tpsgc-pwgsc.gc.ca

The CA is responsible for the management of the Contract and any changes to the Contract must be authorized in writing by the CA. 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 CA.

Solicitation No. - N° de l'invitation
W8485-163203/A
Client Ref. No. - N° de réf. du client
W8485-163203

Amd. No. - N° de la modif.
File No. - N° du dossier
126bf.W8485-163203

Buyer ID - Id de l'acheteur
126BF
CCC No./N° CCC - FMS No./N° VME

7.15.2 Technical Authority (TA)

The TA for the Contract is:

Title:

Organization: Department of National Defence

Address: National Defence Headquarters

Maj Gen George R Pearkes Building

Ottawa, ON. K1A 0K2

Telephone:

Facsimile:

The TA identified above 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 TA, however the TA 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 CA.

7.15.3 Procurement Authority (PA)

The PA for the Contract is:

Title:

Address: Department of National Defence

National Defence Headquarters

MGen George R. Pearkes Building

Ottawa, Ontario, K1A 0K2

Telephone:

Facsimile:

The PA is the representative of the department or agency for whom the Work is being carried out under the Contract. The PA 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 PA however the PA 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 CA.

7.15.4 Contractor's Representative

To be determined

7.16. Payment

16.1 Basis of Payment

The Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of the Work, as determined in accordance with Annex F Basis of Payment, to a limitation of expenditure as specified in article 16.2.

7.16.2 Limitation of Expenditure

1. Canada's total liability to the Contractor under the Contract must not exceed \$ _TBD____. Customs duties are excluded and Applicable Taxes are included.
2. No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the CA before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the CA. The Contractor must notify the CA in writing as to the adequacy of this sum:
 - a. when it is 75 percent committed, or
 - b. four (4) months before the contract expiry date, or
 - c. as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work, whichever occurs first.
3. If the notification is for inadequate contract funds, the Contractor must provide to the CA written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

7.16.3 Limitation of Expenditure – Task Authorizations

The Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of the Work specified in the authorized Task Authorization, as determined in accordance with Annex F, Basis of Payment to the limitation of expenditure specified in the authorized Task Authorizations.

Canada's liability to the Contractor under the authorized Task Authorizations must not exceed the limitation of expenditure specified in the authorized Task Authorizations. Customs duties are excluded and Applicable Taxes are extra.

No increase in the liability of Canada or in the price of the Work specified in the authorized Task Authorizations resulting from any design changes, modifications or interpretations of the Work will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been authorized, in writing, by the CA before their incorporation into the Work.

The Contractor will inform the PA and CA, in writing, as to the adequacy of the approved expenditure limitation of the Task Authorizations when it is 75 percent committed.

7.16.4 Progress Payments

1. Canada will make progress payments in accordance with the payment provisions of the Contract, no more than once a month, for cost incurred in the performance of the Work, up to 100 percent of the amount claimed and approved by Canada if:
 - a. an accurate and complete claim for payment using form [PWGSC-TPSGC 1111](#), Claim for Progress Payment, and any other document required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
 - b. the amount claimed is in accordance with the basis of payment;
 - c. the total amount for all progress payments paid by Canada does not exceed 75 percent of the total amount to be paid under the Contract;
 - d. all certificates appearing on form [PWGSC-TPSGC 1111](#) have been signed by the respective authorized representatives.
2. The balance of the amount payable will be paid in accordance with the payment provisions of the Contract upon completion and delivery of all work required under the Contract if the Work has been accepted by Canada and a final claim for the payment is submitted.
3. Progress payments are interim payments only. Canada may conduct a government audit and interim time and cost verifications and reserves the rights to make adjustments to the Contract from time to time during the performance of the Work. Any overpayment resulting from progress payments or otherwise must be refunded promptly to Canada.

7.16.5 Invoicing Instructions – Progress Payment Claim

1. The Contractor must submit a claim for payment using form [PWGSC-TPSGC 1111](#), Claim for Progress Payment.
2. Each claim must show:
 - a. all information required by the Procurement Authority;
 - b. all applicable information detailed under the section entitled "Invoice Submission" of the general conditions;
 - c. a list of all expenses;
 - d. expenditures plus pro-rated profit or fee;
 - e. the description and value of the milestone claimed as detailed in the Contract;
 - f. one column will identify the charges of the previous claims for the fiscal year;
 - g. one column will identify the total of all expenses to date for the Contract.

Each claim must be supported by:

- a. a copy of time sheets to support the time claimed;
 - b. a copy of the invoices, receipts, vouchers for all direct expenses, travel and living expenses;
 - c. a copy of the monthly progress report(s);
 - d. hourly labour rates at which the time is being charged for;
 - e. material handling rate(s) for any material handling activity being charged for.
3. Applicable Taxes must be calculated on the total amount of the claim;
4. The Contractor must prepare and certify, in blue ink, one (1) original and one (1) copy of the claim on form [PWGSC-TPSGC 1111](#), and forward it, by courier, to the CA identified under the section entitled "Authorities" of the Contract for appropriate certification after inspection and acceptance of the Work takes place.
The CA will then forward the original of the claim to the Procurement Authority for certification and onward submission to the Payment Office for the remaining certification and payment action.
5. The Contractor must not submit claims until all work identified in the claim is completed.
6. Copies of supporting documentation may be delivered via electronic means to the CA and PA. Paper copies of supporting documentation are not required unless requested by the Contracting or Procurement Authority.
7. In fulfilling the requirement to submit invoices in accordance with this article and the section entitled "Invoice Submission" in the General Conditions, the Contractor will not submit an invoice until all the work identified in the invoice is completed.
8. Invoicing for the LCMS services will be done on a monthly basis and is to be included as a line item on the monthly progress claim. Each payment claim for LCMS services shall be supported by a Contractor signed certificate of service. Any authorized travel and living costs associated with the tasking of the LCMS personnel shall be paid as per the terms specified in the Basis of Payment.
9. Once per month the LCMS personnel shall complete, sign and forward a certificate of their services to the Contractor. The Contractor will verify with the TA or his delegate that the services were provided satisfactorily in accordance with the terms and conditions of the Contract.

7.16.6 Exchange Rate Fluctuation Adjustment

1. The foreign currency component (FCC) is defined as the portion of the price or rate that will be directly affected by exchange rate fluctuation. The FCC should include all related taxes, duties and other costs paid by the Bidder and which are to be included in the adjustment amount.
2. For each line item where a FCC is identified, Canada assumes the risks and benefits for exchange rate fluctuation, as shown in the Basis of Payment. For such items, the exchange rate fluctuation amount is determined in accordance with the provision of this clause.
3. The total price paid by Canada on each invoice will be adjusted at the time of payment, based on the FCC and the exchange rate fluctuation provisions in the contract. The exchange rate adjustment amount will be calculated in accordance with the following formula:
$$\text{Adjustment} = \text{FCC} \times \text{Qty} \times (i_1 - i_0) / i_0$$

where formula variables correspond to:

FCC

Foreign Currency Component (per unit)

i_0

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

i_1
exchange rate for adjustments (CAN\$ per unit of foreign currency [e.g. US\$1])
Qty
quantity of units

4. The initial exchange rate is typically set as the noon rate as published by the Bank of Canada on the solicitation closing date.
5. For goods, the exchange rate for adjustment will be the noon rate as published by the Bank of Canada on the date the goods were delivered. For services, the exchange rate for adjustment will be the noon rate on the last business day of the month for which the services were performed. For advance payments, the exchange rate for adjustment will be the noon rate on the date the payment was due. The most recent noon rate will be used for non-business days.
6. The Contractor must indicate the total exchange rate adjustment amount (either upward, downward or no change) as a separate item on each invoice or claim for payment submitted under the Contract. Where an adjustment applies, the Contractor must submit with their invoice form [PWGSC-TPSGC 450](#), Claim for Exchange Rate Adjustments.
7. The exchange rate adjustment will only be applied where the exchange rate fluctuation is greater than 2% (increase or decrease), calculated in accordance with column 8 of form [PWGSC-TPSGC 450](#) (i.e. $[i_1 - i_0] / i_0$).
8. Canada reserves the right to audit any revision to costs and prices under this clause.

7.17 Time Verification

SACC Manual clause C0711C (2008-05-12) Time Verification

7.18. Cost Submission – Repair and Overhaul

SACC Manual clause C0307C (2014-06-26) Cost Submission – Repair and Overhaul

7.19. Lien – Section 427 of the Bank Act

SACC Manual clause C0307C H4500C (2010-01-11) Lien – Section 427 of the Bank Act

7.20. Limitation of Liability for Damages to Canada and Indemnification

for Third Party Claims

1. This section applies despite any other provision of the Contract and replaces the section of the general conditions entitled "Liability". Any reference in this section to damages caused by the Contractor also includes damages caused by its employees, as well as its subcontractors, agents, and representatives, and any of their employees.
2. Whether the claim is based in contract, tort, or another cause of action, the Contractor's liability for all damages suffered by Canada caused by the Contractor's performance of or failure to perform the Contract is limited to \$25,000,000.00. This limitation of the Contractor's liability does not apply to:
 - a. any infringement of intellectual property rights; or
 - b. any breach of warranty obligations.

3. The Contractor agrees to pay to Canada the amounts of all of Canada's losses, liabilities, damages, costs, and expenses resulting from any claim made by a third party relating to the Contract, including the complete costs of defending any legal action by a third party. The Contractor agrees that Canada is not required to have satisfied its liability to the third party before the Contractor is obliged to pay Canada in respect of that liability. The Contractor also agrees, if requested by Canada, to defend Canada against any third party claims.

7.21. Insurance Requirements

1. The Contractor must comply with the insurance requirements specified in Annex E. The Contractor must maintain the required insurance coverage for the duration of the Contract. Compliance with the insurance requirements does not release the Contractor from or reduce its liability under the Contract.
2. The Contractor is responsible for deciding if additional insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any additional insurance coverage is at the Contractor's expense, and for its own benefit and protection.
3. The Contractor must forward to the Contracting Authority within ten (10) days after the date of award of the Contract, a Certificate of Insurance evidencing the insurance coverage and confirming that the insurance policy complying with the requirements is in force. For Canadian-based Contractors, coverage must be placed with an Insurer licensed to carry out business in Canada, however, for Foreign-based Contractors, coverage must be placed with an Insurer with an A.M. Best Rating no less than "A-". The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.

7.22. Certifications

7.22.1 Compliance

The continuous compliance with the certifications provided by the Contractor in its bid and the ongoing cooperation in providing additional information are conditions of the Contract. Certifications are subject to verification by Canada during the entire period of the Contract. If the Contractor does not comply with any certification, fails to provide the additional information, 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.

7.22.2 Federal Contractors Program for Employment Equity - Default by the Contractor

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

7.23. Other Certifications

Other Certifications required for the performance of the Contract are:

- a) Technical Airworthiness, Approved Maintenance Organization (AMO) and Approved Design Organization (ADO) Requirements as identified in the Technical SOW; and
- b) Integrity Provisions – Required Documentation.
- c) SACC Manual Clause **A3060C** (2008-05-12) Canadian Content Certification.

7.24. Applicable Laws

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

7.25. Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the supplemental general conditions 4006 (2010-08-16) Contractor to Own Intellectual Property Rights in Foreground Information;
- (c) the general conditions 2035 (2016-04-04) General Conditions - Higher Complexity - Services;
- (d) Annex A, Technical Statement of Work;
- (e) Annex F, Basis of Payment;
- (f) Annex D, Security Requirements Check List;
- (g) Annex E, Insurance Requirements;
- (h) Annex B, Logistics Statement of Work;
- (i) Annex C, Goods Procurement Statement of Work;
- (j) the signed Task Authorizations (including all of its annexes, if any)
- (k) the Contractor's bid dated _____.

7.26. Defence Contract

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

7.27. Controlled Goods

SACC Manual clause B4060C (2011-05-16) Controlled Goods

7.28. Controlled Goods Program

SACC Manual clause A9131C (2014-11-27) Controlled Goods Program

7.29. Canadian Forces Site Regulations

SACC Manual clause A9062C (2011-05-16) Canadian Forces Site Regulations

7.30. Foreign Nationals (Canadian Contractor)

SACC Manual clause A2000C (2006-06-16) Foreign Nationals (Canadian Contractor)

7.31. Priority Rating – Canadian-based Contractors

SACC Manual clause C2801C (2014-11-27) Priority Rating – Canadian-based Contractors

7.32. Shipping Instructions (Department of National Defence) Canadian-based Contractor

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

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, items must be packaged and labelled separately with each consignee address);
 - c. description of each item;
 - d. the number of pieces and type of packaging (i.e., carton, crate, drum, skid);
 - e. actual weight and dimensions of each piece type, including gross weight;
 - f. full details of dangerous material, as required for the applicable mode of transportation, signed certificates for dangerous material as required for shipment by the International Maritime Dangerous Goods Code, the International Air Transport Association regulations or the applicable Canadian [Dangerous Goods Shipping Regulations](#), and a copy of the material safety data sheet.
4. Following receipt of this information by Canada, Canada will provide the appropriate shipping instructions, which may include the requirement for specific consignee address labelling, and the marking of each piece with a Transportation Control Number.
5. The Contractor must not ship the goods before receiving shipping instructions from the DND Inbound Logistics contact.
6. If the Contractor delivers the goods at a place and time which are not in accordance with the given delivery instructions or fail to fulfill reasonable delivery instructions given by Canada, the Contractor must reimburse Canada any additional expenses and costs incurred.
7. If Canada is responsible for delays in delivering the goods, ownership and risk will be transferred to Canada upon expiry of either thirty (30) days following the date on which a duly completed shipping application is received by Canada or by its appointed forwarding agent, or thirty (30) days following the delivery date specified in the Contract, whichever is later.

7.33. Shipments – Aircraft On Ground (AOG), High Priority Request (HPR)

Notwithstanding any of the provisions of article 7.31, and in very exceptional circumstances only, and only where a priority mode of transportation is required, (ie. Aircraft On Ground (AOG), High Priority Request (HPR)), or where delivery is to a location which is remote from a DND establishment, or where the DND establishment is in a remote area), the Contractor may use an appropriate commercial carrier using most direct and economical means consistent with normal shipping practices. The Contractor will obtain authorization in writing from the DND PA prior to executing the shipping action. The Contractor will be reimbursed for the actual cost of shipping and transportation incurred. Charges must be shown as a separate item on the monthly progress claim, with the commercial invoice, and DND PA approval attached, as justification.

7.34. Release Documents (Department of National Defence) Canadian-based Contractor
SACC Manual clause D5606C (2012-07-16) Release Documents (Department of National Defence)
Canadian-based Contractor

7.35. Release Documents - Distribution

The Contractor must prepare the release documents in a current electronic format and distribute them as follows:

- a. One (1) copy mailed to consignee marked: "Attention: Receipts Officer";
- b. Two (2) copies with shipment (in a waterproof envelope) to the consignee;
- c. One (1) copy to the CA;
- d. One (1) copy to:
*National Defence Headquarters Mgen
George R. Pearkes Building 101
Colonel By Drive
Ottawa, ON K1A 0K2
Attention: DAP 4-2-6*
- e. One (1) copy to the Quality Assurance Representative;
- f. One (1) copy to the Contractor; and
- g. For all non-Canadian contractors, one (1) copy to:

*DQA/Contract Administration National
Defence Headquarters Mgen George
R. Pearkes Building 101 Colonel By
Drive
Ottawa, ON K1A 0K2*

E-mail: ContractAdmin.DQA@forces.gc.ca.

NOTE: For into-plane refueling contracts b, c and d above are not required.

7.36. Inspection and Acceptance

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

7.37. Quality Assurance

7.37.1 ISO 9001:2008 Quality Management Systems - Requirements (Quality Assurance Code Q)

SACC Manual clause D5540C (2010-08-16) ISO 9001:2008 Quality Management Systems - Requirements (Quality Assurance Code Q)

7.37.2 ISO 9001:2008 Quality Management Systems - Requirements (Quality Assurance Code C)

SACC Manual clause D5545C (2010-08-16) ISO 9001:2008 Quality Management Systems - Requirements (Quality Assurance Code C)

7.37.3 Quality Assurance Authority (Department of National Defence) -Canadian-based Contractor

SACC Manual clause D5510C (2014-06-26) Quality Assurance Authority (Department of National Defence) - Canadian-based Contractor

7.38. Flight Safety

SACC Manual clause B4064C (2008-05-12) Flight Safety

7.39. Special Production Tooling and Special Test Equipment

1. The Contractor must provide the Special Production Tooling and Special Test Equipment (SPT/STE) to perform the Work under the Contract as may be listed in Annex A.
2. The Contractor must identify each item of SPT/STE as Canada's property by affixing a plate, or by etching or by stamping. The plate or marking must include reference to Public Works and Government Services Canada (PWGSC) file number and contract number, and a number for the SPT/STE to identify the individual item.
3. The Contractor must provide an inventory in electronic format on a Production Tooling Control (PTC) sheet for each piece of SPT/STE paid for by the Department of National Defence. The control sheet must include:
 - a. a 5 X 7 inch photograph of the SPT/STE - the standard of measurement (ruler) must be included in the photo;
 - b. the Government Control Number which indicates the item is government owned, relates to a specific piece of SPT/STE and sequential numbers;
 - c. the contract number and date;
 - d. the NATO Stock Number and Part Number;
 - e. a full description of the item;
 - f. quantity;
 - g. invoice price;

-
- h. reference number to the technical data sheet;
 - i. original manufacturer;
 - j. stock code and NATO Stock Number and item name of the product the SPT/STE is used to produce.
4. The PTC sheet must be verified, signed and dated by an authorized representative of the company. The Contractor must provide the PTC sheet to the Contracting Authority who will forward it to the Procurement Authority, and to the Disposal, Sales, Artefacts, & Loans (DSAL) Authority.
 5. Ownership of the SPT/STE and any replacement belongs to Canada and the SPT/STE remains Canada's property at all times.
 6. The Contractor must take reasonable and proper care of the SPT/STE while it is in its possession.
 7. The Contractor must provide written notice to the PA at least sixty (60) calendar days before the date when the SPT/STE will no longer be required for use in the performance of the Contract. The Contractor must act as custodian of the SPT/STE at no direct cost to Canada. Disposal or redistribution instructions will be provided by Canada when the notice is received or at the end of the Contract. Preparation for the transport of dangerous goods, packaging, and crating charges for redistribution of SPT/STE must be in accordance with the instructions provided by the Contracting Authority.
 8. The Contractor must submit a separate invoice accompanied by a PTC sheet. The Contractor must provide the following information:
 - a. the Contractor's name;
 - b. the date, and the PWGSC file number and contract number;
 - c. the supplies or components in the manufacture of which the SPT/STE is used;
 - d. the quantity, the item number (reference paragraph 3 above), the production part number to which the SPT/STE relates and a brief description of the SPT/STE; and,
 - e. the price of each item of SPT/STE, where available, and the total amount.
 9. The Contractor must forward the original and two (2) copies of the invoice accompanied by the original and two (2) copies of the PTC sheet to the Contracting Authority. The Contractor must verify this inventory once every two years in accordance with the *Canadian Forces Supply Manual* document A-LM-007-014/AG-001.

7.40. Tooling Loaned by Department of National Defence

SACC Manual clause B4064C B7009C (2008-05-12) Tooling Loaned by Department of National Defence

7.41. Government Supplied Technical Documents

SACC Manual clause B4059C (2008-05-12) Government Supplied Technical Documents

7.42. Catalogue of Material on CD-ROM

SACC Manual clause B8041C (2008-05-12) Catalogue of Material on CD-ROM

7.43. Access to Facilities and Equipment

SACC Manual clause B9028C (2007-05-25) Access to Facilities and Equipment

7.44. Service Bulletins - Manufacturer

The Contractor must provide to the TA 1 hard copy and/or 1 soft copy on CD of the manufacturers' service bulletins covering modifications, improvements, or special maintenance actions for goods delivered. The Contractor must continue to provide the service bulletins for the period of the Contract.

7.45. Unauthorized Codes

SACC Manual clause B2010C (2008-05-12) Unauthorized Codes

7.46. Warranty

1. Despite inspection and acceptance of the Work by or on behalf of Canada and without restricting any other provision of the Contract or any condition, warranty or provision imposed by law, the Contractor warrants that, for twelve (12) months (or any other period stated in the Contract), the Work will be free from all defects in design, material or workmanship, and will conform to the requirements of the Contract. The warranty period begins on the date of delivery, or if acceptance takes place at a later date, the date of acceptance. With respect to Government Property not supplied by the Contractor, the Contractor's warranty will extend only to its proper incorporation into the Work.

2. In the event of a defect or non-conformance in any part of the Work during the warranty period, the Contractor, at the request of Canada to do so, must as soon as possible repair, replace or otherwise make good at its own option and expense the part of the Work found to be defective or not in conformance with the requirements of the Contract.

3. The Work or any part of the Work found to be defective or non-conforming will be returned to the Contractor's plant for replacement, repair or making good. However, when in the opinion of Canada it is not expedient to remove the Work from its location, the Contractor must carry out any necessary repair or making good of the Work at that location. In such cases, the Contractor will be paid the fair and reasonable Cost (including reasonable travel and living expenses) incurred in so doing, with no allowance for profit, less an amount equal to the Cost of rectifying the defect or non-conformance at the Contractor's plant.

4. Canada must pay the transportation cost associated with returning the Work or any part of the Work to the Contractor's plant pursuant to subsection 3. The Contractor must pay the transportation cost associated with forwarding the replacement or returning the Work or part of the Work when rectified to the delivery point specified in the Contract or to another location directed by Canada.

5. The Contractor must remedy all data and reports pertaining to any correction or replacement under this section, including revisions and updating of all affected data, manuals, publications, software and drawings called for under the Contract, at no cost to Canada.

6. If the Contractor fails to fulfill any obligation described in this section within a reasonable time of receiving a notice, Canada will have the right to remedy or to have remedied the defective or non-conforming work at the Contractor's expense. If Canada does not wish to correct or replace the defective or non-conforming work, an equitable reduction will be made in the Contract Price.

7. The warranty period is automatically extended by the duration of any period or periods where the Work is unavailable for use or cannot be used because of a defect or non-conformance during the original warranty period. The warranty applies to any part of the Work repaired, replaced or otherwise made good pursuant to subsection 2, for the greater of:

(a) the warranty period remaining, including the extension, or

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

7.47. Progress Meetings

Progress meetings, chaired by the CA, will take place at the Contractor's facility as and when required, however, not less than once per year. Interim meetings may also be scheduled. Contractor's attendees at these meetings will, as a minimum, be its Contract (Project) Manager, Production Manager (Superintendent) and Quality Assurance Manager. Progress meetings will generally incorporate technical meetings to be chaired by the TA. The Contractor will prepare a meeting agenda, for approval by Canada, no later than one week prior to the meeting, provide the venue for the meeting, preferably at the Contractor's site, prepare presentations and provide visual aids, as required, and prepare the minutes of meetings associated, for approval by Canada, no later than ten working days after the meetings.

7.48. Notice of Labour Disputes

Whenever the Contractor or any subcontractor hereunder has knowledge that any actual or potential labour dispute is delaying or threatens to delay the timely performance of this Contract, the Contractor will immediately give notice thereof, including all relevant information with respect thereto, to the Contracting Authority.

7.49. Non-Renewal of Contract

In the event of non-renewal of this Contract, the Contractor must provide the following information and/or services, the costs of which will be subject to negotiation. Should any of the labour categories specified in the Contract be used for specific phase out tasks, the rates shown therein will apply. A close out plan will be submitted to the Contracting Authority, ninety (90) days prior to the end date of the contract.

a) Assistance to incoming contractor in performing a complete stocktaking including identification to end items of the total DND owned repair parts of CIS, AAS, and GFOS inventory, and documentation of the same, together with a record of spares consumption during the last 2 years together with marshalling for shipment.

b) Careful and timely dismantling, documentation and marshalling for shipment of Canada owned test equipment. The Contractor will be assessed the cost of repair or refurbishing if the loan items are inoperative prior to dismantling or are damaged during dismantling operations. Such costs will be considered during phase out negotiations.

c) Handing over to the incoming contractor the complete inventory of all technical publications, engineering orders, repair and test schemes plus any other Canada owned documents or publications, together with marshalling for shipment and documentation.

d) Inventory and documentation of the total backlog of repairables held, including diagnosis, status of work either completed or to be carried out, outstanding spares cross referenced to the relevant outstanding demands, together with marshalling for shipment.

e) Preparing and submitting whatever management reports as required during the phase out period.

f) Having ready records for final audit.

g) Under the direction of the DND/PWGSC project team collaborating with the incoming contractor in assuring the timely and efficient execution of the transfer plan.

h) In the submitted close-out plan, a detailed summary of the processes including manpower and required equipment needed to process the remaining items that were inducted prior to the contract end date.

7.50. Work In Process

All work-in-process (WIP) pre-approved by Canada but not completed by the end of the contract period will be completed in accordance with the Contract terms and conditions and the basis of payment period in effect on the date the work-in-process was inducted into the Contractor's plant. This work-in-process, must be completed within the Contract 90 day Turn Around Time (TAT), beginning the day after the contract expiry date and ending 90 days hence. Any work-in-process exceeding the 90 day TAT must be authorized in writing by the CA.

All work-in-progress must be completed within the stated Contract Limitation of Expenditure, as indicated in paragraph 7.16.3. Under no circumstances may the Contract Limitation of Expenditure be exceeded.

All Contract close out activities described in paragraph 7.47, Non-Renewal of Contract and Part 1 of A-LM-184-001/JS-001 and as authorized by the CA must be completed by 90 days after contract expiry. Any contract close-out activities exceeding this 90 day period must be authorized in writing by the CA.

7.51. Surplus Government Property

SACC *Manual* clause L5001C (2008-05-12) Surplus Government Property

7.52. Military Aviation Replacement Parts, Condition & Certification of Deliverable End Items

The following categories do not apply to standard and commercial parts. Standard parts consist of common hardware parts and raw materials, not necessarily designed for aviation use, produced to recognized industry or government specifications, which are available without proprietary limitations (such as Society of Automotive Engineers (SAE), National Aerospace Standard (NAS), Army-Navy Aeronautical Standard (AN), and Military Standard (MS) hardware items). Commercial parts consist of common non-aeronautical parts produced to recognized industry specifications and available on the commercial market. Deliverable standard and commercial parts must be in a new condition.

1. Category #1 - New Materiel

Deliverable end items to be manufactured or which have been manufactured but not used, which are supplied by:

- a. the owner of the design or manufacturing rights to the items; or,
- b. the authorized manufacturer or agent/distributor of the owner of the design or manufacturing rights to the items; or
- c. distributors approved by Transport Canada (TC) or accredited by the Aviation Suppliers Association, for parts that have an application to a civilian type certified aircraft; or
- d. maintenance organizations approved/accredited by TC, the Department of National Defence (DND)/Canadian Forces Technical Airworthiness Authority or repair stations certified by the Federal Aviation Administration (FAA).

2. Category #2 - New Surplus Materiel

Deliverable end items, unused and supplied by an entity other than Category #1 sources. Full traceability documentation back to the owner of the design or manufacturing rights to the items or their authorized manufacturer or agent/distributor is required.

3. Category #3 - Other Condition

Any deliverable end item condition other than Category # 1 or Category #2. Should the Contractor be offering deliverable end items in Category #3, a complete description of the item's condition and all available traceability documentation is required with the proposal. Proposals containing parts identified in this category are subject to evaluation by Canada.

Deliverable End Item Grid

Contractor must indicate the NATO Supply Code for Manufacturers or Commercial And Government Entity (NSCM/CAGE) code of the manufacturing entity under the appropriate category of the grid. For example, if a contractor is offering a Category #1 item(s), it must indicate the NSCM number under that category as per the example below. Contractors may use additional pages to provide the complete description called up under Category #3 if necessary.

Item	Category 1 New Materiel	Category 2 New Surplus Materiel	Category 3 Other Condition
For example	NSCM: ABC12 Name: PWGSC	_____	_____
1	_____	_____	_____
2	_____	_____	_____
3	_____	_____	_____

Requirements for Airworthiness Certification

The requirements for airworthiness certification do not apply to the provision of standard and commercial parts. Standard and commercial parts must be accompanied by a packing slip that identifies the name and address of the supplier, the NATO stock number, identification of the manufacturing standard (e.g. SAE, NAS, AN, MS) and/or manufacturer's part number and model number as applicable; quantity, identification of the lot or batch number if applicable; and the cure date/shelf life if applicable.

Contractors are advised that it is a requirement of the resulting Contract to provide the following airworthiness documentation, for each unit of issue, within the interior packaging or attached to the good(s) supplied under the resulting contract. Note that this requirement is in addition to documentation required in support of invoice payment or other documentation requirements identified within the Contract:

1. Category #1 and #2 military unique aviation replacement parts must have an Original Equipment Manufacturer (OEM) or an OEM's approved manufacturer's Certificate of Conformance, which includes all the following information:

- positive identification of the item by type, class, style, grade, model, part number, description, nomenclature and/or serial number, as applicable;
- either the following certification, or a similarly worded statement, signed by an authorized inspector, that satisfies the intent of the following:

I certify that the aeronautical product described here conforms to the applicable design data and is in a condition for safe operations.

- identification of both the authorized signatory and the organization.

2. Category #1 and #2 items, which have an application to a civilian type certified aircraft, must be supplied with a Certificate of Conformance, namely:

- form TCCA 24-0078, Authorized Release Certificate, signed by a TC authorized inspector, within the two (2) years before contract award;
- FAA Form 8130-3, Airworthiness Approval Tag, or a FAA Form 8130-4, Export Certificate of Airworthiness, signed by a FAA authorized inspector, within the two (2) years before contract award;
- Joint Aviation Authorities (JAA) Form One, Authorized Release Certificate, signed by a JAA authorized inspector, within the two (2) years before contract award;
- European Aviation Safety Agency (EASA) Form One, Authorized Release Certificate, signed by an EASA authorized inspector, within the two (2) years before contract award; or
- OEM's or OEM's approved manufacturer's Certificate of Conformance; which includes:
 - positive identification of the item by type, class style, grade, model, part number, description, nomenclature, and/or serial number, as applicable;
 - either the following certification, or a similarly worded statement, signed by an authorized inspector, that satisfies the intent of the following:

I certify that the aeronautical product described here conforms to the applicable design data and is in a condition for safe operations.

- identification of both the authorized signatory and organization.

3. Contractors must specify which one of the documents identified above will be provided for each item required to be supplied in response to a proposal.

7.53. Military Aviation Replacement Parts – Airworthiness Documentation

The Contractor must provide the airworthiness documentation, enclosed in the shipment, or attached to the part(s) supplied in accordance with the Technical Airworthiness Manual (TAM).

7.54. Military Aviation Replacement Parts – Substitutes and Traceability

The Part Number and NATO Supply Code for Manufacturers (NSCM(s), or the Commercial And Government Entity (CAGE) code indicated in the Canadian Forces Technical Orders (CFTO's) are the only ones known to the Department of National Defence that meet the form, fit and function requirements of the Original Equipment Manufacturer (OEM) approved type design of the aircraft in which they will be installed.

If the Contractor proposes to supply any part with an alternative Part Number or NSCM/CAGE code, the Contractor must provide, either with its proposal or within three (3) working days following receipt of a request from the TA, all the technical information (e.g. drawings, specifications, engineering reports, and/or test reports) necessary to clearly demonstrate that the part proposed has the form, fit and function characteristics equivalent to the Part Number(s) and NSCM/CAGE code(s) specified in the proposal. Failure to provide the required technical information will result in the part being declared non-conforming with respect to any part for which such information was requested.

As directed by the Type Certificate holder for the CC118 aircraft or SDE for the airframe; fabrication of made repair type parts can be authorized if the following conditions are met:

- a) All repair parts must conform to the applicable type design data,
- b) MFG standards, processes and procedures are equivalent to the OEM standards processes and procedures for the manufacture of replacement parts,
- c) Marking and identification of the made repair type part(s) shall be in a way that cross references the OEM numbering and company that fabricated the part(s), and
- d) Company MPM policies document the procedure in accordance with CARS 571.06 (5).

If the Contractor proposes to supply any part with an alternative Part Number or NSCM/CAGE code, the Contractor must provide the following substitution notice fully completed.

Substitution Notice

1. Item Number: _____

2. Original Technical Data (as referenced below):

a. Part Number: _____

b. NSCM/CAGE code: _____

c. Other: _____

3. Proposed Change(s)

a. Part Number: _____

b. NSCM/CAGE code: _____

c. Other: _____

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Amd. No. - N° de la modif.
File No. - N° du dossier
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Buyer ID - Id de l'acheteur
126BF
CCC No./N° CCC - FMS No./N° VME

4. Reason for Change/Supporting Data:

The Contractor is advised that availability and retention of records of the manufacturer sufficient to constitute proof of origin will be a condition of the resulting Contract.

7.55. Military Aviation Replacement Parts – Maintenance of Records

The Contractor must retain, maintain and keep available for review, for three (3) years following delivery of the last item under the contract, records of the manufacturer sufficient to constitute proof of origin. Such records include the following:

- a. sufficient information to identify the item by type, class, style, grade (including lot or batch number), cast number, the source of the part, and the date and place of manufacture, as appropriate;
- b. the name and description (or other positive identification) of, and the application issue of, the specification, drawing, process and inspection requirements, as appropriate;
- c. records of all inspections and tests carried out, including those carried out on behalf of either the manufacturer or the Contractor;
- d. copies of any Certificate of Conformance or Certificate of Compliance issued by the manufacturer; and
- e. any other relevant technical data.

7.56. Condition of Material – DND

The Contractor must provide material that is new production of current manufacture supplied by the principal manufacturer or its accredited agent. The material must conform to the latest issue of the applicable drawing, specification and part number, as applicable, that was in effect; and,

If the material is not new production of current manufacture, or is from a source other than the principal manufacturer or its accredited agent, it must be unused and in new condition, provided by an approved contractor with the latest approved modifications incorporated as applicable, and include the release notes.

Name of manufacturer: _____
Date of manufacture: _____
Cure date if the item contains elastomeric material: _____.

7.57. End User Certificate

SACC Manual clause D0050C (2007-05-25) End User Certificate

7.58. Shipment of Dangerous Goods / Hazardous Products

SACC Manual clause B1505C (2016-01-28)

7.59. Office Facilities and Equipment

The Contractor will make available reasonable office space, equipment and necessary stenographic assistance for the Quality Assurance Representative, Technical and Procurement Authorities, Contracting Authority, Consulting and Audit Canada and other representatives of PWGSC and will perform the

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stenographic and clerical work necessary to carry out the terms of this Contract with respect to the preparation, filing and transmission of all forms, reports and correspondence relating to the movement, accounting, storage, repair, overhaul, quality control and investigation of material covered by this Contract.

**TECHNICAL
STATEMENT OF WORK
FOR THE CC138 TWIN OTTER AIRCRAFT
IN-SERVICE SUPPORT PROGRAM**

LIST OF EFFECTIVE PAGES

Insert latest changed pages, dispose of superseded pages in accordance with applicable orders.

NOTE

Date of issue for original and changed pages are

Original	0
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Zero in change No. Column indicates an original page. Total number of pages in this SOW is 63 consisting of the following:

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LIST OF ACRONYMS

1 Cdn Air Div HQ – 1 Canadian Air Division Headquarters
ADAM –Automated Data for Aerospace Maintenance
ADO – Accredited Design Organization
AEO – Aircraft Engineering Officer
AEPM – Aerospace Equipment Program Management
AETE - Aerospace Engineering Test Establishment
AICP - Aircraft Inspection Change Proposal
ALSE - Aircraft Life Support Equipment
AMMIS – Automated Materiel Management Information System
AOI – Aircraft Operating Instructions
ASIMP – Aircraft Structural Integrity Management Plan
ATC – Acceptance Test Crew (DND)
ATO – Accredited Training Organization
ATESS – Aerospace and Telecommunications Engineering Support Squadron
AWR – Additional Work request
CA – Contracting Authority
CAF – Canadian Armed Forces
CFTO - Canadian Forces Technical Order
CI – Configuration Item
DAP - Director of Aerospace Procurement
DAEPM (T) - Directorate Aerospace Equipment Program Management (Transport)
DFS – Directorate of Flight Safety
DND - Department of National Defence
DRMIS – Defence Resource Management Information System
ES – Engineering Support
IAW – In Accordance With
LAN – Local Area Network
LCMM - Life Cycle Material Manager (DND, PWGSC)
LCMS - Life Cycle Material Support (Contractor)
LOE – Level of Effort
MAP - Manual of Aerospace Procedures
MDF – Modification Documentation File
MRC – Maximum Repair Cost
MRM – Maintenance Review Meeting
NCR – National Capital Region
NDQAR – National Defence Quality Assurance Regional
OEM – Original Equipment Manufacturer
PA – Procurement Authority
PAT&E – Production Acceptance Test & Evaluation

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Annex A

PDR – Publication Discrepancy Report

PRM – Progress Review Meeting

PSSR – Post Stripping Survey Report

PWO – Project Work Order

QTO – Quartermaster's Transfer Order

QETE – Quality Engineering Test Establishment

R&O – Repair and Overhaul

RCAF – Royal Canadian Air Force

SAR – Search and Rescue

SI – Special Inspection

SNAPS – Selection Notice And Priority Summaries

SOR – Statement of Requirement

SOW - Statement of Work

TA - Technical Authority

TAA – Technical Airworthiness Authority

TC – Transport Canada

TIES – Technical Investigations and Engineering Support

TLIR – Third Line Inspection and Repair

TOTEF – Transport Operational Test and Engineering Flight

TRM – Technical Review Meeting

TRSET – Transport and Rescue Standardization and Evaluation Team

UCR – Unsatisfactory Condition Report

WPI – Work Package Instruction

1 INTRODUCTION

1.1 Purpose

This Statement of Work (SOW) defines the requirements and Contractor's obligations for Third Line Inspection and Repair (TLIR), Life Cycle Material Support (LCMS), Component Repair and Overhaul (R&O), aircraft modifications special inspections, Technical Investigations and Engineering Support (TIES) for the CC138 Twin Otter aircraft.

