



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**

**SOLICITATION AMENDMENT
MODIFICATION DE L'INVITATION**

The referenced document is hereby revised; unless otherwise indicated, all other terms and conditions of the Solicitation remain the same.

Ce document est par la présente révisé; sauf indication contraire, les modalités de l'invitation demeurent les mêmes.

Comments - Commentaires

**Vendor/Firm Name and Address
Raison sociale et adresse du
fournisseur/de l'entrepreneur**

Issuing Office - Bureau de distribution

Clothing and Textiles Division / Division des vêtements
et des textiles
11 Laurier St./ 11, rue Laurier
6A2, Place du Portage
Gatineau, Québec K1A 0S5

Title - Sujet Non-Operational Clothing & Footwear	
Solicitation No. - N° de l'invitation W8486-174014/C	Amendment No. - N° modif. 003
Client Reference No. - N° de référence du client W8486-174014	Date 2018-12-20
GETS Reference No. - N° de référence de SEAG PW-\$\$PR-756-75835	
File No. - N° de dossier pr756.W8486-174014	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2019-02-21	
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: Picco(PR Div.), Robert	Buyer Id - Id de l'acheteur pr756
Telephone No. - N° de téléphone (613) 410-1348 ()	FAX No. - N° de FAX () -
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction:	

Instructions: See Herein

Instructions: Voir aux présentes

Delivery Required - Livraison exigée	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

Solicitation No. - N° du l'invitation
W8486-174014/C

Amd. No. - N° de la modif.
003

Buyer ID - Id de l'acheteur
pr763

Client Ref. No. - N° de réf. du client
W8486-174014

File No. - N° du dossier
pr763. W8486-174014

CCC No. /N° CCC - FMS No. /N° VME

This Amendment 003 is raised to;

1. Extend the period of the solicitation,
 2. Include Industrial and Technological Benefits (ITB), Contract Data Requirements List (CDRL) and Data Item Descriptions (DID) to Annex A: Appendix 2 and Annex A: Appendix 3.
-

Accordingly the solicitation is hereby amended as follow:

1. As of this amendment 003, the closing date of the solicitation # W8486-174014/C is extended to February 21st, 2019 @ 2pm ET.

2. **DELETE:**
Annex A: Appendix 2 – CDRL and Appendix 3 – DID,

INSERT:

Annex A: Appendix 2 – CDRL and Appendix 3 - DID both dated December 20, 2018 and attached below.

All other terms and condition remain unchanged.

Annex A - Appendix 2 – Contract Data Requirements List (CDRL)

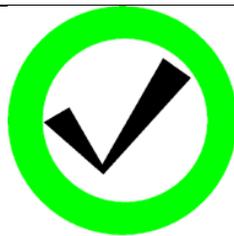
Department of National Defence

Contract Data Requirements List (CDRL) Non-Operational Clothing and Footwear Contract (NOCFC)

Requisition Number: W8486-174014
DND Document #

Date: 20 December 2018
RDIMS # 4746174

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



NOTICE

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

AVIS

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

Annex A - Appendix 2 – Contract Data Requirements List (CDRL)

1. Contract Data Requirements List (CDRL)

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

CDRL	Title	DID
001	Program Management Plan (PMP)	PM-001
002	Master Program Schedule (MPS) / Work Breakdown Structure (WBS)	PM-002
003	Quality Management Plan (QMP)	PM-003
004	Performance Measurement Plan (PfMP)	PM-004
005	Green Procurement Plan (GPP)	PM-005
006	Risk Management Plan (RMP)	PM-006
007	Transition-In Plan (TIP)	PM-007
008	Transition-Out Plan (TOP)	PM-008
009	Meeting Agenda	PM-009
010	Meeting Minutes	PM-010
011	Action Item Report (AIR)	PM-011
012	Customer Satisfaction Report	PM-012
013	Shipment Delivery Report	PM-013
014	Returned Items Report	PM-014
015	Government Owned Materiel (GOM) Report	PM-015
016	Electronic Catalogue	PM-016
017	Contractor System Administrator List	PM-017
018	Industrial and Technological Benefits (ITB) Annual Report	ITB-001
019	Tranche 2 ITB Transactions	ITB-002
020	Tranche 3 ITB Transactions	ITB-003

2. CDRL Definitions

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

BLOCK A – SYSTEM / ITEM

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

BLOCK B – CONTRACT / RFP NUMBER

Identifies the Contract or RFP for which the CDRL applies.

BLOCK C – Statement of Work (SOW) IDENTIFIER

Identifies the SOW for which the CDRL applies.

BLOCK D – DATA CATEGORY

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

BLOCK E – CONTRACTOR

Identifies the Contractor responsible for the delivery of the CDRL.

Annex A - Appendix 2 – Contract Data Requirements List (CDRL)

BLOCK 1 – ITEM NUMBER

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

BLOCK 2 – TITLE OR DESCRIPTION OF DATA

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

BLOCK 3 – SUBTITLE

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

BLOCK 4 – AUTHORITY (DATA ITEM NUMBER)

Indicates the DID number to which this CDRL refers.

BLOCK 5 – CONTRACT REFERENCE

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

BLOCK 6 – REQUIRING OFFICE

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

BLOCK 7 – INSPECTION

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

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

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

BLOCK 8 – APPROVAL CODE (APP CODE)

Indicates items of critical data requiring specific advanced written approval, such as test plans, identified by placing an "A" in this field. These data may require submission of a preliminary draft prior to publication of a final document. When a preliminary draft is required, Block 16 shall show the length of time for DND approval/disapproval and when the final submission is to be delivered. Block 16 also indicates the extent of the approval requirements, e.g., approval of technical content and/or format. If advance approval is not required, this block is marked as "N/A".

BLOCK 9 – INPUT

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

Annex A - Appendix 2 – Contract Data Requirements List (CDRL)

BLOCK 10 – FREQUENCY

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

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

BLOCK 11 – AS OF DATE

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

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

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

BLOCK 12 – DATE OF 1ST SUBMISSION

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

BLOCK 13 – DATE OF SUBSEQUENT SUBMISSION / EVENT

The date(s) of subsequent submission(s) or associated constraint(s) of the data item is indicated in this block. The abbreviations used for the constraints are as listed above under Block 11. If subsequent submission or associated are not involved, this block is marked as "N/A".

BLOCK 14 – DISTRIBUTION AND ADDRESSEES

Indicates the addressees and the respective number of copies (hard copies and soft copies separately), for both the initial or original submissions (Sub-Block "Initial"), and for the final or subsequent submissions (Sub-Block "Final"), for which the data item is required. Column A contains addresses. The number of initial hard and soft copies for each addressee (as applicable) is indicated in Column B – INITIAL – Hard Copy and Column B – FINAL – Soft Copy.

Annex A - Appendix 2 – Contract Data Requirements List (CDRL)

BLOCK 15 – TOTAL

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

BLOCK 16 – REMARKS

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

BLOCKS 17 – 19

These blocks are for Contractor input as required as part of the RFP or Contract. These blocks are not used by the Project Authority (PA).

BLOCK – PREPARED BY

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

BLOCK – DATE

This block indicates the date of the CDRL approval.

BLOCK – APPROVED BY

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

3. Date Calculations

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

Working days excludes weekends and the following designated holidays:

New Year's Day,*

Good Friday,

Easter Monday,

Victoria Day (the Monday on or immediately preceding 24 May) / Patriot Day,

Canada Day (1 Jul),*

Labour Day (first Monday in September),

Thanksgiving Day (second Monday in October),

Remembrance Day (11 Nov);

Christmas and Boxing Days;** and

Provincial Holidays as applicable to the Contractor’s location.

Annex A - Appendix 2 – Contract Data Requirements List (CDRL)

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

Months are based on date, e.g., the 15th to the 15th. When counting from the end of a month with more days than the target month, the due date will be the first day of the following month. For example, one month after 31 Jan is 1 Mar. In all cases if the due date falls on a weekend or holiday, the deliverable shall be due the following working day.

Annex A - Appendix 2 – Contract Data Requirements List (CDRL)

CONTRACT DATA REQUIREMENTS LIST ITEM									
A. SYSTEM / ITEM Non-Operational Clothing and Footwear Contract (NOCFC)				B. CONTRACT / RFP NUMBER TBD					
C. SOW IDENTIFIER NOCFC SOW		D. DATA CATEGORY Management Data		E. CONTRACTOR TBD					
1. ITEM NUMBER CDRL 001		2. TITLE OR DESCRIPTION OF DATA Program Management Plan (PMP)		3. SUBTITLE N/A					
4. AUTHORITY (Data Item Number) PM-001		5. CONTRACT REFERENCE NOCFC SOW para 3.2.2		6. REQUIRING OFFICE PA					
7. INSPECTION DD	9. INPUT	10. FREQUENCY ONE/R	12. DATE OF 1st SUBMISSION Bid Closing	14. DISTRIBUTION and ADDRESSEES					
8. APP CODE N/A		11. AS OF DATE N/A	13. DATE OF SUBSEQUENT SUBMISSION / EVENT See block 16	A. ADDRESS		B. COPIES			
						INITIAL		FINAL	
						Hard Copy	Soft Copy	Hard Copy	Soft Copy
16. REMARKS Block 13: The proposed PMP, initially submitted at Bid Closing for Bid Evaluation purposes, will be reviewed sequentially: <ul style="list-style-type: none"> a. Kick-Off Meeting at 15 DACA - PMP main document without annexes; b. Progress Review Meeting (PRM) at 2 MACA – PMP Annex A; and c. PRM at 3 MACA – PMP, all remaining annexes. The Contractor must finalize and re-submit the PMP within 20 business days following each review. Further reviews may be required as requested by PA.				CA			1	1	1
				PA			1	1	1
PREPARED BY DSSPM		DATE	APPROVED BY						
17. CONTRACT FILE / DOCUMENT NUMBER		18. ESTIMATED NO OF PAGES	19. ESTIMATED PRICE \$	15. TOTAL			2	2	2

Annex A - Appendix 2 – Contract Data Requirements List (CDRL)

