



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

**Bid Receiving - PWGSC / Réception des  
soumissions - TPSGC**

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

**Place du Portage , Phase III**

**Core 0B2 / Noyau 0B2**

**Atten: Indra Hamilton 8C2-12**

**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**

<b>Title - Sujet</b> 2 Direct Radiography Panel Systems	
<b>Solicitation No. - N° de l'invitation</b> W8486-184221/A	<b>Date</b> 2017-09-29
<b>Client Reference No. - N° de référence du client</b> 6000405225	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$\$QF-030-26460	
<b>File No. - N° de dossier</b> 030qf.W8486-184221	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2017-11-08</b>	
<b>Time Zone</b> <b>Fuseau horaire</b> Eastern Daylight Saving Time EDT	
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Hamilton, Indra	<b>Buyer Id - Id de l'acheteur</b> 030qf
<b>Telephone No. - N° de téléphone</b> (819) 420-1738 ( )	<b>FAX No. - N° de FAX</b> (819) 956-5650
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> .	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

**Vendor/Firm Name and Address**

**Raison sociale et adresse du**

**fournisseur/de l'entrepreneur**

**Issuing Office - Bureau de distribution**

Electronics, Simulators and Defence Systems Div.

/Division des systèmes électroniques et des systèmes de simulation et de défense

11 Laurier St. / 11, rue Laurier

8C2, Place du Portage

Gatineau

Québec

K1A 0S5

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

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## PART 1 - GENERAL INFORMATION

### 1.1 Security Requirements

**Not applicable for this requirement. Refer to Annex "C".**

### 1.2 Statement of Work

#### Purpose

The purpose of this Statement of Work (SOW) is to define the work requirements for the provision of a state-of-the-art portable, Digital Radiography Panel System (DRPS) to be used by the Canadian Armed Forces (CAF).

#### Background

The CAF has a mandate to render-safe and dispose of explosive ordnance (EO), improvised explosive devices (IED) and unexploded ordnance (UXO) that are located in the Canadian territory or that are found abroad on deployed operations and posing a threat to Canadian and Allied Forces. Rendering-safe procedures requires the use of specialized tools, including diagnostic equipment like X-Ray systems, to view the inside of suspicious objects or packages without disturbing them in order to safely determine their nature, internal structure and composition, and the best approach to neutralize them.

#### Intended Use

Explosive ordnance disposal (EOD) specialists will use the DRPS inside buildings, structures, and vehicles in the field, to help view and analyze the interior of suspicious or explosive threat objects, made of organic and/or in-organic material. Given the nature of the operations on which the CAF's EOD teams will deploy, the equipment must be reliable, robust, compact, light-weight and function in semi-protected harsh environments.

#### Requirement:

There is a requirement to procure two (2) Direct Radiography Panel Systems, with a combined requirement for training services; with an option to procure two additional systems within a two year period under the same terms and conditions.

### 1.3 Comprehensive Land Claims Agreement(s)

This procurement is not subject to Comprehensive Land Claims Agreement(s):

### 1.4 Set-aside under the Federal Government Procurement Strategy for Aboriginal Business

**This procurement is not set aside from the international trade agreements under the provision each has for measures with respect to Aboriginal peoples or for set-asides for small and minority businesses."**

### 1.5 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.

### 1.6 National Security Exception

Not applicable.

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## **1.7 Trade Agreements**

Due to the value thresholds, this requirement is subject to the provisions of the World Trade Organization Agreement on Government Procurement (WTO-AGP), the North American Free Trade Agreement (NAFTA), and the Canadian Free Trade Agreement (CFTA), Canada-Peru, Chile, Panama and Columbia.

## **1.8 Canadian Content**

**Not applicable.**

## PART 2 - BIDDER INSTRUCTIONS

### 2.1 Standard Instructions, Clauses and Conditions

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

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

The [2003](#) (2017-04-27) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

"Subsection 3.a) of Section 01, Integrity Provisions - Bid of the Standard Instructions [2003](#) incorporated by reference above is deleted in its entirety and replaced with the following:

- a. at the time of submitting an arrangement under the Request for Supply Arrangements (RFSA), the Bidder has already provided a list of names, as requested under the *Ineligibility and Suspension Policy*. During this procurement process, the Bidder must immediately inform Canada in writing of any changes affecting the list of names".

Subsection 5.4 of [2003](#), Standard Instructions - Goods or Services - Competitive Requirements, is amended as follows:

Delete: 60 days  
Insert: 30 days

### 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.

### 2.3 Former Public Servant A3025T (2014-06-26)

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;

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

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

## **2.4 Enquiries - Bid Solicitation**

All enquiries must be submitted in writing to the Contracting Authority as identified on page one of the Solicitation document, no later than seven (7) calendar days before the bid closing date. Enquiries received after that time may not be answered.

Bidders should reference as accurately as possible the numbered item of the bid solicitation to which the enquiry relates. Care should be taken by Bidders to explain each question in sufficient detail in order to enable Canada to provide an accurate answer. Technical enquiries that are of a proprietary nature must be clearly marked "proprietary" at each relevant item. Items identified as "proprietary" will be treated as such except where Canada determines that the enquiry is not of a proprietary nature. Canada may edit the 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.

## **2.5 Applicable Laws**

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

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

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## **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: three (3) hard copies) (and one (1) soft copy on a memory/USB stick.
- Section II: Financial Bid: one (1) hard copy and one (1) soft copy on a memory/USB stick
- Section III: Certifications: two (2) hard copies)
- Section IV: Additional Information (Security): Not applicable

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

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

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

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

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

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

#### **Section I: Technical Bid**

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

#### **Section II: Financial Bid**

Bidders must submit their financial bid in accordance with the Basis of Payment, Schedule 1. The total amount of Applicable Taxes must be shown separately.

##### **3.1.1 Electronic Payment of Invoices – Bid**

To be discussed with the winning bidder after contract award.

Acceptance of Electronic Payment Instruments will not be considered as an evaluation criterion.

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### **3.1.2 Exchange Rate Fluctuation C3011T (2013-11-06)**

The requirement does not offer exchange rate fluctuation risk mitigation. Requests for exchange rate fluctuation risk mitigation will not be considered. All bids including such provision will render the bid non-responsive.

Refer to 4.1.2 (1) (c)

### **3.1.3 SACC Manual Clauses**

#### **Section III: Certifications**

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

### **3.1.4 SACC Manual Clauses**

#### **Section IV: Additional Information**

##### **Bidder's Proposed Sites or Premises Requiring Safeguarding Measures**

Not applicable.

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## 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 evaluation team will determine first if there are two or more bids with a valid Canadian Content certification. In that event, the evaluation process will be limited to the bids with the certification; otherwise, all bids will be evaluated. If some of the bids with a valid certification are declared non-responsive, or are withdrawn, and less than two responsive bids with a valid certification remain, the evaluation will continue among those bids with a valid certification. If all bids with a valid certification are subsequently declared non-responsive, or are withdrawn, then all the other bids received will be evaluated.

#### 4.1.1 Technical Evaluation

##### 4.1.1.1 Mandatory Technical Criteria

Please refer to **Annex B** in its entirety and table at article 3.3.

#### 4.1.2 Financial Evaluation A0222T (2014-06-26)

1. The price of the bid will be evaluated as follows:
  - a. Canadian-based bidders must submit firm prices, Canadian customs duties and excise taxes included, and Applicable Taxes excluded.
  - b. foreign-based bidders must submit firm prices, Canadian customs duties, excise taxes and Applicable Taxes excluded. Canadian customs duties and excise taxes payable by Canada will be added, for evaluation purposes only, to the prices submitted by foreign-based bidders.
  - c. For evaluation purposes, Canada shall convert bids made in foreign/subcontractor (non-Canadian) currency using the noon rate posted by the Bank of Canada in effect on the bid closing date.
2. Unless the bid solicitation specifically requires bids to be submitted in Canadian currency, bids submitted in foreign currency will be converted to Canadian currency for evaluation purposes. The rate given by the Bank of Canada in effect on the bid solicitation closing date, or on another date specified in the bid solicitation, will be applied as a conversion factor to the bids submitted in foreign currency.
3. Canada reserves the right to award the Contract Delivery at Place - DAP, Canada requests that bidders provide prices Delivery at Place. Bids will be assessed on DAP destination basis.
4. For the purpose of the bid solicitation, bidders with an address in Canada are considered Canadian-based bidders and bidders with an address outside of Canada are considered foreign-based bidders.

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#### **4.2 Basis of Selection- Mandatory Technical Criteria (A0031T) (2010-08-16)**

**4.2.1** A bid must comply with the requirements of the bid solicitation and meet all mandatory technical evaluation criteria to be declared responsive.

The responsive bid with the lowest UNIT price will be recommended for award of a contract.

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

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

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

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

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

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

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

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

#### **5.1.2 Additional Certifications Required with the Bid**

##### **5.1.2.1 Canadian Content Certification**

**Not applicable as Trade Agreements apply to the requirement.**

##### **5.1.2.2 Set-aside for Aboriginal Business**

**Not applicable.**

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

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

#### **5.2.1 Integrity Provisions – Required Documentation**

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

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

Not applicable.

#### **5.2.3 Additional Certifications Precedent to Contract Award**

### **5.2.3.1 Canadian Content Certification**

**Not applicable.**

### **5.2.3.2 Status and Availability of Resources (A3005T- 2010-08-16)**

The Bidder certifies that, should it be awarded a contract as a result of the bid solicitation, every individual proposed in its bid will be available to perform the Work as required by Canada's representatives and at the time specified in the bid solicitation or agreed to with Canada's representatives. If for reasons beyond its control, the Bidder is unable to provide the services of an individual named in its bid, the Bidder may propose a substitute with similar qualifications and experience. The Bidder must advise the Contracting Authority of the reason for the substitution and provide the name, qualifications and experience of the proposed replacement. For the purposes of this clause, only the following reasons will be considered as beyond the control of the Bidder: death, sickness, maternity and parental leave, retirement, resignation, dismissal for cause or termination of an agreement for default.

If the Bidder has proposed any individual who is not an employee of the Bidder, the Bidder certifies that it has the permission from that individual to propose his/her services in relation to the Work to be performed and to submit his/her résumé to Canada. The Bidder must, upon request from the Contracting Authority, provide a written confirmation, signed by the individual, of the permission given to the Bidder and of his/her availability. Failure to comply with the request may result in the bid being declared non-responsive

### **5.2.3.3 Rate or Price Certification (Not applicable to competitive requirement)**

### **5.2.3.4 Education and Experience (A3015C-2014-06-26)**

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

#### **5.2.3.4.1 A3010T-2010=08-16 Education and Experience**

The Bidder certifies that all the information provided in the résumés and supporting material submitted with its bid, particularly the information pertaining to education, achievements, experience and work history, has been verified by the Bidder to be true and accurate. Furthermore, the Bidder warrants that every individual proposed by the Bidder for the requirement is capable of performing the Work described in the resulting contract.

## PART 6 - RESULTING CONTRACT CLAUSES

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

### 6.1 Security Requirements

6.1.1 There is no security requirement applicable to the Contract.

### 6.2 Statement of Work (B4007C-2014-06-26)

The Contractor must perform the Work in accordance with the Statement of Work at Annex "A" and the technical and management portions of the Contractor's bid dated *(to be inserted at contract award)*.

#### Requirement: (B4008C-2014-06-26)

**The Contractor must provide the "items" detailed in the Basis of Payment, Schedule 1.**

#### 6.2.1 Additional Work Authorization

Work Authorization for any Work arising shall be in accordance with the associated Statement of Work on an "as and when required"; on a task by task basis, which will be authorized through the task authorization process.

The contractor shall provide support services for the equipment and associated components in accordance with the associated Statement of Work. Categories of work includes but is not limited to:

- a. Repair;
- b. Field Service Representative (FSR);
- c. Provision of spares; and
- d. Training

#### 6.2.2 Work or Task Authorization

##### Task Authorization - Department of National Defence B9051C (2011-05-16)

The administration of the Task Authorization process will be carried out by DCSEM 3-4. This process includes monitoring, controlling and reporting on expenditures of the contract with task authorizations being submitted to the contractor via the Contracting/Procurement Authority.

#### 6.2.3 Task Authorization and Process B9054C (2014-06-24) amended

The Work or a portion of the Work to be performed under the Contract will be on an "as and when requested basis" using a DND 626, Task Authorization (TA). The Work described in the TA must be in accordance with the scope of the associated Statement of Work and terms of the contract.

##### Task Authorization Process:

1. The Technical Authority will provide the Contractor with a description of the work in the form of a Statement of Work.

2. The Statement of Work will contain the details of the activities to be performed, a description of the deliverables, and a schedule indicating completion dates for the major activities or submission dates for the deliverables. The Statement of Work may also include the applicable basis (bases) and methods of payment as specified in the Contract.
3. The Contractor must provide the Technical Authority, within fifteen (15) calendar days of its receipt, the proposed total estimated cost for performing the task and a breakdown of that cost, established in accordance with the Basis of Payment specified in the Contract.
4. The Contractor must not commence work until a task authorization issued by the Procurement/Requisition or the Contracting Authority has been received by the Contractor. The Contractor acknowledges that any work performed before a Task Authorization has been received will be done at the Contractor's own risk.

**(a) Firm Fixed Price**

Where a firm fixed price has been established, the Contractor shall be obliged to complete the work for the specified firm price. The firm price represents the total amount payable under the DND 626 Task Authorization

**(b) Ceiling Price**

Where a ceiling price has been established, the Contractor shall be obliged to complete the work for an amount not greater than the agreed ceiling price. The ceiling price represents the maximum amount which can be paid to the Contractor and beyond while the Contractor will not receive additional compensation. The Ceiling Price will be subject to downward adjustment upon completion of the DND 626 Task Authorization if the ceiling has not been expended.

**(c) Limitation of Expenditure**

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

**(d) Task Breakdown**

For each task, the Contractor shall submit a task estimate containing a breakdown of all applicable elements of cost including labour hours by category, travel requirements outlining number of trips and duration, personnel and other associated travel costs.

**6.2.4 Task Authorization Limit C9011C (2014-06-26)**

The Procurement Authority may authorize individual task authorizations up to a limit of **C\$25,000.00**, Applicable Taxes included, inclusive of any revisions.

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

**6.2.5 Periodic Usage Reports-Contracts with Task Authorizations B9056C (2013-14-25) amended**

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 of the Statement of Work. 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 as specified in the Statement of Work, to the Technical Authority with a copy to the Contracting Authority.

The data must be submitted to the Technical Authority no later than seven (7) calendar days after the completion of the task.

#### **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;
- ii. the total estimated cost specified in the authorized Task Authorization (TA) of each task, exclusive of Applicable Taxes;
- iii. 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 (inclusive of Applicable Taxes) specified in the contract (as last amended, as applicable) as Canada's total liability to the contractor for all authorized TAs; and
- li. the total amount, inclusive of Applicable Taxes, expended to date against all authorized TAs.

### **6.3 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.

#### **6.3.1 General Conditions**

2010A 2017-04-27, General Conditions - Goods (Medium Complexity), apply to and form part of the Contract.

#### **6.3.2 Supplemental General Conditions**

Not applicable.

## 6.4 Term of Contract

### 6.4.1 Period of the Contract ([A9022C-2007-05-25](#))

The period of the Contract is from date of Contract to *(to be inserted at contract award)* to 31 December 2019 inclusive.

### 6.4.2 Delivery Date

All the deliverables as identified in the Basis of Payment, Schedule 1, must be received on or before *(to be negotiated and inserted at contract award)*.

### 6.4.3 Comprehensive Land Claims Agreement(s)

**Not applicable.**

### 6.4.4 Delivery Point

Delivery of the requirement will be made to delivery point(s) per section identified as "Shipping Instructions" of the Contract. Refer to article 6.13.

## 6.5 Authorities

### 6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Indra Hamilton  
Supply Team Leader  
PWGSC – Acquisitions Branch  
Electronics, Munitions and Tactical Systems Procurement Directorate  
11 rue Laurier  
Place du Portage Phase III, 8C2

Tel cell: 613 – 818 – 3673  
Phone: 819 - 420 - 1738  
Fax: 819 – 956 – 5650  
Email: [Indra.Hamilton@pwgsc-tpsgc.gc.ca](mailto:Indra.Hamilton@pwgsc-tpsgc.gc.ca)

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

### 6.5.2 Technical Authority

The Project Authority for the Contract is:

*(Name and contact info to be inserted at contract award)*  
DCSEM 3-4-4  
National Defence Headquarters  
MGen. George R. Pearkes Building  
101 Colonel By Drive

Sollicitation No. - N° de l'invitation  
W8486-184221/A  
Client Ref. No. - N° de réf. du client  
W8486-184221

Amd. No. - N° de la modif.  
File No. - N° du dossier  
030QF W8486-184221

Buyer ID - Id de l'acheteur  
030QF  
CCC No./N° CCC - FMS No./N° VME

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Ottawa, ON

Telephone:  
Email:

The Technical Authority named 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 Technical Authority, however the Technical Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

### 6.5.3 The Procurement Authority for the Contract is:

*(Name and contact info to be inserted at contract award)*

DLP 6-3-2-2  
National Defence Headquarters  
MGen George R. Pearkes Building  
101 Colonel By Drive  
Ottawa, ON

Email:  
Telephone:

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

### 6.5.4 Contractor's Representative

- Name: \_\_\_\_\_
- Position: \_\_\_\_\_
- Address: \_\_\_\_\_
- Email: \_\_\_\_\_
- Telephone: \_\_\_\_\_

### 6.6 Proactive Disclosure of Contracts with Former Public Servants A3025C (2013-03-21)

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

### 6.7 Payment

#### 6.7.1 Basis of Payment – Firm unit Price C0207C (2013-04-25)

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For the Work described in the Statement of Work, Annex "A":

In consideration of the Contractor satisfactorily completing its obligations under the Contract, the Contractor will be paid a firm price for a cost of \$ (insert the amount at contract award) for two systems. Customs duties are excluded and Applicable Taxes are excluded.

