



**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**

**Quebec**

**K1A 0S5**

**Bid Fax: (819) 997-9776**

**REQUEST FOR PROPOSAL  
DEMANDE DE PROPOSITION**

**Proposal To: Public Works and Government  
Services Canada**

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

**Proposition aux: Travaux Publics et Services  
Gouvernementaux Canada**

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

**Comments - Commentaires**

**Vendor/Firm Name and Address**

**Raison sociale et adresse du**

**fournisseur/de l'entrepreneur**

**Issuing Office - Bureau de distribution**

**JOINT SUPPORT SHIP PROJECT(JSS)**

**400 Cumberland Street**

**400, rue Cumberland**

**Cumberland House 11th Floor - 11B2**

**Maison Cumberland 11e étage - 11B2**

**Ottawa**

**Ottawa**

**K1N 1J8**

<b>Title - Sujet</b> raft / pontoon solution	
<b>Solicitation No. - N° de l'invitation</b> W847S-190074/A	<b>Date</b> 2019-01-02
<b>Client Reference No. - N° de référence du client</b> W847S-190074	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$JSS-009-27123	
<b>File No. - N° de dossier</b> 009jss.W847S-190074	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2019-03-19</b>	<b>Time Zone</b> <b>Fuseau horaire</b> Eastern Standard Time EST
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input checked="" type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Connolly, Gary	<b>Buyer Id - Id de l'acheteur</b> 009jss
<b>Telephone No. - N° de téléphone</b> (613) 992-1189 ( )	<b>FAX No. - N° de FAX</b> ( ) -
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b>  Specified Herein Précisé dans les présentes	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

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

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- Annex G Mandatory Technical Evaluation Criteria
- Annex H Statement of Compliance to the Statement of Work
- Annex I Part 3 to the Bid Solicitation – Electronic Payment Instruments
- Annex J Part 5 to the Bid Solicitation – Federal Contractors Program for Employment Equity – Certification

## **PART 1 - GENERAL INFORMATION**

All contract awards are subject to Canada's internal approval process, which includes a requirement to approve funding in the amount of any proposed contract. Notwithstanding that a Bidder may have been recommended for contract award, issuance of any contract will be contingent upon internal approval in accordance with Canada's policies, including approval by Treasury Board in its absolute discretion.

Canada makes no representation that any such approval will be sought or given. If such approval is not sought or given, no contract will be awarded. The Bidder will have no claim for damages, compensation, loss of profit, or allowance arising out of the preparation of its bid or the internal approval process conducted by Canada.

### **1.1 Introduction**

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

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Bidder Instructions: provides the instructions, clauses and conditions applicable to the bid solicitation;
- Part 3 Bid Preparation Instructions: provides Bidders with instructions on how to prepare their bid;
- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria that must be addressed in the bid, and the basis of selection;
- Part 5 Certifications 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, Basis of Payment, Security Requirements Check List, Data Deliverables, Procedure for Processing Additional/Unscheduled Work, Insurance Requirements and any other annexes.

### **1.2 Summary**

- 1.2.1 The Department of National Defence (DND) has a requirement to purchase five (5) International Association of Classification Societies (IACS) approved Sea to Shore Connectors. The procurement of the sectional pontoon type barges will include propulsion units, special tools and spares. The Sea to Shore connectors will be used on DND's Joint Support Ship PROTECTEUR (JSS) Class vessels operated by DND. In addition, detailed engineering design data along with Technical Data Packages will form part of this requirement. The delivery points will include one to each of the two JSS Class ship locations, one to each of the two coastal training facilities and one serviceable spare location to be determined.
- 1.2.2 This procurement falls under the small vessel construction component of the National Shipbuilding Strategy (NSS), whereby the requirement will be competed to Canadian Industry.
- 1.2.3 The requirement is subject to the Canadian Free Trade Agreement (CFTA). The sourcing strategy relating to this procurement is limited to suppliers established in Canada.

1.2.4 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.

1.2.5 This bid solicitation allows bidders to use the epost Connect service provided by Canada Post Corporation to transmit their bid electronically. Bidders must refer to Part 2 entitled Bidder Instructions, and Part 3 entitled Bid Preparation Instructions, of the bid solicitation, for further information.

### **1.3 Delivery Schedule**

Bidder's must propose a delivery schedule that meets Canada's delivery requirements.

### **1.4 Debriefings**

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

### **1.5 Phased Bid Compliance Process**

The Phased Bid Compliance Process applies to this requirement.

## **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 2018-05-22 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; and

Insert: 180 days

#### **2.1.1 SACC Manual Clauses**

A7035T (2007-05-25) List of Proposed Subcontractors

B1000T (2014-06-26) Condition of Material – Bid

### **2.2 Submission of Bids**

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

### **2.3 Enquiries - Bid Solicitation**

All enquiries must be submitted in writing to the Contracting Authority no later than 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.

### **2.4 Applicable Laws**

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

Bidders may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their bid, by deleting the name of the Canadian province or territory

specified and inserting the name of the Canadian province or territory of their choice. If no change is made, it acknowledges that the applicable laws specified are acceptable to the Bidders.

## **2.5 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 favour a particular bidder will be given consideration provided they are submitted to the Contracting Authority at least 7 days before the bid closing date. Canada will have the right to accept or reject any or all suggestions.

## **PART 3 - BID PREPARATION INSTRUCTIONS**

### **3.1 Bid Preparation Instructions**

If the Bidder chooses to submit its bid electronically, Canada requests that the Bidder submits its bid in accordance with section 08 of the 2003 standard instructions. Bidders must provide their bid in a single transmission. The epost Connect service has the capacity to receive multiple documents, up to 1GB per individual attachment.

The bid must be gathered per section and separated as follows:

Section I: Technical Bid

Section II: Financial Bid

Section III: Certifications

If the Bidder chooses to submit its bid in hard copies, Canada requests that the Bidder submits its bid in separately bound sections as follows:

Section I: Technical Bid (3 hard copies) and 2 soft copies on USB key

Section II: Financial Bid (1 hard copy) and 1 soft copy on USB key

Section III: Certifications (1 hard copy) and 1 soft copy on USB key

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

If the Bidder is simultaneously providing copies of its bid using multiple acceptable delivery methods, and if there is a discrepancy between the wording of any of these copies and the electronic copy provided through epost Connect service, the wording of the electronic copy provided through epost Connect service will have priority over the wording of the other copies.

**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 hard copy of their bid:

- (a) use 8.5 x 11 inch (216 mm x 279 mm) paper; and
- (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](https://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=32573) (<https://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=32573>). To assist Canada in reaching its objectives, bidders should:

- (a) 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



- (b) 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.

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

In the 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 and describe their approach 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.

The following elements are mandatory requirements to the Technical Bid:

- (a) Bidders must complete and submit Annex G - Mandatory Technical Evaluation Criteria. Bidders must demonstrate how they meet each Mandatory Technical Criteria of the RFP, including provision of design drawings, other drawings, calculations and materials specified there by providing substantial information describing in detail how the requirement is met or addressed; and
- (b) Bidders must complete and submit Annex H – Statement of Compliance to the Statement of Work;

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

The Financial Bid must not be attached to or combined within any other part of the bid and prices must not appear in any other area of the proposal other than the Financial Bid.

Bidders must submit their financial bid in accordance with Annex B - Basis of Payment.

All prices must be in Canadian dollars, Delivered Duty Paid (DDP) Incoterms 2010 included or listed separately as one amount for deliveries, if applicable. The total amount of applicable taxes must be shown separately.

All prices quoted must be inclusive of all Travel and Living expenses, testing, acceptance and delivery to the destinations listed during the performance of this contract.

The Financial Bid is also to include:

- (a) the full legal name of the Bidder;
- (b) complete contact information of the company representative responsible for the proposal; and
- (c) Bidder's cost breakdown sheet in accordance with Annex B - Basis of Payment.

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

If you are willing to accept payment of invoices by Electronic Payment Instruments, complete Annex I - Electronic Payment Instruments, to identify which ones are accepted and submit with Financial Bid.

If Annex I - 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.

### **3.1.2.2 Exchange Rate Fluctuation**

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

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

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

#### **3.1.3.1 Signature of the Bid**

Canada requires that each Bid be signed by the Bidder or by an authorized representative of the Bidder. Bid should be properly signed when submitted at bid closing. However, where Canada determines that the Bidder has omitted to sign the Bid as required, Canada will provide the Bidder with 24 hours to submit a proper signature page.

In this solicitation, the "Bidder" means the legal entity submitting the Bid in response to the solicitation and does not include the parent, subsidiaries or other affiliates of that legal entity, or its subcontractors.

Bidders can sign their Bids by copying the front page of this solicitation, signing it, and submitting it as part of their Bids or by including a signature page in a prominent location in their Bids.

### **3.2 Cross-referencing**

Each section of the Bidder's Bid should be written to the greatest extent possible on a stand-alone basis so that its content may be evaluated with a minimum of cross-referencing to other sections of the Bid. Cross-referencing within a proposal Section is permitted where use would conserve space without impairing clarity.

Except as specifically provided otherwise in this solicitation, Canada will evaluate the Bids on the documentation provided as part of that Bid. References in a proposal to additional information not submitted with the Bid, such as:

- a. web site addresses where additional information can be found;
- b. technical manuals or brochures not submitted with the Bid; or
- c. existing standing offers, supply arrangements or contracts with the Government of Canada will not be considered.

### **3.3 Security Requirements**

The Company Security Officer must ensure through the Contract Security Program that the Bidder and proposed individuals hold a valid security clearance at the required level, as indicated in Part 6 – Security, Financial and Other Requirements.

## **PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION**

### **4.1 Phased Bid Compliance Process**

#### **4.1.1 General**

Canada is conducting the PBCP described below for this requirement.

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 the 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 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.

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 must 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.

The PBCP does not limit Canada's rights under Standard Acquisition Clauses and Conditions (SACC) 2003 (2018-05-22) 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 above paragraph.

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.

#### **4.1.2 Phase I: Financial Bid**

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.

Canada's review in Phase I will be performed by officials of the Department of Public Works and Government Services.

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.

For Bids other than those described above, 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 must not be entitled to submit any additional information in respect of their Financial Bid.

The Bidders who have been sent a Notice must 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.

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 must be identified by the Bidder and only these adjustments must be made. All submitted information must comply with the requirements of this solicitation.

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.

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 must be considered non-responsive and will receive no further consideration.

Only Bids found responsive to the requirements reviewed in Phase I to the satisfaction of Canada, will receive a Phase II review.

#### **4.1.3 Phase II: Technical Bid**

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.

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 must not be entitled to submit any response to the CAR.

A Bidder must 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.

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 must identify such additional changes, provided that its response must not include any change to the Financial Bid.

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.

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.

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 achieved 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 must 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.

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 must be considered non-responsive and will receive no further consideration.

Only Bids found responsive to the requirements reviewed in Phase II to the satisfaction of Canada, will receive a Phase III evaluation.

#### **4.1.4 Phase III: Final Evaluation of the Bid**

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.

A Bid is non-responsive and will receive no further consideration if it does not meet all mandatory evaluation criteria of the solicitation.

### **4.2 Evaluation Procedures**

Bids will be assessed in accordance with the entire requirement of the bid solicitation including the Technical and Financial evaluation criteria. Note, Section III - Certifications are mandatory requirements and will be reviewed for conformity along with the Technical and Financial Sections. The Phased Bid Compliance Process will apply to all evaluation procedures.

An evaluation team composed of representatives of Canada will evaluate the bids.

#### **4.2.1 Technical Evaluation**

##### **4.2.1.1. Eligible Mandatory Criteria**

The Phased Bid Compliance Process will apply to all mandatory technical criteria.

In order to be compliant, Bidder's proposal must complete and provide, to the satisfaction of Canada, the Delivery Schedule;

In order to be compliant, Bidder's proposal must complete and provide, to the satisfaction of Canada, the information as listed in Annex G - Mandatory Technical Evaluation Criteria; and

In order to be compliant, Bidder's proposal must complete and provide, to the satisfaction of Canada, the information as listed in Annex H - Statement of Compliance to the Statement of Work.

#### **4.2.2 Financial Evaluation**

##### **4.2.2.1 Eligible Mandatory Criteria**

The Phased Bid Compliance Process will apply.

In order to be compliant, Bidder's proposal must complete and provide, to the satisfaction of Canada, the information as listed in Annex B - Basis of Payment.

### **4.3 Basis of Selection**

#### **4.3.1 Mandatory Technical Criteria**

SACC Manual Clause A0031T 2010-08-16 Basis of Selection - Mandatory Technical Criteria

A bid must comply with the requirements of the bid solicitation and meet all mandatory technical evaluation criteria to be declared responsive. The responsive bid with the lowest evaluated 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 Ineligibility and Suspension Policy (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>), the Bidder must provide the required documentation, as applicable, to be given further consideration in the procurement process.

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

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 J - 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 J - Federal Contractors Program for Employment Equity - Certification, for each member of the Joint Venture.

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

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



## **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;
  - (d) the Bidder's proposed location of work performance and document safeguarding must meet the security requirements as indicated in Part 7 - Resulting Contract Clauses;
  - (e) the Bidder must provide the addresses of proposed sites or premises of work performance and document safeguarding as indicated in Part 3 - Section IV Additional Information.
2. Bidders are reminded to obtain the required security clearance promptly. Any delay in the award of a contract to allow the successful Bidder to obtain the required clearance will be at the entire discretion of the Contracting Authority.
3. For additional information on security requirements, Bidders should refer to the Contract Security Program of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website.

### **6.2 Financial Capability**

SACC Manual clause A9033T 2012-07-16 Financial Capability

### **6.3 Insurance Requirements**

The Bidder must provide a letter from an insurance broker or an insurance company licensed to operate in Canada stating that the Bidder, if awarded a contract as a result of the bid solicitation, can be insured in accordance with the insurance requirements specified in Part 7- Resulting Contract Clauses, article 7.14 Insurance Requirements.

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

### **6.4 Foreign Nationals (Canadian Contractor)**

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

## PART 7 - RESULTING CONTRACT CLAUSES

The Department of National Defence (DND) has a requirement to purchase five (5) International Association of Classification Societies (IACS) approved Sea to Shore Connectors. The procurement of the sectional pontoon type barges will include propulsion units, special tools and spares. The Sea to Shore connectors will be used on DND's Joint Support Ship PROTECTEUR (JSS) Class vessels operated by DND.

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

### 7.1 Definitions

"Articles of Agreement" means the clauses and conditions incorporated in full text, or incorporated by reference from the *Standard Acquisition Clauses and Conditions Manual*, to form the body of the Contract; it does not include the general conditions, any supplemental general conditions, annexes, the Contractor's bid or any other document;

"Contract" means these articles of agreement and all attached annexes and appendices, and every other document specified or referred to in any of them as forming part of the contract, all as amended by agreement of the Parties from time to time;

"Contract Data Requirements List" or "CDRL" means all the data deliverables listed at Appendix 1 of Annex D, Data Deliverables, of this Contract, that are to be provided by the Contractor to Canada under this Contract;

"Contractor" means the company who is to supply goods and services to Canada under this Contract;

"Dangerous Goods" means any goods, products, materials or substances which are classified as dangerous under applicable laws;

"Data Item Description" or "DID" means the description of the data that is listed at Appendix 2 of Annex D, Data Deliverables;

"Day" means a calendar day. The determination of the number of days must be calculated by excluding the first day and including the last day;

"Deliverables" means any and all Sea to Shore Connector equipment, information, ILS, training or any other goods and services to be delivered by the Contractor to Canada under this Contract;

"Dollars" or "\$" means, unless expressly stated otherwise, Canadian dollars;

"Factory Acceptance Test" or "FAT" means the testing conducted to determine and document whether the equipment hardware and software operates according to its specification, covering functional, fault management, communications, support systems, and interface requirements, as applicable. The FAT demonstrates that the hardware and any software work according to specification;

"Fiscal Year" or "FY" means the period from April 1 to March 31;

"GFI" or "Government Furnished Information" means information and software to be provided by the Crown for the purpose of assisting the Contractor with performance of the Work;

"GST/HST" means Goods and services tax/harmonized sales tax;

"Her Majesty", "Crown", "Canada", "Government" or "Government of Canada" means Her Majesty the Queen, in right of Canada, acting through and represented by the Minister;

"IAW" means in accordance with;

"Inspector" means the Technical Authority or any other person designated in the Contract to carry out the Inspection duties;

"MAC" means months after the Effective Date;

"Minister" means the Minister of Public Works and Government Services of Canada and any other person duly authorized to act on behalf of that Minister;

"Net Laid-Down Cost" means the cost incurred by a contractor to acquire a specific product. This includes the invoice price (less trade discounts) charged to the contractor plus any applicable charges for transportation, exchange, custom duties and brokerage charges;

"Party" means Canada or the Contractor or any other signatory to the Contract and "Parties" means all of them;

"PSPC" or "PWGSC" means the Department of Public Works and Government Services of Canada as established by the *Department of Public Works and Government Services of Canada Act*, S.C. 1996, c. C.16;

"Specifications" means the Technical Data Package (TDP);

"Subcontract" means any contract, purchase order, agreement or arrangement entered into by the Contractor in order to perform the Work;

"Subcontractor" means any contractor, subcontractor, vendor or supplier, including any subsidiary or affiliate of the Contractor, carrying out for the Contractor any matter related to the performance of the Work;

"TDP" or "Technical Data Package" means the drawings and any specifications, standards, plans, designs, models and publications referenced therein that describe the most current approved configuration for the Sea to Shore Connector;

"Work" means the whole or part of the work, materials, parts components, work-in-progress, matters, services, and things required to be done, furnished or performed by the Contractor in accordance with the terms of this Contract; and

"Working Day" means any day that is a non-weekend day and is not a day considered to be a holiday by the parties to this Contract.

## **7.2 Statement of Work**

The Contractor must perform the Work in accordance with Annex A - Statement of Work.

The Annex A - Statement of Work provides the detailed requirements to be met in order to supply new Class approved Sea to Shore Connector of a sectional pontoon barge for use in conjunction with the Joint Support Ships and to procure the required engineering design data and Technical Data Package (TDP).

### **7.2.1 Conduct of the Work**

This section applies despite any other provision of the Contract and adds to the section of the general conditions entitled "Conduct of the Work".

The Contractor represents and warrants that it has the experience, qualifications, personnel, equipment, facilities and all other resources to perform the Work.

In the performance of the Work, the Contractor must supply, other than Government Supplied Material (GSM), all the resources, facilities, labour, management, services, equipment, materials, drawings, tools technical data, technical assistance, engineering services and planning necessary to complete the Work.

The Contractor agrees to:

- a. commence and carry out the Work promptly and diligently and upon the terms and conditions and in the manner contemplated by this Contract;
- b. carry out the Work in accordance with good, modern shipbuilding practices;
- c. provide efficient and effective supervision and inspection of the carrying out of the Work; and
- d. provide material and workmanship of the highest quality commensurate with the nature of the work and take all such steps as are necessary to ensure that the Work is completed according to the Contract.

No material or parts must be used or processed and no finished Work must be submitted for acceptance or delivery unless approved by the Technical Authority. The Contractor must complete the Work to the satisfaction of Technical Authority and fully in accordance with the Contract and deliver all of the Work as required by the Contract.

The Contractor must submit for examination by the Technical Authority any designs, drawings, models, completed or under preparation by it or its behalf in connection with the Work in accordance with the Contract.

The Contractor must provide such reports on the performance of the Work as are required by the Contract and such other reports as may be reasonably required by the Contracting Authority and the Technical Authority.

The Contractor must provide the services required under the Contract. In case of failure by the Contractor to provide any of the described services in the Contract, Canada may suspend payment until such failure has been corrected to the satisfaction of Canada.

### **7.2.2 Design Documents**

The Design Documents, Initial, Preliminary and Critical and Technical Data Package, must be completed and design packages deliverables submitted in accordance with the SOW.

The Contractor must submit the design packages deliverables for each of the Design Documents.

Where Canada alleges and the Contractor agrees that the design is defective or deficient, the Contractor must correct the design.

Where the Contracting Authority and the Contractor's representative are unable to resolve the design defect or deficiency, they agree to follow the prescriptions of the Contract Dispute Resolution clause at Article 7.17.

### **7.2.3 Production Schedule**

The Production Schedule must be in accordance with the Project Management Plan.

The Contractor is responsible for planning and scheduling the Work required herein. The Production Schedule must be updated on a continuous basis.

### **7.2.4 Drawings during Design and Manufacturing Phase**

All drawings must be submitted to the Technical Authority for examination.

The review of the Contractor's drawings by Canada must not relieve its contractual responsibility and the same applies to the subcontracts issued by the Contractor to the subcontractor.

In particular, examination or approval of drawings must not:

- a. relieve the Contractor of its obligation to ensure that all details are correct;
- b. obligate Canada to accept an item that does not meet the Contract requirements;
- c. confirm that an item complies with the Contract requirements; and
- d. relieve the Contractor of the responsibility for any omissions and the consequences resulting thereof.

Any drawings which are supplied to the Contractor by or on behalf of Canada are for such purpose as the Contractor may wish to use them but are not evidence of any interpretation to be given to the Contract requirements. Any such use by the Contractor must not relieve the Contractor of any responsibility under this Contract. The Contractor must indemnify and save harmless Canada from any claims, actions, suits or proceedings based upon the use by the Contractor of such drawings.

### **7.2.5 Additional/Unscheduled Work including Design Change**

The Contractor hereby acknowledges that Canada may require the Contractor to perform Additional/Unscheduled Work at any time and from time to time, during this Contract. The Additional/Unscheduled Work could include but not be limited to:

- a. attendance at Set to Work (STW) procedure on vessel(s), Sea Acceptance Trials (SAT) and/or any other testing requirement that takes place;
- b. additions or variations to the Work including Design Changes; and
- c. dispensing with or change to any portion of the Work.

Any Additional/Unscheduled Work will be according to the Annex E - Procedure for Processing Additional/Unscheduled Work.

The Contractor must perform the Additional/Unscheduled Work under the same terms and conditions of the Contract. The Additional/Unscheduled Work will be negotiated using the Additional/Unscheduled Work labor rates and mark-ups provided at Annex B – Basis of Payment.

The Contractor may request a change to the Work for Canada's consideration by submission of a request for change proposal to the Contracting Authority.

Request for extensions in the delivery date as a result of the Additional/Unscheduled Work must be presented at the time of the proposal otherwise extensions to the delivery date will not be considered.

Notwithstanding the foregoing, should Canada deem it advisable to make any reasonable change in the Work during the course of the Work, provided the change is ordered before that particular part of the Work to which Canada refers is commenced and involves no extra cost to the Contractor, such changes must be made by the Contractor without extra cost to Canada.

#### **7.2.6 Inspection and Acceptance of the Work**

This section applies despite any other provision of the Contract and adds to the section of the general conditions entitled "Inspection and Acceptance of the Work".

All reports, deliverables, documents, goods and all services rendered under this Contract must be subject to inspection by the Technical Authority. Should any report, document, good or service not be in accordance with the requirements of the Contract, the Technical Authority must have the right to reject it or require its correction at the sole expense of the Contractor before recommending payment. Any communication with a Contractor regarding the quality of Work performed pursuant to this Contract must be undertaken by official correspondence through the Contracting Authority.

The Contractor must be responsible for properly setting up, preparing, providing access to and presenting Work for inspection and for giving adequate notice to the Technical Authority and the Regulatory Body that the Work is complete, and having been pre-tested or inspected, is ready for the inspection.

Inspection will be done by the Technical Authority at the most appropriate location:

- a. during the Sea to Shore Connector Design, manufacturing and factory acceptance, at Contractor's facilities;
- b. during each Sea to Shore Connector acceptance testing, at locations indicated in the SOW; and
- c. for most of the Documentation, at Canada's facilities.

