

# **Statement of Work (SOW)**

**for**

**Calibration Programme  
In-Service Support (ISS) Contract  
for  
The Department of National Defence**

## **Appendix 5**

**Contract Data Requirements Lists (CDRLs)  
and  
Data Item Descriptions (DIDs)**

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## **Annex A – Statement of Work**

### **Appendix 5 – Contract Data Requirements Lists (CDRLs) and Data Item Descriptions (DIDs)**

#### **1 Scope**

This document identifies the requirements for each data item required by DND and provides an explanation of the forms used to define those requirements.

The main body of the document provides explanations of both the CDRL and DID forms and provides general submission instructions.

##### **1.1 Introduction**

Each data item is specified in two parts: an entry in the Contract Data Requirements List (CDRL) and a Data Item Description (DID).

The specific requirements detailed in each CDRL item, and its associated DID, are contractual requirements.

Because the CDRL and DIDs have been prepared using standard forms, some blocks on the form are not applicable to this contract or not included.

Additional data requirements pertinent to a specific task may be called up in the tasking and the requirements for that data stated in the tasking SOW, including CDRL information and DID information.

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## 2 General Submission Requirements

### 2.1 Precedence

The requirements in Blocks 7 through 16 of the CDRL line items take precedence over any such requirements that may be specified in the associated DIDs.

### 2.2 Inspection and Data Acceptance

Receipt of data does not constitute acceptance.

### 2.3 Submission Schedule

- a. Unless otherwise specified, all numbers of days expressed herein are calendar days; and
- b. Date of submission means date of receipt of covering letter at PSPC.

### 2.4 Abbreviations

The following is a list of acronyms that may be found in the CDRL:

ANNLY	Once every year
ASGEN	As generated
ASREQ	As required
BI-MO	Once every two months
EOC	End of Contract
EOM	End of Month
EPAR	End-Product Acceptance Review
FAU	First Article Unit
MTHLY	Monthly
n DAC	Number of days after contract start
n MAC	Number of months after contract start
OTIME	One time only
R/ASR	Revised as required
SEMIA	Once every six months

### 2.5 Format

Where a data item specifies that the contractor's own format is acceptable, Canada reserves the right to approve the format. Once the format has been approved, the Contractor must not change the format without Canada's approval. Format in this context applies to the format of the contents, rather than the file structure or media.

## 3 General Format Requirements

- a. These general formatting and content instructions apply to all data items.
- b. The format and contents instructions apply to all data items and are not repeated

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in the DIDs provided for specific CDRL items.

- c. Cover Page. In contractor's format, but must be consistent with every other CDRL Item delivered under the contract and must contain the following data elements:

- 1) Document identification number;
- 2) Title of document;
- 3) Version/revision number;
- 4) Date of Issue;
- 5) Identification of Addressee;
- 6) Identification of contractor responsible for the delivery of the data item;
- 7) Contract number; and
- 8) CDRL Item number.

The cover page must contain Intellectual Property markings must be in accordance with the Terms and Conditions.

- d. Page Header. Applies to every page in the data item, except the Cover Page, and must contain the following data elements:

- 1) document identification number;
- 2) page number;
- 3) volume number (if more than one volume in the data item); and
- 4) Security classification.

- e. Page Footer. Applies to every page in the data item, except the Cover Page, and must contain the following data elements:

- 1) horizontal line delineating the boundary between the main body of the page and the footer;
- 2) the caveat "USE OR DISCLOSURE OF THIS DATA IS SUBJECT TO THE RESTRICTION OF THE TITLE PAGE OF THIS DOCUMENT";
- 3) document name;
- 4) security classification;
- 5) Task/Core program identification;
- 6) Version/Revision number; and
- 7) Date of issue.

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- f. Authorization and Approval Page. In contractor's format, consistent with every other data item delivered under the contract and must contain the following data elements:
- 1) an entry for each authorizing contractor signature including, name, project position (responsibility title), signature, and date signed; and
  - 2) as a minimum the following personnel must sign on behalf of the contractor: manager responsible for creation and maintenance of the document, quality assurance manager, project manager. Other contractor personnel may also sign off on the document at the discretion of the contractor.
- g. Table of Contents. In contractor's format, consistent with every other data item delivered under the contract and must contain the following data elements for each section and subsection in the document:
- 1) section/subsection number;
  - 2) section/subsection title; and
  - 3) page number.
- h. List of Figures. In contractor's format, consistent with every other data item delivered under the contract and must contain the following data elements for each figure in the document:
- 1) figure number;
  - 2) figure title; and
  - 3) page number.
- i. List of Tables. In contractor's format, consistent with every other data item delivered under the contract and must contain the following data elements for each table in the document:
- 1) table number;
  - 2) table title; and
  - 3) page number.
- j. Body.
- 1) Each section and paragraph must be numbered using a standard convention (e.g. legal) for all data items to be delivered under the contract;
  - 2) Pages must be sequentially numbered;
  - 3) use of full colour when such use aids clarity and understanding of the information being presented, is desirable;
  - 4) All attachments must be identified and referenced in the text and the table of contents;

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- 5) Each section and paragraph must be numbered;
  - 6) Classified data must be separated and cross-referenced to the applicable portion of the main CDRL item; and
  - 7) In the event that a required section or subsection has been tailored out, a statement to that effect must be added directly following the heading of each such subsection. If a section and all of its subsections are tailored out, only the highest level section heading needs to be included.
- k. Media. Unless otherwise specified by a specific CDRL or DID, all data items must be delivered electronically. Documents must be printable, on standard 8 1/2 by 11 inch paper, suitable for reproduction. As necessary, tables, graphs, figures etc. may be formatted for printing on larger (e.g. 11 by 17 inch) paper. If larger pages are required to clearly present the required material, they must be clearly identified with header and footer information consistent with their parent document and may use separate and applicable document formats (e.g. for large charts, diagrams, spreadsheets, etc.) provided the electronic delivery package clearly groups all related parts of any given document together and their place within the parent document remains clear. Documents must be delivered in a format free of Digital Rights Management systems and with full edit, search, select and clipboard functionality enabled. Documents must not contain embedded passwords.
- l. Date Format. Where dates form a component of electronic metadata or filenames they must be in ISO 8601 format.

#### 4 CDRL Items

The following section provides a description of each of the fields of the CDRL.

The Calibration Programme CDRL items have been prepared in accordance with the DND standard for the preparation of CDRL items. The specific CDRL item for each data item identifies the requirements for the data item. Each CDRL item contains the following information:

- a. Identification of the CDRL item and reference to the SOW;
- b. Responsible office in DND;
- c. Location for submission and acceptance of data by DND;
- d. Review Cycle for submission(s);
- e. Identification of addressees and number of copies; and
- f. DND preparation and acceptance block.

#### 4.1 CDRL FORMAT

A description of each block of the CDRL as it is used on this contract is as follows

- a) SYSTEM/ITEM

This block contains the program/contract name – Calibration Programme In-Service Support.

- b) CONTRACT / RFP No.

