



RETURN BIDS TO:

RETOURNER LES SOUMISSIONS À:

Bid Receiving Public Works and Government
Services Canada/Réception des soumissions
Travaux publics et Services gouvernementaux
Canada
Room 100,
167 Lombard Ave.
Winnipeg
Manitoba
R3B 0T6
Bid Fax: (204) 983-0338

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

Public Works and Government Services Canada - Western
Region
Room 100
167 Lombard Ave.
Winnipeg
Manitoba
R3B 0T6

Title - Sujet Aircraft Inspection	
Solicitation No. - N° de l'invitation W7006-19P800/A	Date 2019-05-07
Client Reference No. - N° de référence du client W7006-19P800	
GETS Reference No. - N° de référence de SEAG PW-\$WPG-010-10826	
File No. - N° de dossier WPG-8-41221 (010)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2019-05-28	Time Zone Fuseau horaire Central Daylight Saving Time CDT
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Maki, Christie	Buyer Id - Id de l'acheteur wpg010
Telephone No. - N° de téléphone (204) 891-6126 ()	FAX No. - N° de FAX (204) 983-7796
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: DEPARTMENT OF NATIONAL DEFENCE 17 Wing Winnipeg 715 Wilhuri Rd, Bldg 129, MDC Winnipeg Manitoba R3J3Y5 Canada	

Instructions: See Herein

Instructions: Voir aux présentes

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

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W7006-19P800/A
Client Ref. No. - N° de réf. du client
W7006-19P800

Amd. No. - N° de la modif.
File No. - N° du dossier
WPG-8-41221

Buyer ID - Id de l'acheteur
wpg010
CCC No./N° CCC - FMS No./N° VME

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PART 1 - GENERAL INFORMATION

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 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, the Basis of Payment, Security Requirements, the Security Requirements Checklist, the Electronic Payment Instruments, the Federal Contractors Program for Employment Equity - Certification, the Insurance Requirements, DND 626 Task Authorization Form and any other annexes.

1.2 Summary

The Department of National Defence (DND) 402 Squadron, 17 Wing, Winnipeg MB has a requirement to establish a Contract for completion of periodic inspections, supplementary inspections, and medium to heavy maintenance for the CT142 Dash 8 fleet. Work performed under this contract must be performed at the Contractor's facility. The Contractor must provide all consumables to be used for all inspections and repairs.

Mandatory and point rated technical evaluation criteria are included in Annex H.

The period of the Contract is from date of Contract to 31 December 2019 inclusive, with The Department of National Defence reserving the right to exercise up to three options periods of one year each.

The requirement is subject to the provisions of the Canadian Free Trade Agreement (CFTA).

The requirement is limited to Canadian services.

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

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.

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 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.

PART 2 - BIDDER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

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.

The 2003 standard instructions is amended as follows:

- Section 08, entitled Transmission by facsimile or by epost Connect, is amended as follows:
subsection 2. is deleted entirely and replaced with the following:

2. epost Connect

- a. Unless specified otherwise in the bid solicitation, bids may be submitted by using the epost Connect service provided by Canada Post Corporation.
 - i. PWGSC, National Capital Region: The only acceptable email address to use with epost Connect for responses to bid solicitations issued by PWGSC headquarters is:

tpsgc.dgareceptiondessoumissions-abbidreceiving.pwgsc@tpsgc-pwgsc.gc.ca

or, if applicable, the email address identified in the bid solicitation.

- ii. PWGSC regional offices: The only acceptable email address to use with epost Connect for responses to bid solicitations issued by PWGSC regional offices is identified in the bid solicitation.
- b. To submit a bid using epost Connect service, the Bidder must either:
 - i. send directly its bid only to the specified PWGSC Bid Receiving Unit, using its own licensing agreement for epost Connect provided by Canada Post Corporation; or
 - ii. send as early as possible, and in any case, at least six business days prior to the solicitation closing date and time, (in order to ensure a response), an email that includes the bid solicitation number to the specified PWGSC Bid Receiving Unit requesting to open an epost Connect conversation. Requests to open an epost Connect conversation received after that time may not be answered.
- c. If the Bidder sends an email requesting epost Connect service to the specified Bid Receiving Unit in the bid solicitation, an officer of the Bid Receiving Unit will then initiate

- an epost Connect conversation. The epost Connect conversation will create an email notification from Canada Post Corporation prompting the Bidder to access and action the message within the conversation. The Bidder will then be able to transmit its bid afterward at any time prior to the solicitation closing date and time.
- d. If the Bidder is using its own licensing agreement to send its bid, the Bidder must keep the epost Connect conversation open until at least 30 business days after the solicitation closing date and time.
 - e. The bid solicitation number should be identified in the epost Connect message field of all electronic transfers.
 - f. It should be noted that the use of epost Connect service requires a Canadian mailing address. Should a bidder not have a Canadian mailing address, they may use the Bid Receiving Unit address specified in the solicitation in order to register for the epost Connect service.
 - g. For bids transmitted by epost Connect service, Canada will not be responsible for any failure attributable to the transmission or receipt of the bid including, but not limited to, the following:
 - i. receipt of a garbled, corrupted or incomplete bid;
 - ii. availability or condition of the epost Connect service;
 - iii. incompatibility between the sending and receiving equipment;
 - iv. delay in transmission or receipt of the bid;
 - v. failure of the Bidder to properly identify the bid;
 - vi. illegibility of the bid;
 - vii. security of bid data; or,
 - viii. inability to create an electronic conversation through the epost Connect service.
 - h. The Bid Receiving Unit will send an acknowledgement of the receipt of bid document(s) via the epost Connect conversation, regardless of whether the conversation was initiated by the supplier using its own license or the Bid Receiving Unit. This acknowledgement will confirm only the receipt of bid document(s) and will not confirm if the attachments may be opened nor if the content is readable.
 - i. Bidders must ensure that they are using the correct email address for the Bid Receiving Unit when initiating a conversation in epost Connect or communicating with the Bid Receiving Unit and should not rely on the accuracy of copying and pasting the email address into the epost Connect system.
 - j. A bid transmitted by epost Connect service constitutes the formal bid of the Bidder and must be submitted in accordance with section 05.

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

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

Delete: 60 days
Insert: 120 days

2.1.1 SACC Manual Clauses

2.2 Submission of Bids

Bids must be submitted only to the Public Works and Government Services Canada (PWGSC) Bid Receiving Unit specified below by the date and time indicated on page 1 of the bid solicitation:

BRU: Western Region Bid Receiving Unit (Winnipeg)
Address: Room 100, 167 Lombard Avenue
Winnipeg, Manitoba R3B 0T6

E-post Connect: ROReceptionSoumissions.WRBidReceiving@tpsgc-pwgsc.gc.ca

Note: Bids will not be accepted if emailed directly to this email address. This email address is to be used to open an epost Connect conversation, as detailed in Standard Instructions [2003](#), or to send bids through an epost Connect message if the bidder is using its own licensing agreement for epost Connect.

2.3 Former Public Servant

Contracts awarded to former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny, and reflect fairness in the spending of public funds. In order to comply with Treasury Board policies and directives on contracts awarded to FPSs, bidders must provide the information required below before contract award. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of bids is completed, Canada will inform the Bidder of a time frame within which to provide the information. Failure to comply with Canada's request and meet the requirement within the prescribed time frame will render the bid non-responsive.

Definitions

For the purposes of this clause, "former public servant" is any former member of a department as defined in the [Financial Administration Act](#), R.S., 1985, c. F-11, a former member of the Canadian Armed Forces or a former member of the Royal Canadian Mounted Police. A former public servant may be:

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

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

"pension" means a pension or annual allowance paid under the [Public Service Superannuation Act](#) (PSSA), R.S., 1985, c. P-36, and any increases paid pursuant to the [Supplementary Retirement Benefits Act](#), R.S., 1985, c. S-24 as it affects the PSSA. It does not include pensions payable pursuant to the [Canadian Forces Superannuation Act](#), R.S., 1985, c. C-17, the [Defence Services Pension Continuation Act](#), 1970, c. D-3, the [Royal Canadian Mounted Police Pension Continuation Act](#), 1970, c. R-10, and the [Royal Canadian Mounted Police Superannuation Act](#), R.S., 1985, c. R-11, the

Members of Parliament Retiring Allowances Act, R.S. 1985, c. M-5, and that portion of pension payable to the Canada Pension Plan Act, R.S., 1985, c. C-8.

Former Public Servant in Receipt of a Pension

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

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

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

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

Work Force Adjustment Directive

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

If so, the Bidder must provide the following information:

- a. name of former public servant;
- b. conditions of the lump sum payment incentive;
- c. date of termination of employment;
- d. amount of lump sum payment;
- e. rate of pay on which lump sum payment is based;
- f. period of lump sum payment including start date, end date and number of weeks;
- g. number and amount (professional fees) of other contracts subject to the restrictions of a work force adjustment program.

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

2.4 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than 5 calendar days before the bid closing date. Enquiries received after that time may not be answered.

Bidders should reference as accurately as possible the numbered item of the bid solicitation to which the enquiry relates. Care should be taken by Bidders to explain each question in sufficient detail in order to enable Canada to provide an accurate answer. Technical enquiries that are of a proprietary nature must

be clearly marked "proprietary" at each relevant item. Items identified as "proprietary" will be treated as such except where Canada determines that the enquiry is not of a proprietary nature. Canada may edit the question(s) or may request that the Bidder do so, so that the proprietary nature of the question(s) is eliminated and the enquiry can be answered to all Bidders. Enquiries not submitted in a form that can be distributed to all Bidders may not be answered by Canada.

2.5 Applicable Laws

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

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

2.6 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 5 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. The epost Connect system has a limit of 1GB per single message posted and a limit of 20GB per conversation.

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 (2 hard copies)

Section II: Financial Bid (1 hard copy)

Section III: Certifications (1 hard copy)

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;
- (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:

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

Section I: Technical Bid

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

The technical bid should address clearly and in sufficient depth the points that are subject to the evaluation criteria against which the bid will be evaluated. Simply repeating the statement contained in the bid solicitation is not sufficient. In order to facilitate the evaluation of the bid, Canada requests that Bidders address and present topics in the order of the evaluation criteria under the same headings. To avoid duplication, Bidders may refer to different sections of their bids by identifying the specific paragraph and page number where the subject topic has already been addressed.

Section II: Financial Bid

3.1.1 Bidders must submit their financial bid in accordance with the Basis of Payment in Annex A.

3.1.2 Electronic Payment of Invoices – Bid

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

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

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

3.1.3 Exchange Rate Fluctuation

[C3011T](#) (2013-11-06), Exchange Rate Fluctuation

3.1.4 SACC Manual Clauses

Section III: Certifications

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

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

- (a) Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical, and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the bids.

4.1.1 Technical Evaluation

Mandatory and point rated technical evaluation criteria are included in Annex H.

4.1.2 Financial Evaluation

4.1.2.1 Mandatory Financial Criteria

SACC Manual Clause [A0220T](#) (2014-06-26), Evaluation of Price

4.2 Basis of Selection

4.2.1 Basis of Selection – Highest Combined Rating of Technical Merit and Price

SACC Manual Clause [A0027T](#) , Basis of Selection – Highest Combined Rating of Technical Merit and Price

1. To be declared responsive, a bid must:
 - a. comply with all the requirements of the bid solicitation; and
 - b. meet all mandatory criteria; and
 - c. obtain the required minimum of 114 points overall for the technical evaluation criteria which are subject to point rating.
The rating is performed on a scale of 190 points.
2. Bids not meeting (choose "(a) or (b) or (c)" OR "(a) or (b) or (c) and (d)") will be declared non-responsive.
3. The selection will be based on the highest responsive combined rating of technical merit and price. The ratio will be 60 % for the technical merit and 40% for the price.