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

#### **6.7.2 Basis of Payment - Firm Hourly Rates C0214C (2013-04-25)**

The Contractor will be paid firm hourly rates as follows, for work performed in accordance with the Contract and labour rates set out in Schedule 1, Basis of Payment.

#### **6.7.3 Limitation of Expenditure C6001C (2017-08-17)**

1. Canada's total liability to the Contractor under the Contract must not exceed \$ (amount to be inserted at contract award). Customs duties are excluded and Applicable Taxes are ~~extra~~-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 Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:
  - a. when it is 75% committed, or
  - b. four months before the contract expiry date, or
  - c. as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work,

whichever comes first.

3. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

#### **6.7.4 Multiple Payments H1000C (20018-05-12)**

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

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

#### **6.7.5 Discretionary Audit - Commercial Goods and/or Services C0100C (2010-01-11)**

The Contractor's certification that the price or rate is not in excess of the lowest price or rate charged anyone else, including the Contractor's most favoured customer, for the like quality and

quantity of the goods, services or both, is subject to verification by government audit, at the discretion of Canada, before or after payment is made to the Contractor.

If the audit demonstrates that the certification is in error after payment is made to the Contractor, the Contractor must, at the discretion of Canada, make repayment to Canada in the amount found to be in excess of the lowest price or rate or authorize the retention by Canada of that amount by way of deduction from any sum of money that may be due or payable to the Contractor pursuant to the Contract.

If the audit demonstrates that the certification is in error before payment is made, the Contractor agrees that any pending invoice will be adjusted by Canada in accordance with the results of the audit. It is further agreed that if the Contract is still in effect at the time of the verification, the price or rate will be lowered in accordance with the results of the audit.

#### **6.7.6 Electronic Payment of Invoices – Contract H3027C (2016-01-28)**

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

- a. Electronic Data Interchange (EDI);

#### **6.7.7 Taxes - Foreign-based Contractor C2000C (20017-11-30)**

Unless specified otherwise in the Contract, the price includes no amount for any federal excise tax, state or local sales or use tax, or any other tax of a similar nature, or any Canadian tax whatsoever. The price, however, includes all other taxes. If the Work is normally subject to federal excise tax, Canada will, upon request, provide the Contractor a certificate of exemption from such federal excise tax in the form prescribed by the federal regulations.

Canada will provide the Contractor evidence of export that may be requested by the tax authorities. If, as a result of Canada's failure to do so, the Contractor has to pay federal excise tax, Canada will reimburse the Contractor if the Contractor takes such steps as Canada may require to recover any payment made by the Contractor. The Contractor must refund to Canada any amount so recovered.

#### **6.7.8 Canadian Customs documents C2608C (2015-02-25)**

1. The Contractor must provide two (2) copies of the Canada Customs Invoice (CCI) or two (2) copies of the commercial invoice marked "For Customs Purposes Only".
2. For shipments from the United States and Mexico that are of American, Mexican or Canadian origin, as defined by the North American Free Trade Agreement (NAFTA), and for shipments from Israel that are Israeli in origin, as defined by the Canada-Israel Free Trade Agreement (CIFTA), the Contractor must provide proof of origin of the goods. This proof must be in the form of a NAFTA or CIFTA Certificate of Origin for goods valued at C\$1,600 or more, or a simple statement on the invoice for goods valued at C\$1,600 or less. In either case, the document must include an original signature and must reference the contract number. For contracts valued at C\$250,000 or more, the proof of origin will not be required.
3. The Contractor must not employ commercial customs brokers to custom clear the goods provided under the Contract, unless authorized by the Canadian Material Support Group / Customs, at National Defence Headquarters, telephone: 1-855-210-5149, facsimile: 1-800-306-1811 or 613-971-7333.

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### Completion of Documents

The CCI or commercial invoice must include the following information:

- a. complete description of the goods being shipped, including the applicable United States "Schedule B" codes or United States Harmonized Tariff Schedule codes;
- b. value and terms of sale for each item (e.g. sale, loan, warranty, Incoterms 2000), including value of repairs, warranty repairs or replacement costs;
- c. the Contract number and financial codes (use Field 3 on the CCI form);
- d. country of origin of goods;
- e. when a NAFTA/CIFTA Certificate of Origin has been prepared, the "Description" field of the CCI or commercial invoice must include a statement confirming that it has been completed and is attached to that invoice.

### Distribution of Documents

1. The Contractor must attach the following to shipping container No. 1 of all shipments using a waterproof envelope marked "Canada Customs Documentation":
  - a. one (1) copy of the CCI or one (1) copy of the commercial invoice as applicable, and;
  - b. one (1) copy of the NAFTA Certificate of Origin (if applicable).
2. The second copy of each of the above-mentioned forms must be attached to the shipping documents.
3. A copy of the CIFTA Certificate of Origin must be faxed to 1-800-306-1811 or emailed to [DCBSCustoms@forces.gc.ca](mailto:DCBSCustoms@forces.gc.ca).

### 6.7.9 Customs Duties - Department of National Defence – Importer C2610C (2007-11-30)

1. As the goods to be supplied under the Contract are defence supplies, customs duties on importation to Canada may be remitted under the Tariff Item Number 9982.00.00 of the Schedule to the *Customs Tariff*.
2. Remission of customs duties payable may be granted under the Tariff Item Number 9982.00.00 when the total contract value of the defence supplies is C\$250,000 or more. This reflects the import value of the goods plus the duty that would be applicable in the absence of the *Customs Tariff*.
3. The Department of National Defence (DND) will be responsible for prearranging remission on importation or for paying customs duties on importation and applying to Canada Border Services Agency for a refund. DND is also responsible for applying to Public Works and Government Services Canada in good time for the certification required by the *Customs Tariff*.

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## 6.8 Invoicing Instructions H5001C (2008-12-12) amended

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.
2. Invoices must be distributed as follows:
  - a. The invoice stamped "original" must be forwarded electronically to the following address for certification and payment.
    1. Procurement/Requisition Authority – Department of National Defence
  - b. One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.

## 6.9 Certifications and Additional Information

### 6.9.1 Compliance

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

## 6.10 Applicable Laws A9070C (2014-06-26)

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

## 6.11 Priority of Documents A9140C (2007-05-25)

If there is a discrepancy between the "wordings" 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) General Conditions 2010A 2017-04-27, - Goods (Medium Complexity), apply to and form part of the Contract;
- (d) Annex A, Statement of Work;
- (e) Annex C, Security Requirements Check List;
- (f) the Contractor's bid dated \_\_\_\_\_ (*insert date of bid*)

## 6.12 Defence Contract A9006C (2012-07-16)

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

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

## 6.13 Shipping Instructions

### **Shipping instructions (Department of National Defence): Foreign-based contractors D0035C (2017-08-17) amended**

1. Delivery will be Delivery At Place (DAP) to **DCSEM 3-4, 360 Paul Benoit Drive, Bldg 346, Ottawa, Ontario Canada K1A 0K2**, Incoterms 2010. 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.
3.
  - a. Insert the following when the Contractor is located in the United States (U.S.):  
Inbound Logistics Coordination Center (ILCC):  
Telephone: 1-877-447-7701 (toll free)  
Facsimile: 1-877-877-7409 (toll free)  
E-mail: [ILHQOttawa@forces.gc.ca](mailto:ILHQOttawa@forces.gc.ca)  
OR
  - b. Insert the following when the Contractor is located in United Kingdom (UK) and Ireland:  
Inbound Logistics United Kingdom (ILUK):  
Telephone: 011-44-1895-613023, or 011-44-1895-613024, or  
Facsimile: 011-44-1895-613046  
E-mail: [CFSUEDetUKMovements@forces.gc.ca](mailto:CFSUEDetUKMovements@forces.gc.ca)

In addition, the Contractor must send to ILUK the completed form "Shipping Advice and Export Certificate" by e-mail to: [CFSUEDetUKMovements@forces.gc.ca](mailto:CFSUEDetUKMovements@forces.gc.ca). The shipment of any items above the value of 600 GBP (pound sterling) being exported from the United Kingdom and Ireland will be cleared by DND using Her Majesty's Customs & Excise (HMCE) New Export Systems (NES). The Contractor must comply with HMCE requirements by registering with HMCE or by having a freight forwarder complete the entry. A printed copy of the NES entry Export Declaration clearly displaying the Declaration Unique Consignment Reference Number must be provided by the Contractor and attached to the consignment. The Contractor must ensure that this procedure is carried out for all stores whether they be initial purchase or repair and overhaul export items. HMCE will authorize Canadian Forces Support Unit (Europe) to ship the goods only if the procedure has been adhered to completely and properly by the Contractor. **Note:** To ensure you receive a reply on any contracting information such as Incoterms etc, always include the e-mail address: [ILHQOttawa@forces.gc.ca](mailto:ILHQOttawa@forces.gc.ca) in carbon copy (cc).

OR

- c. Insert the following when the Contractor is located in a country other than Canada, the U.S., the UK and Ireland:  
Inbound Logistics Europe Area (ILEA):  
Telephone: +49-(0)-2203-908-1807 or 2748 or 5304  
Facsimile: +49-(0)-2203-908-2746  
Email: [ILEA@forces.gc.ca](mailto:ILEA@forces.gc.ca)  
**Note:** To ensure you receive a reply on any contracting information such as Incoterms etc, always include the e-mail address: [ILHQOttawa@forces.gc.ca](mailto:ILHQOttawa@forces.gc.ca) in carbon copy (cc).

3. The Contractor must provide the following information to the DND Inbound Logistics contact when arranging for shipment:
  - a. the Contract number;
  - b. consignee address (if multiple addresses, items must be packaged and labeled separately with each consignee address);
  - c. description of each item;
  - d. the number of pieces and type of packaging (e.g. carton, crate, drum, skid);
  - e. actual weight and dimensions of each piece type, including gross weight;
  - f. copy of the commercial invoice (in accordance with clause [C2608C](#), section 4, of the [Standard Acquisition Clauses and Conditions Manual](#)) or a copy of the Canada Border Services Agency form CI1 [Canada Customs Invoice](#) (PDF 429KB) - ([Help on File Formats](#));
  - g. [Schedule B](#) codes (for exports) and the Harmonized Tariff Schedule codes (for imports);
  - h. North American Free Trade Agreement Certificate of Origin (in accordance with clause C2608C, section 2) for the U.S. and Mexico only;
  - i. full details of dangerous material, as required for the applicable mode of transportation, signed certificates for dangerous material as required for shipment by the International Maritime Dangerous Goods Code, or International Air Transport Association regulations or the applicable Canadian [Dangerous Goods Shipping Regulations](#) and a copy of the safety data sheet.
4. Following receipt of this information by Canada, Canada will provide the appropriate shipping instructions, which may include the requirement for specific consignee address labelling, the marking of each piece with a Transportation Control Number and customs documentation.
5. The Contractor must not ship goods before receiving shipping instructions from the DND Inbound Logistics contact.
6. If the Contractor delivers the goods at a place and time that are not in accordance with the given delivery instructions or fail to fulfill reasonable delivery instructions given by Canada, the Contractor must reimburse Canada any additional expenses and costs incurred.
7. If Canada is responsible for delays in delivering the goods, ownership and risk will be transferred to Canada upon expiry of either 30 days following the date on which a duly completed shipping application is received by Canada or by its appointed forwarding agent, or 30 days following the delivery date specified in the Contract, whichever is later.

Canada will responsible to handle Custom Clearance and Custom duties.

**Shipping Instructions (Department of National Defence) - Canadian-based Contractor D0037C (2016-01-28) as amended**

1. Delivery will be Delivery At Place (DAP) to **DCSEM 3-4, 360 Paul Benoit Drive, Bldg 346, Ottawa, Ontario Canada K1A 0K2**, Incoterms 2010. The Contractor must load the goods onto the carrier designated by the Department of National Defence (DND). Onward shipment from the delivery point to the consignee will be Canada's responsibility.
2. Before shipping the goods, the Contractor must contact the following DND Inbound Logistics Coordination Center by facsimile or e-mail, to arrange for shipment, and provide the information detailed at paragraph 3.
  - a. *Insert the following for all sole source contracts, except repair and overhaul, where the Contractor is located in Canada:*

- 
- Inbound Logistics Co-ordination Center (ILCC)  
Telephone: 1-877-877-7423 (toll free)  
Facsimile: 1-877-877-7409 (toll free)  
E-mail: [ILHQOttawa@forces.gc.ca](mailto:ILHQOttawa@forces.gc.ca)
- b. *Insert the following for all repair and overhaul contracts where the Contractor is located between Kingston inclusive and westward to the Ontario/Manitoba border:*  
Inbound Logistics Central Area (ILCA)  
Telephone: 1-866-371-5420 (toll free)  
Facsimile: 1-866-419-1627 (toll free)  
E-mail: [ILCA@forces.gc.ca](mailto:ILCA@forces.gc.ca)
- c. *Insert the following for all repair and overhaul contracts where the Contractor is located in Manitoba, Saskatchewan, Alberta, British Columbia, and the National Capital Region inclusive to east of Kingston:*  
Inbound Logistics Coordination Center (ILCC)  
Telephone: 1-877-877-7423 (toll free)  
Facsimile: 1-877-877-7409 (toll free)  
E-mail: [ILHQOttawa@forces.gc.ca](mailto:ILHQOttawa@forces.gc.ca)
- d. *Insert the following for all repair and overhaul contracts where the Contractor is located in Quebec:*  
Inbound Logistics Quebec Area (ILQA)  
Telephone: 1-866-935-8673 (toll free), or  
1-514-252-2777, ext. 4673, 2852  
Facsimile: 1-866-939-8673 (toll free), or  
1-514-252-2911  
E-mail: [25DAFCTrafficQM@forces.gc.ca](mailto:25DAFCTrafficQM@forces.gc.ca)
- e. *Insert the following for all repair and overhaul contracts where the Contractor is located in Atlantic (New Brunswick, Prince Edward Island, Nova Scotia, Newfoundland and Labrador):*  
Inbound Logistics Atlantic Area (ILAA)  
Telephone: 1-902-427-1438  
Facsimile: 1-902-427-6237  
E-mail: [BlogILAA@forces.gc.ca](mailto:BlogILAA@forces.gc.ca)
3. The Contractor must provide the following information to the DND Inbound Logistics Coordination Center when arranging for shipment:
- the Contract number;
  - consignee address (for multiple addresses, items must be packaged and labelled separately with each consignee address);
  - description of each item;
  - the number of pieces and type of packaging (i.e., carton, crate, drum, skid);
  - actual weight and dimensions of each piece type, including gross weight;
  - full details of dangerous goods/hazardous products, as required for the applicable mode of transportation, signed certificates for dangerous goods/hazardous products as required for shipment by the International Maritime Dangerous Goods Code, the International Air Transport Association regulations or the applicable Canadian [Transportation of Dangerous Goods Regulations](#), and a copy of the safety data sheet in English and French.
4. Following receipt of this information by Canada, Canada will provide the appropriate shipping instructions, which may include the requirement for specific consignee address labelling, and the marking of each piece with a Transportation Control Number.
5. The Contractor must not ship the goods before receiving shipping instructions from the DND Inbound Logistics contact.

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

#### **6.14 Work Site Access A1009C (2008-05-12)**

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

#### **6.15 Government Site Regulations A9068C (2010-01-11)**

The Contractor must comply with all regulations, instructions and directives in force on the site where the Work is performed

#### **6.16 Meeting D9035C (2008-05-12)**

Meetings chaired by the Contracting Authority, will take place at the Contractor's facility as and when required. 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 Technical Authority.

The Technical Authority shall contact the Contractor within five (5) days of receipt of a contract.

#### **6.17 US Military Specification and Standards B4019C (2015-2-25)**

The Contractor is responsible for obtaining copies of all United States (US) military specifications and standards which may be applicable to the requirement. These specifications and standards are available commercially, or may be obtained by visiting the US Department of Defence Website, at the following address: [US Department of Defence](#).