1.2 Background

- 1.2.1 The Canadian Armed Forces (CAF) has a mandate to maintain a high serviceability rate of its Utility Transport aircraft conducting Northern Operations. In order to meet this goal, there is a requirement to have in place contracts to maintain serviceability of Royal Canadian Air Forces (RCAF) equipment in a timely fashion. This SOW details the requirements and Contractor's obligations necessary to accomplish this task.
- 1.2.2 The aircraft inspection/repairs will consist of all or some of the activities below. For each aircraft induction, the Technical Authority (TA) will provide the Contractor with a Work Package Instruction (WPI), detailed at Appendix 3 which will clearly delineate which of the items below are required and authorized through the DND 626 Task Authorization Process;
- a. A complete aircraft periodic inspection and return of all unserviceable items to a serviceable condition, as detailed in this SOW;
 - b. Replacement of time expired components as detailed in this SOW;
 - c. Embodiment of prototype installations, modifications and special inspections as detailed in this SOW;
 - d. Conduct stripping and painting of aircraft surface(s) and perform corrosion inspections and prevention as detailed in this SOW; and
 - e. Perform other miscellaneous tasks required to maintain the serviceability of the fleet.
- 1.2.3 This SOW also provides generic technical guidance for the conduct of component R&O activities as well as the requirements necessary to provide a TIES capability for the CC138 Twin Otter aircraft and the process in which Tasking's can be issued by the TA and Procurement Authority (PA) for services or goods.
- 1.2.4 The Contractor can refer to Appendix 1 for the DND roles and responsibilities and Appendix 2 to view the workflow of aircraft inspections/repair.

2 APPLICABLE DOCUMENTS

The Contractor must adhere to the latest versions of the following documentation in the execution of all the work described in this SOW:

2.1 General Documents

- a. A-GA-005-000/AG-001, DND/CF Airworthiness Program;

- b. A-GA-135-001/AA-001; Flight Safety for the Canadian Forces;
- c. C-01-100-100/AG-006, Writing, Format and Production of Technical Publications;
- d. C-05-005-001/AG-001, Technical Airworthiness Manual;
- e. C-05-005-001/AG-002, Airworthiness Design Standards Manual
- f. C-05-005-P02/AM-001, Maintenance Policy - Aerospace Engineering & Maintenance Program Management;
- g. C-05-005-P03/AM-001, Aircraft Weapon Systems Maintenance, CF Maintenance Activity and Training Standards;
- h. C-05-005-P04/AM-001, Aircraft Maintenance Record Set;
- i. C-05-005-P05/AM-001, Aircraft Weapon Systems Maintenance, Verification of Maintenance;
- j. C-05-005-P06/AM-001, Aircraft Weapon Systems Maintenance, Maintenance Program Implementation-Servicing;
- k. C-05-005-P07/AM-001, Aircraft Weapon Systems Maintenance, Maintenance Program Implementation-Corrective Maintenance;
- l. C-05-005-P08/AM-001, Maintenance Program Implementation-Preventive Maintenance;
- m. C-05-005-P09/AM-001, Aircraft Weapon Systems Maintenance, Maintenance Program Implementation-Support Activities;
- n. C-05-005-P10/AM-001, General Aircraft Maintenance Safety;
- o. C-05-005-044/AG-001, Policy Management Procedures And Guidelines - Electromagnetic Environmental Effects (E3) Control Within The Canadian Forces (Air);
- p. C-05-010-009/AM-000, Maintenance Policy - Preservation, Inspection And Reactivation Of Aircraft And Installed Equipment;
- q. C-05-010-012/AM-000, Maintenance Policy Hydraulic System Contamination Causes And Control;
- r. C-05-020-007/AM-000, Flight Test Orders for the Canadian Forces;
- s. C-05-030-001/AG-001, Aircraft Maintenance Management Information System (AMMIS);
- t. C-05-040-005/TS-001, Painting Safety Precautions for Aircraft and Aircraft Equipment;
- u. C-06-020-001/AM-001, Test Equipment Calibration Policy;
- v. C-12-005-008/AM-000, Aircraft Weight And Balance;
- w. C-12-010-022/TP-000, Aircraft Alignment And Symmetry Checks;
- x. C-12-010-023/TP-000, Maintenance Procedures - Aircraft Safety Wiring;
- y. C-12-138-000/MB-001, Operating Instructions CC138 Twin Otter Aircraft;
- z. C-12-138-000/MC-001, Ground Run-up Checklist CC138 Twin Otter -;
- aa. C-12-138-000/MW-000, Weight and Balance Data – CC138 Twin Otter;
- bb. C-12-138-000/NE-000, Aircraft Equipment Codes and Inspections Requirements;
- cc. C-12-138-000/NR-000, Servicing Level Inspection Schedule CC138 Twin Otter Aircraft;
- dd. C-13-010-000/AM-001, Hydraulic Fluid Cleanliness And Related Environmental Control Standards At Military Facilities And Contractors Plants;
- ee. D-01-100-220/SF-000, Preparation of Modification Instructions;
- ff. D-02-006-008/SG-001 Design Change, Deviations and Waivers;
- gg. D-01-100-208/SF-001, Specification - Preparation Of Weight And Balance Instructions (Aircraft);

- hh. D-49-001-024/SF-001, Canadian Forces Specifications - Fusion Welders (Aircraft And Missile Application);
- ii. D-82-002-007/SG-001, Specification for Quality Control and Inspection Requirements for Suppliers of Aviation Fuels and Into-Plane Services;
- jj. L-12-138-000/LC-000, Equipment Check List; CC138 Twin Otter;
- kk. TAA Advisory 2006-01, Calibration Management Program for Measuring Test Equipment,
- ll. TAA Advisory 2006-02, Tool Management Program;
- mm. TAA Advisory 2007-01, Electronic Record Keeping Systems;
- nn. TAA Advisory 2007-02, Technical Publication Management;
- oo. TAA Advisory 2008-01, Receiving Inspection for Parts Procured from Canadian Forces Supply System by Civilian Support organizations;
- pp. TAA Advisory 2013-01, TAA Accreditation Process; and
- qq. TAA Advisory 2013-04, Assignment of Technical Airworthiness Authority.

2.2 Periodic Inspections and Parts Replacement Documents

- a. C-12-010-040/TR-001, Description Of Main Elements Of Aircraft;
- b. C-12-010-040/TR-002, Standard Repair Procedures - Metal Identification;
- c. C-12-010-040/TR-003, Standard Repair Procedures - Heat Treatment;
- d. C-12-010-040/TR-004, Standard Repair Procedures – Rivets;
- e. C-12-010-040/TR-005, Standard Repair Procedures - Threaded Fasteners And Associated Hardware;
- f. C-12-010-040/TR-006, Standard Repair Procedures - Quick Release Pressure Fasteners And Vibration Insulators;
- g. C-12-010-040/TR-008, Standard Repair Procedures - Construction And Inspection Of Aircraft Cables;
- h. C-12-010-040/TR-009, Quality Control Standards For Swaged Terminal Cable Assemblies;
- i. C-12-010-040/TR-010, Aircraft Flexible Hose Standard Manufacture Replacement and Inspection;
- j. C-12-010-040/TR-011, Rigid Fluid Tubing Repair And Replacement;
- k. C-12-010-040/TR-012, Standard Repair Procedures - Plastic And Glass Fabric;
- l. C-12-010-040/TR-014, Standard Repair Procedures - Description And Maintenance Of Aircraft Fuel Cells And Tanks;
- m. C-12-010-040/TR-017, Standard Repair Procedures - Aircraft Radomes And Laminated Fabric Reinforced Parts;
- n. C-12-010-040/TR-018, Standard Repair Procedures - Metal Processes;
- o. C-12-010-040/TR-020, Standard Repair Procedures - Structural Tubing Repair;
- p. C-12-010-040/TR-023, Maintenance Policy - Tables And Formulae;
- q. C-12-010-040/TR-029, Technical Manual - Maintenance Of Aeronautical Antifriction Bearings For Organizational, Intermediate And Depot Maintenance Levels;
- r. C-12-010-040/TR-031, Technical Manual - Organizational Intermediate And Depot Maintenance - Aviation Hose And Tube Manual;

- s. C-12-010-061/TP-000, Maintenance Procedures - Protective Covering Of Printed Cards For Aircraft Use;
- t. C-12-138-000/DW-000, Wiring Diagram Manual CC138 Twin Otter;
- u. C-12-138-000/MY-000, Illustrated Parts List, CC138 Twin Otter;
- v. C-12-138-000/NF-000, Consolidated Periodic Inspection Card Schedule CC138 Twin Otter;
- w. C-12-138-000/NV-000, Consolidated Supplementary Inspection Page Schedule - CC138 Twin Otter Aircraft;
- x. C-12-138-000/MF-000, Maintenance Manual CC138 Twin Otter
- y. C-12-138-000/TS-001; CC138 Critical component crash and Recovery List Identification of Hazardous materials and Classified Equipment for Recovery and Salvage Operations for the CC138 Aircraft;
- z. C-12-138-000/CD-000, List of Third Line Modification Instructions CC138 Twin Otter;
- aa. C-12-138-000/CF-000, List of First and Second Line Modification Instructions CC138 Twin Otter;
- bb. C-12-138-000/CS-000, List of Special Information Instructions CC138 Twin Otter;
- cc. C-12-138-000/NS-000, List of Special Inspection Instructions CC138 Twin Otter;
- dd. C-17-010-002/ME-001, Aircraft Electrical and Electronic Wiring;
- ee. C-17-010-007/VC-000, Organizational/Unit and intermediate Maintenance - Avionics Cleaning and Corrosion Prevention/Control;
- ff. C-13-010-002/AM-001, Maintenance Policy - All Aircraft Wheels;
- gg. C-13-010-002/AM-002, Maintenance Policy - Cleaning, Inspection, Repair And Surface Treatment - All Aircraft Wheels;
- hh. C-13-010-037/MN-000, Technical Manual - Organizational, Intermediate And Depot Maintenance - Aviation Hose And Tube Manual;
- ii. C-13-020-001/AM-000, Maintenance Policy - Inspection Of Aircraft Tires And Tubes; and

2.3 Painting and Corrosion Prevention Documents

- a. C-05-005-038/AM-000, Maintenance Policy/Standard, Aircraft Finish Schemes and Identification Markings;
- i. C-05-006-002/AG-001, Aircraft Servicing, Maintenance, Hazard and Emergency Marking;
- c. C-12-010-010/TP-000, Refinishing of Aircraft and Aircraft Equipment;
- d. C-12-010-011/TP-000, Maintenance Procedures, Group to Earth Conductivity for Aircraft;
- e. C-12-010-040/TR-021, Aircraft Cleaning and Corrosion Control Exterior and Interior;
- f. C-12-010-062/TP-000, Maintenance Procedures, Advanced Composite Materials, Repair Manual;
- g. C-12-138-000/MN-000, Structural Repair Manual CC138 Twin Otter;
- h. C-12-138-000/VC-000, Corrosion Report Corgraph, CC138 Twin Otter;
- i. Data List DL 8240494-1, Servicing and Maintenance Markings (Exterior)
- j. Data List DL 8240495-1, Finish Scheme and Identification Markings
- k. MIL-PRF-23377, Primer Coatings, Epoxy, High Solids; and

- I. MIL-STD-464C, Electromagnetic Environmental Effects Requirements for Systems.

2.4 Component R&O Documents

- 2.4.1 The required Technical Data Package to be used for the CC138 component R&O will be provided by the TA after contract award.

3 GENERAL REQUIREMENTS

- 3.1 **General** – This section contains general and administrative instructions and requirements in support to TLIR activities. The Contractor must adhere to these instructions and requirements.
 - 3.1.1 The Contractor must hold a current Transport Canada (TC) Approved Maintenance Organization (AMO) certification for DeHavilland DHC-6 series aeroplanes.
 - 3.1.2 The Contractor must hold a current Transport Canada (TC) Accredited Design Organization (ADO) certification in accordance with TC Airworthiness Manual Chapter 505.
 - 3.1.3 The Contractor must hold a current Transport Canada Accredited Training Organization (ATO) certification or have a written agreement with a certified Training Organisation that can provide the appropriate DHC-6 aeroplanes training requirements.
 - 3.1.4 The Contractor must submit their TC approved Design Approval Procedures Manual (DAPM), ADO TC certificates and all TC Design Engineer (DE) letters of authorization at the request of the TA.
 - 3.1.5 The Contractor must implement or have a quality system appropriate to the scope of the work to be performed. It is recommended that the quality system be based on *ISO 9001:2008 "Quality management systems - Requirements."*
 - 3.1.6 The Contractor must be responsible for the accreditation of all the subcontracted organizations that will be used in support of this contract. The Contractor must have a rigorous process to assess the capability and competence of the sub-Contractor. The Contractor must maintain and make available to DND upon request the following information:
 - a. The maintenance functions contracted to each outside facility, and
 - b. The name of each outside facility to whom the AMO contracts maintenance functions and the type of certificate and ratings, if any, held by each facility.
 - 3.1.7 The Contractor should have a certificate, letter, or license agreement in place from the Original Equipment Manufacturer (OEM), valid for the duration of the contract period, stating that the OEM agrees to provide the Contractor the necessary and available DHC-6 series aeroplane data and tooling rights necessary to perform the Work under this SOW.

3.2 DND Technical Airworthiness Requirements

- 3.2.1 All aspects of repair and overhaul for the CC138 Twin Otter aircraft and associated components and accessories are subject to the provisions of the Technical Airworthiness Manual (TAM) C-05-005-001/AG-001 for the scope and depth of Engineering and Maintenance related activities required to complete the work specified in this SOW.
- 3.2.2 The Contractor must obtain full accreditation/recognition or be deemed a TAA acceptable organization as an Accredited Maintenance Organization and Accredited Design Organization from the TAA within twelve months of contract award with airworthiness for the scope and depth of activities related to the repair and overhaul for the CC138 Twin Otter aircraft and associated components and accessories. For the period between contract award and receipt of full accreditation/recognition, the Contractor must ensure the airworthiness of delivered products and services complies with the Airworthiness Management Plan (AMP), prepared in accordance with CDRL/DID CC138-001 and approved by the TAA. In addition, the TAA will issue a provisional accreditation/recognition prior to the airworthiness related activities commencing.
- 3.2.3 Implementation of these airworthiness requirements must be accomplished in accordance with the following schedule:
 - a. Within 1 week after contract award, the Contractor must apply directly to the TA for AMO and ADO accreditation/recognition, as applicable, IAW with the TAM 1.4.2.S1.2.b; and
 - b. Within 30 calendar days after contract award, the Contractor must submit an Airworthiness Management Plan (AMP) to the TA in accordance with CDRL/DID CC138-001.
 - c. Within 45 calendar days of contract award, the Contractor must attend a meeting with the TAA to conduct an Initial Technical Airworthiness Assessment at which time the Contractor's proposed Airworthiness Management Plan will be reviewed to determine:
 - i. Acceptability as an airworthiness operating plan for assuring the airworthiness of DND aeronautical products and Contractor services provided prior to the full TAA accreditation/recognition;
 - ii. Acceptability as a means of obtaining full Technical Airworthiness Authority accreditation/recognition; and
 - iii. Measuring progress toward achieving full TAA accreditation or recognition.
 - d. Within 2 weeks of the Initial Technical Airworthiness Assessment, the Contractor must submit an updated Airworthiness Management Plan that complies with CDRL/DID CC138-001 and incorporates the contents, key decisions, agreements and direction obtained at the meeting. The TAA will approve and accept the final AMP which functions as the basis for:
 - i. Preparing and submitting a DND/CF Supplement to the Contractor's Maintenance Process Manual within six months of contract award IAW CDRL/DID CC138-002;

- ii. Submitting a DND/CF Supplement to the Contractor's Engineering Process Manual within six months of contract award IAW CDRL/DID CC138-003;
 - iii. Ensuring compliance with technical airworthiness requirements prior to full TAA accreditation/recognition;
 - iv. Issuing a provisional accreditation/recognition for the airworthiness related activities by the TAA
 - v. Achieving full TAA AMO and TAA ADO accreditation within twelve months of contract award; and
 - vi. Measuring progress toward achieving formal TAA accreditation or recognition.
- 3.2.4 The Contractor must inform the TA whenever their MPM/EPM or TC approval certificates have been changed or updated. At the request of the TA the Contractor must submit the updated MPM/EPM and/or TC approval certificate to the TA.
- 3.2.5 The Contractor must maintain their AMO and ADO accreditation status for the duration of the contract.

3.3 Flight Safety

- 3.3.1 The Contractor must have procedures covering equipment and aircraft maintenance, flight and general safety precautions and contingency plans that will provide a base for safeguarding DND property located at the Contractor's facility, or sub-Contractor's as applicable.
- 3.3.2 The Contractor must implement a Flight Safety Program IAW the requirements of A-GA-135-001/AA-001, Chapter 2 Annex B.
- 3.3.3 The Contractor must inform the TA of the particulars of the appointed Flight Safety Specialist within one month of contract award.
- 3.3.4 DND Directorate of Flight Safety (DFS) personnel reserve the right to conduct flight safety surveys every 18 to 24 months of the Contractor's facilities IAW A-GA-135-001/AA-001, Chapter 4.

3.4 Task Authorization Procedures

- 3.4.1 Authority to perform Inspection, Repair, Painting and Corrosion Prevention, Modifications, and Special Inspections on specific, individual CC138 Twin Otter aircraft will be authorized by a DND 626 Task Authorization, IAW the Task Authorization process as specified in the contract.
- 3.4.2 DND will request Contractor's support via an appropriate SOR or WPI. The Contractor must provide Canada with an estimated Level of Effort (LOE) in support of an SOR or WPI, before issuance of a DND 626 by Canada.

3.5 Task Change and Completion/Closure Procedures

- 3.5.1 Changes to, completion of and closure of Tasks, and specific Inspection and Repair of an aircraft, will be requested through the TA using the CF TIES Change Notification form and authorized and/or evidenced through a DND 626 Task Authorization Amendment.

4 THIRD LINE INSPECTION REPAIR

4.1 General

- 4.1.1 This section contains general technical and administrative instructions in support to TLIR activities which the Contractor must adhere to.
- 4.1.2 The CC138 aircraft will be flown and engines operated only by qualified CF personnel.

4.2 Facility

- 4.2.1 The Contractor must provide all personnel, facilities, equipment and materials required to carry out the work described in this SOW with the exception of items indicated in this SOW as being provided by DND.
- 4.2.2 The Contractor must provide a secure location for the installation of a hardwired ADAM and DRMIS Terminal to support the Electronic Record Keeping System database.

4.3 Aircraft Inspection and Repair

- 4.3.1 Prior to commencing any aircraft work the Contractor and TA will follow section 3.4 of this SOW following the procedure outlined in Appendix 3.
- 4.3.2 Aircraft Inventory
- a. Upon arrival of the aircraft at the Contractor's site and again at the aircraft's departure, the Contractor must conduct an inventory of the aircraft equipment, which will be verified by the NDQAR;
 - b. The Contractor must use the L-12-138-000/LC-000 as an inventory checklist;
 - c. The Contractor must review the checklist against the content of the aircraft and annotate the checklist for discrepancies; and
 - d. Upon completion of the inventory, the Contractor must provide a copy of the checklist to the NDQAR and the TA.
- 4.3.3 The Contractor must carry out the inspection/repair on specific aircraft as defined in the approved WPI, IAW approved Canadian Forces Technical Orders (CFTOs) and other TA approved documents;
- 4.3.4 The Contractor must raise Aircraft Inspection Change Proposals (AICP) IAW C-05-005-P08/AM-001 Part 8, as required;

- 4.3.5 The Contractor must weigh the CC138 aircraft, when required, IAW C-12-138-000/MW-000;

4.3.6 Aircraft Documentation

- a. The Contractor must prepare and sign all required AMMIS documentation and aircraft record set entries detailing the work undertaken, IAW C-05-030-001/AG-001 and C-05-005-P04/AM-001;
 - b. The Contractor must present to the NDQAR or the TA representative the updated aircraft record set for approval prior to the start of Production Acceptance Test & Evaluation (PAT&E);
 - c. The Contractor must incorporate changes to the documentation, as directed by the NDQAR or the TA representative;
 - d. The Contractor must submit all Deviations and Waivers IAW the TAM C-05-005-001/AG-001 and C-05-005-P09/AM-001, Aircraft Weapon Systems Maintenance, Maintenance Program Implementation-Support Activities; and
 - e. The Contractor must prepare aircraft and documentation for PAT&E, IAW C-05-020-007/AM-000.
- 4.3.7 On completion of aircraft inspection/repair, the Contractor must liaise through electronic mail with the TA for the coordination of the deployment of DND technicians to the Contractor's site to perform additional tasks, post periodic inspections and engine run-ups;

4.3.8 PAT&E

- a. The Contractor must support the DND ATC and NDQAR for the conduct of PAT&E, IAW C-05-020-007/AM-000, Part 3. The ATC will use the C-12-115-000/MB-000 as the Acceptance Test Procedures. Further test flights may be authorized by the NDQAR to ascertain aircraft serviceability following rectification of unserviceabilities detected during the initial test flight. The ATC will conduct the flights at the Contractor's facility;
- b. The Contractor must prepare Certificates A, B, D and E IAW C-05-020-007/AM-000, Part 3 and submit them to the NDQAR or the TA representative prior to the first acceptance test flight;
- c. The Contractor must incorporate changes to the documentation, as directed by the NDQAR or the TA representative; and
- d. The Contractor must seek the approval to waive the requirement to conduct the repair from the TA or representative, in the case where minor deficiencies are discovered during PAT&E which cannot be corrected within an acceptable timeframe;
- e. The Contractor must record the approved waivers on Form CF336 (Differed Defects) as per the TA's instructions and included the information in the TLIR Report.

4.3.9 First Line Maintenance

- a. The Contractor must perform the associated first line maintenance in support to ground runs, compass swings and test flights IAW C-12-138-000/NR-000. This includes but is not limited to:
 - i. Pre- and post-flight inspections
 - ii. Scheduled first line inspections;
 - iii. Refueling and defueling; and
 - iv. Aircraft towing,
- b. The Contractor must de-fuel the aircraft on receipt and replenish fuel as required for test flights and delivery, to the satisfaction of the ATC or Operating Unit aircrew, as applicable.
- c. The Contractor must comply with the requirements of D-82-002-007/SG-001.

4.3.10 The Contractor must produce a TLIR Report, as detailed in CDRL/DID CC138-004.

4.3.11 The Contractor must participate in Teleconferences as coordinated and requested by the TA.

4.4 Additional Work Requests (AWR)

4.4.1 Each WPI will specify a total cumulative AWR limit (either in total hours or financial limit) that is authorised by a DND 626.

4.4.2 Once 75% of the allotted authorized hours or financial limitation has been reached, the Contractor must immediately advise the TA and PA and if the approved hours or financial limitation will not be sufficient to support the work.

4.4.3 Once the total cumulative AWR limit in the WPI is reached, an approved amendment to the DND 626 is required to approve any subsequent AWR's or to amend the total limit, before any further Additional Work or AWR's can be carried out by the Contractor.

4.4.4 The Contractor must maintain an AWR register of all AWR's

4.4.5 The Contractor must submit an approval request in writing for individual AWR over 25 hours to the TA. The request will include:

- a. The major equipment and AWR number (AWR are to be equipment specific and consecutively numbered);
- b. The work to be performed
- c. Estimated start and completion dates
- d. Estimated cost using the hourly rate indicated in the Basis of Payment; and
- e. Any impact to the production schedule as a result of the AWR.

- 4.4.6 The Contractor must receive written approval from the TA for each individual over 25-hour AWR request. Work on the AWR must not begin until this approval is received.
- 4.4.7 The Contractor must provide a weekly update of this register to the TA.
- 4.4.8 Any AWR raised must be related to airworthiness or aircraft functional requirements. An AWR that is purely for cosmetic purposes must be approved by the TA.

4.5 Cost and Schedule

- 4.5.1 The Contractor must report the cost and work progress IAW CDRL/DID CC138-005.
- 4.5.2 DND reserves the right to delay or cease induction of aircraft.
- 4.5.3 DND will inform the Contractor via e-mail a minimum of 30 calendar days prior to delaying or ceasing an aircraft induction.

4.6 Aviation Life Support Equipment

- 4.6.1 The Contractor must remove and return to 440 (T) Squadron, Yellowknife, the Aircraft Life Support Equipment (ALSE) normally stored in the aircraft, as listed in the WPI. This equipment will be inspected by DND technicians and returned to the Contractor for installation on the aircraft prior to the post inspection test flights.

4.7 Painting and Corrosion Prevention

- 4.7.1 The Contractor must strip and repaint when directed IAW the applicable CFTO.
- 4.7.2 Corrosion prevention must be accomplished IAW the applicable CFTO.
- 4.7.3 All handling, repairs, adjustments, disassembly, reassembly, functional tests, servicing and applicable testing on coatings must comply with the requirements of RCAF aircraft maintenance policies, aircraft technical documentation and the specification and references cited in this SOW.
- 4.7.4 For work that does not have detailed procedures set out in publications listed in Section 2.3 and 2.4, or where conflicting information arise, the Contractor must forward these observations to the TA through the NDQAR, for clarification.

4.8 Modifications, Special Inspections (SI) and Parts Requirements

- 4.8.1 The Contractor must conduct their work in accordance with the instructions within this section in addition to CFTO requirements. In case of conflict, the CFTOs have precedence over the instructions of this section.
- 4.8.2 The Contractor must replace time expired components IAW the WPI.
- 4.8.3 The Contractor must ensure that all replacement rubber hoses are appropriately identified, IAW C-12-010-040/TR-010.

- 4.8.4 The Contractor must inspect and confirm the expiry dates of all installed explosive cartridges. Explosive cartridges with assigned expiry dates with-in six (6) months after aircraft delivery to CF resources must be replaced. Replacement and expired cartridges must be processed through the Canadian Forces Supply System using DRMIS.
- 4.8.5 The Contractor must install prototype installations IAW the WPI.
- 4.8.6 The Contractor must embody modifications IAW the WPI.
- 4.8.7 The Contractor must carry out SI IAW the WPI.

5 TECHNICAL INVESTIGATION AND ENGINEERING SUPPORT (TIES)

5.1 Technical Investigations (TI)

- 5.1.1 Detailed below are descriptions of the types of TI tasks that may be assigned to the Contractor IAW this contract. DND is not bound to issue the tasks and reserves the right to change task details, as well as to issue other tasks. Refinement of the details of each task assigned will be described in a TI task (SOR) and will be authorized with a DND 626 IAW the terms and conditions of the contract. The types of work that the Contractor may be required to perform includes the following:
- 5.1.2 **TI TASK 1 – TECHNICAL INVESTIGATIONS.** The Contractor must carry out a TI as requested by the TA and provide findings and recommendations supported by engineering data/report;
- 5.1.3 **TI TASK 2 – DESIGN OF MODIFICATIONS.** IAW C-05-005-001/AG-002, the Contractor must design and develop modifications as requested by the TA;
- 5.1.4 **TI TASK 3 - MANUFACTURE / ASSEMBLY OF PROTOTYPES.** The Contractor must manufacture and/or assemble prototypes as requested by the TA. The task may also require the Contractor to carry out a proof installation of the prototype;
- 5.1.5 **TI TASK 4 – SERVICING OF AIRCRAFT.** The Contractor must assist in the servicing of the airframe/engines provided by DND in support of the authorized work. The NDQAR or a delegated representative must be the approving authority as to the depth of maintenance required to be carried out; and
- 5.1.6 **TI TASK 5 – TRAVEL.** The Contractor must visit CF operating units, commercial facilities and other destinations as requested by the TA.

5.2 Engineering Support (ES)

- 5.2.1 The Contractor must maintain a register of all ES tasks. Each task including hours charged must be registered against the ES Task number to which it is charged. A total of 2000hrs of work per fiscal year is authorized in support of ES tasks 7, 11, 12 and all other ES tasks will be authorized through the DND 626 process.

5.2.2 ES TASK 6 – PROGRAM MANAGEMENT

5.2.2.1 Program Manager. The Contractor must assign a Program Manager who must have overall responsibility for all Aircraft maintenance, 3rd line component R&O, LCMS, Logistics Support, Technical Investigation and Engineering support functions on behalf of the Contractor. The Program Manager must be the central point of contact between the Contractor and DND.

5.2.2.2 Program Management System. The Contractor must implement a Program Management system that ensures that Aircraft Maintenance, component R&O, LCMS, Logistics Support, Technical Investigation and Engineering Support functions are managed in an efficient and pro-active manner. This must include the process controls necessary to ensure that all engineering, technical, repair, manufacturing, logistics support, and financial requirements are satisfied as identified in Annexes A, B, C and F.

5.2.2.3 Program Management Plan. The Contractor must develop and maintain a Program Management Plan in accordance with CDRL/DID CC138-006.

5.2.3 **ES TASK 7 – ROUTINE INQUIRIES**. The Contractor must provide aeronautical engineering technical advice to the TA in answer to routine inquiries relating to the operation, maintenance and repair and overhaul of the CC138 aircraft and components. Routine must be considered within the scope of the available engineering knowledge and data and would, therefore, not entail special studies. The Contractor must maintain a logbook itemizing each query with date, name of originator, description of task and number of hours used

5.2.4 **ES TASK 8 – TECHNICAL REVIEW MEETINGS (TRM)**. The Contractor must conduct TRMs at the request of the TA. The aim of the meeting is to discuss the progress of on-going TIES activities and possible future activities. The meetings will be chaired by the TA and may be conducted concurrently with the Progress Review Meetings (PRM). The Contractor must:

- Prepare a meeting agenda, for approval by the TA no later than (NLT) one week prior to the meeting;
- Provide a feasible venue at the Contractor's site;
- Prepare presentations and provide visual aids, as required; and
- Prepare the minutes of meetings associated, for approval by the TA NLT 10 working days after the meeting.

5.2.5 **ES TASK 9 - AIRCRAFT STRUCTURAL INTEGRITY MANAGEMENT PROGRAM (ASIMP)**. The work will involve the application of aerospace and mechanical engineering pertaining to aircraft structures. The Contractor must perform structural analyses and studies as directed by the TA

5.2.6 **ES TASK 10 – DRAWING DATA PACKAGE**. When directed by the TA, the Contractor must incorporate all CF approved modifications and Engineering Orders as applicable into the CC138 engineering drawings, and must maintain and update engineering data IAW Appendix 8, to reflect the latest configuration of the aircraft.

5.2.7 **ES TASK 11 – SUPPORT TO REPAIR AND OVERHAUL.** The work will require the Contractor to support the repair and overhaul of components and aircraft, to dispose of non-conforming parts, assist DND personnel in the clarification of technical data and resolution of technical problems.

5.2.8 **ES TASK 12 – AVIONICS SOFTWARE AND FIRMWARWE STATUS REPORT.**

- a. The Contractor must ensure arrangements are made with Original Equipment Manufacturers (OEMs) to receive all required OEM Service Documents for components as identified within the Selection Notice And Priority Summaries (SNAPS) listing.
- b. The Contractor is to review the OEM Service Documents for applicability to the CC138 Twin Otter as follows:
 - i. Applicable or not applicable to CC138 configuration;
 - ii. If compliance is mandatory or optional:
 - a. If mandatory, DND is to be notified as soon as possible; and
 - b. If optional, recommendation is to be made as to the impact on CC138 operations.
 - iii. Define delta between current configuration and new configuration and provide DND with a detailed overview of the differences between both versions along with any recommendation for implementation;
 - iv. Define ILS requirements that will need to be addressed in order to proceed with the implementation of upgrade.
- c. The Contractor will forward a copy of the OEM Service Document and results of the review to DND.
- d. The Contractor will, as required, provide support to DND for actions required to satisfy OEM Service Documents.

5.2.9 **ES TASK 13 – MOBILE REPAIR PARTY (MRP).** The Contractor's Mobile Repair Parties must comply with the procedures set forth in the C-02-005-011/AM-000, Mobile Repair Parties Manned by Contractor Personnel. All matters pertaining to the performance of the Work on the site must be referred to the appropriate Base Technical Services Officer (or to its appointed delegate), who will oversee the conduct of the Work and will when appropriate signify satisfactory completion and acceptance of the Work by signing a copy of Appendices "C" and "D" to the CFTO.

5.3 Documentation Preparation

- 5.3.1 The Contractor must prepare and submit to the TA draft amendments to Canadian Forces Technical Orders (CFTO) IAW C-01-100-100/AG-006.
- 5.3.2 The Contractor must prepare and submit to the TA draft modification instructions IAW D-01-100-220/SF-000.
- 5.3.3 For engineering changes, the Contractor must prepare and submit to the TA the documentation IAW C-05-005-P12/AM-001.

- 5.3.4 Computer Program Documentation: The Contractor must maintain documentation for all computer programs generated by authorized ES or TI tasks. The Contractor must submit any or all such documentation to the TA upon request.
- 5.3.5 The Contractor must prepare and maintain a CC138 Twin Otter Avionics Software and Firmware Status Report that capture all the requirements identified in para 5.2.8 of this SOW.

5.4 Deliverables

- 5.4.1 The Contractor must inform the TA of TIES progress on a monthly basis, IAW the Logistic SOW of this contract.
- 5.4.2 The Contractor must prepare and distribute engineering drawings IAW appendix 8 of this SOW.
- 5.4.3 For individual tasks, the TA may request additional reports and/or progress meetings.

6 LIFE CYCLE MATERIEL SUPPORT

6.1 General

- 6.1.1 The Contractor must provide the services of:
 - a. Aviation Systems Life Cycle Materiel Support; and
 - b. Configuration Data Support.

To provide Contractor support for the CC138 Twin Otter fleet, the Contractor must propose and submit for TA approval, the required amount of technicians to ensure the proper level of support is provided as identified in appendices 4 to 7.

6.2 Security Requirements

- 6.2.1 The LCMS is required to have a minimum personnel security clearance of level 2 (SECRET) and comply with the provisions of the Industrial Security Manual.
- 6.2.2 The Contractor must NOT remove any information or assets from the identified work site(s) and the Contractor must ensure that his personnel are made aware of and comply with this restriction. The TA may in writing authorize TEMPORARY REMOVAL of such information or assets by the Contractor from the identified work site(s).
- 6.2.3 The LCMS Personnel are required to sign a Non-Disclosure Agreement with DND.

6.3 Aptitude Specification

- 6.3.1 It is the Contractor's responsibility to keep the LCMS persons current on the technical knowledge of the equipment specialties at no cost to the Canadian Forces, and to disseminate this information to maintenance and operations staff at both units and HQs when required.

- 6.3.2 The cost recovery for training will be borne by DND (on a case by case basis); only if this is directly related to tasks listed in Section 5.

6.4 Replacement

- 6.4.1 Replacement at no additional cost to Canada must be required after 21 days absence from the place of duty, for reasons other than authorized travel or approved leave.
- 6.4.2 Should the Contractor wish to replace the LCMS specialist, thirty days (30) notice of such intent must be provided to the TA. In the event a LCMS specialist is replaced by the Contractor, the replacement must be at no additional cost to the Canada. Furthermore, to meet a need for continuity, at the discretion of the TA a period of overlap not to exceed two weeks between the replacement LCMS specialist and the LCMS specialist being replaced must be provided at no cost to Canada.
- 6.4.3 In the event that the LCMS specialist is found by Canada to be unsatisfactory, they must be removed and replaced by the Contractor upon thirty days (30) notice of dissatisfaction and the replacement must be at no additional cost to Canada. This replacement must be for valid causes such as lack of technical capability, unsatisfactory job performance in the areas of safety, security, attendance or other established rules of conduct at the place of duty. The Contractor's management must be consulted in such cases.
- 6.4.4 The Contractor must ensure that the new person meets all of the requirements listed within the appropriated SOW listed in Appendix 4 and 5.

6.5 Location of Services and Government Furnished Equipment

- 6.5.1 Life Cycle Materiel Support services are required to be co-located with the CC138 WSM Offices within the National Capital Region (NCR). However, there may be instances when services may be required temporarily at other locations in Canada.
- 6.5.2 DND will provide the LCMS personnel with sufficient office space, general purpose office furniture and computer equipment/services (CPU, keyboard, monitor and access to the divisional LAN subject to security requirements) over the period of service of the contract.
- 6.5.3 Life Cycle Materiel Support personnel are responsible solely to the Contractor for provision of services contracted within the conditions and intent of the Contract. While at National Defence Headquarters (NDHQ), LCMS personnel may be responsive to the appropriate TA or his delegate.
- 6.5.4 The LCMS must conform to the administrative regulations of the DND/NDHQ and must be prepared to assist service personnel after hours during periods of operational necessity. The LCMS is not an employee of DND and in such, is not entitled to any benefits that DND are subject to, such as special days off, sports days or any other function unless prior written approval from the Contracting Authority is received by the Contractor.

- 6.5.5 DND agrees to provide to the LCMS only (subject to security requirements), access to identified data bases or applications resident on DND computers or networks for the sole purpose of executing the tasks associated with this contract. DND (at its sole discretion) will identify the nature and characteristics of such access.

7 COMPONENT REPAIR AND OVERHAUL

- 7.1 The Logistics SOW details the processing of parts requiring R&O services to and from the Contractor. The Contractor must service the components to the minimum technical standards IAW the CC138 Twin Otter approved maintenance program technical data package that will be provided by the TA upon contract award.

APPENDIX 1 – ROLES AND RESPONSIBILITIES

NOTE: This appendix is provided for information purposes only.

1. The TA is responsible for:
 - a. Providing to the Contractor a WPI, based on the template at Appendix 3;
 - b. Reviewing and authorizing aircraft Request, Order, Buys (ROB)s;
 - c. Reviewing, assessing and referring submitted AWR for authorization;
 - d. Coordinate the deployment of CF Technicians to Contractor site;
 - e. Coordinate the deployment of the ATC to the Contractor's site;
 - f. Reviewing, assessing and authorizing Deviations and Waivers;
 - g. Coordinate conference calls with the Contractor when required;
 - h. Issuing Quartermaster's Transfer Orders (QTOs); and
 - i. Review all MRC requests and forward to PA for disposition action.
2. The Procurement Authority (PA) is responsible for:
 - a. Issuing DND 626 Task Authorizations;
 - b. Review and authorize component MRC requests, as required;
 - c. Manage contract cash flow;
 - d. Participate in the resolution of conflict;
 - e. Process invoices/progress claims;
 - f. Ensure Crown commitments in the contract are met;
 - g. Support contract amendment;
 - h. Perform supply activities in support of the contract;
 - i. Amend SNAPS based on input from TA;
 - j. Provide Cash flow information, and
 - k. Manage and close procurement files.
3. The CC138 Operating Unit is responsible for:
 - a. Preparing the aircraft for shipment to the depot facility;
 - b. Delivering the aircraft to the depot facility (including pre-inspection shake down);
 - c. Providing technicians to do ground runs(Pre and Post); and
 - d. Ferry the aircraft back to the Unit.
4. Aerospace Engineering Test Establishment (AETE) staff or a delegate will be the designated ATC. The ATC is responsible for the conduct of PAT&E IAW the Flight Test Orders.
5. The NDQAR is responsible for:
 - a. Perform contract review to ensure DQA's directives are respected;

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To Annex A

- b. Identify the supplier's risks (likelihood and risk index) associated with the goods and services;
- c. Plan Quality Assurance activities to mitigate the identified risks;
- d. Monitor supplier performance by performing planned quality assurance activities;
- e. Ensuring Contractor's work is IAW quality standards;
- f. The verification of the pre- and post-TLIR aircraft inventory check;
- g. Prepare the Acceptance Test Aircraft Captain Pre-Flight Briefing Form, as per Flight Test Orders, Part 3, Section 1;
- h. Ensuring that the aircraft and documentation requirements for PAT&E are addressed; and;
- i. Act as liaison between Contractor and aircrew.

