



**RETURN BIDS TO:**  
**RETOURNER LES SOUMISSIONS À:**

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

**REQUEST FOR PROPOSAL**  
**DEMANDE DE PROPOSITION**

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

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

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

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

**Comments - Commentaires**

**Vendor/Firm Name and Address**

**Raison sociale et adresse du  
fournisseur/de l'entrepreneur**

**Issuing Office - Bureau de distribution**

Defence Communications Division. (QD)  
11 Laurier St./11, rue Laurier  
Place du Portage, Phase III, 8C2  
Gatineau, Québec K1A 0S5

<b>Title - Sujet</b> LAND COMMAND SUPPORT SYSTEM	
<b>Solicitation No. - N° de l'invitation</b> W8486-173534/B	<b>Date</b> 2019-06-21
<b>Client Reference No. - N° de référence du client</b> W8486-173534	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$\$QD-035-27369	
<b>File No. - N° de dossier</b> 035qd.W8486-173534	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2019-08-09</b>	<b>Time Zone</b> <b>Fuseau horaire</b> Eastern Daylight Saving Time EDT
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Weronski, Radek	<b>Buyer Id - Id de l'acheteur</b> 035qd
<b>Telephone No. - N° de téléphone</b> (819) 420-1774 ( )	<b>FAX No. - N° de FAX</b> ( ) -
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b>  Specified Herein Précisé dans les présentes	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

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



Destination Code - Code destinataire	Destination Address - Adresse de la destination	Invoice Code - Code bur.-comptable	Invoice Address - Adresse de facturation
D - 1	CPO1 ADM (MAT) DGMEPM/DGLEPM/DGAEPM ON Canada	I - 1	DEP OF NATIONAL DEFENCE NDHQ DGLEPM 101 COLONEL BY DR. OTTAWA ON K1A 0K2 CANADA ATTENTION: JUSTIN ST LOUIS, DLP 7-2-3



Item Article	Description	Dest. Code Dest.	Inv. Code Fact.	Qty Qté	U. of I. U. de D.	Unit Price/Prix unitaire FOB/FAM Destination	Plant/Usine	Delivery Req. Livraison Req.	Del. Offered Liv. offerte
2	LTS LANDC4 ISR RFP - Contract	D - 1	I - 1	1	SU	\$	\$	See Herein	

## Contents

<b>PART 1 - GENERAL INFORMATION .....</b>	<b>4</b>
1. INTRODUCTION .....	4
2. SECURITY REQUIREMENT .....	4
3. REQUIREMENT .....	4
4. CONTROLLED GOODS PROGRAM .....	4
5. DEBRIEFINGS .....	4
6. TRADE AGREEMENTS .....	5
7. BASIS FOR CANADA'S OWNERSHIP OF INTELLECTUAL PROPERTY .....	5
8. PHASED BID COMPLIANCE PROCESS APPLIES TO THIS REQUIREMENT .....	5
<b>PART 2 - BIDDER INSTRUCTIONS .....</b>	<b>6</b>
1. STANDARD INSTRUCTIONS, CLAUSES AND CONDITIONS .....	6
2. SUBMISSION OF BIDS .....	6
3. ENQUIRIES - BID SOLICITATION .....	6
4. APPLICABLE LAWS .....	6
<b>PART 3 - BID PREPARATION INSTRUCTIONS .....</b>	<b>7</b>
1. BID PREPARATION INSTRUCTIONS .....	7
2. SECTION I: TECHNICAL BID .....	7
3. SECTION II: FINANCIAL BID .....	8
3.1 <i>Exchange Rate Fluctuation Risk Mitigation:</i> .....	8
4. SECTION III: CERTIFICATIONS .....	8
<b>PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION .....</b>	<b>9</b>
1. EVALUATION PROCEDURES .....	9
2. PHASED BID COMPLIANCE PROCESS .....	9
3. TECHNICAL EVALUATION .....	12
3.1 <i>Mandatory Technical Criteria:</i> .....	12
4. FINANCIAL BID EVALUATION .....	12
5. BASIS OF SELECTION – MANDATORY TECHNICAL CRITERIA .....	13
<b>PART 5 - CERTIFICATIONS .....</b>	<b>14</b>
1. CERTIFICATIONS REQUIRED WITH THE BID .....	14
1.1 INTEGRITY PROVISIONS - DECLARATION OF CONVICTED OFFENCES .....	14
2. CERTIFICATIONS PRECEDENT TO CONTRACT AWARD AND ADDITIONAL INFORMATION .....	14
2.1 INTEGRITY PROVISIONS – REQUIRED DOCUMENTATION .....	14
<b>PART 6 – SECURITY, FINANCIAL AND OTHER REQUIREMENTS .....</b>	<b>15</b>
1. SECURITY REQUIREMENTS .....	15
2. CONTROLLED GOODS REQUIREMENT .....	15
3. FINANCIAL CAPABILITY .....	15
<b>PART 7 - RESULTING CONTRACT CLAUSES .....</b>	<b>16</b>
1. SECURITY REQUIREMENT .....	16
2. REQUIREMENTS .....	16
3. STANDARD CLAUSES AND CONDITIONS .....	16
3.1 <i>Supplemental General Conditions</i> .....	16
3.2 <i>Additional SACC Clauses</i> .....	16
4. TERM OF CONTRACT .....	17

4.1	<i>Period of the Contract</i> .....	17
4.2	<i>Option to Extend the Period of the Contract</i> .....	17
5.	AUTHORITIES .....	17
5.1	<i>Contracting Authority</i> .....	17
5.2	<i>Technical Authority</i> .....	17
5.3	<i>Procurement Authority</i> .....	18
5.4	<i>Contractor's Representative</i> .....	18
6.	LIMITATION OF EXPENDITURE .....	18
7	BASIS OF PAYMENT .....	19
7.1	<i>For Category 1 – Free-flow Repair and Overhaul Work</i> .....	19
7.2	<i>For Category 2 Work – Task Authorizations</i> .....	19
7.3	<i>Task Authorizations</i> .....	19
7.4	<i>Travel and Living Expenses:</i> .....	19
8.	METHOD OF PAYMENT .....	20
8.1	<i>Method of Payment</i> .....	20
8.2	<i>Discretionary Audit</i> .....	20
8.3	<i>Time Verification</i> .....	20
8.4	<i>Cost Control</i> .....	20
9.	SACC MANUAL CLAUSES .....	20
10.	INVOICING INSTRUCTIONS .....	21
11.	CERTIFICATIONS .....	21
11.1	<i>Compliance</i> .....	21
11.2	<i>Federal Contractors Program for Employment Equity - Default by the Contractor</i> .....	21
12.	APPLICABLE LAWS .....	22
13.	PRIORITY OF DOCUMENTS .....	22
14.	PREPARATION FOR DELIVERY - CANADIAN-BASED CONTRACTOR .....	22
15.	PREPARATION FOR DELIVERY – CANADIAN FORCES PACKAGING SPECIFICATIONS .....	22
16.	PERIODIC USAGE REPORTS .....	22
16.1	<i>Quarterly Periods</i> .....	23
16.2	<i>Reporting Requirement- Details</i> .....	23
17.	SHIPPING ADDRESSES .....	23
18.	RELEASE DOCUMENTS – DISTRIBUTION .....	24
19.	PROACTIVE DISCLOSURE OF CONTRACTS WITH FORMER PUBLIC SERVANTS .....	24
20.	CONTRACTUAL DISPUTES .....	24
	<b>FEDERAL CONTRACTORS PROGRAM FOR EMPLOYMENT EQUITY – CERTIFICATION .....</b>	<b>25</b>