#### **6.18 ISO 9001:2008 Quality Management Systems - Requirements (Quality Assurance Code C) D5545C (2010-08-16)**

**The Contractor is responsible for implementing 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."**

The Contractor is responsible for performing or having performed all inspections and tests necessary to substantiate that the material or services provided conform to the drawings, specifications and the requirements of the contract. The Contractor must keep accurate and complete inspection records which must, upon request, be made available to the authorized Department of National Defence (DND) representative, who may make copies and take extracts during the performance of the Contract and for a period of one (1) year after the completion of the Contract.

Despite the above, all materiel is subject to verification and acceptance by DND at destination. The authorized DND representative at destination may either be the consignee(s), the Technical Authority, or the Quality Assurance Authority.

### **6.19 Delivery of Dangerous Goods/Hazardous Products D3010C (2016-01-28)**

1. The Contractor must mark dangerous goods/hazardous products which are classed as dangerous/hazardous as follows:
  - a. shipping container - in accordance with the [Transportation of Dangerous Goods Act](#), 1992, c. 34; and
  - b. immediate product container - in accordance with the [Hazardous Products Act](#), R.S., 1985, c. H-3.
2. The Contractor must provide bilingual Safety Data Sheets, indicating the NATO Stock Number as follows:
  - a. two hard copies:
    - i. one copy to be enclosed with the shipment, and
    - ii. one copy to be mailed to:  
National Defence Headquarters  
MGen George R. Pearkes Building  
101 Colonel By Drive  
Ottawa, Ontario K1A 0K2  
Attention: DSCO 5-4-2
  - b. one copy sent in any electronic format to the following address: [MSDS-FS@FORCES.GC.CA](mailto:MSDS-FS@FORCES.GC.CA).
3. The Contractor will be responsible for any damages caused by improper packaging, labelling or carriage of dangerous goods/hazardous products.
4. The Contractor must ensure they adhere to all levels of regulations regarding dangerous goods/hazardous products as set forth by federal, provincial and municipal laws and by-laws.
5. The Contractor must contact the consignee (i.e. Supply Depot Traffic Section) at least 48 hours before shipping dangerous goods/hazardous products in order to schedule a receiving time.

#### **6.19.1 Shipment of Dangerous Goods/Hazardous Products D1505C (2016-01-28)**

The Contractor must label and ship dangerous goods/hazardous products falling within the [Transportation of Dangerous Goods Act](#), 1992, c.34 and the [Hazardous Products Act](#), R.S.C. 1985, c. H-3 and their regulation(s) in accordance with the said Acts and regulation(s) accompanied by the required safety data sheet(s) completed in both English and French.

#### **6.19.2 Dangerous Goods / Hazardous Products - Labelling and Packaging Compliance D3015C (2014-09-25)**

1. The Contractor must ensure proper labelling and packaging in the supply and shipping of dangerous goods/hazardous products to the Government of Canada.
2. The Contractor will be held liable for any damages caused by improper packaging, labelling or carriage of dangerous goods/hazardous products.

4. The Contractor must clearly mark all merchandise labels with the percentage of volume that is a hazardous item. Failure to do so will result in the Contractor being held responsible for damages caused in the movement of goods/products by government vehicles or government personnel.
5. The Contractor must adhere to all applicable laws regarding dangerous goods/hazardous product.

#### **6.20 Wood packaging materials D2025C (2017-08-17)**

All wood packaging materials used in shipping must conform to the [International Standards for Phytosanitary Measures No. 15: Regulation of Wood Packaging Material in International Trade \(ISPM 15\)](#).

Pertinent additional information on Canada's import and export programs is provided in the following Canadian Food Inspection Agency policy directives:

D-98-08 - [Entry Requirements for Wood Packaging Materials Produced in All Areas Other Than the Continental United States](#)

D-13-01 – [Canadian Heat Treated Wood Products Certification Program \(HT Program\)](#)

#### **6.21 Palletization D6010C (2007-11-30)**

1. For all shipments exceeding 0.566 m<sup>3</sup> or 15.88 kg (20 ft<sup>3</sup> or 35 lbs), except for those shipped by courier, the following applies:
  - a. The Contractor must strap, and if necessary wrap, shipments on standard 1.22 m x 1.02 m (48 in. x 40 in.) wood pallets. The four-way forklift entry pallet must be supplied at no charge to Department of National Defence. Total height, including pallet, must not exceed 1.19 m (47 in.). The pallet load must not extend further than 2.54 cm (1 in.) from any edge of the pallet.
  - b. The Contractor must group items by stock number (on the same pallet) within consolidated shipments. Pallet loads composed of more than one stock number must be marked as "**Mixed Items**".
  - c. Individual items exceeding 1.22 m (48 in.) in length or 453.6 kg (1000 lbs) must be secured to larger pallets or must have 10.16 cm x 10.16 cm (4 in. x 4 in.) skids securely fastened to the bottom of the item. Skids must be separated by a minimum of 71.12 cm (28 in.).
2. Any exception requires the prior approval of the Contracting Authority.

#### **6.22 Identification Markings B4042C (2008-05-12)**

1. When identification markings are required, the Contractor must arrange for their design and manufacture in accordance with the current issue of Canadian Forces Specification D-02-002-001/SG-001. The markings must be affixed to the deliverable end item(s) before delivery.
2. Identification markings applicable to the United States (U.S.) Navy F-18 program must be manufactured in accordance with the current issue of MIL-STD-130, except that the "U.S." must be blanked out and the Canadian contract number, prefixed with the word "CANADA", must be specified in the Contract Number block.
3. The Contractor must submit drawings for identification markings for approval through the responsible Department of National Defence Technical Authority at least sixty (60) days before production.

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### **6.23 Military Nomenclature B4043C (2016-01-28)**

1. The Contractor must prepare military nomenclature data (or confirm existing nomenclature data) in accordance with the current issue of Canadian Forces Specification D-01-000-200/SF-001 and the most recent issue of United States (U.S.) MIL-STD-196 for electronic equipment or MIL-STD-1812 for aeronautical and photographic equipment. Upon request from the Contractor, the specification will be provided by the Contracting Authority.
2. The Contractor must submit Requests for Military Nomenclature either through the Joint Electronics Type Designation Automated System (JETDAS) / Aeronautical and Support Equipment Type Designation System (ASETDS), or through the Department of National Defence (DND) Technical Authority (TA), Project Management Office (PMO), Life Cycle Materiel Manager (LCMM), or directly to the Departmental Control Point [(DCP) - Director Supply Chain Operations (DSCO) 4-3], at least 90 days before delivery of the end item(s) to which the data relates. The DCP will in turn, review the request, return to the Contractor if it contains error, or edit as required and forward to the U.S. Department of Defence Control Point (DoDCP)
3. Access to the JETDAS / ASETDS is restricted and users must apply for Logon ID and Password. The Contractor's representatives responsible for submitting Requests for Military Nomenclature must hold a valid Reliability Status registered with the Department of National Defence or Public Works and Government Services Canada. For any query to access or to obtain a copy of the systems User Guides, contact the Departmental Control Point (DCP) contact in Canada by phone at 819-939-9054 or by facsimile at 819-939-9060.

### **6.24 Procedures for Design Change/Deviations B5001C (2010-01-11)**

The Contractor must complete Part 1 of the Design Change/Deviation form DND 672 and forward two (2) copies to the Technical Authority and one (1) copy to the Contracting Authority.

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

### **6.25 Condition of Material – Contract B5001C (2014-06-26)**

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 on the bid closing date.

STATEMENT OF WORK  
FOR  
DIRECT RADIOGRAPHY PANEL SYSTEM

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## 1.0 SCOPE

### 1.1 Purpose

- 1.1.1 The purpose of this Statement of Work (SOW) is to define the work requirements for the provision of a state-of-the-art portable, Digital Radiography Panel System (DRPS) to be used by the Canadian Armed Forces (CAF).

### 1.2 Background

- 1.2.1 The CAF has a mandate to render-safe and dispose of explosive ordnance (EO), improvised explosive devices (IED) and unexploded ordnance (UXO) that are located in the Canadian territory or that are found abroad on deployed operations and posing a threat to Canadian and Allied Forces. Rendering-safe procedures requires the use of specialized tools, including diagnostic equipment like X-Ray systems, to view the inside of suspicious objects or packages without disturbing them in order to safely determine their nature, internal structure and composition, and the best approach to neutralize them.

### 1.3 Intended Use

- 1.3.1 Explosive ordnance disposal (EOD) specialists will use the DRPS inside buildings, structures, and vehicles in the field, to help view and analyze the interior of suspicious or explosive threat objects, made of organic and/or in-organic material. Given the nature of the operations on which the CAF's EOD teams will deploy, the equipment must be reliable, robust, compact, light-weight and function in semi-protected harsh environments.

### 1.4 Acronyms and Abbreviations

ABCA	America, Britain, Canada, Australia
CA	Contracting Authority
CAGE	Commercial and Government Entity
CD	Compact Disk
CDRL	Contract Data Requirements List
CAF	Canadian Forces
CFB	Canadian Forces Base
CFSD	Canadian Forces Supply Depot
CFSS	Canadian Forces Supply System
CFTO	Canadian Forces Technical Order
COTS	Commercial off the Shelf
DCSEM	Director Combat Support Equipment Management
DGLEPM	Director General Land Equipment Program Management
DID	Data Item Description
DMC	Demilitarization Code
DML	Demilitarization List
DND	Department of National Defence
DLP	Director of Land Procurement
DLR	Director of Land Requirements

DPA	Defence Product Act
DR	Direct Radiography
DRPS	Direct Radiography Panel System
DSCO	Director Supply Chain Operations
DTMS	Defence Terminology Management System
DWG	Drawing format
ECL	Export Control List
ECCN	Export Control Classification Number
EHS	Environmental Health and Safety
EHSIR	Environmental Health and Safety Impact Report
EME	Electromagnetic Environment
IAW	In Accordance With
ILS	Integrated Logistics Support
ILSM	Integrated Logistics Support Manager
IP	Initial Provisioning
IPC	Initial Provisioning Conference
IPGC	Initial Provisioning Guidance Conference
IPM	Illustrated Parts Manual
ISL	Interim Spares List
ITAR	International Traffic in Arms Regulations
LEMS	Land Equipment Maintenance System
MCN	Material Change Notice
MS	Microsoft
MSDS	Material Safety Data Sheet
NATO	North Atlantic Treaty Organization
NCAGE	NATO Commercial and Government Entity
NDHQ	National Defence Headquarters
NDID	National Defence Index of Documentation
NSCM	NATO Supply Code for Manufacturers
NSN	NATO Stock Number
OEM	Original Equipment Manufacturer
OS	Operating System
PA	Procurement Authority
PD	Provisioning Documentation
PDF	Portable Document Format
PMP	Project Management Plan

PPB	Provisioning Parts Breakdown
PHST	Packaging, Handling, Storage and Transportation
PSPC	Public Services Procurement Canada
PWGSC	Public Works and Government Services Canada
R&O	Repair & Overhaul
RFP	Request for Proposal
RM	Risk Management
RSPL	Recommended Spare Parts List
SCN	Specification Change Notice
SME	Subject Matter Expert
SOW	Statement of Work
SPTD	Supplementary Provisioning Technical Documentation
STTE	Special Tools and Test Equipment
TA	Technical Authority
TAC	Technical Acceptance Certificate
TMDE	Test, Measurement and Diagnostic Equipment
USML	United States Munitions List
WHMIS	Workplace Hazardous Materials Information System

## 2.0 APPLICABLE DOCUMENTS

### 2.1 References

2.1.1 Whereas mentioned, the following Standards must be used for the preparation of deliverables to the extent specified in this SOW:

#### **GOVERNMENT FURNISHED INFORMATION**

<u>REFERENCE NUMBER</u>	<u>PROMULGATION DATE</u>	<u>REFERENCE TITLE</u>
A-AD-100-100/AG-000	1991-10-15	NATIONAL DEFENCE PUBLISHING POLICY AND ADMINISTRATION PROCEDURES
A-EN-007-000/FP-001		DND ENVIRONMENTAL ASSESSMENT MANUAL
ANSI/EIA-649	2004	NATIONAL CONSENSUS STANDARD FOR CONFIGURATION MANAGEMENT, 2004
B-GT-D35-001/AG-000	2006-07-10	DNBP 35 MANAGEMENT OF THE RADIO FREQUENCY SPECTRUM
C-01-100-100/AG-005	1996-02-29	SPECIFICATION - ACCEPTANCE OF COMMERCIAL AND FOREIGN GOVERNMENT PUBLICATIONS AS ADOPTED PUBLICATIONS
C-01-100-100/AG-006	1996-03-01	SPECIFICATION – WRITING, FORMAT AND PRODUCTION OF TECHNICAL PUBLICATIONS
C-02-040-009/AG-001	2012-06-01	GENERAL SAFETY STANDARDS
C-55-040-001/TS-001	2012-05-04	SAFETY PRECAUTIONS AND INCIDENT PREVENTION INSTRUCTIONS - RADIO FREQUENCY SAFETY PROGRAM
D-01-100-204/SF-000	2000-10-31	SPECIFICATION - PREPARATION OF PREVENTIVE MAINTENANCE INSTRUCTIONS
D-01-100-205/SF-000	2000-10-31	SPECIFICATION - PREPARATION OF CORRECTIVE MAINTENANCE INSTRUCTION
D-01-100-207/SF-002	1996-07-12	SPECIFICATION - PREPARATION OF INTERIM ILLUSTRATED PARTS MANUALS FOR LAND EQUIPMENTS
D-01-100-211/SF-000	1991-06-01	SPECIFICATION – PRESERVATION, STORAGE AND HANDLING INSTRUCTION
D-01-100-214/SF-000	2002-05-01	SPECIFICATION FOR PREPARATION OF PROVISIONING DOCUMENTATION FOR CANADIAN FORCES EQUIPMENT
D-01-100-215/SF-000	2002-05-01	SPECIFICATION FOR PREPARATION OF MATERIEL CHANGE NOTICES (MCN) FOR CANADIAN FORCES EQUIPMENT
D-01-400-001/SG-000		STANDARD - ENGINEERING DRAWING PRACTICES FOR CLASS 1 DRAWINGS AND TECHNICAL DATA LIST
D-01-400-002/SF-000	1983-11-30	SPECIFICATION FOR LEVELS OF ENGINEERING DRAWINGS AND ASSOCIATED LISTS

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D-02-002-001/SG-001	2003-04-01	STANDARD – IDENTIFICATION MARKING OF CANADIAN MILITARY PROPERTY
D-80-001-055/SF-001	2005	SPECIFICATION FOR LABEL, CLOTHING AND EQUIPMENT
D-LM-008-001/SF-001	1983-02-03	METHODS OF PACKAGING
D-LM-008-002/SF-001	1991-08-01	SPECIFICATION FOR MARKING FOR STORAGE AND SHIPMENT
D-LM-008-011/SF-001	1988-11-10	PREPARATION AND USE OF PACKAGING REQUIREMENTS CODES
D-LM-008-036/SF-000	2013-12-01	DND MINIMUM REQUIREMENT FOR MANUFACTURER'S STANDARD PACK
NEMA IEC 60529		DEGREES OF PROTECTION PROVIDED BY ENCLOSURES - IP CODE
R.S., 1985, C. H-3	1985	HAZARDOUS PRODUCTS ACT
SOR/86-304	N/A	CANADA OCCUPATIONAL HEALTH AND SAFETY REGULATIONS
SOR/99-7	1998	OZONE-DEPLETING SUBSTANCES REGULATIONS, 1998

**COMMERCIALY AVAILABLE**

<u>REFERENCE NUMBER</u>	<u>PROMULGATION DATE</u>	<u>REFERENCE TITLE</u>
DAOD 3026-0	2012-05-04	RADIO FREQUENCY SAFETY
DAOD 3026-1	2012-05-04	RADIO FREQUENCY SAFETY PROGRAM

**2.2 Order of Precedence**

- 2.2.1 The Contractor must bring to the attention of the TA all perceived inconsistencies between the SOW and the documents attached in the Appendixes and referenced in this SOW.
- 2.2.2 In the event of conflict between the content in this SOW and the referenced documents, the content of this SOW will take precedence.

### 3.0 PROJECT MANAGEMENT

#### 3.1 Project Management Program

- 3.1.1 The Contractor must designate a Project Manager with the responsibilities to coordinate, execute, and manage the Contractor's project management activities for the Contract. The Contractor's Project Manager must have the total responsibility for all works required under the Contract.
- 3.1.2 The Contractor's Project Manager must be the primary point of contact between the Contractor and the DND Technical Authority and the PSPC Contracting Authority for all issues related to the Contract.

#### 3.2 Project Management Plan (PMP)

- 3.2.1 The Contractor must prepare, deliver, maintain and update a **Project Management Plan (PMP)** IAW CDRL DRPS-PM-001 at Appendix A2.3 to ANNEX A and its associated DID DRPS-PM-001 at Appendix A3.3 (page 40) to ANNEX A.