Inspection requirements must be in accordance with the provisions of this Contract including 2030 (2018 06 21), General Conditions - Higher Complexity - Goods, and the following procedures:

- a. Non-conformance Report (NCR): A NCR will be issued for each Non-conformance noted by the Technical Authority. Each report will be uniquely numbered for reference purposes, will be signed and dated by the Technical Authority, and will describe the Non-conformance.

When the Non-conformance has been corrected by the Contractor and has been inspected and accepted by the Technical Authority, the Technical Authority will complete the NCR by signing and dating the NCR.

When Set-to-Work Acceptance Trials have been completed and the Contractor has corrected/addressed items on the Non-conformance list, an Acceptance Inspection of the Sea to Shore Connector, must be carried out by the Technical Authority. Three (3) working days prior to the scheduled Completion Date, the content of all Non-conformance Reports which have not been signed-off by the Technical Authority will be transferred to the Delivery Document prior to the Technical Authority certification of such document. A final Deficiencies Database must be prepared for signature if necessary.

The Contractor must correct all outstanding deficiencies during the warranty period at a time and place agreed to by the Contractor, the Technical Authority and the Contractual Authority.

- b. notwithstanding the above including the inspection by the Technical Authority, the discrepancy notices, the non-conformance reports, or absences thereof, or corrections thereto, or acceptance thereof, do not relieve the Contractor of its obligations to satisfy the requirements of this Contract. As such, the Contractor must correct any and all defects or deficiencies discovered at no additional cost to Canada.

### **7.2.7 Tests and Demonstrations Acceptance**

To enable the Technical Authority to certify that the Work has been performed satisfactorily, in accordance with the Contract, the Contractor must schedule, coordinate, perform, and record all specified Tests and Demonstrations required by the Contract.

Where the Contract contains a specific performance requirement for any component, equipment, subsystem or system, the Contractor must test such component, equipment, subsystem or system to the satisfaction of the Technical Authority, to prove that the specified performance has been achieved and that the component, equipment, subsystem or system performs as required by the Contract.

Tests and demonstrations must be conducted in accordance with a logical, systematic schedule which must ensure that all associated components and equipment are proven prior to subsystems demonstration or testing, and subsystems are proven prior to system demonstration or testing.

Where the Contract does not contain specific performance requirements for any component, equipment, subsystem or system, the Contractor must demonstrate the performance of such component, equipment, subsystem or system to the satisfaction of the Technical Authority.

The Contractor must keep written records of all tests and demonstrations conducted, including all rejections, comments, or recommendations made at such times. Records must be in a format, and contain data, such that the Technical Authority can certify compliance of the component, equipment, subsystem, or system with the specified requirements.

The Contractor must in all respects be responsible for the conduct of all tests in accordance with the requirements of this Contract. Canada reserves the right to defer starting or, continuing with any tests for any reasonable cause including but not limited to equipment failure or degradation, lack of qualified personnel and inadequate safety standards.

### **7.3 Standard Clauses and Conditions**

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

#### **7.3.1 General Conditions**

1031-2 (2012-07-16) Contract Cost Principles; and

2030 (2018-06-21), General Conditions - Higher Complexity - Goods, apply to and form part of the Contract.

### 7.3.2 Supplemental General Conditions

1028 (2010-08-16) Ship Construction – Firm Price, apply to and form part of the Contract; and

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

### 7.4 Security Requirements

The following security requirements (Security Requirements Check List and related clauses provided by the Contract Security Program) apply and form part of the Contract.

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).

The Contractor personnel requiring access to sensitive work site(s) must EACH hold a valid RELIABILITY STATUS, granted or approved by CISD/PWGSC.

Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/PWGSC.

The Contractor must comply with the provisions of the Security Requirements Check List and Security Guide, attached at Annex C and the Industrial Security Manual (Latest Edition).

### 7.5 Term of Contract

#### 7.5.1 Delivery Date

All deliverables must be received in accordance with Project Management Plan. The Delivery Schedule is expected to be completed within three (3) years after Contract Award. If the delivery schedule requires amendment, the Contractor must advise and propose acceptable schedule options at no additional costs to Canada.

#### 7.5.2 Shipping Instructions, Delivered Duty Paid

Goods must be consigned and delivered to the destination specified in the contract:

Incoterms 2010 "Delivered Duty Paid" (DDP), Canadian customs duties and excise taxes included, to the destinations listed below.

Quantity	Address	Quantity	Address
1	Canadian Forces Base Esquimalt Base Commander Building 66 Colwood Victoria, BC Canada V9A 7N2	1	Canadian Forces Base Halifax Formation Commander HMC Dockyard Main Supply Building Bldg D-206 Door 1 to 13 Halifax, NS Canada B3K 5X5
1	Esquimalt Costal Training Facility Canadian Forces Base Esquimalt	1	Canadian Forces Base Halifax Costal Training Facility Naval Fleet School



	Naval Fleet School Pacific Building N92 Esquimalt, BC Canada V9A 7N2		Building S9 Halifax, NS Canada B3K 5X5
1	(Spare set delivery address to be confirmed)		

## **7.6 Authorities**

### **7.6.1 Contracting Authority**

The Contracting Authority (CA) for the Contract is:

Gary Connolly  
Public Works and Government Services Canada  
Acquisitions Branch  
Joint Support Ship Project  
400 Cumberland  
Ottawa, Ontario  
K1N 1J8

Telephone: 613-992-1189

E-mail address: gary.connolly@pwgsc-tpsgc.gc.ca

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

### **7.6.2 Technical Authority**

The Technical Authority (TA) for the Contract is:

Program Manager Joint Support Ship  
Department of National Defence  
400 Cumberland  
Ottawa, Ontario  
K1N 1J8

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.

### **7.6.3 Requisitioning Authority**

The Requisitioning Authority (RA) for the Contract is:

Directorate Major Program Services  
Joint Support Ship Program  
Department of National Defence  
400 Cumberland  
Ottawa, Ontario  
K1N 1J8

Telephone:

E-mail address:

The Requisitioning Authority is responsible for the coordination of all DND financial matters regarding the requirements of this Contract. Financial matters may be discussed with the RA, however, changes to the Contract can only be made through a Contract amendment issued by the CA and accepted by the Contractor.

### **7.6.4 Inspection Authority 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.

### **7.6.5 Contractor's Representative**

Name:

Title:

Organization:

Address:

Telephone:

E-mail address:

## **7.7 Payment**

### **7.7.1 Basis of Payment – Firm Prices**

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid the firm prices, as specified in Annex B - Basis of Payment, Canadian customs duties and excise taxes included and Applicable Taxes are extra.

All firm prices are inclusive of all Travel and Living expenses. No Travel and Living expenses in the performance of the Work will be reimbursed to the Contractor.

### **7.7.2 Basis of Payment – Additional/Unscheduled Work**

The Additional/Unscheduled (A/U) Work Hourly Labour Rate for authorized A/U Work including Design Change, Engineering Change or change in the scope of work will be paid in accordance with:

- a. Annex B – Basis of Payment; and
- b. 1031-2 (2012-07-16) Contract Cost Principles and inclusive of a profit in accordance with Chapter 10 - Cost and Profit of the Supply Manual, Public Works and Government Services Canada (PWGSC).

For the performance of Additional/Unscheduled work by subcontractors, other than corporate affiliates of the Contractor, the Contractor will be paid actual costs plus a **firm mark-up of X%** of the net laid-down cost. Canadian customs duties and excise tax included and Applicable Taxes are extra.

### **7.7.3 Travel and Living Expenses – Additional/Unscheduled Work**

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, and private vehicle allowances specified in Appendices B, C and D of the National Joint Council Travel Directive, and with the other provisions of the directive referring to "travellers", rather than those referring to "employees". Canada will not pay the Contractor any incidental expense allowance for authorized travel.

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

All payments are subject to government audit.

### **7.7.4 Milestone Payments**

Canada will make milestone payments in accordance with Milestone Payment Schedule at Annex B – Basis of Payment, detailed in the Contract and the payment provisions of the Contract, and approved by Canada if:

- a. an accurate and complete claim for payment using form PWGSC-TPSGC 1111, Claim for Progress Payment, and any other document required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
- b. the amount claimed is in accordance with the basis of payments;
- c. all the certificates appearing on form PWGSC-TPSGC 1111 have been signed by the respective authorized representatives; and
- d. all work associated with the milestone and as applicable any deliverable required have been completed and accepted by Canada.

The balance of the amount payable will be paid in accordance with the payment provisions of the Contract upon completion and delivery of all Work required under the Contract if the Work has been accepted by Canada and a final claim for the payment is submitted.

### **7.7.5 Time Verification for Additional/Unscheduled Work Only**

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

Time charged and the accuracy of the Contractor's time recording system are subject to verification by Canada, before or after payment is made to the Contractor. If verification is done after payment, the Contractor must repay any overpayment, at Canada's request.

## **7.7.6 Limitation of Price**

SACC Manual clause C6000C (2017-085-17) Limitation of Price

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.

## **7.7.7 Electronic Payment of Invoices**

The Contractor accepts to be paid using any of the following Electronic Payment Instrument(s). Bidder to complete selection as per Annex I:

- a. Direct Deposit (Domestic and International);
- b. Electronic Data Interchange (EDI); and
- c. Wire Transfer (International Only);

## **7.8 Invoicing Instructions - Milestone Payment Claim**

The Contractor must submit a claim for payment using form PWGSC-TPSGC 1111, Claim for Progress Payment.

Each claim must show:

- a. all information required on form PWGSC-TPSGC 1111;
- b. all applicable information detailed under the section entitled "Invoice Submission" of the general conditions; and
- c. the description and value of the milestone claimed as detailed in the Contract.

Applicable Taxes must be calculated on the total amount of the claim.

The Contractor must prepare and certify one original and two (2) copies of the claim on form PWGSC-TPSGC 1111, and forward it to the Contracting Authority, identified under the section entitled "Authorities" of the Contract, for appropriate certification after inspection and acceptance of the Work takes place.

The Contracting Authority will then forward the original and two (2) copies of the claim to the Requisition Authority for certification and onward submission to the Payment Office for the remaining certification and payment action.

The Contractor must not submit claims until all work identified in the claim is completed.

## **7.9 Certifications and Additional Information**

### **7.9.1 Compliance**

Unless specified otherwise, the continuous compliance with the certifications provided by the Contractor in its bid or precedent to contract award, and the ongoing cooperation in providing additional information are conditions of the Contract. Certifications are subject to verification by Canada during the entire period of the Contract. If the Contractor does not comply with any certification, fails to provide the additional information, or if it is determined that any certification made by the Contractor in its bid is untrue, whether

made knowingly or unknowingly, Canada has the right, pursuant to the default provision of the Contract, to terminate the Contract for default.

### **7.9.2 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.

### **7.10 Applicable Laws**

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

### **7.11 Priority of Documents**

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

- a. the Articles of Agreement;
- b. the Supplemental General Condition 4006 (2010-08-16), Contractor to Own Intellectual Property Rights in Foreground Information;
- c. the Supplemental General Condition 1028 (2010-08-16) Ship Construction – Firm Price;
- d. the General Condition 2030 (2018-06-21), General Conditions - Higher Complexity – Goods;
- e. the General Condition 1031-2 (2012-07-16), Contract Cost Principles;
- f. Annex A - Statement of Work;
- g. Annex B - Basis of Payment;
- h. Annex C - Security Requirement Check List;
- i. Annex D - Data Deliverables;
- j. Annex E - Procedure for Processing Additional/Unscheduled Work;
- k. Annex F - Insurance Requirement; and
- l. Contractor's bid dated (to be inserted by PWGSC).

### **7.12 Defence Contract**

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

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

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

### **7.13 Release Documents (Department of National Defence)**

SACC Manual clause D5606C (2017-11-28) Release Documents (Department of National Defence)  
Canadian Based Contractor

## **7.14 Insurance Requirements**

The Contractor must comply with the insurance requirements specified in Annex F Insurance Requirements. The Contractor must maintain the required insurance coverage for the duration of the Contract. Compliance with the insurance requirements does not release the Contractor from or reduce its liability under the Contract.

The Contractor is responsible for deciding if additional insurance coverage is necessary to fulfil its obligation under the Contract and to ensure compliance with any applicable law. Any additional insurance coverage is at the Contractor's expense, and for its own benefit and protection.

The Contractor must forward to the Contracting Authority within ten (10) days after the date of award of the Contract, a Certificate of Insurance evidencing the insurance coverage and confirming that the insurance policy complying with the requirements is in force. For Canadian-based Contractors, coverage must be placed with an Insurer licensed to carry out business in Canada, however, for Foreign-based Contractors, coverage must be placed with an Insurer with an A.M. Best Rating no less than "A-". The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.

## **7.15 Quality Plan**

No later than 20 days after the effective date of the Contract, the Contractor must submit for acceptance by the Department of National Defence a Quality Plan prepared according to the latest issue (at contract date) of ISO 10005:2005 "Quality management systems - Guidelines for quality plans". The Quality Plan must describe how the Contractor will conform to the specified quality requirements of the Contract and specify how the required quality activities are to be carried out, including quality assurance of subcontractors. The Contractor must include a traceability matrix from the elements of the specified quality requirements to the corresponding paragraphs in the Quality Plan.

The documents referenced in the Quality Plan must be made available when requested by Public Works and Government Services Canada or DND.

If the Quality Plan was submitted as part of the bidding process, the Contractor must review and, where appropriate, revise the submitted plan to reflect any changes in requirements or planning which may have occurred as a result of pre-contract negotiations.

Upon acceptance of the Quality Plan by DND, the Contractor must implement the Quality Plan. The Contractor must make appropriate amendments to the Quality Plan throughout the term of the contract to reflect current and planned quality activities. Amendments to the Quality Plan must be acceptable to DND.

If the Contract includes the option for software design, development or maintenance of software, the Contractor must interpret the requirements of ISO 9001:2008 "Quality management systems - Requirements", according to the guidelines of the latest issue (at contract date) of ISO/IEC 90003:2004 "Software engineering - Guidelines for the application of ISO 9001:2000 to computer software".

## **7.16 Limitation of Contractor's Liability for Damages to Canada**

General Conditions 2030 (2018-06-21) Article 26 will apply.

## **7.17 Disputes**

The parties agree to follow the procedures below for the settlement of any disputes which may arise throughout the life of this Contract prior to seeking redress through court procedures:

- a. disputes arising from this Contract will in the first instance be resolved by the Contracting Authority and the Contractor's Representative within (15) working days or such additional time as may be agreed to by both parties. Any dispute between the Parties must be decided in the first instance by the Contracting Authority who must deliver a written decision explaining the reasons therefore to the Contractor. The decision of the Contracting Authority must be binding for all purposes of this Contract unless the Contractor delivers a Notice disputing it to the Contracting Authority within thirty (30) days after receipt of the written decision;
- b. failing resolution under (a) above, the Manager of the Joint Support Ship Program of the Joint Support Ship Project at PWGSC and the Contractor's Representative supervisor will attempt to resolve the dispute within an additional fifteen (15) working days;
- c. failing resolution under (a) or (b) above, the Director of the Joint Support Ship Program at PWGSC, and the Contractor's Senior Management will attempt to resolve the dispute within an additional thirty (30) working days; and
- d. notwithstanding the above procedure, either party may seek a decision through the courts at any time during the dispute.

All communications, appeals and decisions issued under this Article by either Party must be by Notice in writing and clearly state that they are being issued pursuant to this Article.

Notwithstanding action pursuant to Sub-article 7.17a, the Contractor must proceed diligently with the performance of the Work in accordance with the decision of the Contracting Authority pending the disposition of the dispute, subject to equitable adjustment of the Contract Price and other affected provisions of this Contract in the event that the decision is incorrect and affects the cost to the Contractor of the Work or affects other provisions of this Contract. The Contractor must not stop nor suspend the Work, or any part thereof, except that part of the Work suspended by the Minister pursuant to General Conditions Article 30, Suspension of the Work, or terminated by the Minister pursuant to General Conditions Article 31, Default by the Contractor, or General Conditions Article 32, Termination for Convenience.

#### **7.18 Failure to Deliver**

Time is of the essence of the Contract. Changes in the Completion date not caused by Canada are Contractor defaults, will prejudice Canada and are at the Contractor's expense. The Completion date will not be extended without consideration being provided by the Contractor acceptable to Canada in the form of adjustment to the price, warranty or services to be provided.

#### **7.19 Design Change or Additional/Unscheduled Work**

Canada may require the Contractor to perform Additional Work at any time and from time to time, during this Contract over and above the Work identified at Annex A - Statement of Work. The Additional/Unscheduled Work could include but not be limited to:

- a. additions or variations to the Work including Design Changes; and
- b. dispensing with or change to any portion of the Work.

If any Additional/Unscheduled Work is required, the procedure for processing the "Additional/Unscheduled Work" must be as set out in clause B5007C dated 2010-01-11 and Annex E.

## **7.20 Condition of Material**

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

## **7.21 SACC Manual Clauses**

B4042C (2008-05-12), Identification Markings  
B4043C (2016-01-28), Military Nomenclature  
B4061C (2008-05-12), NATO Codification – Data Requirements  
D2000C (2007-11-30), Marking  
D2001C (2007-11-30), Labelling  
D2025C (2017-08-17), Wood Packaging Material  
D3015C (2014-09-25), Dangerous Goods / Hazardous Products - Labelling and Packaging Compliance  
D9002C (2007-11-30), Incomplete Assemblies.



Solicitation No. - N° de l'invitation  
W847S-19-0074  
Client Ref. No. - N° de réf. du client  
W847S-19-0074

Amd. No. - N° de la modif.  
File No. - N° du dossier  
W947S-19-0074

Buyer ID - Id de l'acheteur  
009JSS  
CCC No./N° CCC - FMS No./N° VME  
n/a

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## **ANNEX A**

### **STATEMENT OF WORK**

## ANNEX B

### BASIS OF PAYMENT

**Where an X is found, Bidders are to fill in the appropriate financial data.**

#### 1. Sea to Shore Connector Systems Bidder Pricing Table

All Firm Prices must be in Canadian dollars, Canadian customs duties and excise taxes included, Incoterms 2010 Delivery Duty Paid (DDP), GST and HST extra, as applicable.

Serial	Item Description	Unit Price	Quantity	Total
1	Project Management Plan (PMP)	\$ x	1	\$ x
2	Engineering Documents including Design Documents and Technical Data Package (TDP)	\$ x	1	\$ x
3	Sea to Shore Connector Systems (including propulsion units and all ancillary equipment) to their respective delivery locations, including final acceptance of all of the following: a. Special Purpose Tools (SPT) b. Factory Acceptance Tests (FAT) c. Cadre Training d. Set to Work (STW) e. Sea Acceptance trials (SAT) f. Certification by IACS	\$ x	5	\$ x
4	Operational Spares for all Systems	\$ x	1	\$ x
Total Firm Contract Price			\$ x	

#### 2. Bidder Labour Rates for Additional/Unscheduled Work

If any Additional Work is required, the procedure for processing the "Additional/Unscheduled Work" must be as set out in clause B5007C dated 2010-01-11 and Annex E.

All hourly rates must be in Canadian dollars, Canadian customs duties and excise taxes included, Incoterms 2010 Delivery Duty Paid (DDP), GST and HST extra, as applicable.

The firm hourly labour rates will remain firm for the term of the Contract and any subsequent amendments.

The following tables may be modified to better suit a bidder's proposed labour categories based on company operations. If a Bidder has PSPC/PWGSC Annual Negotiated Pricing rates for labour and materials, these rates must apply.

Additional/Unscheduled Hourly Rates Table:

Labour Category	A Hourly Rate	B Markup %	C Profit %	D Total Hourly Rate (A*B)*C
Program Admin & Support Labour	x	x	x	x
Engineering Services	x	x	x	x
General Labour	x	x	x	x
Welders or others	x	x	x	x

### 3. Bidder Rates for Material for Additional/Unscheduled Work

If any Additional Work is required, the procedure for processing the "Additional/Unscheduled Work" must be as set out in clause B5007C dated 2010-01-11 and Annex E. If a Bidder has PSPC/PWGSC Annual Negotiated Pricing rates for labour and materials, these rates must apply.

For the performance of the Work to procure additional Material as a result of approved Additional/Unscheduled Work, the Contractor must be paid the Direct Material Cost as defined in Contract Cost Principles 1031-2 plus a firm **mark-up X %** GST/HST extra, as applicable. Other than the **X % mark-up**, no additional charges relating to the material procurement, insurance, handling, store keeping and activities of this nature, or any other charge whatsoever, will be accepted as part of the Additional/Unscheduled Work prices.

The material mark-up rate will also apply to subcontract costs. The mark-up rate includes any allowance for material and subcontract management not allowed for in the Labour Rates. The Contractor will not be entitled to a separate labour component for the purchase and handling of materials or subcontract administration.

The material mark-up rate for Additional/Unscheduled Work will remain firm for the term of the Contract and any subsequent amendments.

### 4. Payment for Additional/Unscheduled Work including Design Change

The Contractor may claim payment for Additional Work including Design Change where the Work involved in the Additional/Unscheduled Work or Design Change has been initiated, fully in accordance with the provisions of the Contract. Payment for Additional Work or Design Change must be subject to the same conditions herein and will be paid once the additional work is completed and accepted by Canada.

## 5. Sea to Shore Connector Systems Milestone Payment Schedule

The schedule of milestones for which payments will be made in accordance with the Contract is as follows. The percentage payments will be applied to the Total Firm Contract Price obtained from the Sea to Shore Connector Systems Bidder Pricing Table at paragraph 1 above.

Sea to Shore Connector Systems Total Firm Contract Price: \$ x

Milestone	Description	%	Total Firm Price (Applicable Taxes Extra)	Forecasted Milestone Date
1	Delivery and acceptance of the Project Management Plan (PMP)	12.5	x	x
2	Delivery and acceptance of Engineering Documents including Design Documents and Technical Data Package (TDP)	12.5	x	x
3	Final delivery and acceptance of the Sea to Shore Connector System (including propulsion units and all ancillary equipment) to its respective delivery location, including final acceptance of all of the following:  a. Special Purpose Tools (SPT) b. Factory Acceptance Tests (FAT) c. Cadre Training d. Set to Work (STW) e. Sea Acceptance trials (SAT) f. Certification by IACS	70	x	1. x 2. x 3. x 4. x 5. x
4	Delivery and acceptance of Operational Spares for all Systems	5	x	x

The Milestones shown above will be included and identified in all production schedules. Milestone Payment Claims may be submitted per System if all requirements for the milestone payment have been completed and accepted by Canada. Applicable milestone payment will be pro-rated accordingly.


## 6. Cost Breakdown

Bidders must include with their financial bid a cost breakdown of its bid price for the Work. Each item of work or services to be priced individually to indicate labour, material, overhead and profit.

The information submitted as a mandatory item will be held as confidential business information. The details of this information may be used for contractual evaluation or contract administration purposes.