4. To establish the technical merit score, the overall technical score for each responsive bid will be determined as follows: total number of points obtained / maximum number of points available multiplied by the ratio of 60%.
5. To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of 40%.
6. For each responsive bid, the technical merit score and the pricing score will be added to determine its combined rating.
7. Neither the responsive bid obtaining the highest technical score nor the one with the lowest evaluated price will necessarily be accepted. The responsive bid with the highest combined rating of technical merit and price will be recommended for award of a contract.

The table below illustrates an example where all three bids are responsive and the selection of the contractor is determined by a 60/40 ratio of technical merit and price, respectively. The total available points equals 135 and the lowest evaluated price is \$45,000 (45).

Basis of Selection - Highest Combined Rating Technical Merit (60%) and Price (40%)

		Bidder 1	Bidder 2	Bidder 3
Overall Technical Score		115/135	89/135	92/135
Bid Evaluated Price		\$55,000.00	\$50,000.00	\$45,000.00
Calculations	Technical Merit Score	$115/135 \times 60 = 51.11$	$89/135 \times 60 = 39.56$	$92/135 \times 60 = 40.89$
	Pricing Score	$45/55 \times 40 = 32.73$	$45/50 \times 40 = 36.00$	$45/45 \times 40 = 40.00$
Combined Rating		83.84	75.56	80.89
Overall Rating		1st	3rd	2nd

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](http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html) website (<http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html>), to be given further consideration in the procurement process.

5.2 Certifications Precedent to Contract Award and Additional Information

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

5.2.1 Integrity Provisions – Required Documentation

In accordance with the section titled Information to be provided when bidding, contracting or entering into a real procurement agreement of the [Ineligibility and Suspension Policy](http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html) (<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](https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#) website (<https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#>).

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

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

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

5.2.3 Additional Certifications Precedent to Contract Award

5.2.3.1 Canadian Content Certification

This procurement is limited to Canadian services.

The Bidder certifies that:

() the services offered are Canadian services as defined in paragraph 4 of clause [A3050T](#).

For more information on how to determine the Canadian content for a mix of goods, a mix of services or a mix of goods and services, consult [Annex 3.6](#), Example 2, of the [Supply Manual](#).

5.2.3.1.1 *SACC Manual* clause [A3050T](#) (2018-12-06) Canadian Content Definition

5.2.3.2 Education and Experience

5.2.3.2.1 *SACC Manual* clause [A3010T](#) (2010-08-16) Education and Experience

PART 6 - OTHER REQUIREMENTS

6.1 Controlled Goods Requirement

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

PART 7 - RESULTING CONTRACT CLAUSES

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

7.1 Statement of Work

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

7.1.2 Task Authorization

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

7.1.2.1 Task Authorization Process

1. The Project Authority will provide the Contractor with a description of the task using the DND 626, Task Authorization Form specified in Annex E.
2. The Task Authorization (TA) will contain the details of the activities to be performed, a description of the deliverables, and a schedule indicating completion dates for the major activities or submission dates for the deliverables. The TA will also include the applicable basis (bases) and methods of payment as specified in the Contract.
3. The Contractor must provide the Project Authority, within 5 calendar days of its receipt, the proposed total estimated cost for performing the task and a breakdown of that cost, established in accordance with the Basis of Payment specified in the Contract.
4. The Contractor must not commence work until a TA authorized by the Project Authority has been received by the Contractor. The Contractor acknowledges that any work performed before a TA has been received will be done at the Contractor's own risk.

7.1.2.2 Task Authorization Limit

The Project Authority may authorize individual task authorizations up to a limit of \$200,000.00, Applicable Taxes included, inclusive of any revisions.

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

7.1.2.3 Canada's Obligation - Portion of the Work - Task Authorizations

SACC *Manual* clause [B9031C](#) (2011-05-16) Canada's Obligation - Portion of the Work - Task Authorizations

7.1.2.4 Periodic Usage Reports - Contracts with Task Authorizations

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

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

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

The quarterly periods are defined as follows:

1st quarter: April 1 to June 30;

2nd quarter: July 1 to September 30;

3rd quarter: October 1 to December 31; and

4th quarter: January 1 to March 31.

The data must be submitted to the Contracting Authority no later than 10 calendar days after the end of the reporting period.

Reporting Requirement- Details

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

For each authorized task:

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

- vi. the active status of each authorized task, as applicable.

For all authorized tasks:

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

7.1.2.5 Task Authorization - Department of National Defence

The administration of the Task Authorization process will be carried out by Department of National Defence, 402 Squadron, 17 Wing. This process includes monitoring, controlling and reporting on expenditures of the contract with task authorizations to the Contracting Authority.

7.2 Standard Clauses and Conditions

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

7.2.1 General Conditions

2035 (2018-06-21), General Conditions - Higher Complexity - Services, apply to and form part of the Contract.

7.2.2 Supplemental General Conditions

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

7.3 Security Requirements

7.3.1 There is no security requirement applicable to the Contract.

7.4 Term of Contract

7.4.1 Period of the Contract

The period of the Contract is from date of Contract to 31 December 2019 inclusive.

7.4.2 Option to Extend the Contract

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

Canada may exercise this option at any time by sending a written notice to the Contractor at least 10 calendar days before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

7.4.3 Delivery Points

Delivery of the requirement will be made to delivery point(s) specified at Annex A of the Contract.

7.5 Authorities

7.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Christie Maki
Title: Procurement Specialist
Public Works and Government Services Canada
Acquisitions Branch
Address: 100-167 Lombard Ave, Winnipeg MB R3B 0T6
Telephone: 204-891-6126
Facsimile: 204-983-7796
E-mail address: christie.maki@pwgsc.gc.ca

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

7.5.2 Project Authority

To be determined

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

7.5.3 Contractor's Representative

Name: _____
Title: _____
Organization: _____
Address: _____
Telephone: ____ - ____ - ____
Facsimile: ____ - ____ - ____
E-mail address: _____

7.6 Proactive Disclosure of Contracts with Former Public Servants

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

7.7 Payment

7.7.1 Basis of Payment- Firm Unit Price

For the Work described in the Statement of Work and relating to Scheduled Services in Annex B Pricing Schedule 1:

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

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

7.7.2 Basis of Payment-Firm Unit Prices- Task Authorizations

For the Work described in the Statement of Work and relating to Scheduled Services in Annex B Pricing Schedule 2:

In consideration of the Contractor satisfactorily completing all of its obligations under the authorized Task Authorization, the Contractor will be paid firm unit prices in accordance with the basis of payment, in Annex B as specified in the authorized Task Authorization. Customs duties are included and Applicable Taxes are extra.

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

7.7.3 Limitation of Expenditure - Cumulative Total of all Task Authorizations

1. Canada's total liability to the Contractor under the Contract for all authorized Task Authorizations (TAs), inclusive of any revisions, must not exceed the sum of \$ To be determined. Customs duties are included and Applicable Taxes are extra.
2. No increase in the total liability of Canada will be authorized or paid to the Contractor unless an increase has been approved, in writing, by the Contracting Authority.
3. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:
 - a. when it is 75 percent committed, or
 - b. four (4) months before the contract expiry date, or
 - c. as soon as the Contractor considers that the sum is inadequate for the completion of the Work required in all authorized TAs, inclusive of any revisions, whichever comes first.

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

7.7.4 Payment

7.7.4.1 Single Payment

For the Work described in the Statement of Work and relating to Scheduled Services in Annex B Pricing Schedule 1

SACC Manual clause [H1000C](#) (2008-05-12) Single Payment

7.7.4.2 Multiple Payments

For the Work described in the Statement of Work and relating to Scheduled Services in Annex B Pricing Schedule 2

SACC Manual clause [H1001C](#) (2008-05-12) Multiple Payments

7.7.5 T1204- Direct Request by Customer Department

SACC Manual clause A9117C (2007-11-30) T1204- Direct Request by Customer Department

7.7.6 Electronic Payment of Invoices – Contract

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

To be determined

7.7.7 Discretionary Audit

SACC Manual clause [C0705C](#) (2010-01-11) Discretionary Audit

7.7.8 Time Verification

SACC Manual clause [C0711C](#) (2008-05-12) Time Verification

7.8 Invoicing Instructions

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.
Each invoice must be supported by:
 - a. a copy of time sheets to support the time claimed;
 - b. a copy of the release document and any other documents as specified in the Contract;
 - c. all direct expenses, supported by a copy the invoice
2. Invoices must be distributed as follows:
 - a. The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment. B

- b. One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.

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 and failure to comply will constitute the Contractor in default. Certifications are subject to verification by Canada during the entire period of the Contract.

7.9.2 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.

7.9.3 SACC Manual Clauses

SACC Manual clause [A3060C](#) (2008-05-12) Canadian Content Certification

7.10 Applicable Laws

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

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 conditions 4012 (2012-07-16) Goods, Higher Complexity;
- (c) the general conditions 2035 (2018-06-21), General Conditions - Higher Complexity - Services;
- (d) Annex A, Statement of Work;
- (e) Annex B, Basis of Payment;
- (f) Annex C, Insurance Requirements;
- (g) the signed Task Authorizations (including all of its annexes, if any);
- (h) the Contractor's bid dated _____.

7.12 Insurance Requirements

The Contractor must comply with the insurance requirements specified in Annex C . 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 fulfill 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.

7.13 Controlled Goods Program

SACC Manual clause [A9131C](#) (204-11-27), Controlled Goods Program

7.14 Inspection and Acceptance

The Project 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.

Solicitation No. - N° de l'invitation
W7006-19P800/A
Client Ref. No. - N° de réf. du client
W7006-19P800

Amd. No. - N° de la modif.
File No. - N° du dossier
WPG-8-41221

Buyer ID - Id de l'acheteur
wpg010
CCC No./N° CCC - FMS No./N° VME

ANNEX A

STATEMENT OF WORK

**DEPARTMENT OF NATIONAL DEFENCE
STATEMENT OF WORK (SOW)
FOR THE PROVISION OF AIRFRAME
PERIODIC AND SUPPLEMENTARY
INSPECTION SERVICES FOR THE CT142 DASH 8**

1.0 SCOPE

1.1 Purpose

1.1.1 This Statement of Work (SOW) defines the requirements of the Department of National Defence (DND) and the Canadian Armed Forces (CAF) to establish a Contract for completion of periodic inspections, supplementary inspections, and medium to heavy maintenance for the CT142 Dash 8 fleet.

1.2 Background

1.2.1 On behalf of the Department of National Defence (DND) and the Royal Canadian Air Force (RCAF), 402 Squadron operates a fleet of four Dash 8 Series 102 Aircraft, designated as CT142, based out of 17 Wing in Winnipeg, Manitoba. In order to maximize available manpower at the Squadron, 402 Squadron has moved to a maintenance model where periodic inspections (equivalent to a civilian "C" check) are conducted at a third line contractor. To improve efficiency, other associated preventative maintenance tasks, such as aircraft Supplementary inspections (equivalent to a civilian "A" check), may be done concurrently by the contractor.

1.3 Terminology

1.3.1 The following abbreviations are used throughout this SOW:

AMO	Accredited Maintenance Organization
AWR	Additional Work Request
CAF	Canadian Armed Forces
CFTO	Canadian Forces Technical Order
CGD	Controlled Goods Directorate
DAS	DND Airworthiness Supplement
DND	Department of National Defence
MPM	Maintenance Process Manual
NDQAR	National Defence Quality Assurance Region
OSI	Out-of-Sequence Inspection
PSPC	Public Services and Procurement Canada
QAR	Quality Assurance Representative
QMS	Quality Management System
SI	Special Inspection
SOW	Statement of Work
TA	Technical Authority
TAA	Technical Airworthiness Authority
TAM	Technical Airworthiness Manual
TC	Transport Canada

1.3.2 The following terms are used throughout this SOW:

Periodic Inspection	Roughly equivalent to a civilian "C" check, with a few CT142-specific cards included.
Supplementary Inspection	Roughly equivalent to a civilian "A" check, with a few CT142-specific cards included.
Turn-Around-Time	The period of time from aircraft arrival at Contractor location to when it is accepted by DND upon completion.