#### 3.3 Project Meetings

- 3.3.1 Meeting Organization and Coordination
  - 3.3.1.1 The Contractor must ensure that data, personnel and facilities are available for each meeting.
  - 3.3.1.2 The Contractor must attend meetings held at the Contractor and DND facilities.
  - 3.3.1.3 The Contractor's Project Manager must be present at all meetings. If the Project Manager does not have final approval authority for decision making and changes, then the person that has that final approval authority must also be present at all meetings.
- 3.3.2 Kick-off Meeting
  - 3.3.2.1 The Contractor must hold and chair a Kick-off Meeting (at the Contractor's facility) no later than fourteen (14) calendar days after contract award to review and secure a common understanding of the requirements expressed in the following:
    - 3.3.2.1.1 The Contract;
    - 3.3.2.1.2 The SOW;
    - 3.3.2.1.3 General overview of the project, risks, schedule and communication channels to follow, and
    - 3.3.2.1.4 Other contractual and programmatic issues associated with the project as agreed between the TA, CA and the Contractor.
  - 3.3.2.2 During the Kick-off Meeting, the Contractor must provide the following:
    - 3.3.2.2.1 Top Level Assembly Drawing
      - 3.3.2.2.1.1 The Contractor must deliver the Top Level Assembly Drawing(s) (TLAD) IAW CDRL DRPS-ILS-208 at Appendix A2.8 (page 32) and the associated DID DRPS-ILS-208 at A3.8 (page 47) to this ANNEX A.
    - 3.3.2.2.3 Refer to Meeting Documentation requirements found at ANNEX A para. 3.3.5 (page 11).
- 3.3.3 Integrated Logistics Support (ILS) Meeting

- 3.3.3.1 The Contractor must hold and chair an ILS Meeting immediately following the closure of the Kick-Off Meeting (see 3.3.2):
  - 3.3.3.1.1 To review and secure a common understanding of the requirements expressed in the ILS CDRLs and DIDs, DND CFTOs and specifications (see 2.1); and,
  - 3.3.3.1.2 Discuss possible sparing strategies and concepts, Lowest Replaceable Units (LRUs), and lines of maintenance.
- 3.3.3.2 Refer to Meeting Documentation requirements found at ANNEX A para. 3.3.5 (page 11).
- 3.3.4 Other meetings
  - 3.3.4.1 The Contractor and the TA may schedule informal reviews, such as teleconferences, video conferences, briefings and technical interchange meetings, as required to help achieve the requirements of the Contract.
- 3.3.5 Meeting Documentation
  - 3.3.5.1 The Contractor must prepare and deliver a meeting agenda for all formal meetings and conferences, and prepare and deliver the meeting minutes afterwards.
    - 3.3.5.1.1 The Contractor must prepare **Meeting Agenda(s)** IAW CDRL DRPS-PM-002 at Appendix A2.4 (page 28) to ANNEX A and its associated DID DRPS-PM-002 at Appendix A3.4 (page 41) to ANNEX A.
    - 3.3.5.1.2 The Contractor must record, prepare, and deliver the **Meeting Minutes** of each meeting IAW CDRL DRPS-PM-003 at Appendix A2.5 (page 29) to ANNEX A and its associated DID DRPS-PM-003 at Appendix A3.5 (page 42) to ANNEX A.
  - 3.3.5.2 No change in the interpretation of the SOW, Technical Specification, cost, and schedule, as defined in the Contract, may be authorized by the minutes of a meeting. Such action will require formal Contract amendment by the CA.
- 3.3.6 Application for Spectrum Supportability
  - 3.3.6.1.1 For each RF component (Transmitting and Receiving) in the DRPS , the Contractor must prepare and provide all required information for the Application for Spectrum Supportability IAW CDRL DRPS-SE-101 at Appendix 3 and its associated DID DRPS-SE-101 at Appendix 2 to this ANNEX A and ANNEX D – Application for Spectrum Supportability.
  - 3.3.6.1.2 The DRPS RF components must be certified by Industry Canada or meet Spectrum Supportability. Spectrum Supportability is granted when RF equipment is found to be in conformity with National Spectrum Policy and Standards to ensure compatibility with existing RF equipment, both military and civilian, currently operating in the same frequency band. DND policy, standards, and organization for spectrum management and instructions for obtaining frequency supportability and licensing can be found in B-GT-D35-001/AG-000 (DNDP 35) Management of the Radio Frequency Spectrum. National Spectrum Policy and Standards can be found on Industry Canada's website (<http://www.ic.gc.ca>) at: [http://www.ic.gc.ca/eic/site/smt-gst.nsf/eng/h\\_sf01841.html](http://www.ic.gc.ca/eic/site/smt-gst.nsf/eng/h_sf01841.html).

## 4.0 INTEGRATED LOGISTICS SUPPORT (ILS)

### 4.1 Maintenance Concept

- 4.1.1 The DRPS will be maintainable by CAF operators and technicians in a field environment as prescribed for each item of equipment:
  - 4.1.1.1 **Operator Maintenance** – consisting of basic servicing, preliminary diagnosis of faults, general maintenance and preventive maintenance that is not requiring STTE to complete this maintenance.
- 4.1.2 The Contractor must perform the more in-depth maintenance tasks consisting of corrective maintenance tasks, reconditioning of assemblies and component rebuilds.

### 4.2 Technical Publication Package

- 4.2.1 The Contractor must prepare and deliver a Technical Publication package for the DRPS comprising of:
  - 4.2.1.1 Operator
    - 4.2.1.1.1 The Contractor must provide the **Operator Manual** with each DRPS IAW CDRL DRPS-ILS-201 at Appendix A2.6 (page 30) and its associated DID DRPS-ILS-201 at Appendix A3.6 (page 43) to this ANNEX A.
  - 4.2.1.2 Initial Training Package
    - 4.2.1.2.1 The Contractor must provide an **Initial Training Package** IAW CDRL DRPS-ILS-203 at Appendix A2.7 (page 31) and its associated DID DRPS-ILS-203 at A3.7(page 45) to ANNEX A.
  - 4.2.1.3 Maintenance and Parts Handbook
    - 4.2.1.3.1 The Contractor must provide a **Maintenance and Parts Handbook** IAW CDRL DRPS-ILS-214 at Appendix **A2.12** (page 36) and its associated DID DRPS-ILS-214 at Appendix A3.12 (page 52) to ANNEX A.
- 4.2.2 The Contractor must deliver all Technical Publications in English and Canadian French.
- 4.2.3 The Contractor must have all Technical Publications translated by certified translators, such as members of an authorized provincial association of translators, to ensure the quality of translated text.
  - 4.2.3.1 Upon request from Canada, the Contractor must provide a copy of those certificates and proof of translator accreditation to the DND TA.
- 4.2.4 The Contractor must ensure all translations are consistent with approved DND terminology. Approved terminology sources, in order of priority, are as follows:
  - 4.2.4.1 Concise Oxford Dictionary (for English);
  - 4.2.4.2 Petit Robert (for French); and
  - 4.2.4.3 Termium, PWGSC Translation Bureau Linguistic Data Bank (<http://www.termiumplus.gc.ca/>);
- 4.2.5 The Contractor must review and accept responsibility for the validity of all (both their own and all sub-Contractors) information found in the publications produced under ANNEX A para. 4.2.1.

### 4.3 Provisioning Documentation

- 4.3.1 The Contractor must prepare and deliver Provisioning Documentation for the DRPS comprising of:

- 4.3.1.1 Supplementary Provisioning Technical Documentation
  - 4.3.1.1.1 The Contractor must provide **Supplementary Provisioning Technical Documentation** IAW CDRL DRPS-ILS-208 at Appendix A2.8 and its associated DID DRPS-ILS-208 at Appendix 47 to this ANNEX A

#### 4.4 Initial Training Session

- 4.4.1 The Contractor must provide the Initial Training Session after delivery of the first DRPSs.
- 4.4.2 The Contractor must provide an Initial Training Session consisting of:
  - 4.4.2.1 One (1) training session for Operators (train-the-trainer type) given to from one (1) to ten (10) students per course, and
- 4.4.3 The Contractor must provide the Initial Training Session in English.
- 4.4.4 The Contractor must provide an Initial Training Session that includes all training relating to setup, operation, safety precautions, and first level maintenance.
- 4.4.5 The Contractor must provide all the materials required for training, and all course material and handouts, in English and Canadian French.
- 4.4.6 The Contractor must use the approved Initial Training Package for the Initial Training Session.
- 4.4.7 The Contractor must provide trainer(s) that are considered Subject Matter Expert(s) (SME) on the DRPS.

#### 4.5 Identification Plates

- 4.5.1 The Contractor must provide all required **Identification Plates** IAW CDRL DRPS-ILS-210 at Appendix A2.9 (page 33) and its associated DID DRPS-ILS-210 at Appendix A3.9 (page 48) to this ANNEX A.
- 4.5.2 The Contractor must attach Identification Plates to the following components for ease of tracking within the Canadian Forces Supply System:
  - 4.5.2.1 Prime Equipment;
  - 4.5.2.2 Spares;
  - 4.5.2.3 Training Equipment
  - 4.5.2.4 Transportation, Shipping, Storage Containers that are not single-use;
  - 4.5.2.5 Support Equipment (excluding common tools); and

#### 4.6 Controlled Goods List

- 4.6.1 Contractor must provide a **Controlled Goods List** and the Demilitarization Code (DMC) IAW DRPS-ILS-211 at Appendix A2.10 (page 34) and its associated DID DRPS-ILS-211 at Appendix A3.10 (page 49) to this ANNEX A.

#### 4.7 Instruments, Decals, Data Plates and Warnings

- 4.7.1 The Contractor must deliver all instruments, decals and data plates marked in metric units.
- 4.7.2 Where international symbols are not possible, the Contractor must provide bilingual markings in English and Canadian French.
- 4.7.3 The Contractor must provide warning and precautionary data plates in both official languages of Canada (English and Canadian French) where necessary to protect personnel and equipment.

#### 4.8 Packaging, Labels and Codes

- 4.8.1 The Contractor must supply all parts and equipment, packaged following:
  - 4.8.1.1 Level B Limited Military Package;
  - 4.8.1.2 Level B Limited Military Pack;
- 4.8.2 The Contractor must label all packaging, produced under 4.8.1 above, as per D-LM-008-002/SF-001, using D-LM-008-011/SF-001 to prepare the required packaging and preservation codes.
- 4.8.3 The Contractor must provide **Packaging, Labels and Codes** IAW CDRL DRPS-ILS-212 at Appendix A2.11 (page 35) to Annex A, and its associated DID DRPS-ILS-212 at Appendix A3.11 (page 50) to this ANNEX A.

#### 4.9 Data Deliverable Format

- 4.9.1 Unless otherwise specified as a specific requirement, the Contractor must deliver all of the soft copies of data deliverables, in formats compatible with the office software currently in use by the DND as listed:
  - 4.9.1.1 Microsoft (MS) Windows 7 Enterprise Operating System (OS), Service Pack 1;
  - 4.9.1.2 MS Internet Explorer (IE) 11.0 with 256 Bit Encryption;
  - 4.9.1.3 MS Office Professional Plus 2013 (32-bit) (Word, Excel, Access, PowerPoint and Outlook), and
  - 4.9.1.4 Adobe Acrobat X;

## **5.0 ENVIRONMENTAL HEALTH AND SAFETY**

### **5.1 General**

- 5.1.1 Environmental Health and Safety (EHS) consideration must be incorporated and documented into the decision making process for the Work performed under this Contract. EHS documentation must be maintained within the project file throughout the life of this Contract. The Contractor must provide for and allow DND inspection and monitoring of EHS documentation throughout the life of the contract.
- 5.1.2 Polychlorinated Biphenyls (PCBs), halocarbons (as identified within the Ozone-Depleting Substances Regulations, 1998), and asbestos are not to be incorporated into the design, operation and maintenance of the equipment, and products used in equipment support activities.
- 5.1.3 The Contractor must identify and report all sources of mercury contained and used within the design, operation and maintenance of the equipment, and products used in equipment support activities.
- 5.1.4 The Department is committed to the Federal programs to reduce and eliminate emissions from toxic substances. Contractors must identify and submit justifications for the use of all regulated products and those containing substances identified within the Accelerated Reduction/Elimination of Toxics (ARET, <http://www.ec.gc.ca/nopp/aret/en/list.cfm>), National Pollutant Release Inventory (NPRI, [http://www.ec.gc.ca/pdb/npri/npri\\_home\\_e.cfm](http://www.ec.gc.ca/pdb/npri/npri_home_e.cfm)) and List of Challenge Substances ([http://www.chemicalsubstanceschimiques.gc.ca/challenge-defi/list\\_e.html](http://www.chemicalsubstanceschimiques.gc.ca/challenge-defi/list_e.html)), and also for products containing heavy metals (heavy metals are those identified within Schedule 1 of the Canadian Environmental Protection Act (CEPA)) to the technical authority for approval.
- 5.1.5 Canada Labour Code, Part II dictates that the least hazardous materials should be used at the workplace. Therefore, the Contractor is to strive to use the least hazardous product that meets the requisite performance requirements.
- 5.1.6 The Contractor must incorporate EHS warnings and instructions in direct relation of the EHS risks presented in the contents into documentation.
- 5.1.7 It is the Contractor's responsibility to ensure that specifications, standards, support documents and test programs are reviewed for EHS compliance.

### **5.2 Environmental Management System**

- 5.2.1 The Contractor must have a management system in place to control environmental, health and safety impacts resulting from their activities, products and services.
- 5.2.2 The Contractor must have a formalized set of procedures and control measures in place to achieve conformance with the requirements of this Work, while ensuring environmental, health and safety protection and pollution prevention.
- 5.2.3 The Contractor must also make reasonable effort to monitor that all subcontractors are in compliance with applicable environmental laws and regulations.

### **5.3 EHS Packaging Labels and MSDS**

- 5.3.1 The Contractor must label and ship goods falling within the Hazardous Products Act, R.S.C. 1985, c. H-3 and regulation(s) there under, in accordance with the said Act and regulation(s).
  - 5.3.1.1 The Contractor must ship goods accompanied by the required Material Safety Data Sheet(s) (MSDS), completed in either English or Canadian French.

- 5.3.1.2 The Contractor must clearly identify the contents of the hazardous material with labels, and the MSDS must explain what those hazards are.

## **6.0 TECHNICAL REQUIREMENTS**

### **6.1 Overview**

6.1.1 The Contractor must comply with all specified requirements for each component of the DRPS, stated in:

6.1.1.1 A1.0 APPENDIX: DRPS PERFORMANCE SPECIFICATION

## A1.0 APPENDIX: DRPS PERFORMANCE SPECIFICATION

### A1.1 System Requirements

#### A1.1.1 General

- A1.1.1.1 The DRPS must be assembled from production components from a current production line that are not prototypes or pre-production models.
- A1.1.1.2 The DRPS must be based on proven, fielded equipment, which is in-service with a North Atlantic Treaty Organization (NATO) or American, British, Canadian, Australian (ABCA) military partner or police agency of those countries.
- A1.1.1.3 The DRPS must consist of the following components, and is further described in detail under section A1.2:
  - A1.1.1.3.1 One (1) Digital Radiography (DR) Panel;
  - A1.1.1.3.2 Two (2) DR Panel Support Structures;
  - A1.1.1.3.3 Imaging Software;
  - A1.1.1.3.4 One (1) Ruggedized Tablet.
  - A1.1.1.3.5 One (1) Battery Charging System and documentation; and
  - A1.1.1.3.6 One (1) Hard Transport Container for the above components.
- A1.1.1.4 The DRPS must include (stored within the Hard Transport Container) all tools required to setup and maintain the DRPS in accordance with the **Operator Maintenance** Concept ANNEX A paragraph 4.1.1.1 (page 12).

#### A1.1.2 Transportability

- A1.1.2.1 The DRPS must be easily transportable with no more than 10 minutes preparation time by a trained operator.
- A1.1.2.2 The DRPS must be transportable by fixed and rotary wing aircraft, cargo ships, rail, and commercial and military wheeled vehicles on highways and cross-country.

#### A1.1.3 Service Life

- A1.1.3.1 The in-service life of DRPS must be no less than ten (10) years.

## A1.2 System Component Requirements

### A1.2.1 Digital Radiography Panel

- A1.2.1.1 The DR Panel must be reusable.
- A1.2.1.2 The DR Panel must be of the Direct Radiography type without any moving parts.
- A1.2.1.3 The DR Panel must use the Golden Engineering XRS-3 (NSN 01-608-7857) that is in-service with DND as a source to generate the X-rays.
- A1.2.1.4 The DR Panel must include both wireless and wired operation.

### A1.2.2 DR Panel Support Structure

- A1.2.2.1 The DR Panel Support Structure must allow for the DR Panel to be positioned and held securely next to the object being X-rayed.

### A1.2.3 Imaging Software (including Database)

#### A1.2.3.1 Data Storage

- A1.2.3.1.1 Images stored by the Imaging Software must have data descriptors including:
  - A1.2.3.1.1.1 Operator/Technician name;
  - A1.2.3.1.1.2 Date and Time;
  - A1.2.3.1.1.3 Location;
  - A1.2.3.1.1.4 Filename;

#### A1.2.3.2 Additional Display Descriptors

- A1.2.3.2.1 The Imaging Software must allow for user input of additional data descriptors and other possible annotations such as X-ray source used, number of X-ray source pulses, category and project name.