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W8486-XXXXXX

c) SOW IDENTIFIER

Not applicable for the Calibration Programme ISS Contract as there is only one SOW (note that the Logistics SOW is an appendix to the main SOW and is not a separate SOW).

d) DATA CATEGORY

This block defines the category of the data for which the CDRL item has been prepared. The following categories can be used: Management Data, Obsolescence Management, Data Management, and Quality Assurance.

e) CONTRACTOR

Identifies the Contractor responsible for the delivery of the CDRL. To be determined.

f) Block 1

ITEM NUMBER - A six-digit number uniquely identifying the Data Item.

g) Block 2

TITLE OR DESCRIPTION OF DATA - The title of the Data Item.

h) Block 3

SUBTITLE - A subtitle may be used if the title requires further identification.

i) Block 4

DATA ITEM NUMBER - The number used to identify the associated Data Item Description(s).

j) Block 5

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

k) Block 6

TECHNICAL OFFICE - The technical office of primary interest. This is the technical authority responsible for ensuring the adequacy of the data.

l) Block 7

INSPECTION AND ACCEPTANCE METHOD - This block indicates the requirement for inspection and acceptance of the data. Contains the appropriate code, if applicable:

<u>Code</u>	<u>Inspection</u>	<u>Acceptance</u>
SS	Source	Source



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DD	Destination	Destination
SD	Source	Destination
DS	Destination	Source

m) Block 8

APPROVAL CODE - Data requiring approval are identified by placing an “A” in this field. When a preliminary draft is required, Block 16 must show length of time for Canada approval or disapproval and when the final document is to be delivered. Block 16 will also indicate the extent of the approval requirements, i.e., approval of technical content and format. If advanced approval is not required, this block states N/A.

Approval or Acceptance of CDRLs and Reviews by Canada means that the Contractual requirement for the particular deliverable has been fully satisfied. Approval of any deliverable does not relieve the Contractor of its responsibility to meet all of the other requirements of the Contract. However approval of “Test Description and Procedures” indicates that if the item to be tested successfully passes the test defined with the procedure and test equipment indicated then the item has achieved its Qualification baseline.

n) Block 9

INPUT FROM INTEGRATING ASSOCIATE CONTRACTOR – If data is the integrated results of specific inputs from associated contractors, an “X” is placed in this block. In all other cases, this block is blank.

o) Block 10

FREQUENCY - This block indicates the frequency of delivery of the data, using the appropriate frequency code from the following:

ANPLY	Annually
ASGEN	As generated
ASREQ	As required
BI-MO	Each 2 months
BI-WE	Each 2 weeks
DAILY	Daily
DFDEL	Deferred delivery
DFREQ	Deferred requisitioning
MNTHY	Monthly
ONE/R	One time with revisions
OTIME	One time
QRTLY	Quarterly
R/ASR	Revision as required
SEMIA	Every six months
WKLY	Weekly

p) Block 11

‘AS OF’ DATE - If the data are submitted only once on a date that may be specified, this block contains the “as of” date in ISO 8601 format (e.g., 2017-06-14). If submission is associated with a specific event or milestone, this constraint is stated. If there is insufficient

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space in Block 11, this block states “See Block 16” and Block 16 will state “11. [followed by description of the driving event]” (e.g. “11. 15 days before SDR”). If an “as of” date, or specified delivery constraint is not applicable, this block is left blank.

#### q) Block 12

DATE OF FIRST SUBMISSION - If the initial submission date may be specified, entered as follows: day/month/year (e.g. “14 June 07”). If submission is associated with a specific event or milestone, this constraint is stated using one of the following:

ATBID	At bid time
ASGEN	As generated
ASREQ	As required
DACA/MACA	Days/Months after Contract Award (Note that in this contract, in the context of tasked work, Contract Award means the date when the contractor has been tasked to provide the data item.)
DFDEL	Deferred delivery
DFREQ	Deferred requisitioning
EOC	End of contract
EOM	End of Month
EOQ	End of quarter
nDPCC	number of Days Prior to Course Commencement
nDACC	number of Days After Course Completion

If there is insufficient space in Block 12 to enter the full text, this block will state “See Block 16” and Block 16 will state “12. [followed by the constraint]” (e.g. “12. 60 days after test”).

#### r) Block 13

DATE OF SUBSEQUENT SUBMISSION/EVENT - If data are submitted more than once, the date(s) of subsequent submission(s) are stated. If submission is constrained by a specific event or milestone, this constraint is stated (e.g., “15 days after EOQ”).

Abbreviation after the identification of a re-submission will have the following meaning:

Pg:	only change page(s) need be re-submitted along with a sign-off sheet.
Add:	only addendum supplement need be re-submitted along with a sign-off sheet.
Rv:	complete re-submission must be required.

#### s) Block 14

DISTRIBUTION AND ADDRESSEES - Indicates the addressees and the respective number of copies (hard copies and soft copies separately), for both the initial submission (Sub-Block “Initial”), and for the final submission (Sub-Block “Final”), for which the data item is required. Initial submission requirements are only identified if a Review Cycle is detailed in Block 16.

If reproducible copies are required, Block 16 is used to explain. If the data are not actually to be delivered to the government or associate contractors, this is explained in Block 16.

#### t) Block 15

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TOTAL - The total number of regular/reproducible copies required by Block 14 is entered here.

u) Block 16

REMARKS - This block is used to provide additional or clarifying information for Block 1 through 15. This block is also used to tailor the documents listed in Block 4. Tailoring may be accomplished by stating the deletions (e.g., “delete paragraph 10.4”) or by stating which requirements apply (e.g. “only paragraph 10.4 and 10.5 apply”), whichever is the more efficient. Block 16 may also be used to specify “Contractor format is acceptable”, or to indicate the desired medium for delivery of data.

v) Blocks 17 – 20

These blocks are not applicable.

#### 4.2 List of CDRL Items

The following list identifies the CDRL Items to be provided in the Calibration Programme by its CDRL item number (Block 1), its Title (Block A), and its DID number (Block 4):

#	CDRL Number	DID Number	Title	Delivery
1	100.001	100.001	Program Management Plan (PMP)	ATBID
2	100.002	100.002	Monthly Progress Report (MPR)	5 days after month end
3	100.003	100.003	Meeting Agenda	5 days before meeting
4	100.004	100.004	Meeting Minutes	5 days after meeting
5	100.005	100.005	Canada Owned Resources Management Report	1 MACA
6	100.006	100.006	Task Closure Report	ASREQ
7	200.001	200.001	Contractor Annual Operating Plan	ATBID
8	300.001	300.001	Integrated Logistics Support (ILS) Plan	ATBID
9	300.002	300.002	Information Management (IM) Plan	ATBID
10	300.003	300.003	Quality Assurance (QA) Plan	ATBID

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## 5 DIDs

### 5.1 DID Format

The DID associated with the CDRL item details the content and the format to be included in the submission of the data.

A description of each block of information follows:

a) Block 1 - Title

This is the title of the DID and usually corresponds to the associated CDRL item title, except where a DID is reference by more than one CDRL item.

b) Block 2 - Identification Number

This is the number assigned by the Office of Primary Interest (OPI) to the DID and identifies the area of activity to which the DID is applied. These areas include Program Management (100 series), Annual Operating Plan (200 series), and Calibration Programme Maintenance and Support (300 series).

c) Block 3 - Description

This provides general information on how the data detailed in the DID is to be used.

d) Block 4 - Approval Date

This is the date that the OPI has approved the content of the DID.

e) Block 5 - Office of Primary Interest

This identifies the DND responsibility center for review, acceptance and approval of the DID.

f) Block 6 – GIDEP Applicable

The GIDEP Applicable block will contain an X when copies of the data are required to be submitted by the contractor to the Government/Industry Data Exchange Program. Otherwise it will be blank.

g) Block 7 - Application /Interrelationship

This block identifies the scope of the DID and where the DID requirement is defined (i.e.) the applicable portion of the Contract.

h) Block 8 - Originator

This identifies the originator of the DID on behalf of the OPI in Block 5.

i) Block 9 - Applicable Forms

This identifies a published form or template to be used in the completion of the DID if applicable.