2.0 APPLICABLE DOCUMENTS

2.1 Applicability

2.1.1 The following documents form part of this SOW to the extent specified herein, and are supportive of the SOW when referenced in section 3.0 and beyond; all other document references are to be considered supplemental information only. Unless otherwise specified, the issue or amendment of documents effective for this SOW must be those in effect on the date of proposal submittal.

2.2 Military Standards

C-05-005-001/AG-001	Technical Airworthiness Manual
C-05-005-P04/AM-001	Aircraft Maintenance Record Set
C-05-005-P09/AM-001	Maintenance Program - Implementation - Support Activities
C-12-142-000/VC-000	CORGRAPH (Corrosion Graphing and Documentation)
C-12-142-000/MF-002	CT142 Aircraft Maintenance Manual
C-12-142-000/MY-002	CT142 Aircraft Illustrated Parts Manual
C-12-142-000/ND-001	CT142 Non-Destructive Testing Manual
C-12-142-000/NE-001 Vol. I	Maintenance Program Manual - CT142 Dash 8
C-12-142-000/NE-001 Vol. II	Maintenance Task Card Manual - Out-of-Sequence Inspections, Shop Inspections, and Conditional Inspections
C-12-142-000/NF-001	Maintenance Task Card Manual - Aircraft Periodic Inspection
C-12-142-000/NR-001	Maintenance Task Card Manual - Daily Inspection, Line Check & Primary Inspection
C-12-142-000/NV-001	Maintenance Task Card Manual - Aircraft Supplementary Inspection
C-14-106-000/NF-001	Maintenance Task Card Manual - Engine Periodic Inspection
C-14-106-000/NV-001	Maintenance Task Card Manual - Engine Supplementary Inspection
EMT08.001	Quartermaster Transfer Order (QTO)

3.0 REQUIREMENTS

3.1 Airworthiness Requirements

3.1.1 Airworthiness regulatory responsibility for the CT142 has been delegated to the Technical Airworthiness Authority (TAA) by the Minister of National Defence, under the provisions of the Aeronautics Act. The work performed by the Contractor described within this SOW must be conducted under the authority of the DND airworthiness program (A-GA-005-000/AG-001). The point of contact for the CT142 airworthiness issues is the Technical Authority (TA) (see para 5.2).

Note: Where this SOW indicates TC requirements, DND will accept equivalent approvals and processes that fall under foreign civil airworthiness authorities that are deemed acceptable by the TAA (Federal Aviation Administration (FAA)/European Aviation Safety Agency (EASA)).

3.1.2 All aspects of the CT142 and associated components and equipment are subject to the provisions of the Technical Airworthiness Manual (TAM), Canadian Forces Technical Order (CFTO) C-05-005-001/AG-001. A copy of the TAM may be obtained online at <http://www.forces.gc.ca/en/business-regulations-technical-airworthiness/technical-airworthiness-manual.page>.

3.1.3 The Contractor must be an Accredited Maintenance Organization (AMO) recognized by an airworthiness authority such as TC, FAA or EASA with ratings for the DASH 8 Series 100 aircraft. In the event specialized work is subcontracted by the Contractor, the Contractor is responsible to ensure work is conducted by an organization approved by a recognized airworthiness authority for the scope and depth of work being performed. Such arrangements must be specified in writing and deemed acceptable by the TAA.

3.1.4 The Contractor must obtain and maintain TAA recognition for the scope and depth of technical authority needed to perform the full scope of work specified in this SOW. To maintain TAA recognition, the Contractor will be subject to periodic surveys and assessments to support and maintain recognition by the DND regulator. Upon request, the Contractor must provide access to company:

- a. Facilities;
- b. Personnel;
- c. Operating processes and procedures; and
- d. Forms and records.

3.1.5 Implementation of these airworthiness requirements must be accomplished in accordance with the following schedule:

- a. Within one week of contract award, the Contractor must contact the TA to initiate the process to achieve recognition by the DND TAA. The TA will provide the Contractor with a recognition survey to be completed by the Contractor. The survey requires the Contractor to outline how compliance to the TAM is achieved through referencing their current versions of policy manuals, internal procedures and work instructions. The Contractor may also be required to submit their existing Maintenance Process Manual (MPM) and/or Quality Process Manual references necessary to support the recognition process;
- b. If the Contractor is currently recognized by the DND TAA to conduct work under a different contract, the Contractor must contact the TA to determine the requirements to become recognized for the performance of work in accordance with the proposed SOW. The level of effort required supporting TAA recognition will depend on the similarity of the scope and depth of work currently recognized and will be communicated to the contractor by the TA;
- c. The Contractor must amend and/or create the necessary policies and procedures to support the activities conducted under this contract based upon direction provided by the TAA. Where unique policies or processes are required to specifically address DND requirements, it is recommended that these be captured in a DND Airworthiness Supplement (DAS) to the organization's current regulator approved policy manual;
- d. The Contractor shall achieve Provisional Recognition by the TAA prior to the commencement of airworthiness activities as defined in this SOW;
- e. Timelines for achieving full TAA recognition will be agreed upon by the contractor, the TAA and the contract TA. If deemed necessary by the TAA, an on-site audit may be required to support the recognition process. Full recognition should be achieved prior to the commencement of work; and
- f. Once recognized by the TAA, the contractor must maintain this status for the duration of the contract. If the contractor leverages policies and processes established under a separate DND contract and, should that contract become terminated, the contractor must continue to perform the necessary activities and maintain the required policies and procedures to support the TAA acceptability for this contract.

Note: The contractor must inform the contract TA whenever a contractor's MPM, DAS or TC approval certificate(s) have been changed for updated. At the request of the contract TA, the Contractor must submit the updated MPM, DAS and/or TC approval certificates to the contract TA.

3.1.6 The Contractor must provide support to TAA auditors during DND airworthiness audits. This support must include:

- a. On-site access to the audit team, including office space to conduct meetings and interviews;
- b. Access to technician qualification and authorization files within the AMO;
- c. Access to work orders and other technical data generated to certify or release maintenance activities; and
- d. Technical and management staff to support TAA auditors.

Note: TAA staff generally schedule airworthiness audits every 30 months.

3.1.7 The Contractor is required to submit and implement a corrective action plan to the TA, as directed by TAA staff, to address observations found during airworthiness audits.

3.2 Quality Management Requirements

3.2.1 All work may be subject to Government Quality Assurance audits performed by the Director of Quality Assurance, or it's designated Quality Assurance Representative (QAR). These audits could occur at the Contractor's and/or Subcontractor's facilities or subsequent work sites.

3.2.2 The Contractor must contact the QAR within 48 hours of contract award.

3.2.3 The Contractor must maintain for the duration of the contract a Quality Management System acceptable to the TAA.

3.2.4 Industry recognized standards acceptable to the TAA include:

- a. NADCAP for specialized processes within a manufacturing organizations;
- b. AS9100 and EN9100 for AMO;
- c. ISO 9001 and equivalents as a general QMS; and
- d. AS 7103 and AS 7104 for distributors and suppliers of aviation parts.

3.2.5 The TAA may grant special consideration or equivalent status to organizations. Examples where this may be applicable are:

- a. civilian contractors seeking accreditation who have previously obtained compliance with another quality standard; or
- b. an organization that obtained civilian regulatory approval (i.e., TC, FAA and EASA) status as an AMO or ADO;

3.2.6 Submissions for special consideration or equivalent status of a different QMS must be submitted to the TAA who reserves the right to impose additional special conditions on the organization involved. Each submission will be treated on an individual basis, will be recorded by the TAA and will be subject to periodic re-evaluation.

3.2.7 The Contractor must retain quality control and inspection records for a period of five years from the date of termination of this contract.

3.3 Technical Requirements

3.3.1 All aircraft inspection and repair activities performed under this SOW must be carried out in accordance with the latest version of the standards listed in Section 2.2.

3.3.2 All modifications performed under this SOW must be embodied with approval from the TA and in accordance with an approved Canadian Forces Modification Instructions (CFMIs) to be provided by DND.

3.3.3 Contractor compliance with the maintenance manuals identified in Section 2.2 may be subject to random audits by the TA or a designated representative. These audits may be remote desktop audits or may occur during DND or National Defense Quality Assurance Representative (NDQAR) visits to the Contractor's facility. The contractor must be able to demonstrate compliance by providing acceptable objective and auditable evidence to DND/NDQAR.

3.3.4 All maintenance work performed under this contract must be performed at the Contractor's facility. The Contractor must provide all consumables to be used for all inspections and repairs.

3.3.5 The Contractor must provide a single point of contact for all work associated with this SOW.

3.3.6 The Contractor must be registered with the Controlled Goods Program (CGP) administered by Public Services and Procurement Canada (PSPC) and the Controlled Goods Directorate (CGD) for the duration of the contract.

3.4 Maintenance Support – Aircraft Turn-Around-Time (TAT)

3.4.1 Unless approved by the TA, the turnaround time for the inspections identified in Table 1 and the rectification of repairs identified during those inspections must be 60 calendar days.

3.5 Maintenance Support – Additional Work Request (AWR)

3.5.1 The Contractor must seek approval from the TA, via an approved AWR, prior to undertaking any corrective maintenance. AWR submissions must provide a detailed explanation of the reason for the additional work to be performed, required parts / materials, and all associated costs. The TA will provide written guidance or approval when applicable information is available within two working days of receipt of the request.

3.5.2 In the event a non-standard repair becomes necessary, the Contractor must seek approval via an AWR and await further instructions. Non-standard repairs must not be carried out without prior approval from the TA.

3.5.3 In the event that new modifications or inspections arise that are required to be conducted concurrently with a specified Periodic or Supplementary Inspection, these tasks may be requested by the TA at the pre-induction meeting and approved via an AWR.

3.6 Meetings

3.6.1 No later than one month prior to each aircraft induction date, a pre-induction meeting must be convened at a time and location that is mutually agreed upon by the TA and Contractor. Additional technical review meetings must take place on an "upon request" basis and must be identified in the applicable AWR.

3.6.2 When minutes of meetings are required, the Contractor must take and prepare them in a format approved by the TA. The Contractor must submit the minutes within 10 working days following the meeting to PSPC or to the PA as directed.

3.6.3 During the work phase, weekly progress meetings will be held between the Contractor and the DND TA. These meetings may be conducted via teleconference with the approval of the TA.

3.7 Tasks

3.7.1 The Contractor must carry out Periodic and Supplementary Inspections as laid out in Table 1. Periodic and Supplementary Inspections must include the tasks laid out in C-12-142-000/NF-001 and C-12-142-000/NV-001, respectively. The Contractor must induct each aircraft on or before the 'Latest Induction Date' listed in Table 1 or the date agreed upon with the TA, whichever comes earlier. Periodic and Supplementary Inspections are to be carried out concurrently. All work specified in paragraphs 3.7.2 and 3.7.3 must also be carried out while the aircraft is inducted for maintenance by the contractor.