CONTRACT DATA REQUIREMENTS LIST ITEM									
A. SYSTEM / ITEM Non-Operational Clothing and Footwear Contract (NOCFC)					B. CONTRACT / RFP NUMBER TBD				
C. SOW IDENTIFIER NOCFC SOW			D. DATA CATEGORY Management Data		E. CONTRACTOR TBD				
1. ITEM NUMBER CDRL 002			2. TITLE OR DESCRIPTION OF DATA Master Program Schedule (MPS) / Work Breakdown Structure (WBS)		3. SUBTITLE N/A				
4. AUTHORITY (Data Item Number) PM-002			5. CONTRACT REFERENCE NOCFC SOW section 3.2.3		6. REQUIRING OFFICE PA				
7. INSPECTION DD		9. INPUT		10. FREQUENCY MNTHY		12. DATE OF 1st SUBMISSION Bid Closing		14. DISTRIBUTION and ADDRESSEES	
8. APP CODE N/A				11. AS OF DATE N/A		13. DATE OF SUBSEQUENT SUBMISSION / EVENT See Block 16			
16. REMARKS Block 13: The proposed MPS and WBS, initially submitted at Bid Closing for Bid Evaluation purposes, will be reviewed at the Kick-Off Meeting at 15 DACA. The Contractor must finalize and re-submit the MPS and WBS within 20 business days of the Kick-Off meeting. The Contractor must submit MPS progress updates on a monthly basis. The Contractor must rebaseline the MPS and WBS only when directed to do so by the PA. Amendments must be approved by the PA. Hard copies are only required for Baseline changes.		A. ADDRESS		B. COPIES					
				INITIAL		FINAL			
				Hard Copy	Soft Copy	Hard Copy	Soft Copy		
		CA			1	1	1		
		PA			1	1	1		
PREPARED BY DSSPM			DATE		APPROVED BY				
17. CONTRACT FILE / DOCUMENT NUMBER			18. ESTIMATED NO OF PAGES		19. ESTIMATED PRICE \$		15. TOTAL		
							2	2	2

Annex A - Appendix 2 – Contract Data Requirements List (CDRL)

CONTRACT DATA REQUIREMENTS LIST ITEM														
A. SYSTEM / ITEM Non-Operational Clothing and Footwear Contract (NOCFC)					B. CONTRACT / RFP NUMBER TBD									
C. SOW IDENTIFIER NOCFC SOW			D. DATA CATEGORY Management Data		E. CONTRACTOR TBD									
1. ITEM NUMBER CDRL 003			2. TITLE OR DESCRIPTION OF DATA Quality Management Plan (QMP)		3. SUBTITLE N/A									
4. AUTHORITY (Data Item Number) PM-003			5. CONTRACT REFERENCE NOCFC SOW section 3.2.4		6. REQUIRING OFFICE PA									
7. INSPECTION DD		9. INPUT		10. FREQUENCY ONE/R		12. DATE OF 1st SUBMISSION 4 MACA		14. DISTRIBUTION and ADDRESSEES						
8. APP CODE N/A				11. AS OF DATE N/A		13. DATE OF SUBSEQUENT SUBMISSION / EVENT See Block 16		A. ADDRESS		B. COPIES				
16. REMARKS Block 13: The proposed QMP will be reviewed at the PRM at 4 MACA. The Contractor must finalize and re-submit the QMP prior to the initiation of Phase 2 at 10 MACA. The Contractor must provide the updated QMP to the PA annually for review.							INITIAL		FINAL					
							Hard Copy		Soft Copy		Hard Copy		Soft Copy	
					CA				1		1		1	
					PA				1		1		1	
PREPARED BY DSSPM			DATE		APPROVED BY									
17. CONTRACT FILE / DOCUMENT NUMBER			18. ESTIMATED NO OF PAGES		19. ESTIMATED PRICE \$		15. TOTAL							
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Annex A - Appendix 2 – Contract Data Requirements List (CDRL)

CONTRACT DATA REQUIREMENTS LIST ITEM												
A. SYSTEM / ITEM Non-Operational Clothing and Footwear Contract (NOCFC)					B. CONTRACT / RFP NUMBER TBD							
C. SOW IDENTIFIER NOCFC SOW			D. DATA CATEGORY Management Data		E. CONTRACTOR TBD							
1. ITEM NUMBER CDRL 004			2. TITLE OR DESCRIPTION OF DATA Performance Measurement Plan (PfMP)		3. SUBTITLE N/A							
4. AUTHORITY (Data Item Number) PM-004			5. CONTRACT REFERENCE NOCFC SOW para 3.2.5		6. REQUIRING OFFICE PA							
7. INSPECTION DD		9. INPUT		10. FREQUENCY ONE/R		12. DATE OF 1st SUBMISSION 3 MACA		14. DISTRIBUTION and ADDRESSEES				
8. APP CODE N/A		11. AS OF DATE N/A		13. DATE OF SUBSEQUENT SUBMISSION / EVENT See Block 16		A. ADDRESS		B. COPIES				
								INITIAL		FINAL		
						Hard Copy	Soft Copy	Hard Copy	Soft Copy			
16. REMARKS Block 13: The proposed PfMP will be reviewed at the PRM at 3 MACA. The Contractor must finalize and re-submit the PfMP prior to the initiation of Phase 2 at 10 MACA					CA			1	1	1		
					PA			1	1	1		
PREPARED BY DSSPM			DATE		APPROVED BY							
17. CONTRACT FILE / DOCUMENT NUMBER			18. ESTIMATED NO OF PAGES		19. ESTIMATED PRICE \$		15. TOTAL			2	2	2

Annex A - Appendix 2 – Contract Data Requirements List (CDRL)

CONTRACT DATA REQUIREMENTS LIST ITEM																																					
A. SYSTEM / ITEM Non-Operational Clothing and Footwear Contract (NOCFC)					B. CONTRACT / RFP NUMBER TBD																																
C. SOW IDENTIFIER NOCFC SOW			D. DATA CATEGORY Management Data		E. CONTRACTOR TBD																																
1. ITEM NUMBER CDRL 005			2. TITLE OR DESCRIPTION OF DATA Green Procurement Plan (GPP)		3. SUBTITLE N/A																																
4. AUTHORITY (Data Item Number) PM-005			5. CONTRACT REFERENCE NOCFC SOW para 3.2.6		6. REQUIRING OFFICE PA																																
7. INSPECTION DD		9. INPUT		10. FREQUENCY ONE/R		12. DATE OF 1st SUBMISSION 4 MACA		14. DISTRIBUTION and ADDRESSEES																													
8. APP CODE N/A				11. AS OF DATE N/A		13. DATE OF SUBSEQUENT SUBMISSION / EVENT See Block 16		A. ADDRESS		B. COPIES																											
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16. REMARKS Block 13: The proposed GPP will be reviewed at the PRM at 4 MACA. The Contractor must finalize and re-submit the GPP within 10 business days following this review.																																					
PREPARED BY DSSPM			DATE		APPROVED BY																																
17. CONTRACT FILE / DOCUMENT NUMBER			18. ESTIMATED NO OF PAGES		19. ESTIMATED PRICE \$		15. TOTAL																														
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Annex A - Appendix 2 – Contract Data Requirements List (CDRL)

CONTRACT DATA REQUIREMENTS LIST ITEM												
A. SYSTEM / ITEM Non-Operational Clothing and Footwear Contract (NOCFC)					B. CONTRACT / RFP NUMBER TBD							
C. SOW IDENTIFIER NOCFC SOW			D. DATA CATEGORY Management Data		E. CONTRACTOR TBD							
1. ITEM NUMBER CDRL 006			2. TITLE OR DESCRIPTION OF DATA Risk Management Plan (RMP)		3. SUBTITLE N/A							
4. AUTHORITY (Data Item Number) PM-006			5. CONTRACT REFERENCE NOCFC SOW para 3.2.7		6. REQUIRING OFFICE PA							
7. INSPECTION DD		9. INPUT		10. FREQUENCY ONE/R		12. DATE OF 1st SUBMISSION Bid Closing		14. DISTRIBUTION and ADDRESSEES				
8. APP CODE N/A				11. AS OF DATE N/A		13. DATE OF SUBSEQUENT SUBMISSION / EVENT See Block 16						
16. REMARKS Block 13: The proposed RMP, initially submitted at Bid Closing for Bid Evaluation purposes, will be reviewed sequentially: a. Kick-Off Meeting at 15 DACA; and b. PRM at 3 MACA. The Contractor must finalize and re-submit the RMP within 20 business days following each review. Further reviews will be required as requested by PA.					A. ADDRESS		B. COPIES					
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17. CONTRACT FILE / DOCUMENT NUMBER			18. ESTIMATED NO OF PAGES		19. ESTIMATED PRICE \$		15. TOTAL		2	2	2	

Annex A - Appendix 2 – Contract Data Requirements List (CDRL)

CONTRACT DATA REQUIREMENTS LIST ITEM																																																			
A. SYSTEM / ITEM Non-Operational Clothing and Footwear Contract (NOCFC)				B. CONTRACT / RFP NUMBER TBD																																															
C. SOW IDENTIFIER NOCFC SOW		D. DATA CATEGORY Management Data		E. CONTRACTOR TBD																																															
1. ITEM NUMBER CDRL 007		2. TITLE OR DESCRIPTION OF DATA Transition-In Plan (TIP)		3. SUBTITLE N/A																																															
4. AUTHORITY (Data Item Number) PM-007		5. CONTRACT REFERENCE NOCFC SOW para 3.5.5.2		6. REQUIRING OFFICE PA																																															
7. INSPECTION DD	9. INPUT	10. FREQUENCY ONE/R	12. DATE OF 1st SUBMISSION Bid Closing	14. DISTRIBUTION and ADDRESSEES																																															
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16. REMARKS Block 13: The proposed TIP, initially submitted at Bid Closing for Bid Evaluation purposes, will be reviewed sequentially: <ul style="list-style-type: none"> a. Kick-Off Meeting at 15 DACA; and b. PRM at 3 MACA. The Contractor must finalize and re-submit the TIP within 20 business days following each review. Further reviews may be required as requested by PA.																																																			
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Annex A - Appendix 2 – Contract Data Requirements List (CDRL)

