



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

REQUEST FOR PROPOSAL
DEMANDE DE PROPOSITION

Proposal To: Public Works and Government Services Canada

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

Proposition aux: Travaux Publics et Services Gouvernementaux Canada

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

Comments - Commentaires

Title - Sujet Contract for repair & Overhaul	
Solicitation No. - N° de l'invitation W8486-184136/A	Date 2018-06-18
Client Reference No. - N° de référence du client 6000401710	
GETS Reference No. - N° de référence de SEAG PW-\$\$HS-610-74992	
File No. - N° de dossier hs610.W8486-184136	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2018-07-30	Time Zone Fuseau horaire Eastern Daylight Saving Time EDT
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Reynolds, Kevin	Buyer Id - Id de l'acheteur hs610
Telephone No. - N° de téléphone (873) 469-3390 ()	FAX No. - N° de FAX () -
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: DEPARTMENT OF NATIONAL DEFENCE 101 COLONEL BY DR. DGMEPM/DGLEPM/DGAEPM CPO1 ADM (Mat) OTTAWA Ontario K1A0K2 Canada	

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
Industrial Vehicles & Machinery Products Division
11 Laurier St./11, rue Laurier
7B1, Place du Portage, Phase III
Gatineau
Québec
K1A 0S5

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

PART 1 - GENERAL INFORMATION

1.1 Introduction

The bid solicitation is divided into seven (7) parts plus attachments and annexes, as follows:

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

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

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

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

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

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

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

The Annexes include the Statement of Work for Repair and Overhaul (R&O) of Mobile Refrigeration Equipment, Logistics Statement of Work for Free Flow (Components), Pricing for Hourly Rates and Mark up, Bid Evaluation Plan, Response to Mandatory Technical Evaluation Criteria, Electronic Payment Instruments, Federal Contractor Program for Employment Equity Certification, Task Authorization Form PWGSC-TPSGC 572 or DND Task Authorization Form and the Security Requirement Check List and any other annexes.

1.2 Summary

1.2.1 The Department of National Defence (DND) has a requirement for Repair and Overhaul (R&O) of Mobile Refrigeration Equipment and ancillary components for a period of two (2) years with three (3) additional period of one (1) year. The R&O functions include handling, repairing, overhauling, modification, conversion, upgrades, storage, equipment configuration management, technical data management, integrated logistics and maintenance support.

1.2.2 There are security requirements associated with this requirement. For additional information, consult Part 6 - Security, Financial and Other Requirements, and Part 7 - Resulting Contract Clauses. For more information on personnel and organization security screening or security clauses, Bidders should refer to the Contract Security Program of

Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website.

1.2.3 The requirement is subject to the provisions of the World Trade Organization Agreement on Government Procurement (WTO-AGP), the North American Free Trade Agreement (NAFTA), the Canada-European Union Comprehensive Economic and Trade Agreement (CETA), and the Canadian Free Trade Agreement (CFTA).

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

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

1.3 Debriefings

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

1.4 Phased Bid Compliance Process

The Phased Bid Compliance Process applies to this requirement.

List of Attachments:

Annex A	Statement of Work for Repair and Overhaul (R&O) of Mobile Refrigeration Equipment
Annex B	Logistics Statement of Work for Free Flow (Components)
Annex C	Pricing for Hourly Rates and Mark up
Annex D	Proposal Content Requirements and Bid Evaluation Plan
Annex E	Template of DIDs
Annex F	Federal Contractor Program for Employment Equity Certification
Annex G	Task Authorization Form PWGSC-TPSGC 572 or DND Task Authorization Form 626
Annex H	Security Requirement Check List
Annex I	Electronic Payment Instruments

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

Delete: 60 days
Insert: 150 days

The 2003 standard instructions is amended as follows:

- Section 5, entitled Submission of bids, is amended as follows:
 - subsection 1 is deleted entirely and replaced with the following: "Canada requires that each bid, at solicitation closing date and time or upon request from the Contracting Authority, for example in the case of epost Connect service, be signed by the Bidder or by an authorized representative of the Bidder. If a bid is submitted by a joint venture, it must be in accordance with the section entitled Joint venture."
 - subsection 2.d is deleted entirely and replaced with the following: "send its bid only to the specified Bid Receiving Unit of Public Works and Government Services Canada (PWGSC) identified in the bid solicitation, or to the address specified in the bid solicitation, as applicable;"
 - subsection 2.e is deleted entirely and replaced with the following: "ensure that the Bidder's name, return address and procurement business number, bid solicitation number, and solicitation closing date and time are clearly visible on the bid; and,"
- Section 6, entitled Late bids, is deleted entirely and replaced with the following: "PWGSC will return bids delivered after the stipulated solicitation closing date and time, unless they qualify as a delayed bid as described in the section entitled Delayed bids. For bids submitted using means other than the Canada Post Corporation's epost Connect service, the bid will be returned. For bids submitted using Canada Post Corporation's epost Connect service, conversations initiated by the Bid Receiving Unit via the epost Connect service that contain access, records and information pertaining to a late bid will be deleted."
- Section 07, entitled Delayed bids, is amended as follows:
 - Subsection 1 is amended to add the following piece of evidence: "d. a CPC epost Connect service date and time record indicated in the epost Connect conversation activity."

- Section 8, entitled Transmission by facsimile, is deleted and replaced by the following:
"Transmission by facsimile or by epost Connect

1. Facsimile

- a. Unless specified otherwise in the bid solicitation, bids may be submitted by facsimile. The only acceptable facsimile number for responses to bid solicitations issued by PWGSC headquarters is 819-997-9776 or, if applicable, the facsimile number identified in the bid solicitation. The facsimile number for responses to bid solicitations issued by PWGSC regional offices is identified in the bid solicitation.
- b. For bids transmitted by facsimile, Canada will not be responsible for any failure attributable to the transmission or receipt of the faxed bid including, but not limited to, the following:
 - i. receipt of garbled or incomplete bid;
 - ii. availability or condition of the receiving facsimile equipment;
 - iii. incompatibility between the sending and receiving equipment;
 - iv. delay in transmission or receipt of the bid;
 - v. failure of the Bidder to properly identify the bid;
 - vi. illegibility of the bid; or
 - vii. security of bid data.
- c. A bid transmitted by facsimile constitutes the formal bid of the Bidder and must be submitted in accordance with the section entitled Submission of bids.

2. ePost Connect

- a. Unless specified otherwise in the bid solicitation, bids may be submitted by using the epost Connect service provided by Canada Post Corporation (https://www.canadapost.ca/web/en/products/details.page?article=epost_connect_send_a).
- b. To submit a bid using epost Connect service, the Bidder must either:
 - i. send directly its bid only to the specified PWGSC Bid Receiving Unit, using its own licensing agreement for epost Connect provided by Canada Post Corporation; or
 - ii. send as early as possible, and in any case, at least six business days prior to the solicitation closing date and time, an email that includes the bid solicitation number to the specified PWGSC Bid Receiving Unit requesting to open an epost Connect conversation. Requests to open an epost Connect conversation received after that time may not be answered.
- c. If the Bidder is sending an email to the Bid Receiving Unit, the Bid Receiving Unit will then initiate an epost Connect conversation which will allow the Bidder to transmit its bid afterward at any time prior to the solicitation closing date and time. The epost Connect conversation will create an email notification from Canada Post Corporation prompting the Bidder to access the message within the conversation, and the Bidder can reply to the email notification by transmitting its bid.

- d. If the Bidder is using its own licensing agreement to send its bid, the Bidder must keep the epost Connect conversation open until at least 30 business days after solicitation closing date and time.
- e. The email address of PWGSC Bid Receiving Unit in Headquarters is: TPSGC.DGAreceptiondessoumissions-ABBidReceiving.PWGSC@tpsgc-pwgsc.gc.ca. The solicitation number must be identified in the epost Connect message field of all electronic transfers.
- f. It should be noted that the use of epost Connect service requires a Canadian mailing address. Should a bidder not have a Canadian address, they may use the Bid Receiving Unit address specified on page 1 of the solicitation in order to register for the epost Connect service.
- g. For bids transmitted by epost Connect service, Canada will not be responsible for any failure attributable to the transmission or receipt of the bid including, but not limited to, the following:
 - i. receipt of a garbled or incomplete bid;
 - ii. availability or condition of the epost Connect service;
 - iii. incompatibility between the sending and receiving equipment;
 - iv. delay in transmission or receipt of the bid;
 - v. failure of the Bidder to properly identify the bid;
 - vi. illegibility of the bid;
 - vii. security of bid data; or
 - viii. inability to create an electronic conversation through the epost Connect service.
- h. A bid transmitted by epost Connect service constitutes the formal bid of the Bidder and must be submitted in accordance with the section entitled Submission of bids."

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

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 3, as applicable the information required have not been received by the time the evaluation of bids is completed, Canada will inform the Bidder of a time frame within which to provide the information. Failure to comply with Canada's request and meet the requirement within the prescribed time frame will render the bid non-responsive.

Definitions

For the purposes of this clause, "former public servant" is any former member of a department as defined in the *Financial Administration Act*, R.S., 1985, c. F-11, a former

member of the Canadian Armed Forces or a former member of the Royal Canadian Mounted Police. A former public servant may be:

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

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

"pension" means a pension or annual allowance paid under the *Public Service Superannuation Act* (PSSA), R.S., 1985, c. P-36, and any increases paid pursuant to the *Supplementary Retirement Benefits Act*, R.S., 1985, c. S-24 as it affects the PSSA. It does not include pensions payable pursuant to the *Canadian Forces Superannuation Act*, R.S., 1985, c. C-17, the *Defence Services Pension Continuation Act*, 1970, c. D-3, the *Royal Canadian Mounted Police Pension Continuation Act*, 1970, c. R-10, and the *Royal Canadian Mounted Police Superannuation Act*, R.S., 1985, c. R-11, the *Members of Parliament Retiring Allowances Act*, R.S. 1985, c. M-5, and that portion of pension payable to the *Canada Pension Plan Act*, R.S., 1985, c. C-8.

Former Public Servant in Receipt of a Pension

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

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

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

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

Work Force Adjustment Directive

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

If so, the Bidder must provide the following information:

- a. name of former public servant;
- b. conditions of the lump sum payment incentive;
- c. date of termination of employment;
- d. amount of lump sum payment;
- e. rate of pay on which lump sum payment is based;

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

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

2.4 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than seven (7) calendar days before the bid closing date. Enquiries received after that time may not be answered.

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

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

2.6 Design Data List (DDL) and Publications Request

To order a copy of the DDL, drawings, specifications and Publications, bidders must contact the Contracting Authority by email and provide their full mailing address. If bidders have not received the documents at least ten (10) calendar days prior to bid closing date, bidders should communicate with the Contracting Authority.

2.7 Improvement of Requirement During Solicitation Period

Should bidders consider that the specifications or Statement of Work contained in the bid solicitation could be improved technically or technologically, bidders are invited to make suggestions, in writing, to the Contracting Authority named in the bid solicitation. Bidders must clearly outline the suggested improvement as well as the reason for the suggestion. Suggestions that do not restrict the level of competition nor favor a particular bidder will be

given consideration provided they are submitted to the Contracting Authority at least fifteen (15) days before the bid closing date. Canada will have the right to accept or reject any or all suggestions.

2.8 SACC Manual Clause

SACC Reference	Title	Date
A9130T	Controlled Goods Program - Bid	2014-11-27

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 4 hard copies.
- Section II: Financial Bid 1 hard copy.
- Section III: Certifications 2 hard copy.
- Section IV: Additional Information 1 hard copy.

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

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

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

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

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

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

Section I: Technical Bid

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

The technical bid should address clearly and in sufficient depth the points that are subject to the evaluation criteria against which the bid will be evaluated. Simply repeating the statement contained in the bid solicitation is not sufficient.

In order to facilitate the evaluation of the bid, Canada requests that Bidders address and present topics in the order of the evaluation criteria under the same headings. To avoid duplication, Bidders may refer to different sections of their bids by identifying the specific paragraph and page number where the subject topic has already been addressed.

Section II: Financial Bid

3.1.1 Bidders must submit their financial bid in accordance with the Basis of Payment specified in Part 7 and Annex C – Pricing for Hourly Rates and Mark up. Prices should appear only in Annex C – Pricing for Hourly Rates and Markup. The total amount of Applicable Taxes must be shown separately.

3.1.2 Electronic Payment of Invoices – Bid

If you are willing to accept payment of invoices by Electronic Payment Instruments, complete Annex E - Electronic Payment Instruments, to identify which ones are accepted.

If Annex E - Electronic Payment Instruments is not completed, it will be considered as if Electronic Payment Instruments are not being accepted for payment of invoices.

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

3.1.3 Exchange Rate Fluctuation

SACC Reference	Title	Date
C3011T	Exchange Rate Fluctuation	2013-11-06

Section III: Certifications

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

Section IV: Additional Information

3.1.4 Bidder's Representatives

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

General Enquiries

Name: _____
Telephone No: _____
Facsimile No: _____
E-mail address: _____

Project Management

Name: _____
Telephone No: _____
Facsimile No: _____
E-mail address: _____

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.

Canada will use the Phased Bid Compliance Process described below.

4.1.1 Phased Bid Compliance Process

4.1.1.1 General

- (a) Canada is conducting the PBCP described below for this requirement.
- (b) Notwithstanding any review by Canada at Phase I or II of the PBCP, Bidders are and will remain solely responsible for the accuracy, consistency and completeness of their Bids and Canada does not undertake, by reason of this review, any obligations or responsibility for identifying any or all errors or omissions in Bids or in responses by a Bidder to any communication from Canada.

THE BIDDER ACKNOWLEDGES THAT THE REVIEWS IN PHASE I AND II OF THIS PBCP ARE PRELIMINARY AND DO NOT PRECLUDE A FINDING IN PHASE III THAT THE BID IS NON-RESPONSIVE, EVEN FOR MANDATORY

REQUIREMENTS WHICH WERE SUBJECT TO REVIEW IN PHASE I OR II AND NOTWITHSTANDING THAT THE BID HAD BEEN FOUND RESPONSIVE IN SUCH EARLIER PHASE. CANADA MAY DEEM A BID TO BE NON-RESPONSIVE TO A MANDATORY REQUIREMENT AT ANY PHASE.

THE BIDDER ALSO ACKNOWLEDGES THAT ITS RESPONSE TO A NOTICE OR A COMPLIANCE ASSESSMENT REPORT (CAR) (EACH DEFINED BELOW) IN PHASE I OR II MAY NOT BE SUCCESSFUL IN RENDERING ITS BID RESPONSIVE TO THE MANDATORY REQUIREMENTS THAT ARE THE SUBJECT OF THE NOTICE OR CAR, AND MAY RENDER ITS BID NON-RESPONSIVE TO OTHER MANDATORY REQUIREMENTS.

- (c) Canada may, in its discretion, request and accept at any time from a Bidder and consider as part of the Bid, any information to correct errors or deficiencies in the Bid that are clerical or administrative, such as, without limitation, failure to sign the Bid or any part or to checkmark a box in a form, or other failure of format or form or failure to acknowledge; failure to provide a procurement business number or contact information such as names, addresses and telephone numbers; inadvertent errors in numbers or calculations that do not change the amount the Bidder has specified as the price or of any component thereof that is subject to evaluation. This shall not limit Canada's right to request or accept any information after the bid solicitation closing in circumstances where the bid solicitation

expressly provides for this right. The Bidder will have the time period specified in writing by Canada to provide the necessary documentation. Failure to meet this deadline will result in the Bid being declared non-responsive.

- (d) The PBCP does not limit Canada's rights under Standard Acquisition Clauses and Conditions (SACC) 2003 (2017-04-27) Standard Instructions – Goods or Services – Competitive Requirements nor Canada's right to request or accept any information during the solicitation period or after bid solicitation closing in circumstances where the bid solicitation expressly provides for this right, or in the circumstances described in subsection (c).
- (e) Canada will send any Notice or CAR by any method Canada chooses, in its absolute discretion. The Bidder must submit its response by the method stipulated in the Notice or CAR. Responses are deemed to be received by Canada at the date and time they are delivered to Canada by the method and at the address specified in the Notice or CAR. An email response permitted by the Notice or CAR is deemed received by Canada on the date and time it is received in Canada's email inbox at Canada's email address specified in the Notice or CAR. A Notice or CAR sent by Canada to the Bidder at any address provided by the Bidder in or pursuant to the Bid is deemed received by the Bidder on the date it is sent by Canada. Canada is not responsible for late receipt by Canada of a response, however caused.

4.1.1.2 Phase I: Financial Bid

- (a) After the closing date and time of this bid solicitation, Canada will examine the Bid to determine whether it includes a Financial Bid and whether any Financial Bid includes all information required by the solicitation. Canada's review in Phase I will be limited to identifying whether any information that is required under the bid solicitation to be included in the Financial Bid is missing from the Financial Bid. This review will not assess whether the Financial Bid meets any standard or is responsive to all solicitation requirements.
- (b) Canada's review in Phase I will be performed by officials of the Department of Public Works and Government Services.
- (c) If Canada determines, in its absolute discretion that there is no Financial Bid or that the Financial Bid is missing all of the information required by the bid solicitation to be included in the Financial Bid, then the Bid will be considered non-responsive and will be given no further consideration.
- (d) For Bids other than those described in c), Canada will send a written notice to the Bidder ("Notice") identifying where the Financial Bid is missing information. A Bidder, whose Financial Bid has been found responsive to the requirements that are reviewed at Phase I, will not receive a Notice. Such Bidders shall not be entitled to submit any additional information in respect of their Financial Bid.

- (e) The Bidders who have been sent a Notice shall have the time period specified in the Notice (the “Remedy Period”) to remedy the matters identified in the Notice by providing to Canada, in writing, additional information or clarification in response to the Notice. Responses received after the end of the Remedy Period will not be considered by Canada, except in circumstances and on terms expressly provided for in the Notice.
- (f) In its response to the Notice, the Bidder will be entitled to remedy only that part of its Financial Bid which is identified in the Notice. For instance, where the Notice states that a required line item has been left blank, only the missing information may be added to the Financial Bid, except that, in those instances where the addition of such information will necessarily result in a change to other calculations previously submitted in its Financial Bid, (for example, the calculation to determine a total price), such necessary adjustments shall be identified by the Bidder and only these adjustments shall be made. All submitted information must comply with the requirements of this solicitation.
- (g) Any other changes to the Financial Bid submitted by the Bidder will be considered to be new information and will be disregarded. There will be no change permitted to any other Section of the Bidder’s Bid. Information submitted in accordance with the requirements of this solicitation in response to the Notice will replace, in full, **only** that part of the original Financial Bid as is permitted above, and will be used for the remainder of the bid evaluation process.
- (h) Canada will determine whether the Financial Bid is responsive to the requirements reviewed at Phase I, considering such additional information or clarification as may have been provided by the Bidder in accordance with this Section. If the Financial Bid is not found responsive for the requirements reviewed at Phase I to the satisfaction of Canada, then the Bid shall be considered non-responsive and will receive no further consideration.
- (i) Only Bids found responsive to the requirements reviewed in Phase I to the satisfaction of Canada, will receive a Phase II review.