## ANNEX C

### SECURITY REQUIREMENTS CHECK LIST (SRCL)

	Government of Canada Gouvernement du Canada	Contract Number / Numéro du contrat W847S-190074 Security Classification / Classification de sécurité Unclassified	Amendment 1 sin
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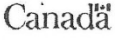
**SECURITY REQUIREMENTS CHECK LIST (SRCL)**  
**LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)**

**PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE**

1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine Department of National Defence	2. Branch or Directorate / Direction générale ou Direction PMO JSS	
3. a) Subcontract Number / Numéro du contrat de sous-traitance N/A	3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant N/A	
4. Brief Description of Work / Brève description du travail A request for proposal will be issued to acquire five (5) raft/pontoon solutions to transport material from the Joint Support Ship (JSS) at Sea to the Shore (Ship to Shore Connectors) for the JSS project for the Royal Canadian Navy.		
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes Non Oui		
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes Non Oui		
6. Indicate the type of access required / Indiquer le type d'accès requis		
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes (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.) No Non <input checked="" type="checkbox"/> Yes Oui		
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé. <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes Non Oui		
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes Non Oui		
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès		
Canada <input type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>
7. b) Release restrictions / Restrictions relatives à la diffusion		
No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>	All NATO countries Tous les pays de l'OTAN <input type="checkbox"/>	No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>
Not releasable À ne pas diffuser <input type="checkbox"/>		
Restricted to: / Limité à: <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 <input type="checkbox"/>	NATO UNCLASSIFIED <input type="checkbox"/>	PROTECTED A <input type="checkbox"/>
PROTÉGÉ A <input type="checkbox"/>	NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTÉGÉ A <input type="checkbox"/>
PROTECTED B <input type="checkbox"/>	NATO RESTRICTED <input type="checkbox"/>	PROTECTED B <input type="checkbox"/>
PROTÉGÉ B <input type="checkbox"/>	NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTÉGÉ B <input type="checkbox"/>
PROTECTED C <input type="checkbox"/>	NATO CONFIDENTIAL <input type="checkbox"/>	PROTECTED C <input type="checkbox"/>
PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIEL <input type="checkbox"/>	PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL <input type="checkbox"/>	NATO SECRET <input type="checkbox"/>	CONFIDENTIAL <input type="checkbox"/>
CONFIDENTIEL <input type="checkbox"/>	NATO SECRET <input type="checkbox"/>	CONFIDENTIEL <input type="checkbox"/>
SECRET <input type="checkbox"/>	COSMIC TOP SECRET <input type="checkbox"/>	SECRET <input type="checkbox"/>
SECRET <input type="checkbox"/>	COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET <input type="checkbox"/>
TOP SECRET <input type="checkbox"/>		TOP SECRET <input type="checkbox"/>
TRÈS SECRET <input type="checkbox"/>		TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) <input type="checkbox"/>
TRÈS SECRET (SIGINT) <input type="checkbox"/>		TRÈS SECRET (SIGINT) <input type="checkbox"/>

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité  
Unclassified





Contract Number / Numéro du contrat W847S-190074
Security Classification / Classification de sécurité Unclassified

Amd 1 SM

**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 ☐ Yes  
Non 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 ☐ Yes  
Non Oui

Short Title(s) of material / Titre(s) abrégé(s) du matériel :  
Document Number / Numéro du document :

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

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

<input checked="" type="checkbox"/> RELIABILITY STATUS COTE DE FIABILITE	<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.

10. b) May unscreened personnel be used for portions of the work?  
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail? ☐ No ☒ Yes  
Non Oui

If Yes, will unscreened personnel be escorted? *On DND premises, unscreened pers. may only access public/reception zone*  
Dans l'affirmative, le personnel en question sera-t-il escorté? ☒ No ☐ Yes  
Non Oui

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

**INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS**

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

11. b) Will the supplier be required to safeguard COMSEC information or assets?  
Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC? ☒ No ☐ Yes  
Non Oui

**PRODUCTION**

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

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

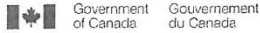
11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data?  
Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS? ☒ No ☐ Yes  
Non Oui

11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency?  
Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale? ☒ No ☐ Yes  
Non Oui

TBS/ICT 350-103(2004/12)

Security Classification / Classification de sécurité  
Unclassified

Canada



Contract Number / Numéro du contrat W847S-190074 <i>Amd 1</i> <i>57</i>
Security Classification / Classification de sécurité Unclassified

**PART C - (continued) / PARTIE C - (suite)**

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

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

SUMMARY CHART / TABLEAU RÉCAPITULATIF

Category Catégorie	PROTECTED PROTÉGÉ			CLASSIFIED CLASSIFIÉ		NATO					COMSEC				
	A	B	C	CONFIDENTIAL	SECRET	TOP SECRET	RESTRICTED	CONFIDENTIAL	SECRET	COSMIC TOP SECRET	PROTECTED PROTÉGÉ	CONFIDENTIAL	SECRET	TOP SECRET	
				CONFIDENTIAL		TRES SECRET	NATO DIFFUSION RESTREINTS	NATO CONFIDENTIAL		TRES SECRET	A	B	C	CONFIDENTIAL	
Information / Assets Renseignements / Biens															
Production															
IT Media / Support IT															
IT Link / Lien électronique															

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?  
La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE? ☒ No / Non ☐ Yes / Oui
- If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".  
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.
12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?  
La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE? ☒ No / Non ☐ Yes / Oui
- If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).  
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquer qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).

## **ANNEX D**

### **DATA DELIVERABLES**

#### **1. Purpose**

The purpose of this Annex D is to provide a list of the Data Deliverables associated to this Contract.

#### **2. Appendix 1 to Annex D**

The Contract Data Requirements List (CDRL) that can be found at Appendix 1 of this Annex D, is a table that provides details on the delivery frequency, distribution and approval requirements for each data deliverable.

#### **3. Appendix 2 to Annex D**

Standard Data Item Description (DID) filled-in forms that can be found at Appendix 2 of this Annex D, describe the content and format of the data deliverables that the Contractor is required to prepare and deliver under the terms and conditions of this Contract.

#### **4. Data Item Delivery**

- a. **Delivery Instructions:** Every data deliverable must be submitted electronically in its native format (MS-Word, MS-Excel, etc.) to the Office of Primary Interest indicated at Section 5 of the associated DID filled-in form. The relevant electronic mail addresses will be provided at the time the Contract is awarded.
- b. **Acknowledgement:** The Crown will acknowledge receipt of all data deliverables compliant with the required format within five (5) working days. Non-compliant deliverables will be returned to the Contractor for correction and resubmission. In the event where no acknowledgement is received within the five (5) working days period, the Contractor must confirm the receipt of the submitted data deliverable.
- c. **Approval Requirements:** When approval is necessary, a duly authorized and signed covering letter must accompany the e-mail delivery. This covering letter must contain the exact reference to:
  - i. date/time of the e-mail;
  - ii. e-mail recipients;
  - iii. contract number;
  - iv. CDRL/DID Number; and
  - v. Title of the document/report.

#### **5. Crown Review**

When approval of a data deliverable is required, the Technical Authority must provide approval or rejection within:

- a. thirty (30) calendar days from the receipt of the deliverable; or



b. as mutually agreed.

## 6. Rejection

Upon rejection of any data deliverable, the Crown must provide rationale for rejection and must provide requirements for the subsequent submission. The Contractor is allowed fifteen (15) calendar days from the receipt of the rejection to make corrections and resubmit the data deliverable. After receiving the updated data deliverable, the Crown must review and provide approval or rejection within fifteen (15) calendar days. If at the end of two (2) rework cycles, the data deliverable is still not considered acceptable, the issue will be addressed at the next relevant meeting specified at paragraph 4.4.2.1 of Annex A, Statement of Work.

## 7. Failure to Respond

Failure by the Crown to respond within the time limits specified at Paragraphs 4 and 5 will be addressed at the next relevant meeting specified at paragraph 4.4.2 of Annex A, Statement of Work.

## ANNEX D - APPENDIX 1

### CONTRACT DATA REQUIREMENTS LIST (CDRL) AND DATA ITEM DESCRIPTION (DID) SUMMARIES

- Each row from the CDRL table presented below refers to the Data Item Description (DID) forms listed as Appendix 2 of this Annex D. The mapping between CDRL items and DID is made using the following convention:
  - Program Management (PM);
  - Engineering (EN);
  - Acceptance Testing (AT); and
  - Integrated Logistics Support (LOG).
- The Review Level column of the following table assumes that all the data deliverables will be acknowledged (ACK), as a minimum, and some will be approved as indicated. If the due date of a deliverable falls on a holiday Friday, the due date will move back to the previous working day. If the due date falls on a holiday Monday, the deliverable due date will move forward to the next working day.
- Review Levels: A = Required for Acceptance; R = Required for Review

CDRL	DID	Deliverable	Review Level	Due	SOW Reference
<b>PROJECT MANAGEMENT SUMMARY</b>					
PM-01	PM-01	Program Management Plan	A	CA + 20 days	4.2
PM-02	PM-02	Meeting Agenda/Minutes	A	± 5 days	4.4.5 to 4.4.7
PM-03	PM-03	Project Status Reports	R	KO Meeting CA + 60 days; and @ 60 days.	4.4.2.1
PM-04	PM-04	Project Kick-Off Meeting	R	CA + 20 days	4.4.1
<b>ENGINEERING SUMMARY</b>					
EN-01	EN-01	Design Documents	R	KO Meeting CA + 20 days; and @ 20 days.	3.2
EN-02	EN-02	Technical Data Package	A	KO Meeting CA + 120 days	3.2
<b>ACCEPTANCE TESTING SUMMARY</b>					
AT-01	AT-01	Sea to Shore Connector FAT Plan and Procedures	A	TDP	3.2 & 6.3.1
AT-02	AT-02	Vessel's STW Plan and Procedures	A	TDP	3.2 & 6.3.2
AT-03	AT-03	Sea to Shore SAT Plan and Procedures	A	TDP	6.3.3
AT-04	AT-04	Various STW and Acceptance Test Reports	R	Acceptance Test + 10 days	3.2 & 6.3.1 to 6.3.6
<b>INTEGRATED LOGISTICS SUPPORT SUMMARY</b>					
LOG-01	LOG-01	Cadre Training Package	A	TDP	3.2 & 7.3
LOG-02	LOG-02	Maintenance Concept	A	TDP	3.2 & 7.2
LOG-03	LOG-03	ILS Documentation	A	1 <sup>st</sup> STW - 10 days	3.2 & 7

#### 4. Contract Deliverable Requirements List (CDRLs):

##### Project Management 01 CDRL details:

1.	Sequence Number	PM-01
2.	Title or Description of Data	Project Management Plan
3.	Data Item Description of Data	DID-PM-01
4.	Reference	SOW 4.2
5.	First Submission	Contract Award +20wd
6.	Number of Copies	1 soft copy in source format
7.	TA Approval Requirements	Yes
8.	Approval Lead Times	10wd
9.	Subsequent Submission	As required, if amended. Deliver soft copy of the change pages only
10.	Remarks	Deliver via e-mail

##### Project Management 02 CDRL details:

1.	Sequence Number	PM-02
2.	Title or Description of Data	Meeting Agendas / Meeting Minutes
3.	Data Item Description of Data	DID-PM-02
4.	Reference	Agendas SOW 4.4.5 and 4.4.6 / Minutes SOW 4.4.7
5.	First Submission	Agendas Date -5wd / Minutes Date +5wd
6.	Number of Copies	1 soft copy in source format
7.	TA Approval Requirements	Yes
8.	Approval Lead Times	2wd
9.	Subsequent Submission	N/A
10.	Remarks	Deliver via e-mail

##### Project Management 03 CDRL details:

1.	Sequence Number	PM-03
2.	Title or Description of Data	Project Status Reports
3.	Data Item Description of Data	DID-PM-03
4.	Reference	SOW 4.4.2.1
5.	First Submission	Project Kick off Meeting +60wd
6.	Number of Copies	1 soft copy in source format
7.	TA Approval Requirements	No
8.	Approval Lead Times	N/A
9.	Subsequent Submission	Every +60wd
10.	Remarks	Deliver via e-mail

##### Project Management 04 CDRL details:

1.	Sequence Number	PM-04
2.	Title or Description of Data	Project Kick Off Meeting
3.	Data Item Description of Data	DID-PM-04
4.	Reference	SOW 4.4.1
5.	First Submission	Contract Award +20wd
6.	Number of Copies	N/A

7.	TA Approval Requirements	No
8.	Approval Lead Times	N/A
9.	Subsequent Submission	N/A
10.	Remarks	Deliver via e-mail.

Engineering 01 CDRL details:

1.	Sequence Number	EN-01
2.	Title or Description of Data	Design Documents
3.	Data Item Description of Data	DID-EN-01
4.	Reference	SOW 3.2
5.	First Submission	Project Kick Off Meeting +30wd
6.	Number of Copies	1 soft copy in source format
7.	TA Approval Requirements	No
8.	Approval Lead Times	N/A
9.	Subsequent Submission	Every + 30wd ending with EN-02
10.	Remarks	Deliver via e-mail

Engineering 02 CDRL details:

1.	Sequence Number	EN-02
2.	Title or Description of Data	Technical Data Package
3.	Data Item Description of Data	DID-EN-02
4.	Reference	SOW 3.2
5.	First Submission	Project Kick Off Meeting +120wd, can be altered according to Contractors Project Management Plan with agreement from Canada.
6.	Number of Copies	1 soft copy in source format
7.	TA Approval Requirements	Yes
8.	Approval Lead Times	20wd
9.	Subsequent Submission	NA
10.	Remarks	Deliver via e-mail.

Acceptance Testing 01 CDRL details:

1.	Sequence Number	AT-01
2.	Title or Description of Data	Sea to Shore Connector FAT Plan and Procedures
3.	Data Item Description of Data	DID-AT-01
4.	Reference	SOW 3.2 and 6.3.1
5.	First Submission	EN-02
6.	Number of Copies	1 soft copy in source format
7.	TA Approval Requirements	Yes
8.	Approval Lead Times	20wd
9.	Subsequent Submission	N/A
10.	Remarks	Deliver via e-mail.

Acceptance Testing 02 CDRL details:

1.	Sequence Number	AT-02
2.	Title or Description of Data	Sea to Shore Connector STW Plan and Procedures
3.	Data Item Description of Data	DID-AT-02
4.	Reference	SOW 3.2 and 6.3.2
5.	First Submission	EN-02
6.	Number of Copies	1 soft copy in source format
7.	TA Approval Requirements	Yes
8.	Approval Lead Times	20wd
9.	Subsequent Submission	N/A
10.	Remarks	Deliver via e-mail

Acceptance Testing 03 CDRL details:

1.	Sequence Number	AT-03
2.	Title or Description of Data	Sea to Shore Connector SAT Plan and Procedures
3.	Data Item Description of Data	DID-AT-03
4.	Reference	SOW 3.2 and 6.3.3
5.	First Submission	EN-02
6.	Number of Copies	1 soft copy in source format
7.	TA Approval Requirements	Yes
8.	Approval Lead Times	20wd
9.	Subsequent Submission	N/A
10.	Remarks	Deliver via e-mail

Acceptance Testing 04 CDRL details:

1.	Sequence Number	AT-04
2.	Title or Description of Data	Acceptance Test Reports
3.	Data Item Description of Data	DID-AT-04
4.	Reference	SOW 3.2 and 6.3
5.	First Submission	Acceptance Test +10wd
6.	Number of Copies	1 soft copy in source format
7.	TA Approval Requirements	Yes
8.	Approval Lead Times	N/A
9.	Subsequent Submission	N/A
10.	Remarks	Deliver via e-mail

Integrated Logistic Support 01 CDRL Details:

1.	Sequence Number	LOG-01
2.	Title or Description of Data	Cadre Training Package
3.	Data Item Description of Data	DID-LOG-01
4.	Reference	SOW 3.2 and 7.3
5.	First Submission	Any and all, Vessel STW and Fleet School STW -20wd
6.	Number of Copies	1 soft copy in source format
7.	TA Approval Requirements	Yes
8.	Approval Lead Times	10wd
9.	Subsequent Submission	N/A
10.	Remarks	Deliver via e-mail

Integrated Logistic Support 02 CDRL Details:

1.	Sequence Number	LOG-02
2.	Title or Description of Data	Maintenance Concept
3.	Data Item Description of Data	DID-LOG-02
4.	Reference	SOW 7.2
5.	First Submission	Project Kick Off Meeting +20wd
6.	Number of Copies	1 soft copy in source format
7.	TA Approval Requirements	Yes
8.	Approval Lead Times	N/A
9.	Subsequent Submission	+20wd
10.	Remarks	Deliver via e-mail

Solicitation No. - N° de l'invitation  
W847S-19-0074  
Client Ref. No. - N° de réf. du client  
W847S-19-0074

Amd. No. - N° de la modif.  
File No. - N° du dossier  
W947S-19-0074

Buyer ID - Id de l'acheteur  
009JSS  
CCC No./N° CCC - FMS No./N° VME  
n/a

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Integrated Logistic Support 03 CDRL Details:

1.	Sequence Number	LOG-03
2.	Title or Description of Data	ILS Documentation
3.	Data Item Description of Data	DID-LOG-02
4.	Reference	SOW 7.2
5.	First Submission	First STW -10wd
6.	Number of Copies	1 soft copy in source format
7.	TA Approval Requirements	Yes
8.	Approval Lead Times	5wd
9.	Subsequent Submission	N/A
10.	Remarks	Deliver via e-mail

## ANNEX D - APPENDIX 2

### DATA ITEM DESCRIPTIONS (DIDs)

1. Title Project Management Plan (PMP)		2. Identification DID-PM-01
3. Description/Purpose The Contractor must develop, implement and maintain a Sea to Shore Connector Project Management Plan (PMP).		
4. Issue Date	5. OFFICE OF PRIMARY INTEREST (OPI) Contracting Authority	6. n/a
7. Applicable References CDRL-PM-01 Annex A SOW section 4.2		
8. Originator  Contractor	9. Applicable Forms	
10. Preparation Instructions  10.1 The Project Management Plan (PMP) must be prepared in Contractor's format.  10.2 Structure – The PMP must contain, as a minimum, the following sections:  a. Management organization, communications and responsibilities; b. Work Breakdown Structure; c. Project Schedule with Milestones; d. Configuration Management Strategy IAW Annex A SOW section 4.2; e. Quality Assurance Plan IAW the contract; f. Inspections and Test Plans; g. Risk Register and Mitigation Strategy; and h. Meetings Plan.		



1. <i>Title</i> Meeting Agendas / Minutes		2. <i>Identification Number</i> DID-PM-02
3. <i>Description/Purpose</i> The Contractor must produce meeting agenda and minutes of the various categories of meetings. These categories include, but are not limited to the following: Program, Spares, Engineering and Financial.		
4. <i>Issue Date</i>	5. <i>Office of Primary Interest (OPI)</i> Contracting Authority	6. <i>n/a</i>
7. <i>Applicable References</i> CDRL-PM-02 Agendas Annex A SOW section 4.4.5 and 4.4.6 Minutes Annex A SOW section 4.4.7		
8. <i>Originator</i> Contractor		9. <i>Applicable Forms</i>
10. <i>Preparation Instructions</i>  10.1 Supporting documentation and agenda must be prepared in the Contractor's format.  10.2 The Agenda must include the following:  a. Purpose of the meeting; b. Entrance and Exit criteria; c. List of expected attendees; d. Time, date, location and expected duration of the meeting; e. Facilities and equipment to be provided for attending personnel; f. List of data items and documents to be reviewed or provided to support the meeting. Copies of all such data and documentation must be provided; and g. Copies of the Current Action Item List (AIL) where appropriate.  10.3 Minutes must be prepared in the Contractor's format and must include the following information:  a. Date and location of meeting; b. Name, organization, phone number, e-mail address and title of each person that attended the meeting; c. Statement relating to the purpose and/or objective of the meeting; and d. The original agenda and any revisions to the agenda, this may be accomplished by a reference to attachments or enclosures.  10.4 Minutes should include a record of each item discussed or reviewed during the meeting, including:  a. A brief statement identifying the item or problem and their status; b. A summary of pertinent information associated with the item; c. A recommendation; d. An action item identifying the person or organization responsible for taking and/or coordination required action with key dates; and e. An updated AIL with all open and closed items.  10.5 Minutes must be distributed, where possible, at the end of the meeting and signed (as acknowledgement of proceedings) by the responsible parties before leaving. Minutes must be		

delivered as directed in CDRL-PM-02.		
1. Title Project Status Reports (PSR)		2. Identification Number DID-PM-03
3. Description/Purpose The PSRs provide a chronological update on the project progress in comparison to the Project Schedule in the PMP.		
4. Issue Date	5. Office of Primary Interest (OPI) Contracting Authority	6. n/a
7. Applicable References CDRL-PM-03 Annex A SOW Section 4.4.2.1		
8. Originator Contractor		9. Applicable Forms
10. Preparation Instructions  10.1 The Project Status Reports must be prepared in the Contractor's format.  10.2 The PSRs must include the following information:  a. A narrative report providing sufficient detail to enable the Contracting and Technical Authorities to evaluate the progress of the work to date; b. Significant problems or concerns, together with recommended course of action; c. Schedules status, changes and planned activities for the next reporting period; d. A summary of hardware, software and system observations and problems that have been opened, are in progress or have been resolved; and e. Sub-set of Action Item List containing all open action items.		

<b>1. Title</b> Project Kickoff Meeting		<b>2. Identification Number</b> DID-PM-04
<b>3. Description/Purpose</b> The Project Kickoff Meeting is to review the PMP and the Project Schedule.		
<b>4. Issue Date</b>	<b>5. Office of Primary Interest (OPI)</b> Contracting Authority	<b>6. n/a</b>
<b>7. Applicable References</b> CDRL-PM-04 Annex A SOW Section 4.4.1		
<b>8. Originator</b> Contractor		<b>9. Applicable Forms</b>
<b>10. Preparation Instructions</b>  10.1 The Project Kickoff Meeting must be IAW CDRL-PM-04 at the Contractor's facility or elsewhere as agreed to by Canada, and must include as a minimum:  a. Meeting agenda; b. Entrance and Exit criteria; c. Overview of the PMP; and d. An outline of critical path activities.		

1. Title Design Documents		2. Identification Number DID-EN-01
3. Description/Purpose The Contractor must maintain the ability to track changes to versions of draft Design Documents maintained throughout all PRMs. Design Documents must detail, structural support, design loads, and stability analysis calculations, in compliance with Class, to allow for full design operational loading in preparation for the TDP.  As Design Documents mature they must detail all required design changes necessary as a result of previous meetings and/or required as a result of the structural and design requirements of shipboard installation and use.		
4. Issue Date	5. Office of Primary Interest (OPI) Contracting Authority	6. n/a
7. Applicable References CDRL-EN-01 Annex A SOW Section 3.2		
8. Originator Contractor	9. Applicable Forms	
10. Preparation Instructions  10.1 The Draft Design Documents must include, but are not limited to, the following:  a. Draft Electrical schematics/design for Sea to Shore Connector propulsion system; b. Draft Electrical hardware for propulsion system; c. Draft Software architecture/design diagram and description; d. Draft Structural drawings/design for Sea to Shore Connector; e. Draft Mechanical drawings/design for Sea to Shore Connector; f. Draft Mechanical hardware for the Sea to Shore Connector; g. Draft Hydraulic drawings/design for Sea to Shore Connector (propulsion); h. Draft Hydraulic hardware for Sea to Shore connector; i. Draft Control System Descriptions, including all Safety Systems; j. Draft Sea to Shore Connector Load Diagram, which must include but is not limited to, ultimate load, and loading and unloading sequence to maintain optimal stability; k. Draft details of Failure Modes and Effect Analysis for mechanical systems; l. Draft securing arrangements, for both stacking of the pontoons and for securing to the ships deck; m. Draft assembly and disassembly information for alongside the ship in an operational setting information; n. Draft Inspections and Test Plans including all applicable information to cover FAT (DID-AT-01), Vessel STW (DID-AT-02), and SAT (DID-AT-03); o. Listing of the Classification Society Certifications and Approvals required; p. Draft Integrated Logistics Support (ILS) documentation: OEM piece part and full Sea to Shore Connector assembly technical drawings in CAD format. The Contractor must not withhold proprietary right to these assembly and piece part drawings (DID-LOG-03); q. Draft recommended vessel's requirements to support and operate the Sea to Shore Connector and associated equipment; r. Interface power supply requirements for the Sea to Shore Connectors propulsion units; and s. Draft Sea to Shore Connector and associated equipment General Arrangement and layout drawings.		

## 10.2 Preparation of Design Documents:

- a. Prepare the Design Documents using metric units, unless the source of the original documentation is non-metric, and no changes to the original documentation are to be made;
- b. Prepare Design Documents in the Contractors format;
- c. The Design Documents current and most up to date versions must be presented to the TA at the every PRM to verify compliance with the SOW; and
- d. A drawing number sequence and subject headers are to be utilized as these Documents, in there finalized form, will be part of the TDP.