CONTRACT DATA REQUIREMENTS LIST ITEM																
A. SYSTEM / ITEM Non-Operational Clothing and Footwear Contract (NOCFC)					B. CONTRACT / RFP NUMBER TBD											
C. SOW IDENTIFIER NOCFC SOW			D. DATA CATEGORY Management Data		E. CONTRACTOR TBD											
1. ITEM NUMBER CDRL 008			2. TITLE OR DESCRIPTION OF DATA Transition-Out Plan (TOP)		3. SUBTITLE N/A											
4. AUTHORITY (Data Item Number) PM-008			5. CONTRACT REFERENCE NOCFC SOW para 3.5.7.1		6. REQUIRING OFFICE PA											
7. INSPECTION DD		9. INPUT		10. FREQUENCY ONE/R		12. DATE OF 1st SUBMISSION 36 MACA		14. DISTRIBUTION and ADDRESSEES								
8. APP CODE N/A				11. AS OF DATE N/A		13. DATE OF SUBSEQUENT SUBMISSION / EVENT See Block 16		A. ADDRESS		B. COPIES						
16. REMARKS Block 13: The proposed TOP, initially submitted at 36 MACA, will be reviewed annually thereafter. The Contractor must finalize and re-submit the TOP within 20 business days following each review. Further reviews may be required as requested by PA. The TOP must be finalized 20 business days after receipt of the Contract termination notice.									INITIAL		FINAL					
									Hard Copy		Soft Copy		Hard Copy		Soft Copy	
							CA				1		1		1	
							PA				1		1		1	
PREPARED BY DSSPM			DATE		APPROVED BY											
17. CONTRACT FILE / DOCUMENT NUMBER			18. ESTIMATED NO OF PAGES		19. ESTIMATED PRICE \$		15. TOTAL			2		2		2		

Annex A - Appendix 2 – Contract Data Requirements List (CDRL)

CONTRACT DATA REQUIREMENTS LIST ITEM																																																						
A. SYSTEM / ITEM Non-Operational Clothing and Footwear Contract (NOCFC)				B. CONTRACT / RFP NUMBER TBD																																																		
C. SOW IDENTIFIER NOCFC SOW		D. DATA CATEGORY Management Data		E. CONTRACTOR TBD																																																		
1. ITEM NUMBER CDRL 009		2. TITLE OR DESCRIPTION OF DATA Meeting Agenda		3. SUBTITLE N/A																																																		
4. AUTHORITY (Data Item Number) PM-009		5. CONTRACT REFERENCE NOCFC SOW para 3.3.4		6. REQUIRING OFFICE PA																																																		
7. INSPECTION DD	9. INPUT	10. FREQUENCY ASREQ	12. DATE OF 1st SUBMISSION See Block 16	14. DISTRIBUTION and ADDRESSEES																																																		
8. APP CODE N/A		11. AS OF DATE N/A	13. DATE OF SUBSEQUENT SUBMISSION / EVENT See Block 16	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="2" style="text-align: left; padding: 2px;">A. ADDRESS</th> <th colspan="4" style="text-align: left; padding: 2px;">B. COPIES</th> </tr> <tr> <th colspan="2"></th> <th colspan="2" style="text-align: center; padding: 2px;">INITIAL</th> <th colspan="2" style="text-align: center; padding: 2px;">FINAL</th> </tr> <tr> <th colspan="2"></th> <th style="text-align: center; padding: 2px;">Hard Copy</th> <th style="text-align: center; padding: 2px;">Soft Copy</th> <th style="text-align: center; padding: 2px;">Hard Copy</th> <th style="text-align: center; padding: 2px;">Soft Copy</th> </tr> </thead> <tbody> <tr> <td colspan="2" style="padding: 2px;">CA</td> <td style="text-align: center; padding: 2px;"></td> <td style="text-align: center; padding: 2px;">1</td> <td style="text-align: center; padding: 2px;"></td> <td style="text-align: center; padding: 2px;">1</td> </tr> <tr> <td colspan="2" style="padding: 2px;">PA</td> <td style="text-align: center; padding: 2px;"></td> <td style="text-align: center; padding: 2px;">1</td> <td style="text-align: center; padding: 2px;"></td> <td style="text-align: center; padding: 2px;">1</td> </tr> <tr> <td colspan="2" style="padding: 2px;"></td> <td style="text-align: center; padding: 2px;"></td> </tr> <tr> <td colspan="2" style="padding: 2px;"></td> <td style="text-align: center; padding: 2px;"></td> </tr> <tr> <td colspan="2" style="padding: 2px;"></td> <td style="text-align: center; padding: 2px;"></td> </tr> </tbody> </table>				A. ADDRESS		B. COPIES						INITIAL		FINAL				Hard Copy	Soft Copy	Hard Copy	Soft Copy	CA			1		1	PA			1		1																	
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		Hard Copy	Soft Copy	Hard Copy	Soft Copy																																																	
CA			1		1																																																	
PA			1		1																																																	
16. REMARKS Block 12: A preliminary Meeting Agenda must be submitted for review no later than five business days prior to each meeting. Block 13: A revised Meeting Agenda, addressing the comments from PSPC/DND, must be tabled at the beginning of the meeting and distributed to all attendees. Response Time: PSPC/DND will provide comments on the Meeting Agenda, including additions or deletions of discussion items, within three business days of receipt.																																																						
PREPARED BY DSSPM		DATE	APPROVED BY																																																			
17. CONTRACT FILE / DOCUMENT NUMBER		18. ESTIMATED NO OF PAGES	19. ESTIMATED PRICE \$		15. TOTAL 2																																																	
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Annex A - Appendix 2 – Contract Data Requirements List (CDRL)

CONTRACT DATA REQUIREMENTS LIST ITEM										
A. SYSTEM / ITEM Non-Operational Clothing and Footwear Contract (NOCFC)				B. CONTRACT / RFP NUMBER TBD						
C. SOW IDENTIFIER NOCFC SOW		D. DATA CATEGORY Management Data		E. CONTRACTOR TBD						
1. ITEM NUMBER CDRL 010		2. TITLE OR DESCRIPTION OF DATA Meeting Minutes		3. SUBTITLE N/A						
4. AUTHORITY (Data Item Number) PM-010		5. CONTRACT REFERENCE NOCFC SOW para 3.3.9		6. REQUIRING OFFICE PA						
7. INSPECTION DD	9. INPUT		10. FREQUENCY ASREQ	12. DATE OF 1st SUBMISSION See Block 16		14. DISTRIBUTION and ADDRESSEES				
8. APP CODE N/A			11. AS OF DATE N/A	13. DATE OF SUBSEQUENT SUBMISSION / EVENT See Block 16						
16. REMARKS Block 12: Draft Meeting Minutes must be submitted for review within 10 business days following each meeting. Block 13: The revised Meeting Minutes, addressing the comments from PSPC/DND, must be submitted for approval within five business days of receipt of comments. Response Time: PSPC/DND will provide comments on the meeting minutes within five business days of receipt.				A. ADDRESS		B. COPIES				
						INITIAL		FINAL		
						Hard Copy	Soft Copy	Hard Copy	Soft Copy	
				CA			1	1	1	
				PA			1	1	1	
PREPARED BY DSSPM		DATE		APPROVED BY						
17. CONTRACT FILE / DOCUMENT NUMBER		18. ESTIMATED NO OF PAGES		19. ESTIMATED PRICE \$		15. TOTAL 2 2 2				

Annex A - Appendix 2 – Contract Data Requirements List (CDRL)

CONTRACT DATA REQUIREMENTS LIST ITEM																																																						
A. SYSTEM / ITEM Non-Operational Clothing and Footwear Contract (NOCFC)				B. CONTRACT / RFP NUMBER TBD																																																		
C. SOW IDENTIFIER NOCFC SOW		D. DATA CATEGORY Management Data		E. CONTRACTOR TBD																																																		
1. ITEM NUMBER CDRL 011		2. TITLE OR DESCRIPTION OF DATA Action Item Report (AIR)		3. SUBTITLE N/A																																																		
4. AUTHORITY (Data Item Number) PM-011		5. CONTRACT REFERENCE NOCFC SOW para 3.4.1		6. REQUIRING OFFICE PA																																																		
7. INSPECTION DD	9. INPUT	10. FREQUENCY MNTHY	12. DATE OF 1st SUBMISSION 15 DACA	14. DISTRIBUTION and ADDRESSEES																																																		
8. APP CODE N/A		11. AS OF DATE N/A	13. DATE OF SUBSEQUENT SUBMISSION / EVENT See Block 16	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="2" style="text-align: left; padding: 2px;">A. ADDRESS</th> <th colspan="4" style="text-align: left; padding: 2px;">B. COPIES</th> </tr> <tr> <th colspan="2"></th> <th colspan="2" style="text-align: center; padding: 2px;">INITIAL</th> <th colspan="2" style="text-align: center; padding: 2px;">FINAL</th> </tr> <tr> <th colspan="2"></th> <th style="text-align: center; padding: 2px;">Hard Copy</th> <th style="text-align: center; padding: 2px;">Soft Copy</th> <th style="text-align: center; padding: 2px;">Hard Copy</th> <th style="text-align: center; padding: 2px;">Soft Copy</th> </tr> </thead> <tbody> <tr> <td colspan="2" style="padding: 2px;">CA</td> <td style="text-align: center; padding: 2px;"></td> <td style="text-align: center; padding: 2px;">1</td> <td style="text-align: center; padding: 2px;"></td> <td style="text-align: center; padding: 2px;">1</td> </tr> <tr> <td colspan="2" style="padding: 2px;">PA</td> <td style="text-align: center; padding: 2px;"></td> <td style="text-align: center; padding: 2px;">1</td> <td style="text-align: center; padding: 2px;"></td> <td style="text-align: center; padding: 2px;">1</td> </tr> <tr> <td colspan="2" style="padding: 2px;"></td> <td style="text-align: center; padding: 2px;"></td> </tr> <tr> <td colspan="2" style="padding: 2px;"></td> <td style="text-align: center; padding: 2px;"></td> </tr> <tr> <td colspan="2" style="padding: 2px;"></td> <td style="text-align: center; padding: 2px;"></td> </tr> </tbody> </table>				A. ADDRESS		B. COPIES						INITIAL		FINAL				Hard Copy	Soft Copy	Hard Copy	Soft Copy	CA			1		1	PA			1		1																	
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CA			1		1																																																	
PA			1		1																																																	
16. REMARKS Block 13: Up-to-date AIRs must be submitted along with Meeting Agendas for monthly reviews at PRMs. Access to the AIR must be given to DND upon request.																																																						
PREPARED BY DSSPM		DATE	APPROVED BY																																																			
17. CONTRACT FILE / DOCUMENT NUMBER		18. ESTIMATED NO OF PAGES	19. ESTIMATED PRICE \$		15. TOTAL																																																	
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Annex A - Appendix 2 – Contract Data Requirements List (CDRL)