4.1.1.3 Phase II: Technical Bid

- (a) Canada’s review at Phase II will be limited to a review of the Technical Bid to identify any instances where the Bidder has failed to meet any Eligible Mandatory Criterion. This review will not assess whether the Technical Bid meets any standard or is responsive to all solicitation requirements. Eligible Mandatory Criteria are all mandatory technical criteria that are identified in this solicitation as being subject to the PBCP. Mandatory technical criteria that are not identified in the solicitation as being subject to the PBCP, will not be evaluated until Phase III.
- (b) Canada will send a written notice to the Bidder (Compliance Assessment Report or “CAR”) identifying any Eligible Mandatory Criteria that the Bid has failed to meet. A Bidder whose Bid has been found responsive to the requirements that are reviewed at Phase II will receive a CAR that states that its Bid has been found responsive to the requirements reviewed at Phase II. Such Bidder shall not be entitled to submit any response to the CAR.

- (c) A Bidder shall have the period specified in the CAR (the “Remedy Period”) to remedy the failure to meet any Eligible Mandatory Criterion identified in the CAR by providing to Canada in writing additional or different information or clarification in response to the CAR. Responses received after the end of the Remedy Period will not be considered by Canada, except in circumstances and on terms expressly provided for in the CAR.
- (d) The Bidder’s response must address only the Eligible Mandatory Criteria listed in the CAR as not having been achieved, and must include only such information as is necessary to achieve such compliance. Any additional information provided by the Bidder which is not necessary to achieve such compliance will not be considered by Canada, except that, in those instances where such a response to the Eligible Mandatory Criteria specified in the CAR will necessarily result in a consequential change to other parts of the Bid, the Bidder shall identify such additional changes, provided that its response must not include any change to the Financial Bid.
- (e) The Bidder’s response to the CAR should identify in each case the Eligible Mandatory Criterion in the CAR to which it is responding, including identifying in the corresponding section of the original Bid, the wording of the proposed change to that section, and the wording and location in the Bid of any other consequential changes that necessarily result from such change. In respect of any such consequential change, the Bidder must include a rationale explaining why such consequential change is a necessary result of the change proposed to meet the Eligible Mandatory Criterion. It is not up to Canada to revise the Bidder’s Bid, and failure of the Bidder to do so in accordance with this subparagraph is at the Bidder’s own risk. All submitted information must comply with the requirements of this solicitation.
- (f) Any changes to the Bid submitted by the Bidder other than as permitted in this solicitation, will be considered to be new information and will be disregarded. Information submitted in accordance with the requirements of this solicitation in response to the CAR will replace, in full, **only** that part of the original Bid as is permitted in this Section.

- (g) Additional or different information submitted during Phase II permitted by this section will be considered as included in the Bid, but will be considered by Canada in the evaluation of the Bid at Phase II only for the purpose of determining whether the Bid meets the Eligible Mandatory Criteria. It will not be used at any Phase of the evaluation to increase or decrease any score that the original Bid would achieve without the benefit of such additional or different information. For instance, an Eligible Mandatory Criterion that requires a mandatory minimum number of points to achieve compliance will be assessed at Phase II to determine whether such mandatory minimum score would be achieved with such additional or different information submitted by the Bidder in response to the CAR. If so, the Bid will be considered responsive in respect of such Eligible Mandatory Criterion, and the additional or different information submitted by the Bidder shall bind the Bidder as part of its Bid, but the Bidder's original score, which was less than the mandatory minimum for such Eligible Mandatory Criterion, will not change, and it will be that original score that is used to calculate any score for the Bid
- (h) Canada will determine whether the Bid is responsive for the requirements reviewed at Phase II, considering such additional or different information or clarification as may have been provided by the Bidder in accordance with this Section. If the Bid is not found responsive for the requirements reviewed at Phase II to the satisfaction of Canada, then the Bid shall be considered non-responsive and will receive no further consideration.
- (i) Only Bids found responsive to the requirements reviewed in Phase II to the satisfaction of Canada, will receive a Phase III evaluation.

4.1.1.4 Phase III: Final Evaluation of the Bid

- (a) In Phase III, Canada will complete the evaluation of all Bids found responsive to the requirements reviewed at Phase II. Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria.
- (b) A Bid is non-responsive and will receive no further consideration if it does not meet all mandatory evaluation criteria of the solicitation.

4.1.2 Technical Evaluation

The Phased Bid Compliance Process will apply to all mandatory technical criteria. Bids must be completed in full and provide all technical information requested in the bid solicitation by the bid closing date and time to enable a full and complete evaluation.

4.1.2.1 Mandatory Technical Criteria

Bidders must meet all mandatory technical evaluation criteria detailed in Annex D – Proposal Content Requirements and Bid Evaluation Plan.

4.1.3 Financial Evaluation

Bids must be completed in full and provide all financial information requested at Annex C – Pricing for Hourly Rates and Mark up to enable a full and complete evaluation.

4.1.3.1 Mandatory Financial Criteria

The prices of the bid must be in Canadian dollars, Canadian Custom Duties and Excise Taxes included where applicable, and Applicable Taxes are extra.

4.1.3.2 Aggregate Price Determination

The aggregate price of the bid will be determined in accordance with Annex D – Proposal Content Requirements and Bid Evaluation Plan.

4.2 Basis of Selection

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

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

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

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

5.1 Certifications Required with the Bid

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

5.1.1 Integrity Provisions - Declaration of Convicted Offences

In accordance with the Integrity Provisions of the Standard Instructions, all bidders must provide with their bid, **if applicable**, the Integrity declaration form available on the Forms for the Integrity Regime website (<http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html>), to be given further consideration in the procurement process.

5.2 Certifications Precedent to Contract Award and Additional Information

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

5.2.1 Integrity Provisions – Required Documentation

In accordance with the section titled Information to be provided when bidding, contracting or entering into a real procurement agreement of 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 General Environmental Criteria Certification

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

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

Bidders' Authorized Representative Signature

Date

or

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

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

Green Practices within the Bidders’ organization	Insert a checkmark for each criterion that is met
Promotes a paperless environment through directives, procedures and/or programs	
All documents are printed double sided and in black and white for day to day business activity unless otherwise specified by your client	
Paper used for day to day business activity has a minimum of 30% recycled content and has a sustainable forestry management certification	
Utilizes environmentally preferable inks and purchase remanufactured ink cartridges or ink cartridges that can be returned to the manufacturer for reuse and recycling for day to day business activity.	
Recycling bins for paper, newsprint, plastic and aluminum containers available and emptied regularly in accordance with local recycling program.	
A minimum of 50% of office equipment has an energy efficient certification.	

Bidders’ Authorized Representative Signature

Date

5.2.3 Federal Contractors Program for Employment Equity - Bid Certification

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "FCP Limited Eligibility to Bid" list available at the bottom of the page of the Employment and Social Development Canada (ESDC) - Labour's website (<https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#>).

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

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

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

5.2.4 Additional Certifications Precedent to Contract Award

5.2.4.1 Status and Availability of Resources

5.2.4.1.1 SACC Manual clause A3050T (2010-08-16) Status and Availability of Resources

5.2.4.2 Education and Experience

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

5.2.4.3 Logistical Procedures Certification

The Bidder certifies that it has the ability to meet and perform in accordance with ALM184-001/JS-001.

Name & Title

Signature

Date

PART 6 - SECURITY, FINANCIAL AND OTHER REQUIREMENTS

6.1 Security Requirements

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

6.2 Controlled Goods Requirement

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

PART 7 - RESULTING CONTRACT CLAUSES

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

7.1 Statement of Work

The Department of National Defence has a requirement for repair and overhaul (R&O) of Mobile Refrigeration Equipment and ancillary components. The R&O functions include handling, repairing, overhauling, modification, conversion, upgrades, storage, equipment configuration management, technical data management, integrated logistics and maintenance support in accordance with Annex A Statement of Work for Repair and Overhaul (R&O) of Mobile Refrigeration Equipment and Annex B Logistics Statement of Work for Free Flow (Components).

7.1.1 Work Categories

The Work is summarized into three (3) main categories as follows:

7.1.1.1 Category 1

Consists of free flow components for R&O, on an “as and when requested” basis. It includes certain modifications to the equipment or system as requested, which may include a new substitute part due to obsolescence, or updating an early configuration to the Original Equipment Manufacturers (OEM) current baseline standard.

7.1.1.2 Category 2

Consists of all other tasks, on an “as and when requested” basis, including Technical Investigations and Engineering Services (TIES), Field Service Representative (FSR), Mobile Repair Party (MRP), Special Investigation and Technical Studies (SITS), upgrade, advice and disposal/Close out of the file.

The Contractor must provide Technical Investigations and Engineering Services (TIES) and Field Service Representative (FSR) and other services such as Mobile Repair Parties (MRP), Special Investigation and Technical Studies (SITS), upgrade, advice and disposal, referred herein as “Category 2” in accordance with Annex “A” Statement of Work for Repair and Overhaul (R&O) of the Mobile Refrigeration Equipment, Annex “B” Logistics Statement of Work.

7.1.1.3 Category 3

Consists of the provision of non-catalogued parts to be used for first and second line repair by Canadian Armed Forces member.

7.1.2 Work Authorization

7.1.2.1 Category 1

(Free Flow Components)

Authorization for Work described as Repair and Overhaul must be in accordance with Annex “A” Statement of Work for Repair and Overhaul (R&O) of the Mobile Refrigeration Equipment and Annex “B” Logistics Statement of Work.

7.1.2.2 Category 2 and Category 3 Task Authorization

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

7.1.2.3 Task Authorization Process

The Technical Authority will provide the Contractor with a description of the task using the DND 626, Task Authorization Form specified in Annex H.

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

The Contractor must provide the Technical Authority, within ten (10) calendar days of its receipt, the proposed total estimated cost for performing the task and a breakdown of that cost, by labour hours by category, material, equipment, travel requirements outlining numbers of trips and duration, personnel and other associated cost established in accordance with the Basis of Payment specified in the Contract.

The Contractor must not commence work until a Task Authorization authorized by the Technical 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.

7.1.2.4 Task Pricing

Pricing for each task must be established as follows:

7.1.2.4.1 Firm Lot Price

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

7.1.2.4.2 Not to Exceed

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

7.1.2.4.3 Ceiling Price

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

7.1.2.5 Task Authorization Limit

The Procurement Authority may authorize individual task authorizations up to a limit of \$100,000.00 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.

7.1.2.6 Minimum Work Guarantee – All the Work – Task Authorizations

1. In this clause,

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

"Minimum Contract Value" means a fixed amount of \$60,000.00.

2. Canada's obligation under the Contract is to request Work in the amount of the Minimum Contract Value or, at Canada's option, to pay the Contractor at the end of the Contract in accordance with paragraph 3. In consideration of such obligation, the Contractor agrees to stand in readiness throughout the Contract period to perform the Work described in the Contract. Canada's maximum liability for work performed under the Contract must not exceed the Maximum Contract Value, unless an increase is authorized in writing by the Contracting Authority.
3. In the event that Canada does not request work in the amount of the Minimum Contract Value during the period of the Contract, Canada must pay the Contractor the difference between the Minimum Contract Value and the total cost of the Work requested.
4. Canada will have no obligation to the Contractor under this clause if Canada terminates the Contract in whole or in part for default.

7.1.2.7 Periodic Usage Reports - Contracts with Task Authorizations

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

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

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

The quarterly periods are defined as follows:

- 1st quarter: April 1 to June 30;
- 2nd quarter: July 1 to September 30;
- 3rd quarter: October 1 to December 31; and
- 4th quarter: January 1 to March 31.

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

Reporting Requirement - Details

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

For each authorized task:

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

For all authorized tasks:

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

7.1.2.8 Task Authorization - Department of National Defence

The administration of the Task Authorization process will be carried out by DLP 6-3-6. This entered designation includes monitoring, controlling and reporting on expenditures of the contract with task authorizations to the Contracting Authority.

7.2 Standard Clauses and Conditions

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

7.2.1 General Conditions

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

Delete: **2035 06 (2013-06-27)** Subcontracts in its entirety

Insert: 1. Except as provided in subsection 2, the Contractor must obtain the Contracting Authority's written consent before subcontracting or permitting the subcontracting of any part of the Work. A subcontract includes a contract entered into by any subcontractor at any tier to perform any part of the Work.

2. The Contractor is not required to obtain consent for subcontracts specifically authorized in the Contract. The Contractor may also without the consent of the Contracting Authority:
 - a. purchase "off-the-shelf" items and any standard articles and materials that are ordinarily produced by manufacturers in the normal course of business;
 - b. subcontract any incidental services that would ordinarily be subcontracted in performing the Work;
 - c. in addition to purchases and services referred to in paragraphs (a) and (b), subcontract any part or parts of the Work to one or more subcontractors up to a total value of 40 percent of the Contract Price; and
 - d. permit its subcontractors at any tier to make purchases or subcontract as permitted in paragraphs (a), (b) and (c).
1. In any subcontract other than a subcontract referred to in paragraph 2 (a), the Contractor must, unless the Contracting Authority agrees in writing, ensure that the subcontractor is bound by conditions compatible with and, in the opinion of the Contracting Authority, not less favourable to Canada than the conditions of the Contract, with the exception of requirements under the Federal Contractors Program for employment equity which only apply to the Contractor.
2. Even if Canada consents to a subcontract, the Contractor is responsible for performing the Contract and Canada is not responsible to any subcontractor. The Contractor is responsible for any matters or things done or provided by any subcontractor under the Contract and for paying any subcontractors for any part of the Work they perform.

7.2.2 Supplemental General Conditions

4006 (2010-08-16), Contractor to Own Intellectual Property Rights in Foreground Information, apply to and form part of the Contract.

4012 (2012-07-16), Goods – Higher Complexity, apply to and form part of the Contract.

7.3 Security Requirements

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

1. The Contractor must, at all times during the performance of the Contract hold a valid Designated Organization Screening (DOS), issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).
2. The Contractor personnel requiring access to sensitive work site(s) must EACH hold a valid RELIABILITY STATUS, granted or approved by CISD/PWGSC.
3. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/PWGSC.
4. The Contractor must comply with the provisions of the:

- a. Security Requirements Check List and security guide (if applicable), attached at Annex H;
- b. Industrial Security Manual (Latest Edition).

7.4 Term of Contract

7.4.1 Period of the Contract

The period of the contract is from the effective date of the contract to **(to be inserted by PWGSC)** inclusive.

7.4.2 Option to Extend the Contract

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

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

7.5 Authorities

7.5.1 Contracting Authority

The Contracting Authority for the Contract is:
Kevin Reynolds, Supply Specialist
Public Services and Procurement Canada
Acquisitions Branch, LEFTD – HS Division
11 Laurier Street, PDP III, 7B1
Gatineau, Quebec K1A 0S5
Telephone: 873-469-3390
E-mail address: kevin.reynolds@tpsgc-pwgsc.gc.ca

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

7.5.2 Procurement Authority

The Procurement Authority for the contract is:
Name: **(to be inserted by PWGSC)**
DLP:
National Defence Headquarters
Mgen. George R. Pearkes Building
101 Colonel By Drive

Ottawa, Ontario K1A 0K2

Telephone:

E-mail address:

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

7.5.3 Technical Authority

The Technical Authority for the Contract is:

Name: **(to be inserted by PWGSC)**

National Defence Headquarters

Mgen. George R. Pearkes Building

101 Colonel By Drive

Ottawa, Ontario K1A 0K2

Telephone:

E-mail address:

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

7.5.4 Contractor's Representative

General enquiries

Name: **(to be inserted by PWGSC)**

Telephone No.:

E-mail address:

Project Manager

Name: **(to be inserted by PWGSC)**

Telephone No.:

E-mail address:

7.6 Proactive Disclosure of Contracts with Former Public Servants

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

7.7 Payment

7.7.1 Basis of Payment – Category 1

The Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of the Work, as determined in accordance with the firm all inclusive hourly rates for labour, the actual laid down cost plus the firm markup for subcontracting work and contractor furnished material and spare parts, as detailed in Annex C – Pricing. Customs duties are included where applicable and the Applicable Taxes are extra.

7.7.2 Basis of Payment – Category 2 and Category 3

7.7.2.1 Firm Lot Price Task Authorization

In consideration of the Contractor satisfactorily completing all of its obligations under the authorized Task Authorization, the Contractor will be paid the firm lot price, based on the firm all inclusive hourly rates for labour, at the actual laid down cost plus the firm markup for subcontracting work and contractor furnished material and spare parts, as detailed in Annex D - Pricing and as specified in the authorized Task Authorization. Customs Duties are included where applicable and the Applicable Taxes are extra.

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

7.7.2.2 Not-to Exceed Task Authorization

The Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of the Work specified in the authorized Task Authorization, as determined in accordance with the firm all inclusive hourly rates for labour, the actual laid down cost plus the firm markup for subcontracting work and contractor furnished material and spare parts, as detailed in Annex C - Pricing, to the limitation of expenditure specified in the authorized Task Authorization.

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

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

7.7.2.3 Ceiling Price Task Authorization

In consideration of the Contractor satisfactorily completing all of its obligations under the authorized Task Authorization, the Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of the Work specified in the authorized Task Authorization, as determined in accordance with the firm all inclusive hourly rates for labour, the actual laid down cost plus the firm markup for subcontracting work and

contractor furnished material and spare parts, as detailed in Annex C - Pricing, to the ceiling price specified in the authorized Task Authorization. Customs duties are included where applicable and the Applicable Taxes are extra.

The ceiling price is subject to downward adjustment so as not to exceed the actual costs reasonably incurred in the performance of the Work and computed in accordance with the Basis of Payment.

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

7.7.3 Limitation of Expenditure

1. Canada's total liability to the Contractor under the Contract must not exceed \$ **(to be inserted by PWGSC)**. Customs duties are included and Applicable Taxes are extra.

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.

7.7.4 For Overtime Work Authorization

Emergency repairs/work which is specifically requested to be performed at other than normal working hours will be paid at the rate of 1.5 times normal time for overtime on normal days and weekends. Emergency repairs required on statutory holidays will be paid at two times the normal rate. No premium overtime must be charged unless authorized in writing by the Procurement Authority.

7.7.5 Travel and Living Expenses

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

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

All payments are subject to government audit.

7.8 Method of Payment

SACC Manual Clauses H1001C (2008-05-12) Multiple Payments

7.8.1 Electronic Payment of Invoices – Contract

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

- a. Visa Acquisition Card;
- b. MasterCard Acquisition Card;
- c. Direct Deposit (Domestic and International);
- d. Electronic Data Interchange (EDI);
- e. Wire Transfer (International Only);

7.9 SACC Manual Clauses

SACC Reference	Title	Date
C0307C	Cost Submissions – Repair and Overhaul	2014-06-26
C0710C	Time and Contract Price Verification	2007-11-30
C0711C	Time Verification	2008-05-12

7.10 Invoicing

7.10.1 Invoicing Instructions

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

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

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

- (a) Date;

- (b) Name and address of the consignee(s);
- (c) Contract number, serial number and DND financial coding;
- (d) Task Authorization Number; if applicable
- (e) DRIMIS Work Order number
- (f) Hourly Rate applicable to the labour hours;
- (g) Labour hours per work category;
- (h) Cost of materials related to the work; (including CHI parts)
- (i) Approved travel and living expenses (receipts required);
- (j) Cost of subcontractor related to the work;
- (k) Applicable taxes;
- (l) Supporting documentation such as, but not limited to, waybill, detailed copies of subcontractor and material/parts invoices, copies of travel, hotel, car rental and airline receipts.