#### A1.2.3.3 Database Management Tool

- A1.2.3.3.1 The Imaging Software must include a database management tool.

#### A1.2.3.4 Database Functions

- A1.2.3.4.1 The Imaging Software must have sort and query functions including the capability to collect, search, and import/export images and associated information/descriptors.

#### A1.2.3.5 Image Enhancement Functions

- A1.2.3.5.1 The Imaging Software must have image manipulation and enhance functions, and automatically protect and preserve a copy of the original untouched image for historical record.
- A1.2.3.5.2 Manipulation and enhancement of images must include the following:
  - A1.2.3.5.2.1 Histogram equalization;
  - A1.2.3.5.2.2 Image sharpness;
  - A1.2.3.5.2.3 Brightness and contrast;
  - A1.2.3.5.2.4 Gamma correction;

- A1.2.3.5.2.5 Pseudo color or Colorize;
- A1.2.3.5.2.6 Emboss or Pseudo 3D;
- A1.2.3.5.2.7 View multiple images on screen;
- A1.2.3.5.2.8 Point to point distance measurement (metric and imperial);
- A1.2.3.5.2.9 Image rotation;
- A1.2.3.5.2.10 Region of Interest enhancement; and
- A1.2.3.5.2.11 Undo and Redo functions.

A1.2.3.6 Image File Format

- A1.2.3.6.1 The Imaging Software must save (including export) images to the database in TIFF, JPEG, and BMP formats, as selected by the user.

A1.2.4 Ruggedized Tablet

- A1.2.4.1 The Contractor must provide a Ruggedized Tablet computer system with the following specifications:

- A1.2.4.1.1 Must run the software described in A1.2.3.
- A1.2.4.1.2 Must connect to the DR panel as described in A1.4.3.
- A1.2.4.1.3 Display must be touch screen enabled.
- A1.2.4.1.4 The active area of the display must be no less than 25 centimeters measured along the diagonal.
- A1.2.4.1.5 Must have a display resolution of no less than 1366 x 768.
- A1.2.4.1.6 Must have an internal battery that can power the computer device for no less than two (2) hours.
- A1.2.4.1.7 Must have a USB interface for the transferring of data.
- A1.2.4.1.8 Must have no less than an IP53 rating, or equivalent, IAW NEMA IEC 60529.
- A1.2.4.1.9 Must remain fully functional when dropped from a height of no less than 50 centimeters, impacting a rigid surface and dropped in any orientation.
- A1.2.4.1.10 Must have an internal storage capacity no less than 250 Gigabytes.

**A1.3 Physical Requirements**

A1.3.1 **Weight**

- A1.3.1.1 The DR Panel must not exceed 10kg.
- A1.3.1.2 The DRPS, as per para A1.1.1.3, must not exceed 25 kg.

A1.3.2 **Size**

- A1.3.2.1 The DR panel must have an imaging size of no less than 400mm by 350mm.
- A1.3.2.2 The DR panel must be no more than 550mm by 550mm by 50mm in size.

**A1.4 Performance Requirements**

A1.4.1 **Image Resolution**

- A1.4.1.1 The DRPS must have an analog to digital conversion range of at least 16 bits.

- A1.4.1.2 The DR Panel must provide an image with a resolution of no more than 140 micrometers (140  $\mu\text{m}$ ).
- A1.4.2 Image Time
  - A1.4.2.1 The DRPS must provide an image in no more than 10 seconds from the time the DR Panel is exposed to X-rays.
- A1.4.3 System Link Configuration
  - A1.4.3.1 The DR Panel must be operable in two (2) modes:
    - A1.4.3.1.1 Wired Link Mode
      - A1.4.3.1.1.1 The DR Panel must have a hard wired link from the DR Panel to the Ruggedized Tablet.
      - A1.4.3.1.1.2 The DR Panel must have a range of no less than 50m in the hard wired link mode.
    - A1.4.3.1.2 Wireless Link Mode
      - A1.4.3.1.2.1 The DR Panel must have a wireless link mode from the DR Panel to the Ruggedized Tablet.
      - A1.4.3.1.2.2 The DR Panel must have a range of no less than 50m in the wireless link mode.
  - A1.4.3.1.3 The DRPS must operate within either the commercial 2.4 GHz or 5 GHz bandwidth in the wireless link mode.
  - A1.4.3.1.4 The DRPS must meet requirements of DND/CAF RF Safety Program IAW DAOD 3026-0, DAOD 3026-1 and CFTO C-55-040-001TS-002, and it must be in compliance with the requirements of Health Canada's Safety Code 6: Limits of Human Exposure to Radio frequency Electromagnetic Fields in the Frequency Range from 3 kHz to 300 GHz.
- A1.4.4 Operation and Setup time
  - A1.4.4.1 The DRPS must be setup from the storage configuration to the fully operable configuration in no less than 10 minutes by a trained operator.
  - A1.4.4.2 The DR Panel must have a built-in rechargeable battery providing no less than two (2) hours of operation, assuming a minimum of five (5) scans and no more than 30 scans in the two (2) hours.
  - A1.4.4.3 The DR Panel must provide a visual indication of a low battery level.
- A1.5 Environmental/Climatic/Impact Requirements**
  - A1.5.1 Climatic Conditions**
    - A1.5.1.1 The DRPS must operate in temperatures from  $-19^{\circ}\text{C}$  to  $+44^{\circ}\text{C}$ .
    - A1.5.1.2 The DRPS must operate in relative humidity from 5% to 100%
    - A1.5.1.3 The DRPS must operate after being stored for no less than eight (8) hours in temperatures from  $-20^{\circ}\text{C}$  to  $+50^{\circ}\text{C}$ .
    - A1.5.1.4 The DR Panel must have no less than an IP53 rating, or equivalent, IAW NEMA IEC 60529.
    - A1.5.1.5 The DR Panel must remain fully functional when dropped from a height of no less than 100 centimeters, impacting a rigid surface, and dropped in any orientation.

## A1.6 Electrical Characteristics

### A1.6.1 General

- A1.6.1.1 If any Lithium or Lithium-polymer batteries are used in the system, then the procedures must be in accordance with C-02-008-001/TS-000 General Safety Lithium Batteries Handling, Storage Preservation and Disposal Instructions.

### A1.6.2 Electrical Protection Requirements

- A1.6.2.1 DRPS must be protected with fuses or circuit breakers to provide current surge protection for electronics.

### A1.6.3 Battery Charging System

- A1.6.3.1 The Battery Charging system must include a universal power input of 110VAC – 220VAC, 50Hz – 60Hz, for each of the components with rechargeable batteries.
- A1.6.3.2 The Battery Charging System must provide a visual indication of the battery level in order to indicate when charging is required and when it is complete.
- A1.6.3.3 The Battery Charging System full re-charge time (with the devices powered off) must be no more than eight (8) hours.
- A1.6.3.4 The Battery Charging System must be certified CE, UL or equivalent.

## A2.0 APPENDIX: CONTRACT DATA REQUIREMENTS LIST

### A2.1 CDRL Item List

CDRL #	Title	DID #
DRPS-PM-001	Project Management Plan	DRPS-PM-001
DRPS-PM-002	Meeting Agenda	DRPS-PM-002
DRPS-PM-003	Meeting Minutes	DRPS-PM-003
DRPS-ILS-201	Operator Manual	DRPS-ILS-201
DRPS-ILS-203	Initial Training Package	DRPS-ILS-203
DRPS-ILS-208	Supplementary Provisioning Technical Documentation	DRPS-ILS-208
DRPS-ILS-210	Identification Plates	DRPS-ILS-210
DRPS-ILS-211	Controlled Goods List	DRPS-ILS-211
DRPS-ILS-212	Packaging, Labels and Codes	DRPS-ILS-212
DRPS-ILS-214	Maintenance and Parts Handbook	DRPS-ILS-214
DRPS-SE-101	Application for Spectrum Supportability	DRPS-SE-101

## A2.2 CDRL Table Definitions

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

### **BLOCK A – SYSTEM / ITEM**

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

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

Identifies the Contract or RFP for which the CDRL applies.

### **BLOCK C – SOW IDENTIFIER**

Identifies the SOW for which the CDRL applies.

### **BLOCK D – DATA CATEGORY**

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

### **BLOCK E – CONTRACTOR**

Identifies the Contractor responsible for the delivery of the CDRL.

### **BLOCK 1 - ITEM NUMBER**

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

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

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

### **BLOCK 3 - SUBTITLE**

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

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

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

### **BLOCK 5 - CONTRACT REFERENCE**

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

### **BLOCK 6 – REQUIRING OFFICE**

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

### **BLOCK 7 - INSPECTION**

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

<b>CODE</b>	<b>INSPECTION</b>	<b>ACCEPTANCE</b>
SS	Source	Source
DD	Destination	Destination
SD	Source	Destination
DS	Destination	Source

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

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

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

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

**BLOCK 9 - INPUT**

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

**BLOCK 10 - FREQUENCY**

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

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

**BLOCK 11 - AS OF DATE**

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

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

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

**BLOCK 12 - DATE OF 1ST SUBMISSION**

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

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

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

**BLOCK 14 - DISTRIBUTION AND ADDRESSEES**

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

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

**BLOCK 15 - TOTAL**

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

**A2.3 CDRL – Project Management Plan**

CONTRACT DATA REQUIREMENTS LIST				DND Form 1413					
A. SYSTEM / ITEM <b>DRPS</b>				B. CONTRACT / RFP NUMBER <b>W8486-184221</b>					
C. SOW IDENTIFIER <b>DRPS SOW</b>		D. DATA CATEGORY <b>Management Data</b>		E. CONTRACTOR					
1. ITEM NUMBER <b>CDRL DRPS-PM-001</b>		2. TITLE OR DESCRIPTION OF DATA <b>Project Management Plan (PMP)</b>		3. SUBTITLE					
4. AUTHORITY (Data Item Number) <b>DID DRPS-PM-001</b>		5. CONTRACT REFERENCE <b>ANNEX A - SOW Para. 3.2.1</b>		6. REQUIRING OFFICE					
7. INSPECTION <b>DD</b>	9. INPUT	10. FREQUENCY <b>R/ASR</b>	12. DATE OF 1 <sup>st</sup> SUBMISSION <b>See Block 16</b>	14. DISTRIBUTION and ADDRESSEES					
8. APP CODE <b>N/A</b>		11. AS OF DATE <b>N/A</b>	13. DATE OF SUB SUBMISSION <b>See Block 16</b>						
16. REMARKS  Block 12: A draft PMP must be submitted for review within Five (5) calendar days after the Kick-off Meeting.  Response Time: Comments on the PMP will be provided by Canada within five (5) calendar days of receipt.  Block 13: The updated PMP, addressing the comments from Canada, must be submitted for acceptance within five (5) calendar days after the receipt of comments.				A. ADDRESS	B. COPIES				
						DRAFT		FINAL	
						Hard Copy	Soft Copy	Hard Copy	Soft Copy
						1	1	1	1
				15. TOTAL	1	1	1	1	

**A2.4 CDRL – Meeting Agenda**

<b>CONTRACT DATA REQUIREMENTS LIST</b>				<b>DND Form 1413</b>							
A. SYSTEM / ITEM <b>DRPS</b>				B. CONTRACT / RFP NUMBER <b>W8486-184221</b>							
C. SOW IDENTIFIER <b>DRPS SOW</b>		D. DATA CATEGORY <b>Management Data</b>		E. CONTRACTOR							
1. ITEM NUMBER <b>CDRL DRPS-PM-002</b>		2. TITLE OR DESCRIPTION OF DATA <b>Meeting Agenda</b>		3. SUBTITLE							
4. AUTHORITY (Data Item Number) <b>DID DRPS-PM-002</b>		5. CONTRACT REFERENCE <b>ANNEX A - SOW Para. 3.3.5.1.1</b>		6. REQUIRING OFFICE							
7. INSPECTION <b>DD</b>	9. INPUT	10. FREQUENCY <b>ASREQ</b>	12. DATE OF 1 <sup>st</sup> SUBMISSION <b>See Block 16</b>	14. DISTRIBUTION and ADDRESSEES							
8. APP CODE <b>N/A</b>		11. AS OF DATE <b>N/A</b>	13. DATE OF SUB SUBMISSION <b>See Block 16</b>								
16. REMARKS  Block 12: The Meeting Agenda must be submitted for review no later than seven (7) calendar days prior to each meeting.  Response Time: Comments on the Meeting Agenda, and additions and deletions of discussion items, will be provided by Canada no later than five (5) calendar days of receipt.  Block 13: The revised Meeting Agenda addressing the comments from Canada must be tabled at the meeting.				A. ADDRESS		B. COPIES					
						DRAFT		FINAL			
						Hard Copy	Soft Copy	Hard Copy	Soft Copy		
				15. TOTAL			<b>3</b>		<b>3</b>		

**A2.5 CDRL – Meeting Minutes**

CONTRACT DATA REQUIREMENTS LIST				DND Form 1413					
A. SYSTEM / ITEM <b>DRPS</b>				B. CONTRACT / RFP NUMBER <b>W8486-184221</b>					
C. SOW IDENTIFIER <b>DRPS SOW</b>		D. DATA CATEGORY <b>Management Data</b>		E. CONTRACTOR					
1. ITEM NUMBER <b>CDRL DRPS-PM-003</b>		2. TITLE OR DESCRIPTION OF DATA <b>Meeting Minutes</b>		3. SUBTITLE					
4. AUTHORITY (Data Item Number) <b>DID DRPS-PM-003</b>		5. CONTRACT REFERENCE <b>ANNEX A - SOW Para. 3.3.5.1.2</b>		6. REQUIRING OFFICE					
7. INSPECTION <b>DD</b>	9. INPUT	10. FREQUENCY <b>ASREQ</b>	12. DATE OF 1 <sup>st</sup> SUBMISSION <b>See Block 16</b>	14. DISTRIBUTION and ADDRESSEES					
8. APP CODE <b>N/A</b>		11. AS OF DATE <b>N/A</b>	13. DATE OF SUB SUBMISSION <b>See Block 16</b>	A. ADDRESS		B. COPIES			
16. REMARKS  Block 12: Meeting minutes must be recorded and signed by authorized representatives of the Contractor and by the DND EMT at the meeting.  Response Time: N/A  Block 13: Same as date of meeting.									
				PSPC CA			1		1
				DND TA			1		1
				DND PA			1		1
				15. TOTAL		3 3			

**A2.6 CDRL – Operator Manual**

CONTRACT DATA REQUIREMENTS LIST				DND Form 1413				
A. SYSTEM / ITEM <b>DRPS</b>				B. CONTRACT / RFP NUMBER <b>W8486-184221</b>				
C. SOW IDENTIFIER <b>DRPS SOW</b>		D. DATA CATEGORY <b>Integrated Logistics Support</b>		E. CONTRACTOR				
1. ITEM NUMBER <b>CDRL DRPS-ILS-201</b>		2. TITLE OR DESCRIPTION OF DATA <b>Operator Manual</b>		3. SUBTITLE				
4. AUTHORITY (Data Item Number) <b>DID DRPS-ILS-201</b>		5. CONTRACT REFERENCE <b>ANNEX A - SOW Para. 4.2.1.1</b>		6. REQUIRING OFFICE <b>DND ILS Manager</b>				
7. INSPECTION <b>DD</b>	9. INPUT	10. FREQUENCY <b>ONE/R</b>	12. DATE OF 1 <sup>st</sup> SUBMISSION <b>See Block 16</b>	14. DISTRIBUTION and ADDRESSEES				
8. APP CODE <b>A</b>		11. AS OF DATE <b>N/A</b>	13. DATE OF SUB SUBMISSION <b>See Block 16</b>	A. ADDRESS	B. COPIES			
					DRAFT		FINAL	
					Hard Copy	Soft Copy	Hard Copy	Soft Copy
<p>16. REMARKS</p> <p><b>Block 12:</b> The Contractor must provide a draft Operator Manual for review by Canada no later than fourteen (14) calendar days after the Kick off Meeting date.</p> <p><b>Response Time:</b> Comments on the Operator Manual will be provided by Canada no later than seven (7) calendar days after receipt of draft submission.</p> <p><b>Block 13:</b> The revised Operator Manual, addressing Canada's comments must be submitted for acceptance no later than fourteen (14) calendar days after the receipt of Canada's comments.</p> <p><b>Block 12 (Final):</b> The Contractor must provide a draft Bilingual Operator Manual for review by Canada no later than twenty-eight (28) calendar days after the acceptance of the English Operator Manual.</p> <p><b>Response Time:</b> Comments on the draft Bilingual Operator Manual will be provided by Canada no later than seven (7) calendar days after receipt of the submission.</p> <p><b>Block 13:</b> The revised Bilingual Operator Manual, addressing Canada's comments must be provided to Canada for acceptance no later than fourteen (14) calendar days after the receipt of comments.</p>				DND TA	1	1	1	1
				One with each DRPS			##	
				15. TOTAL	1	1	##	1