CONTRACT DATA REQUIREMENTS LIST ITEM							
A. SYSTEM / ITEM Non-Operational Clothing and Footwear Contract (NOCFC)				B. CONTRACT / RFP NUMBER TBD			
C. SOW IDENTIFIER NOCFC SOW		D. DATA CATEGORY Management Data		E. CONTRACTOR TBD			
1. ITEM NUMBER CDRL 012		2. TITLE OR DESCRIPTION OF DATA Customer Satisfaction Report		3. SUBTITLE N/A			
4. AUTHORITY (Data Item Number) PM-012		5. CONTRACT REFERENCE NOCFC SOW para 3.4.2		6. REQUIRING OFFICE PA			
7. INSPECTION DD	9. INPUT		10. FREQUENCY MNTHY	12. DATE OF 1st SUBMISSION See Block 16		14. DISTRIBUTION and ADDRESSEES	
8. APP CODE N/A		11. AS OF DATE N/A		13. DATE OF SUBSEQUENT SUBMISSION / EVENT See Block 16		A. ADDRESS	
						B. COPIES	
						INITIAL	
						FINAL	
						Hard Copy	Soft Copy
16. REMARKS Block 12: The first Customer Satisfaction Report must be submitted at 2 Months after the start of Phase 2. Block 13: Monthly Customer Satisfaction Reports must be submitted to DND within 5 business days of the end of each month.				CA			1
				PA			1
PREPARED BY DSSPM				DATE		APPROVED BY	
17. CONTRACT FILE / DOCUMENT NUMBER		18. ESTIMATED NO OF PAGES		19. ESTIMATED PRICE \$		15. TOTAL	
							2
							2

Annex A - Appendix 2 – Contract Data Requirements List (CDRL)

CONTRACT DATA REQUIREMENTS LIST ITEM							
A. SYSTEM / ITEM Non-Operational Clothing and Footwear Contract (NOCFC)				B. CONTRACT / RFP NUMBER TBD			
C. SOW IDENTIFIER NOCFC SOW		D. DATA CATEGORY Management Data		E. CONTRACTOR TBD			
1. ITEM NUMBER CDRL 013		2. TITLE OR DESCRIPTION OF DATA Shipment Delivery Report		3. SUBTITLE N/A			
4. AUTHORITY (Data Item Number) PM-013		5. CONTRACT REFERENCE NOCFC SOW para 3.4.3		6. REQUIRING OFFICE PA			
7. INSPECTION DD	9. INPUT		10. FREQUENCY MNTHY	12. DATE OF 1st SUBMISSION See Block 16		14. DISTRIBUTION and ADDRESSEES	
8. APP CODE N/A		11. AS OF DATE N/A		13. DATE OF SUBSEQUENT SUBMISSION / EVENT See Block 16		A. ADDRESS	
						B. COPIES	
						INITIAL	
						FINAL	
						Hard Copy	Soft Copy
16. REMARKS Block 12: The first Shipment Delivery Report must be submitted at 2 Months after the start of Phase 2. Block 13: Monthly Shipment Delivery Reports must be submitted to DND within 5 business days of the end of each month.				CA			1
				PA			1
PREPARED BY DSSPM		DATE		APPROVED BY			
17. CONTRACT FILE / DOCUMENT NUMBER		18. ESTIMATED NO OF PAGES		19. ESTIMATED PRICE \$		15. TOTAL	
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							2

Annex A - Appendix 2 – Contract Data Requirements List (CDRL)

CONTRACT DATA REQUIREMENTS LIST ITEM							
A. SYSTEM / ITEM Non-Operational Clothing and Footwear Contract (NOCFC)				B. CONTRACT / RFP NUMBER TBD			
C. SOW IDENTIFIER NOCFC SOW		D. DATA CATEGORY Management Data		E. CONTRACTOR TBD			
1. ITEM NUMBER CDRL 014		2. TITLE OR DESCRIPTION OF DATA Returned Items Report		3. SUBTITLE N/A			
4. AUTHORITY (Data Item Number) PM-014		5. CONTRACT REFERENCE NOCFC SOW para 3.4.4		6. REQUIRING OFFICE PA			
7. INSPECTION DD	9. INPUT		10. FREQUENCY MNTHY	12. DATE OF 1st SUBMISSION See Block 16		14. DISTRIBUTION and ADDRESSEES	
8. APP CODE N/A		11. AS OF DATE N/A		13. DATE OF SUBSEQUENT SUBMISSION / EVENT See Block 16		A. ADDRESS	
						B. COPIES	
						INITIAL	
						FINAL	
						Hard Copy	Soft Copy
						Hard Copy	Soft Copy
16. REMARKS Block 12: The first Returned Items Report must be submitted at 2 Months after the start of Phase 2. Block 13: Monthly Returned Item Reports must be submitted to DND within 5 business days of the end of each month.				CA			1
				PA			1
PREPARED BY DSSPM				DATE		APPROVED BY	
17. CONTRACT FILE / DOCUMENT NUMBER		18. ESTIMATED NO OF PAGES		19. ESTIMATED PRICE \$		15. TOTAL	
							2
							2

Annex A - Appendix 2 – Contract Data Requirements List (CDRL)

CONTRACT DATA REQUIREMENTS LIST ITEM							
A. SYSTEM / ITEM Non-Operational Clothing and Footwear Contract (NOCFC)				B. CONTRACT / RFP NUMBER TBD			
C. SOW IDENTIFIER NOCFC SOW		D. DATA CATEGORY Management Data		E. CONTRACTOR TBD			
1. ITEM NUMBER CDRL 015		2. TITLE OR DESCRIPTION OF DATA Government Owned Materiel (GOM) Report		3. SUBTITLE N/A			
4. AUTHORITY (Data Item Number) PM-015		5. CONTRACT REFERENCE NOCFC SOW para 3.4.5		6. REQUIRING OFFICE PA			
7. INSPECTION DD	9. INPUT		10. FREQUENCY ANPLY	12. DATE OF 1st SUBMISSION See Block 16		14. DISTRIBUTION and ADDRESSEES	
8. APP CODE N/A		11. AS OF DATE N/A		13. DATE OF SUBSEQUENT SUBMISSION / EVENT See Block 16		A. ADDRESS	
						B. COPIES	
						INITIAL	
						FINAL	
						Hard Copy	Soft Copy
16. REMARKS Block 12: The first GOM Report must be submitted at the end of the first fiscal year of service. Block 13: Annual GOM reports must be submitted to DND within the end of each fiscal year. Deadlines for submission will be specified by DND each fiscal year.				CA			1
				PA			1
PREPARED BY DSSPM		DATE		APPROVED BY			
17. CONTRACT FILE / DOCUMENT NUMBER		18. ESTIMATED NO OF PAGES		19. ESTIMATED PRICE \$		15. TOTAL	
							2
							2

Annex A - Appendix 2 – Contract Data Requirements List (CDRL)

CONTRACT DATA REQUIREMENTS LIST ITEM																																														
A. SYSTEM / ITEM Non-Operational Clothing and Footwear Contract (NOCFC)				B. CONTRACT / RFP NUMBER TBD																																										
C. SOW IDENTIFIER NOCFC SOW		D. DATA CATEGORY Management Data		E. CONTRACTOR TBD																																										
1. ITEM NUMBER CDRL 016		2. TITLE OR DESCRIPTION OF DATA Electronic Catalogue		3. SUBTITLE N/A																																										
4. AUTHORITY (Data Item Number) PM-016		5. CONTRACT REFERENCE NOCFC SOW para 3.5.5.10		6. REQUIRING OFFICE PA																																										
7. INSPECTION DD	9. INPUT	10. FREQUENCY ASREQ	12. DATE OF 1st SUBMISSION See Block 16	14. DISTRIBUTION and ADDRESSEES																																										
8. APP CODE N/A		11. AS OF DATE N/A	13. DATE OF SUBSEQUENT SUBMISSION / EVENT See Block 16	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="1" style="padding: 2px;">A. ADDRESS</th> <th colspan="4" style="padding: 2px;">B. COPIES</th> </tr> <tr> <th colspan="1" style="padding: 2px;"></th> <th colspan="2" style="padding: 2px;">INITIAL</th> <th colspan="2" style="padding: 2px;">FINAL</th> </tr> <tr> <th colspan="1" style="padding: 2px;"></th> <th style="padding: 2px;">Hard Copy</th> <th style="padding: 2px;">Soft Copy</th> <th style="padding: 2px;">Hard Copy</th> <th style="padding: 2px;">Soft Copy</th> </tr> </thead> <tbody> <tr> <td style="padding: 2px;">CA</td> <td style="padding: 2px;"></td> <td style="padding: 2px; text-align: center;">1</td> <td style="padding: 2px;"></td> <td style="padding: 2px; text-align: center;">1</td> </tr> <tr> <td style="padding: 2px;">PA</td> <td style="padding: 2px;"></td> <td style="padding: 2px; text-align: center;">1</td> <td style="padding: 2px;"></td> <td style="padding: 2px; text-align: center;">1</td> </tr> <tr> <td style="padding: 2px;"></td> </tr> <tr> <td style="padding: 2px;"></td> </tr> <tr> <td style="padding: 2px;"></td> </tr> </tbody> </table>				A. ADDRESS	B. COPIES					INITIAL		FINAL			Hard Copy	Soft Copy	Hard Copy	Soft Copy	CA		1		1	PA		1		1														
A. ADDRESS	B. COPIES																																													
	INITIAL		FINAL																																											
	Hard Copy	Soft Copy	Hard Copy	Soft Copy																																										
CA		1		1																																										
PA		1		1																																										
16. REMARKS Block 12: A preliminary Electronic Catalogue must be submitted for review no later than six MACA. Block 13: The revised Electronic Catalogue, addressing the comments from DND, must be available from the start of Phase 2. The Contractor must revise the Electronic Catalogue as items are changed, added or removed. Response Time: DND will provide comments on the Electronic Catalogue, including additions or deletions of items, within 20 business days of receipt.																																														
PREPARED BY DSSPM		DATE	APPROVED BY																																											
17. CONTRACT FILE / DOCUMENT NUMBER		18. ESTIMATED NO OF PAGES	19. ESTIMATED PRICE \$		15. TOTAL 2																																									
						2																																								

Annex A - Appendix 2 – Contract Data Requirements List (CDRL)