## List of Annexes

- Annex A: Statement of Work (SOW) – LTS-ISS
  - Appendix 1 to Annex A: SNAPS
  - Appendix 2 to Annex A: Test System
- Annex B: Logistics Statement of Work (LOG SOW)
- Annex C: Basis of Payment
- Annex D: SRCL
  - Appendix 1 to Annex D: IT Security Requirements
- Annex E: DND Form 626 – Task Authorization
- Annex F: PWGSC Form 1111 – Progress Claim
- Annex G: Evaluation Criteria
  - Appendix 1 to Annex G: Personnel Requirements
  - Appendix 2 to Annex G: Compliance Matrix

## PART 1 - GENERAL INFORMATION

### 1. Introduction

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

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Bidder Instructions: provides the instructions, clauses and conditions applicable to the bid solicitation;
- Part 3 Bid Preparation Instructions: provides Bidders with instructions on how to prepare their bid;
- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria that must be addressed in the bid, and the basis of selection;
- Part 5 Certifications and Additional Information: includes the certifications and additional information to be provided;
- Part 6 Security, Financial and Other Requirements: includes specific requirements that must be addressed by Bidders; and
- Part 7 Resulting Contract Clauses for Contract that includes the clauses and conditions that will apply to any resulting contract.

### 2. Security Requirement

There is a security requirement associated with this requirement. For additional information, see Part 6 – Security, Financial and Other Requirements, and Part 7 – Resulting Contract Clauses. For more information on personnel and agency security investigations, bidders should consult the Industrial Security Program (ISP) website of Public Works and Government Services Canada <http://www.tpsgc-pwgsc.gc.ca/esc-src/index-eng.html>.

### 3. Requirement

The Contractor must provide the services in accordance with Annex A – SOW and Annex B – LOG SOW.

### 4. Controlled Goods Program

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).

### 5. 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 of receipt of the results of the bid solicitation process. The debriefing may be in writing, by telephone or in person.

## **6. Trade Agreements**

The requirement is subject to the provisions of the Agreement on Internal Trade (AIT).

## **7. Basis for Canada's Ownership of Intellectual Property**

DND has determined that any intellectual property rights arising from the performance of the Work under the resulting contract will belong to Canada, for the following reasons, as set out in the [Policy on Title to Intellectual Property Arising Under Crown Procurement Contracts](#):

Statutes, regulations or prior obligations of Canada to a third party or parties preclude Contractor ownership of the Intellectual Property Rights in Foreground Information.

## **8. Phased Bid Compliance Process Applies to this Requirement**



## PART 2 - BIDDER INSTRUCTIONS

### 1. Standard Instructions, Clauses and Conditions

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

Bidders who submit a bid agree to be bound by the instructions, clauses and conditions of the bid solicitation and accept the clauses and conditions of the resulting contract.

The 2003 (2018-05-22) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

#### 1.1 SAAC Clauses

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

A9130T (2014-11-27) Controlled Goods Program

### 2. Submission of Bids

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

Due to the nature of the bid solicitation, bids transmitted by facsimile to PWGSC will not be accepted.

### 3. Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than ten (10) 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.

### 4. Applicable Laws

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

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

## PART 3 - BID PREPARATION INSTRUCTIONS

### 1. Bid Preparation Instructions

Canada requests that Bidders provide their bid in separately bound sections as follows:

Section I: Technical Bid (4 hard copies and 1 soft copy on DVD)

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 and the hard copy, the wording of the hard copy will have priority over the wording of the soft copy.

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

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

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

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

- 1.1 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
- 1.2 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.

### 2. Section I: Technical Bid

Canada requests that 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 and describe their approach in a thorough, concise and clear manner for carrying out the work.

In their technical bid, Bidders must address all the requirements of the Annex A - Statement of Work and Annex B – Logistics SOW on a paragraph-by-paragraph basis. Bidders must provide their responses and provide comments as to how they will carry out the work listed in Annex A and its appendices.

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.

Bidders should provide the page number and exact location of the brochures, document, and evidence of compliance, proof or any other material submitted with the Technical Bid to demonstrate compliance.

Bidders must provide their responses in its technical bid as per the following:



- i. A compliance statement ("Compliant" or "Non-compliant"). "Compliant" statement will be interpreted as meaning full agreement with the requirement, whereas a Non-complaint statement will be interpreted as meaning not in full agreement with the requirement and the proposal will be deemed non-responsive and not given any further consideration.
- ii. For mandatory requirements, statements such as "Read", "Comply with Intent", "Partial Compliance", "Noted" or the like will be considered as non-responsive; Paragraphs, elements and subparagraphs that convey information rather than a requirement must be marked with "Noted and Understood".

For Mandatory Technical Requirements, Bidders must follow instructions in Annex G – Evaluation Criteria for providing their responses.

### 3. Section II: Financial Bid

Bidders must follow the instructions in Annex G – Evaluation Criteria for submitting their pricing.

#### 3.1 Exchange Rate Fluctuation Risk Mitigation:

- 3.1.1 The Bidder may request Canada to assume the risks and benefits of exchange rate fluctuations. If the Bidder claims for an exchange rate adjustment, this request must be clearly indicated in the bid at time of bidding. The Bidder must submit form PWGSC-TPSGC 450 , Claim for Exchange Rate Adjustments with its bid, indicating the Foreign Currency Component (FCC) in Canadian dollars for each CLIN for which an exchange rate adjustment is required.
- 3.1.2 The FCC is defined as the portion of the price or rate that will be directly affected by exchange rate fluctuations. The FCC should include all related taxes, duties and other costs paid by the Bidder and which are to be included in the adjustment amount.
- 3.1.3 The total price paid by Canada on each invoice will be adjusted at the time of payment, based on the FCC and the exchange rate fluctuation provision in the contract. The exchange rate adjustment will only be applied where the exchange rate fluctuation is greater than 2% (increase or decrease).
- 3.1.4 At time of bidding, the Bidder must complete columns (1) to (4) on form PWGSC-TPSGC 450 , for each line item where they want to invoke the exchange rate fluctuation provision. Where bids are evaluated in Canadian dollars, the dollar values provided in column (3) should also be in Canadian dollars, so that the adjustment amount is in the same currency as the payment.
- 3.1.5 Alternate rates or calculations proposed by the Bidder will not be accepted for the purposes of this exchange rate fluctuation provision.

### 4. Section III: Certifications

Bidders must submit the certifications required under Part 5 in their Technical Bids.

## PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

### 1. Evaluation Procedures

- (a) Bidders will be evaluated to determine if they comply with the entire requirement of the RFP including the technical, and financial evaluation criteria.
- (b) Canada will use the Phased Bid Compliance Process (PBCP) described below.
- (c) An evaluation team composed of representatives of Canada will evaluate the Bids.
- (d) The definitions of mandatory requirements are as follows:

MANDATORY REQUIREMENTS: Bidders should note that all MANDATORY requirements are identified specifically with the word "shall", "must", "will", "mandatory". In the case where a MANDATORY item cannot be or is not complied with, the Bid shall not receive any further consideration.