1. Title Technical Data Package (TDP)		2. Identification Number DID-EN-02
3. Description/Purpose The TDP is intended to provide the necessary data to operate and maintain the Sea to Shore Connector and all of its equipment on any JSS Class ship.		
4. Issue Date	5. Office of Primary Interest (OPI) Contracting Authority	6. n/a
7. Applicable References CDRL-EN-02 DID-AT-01 DID-AT-02 DID-AT-03 Annex A SOW Section 3.2		
8. Originator Contractor		9. Applicable Forms
10. Preparation Instructions  10.1 The Contractor must supply a complete set of technical drawings for the Sea to Shore Connector, converted to PDF format, to allow for full identification of all component parts, disassembly of system components, conduct of Third Line corrective maintenance, test data, conforming to the requirements of D-01-400-002/SF-000, Specification For Levels Of Engineering Drawings.  10.2 The TDP must include, but not limited to the following: <ul style="list-style-type: none"> <li>a. Final Electrical schematics / design for Sea to Shore Connector propulsion system;</li> <li>b. Final Software architecture / design diagram and description;</li> <li>c. Final Structural drawings / design for Sea to Shore Connector;</li> <li>d. Final Mechanical drawings / design for Sea to Shore Connector;</li> <li>e. Final Hydraulic drawings / design for Sea to Shore Connector (propulsion);</li> <li>f. Final Control System Descriptions, including all Safety Systems;</li> <li>g. Final Sea to Shore Connector Load Diagram, which must include but is not limited to, ultimate load, and loading and unloading sequence to maintain optimal stability;</li> <li>h. Final securing arrangements, for both stacking of the pontoons and for securing to the ships deck;</li> <li>i. Final assembly and disassembly information for alongside the ship in an operational setting;</li> <li>j. Final System Manuals;</li> <li>k. Final Hazardous Material Documentation, as applicable;</li> <li>l. Final Maintenance Documentation;</li> <li>m. Final Inspections and Test Plans including all applicable information to cover FAT (DID-AT-01), Vessel STW (DID-AT-02), and SAT (DID-AT-03);</li> <li>n. Final Listing of the Classification Society Certifications and Approvals required;</li> <li>o. Final Integrated Logistics Support (ILS) documentation: OEM piece part and full Sea to Shore Connector assembly technical drawings in CAD format. The Contractor must not withhold proprietary right to these assembly and piece part drawings (DID-LOG-03);</li> <li>p. Final recommended vessel's requirements to support and operate the Sea to Shore Connector and associated equipment;</li> <li>q. Final Interface power supply requirements for the Sea to Shore Connectors propulsion units; and</li> <li>r. Final Sea to Shore Connector and associated equipment General Arrangement and layout</li> </ul>		

drawings.

### 10.3 TDP Preparation:

- a. Prepare the TDP using metric units, unless the source of the original documentation is non-metric, and no changes to the original documentation can be made;
- b. Prepare the TDP in the Contractors format;
- c. The TDP including all versions must be presented to the TA at the PRM to check compliance with the SOW; and
- d. A drawing number sequence and subject headers are to be utilized consistent with the ones used with Draft Design Documents.

<b>1. Title</b> Sea to Shore Connector Factory Acceptance Test (FAT) Plan and Procedures		<b>2. Identification Number</b> DID-AT-01
<b>3. Description/Purpose</b> Deliver the FAT Plan and Procedures in order to test the Sea to Shore Connector at the Contractor's facility, including all of its mechanical, hydraulic and electrical equipment and components.		
<b>4. Issue Date</b>	<b>5. Office of Primary Interest (OPI)</b> Contracting Authority	<b>6. n/a</b>
<b>7. Applicable References</b> CDRL-AT-01 Annex A SOW Section 3.2 and 6.3.1		
<b>8. Originator</b> Contractor		<b>9. Applicable Forms</b>
<b>10. Preparation Instructions</b>  10.1 To be prepared in the Contractor's format.  10.2 The Contractor must develop and deliver for approval a FAT Plan and Procedures that will address as a minimum the following: <ul style="list-style-type: none"> <li>a. The list of prerequisite mandatory inspection reports required to verify IACS and technical requirements of the SOW, in order to proceed with the FAT;</li> <li>b. The detailed list of supplies and systems required to complete the FAT but not limited to electrical power supply; hydraulic oil supply; communication systems required; and certified weights required;</li> <li>c. Dimensions of assemblies and the list of the personnel required for the following: the weights handling; the Sea to Shore Connector operation; and the readings and data collection;</li> <li>d. The list of the mandatory attendees without being limited to DND and Regulatory Bodies;</li> <li>e. The general safety requirements at the factory, i.e. PPE;</li> <li>f. The list of approved test and data sheets to be filled during the trial; and</li> <li>g. The sequential order and type of trials to be conducted and the systems performances to be obtained.</li> </ul>		



1. Title Sea to Shore Connector Set to Work (STW) Plan and Procedures		2. Identification Number DID-AT-02
3. Description/Purpose Deliver the plan and procedures to conduct the Sea to Shore Connector STW on the vessel.		
4. Issue Date	5. Office of Primary Interest (OPI) Contracting Authority	6. n/a
7. Applicable References CDRL-AT-02 Annex A SOW Section 6.3.2		
8. Originator Contractor	9. Applicable Forms	
10. Preparation Instructions  10.1 To be prepared in the Contractor's format.  10.2 The STW Plan and Procedures must include the following, as a minimum:  a. The objectives of the tests and the related deliverables subject to the IACS approval; b. The Plan and Procedures for the STW on the vessel; c. The vessel operating conditions required to perform the STW trial; d. The Personnel requirement and time requirements to perform the STW trials; e. Coordinate the required IACS surveyors attendance at the STW trials; and f. Coordinate with the DND TA or representative for the Contractors attendance at the STW trials.		

<b>1. TITLE</b> Sea to Shore Connector Sea Acceptance Trial (SAT) Plan and Procedures		<b>2. Identification Number</b> DID-AT-03
<b>3. Description/Purpose</b> Deliver the plan and procedures of the SAT of the Sea to Shore Connector and its equipment and components in operational conditions on a JSS Class ship.		
<b>4. Issue Date</b>	<b>5. Office of Primary Interest (OPI)</b> Contracting Authority	<b>6. n/a</b>
<b>7. Applicable References</b> CDRL-AT-03 Annex A SOW Sections 3.2 and 6.3.3		
<b>8. Originator</b> Contractor		<b>9. Applicable Forms</b>
<b>10. Preparation Instructions</b>  10.1 To be prepared in the Contractor's format.  10.2 The SAT Plan and Procedures must include the following as a minimum:  a. The list of prerequisite mandatory inspection reports required, to brief IACS and technical requirements of the SOW, in order to proceed with the SAT; b. The detailed list of supplies and systems required to complete the SAT without being limited to Electrical power supply; Hydraulic oil supply; Communications systems required; and Certified weights required; c. The list of personnel required for the following: The weights handling; the Sea to Shore Connector Operation; and the reading and data collection; d. The coordination with DND for the vessel's availability and weather conditions; e. The list of mandatory attendees without being limited to DND and Regulatory Bodies; f. The safety requirements related to Sea to Shore Connector operation; g. The approved test and data sheets to be filled during the trial; h. The sequential order and type of trials to be conducted and the performances to be obtained; and i. Confirmation of the Sea to Shore Connector and associated equipment and components commissioning.  10.3 Included in SAT Plan and Procedures, the Contractor must outline the estimated duration (in hours, days, weeks) of each of the main activities described into the SAT Plan and Procedures.		

1. Title Set to Work (STW) and Acceptance Test Reports		2. Identification Number DID-AT-04
3. Description/Purpose To report on the Sea to Shore Connector Tests: FAT, STW and SAT.		
4. Issue Date	5. Office of Primary Interest (OPI) Contracting Authority	6. n/a
7. Applicable References CDRL-AT-04 Annex A SOW Sections 3.2 and 6.3.5 to 6.3.6		
8. Originator Contractor		9. Applicable Forms
10. Preparation Instructions  10.1 To be prepared in the Contractor's format.  10.2 The FAT, STW and SAT reports must include the following as a minimum:  a. Description of the system and the test set up environment; b. Copies of the FAT, STW and SAT Plans, the FAT, STW and SAT Procedures; c. Copies of all the test reports; d. A summary of the status of the equipment, any changes/modifications that were made during the set up and details of any failures experienced, and the remedial action that was take to restore the equipment to its specified operating conditions; e. A section detailing any failure to meet any requirement of the SOW and the Contractors corrective actions to gain SOW compliance; f. A section detailing faulty devices or equipment "Set to Work", which must include as a minimum Test/measurement plan of the equipment with expected results; g. Faulty Test/measurement records; h. Remedy actions; i. Test Records after remedy; j. Confirmation of acceptance of the previously faulty device or equipment; and k. Summary of any recommendations.		

1. Title Sea to Shore Connector Cadre Training Package		2. Identification Number DID-LOG-01
3. Description/Purpose The Cadre Training will be for one Cadre Training session on board each JSS Class ship, and one training session at both Esquimalt and Halifax fleet training facilities.		
4. Issue Date	5. Office of Primary Interest (OPI) Contracting Authority	6. n/a
7. Applicable References CDRL-LOG-01 Annex A SOW Sections 3.2 and 7.3		
8. Originator Contractor		9. Applicable Forms
10. Preparation Instructions  10.1 The Contractor must provide an operator and maintainer training package, in MS Office format, to allow subsequent training of the equipment at DND facilities. Five (5) copies of the training package must be delivered.  10.2 Four Cadre Training sessions will be held as follows:  10.2.1 Two training sessions held at Fleet Training Facilities:  a. one training session at a Fleet Facility in Esquimalt BC; b. one training session at a Fleet Facility in Halifax NS; and  These sessions will have a maximum of 16 students. The practical training phase will utilize a system installed shipboard if available, or the system designated as a Fleet School asset.  10.2.2 Two training sessions held on JSS Class ships in an order to be determined by ship availability. These training session will be held onboard the ships alongside in either Esquimalt or Halifax harbour. The training must be provided to the designated ships operational and maintenance staff. This training sessions must be conducted for ships staff after the successful completion of each shipboard installation (SAT), for a maximum of 12 students.  10.3 The Sea to Shore Connector Cadre Training will include, as a minimum:  a. The instructions for the DND operational, maintenance and training staff on capabilities, features, components and functions; b. Operating modes; c. Instrumentations; d. Limits of operation, alarms, safety, and shut downs; e. System troubleshooting and hands-on operation training; f. Equipment startup; g. Equipment routine inspections, maintenances and adjustments; h. Equipment shut down and long term stowage protections; i. Assembly and disassembly methods in an operational environment; and j. A complete set of simulated realistic training scenarios.		

10.4 The Contractor will provide a Cadre Training Package which must include but is not limited to the following:

- a. Outline;
- b. Training materials;
- c. Workbooks, manuals, etc.; and
- d. Appropriate training aids.

1. Title Sea to Shore Connector Maintenance Concept		2. Identification Number DID-LOG-02								
3. Description/Purpose The Maintenance Concept must provide a complete set of maintenance plans that identify the required maintenance tasks and identify the logistics support resources needed to perform the tasks.										
4. Issue Date	5. Office of Primary Interest (OPI) Contracting Authority	6. n/a								
7. Applicable References CDRL-LOG-02 Annex A SOW Section 7.2										
8. Originator Contractor		9. Applicable Forms								
10. Preparation Instructions  10.1 To be prepared in the Contractor's format.  10.2 The submission must identify the required maintenance for each system/component including overhaul requirements. The data must be consolidated into one document.  10.3 The data must be grouped into tables listing routine, calendar based and operating hour based tasks. An example breakout is shown below. Each interval within a category will be a column in its respective table.  <table border="1"> <tr> <td>Scheduled Task</td> <td>Interval</td> </tr> <tr> <td>Routine Crew Tasks</td> <td>Daily or Weekly</td> </tr> <tr> <td>Monthly Maintenance Tasks</td> <td>e.g. 1, 3, 4, 6, 12, 18, 24, 36, 48, or 60 months</td> </tr> <tr> <td>Usage-Based Maintenance Tasks</td> <td>e.g. 100, 200, 250, 400, 500, 800, 1000, 2000, 3000, 4000, 5000 or 6000 hours</td> </tr> </table>			Scheduled Task	Interval	Routine Crew Tasks	Daily or Weekly	Monthly Maintenance Tasks	e.g. 1, 3, 4, 6, 12, 18, 24, 36, 48, or 60 months	Usage-Based Maintenance Tasks	e.g. 100, 200, 250, 400, 500, 800, 1000, 2000, 3000, 4000, 5000 or 6000 hours
Scheduled Task	Interval									
Routine Crew Tasks	Daily or Weekly									
Monthly Maintenance Tasks	e.g. 1, 3, 4, 6, 12, 18, 24, 36, 48, or 60 months									
Usage-Based Maintenance Tasks	e.g. 100, 200, 250, 400, 500, 800, 1000, 2000, 3000, 4000, 5000 or 6000 hours									
10.4 The Maintenance Plan must include a section presenting maintenance task data sheet that contain the following information for each maintenance task:  a. Maintenance Identification Number; b. Asset (equipment); c. Description (brief, of maintenance item); d. Steps/Process (including safety considerations, special tools required); e. Frequency (number, i.e. 1, 500) f. Frequency units (i.e. Hours, Months, Year); g. Parts Required; and h. Length of effort for the task.										

1. <i>Title</i> Integrated Logistic Support (ILS) Documentation		2. <i>Identification Number</i> DID-LOG-03
3. <i>Description/Purpose</i> The ILS documentation is to provide guidance and background information to assist DND in development and implementation of an Integrated Logistics Support Process.		
4. <i>Issue Date</i>	5. <i>Office of Primary Interest (OPI)</i> Contract Authority	6. <i>n/a</i>
7. <i>Applicable References</i> CDRL-LOG-03 Annex A SOW Section 7 DID-EN-02		
8. <i>Originator</i> Contractor		9. <i>Applicable Forms</i>
10. <i>Preparation Instructions</i>  10.1 The ILS Documentation is to include:  a. Spare Parts Manual(s); b. Provisioning Parts Breakdown; c. Maintenance Concept (DID-LOG-02); d. Operation Manual(s); and e. Maintenance Manual(s).  10.2 Manual(s)  The Contractor must provide a complete equipment operations and preventative and corrective maintenance manual(s) formatted IAW C-01-100-100/AG-005/6 Specification Writing, Format and Production of Technical Publications.  The Manual(s) must include detailed information with regard to the Sea to Shore Connector design and concept of operations, indicating all known points of critical failure impacting stability, control and propulsion. The manual must also include without being limited to pertinent information regarding:  a. Safety Features; b. Cargo loading and unloading; c. Maneuvering and Propulsion Operations; and d. Assembly and disassembly procedures.  Manuals must include without being limited to the follow:  a. Mechanical, Hydraulic and Electrical equipment including all wiring; b. System troubleshooting documentation; c. Repair instructions; d. All mechanical, hydraulic, and electrical schematics / drawings; and e. Illustrated Parts Breakdowns.  One (1) electronic copy of manuals must be provided to the TA on delivery of the first Sea to Shore Connector to DND and one (1) additional electronic copy must be included with each delivered system.		

### 10.3 Provisioning Parts Breakdown (PPB):

The Contractor must provide a complete system PPB, in MS Excel format, consisting of a hierarchy of all Sea to Shore Connector and power system components, sub-components, and piece parts. This PPB must detail the complete system assembly parts breakout with OEM name and part number for each Sea to Shore Connector and power system component, sub-component, and piece part. Two (2) hard copies and two (2) electronic copies of the PPB must be provided to the TA on delivery of the first system to DND.

### 10.4 Recommended Spare Parts List (RSPL)

The Contractor must supply a list of complete Sea to Shore connector recommended maintenance spares in MS Office Based format, to define the consumable and non-consumable spare parts required to conduct all manufacturer recommended first (1<sup>st</sup>) and second (2<sup>nd</sup>) line maintenance.

The RSPL must include the part name, drawing item reference number, original OEM part number, manufacturer part number and quantity required for a full equipment maintenance cycle.

Two (2) hard copies and two (2) electronic copies of the RSPL must be provide to the TA on delivery of the first system to DND.



## **ANNEX E**

### **PROCEDURE FOR PROCESSING ADDITIONAL/UNSCHEDULED WORK**

#### **1. Purpose**

The procedure does not allow for the correction of errors and omissions or deficiencies in the Work performed by the Contractor.

The Additional Work procedure has been instituted for the following purposes:

- a) to establish a uniform method of dealing with requests for Additional Work;
- b) for the Contractor to obtain the necessary authorization for Additional Work before any Additional Work commences;
- c) to provide a contractual procedure whereby changes to the scope of Work under the Contract may be defined, priced and contractually agreed to; and
- d) to provide a means of maintaining a record of Additional Work requests including Serial Numbers, dates, outcome and accumulated cost and schedule impacts.

#### **2. Definitions**

An Unscheduled Work procedure is a contractual procedure whereby changes to the scope of Work under the Contract may be defined, priced and contractually agreed to. Such changes may arise from:

- a. "Work Arising" from opening up of machinery and/or surveys of equipment and material; and
- b. "New Work" not initially specified by required.

#### **3. Procedures**

- a. the PWGSC 1686 Additional Work Authorization form will be used to implement Additional Work. This form is to be used when the Additional Work has been fully defined and the schedule change and the final cost have been negotiated and agreed to. It will be the form for authorizing all Additional Work. The PWGSC 1686 Additional Work Authorization form is at Appendix 1;
- b. Canada will initiate a work estimate request by defining the Additional Work requirement. Canada will attach drawings, sketches, additional specifications, other clarifying details as appropriate, and allocate a serial number for the request;
- c. notwithstanding sub-paragraphs 3.a and 3.b, the Contractor may propose to Canada in writing, either by letter or email, in the Contractor's format, requesting that certain Additional Work or change proposal should be carried out. The Project Authorities will either reject or accept such proposal, and advise the Contractor and Contracting Authority. Acceptance of the proposal is not to be construed as authorization for the work to proceed. If required, the Project Authority will then define the Additional Work requirement in accordance with sub-paragraph 3.a;
- d. the Contracting Authority will provide the PWGSC 1686 Additional Work Authorization form with attachments to the Contractor;

- e. the Contractor will submit its proposal in response to the PWGSC 1686 Additional Work Authorization form received pursuant to sub-paragraph 3.d ("Proposal") to the Contracting Authority together with any qualifications, remarks or other information requested;
- f. after discussions between Canada and the Contractor and if no negotiation is required, the Contractor will then complete PWGSC 1686 Additional Work Authorization form including the agreed costs and schedule impact, sign the form and submit it to the Contracting Authority. If the Project Authorities wish to proceed, they will sign the form. The Contracting Authority will then sign and authorize the Additional Work to proceed;
- g. in the event negotiation is required, the Contracting Authority will arrange for the negotiations. If negotiations are successful the Contractor will then complete the PWGSC 1686 Additional Work Authorization form to include the agreed costs and schedule impact, sign the form and submit it to the Contracting Authority. If the Project Authorities wish to proceed they will sign the form. The Contracting Authority will then sign and authorize the Additional Work to proceed;
- h. in the event the Project Authorities do not wish to proceed with the work, the Contractor will be notified, in writing, by the Contracting Authority;
- i. in the event the negotiation involves a Credit, the PWGSC 1686 Additional Work Authorization form will be noted as "credit" accordingly;
- j. no work may be undertaken by the Contractor without written authorization of the Contracting Authority as evidenced by the PWGSC 1686 Additional Work Authorization form executed by all parties. Additional Work undertaken without written Contracting Authority authorization will be considered the Contractor's responsibility and cost;
- k. the fully executed PWGSC 1686 Additional Work Authorization form is the governing document which defines the Additional Work required, the costs, and schedule impact (if any) negotiated and agreed upon and must take precedence over the SOW in the event of conflict between the PWGSC 1686 Additional Work Authorization form and the SOW. The Contracting Authority will distribute copies as required;

#### 4. Amendment to Contract or Formal Agreement

The Contract will be amended from time to time in accordance with the Contract terms to incorporate the costs authorized on the PWGSC 1686 Additional Work Authorization forms.

#### 5. Description of Additional Work

The statement of work for the Additional Work, as set out in the PWGSC 1686 Additional Work Authorization form, will be limited to a statement of what has to be done. It will state how conformance will be measured or inspected.

#### 6. Proposal and Supporting Documentation

- (a) The Contractor will be afforded an opportunity, prior to submitting a Proposal, to discuss any technical questions regarding the statement of work for the Additional Work item. If necessary, a meeting will be held, prior to the submission of a Proposal, to review the statement of work, as included in the JSS Build Additional Work Authorization form, in order to ensure that there is a clear understanding of the technical and other requirements, including the effect on schedules and supply of materials. Requests for such meetings will be made to the Contracting Authority who will also chair the meetings. Any additions or deletions to the statement of work agreed to at such meetings will be the

subject of a formal amendment to the JSS Build Additional Work Authorization form and processed by the Project Authorities through the Contracting Authority.

- (b) The Contractor's Proposal for each Additional Work item must be broken down as to person hours by labour category and material cost per item. These breakdowns must accompany each submission by the Contractor to the Contracting Authority prior to any required negotiations.
- (c) The Contractor's Proposal for each Additional Work item must detail a proposed basis and method of payment and provide for a cash flow of expected billing by period.
- (d) The Contractor's Proposal for each Additional Work item must include an analysis of the effect on schedules and supply of materials. The Contractor must provide a schedule to perform the Additional Work item and the impact on the Contract delivery schedule. The Contractor must state if the Additional Work item changes the Critical Path of the overall project and/or the contracted delivery date of the Vessel. The Contractor must substantiate any increase to the duration of the Critical Path and in particular any instance where the Contractor proposes to extend the duration of the Critical Path by more than the duration of the Additional Work items.
- (e) Prior to any required negotiation, the Contractor must provide to the Contracting Authority, for its retention, the following:
  - (i) A work plan and/or any sketches and marked-up drawings as appropriate or requested; and
  - (ii) Copies of Subcontractor and/or material suppliers' quotations (including the Contractor's requests for such quotations). In the event telephone quotations are used to finalize the negotiations, these quotations would be subject to later verification by the Crown. The Contractor must provide copies of purchase orders and paid invoices for Subcontracts and/or materials, including stocked items, in either case.
- (f) Subcontracts and materials - The Contractor must provide a minimum of two quotations for subcontracts or materials except where the Subcontractor is already approved for Work under the Contract.
- (g) If other than the lowest price, or in circumstances where a sole source is being recommended for quality and/or delivery considerations, this must be noted. On request to the Contractor, the Contracting Authority must be permitted to meet with any proposed subcontractor or material supplier for discussion of the price. These requests will generally be limited to sole source situations and always with the Contractor's representative present. The Contractor must provide price justification consistent with Contract Cost Principles 1031-2 acceptable to Canada, acting reasonably, for subcontractor's proposed pricing under the Contract, which may include, at Canada's request, the subcontractor's current published price list indicating the percentage discount available to Canada; or copy of paid invoices for the like quality and quantity of the goods, services or both sold to other customers; or a price breakdown showing the cost of direct labour, direct materials, purchased items, engineering and plant overheads, general and administrative overhead, transportation, etc., and profit; or price or rate certifications; or any other supporting documentation as reasonably requested by Canada.
- (h) The Contractor must have a cost accounting system that is capable of assigning job numbers for each Additional Work requirement so that each requirement can be audited individually.

Solicitation No. - N° de l'invitation  
W847S-19-0074  
Client Ref. No. - N° de réf. du client  
W847S-19-0074

Amd. No. - N° de la modif.  
File No. - N° du dossier  
W947S-19-0074

Buyer ID - Id de l'acheteur  
009JSS  
CCC No./N° CCC - FMS No./N° VME  
n/a

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## 7. Supply of Forms

The Additional Work Authorization form (PWGSC 1686) is provided at Annex E - Appendix 1.