APPENDIX 2 - TLIR WORKFLOW

ITEM	DESCRIPTION	ACTION BY
1	Issue of WPI to Contractor.	TA
2	Estimation of work (done on WPI and Section 3) to be submitted to TA.	Contractor
3	WPI reviewed and accepted by TA.	TA
4	Approved Task Authorization (DND 626) sent to Contractor.	PA/CA
5	Aircraft prepared and delivered to Contractor/QTO	Operating Unit/TA/PA
6	-Pre-TLIR Aircraft equipment inventory conducted -Removal and shipping of ALSE back to unit	Contractor and NDQAR/TA Rep
7	-Conduct of TLIR IAW WPIs -Conduct of teleconference and issuance of Cost and Schedule Progress Reports on a weekly basis	Contractor
8	Aircraft is weighed (as defined within the WPI)	Contractor
9	Preparation of post-TLIR documentation, including Certificates A, B, D and E for NDQAR review	Contractor
10	Receipt and installation of ALSE back into the aircraft	Contractor
11	Conduct of PAT&E	Contractor/NDQAR/ATC
12	Finalization of Certificates	Contractor/NDQAR/ATC
13	Acceptance of aircraft	NDQAR/TA Rep
14	Post-TLIR Aircraft equipment inventory conducted. QTO raised.	Contractor and NDQAR/TA Rep
15	Aircraft ferried back to the Operating unit	Operating Unit
16	Issue of TLIR Report to the TA, PA and CA	Contractor
17.	Post TLIR Acceptance Check	Operating Unit

APPENDIX 3 - WORK PACKAGE INSTRUCTION

Revision Status (Indicate Original or Amendment No.)

1. The TA will complete Sections 1 and 2 and provide this information to the Contractor 45 calendar days prior to aircraft induction.
2. The Contractor must fill in Section 3 of the form. The Contractor must also include a Cost and Schedule Progress Report, IAW CDRL/DID CC138-003.
3. The Contractor must return the documentation to the TA no later than 30 calendar days prior to aircraft induction.
4. If the estimated cost and schedule is deemed acceptable, the TA will sign Section 4 and forward a copy to PA.
5. The PA will then process the request and provide to the Contractor a signed/approved DND 626 Task Authorization IAW sect 3.4 of this SOW.

1. GENERAL INFORMATION			
Date:		Expected date of delivery at the plant:	
Aircraft tail number/ Production number:		Aircraft operating hours:	
No 1 Engine serial no.:		Engine hours:	
No 2 Engine serial no.:		Engine hours:	
2. DETAILED AIRCRAFT WORK AND CONTRACTOR ESTIMATE			
Airframe Periodic Inspection required:	Number____		
No 1 Engine Periodic Inspection required:	Number____	Note: The Operating Unit will deploy technicians to the Contractor's site to perform the engine inspections. Coordination must be thru the TA.	
No 2 Engine Periodic Inspection required:	Number____		
Modifications required:			
Special Inspections (SI) required:			
Exterior aircraft paint and Corrosion Inspection required:	Yes/No		
List of lifed components to be replaced:			
List of components to be returned to the Operating Unit for R&O (e.g. ALSE):			

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Other instructions: (prototype installation, non-standard structural repairs, support to TIES tasks, minor defects etc.)			
AWR Hours			
Weigh&Balance aircraft:	Yes/No		
3. CONTRACTOR'S ESTIMATE			
Date at which the aircraft is estimated to be ready for Acceptance Test Flights (PAT&E):			
Contractor's Representative Signature:			
Date:	Sign:		
4. TECHNICAL APPROVAL			
TA's Signature:			
Date:	Sign:		
REQUEST FOR AMENDMENT			
Scope/ Deliverable	Budget	Timeline	Amendment No. _____ Work Closure
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Amendment Financial Increase/Decrease:		\$ _____	
Amendment Details (provide brief details, re: additional/changes in work, scope, budget, timelines)			
AMENDMENT RECOMMENDATION			
Contractor's Representative Signature	Date:		
TA Signature	Date:		

APPENDIX 4 - EMBEDDED CONTRACTOR REQUIREMENTS FOR THE PROVISION OF LIFE CYCLE MATERIEL SUPPORT (LCMS) - AVIATION

1.0 SCOPE

1.1 This appendix is specific to the requirement of the Aviation specialty and describes the work to be performed by a Contractor assigned personnel. The LCMS provides the CC138 Twin Otter aircraft Technical Authority (TA) with technical support for systems identified in the Weapon Systems Support Network (WSSN) and as detailed in this document.

1.2 For actual component tasking refer to the Table below.

CC138 Twin Otter		
Work Unit Codes	Systems description	Additional details
AA	STRUCTURE (BASIC)	All Systems
AB	STRUCTURE SUPPLEMENTARY	All Systems
AC	FLIGHT CONTROLS BASIC	All Systems
AD	FLIGHT CONTROLS SUPPLEMENTARY	All Systems
AH	LANDING GEAR	All Systems
AJ	LANDING GEAR (SKI)	All Systems
AL	AIRCRAFT SEATS	All Systems
AN	FURNISHINGS	All Systems
CD	HYDRAULIC PROPELLERS	All Systems
DA	AIR CONDITIONING AND PRESSURIZATION	All Systems
DB	SURFACE ICE CONTROL	All Systems
DC	ELECTRICAL POWER SUPPLIES	All Systems
DE	INTERIOR AND EXTERIOR LIGHTING SYSTEM	All Systems
DG	HYDRAULIC POWER SUPPLY	All Systems
DJ	FUEL SUPPLY	All Systems
DM	GASEOUS OXYGEN SYSTEM	All Systems
DN	FIRE AND WARNING SYSTEMS	All Systems
DP	MISCELLANEOUS UTILITIES	All Systems
DQ	ADVISORY / WARNING SYSTEM	All Systems
EB	ENGINE INSTRUMENTS	All Systems
EC	INSTRUMENTS AND CONTROL PANEL	All Systems
EM	FUEL QUANTITY INDICATING SYSTEM	All Systems
KA	EMERGENCY EQUIPMENT	All Systems
KC	AERIAL PHOTOGRAPHY	All Systems
KD	EXPLOSIVE DEVICES	All Systems
YAA+	RUN-UP, FUELLING/DEFUELLING, CONFIG CHANGE, CONFIG (Load/Unload Survival Equipment)	YAAC / YACA / YACH / YACRA
YB+	A/C WASHING, A/C CLEANING, VAC/POLISH/ETC, ENG WASH	YBA / YBB / YBD / YBF

YCA+	FIXED INSPECTIONS	All Systems
YDA+	CONDITIONAL/ MISCELLANEOUS INSP & CHECKS	All Systems
YEAAA	ENGINE PRESERVATION FOR TEMPORARY STORAGE	Engine

2.0 APPLICABLE DOCUMENTS

2.1 The LCMS must adhere to the latest versions of the following documentation in the execution of the work:

- a. Applicable CC138 CFTO's, OEM repair manuals and other applicable CFTOs;
- b. C-05-005-001/AG-001, Technical Airworthiness Manual,
- c. A-LM-184-001/JS-001, Special Instruction Repair & Overhaul Contractor,
- d. A-LM-007-100/AG-001, Supply Administration Manual;
- e. C-05-005-P12/AG-001, Aerospace Engineering Policy; and
- f. CC138 Engineering Process Manual Supplement.

2.2 The LCMS must have a working knowledge of the following DND documentation:

- a. AEPM Division's AF9000 Plus Manual of Aerospace Procedures (MAP).

3.0 LCMS TASKS

3.1 The LCMS must execute the following tasks, for systems that are identified in para 1.2:

- a. Conduct support of aviation systems;
- b. Review and analyse Unsatisfactory Condition Reports (UCR), Publication Discrepancy Reports (PDR) for maintenance publications, proposing solutions and courses of action to the TA to help rectify the situation;
- c. Manage the configuration of Configuration Items (CIs) under their area of responsibility;
- d. Review, investigate and provide supporting documentation for any Aircraft Inspection Change Proposals (AICPs);
- e. Manage, review and make technical recommendations as required to support drawings updates and changes to CFTOs such as description and maintenance, parts lists, Work Unit Codes and inspection requirements;
- f. Review and provide advice to the TA on proposed amendments to CC138 Twin Otter Aircraft Operating Instructions (AOI);
- g. Provide technical assistance to Supply Managers through the TA or their representative in matters pertaining to identification, issuance, acceptability, reparability and sparing of equipment;
- h. Prepare and review cataloguing requests;
- i. Draft tasking directives for review and TA approval to support trials and prototype installations done in the field and at Contractors;
- j. Assist in co-ordinating the design, review, testing, parts procurement and embodiment of modifications to CC138 Twin Otter aircraft and associated equipment in order to rectify deficiencies;

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- k. Draft documents for review and TA approval to support engineering studies, data preparation, prototyping, installation kit procurement and fleet fitment of major modifications;
- l. Assist in co-ordinating the design, review, testing, parts procurement and embodiment associated with new CC138 Twin Otter Aircraft equipment in order to meet new operational or regulatory requirements;
- m. Co-ordinating and monitoring delivery of modification kits/parts to implement field or third-line modification programs;
- n. Reviewing, drafting and preparing the support documentation required for Modifications, Special Inspections (SI) and Special Information Instructions; for approval by the TA for publication and distribution;
- o. Draft the documentation required to support testing of major/minor modifications and trials by AETE, TOTEF, QETE and ATESS;
- p. Monitoring and supporting testing carried out by AETE, TOTEF, QETE and ATESS until completion;
- q. Provide recommendations to the TA and their staff in support of fleet repairs, modifications and overhaul programs;
- r. Review and provide advice to the TA on design change requests such as waivers and deviations (from the Operational community), etc, for their assigned Aviation tasks (as per para 1.2);
- s. Reviewing and providing advice to TA on specifications, drawings and technical reports;
- t. Drafting of technical correspondence, for approval by the TA, destined for other AEPM staff such as AEOs, equipment LCMMs, and supply managers as well as 1 Can Air Div HQ, ATESS, QETE, AETE, TOTEF, TRSET and field units. These include letters, memoranda, DND messages and e-mails;
- u. Providing technical advice to the TA for the assigned systems and equipment of Field Units, 1 Can Air Div HQ, ATESS, QETE, AETE, TOTEF;
- v. Where CC138 Twin Otter Aircraft equipment is managed by LCMMs external to DAEP (T) 4, the LCMMs must report problems concerning those equipment to the TA.;
- w. Advising system LCMMs on system reliability, spares availability, etc;
- x. Provide DND with a detailed report on service bulletins/letters that are released by OEMs that required action for implementation for all CC138 Twin Otter aircraft aviation components; and
- y. Performing any other duties that may be requested by the TA through coordination with the Contractor.

4.0 CANDIDATE REQUIREMENTS

The individual selected to provide the above services must meet the minimum requirements listed below.

4.1 Skills.

- a. Demonstrate a well-developed capability to communicate (both orally and written) in the English language;
- b. Demonstrate the ability to analyze and resolve technical issues pertaining to system performance, support and installation practices;

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- c. Demonstrate the ability to implement DND policies and procedures;
- d. Demonstrate the ability to review and understand engineering drawings, specifications, and standards for aerospace equipment;
- e. Capability of applying the principles of effective project management;
- f. Capability of operating IBM-compatible computers and have a working knowledge of Microsoft Office suite;
- g. Ability to learn and comprehend the operation of new equipment required for installation on aircraft; and
- h. Ability to learn to use new computer software or operating systems.

4.2 Personal Attributes.

- a. Capability of working with minimum direction;
- b. Possession of a high degree of initiative and creativity to develop, document and propose innovative methods to improve the day-to-day support of CC138 Twin Otter aircraft and associated equipment and effectively communicate information to various stakeholders;
- c. Possession of a high degree of self-confidence to complete assigned tasks and communicate results;
- d. Ability to interact and communicate with levels of management up to and including the TA level; and
- e. Ability to produce high quality results during periods of intense activity.

4.3 Experience

NOTE

The following definitions are to be used to define the experience below:

- i. Basic knowledge –Understanding of how an item works;
 - ii. Working Knowledge - Understanding of how to use the item and identify/rectify minor faults; and
 - iii. Detailed knowledge - Understanding of how to use and troubleshoot the item and how it relates to the larger system. To identify/ rectify complex defects, these individuals are often referred to as Subject Matter Experts (SME).
-
- a. A minimum of five years of aviation equipment work experience on CF aircraft;
 - b. A minimum of one year of technical work on the CC138 Twin Otter aviation systems would be an asset;
 - c. Experience in providing technical support for aviation equipment.
 - d. Working knowledge of technical drawings requirements;
 - e. Detailed knowledge of DND policies and procedures;
 - f. Working knowledge of DND supply procedures;
 - g. Detailed knowledge of DND airworthiness and technical management procedures;
 - h. Basic knowledge of DND configuration management procedures;
 - i. Basic knowledge of DND technical publications management and amendment procedures;
 - j. Detailed knowledge of aviation systems in general and theory of operation; and
 - k. Basic knowledge of aircraft wiring specifications and practices.

4.4 Education.

Possession of a technical college certificate in aircraft aviation or qualified as a Level A CF aviation technician.

5.0 DELIVERABLES

- 5.1 Deliverables under this SOW must be in the form of services identified in accordance with the tasks.

6.0 MISCELLANEOUS ADMINISTRATIVE REQUIREMENTS

6.1 Meetings, Travel and Living.

- a. The LCMS may be requested through the Contractor, to attend meetings with the TA at locations within or outside of the NCR. The Contractor will ensure that the LCMS meets the security clearance for the facilities at which these meetings will occur; and
- b. The LCMS will be expected to travel IAW the Contractors Terms and Conditions of Employment.
- c. Travel and Living expenses will be IAW the Contract, Annex F, Basis of Payment.
- d. After contract award, the Crown will not consider any requests to amend the contract basis of payment to allow the Contractor to recover any costs associated with a change in the location where the required services are provided.

APPENDIX 5 - EMBEDDED CONTRACTOR REQUIREMENTS FOR THE PROVISION OF LIFE CYCLE MANAGEMENT SUPPORT CONFIGURATION DATA MANAGER

1.0 SCOPE

- 1.1 This appendix is specific to the requirement of the Configuration Data Manager and describes the work to be performed by a Contractor assigned personnel. The LCMS provides the CC138 Twin Otter Aircraft Technical Authority (TA) with technical support for systems identified in the Weapon Systems Support Network (WSSN) and as detailed in this document.
- 1.2 For actual component tasking refer to the C-12-115-000/NE-000.

2.0 APPLICABLE DOCUMENTS

- 2.1 The LCMS must adhere to the latest versions of the following documentation in the execution of the work:
 - a. Applicable CC138 CFTO's, OEM repair manuals and other applicable CFTOs;
 - b. C-05-005-001/AG-001, Technical Airworthiness Manual;
 - c. A-LM-184-001/JS-001, Special Instruction Repair & Overhaul Contractor;
 - d. A-LM-007-100/AG-001, Supply Administration Manual;
 - e. C-05-005-P12/AG-001, Aerospace Engineering Policy; and
 - f. CC138 Engineering Process Manual Supplement.
- 2.2 The LCMS must have a working knowledge of the following DND documentation:
 - a. AEPM Division's AF9000 Plus Manual of Aerospace Procedures (MAP).

3.0 LCMS TASKS

- 3.1 The LCMS must execute the following tasks, as denoted in the WSSN:
 - a. Configuration Management
 - (1) Assisting in the implementation of approved changes to the Configuration Management Plan (CMP) for the CC138 Twin Otter aircraft, as directed by the TA;
 - (2) Monitoring and reviewing the latest DND policies and procedures on Configuration Management (CM) recommending improvements to the CM Plan;
 - (3) Assisting in developing and implementing changes to the Configuration Process Manual for the CC138 Twin Otter aircraft as required;
 - (4) Managing and maintaining the Configuration Status Accounting (CSA) databases for the CC138 Twin Otter Aircraft Fleet;
 - (5) Assisting in developing and implementing improvements to the CSA Databases;
 - (6) Developing a good understanding and control of all CM documentation: Service Bulletin (SB), Airworthiness Directives (AD), Special Airworthiness Information Bulletin (SAIB), Unsatisfactory Condition Reports (UCR), Publication

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Discrepancy Report (PDR), Special Inspection (SI), Aircraft Modification Approval Form (AMAF), Modifications (Mods), Technical Bulletins (TB), Special Information Leaflets (SIL), Non Standard Repairs (NSR), Aircraft Inspection Change Proposal (AICP), etc;

- (7) Draft DND570s as required for publication amendments for approval by the TA;
- (8) Coordinating the flow of CM data throughout the CC138 Twin Otter Fleet organization within NDHQ, 1 Can Air Div, 440 Sqn, Primary Air Vehicle R&O Contractor and designated support Contractors;
- (9) Conducting configuration reviews and audits as requested by the TA;
- (10) Preparing and issuing CM reports as requested by the TA, or as required, reflecting the configuration status of the CC138 Twin Otter Fleet; and
- (11) Preparing Annual Airworthiness Report (AAR) as requested by the TA.

b. Publication Management

- (1) Coordinating the tracking and release of change documentation once approved by the TA
- (2) Direct queries from the Publication Contractor to the appropriate LCMM;
- (3) Coordinating publication verification with the appropriate LCMM;
- (4) Maintaining files for completed and outstanding work for applicable publications;
- (5) Reviewing publication work and advising the TA of significant changes to the planned schedule; and
- (6) Reviewing and providing print quantities as requested to the TA for orders to the Publication Contractor.

c. Technical Data Management

- (1) Assisting in maintaining a database of publications, as listed on the TAs Publication plate (B525) and implement improvements to the database;
- (2) Recording, distributing or incorporating: Changes, Revisions, Advance Notice Changes or Message Amendments as requested by the TA;
- (3) Preparing pre-audit reports and participating in sub-library audits as requested by the TA;
- (4) Reviewing requests for TA's publications by other plate holders, providing recommendations to the TA;
- (5) Recommending and implementing changes to the Engineering Process Manual, as directed by the Senior Design Engineer (SDE);
- (6) Participating in Accredited Technical Organization (ATO) audits as requested by the TA;
- (7) Participating in fleet Maintenance Review Meetings (MRM) or PRMs or TRMs with the TA as requested by the Contractor; and
- (8) Performing any other duties that may be requested by the Contractor through coordination with the TA.

4.0 CANDIDATE REQUIREMENTS

The individual selected to provide the above services must meet the minimum requirements listed below:

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4.1 Skills

- a. Demonstrate a well-developed capability to communicate (both orally and written) in the English language;
- b. Demonstrate the ability to analyze and resolve technical issues pertaining to system performance, support and installation practices;
- c. Demonstrated ability to implement DND policies and procedures;
- d. Demonstrate ability to review and understand engineering drawings, specifications, and standards for aerospace equipment;
- e. Capability of applying the principles of effective project management;
- f. Capability of operating IBM-compatible computers and have a working knowledge of Microsoft Office suite;
- g. Demonstrated ability to develop, modify and manage databases; and
- h. Ability to learn to use new computer software or operating systems.

4.2 Personal Attributes

- a. Capability of working with minimum direction;
- b. Possession of a high degree of initiative and creativity to develop, document and propose innovative methods to improve the day-to-day support of the CC138 Twin Otter aircraft and associated equipment and effectively communicate information to various stakeholders;
- c. Possession of a high degree of self-confidence to complete assigned tasks and communicate results;
- d. Ability to interact and communicate with levels of management up to and including the TA level; and
- e. Ability to produce high quality results during periods of intense activity.

4.3 Experience

- a. A minimum of three years' experience working in support of Aerospace Equipment Program Management on CF aircraft;
- b. A minimum of one year of technical work on the CC138 Twin Otter Aircraft aviation or avionics systems would be an asset;
- c. A minimum of one-year experience providing configuration, publication and technical data management and support on CF aircraft.
- d. Experience in providing technical support for aerospace equipment;
- e. Detailed knowledge of DND Configuration Management procedures;
- f. Detailed knowledge of DND policies and procedures;
- g. Detailed knowledge of DND airworthiness and technical management procedures;
- h. Detailed knowledge of DND technical publications management and amendment procedures;
- i. Working knowledge of DND supply and financial procedures; and
- j. Working knowledge of aircraft systems in general and theory of operation.

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4.4 Education

- a. Possession of a technical college certificate in aircraft aviation or qualified as a Level A CF technician;
- b. Possession of a Configuration Management training certificate (i.e. DND CM course or Institute of Configuration Management CM II certificate or other equivalent training); and
- c. Possession of a CC138 Twin Otter on aircraft type training certificate or Maintenance Manager training certificate or equivalent training would be an asset;

5.0 DELIVERABLES

- 5.1 Deliverables under this SOW must be in the form of services identified in accordance with the tasks.

6.0 MISCELLANEOUS ADMINISTRATIVE REQUIREMENTS

6.1 Meetings, Travel and Living.

- a. The LCMS may be requested through the Contractor, to attend meetings with the TA at locations within or outside of the NCR. The Contractor will ensure that the LCMS meets the security clearance for the facilities at which these meetings will occur; and
- b. The LCMS will be expected to travel IAW the Contractors Terms and Conditions of Employment.
- c. Travel and Living expenses will be IAW the Contract, Annex F, Basis of Payment.
- d. After contract award, the Crown will not consider any requests to amend the contract basis of payment to allow the Contractor to recover any costs associated with a change in the location where the required services are provided.

APPENDIX 6 - COMMERCIAL ENGINEERING DRAWINGS AND ASSOCIATED LISTS FOR CC138 AIRCRAFT

1 General:

Engineering Drawings, Associated Lists and Reference Documents must be provided in accordance with the following requirements and in the final form specified below.

1.1 DSCO 4-6 Technical Data Action Notice (TDAN) Number:

The following number has been assigned to control the acquisition of all Engineering Drawings and Associated Lists produced under this contract:

TDAN Number: to be assigned by DSCO 4-6-3

1.2 Applicable Documents:

- a) D-01-400-002/SF-000 dated 2011-03-01, Drawings, Engineering and Associated Lists.
- b) D-LM-008-022/SG-000, Standard for Packaging of Documentation
- c) ASME Y14.100M, Engineering Drawing Practices
- d) ASME Y14.24M, Types and Applications of Engineering Drawings
- e) ASME Y14.34M, Associated Lists
- f) ISO 9660, Information Processing - Volume and File Structure of CDROM for Information Interchange
- g) Z234.1-00, Canadian Metric Practices Guide
- h) TIFF Revision 6, Adobe Systems Incorporated, dated June 3, 1992

1.3 New Drawings:

The Contractor must prepare and deliver Engineering Drawings and Associated Lists which meet the design disclosure and legibility requirements of the specified level as defined by the Canadian Forces Engineering Drawings and Associated Lists specification D-01-400-002/SF-000.

- 1.3.1 Drawing Level:** Level 2 Limited Production / Prototype
 Level 3 Production

1.4 Drawing Practices:

Drawing practices must be in accordance with ASME Y14.100M.

2 Data Lists:

Data Lists complete with Cover Sheets are required and must be prepared in accordance with ASME Y14.34M and supplied as part of the Engineering Drawings. Data Lists must be prepared at the item level of assembly (and/or end item) declared for future production by the Technical Authority. Cover sheets must be prepared as sheet one (1) of the Data List. Cover Sheets must include the Contract Number and a note which details the **Intellectual Property Rights** that apply to the data identified on the Data List (see para 7).

3 Reference Documents:

Reference documents called up on the Engineering Drawings (excepting those, which are government, society and readily available industrial specifications or standards) must be included as part of the Engineering Drawings and Associated Lists.

4 Contractor Drawings:

Existing Contractor Drawings being provided as part of the Engineering Drawing Package must meet the requirements of paragraph 3.2 of D-01-400-002/SF-000. In the event that Contractor Drawings do not meet the specified requirements the Contractor must rework the drawings to ensure that the requirements are met.

5 Technical Data Action Notice (TDAN):

A TDAN must be prepared listing all Drawings and Associated Lists delivered as a result of the contract. A sample TDAN can be provided upon request.

5.1 Drawing System:

The mono-detail drawing system must be used.

5.2 Drawing Types:

The Contractor must provide the necessary types of drawings that will satisfy the sophistication of the specified drawing level. Drawing types selected must be in accordance with ASME Y14.24.. Type selection must be subject to the approval of both the DND Technical Authority and DSCO 4-6-3.

5.3 Parts Lists:

Parts lists must be prepared integral with the drawings. On multi-sheet drawings, the parts list must be placed on sheet one (1).

5.4 Control Drawings:

Control Drawings as defined in ASME Y14.24 must be prepared for commercial items approved for use in the design, which are not defined by Government or nationally recognized industrial specifications and standards.

5.5 Family-Tree Drawing(s):

The Contractor must prepare a Family-Tree Drawing(s) of the complete configuration of the Engineering Drawing Package and it must be subject to the approval of both the DND Technical Authority and DSCO4-6-3.

5.6 Units of Measure:

The DND Technical Authority will determine the units of measure (metric or Imperial). Metric drawings must comply with CAN/CSA -Z234.1-00 Canadian Metric Practices Guide.

6 Integration:

The prime Contractor must be fully responsible for the integration of the new and existing drawings to form a complete Engineering Drawing Package.

7 Data Rights:

The Government of Canada must have rights in data as detailed in the Terms and Conditions of the contract.

7.1 Data Rights Legend:

The Contractor must mark all Foreground & Background Engineering Drawings & Associated Lists delivered under this contract with a complete notation as detailed at “**Intellectual Property Rights**” and/or “**Data Rights**” clause(s) of the contract.

8 Quality Assurance Provisions:

Quality of the Engineering Drawings and Associated Lists delivered on this contract is the responsibility of the Contractor and subject to the quality requirements of the contract.

8.1 Acceptance:

Acceptance of the Engineering Drawings, Associated Lists and Reference Documents for technical content requirements will be the responsibility of the DND Technical Authority. Acceptance of the Engineering Drawings, Associated Lists, Reference Documents and Electronic Data Deliverables for format requirements will be DSCO 4-3-3.

8.1.1 Interim Deliverables for Acceptance Purposes:

Two complete, full-size, print copy sets of the Engineering Drawings, Associated Lists and Reference Data must be delivered in hard copy form for acceptance purposes (reduced size" print copies may be acceptable provided that they are legible). If the package cannot be accepted, for reasons of either technical content or format, it may be necessary to resubmit the print copy sets.

8.1.1.1 Level 1 - Design Concept:

The Level 1 Engineering Drawings, Associated Lists and Reference Documents must be forwarded to the Technical Authority upon completion.

8.1.1.2 Level 2 - Prototype / Limited Production:

Following acceptance of the Level 1 Engineering Drawings, Associated Lists and Reference Documents, the Level 2 Engineering Drawings, Associated Lists and Reference Documents must be forwarded to the Technical Authority.

8.1.1.3 Level 3 - Production:

Following acceptance of the Level 2 Engineering Drawings, Associated Lists and Reference Documents, the Level 3 Engineering Drawings, Associated Lists and Reference Documents must be forwarded to DSCO 4-6-3.

9 Final Deliverables:

Upon acceptance, the Level 3 Engineering Drawings, Associated Lists and Reference Data must be delivered in soft copy form as outlined herein.

9.1 Soft Copy Deliverables:

Soft copy deliverables must include the Engineering Drawings, Associated Lists, Reference Data and the associated Metadata in electronic form.

9.1.1 Engineering Drawings:

Engineering Drawings must be delivered as Raster files as detailed herein. Multi-sheet drawings must be delivered one sheet per file.

9.1.2 Associated Lists:

Associated Lists must be delivered as PDF files (300 DPI) or in format deemed acceptable by DSCO 4-6-3.

9.1.3 Reference Documents:

Reference Documents must be delivered as PDF files (300 DPI) or in format deemed acceptable by DSCO 4-6-3.

9.1.4 TDAN:

The TDAN must be delivered in the native MSWord file and PDF file (300 DPI). Alternate file formats may be acceptable provided they have been discussed and approved in writing by DSCO 4-6-3. NOTE: One (1) hard copy of the TDAN complete with Contractor's signatures shall be provided with the final deliverables.

9.1.5 Metadata (Capture of Related Information):

Metadata (the data that describes data objects) must be provided for all Engineering Drawings, Associated Lists and Reference Data deliverables. Metadata records must contain the information in the order shown in Table 1. Metadata must be delivered as a Microsoft Access 2003 shown at Figure 1.

9.1.5.1 Database Table:

Each delivered image must have a corresponding database record. All records must be entered into a single Microsoft Access 2003 database table. Fields without corresponding information must remain blank. The Microsoft Access 2003 database file must be named "metadata.mdb".

9.1.6 File Formats for Raster Data:

Raster data must be Tagged Image File Format in accordance with Adobe Systems Inc. specification "TIFF Revision 6", compressed to CCITT Group 4. Files must be UNTILED and be wholly raster (hybrid files must not be delivered).

9.1.6.1 Pel Density:

Raster image pixel element (Pel) density must be 200 dpi.

9.1.6.2 Position of Pels:

Position of Pels must be as follows:

- i) Portrait Data: line progression 270 degrees, Pel path 0 degrees.
- ii) Landscape Data: line progression 270 degrees, Pel path 0 degrees.

9.1.6.3 Image Sizes:

Image sizes as outlined in Table 2 are provided as a guide and sizes may vary slightly, but no more than plus or minus one inch (25 mm) in either width or length.

9.1.6.4 Cropping:

Images must be cropped such that the engineering drawing is free from extraneous information. For example, drawing formats having an inside and an outside border must be cropped closely to the outside of the outside border. Drawing formats having only one border, where zone or quadrant identification is outside of that border must be cropped such that the zone information is retained.

9.1.6.5 Skew Correction:

In general, skew correction is not required. If the Contractor deems it necessary, correction must be done to 0 degrees and 90 degrees.

9.1.6.6 Despeckling:

If any despeckling is required, the Contractor must ensure that data integrity is not compromised by this operation.

9.1.6.7 Image Foreground /Background:

Images must be black on white background.

9.1.6.8 File Names/Batch Number Allocation:

File names and a batch number must be requested in writing from DSCO 4-6-3. Quantity of file names required must be specified at the time of the request.

9.1.7 Media of Delivery:

The media form for final delivery of electronic data must be CD-ROM, written in accordance with ISO 9660. (File compression software must not be used.) Each CD-ROM and its case must be labeled or marked in a method of the Contractor's choosing. Each label or marking must display the Batch Number, Contract / Task number, TDAN number and the date the CD-ROM was created.

10 Packaging/Marking/Loss/Damage:

Reproducible and non-reproducible data must be preserved packaged and marked in accordance with CF Standard D-LM-008-022/SG-000. Exterior shipping containers must be marked with the contract and TDAN number and in the event of loss or damage while in shipment; the responsibility for replacement must be that of the primary Contractor and must be at the primary Contractor's expense.

11 Mail Delivery:

DSCO Deliverables must be forwarded to:

Department of National Defence
National Defence Headquarters,
MGen George R. Pearkes Building,
OTTAWA ON K1A 0K2

Attention: **DSCO 4-6-3, NPB, Rm B1009**

12 Inquiries or Visits:

After contract award, **DSCO 4-6-3** may be contacted at **(819) 997-9994**,
fax **(819) 994-9561**. The address is:

Department of National Defence
National Printing Bureau
45 Boul Sacre Cœur,
Gatineau, QC, J8X-1C6
Attention: **DSCO 4-6-3**

TABLE 1 INDEX FIELDS

Order	Field Name	Max Field Length	Field Definition / Description	Example Entry
1	FILENAME (all one word)	12 (8.3)	Name of electronic file - unique filename for uploading in database. File names will be issued by DSCO 4-6-3. Alpha characters must be uppercase.	AZ000235.TIF
2	BATCHNO (all one word)	8	Batch number - used for uploading files in database. Batch number will be assigned with filenames. Alpha characters must be uppercase.	AZ001
3	DOCUMENTNO (all one word)	25	This field must contain the document number.	9775458
4	REVISION	3	Letter or number indicating the revision level. If there is no rev, indicate with dash ("-")	B
5	SHEETNO (all one word)	3	Sheet number x of y. Enter the value of x.	1
6	NOOFSHEETS (all one word)	3	Sheet number x of y. Enter the value of y.	1
7	FRAMENO (all one word)	3	Frame number x of y. Enter the value of x. (This field is applicable only when capturing data from aperture cards.) When field is not applicable, leave blank.	
8	NOOFFRAMES (all one word)	3	Frame number x of y. Enter the value of y. (This field is applicable only when capturing data from aperture cards.) When field is not applicable, leave blank.	
9	NSCM	5	This field must contain the NATO Supply Code for Manufacturers (NSCM) of the Owner of the data. (Also known as FSCM, CAGE or NCAGE code.)	36376
10	SIZE	2	This field contains the document size. -For imperial sizes use A, B, C, D, E, F, G, H, J, K and LE (for legal) -For metric sizes use A4, A3, A2, A1, A0 and B1.	A2
11	ADDITIONALIDENTIFIER (all one word)	10	This open field must be used when two (2) or more documents have the same document number but are different documents. e.g. Document 12345, Document 12345 DCR 001, then "DCR 001" would be entered in this field. When field is not applicable, leave blank.	DCR 001
12	DATARIGHTS (all one word)	1	The data rights as specified in the contract. "L" for "LIMITED" or "U" for "UNLIMITED"	U
13	DOCUMENTTITLE (all one word)	240	Title of document. (i.e. Drawing title)	BRACKET ASSY
14	TDANNO (all one word)	12	This field must be used to enter the TDAN number assigned for the project.	1142710xx
15	ERN	8	This field must be used for the Equipment Registration Number. Information must be provided if required, otherwise the field may be left blank.	

Appendix 6
To Annex A

16	EAC	8	This field must be used for the Equipment Application Code. Information must be provided if required, otherwise the field may be left blank.	
17	EQUIPMENT	75	Name of the Equipment. Information must be provided if required, otherwise the field may be left blank.	
18	CTAT	1	If the data is "Not Controlled" DM Code "A" shall be entered. If the data is "Controlled Goods", DM Code "D" shall be entered.	A or D
19	PROJECTNAME	30	This field shall be used for "controlled Goods" data and will be filled in by DSCO 4-6. This field shall be left blank.	

TABLE 2 DRAWING SIZES

METRIC DRAWING SIZES			
Drawing Size	W x L (max) (mm)	Pels Per Line	Number of Lines
A4	210 X 297	1656	2344
A3	297 X 420	2344	3312
A2	420 X 594	3312	4680
A1	594 X 841	4680	6624
A0	841 X 1189	6624	9368
B1	707 X 1000	5567	7875
NORTH AMERICAN / IMPERIAL DRAWING SIZES			
Drawing Size	W x L (max) (inches)	Pels Per Line	Number of Lines
A	8.5 x 11	1704	2200
B	11 x 17	2200	3400
C	17 x 22	3400	4400
D	22 x 34	4400	6800
E	34 x 44	6800	8800
F	28 x 40	5600	8000
G	11 x 90	2200	18000
H	28 x 143	5600	28600
J	34 x 176	6800	35200
K	40 x 143	8000	28600
Legal	8.5 x 14	1704	2800

Appendix 6
To Annex A

Sample record entries (Metadata) in database table:
(The following table is shown on two lines to suit page width.)