7.10.2 Distribution of Invoices

Invoices must be distributed as follows:

- (a) The original must be forwarded or e-mailed to the Procurement Authority identified under the section entitled “Authorities” of the Contract.
- (b) One (1) copy must be forwarded or e-mailed to the Contracting Authority identified under the section entitled “Authorities” of the Contract.

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

7.11 Certifications and Additional Information

7.11.1 Compliance

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

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

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

7.12 Applicable Laws

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

7.13 Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the general conditions 2035 (2016-04-04) Higher Complexity - Services;
- (c) the supplemental general conditions 4006 (2010-08-16) Contractor to Own Intellectual Property Rights in Foreground Information;
- (d) the supplemental general conditions 4012 (2012-07-16) Goods - Higher Complexity;
- (e) Annex A - Statement of Work for Repair and Overhaul (R&O) of Mobile Refrigeration Equipment;
- (f) Annex B - Logistics Statement of Work for Free Flow (Components);
- (g) Annex C - Pricing for Hourly Rate and Markup;
- (h) Annex G - the signed DND 626 Task Authorization Form;
- (i) Annex H - Security Requirements Check List;
- (j) the Contractor's bid dated _____, **(to be inserted by PWGSC)**, as amended on **(to be inserted by PWGSC)**.

7.14 SACC Manual Clauses

SACC Reference	Title	Date
A2000C	Foreign Nationals (Canadian Contractor)	2006-06-16
A9006C	Defence Contract	2012-07-16
A9062C	Canadian Forces Site Regulations	2011-05-16
A9068C	Government Site Regulations	2010-01-11
G1005C	Insurance – No Specific Requirement	2016-01-28
L5001C	Surplus Government Property	
A9131C	Controlled Goods Program - Contract	2014-11-27
B4060C	Controlled Goods	2011-05-16
C2800C	Priority Rating	2013-01-28
C2801C	Priority Rating - Canadian Contractors	2011-11-27
D3010C	Delivery of Dangerous Goods/Hazardous Products	2016-01-28
D5510C	Quality Assurance Authority - (DND) - Canadian	2014-06-26

D5515C	Based Contractor Quality Assurance Authority (DND) - Foreign- based and United States Contractor	2010-01-11
D5540C	ISO 9001:2008 Quality Management Systems - Requirements (QAC Q)	2010-08-16
D5604C	Release Document (DND) - Foreign Based Contractor	2008-12-12
D5605C	Release Documents (DND) - United States-based Contractor	2010-01-11
D5606C	Release Documents (DND) - Canadian-based Contractor	2012-07-16

7.15 Inspection and Acceptance

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

7.16 Shipping Instructions (DND) – Canadian-based Contractor

1. Delivery will be FCA Free Carrier at the Contractor's facilities, Incoterms 2000. The Contractor must load the materiel 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 advise the following DND Inbound Logistics contact by telephone, facsimile or e-mail, to arrange for shipment, and provide the information detailed at section 3.

Inbound Logistics Coordination Center (ILCC)

Telephone: 1-877-877-7423 (toll free)

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

E-mail: ilhottawa@forces.gc.ca

3. The Contractor must provide the following information to the DND Inbound Logistics Coordination Center when arranging for shipment:
 - (a) contract number;
 - (b) consignee address (for multiple addresses, goods must be packaged and labeled separately with each consignee address);
 - (c) description of each item;
 - (d) the number of pieces and type of packaging (i.e., carton, crate, drum, skid);
 - (e) actual weight and dimensions of each piece type, including gross weight;
 - (f) full details of dangerous material, as required for the applicable mode of transportation, signed certificates for dangerous material as required for shipment by the International

Maritime Dangerous Goods Code, the International Air Transportation Association Regulations or the applicable Canadian Dangerous Goods Shipping Regulations, and a copy of the Material Safety Data Sheet.

4. Following receipt of this information by Canada, Canada will provide the appropriate shipping instructions, which may include the requirement for specific consignee address 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.

7.17.1 Preparation for Delivery

Preparation for Delivery using Specification A-LM-184-001/JS-001.

All equipment shall leave the contractor's facility in such condition as to prevent damage while being returned to the Canadian Forces. See Wood Packaging Clause.

7.17.2 Responsible to unload Goods Received from Carrier

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

7.17.3 Waste and Hazardous Waste Disposal

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

7.18 Release Documents – Distribution

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

- (a) One (1) copy mailed to consignee marked: "Attention: Receipts Officer";
- (b) Two (2) copies with shipment (in a waterproof envelope) to the consignee;
- (c) One (1) copy to the Contracting Authority;
- (d) One (1) copy to:
National Defence Headquarters
Mgen George R. Pearkes Building
101 Colonel By Drive, Ottawa, Ontario K1A 0K2
Attention: DLP 6-3-6

- (e) One (1) copy: to the Quality Assurance Representative;
- (f) One (1) copy: to the Contractor;
- (g) One (1) copy: all non-Canadian contractors to:
DQA/Contract Administration
National Defence Headquarters
Mgen George R. Parkes Building
101 Colonel By Drive, Ottawa, ON K1A 0K2
E-mail: ContractAdmin.DQA@forces.gc.ca.

7.19 Meetings

The Contractor must be responsible for the drafting and promulgation of the agenda and minutes for the meeting. Meetings will be convened to review technical, contractual and procedural requirements, and will be held at the Contractor's facilities, DND's facilities or via teleconference, at Canada's discretion, with representatives of the Contractor, the Department of National Defence and Public Works and Government Services Canada. All meetings must be at no additional cost to Canada.

7.19.1 Meeting following the Contract Award

The Contractor must contact the Contracting Authority to schedule the meeting within ten (10) calendar days after contract award. The meeting must take place within three (3) weeks after contract award.

7.19.2 Progress Meetings

Progress Meetings will take place as and when required, at Canada's discretion.

7.20 Performance and Reliability

Equipment repaired or overhauled must be in accordance with the terms of this Contract to meet the standards of the applicable DND specifications. When such standards are not described or when the standards described are considered by the Contractor to be inadequate, the Contractor must submit the standards of performance and reliability to which they propose to repair/overhaul equipment through the Technical Authority for approval.

7.21 Equipment Turn Around Time

While the SNAPS must be used as a basis for determining Turn Around Time (TAT), the Canadian Government expects items to be repaired and returned as soon as possible. The TAT is defined in Annex B. The TAT is calculated from the date a repairable item is received at the Contractor's facilities, to the date on which the repairable item is made fully serviceable, quality assurance is performed, and transportation arrangements have been made for return shipment. The principle of First In, First Out (FIFO), must apply except when requested to do otherwise by the Technical Authority.

7.22 Procedures for Design Change/Deviations

The Contractor must complete Part 1 of the Design Change/Deviation form DND 672 and forward one (1) copy 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

7.23 Urgent Requirements – Priority Repair Requests

The Contractor shall take immediate action to satisfy urgent requirements of the Department of National Defence, as and when required by the Procurement Authority, provided however, that if such requirements do not comply with the nature of the work set out in this requirement, or involve a commitment in excess of the financial limitations of the contract, the Contractor shall first obtain the authorization in writing of the Contracting Authority.

7.24 Unsatisfactory Condition Reports

Upon mutual agreement, the Contractor will be required to investigate and make recommendations on Unsatisfactory Condition Reports (UCRs) submitted by the Technical Authority. The Contractor may be required to originate UCRs in accordance with CFTO C-02-015-001/AG-000.

7.25 Reports

The Contractor must provide all reports when requested as detailed in Annex A – Statement of Work for Repair and Overhaul of Mobile Refrigeration Equipment.

7.26 Drawings, Reports, Data

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

7.27 Additional Deliverables

Contractor must provide the following documents within 10 days from Contract award.

7.27.1 Staff Qualifications

The Contractor must provide a list of personnel and their individual qualifications and experience relevant to the work (or a curriculum vitae) to be completed in this contract. Please include specialized training and experience of all in-house and/or sub-contracted staff.

7.27.2 Sub-Contracting

The Contractor must provide its sub-contracting plan which provides its planned details on its proposed use of sub-contracting including what work will be sub-contracted; how quotes will be solicited, how sub-contractors will be selected; and how the quality and delivery schedules of the sub-contracted work will be monitored. Also, the Contractor should provide any previous experience involving the sub-contractor and their work.

7.27.3 Cost Control Plan

The Contractor must provide its cost control plan in accordance with the Cost Control Plan Data Item Description template found in Annex E outlining its planned cost and schedule control of the R&O, modifications, and additional tasks will be managed.

7.27.4 Production Plan

The Contractor must provide its production plan in accordance with the Production Plan Data Item Description template found in Annex E indicating how the Contractor will monitor the R&O, by outlining each process to be conducted during the production process. The production plan must demonstrate that a routine turn-around time of 90 days will be met.

7.27.5 Configuration Management Plan

The Contractor must provide its configuration management plan in accordance with the Configuration Management Plan Data Item Description template found in Annex E detailing its management process in terms of the following: organization, responsibilities, reports, and control.

Annex A

Statement of Work for Repair and Overhaul (R&O) of Mobile Refrigeration Equipment

Annex B

Logistics Statement of Work for Free Flow (Components)

Annex C

Pricing for Hourly Rates and Mark up

Annex D

Proposal Content Requirements and Bid Evaluation Plan

Annex E

Template of DIDs

Annex F

Federal Contractor Program for Employment Equity Certification

Annex G

Task Authorization Form PWGSC-TPSGC 572 or DND Task Authorization Form 626

Annex H

Security Requirement Check List

Annex I

Electronic Payment Instructions

ANNEX A

STATEMENT OF WORK FOR REPAIR AND OVERHAUL (R&O) OF MOBILE REFRIGERATION EQUIPMENT

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1. SCOPE

1.1. Purpose

- 1.1.1. The Department of National Defence (DND) has a requirement for Repair and Overhaul (R&O) services to be performed on Mobile Refrigeration Equipment and associated equipment as detailed in Table 1 - Equipment. This equipment is located throughout Canada and at operational sites where the Canadian Armed Forces (CAF) are deployed.
- 1.1.2. Work *must* be conducted and completed either at Contractor’s plant or at CAF locations within Canada.
- 1.1.3. This statement of work (SOW) defines the work effort required to perform R&O functions include, but are not limited to, handling, repairing, overhauling, modifications, upgrades, equipment configuration management, technical data management, integrated logistics and maintenance support.

1.2. Background

- 1.2.1. The CAF has in-service approximately 110 Mobile Refrigeration Equipment and related equipment all requiring R&O services to maintain their serviceability, reliability, safety and functionality to support deployments. The equipment is located within Canada and other countries around the world. Current repair is beyond the capabilities of DND’s in-house maintenance facilities.

1.3. Work Detail

- 1.3.1. The equipment identified in this R&O SOW is listed in Table 1 – Equipment. There are many different manufacturers of the Mobile Refrigeration Equipment, and this SOW calls for work to be done on all types. The Repair and Overhaul work will be performed in Canada.

Table 1 Equipment

NSN	Equipment Description
8145-21-912-9604	Shipping/Storage Container, 20’ Refrigerated ISO Container
4130-01-615-0075	Compressor Unit, Refrigeration
6115-01-449-2543	Clip-On Generator, 15kW, 460vac, 3 phase, 60Hz
8145-20-000-1180	Shipping/Storage Container, Refrigerated, 8ft high, all Aluminum
8145-21-920-3742	Refrigerated Body Container
8145-01-601-0804	Refrigerated Storage Container
9930-00-823-9805	Case, Transfer, Human Remains
9930-20-003-8291	Case, Transfer, Human Remains

2. APPLICABLE DOCUMENTS

2.1. Documents

- 2.1.1. Unless otherwise specified, the version of document listed herein, will be the version in effect on the date of Request for Proposal (RFP) release.
- 2.1.2. For documents that are revised after the date of RFP release, due to changes in law and regulations, the revised version will apply.
- 2.1.3. All standards listed within this SOW that are publicly available will not be provided by Canada.

DND Publications (Can be provided to the Contractor if requested)

Document Number	Title	Issue
A-LM-184-001 /JS-001	SPECIAL INSTRUCTIONS FOR REPAIR AND OVERHAUL CONTRACTORS	Latest Revision
C-02-005-011/AM-000	MOBILE REPAIR PARTIES MANNED BY CONTRACTOR PERSONNEL	Latest Revision

Other Publications (Commercially available)

Document Number	Title	Issue
	CARRIER: OPERATION AND SERVICE MANUAL T-268-07, CONTAINER REFRIGERATION UNIT, MODELS 69NT40-511-1 TO 69NT40-511-199 AND 69NT40-521	Latest Revision
	CARRIER: OPERATION AND SERVICE MANUAL T-272, DIESEL DRIVEN GENERATOR SET, MODEL 69RG15.	Latest Revision
	CARRIER: OPERATION AND SERVICE MANUAL T-285, CONTAINER REFRIGERATION UNIT, MODELS 69NT40-511-300 TO 309, -311 TO -343, -345 TO -399	Latest Revision
	FEDERAL HALOCARBON REGULATIONS http://canadagazette.dcu.ca/partII/2003/20030827/html/sor289-e.html	Latest Revision
ISO 6346	FREIGHT CONTAINERS – CODING, IDENTIFICATION AND MARKING	Third ed., 1995-12-01
	INTERNATIONAL CONVENTION FOR SAFE CONTAINERS (CSC)	Latest Revision
	INSTITUTE OF INTERNATIONAL CONTAINER LESSORS, LTD (IICL5).: GUIDE	Latest Revision

	FOR CONTAINER EQUIPMENT INSPECTION	
	INSTITUTE OF INTERNATIONAL CONTAINER LESSORS, LTD. (IICL5): REPAIR MANUAL FOR STEEL FREIGHT CONTAINERS	Latest Revision
	INSTITUTE OF INTERNATIONAL CONTAINER LESSORS, LTD. (IICL5): GENERAL GUIDE FOR REFRIGERATED CONTAINER INSPECTION AND REPAIR	Latest Revision

2.2. Precedence of Documents

2.2.1. In the event of a conflict between the text of this SOW and the references stated herein, the SOW *must* take precedence.

2.3. Discrepancies

2.3.1. The Contractor *must* notify the Technical Authority of any discrepancies discovered between the referenced documents, this SOW, and the equipment undergoing R&O. All discrepancies will be dealt with by the Technical Authority on a priority basis.

3. REQUIREMENTS

3.1. General

3.1.1. The Contractor *must* perform R&O on an as-and-when-required basis on the equipment listed in Table 1 to equal or better than original performance parameters.

3.1.2. The R&O *must* be performed in accordance with this SOW, such that the CAF will be provided with functional, safe and reliable Mobile Refrigeration Equipment.

3.1.3. All the parts and materials *must* be as per original equipment manufacturer (OEM) design or TA Approved.

3.1.4. Any changes to the parts, equipment configuration, or design *must* be approved by the TA, and executed in accordance with the SOW.

3.2. Detailed Diagnostic Inspection

- 3.2.1. The Contractor must perform a Detailed Diagnostic Inspection, utilizing OEM inspection criteria and methodology, to determine timeframe, labour hours, labour type, parts and costs associated with the R&O of the equipment to return the equipment to serviceable condition.
- 3.2.2. Within 14 calendar days after receipt of the equipment, the Contractor must submit to both the Procurement Authority and the Technical Authority, a Detailed Diagnostic Inspection Report that includes estimate costs for all the R&O Work.
- 3.2.3. DND will review the Detailed Diagnostic Inspection Report and will identify to the Contractor issues and areas of concern.

3.3. Maximum Repair Cost (MRC)

- 3.3.1. The MRC values listed in Table 3 – Maximum Repair Costs (MRC) *must* not be exceeded without prior authorization from the Procurement Authority and Technical Authority.
- 3.3.2. If the cost of repairs has threatens to exceed 50% of the MRC, the Contractor *must* stop work and submit a written request to proceed with the repair to the Technical Authority in accordance with Chapter 2 – Receipts of NDID A-LM-184-001/JS-001.

Table 3 - Maximum Repair Cost (MRC)

Equipment	MRC
8145-21-912-9604	\$12,000.00
4130-01-615-0075	\$5,000.00
6115-01-449-2543	\$13,000.00
8145-20-000-1180	\$12,000.00
8145-21-920-3742	\$5,000.00
8145-01-601-0804	\$10,000.00
9930-00-823-9805	\$0.00
9930-20-003-8291	\$2,000.00

3.4. Minimum and Maximum Repair Units

3.4.1. The minimum number of Equipment processed through the R&O facility may be zero; the forecast quantity is dependent upon the quantity of equipment in service. The following table defines current forecasts and will be updated annually by the Technical Authority.

Table 4 - Repair Quantity Forecast

Equipment	Forecast (2017)	Forecast (2018)
8145-21-912-9604	10	10
4130-01-615-0075	1	1
6115-01-449-2543	15	15
8145-20-000-1180	0	0
8145-21-920-3742	0	0
8145-01-601-0804	2	2
9930-00-823-9805 (rework to 9930-20-003-8291)	0	0
9930-20-003-8291	5	5

3.5. Repair / Condemn Decisions

3.5.1. In the event that equipment cannot be repaired within the MRC stated above, the Contractor *must* refer relevant data to the Technical Authority for decision in accordance with Logistics SOW.

3.5.2. The Technical Authority through the Procurement Authority will respond in one of three ways:

- a. Proceed with the repairs with written authorization to exceed the MRC by a stated amount;

- b. Condemn the equipment and return it to the Canadian Forces Supply System (CFSS); or
- c. Condemn the equipment with authorization to remove and reuse serviceable parts (cannibalize) by obtaining the approval to dispose of the equipment using the standard DND procedure.

3.6. Provision of Material

3.6.1. Government Supplied Material

- 3.6.1.1. The Government does not intend, in most cases, to provide spare parts to the Contractor.
- 3.6.1.2. At the request of the Contractor, the Government may provide the parts and assistance in locating parts sources.
- 3.6.1.3. If the Government provides repair parts to the Contractor, the value of the parts *must* be deducted from the MRC of the Equipment for which the parts are intended.
- 3.6.1.4. The Contractor *must* provide a suitable storage facility to protect all government supplied materials, including but not limited, to equipment, spares, Technical Data Package (TDP), documents, software, and specialty tools, etc.
- 3.6.1.5. The Contractor is responsible to provide all tools and equipment necessary to perform the work.
- 3.6.1.6. Once a year, the Contractor *must* report Contractor Held Inventory as detailed in Appendix II.

3.6.2. Contractor Supplied Parts

- 3.6.2.1. The Contractor *must* be responsible to provide the repair parts required, including the locating of sources for the required parts.
- 3.6.2.2. In the event that an original part is no longer available, and the Contractor determines that a replacement part will serve with respect to fit, form and function, and reasonable cost, then the use of that part *must* be documented as per paragraph 3.1.4.

3.6.3. Contractor Furnished Parts/Material

- 3.6.3.1. The Contractor *must* procure parts and material on an as-and-when-required basis as detailed in the DND 626 call-up.