**A2.7 CDRL – Initial Training Package**

CONTRACT DATA REQUIREMENTS LIST				DND Form 1413					
A. SYSTEM / ITEM <b>DRPS</b>				B. CONTRACT / RFP NUMBER <b>W8486-184221</b>					
C. SOW IDENTIFIER <b>DRPS SOW</b>		D. DATA CATEGORY <b>Integrated Logistics Support</b>		E. CONTRACTOR					
1. ITEM NUMBER <b>CDRL DRPS-ILS-203</b>		2. TITLE OR DESCRIPTION OF DATA <b>Initial Training Package</b>		3. SUBTITLE					
4. AUTHORITY (Data Item Number) <b>DID DRPS-ILS-203</b>		5. CONTRACT REFERENCE <b>ANNEX A - SOW Para. 4.2.1.2</b>		6. REQUIRING OFFICE <b>DND ILS Manager</b>					
7. INSPECTION <b>DD</b>	9. INPUT	10. FREQUENCY <b>ONE/R</b>	12. DATE OF 1 <sup>st</sup> SUBMISSION <b>See Block 16</b>	14. DISTRIBUTION and ADDRESSEES					
8. APP CODE <b>A</b>		11. AS OF DATE <b>N/A</b>	13. DATE OF SUB SUBMISSION <b>See Block 16</b>	A. ADDRESS		B. COPIES			
16. REMARKS  <u>Block 12:</u> The Contractor must provide a draft Initial Training Package for review by Canada within the seven (7) calendar days following the acceptance of the English version of the Operator Manual.  <u>Response Time:</u> Comments on the Initial Training Package will be provided by Canada no later than seven (7) calendar days after receipt of draft submission.  <u>Block 13:</u> The revised Initial Training Package, addressing Canada's comments must be submitted for acceptance no later seven (7) calendar days after the receipt of Canada's comments.  <u>Block 12 (Final):</u> The Contractor must provide a draft Bilingual Initial Training Package for review by Canada within the twenty-one (21) calendar days after the acceptance of the Bilingual Operator Manual.  <u>Response Time:</u> Comments on the draft Bilingual Initial Training Package will be provided by Canada no later than seven (7) calendar days after receipt of the submission.  <u>Block 13:</u> The revised Bilingual Initial Training Package, addressing Canada's comments must be provided to Canada for acceptance no later than seven (7) calendar days after the receipt of comments.									
				DND TA		1	1	1	1
15. TOTAL				1	1	1	1		

**A2.8 CDRL – Top Level Assembly Drawing**

CONTRACT DATA REQUIREMENTS LIST				DND Form 1413				
A. SYSTEM / ITEM <b>DRPS</b>				B. CONTRACT / RFP NUMBER <b>W8486-184221</b>				
C. SOW IDENTIFIER <b>DRPS SOW</b>		D. DATA CATEGORY <b>Integrated Logistics Support</b>		E. CONTRACTOR				
1. ITEM NUMBER <b>CDRL DRPS-ILS-208</b>		2. TITLE OR DESCRIPTION OF DATA <b>Supplementary Provisioning Technical Documentation</b>		3. SUBTITLE				
4. AUTHORITY (Data Item Number) <b>DID DRPS-ILS-208</b>		5. CONTRACT REFERENCE <b>ANNEX A - SOW Para. 3.3.2.2.1</b>		6. REQUIRING OFFICE <b>DND ILS Manager</b>				
7. INSPECTION <b>DD</b>	9. INPUT	10. FREQUENCY <b>ONE/R</b>	12. DATE OF 1 <sup>st</sup> SUBMISSION <b>See Block 16</b>	14. DISTRIBUTION and ADDRESSEES				
8. APP CODE <b>A</b>		11. AS OF DATE <b>N/A</b>	13. DATE OF SUB-SUBMISSION <b>See Block 16</b>	A. ADDRESS	B. COPIES			
16. REMARKS  <b>Block 12: First Submission:</b> The Contractor must provide a draft Top Level Assembly Drawing (TLAD) for review by Canada during the Kick-Off Meeting (Annex A – SOW para 3.3.2)  <b>Response Time:</b> Comments on the TLAD will be provided by Canada no later than seven (7) calendar days after receipt of draft submission.  <b>Block 13:</b> The revised TLAD, addressing Canada’s comments must be submitted for acceptance no later than seven (7) calendar days following receipt of comments from Canada								
				15. TOTAL	1	2	1	2

**A2.9 CDRL – Identification Plates**

CONTRACT DATA REQUIREMENTS LIST				DND Form 1413				
A. SYSTEM / ITEM <b>DRPS</b>				B. CONTRACT / RFP NUMBER <b>W8486-184221</b>				
C. SOW IDENTIFIER <b>DRPS SOW</b>		D. DATA CATEGORY <b>Integrated Logistics Support</b>		E. CONTRACTOR				
1. ITEM NUMBER <b>CDRL DRPS-ILS-210</b>		2. TITLE OR DESCRIPTION OF DATA <b>Identification Plates</b>		3. SUBTITLE				
4. AUTHORITY (Data Item Number) <b>DID DRPS-ILS-210</b>		5. CONTRACT REFERENCE <b>ANNEX A - SOW Para. 4.5</b>		6. REQUIRING OFFICE <b>DND ILS Manager</b>				
7. INSPECTION <b>DD</b>	9. INPUT	10. FREQUENCY <b>ONE/R</b>	12. DATE OF 1 <sup>st</sup> SUBMISSION <b>See Block 16</b>	14. DISTRIBUTION and ADDRESSEES				
8. APP CODE <b>A</b>		11. AS OF DATE <b>N/A</b>	13. DATE OF SUB SUBMISSION <b>See Block 16</b>	A. ADDRESS	B. COPIES			
					DRAFT		FINAL	
					Hard Copy	Soft Copy	Hard Copy	Soft Copy
16. REMARKS  <u>Block 12 (Template)</u> . The Contractor must provide a draft Identification Plates design template for review by Canada no later than fourteen (14) calendar days after the Kick off Meeting date.  <u>Response Time</u> : Comments on the Identification Plates design template will be provided by Canada no later than seven (7) calendar days after receipt of draft design submission.  <u>Block 13</u> : The revised Identification Plates, addressing Canada's comments must be submitted for acceptance no later than fourteen (14) calendar days after the receipt of Canada's comments.  <u>Block 12 (Final)</u> : The Contractor must provide all draft populated Identification Plate designs for review by Canada no later than fourteen (14) calendar days after acceptance of the Identification Plates template design.  <u>Response Time</u> : Comments on the populated Identification Plate designs will be provided by Canada no later than seven (7) calendar days after receipt of draft submission.  <u>Block 13</u> : The revised Identification Plates designs, addressing Canada's comments, must be submitted for acceptance no later than seven (7) calendar days after the receipt of Canada's comments.				<b>DND TA</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>
				15. TOTAL	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>

**A2.10 CDRL – Controlled Goods List**

CONTRACT DATA REQUIREMENTS LIST				DND Form 1413				
A. SYSTEM / ITEM <b>DRPS</b>				B. CONTRACT / RFP NUMBER <b>W8486-184221</b>				
C. SOW IDENTIFIER <b>DRPS SOW</b>		D. DATA CATEGORY <b>Integrated Logistics Support</b>		E. CONTRACTOR				
1. ITEM NUMBER <b>CDRL DRPS-ILS-211</b>		2. TITLE OR DESCRIPTION OF DATA <b>Controlled Goods List</b>		3. SUBTITLE				
4. AUTHORITY (Data Item Number) <b>DID DRPS-ILS-211</b>		5. CONTRACT REFERENCE <b>ANNEX A - SOW Para. 4.6</b>		6. REQUIRING OFFICE <b>DND ILS Manager</b>				
7. INSPECTION <b>DD</b>	9. INPUT	10. FREQUENCY <b>ONE/R</b>	12. DATE OF 1 <sup>st</sup> SUBMISSION <b>See Block 16</b>	14. DISTRIBUTION and ADDRESSEES				
8. APP CODE <b>A</b>		11. AS OF DATE <b>N/A</b>	13. DATE OF SUB SUBMISSION <b>See Block 16</b>	A. ADDRESS	B. COPIES			
						DRAFT		FINAL
					Hard Copy	Soft Copy	Hard Copy	Soft Copy
16. REMARKS  <u>Block 12:</u> The Controlled Goods List must be submitted for evaluation and review no later than fourteen (14) calendar days following the kick-off meeting.  <u>Response Time:</u> Comments on the Controlled Goods List will be provided by Canada within seven (7) calendar days of receipt of submission.  <u>Block 13:</u> The revised Controlled Goods List, addressing the comments from Canada, must be submitted for acceptance within seven (7) calendar days of receipt of comments.				<b>DND</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>
				<b>TA</b>				
				15. TOTAL	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>

**A2.11 CDRL – Packaging Labels and Codes**

CONTRACT DATA REQUIREMENTS LIST				DND Form 1413				
A. SYSTEM / ITEM <b>DRPS</b>				B. CONTRACT / RFP NUMBER <b>W8486-184221</b>				
C. SOW IDENTIFIER <b>DRPS SOW</b>		D. DATA CATEGORY <b>Integrated Logistics Support</b>		E. CONTRACTOR				
1. ITEM NUMBER <b>CDRL DRPS-ILS-212</b>		2. TITLE OR DESCRIPTION OF DATA <b>Packaging, Labels and Codes</b>		3. SUBTITLE				
4. AUTHORITY (Data Item Number) <b>DID DRPS-ILS-212</b>		5. CONTRACT REFERENCE <b>ANNEX A - SOW Para. 4.8</b>		6. REQUIRING OFFICE <b>DND ILS Manager</b>				
7. INSPECTION <b>DD</b>	9. INPUT	10. FREQUENCY <b>ONE/R</b>	12. DATE OF 1 <sup>st</sup> SUBMISSION <b>See Block 16</b>	14. DISTRIBUTION and ADDRESSEES				
8. APP CODE <b>A</b>		11. AS OF DATE <b>N/A</b>	13. DATE OF SUB SUBMISSION <b>See Block 16</b>	A. ADDRESS	B. COPIES			
					DRAFT		FINAL	
					Hard Copy	Soft Copy	Hard Copy	Soft Copy
<p>16. REMARKS</p> <p><u>Block 12:</u> The Packaging, Labels and Codes must be submitted for evaluation and review within fourteen (14) calendar days after the Kick-off Meeting.</p> <p><u>Response Time:</u> Comments on Packaging, Labels and Codes will be provided by Canada within seven (7) calendar days of receipt of submission.</p> <p><u>Block 13:</u> The revised Packaging, Labels and Codes, addressing the comments from Canada, must be submitted for acceptance within seven (7) calendar days of receipt of comments.</p> <p>Revisions/Additions to the Packaging, Labels and Codes must also be provided once a range of spares are chosen from the RSPL (DRPS-ILS-206) by DND to support the equipment.</p>				<b>DND TA</b>	<b>2</b>	<b>2</b>	<b>1</b>	<b>1</b>
				<b>Issued with DRPS One each</b>	<b>0</b>	<b>0</b>	<b>##</b>	<b>0</b>
								15. TOTAL





### A3.0 APPENDIX: DATA ITEM DESCRIPTION

#### A3.1 DID Item List

<b>DID #</b>	<b>Title</b>	<b>CDRL #</b>
DRPS-PM-001	Project Management Plan	DRPS-PM-001
DRPS-PM-002	Meeting Agenda	DRPS-PM-002
DRPS-PM-003	Meeting Minutes	DRPS-PM-003
DRPS-ILS-201	Operator Manual	DRPS-ILS-201
DRPS-ILS-203	Initial Training Package	DRPS-ILS-203
DRPS-ILS-208	Supplementary Provisioning Technical Documentation	DRPS-ILS-208
DRPS-ILS-210	Identification Plates	DRPS-ILS-210
DRPS-ILS-211	Controlled Goods List	DRPS-ILS-211
DRPS-ILS-212	Packaging, Labels and Codes	DRPS-ILS-212
DRPS-ILS-214	Maintenance and Parts Handbook	DRPS-ILS-214
DRPS-SE-101	Application for Spectrum Supportability	DRPS-SE-101

## A3.2 DID Table Definitions

The following section defines the various blocks of information found on the Data Item Description (DID) forms:

### **BLOCK 1 – TITLE**

The title of the data item for the DID.

### **BLOCK 2 - IDENTIFICATION NUMBER**

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

“PM” for Project Management  
“SE” for Systems Engineering  
“ILS” for Integrated Logistics Support

### **BLOCK 3 - DESCRIPTION**

Provides a general description of the data content requirements.

### **BLOCK 4 - APPROVAL DATE**

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

### **BLOCK 5 - OFFICE OF PRIMARY INTEREST (OPI)**

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

### **BLOCK 6 - GIDEP APPLICABLE**

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

### **BLOCK 7 - APPLICATION / INTERRELATIONSHIP**

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

### **BLOCK 8 - ORIGINATOR**

Indicates the originator's office responsible for the DID.

### **BLOCK 9 - APPLICABLE FORMS**

Indicates all form associated with the DID.

### **BLOCK 10 - PREPARATION INSTRUCTIONS**

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

**A3.3 DID – Project Management Plan**

<b>DATA ITEM DESCRIPTION</b>		
DND Form 1409		
1. TITLE <b>Project Management Plan (PMP)</b>	2. IDENTIFICATION NUMBER DID DRPS-PM-001	
3. DESCRIPTION The Project Management Plan (PMP) is the top-level plan that describes the Contractor's strategy, plans, methodologies and processes for meeting the requirements of the Contract.		
4. APPROVAL DATE	5. OFFICE OF PRIMARY INTEREST DCSEM 3-4	6. GIDEP APPLICABLE
7. APPLICATION/INTERRELATIONSHIP This Data Item Description (DID) contains the format, content and preparation instructions for the data product generated by the specific and discrete task requirements as delineated in the <b>ANNEX A. Para. 3.2</b>		
8. ORIGINATOR DND / DGLPEM / DCSEM #	9. APPLICABLE FORMS	
10. PREPARATION INSTRUCTIONS		
10.1. FORMAT		
10.1.1. The PMP must be prepared in the Contractor's format.		
10.2. CONTENT		
10.2.1. The PMP must describe the management processes, administrative procedures and organizational structure that will be used to manage the Work of the Contractor. The PMP must further detail the practices and procedures for project scheduling, planning, organizing, directing, executing, communicating, reporting, managing risk, managing environmental health and safety issues and impacts, managing information, and closing of action items for all Work required by the Contract. The PMP must address in detail the above points through the following:		
10.2.1.1. Overview:		
10.2.1.1.1. Purpose, Background, Scope and Objectives;		
10.2.1.1.2. Assumptions, Constraints and Risks;		
10.2.1.1.3. All Project Deliverables;		
10.2.1.1.4. Organization Summary; and		
10.2.1.1.5. Schedule Summary.		
10.2.1.2. Organization:		
10.2.1.2.1. Project Management Organizational Chart, consisting of internal and external organizations as it pertains to this Contract;		
10.2.1.3. Management Processes:		
10.2.1.3.1. Project Management Approach and Procedures;		
10.2.1.3.2. Schedule Control;		
10.2.1.3.3. Quality Assurance;		
10.2.1.3.4. Reporting;		
10.2.1.3.5. Communications;		
10.2.1.3.6. Risk Management (RM);		
10.2.1.3.7. Environmental, Health and Safety Issues Management;		
10.2.1.3.8. Information Management (IM); and		
10.2.1.3.9. Change Control Processes.		