Solicitation No. - N° de l'invitation  
W847S-19-0074  
Client Ref. No. - N° de réf. du client  
W847S-19-0074

Amd. No. - N° de la modif.  
File No. - N° du dossier  
W947S-19-0074

Buyer ID - Id de l'acheteur  
009JSS  
CCC No./N° CCC - FMS No./N° VME  
n/a

## ANNEX E - APPENDIX 1

### Additional Work Authorization Form (PWGSC-TPSGC 1686)

 Public Works and Government Services Canada / Travaux publics et Services gouvernementaux Canada		File No. - N° du dossier	
<b>QUOTATION FOR DESIGN CHANGE OR ADDITIONAL WORK</b> <b>SOUSSION POUR MODIFICATION DU PLAN OU TRAVAIL SUPPLÉMENTAIRE</b>		Design Change No. N° de Modification du plan	
Contractor - Entrepreneur			
Vessel - Navire		PWGSC Contract Serial No. - N° de Série du contrat du TPSGC	
<b>You are requested to inspect the work specified and to furnish without delay a firm price quotation for carrying out this work.</b> <b>Vous êtes priés d'inspecter le travail spécifié et de soumettre sans délai un prix ferme pour son exécution.</b>			
Description of Design Change or Additional Work - Description de la modification du plan ou du travail supplémentaire			
Detailed specification of work attached as Appendix " " - Le carier des charges figure à l'appendice " "			
Drawings Affected - Plans concernés	Titles - Titres	Drawing no. - N° de plan	Dated - En date du YYYY-MM-DD - AAAA-MM-JJ
A Description of Work - Description du travail		Increased/Decreased Person hours Augmentation/réduction des heures-personnes	Contract Chargeout Rate per Hour Taux horaire tout compris imputable au contrat
			Total
		Sub-Total Somme partiel	A
B Material Requirements - Matériaux requis		Net Cost Addition/Deletion Coût net Augmentation/Réduction	Profit per Contract Profit par contrat
			Total
		Sub-Total Somme partiel	B
<b>DELIVERY - LIVRAISON</b> YYYY-MM-DD - AAAA-MM-JJ <input type="checkbox"/> If approved not later than _____ this work can be carried out during the scheduled period of construction. Nous pouvons accomplir ce travail au cours de la période prévue pour la construction, pourvu qu'il soit approuvé au plus tard le _____. <input type="checkbox"/> This work will delay completion of the vessel by _____ days. Le présent travail retardera l'achèvement du navire de _____ jours. <input type="checkbox"/> Prices quoted are valid for _____ days. Les prix indiqués restent en vigueur pendant _____ jours. Date YYYY-MM-DD / AAAA-MM-JJ Position - Poste Signature		<b>SUMMARY OF COST - RELEVÉ DES COÛTS</b> Sub-total A and B Somme partielle A et B \$ Applicable Taxes - Taxes applicables ▶ % Total Firm Price: Increase or Credit Prix ferme : augmentation ou crédit \$	
<b>Inspector's Certification</b> <b>Attestation de l'inspecteur</b> Date YYYY-MM-DD / AAAA-MM-JJ Position - Poste Signature		Date YYYY-MM-DD / AAAA-MM-JJ Position - Poste Signature	
<b>Technical Authority Certification</b> <b>Attestation de l'autorité technique</b> Certified as being technically acceptable and in accordance with the above specified requirements. Certifié techniquement acceptable et conforme aux exigences précisées ci-dessus. Date YYYY-MM-DD / AAAA-MM-JJ Position - Poste Signature		<b>Contracting Authority to Take Work in Hand</b> <b>Autorité contractante pour entreprendre le travail</b> You are hereby authorized to undertake the work as specified in accordance with the contractual terms for the sum of Vous êtes par les présentes autorisés à entreprendre le travail spécifié, conformément aux clauses contractuelles, pour la somme de \$	
Date YYYY-MM-DD / AAAA-MM-JJ Position - Poste Signature		Date YYYY-MM-DD / AAAA-MM-JJ Position - Poste Signature	
<b>NOTE: Attach additional sheets if necessary.</b> <b>REMARQUE : Annexer des feuilles supplémentaires, si nécessaire.</b>			
PWGSC-TPSGC 1686 (05/2014)			

## **ANNEX F**

### **INSURANCE REQUIREMENT**

#### **1. Commercial General Liability Insurance (G2001C 2018-06-21)**

- 1.1 The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence and in the annual aggregate.
- 1.2 The Commercial General Liability Insurance policy must include the following:
  - a. Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Public Works and Government Services Canada;
  - b. Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor;
  - c. Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor;
  - d. Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character;
  - e. Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each;
  - f. Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions;
  - g. Employees and, if applicable, Volunteers must be included as Additional Insured;
  - h. Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program);
  - i. Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy;
  - j. Notice of Cancellation: The Insurer will provide the Contracting Authority thirty (30) days written notice of policy cancellation or any changes to the insurance policy;
  - k. If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract;
  - l. Owners' or Contractors' Protective Liability: Covers the damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor;
  - m. Non-Owned Automobile Liability - Coverage for suits against the Contractor resulting from the use of hired or non-owned vehicles;

- n. Advertising Injury: While not limited to, the endorsement must include coverage piracy or misappropriation of ideas, or infringement of copyright, trademark, title or slogan;
- o. All Risks Tenants Legal Liability - to protect the Contractor for liabilities arising out of its occupancy of leased premises;
- p. Amendment to the Watercraft Exclusion to extend to incidental repair operations on board watercraft;
- q. Sudden and Accidental Pollution Liability (minimum 120 hours): To protect the Contractor for liabilities arising from damages caused by accidental pollution incidents; and
- r. Litigation Rights: Pursuant to subsection 5(d) of the Department of Justice Act, S.C. 1993, c. J-2, s.1, if a suit is instituted for or against Canada which the Insurer would, but for this clause, have the right to pursue or defend on behalf of Canada as an Additional Named Insured under the insurance policy, the Insurer must promptly contact the Attorney General of Canada to agree on the legal strategies by sending a letter, by registered mail or by courier, with an acknowledgement of receipt.

For the province of Quebec, send to:

Director Business Law Directorate  
Quebec Regional Office (Ottawa)  
Department of Justice  
284 Wellington Street, Room SAT-6042  
Ottawa, Ontario, K1A 0H8

For other provinces and territories, send to:

Senior General Counsel  
Civil Litigation Section  
Department of Justice  
234 Wellington Street, East Tower  
Ottawa, Ontario, K1A 0H8

A copy of the letter must be sent to the Contracting Authority. Canada reserves the right to co-defend any action brought against Canada. All expenses incurred by Canada to co-defend such actions will be at Canada's expense. If Canada decides to co-defend any action brought against it, and Canada does not agree to a proposed settlement agreed to by the Contractor's insurer and the plaintiff(s) that would result in the settlement or dismissal of the action against Canada, then Canada will be responsible to the Contractor's insurer for any difference between the proposed settlement amount and the amount finally awarded or paid to the plaintiffs (inclusive of costs and interest) on behalf of Canada.

## **2. Marine Liability Insurance (G5003C 2018-06-21)**

- 2.1 The Contractor must obtain protection and indemnity insurance that must include excess collision liability and pollution liability. The insurance must be placed with a member of the International Group of Protection and Indemnity Associations or with a fixed market in an amount of not less than the limits determined by the Marine Liability Act, S.C. 2001, c. 6. Coverage must include crew liability, if it is not covered by Worker's Compensation as detailed in paragraph 2.2 below.
- 2.2 The Contractor must obtain worker's compensation insurance covering all employees engaged in the Work in accordance with the statutory requirements of the territory or province or state of

nationality, domicile, employment, having jurisdiction over such employees. If the Contractor is subject to an additional contravention, as a result of an accident causing injury or death to an

employee of the Contractor or subcontractor, or due to unsafe working conditions, then such levy or assessment must be paid by the Contractor at its sole cost.

2.3. The protection and indemnity insurance policy must include the following:

- a. additional insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada as additional insured should read as follows: Canada, represented by Public Works and Government Services Canada;
- b. waiver of subrogation rights: Contractor's Insurer to waive all rights of subrogation against Canada as represented by the Department of National Defence and Public Works and Government Services Canada for any and all loss of or damage to the watercraft however caused;
- c. notice of cancellation: The Contractor will provide the Contracting Authority thirty (30) days prior written notice of policy cancellation or any changes to the insurance policy;
- d. cross liability and separation of insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each; and
- e. litigation rights: Pursuant to subsection 5(d) of the Department of Justice Act, R.S.C. 1985, c. J-2, s.1, if a suit is instituted for or against Canada which the Insurer would, but for this clause, have the right to pursue or defend on behalf of Canada as an Additional Named Insured under the insurance policy, the Insurer must promptly contact the Attorney General of Canada to agree on the legal strategies by sending a letter, by registered mail or by courier, with an acknowledgement of receipt.

For the province of Quebec, send to:

Director Business Law Directorate,  
Quebec Regional Office (Ottawa),  
Department of Justice,  
284 Wellington Street, Room SAT-6042,  
Ottawa, Ontario, K1A 0H8

For other provinces and territories, send to:

Senior General Counsel,  
Civil Litigation Section,  
Department of Justice  
234 Wellington Street, East Tower  
Ottawa, Ontario K1A 0H8

A copy of the letter must be sent to the Contracting Authority. Canada reserves the right to co-defend any action brought against Canada. All expenses incurred by Canada to co-defend such actions will be at Canada's expense. If Canada decides to co-defend any action brought against it, and Canada does not agree to a proposed settlement agreed to by the Contractor's insurer and the plaintiff(s) that would result in the settlement or dismissal of the action against Canada, then Canada will be responsible to the



Contractor's insurer for any difference between the proposed settlement amount and the amount finally awarded or paid to the plaintiffs (inclusive of costs and interest) on behalf of Canada.

### **3. Errors and Omissions Liability Insurance (G2002C 2018-06-21)**

The Contractor must obtain Errors and Omissions Liability (a.k.a. Professional Liability) insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature but for not less than \$1,000,000 per loss and in the annual aggregate, inclusive of defence costs.

If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.

The following endorsement must be included:

Notice of Cancellation: The Contractor will provide the Contracting Authority thirty (30) days prior written notice of policy cancellation or any changes to the insurance policy.

## ANNEX G

### MANDATORY TECHNICAL EVALUATION CRITERIA

**Table 1:**

The bidder is required to provide supporting statements indicating compliance with the SOW paragraphs indicated below. Statements shall reference associated documentation, literature, drawings or illustrations submitted in the bid package.

<b>SOW Para</b>	<b>SOW Requirement Criteria</b>	<b>Cross-reference to bid documents (page/paragraph)</b>
4.1.1	The Contractor shall designate a Project Manager.	
4.2	The Contractor shall submit a Project Management Plan (PMP).	
7.4.2	The Contractor shall demonstrate that they will provide Provisioning Parts Breakdown.	
7.4.3	The Contractor shall demonstrate that they will provide a Recommended Spare parts list	
5.5.2/ 5.5.2.1	The Contractor shall demonstrate that they will provide a Maintenance Plan.	
7.3	The Contractor shall demonstrate that they will provide Operator and Maintainer Training sessions in Halifax, N.S. and Victoria, B.C. (at different times)	
6.3	The Contractor shall demonstrate that they will produce a Factory Acceptance Test Plan	

**Table 2:**

Criteria & Criteria Description	Company Capability Criteria	Cross-reference to bid documents (page/paragraph)
<b>1. Corporate Experience</b> The proposed contractor shall have the capacity to undertake the type of work contained in the applicable SOW	1. The Bidder must: a) Provide an overview of the company. b) Provide an overview and description of the company's corporate, accounting, engineering, drafting, production, data management, quality control, publications and in-service field support capabilities.	
<b>2. Maintenance Plan</b> The proposed contractor shall have the production capacity to complete the requirement.	2. The Bidder must outline the plan to: a) Provide a maintenance plan that identifies all preventive and corrective maintenance action; b) Provide mean time between failures, mean time to repair and elapsed time of maintenance action.	
<b>3. Quality Plan</b> Quality control is an element in the completion of the requirement and the contractor shall demonstrate how and where they will apply quality control.	3. The Bidder must: a) Provide the company's and subcontractor's (if applicable) quality assurance procedures including their quality assurance (QA) and quality control (QC) plans.	

**Table 3:**

Item #	Company Experience Criteria	Reference to applicable page and paragraph of Proposal
1	The Bidder must demonstrate that they have experience designing, manufacturing and commissioning class society approved barge systems, by providing three (3) examples of pontoon barge projects which they implemented in the last 10 years.	
2	The Bidder must demonstrate, by providing an example, that they have experience designing, manufacturing, and commissioning barges of similar complexity of no less than 75% of the cargo load capacity required by the SOW in the last 10 years.	
3	The Bidder must demonstrate, by providing an example linked to a project in Item #1 or #2, that they have developed a barge related Operations Manual in English.	
4	The Bidder must demonstrate by providing an example linked to a project in Item #1 or #2, that they have developed a barge related Maintenance Manual in English.	

## ANNEX H

### STATEMENT OF COMPLIANCE TO THE STATEMENT OF WORK

SOW REF #	SOW PARAGRAPH TITLE	REQUIREMENT	CROSS REFERENCE IN BIDDER'S PROPOSAL
5.1	Sea to Shore Connector Performance Requirements	1. Meet the Requirements in Table 5-1.	
		2. Class Society Rules.	
		3. Pontoon barge type ISO TEU sized and sockets.	
		4. Obsolete equipment.	
		5. Grade of Components.	
		6. Cargo Load and Barge Speed.	
		7. Fittings and securing arrangements.	
		8. Configurable fittings.	
		9. Lifting Points.	
		10. Environmental exposure.	
		11. Operations Temperature.	
		12. Self-locking arrangement.	
		13. Ramp.	
		14. Assembly/disassembly.	
		15. Operation & Maintenance.	
5.2	Sea to Shore Connector General Design Characteristics	1. Pontoon barge type.	
		2. Environmental exposure.	
		3. Storage Location.	
		4. Securing fittings.	
		5. Stowed position.	
		6. Operational temperature.	
		7. Class for Steel barges.	
		8. Cargo area.	
		9. System section weight.	
		10. Pontoon coupling system.	
		11. Propulsion.	
		12. Cooling system.	
		13. Lifting points.	
		14. Configurable fittings.	
		15. Ramp.	
5.2.1	Stability	1. Concept of Operations.	
		2. Transport Canada.	

SOW REF #	SOW PARAGRAPH TITLE	REQUIREMENT	CROSS REFERENCE IN BIDDER'S PROPOSAL
5.3	Environmental Performance	1. Temperature.	
		2. Sea State.	
		3. Survivability (stowed)	
		4. Ice.	
		5. Salt.	
		6. Water ingress.	
5.4	Equipment Protection	Pain/Coatings Plan.	
5.5.1	Spare Parts	1. Maintenance Plan.	
		2. Special Purpose Tools.	
		3. Packaging.	
5.5.2	Maintenance Requirements	Maintenance Plan.	
5.5.2.1	First Level Maintenance	Maintenance Plan.	
8.4.2.2	Technical Data Package	Basic outline for Data Package completion.	

## **ANNEX I**

### **Part 3 to the Bid Solicitation – ELECTRONIC PAYMENT INSTRUMENTS**

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

- ( ) Direct Deposit (Domestic and International);
- ( ) Electronic Data Interchange (EDI);
- ( ) Wire Transfer (International Only);

## ANNEX J

### TO PART 5 OF THE BID SOLICITATION

#### FEDERAL CONTRACTORS PROGRAM FOR EMPLOYMENT EQUITY – CERTIFICATION

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

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

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

Complete both A and B.

A. Check only one of the following:

- ☐ A1. The Bidder certifies having no work force in Canada.
- ☐ A2. The Bidder certifies being a public sector employer.
- ☐ A3. The Bidder certifies being a federally regulated employer being subject to the Employment Equity Act.
- ☐ A4. The Bidder certifies having a combined work force in Canada of less than 100 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)



# **ANNEX A**

## **STATEMENT OF WORK (SOW) FOR THE PROCUREMENT OF SEA TO SHORE CONNECTOR FOR THE ROYAL CANADIAN NAVY (RCN) PROTECTEUR (JSS) CLASS SHIPS**

**Prepared by Project Management Office Joint Support Ship PMO (JSS)**

**400 Cumberland Street**

**Ottawa, ON**

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# **1 SCOPE**

## **1.1 PURPOSE**

This Statement of Work (SOW) defines the technical and performance requirements for five (5) new, International Association of Classification Societies (IACS) approved, Sea to Shore Connectors of a sectional pontoon barge type including propulsion units, special tools and spares. They are to be procured for use in conjunction with Protecteur (JSS) Class Ship operations, and are to include detailed engineering design data and a Technical Data Package (TDP). The five (5) Sea to Shore Connectors will be assigned, one (1) to each of two (2) JSS Class Ships, one (1) to each of two (2) Coastal Training facilities, and one (1) reserved as a serviceable spare.

The design and manufacturing of the Sea to Shore Connector, its related equipment and components, Set to Work (STW) and Test and Trials requirements must be in accordance with rules and regulations of IACS for “Building and Classing of Steel Barges”. Therefore, all necessary surveys, inspections, assessments, calculations, designs, drawings, certifications, approvals and associated work required to develop the TDP must be done by a certified Naval Architect and/or Engineer.

For the purpose of this document the term “system” unless otherwise stated refers to the Sea to Shore Connector, its propulsion units, and all ancillary and associated equipment.

## **1.2 BACKGROUND**

Ideally, Royal Canadian Navy (RCN) ships will dock in a port to conduct operations with land facilities. However this is not always possible as shore facilities can be damaged, as in disaster and relief scenarios where damage has been sustained to the port, or a port is deemed too distant from the location of effective offshore support.

The RCN currently lack any significant sea-based capability to support operations ashore. Requirements for JSS Class Ships will now provide an increased capability to support operations involving Humanitarian Assistance and Disaster Relief (HADR) or Joint Task Force (JTF) operations with a purpose-built Sea to Shore Connector of a sectional pontoon barge type. This will provide an enhanced and robust landing capability able to exploit the full potential for JSS Class Ships to support contemporary Joint Force Capability plans.

## **1.3 OBJECTIVES OF THE SEA TO SHORE CONNECTOR PROCUREMENT**

The fundamental objective of the Sea to Shore Connector procurement is to:

1. Acquire five (5) versatile Sea to Shore Connector Systems of a sectional pontoon barge type including propulsion units with the capacities, capabilities and size constraints defined in this SOW for JSS Class Ships in order to support and sustain all required JSS Class operations through a 20-year life cycle of the equipment.

2. Acquire a Technical Data Package (TDP) to include detailed engineering design data consistent with the requirements of an IACS Classification Society to the satisfaction of the Naval Administration Authority, to be used by Canada in the development of installation specifications and to support the installation, operations, and test and trials of the Sea to Shore Connector.
3. Acquire Sea to Shore Connector Systems which:
  - a) Use the vessel's existing International Organization for Standardization (ISO) 20-foot sea container foot print for storage as defined in this SOW;
  - b) Comply with the weight restrictions defined in this SOW;
  - c) Can move the designated cargo defined in this SOW;
  - d) Fit inside the space envelope defined in this SOW; and
  - e) Can be assembled and disassembled easily, ship's side, using the ship's cranes, boats and crew in Sea States consistent with a wave height of 0.5 m within the limits outlined in this SOW.

#### 1.4 ACRONYMS AND ABBREVIATIONS

Acronyms or Abbreviations	Definition
AIL	Action Item List
ANSI	American National Standards Institute
CA	Contracting Authority
CAD	Computer Aided Design
CDRL	Contract Deliverable Requirement List
COTS	Commercial Off The Shelf
CTP	Cadre Training Package
DID	Data Item Description
DND	Department of National Defense
FAT	Factory Acceptance Test
FSR	Field Service Representative
GFI	Government Furnished Information
IACS	International Associations of Classification Societies
IAW	In Accordance With
ILS	Integrated Logistics Support
ISO	International Organization for Standardization
kg	Kilogram
m	Metre



NACE CIP	National Association of Corrosion Engineers. Coating Inspector Program
OEM	Original Equipment Manufacturer
PDF	Portable Document Format
PM	Project Manager
PMP	Project Management Plan
PPB	Provisioning Parts Breakdown
PRM	Project Review Meeting
PS	Project Schedule
PSR	Project Status Reports
QA	Quality Assurance
RCN	Royal Canadian Navy
Review Level A	Acceptance
Review Level R	Review
RFP	Request for Proposal
RSPL	Recommended Spare Parts List
s	Seconds
SAT	Sea Acceptance Trials
SRCL	Security Requirements Check List
SOW	Statement of Work
SPT	Special Purpose Tools
SSPC-SP	Society of Protective Coatings Surface Preparation Specification
STW	Set to Work
TA	Technical Authority
TEU	Twenty Foot Equivalent Unit
TDP	Technical Data Package
wd	Working days

**Table 1-1: Acronyms and Abbreviations**

## **2 APPLICABLE DOCUMENTS**

### **2.1 GOVERNMENT DOCUMENTS**

Where standards are referenced in this document, the whole standard may not apply unless specifically directed, the Contractor must specify the extent of compliance to the referenced standard in the proposal. If any referenced standard or regulation of Table 2-1 has been superseded by a new revision or it has become obsolete and it has been replaced by a new standard, the Contractor must use the latest version. All government documents will be provided as Government Furnished Information (GFI).

<b>Document</b>	<b>Name</b>	<b>Current Revision</b>
C-01-100-100/AG-006	Specification – Writing, Format and Production of Technical Publications	1996-03-01
C-01-100-100/AG-005	Acceptance of Commercial and Foreign Government Publications as Adopted Publication	1996-02-29
D-01-100-214/SF-000	Specification for Preparation of Provisioning Documentation for CANADIAN FORCES EQUIPMENT	2002-05-01
D-01-400-002/SF-000	Specification Levels of Engineering Drawings	2011-03-01
MIL-STD-882D	Standard Practices for System Safety	2000-02-10
C-03-011-004/MS-001	Hydraulic Systems for HMC Ships	1999-07-08
STANAG 4194	Standardized Wave and Wind Environments	1983-14-06
D-23-003-005/SF-002	Specification for Maintenance Painting of HMC Ships	2017-02-15

**Table 2-1: Government Documents**

### **2.2 SUPPLEMENTARY DOCUMENTS**

Where standards are referenced in this document, the whole standard may not apply unless specifically directed, the Contractor must specify the extent of his compliance to the referenced standard in the proposal. If any referenced standard or regulation of Table 2-2 has been superseded by a new revision or it has become obsolete and it has been replaced by a new standard, the Contractor must use the latest version. Supplementary documents will not be provided as GFI.

<b>Standard or Regulation</b>	<b>Title</b>
CSA W47.1 1983	Canadian Welding Bureau Standards for the fusion welding of steel
CSA W47.2-M1987(R1998)	Canadian Welding Bureau Standard for the fusion welding of aluminum and aluminum alloys
ISO 9001:3008	Quality Management Systems - Requirements
ISO 12944	Corrosion Protection of steel structures by protective paint systems
Classification Society Rules	Rules of a recognized Classification Society as identified under the Delegates Statutory Inspection Program (DSIP)
Canada Shipping Act 2001	Any regulations pertaining to barges
MIL-STD-1521B	Technical Reviews and Audits for Systems / Equipment
PMBOK Guide – 5 <sup>th</sup> Edition	Project Management Body of Knowledge
ANSI-649B: 2011	Configuration Management
IEC 60300-3-12:2011	Dependability Management – Application Guide – Integrated Logistic Support

**Table 2-2: Non-Government References**

## **2.3 INCOMPATIBLE DIRECTIONS**

In the event of a conflict between the contents of this document and the applicable portions of the referenced technical documents, the Contractor must inform the Technical Authority (TA) of the differences and propose a resolution.