3.6.3.2. The Contractor may be requested to provide Technical Assistance in accordance with paragraph 3.8.3.

3.7. Extent of Repair and Overhaul

3.7.1. Mechanical

3.7.1.1. All mechanical systems *must* be inspected and repaired, as required.

3.7.1.2. Defective components *must* be repaired or replaced.

3.7.2. Electrical

3.7.2.1. All electrical components *must* be inspected, tested, and repaired.

3.7.2.2. Defective components *must* be repaired or replaced.

3.7.3. Safety

3.7.3.1. All systems and components affecting the safety of the user and operator, and those affecting hazardous operation of the equipment *must* be inspected and tested for correct operation.

3.7.3.2. Defective components *must* be repaired or replaced.

3.7.3.3. All warning decals, labels and data plates *must* be clear and legible and in a bilingual format (i.e. English and French).

3.7.4. Finish

3.7.4.1. There is no requirement to refinish the complete Mobile Refrigeration Equipment to an industrial production standard.

3.7.4.2. The exterior chassis *must* be inspected for safety hazards (i. e. exposed sharp surfaces, bent chassis, cut, torn or holed panels).

3.7.4.3. When chassis is repaired it *must* be refinished to original standard in accordance with paragraph 3.7.5.

3.7.5. Paint

3.7.5.1. Equipment may require repainting and touching-up (dependent on condition upon receipt) in accordance with original Paint Specifications that may be commercial finish or CARC.

Warning

Past formulations of CARC paint may release carcinogens under some R&O process conditions, such as welding, grinding and paint removal. Breathing apparatus and procedures to protect personnel from carcinogens associated with CARC paint should be used when removing paint and heating painted areas that may occur during welding processes, if the exact formulation of paint on a kit presented for R&O is not known.

Commercial Finish: Painting procedures and materials *must* be in accordance with the paint manufacturer's recommendations and best industrial finishing practices, rendering a durable finish and a smooth appearance free from runs, sag, and orange peel.

CARC: The use and application of CARC *must* be in accordance with Appendix I.

3.7.6. **ISO Container Re-certification and Identification**

3.7.6.1. Upon completing the R&O process, regardless if the ISO refrigerated container required repairs or not and length of time left on the CSC Safety Approval Plate certification, the Contractor *must* use a certified Institute International Container Lessors (IICL) Marine Container Surveyor/Inspector to conduct container survey/inspection and re-certification to ensure that ISO containerized systems has:

- a. A valid Convention for Safe Container (CSC) safety approval plate;
- b. Been inspected in accordance with the Institute International Container Lessors (IICL) latest edition and affixed with a certification sticker validating the container for another 30 months; and
- c. Bureau International des Containers (BIC) Code identification in accordance with ISO 6346.

3.7.7. ISO Container Re-certification

- 3.7.7.1. The Contractor *must* ensure that the ISO container meets the requirements set out within IICL Guide for Container Equipment Inspection (latest edition).
- 3.7.7.2. The Contractor *must* use IICL licenced container inspector to conduct containers inspection and re-certification.
- 3.7.7.3. A scanned signed copy of the Container Surveyor's Report (Inspection) *must* be sent to the Technical Authority.

3.7.8. ISO Container Identification

- 3.7.8.1. Container identification *must* conform to *Figure 5 - Location of mandatory and optional marks* found in *ISO 6346: Freight Containers - Coding, identification and marking*, where a Canadian Forces Container Unit (CFCU) is used as the owner code and category identifier followed by the serial number and check digit. Contact the Technical Authority, if a CAF container arrives without CFCU coding.
- 3.7.8.2. In the event that the container needs to be painted or the CFCU identification is faded and requires repainting/decoding, the same CFCU identifier for each container *must* be repainted or decoded on the appropriate areas, conforming to ISO 6346.

3.8. Technical Investigation and Engineering Support (TIES) / Special Investigation and Technical Studies (SITS) and Field Service Representatives (FSRs).

- 3.8.1. The Contractor *must* provide TIES, SITS and FSR.
- 3.8.2. Technical support tasks may include investigations and studies related to R&O, failure analysis, equipment modification/conversions/upgrades, off-site storage (if required), and life integrity and testing.
- 3.8.3. In addition, the Contractor may be requested to provide expert technical assistance for requirements such as training, integrated logistics support (ILS), technical data package (TDP) updates and other tasks requiring engineering and technical expertise related to the equipment.
- 3.8.4. The contractor *must* provide TIES, SITS, FSR on an as-and-when-required basis as detailed in an approved DND 626 task authorization. TIES and SITS work may originate from the Contractor, or be communicated by the DND to the Contractor.

- 3.8.5. Proposals to undertake TIES and SITS work, and responses to DND requests for TIES and SITS work *must* be submitted in proposal format to the DND and include the cost of the proposed work, justification for the work and the business case to support the work.

3.9. Communication and Technical Assistance

- 3.9.1. The Contractor *must* provide communication capability that can transmit text and image files concerning repair, overhaul, report and other project documentation over the internet among its centers of operation to the Technical Authority office and the CAF field units.
- 3.9.2. The Contractor *must* also provide e-mail and telephone technical assistance services during 0800-1600hr EST, staffed with qualified technical personnel, to provide quick response on technical issues from the Technical Authority or the CAF field units.

3.10. Off-site Storage of Refrigeration Containers

- 3.10.1. The contractor may submit a request to DND's Procurement Authority to request to store refrigeration containers off-site, when their own storage site is at full capacity.
- 3.10.2. The request *must* explain the reasons off-site storage is required, why it cannot be avoided and state the expected duration of the off-site storage.
- 3.10.3. DND's Procurement Authority *must* approve off-site storage.
- 3.10.4. The Contractor *must* minimize both occurrences and duration of off-site storage.

3.11. Documentation

- 3.11.1. The Contractor must inform the Technical Authority in writing of all the modifications to the equipment configuration, integrated logistic support, operating & maintenance procedures required as a result of parts replacement or equipment modification,
- 3.11.2. The Contractor must seek and receive approval from the Technical Authority prior to making changes to related documentation and TDPs.
- 3.11.3. The Contractor must promulgate changes to DND documentation in accordance with DND documentation style and quality standard. As an example, changes might include but are not limited to part number, manufacturer, source of supply, NSN (if available), circuit references, drawings,

DND CFTOs and O&M manuals, equipment instruction and identification plates, training manuals, and related DND databanks.

3.12. Packaging

- 3.12.1. The Contractor *must* package the equipment in accordance with Chapter 8.10 - Packaging of NDID A-LM-184-001/JS-001.
- 3.12.2. Packaging *must* also comply with health, safety and pest controls regulations.
- 3.12.3. The Contractor *must* ensure that all equipment leaves the Contractor's facility in such condition as to prevent in-transit damage while being returned to DND.
- 3.12.4. The Contractor *must* ensure equipment is packaged to prevent damage during transport and handling.

3.13. Reports

- 3.13.1. Reports *must* be provided when requested by the Technical Authority and as detailed in the NDID A-LM-184-001/JS-001.
- 3.13.2. A "Contractor Held Inventory Report" *must* be provided after 31 March of each year as detailed in the Attached Appendix III, Parts A, B, C & D.

4. CONTRACTOR QUALIFICATION REQUIREMENT

4.1. Contractor Engineering and Technical Resources

- 4.1.1. In order to provide the requested R&O services, the Contractor *must*:
 - a. have in-house employee(s) that completed the *1-Week Carrier Techline Academy Technician Certificate*;
 - b. ensure that all work conducted complies with Federal Halocarbon Regulations;
 - c. employ or have access to IICL certified container surveyor/inspector
 - d. have the necessary tool cribs, test equipment, technical data packages and spare storage bins.

4.2. Contractor Test Facilities

- 4.2.1. The Contractor *must* possess equipped in-house testing facilities enabling it to perform all required certification tests with the exception of the ISO Container certification requirements.

4.2.2. In-house certification tests *must* be performed after the completion of any repair and upgrade work on the Mobile Refrigeration Equipment.

4.3. Contractor Publication Resources

4.3.1. *The Contractor must* have the office resources necessary to produce electronic manuals, technical drawings, and other logistics and engineering documentation.

5. QUALITY ASSURANCE

5.1. Quality Assurance Representative (QAR)

5.1.1. All stages of the R&O procedures *must* be subject to inspection by a Government QAR.

5.1.2. The QAR *must* monitor for best industrial practices and have the authority to stop work if poor practices or dangerous conditions are noted and cannot be resolved on-site.

5.2. Test and Inspection

5.2.1. Each repaired and overhauled equipment *must* undergo testing that meets or exceeds standard industrial methods.

5.2.2. The Contractor *must* prepare a test report in DND approved format.

5.2.3. A copy of test report *must* be shipped with the equipment and a copy retained for the Technical Authority.

5.2.4. All completed equipment *must* be visually inspected for security of components and hazardous conditions.

5.2.5. All deficiencies *must* be noted in the test report and repaired.

5.3. Preservation

5.3.1. Preservation for Mobile Refrigeration Equipment *must* be conducted as per manufacturer's recommendations and procedures.

5.4. Technical Standards Canadian Standards Association (CSA) Certification

5.4.1. The Contractor *must* obtain CSA safety certification and any other relevant technical standards for any equipment that has been modified.

6. MANAGEMENT

6.1. Project Management

6.1.1. The Contractor *must* provide project management on this contract.

6.2. Project Manager

6.2.1. The Contractor *must* provide a Project Manager for this R&O contract.

6.2.2. The project manager *must* have the responsibility and authority to manage all aspects of the work and be able to make decisions on behalf of the company.

6.2.3. The Project Manager *must* be the sole interface with DND's Technical Authority.

6.3. Cost and Schedule Control

6.3.1. The Contractor *must* provide cost and schedule control of the R&O, modifications, additional tasking, etc.

6.4. Record of Decisions

6.4.1. Meetings as detailed in NDID A-LM-184-001/JS-001 may be called at the request of either the Contractor or the Technical Authority.

6.4.2. The Contractor *must* prepare Minutes of the Meeting, in an agreed upon format, to record issues discussed and decisions made during the project meeting.

6.4.3. The Contractor *must* deliver a finalized set of Minutes to the Technical Authority within ten (10) working days after the project meeting for concurrence and approval.

6.5. Access to Facilities

6.5.1. Government Access to Contractors Facilities

6.5.1.1. Authorized Government representatives *must* be granted free access to the Contractor's facilities, and to those of subcontractors. The Contractor is entitled to require that visiting Government personnel be escorted by Contractor or subcontractor personnel.

6.5.2. Contractor Access to Government Facilities

6.5.2.1. If required, access by Contractor and subcontractor personnel *must* be arranged through the Technical Authority.

6.6. Requests for Technical Information / Assistance

6.6.1. All requests for technical information and/or assistance *must* be directed to the Technical Authority, or to the delegated Life Cycle Materiel Manager (LCMM) as directed.

6.7. Security Classification

6.7.1. All work performed and data provided by the Contractor through this R&O effort *must* be UNCLASSIFIED.

7. DELIVERABLES

7.1. Repaired Equipment

7.1.1. The Technical Authority *must* provide the final destination for delivery of all repaired equipment on an individual basis, however for Contract purposes delivery *must* be as directed by the LCMM.

7.1.2. A completed CF942 tag *must* be attached to the equipment as detailed in A-LM-184-001/JS-001. NDQAR will provide tags and assistance prior to shipment.

7.2. Scrap

7.2.1. All scrap materiel *must* be handled in accordance with A-LM-184-001/JS-001 (unless otherwise authorized by the Technical Authority).

7.3. Documentation

7.3.1. The Contractor *must* provide three (3) copies of documentation and reports produced during the R&O to the Technical Authority, before the repaired equipment is returned to DND.

7.3.2. One (1) copy of the R&O service record and test report *must* be attached with the equipment for shipment.

7.3.3. Documentation resulting from any configuration changes *must* be provided as directed by the Technical Authority.

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LOGISTICS
STATEMENT OF WORK
For
Repair and Overhaul of
Refrigeration Equipment

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1.0 GENERAL INTRODUCTION

1.1 AIM

The Department of National Defence (DND) has a requirement to sustain the fleet of Refrigeration Equipment as detailed in the Annex A, Technical Statement of Work (SOW). The Contractor shall repair and overhaul only those items for which he has received authorization IAW the Selection Notice and Priority Summary (SNAPS) for Repairable Materiel Account (RMA) code(s) TBD for the NSNs as identified in Appendix 1 to Annex A, Technical SOW. The Contractor shall conform to such supply procedures as are advised in this Logistical Statement of Work (SOW) related to the management of DND equipment and stores in his possession. Repair and Overhaul priorities will be maintained as advised in the SNAPS.

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

This section will describe the system of record for use by DND (DRMIS). It will explain the various Supply Accounts/Plants/ Storage Locations (SLOCs) that all contractors must use and the different types of spares involved.

DRMIS Defence Resource Management Information System: provides total asset visibility of all Canadian Forces (CF) materiel, whether it is in use, in stock, or on a repair line. As a fundamental policy, all supply transactions and movement of materiel must be visible and traceable. All transactions for goods movements must be supported by appropriate computer transactions. The contractors' responsibilities related to management of the accounts in DRMIS are explained and outlined below. Contractors having access to DRMIS must process required transactions as instructed in this publication. NDQAR must assist those contractors with no DRMIS access and must provide detailed instruction, guidance and training on DRMIS transaction processing and on DRMIS account management to all contractors.

RMA (Repairable Materiel Account): is an account that must be allocated to the contractor to hold the authorized material for repair that is approved on the contract. The RMA is represented within the system by a three alpha character format followed by a number "1" e.g. "WAL1". There must be two storage locations (SLOC) allocated. One is a Serviceable storage location and the other being an Unserviceable Storage Location.

CIS (Contract Issue Spares): CIS are DND-owned materiel issued to R&O contractor facilities for incorporation into DND equipment undergoing repair, overhaul and modification. This material is catalogued and is in DND inventory. This inventory must be managed in a Contractor Repair Parts Account (CRPA). Catalogued serviceable spare parts salvaged by the contractors on NDHQ authority are included. Prior to approval of the CIS being issued to a contractor the Procurement Authority must ensure:

- All spare parts issued to a contractor as part of CIS are to be catalogued and are visible in the system of record, DRMIS, for National Defence.

- DND stocked inventory is to be used prior to contractors procuring commercially. There are exceptions to this rule and the procurement authority has to authorize this procurement and justify why DND stocked inventory is not being used first. For instance, there may be spares reserved for other operations and may not be available to use as CIS or it may be more economical for DND to allow commercial procurement, Contract furnished materiel (CFM.)
- DND is prepared to accept the scheduled risk consequential to the late delivery of CIS from DND supporting facilities (CFSD).

CRPA (Contractor Repair Parts Account): DRMIS provisioning account with a Serviceable and an Unserviceable storage location. It records all managed spare parts pre-propositioned within that CRPA Plant/Serviceable Storage Location. The spares are located at the Contractor's repair facility and are to be used to assist on the repair of the repairable items contracted out for repair. These spares are called Contract Issue Spares (CIS) because they are DND spares issued to the contractor in order to affect the repair or overhaul of DND equipment.

GFOS (Government Furnished Overhaul Spares):

- Non-catalogued spare parts that are salvaged by the contractor, on NDHQ authority, from DND materiel undergoing repair, overhaul, re-life or modification.

Refer to the Supply Support Section 8.2.6 in the A-LM 184-001/JS-001 for more information on GFOS.

GFE / GFI:

- **Government Furnished Equipment (GFE)** is DND-owned equipment provided by DND to a contractor, on a loan agreement, to be used during the contract period and returned in essentially the same condition (subject to fair wear & tear) at the end of the contract. The equipment included in GFE is any equipment used in the production process, such as machine tools, special production tooling, tooling, ground handling equipment, and any other items or equipment that are considered to be in the best interest of DND. It can include any equipment used in testing process, such as prototypes, sealed samples, models, and any other items or equipment. The equipment NOT normally included in GFE is: materiel to be consumed or used in the manufacture or maintenance process, or materiel that will be used for any purpose that would prevent it being returned in substantially the same condition as when loaned, subject to fair wear and tear.
- **Government Furnished Information (GFI)** is any information that DND will provide, on a loan agreement, to the contractor to enable contract fulfillment. This normally includes items such as DND specifications, NATO (North Atlantic Treaty Organization) codification requirements, and Technical Data Packages (TDP).

Refer to the Supply Support Section in Section 8.4.1 and Annex F in the A-LM-184-001/JS-001 for more information on the loan of GFE/GFI.

1.2 EXTENT OF WORK/TYPES OF EQUIPMENT (Mandatory)

The Contractor must repair and overhaul only those items for which they have received authorization. This authority is in accordance with the Selection Notice and Priority Summary (SNAPS).

The DND equipment to be repaired are categorized as:

- **Selected Equipment:** “A” accountable equipment’s/components that have received authorization for repair or overhaul and appears on the Selection Notice and Priority Summary (SNAPS) for a Repair Materiel Account (RMA).

The Contractor must monitor and ensure that the total costs of the overhaul remain within the approved Maximum Repair Cost (MRC).

The contractor must ensure that storage and maintenance facilities provide sufficient protection to DND material to minimize the risk of:

- Unauthorized use;
- Theft or misappropriation;
- The elements including special handling requirements for sensitive and shelf-life items;
- An excess of dust and dirt;
- A possible breach of security; and
- Animal droppings and infestation.

1.3 REPAIR & OVERHAUL (IN AND OUT OF COUNTRY) PROCESS

Refer to Annex B in the A-LM-184-001/JS-001 for step by step Process Flowchart. The process flowchart describes who does what in the repair process.

2.0 RECEIPTS (Mandatory)

Upon receipt of DND equipment for repair, the Contractor must:

- Identify the equipment and ensure they are authorized to repair (SNAPS or Email);
- Open a separate work order for each reparable “E” tracked item. For remaining items, a work order is created for each line item reflected by the shipping paperwork;
- Carry out a physical check to ensure that the item is complete and is in accordance with the accompanying vouchers;
- Complete receipt documentation, including any adjustment transactions or work order number;
- Carry out a physical check to ensure that the item is complete according to latest OEM specifications; and
- Action warranty materiel. (If warranty repair required refer to Section 9 in the A-LM-184-001/JS-001).

Note: DRMIS Receipt and Work order must be raised within 48 working hours of delivery to plant (see exception for Major Equipment). The contractor with no DRMIS access must contact NDQAR advising that the item has been received for repair and obtain the DND Work Order. The turnaround time begins once the DND Work Order is created.

Based upon available information or inspection of the item, the Contractor must determine the extent of work required, prepare a cost estimate, and if cost to repair is below the Maximum Repair Cost (MRC), proceed with the repair. Whenever the cost to repair threatens to exceed the MRC, the Contractor must request authority using a SNOM (Selection Notice Observation Message)/email to proceed with the repair in accordance with Annex D in the A-LM-184-001/JS-001.

Where it is impossible to determine the cost to repair, the Contractor may be granted authority by the Procurement Authority (PA) to strip the equipment so as to assess its repair or overhaul potential and to estimate the cost. Unless otherwise specified, and regardless of the value of the equipment, the cost of the work involved in estimating repair is chargeable to the item whether or not it is subsequently repaired.

2.1 DISCREPANCIES IN SHIPMENTS(Mandatory)

Discrepancies are reported to the NDQAR and they are to contact the consignor. A discrepancy in shipment can consist of any of the following:

- Quantity;
- Serial/Equipment Number;
- Substitute material;
- Improper Packaging;
- Condition

The Contractor must contact their supporting NDQAR to report and action discrepancies in shipments. If the discrepant item is one of the commodities listed below the supporting NDQAR must be contacted within 24 hours. The supporting NDQAR must then ensure Controlled Goods loss procedures are followed and the loss is reported to CTAT office within 48 hours of discrepancy.