Year	Tail Number	Periodic Inspection(s)	Supplementary Inspection(s)	Target Induction Date	Latest Induction Date
2019	803	1 & 2	1 & 2	15 Jul 2019	7 Aug 2019
2020	805	1 & 2	1 & 2 & 3	20 Mar 2020	26 Mar 2020
2021	804	1 & 2	1 & 2	25 Mar 2021	3 Apr 2021
2022	806	1 & 2	N/A	19 Oct 2022	26 Oct 2022

Table 1. Periodic and Supplementary Inspection Schedule

3.7.2 The Contractor must carry out the OSIs, SIs, and modifications listed for each aircraft in Table 2.

Year	Tail Number	OSIs, Modifications, and SIs Required	
2019	803	OSIs:	3-1-3: Detailed visual of wing spar to fuselage closing angles 3-1-4: Detailed visual of wing upper skin and ladder plates at access holes between station YW42.00 and YW171.20 3-1-6: Mechanical inspection of steel strut to spar frame joint bolts 3-1-8: Detailed visual inspection of the air stair door cut out frames and cut out skin 3-1-9: Detailed visual inspection to find cracks on wing upper skin between STN YW42.00 and YW171.00 3-2-8: DVME Power supply 3-4-4: Eddy current inspection of the air stair door cut out frames and cut out skin 3-4-2: Eddy current inspection to find cracks on wing ladder plates at access holes between STN YW42.00 and YW171.20 3-4-8: High frequency eddy current inspection to find cracks on wing upper skin between STN YW0.00 and YW171.00 3-1-32: Detailed Visual Inspection of Windshield Center and Side Posts 3-1-34: Discard of Airstair Door Stop #1 Bolts, Fuselage Portion
		Mods:	C-12-142-000/CF-629: Landing and taxi light C-12-142-000/CF-621: Pitot heat CB replacement C-12-142-000/CF-620: De-mod 400 Hz bus

2020	805	SIs:	C-12-142-000/NS-172: Life raft rack bracket
		Engine Inspections:	Engine #1 Supplementary Inspection Engine #2 Supplementary Inspection
		OSIs:	None
		Mods:	C-12-142-000CF-621: Pitot heat CB replacement
2021	804	SIs:	C-12-142-000/NS-172: Life raft rack bracket
		Engine Inspections:	Engine #1 Supplementary Inspection Engine #2 Supplementary Inspection
		OSIs:	3-1-32: Detailed Visual Inspection of Windshield Center and Side Posts 3-1-34: Discard of Airstair Door Stop #1 Bolts, Fuselage Portion
		Mods:	C-12-142-000CF-621: Pitot heat CB replacement
2022	806	SIs:	None
		Engine Inspections:	Engine #1 Supplementary Inspection Engine #2 Supplementary Inspection
		OSIs:	3-1-23: APU Restrictor-flow 3-1-22: APU Nozzle- fuel start
		Mods:	None
		SIs:	C-12-142-000/NS-172: Life raft rack bracket
		Engine Inspections:	Engine #1 Periodic Inspection

Table 2. OSIs, Mods, and SIs

3.7.3 Additionally, the Contractor must carry out the following OSIs on all aircraft:

- i. 3-1-33: Detailed Visual Inspection/Mechanical Inspection of Wing/Fuselage Joint at Stringer 3 L&R Front Spar, Bathtub Fittings and Bolts;
- ii. 3-1-35: Detailed Visual Inspection/Discard of Airstair Door, Tension Bolts At Stops #1 and #5;
- iii. 3-1-36: Detailed Visual Inspection of Nacelle Roof Structure, Land Straps for Access Covers;
- iv. 3-1-37: Detailed Visual Inspection of Sidewall Skin to MLG Drag Strut, Support Frame Attachment Member;
- v. 3-1-38: NDT, by overhaul shop, of Engine Mount, Front Top;
- vi. 3-1-39: Detailed Visual Inspection of Fore and Trailing Rudder Hinges, Rudder and Stabilizer Portions;
- vii. 3-3-12: Detailed Visual Inspection of Forward Fuselage Lower Access Holes Surround;
- viii. 3-4-15: High Frequency Eddy Current Inspection of Frame Splices at Stn. X222.00 and X253.40, Stringer 7L;
- ix. 3-4-18: High Frequency Eddy Current Inspection of Nacelle Roof Structure, Land Straps for Access Covers; and
- x. 3-4-19: High Frequency Eddy Current Inspection of Forward Fuselage Roof Cut-Outs for GPS & Sextants.

3.7.4 The Contractor must carry out repairs arising from the inspection only with TA approval as detailed by the AWR process in para 3.5.

3.7.5 The Contractor must carry out Daily Inspections (DI), Line (L) Checks, and Primary Inspections (PI) when and as requested by the TA. DIs, L Checks, and PIs must include the tasks listed in C-12-142-000/NR-001.

4.0 DELIVERABLES

4.1 TA Notification

4.1.1 Upon receipt and induction of each aircraft for inspection, the contractor must provide the TA with official correspondence stating such in accordance with EMT08.001, QTO, and the Logistics SOW, attached at appendix 2.

4.2 Weekly Progress Report

4.2.1 For the duration of each inspection, the Contractor must prepare and submit weekly reports to the TA or a delegated representative. This report must be of an electronic format and include the following information:

- a. suitable scanned copies for all work orders closed during the preceding seven-day period during the inspection. This record keeping requirement is necessary for compliance with 402 Sqn Electronic Record Keeping requirements in order to return the aircraft to a serviceable status;
- b. a list of tasks completed in accordance with the applicable documents from Section 2.2; and
- c. a list of TA approved AWR's completed during the previous seven days.

4.3 Corrosion Graphing and Documentation

4.3.1 In accordance with C-12-142-000/VC-000, the Contractor must document all findings of corrosion on the appropriate page of Figure 10 of C-12-142-000/VC-000. This package must be delivered to DND on completion of each aircraft. If no corrosion is found for a given area, the 'Date Completed' field must still be completed and "No corrosion found" indicated under 'Corrosion type'.

4.3.2 The Contractor must also document all findings of corrosion as described in ARR-001, "ASIMP Recording Requirements", attached at Appendix 1.

4.4 Quality Assurance and Acceptance Test Plan

4.4.1 Upon completion of the Work detailed in section 3.0 of this SOW for each aircraft, the Contractor must provide to the TA a Quality Assurance and Acceptance Test Plan, in accordance with requirements listed in C-12-142-0000/NE-001, listing all inspections completed; repairs conducted and any modifications embodied.

4.4.2 To substantiate that all work has been carried out to the required specifications and standards, the Contractor must provide:

- a. An invoice detailing all work completed;
- b. Maintenance release (work orders) and aircraft release documentation in accordance with the Contractor's TC-approved Maintenance Process Manual (MPM), ensuring that said documentation provides all information/data required to maintain the DND Aircraft Maintenance Record Set as stipulated in CFTO C-05-005-P04/AM-001 (Aircraft Maintenance Record Set);

Note: In order for the Contractor to achieve compliance with the above requirement, DND will stipulate the precise information/data that must be included on all Contractor work orders in order to maintain the DND Aircraft Maintenance Record Set.

- c. A copy of the Certificate of Conformance for any new component installed as part of any repair or modification indicating that the component conforms to the applicable Basis of Certification;
- d. An on-site inspection of the aircraft by the TA or delegate confirming that all work has been completed to the required specification/standard; and
- e. A written record of the disposal of any scrapped items to ensure they do not re-enter any supply chain.

Note: A DND 2586 Certificate of Demilitarization is required if any of the components to be disposed of are CTAT.

APPENDIX 1 – ASIMP Recording Requirement



National Défense
nationale

Defence

DATA ITEM DESCRIPTION - DESCRIPTION DE DONNÉES

1. TITLE – TITRE ASIMP Recording Requirement		2. IDENTIFICATION NUMBER - NUMÉRO D'IDENTIFICATION ARR-001
3. DESCRIPTION/PURPOSE - DESCRIPTION/OBJET To describe the Contractor's recording requirements prescribed by the ASIMP.		
4. APPROVAL DATE DATE D'APPROBATION	5. OFFICE OF PRIMARY INTEREST (OPI) BUREAU DE PREMIERE RESPONSABILITÉ (BPR) 1. CT142 ACS LCMM 2. DND TECHNICAL AUTHORITY (TA).	6. GIDEP APPLICABLE PROGRAMME D'ÉCHANGE DE DONNÉES PERTINENT
7. APPLICATION/INTERRELATIONSHIP - APPLICATION/INTERDÉPENDANCE The Aircraft Structural Integrity Monitoring Program (ASIMP) relies on data from users and maintainers on the structural health of the aircraft. Specifically, corrosion location and severity. This data must be communicated to ADM (Mat) via the CT142 ACS LCMM.		
8. ORIGINATOR – AUTEUR Contractor Personnel		9. APPLICABLE FORMS - FORMULES PERTINENTES
10. PREPARATION INSTRUCTIONS - INSTRUCTIONS SUR LA PRÉSENTATION DES DONNÉES The Contractor must document all findings of corrosion in a table with the following headings: 1. Identification <ul style="list-style-type: none"> a. Type b. Tail # c. Part/Component d. Number e. AFH f. Date 2. Location <ul style="list-style-type: none"> a. Area/FLOC 		

Solicitation No. - N° de l'invitation
W7006-19P800/A
Client Ref. No. - N° de réf. du client
W7006-19P800 WPG-8-41221

Amd. No. - N° de la modif.

File No. - N° du dossier

Buyer ID - Id de l'acheteur
wpg010
CCC No./N° CCC - FMS No./N° VME

- b. FS
 - c. WL
 - d. BL
 - e. Sub-Zone
 - f. Part
 - g. Sta
3. Damage
- a. Type
 - b. Details
4. Repair
- a. Type
 - b. Description
 - c. Ref
 - d. Org

e.g.

Identification						Location							Damage		Repair			
Type	Tail #	Part/ Component	Number	AFH	Date	Area/ FLOC	FS	WL	BL	Sub-Zone	Part	Sta	Type	Details	Type	Desc- ription	Ref	Org

APPENDIX 2

LOGISTICS STATEMENT OF WORK

For

Repair and Overhaul Contracts

Including

In and Out of Country Repair

Major Equipment

Accountable Advance Spares

Issued on authority of the Assistant Deputy Minister (Material) (ADM (Mat))

OPI: DMPP 9-6 17/01/2019

Version: 02

Solicitation No. - N° de l'invitation
W7006-19P800/A
Client Ref. No. - N° de réf. du client
W7006-19P800

Amd. No. - N° de la modif.
File No. - N° du dossier
WPG-8-41221

Buyer ID - Id de l'acheteur
wpg010
CCC No./N° CCC - FMS No./N° VME

RECORD OF CHANGES

DATE OF CHANGE	CHAPTER
17 Jan 19	Entire document updated

FOREWORD

The purpose of this Statement of Work (SOW) is to provide special instructions and procedures required for all in and out of country Contractors engaged in the Repair and Overhaul (including refit) on behalf of the Department of National Defence (DND).

This LOG SOW is to be read in conjunction with the A-LM-184-001/JS-001 for detailed information. There is mandatory information in this LOG SOW and must not be removed. The information is important to assist the contractor when managing government owned materiel.

This LOG SOW is to be used primarily as a guide for R&O contracts. It is important that this LOG SOW be utilised with minimal changes for reasons of procurement standardization and departmental accountability. Changes are permissible where there is a need to clarify specific requirements that would apply to equipment/weapon systems undergoing procurement and contract action.

This Logistic Statement of Work (LOG SOW) is distributed on the authority of the Assistant Deputy Minister (Material) (ADM (Mat)). It will be distributed, as required, internally to ADM (Mat) staff engaged in creating Repair and Overhaul (R&O) Contracts and Procurement Instruments (PI) and those who manage Repair and Overhaul Contracts.