FILENAME	BATCHNO	DOCUMENTNO	REVISION	SHEETNO	NOOFSHEETS	FRAMENO	NOOFFRAMES
AZ000235.TIF	AZ001	9775458	B	1	1	1	1
AZ000236.TIF	AZ001	9775457	-	1	1		

NSCM	SIZE	ADDITIONALIDENTIFIER	DATARIGHTS	DOCUMENTTITLE	TDANNO	ERN	EAC	EQUIPMENT
36376	A2	DCR 001	U	BRACKET ASSY	1142710XX			
36376	A1		L	BRACKET	1142710XX			

CTAT	PROJECTNAME
A	
D	

FIGURE 1 Sample Metadata Records

Appendix 7
To Annex A

APPENDIX 7 – CONTRACT DATA REQUIREMENTS LIST (CDRL)

CONTRACT DATA REQUIREMENTS LIST (CDRL)									
A. System / Item			B. Contract / RFP Number						
TBD			W8485-163203						
C. SOW Identifier		D. DATA Category		E. Contractor					
Annex A		Management Data		TBD					
1. Item Number		2. Title or Description Data		3. Sub Title					
CDRL CC138-001		Airworthiness Management Plan		N/A					
4. Authority (Data Item Number)		5. Contract Reference		6. Requiring Office					
DID CC138-001		Annex A SOW Para 3.2.2 and 3.2.3.b&d		TA\DTAES					
7. Inspection		9. Input		10. Frequency		12. Date of 1st Submission		14. Distribution and Addressees	
N/A				Revisions as required		Thirty (30) DAC award			
8. App Code				11. As of Date		13. Date of Subsequent Submission / Event		a. Address	
A								b. Copies	
								Initial	
								Hard	
								Soft	
								Hard	
								Soft	
16. Remarks						TA			
The Contractor shall submit an Airworthiness Management Plan within 30 days of contract award with details in DID-CC138-001. Follow on submissions will be agreed upon between Contractor and TA.						DTAES			
Prepared By		Date		Approved By		15. Total			
Maj M.S.M. Launière		May 2016		DAEPM (T) 4-3		0		2	
17. Contract File / Document Number		18. Estimated No. of Pages		19. Estimated Price					
TBD		TBD		N/A					

Appendix 7
To Annex A

CONTRACT DATA REQUIREMENTS LIST (CDRL)									
A. System / Item				B. Contract / RFP Number					
TBD				W8485-163203					
C. SOW Identifier		D. DATA Category		E. Contractor					
Annex A		Management Data		TBD					
1. Item Number		2. Title or Description Data		3. Sub Title					
CDRL CC138-002		Maintenance Process Manual		N/A					
4. Authority (Data Item Number)		5. Contract Reference		6. Requiring Office					
DID CC138-002		Annex A SOW Para 3.2.3.d.i.		TA\DTAES					
7. Inspection		9. Input	10. Frequency	12. Date of 1st Submission		14. Distribution and Addressees			
N/A			Revisions as Required	Six (6) MAC award					
8. App Code			11. As of Date	13. Date of Subsequent Submission / Event		a. Address			
A						b. Copies			
						Initial			
						Final			
						Hard			
						Soft			
16. Remarks				TA		0	1	0	1
The Contractor shall submit their Maintenance Process Manual to TA six months after contract award with details in DID-CC138-2. Follow on submissions will be agreed upon between Contractor, TA and DTAES.				DTAES		0	1	0	1
Prepared By		Date	Approved By			15. Total			
Maj M.S.M. Launière		May 2016	DAEPM (T) 4-3			0 2 0 2			
17. Contract File / Document Number		18. Estimated No. of Pages		19. Estimated Price					
TBD		TBD		N/A					

Appendix 7
To Annex A

CONTRACT DATA REQUIREMENTS LIST (CDRL)											
A. System / Item				B. Contract / RFP Number							
TBD				W8485-163203							
C. SOW Identifier		D. DATA Category		E. Contractor							
Annex A		Management Data		TBD							
1. Item Number		2. Title or Description Data		3. Sub Title							
CDRL CC138-003		Engineering Process Manual		N/A							
4. Authority (Data Item Number)		5. Contract Reference		6. Requiring Office							
DID CC138-003		Annex A SOW Para 3.2.3.d.ii.		TA\DTAES							
7. Inspection		9. Input		10. Frequency		12. Date of 1st Submission		14. Distribution and Addressees			
N/A				Revisions As Required		Six (6) MAC award					
8. App Code				11. As of Date		13. Date of Subsequent Submission / Event		a. Address			
A								b. Copies			
16. Remarks								Initial		Final	
								Hard		Soft	
The Contractor shall submit their Engineering Process Manual to TA six months after contract award with details in DID-CC138-003. Follow on submissions will be agreed upon between Contractor, TA and DTAES.						TA		0		1	
						DTAES		0		1	
Prepared By		Date		Approved By		15. Total		0		2	
Maj M.S.M. Launière		May 2016		DAEPM (T) 4-3				0		2	
17. Contract File / Document Number		18. Estimated No. of Pages		19. Estimated Price							
TBD		TBD		N/A							

Appendix 7
To Annex A

CONTRACT DATA REQUIREMENTS LIST (CDRL)							
A. System / Item TBD			B. Contract / RFP Number W8485-163203				
C. SOW Identifier Annex A	D. DATA Category Management Data		E. Contractor TBD				
1. Item Number CDRL CC138-004	2. Title or Description Data TLIR Report		3. Sub Title N/A				
4. Authority (Data Item Number) DID CC138-004	5. Contract Reference Annex A SOW Para 4.2.10.		6. Requiring Office TA				
7. Inspection N/A	9. Input	10. Frequency As Generated	12. Date of 1st Submission 30 Days after aircraft departure	14. Distribution and Addressees			
8. App Code A		11. As of Date Aircraft departure date	13. Date of Subsequent Submission / Event N/A	a. Address	b. Copies		
16. Remarks The Contractor shall submit their TLIR Report 30 calendar days after the aircraft has departed the Contractor's facility with details in DID-CC138-004. Follow on submissions will be agreed upon between Contractor and TA.			TA	Initial		Final	
				Hard	Soft	Hard	Soft
				0	1	0	1
Prepared By Maj M.S.M. Launière	Date May 2016	Approved By DAEPM (T)45-3		15. Total	0	1	0 1
17. Contract File / Document Number TBD		18. Estimated No. of Pages TBD	19. Estimated Price N/A				

Appendix 7
To Annex A

CONTRACT DATA REQUIREMENTS LIST (CDRL)								
A. System / Item			B. Contract / RFP Number					
TBD			W8485-163203					
C. SOW Identifier		D. DATA Category		E. Contractor				
Annex A		Management Data		TBD				
1. Item Number		2. Title or Description Data		3. Sub Title				
CDRL CC138-005		Cost and Schedule Progress Report		N/A				
4. Authority (Data Item Number)		5. Contract Reference		6. Requiring Office				
DID CC138-005		Annex A SOW Para 4.5.1.		TA, PA and CA				
7. Inspection		9. Input	10. Frequency	12. Date of 1st Submission	14. Distribution and Addressees			
N/A			Weekly	14 DACA				
8. App Code		11. As of Date	13. Date of Subsequent Submission / Event Wkly	a. Address	b. Copies			
N/A					N/A	N/A	Initial	
							Hard	Soft
16. Remarks The Contractor shall submit their Cost and Schedule report on a weekly basis with details in DID-CC138-005.				TA				1
				PA				1
Prepared By	Date	Approved By			CA			1
Maj M.S.M. Launière	May 2016	DAEPM (T)45-3						
17. Contract File / Document Number		18. Estimated No. of Pages	19. Estimated Price	15. Total				3
TBD		TBD	N/A					

Appendix 7
To Annex A

CONTRACT DATA REQUIREMENTS LIST (CDRL)							
A. System / Item			B. Contract / RFP Number				
TBD			W8485-163203				
C. SOW Identifier		D. DATA Category		E. Contractor			
Annex A		Management Data		TBD			
1. Item Number		2. Title or Description Data		3. Sub Title			
CDRL CC138-006		Program Management Plan		N/A			
4. Authority (Data Item Number)		5. Contract Reference		6. Requiring Office			
DID CC138-006		Annex A SOW Para 5.2.2.		TA, PA and CA			
7. Inspection		9. Input	10. Frequency	12. Date of 1st Submission		14. Distribution and Addressees	
N/A			As required	With Bid submission			
8. App Code		11. As of Date	N/A	13. Date of Subsequent Submission / Event As Required		a. Address	
N/A						b. Copies	
						Initial	
						Final	
						Hard	Soft
						Hard	Soft
16. Remarks				TA			1
The Contractor must submit their Draft Program Management Plan at the time of their bid submission with details in DID-CC138-006.				PA			1
				CA			1
Prepared By		Date	Approved By				
Maj M.S.M. Launière		May 2016	DAEPM (T) 4-3				
17. Contract File / Document Number		18. Estimated No. of Pages		19. Estimated Price		15. Total	
TBD		TBD		N/A		3	

APPENDIX 8 – DATA ITEM DESCRIPTION (DID)



National Défense
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DATA ITEM DESCRIPTION - DESCRIPTION DE DONNÉES

1. TITLE – TITRE Airworthiness Management Plan (AMP)		2. IDENTIFICATION NUMBER - NUMÉRO D'IDENTIFICATION DID CC138-001
3. DESCRIPTION/PURPOSE - DESCRIPTION/OBJET To describe the Contractor's plan for compliance to Technical Airworthiness Requirements.		
4. APPROVAL DATE DATE D'APPROBATION	5. OFFICE OF PRIMARY INTEREST (OPI) BUREAU DE PREMIERE RESPONSABILITÉ (BPR) DAEPM (T) 4-3	6. GIDEP APPLICABLE D'ÉCHANGE DE DONNÉES PERTINENT
7. APPLICATION/INTERRELATIONSHIP - APPLICATION/INTERDÉPENDANCE 1. The AMP must function as the overall plan for: a. Assuring the airworthiness of end products and services delivered in a period between contract award and achievement of full Technical Airworthiness Authority (TAA) accreditation/recognition; b. Obtaining full TAA recognition/accreditation, including the submission of a proposed Maintenance Process Manual (MPM) and Engineering Process Manual (EPM); and c. Measuring progress toward achieving formal TAA accreditation/recognition.		
8. ORIGINATOR - AUTEUR Directorate of Technical Airworthiness (DTA)		9. APPLICABLE FORMS - FORMULES PERTINENTES C-05-005-001/AG-001
10. PREPARATION INSTRUCTIONS - INSTRUCTIONS SUR LA PRÉSENTATION DES DONNÉES 1. In the Contractor's own format, the AMP must describe the Contractor's processes and control systems for ensuring the airworthiness of all aeronautical products and services in the period between contract award and full TAA accreditation /recognition, including, but not limited to the following: a. Maintenance Support: i. A description of the scope and depth of authority that the bidder proposes to exercise as related to the conduct of CC138 Twin Otter maintenance, including a list of activities that the bidder agrees must have DND Aircraft Engineering Officer (AEO) approval; ii. Responsibilities for personnel conducting airworthiness related activities; iii. Authorization system for personnel conducting maintenance certifications; iv. Eligibility criteria for personnel conducting maintenance certifications including Aircraft Release Authority (ARA), Aircraft Certification Authority (ACA), Maintenance Release Authority (MRA) and Shop Certification Authority (SCA) as applicable; v. Eligibility criteria for personnel granting authorizations to personnel conducting maintenance certifications including ARA and MRA as applicable; vi. Eligibility criteria for personnel to perform maintenance; vii. A description of the approved maintenance program and schedule to be followed; viii. A description of the technical records proposed for use, including traceability of component histories; ix. A description of the process for the completion, correction and retention of technical records;		

Appendix 8
To Annex A

- x. A description of the process that ensures that only approved aviation replacement parts are used including procurement, materiel control and disposal; and
 - xi. A description of the process to be used to enter into and sustain any maintenance support arrangements with other companies.
- b. Engineering Support:
- i. A description of the scope and depth of technical airworthiness authority that the bidder proposes to exercise as related to the conduct of CC138 Twin Otter design change development, engineering support and technical management, including a list of the activities that require approval by the DND TA or TAA;
 - ii. Responsibilities for personnel conducting airworthiness-related activities;
 - iii. Personnel authorization system for authorizing personnel involved in the development and approval of design changes, including:
 - 1. Eligibility criteria for personnel to perform and approve design changes; and
 - 2. Eligibility criteria for personnel granting authorizations and personnel being granted authorizations;
 - iv. A description of the engineering process to be followed for managing the CC138 Twin Otter design, including assigned design change and configuration management responsibilities;
 - v. A description of the design data management system; and
 - vi. A description of the process to be used to enter into and sustain any engineering support arrangements with other companies.

2. In the Contractor's own format, the AMP must describe the Contractor's concept and schedule for achieving full Technical Airworthiness Manual (TAM) compliance and full TAA accreditation/recognition within twelve (12) months of contract award. The AMP must include the Contractor's plan for submitting to the TAA, an Engineering and Maintenance Process Manual in accordance with the requirements of the DND TAM (CFTO C-05-005-001/AG-001) within 6 months of contract award.

Note: DTAES requires the MPM 6 months in advance of accreditation date.

3. Progress Reports on Technical Airworthiness Compliance must be submitted as often as required by the TA, until receipt of full TAA accreditation/recognition. The reports must track progress against the schedule provided in the AMP, identify problem areas and proposed solutions.

Note: The need to produce an AMP may not be required if the Contractor is an Original Equipment Manufacturers (OEMs) or an organisations that have been approved by a regulatory agency acceptable to the TAA (i.e., TC and US FAA) for a similar scope and depth of engineering and maintenance activities as defined in this contract. The organisation may be eligible to go through a recognition process vice an accreditation process. TAA recognition is an abbreviated process for demonstrating compliance to the TAM. Eligibility for recognition will be determined based on the data provided within the bid proposal. TAA allowances for this will be discussed with the contract TA and the successful bidder at the initial Technical Airworthiness Management meeting as per Para 3.2.3.c of the Annex A – Technical SOW

Appendix 8
To Annex A



National Défense
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DATA ITEM DESCRIPTION - DESCRIPTION DE DONNÉES

1. TITLE - TITRE Maintenance Process Manual (MPM)		2. IDENTIFICATION NUMBER - NUMÉRO D'IDENTIFICATION DID CC138-002	
3. DESCRIPTION/PURPOSE - DESCRIPTION/OBJET To describe the Contractor's maintenance procedures and demonstrate compliance to the DND/CF Technical Airworthiness Manual.			
4. APPROVAL DATE DATE D'APPROBATION	5. OFFICE OF PRIMARY INTEREST (OPI) BUREAU DE PREMIERE RESPONSABILITÉ (BPR) DAEPM (T) 4-3		6. GIDEP APPLICABLE D'ÉCHANGE DE DONNÉES PERTINENT
7. APPLICATION/INTERRELATIONSHIP - APPLICATION/INTERDÉPENDANCE The Draft MPM is required as part of the Contractor's undertaking to achieve TAA accreditation/recognition as an AMO. Once it has been approved by the TAA, it will replace the procedural instructions contained in the Contractor's Airworthiness Management Plan.			
8. ORIGINATOR - AUTEUR DAEPM (T) 4-3		9. APPLICABLE FORMS - FORMULES PERTINENTES	
10. PREPARATION INSTRUCTIONS – INSTRUCTIONS SUR LA PRÉSENTATION DES DONNÉES 1. The Contractor's MPM must be developed to provide the information identified in the TAM Part 1, Chapter 4, paragraph 1.4.2.S1.3 and to comply with the requirements specified in the DND/CF Technical Airworthiness Program. 2. While every AMO is unique, all MPMs share the requirement to cover the following general topics upon the scope and depth of authority assigned to the organization found in TAM Part 1 Chapter 4 Annex C Appendix 1. 3. The Draft Version must be prepared and submitted within six months of contract award unless authorized otherwise by TAA. The Draft Version must describe a “steady state” authorization control system. This is a description of how the organization will authorize its personnel to perform maintenance and conduct airworthiness functions <u>after</u> accreditation/recognition. 4. The Final Version must comply with the requirements of the DND/CF Technical Airworthiness Program and the TAM, and must be complied with by the Contractor in carrying out his responsibilities for Technical Airworthiness.			

Appendix 8
To Annex A



National Défense
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DATA ITEM DESCRIPTION - DESCRIPTION DE DONNÉES

1. TITLE - TITRE		2. IDENTIFICATION NUMBER - NUMÉRO D'IDENTIFICATION	
Engineering Process Manual (EPM)		CC138-003	
3. DESCRIPTION/PURPOSE - DESCRIPTION/OBJET			
To describe the Contractor's engineering procedures and demonstrate compliance to the DND/CF Technical Airworthiness Manual (TAM).			
4. APPROVAL DATE DATE D'APPROBATION	5. OFFICE OF PRIMARY INTEREST (OPI) BUREAU DE PREMIERE RESPONSABILITÉ (BPR) DAEPM (T) 4-3		6. GIDEP APPLICABLE PROGRAMME D'ÉCHANGE DE DONNÉES PERTINENT
7. APPLICATION/INTERRELATIONSHIP - APPLICATION/INTERDÉPENDANCE			
The EPM is required as part of the Contractor's undertaking to achieve TAA accreditation/recognition as an ATO/ADO. Once it has been approved by the TAA it will replace the procedural instructions contained in the Contractor's Airworthiness Management Plan (AMP).			
8. ORIGINATOR - AUTEUR		9. APPLICABLE FORMS - FORMULES PERTINENTES	
10. PREPARATION INSTRUCTIONS - INSTRUCTIONS SUR LA PRÉSENTATION DES DONNÉES			
<p>1. The Contractor's EPM must be developed to provide the information identified in the TAM Part 1, Chapter 4, paragraph 1.4.2.S1.3 and Part 2 Chapter 4 Annex C Appendix 1 to comply with the requirements specified in the DND/CF Technical Airworthiness Program.</p> <p>2. While every ADO/ATO is unique, all EPMs share the requirement to cover the following general topics upon the scope and depth of authority assigned to the organization found in TAM Part 1 Chapter 4 Annex A Appendix 1,</p> <p>3. The Draft Version must be prepared and submitted within six months of contract award unless authorized otherwise by TAA. The Draft Version must describe a "steady state" authorization control system. This is a description of how the organization will authorize its personnel to perform maintenance and conduct airworthiness functions <u>after</u> accreditation/recognition.</p> <p>4. The Final Version must comply with the requirements of the DND/CF Technical Airworthiness Program and the TAM, and must be complied with by the Contractor in carrying out his responsibilities for Technical Airworthiness.</p>			

Appendix 8
To Annex A



National Défense
Defence nationale

DATA ITEM DESCRIPTION - DESCRIPTION DE DONNÉES

1. TITLE – TITRE TLIR REPORT		2. IDENTIFICATION NUMBER - NUMÉRO D'IDENTIFICATION DID CC138-004	
3. DESCRIPTION/PURPOSE - DESCRIPTION/OBJET The purpose of this DID is to detail to the Contractor the particulars of the TLIR Report.			
4. APPROVAL DATE DATE D'APPROBATION Not applicable	5. OFFICE OF PRIMARY INTEREST (OPI) BUREAU DE PREMIERE RESPONSABILITÉ (BPR) DAEPM (T) 4-3	6. GIDEP APPLICABLE D'ÉCHANGE DE DONNÉES PERTINENT None	
7. APPLICATION/INTERRELATIONSHIP - APPLICATION/INTERDÉPENDANCE SOW paragraph 4.2			
8. ORIGINATOR - AUTEUR DAEPM (T) 4-3		9. APPLICABLE FORMS - FORMULES PERTINENTES None	
10. PREPARATION INSTRUCTIONS - INSTRUCTIONS SUR LA PRÉSENTATION DES DONNÉES			
<p><u>FREQUENCY AND MEDIA OF THE DELIVERABLE:</u></p> <ol style="list-style-type: none"> The report and all attachments will be produced in electronic format and forwarded by e-mail to TA, PA and CA. The Contractor must provide this report within 30 calendar days of the aircraft departure from the Contractor's facility. DND may forward comments on the TLIR Report back to the Contractor. The Contractor must address all DND comments and provide an updated TLIR Report to DND within 14 calendar days of reception of the DND comments. <p><u>CONTENT:</u></p> <ol style="list-style-type: none"> The report must consist of an introduction, which must be followed by: <ol style="list-style-type: none"> Aircraft serial number; Induction date; Airframe hours; Scheduled delivery date to the plant (from Work Package Instruction, Appendix 3, Section 1); Actual delivery date; Working days in plant; Contractor's estimated date aircraft would be ready for PAT&E (from Work Package Instruction, Appendix 3, Section 3); Actual date aircraft was ready for PAT&E; and Number of test flights and hours. The report must show the labour-hours expended, which must be broken down into the following categories: <ol style="list-style-type: none"> <u>Mechanical:</u> 			

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- (1) Corrosion;
- (2) Cracks;
- (3) Leaks;
- (4) Structural/Skin damage;
- (5) Rivets;
- (6) Upholstery;
- (7) Removals;
- (8) Paint;
- (9) Lifed item replacements;
- (10) Worn/Deteriorated;
- (11) Other (Miscellaneous);
- (12) Sub-total of a.(1) to a.(11);
- (13) Inspection; and
- (14) Total of a.

b. Electrical/Avionics:

- (1) Wire Replacement;
- (2) Fluid Contamination;
- (3) Connector Replacement;
- (4) Corrosion;
- (5) Lifed item Removal;
- (6) Worn/Deteriorated;
- (7) Other (Miscellaneous);
- (8) Sub-total of b.(1) to b.(7);
- (9) Inspection; and
- (10) Total of b.

c. Engineering Hours

- (1) Hours expended for AWRs
- (2) Hours expended against NSR
- (3) Total of c.

- d. (1) Total labour-hours of a b and c above;
- (2) Total number of CF349 forms raised; and
- (3) Total number of AWR's raised.

6. The body of the report must contain the following information:

- a. Overall Assessment of aircraft corrosion – to include but not be limited to an assessment of corrosion, paint (finish), cracking and wear;
- b. List and briefly describe structural repairs conducted; along with pictures of structural repairs, before and after embodiment;
- c. Significant Events – to include anything that causes delay of the end date as specified by the Technical Authority. Any other event that requires recording.

7. The following lists are to be provided:

- a. Engineering Repairs (ER's);
- b. Waivers granted and reasons;
- c. SI completed;
- d. CF modifications embodied;
- e. CD modifications embodied;
- f. Prototype modifications embodied;
- g. AWR with their corresponding expended labor-hours;
- h. Lifed components replaced, by nomenclature, P/N and serial number; and

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- i. Flexible lines replaced, by nomenclature and P/N.

8. In the case where the aircraft was repainted IAW Section 6 of this SOW, the Contractor must provide the following paint-related data;
 - a. End User Acceptance Test results;
 - b. The Certificate of Conformance for all coating materials used in the refinishing of the aircraft;
 - c. Aircraft Refinishing Acceptance Certificate, including test results;
 - d. The in-production test panels, a statement on how many were used and the location they were affixed;
 - e. Materials mixing card data;
 - f. Description, dimension and location of areas that had to be reworked/redone;
 - g. The PSSR;
 - h. Annex A-1 of C-12-010-010/TP-000 (or similar checklist);
 - i. Annex- A-2 of C-12-010-010/TP-000 (or similar checklist); and
 - j. All paint related waivers.
9. The report must include copies of the following documentation:
 - a. Certified Aircraft weighing Record;
 - b. Certificate A - Contractor Inspector's Certificate;
 - c. Certificate B - Contractor Inspector's Pre-Flight Certificate;
 - d. Certificate D – Certificate of Acceptance for Flight Test by CF Test Crew; and
 - e. Certificate E - DND Acceptance Certificate and Acceptance Certificate of DND QAR.
10. The report must include a signature block from the program manager containing a printed name, company's position and telephone number and signature.

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DATA ITEM DESCRIPTION - DESCRIPTION DE DONNÉES

1. TITLE – TITRE COST AND SCHEDULE PROGRESS REPORT		2. IDENTIFICATION NUMBER - NUMÉRO D'IDENTIFICATION DID CC138-005	
3. DESCRIPTION/PURPOSE - DESCRIPTION/OBJET The purpose of this DID is to detail to the Contractor the particulars of the Cost and Schedule Progress Report.			
4. APPROVAL DATE DATE D'APPROBATION Not applicable	5. OFFICE OF PRIMARY INTEREST (OPI) BUREAU DE PREMIERE RESPONSABILITÉ (BPR) DAEPM (T) 4-3	6. GIDEP APPLICABLE D'ÉCHANGE DE DONNÉES PERTINENT None	
7. APPLICATION/INTERRELATIONSHIP - APPLICATION/INTERDÉPENDANCE SOW para 4.5			
8. ORIGINATOR - AUTEUR DAEPM (T) 4-3		9. APPLICABLE FORMS - FORMULES PERTINENTES None	
10. PREPARATION INSTRUCTIONS - INSTRUCTIONS SUR LA PRÉSENTATION DES DONNÉES <p>FREQUENCY AND MEDIA OF THE DELIVERABLE:</p> <ol style="list-style-type: none"> The Contractor must submit the report by COB Contractor's local time. The report must be produced and submitted to the TA upon receipt of the Work Package Instruction and DND 626 Task Authorization, as directed in Appendix 3 of this annex. The report must also be produced weekly during the period starting the day the aircraft is delivered to the plant and ending the day the aircraft is ferried back to the operating unit. The Contractor must provide this report electronically, via e-mail, to the TA. The Contractor must provide a weekly cost/financial report to TA / PA and CA <p>CONTENT:</p> <p>The report must be current to the date of submittal to the TA (using a Gantt chart format). It must detail the progress of the work with respect to:</p> <ol style="list-style-type: none"> calendar schedule,(see example at Figure 1): Detail the major TLIR activities, in chronological order; and Clearly show the tracking of the activities against the estimated date at which the aircraft would be ready for the start of PAT&E (as per Section 3 of the Work Package Instruction). <ol style="list-style-type: none"> The report must also detail the estimated cost of the TLIR, broken down by labour and parts. The report must clearly show the tracking of the running total labour cost against the estimated total labour cost of the TLIR as well as the running total of AWR against estimated hours. The Contractor must amend the format and content of the report as deemed required by the TA/PA or CA. 			

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To Annex A



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DATA ITEM DESCRIPTION - DESCRIPTION DE DONNÉES

1. TITLE – TITRE Program Management Plan		2. IDENTIFICATION NUMBER - NUMÉRO D'IDENTIFICATION DID CC138-006	
3. DESCRIPTION/PURPOSE - DESCRIPTION/OBJET The purpose of this DID is to detail to the Contractor Program Management Plan.			
4. APPROVAL DATE DATE D'APPROBATION Not applicable	5. OFFICE OF PRIMARY INTEREST (OPI) BUREAU DE PREMIERE RESPONSABILITÉ (BPR) DAEPM (T) 4-3		6. GIDEP APPLICABLE D'ÉCHANGE DE DONNÉES PERTINENT None
7. APPLICATION/INTERRELATIONSHIP - APPLICATION/INTERDÉPENDANCE SOW para 5.2.2			
8. ORIGINATOR - AUTEUR DAEPM (T) 4-3		9. APPLICABLE FORMS - FORMULES PERTINENTES None	
10. PREPARATION INSTRUCTIONS - INSTRUCTIONS SUR LA PRÉSENTATION DES DONNÉES			
<p>1. In the Contractor's own format, the Program Manamagement Plan (PMP) must document and describe the Contractor's processes and systems for carrying out the work required under the contract including initiating, planning, executing, controlling and closing out work performed under this contract and its sub-Contractors. The plan must demonstrate how the Contractor proposes to meet the requirements of the various SOWs. The plan must include but not be limited to:</p> <p>a. <u>Organizational Structure</u></p> <ul style="list-style-type: none"> i. The name of the Program Manager who will be the single point of contact for all aspects of the Contract and the plan must clearly demonstrate that this position will be delegated all of the requisite responsibilities and authorities to manage all aspects of the program; ii. Provide the complete Contractor's organization chart in support of this contract, to include Aircraft Maintenance Engineers, Supply personnel, Program management team, Contractor's engineering team and Financial support; iii. Provide the profile and qualifications of key personnel who will be dedicated in support of the contract; iv. Describe the Contractor's resources that are currently in place, or planned, to simultaneously handle all the work described in the SOWs. e.g., facilities, tools, equipment, the management resources, etc.; v. Describe the Contractor's HR processes in terms of organizational planning (including roles and responsibilities), staff acquisition, personnel training and team development; vi. Describe the Contractor's process for executing a Mobile Repair Party when tasked by the TA and how this will affect the organizational workflow; vii. It is Canada's desire to embed Contractor personnel at its Headquarters, the Contractor must provide personnel profiles for these positions as per technical SOW Appendix 4-7; viii. The Contractor must provide a detailed method that will guarantee DND visibility on R&O, TIES taskings, Logistics requirements and work prioritization; 			

- ix. The Contractor must demonstrate they have a program-wide capability to accept comments and implement improvements concerning potential and reported program deficiencies and/or suggestions for program improvement; and
 - x. The Contractor must provide an implementation schedule (with definitive timelines) describing the plan to put in place the elements which are not yet part of the Contractor's organization/facility. This must clearly indicate how the contract requirements will be met during peak periods or other contingencies.
- b. Management
- i. The Contractor must describe/demonstrate how they intend to manage the workflow including those stages which require inputs and authorizations from DND and Contracting Authority;
 - ii. The Contractor must describe the processes by which the Master Schedule and any other subsidiary Schedule (e.g., facilities loading schedule) will be managed;
 - iii. The Contractor's must describe how they intend to meet DID CC138-005 by providing regular schedule updates;
 - iv. The Contractor must describe how performance against the schedule will be monitored, and what corrective actions may be used to bring the schedule back in line;
 - v. The Contractor must describe their AWR process and the means for communicating these tasks to the TA;
 - vi. The Contractor must describe the cost-related processes including resource planning, cost estimating, cost budgeting and cost control; and
 - vii. The Contractor must describe how the proposed processes will manage any budget ceiling that DND may impose from time to time.
- c. Material Management
- i. The Contractor must describes the material management processes to include configuration control and configuration management (modification status), visibility of CF material, scrap recovery, and contingencies for heightened states of readiness;
 - ii. The Contractor must describe the procurement processes and discuss how they will ensure that procurement is conducted in a fair, transparent and competitive manner;
 - iii. The Contractor must describe under what circumstances and how the Contractor, or sub-Contractor will request approval to use procurement processes that, while not competitive in nature, provide best value for Canada; and
 - iv. The Contractor must describe their ability and process to respond to High Priority Requests.
- d. Airworthiness
- i. The Contractor must describe how they will meet the intent of the Technical Airworthiness manual;
 - ii. The Contractor must descibe how Engineering, Software, Maintenance and Material Support work will be conducted under an appropriate program of work control that ensures the technical airworthiness of end items;
 - iii. The Contractor must describe their process to ensure their sub-Contractors are also meeting the intent of the TAM; and
 - iv. Address other issues as stated IAW the C-05-005-001/AG-001 Technical Airworthiness Manual.
- e. Facility
- i. The Contractor must describe the facility that is or will be available in support of the work define under this contract; and
 - ii. The Contractoer must describe the location within their facility that will be used to store DND

computers and/or Controlled Goods.

f. Transition Plan

- i. The Contractor is to provide a detailed plan that clearly address how all transition plan activities will be executed and implemented to allow for a seamless transfer of work from past Contractor.
- ii. The plan is to contain the following details as a minimum:
 - a. Timeline to have all assigned/identified personnel trained and ready to start TLIR work on and off aircraft;
 - b. Timeline for component R&O facilities to be ready to accept and commence R&O;
 - c. Identify earliest aircraft induction date; and
 - d. Timeline for warehouse space availability to store/stock Contractor Held Inventory and personnel availability to accept all these parts.

g. The Contractor must describe the Quality Assurance (QA) and Quality Control (QC) processes and procedures that will be used to perform work associated with this contract.

- 2. Upon the TA's acceptance of the Program Management Plan, the Contractor must implement the approved plan.
- 3. As required, the Contractor must make appropriate amendments to the plan throughout the term of the contract to reflect current and planned activities (including process re-engineering, continuous improvement initiatives, or other innovations affecting the plan). The Contractor must submit amendments to the plan to the TA for approval.

**LOGISTICAL
STATEMENT OF WORK
FOR THE CC138 TWIN OTTER AIRCRAFT
IN-SERVICE SUPPORT PROGRAM**

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LIST OF ACRONYMS

AAS	Accountable Advance Spares
APL	Applicable Part List
AWR	Additional Work Request
BER	Beyond Economical Repair
CA	Contract Authority
CDRL	Contract Data Requirements List
CF	Canadian Forces
CFM	Contractor Furnished Materiel
CFSS	Canadian Forces Supply System
CFTO	Canadian Forces Technical Order
CIS	Contract Issue Spares
CMSG	Canadian Materiel Support Group
CRPA	Contract Repair Parts Account
DID	Data Item Description
DND	Department of National Defence
DQA	Director of Quality Assurance
DRMIS	Defence Resource Management Information System
DSCO-DSAL	Director of Supply Chain Operations-Department Sales and Loans
EDD	Estimated Delivery Date
ETAT	Turn Around Time
FIFO	First-In / First-Out
GFOS	Government Furnished Overhaul Spares
LOG	Logistics
MPC	Material Priority Code
MRC	Maximum Repair Cost
MRP	Mobile Repair Party
NDHQ	National Defence Headquarters
NDQAR	National Defence Quality Assurance Regional
NSCM	NATO Supply Code for Manufacturers

PA	Procurement Authority
PIF	Pre-Installation Failure
PRR	Priority Repair Request
PWGSC	Public Works and Government Services of Canada
QTO	Queen's Transfer Order
R&O	Repair and Overhaul
RMA	Repairable Materiel Account
RMR	Repairable Materiel Request
RPC	Repair Priority Code
RR	Repairable Reserve
RSA	Repair Shop Account
SLOC	Supply Location
SM	Supply Manager
SNAPS	Selection Notice and Priority Summary
SNOM	Selection Notice Observation Message
SOW	Statement of Work
SRD	Stop Repair Delete
SRR	Stores Removal Request
SRT	Stop Repair Transfer
TA	Technical Authority
TCN	Transportation Control Number
TIES	Technical Investigation and Engineering Services
TLIR	Third Line Inspection and Repair
TPC	Transportation Shipping Code
UCR	Unsatisfactory Condition Report
WRB	Warranty Review Board

REFERENCES

- A. A-LM-117-001/FP-001 Transportation of Dangerous Materials by CF Aircraft
- B. D-LM-008-001/SF-001 Method of Packaging
- C. D-LM-008-002/SF-001 Specification for Marking for Storage and Shipment
- D. A-LM-008-040/FP-001 Transportation of Dangerous Goods Regulations
- E. D-LM-008-011/SF-001 Preparation and Use of Packaging Requirements Codes
- F. D-LM-008-035/SF-001 Electrostatic Discharge Protective Packaging – Electronic Parts Assemblies and Equipment
- G. D-LM-008-036/SF-000 DND Minimum Requirements for Manufacturer's Standard Pack
- H. A-LM-158-004/AG-001 Transportation Manual Volume 4 Movement of Materiel
- I. A-LM-184-001/JS-001 Special Instructions - Repair And Overhaul Contractors
- J. The Transportation of Dangerous Goods Act, 1992
- K. The Hazardous Products Act
- L. CAN/CGSB Specification 1-GP-12, Standard Paint Colours
- M. CAN/CGSB Specification 1-GP-47, Paint, Obliterating
- N. CAN/CGSB-43.31-M86, Label and Label Tapes, Adhesive, Pressure Sensitive.

1.0 GENERAL

1.0.1 This section outlines the purpose of the Logistics Statement of Work (LOG SOW) along with the authorities, definitions, general conditions and reports that apply to this contract.

1.1 Purpose of the LOG SOW

1.1.1 The Contractor must conform to all supply procedures in this LOG SOW related to the management of DND equipment and stores in his possession. Repair and Overhaul (R&O) priorities will be maintained as advised by the Selection Notice and Priority Summary (SNAPS) List for free flow repairs or the Contract Schedule for Major Equipment unless otherwise advised by the Procurement Authority (PA).

1.1.2 DND reserves the right to exercise surveillance over all aspects of the Contractor's performance and supply operation. Management of DND owned materiel, held at the Contractor's location, is subject to audit by Canada.

1.2 Authorities

1.2.1 Contract. Public Works and Government Services Canada (PWGSC) is the official Contracting Authority (CA) for DND requirements and has prime responsibility for all contractual matters, including contract pricing. Therefore, any questions having contractual implications are normally addressed to PWGSC. However, the contract and its supplementary documents allow direct communication between the Contractor and DND on all matters related to the performance of the work.

1.2.2 Quality. The National Defence Quality Assurance Region (NDQAR) is authorized to act on behalf of the Director of Quality Assurance (DQA) for Canadian Contracts. In order to ensure that the interests of DND are protected, the NDQAR reserves the right to carry out performance checks on the Contractor's materiel management system.

1.2.3 Loans. The Director of Supply Chain Operations-Department Sales and Loans (DSCO-DSAL), on behalf of Canada, must sign all Loan Agreements between DND and the Contractor. The agreement must be in place before any DND owned equipment will be loaned to the Contractor.

1.2.4 Transportation. The Canadian Materiel Support Group (CMSG) is the DND authority on transportation and customs. CMSG is responsible for arranging all inbound transportation of materiel from DND to the Contractor's location and all outbound transportation from the Contractor's named location shown in the Shipping Instructions contract clause.

1.3 Definitions

1.3.1 Average Repair Cost. True cost pro-rated over the number of items produced in a time period.

1.3.2 Contract Repair Parts Account (CRPA). Is a Canadian Forces Supply System (CFSS) warehouse account that is used to record the issue of government furnished

spare parts, required in support of Repairable Materiel Accounts (RMA), into and out of Civilian Contractor repair facilities.

1.3.3 Free-Flow Equipment. Accountable equipment and/or components that have received authorisation for repair and /or overhaul in accordance with the SNAPS List for a Repair Materiel Account (RMA).

1.3.4 Major Equipment. This is equipment, which fulfils a prime operational function and does not lose its identity or become an integral part of other equipment or installations (e.g., ships, tanks, aircraft, engines, etc).

1.3.5 Maximum Repair Cost (MRC). The maximum amount authorised, which includes all labour and material costs, to be expended to repair an item. MRC is a standard established by NDHQ to guard against the possibility of an item being repaired at a cost that exceeds value to DND. The MRC is not the cost DND necessarily intends to pay for repairs.

1.3.6 Repairable Materiel Account (RMA). An RMA is the type of supply account in which CFSS assets are recorded when undergoing repair, overhaul, modification or investigation at Civilian Contractor maintenance facilities.

1.3.7 Repairable Materiel Request (RMR). An RMR is authorization for one time repair of a stock number that is not forecasted for repair on the SNAPS. The RMR will contain specific instructions for the repair as well as the MRC.

1.3.8 Repair Shop Account (RSA). A RSA account is set up for each CRPA account to record issues to the repair work order and to track the return of accountable items being removed from equipment on the repair line. This account must not hold any stock.

1.3.9 Repairable Reserve (RR). The RR is the repairable materiel stored in reserve for future requirements, pending the availability of repair facilities or disposal authorization.

1.3.10 Service Charge Work Order. The service charge work order is raised by the NDQAR to request the Contractor to provide a specific service in accordance with the financial limitation specified in the contract.

1.3.11 Stores Removal Request (SRR). A SRR is authorization for one time repair, investigation, modification or testing of a stock number that is not forecasted for repair on the SNAPS. The SRR will contain specific instructions for the work to be done as well as the MRC.

1.3.12 True Cost of Repair. The total cost of repair or overhaul in plant or by subcontract including all labour charges, overhead, and all material spares costs (by spares type with their applicable profit mark-ups or embodiment fees).

1.4 General

1.4.1 Task authorization. The Authority to perform work will be authorized by a DND 626 Task Authorization, IAW the Task Authorization process, as specified in the contract.

1.4.2 Administrative Services.

- a. Minutes of Meetings. When minutes of meetings are required, the Contractor must be responsible for taking them and preparing them in a format approved by the PA. The Contractor must submit the minutes to PWGSC or the PA as directed at the meeting, within ten (10) working days following the meeting.
- b. Office Services. The Contractor must perform the secretarial and clerical work necessary to carry out the terms of this contract with respect to the preparation, filing and transmission of all forms, reports and correspondence, relating to the movement, accounting, storage, repair, overhaul, quality control and investigation of materiel covered by this contract.