CONTRACT DATA REQUIREMENTS LIST ITEM									
A. SYSTEM / ITEM Non-Operational Clothing and Footwear Contract (NOCFC)				B. CONTRACT / RFP NUMBER TBD					
C. SOW IDENTIFIER NOCFC SOW		D. DATA CATEGORY Management Data		E. CONTRACTOR TBD					
1. ITEM NUMBER CDRL 017		2. TITLE OR DESCRIPTION OF DATA Contractor System Administrator List		3. SUBTITLE N/A					
4. AUTHORITY (Data Item Number) PM-017		5. CONTRACT REFERENCE NOCFC OMS SOW para 2.7.1		6. REQUIRING OFFICE PA					
7. INSPECTION DD	9. INPUT		10. FREQUENCY ASREQ	12. DATE OF 1st SUBMISSION 15 DACA		14. DISTRIBUTION and ADDRESSEES			
8. APP CODE N/A		11. AS OF DATE N/A		13. DATE OF SUBSEQUENT SUBMISSION / EVENT See Block 16		A. ADDRESS			
16. REMARKS Block 13: Updated Contractor System Administrator Lists must be submitted to DND within 10 business days of a change to the list.						B. COPIES			
						INITIAL		FINAL	
						Hard Copy	Soft Copy	Hard Copy	Soft Copy
PREPARED BY DSSPM		DATE		APPROVED BY					
17. CONTRACT FILE / DOCUMENT NUMBER		18. ESTIMATED NO OF PAGES		19. ESTIMATED PRICE \$		15. TOTAL			
							2		
							2		

Annex A - Appendix 2 – Contract Data Requirements List (CDRL)

CONTRACT DATA REQUIREMENTS LIST ITEM													
A. SYSTEM / ITEM Non-Operational Clothing and Footwear Contract (NOCFC)					B. CONTRACT / RFP NUMBER TBD <i>(to be inserted prior to contract award)</i>								
C. SOW IDENTIFIER N/A			D. DATA CATEGORY Industrial and Technological Benefits		E. CONTRACTOR TBD <i>(to be inserted prior to contract award)</i>								
1. ITEM NUMBER CDRL 018			2. TITLE OR DESCRIPTION OF DATA Industrial and Technological Benefits (ITB) Annual Report		3. SUBTITLE N/A								
4. AUTHORITY (Data Item Number) ITB-001			5. CONTRACT REFERENCE ITB Terms and Conditions – Annex C, Article 4		6. REQUIRING OFFICE Innovation, Science and Economic Development (ISED) - ITB Authority								
7. INSPECTION		9. INPUT		10. FREQUENCY ANPLY		12. DATE OF 1st SUBMISSION July 31, 20XX (year to be inserted prior to contract award)							
8. APP CODE N/A		11. AS OF DATE N/A		13. DATE OF SUBSEQUENT SUBMISSION / EVENT ANPLY		14. DISTRIBUTION and ADDRESSEES							
16. REMARKS Review period by ISED – 6 months						A. ADDRESS		B. COPIES					
								INITIAL		FINAL			
						Hard Copy	Soft Copy	Hard Copy	Soft Copy				
						CA					1		
						ISED ITB Authority					1		
PREPARED BY						DATE		APPROVED BY					
17. CONTRACT FILE / DOCUMENT NUMBER			18. ESTIMATED NO OF PAGES		19. ESTIMATED PRICE \$		15. TOTAL				2		

Annex A - Appendix 2 – Contract Data Requirements List (CDRL)

CONTRACT DATA REQUIREMENTS LIST ITEM													
A. SYSTEM / ITEM Non-Operational Clothing and Footwear Contract (NOCFC)					B. CONTRACT / RFP NUMBER TBD <i>(to be inserted prior to contract award)</i>								
C. SOW IDENTIFIER N/A			D. DATA CATEGORY Industrial and Technological Benefits			E. CONTRACTOR TBD <i>(to be inserted prior to contract award)</i>							
1. ITEM NUMBER CDRL 019		2. TITLE OR DESCRIPTION OF DATA Tranche 2 ITB Transactions				3. SUBTITLE N/A							
4. AUTHORITY (Data Item Number) ITB-002			5. CONTRACT REFERENCE ITB Terms and Conditions – Annex C, Article 3.2.1.1.			6. REQUIRING OFFICE Innovation, Science and Economic Development (ISED) - ITB Authority							
7. INSPECTION		9. INPUT		10. FREQUENCY ONE/R		12. DATE OF 1st SUBMISSION Within 6 months of Contract Effective Date		14. DISTRIBUTION and ADDRESSEES					
8. APP CODE N/A				11. AS OF DATE N/A		13. DATE OF SUBSEQUENT SUBMISSION / EVENT R/ASR		A. ADDRESS		B. COPIES			
										INITIAL		FINAL	
										Hard Copy		Soft Copy	
16. REMARKS Review period by ISED – 12 months								CA					1
								ISED ITB Authority					1
PREPARED BY			DATE		APPROVED BY								
17. CONTRACT FILE / DOCUMENT NUMBER			18. ESTIMATED NO OF PAGES		19. ESTIMATED PRICE \$			15. TOTAL					2

Annex A - Appendix 2 – Contract Data Requirements List (CDRL)

CONTRACT DATA REQUIREMENTS LIST ITEM													
A. SYSTEM / ITEM Non-Operational Clothing and Footwear Contract (NOCFC)					B. CONTRACT / RFP NUMBER TBD <i>(to be inserted prior to contract award)</i>								
C. SOW IDENTIFIER N/A			D. DATA CATEGORY Industrial and Technological Benefits		E. CONTRACTOR TBD <i>(to be inserted prior to contract award)</i>								
1. ITEM NUMBER CDRL 020			2. TITLE OR DESCRIPTION OF DATA Tranche 3 ITB Transactions		3. SUBTITLE N/A								
4. AUTHORITY (Data Item Number) ITB-003			5. CONTRACT REFERENCE ITB Terms and Conditions – Annex C, Article 3.2.1.2.		6. REQUIRING OFFICE Innovation, Science and Economic Development (ISED) - ITB Authority								
7. INSPECTION		9. INPUT		10. FREQUENCY ONE/R		12. DATE OF 1st SUBMISSION 36 Months after Contract Effective Date		14. DISTRIBUTION and ADDRESSEES					
8. APP CODE N/A				11. AS OF DATE N/A		13. DATE OF SUBSEQUENT SUBMISSION / EVENT R/ASR		A. ADDRESS		B. COPIES			
										INITIAL		FINAL	
										Hard Copy		Soft Copy	
16. REMARKS Review period by ISED – 12 months								CA					1
								ISED ITB Authority					1
PREPARED BY			DATE		APPROVED BY								
17. CONTRACT FILE / DOCUMENT NUMBER			18. ESTIMATED NO OF PAGES		19. ESTIMATED PRICE \$		15. TOTAL					2	

Annex A - Appendix 3 – Data Item Description (DID)

Department of National Defence

Data Item Descriptions (DID) Non-Operational Clothing and Footwear Contract (NOCFC)

Requisition Number: W8486-174014
DND Document #

Date: 20 December 2018
RDIMS 4746522

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

	NOTICE This documentation has been reviewed by the technical authority and does not contain controlled goods.
	AVIS Cette documentation a été révisée par l'autorité technique et ne contient pas de marchandises contrôlées.

Annex A - Appendix 3 – Data Item Description (DID)

1. List of Data Item Descriptions (DIDs)

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

DID	Title	CDRL
PM-001	Program Management Plan (PMP)	001
PM-002	Master Program Schedule (MPS) / Work Breakdown Structure (WBS)	002
PM-003	Quality Management Plan (QMP)	003
PM-004	Performance Measurement Plan (PfMP)	004
PM-005	Green Procurement Plan (GPP)	005
PM-006	Risk Management Plan (RMP)	006
PM-007	Transition-In Plan (TIP)	007
PM-008	Transition-Out Plan (TOP)	008
PM-009	Meeting Agenda	009
PM-010	Meeting Minutes	010
PM-011	Action Item Report (AIR)	011
PM-012	Customer Satisfaction Report	012
PM-013	Shipment Delivery Report	013
PM-014	Returned Items Report	014
PM-015	Government Owned Materiel (GOM) Report	015
PM-016	Electronic Catalogue	016
PM-017	Contractor System Administrator List	017
ITB-001	Industrial and Technological Benefits (ITB) Annual Report	018
ITB-002	Tranche 2 ITB Transactions	019
ITB-003	Tranche 3 ITB Transactions	020

2. DID Definitions

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

BLOCK 1 – TITLE

The title of the data item for the DID.

BLOCK 2 – IDENTIFICATION NUMBER

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

“PM” for Project Management

“SE” for Systems Engineering

“ILS” for Integrated Logistics Support

BLOCK 3 – DESCRIPTION

Provides a general description of the data content requirements.

Annex A - Appendix 3 – Data Item Description (DID)

BLOCK 4 – APPROVAL DATE

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

BLOCK 5 – OFFICE OF PRIMARY INTEREST (OPI)

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

BLOCK 6 – GIDEP APPLICABLE

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

BLOCK 7 – APPLICATION / INTERRELATIONSHIP

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

BLOCK 8 – ORIGINATOR

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

BLOCK 9 – APPLICABLE FORMS

Indicates any form associated with the DID.

BLOCK 10 – PREPARATION INSTRUCTIONS

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

Annex A - Appendix 3 – Data Item Description (DID)

DATA ITEM DESCRIPTION		
1. TITLE Program Management Plan (PMP)		2. IDENTIFICATION NUMBER PM-001
3. DESCRIPTION This plan describes the Contractor's processes to carry out all management activities necessary to complete the Work in accordance with the SOW. The PMP will be used to provide the PA insight into the Contractor's management practices and procedures.		
4. APPROVAL DATE	5. OFFICE OF PRIMARY INTEREST DND / DGLEPM / DSSPM	6. GIDEP APPLICABLE
7. APPLICATION / INTERRELATIONSHIP This Data Item Description (DID) contains the format, content and preparation instructions for the data product generated by the specific and discrete task requirements as delineated in the Contract.		
8. ORIGINATOR DND / DGLEPM / DSSPM		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 PMP must be in the Contractor's format using Adobe or Microsoft.		
10.3 Content		
10.3.1 The PMP must describe the management processes, administrative procedures and the organizational structure that will be used to manage the Work required in the SOW.		
10.3.1.1 Overview:		
a. Purpose, Background, Scope and Objectives;		
b. Assumptions, Constraints and Risks;		
c. Deliverables;		
d. Organization Summary; and		
e. Schedule Summary.		
10.3.1.2 Organization:		
a. Program Management Organizational Chart, including internal and external organizations as it pertains to this Contract;		
b. Roles and Responsibilities, including internal and external organizations;		
c. Escalating Lines of Communications, including Sub-Contractors, to define movement of critical issues within Contract organization; and		
d. Description of Program Management Organization type – i.e. matrix org., specific program org. or multiple programs org.		
10.3.1.3 <u>Management of Administrative Processes</u> . The PMP must describe in detail the administrative and management activities for the following:		
a. Program Management Approach and Procedures;		
b. Schedule Control;		
c. Resource Allocation;		
d. Performance Monitoring;		
e. Continuous Improvement;		
f. Information Management (IM); and		
g. Change Control Processes.		
10.3.1.4 <u>Key Management activities</u> . Using separate annexes for each, the PMP must describe in detail the approach, planning, administrative and management activities for the following:		
a. Transition-In Process & Activities;		

Annex A - Appendix 3 – Data Item Description (DID)

DATA ITEM DESCRIPTION	
1. TITLE Program Management Plan (PMP)	2. IDENTIFICATION NUMBER PM-001
<ul style="list-style-type: none">b. Procurement/Provisioning Management including Sub-Contractor Management;c. Risk Management (RM);d. Development and implementation of the Order Management System (OMS);e. Warehouse Management;f. Inventory Control Management;g. Distribution Management;h. Configuration Management; andi. Design, Engineering and Technical Support Services + Ancillary Services Offer.	