- (e) Compliance with all of the mandatory provisions of the RFP, including, without limitation, all Annexes, Attachments and the terms and conditions applicable to any resulting contract is mandatory.

### 2. Phased Bid Compliance Process

#### 2.1 General

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

THE BIDDER ACKNOWLEDGES THAT THE REVIEWS IN PHASE I AND II OF THIS PBCP ARE PRELIMINARY AND DO NOT PRECLUDE A FINDING IN PHASE III THAT THE BID IS NON-RESPONSIVE, EVEN FOR MANDATORY REQUIREMENTS WHICH WERE SUBJECT TO REVIEW IN PHASE I OR II AND NOTWITHSTANDING THAT THE BID HAD BEEN FOUND RESPONSIVE IN SUCH EARLIER PHASE. CANADA MAY DEEM A BID TO BE NON-RESPONSIVE TO A MANDATORY REQUIREMENT AT ANY PHASE.

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

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

by Canada to provide the necessary documentation. Failure to meet this deadline will result in the Bid being declared non-responsive.

- d) The PBCP does not limit Canada's rights under Standard Acquisition Clauses and Conditions (SACC) 2003 (2018-05-22) Standard Instructions – Goods or Services – Competitive Requirements nor Canada's right to request or accept any information during the solicitation period or after bid solicitation closing in circumstances where the bid solicitation expressly provides for this right, or in the circumstances described in subsection (c).
- e) Canada will send any Notice or CAR by any method Canada chooses, in its absolute discretion. The Bidder must submit its response by the method stipulated in the Notice or CAR. Responses are deemed to be received by Canada at the date and time they are delivered to Canada by the method and at the address specified in the Notice or CAR. An email response permitted by the Notice or CAR is deemed received by Canada on the date and time it is received in Canada's email inbox at Canada's email address specified in the Notice or CAR. A Notice or CAR sent by Canada to the Bidder at any address provided by the Bidder in or pursuant to the Bid is deemed received by the Bidder on the date it is sent by Canada. Canada is not responsible for late receipt by Canada of a response, however caused.

## **2.2 Phase I: Financial Bid**

- a) After the closing date and time of this bid solicitation, Canada will examine the Bid to determine whether it includes a Financial Bid and whether any Financial Bid includes all information required by the solicitation. Canada's review in Phase I will be limited to identifying whether any information that is required under the bid solicitation to be included in the Financial Bid is missing from the Financial Bid. This review will not assess whether the Financial Bid meets any standard or is responsive to all solicitation requirements.
- b) Canada's review in Phase I will be performed by officials of the Department of Public Works and Government Services.
- c) If Canada determines, in its absolute discretion that there is no Financial Bid or that the Financial Bid is missing all of the information required by the bid solicitation to be included in the Financial Bid, then the Bid will be considered non-responsive and will be given no further consideration.
- d) For Bids other than those described in c), Canada will send a written notice to the Bidder ("Notice") identifying where the Financial Bid is missing information. A Bidder, whose Financial Bid has been found responsive to the requirements that are reviewed at Phase I, will not receive a Notice. Such Bidders shall not be entitled to submit any additional information in respect of their Financial Bid.
- e) The Bidders who have been sent a Notice shall have the time period specified in the Notice (the "Remedy Period") to remedy the matters identified in the Notice by providing to Canada, in writing, additional information or clarification in response to the Notice. Responses received after the end of the Remedy Period will not be considered by Canada, except in circumstances and on terms expressly provided for in the Notice.
- f) In its response to the Notice, the Bidder will be entitled to remedy only that part of its Financial Bid which is identified in the Notice. For instance, where the Notice states that a required line item has been left blank, only the missing information may be added to the Financial Bid, except that, in those instances where the addition of such information will necessarily result in a change to other calculations previously submitted in its Financial Bid, (for example, the calculation to determine a total price), such necessary adjustments shall be identified by the Bidder and only these adjustments shall be made. All submitted information must comply with the requirements of this solicitation.

- g) Any other changes to the Financial Bid submitted by the Bidder will be considered to be new information and will be disregarded. There will be no change permitted to any other Section of the Bidder's Bid. Information submitted in accordance with the requirements of this solicitation in response to the Notice will replace, in full, **only** that part of the original Financial Bid as is permitted above, and will be used for the remainder of the bid evaluation process.
- h) Canada will determine whether the Financial Bid is responsive to the requirements reviewed at Phase I, considering such additional information or clarification as may have been provided by the Bidder in accordance with this Section. If the Financial Bid is not found responsive for the requirements reviewed at Phase I to the satisfaction of Canada, then the Bid shall be considered non-responsive and will receive no further consideration.
- i) Only Bids found responsive to the requirements reviewed in Phase I to the satisfaction of Canada, will receive a Phase II review.

### 2.3 Phase II: Technical Bid

- a) Canada's review at Phase II will be limited to a review of the Technical Bid to identify any instances where the Bidder has failed to meet any Eligible Mandatory Criterion. This review will not assess whether the Technical Bid meets any standard or is responsive to all solicitation requirements. Eligible Mandatory Criteria are all mandatory technical criteria that are identified in this solicitation as being subject to the Phased Bid Compliance Process. Mandatory technical criteria that are not identified in the solicitation as being subject to the Phased Bid Compliance Process, will not be evaluated until Phase III.
- b) Canada will send a written notice to the Bidder (Compliance Assessment Report or "CAR") identifying any Eligible Mandatory Criteria that the Bid has failed to meet. A Bidder whose Bid has been found responsive to the requirements that are reviewed at Phase II will receive a CAR that states that its Bid has been found responsive to the requirements reviewed at Phase II. Such Bidder shall not be entitled to submit any response to the CAR.
- c) A Bidder shall have the period specified in the CAR (the "Remedy Period") to remedy the failure to meet any Eligible Mandatory Criterion identified in the CAR by providing to Canada in writing additional or different information or clarification in response to the CAR. Responses received after the end of the Remedy Period will not be considered by Canada, except in circumstances and on terms expressly provided for in the CAR.
- d) The Bidder's response must address only the Eligible Mandatory Criteria listed in the CAR as not having been achieved, and must include only such information as is necessary to achieve such compliance. Any additional information provided by the Bidder which is not necessary to achieve such compliance will not be considered by Canada, except that, in those instances where such a response to the Eligible Mandatory Criteria specified in the CAR will necessarily result in a consequential change to other parts of the Bid, the Bidder shall identify such additional changes, provided that its response must not include any change to the Financial Bid.
- e) The Bidder's response to the CAR should identify in each case the Eligible Mandatory Criterion in the CAR to which it is responding, including identifying in the corresponding section of the original Bid, the wording of the proposed change to that section, and the wording and location in the Bid of any other consequential changes that necessarily result from such change. In respect of any such consequential change, the Bidder should include a rationale explaining why such consequential change is a necessary result of the change proposed to meet the Eligible Mandatory Criterion. It is not up to Canada to revise the Bidder's Bid, and failure of the Bidder to do so in accordance with this subparagraph is at the Bidder's own risk. All submitted information must comply with the requirements of this solicitation.