Commodity:

- Weapons, Ammunition, Explosive Ordnance, Self-Contained Weapons Systems, and Guided Missiles;
- Classified Equipment including Crypto and accountable COMSEC Materiel;
- Deficient Controlled Goods as defined in DAOD 3003-0; and

3.0 WORK CONTROL(Mandatory)

The Contractor must ensure that the repair of all DND equipment is controlled by an internal serial numbered work order. Upon completion of work, the work order must include as a minimum the following:

- a contract serial number against which all costs incurred are chargeable;
- the MMR, description, quantity and serial number, if any, of item repaired;
- a cross reference to all Supply Documents. This includes receipt, issues and returns, including scrap activity, finalization of repair, inspection, and final acceptance;
- reference to the applicable technical data;
- details of the work performed;
- a list of all the parts, by part number and description, found unserviceable and requiring repair or overhaul, ensuring that the repair scheme is referenced;
- a list of parts used in repair, identifying the type of stores from which they were issued (e.g. CIS, GFOS);
- repair cost estimate; and
- the identity of the person opening the work order.

The Contractor must provide to the NDQAR, and as necessary amend, a list of Contractor personnel authorized to open work orders. A work order must be opened for each repairable "E" tracked item (refer to Section 8.5.10 in the A-LM-184-001/JS-001 for the definition.) For remaining items, a work order is created, for each line item reflected by the shipping paperwork.

3.1 COMPLETION OF WORK(Mandatory)

On completion of Repair or Overhaul, the Contractor must transfer the material from unserviceable Storage Location or Work Order to the serviceable Storage Location.

The following "Contractor Certification" must be stamped on the Supply Document and the DND 2227 and signed.

Contractor Certification

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

Signature _____ **Date** _____

(Contractor QC)

Once the DND 2227 is signed and stamped on completion of work by the contractor it is sent to the NDQAR Supply Tech with the DRMIS job ticket (DRMIS Work order printout) and they finalize the closure of the work order process and the shipping process. The contractor must keep a copy for audit purposes. An additional copy of the DND2227 (signed and stamped) would be required to be attached with the item in the shipment. For Contractors with DRMIS access, they are not required to send the DND 2227 to the NDQAR but are still required to have a copy filed for audit purposes.

3.2 STOP REPAIR ACTION(Mandatory)

Upon receipt of an updated SNAPS indicating Stop Repair Action, the contractor must action the Repairable as per the Instructions supplied. This applies to all stoppage of repairs for:

- SRD (Stop Repair Delete: when an MMR is removed from SNAPS and repair line is closed);
- SRT (Stop Repair Transfer: when an MMR is removed from SNAPS and new repair line is opened; and
- Repairable Reserve (00RR) MMR is not removed from SNAPS and repair line is suspended.

The Contractor/NDQAR must identify all outstanding Work Orders. If the Contractor is authorized by the PA to finish the repair work against the outstanding Work Orders, he must complete these Work Orders.

If the contractor is not authorized by the PA to finish the repair work against the outstanding Work Orders, he must close the Work Orders, and return the unserviceable items as per direction on PAL.

Note: In the case that work was authorized and the contractor was advised to stop, the contractor must be paid for the work done up to that point.

4.0 ANNUAL REPAIR FORECAST - SNAPS (As applicable on an exceptional basis)

The Contractor must notify the PA when the receipt for a selected repairable line item exceeds the current (fiscal) year forecast (CYF) in the SNAPS report. The CYF is the quantity of items the contractor is authorized to repair from the 1st of April to the 31st March. The Contractor must not repair the line item until written approval is received from the PA or the SNAPS forecast is amended.

The SNAPS report is designed to show all MMRs which are selected for repair to that RMA/SLOC, the Maximum Repair Cost (MRC) and the 24-month forecast of arising's. The information on the SNAPS plus the R&O contract provides the contractor with the authority to repair.

NDQAR must distribute the SNAPS for in-country repair facilities on a monthly basis. The contractor must be advised of the selection of a new MMR item or of changes to the current SNAPS.

A MMR annotated with a repair priority code (RPC) "routine" or higher on the SNAPS are to be

repaired in accordance with their “Priority” unless otherwise advised. MMRs annotated Repairable Reserve (RR) must not be repaired unless the repair is already in progress. RR items awaiting repairs must be returned to regional depot.

If R&O contractors need to make observations on information contained in the SNAPS, they are to submit their observations to the PA using the Selection Notice Observation Message (SNOM). See Section 8.6 in the A-LM-184-001/JS-001 for reasons to use the SNOM.

The contractor is responsible for scheduling work. Within these categories, the principle of “First in-First out” (FIFO) must apply. To assist in this scheduling, DND must provide each contractor with a copy of the SNAPS report that lists the Repair Priority of each item on the selection list. The Repair Priority Codes (RPCs) are as follows:

- C:** Critical 0 - 3 Months of Serviceable assets available
- U:** Urgent 3 - 6 Months of Serviceable assets available
- R:** Routine 6 - 24 Months of Serviceable assets available
- P:** Pending 24+ Months of Serviceable assets available

5.0 COST CONTROL(Mandatory)

The Contractor must monitor the cost of each repair to ensure that total repair costs remain within approved limits. Appropriate management control procedures must be in place and records maintained. These control procedures and records must be available for review or audit on request.

While undergoing repair, total cost must be monitored to determine whether or not to continue the repair. The terminology associated with cost often varies among different organizations even though the intent may be the same. To ensure better understanding, the following terms are to be used when dealing with DND equipment:

- **Cost Control:** the use of management devices in the performance of any necessary operation so that pre-established objectives of quality, quantity and time may be attained at the lowest possible outlay for goods and services. Such devices include a bill of materials, instructions, standard of performance, competent supervision, cost limits on items and operations, studies, interim reports, and decisions based on these reports;
- **Average Repair Cost:** true cost pro-rated over the number of items produced in a time period;
- **True Cost of Repair:** the total cost of repair or overhaul in plant or by subcontract including all labour charges, overhead, and all materiel spares costs, sub-contracting and shipping (by spares type with their applicable profit mark-ups or embodiment fees);
- **Maximum Repair Cost (MRC):** the MRC is a standard established by DND to guard against the possibility of an item being repaired at a cost that exceeds its replacement value to DND. The MRC is the maximum amount including all labour, sub-contracting and shipping, materiel costs and administration fees that the Contractor or DND repair facility is authorized to spend to repair an item. It is not the cost DND necessarily intends to pay for all repairs.

Note: In circumstances where the final cost of repair will exceed the MRC, contractors are required to cease repair and report complete details to the PA using the SNOM via email and informing NDQAR. The SNOM/email must provide full disclosure of all costs where the final cost has exceeded the MRC. DND will not pay costs which exceed the MRC without prior authorization.

6.0 COSTING RECORDS(Mandatory)

The Contractor must prepare forms and maintain records which must provide:

- a cost listing, by serial number if applicable, of each item or job lot going through the repair line;
- details of the extent of work carried out, in-process inspections completed and materiel embodied at any stage of the repair process;
- the average cost of repair or overhaul, by MMR; and
- the total repair cost for a MMR, by work order.

Note: This data must be provided as requested by the Procurement Authority and/or NDQAR

7.0 MAINTENANCE SUPPORT- MINOR REPAIRS (Mandatory)

If DND supplied parts are urgently required to affect delivery of repairable components and are not immediately available from DND, then minor repair may be carried out to the unserviceable part by the Contractor, as approved by the PA who must advise NDQAR accordingly.

7.1 MOBILE REPAIR PARTY (MRP) (As Applicable)

If requested, the Contractor must submit two (2) copies of a monthly progress report covering MRP activities to the Procurement Authority. The level of detail and format must be stipulated in the individual DND 626 tasking should such a report deemed to be necessary.

7.2 EQUIPMENT TURN AROUND TIME (TAT) (Mandatory)

Unless specifically identified within the contract, equipment turn-around-time (TAT) to a serviceable state must be achieved in 90 calendar days. TAT is defined as the period of time from date of receipt to date item is reported serviceable. Repair priority is governed by the SNAPs. The principle of first-in/first-out (FIFO) must be observed whenever possible.

7.3 PRIORITY REPAIR REQUEST (PRR) (Mandatory)

A Priority Repair Request (PRR) is a direction to the contractor to repair an item on a priority basis. These requests originate from NDHQ/Supply Managers (SM) or PA and are communicated to NDQAR by e-mail. The SM or PA forwards the information to the contractor for action. A sample copy of a PRR format is illustrated in Annex E in the A-LM-184-001/JS-001.

On receipt of a PRR, the contractor is to determine whether DND's required delivery date (RDD) can be met. If not, the contractor is required to provide to the appropriate Supply

Manager or PA at NDHQ with a realistic estimated delivery date (EDD). The format of the e-mail/fax to be forwarded by the contractor is illustrated in Annex E in the A-LM-184-001/JS-001 using the PRR format. Correspondence in response to PRRs is the contractor's responsibility.

Unless otherwise specified in accordance with the contract, overtime may be authorized by applicable EPM through the NDQAR. However, overtime must not be authorized to clear any backlog resulting from unsatisfactory contractor performance.

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

When authorized by the Procurement Authority via a Task Authorization/DND 626, the Contractor must open a work order to undertake special investigation and technical studies and must provide relevant data to these investigations as and when required. The scope of work normally covered under special investigation and technical studies is to cater for equipment not meeting fit, form and function specification standards or due to repetitive failures. This excludes studies or investigations which have or will have fleet fitment application.

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

When authorized by the PA, via a Task Authorization/DND 626, the Contractor must undertake technical investigations and engineering studies. This activity includes the provision of system and maintenance support and management services. It includes the requirement analysis and planning to ensure current reliability availability of specifications can be met, the scheduling of maintenance, the identification of spares and support, as well as the development of policies and maintenance procedures. It includes the contract management activities as well as the validation/acceptance of deliverables when maintenance activity is contracted.

7.6 CONTRACT CLOSE OUT(Mandatory)

When an R & O contract is not extended, or cancelled by mutual consent or terminated for convenience or by default, the Procurement Authority must form a Contract close-out planning team to provide the contractor with instruction for the completion of the work already on the repair line and to provide instruction and to coordinate the transfer of DND-owned equipment. The DQA/R&O staff must be included in the close out team. The following are some considerations for the close-out plan:

- Repairable material in the custody of the contractor;
- Spares in the custody of the contractor;
- Tooling and test equipment on loan;
- Publications and other documents;
- Perform 100 % stocktaking;
- Set Max/Min to zero (stop automated replenishment) and change MRP setting to non-replenishment;
- Clear all pending DRMIS transactions;

- Issues spares and repairable to new repair contractor Plant/SLOC or depot as per the PA directions; and
- NDQAR to provide all stock on hand/dues and pending transaction reports.

8.0 SUPPLY SUPPORT/SUSTAINMENT SUPPORT (Mandatory)

8.1 TRANSACTION DOCUMENTATION (Mandatory)

The DND 2227 is the supply document used by all contractors when performing supply related transactions.

The Contractor must file and retain auditable transaction documentations by applicable Storage location/account either by MMR or by Requisition Number:

8.2 CONTRACTOR SUPPLY ACCOUNTING (Mandatory)

8.2.1 RMA

When a Contractor is awarded a contract for the repair or overhaul of DND materiel, a Storage Location (SLOC)/Repairable Materiel Account (RMA) code must be allocated to the Contractor and represented within the system by a three Alpha SLOC character format followed by a Number "1" e.g. "WAL1". It must have a Serviceable and Non-Serviceable Storage Location (SLOC). All pre-authorized repairable materiel shipped to that contractor must be identified and documented on the Selection Notice and Priority Summary (SNAPS) for the associated RMA. This is known as "selected" material.

In many circumstances, a contractor will need spare parts from DND. These spare parts are called Contract Issue Spares (CIS) or GFOS and the contract must specify what spares to be used. To account for the CIS, the contractor must be allocated a Contractor Repair Parts Account (CRPA). Account structure can be found in Annex H in the A-LM-184-001/JS-001.

8.2.2 CRPA/CIS (Contract Issued Spares)

Contract Issued Spares are DND-owned materiel issued to Contractors exclusively for use on the repair line in support of DND equipment. DND must authorize Contractors to use or request CIS when spare parts are catalogued, and managed in DRMIS using a CRPA account.

Note: CIS is also catalogued salvaged parts from R&O activities.

Prior to approval of the CIS being issued to a Contractor, the PA must ensure:

- Initial Max and Min levels are set by DQA R&O (where applicable) on the authority of the PA for MMR's held on a CRPA. Subsequent amendments to levels must be actioned by NDQAR/ Contractor upon PA approval;
- DND stocked inventory is to be used prior to contractors procuring commercially. There are exceptions to this rule and the PA has to authorize this procurement and justify why DND stocked inventory is not being used first. For instance, there may be spares reserved

for other operations and may not be available to use as CIS or it may be more economical for DND to allow commercial procurement, contract furnished material (CFM); and

- DND is prepared to accept the schedule risk consequential to the late delivery of CIS from DND supporting facilities. Deviations to the foregoing may be acceptable in the following circumstances and if authorized by the contract authority:
 - Urgent operational requirements may justify the use DND inventory even though the spare part would normally be obtained by the contractor through other means.
 - Safety considerations may require the use of DND inventory.

8.2.3 CIS MATERIEL RECEIVED OFF CONTRACT/PROCUREMENT

Receipts of CIS material from a purchase order that was generated by normal spare parts demands or pushed by the Supply Managers directly to the Contractors must be performed by the supporting NDQAR.

8.2.5 ORDERING/RECEIVING CATALOGUED CIS IN DRMIS

To order CIS in DRMIS the Contractor originates a requisition using Work orders as detailed in the DRMIS process model. When parts are required to replenish stock in the CRPA warehouse the max/min levels will automatically replenish the CRPA. If no max/min levels are set, parts can be manually replenished through DRMIS spare parts demand process. For all HPR requirements, input a requisition with a priority code 1 with a RDD date within 1 to 6 days.

For all other non HPR requirements see Priority Code List below.

- Priority Code 1 Operational Critical RDD of 1 to 6 days
- Priority Code 2 Essential RDD of 7 to 14 days
- Priority Code 3 Routine RDD of 15 to 30 days
- Priority Code 4 System Replenishment Redistribution RDD system default to 30 days

8.2.6 GFOS: Government Furnished Overhaul Spares

Government Furnished Overhaul Spares (GFOS) are non-catalogued spare parts that are salvaged by the Contractor, on PA/NDQAR authority, from DND materiel undergoing repair, overhaul, re-life or modification. GFOS must be accounted for by the contractor electronically or a manual stock record system.

GFOS salvaged by Contractor, received from external sources and initially entering the system are to be brought on as an un-forecasted receipt by the contractor using the CRPA Serviceable Storage Location. A DND 2227 must support this transaction. The DND 2227 must be signed and approved prior to processing the transaction

The contractor is responsible for accounting of the GFOS to the repair operation, maintaining custody of the item and disposing of the item. See Disposal Model at Annex R in the A-LM-184-

001/JS-001 for step by step instruction. The Technical Authority is responsible to provide all disposal instructions.

The contractor establishes a price for the GFOS item. Price will reflect contract price or book value. The Procurement Authority is the final authority on the pricing.

If a GFOS item needs to be repaired so it can be utilized in the repair of a main catalogued item (repairable), a work order must be opened against the main catalogued item, and all catalogued components must be issued into this work order thus ensuring the cost of the GFOS repair must be charged against the repair of the main catalogued item. Refer to Annex A in the A-LM-184-001/JS-001.

The contractor is responsible for maintaining stock records for both repairable and serviceable GFOS. The contractor does not establish the re-provisioning levels. GFOS stock must be reduced to the lowest level possible.

There is a continuing need to guard against the build-up of catalogued materiel in GFOS inventory. The contractor must establish and maintain a stock control (inventory control) section for GFOS.

All catalogued MMRs found in GFOS stores, must be converted to CIS and brought on charge to the CRPA using the step by step process in Annex T in the A-LM-184-001/JS-001 for stock adjustment with a DND 2227 to support the transaction.

The contractor must determine which items of GFOS are no longer fit for use by DND. Examples of such material are:

- Batch considered contaminated;
- Items rendered unusable because of corrosion attributable to factors beyond the control of the contractor or Complete inability to establish serviceability at a viable cost, etc.;
- Items that fail to meet the quality assurance standards;
- Material unfit for use because of unserviceable conditions; and
- Shelf life expired.

For the items listed above the contractor must remove these items from stock and prepare a DND 2227 to correct their stock record accordingly.

8.3 MANAGEMENT OF DND-OWNED SPARES (As Applicable)

Spares must be used in the following order or as specified in the contract:

- Government Furnished Overhaul Spares (GFOS);
- Contract Issue Spares (CIS); and

8.4 SPARES REVIEW (As Applicable)

In conjunction with the two year stocktaking schedule, the Contractor must carry out a review of CIS and GFOS to determine if holdings of any particular item:

- Exceed the economic stock retention level. The level is normally equal to an estimated four (4) months stock;
- have become surplus to requirements as a result of a modification, disposal, obsolescence or transfer of the major equipment;
- are no longer fit for use in the R&O of DND equipment;
- if GFOS is catalogued then transfer to CIS.

The contractor is responsible for accounting of the spares to the repair operation, maintaining custody of the item and disposing of the item. See Disposal Model at Annex R in the A-LM-184-001/JS-001 for step by step instruction. The Technical authority is responsible to provide all disposal instructions.

8.4.1 LOANS/GFI/GFE

The Contractor must submit to the PA all requests for GFE (Government furnished equipment)/GFI (Government furnished information). DND will loan GFE/GFI to a Contractor only when it is considered to be in the interest of DND to do so, under the conditions that:

- The equipment is available and loaning it will not jeopardize DND operations; and
- Loaned equipment may be recalled at any time that DND requires it without penalty.

Contract must have GFE/GFI Clause (Government Property Clause accepted also.) If not, amendment must be done prior to any loans related transactions are completed. Loan Agreement must be signed prior to any loans related transactions being completed. Some delays may occur and are to be expected i.e. signatures, SLOC creations, stock availability.

The PA is responsible to assist Contractors with their application and to maintain a record of loans for each applicable Contractor:

- No stock movement (Issues & Returns) is to be done without going through the PA and DQA Loans first;
- Contractors must not submit requests directly to DQA Loans; they must go through PA every time;
- Contractors are not allowed to process any loans transactions. Only the Loan section in DQA is authorized to do any transactions against loan accounts.

Contractor responsibilities:

- Account for DND supplied equipment;
- Hold equipment in a secure area; and
- Carry out 100% stocktaking at least every two years; or
 - More often on the items that require more control (3 or 6 months); or
 - On closing down of the activity; or
 - On termination of the applicable Contract(s); or
 - Any event or series of events, which, in the opinion of DND, warrants such action.

When the loaned materiel is no longer required or upon termination of the loan, the Contractor will:

- Arrange for the return of the equipment to DND through the PA, in writing, in accordance with the terms and conditions stipulated in the contract and/or the loan agreement; and
- Provide a copy of the advice to the NDQAR. The advice must include:
 - Description of the items;
 - Identification number/Stock Code; and
 - Condition/Serviceability of the item.