## **3 PROJECT DELIVERABLES**

### **3.1 GENERAL**

In order to satisfy the requirements of this SOW, the Contractor must:

1. Procure or design, customize, manufacture, integrate, Set to Work (STW), Factory Acceptance Test (FAT), Sea Acceptance Trials (SAT) and deliver five (5) IACS certified and approved Sea to Shore Connectors of a pontoon barge type, complete with:
  - a) Detailed plans and procedures for;
    - i. Set to Work
    - ii. Commissioning
    - iii. Test and trials
  - b) Associated ancillary equipment; and
  - c) Technical Data Package.
2. Develop and deliver IACS certified and approved Sea to Shore Connector of a pontoon barge type and TDP in accordance with (IAW) Contract Deliverable Requirements List (CDRL)-EN-02 and Data Item Description (DID)-EN-02 that will be used in development by Canada for the use of the systems on ships and at training facilities; and
3. Ensure all system components and spares are delivered, preserved, packaged and protected for shipment and storage prior to installation.

Acceptance of the system design by Canada is dependent on the ability to meet all defined requirements of this SOW.

### 3.2 DELIVERABLES

In order to satisfy the requirements of this SOW, the Contractor must provide all deliverables listed in Table 3-1: Project Deliverables.

Item	Quantity	Description	SOW	CDRL	DID
1	As Required by CDRL/DID	<u>Project Management</u> 1. Project Management Plan 2. Meeting Agendas / Minutes 3. Project Status Reports 4. Project Kick-Off Meeting	4.2 4.4.5, 4.4.6 / 4.4.7 4.4.2.1 4.4.1	CDRL-PM-01 CDRL-PM-02 CDRL-PM-03 CDRL-PM-04	DID-PM-01 DID-PM-02 DID-PM-03 DID-PM-04
2	1 each	<u>Engineering Documents</u> 1. Design Documents (updated at each PRM) 2. Technical Data Package	3.2 3.2	CDRL-EN-01 CDRL-EN-02	DID-EN-01 DID-EN-02
3	5 each	Sea to Shore Connector of a pontoon barge type including propulsion units and all ancillary equipment. One (1) system delivered to coastal training facility in Halifax, NS. One (1) system delivered to the coastal training facility in Esquimalt, BC. One (1) system delivered to the Halifax, NS naval dockyard. One (1) system delivered to the Esquimalt, BC naval dockyard. One (1) system delivered to the storage facility Esquimalt, BC.		In accordance with contract.	In accordance with contract.

4	4 sets	Spare Parts. One (1) set of spare parts for each system not in storage	5.5, and 7.2.2	CDRL-LOG-03	DID-LOG-03
5	5 sets	Special Purpose Tools (SPT). One (1) set of SPTs for each system for the operation, maintenance and overhaul of the system and its related equipment and components.	5.5.1 and 7.2.3	CDRL-LOG-02	DID-LOG-02
6	5 each	Factory Acceptance Tests (FAT).	3.2 and 6.3.1	CDRL-AT-01 CDRL-AT-04	DID-AT-01 DID-AT-04
7	1 each	Set to Work (STW) Plan and Procedures.	6.3.2	CDRL-AT-02 CDRL-AT-04	DID-AT-04 DID-AT-04
8	1 each	Sea Acceptance Trials (SAT) Plan and Procedures	3.2 and 6.3.3	CDRL-AT-03 CDRL-AT-04	DID-AT-03 DID-AT-04
9	As Required	Certification by IACS	3.1, 3.4, 5, 6.4		DID-EN-02 DID-AT-01 DID-AT-02 DID-AT-03
10	1 each	Maintenance Concept	7.2	CDRL-LOG-02	DID-LOG-02
11	1 set	Cadre Training	3.2/7.3	CDRL-LOG-01	DID-LOG-01
12	1 each	ILS Documentation	7/DID-EN-02	CDRL-LOG-03	DID-LOG-03

**Table 3-1: Project Deliverables**

### **3.3 DATA REVIEWS AND REVISIONS**

The Contractor must submit all deliverable data in draft form for Canada's review IAW the applicable CDRL.

The Contractor must ensure that the draft document consists of a complete document compliant with the requirements of the SOW, CDRL-EN-01 and DID-EN-01.

Unless otherwise noted, Canada's review process will take no more than ten (10) working days from receipt of the data.

The provision of the comments by Canada on draft documents must not be construed as approval of the data deliverable.

Unless otherwise noted, the Contractor must address Canada's comments and resubmit the document showing a new revision number, within ten (10) working days of reaching agreement on the comments.

The Contractor must ensure that the final documents consist of the draft document modified to include changes as authorized by Canada.

When revisions and amendments have been made to data documents required under this SOW, the Contractor must submit the revisions/amendments to Canada.

## **4 PROJECT MANAGEMENT**

### **4.1 ORGANIZATION**

#### **4.1.1 Project Manager**

The Contractor must have a named Project Manager (PM) responsible to carry out the work required for the system's production program. The Contractor's PM must have the authority to plan, direct, control and make decisions for the project.

#### **4.1.2 Contractor's Point of Contact**

The Contractor's PM must be the main single point of contact with Canada.

### **4.2 PROJECT MANAGEMENT PLAN**

The Contractor must prepare and deliver a Project Management Plan (PMP) IAW CDRL-PM-01 and DID-PM-01 to identify how the Contractor intends to fulfill the project management requirements of this SOW.

#### **4.2.1 Configuration Management Strategy**

In order to ensure the consistency of the Sea to Shore Connectors performance, functional and physical attributes with its requirements, design, and operational information, the Contractor must develop and implement a Configuration Management Strategy based on ANSI-649B: 2011. IAW CDRL-PM-01 and DID-PM-01.

#### **4.2.2 Quality Assurance (QA) Plan**

The Contractor must define the QA Plan as part of the PMP, CDRL-PM-01 and DID-PM-01.

### **4.3 SECURITY MANAGEMENT**

The Contractor, Field Service Representative (FSR), and Class Surveyors must be able to obtain and maintain a security clearance to access DND facilities for the purpose of boarding a naval ship and accessing DND facilities to carry out the test, trials, and training requirements of this SOW.

See Security Requirements Check List (SRCL) at Annex C.

### **4.3.1 Access to Canada's Facilities**

Where available, the Contractor may be provided access to Canada's facilities, on an as required escorted basis and non-interference basis, to allow the Contractor to view systems and obtain relevant data. Site visits may also be used for DND TA to determine or confirm equipment functionality, integration and operational parameters.

## **4.4 PROJECT MEETINGS**

### **4.4.1 Project Kick-Off Meeting**

Twenty (20) days after Contract Award the Contractor must conduct a Project Kick-Off Meeting, IAW CDRL-PM-04 and DID-PM-4 at the contractor's facility or elsewhere as agreed to by Canada. The agenda of items to be reviewed at the meeting must include but not be limited to:

1. The PMP IAW CDRL-PM-01 and DID-PM-01;
2. Technical Requirements;
3. Critical path activities; and
4. Any other contractual or programmatic issues associated with the project as mutually agreed between the TA, Contracting Authority and the Contractor.

### **4.4.2 Project Review Meetings (PRM)**

The Contractor must conduct and coordinate PRMs once every 30 days following the Project Kick-Off Meeting and aligned with Design Documents in accordance with CDRL-EN-01 and DID-EN-01, until the design is complete. Upon design completion PRM timings can be mutually agreed to between Canada and the Contractor if once every 30 days is too frequent. The Contractor is to submit their intended Meetings Plan as part of the Project Management Plan.

The Contractor must hold a PRM to align with the pre-delivery of the first Sea to Shore Connector system to Canada.

PRMs must encompass total project status as of the review date.

#### **4.4.2.1 Project Status Reports**

The Contractor must monitor progress and deliver, at a minimum, every sixty (60) working days months Project Status Reports (PSRs) IAW CDRL-PM-03 and DID PM-03.

### **4.4.3 Engineering Reviews and Audits**

The Contractor must conduct the engineering reviews and audits which must coincide with the PRMs and be prepared and conducted based on MIL-STD-1521B and must cover as a minimum:

1. Draft Design Documents IAW CDRL-EN-01 and DID-EN-01
2. Final Design Documents IAW CDRL-EN-01 and DID-EN-01
3. Technical Data Package (TDP) IAW CDRL-EN-02 and DID-EN-02

The intent of the engineering reviews and audits is for the Contractor to present, track and update the documentation in order to incorporate all changes during the design, manufacturing and testing of the system, its equipment and components, IAW the findings of PRMs. The final TDP will be accepted only after Canada is satisfied that the content and all changes have been addressed.

All references to Government requirements and standards in the Military Standard (MIL STD) specifications must be understood as Canadian.

#### **4.4.4 Other Scheduled Meetings**

The Contractor may identify through requirements stipulated in this SOW the necessity to schedule other meetings. The Contractor must identify these meetings in the PMP. Canada's approval of the PMP will confirm Canada's intention to attend such meetings.

#### **4.4.5 Meeting Arrangements**

When the Contractor is tasked to arrange and coordinate a meeting, it must be done IAW this section.

The Contractor must prepare and submit supporting documents required in source format for a meeting at least five (5) working days in advance of each meeting.

The Contractor must prepare and submit an agenda IAW CDRL-PM-02 and DID-PM-02 at least five (5) working days in advance of each review or meeting except in the case of unscheduled meetings in which case the Contractor must submit an agenda twenty-four (24) hours prior to the meeting.

Canada and the Contractor must mutually agree to the contents of the agenda including entrance and exit criteria (any specific conditions or ongoing activities that should be fulfilled prior to the start and/or completion of the meeting).

#### **4.4.6 Meeting Support**

The Contractor must host and attend meetings as required in this SOW, at the Contractor's facility, via teleconference or elsewhere as agreed to by Canada.

For all meetings hosted by the Contractor, the Contractor must:

1. Arrange the venue, including parking, as appropriate;
2. Co-ordinate with Canada, as appropriate;
3. Provide all administrative facilities and presentation equipment;
4. Ensure that qualified Contractor and subcontractor personnel attend the reviews or meetings;
5. Ensure and report that action items and decisions under the control of the Contractor as a result of the various meetings and reviews are implemented where applicable; and
6. Maintain and provide to DND files, records, documents of all reviews and meetings.



#### **4.4.7 Meeting Minutes**

The Contractor must record, produce, deliver and revise, as required, a mature draft of minutes agreed to by the Contractor and Canada for all meetings. The Contractor must distribute within five (5) working days an electronic copy of the minutes to Canada's attendees IAW CDRL-PM-02 and DID-PM-02. Meeting minutes are accepted once signed by the Contracting Authority (CA). Canada will advise the Contractor of any issues within two (2) working days of receiving the minutes, at which point the Contractor will be responsible for revision and delivery within two (2) working days.

#### **4.4.8 Meeting Cancellations**

The TA and CA may cancel PRMs or any other meeting at their discretion with a minimum of five (5) working days' notice. Rescheduling of meetings by the Contractor must be upon mutual agreement with Canada.

### **4.5 PROBLEM REPORTING**

The Contractor must advise Canada in writing within five (5) working days of the date the Contractor determines that there is a schedule alteration or contractual issue.

Upon notification, Canada will advise whether an unscheduled meeting or other action is required.

### **4.6 ACTION ITEM LIST (AIL)**

The Contractor must maintain a historical, chronological and up-to-date list of action items resulting from reviews, meetings, or correspondence between the TA and the Contractor in a format acceptable to the TA for the duration of the project.

In the list, the Contractor must record, as a minimum:

- a. Identification number;
- b. Title or Description of action;
- c. Date opened;
- d. Action required;
- e. Priority;
- f. Organization responsible for taking action;
- g. Brief statement of results in sufficient detail to clearly identify and track the action(s) taken;
- h. Action Status (open/closed); and
- i. Date closed.

The Contractor must ensure that, once entered, no entry is deleted.

The Contractor must include a subset of the list containing all open action items as an attachment to PRM's.

The Contractor must make a copy or reproduction of the most current AIL or any portion thereof available to Canada upon request at any time. IAW CDRL-PM-02 and DID-PM-02.

## **5 SEA TO SHORE CONNECTOR REQUIREMENT**

The Sea to Shore Connector on JSS Class vessels will be required to meet five (5) primary functions:

1. Be of a sectional pontoon barge type;
2. When stored be stackable up to three (3) sections high;
3. When stored be securable to twenty (20) foot equivalent unit (TEU) International Organization for Standardization (ISO) deck sockets supplied on the deck of the ship;
4. Be easily assembled alongside the ship in wave heights of 0.5 m; and
5. Be able to support and move a load of not less than fifty (50) tonnes excluding propulsion units and crew in its assembled state.

The following subsections in section 5 will describe the requirements for the Sea to Shore Connector for JSS Class vessels to meet these primary functions.

### **5.1 SEA TO SHORE CONNECTOR PERFORMANCE REQUIREMENTS**

The Sea to Shore Connector must meet the following basic performance requirements.

1. Meet the requirements in Table 5-1;
2. The Sea to Shore Connector must meet Class Society Rules for "Building and Classing of Steel Barges";
3. The Sea to Shore Connector must be of a pontoon barge type with each section no larger than an ISO TEU sea container, the system must be designed to use TEU deck sockets for securing to the ship when stored and stacked up to three (3) sections high;
4. Supportability, such that the Sea to Shore Connector with all of its equipment and components, including spare parts, will not become obsolete, or unsupportable within ten (10) years after the last system has been delivered and accepted by Canada;
5. When selecting components of the Sea to Shore Connector design, intent is to acquire Commercial off the Shelf (COTS) industrial marine grade components. In the absence of industrial marine grade components, commercial marine grade components must be selected and customized to meet the requirements in this SOW;
6. When fully assembled, the system must be able to carry, float and move a minimum load (fifty (50) tonnes), and crew at a minimum of 5 knots in Sea State 2;
7. When fully assembled, the deck of the Sea to Shore Connector must be equipped with recessed sockets/fittings for the lashing of loose cargo and TEU sea containers, these recessed fittings may be adaptable for use with non-recessed fittings for the actual securing arrangements;

8. When fully assembled, the systems recessed sockets/fittings must be configurable to accept various accessories such as bollards, cleats, cargo tie downs, anchor points, guardrails and navigation lights;
9. Each section and major component must have lifting points;
10. When stored on the ship, the system must be able to withstand above-deck environmental exposure to maritime environment under extreme weather conditions;
11. Be able to operate day and night at air temperature ranges of -15 C to +40 C;
12. Each section must be designed to be stackable up to three (3) sections high in a self-locking arrangement;
13. The bow section(s) must have a configurable ramp system to enable wheeled or tracked vehicles entry and exit;
14. Be easily embarked, disembarked, assembled and disassembled alongside the ship in sheltered waters not exceeding a 0.5 m wave height utilizing ships staff, small water craft and lifting appliances; and
15. Have Operation & Maintenance instructions, and Training Manuals.

Parameter	Value	Unit
Cargo Load	50	tonne
Speed of Advance: Under minimum full load in Sea State 2	5	knots
Maximum individual Section Weight (including propulsion unit(s))	6000	kg
Length and Width	Consistent with an ISO TEU, as system is to be used in conjunction with TEU securing arrangements when stowed.	
Pay load (cargo) area when assembled (minimum)	15	Square Metre

**Table 5-1: Sea to Shore Connector Performance Characteristics**

## **5.2 SEA TO SHORE CONNECTOR GENERAL DESIGN CHARACTERISTICS**

The location, mounting, and general design characteristics of the Sea to Shore Connector must meet the following parameters:

1. The selected Sea to Shore Connector will be of a sectional pontoon barge type, to facilitate the Royal Canadian Navy's (RCN) transport and storage requirements;
2. The systems must be able to withstand above-deck environmental exposure to maritime environment under a variety of weather conditions and extreme Sea States while stored;
3. The location for storage of the systems' sections/modules will be on 01 Deck between port and starboard walkways/breezeways amidships between Frames 105 and 130 of JSS Class ships;
4. The systems' sections/modules must be stored and secured using TEU deck sockets/fittings on ship;

5. Any of the systems stacked sections/modules must have an arrangement to secure its stowed position to prevent movement when the vessel encounters heavy seas;
6. The systems must be able to operate day and night at air temperature ranges of -15 C to +40 C;
7. The systems' structure must be an all welded modern construction and material must be of a grade capable of supporting the loads and operating conditions required of this SOW while conforming to Class requirements for Steel Barges;
8. When fully assembled, the system will have a minimum of fifteen (15) square metres of cargo area;
9. No individual section/module of the system is to exceed six (6) tonnes;
10. The sections will be lifted and lowered into the water for assembly in sheltered waters while the ship is at anchor. The section coupling system must allow for the easy assembly of the sections/modules alongside the ship in wave heights up to one half metre (0.5 m) by the ship's crew using ships cranes, and workboats. Note: JSS Class ships will have recessed bollards above the waterline;
11. The system must have redundant propulsion systems and be able to operate in Sea State 2 while maintaining a speed of five (5) knots;
12. Any cooling system must be cooled by a self-contained ambient air and or sea water cooling system;
13. Each section/module must have lifting points;
14. Each section/module must have deck fitting configurable to accept various accessories such as bollards, cleats, cargo tie downs, anchor points, guardrails and navigation lights; and
15. The bow sections/modules must have or be configurable to a ramp to enable entry and exit of wheeled or tracked vehicles.

### **5.2.1 Stability**

In addition to meeting Classification Society Rules regarding the Building and Classing of Steel Barges, the Sea to Shore Connector design must also include the following design requirements in regards to the systems' stability:

1. The system design package must include assembly, disassembly and concept of operations plans, to include the cargo loading and unloading plan, and, indications of points for failure including loss of steerage and propulsion.
2. The Sea to Shore Connector must meet Transport Canada regulations subject to the intact stability requirements of STAB 6, 'Standard for Intact Stability of Non-Passenger Ships and Passenger Ships carrying Not More than 12 Passengers'.

## **5.3 ENVIRONMENTAL PERFORMANCE**

The Sea to Shore Connector must at a minimum be able to operate in the following environmental conditions.

Item	Environmental Condition	Requirements	Comment/Standard
1	Temperature	All components of the Sea to Shore Connector must be capable of withstanding -15 C to +40 C at 100% humidity. (Stowed and Operational.)	To be used to determine Class requirements.
2	Sea State - Operations	All components operational at Sea State 2.	To be used to determine Class requirements.
3	Sea State – Survivability (Stowed)	All components must be capable of withstanding Beaufort Sea State 9 (securing arrangements).	To be used to determine Class requirements.
4	Ice	The Sea to Shore Connector and all of its components exposed to the elements must withstand ice loading of 37 kg/m2 and operate with ice loading of 22 kg/m2.	ISO 12944  To be used to determine Class requirements.
5	Salt	Any electric and electronic equipment must be able to function in a salt-laden atmospheric condition. This is determined by the equipment being able to pass IEC 6006-2-52 Test Kb.	To be used to determine Class requirements.
6	Water ingress	All electronic enclosures must be IP44 enclosures or greater.  Any system hydraulics must also be protected from water ingress IAW C-03-011-004/MS-001.	To be used to determine Class requirements  C-03-011-004/MS-001

**Table 5-2: Environmental Requirements**

## 5.4 EQUIPMENT PROTECTION

The Contractor, following best industry practices and Class requirements for Barges, may submit alternatives for equipment protection for review and approval to the TA by showing how such alternatives meet or exceed the DND minimum requirements, as outlined in D-23-003-005/SF-002. The minimum DND requirements are:

- All parts/surfaces exposed to the elements are required to be painted and must first be cleaned IAW SSPC-SP-1, then grit blasted IAW SSPC-SP-10 to a surface profile of 65-85 microns;
- Underwater hull must be cleaned, IAW SSPC-SP-10, and treated with two (2) coats of AkzoNobel International Intershield 803 at 125-150 microns per coat;
- Apply one coat of AkzoNobel International Intershield 300HS at 125-150 Microns, aluminum colour;

- d. Apply one stripe coat of AkzoNobel International Intershield 300HS to all corners seams and welds, bronze colour;
- e. Apply one coat of AkzoNobel International Intershield 300HS at 125-150 microns, bronze colour;
- f. Barge top (cargo and working area) non-skid, C419;
- g. Apply one coat of AkzoNobel International Interfine 979SG at 125 microns. Colour must be “Grey 16480 / Grey 26480” as per Federal Standard 595C;
- h. Non-accessible and enclosed internal surfaces/areas must be cleaned, IAW SSPC-SP-10, and treated with C161;
- i. Accessible enclosed internal surfaces/areas must be cleaned, IAW SSPC-SP-10, treated with two (2) coats of AkzoNobel International Intershield 300HS; and
- j. All preparations and each coat of paint must be checked and recorded by a NACE CIP Level 2 Certified Inspector.

## **5.5 SPARE PARTS AND MAINTENANCE REQUIREMENTS**

### **5.5.1 Spare Parts**

Spare part components and tools types and quantities for the Sea to Shore Connector must be proposed by the Contractor and approved by the TA. The quantities must be able to meet the first two (2) years of in service first line preventative maintenance and manufacturer recommended second line (repair facility) corrective maintenance activities. Spares quantities must be for all delivered systems and as a minimum must include, without being limited to, spare electronic and propulsion components that would be critical to the operation of the Sea to Shore Connector.

All SPT that may be required for the maintenance and operation of the Sea to Shore Connector must be included with each unit upon delivery.

The Contractor must ensure that packaging of all spare parts and tools will provide adequate protection for a minimum of two (2) years, consistent with industry standards, against damage, deterioration and loss of identification during storage, handling and shipment.

### **5.5.2 Maintenance Requirements**

The Contractor must provide a Sea to Shore Connector maintenance concept that has a minimum time between major overhaul of approximately 48-month intervals. Each Sea to Shore Connector is expected to attain at least 2000 operating hours of satisfactory service within a 48-month interval. Satisfactory service is defined as requiring only scheduled preventive maintenance or first line corrective maintenance.

#### **5.5.2.1 First Level Maintenance**

First level maintenance is maintenance that is normally performed on board ship by shipboard naval technicians required to ensure the systems continued reliable operation, such as: operating checks and troubleshooting; fluid level and filter checks and changes; greasing; oil testing; repairing fluid leaks; checking fasteners, flexible hoses and

connections, for tightness; motor insulation resistance measurements; etc. It also includes minor corrective maintenance such as: filter and fluid changes; pump and motor changes; testing and replacement of circuit cards, sensors and switches; etc.

## **6 ACCEPTANCE TESTING**

### **6.1 COORDINATION WITH THE INSPECTIONS AND TEST PLAN**

The Contractor must identify to DND, what FSR and Class Surveyor(s) are needed to inspect, assess, attend, witness, ascertain, approve and certify contracted work, so appropriate scheduling and staffing of FATs, STWs and SATs can be addressed and managed. The Contractor must identify to DND any logistic support that the Contractor FSR and Class Surveyor(s) may need for the FATs, STWs and SATs to be completed and managed.

Accordingly, the Contractor Representatives, PM and/or FSR, with the Class Surveyor Representative(s) will have to attend the DND/Contractor meetings where FAT/STW/SAT Plans and Procedures, will be verified, accepted and confirmed.

During the installation, STW, testing, commissioning and trials, the Contractor must provide, on an as and when required basis, the services provided by the FSR or Class Surveyor Representative(s).

### **6.2 ACCEPTANCE TESTING OF THE SEA TO SHORE CONNECTOR AND VESSEL'S INTEGRATION AND INSTALLATION PACKAGES**

The purpose of the various acceptance tests is to demonstrate that the performance and functional requirements of the Sea to Shore connector at each design, integration, operation and delivery steps have been satisfactorily met.

#### **6.2.1 Sea to Shore Connector Factory Acceptance Test (FAT)**

At the Contractor's facility, the Contractor must conduct a FAT on each Sea to Shore Connector and all of its associated equipment and systems. The FAT must be conducted IAW the approved FAT Plan and Procedures. The FAT must be witnessed and accepted by the TA or delegated representative. The Class surveyor attendance to FAT is contingent upon Class certification requirements.