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

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

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

### **3. Technical Evaluation**

#### **3.1 Mandatory Technical Criteria:**

- 3.1.1 The Phased Bid Compliance Process will apply to all Mandatory Technical Evaluation Criteria.
- 3.1.2 Technical Bids will be evaluated against the Mandatory Technical requirements specified in Annex G.
- 3.1.3 Technical bids will be evaluated for Compliant/Non-compliant assessment. If one or more of the Mandatory Requirements is not met, the bid will be declared non-responsive and will not be further evaluated.

### **4. Financial Bid Evaluation**

The Bid Price will be evaluated as follows:

- a. The price of the Bid will be evaluated in CAD dollars, DDP Destination Incoterms 2010 and excise taxes included, transportation and shipping charges included and the Goods and Services Tax or the Harmonized Sales Tax excluded, if applicable.
- b. Bids must be submitted in Canadian currency.
- c. The financial bids will be evaluated based on pricing received from Bidders in Annex G.

## **5. Basis of Selection – Mandatory Technical Criteria**

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



## PART 5 - CERTIFICATIONS

Bidders must provide the required certifications and associated 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 may render the bid non-responsive or constitute a default under the Contract.

### 1. Certifications Required with the Bid

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

#### 1.1 Integrity Provisions - Declaration of Convicted Offences

In accordance with the *Ineligibility and Suspension Policy* (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>), the Bidder must provide with its bid the required documentation, as applicable, to be given further consideration in the procurement process.

### 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 provided will render the bid non-responsive.

#### 2.1 Integrity Provisions – Required Documentation

In accordance with the *Ineligibility and Suspension Policy* (<http://www.tpsgc-pwgsc.gc.ca/ciif/politique-policy-eng.html>), the Bidder must provide the required documentation, as applicable, to be given further consideration in the procurement process.

#### 2.2 Federal Contractors Program for Employment Equity - Certification

The Bidder should provide this certification its bid submission as per the template provided at the bottom of this document.

## PART 6 – SECURITY, FINANCIAL AND OTHER REQUIREMENTS

### 1. Security Requirements

1.1 Before award of a contract, the following conditions must be met:

- (a) the Bidder must hold a valid organization security clearance as indicated in Part 7 - Resulting Contract Clauses;
- (b) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work sites must meet the security requirements as indicated in Part 7 - Resulting Contract Clauses;
- (c) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;
- (d) the Bidder's proposed location of work performance and document safeguarding must meet the security requirements as indicated in Part 7 - Resulting Contract Clauses;
- (e) the Bidder must provide the addresses of proposed sites or premises of work performance and document safeguarding.

1.2 Bidders are reminded to obtain the required security clearance promptly. Any delay in the award of a contract to allow the successful Bidder to obtain the required clearance will be at the entire discretion of the Contracting Authority.

1.3 For additional information on security requirements, Bidders should refer to the [Industrial Security Program \(ISP\)](http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html) of Public Works and Government Services Canada (<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>) website

### 2. Controlled Goods Requirement

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

### 3. Financial Capability

SACC Manual clause [A9033T](#) (2012-07-16) Financial Capability

## PART 7 - RESULTING CONTRACT CLAUSES

### 1. Security Requirement

- 1.1 The Contractor/Offeror must, at all times during the performance of the Contract, hold a valid Designated Organization Screening (DOS) with approved Document Safeguarding at the level of PROTECTED B, issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).
- 1.2 This contract includes access to controlled goods. Prior to access, the contractor must be registered in the Controlled Goods Program of Public Services and Procurement Canada.
- 1.3 The Contractor/Offeror personnel requiring access to PROTECTED information, assets or work site(s) must EACH hold a valid RELIABILITY STATUS, granted or approved by the CISD/PWGSC.
- 1.4 The Contractor MUST NOT utilize its Information Technology systems to electronically process, produce or store PROTECTED information until the CISD/PWGSC has issued written approval. After approval has been granted or approved, these tasks may be performed at the level of PROTECTED B.
- 1.5 Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/PWGSC.
- 1.6 The Contractor/Offeror must comply with the provisions of the:
  - (a) Security Requirements Check List and security guide (if applicable), attached at Annex D;
  - (b) Industrial Security Manual (Latest Edition)

### 2. Requirements

The Contractor must perform the Work in accordance with the Statement of Work at Annex A and LOG SOW at Annex B.

### 3. Standard Clauses and Conditions

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

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

#### 3.1 Supplemental General Conditions

4007 (2010-08-16), Canada to Own Intellectual Property Rights in Foreground Information

#### 3.2 Additional SACC Clauses

- |        |              |                          |
|--------|--------------|--------------------------|
| 1031-2 | (2008-05-12) | Contract Cost Principles |
| A9131C | (2014-11-27) | Controlled Goods Program |

B4060C (2011-05-16) Controlled Goods

## **4. Term of Contract**

### **4.1 Period of the Contract**

The period of the contract shall be for three (3) years from the date of contract award.

*(The actual start and finish dates will be inserted herein at the time of contract award.)*

### **4.2 Option to Extend the Period of the Contract**

The Contractor grants to Canada the irrevocable option to extend the period of the contract by up to two (2) additional one (1) year periods, one period at a time, as defined below. 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 thirty (30) calendar days before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

Option Period 1 - \_\_\_\_\_ to \_\_\_\_\_ referred as Option Year 1.

Option Period 2 - \_\_\_\_\_ to \_\_\_\_\_ referred as Option Year 2.

*Note: The actual start and finish dates of the Option Periods will be inserted herein at the time of contract award.*

## **5. Authorities**

### **5.1 Contracting Authority**

The Contracting Authority for the Contract is:

Radek Weronski  
Public Works and Government Services Canada  
Acquisitions Branch  
Defence and Major Projects Sector (DMPS)  
Place du Portage, Phase III, 11 Laurier Street, Gatineau, QC K1A 0S5  
Government of Canada

Telephone: (819) 420-1774

E-mail: [radek.weronski@tpsgc-pwgsc.gc.ca](mailto:radek.weronski@tpsgc-pwgsc.gc.ca)

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

### **5.2 Technical Authority**

The Technical Authority for the Contract is:

*(To be inserted at Contract award)*

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

### 5.3 Procurement Authority

The Procurement Authority for the Contract is:

*(To be inserted at Contract award.)*

The Procurement 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 financial and technical content of the Work under the Contract. Technical matters may be discussed with the Procurement Authority; however the Procurement Authority has no authority to authorize changes to the scope of the Work or the pricing in the Basis of Payment (Annex C). Changes to the scope of the Work or the Basis of Payment can only be made through a contract amendment issued by the Contracting Authority.

### 5.4 Contractor's Representative

The person responsible for:

#### General enquiries

Name: \_\_\_\_\_

Telephone No.: \_\_\_\_\_

Facsimile No.: \_\_\_\_\_

E-mail address: \_\_\_\_\_

#### Delivery follow-up

Name: \_\_\_\_\_

Telephone No.: \_\_\_\_\_

Facsimile No.: \_\_\_\_\_

E-mail address: \_\_\_\_\_

## 6. Limitation of Expenditure

Canada's total liability to the Contractor under the Contract must not exceed \$ \_\_\_\_\_. Customs duties are included and Applicable Taxes are extra.