This is a common LOG SOW which will entail contract conditions for Repair and Overhaul contracts for:

- In and out of country: For step by step instruction on in and out of country repair process refer to Annex B in the A-LM-184-001/JS-001. This model will describe the roles and responsibilities in the end to end repair process.
- Major Equipment: For complete instructions on receipt of Major Equipment, refer to Chapter 2 in the A-LM-184-001/JS-001.
- Accountable Advance Spares For complete instruction on AAS, refer to Chapter 8.2.7 in the A-LM-184-001/JS-001.

It is important to understand the system of record (DRMIS) being used in DND and the various account structures in place. All of this information is located in Chapter 1.1 of the A-LM-184-001/JS-001.

The following Chapters will be identified as mandatory or as applicable.

Solicitation No. - N° de l'invitation
W7006-19P800/A
Client Ref. No. - N° de réf. du client
W7006-19P800

Amd. No. - N° de la modif.
File No. - N° du dossier
WPG-8-41221

Buyer ID - Id de l'acheteur
wpg010
CCC No./N° CCC - FMS No./N° VME

List of Acronyms and Abbreviations

Abbreviation	Description
CA	Contracting Authority
CAF	Canadian Armed Forces
CFB	Canadian Forces Base
DND	Department of National Defence
NDQAR	National Defence Quality Assurance Representative
GOCC	Government Owned Materiel in Contractor Custody
GOM	Government Owned Materiel
OCRS	Out of Country Repair Section
PA	Procurement Authority
R&O	Repair & Overhaul
SOW	Statement of Work
TA	Technical Authority

Figure A-1 List of Acronyms and Abbreviations

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1.0 OVERVIEW OF PUBLICATION

1.1 SYSTEM OF RECORD (Mandatory)

DRMIS: [Defence Resource Management Information System \(DRMIS\)](#) provides total asset visibility of all Canadian Forces (CF) materiel, whether it is in use, in stock, or on a repair line. The contractors' responsibilities related to management of the accounts in DRMIS are explained and outlined below. Contractors having access to DRMIS must process required transactions as instructed in this publication.

Contractors requiring access to DRMIS must obtain a PKI (Public Key Infrastructure) card in accordance with the recently implemented Two-Factor Authentication.

Refer to Chapter 1.1 of A-LM-184-001/JS-001 for further information on the System of Record.

1.2 SUPPLY ACCOUNTS (Mandatory)

RMA (Repairable Material Account): is an account that must be allocated to the contractor to hold the authorized material for repair that is approved on the contract.

CRPA (Contractor Repair Parts Account): [DRMIS](#) provisioning account (_P) with a Serviceable and an Unserviceable storage location.

SLOC (Storage Locations): are used to manage and warehouse National Spares.

Refer to Chapter 1.2 of A-LM-184-001/JS-001 for further information on Supply Accounts.

1.3 SPARES (Mandatory)

CIS (Contract Issue Spares): CIS are government owned materiel issued to R&O contractor facilities for incorporation into DND equipment undergoing repair, overhaul and modification.

GFOS (Government Furnished Overhaul Spares): GFOS are non-catalogued spare parts that are salvaged by the Contractor, on PA/NDQAR authority, from DND materiel undergoing repair, overhaul, re-life or modification

AAS (Accountable Advance Spares): are purchased by the contractor using DND funds, in order to support DND equipment on the repair line.

GFE/GFI:

- **Government Furnished Equipment (GFE)** is government owned equipment provided by DND to a contractor, on a loan agreement, to be used during the contract period and returned in essentially the same condition (subject to fair wear & tear) at the end of the contract.
- **Government Furnished Information (GFI)** is any information that DND will provide, on a loan agreement, to the contractor to enable contract fulfillment. Refer to Chapter 1.3 of A-LM-184-001/JS-001 for further information on Spares.

1.4 EXTENT OF WORK/TYPES OF EQUIPMENT (Mandatory)

The Contractor must repair or overhaul only those items for which they have received authorization. This authority is in accordance with the Selection Notice and Priority Summary (SNAPS). Stores Removal Request (SRR), an approved Repairable Materiel Request (RMR) for a Repairable Materiel Account or Task Authorization/DND 626.

Different types of DND equipment to be repaired are categorized as either :

- a) Selected Equipment
- b) Non Selected Equipment
- c) Major Equipment
- d) Repair of sub-components and accessories

Refer to Chapter 1.4 of A-LM-184-001/JS-001 for further information on the different types of DND Equipment that are authorized for repair and the category types.

1.5 REPAIR & OVERHAUL (IN AND OUT OF COUNTRY) PROCESS (Mandatory)

Refer to Chapter 1.5 of A-LM-184-001/JS-001 for the process flowchart.

2.0 RECEIPTS (Mandatory)

The Contractor is responsible for the receipt, identification, inspection and distribution of all incoming materiel, as well as the processing of receipt documentation.

Refer to Ch. 2.0 of A-LM 184 for complete instruction on how to process receipts.

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

Contractors must use a SNOM to report any or all observations to the Supply Manager or the DND Contract Manager for in and out of country contracts.

Refer to Chapter 2.1 of A-LM-184-001/JS-001 for further information on SNOMs.

2.2 DISCREPANCIES IN SHIPMENTS (Mandatory)

The Contractor must contact their supporting NDQAR/OCRS to report and action discrepancies in shipments.

The Contractor must act in accordance with Chapter 2.1 of A-LM-184-001/JS-001.

2.3 INITIAL INSPECTION OF REPAIRABLE MATERIAL **(Mandatory)**

The Contractor may be granted authority to strip the equipment to assess its repair or overhaul potential and to estimate costs.

Refer to Chapter 2.3 of A-LM-184-001/JS-001 for further instruction on inspection of repairable material.

2.4 HAZARDOUS MATERIEL AND CONTROLLED GOODS **(Mandatory)**

Due diligence must be exercised when carrying out duties and responsibilities associated with hazardous materiel and controlled goods.

Refer to Chapter 2.4 of A-LM-184-001/JS-001 for further information on HAZMAT and controlled goods.

3.0 WORK CONTROL (Mandatory)

The Contractor must ensure that the repair of all DND equipment is controlled by an internal serial numbered work order in accordance with Chapter 3.0 of A-LM-184-001/JS-001.

3.1 COMPLETION OF WORK (Mandatory)

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

Refer to Chapter 3.1 of A-LM-184-001/JS-001 for further information on completion of work.

3.2 STOP REPAIR ACTION (Mandatory)

Upon receipt of an updated SNAPS indicating Stop Repair Action, the Contractor must action the Repairable as per the Instructions supplied.

The Contractor must comply immediately with all stop repair instructions.

Refer to Chapter 3.2 of A-LM-184-001/JS-001 for detailed procedures.

4.0 SELECTION NOTICE AND PRIORITY SUMMARY (SNAPS) (As applicable on an exceptional basis)

The SNAPS is a report found in the DRMIS BI Portal application and is designed to show all MMRs which are selected for repair to that RMA/SLOC, the Maximum Repair Cost (MRC) and the 24-month forecast. The information on the SNAPS plus the R&O contract provides the Contractor with the authority to repair.

Refer to Chapter 4 of A-LM-184-001/JS-001 for further information on Annual Repair Forecasts.

5.0 COST CONTROL (Mandatory)

The Contractor must monitor the cost of each repair to ensure that total repair costs remain within approved limits. While undergoing repair, total cost must be monitored to determine whether or not to continue the repair.

Refer to Chapter 5.0 of A-LM-184-001/JS-001 for more information on cost control.

5.1 DEFINITIONS (As Applicable)

Refer to Chapter 5.1 of A-LM-184-001/JS-001 for definitions pertaining to cost control.

6.0 COSTING RECORDS (Mandatory)

The Contractor must prepare forms and maintain records in accordance with Chapter 6.0 of A-LM-184-001/JS-001.

6.1 INVOICE/CLAIMS FOR PAYMENT (ACCOUNTABLE ADVANCE SPARES) (As applicable)

The Contractor must submit monthly invoices for AAS, but only after receipt and acceptance of the materiel and inspection in accordance with the CGCS quality assurance code (QAC) in the event that a certificate of conformance or test data is required.

Refer to Chapter 6.1 of A-LM-184-001/JS-001 for further information on invoices for AAS

7.0 ENGINEERING & MAINTENANCE SERVICES (Mandatory)

Refer to Chapter 7.0 of A-LM-184-001/JS-001 for more information on engineering and maintenance services.

7.1 DND 626 TASK AUTHORIZATION (Mandatory)

Refer to Chapter 7.1 of A-LM-184-001/JS-001 for further information on DND 626 Task Authorizations.

7.2 MOBILE REPAIR PARTY (MRP) (As Applicable)

A Mobile Repair Party is an individual or group of individuals who perform repair work away from a Contractor's plant and regional area.

Refer to Chapter 7.2 of A-LM-184-001/JS-001 for more information on MRP.

7.3 EQUIPMENT TURN AROUND TIME (TAT) (Mandatory)

Unless specifically identified within the contract, equipment turn-around-time (TAT) to a serviceable state must be achieved in 90 calendar days.

Refer to Chapter 7.3 of A-LM-184-001/JS-001 for more information on TAT.

7.4 PRIORITY REPAIR REQUEST (PRR) (Mandatory)

On receipt of a PRR, the contractor is to determine whether DND's required delivery date (RDD) can be met. If not, the contractor is required to provide to the appropriate Supply Manager and the consignee designated on the PRR format with a realistic estimated delivery date (EDD).

Refer to Chapter 7.4 of A-LM-184-001/JS-001 for more information on PRR.

7.5 SPECIAL INVESTIGATIONS & TECHNICAL STUDIES (SITs) (As Applicable)

When authorized by the Procurement Authority via a Task Authorization/DND 626, the Contractor must open a work order to undertake special investigation and technical studies and must provide relevant data to these investigations as and when required.

Refer to Chapter 7.5 of A-LM-184-001/JS-001 for more information.

7.6 TECHNICAL INVESTIGATIONS & ENGINEERING STUDIES (TIES) (As Applicable)

When authorized by the PA, via a Task Authorization/DND 626, the Contractor must undertake technical investigations and engineering studies.

Refer to Chapter 7.6 of A-LM-184-001/JS-001 for more information.

7.7 TERMINATION OF CONTRACT (Mandatory)

When an R&O contract is not extended, or cancelled by mutual consent or terminated for convenience or by default, the Procurement Authority must form a Contract close-out planning team to provide the contractor with instruction for the completion of the work already on the repair line and to provide instruction and to coordinate the transfer of DND-owned equipment.

Refer to Chapter 7.7 of A-LM-184-001/JS-001.

8.0 SUPPLY SUPPORT/SUSTAINMENT SUPPORT (Mandatory)

8.1 TRANSACTION DOCUMENTATION (Mandatory)

The DND 2227 is the supply document used by all contractors when performing supply related transactions. Contractors can use their own templates, provided all of the same information appears on their templates.

Refer to Chapter 8.1 of A-LM-184-001/JS-001 for more information.

8.2 CONTRACTOR SUPPLY ACCOUNTING (Mandatory)

Prime Contractors will be provided an RMA and CRPA for holding spare parts for repair and overhaul of DND materiel. Total National holdings of government owned materiel are not to be held on an RMA or CRPA.

Refer to Ch. 8.2 of A-LM-184-001/JS-001 for more information.

8.3 MANAGEMENT OF GOVERNMENT OWNED SPARES (As Applicable)

All government owned materiel (CIS, AAS, GFOS) must be brought on charge to ensure total asset visibility.

Refer to Chapter 8.3 of A-LM-184-001/JS-001 for more information.

8.4 SPARES REVIEW (As Applicable)

In conjunction with the two year stocktaking schedule, the Contractor must carry out a review of CIS, AAS (must be done on a yearly basis), and GFOS. This will ensure all of the material is brought on charge on completion of the stocktaking.