Annex A - Appendix 3 – Data Item Description (DID)

DATA ITEM DESCRIPTION		
1. TITLE Master Program Schedule (MPS) / Work Breakdown Structure (WBS)		2. IDENTIFICATION NUMBER PM-002
3. DESCRIPTION The MPS details the activities in sequence, duration and dependencies against a calendar time-base. The MPS and WBS detail all activities covering the complete duration of the Contract and any deviations from the baseline that will be established at Contract Award. Updates to the MPS and WBS provide the PA with the visibility of accomplishments to date at a level of detail that indicates overall performance.		
4. APPROVAL DATE	5. OFFICE OF PRIMARY INTEREST DND / DGLEPM / DSSPM	6. GIDEP APPLICABLE
7. APPLICATION / INTERRELATIONSHIP This Data Item Description (DID) contains the format, content and preparation instructions for the data product generated by the specific and discrete task requirements as delineated in the Contract.		
8. ORIGINATOR DND / DGLEPM / DSSPM		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 MPS must be prepared in MS Project and consist of a Gantt Chart reflecting activity start and end dates, expected activity duration, activity dependencies, critical path(s) and WBS element number, all against a calendar time-base.		
10.2.2 The WBS must be prepared in the Contractor's format, and comprise a WBS index, a graphical representation, and a WBS dictionary.		
10.3 Content		
10.3.1 The MPS and WBS must reflect the entire scope of the program work, including Sub-Contracted activities.		
10.3.2 The MPS must include all WBS elements and tasks required to achieve milestones and deliverables.		
10.3.3 The MPS must detail the sequencing, activity duration, events schedule against a calendar time-base, milestones and all WBS activities down to the work package level that must occur for the objectives and cross-referenced requirements of the Contract to be achieved.		
10.3.4 The MPS must be base-lined at Contract Award.		
10.3.5 Updates to the MPS must clearly indicate actual progress to a specific date against the schedule baseline.		
10.3.6 The MPS must be updated to reflect changes in activity start and end dates.		
10.3.7 The MPS baseline must be the measurement baseline for program performance.		
10.3.8 All baseline activity must be maintained and provided using the same WBS code of accounts entry on the Gantt chart incorporating any approved changes to activity start and finish dates.		
10.3.9 The baseline activity start dates, finish dates, and updated start and finish dates must be uniquely identifiable at the activity level.		
10.3.10 The MPS must show a time-phased sequence of upper level activities and events, and their relationship to the WBS elements and activities.		
10.3.11 Each MPS activity must include all details associated with each WBS elements.		

Annex A - Appendix 3 – Data Item Description (DID)

DATA ITEM DESCRIPTION		
1. TITLE Quality Management Plan (QMP)		2. IDENTIFICATION NUMBER PM-003
3. DESCRIPTION The QMP presents 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 / DSSPM	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 / DSSPM		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 QMP must be in the Contractor's format.		
10.3 Content		
10.3.1 The QMP must be prepared in accordance with the most recent version of ISO 9001 - Quality Management Systems.		
10.3.2 The QMP must describe how the Contractor will conform to the specified quality requirements of the Contract.		
10.3.3 The QMP must specify how the Quality Assurance (QA) activities will be carried out, including QA activities of Sub-Contractors.		

Annex A - Appendix 3 – Data Item Description (DID)

DATA ITEM DESCRIPTION		
1. TITLE Performance Measurement Plan (PfMP)		2. IDENTIFICATION NUMBER PM-004
3. DESCRIPTION The PfMP presents the Contractor's detailed plan to establish and monitor the appropriate Performance Indicators (PIs) necessary to meet the requirements of the Contract.		
4. APPROVAL DATE	5. OFFICE OF PRIMARY INTEREST DND / DGLEPM / DSSPM	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 / DSSPM		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 PfMP must be in the Contractor's format.		
10.3 Content		
10.3.1 The PfMP must address, at minimum, the DND Key Performance Indicators (KPIs) described in Annex F and may include any additional metrics or measures the Contractor deems appropriate to manage internal operations and track performance outcomes. Any additional metrics put forth by the Contractor are subject to the PA's approval.		
10.3.2 The PfMP must consolidate the management processes, administrative procedures and organizational structure that will be used to manage and monitor performance measurement.		
10.3.2.1 Overview:		
a. Purpose, Background, Scope and Objectives;		
b. Assumptions, Constraints and Risks; and		
c. Deliverables.		
10.3.2.2 Organization:		
a. Roles and Responsibilities, including internal and external organizations; and		
b. Escalating Lines of Communications, including Sub-Contractors (where applicable).		
10.3.2.3 The PfMP 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 (KPIs) 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 PfMP will be managed and administered.		

Annex A - Appendix 3 – Data Item Description (DID)

DATA ITEM DESCRIPTION		
1. TITLE Green Procurement Plan (GPP)		2. IDENTIFICATION NUMBER PM-005
3. DESCRIPTION The GPP reflects the Contractor's current Green Procurement activities and commitments. It goes beyond ISO 14001 standard to reach as much as possible the intent of the Canadian Government Green Procurement Policy issued in April 2006.		
4. APPROVAL DATE	5. OFFICE OF PRIMARY INTEREST DND / DGLEPM / DSSPM	6. GIDEP APPLICABLE
7. APPLICATION / INTERRELATIONSHIP This Data Item Description (DID) contains the format, content and preparation instructions for the data product generated by the specific and discrete task requirements as delineated in the Contract.		
8. ORIGINATOR DND / DGLEPM / DSSPM		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 GPP must be in the Contractor's format.		
10.3 Content		
10.3.1 Contractor Environmental Attributes:		
a. ISO 14001 certification status;		
b. Environmental management policies and practices;		
c. Involvement with and use of other government and private organizations published standards, indexes, metrics, guides applicable to Green Procurement (Green SCOR®, Higgs Index, SMART® Sustainable Textile Standard, Oeko Tex® Standard 100, Sustainable Textile Production (STeP));		
d. Involvement with Green/Environmental Groups & Organizations in Canada and in the world;		
e. History of environmental initiatives;		
f. Product recycling programs;		
g. Waste disposal programs;		
h. Energy and water consumption programs; and		
i. Plans for environmental improvements.		
10.3.2 <u>Contractor Environmental Commitment</u> . Environment Sustainment and Waste Management commitments including Environmental assessment impacts, supplier's capability and integration of environmental criteria into the Supply Chain.		

Annex A - Appendix 3 – Data Item Description (DID)

DATA ITEM DESCRIPTION		
1. TITLE Risk Management Plan (RMP)		2. IDENTIFICATION NUMBER PM-006
3. DESCRIPTION The RMP presents the Contractor's detailed risk analysis to establish and monitor the approach, planning, administrative, and management activities necessary to meet the requirements of the Contract.		
4. APPROVAL DATE	5. OFFICE OF PRIMARY INTEREST DND / DGLEPM / DSSPM	6. GIDEP APPLICABLE
7. APPLICATION / INTERRELATIONSHIP This Data Item Description (DID) contains the format, content and preparation instructions for the data product generated by the specific and discrete task requirements as delineated in the Contract.		
8. ORIGINATOR DND / DGLEPM / DSSPM		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 RMP must be in the Contractor's format.		
10.3 Content		
10.3.1 The RMP must contain the following information:		
a. <u>Risk Identification</u> . Describe the processes that result in the initial identification of a potential risk, the data elements to be defined at the time the risk is identified, the processes associated with reviewing the data elements and confirming the risk, and entering the appropriate data into the Risk Register;		
b. Risk Analysis:		
1) The process for assigning priorities to risks;		
2) The assignment of specific risks to specific individuals;		
3) Quantify risks in terms of the probability of occurrence and the impact on cost, schedule, and performance of the Work;		
4) Risk prioritization and risk level triggers to initiate risk analysis and/or risk response planning; and		
5) Development and maintenance of a risk register including the method and frequency of updates.		
c. Outline risk response strategies;		
d. Explain how risks will be monitored, controlled, and reported; and		
e. Roles and Responsibilities:		
1) Describe the roles and responsibilities of personnel and key stakeholders in relation to risk management; and		
2) Describe the Communications between the Contractor and DND to track, review, and update risk items including the implementing of contingency plans.		

Annex A - Appendix 3 – Data Item Description (DID)

DATA ITEM DESCRIPTION		
1. TITLE Transition-In Plan (TIP)		2. IDENTIFICATION NUMBER PM-007
3. DESCRIPTION The TIP presents in chronological order, the detailed description of each action item the Contractor must complete in order to ensure a timely and efficient transition from the incumbent Contractor.		
4. APPROVAL DATE	5. OFFICE OF PRIMARY INTEREST DND / DGLEPM / DSSPM	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 / DSSPM		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 TIP must be in the Contractor's format.		
10.3 Content		
10.3.1 The TIP must consolidate the management processes, administrative procedures and organizational structure that will be used to manage the Work under Phase 1 of the Contract.		
10.3.1.1 Overview:		
a. Purpose, Background, Scope and Objectives;		
b. Assumptions, Constraints and Risks;		
c. Tasks and deliverables;		
d. Organization Summary; and		
e. Schedule Summary.		
10.3.1.2 Organization:		
a. Transition Management Organizational Chart, including internal and external organizations as it pertains to the transition Phase;		
b. Roles and Responsibilities, including internal and external organizations; and		
c. Escalating Lines of Communications, including Sub-Contractors, to define movement of critical issues within the Contract organization.		
10.3.1.3 Management Processes:		
a. Transition Management Approach and Procedures;		
b. Sub-Contractor Management (if applicable);		
c. Schedule control;		
d. Resource allocation;		
e. QA;		
f. Performance Monitoring;		
g. Reporting;		
h. Problem resolution;		
i. RM;		
j. Environmental, Health and Safety Issues Management;		
k. IM; and		
l. Change Control Processes.		