No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:

- a. when it is 75 percent committed, or
- b. four (4) months before the contract expiry date, or

- c. as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work, whichever comes first.

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 Basis of Payment**

The Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of the Work as determined in accordance with the Basis of Payment in Annex C. Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.

### **7.1 For Category 1 – Free-flow Repair and Overhaul Work**

For authorized in-plant free flow R&O, modification, contract furnished material and/ or reduction to spares services in accordance with the requirements of the contract, the Contractor shall be paid the Firm hourly Labour rates and Markups, as applicable in Canadian dollars, Customs duties are included and Applicable Taxes are extra, if applicable.

For authorized in-factory repairs the Contractor shall be paid in CAD dollars at the applicable Firm Fixed Daily Rates in accordance with the Annex C – Basis of Payment.

### **7.2 For Category 2 Work – Task Authorizations**

For work and services satisfactorily performed when authorized by the Procurement Authority under a Task Authorization form i.e. DND 626, the contractor shall be paid in accordance with the payment terms specified in the 626 (i.e. Firm Fixed Price or Ceiling Price or Limitation of Expenditure price) utilizing the labour rates and mark-up listed in Annex C – Basis of Payment, plus the GST and HST, as applicable.

### **7.3 Task Authorizations**

The Contractor will be paid for the Work specified in the authorized task authorization, in accordance with the Basis of Payment at Annex C.

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

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

### **7.4 Travel and Living Expenses:**

The Contractor will be reimbursed its authorized travel and living expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for profit and/or administrative overhead, in accordance with the meal, private vehicle and incidental expenses provided in Appendices B, C and D of the National Joint Council Travel Directive, (<http://www.njc-cnm.gc.ca/directive/travel-voyage/index-eng.php>), and with the other provisions of the directive referring to "travelers", rather than those referring to "employees".

All travel must have the prior authorization of the Procurement Authority. All payments are subject to government audit.

*Note: Finalized Annex C will be incorporated at the time of contract award that will include the proposed Hourly Labour Rates and Mark-up.*

## **8. Method of Payment**

### **8.1 Method of Payment**

SACC Manual Clause H1008C (2008-05-12) Monthly Payments

### **8.2 Discretionary Audit**

SACC Manual Clause C0101C (2010-01-11) Discretionary Audit

### **8.3 Time Verification**

SACC Manual Clause C0710C (2007-11-30) Time and Contract Price Verification

SACC Manual Clause C0711C (2008-05-12) Time Verification

### **8.4 Cost Control**

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

## **9. SACC Manual Clauses**

A2000C (2006-06-16) Foreign Nationals (Canadian Contractor)  
 A2001C (2006-06-16) Foreign Nationals (Foreign Contractor)  
 A9006C (2012-07-16) Defence Contract  
 A9117C (2007-11-30) T1204 - Direct Request by Customer Department  
 B4019C (2015-02-25) United States Military Specifications and Standards  
 C0307C (2014-06-26) Cost Submission  
 C0705C (2010-01-11) Discretionary Audit  
 C2000C (2007-11-30) Taxes - Foreign-based Contractor  
 C2604C (2013-04-25) Customs Duties, Excise Taxes and Applicable Taxes – Non Resident  
 C2605C (2008-05-12) Canadian Customs Duties and Sales Tax – Foreign-based Contractor  
 C2606C (2008-05-12) Custom Duties and Excise Taxes - Exemption  
 C2610C (2007-11-30) Custom Duties – Department of National Defence - Importer  
 C2611C (2007-11-30) Custom Duties – Contractor Importer  
 C2800C (2013-01-28) Priority Rating  
 C2801C (2014-11-27) Priority Rating - Canadian Contractors  
 C6000C (2011-05-16) Limitation of Price  
 D0050C (2007-05-25) End User Certificate  
 D4001C (2008-12-12) Shipping Instructions - Delivery at Destination  
 D5510C (2014-06-26) Quality Assurance Authority (DND) - Canadian-based Contractor

D5515C (2010-01-11)	Quality Assurance Authority (Department of National Defence) - Foreign-based and United States Contractor
D5540C (2010-08-16)	ISO 9001:2008 - Quality Management Systems - Requirements (Quality Assurance Code Q)
D5604C (2008-12-12)	Release Documents (DND) - Foreign-based Contractor
D5605C (2010-01-11)	Release Documents (DND) - United States-based Contractor
D5606C (2012-07-16)	Release Documents (DND) - Canadian-based Contractor
D9002C (2007-11-30)	Incomplete Assemblies
G1005C (2008-05-12)	Insurance
L0005C (2008-05-12)	Special Production and Special Test Equipment Owned by Canada
L5001C (2008-05-12)	Surplus Government Property

## 10. Invoicing Instructions

- 10.1 The Contractor must submit a claim for payment using form PWGSC-TPSGC 1111, Claim for Progress Payment. Each claim must show:
  - a. all information required on form PWGSC-TPSGC 1111;
  - b. all applicable information detailed under the section entitled "Invoice Submission" of the general conditions; and
  - c. the description and value of the work claimed as detailed in the Contract.
- 10.2 Applicable Taxes must be calculated on the total amount of the claim before the holdback is applied. At the time the holdback is claimed, there will be no Applicable Taxes payable as it was claimed and payable under the previous claims for progress payments.
- 10.3 The Contractor must not submit claims until all work identified in the claim is completed.
- 10.4 Invoices must be distributed as follows:
  - (a) The original invoice (hard copy) and one (1) e-copy must be forwarded to the Procurement Authority identified under the section entitled "Authorities" of the Contract.
  - (b) An e-copy must be sent to the consignee.
  - (c) One (1) e-copy must be forwarded to the Contracting Authority and the Technical Authority identified under the section entitled "Authorities" of the Contract.

## 11. Certifications

### 11.1 Compliance

The continuous compliance with the certifications provided by the Contractor in its bid and the ongoing cooperation in providing associated information are conditions of the Contract. Certifications are subject to verification by Canada during the entire period of the Contract. If the Contractor does not comply with any certification, fails to provide the associated information, or if it is determined that any certification made by the Contractor in its bid is untrue, whether made knowingly or unknowingly, Canada has the right, pursuant to the default provision of the Contract, to terminate the Contract for default.

### 11.2 Federal Contractors Program for Employment Equity - Default by the Contractor



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

## 12. Applicable Laws

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

## 13. Priority of Documents

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

- a. The Articles of Agreement;
- b. 2035 (2018-06-21) General Conditions – Services (Higher Complexity);
- c. The supplemental conditions 4007 (2010-08-16), Canada to Own Intellectual Property Rights in Foreground Information;
- d. Annex A – Statement of Work
- e. Annex B – Logistics SOW; and
- f. The Contractor's bid dated \_\_\_\_\_.