1.4.3 Contractor Use of DND Equipment/Publications.

- a. The Contractor must not use DND publications, tools, test-equipment, or jigs and fixtures for commercial work without the written consent of DND. In instances where DND has provided such consent, PWGSC will negotiate suitable compensation for DND. All requests must be directed to the PA through PWGSC.
- b. Outstanding Purchase Orders. On contract expiry or termination, the Contractor must provide a listing of outstanding purchase orders to the PA. Only those purchase orders listed will be accepted for payment. This list of outstanding purchase orders is to identify the supplier, cost and estimated delivery date. The listing is to be received by the PA no later than 30 days after the contract expires.

1.4.4 Loan of Equipment.

- a. All requests for Loan will be submitted to the PA for approval. Once approved, DSCO-DSAL will prepare the Loan Agreement on behalf of DND and list the items included in the loan, the terms and conditions of the loan and the return process. Once DSCO-DSAL and the Contractor have signed the loan agreement, the equipment will be issued.
- b. The Contractor will notify the PA when loaned equipment is no longer required and is ready for return.
- c. DND has the right to recall any equipment on Loan to meet a DND requirement and the Contractor will return the equipment when requested by DND.
- d. The Contractor must report to the NDQAR all instances of loss or damage to DND owned Tooling in his custody within two (2) working days of confirmation of its discovery. The Contractor may be authorized to make repairs to DND-owned equipment on loan. All requests must be forwarded to the PA for approval. If the Contractor is authorized to repair damaged DND Tooling, he must notify the NDQAR before any repair commences to enable adequate quality assurance of the repair.

1.4.5 Management of DND Materiel. The Contractor must be responsible for:

- a. Designating, allocating and preparing a storage area in the plant to accommodate DND-owned spares;

- b. Segregating DND-owned spares by type, with either a manual or an automated accounting procedure;
- c. Ensuring that DND-owned spares are afforded optimum protection in case of strike or lock-out action; and
- d. Ensuring that DND materiel is protected against:
 - i. Unauthorised use;
 - ii. Theft or misappropriation;
 - iii. The elements;
 - iv. Excessive dust and dirt; and
 - v. Potential breach of security.

1.4.6 Priority Repair Requests (PRR) During Plant Shutdown/Vacation Period. The Contractor must ensure that adequate facilities/personnel are available to ensure the completion of PRRs. If Contractor personnel are not on site during shutdown, a list of names and home phone numbers of those Contractor personnel to be contacted during plant closure must be provided to the NDQAR. It is the Contractor's responsibility to ensure that personnel are available to satisfy PRR requirements once identified.

1.4.7 Repair and Overhaul.

- a. Equipment Turn Around Time. Unless specified otherwise, equipment Turn Around Time (TAT) to a serviceable state must be achieved in 90 Calendar days. TAT is defined as that period of time from "date of receipt to date item is reported serviceable". Repair priority is governed by the Repair Priority Code (RPC) on the SNAPS. The principle of "first-in / first-out" (FIFO) within each priority, must be observed whenever possible.
- b. Extent of Work. The complete overhaul of all arising's (except life items that are time expired) is not permitted under the terms of this Statement of Work. The intent is that repair work will be done and overhaul resorted to only where such is economically and technically justifiable, or where required by technical specifications. The following definitions will apply:
 - i. Repair: The identification and correction of those specific defects which degrade the performance of an item causing it to function below the specifications;
 - ii. Overhaul: The restoration of an item to its original condition/near life expectancy. It includes the replacement of worn, damaged or life expired parts; the incorporation of approved modifications; and the rework of components as necessary;
 - iii. Interchangeability: Following repair, the article must remain fully interchangeable (form, fit and function) with articles catalogued under the same reference number, part number and of the same

modification status. This concept of interchangeability must be extended to include internal characteristics such as waveforms and components layout in order to ensure full compatibility with automatic test equipment software and automatic probing; and

- iv. Serviceable Condition: The condition of an equipment which allows it to be used, shipped or held in stores without being subjected to any limitations not applicable to new equipment.
- c. Priority Repair Request.
 - i. A PRR is a direction to the contractor to repair an item on a priority basis. These requests originate from NDHQ/Supply managers and are communicated to NDQAR by message, fax or e-mail. The SM forwards the information to the contractor for action.
 - ii. On receipt of a PRR, the contractor is to determine whether DND's Required Delivery Date (RDD) can be met. If not, the contractor is required to provide to the appropriate Supply Manager at NDHQ and the consignee designated on the PRR message fax or e-mail with a realistic Estimated Delivery Date (EDD). The format of the message fax or e-mail to be forwarded by the contractor is illustrated in Annex E of A-LM-184-001/JS-001. Correspondence in response to PRRs is the contractor's responsibility. Messages, fax or e-mail other than cancellation of PRRs are to be prepared by the contractor and released by the NDQAR.
 - iii. The contractor is required to take all necessary measures to satisfy PRRs. This may necessitate rescheduling production, contacting PWGSC or DND PA. for assistance in procuring spares, and taking decisive action in expediting work at either the contractor's or the subcontractor's plant, etc.
 - iv. Unless otherwise specified in accordance with the contract, overtime may be authorized by applicable Equipment Program Manager (EPM) (informing the NDQAR rep). However, overtime will not be authorized to clear any backlog resulting from unsatisfactory contractor performance.
 - v. On completion of repairs or overhaul, NDQAR or contractor will return repairable item using T code (IW8W-Perform GR with refurbishment WO IAW A-LM-184-001/JS-001). The contractor will then prepare the items for shipment to the consignee as instructed in the PRR. The Contractor must notify the PA/SM and LCMM by email of shipping details.
- d. Selection Notice and Priority Summary (SNAPS).
 - i. The SNAPS is a report found in the DRMIS BI Portal application and is designed to show all MMRs which are selected for repair to that RMA/SLOC, the Maximum Repair Cost (MRC) and the 24-month

forecast of arising's. The information on the SNAPS plus the R&O contract provides the contractor with the authority to repair. Example format shown at Appendix 1 to Annex B.

- ii. The Contractor will use the Selection Notice and Observation Message (SNOM) format IAW A-LM-184-001/JS-001 to report observations to DND on the information contained in the SNAPS; to request changes to the repair forecast, the MRC or to report items Beyond Economical Repair (BER). SNOMs can be sent by email to the PA.

1.4.8 Stop Repair Request. The Contractor must comply immediately with all stop repair instructions received from Canada.

1.5 Reports

1.5.1 The Contractor will provide the following reports using the formats identified and deliver within the time frames required.

1.5.2 Component Repair and Overhaul Activity Report

- a. The Contractor must submit a Component Repair and Overhaul Activity Report in the Contractor's format acceptable to the PA. It is to be submitted to the PA, TA and NDQAR along with the progress claim every month.
- b. As a minimum, the report will contain a listing of Component R&O line items with the following:
 - i. Work order;
 - ii. NSN and description of the item;
 - iii. Status of the repair;
 - iv. Cost to date; and
 - v. Estimated final cost.

1.5.3 MRP Reports. The Contractor must submit a Mobile Repair Party (MRP) report in electronic format in accordance with C-02-005-011/AM-000 to:

- a. PA;
- b. TA; and
- b. NDQAR.

1.5.4 PAYE Annual Report. Annually, by no later than 7 April, the Contractor must, in a Contractor format approved by the PA, provide an estimate to the PA of the total cost for work completed by 31 March but not yet invoiced to DND.

1.5.5 Contractor Held Inventory (CHI) Year End Report. The Contractor must complete a CHI report (IAW Appendix 2) for all DND owned spares that are held by the Contractor

outside the CFSS. The Contractor must ensure that the PA receives this report no later than ten (10) working days after the 31st of March each year.

1.5.6 Tasks Report.

- a. The Contractor must submit a Task Report including all task authorizations received by DND 626 and all TIES Engineering Support (ES tasks) as per contract. The report will be in the Contractor's format acceptable to the PA and must be submitted to the PA, TA and NDQAR along with the progress claim every month.
- b. As a minimum, the report must contain the following:
 - i. Work order number;
 - ii. Task authorization number;
 - iii. Description of the task;
 - iv. Financial report detailing costs incurred to date;
 - v. Estimated final cost or financial limit; and
 - vi. Comments, including activity status, delays or potential increase in cost must be reported in this column. When a task is closed and invoiced, it should be identified as "closed" and refer to the progress claim number.

1.5.7 Goods Procurement Report. The Contractor must submit a Goods Procurement Report in a Contractor's format acceptable to the PA. It must be submitted with the progress claim every month.

- a. As a minimum, the report must contain the following:
 - i. DND order number and line number;
 - ii. Sales order number;
 - iii. NSN and quantity ordered;
 - iv. Due date and recovery date;
 - v. Date shipped; and
 - vi. Comments, including if the goods were not delivered by due date, the Contractor must explain the reason of the delay. Partial deliveries should be clearly identified.

1.5.8 Inventory Reports.

- a. The contractor will be required to report annually to the PA on the value of all non-catalogued Accountable Advance Spares (AAS) and Government Furnished Overhaul Spares (GFOS) inventory held on March 31. Within A-LM-184-

001/JS-001, Annex M will provide reporting requirements, and Annex N is to report dollar value for each account type.

b. Annual Inventory Report. The contractor will be required to report annually to the PA on the value of all AAS and GFOS inventory held on March 31 using the report listed at Appendix 2 to Annex B.

c. Stocktaking Summary Report. The Contractor will prepare a Stocktaking Summary Report for each account type using the report listed at Appendix 3 to Annex B.

1.5.9 Other Reports and Additional Requirements. The Contractor may be required to submit other reports with respect to the work as requested by Canada. For those reports the Contractor must submit a cost estimate for approval by Canada prior to commencement of working on the report.

2.0 COST CONTROL

This section covers the cost control activities to be performed by the Contractor and the types of information to be provided in support of payments under this contract.

2.1 Contractor Responsibilities

2.1.1 The Contractor must:

- a. Have appropriate management control procedures in place;
- b. Ensure all costs related to the repair are tracked on the work order (e.g. parts used, embodiment fees, labour);
- c. Monitor the cost of each repair to ensure that total repair costs remain within the approved repair cost limits;
- d. Ensure that purchase of spares are within the approved contract cash flow for the fiscal year; and
- e. Maintain costing records (as defined in 2.2) that must be available on request for review and/or audit.

2.2 Costing Records

2.2.1 The Contractor must maintain records, which provide:

- a. A cost listing, by serial number if applicable, of each item or job lot going through the repair line;
- b. A detail of the extent of work carried out, in-process inspections completed and materiel embodied at any stage of the repair process;
- c. The average cost of repair and/or overhaul, by stock number; and

- d. The total repair cost for an item (stock number), by work order.

2.2.2 This data must be provided to the PA when requested.

2.3 Invoices / Claims For Payments for AAS Contracts

2.3.1 AAS must only be purchased when specifically authorized by the PA using the DND 626 process.

2.3.2 The Contractor must submit monthly invoices/claims for AAS, but only after receipt and acceptance of the materiel. For purchased AAS, supplier's invoices must support the invoice/claim. For manufactured AAS, invoices must reflect the item price in accordance with the contract.

2.4 Embodiment Fees

2.4.1 Embodiment fees, or materiel handling fees, which the Contractor may charge for AAS, will be as negotiated by Canada and identified in the Basis of Payment. These fees must be included in the total cost of repair under the MRC. Embodiment fees will only be paid once and only upon actual embodiment, which is when, the part is incorporated into a higher assembly.

2.4.2 On normal transfer or issue of items (spares) between AAS, Contractor Issue Spares (CIS) or GFOS, applicable embodiment fees as defined in the Basis of Payment must only be paid once and only upon actual embodiment or transfer.

2.4.3 On bulk transfer/disposal of items in CIS, GFOS or AAS accounts, embodiment fees, if applicable, are subject to a separate, negotiated rate.

2.4.4 Canada will not pay costs nor embodiment fees for AAS which are obsolete or surplus as a result of inadequate Contractor materiel management (i.e., AAS purchased in excess of requirements, AAS purchased which do not meet the limitations of this contract, etc.)

3.0 REPAIR AND OVERHAUL

3.0.1 This section covers the steps in the Repair & Overhaul (R&O) process from receipt to completion of repair of Major Equipment and materiel received for repair that is other than Major Equipment (Free Flow, RMR, SRR).

3.0.2 The specific CFSS Procedures used by R&O Contractors are covered in A-LM-184-001/JS-001 Special Instructions for R&O Contractors.

3.0.3 The A-LM-184-001/JS-001 will be provided through the supporting NDQAR and the Contractor should request the assistance from the NDQAR to establish procedures or resolve difficulties with supply transactions.

3.1 Contractor Responsibilities

3.1.1 The Contractor must:

- a. Report Discrepancies in shipments;
- b. Validate the requirement for Repair and/or Overhaul from the CF942, as identified on the applicable component. If there is a discrepancy between approved maintenance program and information on the CF942, then the contractor is to contact TA for clarification;
- c. Open a work order within 48 hours of receipt;
- d. Schedule repair work in accordance with the RPC & PRR;
- e. Establish a system that will monitor production and materiel flowing through the plant and provide an audit trail;
- f. Establish and promulgate detailed procedures to cover the movement of supply documentation;
- g. Maintain Supply accounting records for DND materiel separate from other company records; and
- h. Perform a 100% manual stocktaking of the RMA account every two years, or when requested by DND, following the instructions for stocktaking in A-LM-184-001/JS-001.

3.2 Repair and Overhaul Process

3.2.1 Physical Check.

- a. Upon receipt the Contractor must carry out a physical check of the item(s).
- b. Validate the requirement for Repair and/or Overhaul from the CF942, as identified on the applicable component. If there is a discrepancy between approved maintenance program and information on the CF942, then the contractor is to contact TA for clarification;
- c. To verify that the item is complete according to any applicable Application Part Listing (APL), check-list description and is in accordance with the accompanying supply documents.
- d. If the required information is either missing or insufficient to determine the repair potential, the Contractor will acquire a CF1092 Discrepancy Report from the NDQAR representative. Identify what is missing, and ensure the CF1092 has the following:
 - i. Stock Code;
 - ii. Description;
 - iii. Requisition Number;
 - iv. Serial Number;

- v. Transportation Control Number (TCN) or Waybill Number;
 - vi. Required Documents / Additional Info; and
 - vii. Documents / Info Required before item can proceed to R&O.
- e. The CF1092 will be submitted to the NDQAR representative for processing. If no reply is received within a reasonable time period, consistent with the repair priority and turn-around time, then the Contractor will request the PA to provide direction.
- f. Complete supply receipt documentation and any other necessary processes.

3.2.2 Report Shipment Discrepancies to DND.

- a. When a significant discrepancy is discovered, the Contractor will prepare a CF 1092 and forward three copies to the consignor with a copy of the original issue instruction attached. A separate CF 1092 is required for each line item.
- b. When the Contractor identifies equipment received as having the same form, fit and function as other equipment but is misidentified, the Contractor will send an email/fax to the Consignor with info to the NDQAR (Canadian Contractors) or the OCSR (Non Canadian contractors) providing the following information:
- i. Discrepancy in identification;
 - ii. Supply document number;
 - iii. NSN and quantity on voucher;
 - iv. NSN and quantity actually received;
 - v. No CF 1092 action taken; and
 - vi. Suggest stock verification and consider completed.
- c. Report any other discrepancies to the DND PA with info to NDQAR within 45 calendar days of delivery of shipment, referring to the original supply document.
- d. Report any loss or damage to materiel during transportation in accordance with instructions in Section 7.

3.2.3 Confirm Authority to Repair.

- a. When an item is selected for repair (SNAPS) or authorised via an RMR or SRR; and a contract is in place to cover this repair, this constitutes work authorisation. Therefore, all items listed on the SNAPS or RMR/SRR may be inducted for repair, without the further approval of the PA, as long as:
- i. The Repair Cost Estimate is within the MRC on the SNAPS/RMR/SRR;

- ii. For items on the SNAPS, the quantity is within the forecast; and
 - iii. The repair scheme has been approved for that item.
- b. The Contractor must carry out the work in accordance with the following:
 - i. Repair contract;
 - ii. Applicable Canadian Forces Technical Orders (CFTO); and
 - iii. Applicable DND-approved specifications and/or Repair Schemes approved by the equipment TA.
- c. The Contractor will request clarification, on any conflicts between the above, from the TA.
- d. If the stock codes shipped are not authorized for repair (i.e., not on the SNAPS or on an approved RMR/SRR), the Contractor will segregate materiel that was improperly sent and request disposition instructions from the PA making reference to the incoming Supply Document.

3.2.4 Complete Receipt Procedures. The Contractor will complete supply transactions as outlined in A-LM-184-001/JS-001

3.2.5 Open Work Order (Contractor's system).

- a. The Contractor must ensure that a serial numbered work order controls the repair of all DND equipment. Within two (2) working days of shipment being accepted the Contractor must open a serial numbered work order in the Contractor's system to keep track of the cost of the repair against that item. The work order will accompany the item through all the steps in the repair process.
- b. Upon completion of work, the work order must include at least the following:
 - i. A contract serial number against which all costs incurred are chargeable;
 - ii. The NATO Stock Number (NSN) and/or Part Number (PN), description, quantity and serial number, if any, of item repaired;
 - iii. A cross-reference to all Supply Documents. This includes receipt, issues and returns, including scrap activity, finalization of repair, inspection, and final acceptance;
 - iv. Reference to the applicable technical data;
 - v. Details of the work performed;
 - vi. A list of all the parts, by part number and description, found unserviceable and requiring repair and/or overhaul, ensuring that the repair scheme is referenced;

- vii. A list of parts required, identifying the stores from which issued and the cost, e.g. CIS, GFOS, AAS or Contractor Furnished Material (CFM);
 - viii. Embodiment fees;
 - ix. Repair cost estimate;
 - x. The identity of the person opening the work order; and
 - xi. The final cost of repair.
- c. The Contractor must provide to the NDQAR a list of Contractor personnel authorized to open work orders along with any amendments to this list.

3.2.6 Open the DRMIS Work Order. The Contractor will open the DRMIS work order and reference the Contractor's work order following the supply transactions as outlined in A-LM-184-001/JS-001. The Contractor will be required to quote the DRMIS work order number against all transactions, which impact the work order. (Note: Batching on a Work Order is not authorized).

3.2.7 Estimate Repair Cost. The Contractor will then inspect the item to determine the extent of work required and prepare a repair cost estimate based on current cost data, previous experience or a detailed strip and inspection. Cost estimates must include at a minimum the total anticipated material, sub-contract and labour costs. Based on the information available, and if estimated repair cost is within the Maximum Repair Cost (MRC), the Contractor will commence repair work.

3.2.8 Detailed Inspection. Where it is impossible, from inspection, to determine the repair cost, the Contractor may be granted authority to strip the equipment to assess its repair or overhaul potential and to estimate the costs. Unless otherwise specified, and regardless of the value of the equipment, the cost of the work involved in estimating repair is charged against the item whether or not it is subsequently repaired.

3.2.9 Scheduling Work.

- a. The Contractor is responsible for scheduling work. However, materiel must be scheduled in the following order:
- i. PRR;
 - ii. RPC C;
 - iii. RPC U;
 - iv. RPC R; and
 - v. RPC P.
- b. Within each category, the principle of First in-First out (FIFO) must apply. Repair priority for RMR/SRR must be "Routine" unless otherwise stipulated.

3.2.10 Maximum Repair Cost Exceeded. In circumstances where the final cost of repair will exceed the MRC, contractors are required to cease repair and report complete details to the PA. Where the final cost has exceeded the MRC without prior authorization from the PA, the Contractor is required to report to the PA full details of their corrective action for exceeding the MRC. DND will not pay costs which exceed the MRC without prior authorisation.

3.2.11 Repair of Integral Parts Of Item Shown On SNAPS. Certain equipment, because of its construction or use, may include sub-components or assemblies that are also repair components in their own right, and selected for repair to the same RMA. The Contractor should not automatically replace these sub-components from CIS but should consider them for repair if it is cost effective.

3.2.12 Completion Of Work. On completion of Repair and/or Overhaul, the Contractor must prepare and complete the supply transactions as outlined in A-LM-184-001/JS-001 and Stamp the following Contractor certification on all Supply documents and sign before completing the supply transactions in DRMIS or sending them to the supporting NDQAR:

Contractor Notification

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

Signature:

Date:

Contractor QC:

3.2.13 Stop Repair-Temporarily Suspend the Forecast (Repairable Reserve).

a. When serviceable assets in DND for a stock code are sufficient to meet requirements for 24 months DND may advise the Contractor by a Selection Notice and Amendment List (SNAL) that the repair forecast is temporarily suspended and will show as "0000" on the next SNAPS. Instructions on what to do with the unserviceable materiel already in plant will be provided on the SNAL or by the PA. Repair parts, tools, test equipment and technical data required to reactivate the repair line will be retained by the repair facility unless otherwise advised by the PA.

b. When advised by DND, the Contractor must return spares and equipment to the supply system following instructions in the A-LM-184-001/JS-001.

3.2.14 Stop Repair Delete (SRD).

a. When DND determines that a repair pipeline is no longer necessary because the equipment is obsolete; being phased out of service in the immediate future; designated as beyond economical repair; or downgraded to consumable status the Contractor must be advised by SNAL to stop repair. Instructions on what to do with the work in process will be provided on the SNAL or by the PA.

b. On receipt of the SNAL for SRD the Contractor must provide the following to the PA:

- i. The quantity of work in process (open work orders) and the approximate percentage of work completed on each;
 - ii. Value of repair parts required to complete these work orders and whether the parts are in stock or are on order and the estimated time to complete;
 - iii. The value of open Purchase Orders for AAS;
 - iv. A list of all DND owned spares that support only this equipment and the quantity of each which are held in the plant; and
 - v. A list of loaned equipment and technical data that supports only this equipment.
- c. The Contractor must quarantine all holdings and await direction from the PA. When advised by DND, the Contractor must return spares and equipment to the Supply System following instructions in the A-LM-184-001/JS-001.

3.2.15 Stop Repair Transfer (SRT).

- a. This will occur when the work under this contract is awarded to another Contractor following a competitive process. The Contractor must identify to the PA all the open work orders and a list of outstanding purchase orders as defined in 1.4.4.2. The Contractor will be advised by SNAL, which repair work is to be completed.
- b. The PA, in consultation with PWGSC, must advise the Contractor to move the spares and tooling not required for the authorized completion of work in process, to the new Contractor on completion of the existing contract. The remaining tooling and spares must be moved to the new Contractor on completion of the authorized repair(s) following instructions in the A-LM-184-001/JS-001. The costs for transfer must be negotiated by PWGSC.

3.2.16 Supply History Cards.

- a. Each R&O facility must maintain an historical record for each item selected which must contain, as a minimum:
 - i. First Year Forecast for the Period From;
 - ii. Stock Code (SC) and Part Number;
 - iii. Description;
 - iv. MFG Code and Name;
 - v. Forecast and RPC;
 - vi. Balance on Hand End of Last Repro Year;
 - vii. Date of Change;

- viii. Maximum Repair Cost (MRC);
- ix. Financial Limitation (FL);
- x. Average Repair Cost (ARC);
- xi. PWGSC Control Number;
- xii. Transaction Date;
- xiii. Document Number;
- xiv. Receipts Quantity and Total;
- xv. Consignor/Consignee;
- xvi. Shipment Quantity: and Total;
- xvii. Wastage;
- xviii. Balance; and
- xix. Remarks.

b. This "Historical Record" is to be reproduced locally and is subject to PA approval. These records are required for warranty consideration and for reconciliation of material on RMA.

3.2.17 Action Warranty Repair. The Contractor must action materiel identified as Warranty Repair in accordance with Section 9.

3.3 Major Equipment

3.3.1 In addition to the R&O process described above, Major Equipment is subject to special procedures.

3.3.2 Movement Orders. DND controls the movement of major equipment by issuing a QTO (Quartermaster Transfer Order) Message for aircraft, aero-engines and other selected equipment. When engines that are used to ferry major equipment require repair and overhaul, DND will issue a separate QTO Message to the repair Contractor and the Contractor is to remove the engines and forward for repair IAW Supply Instructions in A-LM-184-001/JS-001.

3.3.3 Receipt Procedure.

- a. Checklist. The major equipment supply document describes the equipment by type, make, serial and registration numbers, including reference to applicable checklist and items that are surplus or deficient. Check the equipment for completeness against the consignor's checklist and report discrepancies to the consignor.
- b. Receipt of QTO. Upon receipt of QTO complete Supply transactions and identify any discrepancies as outlined in A-LM-184-001/JS-001.

3.3.4 Engines Removed and Reinstalled. When engines are removed for repair separately the Contractor will reinstall the engines when they are returned. The cost of removing and reinstalling the engines is chargeable to the major equipment contract. If on installation minor repairs to the engines are necessary, the Contractor is to identify the Additional Work Requirement (AWR) as per Annex A Technical SOW, for authorization prior to commencing work.

3.3.5 Notification Prior to Completion of Major Equipment. Ten (10) calendar days prior to the expected date of completion of work, the Contractor, is to notify DND by email. A QTO will then be issued by NDHQ detailing the necessary information required for disposition of the goods.

3.3.6 DND Technical Authority (TA) Acceptance of Major Equipment. After the Contractor has prepared the equipment for presentation to the DND TA, including refuelling and oil replenishment (as required) to DND specifications, the TA will carry out acceptance of the applicable Major Equipment at the Contractor's facility.

3.3.7 Notification Following Dispatch of Major Equipment. Within three (3) working days after the equipment is dispatched, the Contractor is to notify all concerned stating the applicable QTO reference number, the equipment type and model, serial number(s), date of dispatch and shipping details. Note: These messages are not to be delayed because of incomplete action, e.g., documentation incomplete, logbooks not yet shipped, etc.

3.3.8 Repair or Replacement of Repairable Components approved as CIS.

a. When a NATO stock-code component or accessory, approved by the LCMM as CIS (see para 4.3), is received as part of the major equipment and has repair potential, it is to be repaired as part of the major equipment without any replacement from the CRPA. The following are exceptions to this replacement procedure:

- i. The component or the accessory is beyond economical repair and is conditioned as scrap;
- ii. The contract to repair or overhaul the major equipment does not include the particular component or accessory as part of the contract pricing arrangement;
- iii. The component is selected to a different repair facility;
- iv. The particular component or accessory is categorised as Repairable Reserve (RR) or has been designated surplus to requirements; or,
- v. The repair would cause excessive delay in completing the R&O of the major equipment and the equipment is identified as urgently required;

b. Under these conditions it is the Contractor's responsibility to bring the unserviceable component on charge to the applicable Supply Location (SLOC) following Supply Instructions in the A-LM-184-001/JS-001 and replace it with a serviceable CIS part from the CRPA.

4.0 DND OWNED SPARES

4.1 Contractor Materiel Accounting System

4.1.1 Materiel authorized as CIS and held on CRPA and materiel issued for repair to the RMA must be accounted for as per the procedures in the A-LM-184-001/JS-001. The Contractor, in either a manual or an automated system, will account for GFOS (Government Furnished Overhaul Spares see para 4.4) and AAS.

4.1.2 Regardless of the system used, the Contractor must maintain an audit trail acceptable to DND. Further, any automated or manual materiel accounting system must first be approved by DND. Supply accounting records for DND materiel must be maintained separate from other company records.

4.2 Priority of Spares Usage

4.2.1 As it is possible to have the same line items in both GFOS and AAS stores, the Contractor will ensure that serviceable GFOS are used first and GFOS and AAS records are cross-referenced.

- a. Spares must be used in the following order:
 - i. CIS;
 - ii. GFOS;
 - iii. AAS; and
 - iv. CFM.

4.3 Contract Issue Spares

4.3.1 Authority to Hold CIS.

- a. Under normal circumstances, Canadian contractors holding a defence contract to repair or overhaul major equipment and components are authorised to maintain a stock of spares, approved by the LCMM as CIS. These spares are called CIS because they are DND spares issued to the Contractor in order to complete the repair or overhaul of DND equipment. CIS are authorised when they meet the following criteria:
 - i. For military application only;
 - ii. Catalogued in DRMIS;
 - iii. Not available from commercial sources off the shelf; and
 - iv. For embodiment in those items which have received repair authorization in the SNAPS.
- b. Deviations to the foregoing may be acceptable in the following circumstances and to a limit of \$5,000.00 per transaction. Requests above the limit require authorization from the PA. Deviations are as follows:

- i. Urgent operational requirements may justify the use of DND assets even though the Contractor through other means would normally obtain the spare part;
 - ii. Safety considerations may require the use of DND assets; and
 - iii. Prices are found to be excessive through commercial means.
- c. DND will record the approved stock numbers against the DRMIS Contractor Repair Parts Account (CRPA) warehouse established in support of this contract. Should the Contractor require spares not identified on the CRPA they will submit a request, with substantiation, to the PA.
- d. The Repair Shop Account (RSA) warehouse is the account used by the Contractor to record all transactions related to work orders. The RSA does not record or accumulate balances on the computer. A WO number or project number must control issues to this account.

4.3.2 Contractor Responsibilities for CIS.

- a. The Contractor must:
- i. Follow the requisition, receipt and issue processes in A-LM-184-001/JS-001;
 - ii. Create and maintain appropriate stock levels on the CRPA for each stock number as directed in A-LM-184-001/JS-001;
 - iii. Record the CIS spares against the R&O work order where they will be consumed as directed in A-LM-184-001/JS-001;
 - iv. Perform the 100% manual stocktaking every two years, or more often when requested by DND, following the instructions for stocktaking in A-LM-184-001/JS-001;
 - v. Perform Stock Review as defined in 4.3.3; and
 - vi. Dispose of spares, when authorized by DND, in accordance with instructions in A-LM-184-001/JS-001.

4.3.3 Stock Review. In conjunction with the scheduled stocktaking, the Contractor must carry out a review of CIS and identify to the PA stock numbers which:

- a. Are surplus to requirement as a result of removal of the end item from the SNAPS;
- b. Are in excess of usage requirements;
- c. Are redundant because of a modification, change notice, product improvement, etc; and

4.3.4 Contract Issue Spares – Not Available. When DRMIS cannot satisfy a requisition for a consumable CIS stock code, and the lack of this spare has a negative impact on

the repair line, the Contractor is to use CFM and inform the PA that the stock level in DRMIS is insufficient.

4.4 Government Furnished Overhaul Spares

4.4.1 Establishing GFOS. The Contractor must establish and maintain a GFOS inventory if any of the following conditions are met:

- a. Non-catalogued spares are provided to the Contractor from the AAS or GFOS held by another Contractor or previous contracts;
- b. Non-catalogued spares are provided to the Contractor as a result of DND procurement action with the US government; and
- c. Non-catalogued spares, serviceable and unserviceable, are authorized by DND to be salvaged by the Contractor from DND material.

4.4.2 Contractor Responsibilities.

- a. The Contractor must:
 - i. Establish a price for each line item of GFOS using the book value or the cost laid down as defined in the contract;
 - ii. Advise on the applicability of the GFOS to the repair operation;
 - iii. Maintain stock records for both unserviceable and serviceable GFOS;
 - iv. Provide Stock control of the items;
 - v. Establish and maintain an issue system in order to track the issue of GFOS to the work order for embodiment in DND equipment undergoing repair;
 - vi. Issue GFOS to Work Order where it will be consumed;
 - vii. Complete a 100% manual stocktaking every 2 years, or sooner as requested by DND, following the instructions in A-LM-184-001/JS-001;
 - viii. Perform a stock review as described in 4.4.4 below; and
 - ix. Dispose of items, when authorized by DND, in accordance with instructions in A-LM-184-001/JS-001.

4.4.3 In the event of a dispute, the PA will make the final determination (e.g., if the item is unserviceable, it has a nominal value of one (1) dollar and if the item is serviceable or if it is made serviceable, it has a specific value based on replacement cost/cost of repair).

4.4.4 Stock Control. There is a continuing need to guard against the build-up of catalogued materiel in GFOS inventory. The Contractor will establish and maintain a

stock control (inventory control) section for GFOS. The section should contain the following features:

- a. Stock Records for GFOS containing the information below. These records should be kept separate from all other records:
 - i. NATO Supply Code for Manufacturers (NSCM);
 - ii. Manufacturer's part number;
 - iii. Description;
 - iv. Management information (e.g., shelf life: Yes/No?);
 - v. UM;
 - vi. Supply source code (supplier);
 - vii. Cost;
 - viii. Location (for serviceable and repairable);
 - ix. Card number;
 - x. End item applicability;
 - xi. Date of transactions;
 - xii. Consignee/consignor;
 - xiii. Voucher number;
 - xiv. Receipts (for serviceable and repairable);
 - xv. Issues (for serviceable and repairable);
 - xvi. Stock balances (for serviceable and repairable);
 - xvii. Current usage; and
 - xviii. Cross-reference to AAS.
- b. Each transaction involving GFOS will bear a control number;
- c. All transactions involving GFOS will be posted to records immediately;
- d. The Contractor will retain records of all transactions, to permit internal and external audit by authorized DND, PWGSC or Auditor General personnel. Documents/records must be retained for six (6) years after contract completion
- e. The Contractor is responsible for maintaining stock record for both repairable and serviceable GFOS. The Contractor will not establish ROP/ROQ levels. GFOS stock will be reduced to the lowest level possible; and

- f. NDQAR or the PA may authorize the repair or overhaul of unserviceable GFOS. A maximum repair cost will be included in the instruction. The Contractor will, charge the costs of such work to the R&O contract. Upon completion of work, the spares will be returned to GFOS stores as serviceable or issued to a repair work order for embodiment.

4.4.5 Stock Review. In conjunction with the stocktaking schedule, the Contractor must carry out a review of GFOS to identify to the PA stock holdings which:

- a. Have become surplus to requirements as a result of removal of the end item from the SNAPS;
- b. Have become redundant because of a modifications, change notices, product improvements, etc;
- c. Are held in excess of usage requirements;
- d. Are catalogued items that should be transferred to CIS. All spares with a stock code found in GFOS stores must be brought on CRPA following directions in A-LM-184-001/JS-001; and
- e. Are no longer fit for use by DND.

4.4.6 Unserviceable/Condemned/Obsolete GFOS Material. The Contractor must determine which items of GFOS are no longer fit for use and make a recommendation to the TA as to their status. Upon certification (from DND) that an item is no longer suitable for use the Contractor must:

- a. Remove the total quantity of the item from stores and place in quarantine;
- b. Make stock adjustments to the GFOS record of inventory; and
- c. Dispose of spares following the instructions in Ref H. A-LM-184-001/JS-001.

4.4.7 Excess GFOS. The Contractor will identify excess holdings to the PA by email using the following headers:

- a. Part Number;
- b. Condition code;
- c. Usage (Current FY/Previous FY);
- d. Quantity in holding;
- e. Quantity in excess; and
- f. Request redistribution/disposal instructions and process a Surplus Declaration form in accordance with Ref H. A-LM-184-001/JS-001.

4.5 Accountable Advance Spares

4.5.1 Authority to Purchase AAS.

a. The PA will authorize the Contractor to purchase AAS on an as required basis. When the Contractor identifies a need for AAS, the Contractor must submit a quote to the TA for technical concurrence and to the PA for DND 626 approval. A quote for AAS must include the following headings:

- i. Name of Contractor's supplier;
- ii. NSCM of the part;
- iii. Part number;
- iv. Basic name of spare;
- v. Quantity to be ordered or manufactured;
- vi. Prices to be identified as Economic Order Quantity (EOQ), lifetime or multi-year buys;
- vii. Unit Price Quantity;
- viii. Procurement lead-time;
- ix. Stock Number of end item. When there is more than one item, Stock Number of all end items is to be included;
- x. The forecast indicated in latest SNAPS;
- xi. Usage data for spare for previous two (2) years;
- xii. The Contractor's estimate of the requirement for this part to repair the end item until Estimated Life Expectancy (ELE);
- xiii. Quantity committed to work orders or job cards; and
- xiv. Quantity of spares held in AAS or GFOS.

4.5.2 Contractor Responsibilities.

- a. The Contractor is responsible for determining the requirement for AAS, and providing their recommendation to the TA for approval;
- b. Provide Stock Control of the items as defined in 4.5.7 below;
- c. Establish and maintain an issue system in order to track the issue of AAS to the R&O work order for embodiment in DND equipment undergoing repair;
- d. Record issue of AAS against the Work Order where it is consumed;
- e. Complete a 100% manual stocktaking every 2 years, or sooner as requested by DND, following the instructions in A-LM-184-001/JS-001;

- f. Perform a Stock Review as described in 4.5.8 below;
- g. Dispose of items, when authorized by DND, in accordance with instructions in A-LM-184-001/JS-001; and
- h. Perform level review at least once quarterly.

4.5.3 Importation of AAS/Priority Rating AAS.

- a. Canadian contractors ordering spares from US suppliers to fulfil PWGSC contracts should apply on PWGSC form 1451-1 for a US Defense Priority Rating. Once the rating has been granted, the Contractor must ensure that purchase orders and enquiries about price and availability show the priority rating or indicate the urgency of the defence requirement by using the appropriate clause as suggested by PWGSC. The orders or enquiries must also contain the appropriate PWGSC contract numbers.
- b. Contractor Purchase Orders, which are placed with Canadian Suppliers for AA spares, are to include the following clause:

"This is an urgent defence requirement. If you are importing materiel from the United States to fulfil this contract, obtain a United States Defence Priority Rating or a United States Controlled Materials Allotment from the Materiel Priorities Officer, Materiel Data Management Branch, 4B1, PWGSC Hull, Quebec, K1A 0S5. The rating or allotment number is to be entered on the purchase order that you send to the United States supplier."

4.5.4 Receipts.

- a. The Contractor must:
 - i. Record the receipt of AAS in the stock record;
 - ii. Bring AAS on charge using the supplier's release notes or vouchers;
 - iii. Permit the NDQAR to inspect all AAS;
 - iv. Ensure that the AAS have the supplier's certification required to meet DND's Airworthiness requirements as defined in the contract; and
 - v. Resolve any discrepancies with the supplier before submitting the claim.

4.5.5 Issued Stock Failing To Meet Quality Standards. Certain spares, because of their construction or use, need a protective packaging until they are used. This packaging could obstruct the Contractor's inspectors in determining the condition or quality of the spares when they are received from the supplier. Therefore, spares may be found to be inadequate only when they are installed. The Contractor will quarantine these spares and obtain replacements at no cost to DND. The Contractor will resolve the problem with the supplier, independently of DND.