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j) Block 10 - Preparation Instructions

This provides the preparation details for the format and for the content in the completion of the DID. This item forms the contractual requirement for the Contractor.

#### **5.2 List of DIDs**

The list of DIDs sorted by DID number is shown in Table 1. The actual DIDs are attached at section 7 of this volume.

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**6 Detailed CDRLs**

CONTRACT DATA REQUIREMENTS LIST (1 DATA ITEM)						
A. SYSTEM / ITEM Calibration Programme In-Service Support			B. CONTRACT / RFP NUMBER			
C. SOW IDENTIFIER		D. DATA CATEGORY Management Data		E. CONTRACTOR		
1. ITEM NUMBER 100.001		2. TITLE OR DESCRIPTION OF DATA <b>Program Management Plan (PMP)</b>		3. SUBTITLE		
4. AUTHORITY (DID Number) 100.001		5. CONTRACT REFERENCE		6. REQUIRING OFFICE QETE 5		
7. INSPECTION DD	9. INPUT	10. FREQUENCY ONE/R	12. DATE OF 1st SUBMISSION ATBID	14. DISTRIBUTION and ADDRESSEES		
8. APP CODE A		11. AS OF DATE	13. DATE OF SUBSEQUENT SUBMISSION / EVENT See Block 16	a. ADDRESS	b. COPIES	
16. REMARKS  Block 12. The initial PMP must be the PMP delivered with the Contractor's proposal.  Block 13. Canada may provide comments on the PMP for update. The contractor must update the PMP within 10 working days after receipt of comments.  Further updates (to reflect changes to the project) must be reviewed at a Progress Review Meeting (PRM); such proposed updates must be provided to Canada at least 10 working days before the PRM where they will be reviewed. Canada may at its sole discretion accept, reject or direct changes to the PMP.						
			PSPC			1
			QETE 5			1
PREPARED BY		DATE	APPROVED BY			
17. CONTRACT FILE / DOCUMENT NUMBER		18. ESTIMATED NO OF PAGES	19. ESTIMATED PRICE	15. TOTAL	0      2	

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CONTRACT DATA REQUIREMENTS LIST (1 DATA ITEM)					
A. SYSTEM / ITEM Calibration Programme In-Service Support			B. CONTRACT / RFP NUMBER		
C. SOW IDENTIFIER		D. DATA CATEGORY Management Data		E. CONTRACTOR	
1. ITEM NUMBER 100.002		2. TITLE OR DESCRIPTION OF DATA <b>Monthly Progress Report (MPR)</b>		3. SUBTITLE	
4. AUTHORITY (DID Number) 100.002		5. CONTRACT REFERENCE		6. REQUIRING OFFICE QETE 5	
7. INSPECTION N/A	9. INPUT	10. FREQUENCY MNTHLY	12. DATE OF 1st SUBMISSION See Block 16	14. DISTRIBUTION and ADDRESSEES	
8. APP CODE N/A		11. AS OF DATE	13. DATE OF SUBSEQUENT SUBMISSION / EVENT	a. ADDRESS	b. COPIES
				INITIAL	FINAL
				Soft Copy	Soft Copy
16. REMARKS  Block 12: The Progress Report must be delivered no later than five working days after the end of each calendar month.  Remarks: All Progress Reports must cover the period from the last report up to the end of the month being reported.				PSPC	1
				QETE 5	1
PREPARED BY		DATE	APPROVED BY		
17. CONTRACT FILE / DOCUMENT NUMBER		18. ESTIMATED NO OF PAGES	19. ESTIMATED PRICE	15. TOTAL	2

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CONTRACT DATA REQUIREMENTS LIST (1 DATA ITEM)					
A. SYSTEM / ITEM Calibration Programme In-Service Support			B. CONTRACT / RFP NUMBER		
C. SOW IDENTIFIER		D. DATA CATEGORY Management Data		E. CONTRACTOR	
1. ITEM NUMBER 100.003		2. TITLE OR DESCRIPTION OF DATA <b>Meeting Agenda</b>		3. SUBTITLE	
4. AUTHORITY (DID Number) 100.003		5. CONTRACT REFERENCE		6. REQUIRING OFFICE QETE 5	
7. INSPECTION DD	9. INPUT	10. FREQUENCY ASREQ	12. DATE OF 1st SUBMISSION See Block 16	14. DISTRIBUTION and ADDRESSEES	
8. APP CODE A		11. AS OF DATE	13. DATE OF SUBSEQUENT SUBMISSION / EVENT	a. ADDRESS	b. COPIES
16. REMARKS  Block 12. The Meeting Agenda must be submitted for review no later than five working days prior to each meeting.  Comments on the Meeting Agenda, including additions or deletions of discussion items, may be provided by Canada.  Block 13. The revised Meeting Agenda addressing Canada's comments must be submitted for acceptance within three working days of receipt of comments.				INITIAL Soft Copy	FINAL Soft Copy
			PSPC	1	1
			QETE 5	1	1
PREPARED BY	DATE	APPROVED BY			
17. CONTRACT FILE / DOCUMENT NUMBER	18. ESTIMATED NO OF PAGES	19. ESTIMATED PRICE	15. TOTAL	2	2



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CONTRACT DATA REQUIREMENTS LIST (1 DATA ITEM)						
A. SYSTEM / ITEM Calibration Programme In-Service Support				B. CONTRACT / RFP NUMBER		
C. SOW IDENTIFIER		D. DATA CATEGORY Management Data		E. CONTRACTOR		
1. ITEM NUMBER 100.004		2. TITLE OR DESCRIPTION OF DATA <b>Meeting Minutes</b>		3. SUBTITLE		
4. AUTHORITY (DID Number) 100.004		5. CONTRACT REFERENCE		6. REQUIRING OFFICE QETE 5		
7. INSPECTION DD	9. INPUT	10. FREQUENCY ASREQ	12. DATE OF 1st SUBMISSION See Block 16	14. DISTRIBUTION and ADDRESSEES		
8. APP CODE A		11. AS OF DATE	13. DATE OF SUBSEQUENT SUBMISSION / EVENT	a. ADDRESS	b. COPIES	
16. REMARKS  Block 12. Minutes must be submitted for review within five working days following each meeting.  Comments on the Meeting Minutes may be provided by Canada.  Block 13. Revised meeting minutes addressing Canada's comments must be submitted for approval within three working days of receipt of comments.					INITIAL Soft Copy	FINAL Soft Copy
				PSPC	1	1
				QETE 5	1	1
PREPARED BY		DATE	APPROVED BY			
17. CONTRACT FILE / DOCUMENT NUMBER		18. ESTIMATED NO OF PAGES	19. ESTIMATED PRICE	15. TOTAL	2	2