## 14. Preparation for Delivery - Canadian-based Contractor

- 14.1 Preservation and packaging for all items must be in accordance with the Canadian Forces packaging specification D-LM-008-001/SF-001, and must be marked to D-LM-008-002/SF-001. Form Level B Package Data Form Required must be in accordance with D-LM-008-011/SF-001.
- 14.2 Packaging data forms previously approved by Canadian authorities are acceptable.
- 14.3 Approved coded packaging data is shown immediately below the description of the item to which it applies. Where no data is shown, the Contractor must submit a packaging data form for approval.

## 15. Preparation for Delivery – Canadian Forces Packaging Specifications

The Contractor must prepare all Items for delivery in accordance with the latest issue of the Canadian Forces packaging specifications D-LM-008-035/SF-001, Electrostatic Discharge Protective Packaging - Electronic Parts, Assemblies and Equipment.

## 16. Periodic Usage Reports

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

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

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

### 16.1 Quarterly Periods

The Quarterly Periods are defined as follows:

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

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

### 16.2 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:**

- a. the authorized task number or task revision number(s);
- b. a title or a brief description of each authorized task;
- c. the total estimated cost specified in the authorized Task Authorization (TA) of each task, GST or HST extra;
- d. the total amount, GST or HST extra, expended to date against each authorized task;
- e. the start and completion date for each authorized task;
- f. the active status of each authorized task, as applicable; and
- g. total funds committed and expended including and excluding taxes.

**For all authorized tasks:**

- a. the amount (GST or HST extra) specified in the contract (as last amended, as applicable) as Canada's total liability to the contractor for all authorized TAs; and
- b. the total amount, GST or HST extra, expended to date against all authorized TA's.

## 17. Shipping Addresses

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

1. Incoterms 2010 "DDP Delivered Duty Paid" 25 CFSD.
2. The Contractor must deliver the goods to Canadian Forces (CF) Supply Depots by appointment only. The Contractor or its carrier must arrange delivery appointments by contacting the Depot Traffic Section at the appropriate location shown below. The consignee may refuse shipments when prior arrangements have not been made.

25 CF Supply Depot Montreal  
Montreal, Qué.  
Telephone: 1-866-935-8673 (toll free), or  
514-252-2777, ext. 2363 / 4673 / 4282 E-mail: [25DAFCTrafficRDV@forces.gc.ca](mailto:25DAFCTrafficRDV@forces.gc.ca)

## 18. Release Documents – Distribution

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

- a. One (1) copy mailed to consignee marked: "Attention: Receipts Officer";
- b. Two (2) copies with shipment (in a waterproof envelope) to the consignee;
- c. One (1) copy to the Contracting Authority;
- d. One (1) copy to:  
National Defence Headquarters  
Mgen George R. Pearkes Building  
101 Colonel By Drive  
Ottawa, ON K1A 0K2  
Attention: \_\_\_\_\_
- e. One (1) copy to the Quality Assurance Representative;
- f. One (1) copy to the Contractor; and
- g. For all non-Canadian contractors, one (1) copy to:

DQA/Contract Administration  
National Defence Headquarters  
Mgen George R. Pearkes Building  
101 Colonel By Drive  
Ottawa, ON K1A 0K2  
E-mail: [ContractAdmin.DQA@forces.gc.ca](mailto:ContractAdmin.DQA@forces.gc.ca).

## 19. 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.

## 20. Contractual Disputes

The following procedures for the settlement of any disputes which may arise throughout the life of this Contract shall prevail:

- 20.1 Disputes arising from this Contract will in the first instance be resolved by the Contracting Authority and the Contractor's Contract Administrator within fifteen (15) working days or such additional time as may be agreed to by both parties.
- 20.2 Failing resolution under (1) above, the Manager, Defence Communications Division, Electronics, Munitions and Tactical Systems Procurement Directorate (EMTSPD), Defence and Major Projects Sector (DMPS) and the Contractor's Representative Supervisor will attempt to resolve the dispute within an additional fifteen (15) working days.

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

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

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

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

Complete both A and B.

A. Check only one of the following:

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

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

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

**OR**

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

B. Check only one of the following:

- ☐ B1. The Bidder is not a Joint Venture.

**OR**

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

## **ANNEX A**

**W8486-173534**

**LAND COMMAND, CONTROL, COMMUNICATIONS,  
COMPUTERS, INTELLIGENCE, SURVEILLANCE AND  
RECONNAISSANCE (LC4ISR)**

**TEST SYSTEM (LTS)**

**IN-SERVICE SUPPORT (LTS-ISS)**

**STATEMENT OF WORK**

## Table of Contents

1	Introduction .....	1
1.1	Objective.....	1
1.2	Background.....	1
1.3	Scope .....	2
1.4	SOW Structure and Content .....	2
2	Applicable Documents .....	4
2.1	Applicability.....	4
2.2	Standards .....	4
2.3	Canadian Forces Technical Orders (CFTOs) .....	4
2.4	Documents .....	5
2.5	Glossary and Abbreviations.....	5
3	General Requirements .....	9
3.1	Category 1: Repair and Overhaul Work .....	9
3.1.1	General.....	9
3.1.2	Summary R&O Findings Report .....	9
3.2	Category 2: Task Based Work.....	10
3.2.1	General.....	10
3.2.2	Task Implementation Plan (TIP).....	10
3.2.3	Task Closure Report. ....	10
3.2.4	Contractor Training.....	11
3.4	Integrated Teaming.....	11
3.5	Personnel Requirements .....	11
3.6	Canadian Controlled Goods Program (CGP) Supplied Information .....	11
3.7	Audit, Inspection, and Site Access .....	11
3.8	Facility Security Clearance.....	12
4	Project Management.....	13
4.1	General.....	13
4.2	LTS-ISS Project Manager .....	13
4.3	Project Control.....	13
4.3.1	Monitoring and Control .....	13
4.3.2	Monthly Progress Reports.....	14
4.3.3	Task Kickoff Meetings .....	14
4.3.4	Progress Review Meetings.....	15

4.3.5	Progress Review Agenda and Minutes .....	15
4.3.6	Other Meetings and Reviews .....	15
4.4	Risk Management .....	16
4.5	Personnel Management.....	16
4.6	Configuration Management, Data Management and Requirements Management (CM-DM-RM) Services .....	16
4.6.1	General .....	16
4.6.2	Configuration Management, Data Management and Requirements Management (CM-DM-RM) Program .....	17
4.6.3	Documentation Management .....	17
4.6.4	Requirements Management .....	17
4.7	Quality Assurance Program .....	17
4.8	Independent Verification and Validation (IV&V) Agent .....	17
4.9	Integrated Information Exchange (IIE) .....	18
4.10	Canada Owned Resources Management .....	18
4.10.1	General .....	18
4.10.2	Canada Owned Resource Utilization and Status .....	19
4.10.3	Return of Government Furnished Information and Equipment .....	19
4.11	Security .....	19
4.12	Travel .....	19
4.13	Continuous Support .....	20
4.14	Contract Closeout .....	20
4.15	Contract Closeout Report .....	20
5	Engineering Services .....	21
5.1	General .....	21
5.2	Engineering Program .....	21
5.3	Engineering Support Services .....	21
5.3.1	General .....	21
5.3.2	Analyse and Implement Test System Requirements .....	21
5.3.3	Conduct Technical Investigations and Make Recommendations .....	22
5.3.4	Evaluate Obsolescence, Recommend and Implement Solutions .....	22
5.3.5	Identify Technical Options .....	23
5.3.6	Process Engineering Changes to the LTS Baselines .....	23
5.3.7	Design, Develop, Procure, Build, Assemble, Integrate and Test Prototypes .....	24
5.3.8	Implement Approved Modifications and Updates .....	24
5.3.9	Define, Develop and Implement Test Scripts .....	24
5.3.10	Provide Test, Qualification and System Integration Support for the LTS .....	24
5.3.11	Manage and Investigate Problem Reports .....	25