#### **6.2.2 Sea to Shore Connector Set to Work (STW)**

In preparation for a Sea Acceptance Trial (SAT), the Sea to Shore Connector must be STW at a DND facility. The Contractor must provide the TA with STW procedures that will be IAW the related STW plans. These procedures must be in line with the methodologies applicable to the various Sea to Shore Connector systems and be submitted for review and comment to the TA prior to beginning the work.

### **6.2.3 Sea to Shore Connector Sea Acceptance Trials (SAT)**

This contract is in advance of JSS delivery to Canada, as such, JSS Class ships will not be available for SAT's. SAT's will be conducted at DND facilities. The Contractor will proceed to sea, at anchor or in harbour as deemed necessary, to witness the SAT, Sea to Shore Connector, and equipment performance under real operating conditions. The SAT will be conducted by the TA, under advice of the Contractor. The SAT will be witnessed and approved by the TA and attended by a Class Surveyor, as required.

## **6.3 TEST MANAGEMENT**

### **6.3.1 Sea to Shore Connector Factory Acceptance Test (FAT) Plan & Procedures**

In accordance with section 3.2, the Contractor must produce and deliver a FAT Plan and Procedures that provides an overall outline of the entire spectrum of test activities of the Sea to Shore Connector to be carried out at the factory. The FAT Plan and Procedures must contain all conditions, precautions, adjustments, expected test results, tolerances, and test equipment required to verify the correct operation of the Sea to Shore connector with all of its associated equipment and systems, and must be witnessed and approved by the TA or delegated representative and attended by the Class Surveyor as required. The FAT Plan and Procedures delivery must be IAW CDRL-AT-01 and DID-AT-01.

### **6.3.2 Sea to Shore Connector Set to Work (STW) Plan and Procedures**

In accordance with Section 3.2, the Contractor must produce and deliver a Sea to Shore Connector STW Plan and Procedures for the vessel. The STW Plan and Procedures provide an overall outline of the entire spectrum of the STW activities of the system. The STW plan and Procedures must contain all conditions, precautions, adjustments, starting procedures, tolerances, and test equipment's required in preparation of the Sea to Shore Connector including all of its equipment, systems and ship-board integration, in order to perform a SAT. The STW Plan and Procedures delivery must be IAW CDRL-AT-02 and DID-AT-02.

### **6.3.3 Sea to Shore Connector Sea Acceptance Trials (SAT) Plan and Procedures**

In accordance with section 3.2, the Contractor must produce and deliver a SAT Plan and Procedures that provides an overall outline of the entire spectrum of test activities of the Sea to Shore Connector SAT activities. The SAT Plan and Procedures must contain all conditions, precautions, adjustments, expected test results, tolerances, and test equipment required to verify the correct operation of the Sea to Shore Connector, its associated equipment and systems and all the related vessel's connections, supplies, inputs and outputs under real operating conditions. The SAT must be witnessed and approved by the TA or delegated representative and attended by the Class Surveyor as required. The SAT Plan and Procedures delivery must be IAW CDRL-AT-03 and DID-AT-03.



#### **6.3.4 Sea to Shore Connector Factory Acceptance Test (FAT) Reports**

The Contractor must prepare the Sea to Shore Connector's FAT reports and submit them IAW CDRL-AT-04 and DID-AT-04.

#### **6.3.5 Sea to Shore Connector Set to Work (STW) Reports**

The Contractor must prepare the Sea to Shore Connector's STW reports and submit them IAW CDRL-AT-04 and DID-AT-04.

#### **6.3.6 Sea to Shore Connector Sea Acceptance Trials (SAT) Reports**

The Contractor must prepare the Sea to Shore Connector's SAT reports and submit them IAW CDRL-AT-04 and DID-AT-04.

### **6.4 CERTIFICATION**

#### **6.4.1 Certifications by Classification Society**

The Contractor must obtain from an IACS listed organization all appropriate and applicable certifications to build, operate, and maintain in class. The certifications will include but are not limited to:

- a. Barge design, and manufacturing;
- b. Barge and Associated equipment; and
- c. Barge and associated equipment test and trial operations and commissioning.

The Contractor must identify all required Class certifications and approvals to comply with this SOW; and identified at the Design Documents referenced in DID-EN-01.

If the meeting between the Contractors Class Society representatives to finalize the certificates list and Canada cannot be included as part of any of the planned meetings, the Contractor must conduct the meeting IAW Other Scheduled Meetings, 4.4.4 of this SOW.

#### **6.4.2 Work Acceptance**

Upon the successful review of the deliverables requested by this SOW, the Work Acceptance will take place in accordance with the contract Terms and Conditions.

#### **6.4.3 Sea to Shore Connector Commissioning**

Upon the Acceptance of a SAT, Canada will declare the new Sea to Shore Connector commissioned.

## **7 INTEGRATED LOGISTICS SUPPORT (ILS)**

### **7.1 GENERAL**

The following items must be provided by the Contractor to facilitate DND's development and provision of an ILS program.

### **7.2 MAINTENANCE OF THE SEA TO SHORE CONNECTOR**

#### **7.2.1 Maintenance Concept**

The Contractor must prepare and deliver, for approval by the TA, a recommended Maintenance Concept IAW CDRL-LOG-02, DID-LOG-02, and current industrial best practices.

#### **7.2.2 Spare Parts**

The Contractor must propose to the TA for approval, a list of Spares Component types and quantities for the Sea to Shore Connector IAW section 5.5.1. The quantities must be able to meet the first two (2) years of maintenance.

#### **7.2.3 Special Purpose Tools (SPT)**

The Contractor must design, develop and provide any SPT, if they are not readily available for the operation and maintenance of the Sea to Shore Connector and its related equipment and components to be carried out by DND personnel, IAW section 5.5.

### **7.3 CADRE TRAINING**

At a minimum, the Contractor must deliver the Sea to Shore Connector Training IAW section 3.2, CDRL-LOG-01 and DID-LOG-01.

#### **7.3.1 Number of Cadre Training Sessions and Students**

The Contractor must provide five (5) cadre training sessions on the Sea to Shore Connector IAW CDRL-LOG-01 and DID-LOG-01. One (1) each for the five (5) Sea to Shore Connectors.

#### **7.3.2 Training Material and Content**

The Cadre Training Package (CTP) must meet both the system operation and system maintenance requirements to a level suitable for operators, on board maintenance performed by the ship's crew, and shore-based maintenance that may require the presence of FSR's. Included in the CTP the Contractor must prepare and produce a Training Plan and course training materials for each course IAW best current industrial practices. The CTP must be delivered IAW CDRL-LOG-01 and DID-LOG-01. The training material and content must be reviewed and approved by the TA. The Contractor must provide the Sea to Shore

Connector CTP in MS Office Format, to allow subsequent training of the equipment at DND facilities by DND instructors. Five (5) copies of the approved training package must be delivered to the CA.

### **7.3.3 Training Location and Training Equipment**

The Contractor must deliver a Cadre training session upon delivery of each individual system in preparation for the STW and SAT at DND facilities, three (3) in Esquimalt BC and two (2) in Halifax NS.

The Contractor must use the delivered Sea to Shore Connector and any SPTs for the duration of the training session.

### **7.3.4 Language**

All Contractor supplied training and training material must be provided in English.

## **7.4 DOCUMENTATION**

### **7.4.1 Operations/Maintenance Manual**

The contractor must provide operations/maintenance manuals IAW CDRL-LOG-03 and DID-LOG-03.

### **7.4.2 Provisioning Parts Breakdown (PPB)**

The Contractor must provide provisioning parts breakdown IAW CDRL-LOG-03 and DID-LOG-03

### **7.4.3 Recommended Spare Parts List (RSPL)**

The Contractor must provide recommended spare parts IAW CDRL-LOG-03 and DID-LOG-03.

### **7.4.4 Technical Drawings**

The Contractor must provide technical drawings IAW CDRL-EN-02 and DID-EN-02 and included in CDRL-LOG-03 and DID-LOG-03.

### **7.4.5 Electronic Labelling**

All electronic media must be clearly labelled with the DND project number, file names and drawing numbers. If a complete listing exceeds the label size, a "readme.txt" file in ASCII

format must be provided with each disk. A printed copy of the Readme File must accompany each disk.

## **7.5 TECHNICAL DOCUMENTATION**

### **7.5.1 Engineering Data Access**

The Contractor must provide access to all engineering data during the contract.

### **7.5.2 Original Equipment Manufacturer (OEM)**

The Contractor must make maximum use of existing OEM technical publications and provide OEM parts identification data.

## **7.6 PACKAGING, HANDLING, STORAGE & STORAGE ABILITY**

### **7.6.1 General**

The Contractor must conduct Packaging, Handling, Storage and Transportability IAW the requirements of the contract.

### **7.6.2 Packaging Methods and Levels**

The Contractor must ensure that packaging of provisioned items will provide adequate protection for a minimum of two (2) years, consistent with good economy, against damage, deterioration and loss of identification during storage, handling and shipment.

### **7.6.3 Marking of Packages**

The Contractor must mark all packages, shipping containers and consolidation containers IAW current shipping best practices, as applicable.

### **7.6.4 Shelf Life Items**

The Contractor must mark the individual package for each shelf life item IAW current industrial best practices. Information on Packaging must include as a minimum, but not be limited to:

1. Date of manufacture;
2. Shelf life expiry date; and
3. Storage environment restrictions (for example, no freezing, no sunlight).

## **8 CONTRACT DELIVERABLE REQUIREMENTS LIST (CDRL) AND DATA ITEM DESCRIPTION (DID)**

### **8.1 GENERAL**

#### **8.1.1 Document Changes/Updates**

All approved documents must be prepared and updated as required by the appropriate CDRL and DID. All changes to updated versions of documents must be identified as follows:

1. One change page indicating page numbers, paragraph numbers, date of change and reason for change;
2. Within the hard copy, by use of change bars in the side margins of the printed document; and,
3. Within the soft copy, using a method appropriate to the authoring tools that clearly differentiates old content from new or revised content.

Proposed amendments and the list of effective pages must be forwarded to the TA for approval as described in the CDRL.

### **8.1.2 Deliverable Format and number of Copies**

The number of documentation copies required for each CDRL is defined within each CDRL.

All soft copies of documentation must be in the original editable source file format, e.g. Microsoft Word.

## **8.2 CONTRACT DELIVERABLE REQUIREMENTS LIST (CDRL) AND DATA ITEM DESCRIPTION (DID) SUMMARIES**

Review Level: A= Required for Acceptance R= Required for Review

### **8.2.1 Project Management**

CDRL	DID	Deliverable	Review Level	Due	Section in SOW
CDRL-PM-01	DID-PM-01	Project Management Plan	A	Contract Award +20wd	4.2
CDRL-PM-02	DID-PM-02	Meeting Agendas / Minutes	A	Meeting Date - 5wd / +5wd	4.4.5, 4.4.6 /4.4.7
CDRL-PM-03	DID-PM-03	Project Status Reports	R	Project Kick-Off Meeting +60wd, continued every 60wd	4.4.2.1
CDRL-PM-04	DID-PM-04	Project Kick-Off Meeting	R	Contract Award +20wd	4.4.1

**Table 8-1: Project Management Summary**

### **8.2.2 Engineering**

CDRL	DID	Deliverable	Review Level	Due	Section in SOW
CDRL-EN-01	DID-EN-01	Design Documents	R	Project Kick-Off Meeting +20wd,	3.2

				continued every 20wd	
CDRL-EN-02	DID-EN-02	Technical Data Package	A	Project Kick-Off Meeting +120wd	3.2

**Table 8.2: Engineering Summary**

### 8.2.3 Acceptance Testing

CDRL	DID	Deliverable	Review Level	Due	Section in SOW
CDRL-AT-01	DID-AT-01	Sea to Shore Connector FAT Plan and Procedures	A	TDP	3.2 and 6.3.1
CDRL-AT-02	DID-AT-02	Vessel's STW Plan and Procedures	A	TDP	3.2 and 6.3.2
CDRL-AT-03	DID-AT-03	Sea to Shore Connector SAT Plan and Procedures	A	TDP	6.3.3
CDRL-AT-04	DID-AT-04	Various STW and Acceptance Test Reports	R	Acceptance Test +10wd	3.2 and 6.3.1 to 6.3.6

**Table 8.3: Acceptance Testing Summary**

### 8.2.4 Integrated Logistics Support

CDRL	DID	Deliverable	Review Level	Due	Section in SOW
CDRL-LOG-01	DID-LOG-01	Cadre Training Package	A	TDP	3.2 and 7.3
CDRL-LOG-02	DID-LOG-02	Maintenance Concept	A	TDP	3.2 and 7.2
CDRL-LOG-03	DID-LOG-03	ILS Documentation	A	First STW -10wd	3.2 and 7

**Table 8.4: Integrated Logistics Support Summary**

## 8.3 CONTRACT DELIVERABLE REQUIREMENTS LIST (CDRLs)

### 8.3.1 Project Management CDRL Details

#### 8.3.1.1 CDRL-PM-01

1	Sequence Number	PM-01
2	Title or Description of Data	Project Management Plan
3	Data Item Description of Data	DID-PM-01
4	Reference	SOW 4.2
5	First Submission	Contract Award +20wd

6	Number of Copies	1 soft copy in source format
7	TA Approval Requirements	Yes
8	Approval Lead Times	10wd
9	Subsequent Submission	As required, if amended. Deliver soft copy of the change pages only.
10	Remarks	Deliver via e-mail.

**Table 8-5: CDRL-PM-01**

#### **8.3.1.2 CDRL-PM-02**

1	Sequence Number	PM-02
2	Title or Description of Data	Meeting Agendas / Meeting Minutes
3	Data Item Description of Data	DID-PM-02
4	Reference	Agendas SOW 4.4.5 and 4.4.6 / Minutes SOW 4.4.7
5	First Submission	Agendas Date -5wd / Minutes Date +5wd
6	Number of Copies	1 soft copy in source format
7	TA Approval Requirements	Yes
8	Approval Lead Times	2wd
9	Subsequent Submission	N/A
10	Remarks	Deliver via e-mail.

**Table 8-6: CDRL-PM-02**

#### **8.3.1.3 CDRL-PM-03**

1	Sequence Number	PM-03
2	Title or Description of Data	Project Status Reports
3	Data Item Description of Data	DID-PM-03
4	Reference	SOW 4.4.2.1
5	First Submission	Project Kick-off Meeting +60wd
6	Number of Copies	1 soft copy in source format
7	TA Approval Requirements	No
8	Approval Lead Times	N/A
9	Subsequent Submission	Every +60wd
10	Remarks	Deliver via e-mail.

**Table 8-7: CDRL-PM-03**

#### **8.3.1.4 CDRL-PM-04**

1	Sequence Number	PM-04
2	Title or Description of Data	Project Kick-Off Meeting
3	Data Item Description of Data	DID-PM-04
4	Reference	SOW 4.4.1
5	First Submission	Contract Award +20wd
6	Number of Copies	N/A
7	TA Approval Requirements	No
8	Approval Lead Times	N/A
9	Subsequent Submission	N/A

10	Remarks	Deliver via e-mail.
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**Table 8-8: CDRL-PM-04**

### 8.3.2 Engineering CDRL Details

#### 8.3.2.1 CDRL-EN-01

1	Sequence Number	EN-01
2	Title or Description of Data	Design Documents
3	Data Item Description of Data	DID-EN-01
4	Reference	SOW 3.2
5	First Submission	Project Kick-Off Meeting +30wd
6	Number of Copies	1 soft copy in source format
7	TA Approval Requirements	No
8	Approval Lead Times	N/A
9	Subsequent Submission	Every + 30wd ending with EN-02
10	Remarks	Deliver via e-mail.

**Table 8-9: CDRL-EN-01**

#### 8.3.2.2 CDRL-EN-02

1	Sequence Number	EN-02
2	Title or Description of Data	Technical Data Package
3	Data Item Description of Data	DID-EN-02
4	Reference	SOW 3.2
5	First Submission	Project Kick-Off Meeting +120wd, can be altered according to Contractors Project Management Plan with agreement from Canada.
6	Number of Copies	1 soft copy in source format
7	TA Approval Requirements	Yes
8	Approval Lead Times	20wd
9	Subsequent Submission	NA
10	Remarks	Deliver via e-mail.

**Table 8-10: CDRL-EN-02**

### 8.3.3 Acceptance Testing CDRL Details

#### 8.3.3.1 CDRL-AT-01

1	Sequence Number	AT-01
2	Title or Description of Data	Sea to Shore Connector FAT Plan and Procedures
3	Data Item Description of Data	DID-AT-01
4	Reference	SOW 3.2 and 6.3.1
5	First Submission	EN-02
6	Number of Copies	1 soft copy in source format
7	TA Approval Requirements	Yes
8	Approval Lead Times	20wd
9	Subsequent Submission	N/A
10	Remarks	Deliver via e-mail.



**Table 8-12: CDRL-AT-01**

**8.3.3.2 CDRL-AT-02**

1	Sequence Number	AT-02
2	Title or Description of Data	Sea to Shore Connector STW Plan and Procedures
3	Data Item Description of Data	DID-AT-02
4	Reference	SOW 3.2 and 6.3.2
5	First Submission	EN-02
6	Number of Copies	1 soft copy in source format
7	TA Approval Requirements	Yes
8	Approval Lead Times	20wd
9	Subsequent Submission	N/A
10	Remarks	Deliver via e-mail.

**Table 8-13: CDRL-AT-02**

**8.3.3.3 CDRL-AT-03**

1	Sequence Number	AT-03
2	Title or Description of Data	Sea to Shore Connector SAT Plan and Procedures
3	Data Item Description of Data	DID-AT-03
4	Reference	SOW 3.2 and 6.3.3
5	First Submission	EN-02
6	Number of Copies	1 soft copy in source format
7	TA Approval Requirements	Yes
8	Approval Lead Times	20wd
9	Subsequent Submission	N/A
10	Remarks	Deliver via e-mail.

**Table 8-14: CDRL-AT-03**

**8.3.3.4 CDRL-AT-04**

1	Sequence Number	AT-04
2	Title or Description of Data	Acceptance Test Reports
3	Data Item Description of Data	DID-AT-04
4	Reference	SOW 3.2 and 6.3
5	First Submission	Acceptance Test +10wd
6	Number of Copies	1 soft copy in source format
7	TA Approval Requirements	Yes
8	Approval Lead Times	N/A
9	Subsequent Submission	N/A
10	Remarks	Deliver via e-mail.

**Table 8-15: CDRL-AT-04**

### 8.3.4 Integrated Logistic Support CDRL Details

#### 8.3.4.1 CDRL-LOG-01

1	Sequence Number	LOG-01
2	Title or Description of Data	Cadre Training Package
3	Data Item Description of Data	DID-LOG-01
4	Reference	SOW 3.2 and 7.3
5	First Submission	Any STW -20wd
6	Number of Copies	1 soft copy in source format
7	TA Approval Requirements	Yes
8	Approval Lead Times	10wd
9	Subsequent Submission	N/A
10	Remarks	Deliver via e-mail.

**Table 8-16: CDRL-LOG-01**

#### 8.3.4.2 CDRL-LOG-02

1	Sequence Number	LOG-02
2	Title or Description of Data	Maintenance Concept
3	Data Item Description of Data	DID-LOG-02
4	Reference	SOW 7.2
5	First Submission	Project Kick-Off Meeting +20wd
6	Number of Copies	1 soft copy in source format
7	TA Approval Requirements	Yes
8	Approval Lead Times	N/A
9	Subsequent Submission	+20wd
10	Remarks	Deliver via e-mail.

**Table 8-17: CDRL-LOG-02**

#### 8.3.4.3 CDRL-LOG-03

1	Sequence Number	LOG-03
2	Title or Description of Data	ILS Documentation
3	Data Item Description of Data	DID-LOG-02
4	Reference	SOW 7.2
5	First Submission	First STW -10wd
6	Number of Copies	1 soft copy in source format
7	TA Approval Requirements	Yes
8	Approval Lead Times	5wd
9	Subsequent Submission	N/A
10	Remarks	Deliver via e-mail.

**Table 8-18: CDRL-LOG-03**

## 8.4 DATA ITEM DESCRIPTIONS (DIDs)

### 8.4.1 Project Management DIDs

#### 8.4.1.1 DID-PM-01

1. TITLE Project Management Plan (PMP)		2. IDENTIFICATION NUMBER DID-PM-01
3. DESCRIPTION / PURPOSE The Contractor must develop, implement and maintain a Sea to Shore Connector Project Management Plan (PMP).		
4. DATE OF ISSUE	5. OFFICE OF PRIMARY INTEREST (OPI) Contracting Authority	6.
7. APPLICABLE REFERENCES  CDRL-PM-01                      SOW Ref: 4.2		
8. ORIGINATOR              Contractor		9. APPLICABLE FORMS
10. PREPARATION INSTRUCTIONS		
10.1 The Project Management Plan (PMP) must be prepared in Contractor’s format.		
10.2 Structure – The PMP must contain, as a minimum, the following sections: 1. Management Organization, Communications and Responsibilities; 2. Work Breakdown Structure; 3. Project Schedule with Milestones; 4. Configuration Management Strategy IAW SOW Ref: 4.2; 5. QA Plan IAW the contract; 6. Inspections and Test Plans; 7. Risk Register and Mitigation Strategy; and 8. Meetings Plan.		

**Table 8-19: DID-PM-01**

#### 8.4.1.2 DID-PM-02

1. TITLE Meeting Agendas / Minutes		2. IDENTIFICATION NUMBER DID-PM-02
3. DESCRIPTION / PURPOSE The Contractor shall produce meeting agenda and minutes of the various categories of meetings. These categories include, but are not limited to the following: Program, Spares, Engineering and Financial.		
4. DATE OF ISSUE	5. OFFICE OF PRIMARY INTEREST (OPI) Contracting Authority	6.
7. APPLICABLE REFERENCES  CDRL-PM-02                      Agendas SOW Ref: 4.4.5 and 4.4.6 / Minutes SOW Ref: 4.4.7		
8. ORIGINATOR    Contractor		9. APPLICABLE FORMS
10. PREPARATION INSTRUCTIONS		
10.1 Supporting documentation and agenda must be prepared in the Contractor's format.		
10.2 The Agenda must include the following: 1. Purpose of the meeting; 2. Entrance and Exit criteria; 3. List of expected attendees; 4. Time, date, location and expected duration of the meeting; 5. Facilities and equipment to be provided for attending personnel; 6. List of data items and documents to be reviewed or provided to support the meeting. Copies of all such data and documentation must be provided; and 7. Copies of the Current Action Item List (AIL) where appropriate.		

<p>10.3 Minutes must be prepared in the Contractor's format and must include the following information:</p> <ol style="list-style-type: none"> <li>1. Date and location of the meeting;</li> <li>2. Name, organization, phone number, e-mail address and title of each person that attended the meeting;</li> <li>3. Statement relating to the purpose and/or objective of the meeting; and</li> <li>4. The original agenda and any revisions to the agenda, this may be accomplished by a reference to attachments or enclosures.</li> </ol> <p>10.4 Minutes should include a record of each item discussed or reviewed during the meeting, including:</p> <ol style="list-style-type: none"> <li>1. A brief statement identifying the item or problem and their status;</li> <li>2. A summary of pertinent information associated with the item;</li> <li>3. A recommendation;</li> <li>4. An action item identifying the person or organization responsible for taking and/or coordination required action with key dates; and</li> <li>5. An updated AIL with all open and closed items.</li> </ol> <p>10.5 Minutes must be distributed, where possible, at the end of the meeting and signed (as acknowledgment of proceedings) by the responsible parties before leaving. Minutes must be delivered as directed in CDRL-PM-02.</p>
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**Table 8-20: DID-PM-02**

#### 8.4.1.3 DID-PM-03

1. TITLE Project Status Reports (PSR)		2. IDENTIFICATION NUMBER DID-PM-03
3. DESCRIPTION / PURPOSE The PSRs provide a chronological update on the project progress in comparison to the Project Schedule in the PMP.		
4. DATE OF ISSUE	5. OFFICE OF PRIMARY INTEREST (OPI) Contracting Authority	6.
7. APPLICABLE REFERENCES  CDRL-PM-03                      SOW Ref: 4.4.2.1		
8. ORIGINATOR    Contractor		9. APPLICABLE FORMS
10. PREPARATION INSTRUCTIONS		
10.1 The Project Status Reports must be prepared in the Contractor’s format.		
10.2 The PSRs must include the following information: 1. A narrative report providing sufficient detail to enable the Contracting and Technical Authorities to evaluate the progress of the work to date; 2. Significant problems or concerns, together with recommended course of action; 3. Schedules status, changes and planned activities for the next reporting period; 4. A summary of hardware, software and system observations and problems that have been opened, are in progress or have been resolved; and 5. Subset of Action Item List containing all open action items.		