4.5.6 Audit Records. The Contractor will retain on file for audit purposes all purchasing and/or production documents for AAS together with the approval from the PA.

4.5.7 Stock Control. There is a continuing need to guard against the build-up of catalogued materiel in AAS inventory. The Contractor will establish and maintain a stock control (inventory control) section for AAS. The section should contain the following features:

- a. Stock Records for AAS containing the information below. These records should be kept separate from all other records:
 - i. NSCM;
 - ii. Manufacturer's part number;
 - iii. Description;
 - iv. Management Information (e.g. shelf life);
 - v. Unit of Measure;
 - vi. Supplier;
 - vii. Cost;
 - viii. Minimum Order Quantity;
 - ix. Location;
 - x. Card Number;
 - xi. End Item applicability;
 - xii. Date of transactions;
 - xiii. Consignee/consignor;
 - xiv. Requisition number (All AAS requisitions purchase orders must include the applicable R&O contract number);
 - xv. Receipts;
 - xvi. Issues;
 - xvii. Stock balances;
 - xviii. Current Usage; and
 - xix. Cross reference to GFOS.
- b. Each transaction involving AAS will bear a control requisition number;
- c. All transactions involving AAS will be posted to records immediately;

d. The Contractor will retain records of all transactions to permit internal and external audit by authorized DND, PWGSC or Auditor General personnel. Documents/records must be retained for six (6) years after contract completion; and

e. Authority with the full details on why a spare with a stock code is held in AAS stores.

4.5.8 Stock Review.

a. In conjunction with the stocktaking schedule, the Contractor must carry out a review of AAS to determine if stock holdings include any item which should be transferred/disposed because it:

- i. Has become surplus to requirement as a result of removal of the end item from the SNAPS;
- ii. Has become redundant because of modification, change notice, product improvement etc;
- iii. Is held in excess of usage requirements (4.5.10);
- iv. Is a catalogued item, which should have been transferred to CIS. All spares with a CFSS stock Code, found in AAS stores, must be brought on CRPA warehouse charge using instructions in A-LM-184-001/JS-001; and
- v. Is no longer fit for use by DND as defined in 4.5.9.

4.5.9 Unserviceable/Condemned/Obsolete Material.

a. The Contractor will determine which items of AAS are no longer fit for use by DND.

b. Immediately upon certification that an item of AAS is no longer suitable for use the Contractor will:

- i. Remove the total quantity of the item from stores and place in quarantine;
- ii. Make stock adjustments to AAS record of Inventory;
- iii. Cancel any outstanding purchase or production orders; and
- iv. Dispose of items in accordance with instructions in A-LM-184-001/JS-001.

4.5.10 Excess AAS.

a. The Contractor will identify excess holdings to the PA by email using the following headers:

- i. SC;

- ii. Condition code;
- iii. Usage (Current FY/Previous FY);
- iv. Quantity in holding;
- v. Quantity in excess; and
- vi. Request redistribution/disposal instructions and process a Surplus Declaration form in accordance with Ref H. A-LM-184-001/JS-001.

4.5.11 When Unable To Locate a Supplier.

- a. If the Contractor is unable to locate a supplier, the Contractor or the Obsolescence LCMS will advise the PA, giving the part numbers, descriptions, manufacturers and end-item application of the spares. If no supplier can be found the TA may have to mitigate the issue.
- b. Special assistance procedures should never be considered a substitute for placing orders with suppliers in a timely manner and do not relieve the Contractor from taking the normal hastening action.

4.6 Sale of DND owned materiel to R&O Contractors

4.6.1 DND may give first right of refusal to a Contractor, holding a DND contract, when disposing of surplus materiel held at the Contractor's plant. Civilian contractors, holding DND contracts, may also submit a written request to the PA; to purchase specific DND owned spares for their commercial operation.

4.6.2 These types of sales will only be considered when it is of benefit to DND and the sale will not cause any interruptions of DND work. When the PA receives a request, the request will be handled as per the policy identified in the A-LM 184-001/JS-001.

5.0 **PACKAGING**

5.0.1 Introduction.

- a. This section provides contractors with:
 - i. Instructions on packaging DND equipment and materiel;
 - ii. Packaging specifications; and
 - iii. Approved methods used in the protection of military supplies
- b. Unless otherwise stated, the DND packaging specialist at DSCO (Director Supply Chain Operations) is the approval authority for packaging design.

5.1 Contractor Responsibilities

5.1.1 Responsibilities.

- a. The Contractor must carry out packaging IAW the applicable, currently approved Canadian Forces Packaging Data available in DRMIS.
- b. When it has been established that a specific item is to be repaired against a given contract for which an approved packaging data is not held, or for which there is no entry in DRMIS, the Contractor must notify the applicable DND Supply Manager.
- c. The Contractor is encouraged to submit recommendations when an item, which is already covered by an approved process, could be packaged more effectively or with substantial savings in cost, cube or weight.
- d. The Contractor must forward all correspondence concerning packaging details to the applicable DND Supply Manager.

5.2 General Packaging Requirements

5.2.1 Contractor Repair Parts Account. Material obtained for repair parts accounts are to be preserved and packaged in accordance with D-LM-008-036/SF-000.

5.2.2 Repairable Material Account. The following applies:

- a. Interpretation of packaging codes are contained in D-LM-008-011/SF-001;
- b. The methods and procedures specified in the packaging code are those detailed in D-LM-008-001/SF-001; and
- c. Items categorized as RR may be repackaged for shipment as they were received or in accordance with D-LM-008-036/SF-000. Forms CF 271 are not required for items in RR.

5.2.3 Priority Repair Request. Subject to approval of the PA, items required to fill PRRs are to be packaged in accordance with existing, approved CF 271s or the packaging data contained in card files of the Packaging Database, except that moisture barriers and desiccant, if called for, may be omitted.

5.3 Preservation and Packaging Failure

5.3.1 The Contractor must report equipment that is received damaged due to preservation and packaging failures, to the DSCO packaging specialist using Unsatisfactory Condition Report (UCR) form CF 777, supported by photographs, in accordance with CFTO C-02-015-001/AG-000.

5.4 Reusable Containers

5.4.1 Process.

- a. Surplus reusable containers, identified by NSN must be brought on charge to the CRPA, in accordance with instructions in A-LM-184-001/JS-001. As part of this contract the Contractor must:

- i. Inspect, repair and/or repaint reusable metal or wooden containers as part of this contract;
 - ii. Obtain replacement for damaged metal containers conforming to Specification MIL-D-6054 or MIL-D-6055;
 - iii. Replace wooden containers damaged beyond economical repair; and
 - iv. Replace metal containers by requisitioning from DRMIS.
- b. Costs incurred for this work may be recovered by use of service charge work order in accordance with the contract or as negotiated by PWGSC.

5.5 Marking

5.5.1 Marking will be in accordance with D-LM-008-002/SF-001.

5.5.2 Reusable Metal Containers.

- a. The Stock Code, description and quantity may be marked by stencilling, or by using pressure-sensitive labels conforming to CGSB Specification 43.31-M86, or by labels adhered to the container by means of clear, pressure-sensitive vinyl or mylar tape. The tape must cover the label surface completely and extend beyond the label on each edge by at least 13 millimetres.
- i. All markings are to be affixed by using pressure-sensitive labels conforming to CGSB Specification 43.31-M86, or by using labels adhered to the container by means of clear, pressure-sensitive vinyl or mylar tape;
 - ii. All applicable markings will be shown in both French and English;
 - iii. Before application of required markings, all non-applicable stencilled markings will be obliterated from blocking, bracing, cushioning and containers; and
 - iv. Blocking, bracing and fasteners, which must be removed to unpack the item, are to be painted yellow.

5.5.3 Interior Containers. The following markings are to be applied to all interior containers:

- a. Stock Code;
- b. Description, unit of measure, including serial number;
- c. Quantity, method and level of protection, and date;
- d. PWGSC serial number;
- e. Manufacturer's part number;
- f. Shipping instruction for shipping container;

- g. Handling, markings; and
- h. Equipment set numbers, where applicable. If set number is not available or allotment is unknown, annotate containers and documents to this effect:
 - i. Date of R and O: All R and O contractors;
 - ii. R and O Contractor: All R and O contractors;
 - iii. Method of unit protection: All packs;
 - iv. Cautionary markings: Nature of item;
 - v. Special markings: When specified on contract;
 - vi. Dangerous markings: Nature of item; and
 - vii. Reusable: All reusable containers.

5.5.4 Shipping Containers.

- a. The following markings are to be applied to all shipping containers:
 - i. Stock Code (SC);
 - ii. Description, unit of measure, including serial number;
 - iii. Quantity, method and level of protection, and date; and
 - iv. PWGSC serial number.
- b. In addition, the following markings are to be applied to shipping containers under the circumstances indicated:
 - i. Date of R&O: All R and O contracts;
 - ii. R&O Contractor: All R and O contracts;
 - iii. Method of unit protection: All packs;
 - iv. Special markings: When specified on contract;
 - v. Dangerous markings: Nature of item;
 - vi. Reusable: All reusable containers;
 - vii. Set or assembly markings.

5.6 Guide to Selection of Packaging

5.6.1 General.

- a. All materiel will be preserved and packaged to provide adequate protection against corrosion, deterioration and physical damage during shipment and handling. Adequate protection will also be provided for the following situations:
 - i. Three years storage and worldwide distribution in all climates (Level A);
 - ii. One year storage in covered accommodation and distribution in a temperate zone (Level B); or
 - iii. Determination of the level to be used will be made by the approval authority.
- b. Economies are to be effected by using packaging and shipping containers of a tare weight and minimum cube.
- c. Items packaged in accordance with this part normally require packaging in reusable type containers. Moulds, cushioning, blocking, bracing and other fittings should be designed to facilitate reuse.
- d. Methods of cleaning and drying should be selected from the methods listed in D-LM-008-001/ SF-001.

5.6.2 Preservation. The preservation used should be selected from one of the following:

- a. 31-GP-1, Corrosion Preventive Compound, Cold Application, Hard Film (only to be used when removal prior to use of an item would not be required);
- b. 31-GP-3, Corrosion Preventive Compound, Cold Application, Soft Film;
- c. 31-GP-4, Corrosion Preventive Compound, Water Displacing, Soft Film;
- d. VV-L-800, Lubricating Oil, General Purpose, Preservative (Water-displacing, Low Temperature);
- e. Other preservative compounds and lubricants may be used subject to prior approval of packaging specialist at the NDQAR. Request for such approval is to state the type of preservation specification number, where it would be used and the method of removal (if required to be removed) prior to use of the item; and
- f. Preservative lubricating oil conforming to Specification VV-L-800 may be used for preservation of internal combustion engines where a viscosity below SAE 10 is required. This oil may not be used as an operating lubricant in internal combustion engines and must be removed prior to operation.

5.6.3 Selection of Method of Unit Protection.

- a. Methods of unit protection should be selected from one of the following (as found in D-LM-008-001/SF-001):

- i. Is the item chemically critical or has it any chemically critical surfaces? If no, use Method III or IC;
- ii. If Yes – Can the item or all its chemically critical surfaces be preserved with contact preservatives? If yes, use Method I;
- iii. If No – Can film type, as opposed to oil type, preservative be used for the item or for all its chemically critical surfaces? If yes, use Method I or IC; and
- iv. If No – Can oil type preservative be used for the item or for all its chemically critical surfaces? If yes, use Method IA.

5.6.4 Chemically Critical. For packaging purposes, items are considered chemically critical when any degree of chemical action in the form of rust, stain or other corrosion on the items, or on any integral surface, renders them unfit for use. The following list contains the more commonly used metals ranked from the most susceptible to chemical reaction to the least susceptible or more “noble” metals, and is presented to provide some assistance in determining the need for applying appropriate protective measures:

- i. Magnesium alloys;
- ii. Magnesium, bare and critical;
- iii. Steel or iron, or any of their alloys except stainless steel, bare or critical;
- iv. Steel or iron, plated with chromium, nickel, copper, silver, or tin for other than decorative purposes;
- v. Construction steel, low alloy, high yield paint type;
- vi. Silver, copper, brass, bronze, beryllium, lead, cadmium, zinc, babbitt and all aluminium alloys, bare and critical;
- vii. Steel, iron, magnesium or their alloys except stainless steel, bare and non-critical;
- viii. Steel or iron, plated with cadmium, zinc, terne or lead;
- ix. Stainless steel, monel metal, alclad aluminium, or titanium, bare and critical;
- x. Silver, copper, bronze, brass, beryllium, lead, babbitt, cadmium, tin and all aluminium alloys, bare and non-critical;
- xi. Any plating for decorative purposes;
- xii. Stainless steel, monel metal, alclad aluminium, and titanium, bare and non-critical; and
- xiii. Painted surfaces.

5.6.5 Basic Pack Quantities. The basic pack quantity is one or one set as catalogued. The gross weight and cube of containers are to be kept to a minimum consistent with providing adequate protection for the item.

5.6.6 Reusable Containers.

- a. Reusable containers should be considered in relation to attainment of adequate packaging, protection during shipment and economy of storage during the programmed life of such items. Interior and exterior containers should be selected from the following list:
 - i. MIL-D-6055, Drums, Metal, Reusable, Shipping and Storage;
 - ii. CAN/CGSB-43.21-N91, Boxes, Fibreboard, Style 5 or 6;
 - iii. CAN/CGSB-43.80-M90, Cleated Plywood Boxes, Style A;
 - iv. PPP-B-640, Boxes, Fibreboard, Corrugated, Triple-wall;
 - v. PPP-C-650, Crates, Wood, Open and Covered;
 - vi. PPP-D-723, Drums, Fibre;
 - vii. MIL-C-104, Crate, Wood, Lumber and Plywood, Sheathed, Nailed and Bolted;
 - viii. MIL-C-3774, Crates, Wood, Open, 12 000 and 16 000 Pound Capacity (5.5 and 7.3 metric tons);
 - ix. MIL-C-25731, Crate, Wood (for lightweight bulky airframe items);
 - x. MIL-D-6054, Drum, Metal, Shipping and Storage;
 - xi. MIL-B-26195, Box, Wood, Cleated, Skidded, Load Bearing Base; and
 - xii. CSA Z102.10-1954, Skidding of Machinery for Shipment.
- b. Reusable containers should be of a type, grade or class that permits the opening and closing of the containers without impairing their future use.
- c. Reusable fibreboard containers of all types, should be closed by using strapping or filament-reinforced, gummed tape (Specifications 43-GP-1 or 43-GP-28).
- d. Reusable wooden containers should be closed by using Rosan Knife Thread inserts or captive screws. Spring clamp fasteners, screws or nails must not be used.
- e. Crates should be of a type and style that permit unpacking the item by the removal of sides, ends or top, which are held in place by means of bolts or lag screws.

- f. Certain items that are sufficiently rugged may be shipped loose or on skids. Skidding must be in accordance with Specification CSA Z102.10.

5.6.7 Selection of Cushioning, Blocking and Bracing.

- a. Cushioning, blocking, bracing, moulds and other fittings used in reusable containers should be designed to facilitate reuse and should be selected from the following specifications:

- i. PPP-C-1120, Cushioning Material, Bound;
- ii. 43-GP-22, Corrugated Fibreboard Products;
- iii. MIL-R-5001, Rubber Cellular Sheet, Molded and Hand-built Shapes, Latex Foam;
- iv. MIL-P-26514, Polyurethane Foam, Rigid or Flexible for Packaging;
- v. PPP-C-795, Cushioning Material, Flexible, Cellular Plastic Film for Packaging Application;
- vi. PPP-C-850, Cushioning Material, Polystyrene Expanded, Resilient;
- vii. CSA 0121-M1978, Douglas Fir Plywood;
- viii. CSA 0151-M1978, Western Softwood Plywood;
- ix. CSA 0115-M1982, Hardwood Plywood;
- x. CSA 0153-M1980, Poplar Plywood; and
- xi. 4-GP-35, Felt Sheet, Low Density.

- b. The methods of applying cushioning, blocking and bracing are listed below in order of preference:

- i. Rectangular cushioning material (including wrap applications);
- ii. Rectangular and circular cushioning pieces;
- iii. Die cut cushioning material;
- iv. Plywood blocking and bracing, with or without shock mounts;
- v. Plywood/lumber blocking and bracing, with or without shock mounts;
- vi. Lumber blocking and bracing, with or without shock mounts;
- vii. Moulds;
- viii. Metal inserts, with or without shock mounts;
- ix. Item bolted to base of the container, with or without shock mounts; and

- x. Spring suspension.
- c. Machine, carriage or step bolts are to be used when securing materiel to the base of the container or to metal or plywood inserts. If non-precision boltholes are involved, the diameter of the bolt is to be the nearest standard size consistent with the diameter of the hole. If precision bolts are used, precautions are to be taken to ensure that precision bolts of the proper fit and characteristics are used to prevent marring or elongation.
- d. Holes bored through containers, inserts or mounting bases are to be the same size as the diameter of the bolt used. Standard cut washers are to be used under the nuts or bolt heads to decrease the possibility of the bolt pulling through the wood.
- e. To prevent nuts from coming loose in transit, the following action is to be taken:
 - i. Tighten the nuts securely on the bolt (lag bolts are not to be used);
 - ii. Apply asphaltum, paint or lacquer on the threads; and
 - iii. Use lock nuts, lock washers or cotter pins (lock washers, when used, are not to bear against the item).

5.6.8 Safety. Safety precautions are to be taken when handling fuel system assemblies, as follows:

- a. Fuel system assemblies must be thoroughly drained and preserved, as required, prior to packaging; and
- b. Reusable metal containers, received by contractors that contain fuel system assemblies must be grounded during unpacking to prevent possible fire or explosion.

6.0 TRANSPORTATION

6.0.1 This section covers the instructions to the Contractor on documenting and reporting lost or damaged in bound shipments from DND.

6.1 Contractor's Responsibilities

6.1.1 The Contractor must:

- a. Follow the instructions in the contract to arrange outbound transportation of materiel back to DND;
- b. Prepare the shipment and the required documentation (as specified in the contract clauses) for release to a DND driver or a commercial carrier on behalf of DND;
- c. Mark shipments in accordance with A-LM-158-004/AG-001;

- d. Prepare *CF1000* shipping Label or *CF 1001* Shipping Tag as described in 6.2;
- e. Report loss or damage as described in 6.3; and
- f. Maintain records as described in 6.4.

6.2 Shipping Label or Tag – Preparation

6.2.1 The Contractor will complete the label or tag by inserting the following information:

- a. The name and address of the Contractor shipping the materiel or equipment;
- b. A control number from a register maintained by the Contractor. For shipments handled by DND transport, the control number may be assigned by the transportation agency;
- c. The container number. This is in relation to the number of containers in the shipment, e.g., Box or Crate 1 of 4 in total shipment;
- d. The weight of the container and its cubic dimensions; and
- e. Transportation Priority Code (TPC). The priority assigned is normally associated with the code of the requisition for the materiel or equipment (see A-LM-007-014/AG-001), Procurement. Contractors will determine the materiel priority codes for shipments as follows:
 - i. MPC 1: Operational Critical;
 - ii. MPC 2: Essential;
 - iii. MPC 3: Routine; and
 - iv. MPC 4: System Replenishment / Redistribution.

6.3 Loss or Damage in Transit

6.3.1 The Contractor must not be held liable for equipment or material lost or damaged in transit, either by DND or the Canadian Materiel Support Group (CMSG) approved commercial carrier, if in possession of a receipt. The procedure that follows will be taken when the Contractor discovers the loss or damage of DND material.

6.3.2 Damage in Transit. The Contractor will raise a Loss/damage report using the format in A-LM-184-001/JS-001.

6.3.3 Partial Loss. In the event of the partial loss of an item shipped to the Contractor within Canada, the Contractor (as consignee) will carry out the following procedures:

- a. Notify the carrier by telephone detailing the shortage or loss encountered and requesting that tracing action be taken;

- b. Raise a loss/damage report in the format shown in A-LM-184-001/JS-001;
- c. When the item cannot be traced within two days send the carrier a letter of intent to claim in the format of A-LM-184-001/JS-001; the letter must contain the following information:
 - i. Originating point;
 - ii. Destination;
 - iii. Date of shipment;
 - iv. Date of receipt;
 - v. Pro bill or waybill number;
 - vi. Description of the loss or damage; and
 - vii. Estimated amount of the claim, if known.
- d. Forward a copy of the loss/damage report, the letter of intent to claim and all supporting documentation to the CMSG for review if no reply has been received from the carrier within seven working days, or if the carrier has advised that the missing pieces or shipment cannot be located.

6.3.4 Total Loss. In the event of a total loss (i.e., non-receipt of a forecast delivery), the Contractor (consignee) must advise the consignor by email/fax and request that the consignor initiate tracing action.

6.4 Maintain Records

6.4.1 Contractors must maintain records of all shipments. A TCN and waybill numbers will be assigned by CMSG Traffic Section Toronto.

- a. Characters 1 and 2 equal the logical terminal of the NDQAR;
- b. Characters 3 to 6 equal the Julian date of the shipment;
- c. Characters 7 and 8 equal the last two characters of the RMA warehouse account; and
- d. Characters 9 and 10 are sequential numbers, e.g., 01, 02, etc.

6.4.2 A TCN sheet, format shown in A-LM-184-001/JS-001, must be raised for each shipment and attached to the Bill of Lading or other shipping documents, such as packing note, copy of a release note, etc, and maintained on a TCN file in control number sequence.

6.4.3 The Contractor must retain the shipping documents for one (1) year following the date of contract closing or immediately following a PWGSC audit.

7.0 PUBLICATIONS AND DND FORMS

7.1 Contractor's Responsibilities

7.1.1 The Contractor must:

- a. Request DND publications from DND as stated in section 7.2;
- b. Control and maintain DND publications in their possession up to date, as defined in section 7.3;
- c. Dispose of DND publications and forms as defined in section 7.4; and
- d. Not use DND publications for commercial work without written consent as outlined in section 1.4.3

7.2 Availability of Publications and DND Forms

7.2.1 Upon the selection of work, the Contractor must provide the NDQAR with a list of all DND publications obtained from PWGSC prior to signing the contract.

7.2.2 The Contractor must request other publications listed in the Technical Data Package through PWGSC and PWGSC must forward the request to the PA. Once the request is approved the NDQAR will raise a supply document DND 2227 on behalf of the Contractor. The Contractor must acknowledge receipt of the publication from the NDQAR by signing the accompanying documents.

7.2.3 Publications are part of DND owned Government Furnished Information and on transfer of work from one Contractor to another, must be included with the DND-owned materiel or equipment being transferred. Transfer of responsibility for the control of the publications must be required at that time.

7.2.4 DND must, upon request from the Contractor, supply the necessary forms. However, because of the limited use of certain forms, it is neither practical nor economical to provision for and stock all forms. Therefore, where appropriate, forms are to be reproduced locally by the Contractor.

7.2.5 Publications and forms provided to contractors must be issued, without charge, by DND.

7.3 Control and Maintenance of Publications

7.3.1 The Contractor must develop procedures to control all DND publications in their possession and be responsible for amending all DND publications in his custody. The Record of amendments must be maintained as indicated in the applicable area of each publication.

7.3.2 Unless otherwise specified, publications may be copied and/or extracts taken from them.

7.3.3 As these copies/extracts are not subject to follow-up amendment action, they are not valid for use as a reference document and must be stamped "FOR INFORMATION ONLY".

7.3.4 Contractors must ensure that any classified documents are provided with the appropriate security, consistent with the provisions of A-SJ-100-001/AS-000.

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

7.4 Disposal of Publications and DND Forms

7.4.1 When a publication is no longer needed, the Contractor must request disposal instructions from the NDQAR and take action as directed. In cases where the publication is returned to stock or transferred to another user, the Contractor is to ensure that all the amendments are included or that a deficiency listing (and explanations) accompanies the publication(s).

7.4.2 Forms that have been superseded or cancelled and DND have ordered destroyed, are to be disposed of by the Contractor. No certification is necessary and, since the forms are not on charge, there is no requirement to raise disposal vouchers.

7.4.3 Unused current forms and office supplies such as DND stamps, seals, labels, markings considered surplus to requirements are to be returned to the issuing agency.

APPENDICES

- Appendix 1 SNAPS List Example
- Appendix 2 DND Owned Inventory Held By Contractors
- Appendix 3 Stocktaking Summary Report
- Appendix 4 Contract Data Requirements List (CDRL)
- Appendix 5 Data Item Description (DID)

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Appendix 1 SNAPS List Example

1. First Row:

Contract	Contract Description	Contract Item	Material Number	Plant	MRP controller	Storage Location	Acct. Assign Category	Maximum Repair Cost
4600002392	FY 12/13 BUFFALO CC 2182ZZ	34	00-0202564 NSN	DOOR, ACCESS, AIRCRAFT	1000 ADM (Mat)	001 Default MRP Ctrl	006C RMA SBC1 NS	U Unknown 5,000.00 CAD
4600002392	FY 12/13 BUFFALO CC 2182ZZ	34	00-0456623 NSN	HAND PUMP	1000 ADM (Mat)	001 Default MRP Ctrl	006C RMA SBC1 NS	U Unknown 1,600.00 CAD
4600002392	FY 12/13 BUFFALO CC 2182ZZ	34	00-0817844 NSN	POWER SUPPLY	1000 ADM (Mat)	001 Default MRP Ctrl	006C RMA SBC1 NS	U Unknown 5,500.00 CAD

- a. Contract: The outline purchase agreement is often referred to as a blanket or umbrella purchase order;
- b. Contract Description: Description of the outline agreement;
- c. Contract Item:
- d. Material Number & Descriptor: NATO Stock Number and item description;
- e. Plant & Descriptor: The plant is a four-digit identifier for a production facility or branch office within a company. ADM (Mat)'s plant is 1000;
- f. MRP Controller: MRP Controller is the person who is responsible for a group of materials in a MRP in a plant or company;
- g. Storage Location: Storage location is a place where physical inventory is kept within a plant;
- h. Acct. Assignment Category: An account assignment is a one-character identifier used in creating a purchase requisition and a purchase order to link the document to the financial data. Four different codes exist, they are:
 - (1) "K" for cost center;
 - (2) "P" for capital project (capital stand alone and major crown projects);
 - (3) "F" for internal order; and
 - (4) "U" for unassigned (only used to create funds earmarked for future activities). Account assignment blank is used to procure material as inventory and it can be consumable or accountable.
- i. Maximum Repair Cost:

2. Second Row:

DMC	CFSS UOI Price	SMC	RQ Month	Spin Number	Vendor	Location	Postal Code	Street Name	Telephone 1	Validity End date	Material group
Controlled/Demil-mutilate unrepairable	8,477.30 CAD	52W (A) DAP4-4-2-3	#	#	1207039 KELOWNA FLIGHTCRAFT LTD	KELOWNA	V1V 1S1	5655 AIRPORT WAY	#	31.03.2013	1560 Airframe Structural
Controlled/Demil refer to tech auth	2,710.00 CAD	52W (A) DAP4-4-2-3	#	#	1207039 KELOWNA FLIGHTCRAFT LTD	KELOWNA	V1V 1S1	5655 AIRPORT WAY	#	31.03.2013	1560 Airframe Structural
Controlled/Demil-mutilate unrepairable	10,000.00 CAD	52W (A) DAP4-4-2-3	#	#	1207039 KELOWNA FLIGHTCRAFT LTD	KELOWNA	V1V 1S1	5655 AIRPORT WAY	#	31.03.2013	8130 Converters, Electric

- a. DMC Descriptor:
- b. CFSS UOI Price:
- c. SMC & Descriptor:
- d. RQ Month:
- e. Spin Number:

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- f. Vendor: The vendor is a person or company that does legal business (sales) with DND. There are four types of vendors in FMAS:
- (1) supplier (companies);
 - (2) non-supplier (individuals);
 - (3) other government department; and
 - (4) onetime (template): Externally assigned vendors are created by DMAC 4 and include: Onetime (CPDL) and other government department (ZOGD). Internally assigned vendors are created by Section 34 users and include: supplier (VNDR); and non-supplier (NONS).
- g. Location: City for delivery address;
- h. Postal Code: Postal code for delivery address;
- i. Street Name: Number and Street name for delivery address;
- j. Telephone: Telephone number for delivery address;
- k. Validity End Date: Forecast validity; and
- l. Material Group:

Third Row:

Technical Auth. Code	Repairable Reserve	Repair Priority Code	Repairability Code	RMR	Process (R/O)	Changed On	Changed By	Current Year Forecast	Next Year Forecast	SU	CAD	CAD
A57G	N	R	G	#	D	27.09.2013	RGSNOW	0001	0001	1.000	0.00	7,760,000.00
A57G	N	C	B	#	D	27.09.2013	RGSNOW	0004	0002	1.000	0.00	7,760,000.00
A57E	N	R	B	#	D	30.09.2013	RGSNOW	0008	0008	1.000	0.00	7,760,000.00

- a. Technical Auth. Code:
- b. Repairable Reserve:
- c. Repair Priority Code:
- d. Repairability Code:
- e. RMR: Presently not used;
- f. Process (R/O/D): This defines whether WO is Repair (R Linked), Overhaul (O), Delinked (D). Note:
- (1) R=Repair IW81 Type R001 Control Key ZP12;
 - (2) D=Delink IW81 Type R001 Control Key ZP02; and
 - (3) O=Overhaul IW31 Type R002 Control Key ZP08.
- g. Changed On: Last date when repair data was changed in ZEMM_RO_MANAGED;

- h. Changed By: Last person user ID who changed any repair data in ZEMM_RO_MANAGED;
- i. Current Year Forecast (CYF) & Next Year Forecast (NYF): The SM, in consultation with the LCMM, shall compute a forecast of the number of MMRs that will arrive at the repair contractor over the next 2 –12 months provisioning periods. This Current Year Forecast (CYF) and Next Year Forecast (NYF) become the basis for R&O funding provided to the PA and for planning purposes by the contractor. The current year forecast is also the maximum quantity the contractor is authorized to receive and repair unless there is an amendment to the SNAPS or CYF. Because quantities forecasted have a direct impact on funds expenditure, care shall be exercised to ensure that forecast quantities are based on accurate data of past usage, future activity and/ or the manufacturers input in the case of initial procurement. The following principles shall apply when calculating a forecast:
- (1) Repair Forecasts shall cover a 24-month period commencing at the beginning of the current fiscal year for each MMR. The forecast shall be expressed in terms of two 12-month periods. Components shall be counted against the CYF for the fiscal year during which they were inducted;
 - (2) The forecast will indicate the number of unserviceable items that the LCMM / SM forecast would arrive at the repair facility in each of the 12-month periods. This will be determined by looking at the historical data (how many arrived last year) and the expected usage of the end equipment over the next 2 years; and
 - (3) The forecast will show against the FH (Family Head). But will include the forecast for the subordinate MMR. The forecast for the subordinate item will be shown as 00SN when the repair will not change the MMR. The forecast will be 00RW when it is to be reworked to become the same as the FH or into another number as identified in the contract. When completing the annual review it is important that the SM check the forecast against all the subordinates to ensure it shows 00SN. (Under review with DRMIS).
- j. SU: Standard unit of Issue;
- k. CAD (Order Amount Net): Not used;
- l. CAD (Order Amount Gross): Standard Unit Price;

Appendix 2 DND Owned Inventory

Part A: DND Owned Inventory Holdings Held By Contractors

[illegible]

1. Notes:

- a. General Note: Inventory reported here should include all items that a contractor holds that belong to DND and that are not already accounted for in the CFSS or CAMMS;
- b. Note 1: If you have an alternate part number or manufacture part number in addition to the part number listed, please provide that detail if possible. Also provide the Group Class if available. We would like any additional field information you have that may help to classify the data;
- c. Note 2: Please specify if possible the equipment platform the inventory item supports. For example, if your inventory pertains to three aircraft types, put the specific aircraft type beside each inventory item part number;
- d. Note 3: If the inventory item has a NSN or SC, please provide the number, if you have it readily available in your inventory System;
- e. Note 4: Report in one currency only and specify the currency if it is not Canadian;
- f. Note 5: If known, enter the program under which the inventory is held (e.g., GFOS, AAS, Bonded Stock, etc.); and
- g. Note 6: Please identify repair flag Y for a repairable item and N for a consumable item.

2. Details:

- a. Content: The DND Inventory Report shall report on “DND Owned Inventory Holdings held by Contractors as at 31 Mar 20XX” (each fiscal year);

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

Part B: Repairable and Consumable Report Templates

1. Input / Output Repairable Inventory Report

Repairable Template / Gabarit des biens réparables	
Input/Output Repairable Inventory Report / Rapport d'inventaire des entrées et sorties des biens réparables	
For the year ending 31 March 20xx / Pour l'exercice se terminant le 31 mars 20xx	
Opening Inventory as at 1 April 20xx / Stock d'ouverture au 1er avril 20xx:	
Plus: Cost of Goods Purchased or Acquired / Plus : Coût des biens achetés ou acquis :	
Minus: Consumption/Removals / Moins : Consommation/Retraits :	
Closing Inventory as at 31 March 20xx / Stock de clôture au 31 mars 20xx :	\$ -
<u>Notes / Remarques:</u>	
Must be equal to the itemized listing of repairable items provided through Part A, DND Owned Inventory Holdings Held by Contractors as at 31 March 20xx.	
Doit équivaloir à la liste par article des biens réparables fournie dans la Partie A : Inventaire du MDN détenu par les entrepreneurs tel qu'il apparaît au 31 mars 20xx.	
A separate Input / Output inventory report is required for consumable inventory and repairable inventory.	
Un rapport distinct de l'inventaire des entrées et sorties est requis pour les biens renouvelables et les biens réparables.	

2. Input / Output Consumable Inventory Report

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Consumable Template / Gabarit des biens renouvelables	
Input/Output Consumable Inventory Report / Rapport d'inventaire des entrées et sorties des biens	
For the Year Ending 31 March 20xx / Pour l'exercice se terminant le 31 mars 20xx	
Opening Inventory as at 1 April 20xx / Stock d'ouverture au 1er avril 20xx :	
Plus: Cost of Goods Purchased or Acquired / Plus : Coût des biens achetés ou acquis :	
Minus: Consumption/Removals / Moins : Consommation/Retraits :	
Closing Inventory as at 31 March 20xx / Stock de clôture au 31 mars 20xx :	\$ -
Notes / Remarques:	
Must be equal to the itemized listing of consumable items provided through Part A, DND Owned Inventory Holdings Held by Contractors as at 31 March 20xx.	
Doit équivaloir à la liste par article des biens renouvelables fournie dans la Partie A : Inventaire du MDN détenu par les entrepreneurs tel qu'il apparaît au 31 mars 20xx.	
A separate Input / Output inventory report is required for consumable inventory and repairable inventory.	
Un rapport distinct de l'inventaire des entrées et sorties est requis pour les biens renouvelables et les biens réparables.	

Part C: Additional Information Requirements

Additional Information / Renseignements supplémentaires		
		Response / Réponse
Description of the activities performed under the Repair & Overhaul (R&O) contract(s) supported by the inventory holdings if not supplied on the Part A spreadsheet (i.e. R&O on Hercules engines).	Description des activités effectuées en vertu du ou des contrat(s) de réparation et révision (R et R) soutenu(s) par l'inventaire détenu, si ces détails ne figurent pas dans la partie A du tableau de ventilation (c.-à-d. les contrats de R et R effectués sur les moteurs Hercules).	
How often is a stocktaking performed on the contractor holdings of DND owned inventory?	À quelle fréquence effectue-t-on la prise de l'inventaire du MDN?	
What is the date of last stocktaking?	À quelle date remonte la dernière prise d'inventaire?	
What accounting method is used by the contractor to value the inventory reported (FIFO, LIFO, historical cost or moving weighted average)?	Quelle méthode de comptabilisation est utilisée pour évaluer l'inventaire (méthode du premier entré, premier sorti [PEPS], méthode du dernier entré, premier sorti [DEPS], coûts d'origine, moyenne mobile pondérée)?	
Is this a sub-contractor to another company? If so, who?	L'entrepreneur est-il sous-contractant d'une autre société? Si oui, laquelle?	
DND and Contractor points of contact for the inventory report as at 31 March 2016.	Points de contact des entrepreneurs et du MDN pour l'inventaire déclaré au 31 mars 2016.	
NOTES	REMARQUES	
1: inventory reports will be subject to audit by the Office of the Auditor General (OAG) and internal audits	1. Les rapports d'inventaire seront soumis à une vérification par le Bureau du vérificateur général (BVG) et à des vérifications internes.	