Annex A - Appendix 3 – Data Item Description (DID)

DATA ITEM DESCRIPTION		
1. TITLE Transition-Out Plan (TOP)		2. IDENTIFICATION NUMBER PM-008
3. DESCRIPTION The TOP is a comprehensive plan detailing all administrative and managerial actions required to ensure a smooth transition to the successor.		
4. APPROVAL DATE	5. OFFICE OF PRIMARY INTEREST DND / DGLEPM / DSSPM	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 / DSSPM		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 TOP must be in the Contractor's format.		
10.3 Content		
10.3.1 The TOP must present in chronological order, the detailed description of each action item the Contractor must complete in order to ensure a timely and efficient transition.		
10.3.2 The TOP must consolidate the management processes, administrative procedures and organizational structure that will be used to manage the Work under Phase 3 of the Contract.		
10.3.2.1 Overview:		
a. Purpose, Background, Scope and Objectives;		
b. Assumptions, Constraints and Risks;		
c. Tasks and deliverables;		
d. Organization Summary; and		
e. Schedule Summary.		
10.3.2.2 Organization:		
a. Transition Management Organizational Chart, including internal and external organizations as it pertains to the transition Phase;		
b. Roles and Responsibilities, including internal and external organizations; and		
c. Escalating Lines of Communications, including Sub-Contractors, to define movement of critical issues within the Contract organization.		
10.3.2.3 Management Processes:		
a. Transition Management Approach and Procedures;		
b. Sub-Contractor Management;		
c. Schedule control;		
d. Resource allocation;		
e. QA;		
f. Performance Monitoring;		
g. Reporting;		
h. Problem resolution;		
i. Risk Management;		
j. Environmental, Health and Safety Issues Management;		
k. Information Management; and		

Annex A - Appendix 3 – Data Item Description (DID)

DATA ITEM DESCRIPTION	
1. TITLE Transition-Out Plan (TOP)	2. IDENTIFICATION NUMBER PM-008
I. Change Control Processes.	

Annex A - Appendix 3 – Data Item Description (DID)

DATA ITEM DESCRIPTION		
1. TITLE Meeting Agenda		2. IDENTIFICATION NUMBER PM-009
3. DESCRIPTION Meeting Agendas set the venue and identify the items to be discussed at meetings.		
4. APPROVAL DATE	5. OFFICE OF PRIMARY INTEREST DND / DGLEPM / DSSPM	6. GIDEP APPLICABLE
7. APPLICATION / INTERRELATIONSHIP This Data Item Description (DID) 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 / DSSPM		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 Meeting Agenda may be in the Contractor's format.		
10.3 Content		
10.3.1 The Meeting Agenda must be prepared such that meetings are a maximum of 6 hours per day in duration.		
10.3.2 The Meeting Agenda must identify the venue and list the discussion items to be covered at the meeting.		
10.3.2.1 <u>Venue Elements</u> . The Meeting Agenda must address the following elements on the venue as follows:		
a. Meeting Identification Number;		
b. Purpose (descriptive title);		
c. Coordinating instructions (such as date, time and location); and		
d. Attendees.		
10.3.2.2 <u>Discussion items</u> . The Meeting Agenda must address the discussion items through the following sections:		
a. Opening Remarks;		
b. Agenda Review;		
c. Review of Previous Minutes;		
d. Opened Discussion Items;		
e. New Discussion Items;		
f. Review of Action Items;		
g. Next Venue; and		
h. Closing Remarks.		

Annex A - Appendix 3 – Data Item Description (DID)

DATA ITEM DESCRIPTION		
1. TITLE Meeting Minutes		2. IDENTIFICATION NUMBER PM-010
3. DESCRIPTION Meeting Minutes consist of the detailed records of proceedings, discussions, decisions and action items from meetings.		
4. APPROVAL DATE	5. OFFICE OF PRIMARY INTEREST DND / DGLEPM / DSSPM	6. GIDEP APPLICABLE
7. APPLICATION / INTERRELATIONSHIP This Data Item Description (DID) 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 / DSSPM		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 Meeting Minutes may be in the Contractor's format.		
10.3 Content		
10.3.1 The Meeting Minutes must contain the detailed records of proceedings, discussions, decisions and action items from the meeting.		
10.3.2 The detailed records must be presented through the following sections:		
a. General - including meeting identification number, purpose, date, time and location;		
b. Attendees;		
c. Opening Remarks;		
d. Agenda Review;		
e. Review of previous Minutes;		
f. Discussion Items - Including a summary record of proceedings, discussions, decisions, information addressees, action addressees and action completion date, for each item;		
g. Next Venue;		
h. Closing Remarks; and		
i. Signatures of Contractor's Program Manager (PM) and signatures of the CA and the PA.		

Annex A - Appendix 3 – Data Item Description (DID)

DATA ITEM DESCRIPTION		
1. TITLE Action Item Report (AIR)		2. IDENTIFICATION NUMBER PM-011
3. DESCRIPTION The AIR provides itemized, dated and up-to-date records of all approved Contractor, PSPC, and DND action items.		
4. APPROVAL DATE	5. OFFICE OF PRIMARY INTEREST DND / DGLEPM / DSSPM	6. GIDEP APPLICABLE
7. APPLICATION / INTERRELATIONSHIP This Data Item Description (DID) 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 / DSSPM		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 AIR must be in the Contractor's format using DND compatible software, approved by the PA, and generated from a searchable, structured issue tracking file used to maintain a repository of historical information for the duration of the Contract.		
10.3 Content		
10.3.1 The AIR must contain the itemized, dated and up-to-date records of all approved Contractor, PSPC and DND action items, and include the following data:		
a. Action item ID and Title;		
b. Description of issues;		
c. Traceability to primary document, meeting minutes, report or activity;		
d. Date opened;		
e. Action addressee(s);		
f. Action to be taken;		
g. Status;		
h. Date required to be closed;		
i. Date closed; and		
j. Resolution.		
10.3.2 The AIR must list the action items sorted in the following order:		
a. Program Management - General;		
b. OMS;		
c. Warehousing and Inventory Management;		
d. Provisioning Issues;		
e. Design and Engineering Support;		
f. Performance Measurement;		
g. Quality Management;		
h. Financial Issues;		
i. Environmental, Health and Safety Issues; and		
j. Other issues.		

Annex A - Appendix 3 – Data Item Description (DID)

DATA ITEM DESCRIPTION		
1. TITLE Customer Satisfaction Report		2. IDENTIFICATION NUMBER PM-012
3. DESCRIPTION Customer Satisfaction Reports provide information regarding all customer service requests/comments that the Contractor receives.		
4. APPROVAL DATE	5. OFFICE OF PRIMARY INTEREST DND / DGLEPM / DSSPM	6. GIDEP APPLICABLE
7. APPLICATION / INTERRELATIONSHIP This Data Item Description (DID) contains the format, content and preparation instructions for the data product generated by the specific and discrete task requirements as delineated in the Contract.		
8. ORIGINATOR DND / DGLEPM / DSSPM		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 Customer Satisfaction Reports may be in the Contractor's format.		
10.3 Content		
10.3.1 Customer Satisfaction Reports must contain the following minimum information:		
a. Overall monthly total of requests;		
b. Mechanism of requests/comments (e.g. phone call, email);		
c. Date and time of requests/comments;		
d. Length of phone calls (if applicable);		
e. Originator of request/comment to include contact information;		
f. Order number (if applicable);		
g. Detailed summary of order (if applicable);		
h. NSN (if applicable);		
i. Subject of request/comment;		
j. Detailed summary of request/comment;		
k. Resolution method taken to address the request/comment (if applicable); and		
l. Date of resolution (if applicable).		

Annex A - Appendix 3 – Data Item Description (DID)

DATA ITEM DESCRIPTION		
1. TITLE Shipment Delivery Report		2. IDENTIFICATION NUMBER PM-013
3. DESCRIPTION Shipment Delivery Reports provide information for each shipment.		
4. APPROVAL DATE	5. OFFICE OF PRIMARY INTEREST DND / DGLEPM / DSSPM	6. GIDEP APPLICABLE
7. APPLICATION / INTERRELATIONSHIP This Data Item Description (DID) contains the format, content and preparation instructions for the data product generated by the specific and discrete task requirements as delineated in the Contract.		
8. ORIGINATOR DND / DGLEPM / DSSPM		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 Shipment Delivery Reports may be provided in Excel format.		
10.2.2 Shipment Delivery Reports must contain a summary page.		
10.3 Content		
10.3.1 Shipment Delivery Reports must contain the following minimum information for each shipment:		
a. Base/consignee or User;		
b. Shipping address;		
c. Order number(s);		
d. NSN and description;		
e. Quantities ordered (DND Owned Items and Contractor Owned Items seperately);		
f. Quantities Shipped;		
g. Date shipped;		
h. Date of items delivered/received by user;		
i. All Unavailable Item Notifications, to include the reason;		
j. Any associated Backorders, to include the duration and expected delivery;		
k. Total cost of each item;		
l. Transportation costs; and		
m. All other applicable costs.		
10.3.2 The summary page must include, but not limited to the following		
a. The total number of orders;		
b. The total number of items ordered;		
c. Total transportation costs; and		
d. Total cost of orders.		

DATA ITEM DESCRIPTION	
1. TITLE	2. IDENTIFICATION NUMBER

Annex A - Appendix 3 – Data Item Description (DID)

Returned Items Report		PM-014
3. DESCRIPTION Returned Items Reports provide information regarding item returns.		
4. APPROVAL DATE	5. OFFICE OF PRIMARY INTEREST DND / DGLEPM / DSSPM	6. GIDEP APPLICABLE
7. APPLICATION / INTERRELATIONSHIP This Data Item Description (DID) contains the format, content and preparation instructions for the data product generated by the specific and discrete task requirements as delineated in the Contract.		
8. ORIGINATOR DND / DGLEPM / DSSPM		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 Returned Items Reports may be in the Contractor's format.		
10.3 Content		
10.3.1 Returned Items Reports must contain the following minimum information:		
a. Date of order;		
b. Originator of order;		
c. Order number;		
d. Detailed summary of order;		
e. Items returned;		
f. NSN of items returned;		
g. Quantity of items returned;		
h. Cost and credit to DND; and		
i. Reason for the return.		