**A3.4 DID – Meeting Agenda**

<b>DATA ITEM DESCRIPTION</b>		
DND Form 1409		
1. TITLE <b>Meeting Agenda</b>	2. IDENTIFICATION NUMBER DID DRPS-PM-002	
3. DESCRIPTION Meeting Agendas must set forth the venue and identify the discussion items to be covered at meetings.		
4. APPROVAL DATE	5. OFFICE OF PRIMARY INTEREST DCSEM 3-4	6. GIDEP APPLICABLE
7. APPLICATION/INTERRELATIONSHIP This Data Item Description (DID) contains the format, content and preparation instructions for the data product generated by the specific and discrete task requirements as delineated in the <b>ANNEX A. Para. 3.3.5.1.1</b>		
8. ORIGINATOR DND / DGLEPM / DCSEM #	9. APPLICABLE FORMS	
10. PREPARATION INSTRUCTIONS		
<ul style="list-style-type: none"> <li>10.1. FORMAT                             <ul style="list-style-type: none"> <li>10.1.1. The Meeting Agenda must be in the Contractor's format.</li> </ul> </li> <li>10.2. CONTENT                             <ul style="list-style-type: none"> <li>10.2.1. The Meeting Agenda must set forth the venue, identify all requirements and list the discussion items to be covered at the meeting.</li> <li>10.2.2. Venue. The Meeting Agenda must address the venue as follows:                                     <ul style="list-style-type: none"> <li>10.2.2.1. Meeting Identification Number;</li> <li>10.2.2.2. Purpose;</li> <li>10.2.2.3. Date, time and location; and</li> <li>10.2.2.4. Attendees.</li> </ul> </li> <li>10.2.3. Discussion items. The Meeting Agenda must address the discussion items through the following sections:                                     <ul style="list-style-type: none"> <li>10.2.3.1. Opening Remarks;</li> <li>10.2.3.2. Agenda Review;</li> <li>10.2.3.3. Review of Previous Minutes;</li> <li>10.2.3.4. Opened Discussion Items;</li> <li>10.2.3.5. New Discussion Items;</li> <li>10.2.3.6. Review of Action Items;</li> <li>10.2.3.7. Next Venue; and</li> <li>10.2.3.8. Closing Remarks.</li> </ul> </li> </ul> </li> </ul>		

**A3.5 DID – Meeting Minutes**

<b>DATA ITEM DESCRIPTION</b>		
DND Form 1409		
1. TITLE <b>Meeting Minutes</b>	2. IDENTIFICATION NUMBER DID DRPS-PM-003	
3. DESCRIPTION Meeting Minutes must consist of the detailed records of proceedings, discussions, decisions and action items from meetings.		
4. APPROVAL DATE	5. OFFICE OF PRIMARY INTEREST DCSEM 3-4	6. GIDEP APPLICABLE
7. APPLICATION/INTERRELATIONSHIP This Data Item Description (DID) contains the format, content and preparation instructions for the data product generated by the specific and discrete task requirements as delineated in the <b>ANNEX A. Para. 3.3.5.1.2</b>		
8. ORIGINATOR DND / DGLEPM / DCSEM #	9. APPLICABLE FORMS	
10. PREPARATION INSTRUCTIONS		
10.1. FORMAT		
10.1.1. The Meeting Minutes must be in the Contractor's format.		
10.2. CONTENT		
10.2.1. The Meeting Minutes must contain the detailed records of proceedings, discussions, decisions and action items from the meeting and be presented through the following sections:		
10.2.1.1. General – consisting of meeting identification number, purpose, date, time and location;		
10.2.1.2. Attendees, consisting of the organization each person represents, and the identification of the Chairperson(s);		
10.2.1.3. Opening Remarks;		
10.2.1.4. Status of the DRPS(s), if applicable to the purpose of the meeting;		
10.2.1.5. Support Performance Review, consisting of problems and issues, if applicable to the purpose of the meeting;		
10.2.1.6. <b>Action Item Report</b> - used to monitor issues, assign responsibility, direct action and track status, history, and progress, and must consisting of:		
10.2.1.6.1. Item #; date initiated; required action; assigned actionee; target completion date; cross-reference to all related action items.		
10.2.1.6.2. Action Item Report must be <b>updated</b> with each meeting and must consisting of:		
10.2.1.6.2.1. Action Item current status and the actual date completed;		
10.2.1.7. Next Venue;		
10.2.1.8. Closing Remarks;		

**A3.6 DID – Operator Manual**

<b>DATA ITEM DESCRIPTION</b>		
DND Form 1409		
1. TITLE <b>Operator Manual</b>	2. IDENTIFICATION NUMBER DID DRPS-ILS-201	
3. DESCRIPTION The Operator Manual contains all the essential information required to describe the safe and correct operative procedures and operator maintenance associated with the DRPS.		
4. APPROVAL DATE	5. OFFICE OF PRIMARY INTEREST DCSEM 3-4	6. GIDEP APPLICABLE
7. APPLICATION/INTERRELATIONSHIP This Data Item Description (DID) contains the format, content and preparation instructions for the data product generated by the specific and discrete task requirements as delineated in the <b>ANNEX A. Para. 4.2.1.1 and C-01-100-100/AG-005</b> <i>Acceptance of Commercial and Foreign Government Publications as Adopted Publications 1996-02-29.</i>		
8. ORIGINATOR DND ILS Technician	9. APPLICABLE FORMS	
<b>10 PREPARATION INSTRUCTIONS</b> <b>10.1 FORMAT</b> 10.1.1 The Operator Manual must be prepared in the Contractor's format while being in full conformance with the above-stated issue of C-01-100-100/AG-005. 10.1.2 The National Defence Identification Number (NDID), provided to the Contractor by DND, must be placed on the top right corner of all the pages of the manual. 10.1.3 The accepted Operator Manual's hard copies must be: 10.1.3.1 furnished with resistant flexible covers; 10.1.3.2 printed on paper with these characteristics: 10.1.3.2.1 Weight: at least 90g/m <sup>2</sup> (24 lb.); and, 10.1.3.2.2 Brightness: at least 96 10.1.3.3 Bound in a manner that will allow the manual to remain open on a flat surface at all the pages without pages flipping over inadvertently; and, 10.1.3.4 Of dimensions that will allow the Operator Manual to be packed in the DRPS's carrying case (see Appendix A1.0) without needing to be folded and otherwise distorted from flat. <b>10.2 CONTENT</b> 10.2.1 The Operator portion of the manual must cover the following topics, and other judged pertinent by the Contractor: 10.2.1.1 General Description/Equipment Overview; 10.2.1.2 Pre-use testing/inspection; 10.2.1.3 Preparation and set up for use; 10.2.1.4 Use and operation; 10.2.1.5 Operator Maintenance; 10.2.1.6 Storage, preparation for travel, preservation, and handling procedures 10.2.1.7 Safety/Hazardous material issues; 10.2.2 The material covered in the sections above must be amplified by illustrations, line drawings, and high quality pictures as appropriate.		

**10.3 ELECTRONIC FORMAT**

- 10.3.1 The Operator Manual must be provided as a PDF file with searchable text that matches the printed publication's format and layout. Links, bookmarks and thumbnails are to be included in the PDF file. All references made to a specific paragraph, figure, appendix must be appropriately linked.
- 10.3.2 Viewing the PDF: pages, regardless of size, containing text and illustrations in landscape, must be rotated for electronic viewing and reading in landscape.
- 10.3.3 The Operator Manual PDF and its native file must be submitted on CD or DVD media and be labelled as follows:
  - 10.3.3.1 The project name: DRPS;
  - 10.3.3.2 The contract number: W8486-184221;
  - 10.3.3.3 The Subject Matter: Operator Manual;
  - 10.3.3.4 The DID number: DRPS-ILS-201;
  - 10.3.3.5 The Revision number; and,
  - 10.3.3.6 The date of delivery.

**A3.7 DID – Initial Training Package**

<b>DATA ITEM DESCRIPTION</b>		
DND Form 1409		
1. TITLE <b>Initial Training Package</b>	2. IDENTIFICATION NUMBER DID DRPS-ILS-203	
3. DESCRIPTION The Initial Training Package contains all the information required to teach the operation, maintenance and storage of the equipment.		
4. APPROVAL DATE	5. OFFICE OF PRIMARY INTEREST DCSEM 3-4	6. GIDEP APPLICABLE
7. APPLICATION/INTERRELATIONSHIP This Data Item Description (DID) contains the format, content and preparation instructions for the data product generated by the specific and discrete task requirements as delineated in the <b>ANNEX A. Para. 4.2.1.2.</b>		
8. ORIGINATOR DND ILS Technician	9. APPLICABLE FORMS	
10. PREPARATION INSTRUCTIONS		
10.1. FORMAT		
10.1.1. The Initial Training Package must be provided in MS PowerPoint Format.		
10.2. CONTENT		
10.2.1. The Initial Training Package must be provided in English and Canadian French, and must be broken into two (2) categories: Operator Training and Technician Training.		
10.2.2. The Initial Training Package must consist of the training documentation as follow:		
10.2.2.1. The training documentation is the material required for instruction and learning, this includes:		
10.2.2.1.1. Lesson plan; and		
10.2.2.1.2. Student handouts.		
10.2.2.2. The following topics must be addressed in the content of the Operator Training package portion:		
10.2.2.2.1. Equipment overview;		
10.2.2.2.2. Pre-use testing/inspection;		
10.2.2.2.3. Equipment set-up and deployment;		
10.2.2.2.4. Use and operation (theory and practical);		
10.2.2.2.5. Operator maintenance and care;		
10.2.2.2.6. Operator Troubleshooting;		
10.2.2.2.7. Storage, and preparation to travel; and		
10.2.2.2.8. Safety - personnel, equipment safety issues and hazardous material issues.		
10.2.2.3. The following topics must be addressed in the content of the Technician Training package portion:		
10.2.2.3.1. System Equipment overview;		
10.2.2.3.2. Pre-use testing/inspection;		
10.2.2.3.3. Use and operation for maintenance purposes;		
10.2.2.3.4. Troubleshooting and fault finding;		
10.2.2.3.5. Preventive and Corrective maintenance procedures;		
10.2.2.3.6. Special tools and test equipment;		
10.2.2.3.7. Safety – personnel, equipment safety issues and hazardous material issues; and		
10.2.2.3.8. Practical maintenance training.		
10.2.3. The Initial Training Package must not introduce new information and procedures relative to the <i>Operator Manual</i> and <i>Maintenance and Parts Handbook</i> : they are the master documents on how to use and		

maintain the DRPS.

10.3. ELECTRONIC FORMAT

10.3.1. The Initial Training Package in MS PowerPoint Format must be submitted on CD or DVD media, and be labelled as follows:

10.3.1.1. The project name: DRPS;

10.3.1.2. The contract number: W8486-184221

10.3.1.3. The Subject Matter: Initial Training Package;

10.3.1.4. The DID number: DRPS-ILS-203;

10.3.1.5. The Revision number;

10.3.1.6. The date of delivery.

### A3.8 DID – Top Level Assembly Drawing

<b>DATA ITEM DESCRIPTION</b>		
DND Form 1409		
1. TITLE <b>Top Level Assembly Drawing</b>	2. IDENTIFICATION NUMBER DID DRPS-ILS-208	
3. DESCRIPTION The Top Level Assembly Drawing fully identifies and describes the main assembly that may be catalogued.		
4. APPROVAL DATE	5. OFFICE OF PRIMARY INTEREST DCSEM 3-4	6. GIDEP APPLICABLE
7. APPLICATION/INTERRELATIONSHIP This Data Item Description (DID) contains the format, content and preparation instructions for the data product generated by the specific and discrete task requirements as delineated in the <b>ANNEX A. Para. 4.3.1.1 and D-01-100-214/SF-000 and D-01-400-001/SG-000 section 7.4.</b>		
8. ORIGINATOR DND ILS Technician	9. APPLICABLE FORMS	
10. PREPARATION INSTRUCTIONS		
<p>10.1. FORMAT</p> <p>10.1.1. The Top Level Assembly Drawing (TLAD) Documentation must be prepared in black and white.</p> <p>10.1.2. The TLAD (Annex A, para 3.3.2.2.1) must consist of an Assembly Drawing (see D-01-400-001/SG-000 section 7.4 for further details) with attached parts lists, so that DND can ensure that the Provisioning Documentation reflects the current and complete configuration of the equipment being produced.</p> <p>10.2. CONTENT</p> <p>10.2.1. For item identification and cataloguing purposes, the technical data supplied for the TLAD must be sufficiently comprehensive to allow DND to classify and fully describe the item within the NATO codification system and must be cross-referenced to the applicable contract number.</p> <p>10.2.2. Key elements of good TLAD:</p> <ul style="list-style-type: none"> <li>A. Is produced by the true manufacturer and displays its company logo or other info on the document.</li> <li>B. Lists characteristic data about the item.</li> <li>C. Clearly shows the item in question, either with a good quality photograph(s) or representative line drawing(s).</li> </ul> <p>10.3. ELECTRONIC FORMAT</p> <p>10.3.1. The TLAD filenames must be in the following format: (MRN)_(NCAGE)_(item name).[file type extension]. (Please see D-01-100-214/SF-000 for definitions.)</p> <p>10.3.2. The TLAD, as a PDF, must be submitted on CD or DVD media, and be labelled as follows:</p> <ul style="list-style-type: none"> <li>10.3.2.1. The project name: DRPS;</li> <li>10.3.2.2. The contract number: W8486-184221</li> <li>10.3.2.3. The Subject Matter: TLAD;</li> <li>10.3.2.4. The DID number: DRPS-ILS-208;</li> <li>10.3.2.5. The Revision number;</li> <li>10.3.2.6. The date of delivery.</li> </ul>		

**A3.9 DID – Identification Plates**

<b>DATA ITEM DESCRIPTION</b>		
DND Form 1409		
1. TITLE <b>Identification Plates</b>	2. IDENTIFICATION NUMBER DID DRPS-ILS-210	
3. DESCRIPTION The Identification Plates uniquely identify equipment and components and spares based on the procedures governing the identification marking of Canadian military property.		
4. APPROVAL DATE	5. OFFICE OF PRIMARY INTEREST DCSEM 3-4	6. GIDEP APPLICABLE
7. APPLICATION/INTERRELATIONSHIP This Data Item Description (DID) contains the format, content and preparation instructions for the data product generated by the specific and discrete task requirements as delineated in the <b>ANNEX A. Para. 4.5 and D-02-002-001/SG-001 and D-01-400-002/SF-000.</b>		
8. ORIGINATOR DND ILS Technician	9. APPLICABLE FORMS	
10. <b>PREPARATION INSTRUCTIONS</b>		
<p>10.1. In accordance with D-02-002-001/SG-001, the Identification Plates affixed to each item included in Annex A SOW para 4.5.2 must be of size, format, and construction appropriate for the item being identified, and contain the data required for those Identification Plate formats in both official languages.</p> <p>10.2. Prior to the production and installation of the Identification Plates, representative Level 2 drawings (see D-01-400-002/SF-000) of each Identification Plate must be submitted to DND for review and acceptance as follows:</p> <p style="margin-left: 20px;">10.2.1. In soft copy in PDF format as described in 10.3 below;</p> <p style="margin-left: 20px;">10.2.2. In 1:1 scale hard copy, on white bond paper of standard North American size; and,</p> <p style="margin-left: 20px;">10.2.3. The drawings must include the mounting or installation method for each Identification Plate, with any fasteners described by size, and/or technical standard, and/or NSN, and quantity.</p> <p>10.3. <b>ELECTRONIC FORMAT</b></p> <p style="margin-left: 20px;">10.3.1. Viewing the PDF: pages, regardless of size, containing text or illustrations in landscape, must be rotated for electronic viewing and reading in landscape.</p> <p style="margin-left: 20px;">10.3.2. The Identification Plates drawings in PDF and its native file format must be submitted on CD or DVD media, which must be labelled as follows:</p> <p style="margin-left: 40px;">10.3.2.1. The project name: RFD;</p> <p style="margin-left: 40px;">10.3.2.2. The contract number: W8486-184221</p> <p style="margin-left: 40px;">10.3.2.3. The Subject Matter: <i>Identification Plates</i>;</p> <p style="margin-left: 40px;">10.3.2.4. The DID number: (RFD-ILS-209)</p> <p style="margin-left: 40px;">10.3.2.5. The Revision number;</p> <p style="margin-left: 40px;">10.3.2.6. The date of delivery.</p>		

**A3.10 DID – Controlled Goods List**

<b>DATA ITEM DESCRIPTION</b>		
DND Form 1409		
1. TITLE <b>Controlled Goods List</b>	2. IDENTIFICATION NUMBER DID DRPS-ILS-211	
3. DESCRIPTION The Controlled Goods List identifies if the end item, components and sub-components of the DRPS that are specifically designed and modified for military purpose, and not spared as Controlled and Non-Controlled Goods to facilitate the production of Demilitarization Instructions. For items of US and Canadian origin, Demilitarization Code (DMC) will be provided in the form of a list.		
4. APPROVAL DATE	5. OFFICE OF PRIMARY INTEREST DCSEM 3-4	6. GIDEP APPLICABLE
7. APPLICATION/INTERRELATIONSHIP This Data Item Description (DID) contains the format, content and preparation instructions for the data product generated by the specific and discrete task requirements as delineated in the <b>ANNEX A. Para. 4.6.</b>		
8. ORIGINATOR DND ILS Technician	9. APPLICABLE FORMS	
10. <b>PREPARATION INSTRUCTIONS</b>		
<p>10.1. <b>FORMAT</b></p> <p>10.1.1. The Controlled Goods list must be in a format of a MS Excel spreadsheet with 5 columns:</p> <ul style="list-style-type: none"> <li>10.1.1.1. Item name;</li> <li>10.1.1.2. Ref para for Canadian origin items (ECL);</li> <li>10.1.1.3. Ref para for US origin controlled goods (USML);</li> <li>10.1.1.4. Demilitarization Code (DMC)</li> <li>10.1.1.5. Remarks.</li> </ul> <p>10.2. <b>CONTENT</b></p> <p>10.2.1. The Controlled Goods list must be filled in the spreadsheet accordingly with the following instructions:</p> <ul style="list-style-type: none"> <li>10.2.1.1. For Canadian origin items, Canada's Export Control List (ECL) articles that apply in accordance with the Defence Product Act (DPA);</li> <li>10.2.1.2. For US origin dual use, the Export Control Classification Number (ECCN) of the Commerce Control List that applies;</li> <li>10.2.1.3. For US origin controlled goods also known as defence articles, the United States Munitions List (USML) Category and paragraph that apply in accordance with the International Traffic in Arms Regulations (ITAR);and</li> <li>10.2.1.4. For all other countries other than Canada and the USA, the category and article of the Wassenaar Control List that applies.</li> </ul> <p>10.3. <b>ELECTRONIC FORMAT</b></p> <p>10.3.1. The Controlled Goods List must be submitted on CD or DVD media, and be labelled as follows:</p> <ul style="list-style-type: none"> <li>10.3.1.1. The project name: DRPS;</li> <li>10.3.1.2. The contract number: W8486-184221</li> <li>10.3.1.3. The Subject Matter: Controlled Goods List;</li> <li>10.3.1.4. The DID number: DRPS-ILS-211;</li> <li>10.3.1.5. The Revision number;</li> <li>10.3.1.6. The date of delivery.</li> </ul>		