5.4	Engineering Disciplines.....	26
5.4.1	General.....	26
5.4.2	LTS Systems Engineering Services .....	26
5.4.3	Hardware Engineering Services.....	26
5.4.4	Software Engineering.....	27
5.5	Engineering Process Overview.....	27
5.5.1	General.....	27
5.5.2	Phase One –Definition .....	27
5.5.3	Phase Two – Preliminary Design.....	28
5.5.4	Phase Three – Critical Design and Prototype .....	28
5.5.5	Phase Four – Functional and Environmental Qualification.....	29
6	Production, Assembly and Factory Acceptance.....	31
6.1	General.....	31
6.2	Production Assembly and Factory Acceptance Reporting .....	31
6.3	Engineering Design Changes, Deviations, and Waivers .....	31
6.4	Condition of Components and Material .....	31
6.5	Production.....	32
6.5.1	General.....	32
6.5.2	Validation of TDP.....	32
6.5.3	Initialization Phase.....	32
6.5.4	Initial Production Phase .....	34
6.5.5	Full Production.....	35
6.6	Production Test Requirements.....	36
6.6.1	General.....	36
6.6.2	Storage of Production Test Data .....	36
6.6.3	Calibration and Maintenance .....	36
6.6.4	Testing with Government Furnished Equipment.....	36
6.6.5	Known Good Units .....	36
6.6.6	Preventive Maintenance.....	36
6.6.7	Production Test Failure Repair and Analysis .....	37
6.6.8	Production Test Failure Debug and Repair.....	37
6.6.9	Production Test Data Capture, Analysis and Reporting .....	37
6.6.10	Production Problem Resolution .....	37
6.6.11	Commercial Off The Shelf Component Testing.....	38
6.7	Production Item Delivery .....	38
7	Integrated Logistics Support (ILS).....	39
7.1	General.....	39
7.2	Training .....	39
7.3	Publications / Documentation.....	39
7.3.1	Technical Data Package .....	40



7.3.2	TDP Elements .....	41
7.4	Packaging, Handling, Storage and Transportation (PHST).....	41
7.4.1	General.....	41
7.4.2	Delivery Item Markings .....	41
8	Support To Operations .....	43
8.1.1	General.....	43
8.1.2	Field Service Representatives .....	43
8.1.3	Technical Assistance Visit (TAV) .....	44
8.1.4	Fielding Support.....	44
9	Environmental, Health and Safety .....	45
9.1	General.....	45
9.2	Safety .....	45

## APPENDICES

Appendix 1 SNAPS List

Appendix 2 Current Suite of LC4ISR Test Equipment

## **1 Introduction**

### **1.1 Objective**

1.1.1 This Statement of Work (SOW) defines the scope of work to be undertaken by the Contractor to implement the Land Command, Control, Communications, Computers, Intelligence, Surveillance and Reconnaissance (LC4ISR) Test System (LTS) In-Service Support (LTS-ISS) Project. The LTS, identified in Appendix 2, “Current Suite of LC4ISR Test Equipment to be maintained”, is used to provide first and second level test support to the Canadian Army’s suite of Radio and Network communication equipment. LTS maintenance and support will focus on addressing current LTS obsolescence issues, optimizing the types of LTS specific test equipment required and increasing the capacity of the LTS to service new Army tactical communication capabilities.

1.1.2 The measure of the Contractor’s achievement will be the successful completion of tasks assigned in support of the current LTS Components identified in Appendix 2 and future LTS Components. The tasks will be in support of the following objectives:

- a. Management of the existing and future LTS equipment baselines;
- b. Responsive turnaround times for maintenance of LTSs requiring calibration, repair and/or overhaul;
- c. Responsive resolution of field domain problems and mission-specific requirements; and
- d. Successful acquisition, build, assembly, integration, testing and deployment of LTS hardware and software.

### **1.2 Background**

1.2.1 The LC4ISR provides secure communications between the dispersed elements of the Canadian Army. It integrates different types of Radio and Network communication systems and provides the connectivity, resource management, and network services for the movement of information amongst Canadian Army Headquarters (HQs), mobile vehicles, and dismounted soldiers. Typical deployments include line and radio communications systems consisting of highly mobile ad-hoc networks, traditional broadcast radio networks, and high speed local area networks at the tactical level with links and gateways to reach the strategic level, local authorities, allied partners, and joint systems.

1.2.2 The Director Land Command Systems Program Management (DLCSPM) has the responsibility to maintain and keep current the test systems used to ensure that the Canadian Army’s suite of RF and Network communication systems continue to function correctly in garrison, during training evolutions and in the operational field. The test system capability is maintained for the duration that the corresponding radio or network equipment remains in-service and is based on the maintenance concept for each type of LC4ISR equipment. The current test equipment is maintained and upgraded by a variety of contractors and vendors. The intent of the LTS-ISS Project is to consolidate the development, procurement and in-service support of all aspects of the LC4ISR Test Systems with one Contractor.

1.2.3 The current LC4ISR test equipment suite identified in Appendix 2, consists of a closed architecture, with purpose-built software and hardware systems designed in the early 1980's. These systems have become increasingly difficult to support as component availability is dwindling, and the specialist skill sets needed to maintain older technologies are no longer readily available. The expectation is that future test systems will avoid these problems by maximizing the use of Commercial Off-The -Shelf (COTS) components and adhering to commercial software standards.

### **1.3 Scope**

1.3.1 The types of work expected to be performed by the Contractor under the LTS-ISS Project include:

- a. Project Management;
- b. LTS obsolescence engineering;
- c. LTS requirements engineering;
- d. LTS design and development engineering;
- e. LTS qualification and integration testing;
- f. LTS Component procurement / production;
- g. Integrated Logistics Support;
- h. Preparation of Technical Data Packages (TDP) and procurement specifications;
- i. Maintenance Support (ISS) of legacy and future LTS components;
- j. Support to Field Operations; and
- k. Environmental Health and Safety.

### **1.4 SOW Structure and Content**

1.4.1 The SOW is structured as follows:

Section 1: Introduction

Section 2: Applicable Documents – lists documentation referenced by this SOW

Section 3: General Requirements – details requirements associated with this work and process overview

Section 4: Management Services

Section 5: Engineering Services

Section 6: Production, Assembly and Factory Acceptance

Section 7: Integrated Logistics Support

Section 8: Maintenance Support Services

Section 9: Environmental, Health and Safety

Appendices

Appendix 1 SNAPS List

Appendix 2 Current Suite of LC4ISR Test Equipment

## 2 Applicable Documents

### 2.1 Applicability.

2.2.1 Applicable documents are identified in the LTS-ISS Contract, W8476-173534 (hereafter referred to as the Contract) Annex A. Documents identified in the Contract take precedence over documents identified in this SOW. This SOW takes precedence over the LOG SOW Annex B, "Logistics Statement of Work for Repair & Overhaul Contracts". Unless otherwise specified or authorized by the Technical Authority, the effective issue of all publications, specifications and other documents identified must be the issue, with amendments, at the revision in effect on the Contract award. As new revisions are issued they must become part of this requirement, as approved by the Technical Authority.