Annex A - Appendix 3 – Data Item Description (DID)

DATA ITEM DESCRIPTION		
1. TITLE Government Owned Materiel (GOM) Report		2. IDENTIFICATION NUMBER PM-015
3. DESCRIPTION GOM Reports provide all inventory that is not accounted for in Defence Resource Management Information System (DRMIS).		
4. APPROVAL DATE	5. OFFICE OF PRIMARY INTEREST DND / DGLEPM / DSSPM	6. GIDEP APPLICABLE
7. APPLICATION / INTERRELATIONSHIP This Data Item Description (DID) contains the format, content and preparation instructions for the data product generated by the specific and discrete task requirements as delineated in the Contract.		
8. ORIGINATOR DND / DGLEPM / DSSPM		9. APPLICABLE FORMS Government Owned Materiel Report - Template
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 and Content		
10.2.1 Template will be provided by DND at end of each reporting period. Current template is provided as Appendix 9 to Annex A (Government Owned Materiel Report – Template).		

Annex A - Appendix 3 – Data Item Description (DID)

DATA ITEM DESCRIPTION		
1. TITLE Electronic Catalogue		2. IDENTIFICATION NUMBER PM-016
3. DESCRIPTION The Electronic Catalogue details both the Master Catalogue and the Personalized Catalogues. The Personalized Catalogues are for members and units to utilize through the OMS.		
4. APPROVAL DATE	5. OFFICE OF PRIMARY INTEREST DND / DGLEPM / DSSPM	6. GIDEP APPLICABLE
7. APPLICATION / INTERRELATIONSHIP This Data Item Description (DID) contains the format, content and preparation instructions for the data product generated by the specific and discrete task requirements as delineated in the Contract.		
8. ORIGINATOR DND / DGLEPM / DSSPM		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 Catalogues must be bilingual (English and French) and in the Contractor's format.		
10.3 Content		
10.3.1 <u>Master Catalogue</u>		
10.3.1.1 The Master Catalogue must include all NOCFC Items.		
10.3.1.2 The Master Catalogue must be available online to Clothing Stores.		
10.3.2 <u>Personalized Catalogues</u>		
10.3.2.1 The Personalized Catalogues must be provided to Authorized DND Members, Units, and Supply Technicians through the OMS.		
10.3.2.2 <u>Member Catalogues</u>		
10.3.2.2.1 The Member Catalogues must be tailored to the Authorized DND Member's entitlements based on the member's user group, gender, rank, MOSID, UIC, Component, Environment, and Corps/Branch or Regiment.		
10.3.2.2.2 The Member Catalogues must update items available to Authorized DND Members when there are changes in the member's profile. For example, a rank change will entitle the member to the new rank slips.		
10.3.2.3 <u>Unique Item Catalogues</u>		
10.3.2.3.1 The Unique Item Catalogues must be tailored to the Authorized DND Member's entitlements based on the member's user group, gender, rank, MOSID, UIC, Component, Environment, and Corps/Branch or Regiment.		
10.3.2.3.2 The Unique Item Catalogues must update items available for the Authorized Clothing Store Supply Technician to order on behalf of the Authorized DND Members when there are applicable changes in the member's profile.		
10.3.2.4 <u>Unit Catalogues</u> . The Unit Catalogues must be tailored to the user group's entitlements, showing all of the items that the user group is entitled to.		
10.3.2.5 <u>Initial Issue Catalogues</u> . The Initial Issue Catalogues must be tailored to the Authorized DND Member's entitlements based on the member's user group, gender, rank, MOSID, UIC, Component, and Environment.		
10.3.3 DND will provide item entitlements for Member, Unit, and Initial Issue, and Unique Item Catalogues based upon, but not limited to, user group, gender, rank, MOSID, UIC, Component, and Environment.		
10.3.4 All Catalogues must, as a minimum, include the following for each item:		
a. An accurate description of the item as per DND specifications;		
b. A photo of the item that can be enlarged;		

Annex A - Appendix 3 – Data Item Description (DID)

- c. Generic NATO Stock Number (NSN) and specific NSNs for sizes (as applicable);
- d. All available sizes to include the member's recommended size (for applicable user groups);
- e. Item costs in points and dollars (as applicable); and
- f. Annual quantity limits and remaining quantities available to member (for applicable user groups).

Annex A - Appendix 3 – Data Item Description (DID)

DATA ITEM DESCRIPTION		
1. TITLE Contractor System Administrator List		2. IDENTIFICATION NUMBER PM-017
3. DESCRIPTION The Contractor Administrator List provides DND with a list of all Contractor members that have access to the OMS system and any DND User information.		
4. APPROVAL DATE	5. OFFICE OF PRIMARY INTEREST DND / DGLEPM / DSSPM	6. GIDEP APPLICABLE
7. APPLICATION / INTERRELATIONSHIP This Data Item Description (DID) contains the format, content and preparation instructions for the data product generated by the specific and discrete task requirements as delineated in the Contract.		
8. ORIGINATOR DND / DGLEPM / DSSPM		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 Contractor System Administrator List may be in the Contractor's format.		
10.3 Content		
10.3.1 Contractor System Administrator list must contain the following minimum information for each Administrator on the list:		
a. name of each Administrator;		
b. contact information of each Administrator; and		
c. the corresponding role, responsibilities and tasks of the Administrator.		

Annex A - Appendix 3 – Data Item Description (DID)

DATA ITEM DESCRIPTION		
1. TITLE Industrial and Technological Benefits (ITB) Annual Report		2. IDENTIFICATION NUMBER ITB-001
3. DESCRIPTION The annual report reports ITB achievements against Contract obligations and commitments.		
4. APPROVAL DATE	5. OFFICE OF PRIMARY INTEREST Innovation, Science and Economic Development (ISED) - ITB Authority	6. GIDEP APPLICABLE
7. APPLICATION / INTERRELATIONSHIP Reference: ITB Terms and Conditions (Annex C, Articles 3 and 4)		
8. ORIGINATOR ISED - ITB Authority		9. APPLICABLE FORMS
10. PREPARATION INSTRUCTIONS		
<p>10.1 The Contractor must submit to the ITB Authority, through the Contracting Authority (CA), annual reports based on the performance achieved during the ITB Reporting Periods noted in this Contract. These reports must be submitted 60 calendar days after the end of the annual Reporting Period. Each annual report shall consist of three parts.</p> <p>Content:</p> <p>10.2 Part A:</p> <p>10.2.1 A high-level overview of the Work performed during the Reporting Period, including major highlights and schedule changes;</p> <p>10.2.2 Obligations:</p> <p>10.2.2.1 A list of all the monthly payment claims for the Management Fee Total (MFT) that have been approved by the Contracting Authority for Work completed since the Effective Date, broken down by Reporting Period and including the amount and date submitted.</p> <p>10.2.3 Plans:</p> <p>10.2.3.1 A description and explanation of any substantive changes to the Plans, including changes to company officials responsible for administering the Obligations, and any notable regional development and small business activities that occurred in the Designated Regions of Canada. This part should also include a list of the suppliers which have been added, removed or whose scope of work has been substantially altered during the Reporting Period and the rationale for the changes undertaken.</p> <p>10.2.4 ITB Obligations Overview:</p> <p>10.2.4.1 A detailed overview of the Contractor's Obligations as per Article 3.1., the related activities during the Reporting Period and a cumulative summary of the achievement status of each.</p> <p>10.3 Part B:</p> <p>10.3.1 For each Transaction being reported:</p> <p>10.3.1.1 An update on any changes to details, such as the CCV percentage or Recipient contract information;</p>		

Annex A - Appendix 3 – Data Item Description (DID)

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| 10.3.1.2 | A description of significant achievements and activities, particularly those associated with Transactions involving multipliers; |
| 10.3.1.3 | A description of any delays, problems or Shortfalls, along with a plan of action to resolve them; |
| 10.3.1.4 | The CCV of the achievements claimed for the current Reporting Period; and |
| 10.3.1.5 | The CCV for the achievements claimed to date in all the Reporting Periods since the beginning of the Achievement Period. |
| 10.3.1.6 | New, changed or cancelled Transactions: |
| 10.3.1.6.1 | A list of Transactions which have been cancelled, added or substantially altered during the Reporting Period with the approval of the ITB Authority. |
| 10.4 | Part C: |
| 10.4.1 | Certificates of compliance, using the template attached at Appendix C signed by the senior company official with the authority to bind the Contractor in respect of the Transactions and CCV for which there was activity in that Reporting Period. These certificates of compliance also cover all achievements of Eligible Donors. |

Annex A - Appendix 3 – Data Item Description (DID)

DATA ITEM DESCRIPTION		
1. TITLE Tranche 2 ITB Transactions	2. IDENTIFICATION NUMBER ITB-002	
3. DESCRIPTION Contractor shall submit to the ITB Authority, within 6 months of contract effective date, Transactions which are detailed, fully described and such that the cumulative total of identified Transactions is not less than \$9,000,000, measured in CCV.		
4. APPROVAL DATE	5. OFFICE OF PRIMARY INTEREST Innovation, Science and Economic Development (ISED) - ITB Authority	6. GIDEP APPLICABLE
7. APPLICATION / INTERRELATIONSHIP Reference: ITB Terms and Conditions (Annex C, Articles 3.2.1.1.)		
8. ORIGINATOR ISED - ITB Authority	9. APPLICABLE FORMS N/A	
10. PREPARATION INSTRUCTIONS 10.1 Contractor shall submit to the ITB Authority, within 6 months of contract effective date, Transactions which are detailed, fully described and such that the cumulative total of identified Transactions is not less than \$9,000,000, measured in CCV.		

Annex A - Appendix 3 – Data Item Description (DID)

DATA ITEM DESCRIPTION		
1. TITLE Tranche 3 ITB Transactions		2. IDENTIFICATION NUMBER ITB-003
3. DESCRIPTION Contractor shall submit to the ITB Authority, by the end of Reporting Period 3, and every subsequent period until the end of the Achievement Period, additional Transactions or updated Transactions, which are detailed, fully described and such that the cumulative total of identified Transactions is not less than one hundred percent (100%) of the MFT, measured in CCV.		
4. APPROVAL DATE	5. OFFICE OF PRIMARY INTEREST Innovation, Science and Economic Development (ISED) - ITB Authority	6. GIDEP APPLICABLE
7. APPLICATION / INTERRELATIONSHIP Reference: ITB Terms and Conditions (Annex C, Articles 3.2.1.2.)		
8. ORIGINATOR ISED - ITB Authority	9. APPLICABLE FORMS N/A	
10. PREPARATION INSTRUCTIONS 10.1 Contractor shall submit to the ITB Authority, by the end of Reporting Period 3, and every subsequent period until the end of the Achievement Period, additional Transactions or updated Transactions, which are detailed, fully described and such that the cumulative total of identified Transactions is not less than one hundred percent (100%) of the MFT, measured in CCV.		