**Table 8-21: DID-PM-03**

#### 8.4.1.4 DID-PM-04

1. TITLE Project Kick-Off Meeting		2. IDENTIFICATION NUMBER DID-PM-04
3. DESCRIPTION / PURPOSE The Project Kick-Off Meeting is to review the PMP and the Project Schedule.		
4. DATE OF ISSUE	5. OFFICE OF PRIMARY INTEREST (OPI) Contracting Authority	6.
7. APPLICABLE REFERENCES		

CDRL-PM-04		SOW Ref: 4.4.1
8. ORIGINATOR Contractor		9. APPLICABLE FORMS
10. PREPARATION INSTRUCTIONS		
<p>10.1 The Project Kick-Off Meeting must be IAW CDRL-PM-04 at the Contractor's facility or elsewhere as agreed to by Canada, and must include as a minimum:</p> <ol style="list-style-type: none"> <li>1. Meeting agenda;</li> <li>2. Entrance and Exit criteria;</li> <li>3. Overview of the PMP; and</li> <li>4. An outline of critical path activities.</li> </ol>		

**Table 8-22: DID-PM-04**

## 8.4.2 Engineering DIDs

### 8.4.2.1 DID-EN-01

1. TITLE Design Documents		2. IDENTIFICATION NUMBER DID-EN-01
<p>3. DESCRIPTION / PURPOSE</p> <p>The Contractor must maintain the ability to track changes to versions of draft Design Documents maintained throughout all PRMs. Design Documents must detail, structural support, design loads, and stability analysis calculations, in compliance with Class, to allow for full design operational loading in preparation for the TDP. As Design Documents mature, they must detail all required design changes necessary as a result of previous meetings and/or required as a result of the structural and design requirements of shipboard installation and use.</p>		
4. DATE OF ISSUE	5. OFFICE OF PRIMARY INTEREST (OPI) Contracting Authority	6.
7. APPLICABLE REFERENCES		
CDRL-EN-01		SOW Ref: 3.2
8. ORIGINATOR Contractor		9. APPLICABLE FORMS
10. PREPARATION INSTRUCTIONS		
<p>10.1 The Draft Design Documents must include, but are not limited to, the following:</p> <ol style="list-style-type: none"> <li>1. Draft Electrical schematics / design for Sea to Shore Connector propulsion system;</li> <li>2. Draft Software architecture / design diagram and description;</li> <li>3. Draft Structural drawings / design for Sea to Shore Connector;</li> <li>4. Draft Mechanical drawings / design for Sea to Shore Connector;</li> <li>5. Draft Hydraulic drawings / design for Sea to Shore Connector (propulsion);</li> <li>6. Draft Control System Descriptions, including all Safety Systems;</li> <li>7. Draft Sea to Shore Connector Load Diagram, which must include but is not limited to, ultimate load, and loading and unloading sequence to maintain optimal stability;</li> <li>8. Draft securing arrangements for both stacking of the pontoons and for securing to the ship's deck;</li> <li>9. Draft assembly and disassembly information for alongside the ship in an operational setting information;</li> <li>10. Draft System Manuals;</li> <li>11. Draft Hazardous Material Documentation, as applicable;</li> <li>12. Draft Maintenance Documentation;</li> <li>13. Draft Inspections and Test Plans including all applicable information to cover FAT (DID-AT-01), Vessel STW (DID-AT-02), and SAT (DID-AT-03);</li> <li>14. Listing of the Classification Society Certifications and Approvals required;</li> <li>15. Draft Integrated Logistics Support (ILS) documentation: OEM piece part and full Sea to Shore Connector assembly technical drawings in CAD format. The Contractor must not withhold proprietary right to these assembly and piece part drawings (DID-LOG-03);</li> <li>16. Draft recommended vessel's requirements to support and operate the Sea to Shore Connector and associated equipment;</li> <li>17. Interface power supply requirements for the Sea to Shore Connectors propulsion units; and</li> <li>18. Draft Sea to Shore Connector and associated equipment General Arrangement and layout drawings.</li> </ol>		

10.2 Preparation of Design Documents:
1. Prepare the Design Documents using metric units, unless the source of the original documentation is non-metric, and no changes to the original documentation are to be made;
2. Prepare Design Documents in the Contractors format, and indexed in an electronic format;
3. The Design Documents current and most up-to-date versions must be presented to the TA at the every PRM to verify compliance with the SOW; and
4. A drawing number sequence and subject headers are to be utilized as these Documents, in their finalized form, will be part of the TDP.

**Table 8-23: DID-EN-01**

#### 8.4.2.2 DID-EN-02

1. TITLE Technical Data Package (TDP)		2. IDENTIFICATION NUMBER DID-EN-02
3. DESCRIPTION / PURPOSE The TDP is intended to provide the necessary data to operate and maintain the Sea to Shore Connector and all of its equipment on any JSS Class ship.		
4. DATE OF ISSUE	5. OFFICE OF PRIMARY INTEREST (OPI) Contracting Authority	6.
7. APPLICABLE REFERENCES  CDRL-EN-02                      DID-AT-01, DID-AT-02, DID-AT-03                      SOW Ref: 3.2		
8. ORIGINATOR    Contractor		9. APPLICABLE FORMS
10. PREPARATION INSTRUCTIONS		
10.1 The Contractor must supply a complete set of technical drawings for the Sea to Shore Connector, converted to PDF format, to allow for full identification of all component parts, disassembly of system components, conduct of 3 <sup>rd</sup> line corrective maintenance, test data, conforming to the requirements of D-01-400-002/SF-000, Specification Levels of Engineering Drawings.		
10.2 The TDP must include, but not limited to the following: <div><div>1. Final Electrical schematics / design for Sea to Shore Connector propulsion system;</div><div>2. Final Software architecture / design diagram and description;</div><div>3. Final Structural drawings / design for Sea to Shore Connector;</div><div>4. Final Mechanical drawings / design for Sea to Shore Connector;</div><div>5. Final Hydraulic drawings / design for Sea to Shore Connector (propulsion);</div><div>6. Final Control System Descriptions, including all Safety Systems;</div><div>7. Final Sea to Shore Connector Load Diagram, which must include but is not limited to, ultimate load, and loading and unloading sequence to maintain optimal stability;</div><div>8. Final securing arrangements, for both stacking of the pontoons and for securing to the ship’s deck;</div><div>9. Final assembly and disassembly information for alongside the ship in an operational setting;</div><div>10. Final System Manuals;</div><div>11. Final Hazardous Material Documentation, as applicable;</div><div>12. Final Maintenance Documentation;</div><div>13. Final Inspections and Test Plans including all applicable information to cover FAT (DID-AT-01), Vessel STW (DID-AT-02), and SAT (DID-AT-03);</div><div>14. Final Listing of the Classification Society Certifications and Approvals required;</div><div>15. Final Integrated Logistics Support (ISL) documentation: OEM piece part and full Sea to Shore Connector assembly technical drawings in CAD format. The Contractor must not withhold proprietary right to these assembly and piece part drawings (DID-LOG-03);</div><div>16. Final recommended vessel’s requirements to support and operate the Sea to Shore Connector and associated equipment;</div><div>17. Final Interface power supply requirements for the Sea to Shore Connectors propulsion units; and</div><div>18. Final Sea to Shore Connector and associated equipment General Arrangement and layout drawings.</div></div>		

10.3 TDP Preparation:
1. Prepare the TDP using metric units, unless the source of the original documentation is non-metric, and no changes to the original documentation can be made;
2. Prepare the TDP in the Contractors format;
3. The TDP including all versions must be presented to the TA at the PRM to check compliance with the SOW; and
4. A drawing number sequence and subject headers are to be utilized consistent with the ones used with Draft Design Documents.

**Table 8-24: DID-EN-02**

### 8.4.3 Acceptance Testing DIDs

#### 8.4.3.1 DID-AT-01

1. TITLE Sea to Shore Connector Factory Acceptance Test (FAT) Plan and Procedures		2. IDENTIFICATION NUMBER DID-AT-01
3. DESCRIPTION / PURPOSE Deliver the FAT Plan and Procedures in order to test the Sea to Shore Connector at the Contractor's facility, including all of its mechanical, hydraulic and electrical equipment and components.		
4. DATE OF ISSUE	5. OFFICE OF PRIMARY INTEREST (OPI) Contracting Authority	6.
7. APPLICABLE REFERENCES  CDRL-AT-01                      SOW Ref: 3.2, and 6.3.1		
8. ORIGINATOR    Contractor		9. APPLICABLE FORMS
10. PREPARATION INSTRUCTIONS		
10.1 To be prepared in the Contractor's format.		
10.2 The Contractor must develop and deliver for approval a FAT Plan and Procedures that will address as a minimum the following:		
1. The list of prerequisite mandatory inspection reports required to verify IACS and technical requirements of the SOW, in order to proceed with the FAT;		
2. The detailed list of supplies and systems required to complete the FAT but not limited to:		
a) Electrical power supply;		
b) Hydraulic oil supply;		
c) Communication systems required; and		
d) Certified weights required.		
3. Dimensions of assemblies and the list of the personnel required for the following:		
a) The weights handling;		
b) The Sea to Shore Connector operation; and		
c) The readings and data collection.		
4. The list of the mandatory attendees without being limited to:		
a) DND; and		
b) Regulatory Bodies.		
5. The general safety requirements at the factory, i.e. PPE;		
6. The list of approved test and data sheets to be filled during the trial; and		
7. The sequential order and type of trials to be conducted and the systems performances to be obtained.		

**Table 8-26: DID-AT-01**

#### 8.4.3.2 DID-AT-02

1. TITLE Sea to Shore Connector Set to Work (STW) Plan and Procedures		2. IDENTIFICATION NUMBER DID-AT-02
3. DESCRIPTION / PURPOSE Deliver the plan and procedures to conduct the Sea to Shore Connector STW.		
4. DATE OF ISSUE	5. OFFICE OF PRIMARY INTEREST (OPI) Contracting Authority	6.
7. APPLICABLE REFERENCES  CDRL-AT-02                      SOW Ref: 6.3.2		
8. ORIGINATOR    Contractor		9. APPLICABLE FORMS
10. PREPARATION INSTRUCTIONS		
10.1 To be prepared in the Contractor's format.		
10.2 The STW Plan and Procedures must include the following, as a minimum: <ol style="list-style-type: none"><li>1. The objectives of the tests and the related deliverables subject to the IACS approval;</li><li>2. The Plan and Procedures for the STW on the vessel;</li><li>3. The vessel operating conditions required to perform the STW trial;</li><li>4. The Personnel requirement and time requirements to perform the STW trials;</li><li>5. Coordinate the required IACS surveyors' attendance at the STW trials; and</li><li>6. Coordinate with the DND TA or representative for the Contractor's attendance at the STW trials.</li></ol>		

**Table 8-27: DID-AT-02**

#### 8.4.3.3 DID-AT-03

1. TITLE Sea to Shore Connector Sea Acceptance Trial (SAT) Plan and Procedures		2. IDENTIFICATION NUMBER DID-AT-03
3. DESCRIPTION / PURPOSE Deliver the plan and procedures to conduct the SAT of the Sea to Shore Connector and its equipment and components.		
4. DATE OF ISSUE	5. OFFICE OF PRIMARY INTEREST (OPI) Contracting Authority	6.
7. APPLICABLE REFERENCES  CDRL-AT-03                      SOW Ref: 3.2 and 6.3.3		
8. ORIGINATOR    Contractor		9. APPLICABLE FORMS
10. PREPARATION INSTRUCTIONS		
10.1 To be prepared in the Contractor's format.		
10.2 The SAT Plan and Procedures must include the following as a minimum: <ol style="list-style-type: none"><li>1. The list of prerequisite mandatory inspection reports required, to brief IACS and technical requirements of the SOW, in order to proceed with the SAT;</li><li>2. The detailed list of supplies and systems required to complete the SAT without being limited to:<ol style="list-style-type: none"><li>a) Electrical power supply;</li><li>b) Hydraulic oil supply;</li><li>c) Communications systems required; and</li><li>d) Certified weights required.</li></ol></li><li>3. The list of personnel required for the following:<ol style="list-style-type: none"><li>a) The weights handling;</li><li>b) The Sea to Shore Connector Operation; and</li><li>c) The reading and data collection.</li></ol></li><li>4. The coordination with DND for facility availability and weather conditions;</li><li>5. The list of mandatory attendees without being limited to:<ol style="list-style-type: none"><li>a) DND; and</li><li>b) Regulatory Bodies.</li></ol></li></ol>		



6. The safety requirements related to Sea to Shore Connector operation; 7. The approved test and data sheets to be filled during the trial; 8. The sequential order and type of trials to be conducted and the performances to be obtained; and 9. Confirmation of the Sea to Shore Connector and associated equipment and components commissioning.
10.3 Included in SAT Plan and Procedures, the Contractor must outline the estimated duration (in hours, days, weeks) of each of the main activities described into the SAT Plan and Procedures.

**Table 8-28: DID-AT-03**

#### 8.4.3.4 DID-AT-04

1. TITLE Set to Work (STW) and Acceptance Test Reports		2. IDENTIFICATION NUMBER DID-AT-04
3. DESCRIPTION / PURPOSE To report on the Sea to Shore Connector Tests: FAT, STW and SAT.		
4. DATE OF ISSUE	5. OFFICE OF PRIMARY INTEREST (OPI) Contracting Authority	6.
7. APPLICABLE REFERENCES  CDRL-AT-04                      SOW Ref: 3.2 and 6.3.5 to 6.3.6		
8. ORIGINATOR    Contractor		9. APPLICABLE FORMS
10. PREPARATION INSTRUCTIONS		
10.1 To be prepared in the Contractor's format.		
10.2 The FAT, STW and SAT reports must include the following as a minimum: 1. Description of the system and the test set up environment; 2. Copies of the FAT, STW and SAT Plans, the FAT, STW and SAT Procedures; 3. Copies of all the test reports; 4. A summary of the status of the equipment, any changes / modifications that were made during the set up and details of any failures experienced, and the remedial action that was taken to restore the equipment to its specified operating conditions; 5. A section detailing any failure to meet any requirement of the SOW and the Contractors corrective actions to gain SOW compliance; 6. A section detailing faulty devices or equipment "Set to Work", which must include as a minimum: a) Test / measurement plan of the equipment with expected results; b) Faulty Test / measurement records; c) Remedy actions; d) Test Records after remedy; and, e) Confirmation of acceptance of the previously faulty device or equipment. 7. Summary of any recommendations.		

**Table 8-29: DID-AT-04**

## 8.4.4 Integrated Logistic Support DIDs

### 8.4.4.1 DID-LOG-01

1. TITLE Sea to Shore Connector Cadre Training Package		2. IDENTIFICATION NUMBER DID-LOG-01
3. DESCRIPTION / PURPOSE The Cadre Training will be for each Sea to Shore Connector.		
4. DATE OF ISSUE	5. OFFICE OF PRIMARY INTEREST (OPI) Contracting Authority	6.
7. APPLICABLE REFERENCES  CDRL-LOG-01                      SOW Ref: 3.2 and 7.3		
8. ORIGINATOR    Contractor		9. APPLICABLE FORMS
10. PREPARATION INSTRUCTIONS		
<p>10.1 The Contractor must provide an operator and maintainer training package, in MS Office format, to allow subsequent training of the equipment at DND facilities. Five (5) copies of the training package must be delivered.</p> <p>10.2 Five (5) Cadre Training sessions will be held.</p> <p>10.2.1 Two (2) training Sessions held at DND Facilities in Halifax NS. These sessions will have a maximum of 16 students. The practical training phase will utilize the delivered system.</p> <p>10.2.2 Three (3) training Sessions held at DND Facilities in Esquimalt BC. These sessions will have a maximum of 16 students. The practical training phase will utilize the delivered system.</p> <p>10.2.3 The Sea to Shore Connector Cadre Training will include, as a minimum:</p> <ol style="list-style-type: none"> <li>1. The instructions for the DND operational, maintenance and training staff on capabilities, features, components and functions;</li> <li>2. Operating modes;</li> <li>3. Instrumentations;</li> <li>4. Limits of operation, alarms, safety, and shut downs;</li> <li>5. System troubleshooting and hands-on operation training;</li> <li>6. Equipment startup;</li> <li>7. Equipment routine inspections, maintenance and adjustments;</li> <li>8. Equipment shut down and long term stowage protections;</li> <li>9. Assembly and disassembly methods in an operational environment; and</li> <li>10. A complete set of simulated realistic training scenarios.</li> </ol> <p>10.3 The Contractor will provide a Cadre Training Package which must include but is not limited to the following:</p> <ol style="list-style-type: none"> <li>1. Outline;</li> <li>2. Training materials;</li> <li>3. Workbook/manual/text, etc.; and</li> <li>4. Appropriate training aids.</li> </ol>		

**Table 8-30: DID-LOG-01**

#### 8.4.4.2 DID-LOG-02

1. TITLE Sea to Shore Connector Maintenance Concept		2. IDENTIFICATION NUMBER DID-LOG-02								
3. DESCRIPTION / PURPOSE The Maintenance Concept must provide a complete set of maintenance plans that identify the required maintenance tasks and identify the logistics support resources needed to perform the tasks.										
4. DATE OF ISSUE	5. OFFICE OF PRIMARY INTEREST (OPI) Contracting Authority	6.								
7. APPLICABLE REFERENCES  CDRL-LOG-02                      SOW Ref: 7.2										
8. ORIGINATOR    Contractor		9. APPLICABLE FORMS								
10. PREPARATION INSTRUCTIONS										
<p>10.1 To be prepared in the Contractor's format.</p> <p>10.2 The submission must identify the required maintenance for each system/component including overhaul requirements. The data must be consolidated into one document.</p> <p>10.3 The data must be grouped into tables listing routine, calendar based and operating hour based tasks. An example breakout is shown below. Each interval within a category will be a column in its respective table.</p> <table border="1" data-bbox="355 854 1261 1010"> <tr> <th>Scheduled Task</th> <th>Interval</th> </tr> <tr> <td>Routine Crew Tasks</td> <td>Daily or Weekly</td> </tr> <tr> <td>Monthly Maintenance Tasks</td> <td>e.g. 1, 3, 4, 6, 12, 18, 24, 36, 48, or 60 months</td> </tr> <tr> <td>Usage-Based Maintenance Tasks</td> <td>e.g. 100, 200, 250, 400, 500, 800, 1000, 2000, 3000, 4000, 5000 or 6000 hours</td> </tr> </table> <p>10.4 The Maintenance Plan must include a section presenting maintenance task data sheet that contains the following information for each maintenance task:</p> <ol style="list-style-type: none"> <li>1. Maintenance Identification Number;</li> <li>2. Asset (equipment);</li> <li>3. Description (synopsis of maintenance item);</li> <li>4. Steps/Process (including safety considerations, special tools required);</li> <li>5. Frequency (number, i.e. 1, 500)</li> <li>6. Frequency units (i.e. Hours, Months, Year);</li> <li>7. Parts Required; and</li> <li>8. Length of effort for the task.</li> </ol>			Scheduled Task	Interval	Routine Crew Tasks	Daily or Weekly	Monthly Maintenance Tasks	e.g. 1, 3, 4, 6, 12, 18, 24, 36, 48, or 60 months	Usage-Based Maintenance Tasks	e.g. 100, 200, 250, 400, 500, 800, 1000, 2000, 3000, 4000, 5000 or 6000 hours
Scheduled Task	Interval									
Routine Crew Tasks	Daily or Weekly									
Monthly Maintenance Tasks	e.g. 1, 3, 4, 6, 12, 18, 24, 36, 48, or 60 months									
Usage-Based Maintenance Tasks	e.g. 100, 200, 250, 400, 500, 800, 1000, 2000, 3000, 4000, 5000 or 6000 hours									

**Table 8-31: DID-LOG-02**

#### 8.4.4.3 DID-LOG-03

1. TITLE Integrated Logistic Support (ILS) Documentation		2. IDENTIFICATION NUMBER DID-LOG-03
3. DESCRIPTION / PURPOSE The ILS documentation is to provide guidance and background information to assist DND in development and implementation of an Integrated Logistics Support Process.		
4. DATE OF ISSUE	5. OFFICE OF PRIMARY INTEREST (OPI) Contract Authority	6.
7. APPLICABLE REFERENCES  CDRL-LOG-03                      SOW Ref: 7 and DID-EN-02		
8. ORIGINATOR    Contractor		9. APPLICABLE FORMS
10. PREPARATION INSTRUCTIONS		
<p>10.1 The ILS Documentation is to include:</p> <ol style="list-style-type: none"> <li>1. Spare Parts Manual(s);</li> <li>2. Provisioning Parts Breakdown;</li> <li>3. Maintenance Concept (DID-LOG-02);</li> <li>4. Operation Manual(s); and</li> <li>5. Maintenance Manual(s).</li> </ol> <p>10.2 Manual(s) The Contractor must provide a complete equipment operations and preventative and corrective maintenance manual(s) formatted IAW specification C-01-100-100/AG-005/6 Writing, Format and Production of Technical Publications.</p> <p>The Manual(s) must include detailed information with regard to the Sea to Shore Connector design and concept of operations, indicating all known points of critical failure impacting stability, control and propulsion. The manual must also include without being limited to pertinent information regarding:</p> <ol style="list-style-type: none"> <li>1. Safety Features;</li> <li>2. Cargo loading and unloading;</li> <li>3. Maneuvering and Propulsion Operations; and</li> <li>4. Assembly and disassembly procedures.</li> </ol> <p>Manuals must include without being limited to the follow:</p> <ol style="list-style-type: none"> <li>1. Mechanical, Hydraulic and Electrical equipment including all wiring;</li> <li>2. System troubleshooting documentation;</li> <li>3. Repair instructions;</li> <li>4. All mechanical, hydraulic, and electrical schematics / drawings; and</li> <li>5. Illustrated Parts Breakdowns.</li> </ol> <p>One (1) electronic copy of manuals must be provided to the TA on delivery of the first Sea to Shore Connector to DND and one (1) additional electronic copy must be included with each delivered system.</p> <p>10.3 Provisioning Parts Breakdown (PPB) The Contractor must provide a complete system PPB, in MS Excel format, consisting of a hierarchy of all Sea to Shore Connector and power system components, sub-components, and piece parts. This PPB must detail the complete system assembly parts breakout with OEM name and part number for each Sea to Shore Connector and power system component, sub-component, and piece part. Two (2) hard copies and two (2) electronic copies of the PPB must be provided to the TA on delivery of the first system to DND.</p> <p>10.4 Recommended Spare Parts List (RSPL) The Contractor must supply a list of complete Sea to Shore connector recommended maintenance spares in MS Office Based format, to define the consumable and non-consumable spare parts required to conduct all OEM recommended first (1<sup>st</sup>) and second (2<sup>nd</sup>) line maintenance. The RSPL must include the part name, drawing item</p>		

reference number, original OEM part number, manufacturer part number and quantity required for a full equipment maintenance cycle.

Two (2) hard copies and two (2) electronic copies of the RSPL must be provide to the TA on delivery of the first system to DND.

**Table 8-32: DID-LOG-03**