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CONTRACT DATA REQUIREMENTS LIST (1 DATA ITEM)						
A. SYSTEM / ITEM Calibration Programme In-Service Support			B. CONTRACT / RFP NUMBER			
C. SOW IDENTIFIER		D. DATA CATEGORY Management Data		E. CONTRACTOR		
1. ITEM NUMBER 100.005		2. TITLE OR DESCRIPTION OF DATA <b>Canada Owned Resources Management Report</b>		3. SUBTITLE		
4. AUTHORITY (DID Number) 100.005		5. CONTRACT REFERENCE		6. REQUIRING OFFICE QETE 5		
7. INSPECTION DD	9. INPUT	10. FREQUENCY ASREQ	12. DATE OF 1st SUBMISSION 1 MACA	14. DISTRIBUTION and ADDRESSEES		
8. APP CODE A See Block 16		11. AS OF DATE	13. DATE OF SUBSEQUENT SUBMISSION / EVENT EOM Rv	a. ADDRESS	b. COPIES	
				INITIAL	FINAL	
				Soft Copy	Soft Copy	
16. REMARKS  Block 8: The Contractor's format is subject to approval by Canada. The contractor must submit the format to Canada for approval 15 working days before the first report is due. Canada may provide direction on the format for incorporation by the contractor. Changes to the format must apply to all deliveries at least 15 working days after Canada provides such direction.				QETE 5	1	
PREPARED BY			DATE	APPROVED BY		
17. CONTRACT FILE / DOCUMENT NUMBER		18. ESTIMATED NO OF PAGES	19. ESTIMATED PRICE	15. TOTAL	0	1

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CONTRACT DATA REQUIREMENTS LIST (1 DATA ITEM)						
A. SYSTEM / ITEM Calibration Programme In-Service Support				B. CONTRACT / RFP NUMBER		
C. SOW IDENTIFIER		D. DATA CATEGORY Management Data		E. CONTRACTOR		
1. ITEM NUMBER 100.006		2. TITLE OR DESCRIPTION OF DATA <b>Task Closure Report</b>		3. SUBTITLE		
4. AUTHORITY (DID Number) 100.006		5. CONTRACT REFERENCE		6. REQUIRING OFFICE DLCSPM		
7. INSPECTION DD	9. INPUT	10. FREQUENCY ONE/R	12. DATE OF 1st SUBMISSION ASREQ	14. DISTRIBUTION and ADDRESSEES		
8. APP CODE A		11. AS OF DATE	13. DATE OF SUBSEQUENT SUBMISSION / EVENT	a. ADDRESS	b. COPIES	
16. REMARKS  Block 8: The Contractor's format is subject to approval by Canada. The contractor must submit the format to Canada for approval 15 working days before the first report is due. Canada may provide direction on the format for incorporation by the contractor. Changes to the format must apply to all deliveries at least 15 working days after Canada provides such direction.  Block 12. The initial report must be delivered at task closure unless otherwise specified in the tasking.  Canada's comments will typically be provided within 15 working days of receipt of the initial report.  Block 13. The Contractor must update the report within 10 working days of receipt of comments.						
				QETE 5	1	1
PREPARED BY	DATE	APPROVED BY				
17. CONTRACT FILE / DOCUMENT NUMBER	18. ESTIMATED NO OF PAGES	19. ESTIMATED PRICE	15. TOTAL	1	1	

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CONTRACT DATA REQUIREMENTS LIST (1 DATA ITEM)					
A. SYSTEM / ITEM Calibration Programme In-Service Support			B. CONTRACT / RFP NUMBER		
C. SOW IDENTIFIER		D. DATA CATEGORY Engineering Management Data		E. CONTRACTOR	
1. ITEM NUMBER 200.001		2. TITLE OR DESCRIPTION OF DATA <b>Contractor Annual Operating Plan</b>		3. SUBTITLE	
4. AUTHORITY (DID Number) 200.001		5. CONTRACT REFERENCE		6. REQUIRING OFFICE QETE 5	
7. INSPECTION DD	9. INPUT	10. FREQUENCY ONE/R	12. DATE OF 1st SUBMISSION ATBID See Block 16	14. DISTRIBUTION and ADDRESSEES	
				a. ADDRESS	b. COPIES
8. APP CODE A		11. AS OF DATE	13. DATE OF SUBSEQUENT SUBMISSION / EVENT ANNLY	INITIAL	FINAL
				Soft Copy	Soft Copy
16. REMARKS Block 12. The initial Annual Operating Plan must be the Annual Operating Plan delivered with the Contractor's proposal. Further updates (to reflect changes to the project) must be reviewed at a PRM; such proposed updates must be provided to DND at least 10 working days before the PRM where they will be reviewed.			QETE 5		1
PREPARED BY QETE 5		DATE	APPROVED BY		
17. CONTRACT FILE / DOCUMENT NUMBER		18. ESTIMATED NO OF PAGES	19. ESTIMATED PRICE	15. TOTAL	1

**Annex A – Statement of Work**

**Appendix 5 – Contract Data Requirements Lists (CDRLs) and Data Item Descriptions (DIDs)**

CONTRACT DATA REQUIREMENTS LIST (1 DATA ITEM)						
A. SYSTEM / ITEM Calibration Programme In-Service Support			B. CONTRACT / RFP NUMBER			
C. SOW IDENTIFIER		D. DATA CATEGORY Management Data		E. CONTRACTOR		
1. ITEM NUMBER 300.001		2. TITLE OR DESCRIPTION OF DATA <b>Integrated Logistics Support Plan (ILSP)</b>		3. SUBTITLE		
4. AUTHORITY (DID Number) 300.001		5. CONTRACT REFERENCE		6. REQUIRING OFFICE QETE 5		
7. INSPECTION DD	9. INPUT	10. FREQUENCY ONE/R	12. DATE OF 1st SUBMISSION ATBID	14. DISTRIBUTION and ADDRESSEES		
8. APP CODE A		11. AS OF DATE	13. DATE OF SUBSEQUENT SUBMISSION / EVENT See Block 16	a. ADDRESS	b. COPIES	
16. REMARKS  Block 12. The initial ILSP must be the ILSP delivered with the Contractor's proposal.  Block 13. Canada may provide comments on the ILSP for update. The contractor must update the ILSP within 10 working days after receipt of comments.  Further updates (to reflect changes to the project) must be reviewed at a PRM; such proposed updates must be provided to Canada at least 10 working days before the PRM where they will be reviewed. Canada may at its sole discretion accept, reject or direct changes to the ILSP.						
			PSPC			1
			QETE 5			1
PREPARED BY		DATE	APPROVED BY			
17. CONTRACT FILE / DOCUMENT NUMBER		18. ESTIMATED NO OF PAGES	19. ESTIMATED PRICE	15. TOTAL	0	2

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CONTRACT DATA REQUIREMENTS LIST (1 DATA ITEM)						
A. SYSTEM / ITEM Calibration Programme In-Service Support			B. CONTRACT / RFP NUMBER			
C. SOW IDENTIFIER		D. DATA CATEGORY Management Data		E. CONTRACTOR		
1. ITEM NUMBER 300.002		2. TITLE OR DESCRIPTION OF DATA <b>Information Management Plan (IM Plan)</b>		3. SUBTITLE		
4. AUTHORITY (DID Number) 300.002		5. CONTRACT REFERENCE		6. REQUIRING OFFICE QETE 5		
7. INSPECTION DD	9. INPUT	10. FREQUENCY ONE/R	12. DATE OF 1st SUBMISSION ATBID	14. DISTRIBUTION and ADDRESSEES		
8. APP CODE A		11. AS OF DATE	13. DATE OF SUBSEQUENT SUBMISSION / EVENT See Block 16	a. ADDRESS	b. COPIES	
16. REMARKS  Block 12. The initial IM Plan must be the IM Plan delivered with the Contractor's proposal.  Block 13. Canada may provide comments on the IM Plan for update. The contractor must update the IM Plan within 10 working days after receipt of comments.  Further updates (to reflect changes to the project) must be reviewed at a PRM; such proposed updates must be provided to Canada at least 10 working days before the PRM where they will be reviewed. Canada may at its sole discretion accept, reject or direct changes to the IM Plan.						
			PSPC			1
			QETE 5			1
PREPARED BY		DATE	APPROVED BY			
17. CONTRACT FILE / DOCUMENT NUMBER		18. ESTIMATED NO OF PAGES	19. ESTIMATED PRICE	15. TOTAL	0      2	