Check the equipment for condition and quantity, and prepare it for return accompanied with a CF 942 (with the help of the NDQAR, if necessary);

If the loan is NOT supported, the PA must inform the Contractor and provide justification. DND does NOT normally loan equipment to a Contractor if it:

- Would seriously disrupt military training and operations;
- Could be subject to misuse or depreciation;
- Necessitates unwarranted expenditure of defence funds such as but not limited to cost associated to transportation, materiel handling, packaging, etc.;
- Is reasonably available from commercial sources or other facilities; or
- Creates an unfair advantage for any Contractor.

8.5 STOCKTAKING

The PA working with the supporting NDQAR must initiate and have the contractor carry out a one hundred per cent (100%) manual stocktaking of in country RMAs, and CRPAs, as well as, CIS, GFOS and Loan Accounts must be counted at a minimum of once every two years or as indicated by Cycle Count Indicator, in accordance with Section 3.4 of the SAM, A-LM-007-100/AG-001. The PA is responsible to monitor all stocktaking activity working with NDQAR. Refer to Annex L in the A-LM-184-001/JS-001 for step by step Process.

In the event of discrepancies between the DRMIS and the Contractor's records, DRMIS is the source record. DGMSSC is responsible for conducting random stock verifications of DND owned materiel and equipment as part of its mandate and in support of OAG audits. In order to carry out these stock verifications the contractor must provide DGMSSC personnel with access to the DND owned materiel and equipment being held.

8.5.1 Stocktaking Process

- Verify stock integrity. This is measured by comparing DND Owned material held under the Contractor's responsibility with all records and documentation;
- Adjust the associated records or documents according to the materiel held;
- Investigate discrepancies; and, if required,
- Action write-off reports in accordance with Section 3.5 of the SAM A-LM-100/AG-001.

8.5.2 Contractor Responsibilities

- Identify any discrepancies in stockholdings versus stock records;

- Initiate and complete stocktaking IAW the stocktaking plan;
Note: Some repairable items, because of their material types may require stocktaking on a more frequent basis. (Refer to Annex I in the A-LM-184-001/JS-001);
- Contact the NDQAR to adjust stock records ensuring that the quantity on stock records is reconciled with the quantity on hand;
- Investigate discrepancies as requested by NDQAR;
- Conduct investigative stocktaking upon DND's request;
- Verify serial numbers; and
- Hold all transactions from the cut-off date until completion of the stocktaking. Local coordination will be required to ensure which transactions were not processed by the cut-off date because of mail delays, machine downtime, etc. in order for them to include these transactions when doing the stocktaking and reconciliation.

Refer to Annex L, in the A-LM-184-001/JS-001 for step by step process to carry out stocktaking at a contractor facility. The supporting NDQAR must assist in the stocktaking process for contractor facilities.

8.5.3 Investigative Stocktaking

The Contractor must initiate an investigative stocktaking no later than 48 hours after a discrepancy is found or reported, or is suspected either for a single or a range of MMRs or part numbers. The Contractor must investigate discrepancies identified by the NDQAR and if such discrepancies are not resolved, notify NDQAR for further action. NDQAR must determine the action to be taken to adjust the quantities and to report overages or deficiencies using a write-off report, or request reimbursement from the Contractor for shortages, depending on the circumstances.

In instances where the stocktaking indicates that the Contractor's inventory management system is inadequate, DND must request that improvements be implemented. Failure to rectify these problems over a period of time may result in cancellation of the contract with cause.

Note: The contract authority must receive all DND requests for financial recovery or other action against the Contractor.

8.5.4 Stocktaking Plan

No later than two (2) months after contract award and every year thereafter, on or before the first of March, the Contractor will be responsible to prepare and submit to the PA and the NDQAR, a two-year stocktaking plan. The stocktaking plan must provide information on the Contractor's planned stocktaking schedule for the next two year period, calculated from the time responsibility of DND Owned material has been assumed. The Contractor must ensure that 100% of the DND Owned material is planned to undergo stocktaking at least one time during this two year period or more frequently as dictated at Annex I in the A-LM-184-001/JS-001. The Stocktaking Plan template is attached at Annex J in the A-LM-184-001/JS-001.

The Contractor must distribute a copy of the Stocktaking Plan to the Procurement Authority and the NDQAR for review and concurrence. The Contractor must not initiate any 100% stocktaking unless PA approval has been given. Once the approval has been given NDQAR must provide further directions on using the applicable reports to provide visibility of material into Work Orders.

Changes to the stocktaking plan must be submitted to the PA, through the NDQAR, for approval.

8.5.5 Scheduled Stocktaking Notice

Two weeks prior to the planned stocktaking start date, the Contractor must send a Stocktaking Notice to the NDQAR, advising of the scheduled stocktaking. The Stocktaking Notice must also direct the NDQAR to produce Count Sheets for the materiel maintained and held in the (serviceable and unserviceable storage locations) for the RMA, CRPA and, Loan storage location.

The Stocktaking Notice submitted to the NDQAR must include the following:

- Storage location (Serviceable or unserviceable);
- Date the first stock count must be completed; (must be 15 days , refer to Section 8.5.7 in the A-LM-184-001/JS-001);
- Range of MMRs to be counted.

If the materiel is not on charge (GFOS) in DRMIS the Contractor must also include the following details with the Stocktaking Notice:

- Date information extracted;
- Account Type (GFOS, Loans);
- MMR;
- Part Number;
- Description;
- Unit of Issue;
- Unit Price;
- Qty. (held in Contractor accounting system);
- Inventory Category Code;
- Location; and
- Serial Number if directed by NDQAR.

Stock movements and stock transactions that could affect computer or manual record balances must be stopped or reduced to the minimum from the time the count sheets are produced by DRMIS until the count sheets are populated and confirmed; or any other system used by the Contractor to manage its inventory. If during the stocktaking, stock transactions that affect computer or manual record balances cannot be stopped, the Contractor is required to keep track of all transactions on a separate register.

8.5.6 Count Sheets

One day prior to the start date reported on the Stocktaking Notice the Contractor must receive count sheets from the NDQAR for inventory recorded in DRMIS.

For GFOS (inventory not recorded in DRMIS) the Contractor must produce count sheets using their own system. The Contractor must provide a copy of the count sheets to the NDQAR. The count sheets must, at a minimum, contain the following:

- MMR or/and Part Number;
- Description;
- Stock location;
- Condition/Status recorded; and
- Qty. counted (to be filled-out on materiel count)

8.5.7 Stock Count

The Contractor must carry out the first stock count of all materiel and report quantity on first count sheets within fifteen days. Materiel found not listed on the count sheets must be identified and reported on a separate count sheet.

The Contractor must submit a copy of each completed first stock count sheets to NDQAR. Refer to Annex K in the A-LM-184-001/JS-001 for count sheet template.

8.5.8 Report and Resolve Stocktaking Discrepancies

8.5.8.1 For inventory recorded in DRMIS

The NDQAR is responsible for entering the stocktaking counts into the system of record. They must confirm all the counts, in accordance with the count sheets. For discrepancies, the NDQAR must submit to the Contractor a list of all MMRs and identify the materiel requiring a second count. If necessary, this process can be repeated for a third count which is physically performed by NDQAR at the Contractor's location(s).

8.5.8.2 Third Count Investigations

For in country Contractors the investigation may include an onsite visit from the supporting NDQAR to review supply related Contractor records and carry out physical stock checks. This may be carried out by the PA or a delegated DND representative for out of country Contractors.

8.5.8.3 For inventory not recorded in DRMIS

The Contractor must compare the count results with the actual quantities recorded in the Contractor's local system, immediately adjust their records and forward to the NDQAR on a Stock Discrepancy Report. The NDQAR must notify the latter to proceed in identifying the materiel that requires a second count.

The Contractor is responsible to:

- Provide an explanation/justification for each discrepancy;
- List referenced documents, referenced computer transactions, corrective actions taken and where possible, the reasons for surpluses or deficiencies;

- Adjust, when possible, computer balances or inventory control cards when the discrepancy is the result of an error that can be corrected locally; and
- Prepare a Supply Document when a stock balance requires adjustment for approval by the NDQAR.

Once all investigations have been completed for each discrepancy found at the first count, the Contractor must submit to the NDQAR, a Stocktaking Investigation Report within one month. The report must contain the following information:

- Inventory materiel type;
- MMR/Part Number;
- Description;
- Unit price
- Stock balance before stocktaking (First Count);
- Stock quantity counted (First Count);
- Stock quantity adjusted;
- Stock balance after adjustment;
- Stock balance before (Second count);
- Stock counted (Second count);
- Stock quantity adjusted (if required); and
- Corrective actions, reference transaction and justification.

Prices for deficiencies and surpluses must be entered and extended. Netting is not authorized.

The Contractor must prepare a Stocktaking Summary Report for each account type, template in Annex N in the A-LM-184-001/JS-001.

NDQAR on behalf of the Contractor must submit the original copy of the Write-off Report CF 152 and the Stocktaking Summary Report to the R&O Support cell for vetting prior to R&O Support cell forwarding to PA.

8.5.9 GFOS Stocktaking

Contractors and their subcontractors must use the following procedures for GFOS stocktaking:

- Post all transactions to the Inventory Control Card (Non-Catalogued) (ICC) prior to stocktaking as per Annex Q in the A-LM-184-001/JS-001;
- List the part number and description of each line item on the count sheets normally used. The quantity on the ICCs must not be transcribed to the count sheet at this time;
- Ensure issues from stock are not discontinued unless it is essential to do so;
- Quarantine all receipts of spares and suspend posting action for a maximum period of four working days from the time of receipt;
- Conduct a physical count and show the quantity counted in one column of the count sheets. The person counting the stock must add to the list items found in stock for which there is no entry on the count sheets;
- Enter the quantity on the ICC's the appropriate column of the count sheets after the physical count takes place;

- Check for issues, receipts, etc., when quantities do not agree. Re-count the items if quantities still do not agree;
- Compare the quantity shown as “actual count” and the quantity on stock records and the discrepancies indicated on Form CF 152;
- Forward the CF 152 and any adjusting vouchers to the NDQAR under a covering letter;
- Identify surplus and obsolete items for disposal, in accordance with the contract; and
- Ensure that items with a MMR are identified for transfer to the CRPA warehouse.

8.5.10 Verification/Stocktaking of Controlled Equipment

The Contractor must conduct a physical verification/stocktaking of all controlled equipment:

A. Semi-annually:

- Classified Equipment – Stock Classification “E” e.g. Vehicles, Night Vision Devices, GPS, Radios etc. and IM Advisory Code “1P” (item is Classified); and
- Classified Cryptographic Equipment – ST “E” and IM Advisory Code “1Q” (Classified Crypto Materiel).

B. Quarterly:

- Small Arms (SA) – Stock Classification “E” and NSG “10” and “99”; and
- Self-Contained Weapon Systems – ST “A” and NSG “13” & “14”

The Contractor must submit an itemized listing of all controlled equipment to the Procurement Authority within Forty five (45) calendar days of completion of the Stocktaking/Verification. The Contractor must provide an info copy to DQA at the same time.

Upon a discrepancy being found with controlled equipment, the Contractor must notify the supporting NDQAR immediately.

8.5.11 Write off Report - CF 152

NDQAR on behalf of the Contractor must perform all adjustment transactions, then raise and submit the original copy of the CF 152 including the Stocktaking Summary Report to the R&O Support cell for vetting and furtherance to applicable EPMs. The NDQAR must include a covering letter with their submission. Refer to Annex L in the A-LM-184-001/JS-001 for the step by step Process.

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

The SNOM is used by Contractors to report any observation for:

- MRC exceeded on SNAPS;

- Forecast exceeded/suspended on SNAPS;
- Item under repair found Beyond Economical Repair (BER); and
- MMRs received at the repair facility that is not authorized for repair:
 - not selected on SNAPS;
 - without an RMR; or
 - Without a tasking authorization.

In country Contractors submit their observations to the appropriate supply manager; out-of-country Contractors submit their observations to the PA, who must pass it to the appropriate SM for action

Refer to Annex D in the A-LM-184-001/JS-001 for the SNOM template. It is understood that a SNOM can be an email with all the pertinent information enclosed.

8.7 LOSS OR DAMAGE TO DND MATERIEL(Mandatory)

The Contractor must report to the NDQAR all instances of loss or damage to DND owned materiel in his custody within two (2) working days of confirmation of its discovery. If the discrepant item is one of the commodities listed below the supporting NDQAR must be contacted immediately. The supporting NDQAR must then take immediate reporting action.

Controlled Goods/CTAT (Controlled Technology Access Transfer) include:

- Weapons, Ammunition, Explosive Ordinance, Self-Contained Weapons Systems, and Guided Missiles;
- Classified Equipment including Crypto and accountable COMSEC Materiel;
- Deficient Controlled Goods as defined in DAOD 3003-0; and
- Night Vision Devices (NVD)

8.8 SCRAP - CUSTODY & DISPOSAL (Mandatory)

The Contractor must safeguard, control, and dispose of the scrap materiel in accordance with section 6.2 of SAM, A-LM-007-100/AG-001. For all instructions pertaining to disposal NDQAR can ensure the Contractor has a copy of SAM Chapter 6.2.

See EP 18 Disposal Model Annex R in the A-LM-184-001/JS-001 for step by step instruction in conjunction with the above publications.

8.9 DOCUMENTATION AND RECORDS

Contractors are required to maintain records of all shipments. A Transportation Control Number (TCN) located on the CARF and WSBL must be issued for each shipment by the appropriate ILCC.

9.0 CONTRACTOR USE OF DND EQUIPMENT AND PUBLICATIONS **(As Applicable)**

The Contractor must not use DND publications, tools, test-equipment, or jigs and fixtures for commercial work without the written consent of DND. In instances where DND has provided such consent, the contract authority must negotiate suitable compensation for DND. All requests must be directed to the Procurement Authority through the contract authority.

10.0 PUBLICATIONS (As Applicable)

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

Unless otherwise specified, publications may be copied or have extracts taken from them. As these copies/extracts are not subject to follow-up amendment action, they are not valid for use as a reference document and must be stamped "FOR INFORMATION ONLY".

The Contractor must respond to any request for "verification of publication holdings" which may be requested periodically by DND. DND must, upon request from the Contractor, supply the necessary forms and certain stationery. However, because of the limited use of certain forms, it is neither practical nor economical to provision for and stock all forms. Therefore, where appropriate, forms are to be reproduced locally by the Contractors.

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

11.0 AVAILABILITY OF PUBLICATIONS (As Applicable)

Upon the selection of work, the Contractor must provide the PA with a list of all DND publications obtained from the contract authority prior to signing the contract. The Contractor must request assistance from the PA in determining additional requirements in the CFSS Procedures (based upon current holdings and contract requirements), DND specifications, pamphlets, technical orders, drawings, etc. The Contractor must request the required publications from the PA. It is customary, on transfer of work from one Contractor to another, to include the pertinent publications as part of and DND-owned materiel or equipment being transferred. Transfer of responsibility for the control of the publications may also be required at that time.

The factors to be considered in preparing a list of required publications are:

- Estimated use;
- Plant location;
- Possibility of sharing publications;
- Possibility of obtaining information via telephone form a central data or information center;
- Possibility of satisfying requirements by limited distribution only.

The Contractor must request publications in writing from the PA, and once the request is approved, must raise a Supply Document DND 2227. Contractors must acknowledge receipt of publications by signing the accompanying documents.

11.1 DISPOSAL OF PUBLICATIONS

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

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

Unused current forms and stationery considered surplus to requirements are to be returned to the issuing agency.

DND office supplies such as DND stamps, seals, labels, markings, etc. If they are surplus to requirements, they are to be returned to the issuing agency.

Ch. 12.0 OFFICE SERVICES (As Applicable)

The Contractor must perform the secretarial and clerical work necessary to carry out the terms of this contract with respect to the preparation, filing and transmission of all forms, reports and correspondence, relating to the movement, accounting, storage, repair, overhaul, quality control and investigation of materiel covered by this contract. The provision of these office services must be deemed to be work as defined in PSPC clause (1) of 2035 General Conditions – Higher Complexity – Services.

Ch. 13.0 MINUTES OF MEETINGS (Mandatory)

When minutes of meetings are required, the Contractor must be responsible for taking them and preparing them in a format approved by the Procurement Authority. The Contractor must submit the minutes to the contract authority or the Procurement Authority as directed at the meeting, within ten (10) working days following the meeting.

Ch. 14.0 PLANT SHUTDOWN/VACATION PERIOD (Mandatory)

During plant shutdown and /or vacation periods, the Contractor must ensure that adequate facilities/personnel are available to ensure the satisfaction of High Priority Requirements (HPRs). If Contractor personnel are not on site during shutdown, a list of names and home phone numbers of those Contractor personnel to be contacted during plant closure must be provided to the NDQAR. It is the Contractor's responsibility to ensure that personnel are available to satisfy

PRR requirements once identified.

Ch. 15.0 REPORTS(Mandatory)

15.1 MATERIAL MANAGEMENT REPORTS

The following reports are available from the supporting NDQAR:

- **Material sent to R&O Contractor:** This report shows all work orders that have been actioned against a MMR against Plant/SLOC;
- **SNAPS:** This report shows all MMRs authorized for repair within a Plant/SLOC with reference to a specific contract;
- **ZEMM_RO_MANAGED: List of Materials-Material R&O / Forecast:** When a repairable MMR is selected in ZEMM_RO_Managed, the repair procedure allows the unserviceable materiel to be shipped without delay to the selected repair facility. The repair procedure applies to all MMRs selected to 3rd line Contractors or DND facilities and 2nd line Regional Maintenance Facilities (RMF). When an item is selected for repair, the forecast arising report allows the facility to plan for the repair by acquiring spare parts, test equipment and skilled labour to be available to meet the work forecasted by DND;
- **ZEIWBK Display Material Availability List:** This report has a view of all Work Orders opened against a MMR;
- **MMBE: Stock Overview: Company Code/ Plant/ Storage Location/ Batch:** This is a query that can be used to view all Stock on hand;
- **MM03: Display Material (Initial Screen):** This query can be used to view all management data against a MMR; and
- **ZSUP_STRIP: Supply Strip Report:** This query can be used to view all Stock on Hand for an entire MRP area.

15.2 MRP PROGRESS REPORTS

The Contractor must submit one (1) copy of the monthly progress report covering Mobile Repair Party (MRP) activities IAW PSPC Form (7139) to the Procurement Authority, and one (1) copy to the supporting NDQAR.

This monthly progress report can be an email report using an approved format by the Procurement Authority. The report must include the Contractor detailed fault findings, description of work conducted and completed, recommendations, cost breakdown by category including person hours by trade, travel expenses and living expenses.

15.3 TECHNICAL INVESTIGATION AND ENGINEERING STUDIES (TIES) REPORTS

Technical Investigations and Engineering Studies may only be authorized by the Procurement Authority. The Contractor must complete a Technical Investigation Report as stipulated under a DND 626 on an as required basis when so directed.

15.4 ANNUAL DND OWNED INVENTORY REPORT

The Contractor must report annually to the PA on the value of all non-catalogued Accountable Advance Spares (AAS) and Government Furnished Overhaul Spares (GFOS) inventory held on March 31. Annex M provides reporting requirements.