Refer to Chapter 8.4 of A-LM-184-001/JS-001 for more information.

8.5 STOCKTAKING (Mandatory)

The PA, working with the supporting NDQAR must initiate and have the contractor carry out a one hundred per cent (100%) manual stocktaking of in country RMAs, and CRPAs, as well as, CIS, GFOS, AAS and Loan Accounts must be counted at a minimum of once every two years or as indicated by Cycle Count Indicator.

Refer to Chapter 8.5 of the A-LM-184-001/JS-001 for more information and the processes for Stocktaking.

8.6 EMBODIMENT FEES (As Applicable)

Embodiment fees must be negotiated by PSPC and must be charged against the specific R&O work.

Refer to Chapter 8.6 of A-LM-184-001/JS-001 for further explanation and detail.

8.7 WAREHOUSING (Mandatory)

The Contractor must be responsible for the appropriate warehousing and storage of government owned materiel

Refer to Chapter 8.7 of A-LM-184-001/JS-001 for further information on Warehousing.

8.8 LOSS OR DAMAGE TO DND MATERIEL (Mandatory)

The Contractor must report to the supporting NDQAR/OCRS all instances of loss or damage to government owned materiel in his custody within two (2) working days of confirmation of its discovery.

Refer to Chapter 8.8 of A-LM-184-001/JS-001 for further explanation and detail.

8.9 SCRAP - CUSTODY & DISPOSAL (Mandatory)

The Contractor must safeguard, control and dispose of scrap material.

Refer to Chapter 8.9 of A-LM-184-001/JS-001 for further explanation and detail on scrap materiel.

8.10 PACKAGING (Mandatory)

Specific packaging instructions must be adhered to by the Contractor in order to assure maximum life, utility and performance of materiel.

Refer to Chapter 8.10 of A-LM-184-001/JS-001 for further explanation and detail on packaging.

8.11 REUSABLE CONTAINERS (As Applicable)

Individual reusable containers must be used and provided as directed in the contract.

Refer to Chapter 8.11 of the A-LM-184-001/JS-001 for more information on reusable containers.

8.12 TRANSPORTATION (Mandatory)

If Contractors are required to return equipment back to DND, they must follow the terms and conditions of the contract in place.

Refer to Chapter 8.12 of the A-LM-184-001/JS-001 for more information pertaining to transportation.

9.0 WARRANTY CONSIDERATION (Mandatory)

Upon receipt of equipment or materiel returned by DND for warranty consideration, the Contractor must follow the procedures as outlined in Chapter 9.0 of A-LM-184-001/JS-001.

9.1 WARRANTY REVIEW BOARD (As Applicable)

Each time an item is received by the Contractor for warranty consideration and there is a dispute as to responsibility, a WRB must be established.

Refer to Chapter 9.1 of A-LM-184-001/JS-001 for more detail on the Warranty Review Board.

10.0 CONTRACTOR USE OF DND EQUIPMENT AND PUBLICATIONS (As Applicable)

Written consent must be provided by DND for contractor use of DND publications, tools, test-equipment or jigs and fixtures for commercial work.

Refer to Chapter 10.0 of A-LM-184-001/JS-001 for more information.

11.0 PUBLICATIONS (As Applicable)

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

Refer to Chapter 11.0 of A-LM-184-001/JS-001 for more information.

11.1 AVAILABILITY OF PUBLICATIONS (As Applicable)

The Contractor must provide the PA with a list of all DND publications obtained from the Contract Authority prior to signing the contract.

Refer to Chapter 11.1 of A-LM-184-001/JS-001 for more information.

11.2 DISPOSAL OF PUBLICATIONS (As Applicable)

When a publication is no longer needed, the Contractor must request disposal instructions and take action as directed.

Refer to Chapter 11.2 of A-LM-184-001/JS-001 for more information.

12.0 OFFICE SERVICES (As Applicable)

The Contractor must perform the secretarial and clerical work necessary to carry out the terms of this contract with respect to the preparation, filing and transmission of all forms, reports and correspondence, relating to the movement, accounting, storage, repair, overhaul, quality control and investigation of materiel covered by this contract.

Refer to Chapter 12.0 of A-LM-184-001/JS-001 for further explanation.

13.0 MINUTES OF MEETINGS (Mandatory)

When meeting minutes are required, the Contractor is responsible for taking them and preparing them in the approved format.

Refer to Chapter 13.0 of A-LM-184-001/JS-001 for further explanation.

14.0 PLANT SHUTDOWN/VACATION PERIOD (Mandatory)

During plant shutdown and/or vacation periods, the Contractor must ensure that adequate facilities/personnel are available to ensure the satisfaction of High Priority Requirements (HPRs).

Refer to Chapter 14.0 of A-LM-184-001/JS-001 for further explanation.

15.0 REPORTS (Mandatory)

15.1 MATERIEL MANAGEMENT REPORTS (Mandatory)

Reports are available to the Contractor in DRMIS or from their supporting NDQAR.

Refer to Chapter 15.1 of A-LM-184-001/JS-001 for a complete list of reports available to contractors.

15.2 MRP PROGRESS REPORTS (Mandatory)

This report must be submitted on a monthly basis, as per Chapter 15.2 of A-LM-184-001/JS-001.

15.3 TECHNICAL INVESTIGATION AND ENGINEERING STUDIES (TIES) REPORTS (Mandatory)

TIES may only be authorized by the Procurement Authority. The Contractor must complete the report as stipulated under a DND 626.

Refer to Chapter 15.3 of A-LM-184-001/JS-001 for more information.

15.4 ANNUAL GOVERNMENT OWNED INVENTORY REPORT (Mandatory)

The Contractor must submit a report annually to the PA on the value of all government owned materiel.

Refer to Chapter 15.4 of A-LM-184-001/JS-001 for further information.

ANNEX B

BASIS OF PAYMENT

It is mandatory that Bidders submit firm prices associated with providing the service in accordance with the Statement of Work for the period of the Contract. Prices must be inclusive of all labour, tools, supplies and equipment.

This section, when completed, will be considered as the Bidder's financial proposal. Prices must be firm and in Canadian funds including Canadian customs duties, excise taxes, which are to be Delivered Duty Paid (DDP), FOB destination, including offloading. No other charges will be allowed.

Bidders must provide bids as per unit of issue requested. It is the responsibility of the bidder to provide conversion to the unit of issue requested. Failure to do so will render the bid non-responsive without further consideration.

The quantities specified below are provided for evaluation purposes only.

Should there be an error in the extended pricing of the Bidder's proposal, the unit pricing will prevail and the extended pricing will be corrected in the evaluation. Any errors in the quantities of the Bidder's proposal will be changed to reflect the quantities stated in the RFP.

* Laid Down Cost is defined as the cost incurred by a vendor to acquire a specific product or service for resale to the government. This includes the supplier's invoice price (less trade discounts), plus any applicable charges for incoming transportation, foreign exchange, customs duty and brokerage, any applicable taxes.

**Mark-up is defined as the difference between the vendor's laid-down cost for a product or service and the resale price to the government (exclusive of sales taxes) consisting of the cost of necessary services overhead and profit.

Invoicing Instructions:

Any invoice issued against the resulting Contract which includes sub-contracting and/or parts cost must include sub-contracting and/or parts as a separate line item and must be accompanied by supporting documentation. Supporting documentation can consist of, but is not limited to, purchase orders and invoices. The price paid by the Contractor for the sub-contracting must correspond with the price charged to the Government of Canada, plus the quoted markup rate.

DND reserves the right to add or remove CT-142 Dash-8 aircrafts as required.

Payment will be made in accordance with the following pricing.

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Pricing Schedule 1: Scheduled Services

TABLE 1 Initial Contract period from date of award until December 31, 2019		
Item#	Description	Firm Fixed Price (\$CAD)
1.	All costs associated with the performance of work specified in Tables 1 and 2 and paragraph 3.7.3 of the SOW on CT142 803.	
Table 1 Total		

TABLE 2 Option Year one from January 1, 2020 to December 31, 2020		
Item #	Description	Firm Fixed Price (\$CAD)
2.	All costs associated with the performance of work specified in Tables 1 and 2 and paragraph 3.7.3 of the SOW on CT142 805.	
Table 2 Total		

TABLE 3 Option Year two from January 1, 2021 to December 31, 2021		
Item #	Description	Firm Fixed Price (\$CAD)
3.	All costs associated with the performance of work specified in Tables 1 and 2 and paragraph 3.7.3 of the SOW on CT142 804.	
Table 3 Total		

TABLE 4 Option Year Three from January 1, 2022 to December 31, 2022		
Item #	Description	Firm Fixed Price (\$CAD)
4.	All costs associated with the performance of work specified in Tables 1 and 2 and paragraph 3.7.3 of the SOW on CT142 806.	
Table 4 Total		

PRICING SCHEDULE 2: "AS REQUESTED" SERVICES

TASK AUTHORIZATIONS

Additional service may be required on an "as and when requested" basis and authorized by the Department of National Defence.

All work in this section must be authorized by Task Authorization.

The quantities specified below are provided for evaluation purposes only.

Firm all-inclusive prices/rates for "as and when requested" services in addition to the work described in Pricing Schedule 1.

Parts and sub-contracting must be quoted in terms of a fixed markup percentage.

All Bidders must provide a firm markup percentage for sub-contracting, even those Bidders that do not intend to use sub-contracting in the performance of work resulting from the Contract. This is to ensure that all bids are evaluated on an equitable basis. In the event of a discrepancy between the unit rate and the total price, the **unit rate will prevail** and the total price will be corrected to reflect the unit rate.

All payments are subject to government audit.

Table 5: Firm Fixed Rates Initial Contract period from date of award until December 31, 2019				
For work initiated by a DND 626, Task Authorization Form, including: inspections not included under Tables 1 & 2 or paragraph 3.7.3 of the SOW, implementation of any Modifications not listed in Table 2 of the SOW, Special Inspections not listed in Table 2 of the SOW, and repairs arising from inspections.				
Item #	Description	Estimated Usage in hours	Firm, Hourly rate (\$CAD)	Extended Total (\$CAD)
All labour costs associated with repair work undertaken by:				
6.	A technician	900 hrs		
7.	A senior technician	300 hrs		
		Estimate Usage	Firm Markup Percentage	Extended Total (\$CAD)
8.	All parts costs (Charged at the Contractor's laid down cost plus firm markup percentage. Not to exceed Manufacturer's suggested retail price.)	\$40,000.00	%	
9.	All sub-contracting cost (Charged at the Contractor's laid down cost plus firm markup percentage.)	\$10,000.00	%	
Table 5 Total				\$

Table 6: Firm Fixed Rates				
Option Year one from January 1, 2020 to December 31, 2020				
For work initiated by a DND 626, Task Authorization Form, including: inspections not included under Tables 1 & 2 or paragraph 3.7.3 of the SOW, implementation of any Modifications not listed in Table 2 of the SOW, Special Inspections not listed in Table 2 of the SOW, and repairs arising from inspections.				
Item #	Description	Estimated Usage in hours	Firm, Hourly rate (\$CAD)	Extended Total (\$CAD)
	All labour costs associated with repair work undertaken by:			
6.	A technician	900 hrs		
7.	A senior technician	300 hrs		
		Estimate Usage	Firm Markup Percentage	Extended Total (\$CAD)
8.	All parts costs (Charged at the Contractor's laid down cost plus firm markup percentage. Not to exceed Manufacturer's suggested retail price.)	\$40,000.00	%	
9.	All sub-contracting cost (Charged at the Contractor's laid down cost plus firm markup percentage.)	\$10,000.00	%	
Table 6 Total				\$