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CONTRACT DATA REQUIREMENTS LIST (1 DATA ITEM)						
A. SYSTEM / ITEM Calibration Programme In-Service Support				B. CONTRACT / RFP NUMBER		
C. SOW IDENTIFIER		D. DATA CATEGORY Management Data		E. CONTRACTOR		
1. ITEM NUMBER 300.003		2. TITLE OR DESCRIPTION OF DATA <b>Quality Assurance Plan (QAP)</b>		3. SUBTITLE		
4. AUTHORITY (DID Number) 300.003		5. CONTRACT REFERENCE		6. REQUIRING OFFICE QETE 5		
7. INSPECTION DD	9. INPUT	10. FREQUENCY ONE/R	12. DATE OF 1st SUBMISSION ATBID	14. DISTRIBUTION and ADDRESSEES		
8. APP CODE A		11. AS OF DATE	13. DATE OF SUBSEQUENT SUBMISSION / EVENT See Block 16	a. ADDRESS	b. COPIES	
16. REMARKS  Block 12. The initial QAP must be the QAP delivered with the Contractor's proposal.  Block 13. Canada may provide comments on the QAP for update. The contractor must update the QAP within 10 working days after receipt of comments.  Further updates (to reflect changes to the project) must be reviewed at a PRM; such proposed updates must be provided to Canada at least 10 working days before the PRM where they will be reviewed. Canada may at its sole discretion accept, reject or direct changes to the QAP.					INITIAL	FINAL
					Soft Copy	S o f t C o p
				PSPC		1
				QETE 5		1
PREPARED BY	DATE	APPROVED BY				
17. CONTRACT FILE / DOCUMENT NUMBER	18. ESTIMATED NO OF PAGES	19. ESTIMATED PRICE	15. TOTAL	0	2	

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**Appendix 5 – Contract Data Requirements Lists (CDRLs) and Data Item Descriptions (DIDs)**

**7 Data Item Descriptions**

DATA ITEM DESCRIPTION		
1. TITLE <b>Program Management Plan (PMP)</b>	2. IDENTIFICATION NUMBER 100.001	
3. DESCRIPTION  The PMP describes how the contractor will structure their organization, and implement and employ the integrated project management practices, processes, procedures and tools required to successfully manage the Calibration Programs.		
4. APPROVAL DATE	5. OFFICE OF PRIMARY INTEREST QETE 5	6. GIDEP APPLICABLE
7. APPLICATION / INTERRELATIONSHIP  7.1 The PMP is the highest level plan for the project. All other plans are subordinate to the PMP.  7.2 The plan has interrelationships with the Annual Operating Plan.		
8. ORIGINATOR	9. APPLICABLE FORMS	
10. PREPARATION INSTRUCTIONS  10.1 Format.  The Contractor's own format is acceptable.  10.2 General  The plan must be an all-encompassing plan for the contract scope. Where further detail for a section of the PMP is covered by a subordinate plan, the PMP will present an overview in the PMP section of the material specified in these preparation instructions and reference the subordinate plan.  10.3 Content  The plan must include the following information:  a. Introduction. Introduces the plan including scope, purpose, and maintenance of the plan. b. Applicable Documents. Identifies all documents applicable to this plan including, as a minimum, other CDRL items, MIL-STDs, CFTO's, etc., including identifier, title, version number and date of issue. c. Approach. Presents an overview of the project management organization, methodology and processes that integrates project planning, directing, monitoring and reporting. As a minimum, this plan must contain the following:		



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### Appendix 5 – Contract Data Requirements Lists (CDRLs) and Data Item Descriptions (DIDs)

- (1) Organizational structure and interfaces;
- (2) Establishment and maintenance of program management monitoring and control;
- (3) Establishment and maintenance of task management control;
- (4) Establishment and maintenance of risk management control;
- (5) Establishment and maintenance of a quality management system;
- (6) Establishment and maintenance of Canada owned resources management control;
- (7) Establishment of a resource, facilities and services activation plan;
- (8) Establishment and maintenance of security management control;
- (9) Establishment and maintenance of performance management control
- (10) Establishment and maintenance of continuous improvement processes
- (11) Gender Based Analysis Plus (GBA+) and Aboriginal Business Enhancement

#### 10.4 Organizational Structure and Interfaces

The PMP must provide a hierarchical diagram of the Contractor's Calibration Programme In-Service Support organization to the cost account manager level. As a minimum the OBS must be decomposed to the Calibration Programme In-Service Support core service and task managers.

The PMP must describe the Contractor's approach, processes and procedures to interface with Canada and the Contractor's Subcontractors.

The PMP must describe the Contractor's approach to working with Canada to establish joint governance and routine engagement with all stakeholders under the DND/CAF Calibration Programme Governance and Management structure. Background information and a description of Canada's strategic objectives for the DND/CAF Calibration Programme are provided in Appendix 3 to the Statement of Work.

The roles and responsibilities of all parties must be formalized in a Relational Charter that will be attached to the Contractor PMP as an appendix.

#### 10.4 Program Management Monitoring & Control

##### 10.4.1 General

This subsection refers to the description of the organization, management and procedures of the Contractor's Management Control System (MCS) that the contractor has, or will have, in place to manage the Contract, in accordance with this DID.

The Contractor must describe how their Management Control System (MCS) is used to coordinate and integrate project data and information that relates to the planned performance of the work, the actual performance and the variances. The Contractor must explain how it spans issues of schedule, cost and performance and defines the vehicle, which will allow Canada visibility into approved Calibration Programme In-Service Support information.

The MCS description must incorporate the following:

- a. A narrative description of the management policies, processes and procedures used for project planning and control including organization, planning and budgeting, scheduling, cost accumulation, human resource management, baseline control, statusing of progress, variance analysis and reporting, and
- b. A narrative description describing how the progress report data is developed, statused, analyzed, updated, and approved for release including any associated selection criteria.

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### Appendix 5 – Contract Data Requirements Lists (CDRLs) and Data Item Descriptions (DIDs)

#### 10.4.2 Subcontractor Flow-Down.

This subsection describes the Contractor's plans for flow down of MCS reporting requirements to subcontractors, including the process for analyzing and incorporating subcontractor problem and risk management data.

#### 10.4.3 Project Management Problem Reporting and Resolution.

This subsection must describe the tools, processes and procedures proposed to identify, record, analyze and resolve problems both internal and external to the Contractor's project office. The proposed level of access to be provided to Canada, including entry of new problems or resolution to existing problems, must be addressed.

The interface and interaction with the risk management processes, as defined hereunder must be described.

#### 10.4.4 Directing, Monitoring, Controlling and Reporting.

This section must discuss the Contractor's proposed approach for external and internal reviews.

As a minimum, the following topics must be addressed:

- a. Formal progress reporting; and
- b. Progress review meetings (PRMs). The Contractor's Annual Operating Plan will be reviewed quarterly as part of a PRM, or more frequently as may be required.

#### 10.5 Task Management Control

This subsection must present the Contractor's processes and procedures to support the initiation, planning, estimating, executing, controlling, reviewing, evaluating and closing & delivering Calibration Programme calibration work, repair and overhaul work, as well as support tasks in accordance with Canada's DND 626 task authorization procedure.