GLOSSARY

Adjustment: Any amendment necessitated by a posting error, duplication, lack of supporting documentation, etc. These transactions are effected by raising certificate vouchers, i.e., certificate issue vouchers (CIVs) or certificate receipt vouchers (CRVs)

Beyond Economical Repair (BER): A condition classification code assigned to unserviceable equipment which, as the result of the application of financial criteria, is considered uneconomical to repair.

Boat Movement Order (BMO): Authorization to move a boat.

Canadian Forces Ammunition Depot (CFAD): these depots are responsible for warehousing and stocking ammunition. We have four ammunition depots located in Rocky Point BC, Bedford NS, Dundern SK and Angus ON.

Canadian Forces Supply Depot (CFSD): The supply depots in the CF are: 7 CFSD Edmonton and 25 CFSD Montreal. These depots are responsible for warehousing and stocking supplies of materiel for distribution to bases and stations;

Canadian Forces Technical Order (CFTO): Publications and other information media, which provide technical direction and information on the design, installation, operation, maintenance, inspection and modification of CF equipment.

Contract Authority (CA): Contract Authority is the authority, delegated by the MND, to persons occupying specific DND/CAF positions or fulfilling specific organizational functions to enter into and sign contractual documents on behalf of the department. (Extracted from Financial Administration Principles, section of CAF A-FN-100-002/AG-006) These delegated DND contract authorities are shown in the Delegation of Authorities Matrix, Columns 15-24. Contract authority is identified in the contract and contracts out for goods and services valued greater than \$5K.

Contractor Furnished Materiel (CFM): Materiel such as nuts, bolts, capacitors, resistors, etc., which are commercially available and normally carried in stock by the Contractor. Contractor Furnished Materiel includes spare parts the Contractor has to provide for use on the repair line for DND equipment that are not covered by CIS, AAS, or GFOS.

Current Year Forecast/Next Year Forecast (CYF/NYF): The SM, in consultation with the LCMM, must compute a forecast of the number of MMRs that will arrive at the repair Contractor over the next 2 –12 months re provisioning periods. This Current Year Forecast (CYF) and Next Year Forecast (NYF) become the basis for R&O funding provided to the PA and for planning purposes by the Contractor. The current year forecast is also the maximum quantity the Contractor is authorized to receive and repair unless there is an amendment to the SNAPS or CYF. Because quantities forecasted have a direct impact on funds expenditure, care must be exercised to ensure that forecast quantities are based on accurate data of past usage, future activity and/ or the manufacturers input in the case of initial procurement.

Cut-off date: A date after which no further inventory/computer transactions that effect balances are carried out for receipts and issues. After the cut-off day, all inventory/computer balances are to remain unchanged while a physical stocktaking count is being carried out and finalized. Once

the physical stocktaking is finalized, all counted stock balances must be compared to the computer balances reported on the cut-off date.

Department of National Defence (DND): is a Canadian Government Department responsible for defending Canada's interests and values at home and abroad. The Department of National Defense exists to aid the minister in carrying out his responsibilities within the Defence Portfolio, and provides a civilian support system for the Canadian Armed Forces.

Director Materiel Policy and Procedures (DMPP): is accountable for establishing and maintaining an integrated MA&S policy, standards and business process framework across the Department and the CF.

Director Quality Assurance (DQA): is the DND National Quality Assurance Authority (NQAA). The Director Quality Assurance (DQA), as the representative of the DND NQAA, and is responsible for:

- providing assurance of quality through the application of Government Quality Assurance (GQA) on the acquisition of materiel and services for the CAF, the department and other clients
- providing advisory and auditing services on quality management systems
- providing logistic support services
- providing client support services

Director Quality Assurance, Repair and Overhaul (DQA R&O): Director Quality Assurance (DQA) has a Repair & Overhaul (R&O) entity which is responsible for managing DRMIS R&O activities for ADM(Mat) Equipment Program Management/Equipment Program Services (EPM/EPS) Supply Managers within the NICP, and Procurement Authorities associated with Repair and Overhaul contracts.

Director Supply Chain Operations (DSCO): provides material acquisition and support (MA&S) leadership in Performance Management, Compliance & Oversight, Technical Data Services and Cataloguing, as well as, enabling capabilities for the execution of an effective, efficient and accountable Supply Chain.

Disposal: The removal of materiel either in a whole state or as residual scrap from a Contractor's facility by a surplus declaration to PSPC Crown Assets Distribution Directorate/Centre, by trade-in, by destruction on site or by vouchering to one or more of the other R&O Contractors or to other DND establishments.

Equipment: Major items of materiel that are not expendable except through depreciation or wear and tear and which, although they may be fixed or positioned in prescribed places, do not lose their identity or become integral parts of other equipment and installations. Items in this category are normally susceptible to running maintenance. Equipment items are usually procured, issued and replaced on the basis of planned departmental capital acquisition programs, for example, aircraft vehicles, vessels, boats, workshop machinery, electronics systems.

Equipment Master Record (EMR): The equipment master record contains information on a piece of equipment. A piece of equipment is an individual, physical object that is maintained as an autonomous unit. When you create an equipment task list, data such as the short text and the planner group is taken from the equipment master record and transferred to the equipment task list as default data. The bill of material assigned to the piece of equipment is also transferred.

Equipment Program Management (EPM): EPM organisations are designed to have a clear environmental or customer focus and are structured to support integrated equipment systems management. An EPM consists of:

- a. A small Business Management Team (BMT) which focuses on EPM business planning and stewardship of financial and human resources.
- b. Several multi-disciplined EMTs whose composition varies as a result of their unique environmental requirement.
- c. An EPM Support Services Team (SST) which provides specialist or unique EPM support to the EMTs or BMTs.

First In, First Out (FIFO): In the case of FIFO strategy, the system first proposes the oldest quant from the storage type from which you want to remove products from stock. The system calculates the age of a quant (its retention period in the warehouse) from the date when goods receipt was posted. The goods receipt date is set automatically in the quant and in the warehouse request for each goods receipt posting. You can accept the goods receipt date that the system sets or you can enter a different date. Regardless of whether you adopt the goods receipt date or enter a new one, the system uses this date to calculate the age of the quant. This date influences the sort sequence for each product.

Government Quality Assurance: The process by which the appropriate national authorities establish confidence that the contractual requirements relating to quality are met.

Inventory Control Card: A manual or electronic record of stock used for material management and audit purposes and to include transactions such as issues, receipts and stock adjustments.

Issues: The release of materiel pursuant to a properly authorized requisition or instruction.

Loan: The agreement to allow a third party to use an asset, whether or not a consideration is involved, without transferring the title of that asset.

LOGSOW: The LOGSOW is a mandatory part of the contract, costed and also subject to negotiation. The LOGSOW is a generic format that is provided to the Procurement Authority, who tailors it specific to meet the requirements of individual contracts. The intent is that the SOW informs the Contractor of the work required by the crown, and provides the Contractor with procedures/instruction as to how to carry out the work. The LOG SOW must entail information and conditions for In and Out of Country repair contracts, Major Equipment and Accountable Advance Spares and must be read in conjunction with this instruction manual.

Maintenance: All action taken to retain materiel in a serviceable condition or to restore it to serviceability. It includes inspection, testing, servicing, calibration, classification as to serviceability, repair, rebuilding and reclamation.

Manual Stocktaking: A 100% physical count done by hand, worked by hand of all items held on AAS, GFOS, CRPA and RMA/RRMA, but not by mean of automated equipment.

Material: All movable assets, excluding money and records, acquired by Her Majesty in right of Canada.

Material Master Record (MMR): A data record containing all the basic information required to manage a material. This data is sorted according to various criteria including data of a descriptive nature (such as size, dimension and weight) and data with a control function (such as

material type and industry sector). In addition to this data, which can be directly maintained by the user, it also contains data that is automatically updated by the system (such as stock levels).

Maximum Repair Cost (MRC): The Maximum Repair Cost (MRC) is a standard established by DND to guard against the possibility of an item being repaired at a cost that exceeds its replacement value to DND. The MRC is the maximum amount including all labour, materiel costs, Sub-contracting work, shipping and administration fees that the Contractor or DND repair facility is authorized to spend to repair an item. It is not the cost DND necessarily intends to pay for all repairs.

Minor Repair: Repair, which permits quick return to serviceability without extensive disassembly and that can be accomplished with few tools and little or no equipment.

Overhaul: The restoration of an item to its original condition/near life expectancy. It includes the replacement of worn, damaged or life expired parts, the incorporation of approved modifications, and the rework of components as necessary.

Out of Country Repair Section (OCRS): This section is responsible to track/process/account for all repairable materiel shipped to an R&O facility outside Canada, including Foreign Military Sale cases (FMS). The OCRS are located in Montreal and Edmonton Depots (25 or 7 CFSD).

Packaging: Application or use of appropriate wrappings, cushioning materiels, interior containers and identification up to but not including shipping containers.

Packing: The application or use of shipping containers and the assembling or consolidation of items or packages therein, together with necessary blocking, bracing, cushioning, weather proofing, exterior strapping, and consignee address markings.

Plant: Is a place where either materiels are produced, or goods and services are provided. Primary functions are as a reporting object and for inventory valuation. For example, at DND, Plants are defined as **Air Force: Plant 2000, Army: Plant 0002 Depots 3201**

Pre-Installation Failure (PIF): It is failure of new, newly repaired or overhauled equipment (R&O) which:

- Is found defective on receipt from DND inventory
- Has failed during pre-installation testing; or
- Has failed during initial installation trials.

Procurement Authority (PA): The Procurement Authority is the Procurement/Contracting Officer/Clerk or RC Manager/Administrator who is delegated responsibility for some or all parts of the procurement process.

Procurement Authority List (PAL): This document is used when a SM wants to complete any amendment to the MSL/SNAPS. A PAL is a document used to add (add), modify (mod) or remove (SRR) a selection of one or many MMRs to a repair line (RMA/SLOC).

Quality Assurance: A system of activities whose purpose is to provide assurance that the quality control is in fact being done effectively. For a specific product or service, this involves verification, audits and the evaluation of the quality factors that affect the specification, production, inspection and distribution.

Quartermaster Transfer Order (QTO): Authorization to move an aircraft or major assembly

Receipts: Equipment spares or salvage received into an account.

Reconciliation: A method of correcting inaccurate balances in the NDHQ computer.

Recovery: Action taken to repossess materiel or to financially reimburse the Crown, in whole or in part, for the loss of or damage to materiel.

Repair: The identification and correction of those specific defects which degrade the performance of an item causing it to function below the specifications.

Repair(able) Equipment: “A” accountable equipment’s/components that have received authorization for repair or overhaul IAW the Selection Notice and Priority Summary (SNAPS) for a Repair Materiel Account (RMA), or on approved Repairable Materiel Request (RMR) from the appropriate EPMs through R&O cell in DQA.

Repair and Overhaul: Materiel held by the CAF/DND must be maintained in a serviceable state to ensure that it is available to meet operational demands. While the responsibility for first-level and second-level repairs is vested within operating units and bases, third-level repairs (those repairs beyond the capabilities of units and bases) are administered by ADM(Mat) Equipment Program Management (EPM) and Equipment Program Support (EPS) divisions under the R & O program. The following distinction is made between repair and overhaul:

a. Repair. The maintenance of an item of equipment in order to return it to a serviceable condition.

b. Overhaul. The complete restoration of an item of equipment entailing replacement of both worn and damaged parts or parts whose service life has expired.

In general, repair normally involves the correction of specific defects. Overhaul is normally carried out after the expiry of the service life.

Repair and Overhaul (R&O) Facility: A Repair and Overhaul installation engaged in the repair or overhaul, modification or life extension of DND equipment. It may be a Canadian Armed Forces (CAF) repair establishment (known as in-house facility) or a commercial establishment (a firm holding current R&O contracts).

Repairable Reserve (RR): Refers to repairable equipment retained in stored reserve for future requirements or pending the availability of repair facilities or disposal authorization.

Serviceable Condition: The condition of an equipment which allows it to be used, shipped or held in stores without being subjected to any limitations not applicable to new equipment.

Shelf Life: The length of time an item of supply can be stored under specified environmental conditions and continue to remain suitable for its intended use.

Shortage: In the stocktaking process, shortage is the quantity of materiel disclosed by count as being less than the quantity indicated on associated records.

Stop Repair Delete (SRD): A notice to a R&O facility, issued by DQA RO, to stop all R&O of equipment because there is no longer a need to maintain a repair pipeline, e.g., an item which will be repairable at base level only or an item which can be procured at a cost lower than the cost of repair.

Stop Repair Transfer (SRT): A notice to an R&O facility, issued by D Proc RO, to complete R&O of equipment currently in process and to re-route all subsequent equipment received to

the new R&O facility selected for the work. This notification always carries the obligation on the part of the unsuccessful R&O facility to transfer the applicable spares.

Storage Location: Is an organizational unit that differentiates various stocks of a material within a Plant. For inventory purposes, a Storage Location identifies where parts or other inventory are stored for each unit (physically or virtually) .When parts are ordered, the Storage Location is automatically determined

Stores Removal Request: SRR is used by the SM to instruct personnel at a plant/storage location to move stock to a repair facility for repair, testing, modification, or re-work. This decision to move the stock to a repair facility is a result of funding becoming available or a change to requirements such as changes to planning and forecasting with customer demands, referrals, a high priority request (HPR) or a contract award.

Supply Manager: A person who manages an inventory of materiel at the National Inventory Control Point (NICP). Duties consist of determining requirements for materiel and services, requisitioning materiel and services, distributing materiel, setting up or updating supply system Master Data Base (MDB) elements, taking cataloguing actions, disposing of excess or obsolete materiel and managing repairable materiel.

Surplus: In the stocktaking process, surplus is the quantity of materiel disclosed by count as being more than the quantity indicated on associated records.

Transaction Code (TCode): SAP Transaction code is a short cut key attached to a screen. Instead of using SAP easy access menu we can also navigate to a particular screen in SAP by entering the transaction code (T-code for short) in the command field of the standard toolbar.

Turnaround Time: For R&O purposes; the average number of calendar days it takes for a Contractor to repair an item from the time the item arrives at the Contractor until the time the repair is completed.

Unsatisfactory Condition Report (UCR): (Used by all environments) The electronic UCR captures Trouble Reporting data from Operations personnel, Qualified User Operators, Maintenance and Support Staff, specialist authorities, LCMM's and technical authorities in a structured relational database that is easily portable to other external systems and makes them visible and accountable to the Customer.

Work Order: A customer uses a work order to contract a supplier to produce a particular quantity of a product and to deliver that quantity by a particular date/time or by various dates/times to the customer.

Write-off: Approval of a deletion of materiel from inventory because of shortage, loss, theft or unauthorized destruction, and for which the full catalogue value has not been recovered.

ANNEX D

**PROPOSAL CONTENT REQUIREMENTS AND BID EVALUATION PLAN
FOR REPAIR AND OVERHAUL (R&O)
OF
REFRIGERATION EQUIPMENT**

1 Introduction

This document outlines the proposal content requirements and the methodology for evaluating bids. This Evaluation Plan identifies all the minimum mandatory requirements for the various criteria to be evaluated. Your bid *must* describe in writing how you meet or exceed all requirements identified in the evaluation section below.

2 Instructions

2.1 The following instructions must be used in the interpretation of this part of the evaluation:

2.1.1 Bidders must demonstrate their compliance with all Mandatory Technical Evaluation Criteria detailed below, by providing substantial information describing completely and in detail how each requirement is met or addressed. Simply repeating the statement contained in the bid solicitation is not sufficient.

2.1.2 Bidders may refer to another portion of their bid if the details on the criteria are already referenced elsewhere in the bid.

2.1.3 The Evaluation Grid which will be used by Canada is displayed in Appendix 2 to Annex D

3 Evaluation of Mandatory Requirements

The Bid must address all of the **mandatory** requirements specified without deviation or reservation.

Failure to meet any of the mandatory requirements as stated below will result in your bid being declared non-compliant

Para	Evaluation of Mandatory Requirements	YES	NO	REFERENCE
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1.1	<p>Quality Assurance Plan</p> <p>The Bidder must provide a <u>Quality Assurance Plan</u> (i.e. document) that provides details with references to your Quality Assurance Procedures; which must show how (i.e. regardless if work is completed by in-house staff or sub-contractors) work will be monitored for adherence to the contract quality assurance requirements specified in ISO 9001/2008. Please refer to Appendix 2 to Annex D for a sample Data Item Description for Quality Assurance Plan.</p>			
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1.2	<p>Quality Assurance Representative</p> <p>The Bidder must provide the job description and responsibilities for the Quality Assurance Representative who will have direct responsibility for repair and overhaul work. The Bidder must provide a copy of their Quality Control Plan including references to their Quality Assurance & Procedures Manual which should detail how work is monitored.</p>			
1.3	<p>DND Access to an office on the Bidder's Site</p> <p>The Bidder must provide access to a secure office at the Bidders site to DND's TA or Quality Assurance representative. The secure office must provide DND personnel with access to the internet and access to a telephone and made accessible so that DND personnel can perform their duties while on the Bidder's site. The Bidder must provide a floor plan of their facility with the secure office clearly designated.</p>			
1.4	<p>Handling of Hazardous Materials</p> <p>The Bidder must provide documentation which certifies that they have the authority, as required by current Federal and Provincial regulations, to handle, transport, and dispose of all waste and hazardous materials used or generated as a result of this contract.</p>			
1.5	<p>Bidder Experience Maintaining Carrier® Refrigerated Storage Containers</p> <p>The Bidder must demonstrate that they have performed maintenance on Carrier® Refrigerated Storage Containers which amounted to \$5,000.00 CDN or more, within the past 10 years. The Bidder must provide copies for a minimum of 10 invoices, each providing the following information:</p> <ul style="list-style-type: none"> • customer name, address and telephone number • a detailed description of the work completed including parts provided and servicing must be listed as well as pricing • invoice date 			
1.6	<p>Bidder Experience Maintaining Carrier® Refrigerated Storage Containers Clip-on Generators</p> <p>The Bidder must demonstrate that they have performed maintenance on clip-on generators for Carrier® Refrigerated Storage Containers which amounted to \$5,000.00 CDN or more, within the past 10 years. The Bidder must provide copies for a minimum of 10 invoices, each providing the following information:</p> <ul style="list-style-type: none"> • customer name, address and telephone number 			

	<ul style="list-style-type: none"> • a detailed description of the work completed including parts provided and servicing must be listed as well as pricing • invoice date 			
1.7	<p>Repair & Overhaul Facility</p> <p>The Bidder must provide location and a description (which must include a scaled site drawing) for each of their owned or leased facilities, site layout including work areas, storage facilities which will be used by the Bidder. The Bidder must demonstrate that their facility is able to accommodate a minimum of six (6) refrigeration containers at any time; two (2) within their repair facility itself and an additional four (4) either indoors or outdoors.</p> <p>The Bidder must provide a scaled site drawing which illustrates the following information:</p> <ul style="list-style-type: none"> • delineates a minimum indoor area of 15,000 square feet within the Bidder's facility where repairs will be conducted, • identifies the location within the facility where the a minimum of two (2) twenty-foot (20) refrigeration containers can be placed and • demonstrated a ten (10) foot corridor around the refrigeration container to facilitate the use of container handling equipment. <p>The Bidder must use the site plan to demonstrate that their outdoor/indoor facilities are accessible to commercial transportation to ensure that the turn-around time can be met.</p>			
1.8	<p>Staff Qualifications</p> <p>The Bidder must provide a copy of the <i>1-Week Carrier Techline Academy Technician Certificate</i> for each person who will conduct repairs on the refrigeration containers.</p>			

Calculation of Aggregated Evaluated Price of the Bid

The estimated hours and values reflected herein are estimates only for evaluation purposes.
The aggregate evaluated price of the bid will be determined as follows:

Firm All Inclusive Hourly Rate Evaluation

The firm all inclusive hourly rate proposed by the bidder for all years and all categories will be multiplied by the estimated number of hours, as detailed in the table below, to determine the evaluated price per category and per year. The sum of all evaluated prices per category and per year will determine the evaluated price for the labour.