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Table 7: Firm Fixed Rates				
Option Year two from January 1, 2021 to December 31, 2021				
For work initiated by a DND 626, Task Authorization Form, including: inspections not included under Tables 1 & 2 or paragraph 3.7.3 of the SOW, implementation of any Modifications not listed in Table 2 of the SOW, Special Inspections not listed in Table 2 of the SOW, and repairs arising from inspections.				
Item #	Description	Estimated Usage in hours	Firm, Hourly rate (\$CAD)	Extended Total (\$CAD)
	All labour costs associated with repair work undertaken by:			
6.	A technician	900 hrs		
7.	A senior technician	300 hrs		
		Estimate Usage	Firm Markup Percentage	Extended Total (\$CAD)
8.	All parts costs (Charged at the Contractor's laid down cost plus firm markup percentage. Not to exceed Manufacturer's suggested retail price.)	\$40,000.00	%	
9.	All sub-contracting cost (Charged at the Contractor's laid down cost plus firm markup percentage.)	\$10,000.00	%	
Table 7 Total				\$

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Table 8: Firm Fixed Rates				
Option Year Three from January 1, 2022 to December 31, 2022				
For work initiated by a DND 626, Task Authorization Form, including: inspections not included under Tables 1 & 2 or paragraph 3.7.3 of the SOW, implementation of any Modifications not listed in Table 2 of the SOW, Special Inspections not listed in Table 2 of the SOW, and repairs arising from inspections.				
Item #	Description	Estimated Usage in hours	Firm, Hourly rate (\$CAD)	Extended Total (\$CAD)
	All labour costs associated with repair work undertaken by:			
6.	A technician	900 hrs		
7.	A senior technician	300 hrs		
		Estimate Usage	Firm Markup Percentage	Extended Total (\$CAD)
8.	All parts costs (Charged at the Contractor's laid down cost plus firm markup percentage. Not to exceed Manufacturer's suggested retail price.)	\$40,000.00	%	
9.	All sub-contracting cost (Charged at the Contractor's laid down cost plus firm markup percentage.)	\$10,000.00	%	
Table 8 Total				\$

Evaluation Summary	
Table 1 Total	\$
Table 2 Total	\$
Table 3 Total	\$
Table 4 Total	\$
Table 5 Total	\$
Table 6 Total	\$
Table 7 Total	\$
Table 8 Total	\$
Evaluation Total =	\$

ANNEX C

INSURANCE REQUIREMENTS

Aviation Liability Insurance

1. The Contractor must obtain Aviation Liability Insurance for Bodily Injury (including passenger Bodily Injury) and Property Damage, 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 \$5,000,000 per accident or occurrence and in the annual aggregate.
2. The Aviation Liability 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, represented by Public Works and Government Services Canada.
 - b. 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.
 - c. 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.
 - d. 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.
 - e. Employees and, where applicable, Volunteers must be included as Additional Insured.
 - f. Aviation Passenger Liability and inclusive Medical Payments: If sub-limits are applicable to Contractor's policy conforming to international carriage agreements or otherwise, such sub-limits must in any event be, not less than, \$300,000 per person. The per accident limit should be no less than \$300,000 multiplied by the number of passengers.
 - g. 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.
 - h. Employers Liability (unless we have confirmation that all employees are covered by Worker's compensation WSIB or similar program)
 - i. Hangarkeeper's Liability: To cover loss of and/or damage to aircraft on the ground in the care, custody or control of the Contractor.
 - j. Products and Completed Operations: To cover liability arising from the sale and service of aviation products, assembly and repair activities, in connection with the Work performed by or on behalf of the Contractor.

-
- k. Airport Tenants' Legal Liability Broad Form: To protect the Contractor for liabilities arising from its occupancy of leased airport premises.
 - l. Non-owned Aircraft Liability: To protect the Contractor for liabilities arising from its use of aircraft owned by other parties including Canada.

Aircraft Hull Insurance

The Contractor must obtain Aircraft Hull Insurance including All Risks Flight and Ground coverage, and maintain it in force throughout the duration of the contract, in an amount of not less than \$5,000,000.00. The Aircraft must be insured on a Replacement Cost (new) value basis.

The Aircraft Hull insurance policy must include the following:

- (a) Waiver of Subrogation: 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 aircraft however caused.
- (b) Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of cancellation.

ANNEX D 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)

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DND 626 TASK AUTHORIZATION FORM

National Défense nationale		TASK AUTHORIZATION AUTORISATION DES TÂCHES	
All invoices/progress claims must show the reference Contract and Task numbers. Toutes les factures doivent indiquer les numéros du contrat et de la tâche.		Contract no. — N° du contrat	
		Task no. — N° de la tâche	
Amendment no. — N° de la modification	Increase/Decrease — Augmentation/Réduction	Previous value — Valeur précédente	
To — À	TO THE CONTRACTOR You are requested to supply the following services in accordance with the terms of the above reference contract. Only services included in the contract shall be supplied against this task. Please advise the undersigned if the completion date cannot be met. Invoices/progress claims shall be prepared in accordance with the instructions set out in the contract. À L'ENTREPRENEUR Vous êtes prié de fournir les services suivants en conformité des termes du contrat mentionné ci-dessus. Seuls les services mentionnés dans le contrat devront être fournis à l'appui de cette demande. Prière d'aviser le signataire si la livraison ne peut se faire dans les délais prescrits. Les factures doivent être établies selon les instructions énoncées dans le contrat.		
Delivery location — Expédié à	Date _____ for the Department of National Defence pour le ministère de la Défense nationale		
Delivery/Completion date — Date de livraison/d'achèvement			
Contract item no. N° d'article du contrat	Services		Cost Prix
		GST/HST TPS/TVH	
		Total	
<p>APPLICABLE ONLY TO PWGSC CONTRACTS: The Contract Authority signature is required when the total value of the DND 626 exceeds the threshold specified in the contract.</p> <p>NE S'APPLIQUE QU'AUX CONTRATS DE TPSGC : La signature de l'autorité contractante est requise lorsque la valeur totale du formulaire DND 626 est supérieure au seuil précisé dans le contrat.</p>			
_____ for the Department of Public Works and Government Services pour le ministre des Travaux publics et services gouvernementaux			

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**Instructions for completing
DND 626 - Task Authorization**

Contract no.
Enter the PWGSC contract number in full.

Task no.
Enter the sequential Task number.

Amendment no.
Enter the amendment number when the original Task is amended to change the scope or the value.

Increase/Decrease
Enter the increase or decrease total dollar amount including taxes.

Previous value
Enter the previous total dollar amount including taxes.

To
Name of the contractor.

Delivery location
Location where the work will be completed, if other than the contractor's location.

Delivery/Completion date
Completion date for the task.

for the Department of National Defence
Signature of the DND person who has delegated Authority for signing DND 626 (level of authority based on the dollar value of the task and the equivalent signing authority in the PAM 1.4). **Note:** the person signing in this block ensures that the work is within the scope of the contract, that sufficient funds remain in the contract to cover this task and that the task is affordable within the Project/Unit budget.

Services
Define the requirement briefly (attach the SOW) and identify the cost of the task using the contractor's quote on the level of effort. The Task must use the basis of payment stipulated in the contract. If there are several basis of payment then list here the one(s) that will apply to the task quote (e.g. milestone payments; per diem; rest/labor category hourly rates; travel and living rates; firm price/celling price, etc.). All the terms and conditions of the contract apply to this Task Authorization and cannot be ignored or amended for this task. Therefore it is not necessary to restate these general contract terms and conditions on the DND 626 Task form.

Cost
The cost of the Task broken out into the individual costed items in **Services**.

GST/HST
The GST/HST cost as appropriate.

Total
The total cost of the task. The contractor may not exceed this amount without the approval of DND indicated on an amended DND 626. The amendment value may not exceed 50% (or the percentage for amendments established in the contract) of the original value of the task authorization. The total cost of a DND 626, including all amendments, may not exceed the funding limit identified in the contract.

Applicable only to PWGSC contracts
This block only applies to those Task Authorization contracts awarded by PWGSC. The contract will include a specified threshold for DND sole approval of the DND 626 and a percentage for DND to approve amendments to the original DND 626. Tasks that will exceed these thresholds must be passed to the PWGSC Contracting Authority for review and signature prior to authorizing the contractor to begin work.

Note:
Work on the task may not commence prior to the date this form is signed by the DA Authority - for tasks within the DND threshold; and by both DND and PWGSC for those tasks over the DND threshold.

**Instructions pour compléter le formulaire
DND 626 - Autorisation des tâches**

N° du contrat
Inscrivez le numéro du contrat de TPSGC en entier.

N° de la tâche
Inscrivez le numéro de tâche séquentiel.

N° de la modification
Inscrivez le numéro de modification lorsque la tâche originale est modifiée pour en changer la portée.

Augmentation/Réduction
Inscrivez le montant total de l'augmentation ou de la diminution, y compris les taxes.

Valeur précédente
Inscrivez le montant total précédent, y compris les taxes.

A
Nom de l'entrepreneur.

Expédiez à
Endroit où le travail sera effectué, si celui-ci diffère du lieu d'affaires de l'entrepreneur.

Date de livraison/d'achèvement
Date d'achèvement de la tâche.

pour le ministère de la Défense nationale
Signature du représentant du MDN auquel on a délégué le pouvoir d'approbation en ce qui a trait à la signature du formulaire DND 626 (niveau d'autorité basé sur la valeur de la tâche et le signataire autorisé équivalent mentionné dans le MAA 1.4). **Note :** la personne qui signe cette attache de signature confirme que les travaux respectent la portée du contrat, que suffisamment de fonds sont prévus au contrat pour couvrir cette tâche et que le budget alloué à l'unité ou pour le projet le permet.

Services
Définissez brièvement le besoin (joignez l'ET) et établissez le coût de la tâche à l'aide de la soumission de l'entrepreneur selon le niveau de difficulté de celle-ci. Les modalités de paiement stipulées dans le contrat s'appliquent à la tâche. Si plusieurs d'entre elles sont prévues, énumérez ici celles/celles qui s'appliqueraient à la soumission pour la tâche à accomplir (p. ex. acompte fondé sur les étapes franchies; taux quotidien ou taux horaire établi selon la catégorie de main-d'œuvre; frais de déplacement et de séjour; prix fixe ou prix plafond; etc.). Toutes les modalités du contrat s'appliquent à cette autorisation de tâche et ne peuvent être négligées ou modifiées quant à la tâche en question. Il n'est donc pas nécessaire de répéter ces modalités générales afférentes au contrat sur le formulaire DND 626.

Prix
Mentionnez le coût de la tâche en la répartissant selon les frais afférents à chaque item mentionné dans la rubrique **Services**.

TPS/TVH
Mentionnez le montant de la TPS/TVH, s'il y a lieu.

Total
Mentionnez le coût total de la tâche. L'entrepreneur ne peut dépasser ce montant sans l'approbation du MDN. Le formulaire DND 626 modifié à l'appui. Le coût de la modification ne peut pas être supérieur à 50 p. 100 du montant initial prévu dans l'autorisation de tâche (ou au pourcentage prévu dans le contrat pour les modifications). Le coût total spécifié dans le formulaire DND 626, y compris toutes les modifications, ne peut dépasser le plafond de financement mentionné dans le contrat.

Ne s'applique qu'aux contrats de TPSGC
Le présent paragraphe s'applique uniquement aux autorisations de tâche accordées par TPSGC. On inscrira dans le formulaire DND 626 un plafond précis qui ne pourra être approuvé que par le MDN et un pourcentage selon lequel le MDN pourra approuver des modifications au formulaire DND 626 original. Les tâches dont le coût dépasse ces plafonds doivent être soumises à l'autorité contractante de TPSGC pour examen et signature avant qu'on autorise l'entrepreneur à débiter les travaux.