The Contractor's task authorization procedures must be described for work authorization within the Contractor's organization and for subcontracted work.

#### 10.6 Risk Management Control

This subsection must: define the procedures and methods to be used in identifying, analyzing and evaluating risk, describe the processes to be used in the early prediction of potential problem areas, and describe the procedures and assigned responsibilities for risk mitigation and problem resolution.

Risks may be controllable or uncontrollable within the project work; however, it is essential that all risks, whether controllable or uncontrollable, be identified and tracked. Controllable risks must be managed. Contingency Plans must be made for dealing with uncontrollable risk.

A project risk assessment must be provided with the initial submission of the PMP and must be updated throughout the period of the contract. At a minimum, the assessment of each identified risk item must include:

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### Appendix 5 – Contract Data Requirements Lists (CDRLs) and Data Item Descriptions (DIDs)

- a. Risk Item Title
- b. Risk Item Description
- c. Risk Triggers that indicate when the risk event is about to occur and/or has occurred
- d. Probability of Occurrence Assessment
- e. Assessment on the Impact to Canada for Cost, Schedule and Performance factors
- f. Risk Mitigation Strategies that can or will be implemented to reduce the probability of the risk of occurring as well as the impact of the risk if it does occur
- g. Risk Contingency Plans that describe what actions will be taken by the Contractor and what actions will need to be taken by Canada to manage the risk once it has occurred
- h. Risk Owner
- i. Current Risk Status

The Contractor must document the project risk assessment in a Project Risk Log or other appropriate communications tool and provide updates to Canada as part of the Monthly Progress Report.

#### 10.7 Quality Management System

This subsection must explain how the quality aspects of programs, products and services are managed in the Contractor's organization and must include the following:

- a. A definition of the organizational quality management policies and procedures;
- b. A definition of the organizational quality goals and objectives;
- c. A definition of the accountability and authority for quality management;
- d. Identification of how the status of customer satisfaction is monitored; and
- e. Identification of the action taken when quality goals are not achieved.

#### 10.8 Canada Owned Resources Management

This subsection must identify the procedures and methods employed by the Contractor to accept, track and manage internally and through their subcontractors, Government property made available to the Contractor by Canada for use on the Calibration Programme In-Service Support Contract.

The description must explain how the controlled goods aspect of the program will be managed and must include the following:

- a. Identification of how the Contractor will ensure that all staff, including that of any Subcontractor, is qualified to carry out the work in compliance with all applicable international and federal controlled goods laws and regulations; and
- b. Identification of how the Contractor will ensure that all Work, including the Work of any Subcontractor, is performed in compliance with all applicable international, and federal controlled goods laws and regulations.

#### 10.9 Resource, Facility and Service Activation Plan

This subsection must identify the approach to establishing and certifying all elements of the required facilities and critical resources in order to ensure the timely execution of work at contract award and to support the timely certification and commissioning of proposed facilities.

This subsection must describe how the Contractor will transition to achieve full operational status within three (3) months of Contract Award.

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### Appendix 5 – Contract Data Requirements Lists (CDRLs) and Data Item Descriptions (DIDs)

This plan must include:

- a. A detailed description of proposed facility/facilities including their ownership and availability at contract award and during the duration of the contract;
- b. A detailed schedule identifying phases, milestones, and key activities to be performed during the Transition In period, including start and end dates referenced to an assumed Contract Award Date.
- c. Transition In Risk Assessment (reference may be made to the Project Risk Log).  
A description of onboarding of critical resources; and
- d. The process and key performance indicators that will be used to report on and monitor progress of mobilization and availability of facilities and resources over time.

#### 10.10 Security Management

This subsection must define the procedures and methods employed by the Contractor to manage the security aspects of the contract including:

- a. Gaining necessary security clearance for employees;
- b. Physical security of the facilities under Contractor management; and
- c. Electronic security of data, computers and networked resources.

#### 10.10 Overview of Subordinate Plans

This section must provide an overview of the plans identified hereunder. The overview must highlight the major aspects of the plans and explain their interrelationships and dependencies with each other and this Project Management Plan.

Subordinate Plans include:

- a. Contractor Annual Operating Plan (CAOP);
- b. Information Management (IM) Plan;
- c. Integrated Logistics Support (ILS) Plan; and
- d. Quality Assurance (QA) Plan

#### 10.11 Performance Management

This section must describe the performance measures and the associated measurement and analysis process that will be used in the conduct of the Work of the SOW.

#### 10.12 Continuous Improvement

This section must describe the continuous improvement process, in accordance with the objectives and strategies for continuous improvement specified in the Contract, Annex J - Calibration Performance Management Framework.

This section must describe the formal evaluation process for decision analysis and resolution for their continuous improvement process that involves the following actions:

- a. establishing the criteria for evaluating alternatives;
- b. identifying alternative solutions;
- c. selecting methods for evaluating alternatives;
- d. evaluating the alternative solutions using the established criteria and methods;
- e. performing Technical Investigations and Engineering Support (TIES); and
- f. selecting recommended solutions from the alternatives based on the evaluation criteria.

#### 10.13 Gender Based Analysis Plus (GBA+) and Aboriginal Business Enhancement

This section must describe the Contractor's approach to supporting Canada's commitment to using GBA+ and Women In Defence initiatives in the ongoing development of the Calibration Programme. Guidance on GBA+ is available on the Government of Canada website at: <https://cfc-swc.gc.ca/gba-acs/index-en.html>.

This section must describe the Contractor's approach to supporting the development and enhancement of Aboriginal business in Canada, where applicable.

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**Appendix 5 – Contract Data Requirements Lists (CDRLs) and Data Item Descriptions (DIDs)**

DATA ITEM DESCRIPTION		
1. TITLE <b>Monthly Progress Report</b>	2. IDENTIFICATION NUMBER 100.002	
3. DESCRIPTION  The purpose of the report is to:		
<ul style="list-style-type: none"> <li>a. Monitor overall Calibration Programme In-Service Support Contract performance and task activities;</li> <li>b. Provide the customer (Contract Authority (CA), Procurement Authority (PA), and Technical Authority (TA)) with the information necessary to evaluate the progress of the activities; and</li> <li>c. Communicate to the customer any contract or task related concerns and risks identified by the Contractor that might affect either meeting the contract requirements or the performance and system integrity of the Calibration Programme.</li> </ul>		
4. APPROVAL DATE	5. OFFICE OF PRIMARY INTEREST QETE 5	6. GIDEP APPLICABLE N/A
7. APPLICATION / INTERRELATIONSHIP		
8. ORIGINATOR	9. APPLICABLE FORMS	
10. PREPARATION INSTRUCTIONS  10.1 Format  The Contractor's own format is acceptable.  10.2 Content  Progress Reports must include the following information:  An executive summary that describes significant elements of the report.  Progress Status. An update of progress status for Calibration Services, Repair and Overhaul Services, ILS services and tasks.  Program Invoice Status report, which identifies for each element of core work and tasks;		
<ul style="list-style-type: none"> <li>a. Task Number;</li> <li>b. Task Title;</li> <li>c. Total Task Value;</li> <li>d. Billing for this reporting period;</li> <li>e. Previous Total Billing;</li> <li>f. Total Billing to Date; and</li> <li>g. Remaining % LOE.</li> </ul> Program Management Status <ul style="list-style-type: none"> <li>a. Planned Expenditure</li> <li>b. Key performance Indicator status report</li> <li>c. System Health Indicator status report</li> <li>d. Risk status report.</li> </ul>		