**A3.11 DID – Packaging, Labels and Codes**

<b>DATA ITEM DESCRIPTION</b>		
DND Form 1409		
1. TITLE <b>Packaging, Labels and Codes</b>	2. IDENTIFICATION NUMBER DID DRPS-ILS-212	
3. DESCRIPTION The Packaging, Labels and Codes ensures that the labelling used to identify packages for items procured by DND and shipped to and stored at a Canadian facility comply with CAF Specifications and to obtain a complete record of packaging codes for catalogued items of the DRPS.		
4. APPROVAL DATE	5. OFFICE OF PRIMARY INTEREST DCSEM 3-4	6. GIDEP APPLICABLE
7. APPLICATION/INTERRELATIONSHIP This Data Item Description (DID) contains the format, content and preparation instructions for the data product generated by the specific and discrete task requirements as delineated in the <b>ANNEX A. Para. 4.8 and:</b> <ul style="list-style-type: none"> <li>• D-LM-008-011/SF-001: Preparation and Use of Packaging Requirements Codes, 1988-11-10;</li> <li>• D-LM-008-002/SF-001: Specification for Marking for Storage and Shipment, 1991-08-01;</li> <li>• D-01-400-002/SF-000: Levels of Engineering Drawings and Associated Lists, 2011-03-01.</li> </ul>		
8. ORIGINATOR DND ILS Technician	9. APPLICABLE FORMS	
10. <b>PREPARATION INSTRUCTIONS</b> <p>10.1. The design, populated with the appropriate data, of each Packaging Label must be provided as Level 1 engineering drawings (as defined in D-01-400-002/SF-000) dimensioned to show the measurements as defined by D-LM-008-002/SF-001 (example: text size, bar code dimensions).</p> <p>10.2. The Packaging Codes prepared from D-LM-008-011/SF-001 for the Packaging Labels for each item must be compiled into a spreadsheet containing the following columns of data, titled as below:</p> <ul style="list-style-type: none"> <li>10.2.1. Item Name – as given by the Contractor;</li> <li>10.2.2. Manufacturer’s Reference Number (MRN) – Source manufacturer’s part number;</li> <li>10.2.3. NCAGE – Source Manufacturer’s NCAGE;</li> <li>10.2.4. OEM part number – Part number assigned by Contractor;</li> <li>10.2.5. NATO Nomenclature – Item name as assigned by NATO;</li> <li>10.2.6. NATO Stock Number;</li> <li>10.2.7. Packaging Code – as resolved by the Contractor;</li> <li>10.2.8. Label Number – cross-referenced with the label drawing number from 10.1 above.</li> </ul> <p>10.3. <b>DELIVERY FORMAT</b></p> <p>10.3.1. Hard Copy: must be on letter, legal, or 11” x 17” white bond paper, as appropriate for good legibility.</p> <p>10.3.2. Soft Copy:</p> <ul style="list-style-type: none"> <li>10.3.2.1. Label Drawings: as text-searchable PDF files, rotated as appropriate to permit normal viewing on-screen.</li> <li>10.3.2.2. Packaging Codes spreadsheet: <ul style="list-style-type: none"> <li>10.3.2.2.1. As a text-searchable PDF file, rotated as appropriate to permit normal viewing on-screen; and,</li> <li>10.3.2.2.2. As a MS Excel format spreadsheet.</li> </ul> </li> <li>10.3.2.3. All files must be submitted on CD or DVD media, and be labelled as follows: <ul style="list-style-type: none"> <li>10.3.2.3.1. The project name: DRPS;</li> <li>10.3.2.3.2. The contract number: W8486-184221</li> </ul> </li> </ul>		

- |             |   |
|-------------|---|
| 10.3.2.3.3. | The Subject Matter: Packaging Labels and Codes; |
| 10.3.2.3.4. | The DID number: DRPS-ILS-212;                   |
| 10.3.2.3.5. | The Revision number;                            |
| 10.3.2.3.6. | The date of delivery.                           |

**A3.12 DID – Maintenance and Parts Handbook**

<b>DATA ITEM DESCRIPTION</b>		
<b>1. TITLE</b> <b>Maintenance and Parts Handbook</b>	<b>2. IDENTIFICATION NUMBER</b> <b>DRPS-ILS-214</b>	
<b>3. DESCRIPTION</b> The Maintenance and Parts Handbook for the DRPS will allow a trained technician to effectively maintain and identify parts of the DRPS in order for it to be operable to its utmost capabilities.		
<b>4. APPROVAL DATE</b>	<b>5. OFFICE OF PRIMARY INTEREST</b> DCSEM 3-4	<b>6. GIDEP APPLICABLE</b>
<b>7. APPLICATION/INTERRELATIONSHIP</b> This DID contains the format, content and preparation instructions for the Maintenance and Parts Handbook as required by <b>Annex A of the SOW, Para 4.2.1.3.1</b> ; and <ul style="list-style-type: none"> <li>• D-01-100-205/SF-000 <i>Specification for Preparation of Corrective Maintenance Instruction</i>;</li> <li>• D-01-100-204/SF-000 <i>Specification for Preparation of Preventive Maintenance Instructions</i>;</li> <li>• C-01-100-100/AG-005 <i>Acceptance of Commercial and Foreign Government Publications as Adopted Publications</i></li> <li>• DID DRPS-ILS-202: <i>Operator Manual</i></li> </ul>		
<b>8. ORIGINATOR</b> DRPS TA	<b>9. APPLICABLE FORMS</b> N/A	
<b>10 PREPARATION INSTRUCTIONS</b>		
<b>10.1 FORMAT</b>		
10.1.1 The Maintenance and Parts Handbook must be prepared in the Contractor's format and must be in full conformance with the above-stated issue of C-01-100-100/AG-005.		
10.1.2 The accepted Maintenance and Parts Handbook's hard copies must be:		
10.1.2.1 Furnished with resistant flexible covers;		
10.1.2.2 Printed on paper with these characteristics:		
10.1.2.2.1 Weight: at least 90g/m <sup>2</sup> ; and,		
10.1.2.2.2 Brightness: at least 96; and,		
10.1.2.3 Bound in a manner that will allow the manual to remain open while on a flat surface at all pages without pages flipping over inadvertently.		
<b>10.2 CONTENT</b>		
<b>10.2.1 Maintenance</b>		
10.2.1.1 The scope of the Maintenance portion of the Maintenance and Parts Handbook must cover all DRPS maintenance and repair tasks not already covered in the Operator Manual.		
10.2.1.2 The Maintenance topics must consist of:		
10.2.1.2.1 General Description/Equipment Overview;		
10.2.1.2.2 Pre-maintenance procedures to safety the DRPS;		
10.2.1.2.3 Troubleshooting and testing;		
10.2.1.2.4 Basic diagnosis and fault finding;		
10.2.1.2.5 Adjustments, maintenance and repairs grouped IAW section 10.2.1 above, and presented IAW D-01-100-205/SF-000 and D-01-100-204/SF-000;		
10.2.1.2.6 Safety/Hazardous material issues;		
10.2.1.3 The material covered in 10.2.1 above must be amplified by illustrations, line drawings, and good quality pictures as appropriate.		

10.2.2 **Parts Handbook:** The Maintenance and Parts Handbook must have an Illustrated Parts List (IPL) section. This IPL must contain all the necessary information to positively identify and relate, to each other, all the parts of the DRPS that are procurable and those involved in all maintenance tasks outlined in 10.2.1 above. This information must consist of:

10.2.2.1 Drawings of the parts and assemblies: line drawings and exploded views in black and white only; and,

10.2.2.2 Corresponding table(s) containing:

10.2.2.2.1 Item Number (callout in the drawing(s));

10.2.2.2.2 Item Name;

10.2.2.2.3 Manufacturer's Part Number;

10.2.2.2.4 Manufacturer's NCAGE code;

10.2.2.2.5 Contractor's Part Number (CPN), if the Contractor is not the original Manufacturer;

10.2.2.2.6 NATO Stock Number (NSN), if known; and,

10.2.2.2.7 Quantity per Assembly (QPA).

### 10.3 ELECTRONIC FORMAT

10.3.1 The Maintenance and Parts Handbook must be submitted in its native file format and as a PDF file with searchable text that matches the printed publication's format and layout. Links, bookmarks and thumbnails are to be included in the PDF file. All references made to a specific paragraph, figure, and appendix must be appropriately linked.

10.3.2 Viewing the PDF version: pages, regardless of size, containing text and illustrations in landscape, must be rotated for electronic viewing and reading in landscape.

10.3.3 The Maintenance and Parts Handbook must be submitted on CD or DVD media, and be labelled as follows:

10.3.3.1 The project name: DRPS;

10.3.3.2 The contract number: W8486-184221

10.3.3.3 The Subject Matter: Maintenance and Parts Handbook;

10.3.3.4 The DID number: DRPS-ILS-214;

10.3.3.5 The Revision number; and,

10.3.3.6 The date of delivery.

**A3.13 DID – Application for Spectrum Supportability**

<b>DATA ITEM DESCRIPTION</b>		
DND Form 1409		
1. TITLE <b>Application for Spectrum Supportability</b>	2. IDENTIFICATION NUMBER DID DRPS-SE-101	
3. DESCRIPTION This Application for Spectrum Supportability document (DND form 552) describes the general wireless equipment usage as well as the transmitter, antenna and receiver equipment characteristics of the system that is provided.		
4. APPROVAL DATE	5. OFFICE OF PRIMARY INTEREST DCSEM 3-4	6. GIDEP APPLICABLE N/A
7. APPLICATION/INTERRELATIONSHIP This DID contains the format, content and preparation instructions for the Application for Spectrum Supportability as required by Annex A SOW. Para 3.3.6.		
8. ORIGINATOR DRPS TA	9. APPLICABLE FORMS N/A	
10. PREPARATION INSTRUCTIONS		
10.1 DETAILED REQUIREMENTS		
10.1.1 The Application for Spectrum Supportability must be completed and provided in accordance with the requirements as outlined in ANNEX D Application for Spectrum Supportability of this Contract.		
10.1.2 The following sections must be completed:		
10.1.2.1 Part 1, Block 1 – Equipment Nomenclature and/or Model Number;		
10.1.2.2 Part 2 – Transmitter Equipment Characteristics;		
10.1.2.3 Part 3 – Receiver Equipment Characteristics, and		
10.1.2.4 Part 4 – Antenna Equipment Characteristics.		
10.1.3 The values entered on the DND 552 forms must be measured values.		
10.1.4 Where equipment is developmental, specified values may be substituted for measured values, and so indicated on the forms. If the proposed equipment is in use by the United States military it may already have a US Department of Defence (DoD) Form 1494. If available, a DoD 1494 form will be accepted by DND in lieu of a DND 552.		

**TECHNICAL PROPOSAL REQUIREMENTS**  
**AND BID EVALUATION**  
**FOR DIRECT RADIOGRAPHY PANEL SYSTEM**

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## **1.0 General**

### **1.1 Introduction**

- 1.1.1 This document is split into two parts and defines the criteria that will be used to determine the winning bid for the procurement of the DRPS.
  - 1.1.1.1 The first part, Technical Proposal Requirements, defines the required information or samples from the bidders for their proposal to be evaluated.
  - 1.1.1.2 The second part, Bid Evaluation, defines the evaluation process Canada will undertake, and describes the Evaluation Trial tests and items that will be evaluated.

## **2.0 Technical Proposal Requirements**

### **2.1 Responding to Evaluation Criteria**

- 2.1.1 For each listed requirement, the bidder must provide a response in the Bidder's Response/References" column in 3.3 Evaluation of Key Mandatory Requirements to clearly explain how the requirement is met, either by including the specific reference to indicate where in their proposal the information is found or including the complete response directly in that column.
- 2.1.2 Bidders must provide the information required for each listed requirement in accordance with the method identified in the "Compliance Documentation Required" column of 3.3 Evaluation of Key Mandatory Requirements of ANNEX C.

### **2.2 Compliance Method**

- 2.2.1 The following compliance methods, as indicated in the "Compliance Documentation Required" column of 3.3 Evaluation of Key Mandatory Requirements, define the information required from the bidders against each requirement:
  - 2.2.1.1 Test Report (TR) - Where "Test Report" is identified in the "Compliance Documentation Required" column, the bidder must provide a completed and detailed Test Report, including test procedures, data and results, for tests conducted on the equipment offered, to confirm it fully complies with the requirement.
  - 2.2.1.2 Compliance Statement (CS) - Where "Compliance Statement" is identified in the "Compliance Documentation Required" column, the Bidder must describe in detail how the equipment offered fully complies with the requirement. Supporting documentation is requested but not essential.

### **3.0 Bid Evaluation**

#### **3.1 Bid Selection Methodology**

- 3.1.1 It is Canada's desire to achieve an optimal capability at lowest possible cost. Therefore, a "Lowest Cost Compliant" approach will be employed for this acquisition process, and selection of the winning proposal will be based on the proposed lowest cost provided that the proposal meets all mandatory requirements.
- 3.1.2 PSPC Contracting Authority (CA) will screen the bids for completeness, misplaced financial information and compliance with the general terms and conditions. The technical section of the compliant bids will then be provided to the Bid Evaluation Team for evaluation of technical compliance.
- 3.1.3 All valid bids will be evaluated against key mandatory requirements, detailed in this Annex B, based on the Bidder's supplied information and the evaluation trial results in order to determine technical compliance.

#### **3.2 Technical Evaluation of Compliance**

- 3.2.1 Phase 1: Evaluation of Key Mandatory Requirements
  - 3.2.1.1 The evaluation team will use the bidder's submitted proposal to determine compliance against key mandatory requirements. See 3.3 Evaluation of Key Mandatory Requirements for more details.

**3.3 Evaluation of Key Mandatory Requirements**

Serial	Requirement Reference	Requirement Criteria	Compliance Documentation Required		Bidder's Response/ Reference	Compliance (This column for the bid evaluation team only)	
			CS- Compliance Statement	TR- Test Report		"C"	"NC"
M1	Annex A - A1.1.1.2	The DRPS must be based on proven, fielded equipment, which is in-service with a North Atlantic Treaty Organization (NATO) or American, British, Canadian, Australian (ABCA) military partner or police agency of those countries.	CS	TR- Test Report		"C"	"NC"
M2	Annex A - A1.1.1.3	The DRPS must consist of the following components, and is further described in detail under section A1.2: <ul style="list-style-type: none"> <li>• One (1) Digital Radiography (DR) Panel;</li> <li>• Two (2) DR Panel Support Structures;</li> <li>• Imaging Software;</li> <li>• One (1) Ruggedized Tablet.</li> <li>• One (1) Battery Charging System and documentation; and</li> <li>• One (1) Hard Transport Container for the above components.</li> </ul>	CS				
M3	Annex A - A1.1.2.1	The DRPS must be easily transportable with no more than 10 minutes preparation time by a trained operator.	CS				

M4	Annex A - A1.1.2.2	The DRPS must be transportable by fixed and rotary wing aircraft, cargo ships, rail, and commercial and military wheeled vehicles on highways and cross-country.	CS		
M5	Annex A - A1.2.1.2	The DR Panel must be of the Direct Radiography type without any moving parts.	CS		
M6	Annex A - A1.2.1.3	The DR Panel must use the Golden Engineering XRS-3 (NSN 01-608-7857) that is in-service with DND as a source to generate the X-rays.	CS		
M7	Annex A - A1.2.1.4	The DR Panel must include both wireless and wired operation.	CS		
M8	Annex A - A1.2.2.1	The DR Panel Support Structure must allow for the DR Panel to be positioned and held securely next to the object being X-rayed.	CS		
M9	Annex A - A1.2.3.6.1	The Imaging Software must save (including export) images to the database in TIFF, JPEG, and BMP formats, as selected by the user.	CS		
M10	Annex A - A1.3.1.1	The DR Panel must not exceed 10kg.	TR		
M11	Annex A - A1.3.2.1	The DR panel must have an imaging size of no less than 400mm by 350mm.	TR		
M12	Annex A - A1.3.2.2	The DR panel must be no more than 550mm by 550mm by 50mm in size.	TR		
M13	Annex A - A1.4.1.1	The DRPS must have an analog to digital conversion range of at least 16 bits.	TR		
M14	Annex A - A1.4.1.2	The DR Panel must provide an image with a resolution of no more than 140 micrometers	TR		
M15	Annex A - A1.4.2.1	The DRPS must provide an image in no more than 10 seconds from the time the DR Panel is exposed to X-rays.	TR		