	YEAR 1	YEAR 2	OPTION YEAR 1	OPTION YEAR 2	OPTION YEAR 3
1. Firm all-inclusive hourly rates for in-plant Repair and Overhaul:	1000 Hrs	1000 Hrs	1000 Hrs	1000 Hrs	1000 Hrs
2. Firm all-inclusive hourly rates for Special Investigation and Technical Studies: The Contractor will be paid a firm all-inclusive hourly rate indicated.	40 Hrs	40 Hrs	40 Hrs	40 Hrs	40 Hrs
3. Firm all-inclusive hourly rates for Technical Investigation and Engineering Support: The Contractor will be paid a firm all-inclusive hourly rate indicated.	40 Hrs	40 Hrs	40 Hrs	40 Hrs	40 Hrs
4. Firm all-inclusive hourly rates for Field Service Representative (FSR)/Mobile Repair Party (MRP): The Contractor will be paid a firm all-inclusive hourly rate indicated.	140 Hrs	140 Hrs	140 Hrs	140 Hrs	140 Hrs
SUBCONTRACTING	MARK-UP	MARK-UP	MARK-UP	MARK-UP	MARK-UP
5. Mark-up for Sub-Contractor: The Contractor will be paid the actual Laid Down Cost plus the firm mark-up indicated.					
PARTS AND MATERIAL	MARK-UP	MARK-UP	MARK-UP	MARK-UP	MARK-UP
6. For Contractor Supplied/Furnished Parts: The Contractor will be paid the actual Laid Down Cost plus the firm mark-up indicated.					

Furnished Material and Spare Parts - Markup

The Contractor will be paid at the Contractor's actual laid-down cost plus a firm mark-up of _____% in accordance with Part 7 – Basis of Payment.

Subcontracting Work - Markup

The Contractor will be paid at the actual laid-down cost plus a firm mark-up of _____% in accordance with Part 7 – Basis of Payment.

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Appendix 2 to ANNEX D
Contract # W8486-184136
May 24, 2018

APPENDIX 2 TO ANNEX D

RESPONSE TO MANDATORY TECHNICAL EVALUATION CRITERIA

FOR REPAIR AND OVERHAUL (R&O)

OF

REFRIGERATION EQUIPMENT

DATA ITEM DESCRIPTION		
1. TITLE Quality Assurance Plan (QAP)		2. IDENTIFICATION NUMBER
3. DESCRIPTION The Quality Assurance Plan must present the Contractor's detailed plan to establish and monitor the appropriate Quality Indicators necessary to meet the requirements of the contract.		
4. APPROVAL DATE	5. OFFICE OF PRIMARY INTEREST DND / DGLEPM / DCSEM	6. GIDEP APPLICABLE
7. APPLICATION / INTERRELATIONSHIP This DID contains the format, content and preparation instructions for the data product generated by the specific and discrete task requirements as delineated in the Contract. 1. ISO 10005:2005, Quality Management Systems – Guidelines for Quality Plans		
8. ORIGINATOR DND / DGLEPM / DCSEM		9. APPLICABLE FORMS
10. PREPARATION INSTRUCTIONS		
10.1. must provide details on the methods and organization with which the Contractor will implement an effective Quality Assurance Program.		The QAP
10.2. must identify all procedures, processes and associated planning data necessary for the attainment of the required quality assurance program.		The plan
10.3. should be prepared in accordance with ISO 10005:2005		The QAP
10.4. structure of the QAP must be in accordance with the format specified in the Standard Report Format DID		The
10.5. Matter part of the QAP must contain the following sections:		The Subject
10.5.1. <u>Section I – General</u>		
10.5.1.1. The scope, purpose and application of the QA Plan, related documents, and mechanisms to amend the plan, must be defined in this section of QAP		
10.5.2. <u>Section II – Elements In Place</u>		
10.5.2.1. A description of which elements and/or resources of the QA program are already in place, and which are additionally required to meet the needs of the contract, must be included in this section		
10.5.3. <u>Section III – Major Subcontractors</u>		
10.5.3.1. This section must include a list of the major subcontractors that are subject to the application of the Contractor's quality assurance system		
10.5.3.2. The plan should include a description of each subcontractor's area of responsibility and to whom it is accountable		
10.5.4. <u>Section IV - Management/Organization</u>		
10.5.4.1. This section must include a description of the Contractor's QA organization, subcontractor's QA organization, management procedures, interfaces and reporting/tracking systems established to control QA activities		
10.5.4.2. The QAP should identify the Contractor's QA Manager and support personnel, by name, in a QA Organizational Chart		
10.5.5. <u>Section VI – Relationships</u>		
10.5.5.1. A description of the following relationships must be included in this section		
10.5.5.1.1. between the Contractor's QA Manager and the different QA elements		
10.5.5.1.2. between the Contractor's QA Manager and the Contractor's Project Management,		

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Appendix 2 to ANNEX D
Contract # W8486-184136
May 24, 2018

DATA ITEM DESCRIPTION	
1. TITLE Quality Assurance Plan (QAP)	2. IDENTIFICATION NUMBER
<p>Systems Engineering and Subcontractors programs 10.5.5.1.3. between the Contractor's and DND's QA Organizations 10.5.6. <u>Section VIII – Quality Conformance Inspection (QCI)</u> 10.5.6.1. The QCI process for quality control inspection on each item before delivery must be detailed in this section</p>	

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[Type here]ANNEX E
Contract # W8486-184136
May 24, 2018

ANNEX E

DATA ITEM DESCRIPTION TEMPLATE FOR REPAIR AND OVERHAUL (R&O) OF REFRIGERATION EQUIPMENT

DATA ITEM DESCRIPTION		
1. TITLE Production Plan (PP)	2. IDENTIFICATION NUMBER	
3. DESCRIPTION The Production Plan must present the Contractor's detailed plan to establish and monitor the appropriate performance indicators necessary to meet the requirements of the contract.		
4. APPROVAL DATE	5. OFFICE OF PRIMARY INTEREST DND / DGLEPM / DCSEM	6. GIDEP APPLICABLE
7. APPLICATION / INTERRELATIONSHIP This DID contains the format, content and preparation instructions for the data product generated by the specific and discrete task requirements as delineated in the Contract.		
8. ORIGINATOR DND / DGLEPM / DCSEM	9. APPLICABLE FORMS	
10. PREPARATION INSTRUCTIONS 10.1 SOURCE DOCUMENT 10.1.1 The applicable issue of the cited documents, including their approval dates, and dates of any applicable amendments and revisions must be as specified in the Contract. 10.2 FORMAT 10.2.1 The Production Plan (PP) must be in the Contractor's format and as further described. 10.3 CONTENT 10.3.1 The PCP must consolidate the management processes, administrative procedures and organizational structure that will be used to manage and monitor performance measurement. 10.3.1.1 Overview: a. Purpose, Background, Scope and Objectives; b. Assumptions, Constraints and Risks; and c. Deliverables. 10.3.1.2 Organization: a. Roles and Responsibilities, including internal and external organizations; and b. Escalating Lines of Communications, including sub-Contractors where applicable. 10.3.1.3 Content. The PP will include, but not necessarily limited to, the following elements: a. A detailed description of the proposed data inputs to be used and how they will be collected; b. A description of the Key Performance Indicators (KPI) including details regarding what the KPI purports to demonstrate, how the KPI contributes to the overall performance management system, and the data inputs used to derive the KPI; c. The frequency of data input collection and KPI updates; and d. Administrative aspects outlining how the PCP will be managed and administered.		

DATA ITEM DESCRIPTION		
1. TITLE Configuration Management Plan (CMP)	2. IDENTIFICATION NUMBER	
3. DESCRIPTION The Configuration Management Plan must present the Contractor's detailed plan to establish and monitor the appropriate Quality Indicators necessary to meet the requirements of the contract.		
4. APPROVAL DATE	5. OFFICE OF PRIMARY INTEREST DND / DGLEPM / DCSEM	6. GIDEP APPLICABLE
7. APPLICATION / INTERRELATIONSHIP This DID contains the format, content and preparation instructions for the data product generated by the specific and discrete task requirements as delineated in the Contract.		
8. ORIGINATOR DND / DGLEPM / DCSEM	9. APPLICABLE FORMS	
10. PREPARATION INSTRUCTIONS 10.1 SOURCE DOCUMENT 0.1.1 The applicable issue of the cited documents, including their approval dates, and dates of any applicable amendments and revisions must be as specified in the Contract. 10.2 FORMAT 0.2.1 The Configuration Management Plan must be in the Contractor's format and as further described. 10.3 CONTENT 0.3.1 The Configuration Management Plan (CMP) must describe how the Contractor will conform to the specified configuration management requirements of the contract and specify how the configuration management activities will be carried out, including configuration management activities of sub-contractors. 0.3.2 The Contractor must make appropriate amendments to the CMP throughout the term of the contract to reflect current and planned configuration management activities.		

DATA ITEM DESCRIPTION		
1. TITLE Cost Control Plan (CCP)	2. IDENTIFICATION NUMBER	
3. DESCRIPTION The Cost Control Plan must present the Contractor's detailed plan to establish and monitor the appropriate performance indicators necessary to meet the requirements of the contract.		
4. APPROVAL DATE	5. OFFICE OF PRIMARY INTEREST DND / DGLEPM / DCSEM	6. GIDEP APPLICABLE
7. APPLICATION / INTERRELATIONSHIP This DID contains the format, content and preparation instructions for the data product generated by the specific and discrete task requirements as delineated in the Contract.		
8. ORIGINATOR DND / DGLEPM / DCSEM	9. APPLICABLE FORMS	
10. PREPARATION INSTRUCTIONS 10.1 SOURCE DOCUMENT 10.1.1 The applicable issue of the cited documents, including their approval dates, and dates of any applicable amendments and revisions must be as specified in the Contract. 10.2 FORMAT 10.2.1 The Cost Control Plan must be in the Contractor's format and as further described. 10.3 CONTENT 10.3.1 The Cost Control Plan must consolidate the management processes, administrative procedures and organizational structure that will be used to manage and monitor performance measurement. 10.3.1.1 Overview: a. Purpose, Background, Scope and Objectives; b. Assumptions, Constraints and Risks; and c. Deliverables. 10.3.1.2 Organization: a. Roles and Responsibilities, including internal and external organizations; and b. Escalating Lines of Communications, including sub-Contractors where applicable. 10.3.1.3 Content. The Cost Control Plan will include, but not necessarily limited to, the following elements: a. A detailed description of the proposed data inputs to be used and how they will be collected; b. A description of the Key Performance Indicators (KPI) including details regarding what the KPI purports to demonstrate, how the KPI contributes to the overall performance management system, and the data inputs used to derive the KPI; c. The frequency of data input collection and KPI updates; and d. Administrative aspects outlining how the CC Plan will be managed and administered.		

ANNEX "F"

FEDERAL CONTRACTORS PROGRAM FOR EMPLOYMENT EQUITY – CERTIFICATION

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

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

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

Complete both A and B.

A. Check only one of the following:

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

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

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

OR

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

B. Check only one of the following:

- B1. The Bidder is not a Joint Venture.

OR

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



Task Authorization Autorisation de tâche

Contract Number - Numéro du contrat

W8486-184136/A

Contractor's Name and Address - Nom et l'adresse de l'entrepreneur	Task Authorization (TA) No. - N° de l'autorisation de tâche (AT)
	Title of the task, if applicable - Titre de la tâche, s'il y a lieu
	Total Estimated Cost of Task (Applicable taxes extra) Coût total estimatif de la tâche (Taxes applicables en sus) \$

Security Requirements: This task includes security requirements

Exigences relatives à la sécurité : Cette tâche comprend des exigences relatives à la sécurité

No - Non

Yes - Oui

If YES, refer to the Security Requirements Checklist (SRCL) included in the Contract

Si OUI, voir la Liste de vérification des exigences relative à la sécurité (LVERS) dans le contrat



For Revision only - Aux fins de révision seulement

TA Revision Number, if applicable Numéro de révision de l'AT, s'il y a lieu	Total Estimated Cost of Task (Applicable taxes extra) before the revision Coût total estimatif de la tâche (Taxes applicables en sus) avant la révision \$	Increase or Decrease (Applicable taxes extra), as applicable Augmentation ou réduction (Taxes applicables en sus), s'il y a lieu \$
--	--	---

Start of the Work for a TA : Work cannot commence until a TA has been authorized in accordance with the conditions of the contract.

Début des travaux pour l'AT : Les travaux ne peuvent pas commencer avant que l'AT soit autorisée conformément au contrat.

1. Required Work: - Travaux requis :

A. Task Description of the Work required - Description de tâche des travaux requis See Attached - Ci-joint

B. Basis of Payment - Base de paiement See Attached - Ci-joint

C. Cost of Task - Coût de la tâche See Attached - Ci-joint

D. Method of Payment - Méthode de paiement See Attached - Ci-joint

Contract Number - Numéro du contrat
W8486-184136/A

2. Authorization(s) - Autorisation(s)

By signing this TA, the authorized client and (or) the PWGSC Contracting Authority certify(ies) that the content of this TA is in accordance with the conditions of the contract.

The client's authorization limit is identified in the contract. When the value of a TA and its revisions is in excess of this limit, the TA must be forwarded to the PWGSC Contracting Authority for authorization.

En apposant sa signature sur l'AT, le client autorisé et (ou) l'autorité contractante de TPSGC atteste(nt) que le contenu de cette AT respecte les conditions du contrat.

La limite d'autorisation du client est précisée dans le contrat. Lorsque la valeur de l'AT et ses révisions dépasse cette limite, l'AT doit être transmise à l'autorité contractante de TPSGC pour autorisation.

Name and title of authorized client - Nom et titre du client autorisé à signer

Signature

Date

PWGSC Contracting Authority - Autorité contractante de TPSGC

Signature

Date

3. Contractor's Signature - Signature de l'entrepreneur

Name and title of individual authorized - to sign for the Contractor
Nom et titre de la personne autorisée à signer au nom de l'entrepreneur

Signature

Date

**SECURITY REQUIREMENTS CHECK LIST (SRCL)
LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)**

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE

1. Originating Government Department or Organization Ministère ou organisme gouvernemental d'origine	2. Branch or Directorate / Direction générale ou Direction
3. a) Subcontract Number / Numéro du contrat de sous-traitance	3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant

4. Brief Description of Work - Brève description du travail

5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?	<input type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?	<input type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui

3. Indicate the type of access required - Indiquer le type d'accès requis

3. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)	<input type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui
--	------------------------------------	-------------------------------------

3. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p.ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.	<input type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui
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3. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciales sans entreposage de nuit?	<input type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui
--	------------------------------------	-------------------------------------

7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès		
Canada <input type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>

7. b) Release restrictions / Restrictions relatives à la diffusion		
No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>	All NATO countries Tous les pays de l'OTAN <input type="checkbox"/>	No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>
Not releasable Ne pas diffuser <input type="checkbox"/>		
Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>
Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:

7. c) Level of information / Niveau d'information					
PROTECTED A PROTÉGÉ A <input type="checkbox"/>		NATO UNCLASSIFIED NATO NON CLASSIFIÉ <input type="checkbox"/>		PROTECTED A PROTÉGÉ A <input type="checkbox"/>	
PROTECTED B PROTÉGÉ B <input type="checkbox"/>		NATO RESTRICTED NATO DIFFUSION RESTREINTE <input type="checkbox"/>		PROTECTED B PROTÉGÉ B <input type="checkbox"/>	
PROTECTED C PROTÉGÉ C <input type="checkbox"/>		NATO CONFIDENTIAL NATO CONFIDENTIEL <input type="checkbox"/>		PROTECTED C PROTÉGÉ C <input type="checkbox"/>	
CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>		NATO SECRET NATO SECRET <input type="checkbox"/>		CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>	
SECRET SECRET <input type="checkbox"/>		COSMIC TOP SECRET COSMIC TRÈS SECRET <input type="checkbox"/>		SECRET SECRET <input type="checkbox"/>	
TOP SECRET TRÈS SECRET <input type="checkbox"/>				TOP SECRET TRÈS SECRET <input type="checkbox"/>	
TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>				TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>	

PART A (continued) / PARTIE A (suite)

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS? No Non Yes Oui
If Yes, indicate the level of sensitivity:
Dans l'affirmative, indiquer le niveau de sensibilité :
-
9. Will the supplier require access to extremely sensitive INFOSEC information or assets:
Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate? No Non Yes Oui
- Short Title(s) of material / Titre(s) abrégé(s) du matériel : _____
- Document Number / Numéro du document : _____

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

0. a) Personnel security screening level required / Niveau de contrôle de la sécurité du personnel requis
- | | | | |
|--|---|---|--|
| <input type="checkbox"/> RELIABILITY STATUS
COTE DE FIABILITÉ | <input type="checkbox"/> CONFIDENTIAL
CONFIDENTIEL | <input type="checkbox"/> SECRET
SECRET | <input type="checkbox"/> TOP SECRET
TRÈS SECRET |
| <input type="checkbox"/> TOP SECRET - SIGINT
TRÈS SECRET - SIGINT | <input type="checkbox"/> NATO CONFIDENTIAL
NATO CONFIDENTIEL | <input type="checkbox"/> NATO SECRET
NATO SECRET | <input type="checkbox"/> COSMIC TOP SECRET
COSMIC TRÈS SECRET |
| <input type="checkbox"/> SITE ACCESS
ACCÈS AUX EMPLACEMENTS | | | |
- Special comments:
Commentaires spéciaux : _____

NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.
REMARQUE : Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.

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

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

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

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

PRODUCTION

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

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

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

PART C (continued) / PARTIE C (suite)

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

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

SUMMARY CHART / TABLEAU RÉCAPITULATIF

Category Catégorie	PROTECTED PROTÉGÉ			CLASSIFIED CLASSIFIÉ			NATO				COMSEC					
	A	B	C	Confidential Confidentiel	Secret	Top Secret Très Secret	NATO Restricted NATO Diffusion Restreinte	NATO Confidential NATO Confidentiel	NATO Secret	COSMIC Top Secret COSMIC Très Secret	Protected Protégé			Confidential Confidentiel	Secret	Top Secret Très Secret
											A	B	C			
Information / Assets Renseignements / Biens																
Production																
IT Media Support TI																
IT Link Lien électronique																

2. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED? No / Non Yes / Oui
La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉ et/ou CLASSIFIÉE?

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

2. b) Will the document attached to this SRCL be PROTECTED and/or CLASSIFIED? No / Non Yes / Oui
La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?

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

ANNEX "I"

ELECTRONIC PAYMENT INSTRUMENTS

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

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