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**Appendix 5 – Contract Data Requirements Lists (CDRLs) and Data Item Descriptions (DIDs)**

DATA ITEM DESCRIPTION		
1. TITLE <b>Meeting Agenda</b>		2. IDENTIFICATION NUMBER 100.003
3. DESCRIPTION <u>Meeting Agendas set forth the venue and identify the discussion items to be covered at meetings.</u>		
4. APPROVAL DATE	5. OFFICE OF PRIMARY INTEREST QETE 5	6. GIDEP APPLICABLE N/A
7. APPLICATION / INTERRELATIONSHIP <u>This DID integrates with the DID - Meeting Minutes.</u>		
8. ORIGINATOR	9. APPLICABLE FORMS N/A	
10. PREPARATION INSTRUCTIONS		
<p>10.1 Format. The Contractor's own format is acceptable</p> <p>10.2 The agenda must address the following:</p> <ul style="list-style-type: none"> <li>a. The scope, purpose and objectives of the meeting;</li> <li>b. Time, date and location;</li> <li>c. Suggested attendees (Contractor, Canada and others);</li> <li>d. Need for any Canada documentation to be presented at the meeting; and</li> <li>e. Security classification of the meeting.</li> </ul> <p>10.3 The following must be the standard agenda items with appropriate details relevant to the specific meeting:</p> <ul style="list-style-type: none"> <li>a. Agenda review;</li> <li>b. Review report items;</li> <li>c. Review meeting action item status;</li> <li>d. Other agenda items;</li> <li>e. New subjects introduced by members of the meeting; and</li> <li>f. Action item generation.</li> </ul> <p>10.4 Special requirements. This section must detail the requirement for visit clearances, security arrangements, facilities, and any other pertinent information.</p>		

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DATA ITEM DESCRIPTION		
1. TITLE  <b>Meeting Minutes</b>	2. IDENTIFICATION NUMBER  100.004	
3. DESCRIPTION  Meeting Minutes consist of the detailed records of proceedings, discussions, decisions and action items from a meeting.		
4. APPROVAL DATE	5. OFFICE OF PRIMARY INTEREST QETE 5	6. GIDEP APPLICABLE
7. APPLICATION / INTERRELATIONSHIP  7.1 This DID contains instructions for the preparation of Meeting Minutes as required by the SOW 7.2 This DID integrates with DID 100.003 - Meeting Agenda.		
8. ORIGINATOR	9. APPLICABLE FORMS  N/A	
10. PREPARATION INSTRUCTIONS  10.1 Format  The Contractor's own format is acceptable.  10.2 Content  The minutes of meetings must be presented in the following sections:  a. General - including meeting identification number, purpose, date, time and location; b. Attendees, including their title and responsibility; c. Discussion Items - Including a summary record of proceedings, discussions, decisions, information addressees, action addressees and action completion date, for each item. All agenda items must be covered; d. Next Venue (if applicable); and e. Signatures of the Contractor Authority, PSPC Contracting Authority (CA) and/or DND Technical Authority (TA) or their delegates as may be appropriate for the specific meeting.		

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DATA ITEM DESCRIPTION		
1. TITLE  <b>Canada Owned Resources Management Report</b>	2. IDENTIFICATION NUMBER  100.005	
3. DESCRIPTION  The Canada Owned Resources Management Report provides the status of Government Furnished Information (GFI) and Government Furnished Equipment (GFE) that are provided by Canada to the Contractor, for use on the Contract.		
4. APPROVAL DATE	5. OFFICE OF PRIMARY INTEREST  QETE 5	6. GIDEP APPLICABLE  N/A
7. APPLICATION / INTERRELATIONSHIP		
8. ORIGINATOR	9. APPLICABLE FORMS  N/A	
10. PREPARATION INSTRUCTIONS  10.1 Format  The Canada Owned Resources Management Report may be prepared in the Contractor's format.  10.2 Content  The report must provide an inventory of GFI and GFE issued to the Contractor and to Subcontractors.  The report must include, as a minimum, the following information for each item in the Contractor's (and Subcontractor's) possession:  <ul style="list-style-type: none"> <li>a. Item name – e.g. Calibration Programme Checkout Cell Laptop;</li> <li>b. Item Description – e.g. Toshiba Tecra S3 Laptop (Model PTS30C-MT501E) w/power transformer;</li> <li>c. Serial / Registration / License Key or Media Number;</li> <li>d. Contractor/Subcontractor assigned Asset Number;</li> <li>e. NATO Stock Number (where applicable);</li> <li>f. Location (Present location of item);</li> <li>g. Cost (if purchased by the Contractor/Subcontractor on DND's behalf); and</li> <li>h. Use/Comments.</li> </ul>		



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DATA ITEM DESCRIPTION		
1. TITLE <b>Task Closure Report</b>	2. IDENTIFICATION NUMBER 100.006	
3. DESCRIPTION This report is the final deliverable for all tasks and documents activity, results and lessons learned.		
4. APPROVAL DATE	5. OFFICE OF PRIMARY INTEREST QETE 5	6. GIDEP APPLICABLE N/A
7. APPLICATION / INTERRELATIONSHIP The task closure report is delivered when the task is closed.		
8. ORIGINATOR	9. APPLICABLE FORMS N/A	
10. PREPARATION INSTRUCTIONS  10.1 Format The Contractor's own format is acceptable.  10.2 Content The task closure report must contain the following as a minimum:  a. Timeline – start and finish dates for the task including major milestones; b. Costs – Actual task cost and forecast at task initiation, achieved KPI rational for variance; c. Work Summary – a brief description of the work; d. Accomplishments – major accomplishment of the task; e. Lessons Learned; and f. Issues/outstanding items.		

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DATA ITEM DESCRIPTION		
1. TITLE <b>Contractor Annual Operating Plan</b>	2. IDENTIFICATION NUMBER 200.001	
3. DESCRIPTION The Annual Operating Plan describes the Contractor's plans and processes for scheduling, planning, organizing, directing, conducting, controlling and coordinating all in-year work for calibrations, repair and overhaul, ILS, and tasks and how information will be provided to support QETE's operating and business planning requirements.		
4. APPROVAL DATE	5. OFFICE OF PRIMARY INTEREST QETE 5	6. GIDEP APPLICABLE
7. APPLICATION / INTERRELATIONSHIP The Annual Operating Plan is a subordinate plan of the PMP.		
8. ORIGINATOR	9. APPLICABLE FORMS	
10. PREPARATION INSTRUCTIONS 10.1 Format The Contractor's own format is acceptable. 10.2 Content The Annual Operating Plan must contain sufficient detail to allow DND to assess the Contractor's ability to carry out and manage the in-year work of the contract. The Annual Operating Plan must contain as a minimum the following information: <ul style="list-style-type: none"> <li>a. A summary of changes that have occurred and are anticipated to occur in the coming year to the Contractor's Contract Plans, as specified in the Statement of Work, Appendix 5:                             <ul style="list-style-type: none"> <li>(1) Programme Management Plan</li> <li>(2) Contractor Annual Operating Plan</li> <li>(3) Integrated Logistics Support Plan</li> <li>(4) Information Management Plan</li> <li>(5) Quality Assurance Plan</li> </ul> </li> <li>b. A description of the data collection and analytical methods used to arrive at the forecasts.</li> <li>c. A version of the Master Item List (Appendix 4 of the Statement of Work) planned for implementation at the start of the Contract Year.</li> <li>d. A long range forecast for expected and potential volumes of work for the remaining period of the contract, including any option periods. Expected work is based on normal operations. Potential work will be defined through the collaboration of the Integrated Support Team (IST).</li> <li>e. A five year forecast for expected and potential volumes of work, if not included within the long range forecast, i.e. when the five year forecast period extends beyond the contract end date, including any option periods.</li> <li>f. An Obsolescence Management Report that identifies the obsolescence issues for current and intended Calibration Programme TMDE listed in the Master Item List and identifies options to respond to each issue. Each option must present a complete analysis of the implications of proceeding with that option. Options can include lifetime purchases. The analysis must include (as applicable):                             <ul style="list-style-type: none"> <li>(1) An assessment of the current technology capabilities and their suitability;</li> <li>(2) Proposed obsolescence related technology insertion strategies which comply with the Calibration Programme Concept of Operations (Annex A – Statement of Work, Appendix 3 – Calibration Programme Description) and minimize total life cycle costs;</li> <li>(3) Identification, for each item and the system as a whole, optimal sparing and replacement predictions;</li> <li>(4) A description of the processes that the Contractor will use to identify/forecast, track, mitigate and</li> </ul> </li> </ul>		