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Appendix 3 Stocktaking Summary Report

Supplier Name	
PWGSC Contract Number	
Count starting date	
Count Completed date	
Account name	
Account type : RMA, CRPA, GFOS AAS	
Number of line items counted	
Inventory valuation after stocktaking	
Deficiency value on CF 152	\$ CAN
Surplus value on CF 152	\$ CAN

Justification for discrepancies :

Contractor's corrective actions taken :

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Appendix 4 Contract Data Requirements List (CDRL)

CONTRACT DATA REQUIREMENTS LIST (CDRL)									
A. System / Item				B. Contract / RFP Number					
TBD				W8485-163203					
C. SOW Identifier		D. DATA Category		E. Contractor					
Annex B: LOG SOW		Management Data		TBD					
1. Item Number		2. Title or Description Data		3. Sub Title					
CDRL CC138-007		Logistics Process Manual (LPM)		N/A					
4. Authority (Data Item Number)		5. Contract Reference		6. Requiring Office					
DID CC138-007		Annex B: LOG SOW Sections: 2.1 / 3.1 / 4.3.2 / 4.4.2 / 4.5.2 / 5.1 / 6.1 / 7.1		PA / TA					
7. Inspection		9. Input		10. Frequency		12. Date of 1st Submission		14. Distribution and Addressees	
N/A				Revisions as Required		Six (6) Month after Contract award			
8. App Code		11. As of Date		13. Date of Subsequent Submission / Event		a. Address		b. Copies	
A								Initial	
								Hard	
								Soft	
								Hard	
								Soft	
16. Remarks						PA			
The Contractor shall submit their Logistics Process Manual to PA/TA six Months After Contract (MAC) award with details in DID-CC138-7. Follow on submissions will be agreed upon between contractor, PA and TA.						TA			
Prepared By		Date		Approved By		15. Total			
Capt R.E. Fox		Apr 2016		DAP 4-4-2		0		2	
17. Contract File / Document Number		18. Estimated No. of Pages		19. Estimated Price					
TBD		TBD		N/A					

Appendix 5 Data Item Description (DID)



National Défense
Defence nationale

DATA ITEM DESCRIPTION - DESCRIPTION DE DONNÉES

1. TITLE - TITRE Logistics Process Manual (LPM)		2. IDENTIFICATION NUMBER - NUMÉRO D'IDENTIFICATION DID CC138-007	
3. DESCRIPTION/PURPOSE - DESCRIPTION/OBJET To describe the Contractor's administrative and logistics procedures as well as the interaction between support procedures and the Repair and Overhaul (R&O) of DND materials.			
4. APPROVAL DATE DATE D'APPROBATION	5. OFFICE OF PRIMARY INTEREST (OPI) BUREAU DE PREMIERE RESPONSABILITÉ (BPR) DAP 4-4-2		6. GIDEP APPLICABLE D'ÉCHANGE DE DONNÉES PERTINENT
7. APPLICATION/INTERRELATIONSHIP - APPLICATION/INTERDÉPENDANCE The Draft LPM is required as part of the Contractor's undertaking to implement procedures identified within the LOG SOW, sections 2.1, 3.1, 4.3.2, 4.4.2, 4.5.2, 5.1, 6.1, and 7.1.			
8. ORIGINATOR - AUTEUR DAP 4-4-2		9. APPLICABLE FORMS - FORMULES PERTINENTES	
10. PREPARATION INSTRUCTIONS – INSTRUCTIONS SUR LA PRÉSENTATION DES DONNÉES 1. In the Contractor's own format, the Logistics Management Plan (LMP) must document and describe the contractor's processes and systems for carrying out the work required under the contract including cost control, the R&O process, Inventory Management, Packaging, Shipping & Transportation and Publications Management. The plan must demonstrate how the contractor proposes to meet the requirements of the LOG SOW. The plan must include but not be limited to: a. Cost Control i. Have appropriate management control procedures in place; ii. Ensure all costs related to the repair are tracked on the applicable work order, such as parts used, embodiment fees, labour, etc.; iii. Monitor the cost of each repair to ensure that the total repair costs remain within the approved repair cost limits; iv. Ensure that purchases of spares are within the approved contract cash flow for the applicable fiscal year; and v. Maintain costing records that must be available on request for review and/or audit. b. Repair and Overhaul i. Report discrepancies in shipments, including any errors in documentation; ii. Open a work order within 48 hours of receipt; iii. Validate the requirement for Repair and/or Overhaul from the CF942, as identified on the applicable component. If			

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there is a discrepancy between approved maintenance program and information on the CF942, then the contractor is to contact TA for clarification;

- iv. Schedule repair work in accordance with the RPC & PRR;
 - v. Establish a system that will monitor production and materiel flowing through the plant and provide an audit trail;
 - vi. Maintain Supply accounting records for DND materiel separate from other company records; and
 - vii. Perform a manual 100% stocktaking of the RMA account every two years, or when requested by DND, following the instructions for stocktaking in the A-LM-184-001/JS-001 Special Instructions – Repair and Overhaul Contractors.
- c. Contract Issue Spares (CIS)
- i. Follow the requisition, receipt and issue processes in A-LM-184-001/JS-001;
 - ii. Create and maintain appropriate stock levels on the CRPA for each stock number as directed in A-LM-184-001/JS-001;
 - iii. Record the CIS spares against the R&O work order where they will be consumed as directed in A-LM-184-001/JS-001;
 - iv. Perform the 100% manual stocktaking every two years, or more often when requested by DND, following the instructions for stocktaking in A-LM-184-001/JS-001;
 - v. Perform Stock Review in conjunction with a 100% stocktaking; and
 - vi. Dispose of spares, when authorized by DND, IAW instructions in A-LM-184-001/JS-001.
- d. Government Furnished Overhaul Spares (GFOS)
- i. Establish a price for each line item of GFOS using the book value or the cost laid down as defined in the contract;
 - ii. Advise on the applicability of the GFOS to the repair operation;
 - iii. Maintain stock records for both unserviceable and serviceable GFOS;
 - iv. Provide Stock control of the items;
 - v. Establish and maintain an issue system in order to track the issue of GFOS to the work order for embodiment in DND equipment undergoing repair;
 - vi. Issue GFOS to a Work Order where it will be consumed;
 - vii. Complete a 100% manual stocktaking every 2 years, or sooner as requested by DND, following the instructions in A-LM-184-001/JS-001;
 - viii. Perform a stock review in conjunction with a 100% stocktaking; and
 - ix. Dispose of items, when authorized by DND, IAW instructions in A-LM-184-001/JS-001.
- e. Accountable Advance Spares (AAS)
- i. The Contractor is responsible for determining the requirement for AAS and providing their recommendations to DND;
 - ii. Provide Stock Control for AAS;
 - iii. Establish and maintain an issue system in order to track the issue of AAS to the R&O work order for embodiment in DND equipment undergoing repair;
 - iv. Record issue of AAS against a Work Order where it is consumed;
 - v. Complete a 100% manual stocktaking every 2 years, or sooner as requested by DND, following the instructions in A-LM-184-001/JS-001;
 - vi. Perform a stock review in conjunction with a 100% stocktaking;
 - vii. Dispose of items, when authorized by DND, IAW instructions in A-LM-184-001/JS-001; and
 - viii. Perform a level review at least once quarterly.
- f. Packaging
- i. The Contractor must carry out packaging in accordance with the applicable currently approved Canadian Forces Packaging Data available in DRMIS;
 - ii. When it has been established that a specific item is to be repaired against a given contract for which an approved packaging data is not held or for which there is no entry in DRMIS, the Contractor must notify the DND Supply Manager;
 - iii. The Contractor is encouraged to submit recommendations when they consider that an item, which is already covered by an approved process, could be packaged more effectively or with substantial savings in cost, cube or weight; and
 - iv. The Contractor must forward all correspondence concerning packaging details to the applicable DND Supply

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Manager.

- g. Transportation
 - i. Follow the instructions in the contract to arrange outbound transportation of materiel back to DND;
 - ii. Prepare the shipment of the required documentation, as specified in the contract, for release to a DND driver or a commercial carrier on behalf of DND;
 - iii. Mark shipments IAW A-LM-158-004/AG-001;
 - iv. Prepare CF1000 shipping Label or CF 1001 Shipping Tag as described in the contract;
 - v. Report loss or damage as described in the contract; and
 - vi. Maintain records as described in the contract.
 - h. Publications
 - i. Request DND publications from DND as required;
 - ii. Control and maintain DND publications, in the Contractor's possession, up to date;
 - iii. Dispose of DND Publications and forms IAW the contract; and
 - iv. Restrict the use of DND Publications to work directed by DND, unless provided with written consent IAW the contract.
- 2. Upon the PA's acceptance of the Logistics Management Plan, the Contractor must implement the approved plan.
 - 3. As required, the Contractor must make appropriate amendments to the plan throughout the term of the contract to reflect current and planned activities (including process re-engineering, continuous improvement initiatives, or other innovations affecting the plan). The Contractor must submit amendments to the plan to the PA for approval.

W8485-163203
ANNEX C

**GOODS PROCUREMENT
STATEMENT OF WORK
FOR THE CC138 TWIN OTTER AIRCRAFT
IN-SERVICE SUPPORT PROGRAM**

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1.0 Scope.

1.1 Purpose.

1.1.1 This Statement of Work (SOW) defines the requirements, Contractor's obligations, and procedures to be followed to permit the Directorate of Aerospace Procurement (DAP) personnel to order goods such as spare parts for the CC138 Twin Otter fleet via the Contractor. The office of DAP 4 is the only authorized Procurement Authority (PA) for all requirements initiated under this Statement of Work (SOW) and covering Contract.

1.2 Background.

This Goods Procurement instrument is intended to improve overall fleet reliability and the order processing of CC138 spare parts. The procedures provided herein are designed to minimize administrative costs while ensuring that Canada obtains best value for the dollars spent.

2.0 Requirements.

2.1 General.

2.1.1 Subject to authorization in accordance with the terms and conditions of the Contract and the requirements and procedures specified herein, the Contractor must deliver the specified goods to the destination(s) identified in the order documentation. The Contractor must respond within 48 hours to a High Priority Requisition (HPR) request for goods procurement.

2.1.2 The Contractor must deliver to Canada the items listed in the DND 626 / Purchase Order. When an item differs from the item listed in the order documents, the Contractor must notify the applicable NDHQ Supply Manager and Life Cycle Material Manager (LCMM), with an information copy to the NDQAR. Prior to DND acceptance of any alternate parts, approval must be provided by the applicable LCMM. The Contractor must provide the following information when notifying DND:

- a. order number and the line item in the order;
- b. identification of the item originally ordered (part number and NSN);
- c. identification by part number (and NSN if available) of the item to be delivered;
and
- d. the reason for the substitution.

2.1.3 The Contractor must maintain appropriate documentation for six (6) years after contract expiry.

2.2 Authorization Procedures.

2.2.1 Authorization for the purchase of goods such as spares and consumables for the CC138 are be subject to the following procedures:

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ANNEX C

- a. Issue of Request for Quotation (RFQ);
- b. Issue of Contractor RFQ Response; and
- c. Issue of DND Purchase Order (PO) or DND 626 Task Authorization.

2.3 Request for Quotation (RFQ).

2.3.1 DAP 4 will provide to the Contractor an RFQ which will identify the requirement. The RFQ will be assigned a unique reference number (provided by DND) which must be quoted in all correspondence related to the specific order. The following information must be included as applicable when an RFQ is submitted:

- a. RFQ reference document number;
- b. NATO Stock Number (NSN);
- c. Acceptable Part Number (P/N);
- d. Unit of Issue (UOI);
- e. Qty Required (Qty);
- f. Delivery Destination(s);
- g. Material Priority Code (MPC);
- h. Required Delivery Date (RDD);
- i. Commercial Transportation Authority (if applicable);
- j. Quality Assurance Code (QAC);
- k. Special Packaging Information;
- l. Shelf Life (if applicable); and
- m. CTAT / ITAR (if applicable).

2.4.2 The RFQ may also include a requirement that the contractor respond within a specified number of days. The company must solicit quotations from a minimum of three suppliers, on RFQ's over \$1,000.00 for any item. The Contractor is to ensure the quotations contain the reference number along with sufficient pricing data, which includes all costs such as unit price, sales taxes or duties. Applicable technical data meeting requirements should accompany all quotations. When soliciting a quotation by telephone, the company must accurately transcribe the information taken, record the time and date and sign the bid immediately. On receipt of telephone quotation over \$5,000, the Contractor must advise the supplier to confirm the bid in writing. The supplier selection method will be based on the lowest cost responsive technical bid. All quotations are subject to audit and shall be provided to the PA and/or CA when requested.

2.4.3 HPR's are an exception to the lowest cost responsive bid selection. Due to the urgency of these requirements, these are to be selected based upon lowest compliant bid that is able to provide the HPR within the RDD identified in the HPR request.

2.5 Contractor RFQ Response.

2.5.1 The Contractor shall submit to the DAP 4 SM, with a copy to the PA, a firm quote in the currency quoted by the supplier and an estimated delivery date (EDD). Any item over the value of \$1,000.00 on an order requires a minimum of three (3) quotes which can be made available if requested by PA or CA in order to achieve the best value for Canada. When there are consistently more than three (3) suppliers available, quotes are to be selected from three of the available suppliers in rotational order. In the event that there is only one source of supply or no quotes are received, the Contractor must indicate this when submitting an RFQ response.

2.5.2 The Contractor's RFQ response must have an expiry date of thirty (30) days for each line item. Should DND fail to respond to the RFQ prior to the expiry date, a new RFQ will be re-submitted to the Contractor based upon updated requirements. Once the DAP 4 SM has accepted the proposed response to the RFQ, a Purchase Order (PO) or DND 626 Task Authorization will be created.

2.5.3 Prices must be listed in the currency provided in the quotes and compared using the Bank of Canada daily Noon exchange rate on the date of quote receipt. Changes in end value after issuance of a DND 626 due to reasons beyond control of the Contractor (Currency exchange fluctuations, delivery date) will be reviewed on submission of a CF DND 626 Notification for Change as outlined in Annex C, Para 3.3, form: Appendix 7 Annex C.

2.5.4 The Contractor must submit the following in an RFQ Response:

- a. the lowest cost responsive technical bid of each item and for the total list of items for the RFQ, calculated in accordance with the terms and conditions of the Contract;
- b. schedule for delivery of each item on the list; and
- c. the expiry date for the validity of the information provided.

2.5.5 In the Cost Estimate, the Contractor must include all applicable charges to Canada, including direct labour charges, material, subcontracting, travel, living expenses, applicable profit, and all applicable taxes, in accordance with the Basis of Payment of the Contract.

2.5.6 Should the Contractor wish to offer an alternative or substitute item, the Contractor must provide the items' NSN (if catalogued), specifications, drawings, and any other applicable documents supporting its use to the SM at the time of RFQ. The SM will then forward the documents and information to the Life Cycle Material Manager (LCMM/ Technical Authority) TA for analysis. Any alternatives / substitutes or price breaks offered due to increased quantity shall be identified at the initial RFQ response stage of the procurement process. No changes will be accepted after the PO or DND 626 has been awarded. All coordination of alternate and/or substitute parts will be processed through the SM & LCMM.

2.5.7 For the substitution of items, where an NSN is not available, the Contractor must also provide, sufficient information to permit the cataloguing of the item in the NATO Codification

System. This includes a recognized industry specification, standard, or an engineering drawing preferably to Level 3 but at least equal to Level 2 such as:

- a. configuration;
- b. characteristics, such as dimensions, tolerance, materials, mandatory processes, surface finish, protective coatings, etc.;
- c. electrical characteristics;
- d. performance data, i.e. those physical and functional characteristics under specified operating conditions (loads, speed, etc.) and the environmental conditions, which the item must operate and perform;
- e. mounting requirements; and
- f. special features which contribute to the uniqueness of the item.

2.5.8 If there is a requirement to increase or decrease quantities or change any information (QAC/packaging) required from that requested in the original RFQ, a new / revised RFQ will be submitted to the Contractor to reflect the changes and a revised quote must be provided by the Contractor.

2.6 Issue of DND Purchase Order / DND 626 Task Authorization.

2.6.1 The DAP 4 SM will review the Contractor RFQ response and if Canada decides to proceed with the procurement, a Purchase Order (PO) or a DND 626 Task Authorization will be issued authorizing the Contractor to deliver the specific list of goods with a schedule and subject to a funding limitation for the total order. Information copies of the PO or DND 626 will also be distributed to the NDQAR. The DND PO / DND 626 will detail the following:

- a. Line item number;
- b. NSN;
- c. Preferred Part Number (P/N);
- d. UOI;
- e. Qty;
- f. Delivery location(s);
- g. Delivery Date as per Contractor RFQ Response;
- h. Commercial Transportation Authorization (if applicable);
- i. Quality Assurance Code (QAC) (as applicable);
- j. Shelf Life (if applicable);
- k. Hazardous Material (if applicable);

l. Material Priority Code; and

m. CTAT / ITAR applicability.

2.6.2 Authority to provide goods as detailed herein does not constitute approval to exceed either the Financial Limitation of the Authorization Documents, the annual cash flow or the Funding Limitation of the Contract.

2.6.3 The Contractor must not procure any goods under this SOW until an approved DND PO or DND 626 is received by the Contractor. Procuring goods prior to receipt of an approved PO or DND 626 will be at the Contractor's own risk.

2.7 Delivery.

2.7.1 The Contractor must monitor Estimated Delivery Dates (EDDs) and must immediately notify the SM of the delay in delivery. When the Contractor is unable to meet the EDD for the stock requirements, DND reserves the right to amend or cancel the PO / DND 626 or accept the change to the EDD.

2.8 Delays.

2.8.1 If at any time during the process, it becomes evident that the authorized level of expenditure will be exceeded, or that the schedule will be delayed, the Contractor must immediately submit the following to the Supply Manager with copies to the PA and CA:

- a. revised funding estimate and a schedule, as applicable; and
- b. the reason why the Contractor's original forecast is no longer valid.

2.8.2 Under no circumstances shall the Contractor exceed the authorized level of expenditure. Canada will have no obligation to pay for any work or goods that exceeds the authorized Funding Limitations.

2.9 Inability to Source.

2.9.1 Canada reserves the right to cancel requirements after 14 calendar days when the Contractor is unable to locate a source of supply and resubmit the requirement through PWGSC.

2.9.2 For HPRs, Canada reserves the right to cancel requirements after 48 hours when the Contractor is unable to locate a source of supply and resubmit the requirement through PWGSC.

2.10 Completion / Closure Procedures.

2.10.1 Concurrent with the delivery of each authorized item, the Contractor must notify the SM via E-Mail/Fax transmission providing the reference number, item identification, and the quantity delivered.

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2.10.2 After delivery of the goods in specific authorization lists, the Contractor must consolidate the totals and advise the PA by attaching the listing of completed documents to the Progress Claim on a monthly basis.

2.11 Marking / Identification.

2.11.1 The Contractor must affix identification markings on the ordered goods as specified in the authorization documents.

2.12 Invoicing.

2.12.1 Invoicing must be in accordance with the terms and conditions of the Contract.

2.13 Consignee.

2.13.1 The Contractor must deliver goods as specified to the destination(s) as detailed in the order documentation without invoices. The Consignee shall receipt the items IAW CFSS protocols.

2.14 Quality Assurance.

3.14.1 The Contractor must comply with the Quality Assurance requirement(s) specified in the order authorization documents.

2.15 Reports.

2.15.1 The Contractor must submit a Goods Procurement Report as specified in Annex B Log SOW.

2.16 Payment.

2.16.1 The Contractor must submit a report with the Progress Claim detailing all approved and completed POs and DND 626s in support of this SOW.

2.17 Progress Reviews.

2.17.1 The Contractor must present the status of all goods procurement orders during formal Progress Review Meetings (PRM). One function of this review will be to close completed orders, or to discuss disputed orders.

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Annex D

SECURITY REQUIREMENTS CHECKLIST (SRCL)



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SECURITY REQUIREMENTS CHECK LIST (SRCL)

LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE		
1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine		2. Branch or Directorate / Direction générale ou Direction ADM(MAT) - DGAEPM - DAEPM(T)
3. a) Subcontract Number / Numéro du contrat de sous-traitance N/A		3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant N/A
4. Brief Description of Work / Brève description du travail Aircraft Third Line Inseption and Repair (TLIR), Painting, Component Repair and Overhaul, Technical Investigation and Engineering Services (TIES), Obsolescence Management, Life Cycle Management Services (LCMS), Modifications and Acquisition of Spares, and Manufacturing of miscellaneous components, in support of the CC138 Twin Otter fleet.		
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?		<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?		<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui
6. Indicate the type of access required / Indiquer le type d'accès requis		
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)		<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.		<input type="checkbox"/> No Non <input checked="" type="checkbox"/> Yes Oui
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?		<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès		
Canada <input type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>
7. b) Release restrictions / Restrictions relatives à la diffusion		
No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>	All NATO countries Tous les pays de l'OTAN <input type="checkbox"/>	No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>
Not releasable À ne pas diffuser <input type="checkbox"/>		
Restricted to: / Limité à: Specify country(ies): / Préciser le(s) pays: <input type="checkbox"/>	Restricted to: / Limité à: Specify country(ies): / Préciser le(s) pays: <input type="checkbox"/>	Restricted to: / Limité à: Specify country(ies): / Préciser le(s) pays: <input type="checkbox"/>
7. c) Level of information / Niveau d'information		
PROTECTED A PROTÉGÉ A <input type="checkbox"/>	NATO UNCLASSIFIED NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A PROTÉGÉ A <input type="checkbox"/>
PROTECTED B PROTÉGÉ B <input type="checkbox"/>	NATO RESTRICTED NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B PROTÉGÉ B <input type="checkbox"/>
PROTECTED C PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>	NATO SECRET NATO SECRET <input type="checkbox"/>	CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>
SECRET SECRET <input type="checkbox"/>	COSMIC TOP SECRET COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET SECRET <input type="checkbox"/>
TOP SECRET TRÈS SECRET <input type="checkbox"/>		TOP SECRET TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>



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PART A (continued) / PARTIE A (suite)

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS? ☒ No / Non ☐ Yes / Oui
- If Yes, indicate the level of sensitivity:
Dans l'affirmative, indiquer le niveau de sensibilité :

9. Will the supplier require access to extremely sensitive INFOSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate? ☒ No / Non ☐ Yes / Oui

Short Title(s) of material / Titre(s) abrégé(s) du matériel :

Document Number / Numéro du document :

PART B: PERSONNEL (SUPPLIER) / PARTIE B: PERSONNEL (FOURNISSEUR)

10. a) Personnel security screening level required / Niveau de contrôle de la sécurité du personnel requis

- | | | | |
|---|---|--|--|
| <input checked="" type="checkbox"/> RELIABILITY STATUS
COTE DE FIABILITÉ | <input type="checkbox"/> CONFIDENTIAL
CONFIDENTIEL | <input checked="" type="checkbox"/> SECRET
SECRET | <input type="checkbox"/> TOP SECRET
TRÈS SECRET |
| <input type="checkbox"/> TOP SECRET - SIGINT
TRÈS SECRET - SIGINT | <input type="checkbox"/> NATO CONFIDENTIAL
NATO CONFIDENTIEL | <input type="checkbox"/> NATO SECRET
NATO SECRET | <input type="checkbox"/> COSMIC TOP SECRET
COSMIC TRÈS SECRET |
| <input type="checkbox"/> SITE ACCESS
ACCÈS AUX EMPLACEMENTS | | | |

Special comments:

Commentaires spéciaux : Embedded contractors will need secret clearance IAW Annex A - Technical SOW Para 6.2.1

NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.

REMARQUE : Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.

10. b) May unscreened personnel be used for portions of the work?
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail? ☒ No / Non ☐ Yes / Oui
- If Yes, will unscreened personnel be escorted?
Dans l'affirmative, le personnel en question sera-t-il escorté? ☐ No / Non ☐ Yes / Oui

PART C: SAFEGUARDS (SUPPLIER) / PARTIE C: MESURES DE PROTECTION (FOURNISSEUR)

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises?
Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS? ☒ No / Non ☐ Yes / Oui
11. b) Will the supplier be required to safeguard COMSEC information or assets?
Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC? ☒ No / Non ☐ Yes / Oui

PRODUCTION

11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises?
Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ? ☒ No / Non ☐ Yes / Oui

INFORMATION TECHNOLOGY (IT) MEDIA / SUPPORT RELATIF À LA TECHNOLOGIE DE L'INFORMATION (TI)

11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data?
Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS? ☒ No / Non ☐ Yes / Oui
11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency?
Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale? ☒ No / Non ☐ Yes / Oui



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PART C (continued) / PARTIE C (suite)

For users completing the form manually use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.
Les utilisateurs qui remplissent le formulaire manuellement doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form online (via the Internet), the summary chart is automatically populated by your responses to previous questions.
Dans le cas des utilisateurs qui remplissent le formulaire en ligne (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

SUMMARY CHART / TABLEAU RÉCAPITULATIF

Category Catégorie	PROTECTED PROTÉGÉ			CLASSIFIED CLASSIFIÉ			NATO				COMSEC					
	A	B	C	CONFIDENTIAL	SECRET	TOP SECRET	NATO RESTRICTED	NATO CONFIDENTIAL	NATO SECRET	COSMIC TOP SECRET	PROTECTED PROTÉGÉ			CONFIDENTIAL	SECRET	TOP SECRET
				CONFIDENTIAL			NATO DIFFUSION RESTREINTE	NATO CONFIDENTIAL			COSMIC COSMIC TRES SECRET	A	B	C	CONFIDENTIAL	
Information / Assets Renseignements / Biens Production	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
IT Media / Support TI	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
IT Link / Lien électronique	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?
La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?

☒ No
Non

☐ Yes
Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?
La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?

☒ No
Non

☐ Yes
Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquer qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).



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PART D - AUTHORIZATION / PARTIE D - AUTORISATION

13. Organization Project Authority / Chargé de projet de l'organisme

Name (print) - Nom (en lettres moulées)
Martin Launière

Title - Titre
Technical Authority, DAEP(M)
5-3

Signature

Telephone No. - N° de téléphone
(819) 939-4640

Facsimile No. - N° de télécopieur
(819) 939-4448

E-mail address - Adresse courriel
Martin.Launier@forces.gc.ca

Date
12 May 2016

14. Organization Security Authority / Responsable de la sécurité de l'organisme

Name (print) - Nom (en lettres moulées)
Sasa Medjovic - DSSO - Industrial Security
Senior Security Analyst
Tel: 613-996-0286

Signature

Telephone No. - N° de téléphone

Facsimile No. - N° de télécopieur

E-mail address - Adresse courriel
E-mail: Sasa.medjovic@forces.gc.ca

Date
2016- May 18

15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached?

Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes?

☐ No / ☒ Yes
Non / Oui

16. Procurement Officer / Agent d'approvisionnement

Name (print) - Nom (en lettres moulées)

~~Ryan Fox~~
William Pavlich

Title - Titre
Contracting
Procurement Authority,
~~DAP 442~~ PWGSC

Signature

Telephone No. - N° de téléphone
~~(819) 939-3188~~ 473-4693

Facsimile No. - N° de télécopieur
~~(819) 939-4448~~ 956-7110

E-mail address - Adresse courriel
~~Ryan.Fox@forces.gc.ca~~
William-pavlich@pwgsc.gc.ca

Date
26 Sept.
May 2016

17. Contracting Security Authority / Autorité contractante en matière de sécurité

Name (print) - Nom (en lettres moulées)

Anna Kulycka

Contract Security Officer, Contract Security Division

Title - Titre

Signature

Telephone No. - N° de téléphone

Facsimile No. - N° de télécopieur

E-mail address - Adresse courriel

Date
June 13, 2016

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Annex E

INSURANCE REQUIREMENTS

ANNEX E – INSURANCE REQUIREMENTS

Commercial General Liability Insurance

1. The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence and in the annual aggregate.
2. The Commercial General Liability policy must include the following:
 - a. Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Public Works and Government Services Canada.
 - b. Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.
 - c. Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.
 - d. Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.
 - e. Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
 - f. Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
 - g. Employees and, if applicable, Volunteers must be included as Additional Insured.
 - h. Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)
 - i. Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.
 - j. Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.
 - k. If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
 - l. Owners' or Contractors' Protective Liability: Covers the damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor.

Annex E

- m. Non-Owned Automobile Liability - Coverage for suits against the Contractor resulting from the use of hired or non-owned vehicles.
- n. Advertising Injury: While not limited to, the endorsement must include coverage piracy or misappropriation of ideas, or infringement of copyright, trademark, title or slogan.
- o. All Risks Tenants Legal Liability - to protect the Contractor for liabilities arising out of its occupancy of leased premises.
- p. Sudden and Accidental Pollution Liability (minimum 120 hours): To protect the Contractor for liabilities arising from damages caused by accidental pollution incidents.
- q. Litigation Rights: Pursuant to subsection 5(d) of the [Department of Justice Act](#), S.C. 1993, c. J-2, s.1, if a suit is instituted for or against Canada which the Insurer would, but for this clause, have the right to pursue or defend on behalf of Canada as an Additional Named Insured under the insurance policy, the Insurer must promptly contact the Attorney General of Canada to agree on the legal strategies by sending a letter, by registered mail or by courier, with an acknowledgement of receipt.

For the province of Quebec, send to:

*Director Business Law Directorate,
Quebec Regional Office (Ottawa),
Department of Justice,
284 Wellington Street, Room SAT-6042,
Ottawa, Ontario, K1A 0H8*

For other provinces and territories, send to:

*Senior General Counsel,
Civil Litigation Section,
Department of Justice
234 Wellington Street, East Tower
Ottawa, Ontario K1A 0H8*

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

Aviation Liability Insurance

1. The Contractor must obtain Aviation Liability Insurance for Bodily Injury (including passenger Bodily Injury) and Property Damage, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$5,000,000 per accident or occurrence and in the annual aggregate.

2. The Aviation Liability policy must include the following:

- a. Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, represented by Public Works and Government Services Canada.
- b. Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.
- c. Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
- d. Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
- e. Employees and, where applicable, Volunteers must be included as Additional Insured.
- f. Aviation Passenger Liability and inclusive Medical Payments: If sub-limits are applicable to Contractor's policy conforming to international carriage agreements or otherwise, such sub-limits must in any event be, not less than, \$300,000.00 per person. The per accident limit should be no less than \$300,000.00 multiplied by the number of passengers.
- g. If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
- h. Employers Liability (unless we have confirmation that all employees are covered by Worker's compensation WSIB or similar program)
- i. Hangarkeeper's Liability: To cover loss of and/or damage to aircraft on the ground in the care, custody or control of the Contractor.
- j. Products and Completed Operations: To cover liability arising from the sale and service of aviation products, assembly and repair activities, in connection with the Work performed by or on behalf of the Contractor.
- k. Airport Tenants' Legal Liability Broad Form: To protect the Contractor for liabilities arising from its occupancy of leased airport premises.
- l. Non-owned Aircraft Liability: To protect the Contractor for liabilities arising from its use of aircraft owned by other parties including Canada.
- n. Permission to Transport Hazardous Goods. The Insured must also obtain all the applicable provincial or federal permission to transport hazardous material in addition to this endorsement.
- o. Litigation Rights: Pursuant to subsection 5(d) of the [*Department of Justice Act*](#), S.C. 1993, c. J-2, s. 1, if a suit is instituted for or against Canada which the Insurer would, but for this clause, have the right to pursue or defend on behalf of Canada as an Additional Named Insured under the insurance policy, the Insurer must promptly contact the

Attorney General of Canada to agree on the legal strategies by sending a letter, by registered mail or by courier, with an acknowledgement of receipt.

p. **For the province of Quebec, send to:**

*Director Business Law Directorate,
Quebec Regional Office (Ottawa),
Department of Justice,
284 Wellington Street, Room SAT-6042,
Ottawa, Ontario, K1A 0H8*

For other provinces and territories, send to:

*Senior General Counsel,
Civil Litigation Section,
Department of Justice
234 Wellington Street, East Tower
Ottawa, Ontario K1A 0H8*

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

All Risk Property Insurance

The Contractor must obtain All Risks Property insurance while the Government Property is under its care, custody or control, and maintain it in force throughout the duration of the Contract, in an amount of not less than \$2,000,000. The Government's Property must be insured on Replacement Cost (new) basis.

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

Errors and Omissions Liability Insurance

1. The Contractor must obtain Errors and Omissions Liability (a.k.a. Professional Liability) insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature but for not less than \$1,000,000 per loss and in the annual aggregate, inclusive of defence costs.
2. If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
3. The following endorsement must be included:

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

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Annex F

BASIS OF PAYMENT (PROPOSED)

BIDDER INPUT REQUIRED

ANNEX F – PROPOSED BASIS OF PAYMENT (*BIDDER INPUT REQUIRED*)

Bidders may refer to Appendix 1 to Annex F for estimated Level of Effort (LOE) and Expenses, for evaluation purposes.

Bidders are required to enter a value for every Basis of Payment Line item, work and service Description and Period (1-4), identified by a \$ and % character in RED font. A bid not meeting this requirement will be declared non-responsive and will not be given any further consideration.

1. Definitions:

- (a) "Period 1" means the period from date of contract award to 31 March 2018;
 "Period 2" means from 1 April 2018 to 31 March 2019;
 "Period 3" means from 1 April 2019 to 31 March 2020;
 "Period 4" means from 1 April 2020 to 31 March 2021.

(b) *Hourly Rate* means an hourly rate to be charged for each hour worked and prorated for any period less than an hour. *Hourly Rates* are firm and all inclusive; they include all general and administrative (G&A) expenses, and overhead expenses, including but not limited to, supervision, program management, administration, professional fees, quality assurance, insurance, training, dedicated indirect labour, lease of vehicles, equipment, tooling, as applicable, share of floor space for production, engineering, administration, and warehousing/storage of government-owned material/tooling/items.

(c) *Firm Fixed Price (FFP)* is a price that is not subject to any adjustment on the basis of the contractor's cost experience in performing the work to which FFP is applicable.

(d) *Laid-Down Cost* is the cost incurred by a supplier to acquire a specific product or service for resale to the government. This includes the supplier's invoice price (less trade discounts), plus any applicable charges for incoming transportation, foreign exchange, customs duty and brokerage, but excludes the GST/HST.

(e) *Mark-up* includes applicable purchasing expense, internal handling and general and administrative expenses plus profit.

For the work duly authorized and performed in accordance with the terms and conditions of this Contract, the Contractor agrees to be paid the firm fixed prices, firm fixed hourly rates, and mark-up rates at the time of performance, as follows:

2. For performance of the Work identified in Annex "A", Technical Statement of Work, firm fixed prices for the work or work packages defined below:

FIRM FIXED PRICE (FFP) PER EVENT

			Period 1	Period 2	Period 3	Period 4
BOP Line Item	Description	Tech SOW Ref	FFP per event	FFP per event	FFP per event	FFP per event
1.1	First Line Maintenance	4.3.9	\$	\$	\$	\$
1.2	Complete Periodic Inspection	4.3.1 to 4.3.5 and 4.3.7 to 4.3.8, 4.3.11, 4.6	\$	\$	\$	\$

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Annex F

1.3	Complete Corrosion Inspection	4.7.2	\$	\$	\$	\$
1.4	Complete Strip and Re-Paint, including sealant replacement	4.7.1	\$	\$	\$	\$
1.5	Technical/Program Review Meeting (TRM/PRM)	5.2.4 ES Task 8	\$	\$	\$	\$

Above firm fixed prices include associated subcontract costs, if any, for the performance of the work, and those subcontract costs are excluded from any allowance for mark-up under BOP Line Item 2.8 below.

3. For performance of the Work identified in Annex "A", Technical Statement of Work, a firm fixed price per month for the work identified below:

FIRM FIXED PRICE (FFP) PER MONTH

			Period 1	Period 2	Period 3	Period 4
BOP Line Item	Description	Tech SOW Ref	FFP per month	FFP per month	FFP per month	FFP per month
1.6	Life Cycle Material Support (LCMS)	6.1 to 6.5 & Appendices 4 to 5	\$	\$	\$	\$

4. For performance of the Work identified in Annex "A", Technical Statement of Work, and Annex "B", Logistics Statement of Work, firm fixed hourly rates for the work identified below:

FIRM FIXED HOURLY RATE

			Period 1	Period 2	Period 3	Period 4
BOP Line Item	Labour Category	Tech SOW Ref	Firm Fixed Hourly Rate	Firm Fixed Hourly Rate	Firm Fixed Hourly Rate	Firm Fixed Hourly Rate
1.7	Technical	4.4, 4.8, 5.1.4, 5.1.5, 5.1.6, 5.2.9, 7.1	\$	\$	\$	\$
1.8	Avionics	4.4, 4.8, 5.1.4, 5.1.5, 5.1.6, 5.2.9, 7.1	\$	\$	\$	\$
1.9	Paint	4.7.1, 4.7.2, 4.4	\$	\$	\$	\$
2.0	Engineering	TI Tasks 1,2,4,5, ES Tasks 7,9,10,11,12 & SOW 5.3	\$	\$	\$	\$
2.2	Reusable Containers	Logistics SOW Ref 5.4.1. a.	\$	\$	\$	\$
2.3	Reports	4.3.6, 4.3.10, 4.5.1, and Logistics SOW Ref 1.5.2, 1.5.3, 1.5.4,1.5.5,1.5.6, 1.5.7, 1.5.8	\$	\$	\$	\$

Above firm fixed hourly rates are applicable for work that is outside the work in Firm Fixed Price (FFP) Per Event and FFP per Month. This includes:

- i) Additional Work Requests (AWR's);
- ii) Repair and Overhaul of Components identified in the SNAPS;
- iii) Recertification of parts, components, items;
- iv) Mobile Repair Party (MRP) labour if and when required and authorized in advance;
- v) Technical Investigations (TI) and Engineering Support (ES) Tasks identified above;
- vi) Un-forecasted Fly-In repairs;
- vii) Modifications and Special Inspections;
- viii) Preparation and delivery of Reports;
- ix) Miscellaneous work not covered above in i) to viii), the applicable firm hourly rate, multiplied by the authorized hours in accordance to the terms and conditions of the Contract; and,
- x) For labour related to reusable containers.

FIRM FIXED HOURLY RATE - OVERTIME

5. The Contractor must not perform any overtime under the Contract unless authorized in advance and in writing by the Procurement Authority (PA). A copy of the overtime authorization and a report detailing the overtime performed (dates, times, labour category, work performed) pursuant to the written authorization must be included with the request for payment.

		Period 1	Period 2	Period 3	Period 4
BOP Line Item	Labour Category	Firm Fixed Hourly Rate	Firm Fixed Hourly Rate	Firm Fixed Hourly Rate	Firm Fixed Hourly Rate
1.7OT	Technical	\$	\$	\$	\$
1.8OT	Avionics	\$	\$	\$	\$
1.9OT	Paint	\$	\$	\$	\$
2.0OT	Engineering	\$	\$	\$	\$

Note: Overtime is defined as the Labour hours that are expended for (i) labour hours beyond a normal day worked Monday to Friday, (ii) on weekends, and (iii) statutory holidays. One overtime hourly rate per labour category will cover (i), (ii) and (iii).

Note: For urgent Operational requirements after normal business hours or on weekends/holidays when the necessity of the aircraft is paramount, the Technical Authority (TA) may authorize Overtime. However, on the next business day the appropriate approval authorization must be processed. Performance of overtime without prior written authorization of the PA or TA is at the Contractor's own risk and will not be considered for payment.