Note :
Les travaux ne peuvent commencer avant la date de signature de ce formulaire par le responsable du MDN, pour les tâches dont le coût est inférieur au plafond établi par le MDN, et par le MDN et TPSGC pour les tâches dont le coût dépasse le plafond établi par le MDN.

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ANNEX F

TASK AUTHORIZATION USAGE REPORT

The Contractor must provide quarterly Task Authorization (TA) usage reports . The Contractor agrees that it is their responsibility to implement a system for tracking TAs under this Contract for the purposes of providing usage reports. This is to ensure that the Limitation of Expenditure indicated for "as and when requested" Work under this Contract is not exceeded.

Each Task Authorization Usage Report must include all the completed TAs for goods and services supplied under this Contract.

Task Authorization Usage Report Submission Schedule:

Contract No.:	W7006-19RO77
Work Period:	

The Contractor must provide information on each completed TA using the following format:

TA NUMBER	TA DOLLAR VALUE (GST INCLUDED)	CUMULATIVE TA DOLLAR VALUE (GST INCLUDED)	COMMENTS
Total Dollar Value of TAs for this Period:			
Accumulated TAs to Date (Cumulative Dollar Value + Period Dollar Value):			

[] Check this box if you are submitting a NIL **REPORT** (We have not done any business with Canada under this Contract, for this period).

SEND TO:

Christie.maki@pwgsc-tpsgc.gc.ca

Or

Facsimile: (204) 983-7796 Attn: Christie Maki

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ANNEX G to PART 3 OF THE BID SOLICITATION

ELECTRONIC PAYMENT INSTRUMENTS

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

- ☐ () VISA Acquisition Card;
- ☐ () MasterCard Acquisition Card;
- ☐ () Direct Deposit (Domestic and International);
- ☐ () Electronic Data Interchange (EDI);

ANNEX H

MANDATORY AND POINT RATED CRITERIA

1. All aspects of this contract are subject to the provisions of the STATEMENT OF WORK (SOW)

- a) Where applicable, Bidders must provide supporting technical documentation, including but not limited to, specification sheets, technical brochures, photographs or illustrations, which demonstrates the Bidders ability to meet the mandatory and point rated technical criteria specifications. This documentation should be provided with the offer at solicitation close and be cross-referenced within the Compliance Matrix.
- b) If the supporting documentation referenced above has not been provided at solicitation closing, the Contracting Authority will notify the Offeror that they must provide supporting documentation within two (2) business days.
- c) Failure to comply with the request of the Contracting Authority within that time period will render the offer nonresponsive and the offer will not be given any further consideration.
- d) Canada will not evaluate information such as references to Web site addresses where additional information can be found.
- e) Bidders must address any concerns with the performance specifications in written detail to the Contracting Authority before bid closing as outlined in the Request for Proposal (RFP) document.
- f) Failure to meet each performance specification will result in the bid being deemed non-responsive, and be given no further consideration.

Mandatory Technical Specifications (M):

- g) Bidders should record whether they are compliant (YES) or (NO) for each of the specifications. The bidder must list any deviation from the mandatory requirements herein described in the Compliance Matrix
- h) Bidders should provide documentation to demonstrate compliance to each mandatory criterion as identified.
- i) Bidders should cross reference where in their technical bid, the technical specification is located.
- j) Where you have indicated YES, provide the specification being offered which meets or exceeds and cross-reference as to where the supporting documentation is found within your proposal. If there is insufficient space in the table, provide the appropriate details on a separate page in your proposal. Where published supporting documentation is not available in the form of brochures, technical data sheets etc., mark in the table "certification by signature"

Point Rated Criteria (P):

- k) Bidders must obtain a minimum passing mark of 60% overall for the technical evaluation criteria which are subject to point rating. The required minimum of 114 points. The rating is performed on a scale of 190 points.
- l) Bidders must provide information/documentation as requested. If there is insufficient space in the table, provide the appropriate details on a separate page in your proposal.

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Client Ref. No. - N° de réf. du client
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File No. - N° du dossier
WPG-8-41221

Buyer ID - Id de l'acheteur
wpg010
CCC No./N° CCC - FMS No./N° VME

MANDATORY TECHNICAL CRITERIA	POINT RATED TECHNICAL CRITERIA
M1 – Approved Maintenance Organization	P1 – Proposed Work Schedule and Work Commitment
M2 – Quality Control and Assurance	P2 – Workforce Qualifications and Experience
M3– Controlled Goods Certification	P3 – Past Experience – Technical
M4 – Past Experience - Technical	P4 – Past Experience – Project Turn-Around-Time
M5 – Points of Contact	P5 – Sub-Contracting Procedures
	P6 – Past Experience – Mission Specialized Aircraft

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MANDATORY TECHNICAL CRITERIA			
	Bidder is to indicate how they meet the specifications addressed below, by recording this information in this column	In this column Bidder is to cross-reference where this technical specification is located in their technical data sheet or narrative.	COMPLIANT YES/NO
M1 Approved Maintenance Organization (AMO) The Bidder must be a Transport Canada (TC), or equivalent (FAA, EASA, etc), Approved Maintenance Organization with the following aircraft approval: Bombardier (de Havilland) DHC-8 100; The Bidder must submit their TC or equivalent approval certificate(s) to prove compliance.			
M2 Quality Control and Assurance The Bidder must have a Quality Management System in place that is acceptable to the Director Quality Assurance (DQA). Acceptable industry-standard quality management systems include ISO 9001, AS9100C, and equivalents. If the Bidder holds one of the listed certifications, it must include a copy of its valid certificate with its response. No further information is required for such a Bidder. If the Bidder does not hold one of the listed certifications, it must have a quality management system in place that complies with ISO 9001:2008 elements. The Bidder must provide information regarding the quality system being used at the Bidder's facility applicable to this solicitation. The information provided must include: <ul style="list-style-type: none">• brief statements regarding the origin of the quality system (including any standards which were utilized in the development of the system);• scope of the quality system;• responsibility of key individuals within the organization with respect to the quality system;• the method of audit (include both internal and external audits); and• an uncontrolled copy of the organization's quality manual (electronic format preferred). Note: External audits should include both regulatory and non-regulatory organizations auditing the Bidder's quality management system. For the purpose of this evaluation, an external audit is considered to be one conducted by an entity other than the Bidder's regulatory agency (e.g. TC or FAA) or an entity within the Bidder's corporate structure. Note: The Bidder is not required to seek DQA acceptance for their equivalent Quality Management System prior to submitting the bid. If the Bidder requires DQA acceptance, the Bidder must submit their bid, including the above			

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<i>Information, and DQA will be included during the bid evaluation for the purposes of evaluating the Bidder's equivalent Quality Management System.</i>			
M3 Controlled Goods Certification The Bidder must provide proof of registration in the Controlled Goods Program.			
M4 Past Experience – Technical The Bidder must have carried out "C" checks on at least one DHC-8 per year over the last three years (from date of Request for Proposal), to the satisfaction of the client. The Bidder must state: the name of the client/company, number of DHC-8 "C" checks completed, induction date, and completion date.			
M5 Points of Contact The Bidder must provide a single point of contact who is responsible for the resolution of (1) technical, (2) logistical, and (3) administrative issues. Where a customer or account representative will be determined after contract award, the Bidder may provide the job description and indicate the representative's position within the Bidder's organization (e.g. through the use of an organization chart) in lieu of providing the name of an individual.			

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POINT RATED CRITERIA				
	Maximum Score	Bidder Points Scored	Bidder Response Provide cross-reference where the supporting information is found in your proposal	Point Rated Scoring Grid
P1 Proposed Work Schedule and Work Commitment The Bidder must provide a work schedule in the form of a Gantt Chart to detail the timelines for each phase of a representative Periodic Inspection 1&2 (Civilian "C" check) done concurrently with a Supplementary Inspection 1&2 (Civilian "A" check). Additional points will be awarded for shorter timeframes.	60			60 Points – The Bidder provides a Gantt Chart that schedules the completion of work in 45 calendar days or less. 30 Points – The Bidder provides a Gantt Chart that schedules the completion of work in between 46 and 60 calendar days. 10 Points – The Bidder provides a Gantt Chart that schedules the completion of work in between 61 and 90 calendar days.
P2 Workforce Qualifications and Experience The Bidder must provide the years of experience for at least five technicians that will be dedicated to the work detailed in the SOW. Experience must be provided in years employed in the maintenance of DHC-8 aircraft.	40			40 Points – The Bidder provides the complete qualifications and experience levels of at least five personnel involved in fulfilling the requirements of the SOW. The average level of experience in the maintenance of DHC-8 aircraft of these employees is five years or more. 20 Points – The Bidder provides the qualifications and experience levels of at least five personnel involved in fulfilling the requirements of the SOW. The average level of experience in the maintenance of DHC-8 aircraft of these employees is three years or more, but less than five years. 10 Points – The Bidder provides the qualifications and experience levels of at least five personnel involved in fulfilling the requirements of the SOW. The average level of experience in the maintenance of DHC-8 aircraft of these employees is one year or more, but less than three years.

<p>P3 Past Experience – Technical</p> <p>The Bidder must detail the extent of its previous experience with respect to heavy maintenance in the last three years (from date of Request For Proposal), to the satisfaction of past clients, especially as it relates to work on DHC-8 aircraft.</p> <p>For the purpose of assessing this factor the evaluation board will award points based on the number aircraft that completed heavy maintenance per year over the three year period.</p>	40		<p>40 Points – Work carried out on five or more DHC-8 aircraft per year.</p> <p>30 Points – Work carried out on five or more aircraft per year, including at least one DHC-8 per year.</p> <p>15 Points – Work carried out on two to four DHC-8 aircraft per year.</p> <p>5 Points – Work carried out on one to four aircraft per year, including at least one DHC-8.</p>
<p>P4 Past Experience – Project Turn-Around-Time (TAT)</p> <p>Based on past experience, the Bidder must provide an average Turn-Around-Time (TAT) for "C" checks on DHC-8. The Bidder must present this information from the past three years in reference to the list provided to P3 – Past Experience – Technical.</p> <p><i>Note: The TAT must be defined as the period from when the aircraft is inducted into maintenance at the Bidder's facility to the time it is ready for post-maintenance test flight.</i></p>	15		<p>15 Points – Average TAT is less than 45 calendar days</p> <p>10 Points – Average TAT is between 46 and 60 calendar days</p> <p>5 Points – Average TAT is between 61 and 90 calendar days</p>
<p>P5 Sub-Contracting Procedures</p> <p>The Bidder must describe what minimum criteria subcontractors must meet in order to carry out work on behalf of the Contractor, including quality system requirements, TC certifications, warranty considerations, etc.</p> <p><i>Note: The purpose of these point-rated criteria is to address the potential TAT delays that are associated to sub-contracting work. Additional points are awarded if there are no sub-contractors identified in the Bidder's proposal.</i></p>	20		<p>20 Points – The Bidder clearly states that subcontractors will not be utilized in the performance of work associated with this contract.</p> <p>10 Points – Subcontractors will be utilized but the Bidder provides detailed procedures deemed to be satisfactory in the performance of work associated with this contract. Bidder must demonstrate subcontractor meets criteria M1 and M2.</p>
<p>P6 Past Experience – Mission Specialized Aircraft</p> <p>The Bidder must show past experience with mission specialized aircraft configurations. Acceptable experience includes heavy maintenance and/or design of a mission specialized aircraft. Preference given for DHC-8 variants.</p>	15		<p>15 Points – Designed and maintained a DHC-8 Mission Specialized Aircraft.</p> <p>10 Points – Maintained or designed a DHC-8 Mission Specialized Aircraft.</p> <p>5 Points – Maintained or designed a Mission Specialized Aircraft.</p>