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### Appendix 5 – Contract Data Requirements Lists (CDRLs) and Data Item Descriptions (DIDs)

- |     |   |
|-----|---|
|     | correct the impact of obsolescence on the Calibration Programme equipment;  |
| (5) | The proposed processes that will be followed for the replacement of obsolete and unsupported components;                |
| (6) | Identification of new personnel skill sets required;  |
| (7) | Identification of new process and maintenance requirements; and   |
| (8) | Costs including acquisition, technical publications, logistical support and any other items identified in the analysis. |

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DATA ITEM DESCRIPTION		
1. TITLE  <b>Integrated Logistics Support Plan (ILSP)</b>	2. IDENTIFICATION NUMBER  300.001	
3. DESCRIPTION  This plan describes the Contractor's program for providing integrated logistics support services.		
4. APPROVAL DATE	5. OFFICE OF PRIMARY INTEREST QETE 5	6. GIDEP APPLICABLE  N/A
7. APPLICATION / INTERRELATIONSHIP  7.1 The ILSP Plan supports the PMP.  7.2 The Quality of the process and outcomes resulting from performing the activities described in the ILSP are assured by the process described in the QA Plan.  7.3 ILS activities are the result of obsolescence issues or recommended improvements to the Calibration Programme.		
8. ORIGINATOR  QETE 5	9. APPLICABLE FORMS  N/A	
10. PREPARATION INSTRUCTIONS  10.1 Format  The Contractor's own format is acceptable.  10.2 General  The ILSP must describe how the contractor will conduct the Life-Cycle Materiel Management Support Services identified in the SOW.  The ILSP must as a minimum cover the following:  a. Repair and Overhaul Services; b. Obsolescence Management Support Services; c. Sparing Services including Parts Provisioning, Packaging, Handling, Storage and Transportation; d. Training Support; e. ILS Documentation; and f. Maintenance Support.		

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DATA ITEM DESCRIPTION		
1. TITLE  <b>Information Management (IM) Plan</b>		2. IDENTIFICATION NUMBER  300.002
3. DESCRIPTION  3.1 This plan describes the Contractor's Information Management Program.  3.2 The IM Plan describes how the Contractor will perform the IM work specified in the SOW, particularly with respect to the Contractors Management Information System (CMIS).		
4. APPROVAL DATE	5. OFFICE OF PRIMARY INTEREST QETE 5	6. GIDEP APPLICABLE N/A
7. APPLICATION / INTERRELATIONSHIP  The IM Plan supports the PMP, the Contractor Annual Operating Plan and the ILS Plan.  The Quality of the process and outcomes resulting from performing the activities described in the IM Plan, are assured by the process described in the QA Plan.		
8. ORIGINATOR	9. APPLICABLE FORMS N/A	
10. PREPARATION INSTRUCTIONS  10.1 Format  The Contractor's own format is acceptable.  10.2 General  The IM Plan must describe how the Contractor will manage information and data under its control throughout the project.  10.3 Specific content  10.3.1 The IM Plan must describe the Contractor's information management program with an overview of the applicable corporate policies, procedures and tools for managing project information and data.  10.3.2 The IM Plan must describe the Contractor Management Information System (CMIS) and its expected evolution throughout the project. The IM Plan should include a technology road map that illustrates the planned functional and technology evolution of the CMIS.  10.3.3 The Contractor should have the ability to interact with a technology that is compatible with the SAP Process Orchestration (PO) module for Electronic Data Transfer within the Defence Resource Management Information System (DRMIS). The IM Plan must describe the interfaces between the CMIS and DRMIS. The first version of the IM Plan to be delivered with the Bidder's proposal should provide a high level description of the CMIS-DRMIS interfaces as understood by the Bidder at the time of bid submission. Subsequent versions of the IM Plan must contain detailed descriptions of the CMIS-DRMIS interfaces when more information on DRMIS is provided to the Contractor and must be updated throughout the Contract period as both DRMIS and the CMIS evolve in technology and functionality.		

## Annex A – Statement of Work

### Appendix 5 – Contract Data Requirements Lists (CDRLs) and Data Item Descriptions (DIDs)

10.3.4 The IM Plan must describe the following capabilities and implementation strategies for the CMIS, including:

- a. Implementation across DND locations
- b. DND user access methods (terminals, licenses, etc.)
- c. User access restrictions
- d. Concurrent users
- e. Data storage methods, locations and security
- f. IM infrastructure physical security
- g. Backup and disaster recovery
- h. Response and data retrieval times
- i. System reliability
- j. System availability during planned and unplanned maintenance
- k. Other topics as identified by the Contractor

**Annex A – Statement of Work**

**Appendix 5 – Contract Data Requirements Lists (CDRLs) and Data Item Descriptions (DIDs)**

DATA ITEM DESCRIPTION		
1. TITLE  <b>Quality Assurance (QA) Plan</b>		2. IDENTIFICATION NUMBER  300.003
10.5 DESCRIPTION  This plan describes the Contractor's Quality Assurance Program.  The QA Plan describes how the Contractor will perform the QA work specified in the SOW.		
4. APPROVAL DATE	5. OFFICE OF PRIMARY INTEREST  QETE 5	6. GIDEP APPLICABLE  N/A
10.6 APPLICATION / INTERRELATIONSHIP  The QA Plan supports the Programme Management Plan, the Contractor Annual Operating Plan and the Information Management Plan.  The Quality of the process and outcomes resulting from performing the activities described in the QA Plan, are assured by the process described in the QA Plan.		
8. ORIGINATOR	9. APPLICABLE FORMS	N/A
10.7 PREPARATION INSTRUCTIONS  10.8 Format  The Contractor's own format is acceptable.  10.9 General  The QA Plan must be prepared according to the latest issue (at contract date) of ISO 10005 "Quality management systems - Guidelines for quality plans".  The QA 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.  10.10 Specific content  The QA Plan must describe the organizational structure, the training, roles and responsibilities assigned to perform service and process QA work in all areas of work of the SOW.  The Contractor must include a traceability matrix from the elements of the specified quality requirements to the corresponding paragraphs in the QA Plan.  The QA Plan must describe the processes, the tools and techniques used to perform QA on Calibration Program processes and equipment listed in Annex A – Statement of Work, Appendix 4 – Master Item List.  The QA Plan must describe how the Contractor will support DQA, including reference to the Support Infrastructure services provided.  The QA Plan must describe the processes, tools and techniques for performing Joint Technical Reviews.		