6. For Material, including Contractor Furnished Material (CFM), Government Furnished Overhaul Spares (GFOS), Contract Issue Spares (CIS), Accountable Advance Spares (AAS), Goods Procurement, Fluids Handling and Subcontract work, a Mark-Up Rate identified below:

MARK-UP RATE %

			Period 1	Period 2	Period 3	Period 4
BOP Line Item	Description	SOW Ref	% Rate	% Rate	% Rate	% Rate
2.4	Contractor Furnished Material (CFM)	Logistics SOW 4.3.4	%	%	%	%
2.5	Government Furnished Overhaul Spares (GFOS) and Contract Issue Spares (CIS)	Logistics SOW 4.3, 4.4	%	%	%	%
2.6	Accountable Advance Spares (AAS)	Logistics SOW 4.5	%	%	%	%
2.7	Goods Procurement	Goods Procurement SOW	%	%	%	%
2.8	Subcontract Work	Per contract terms/conditions	%	%	%	%
2.9	Fluids Handling: Fuel, Oil, Hydraulics	Technical SOW 4.3.9	%	%	%	%

Mark-Up Rate Interpretations

- i) For Contractor Furnished Material (CFM), authorized CFM, a firm mark-up rate in % on the laid down cost, applied upon embodiment.
- ii) For Contract Issue Spares (CIS) and Government Furnished Overhaul Spares (GFOS), a firm mark-up rate in %, calculated on the government determined prices as per CFP 137, applied upon embodiment. CIS and GFOS are not procured by the Contractor.
- iii) For Accountable Advance Spares (AAS), a firm mark-up rate in %, on the laid-down cost, applied upon embodiment.
- iv) For Goods Procurement arising from Annex C – Goods Procurement SOW, a firm mark-up rate in %, on the laid down cost, applied upon receipt and acceptance by the Contractor.
- v) For Subcontract work, a firm material handling rate in %, applied on laid down cost, claimable upon completion and acceptance of the work by the Contractor.
- vi) For Fluids Handling, a firm material handling rate in %, applied on laid down cost, upon completion of handling of fluids by the Contractor.
- vii) Queen's Transfer Order (QTO) items are excluded from, and not subject to, any Mark-Up Rate or profit.

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Annex F

TRAVEL AND LIVING

7. For authorized Travel and Living:

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

All travel must have the prior written authorization of the Procurement Authority.

All payments are subject to government audit.

8. For any additional option periods beginning on or after 01 April 2021, when authorized, prices/rates for the Work and services provided under the Contract will reflect the actual costs in accordance with PWGSC Contract Cost Principles 1031-2, experienced by the Contractor providing the services under the Contract. Profit will be in accordance with the latest PWGSC profit policy.

9. Good and Services Tax (GST) and/or Harmonized Sales Tax (HST), as applicable, are extra.

10. Delivery is FCA Free Carrier at Contractor's facility, Incoterms 2000.

**LISTING OF ESTIMATED LEVELS OF EFFORT AND EXPENDITURES
FOR USE IN COMPLETION OF ANNEX F**

**NO BIDDER INPUT REQUIRED IN THIS APPENDIX
WILL NOT FORM PART OF ANY RESULTING CONTRACT**

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Appendix 1 to Annex F

Solicitation No. W8485-163203/A						
Appendix 1 to Annex F Proposed Basis of Payment						
(No Bidder Input Required and Will Not Form Part of the Resulting Contract)						
Listing of Estimated Levels of Effort (LOE) and Expenses						
Estimated LOE or Expenses provided below per Period are estimates only, provided in good faith for the purposes of evaluation and do not infer that all quantities for that line item will be utilized or that the quantities may or may not be exceeded. For bid evaluation purposes, a quantity of "1" will be utilized where the estimated level of effort is indicated as "0".						
"Period 1" means the period from date of contract award to 31 March 2018;						
"Period 2" means from 1 April 2018 to 31 March 2019;						
"Period 3" means from 1 April 2019 to 31 March 2020;						
"Period 4" means from 1 April 2020 to 31 March 2021.						
	Description	Rate Type	Period 1 LOE	Period 2 LOE	Period 3 LOE	Period 4 LOE
FIRM FIXED PRICE (FFP) PER EVENT						
1.1	Number of events for First Line Maintenance	FFP	2	1	2	1
1.2	Number of events for Complete Periodic Inspection	FFP	2	1	2	1
1.3	Number of events for Complete Corrosion Inspection	FFP	1	0	1	1
1.4	Number of events for Complete Strip & Re-Paint including sealant replacement	FFP	1	0	1	1
1.5	Number of events for Technical / Program Review Meeting (TRM/PRM)	FFP	2	1	1	1
FIRM FIXED PRICE (FFP) PER MONTH						
1.6	Number of months for Life Cycle Material Support (LCMS)	FFP	15 months	12 months	12 months	12 months
FIRM FIXED HOURLY RATE (FFHR)						
1.7	Estimated # of hours for R&O - Technician	FFHR	7000 hours	3500 hours	7000 hours	3500 hours
1.8	Estimated # of hours for R&O - Avionics	FFHR	750 hours	500 hours	750 hours	500 hours
1.9	Estimated # of hours for Paint	FFHR	150 hours	150 hours	150 hours	150 hours
2.0	Estimated # of hours for TIES - Engineering	FFHR	500 hours	300 hours	300 hours	300 hours
2.2	Estimated # of hours for R&O - Reusable Containers	FFHR	200 hours	200 hours	200 hours	200 hours
2.3	Estimated # of Hours for Reports	FFHR	700 hours	400 hours	700 hours	400 hours
1.7OT to 2.0OT	Amount of Overtime hours used for evaluation purposes only	FFHR	300 hours	200 hours	300 hours	200 hours
MARK-UP RATE %						
2.4	Contractor Furnished Material (CFM)	%	\$275,000	\$225,000	\$275,000	\$225,000
2.5	Government Furnished Overhaul Spares (GFOS) & Contract Issue Spares (CIS)	%	\$300,000	\$200,000	\$300,000	\$200,000
2.6	Accountable Advance Spares (AAS)	%	\$25,000	\$25,000	\$25,000	\$25,000
2.7	Goods Procurement	%	\$150,000	\$150,000	\$150,000	\$150,000
2.8	Subcontract Work	%	\$175,000	\$175,000	\$175,000	\$175,000
2.9	Fluids Handling (Fuel, Oils, Hydraulics)	%	\$12,000	\$6,000	\$12,000	\$6,000

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Annex G

DND 626 TASK AUTHORIZATION FORM

Annex G



National Defence	Défense nationale
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TASK AUTHORIZATION
AUTORISATION DES TÂCHES

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

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Annex G

Instructions for completing DND 626 - Task Authorization

Contract no.
Enter the PWGSC contract number in full.

Task no.
Enter the sequential Task number.

Amendment no.
Enter the amendment number when the original Task is amended to change the scope or the value.

Increase/Decrease
Enter the increase or decrease total dollar amount including taxes.

Previous value
Enter the previous total dollar amount including taxes.

To
Name of the contractor.

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

Delivery/Completion date
Completion date for the task.

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

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

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

GST/HST
The GST/HST cost as appropriate.

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

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

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

Instructions pour compléter le formulaire DND 626 - Autorisation des tâches

N° du contrat
Inscrivez le numéro du contrat de TPSGC en entier.

N° de la tâche
Inscrivez le numéro de tâche séquentiel.

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

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

Valeur précédente
Inscrivez le montant total précédent, y compris les taxes.

A
Nom de l'entrepreneur.

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

Date de livraison/d'achèvement
Date d'achèvement de la tâche.

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

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

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

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

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

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

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

CF TIES CHANGE NOTIFICATION FORM

CF TIES CHANGE NOTIFICATION FORM

CF TIES CHANGE NOTIFICATION FORM

PROJECT INFORMATION

DND 626 INFORMATION	PROJECT DETAILS
Contract: _____	Project Title: _____
DND 626 Number: _____	Work Order #: _____
Amendment Number: _____	SOW Revision Number: _____
Start Date: _____	
DND626 End Date: _____	
Funding (Less GST/HST): _____	

REASON FOR NOTIFICATION

Scope/Deliverable

☐

Budget

☐

Timeline

☐

Status Update

☐

Closure

☐

DESCRIPTION: *(include reasons and any documentation required as part of the Task/Project)*

_____	_____	_____
Date	Name, Title	Signature

TECHNICAL AUTHORITY APPROVAL

W8485-163203

Annex H

CF TIES CHANGE NOTIFICATION FORM

	YES	NO	N/A
Scope/Deliverable Change	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Budget Change	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Timeline Change	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Project Change	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Task Closure	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

_____	_____	_____
Date	Name, Title	Signature

PROCUREMENT AUTHORITY ACKNOWLEDGMENT

Requires DND 626 Amendment	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Requires PWGSC Approval <i>(if total DND626 is over \$100K)</i>	Yes <input type="checkbox"/>	No <input type="checkbox"/>

_____	_____	_____
Date	Name, Title	Signature

CONTRACT AUTHORITY ACKNOWLEDGMENT (requires authorization on Tasks with a value over \$100 K Tax Excluded)

_____	_____	_____
Date	Name, Title	Signature



Adobe Acrobat
Document

**TECHNICAL EVALUATION PLAN
FOR THE CC138 TWIN OTTER AIRCRAFT
IN-SERVICE SUPPORT PROGRAM**

1 INTRODUCTION

1.1 Evaluation Plan Overview

The purpose of this Evaluation Plan is to document the overall evaluation methodology and processes that will be followed by evaluators while assessing the Bidder's proposal for award of the CC138 Twin Otter In-Service Support Contract.

1.2 – Evaluation Objectives

The specific objectives of this Evaluation Plan are to facilitate the evaluation of the Bidder's Proposal in a consistent, unbiased, fair, transparent and structured approach that will lead to a well supported recommendation for contract award.

2 EVALUATION CONCEPT

2.1. Evaluation Team:

Prior to the RFP closing date, the evaluation team will review the RFP to familiarize themselves with the requirements and the evaluation criteria. The evaluation team will consist of members from the Government of Canada.

2.2 Bid Receipt:

Bids received prior to the RFP closing date and time will be evaluated. All bids received after the closing date and time will be determined to be non-responsive and will not be evaluated.

2.2.1 All responsive Technical proposals will be distributed by PWGSC to the Technical Evaluation team members. Financial proposals will only be disclosed to the Financial Evaluation Team after the Technical Evaluation team has completed the technical evaluation process and provided an evaluation report to the Contracting Authority.

2.3. Technical Evaluation:

2.3.1 The technical evaluation team will review the Bidder's technical proposal to determine if the Mandatory technical requirements (M1-M4) identified in appendix 2 Table 3.1 - Mandatory Technical Criteria Requirements Matrix, have been met. If any one of these mandatory requirements has not been met, the technical proposal will be found non-compliant and no further evaluation of the proposal will take place.

2.3.2 The technical evaluation team will conduct the evaluation for the Point Rated technical requirements for each proposal that has met the mandatory requirements as identified in appendix 3 Table 3.2 - Point Rated Technical Criteria Requirements Matrix.

2.3.3 In order to be compliant, a bid must have a minimum score of 60% in each individually rated factor and achieving an overall result of 75% or better when all rated requirements are combined (M5). There is a total of 288 points available hence 216 points are required to meet this overall 75% rated requirement pass mark.

2.3.5 The results of the entire evaluation process will be recorded in an Evaluation Summary detailed at Appendix 1. This summary will list the compliant and non-compliant proposals for submission to the Contracting Authority.

3. EVALUATION METHODOLOGY

3.1 Contractor Selection Method

3.1.1 The bidder's submission will be evaluated as stated in the Request for Proposal Solicitation # W8485-163203\A, Part 4 – Evaluation Procedures and Basis of Selection.

APPENDIX 1 - Technical and Logistics Evaluation Summary

TECHNICAL AND LOGISTICS EVALUATION SCORING REPORT

RANK: _____

NAME: _____

BIDDER: _____

PART 1 - MANDATORY CRITERIA

MET / NOT MET

PART 2 - RATED REQUIREMENTS FACTOR CATEGORIES AND SCORES

a. Aircraft Maintenance, Engineering and Corporate Experience:

_____ POINTS (min 44/73)

b. Program Management:

_____ POINTS (min 45/75)

c. Personnel:

_____ POINTS (min 45/75)

d. Material Management:

_____ POINTS (min 21/35)

e. R&O Support:

_____ POINTS (min 18/30)

Total Points Received

_____ POINTS (min 216 / 288)

Print: _____

Print: _____

Signature: _____

Witness: _____

Date: _____

Date: _____

Note: In order to be compliant, a bid must obtain the required minimum of 60 percent of the points for each section of the technical evaluation criteria that are subject to point rating and obtain the required minimum of 75 percent of the overall points for the technical evaluation criteria that are subject to point rating.

SYNOPSIS OF FINDINGS

PART 1 - MANDATORY CRITERIA

PART 2 - RATED REQUIREMENTS FACTOR CATEGORIES AND SCORES

Print: _____

Print: _____

Signature: _____

Witness: _____

Date: _____

Date: _____

Appendix 2 - Technical and Logistics Evaluation Scoring Matrix

Table 3.1 – Mandatory Technical Criteria Requirements Matrix						
Mandatory Requirements (Technical)		RFP Reference	Met	Not Met	Proposal Reference	Comments
M1	TC Accredited Maintenance Organization (AMO) certificate for “DeHavilland DHC-6” series aeroplanes, must be provided at bid submission.	Tech SOW 3.1.1				
M2	TC approved Accredited Design Organization (ADO) certification in accordance with TC Airworthiness Manual Chapter 505, must be provided at bid submission	Tech SOW 3.1.2				
M3	The Bidder must hold a current Transport Canada Accredited Training Organization (ATO) certification or have a written agreement with a certified Training Organisation that can provide the appropriate DHC-6 aeroplanes training requirements. This documentation must be provided at bid submission.	Tech SOW 3.1.3				
M4	The Bidder must provide documented proof, that a quality system appropriate to the scope of the work to be performed is in place. It is not necessary to be ISO 9001 compliant, but it is recommended that the quality system be based on ISO 9001:2008 "Quality management systems - Requirements."	Tech SOW 3.1.5				
M5	The bidder must achieve a minimum score of 60% in each rated factor (Table 3.2) and achieve an overall result of 75% or better when all rated requirements are combined.					
Met Mandatory Requirements						
Failure to meet any of the Mandatory Requirements as stated above will result in the Bidder being declared non-compliant.						

Appendix 3 - Technical and Logistics Evaluation Scoring Matrix

Table 3.2 Point Rated Technical Criteria Requirements Matrix

Point Rated Criteria Requirements

The Bidder must obtain the required minimum points for the technical evaluation criteria which are subject to point rating and obtain the required minimum of 75 percent overall of the points for the technical evaluation criteria which are subject to point rating.

The five (5) factors selected for assessment are as follows:

- a. Aircraft Maintenance, Engineering and Corporate Experience (min 44 points / max 73 points)
(min 45 points / max 75 points)
- b. Program Management (min 45 points / max 75 points)
- c. Personnel (min 21 points / max 35 points)
- d. Material Management (min 18 points / max 30 points)
- e. R&O Support

EXP Aircraft Maintenance, Engineering and Corporate Experience

1 Experience in aircraft engineering/ maintenance						
a)	Years of experience in aircraft engineering.	Excellent – (25)	Very good – (20)	Satisfactory – (15)	Poor – (10)	Very Poor – (5)
Not addressed – (0)						
Bidder will detail its years of experience in the aircraft engineering field per type of engineering activity: maintenance support, design, supplemental type approvals, aircraft modifications, etc. Note: Experience is not cumulative between contractors/subcontractors. Experience is calculated as the maximum individual amount of any one company or it's subcontractors.						
Evaluation Guideline	ADO has 15+ years of aircraft engineering experience	ADO has 11-14 years with aircraft engineering experience	ADO has 7-10 years of aircraft engineering experience	ADO has 3-6 years of aircraft engineering experience	ADO has less than 3 years of aircraft engineering experience	No information provided by the bidder
SCORE						
PROPOSAL REFERENCE AND COMMENTS						

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b)	Years of experience as accredited TC Aircraft Maintenance Organization	Excellent – (25)	Very good – (20)	Satisfactory – (15)	Poor – (10)	Very Poor – (5)	Not addressed – (0)
	Bidder will detail its years of experience as a TC accredited maintenance organization. Note: Experience is not cumulative between contractors/subcontractors. Experience is calculated as the maximum individual amount of any one company or its subcontractors.						
	Evaluation Guideline	AMO has 15+ years of experience as a TC accredited aircraft maintenance organization	AMO has 11-14 years of experience as a TC accredited aircraft maintenance organization	AMO has 7-10 years of experience as a TC accredited aircraft maintenance organization	AMO has 3-6 years of experience as a TC accredited aircraft maintenance organization	AMO has less than 3 years of experience as a TC accredited aircraft maintenance organization	No information provided by the bidder
	SCORE						
c)	PROPOSAL REFERENCE AND COMMENTS						
	Amount of experience in aircraft maintenance for the DHC-6 series aeroplane	Excellent – (18)	Very good – (12)	Satisfactory – (6)	Poor – (0)		
	Bidder will detail its years of experience as an accredited maintenance organization for the DHC-6 series aeroplane. Note: Experience is not cumulative between contractors/subcontractors. Experience is calculated as the maximum individual amount of any one company or its subcontractors.						
	Evaluation guidelines	Bidder has 5+ years' experience as an accredited aircraft maintenance organization for the DHC-6 series aeroplane.	Bidder has 3-4 years' experience as an accredited aircraft maintenance organization for the DHC-6 series aeroplane.	Bidder has 1-2 years' experience as an accredited aircraft maintenance organization for the DHC-6 series aeroplane.	Bidder has less than 1 years' experience as an accredited aircraft maintenance organization for the DHC-6 series aeroplane.		
	SCORE						
	PROPOSAL REFERENCE AND COMMENTS						

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d)	Letters of reference	3 References - (5)	2 References - (3)	1 Reference - (1)	Not Addressed - (0)	
Bidders should provide 3 Letters of Reference from current/previous customers detailing their level of satisfaction with the Aircraft Maintenance and Engineering received.						
	Evaluation guidelines	Bidder has provided 3 references that confirm the bidder has carried out the requirements for Aircraft Maintenance Services to the customer's satisfaction.	Bidder has provided 2 references that confirm the bidder has carried out the requirements for Aircraft Maintenance Services to the customer's satisfaction.	Bidder has provided 1 reference that confirm the bidder has carried out the requirements for Aircraft Maintenance Services to the customer's satisfaction.	Bidder has provided 0 references	
	SCORE					
	PROPOSAL REFERENCE AND COMMENTS					
BIDDER'S SCORE FOR EXPERIENCE						
		MAXIMUM SCORE		73	MINIMUM SCORE	
					44	
PASS OR FAIL						
PROGRAM MANAGEMENT						
1	Program Management Plan					
	Rating	Excellent – (25)	Very good – (20)	Satisfactory – (15)	Poor – (10)	Very Poor – (5)
The Bidder should describe how they plan to perform the Management Services in support of this contract. Management Services include the processes of planning, organizing and co-ordinating all activities and services related to maintenance, engineering, supply and financial as described within CDRL/DID CC138-006.						
	Evaluation guidelines	The proposal meets all and exceeds most of the requirements. The Bidder has provided a detailed draft management plan addressing all the requirements defined in the DID. There are no uncertainties that will significantly impact accomplishment of the requirements.	The proposal meets all and has exceeded some of the requirements. The Bidder has provided a detailed draft management plan addressing the majority of the requirements defined in the DID. There is low probability that uncertainties will significantly impact accomplishment of the requirement.	The proposal meets the requirements. The Bidder has provided a draft management plan addressing some of the key requirements defined in the DID. There is a moderate probability that uncertainties will significantly impact accomplishment of the requirement.	The proposal fails to meet some of the requirements. The Bidder has provided only a high level draft management plan addressing only a few requirements defined in the DID. There is a high probability that uncertainties will significantly impact accomplishment of the requirement.	The proposal fails to meet most of the requirements. The Bidder has provided a draft management plan that doesn't properly address the requirements defined in the DID. There is a very high probability that uncertainties will significantly impact accomplishment of the requirement.
	SCORE					
	PROPOSAL REFERENCE AND COMMENTS					
Not addressed						

2	Project Management					
	Rating	Excellent – (15-13)	Very good – (12-10)	Satisfactory – (9-7)	Poor – (6-1)	Not addressed – (0)
	The bidder shall provide a description of their ability to conduct options analysis, develop solutions and implement modifications for customer specific requirements. Bidder shall provide details of 3 Projects managed in the last 5 years, including a description of each project, complexity, level of resources required, project management tools used for planning and controlling activities, and how airworthiness regulations compliance was achieved. (Examples of compliance plans, analysis reports and test plans developed by the Bidder shall be provided). Each project is worth 5 pts and will be independently reviewed and assessed. (totals summed up for max of 15pts)					
	Evaluation guidelines	Bidder's processes are mature, developed and they have provided an abundance of supporting documents and are such that the level of risk to the program is deemed negligible. Bidder has clearly demonstrated that DND's program requirements will be expertly managed.	Bidder's processes are well developed, proven effective and they have provided adequate supporting documentation and are such that the level of risk to the program is deemed minimal. Bidder has clearly demonstrated that DND's program requirements will be effectively managed.	Bidder's processes are adequately developed and they have provided these processes for evaluation and are such that the level of risk to the program is deemed acceptable. Bidder has clearly demonstrated that DND's program requirements will be satisfactorily managed.	Bidder's processes are in development and the evaluation has deemed the risk to the program to be high but manageable. Bidder has clearly demonstrated that DND's program requirements will be adequately managed.	Not addressed
	SCORE					
	PROPOSAL REFERENCE AND COMMENTS					
3	Transition Plan					
	Rating	Excellent – (15)	Very good – (12)	Satisfactory – (9)	Poor – (6)	Very poor – (3) (0)
	The Bidder to provide a plan that clearly address how all transition plan activities in the DID CC138-006 will be executed and implemented to allow for a seamless transfer of work from past contractor to new contractor.					
	Evaluation guidelines	Bidder has submitted a plan that addresses all of the requirements defined in the DID CC138-006. There are no uncertainties that all requirements will be achieved within 3 months after contract award.	Bidder has submitted a plan that addresses all of the requirements defined in the DID CC138-006. There is a low probability of uncertainty that all requirements will be achieved within 3 months after contract award.	Bidder has submitted a plan that addresses all of the requirements defined in the DID CC138-006. There is a moderate probability of uncertainties that all requirements will be achieved within 3 months after contract award.	Bidder has submitted a plan that addresses most of the requirements defined in the DID CC138-006. There is a high probability of uncertainties that could significantly impact the capability to complete transition within 3 months after contract award.	Bidder has submitted a plan that addresses some of the requirements defined in the DID CC138-006. There is a very high probability of uncertainties that will significantly impact the capability to complete transition within 3 months after contract award.
	SCORE					
	PROPOSAL REFERENCE AND COMMENTS					

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4	Material Management Processes					
	Rating	Excellent – (20)	Very good – (16)	Satisfactory – (12)	Poor – (8)	Not addressed – (0)
	The Bidder must describe the material management processes to include configuration control and configuration management (modification status), visibility of CF material, scrap recovery, and contingencies for heightened states of readiness, etc.					
	Evaluation guidelines	Bidder has provided a description as required, with documented evidence that procedures are already a part of the company's standard practices.	Bidder provided a description as required, with documented evidence that procedures are drafted and ready to be implemented.	Bidder provided a description that addresses some of the material management processes. Evaluators have assessed that the risk to service performance is acceptable.	Bidder has failed to address many of the material management processes. Evaluators have documented flaws to support their assessment that risk to the service is high but manageable.	Not addressed
	SCORE					
	PROPOSAL REFERENCE AND COMMENTS					
	BIDDER'S SCORE FOR PROGRAM MANAGEMENT					
			MAXIMUM SCORE	MINIMUM SCORE	BIDDER'S SCORE	PASS OR FAIL
			75	45		
HR	Personnel					
1	Qualified Design Engineers (DE)					
a)	Rating	Excellent – (5)	Very good – (4)	Satisfactory – (3)	Poor – (2)	Not addressed – (0)
	The bidder is to identify by name all Structures engineering personnel, their qualifications and their Transport Canada airworthiness delegations as well as years of experience. Note: 2 points will be given for the first DE and 1 points will be given for substitutes, up to a maximum of 5 points.					
	Evaluation guidelines	Bidder has provided all names, quals and authorization of the engineering requested in above that could be used to support the requirements specified within the Tech SOW. (4 DE)	Bidder has provided all names, quals and authorization of the engineering requested in above that could be used to support the requirements specified within the Tech SOW. (3 DE)	Bidder has provided all names, quals and authorization of the engineering requested in above that could be used to support the requirements specified within the Tech SOW. (2 DE)	Bidder has provided all names, quals and authorization of the engineering requested in above that could be used to support the requirements specified within the Tech SOW. (1 DE)	Not addressed
	SCORE					
	PROPOSAL REFERENCE AND COMMENTS					

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b)	Rating	Excellent – (5)	Very good – (4)	Satisfactory – (3)	Poor – (2)	Not addressed – (0)
	The bidder is to identify by name all Electrical Systems engineering personnel, their qualifications and their Transport Canada airworthiness delegations. Note: 2 points will be given for the first DE and 1 points will be given for substitutes, up to a maximum of 5 points.					
	Evaluation guidelines	Bidder has provided all names, quals and authorization of the engineering requested in above that could be used to support the requirements specified within the Tech SOW. (4 DE)	Bidder has provided all names, quals and authorization of the engineering requested in above that could be used to support the requirements specified within the Tech SOW. (3 DE)	Bidder has provided all names, quals and authorization of the engineering requested in above that could be used to support the requirements specified within the Tech SOW. (2 DE)	Bidder has provided all names, quals and authorization of the engineering requested in above that could be used to support the requirements specified within the Tech SOW. (1 DE)	Not addressed
	SCORE					
	PROPOSAL REFERENCE AND COMMENTS					
c)	Rating	Excellent – (5)	Very good – (4)	Satisfactory – (3)	Poor – (2)	Not addressed – (0)
	The bidder is to identify by name all Mechanical Systems engineering personnel, their qualifications and their Transport Canada airworthiness delegations. Note: 2 points will be given for the first DE and 1 points will be given for substitutes, up to a maximum of 5 points.					
	Evaluation guidelines	Bidder has provided all names, quals and authorization of the engineering requested in above that could be used to support the requirements specified within the Tech SOW. (4 DE)	Bidder has provided all names, quals and authorization of the engineering requested in above that could be used to support the requirements specified within the Tech SOW. (3 DE)	Bidder has provided all names, quals and authorization of the engineering requested in above that could be used to support the requirements specified within the Tech SOW. (2 DE)	Bidder has provided all names, quals and authorization of the engineering requested in above that could be used to support the requirements specified within the Tech SOW. (1 DE)	Not addressed
	SCORE					
	PROPOSAL REFERENCE AND COMMENTS					

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d)	Rating	Excellent – (5)	Very good – (4)	Satisfactory – (3)	Poor – (2)	Not addressed – (0)
	The bidder is to identify by name all Avionics Systems engineering personnel, their qualifications and their Transport Canada airworthiness delegations. Note: 2 points will be given for the first DE and 1 points will be given for substitutes, up to a maximum of 5 points.					
	Evaluation guidelines	Bidder has provided all names, quals and authorization of the engineering requested in above that could be used to support the requirements specified within the Tech SOW. (4 DE)	Bidder has provided all names, quals and authorization of the engineering requested in above that could be used to support the requirements specified within the Tech SOW. (3 DE)	Bidder has provided all names, quals and authorization of the engineering requested in above that could be used to support the requirements specified within the Tech SOW. (2 DE)	Bidder has provided all names, quals and authorization of the engineering requested in above that could be used to support the requirements specified within the Tech SOW. (1 DE)	Not addressed
	SCORE					
	PROPOSAL REFERENCE AND COMMENTS					
2	Qualified Aircraft Maintenance Engineers					
	Rating	Excellent – (25)	Very good – (20)	Satisfactory – (15)	Poor – (10)	Very poor – (5) Not addressed – (0)
	The bidder is to identify by name all authorized technicians, their qualifications, a description of their endorsements and scope, and how they will meet the maintenance requirements of 1 aircraft TLIR completed within 4 mths, while conducting all remaining contracted activities. The bidder to describe its ability to surge to 2 aircraft on-site for 2 mths if/when tasked by DND.					
	Evaluation guidelines	Bidder has provided all names, quals and authorization of personnel that will be used to support the requirements specified within the Tech SOW. The bidder has the ability to surge for a large period (1 mth +) without degradation of service to the program.	Bidder has provided all names, quals and authorization of personnel that will be used to support the requirements specified within the Tech SOW. The bidder has the ability to surge for a large period (1 mth +) of time with limited degradation of service to the program.	Bidder has provided all names, quals and authorization of personnel that will be used to support the requirements specified within the Tech SOW. The bidder has the ability to surge for a limited time (< 1 mth) without degradation of service to the program.	Bidder has provided all names, quals and authorization of personnel that will be used to support the requirements specified within the Tech SOW. The bidder has the ability to surge for a limited time (< 1 mth) with limited degradation of service to the program.	Bidder has provided all names, quals and authorization of personnel that will be used to support the requirements specified within the Tech SOW. The bidder does not have the ability to surge.
	SCORE					
	PROPOSAL REFERENCE AND COMMENTS					

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3	<u>Program Manager</u>	Excellent – (10)	Very good – (8)	Satisfactory – (6)	Poor – (4)	Very poor – (2)	Not addressed (0)
a)		The bidder is to provide the name of the Program Manager who will be the single point of contact for all aspects of the Contract. The bidder is to provide the individual's Curriculum Vitae (CV) describing their experience in managing maintenance programs or large scope programs.					
	Evaluation guidelines	The Program Manager named has 10+ yrs experience managing aircraft maintenance programs or large scale complex programs.	The Program Manager named has 8-9 yrs experience managing aircraft maintenance programs or large scale complex programs.	The Program Manager named has 6-7 yrs experience managing aircraft maintenance programs or large scale complex programs.	The Program Manager named has 4-5 yrs experience managing aircraft maintenance programs or large scale complex programs.	The Program Manager named has less than 3 yrs experience managing aircraft maintenance programs or large scale complex programs.	Not addressed
	SCORE						
	PROPOSAL REFERENCE AND COMMENTS						
b)		Excellent – (5)	Satisfactory – (3)	Poor – (1)	Not addressed – (0)		
		The bidder to describe how the individual named above will be the single point of contact for all aspects of the Contract and the plan must clearly demonstrate that this position will be delegated all of the requisite responsibilities and authorities to manage all aspects of the program.					
	Evaluation guidelines	The bidder has provided a clear and detailed plan that meets all the requirements requested above and within the statements of work in this contract.	The bidder has provided a plan that meets some of the key requirements requested above and within the statements of work in this contract.	The bidder has provided a plan that doesn't properly address requirements requested above and within the statements of work in this contract.	Not addressed		
	SCORE						
	PROPOSAL REFERENCE AND COMMENTS						
4	<u>Head Storesperson</u>	Excellent – (10)	Very good – (8)	Satisfactory – (6)	Poor – (4)	Very poor – (2)	Not addressed (0)
		The bidder is to provide the name of the Head Storesperson and the individual's CV describing their experience in managing warehouses and using SAP-type software programs.					
	Evaluation guidelines	The Head Storesperson named has 10+ yrs experience managing stores warehouses and SAP type software experience.	The Head Storesperson named has 8-9 yrs experience managing stores warehouses and SAP type software experience.	The Head Storesperson named has 6-7 yrs experience managing stores warehouses and SAP type software experience.	The Head Storesperson named has 4-5 yrs experience managing stores warehouses and SAP type software experience.	The Head Storesperson named has less than 4 yrs experience managing stores warehouses and SAP type software experience.	Not addressed
	SCORE						
	PROPOSAL REFERENCE AND COMMENTS						

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5 Personnel Staffing						
	Rating	Excellent – (10)	Very good – (8)	Satisfactory – (6)	Poor – (4)	Very poor – (2)
	The bidder should describe in detail their human resource staffing requirements for third line maintenance, engineering and component Repair and Overhaul as well as all other direct and indirect activities.					
	Evaluation guidelines	All HR available and qualified on contract award	Staffing plan to ensure all HR will be hired and qualified within 3 months after contract award	Staffing plan to ensure that all HR will be hired and qualified within 3- 6 months after contract award	Staffing plan to ensure that all HR will be hired and qualified within 6-12 months after contract award	Staffing expected to take longer than 12 months to complete after contract award
	SCORE					
PROPOSAL REFERENCE AND COMMENTS						
BIDDER'S SCORE FOR PERSONNEL						
				MAXIMUM SCORE	MINIMUM SCORE	BIDDER'S SCORE
				75	45	
MM Material Management						
1 Inventory Management Software Experience						
	Rating	Excellent – (5)	Very good – (4)	Satisfactory – (3)	Poor – (1)	Not addressed – (0)
	The bidder to provide a description of the company's inventory management software and the amount of time that system has been in use by the company.					
	Evaluation guidelines	Bidder has demonstrated extensive experience with their current inventory management software for the aerospace industry, with greater than 5 years of ongoing use.	Bidder has demonstrated significant experience with their current inventory management software for the aerospace industry, with 4 years of ongoing use.	Bidder has demonstrated experience with their current inventory management software for the aerospace industry, with 3 years of ongoing use.	Bidder has demonstrated some inventory management software experience for the aerospace industry, with less than 3 years of ongoing use.	Not addressed
	SCORE					
PROPOSAL REFERENCE AND COMMENTS						

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2	Material Management Transfer				
	Rating	Excellent – (10)	Satisfactory – (6)	Poor – (3)	Not addressed – (0)
	The Bidder to provide a description of the material transfer process, including but not limited to receipt, inventory handover, support arrangements, etc.				
	Evaluation guidelines	Bidder has described the processes, identifying required human resources, IM/IT resources, facility resources, schedules, timelines and priorities, to handle the inventory handover and transfer of sub-contract work. The impact to the in-service support is negligible.	Bidder has described the processes, identifying required human resources, IM/IT resources, facility resources, schedules, timelines and priorities, to handle the inventory handover and transfer of sub-contract work. The impact to the in-service support is manageable.	Bidder has described the processes, identifying required human resources, IM/IT resources, facility resources, schedules, timelines and priorities, to handle the inventory handover and transfer of sub-contract work. The impact to the in-service support is unacceptable.	Not addressed
	SCORE				
	PROPOSAL REFERENCE AND COMMENTS				
3	High Priority Requests				
	Rating	Excellent – (10)	Satisfactory – (6)	Poor – (3)	Not addressed – (0)
	The bidder to provide their process for High Priority Requests (HPR), and the procedures for monitoring the effectiveness of the material management system. Schedule response is evaluated on sourcing and providing a quote for the requested part.				
	Evaluation guidelines	The Bidder has fully addressed the HPR requirements and has demonstrated the ability to respond to HPR requests within 1 working day.	The Bidder has somewhat addressed the HPR requirements and has demonstrated the ability to respond to HPR requests within 2 working days.	The Bidder has failed to address some of the HPR requirements and has demonstrated the ability to respond to HPR requests within 3 working days.	Not addressed
	SCORE				
	PROPOSAL REFERENCE AND COMMENTS				

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4	Stocktaking					
	Rating	Excellent – (10)	Very good – (8)	Satisfactory – (5)	Poor – (3)	Not addressed – (0)
	The bidder is to provide their internal inventory management process to include physical inventory count, stocktaking procedures, a stocktaking schedule, CHI reporting, stock records, and reconciliation processes IAW the Logistics SOW.					
	Evaluation guidelines	Bidder provided a detailed plan exceeding requirements, with documented evidence that procedures exceed DND requirements as well as best accounting practices and a schedule for accomplishing the required stocktakings.	Bidder provided a detailed plan meeting requirements, with documented evidence that procedures meet DND requirements as well as best accounting practices and a schedule for accomplishing the required stocktakings.	Bidder provided a plan as requested, with documented evidence that procedures may meet most of DND requirements as well as best accounting practices and a schedule for accomplishing the required stocktakings.	Bidder's plan fails to meet some of DND requirements <u>or</u> the schedule for accomplishing the required stocktakings does not meet DND requirements.	Not addressed
	SCORE					
	PROPOSAL REFERENCE AND COMMENTS					
	BIDDER'S SCORE FOR MATERIAL MANAGEMENT					
		MAXIMUM SCORE		MINIMUM SCORE		BIDDER'S SCORE
		35		21		PASS OR FAIL
RO	R&O Support					
1	Subcontractor					
	Percentage of component list Sub-contracted	Excellent – (15)	Very good – (12)	Satisfactory – (9)	Poor – (6)	Very poor – (3)
						Poor – (0)
	The bidder is to identify (percentage) of the components on the SNAPS list that will be sub-contracted out. Identification of proposed sub-contractors including a description of credentials, qualifications, assigned work and number of years in business.					
	Evaluation guidelines	0-29% of Component R&O Subcontracted out	30-44% of Component R&O Subcontracted out	45-59% of Component R&O Subcontracted out	60-74% of Component R&O Subcontracted out	75-89% of Component R&O Subcontracted out
	SCORE					90-100% of Component R&O Subcontracted out
	PROPOSAL REFERENCE AND COMMENTS					

Appendix 3
To Annex I

2	Parts Obsolescence Management								
	Rating	Excellent – (10)	Satisfactory – (6)	Poor – (3)	Not addressed – (0)				
	The Bidder to provide a detailed description of the obsolescence program, including sub-contractors as required, to monitor the availability of piece part components used in the repair of CC138 Weapon System.								
	Evaluation guidelines	A clear and detailed plan covering all the aspects mentioned in ES task 12 of the technical SOW and demonstrates a reasonable expectation that supportability can be maintained.	A detailed plan covering most of the aspects mentioned in ES task 12 of the technical SOW and demonstrates an expectation that supportability can be maintained.	A plan covering some of the aspects mentioned in ES task 12 of the technical SOW and demonstrates that supportability can possibly be maintained	Not addressed				
	SCORE								
	PROPOSAL REFERENCE AND COMMENTS								
3	<u>OEM Certificate, Letter or license agreement</u>								
	Rating	Agreement Provided – (5)	Provisional Agreement Provided - (3)	Not Addressed - (0)					
	The Bidder to provide a detailed description of the certificate, letter or license agreement in place with the OEM showing that the validity covers the duration of the contract period as well as stating the OEM agrees to provide the bidder the necessary data and tooling rights to perform the work under Annex A – Technical Statement of work of the CC138 Twin Otter.								
	Evaluation guidelines	Bidder has provided a certificate, letter or license agreement with the OEM that confirms the bidder has access to the necessary data and tooling rights to perform the work within the Technical Statement of Work.	Bidder has provided official communication from the OEM, of the OEM's intent to provide by contract award, a certificate, letter or licensing agreement for access to the necessary data and tooling rights to perform the work within the Technical Statement of Work	Bidder has provided 0 references					
	SCORE								
	PROPOSAL REFERENCE AND COMMENTS								
BIDDER'S SCORE FOR R&O SUPPORT						MAXIMUM SCORE	MINIMUM SCORE	BIDDER'S SCORE	PASS OR FAIL
						30	18		