### 2.2 Standards

ANSI/EIA 649B:	Configuration Management. 2011
ISO 9001	International Standards Organization: Quality Management Systems
ISO 14001	Environmental Management Systems, Requirements with Guidance for Use
ISO 14764:2006	Software Engineering –Software Life Cycle Process. Maintenance
ISO 15289:2015	Systems and Software Engineering. Content of Life-Cycle Information Items -
OHSAS-18001	Occupational Health and Safety – Assessment Series
MIL HDBK 61A	Configuration Management Guidance
MIL-STD 31000A	Technical Data Packages
MIL-STD 882E	System Safety Society
STANAG 2290	NATO Unique Identification of Numbers
DND 672	Design Change/Deviation Request
DND 675	Waiver Request
PWGSC 1379	Work Arising Form
IPC-A-610 Class3	Acceptability of Electronics Assemblies Training and Certification Program
IPC/WHMA-A-620B Class 3	Detection and Measurement of Ionic Surface Contamination

### 2.3 Canadian Forces Technical Orders (CFTOs)

A-SJ-100-001/AS-000	DND Security Orders
A-LM-007-014/AG-001	Canadian Forces Supply Manual

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A-LM-184-001/JS-001	Special Instructions: Repair and Overhaul Contractors
C-02-008/TS-000	General Safety Lithium Batteries Handling, Storage, Preservation and Disposal Instructions
C-53-996-B00/MB-001	Operations Instructions - Test Program Set, Digital Equipment Optical
C-53-996-AF0/MX-001	Illustrated Repair Parts Manual and Scale, Test Suite IFR-1600
C-53-996-BA0/MX-001	IRIS - Test Program Set New Generation (TPSNG)
C-53-996-AA0/MB-001	Operating Manual - IFR 1600
C-53-996-A00/MB-001	Operation Instructions - Adapter, Test J4843A/GRM, Plug-In Unit, Electronic, Test Equipment PL-5005/GRM, Power Supply PP-8468A/ARM-204
D-LM-008-002/SF-001	Specification for Marking For Storage And Shipment
D-01-400-001/SG-000	Specifications for Engineering Drawing Packages
D-01-400-002/SF-000	Specification for Levels of Engineering Drawings and Associated Lists
D-012-100-215/SF-000	Material Change Notices

## 2.4 Documents

2.4.1 Equipment Check Lists (ECL) are identified in Appendix 2, “Current Suite of LC4ISR Test Equipment to be Maintained”.

## 2.5 Glossary and Abbreviations

AAS	Advanced Accountable Spares
ADM(MAT)	Assistant Deputy Minister (Material)
AVL	Alternate Vendor List
BOM	Bill Of Material
CA	Contracting Authority
CCA	Circuit Card Assembly
CCI	Controlled Cryptographic Items
CDR	Critical Design Review
CFTO	Canadian Forces Technical Order
CGP	Controlled Goods Program
CIS	Contractor Issued Spares
CM	Configuration Management
	Configuration Management-Documentation Management-Requirements
CM-DM-RM	Management
CoC	Certificate of Compliance
COTS	Commercial Off The Shelf

CRPA-CIS	Contractor Repair Parts Account / Contract Issued Spares
CSCI	Computer Software Configuration Item
DID	Data Item Description
DLCSPM	Director Land Command Systems Program Management
DND	Department of National Defence
DRMIS	Defence Resource Management Information System
DWAN	Defence Wide Area Network
ECAD	Electronic Computer Aided Design
ECL	Equipment Check Lists
ECR	Engineering Change Request
EHS	Environmental Health and Safety
EMS	Environmental Management System
ETM	Engineering Test Models
FAAP	First Article Approval Procedure
FAI	First Article Inspection
FAIR	First Article Inspection Report
FCA	Functional Configuration Audits
FPRR	Full Production Readiness Review
FRACAS	Failure Reporting and Corrective Action System
FSR	Field Service Representatives
GFA	Government Furnished Assets
GFE	Government Furnished Equipment
GFI	Government Furnished Information
GFOS	Government Furnished Overhaul Spares
GFV	Government Furnished Vehicles
GSM	Government Supplied Material
HQ	Headquarter
HWCI	Hardware Configuration Item
IAW	In Accordance With
ICD	Interface Control Document
IIE	Integrated Information Exchange
ILS	Integrated Logistics Support
ISS	In-Service Support
IV&V	Independent Verification and Validation
LC4ISR	Land Command, Control, Communications, Computers, Intelligence, Surveillance and Reconnaissance
LOE	Level Of Effort
LOG	Logistics
LTS	LC4ISR Test System
LTS-ISS	LC4ISR Test System – In-Service Support
MCAD	Mechanical Computer Aided Design
MCN	Material Change Notice
MPR	Monthly Progress Reports
MRC	Maximum Repair Cost
MRP	Mobile Repair Parties

NATO	North Atlantic Treaty Organization
OEM	Original Equipment Manufacturer
OGD	Other Government Departments
OHSMS	Occupational Health and Safety Management System
PA	Procurement Authority
PCA	Physical Configuration Audits
PCB	Printed Circuit Board
PDR	Preliminary Design Review
PHST	Packaging, Handling, Storage and Transportation
PI	Procurement Instruments
PM	Project Manager
PMIS	Project Management Information System
POC	Point Of Contact
PRM	Progress Review Meeting
PRR	Priority Repair Request
PRR	Production Readiness Review
PSPC	Public Services and Procurement Canada
QA	Quality Assurance
QAR	Quality Assurance Representative
QTDP	Qualification Test Description and Procedures
QTM	Qualification Test Models
R&O	Repair & Overhaul
RCA	Root Cause Analysis
RMA	Repair Material Account
SDR	System Design Review
SITS	Special Investigations and Technical Studies
SNAPS	Selection Notice and Priority Summary
SNOM	Selection Notice Observation Message
SOW	Statement of Work
SPR	System Problem Report
SRCL	Security Requirements Checklist
TA	Technical Authority
TAT	Turn Around Time
TAT	Turn-Around-Time
TAV	Technical Assistance Visits
TDP	Technical Data Packages
TFR	Technical Failure Reports
TIES	Technical Investigation & Engineering Study
TIP	Task Implementation Plan
TLA	Top Level Assembly
TPS	Test Program Set
TPSNG	Test Program Set New Generation
TRR	Test Readiness Review
UCR	Unsatisfactory Condition Report



UOR	Urgent Operational Requirements
VDD	Version Description Document
VRCM	Verification Cross Reference Matrices
WBS	Work Breakdown Structure

### **3 General Requirements**

#### **3.1 Category 1: Repair and Overhaul Work**

##### **3.1.1 General**

3.1.1.1 The Contractor must perform Free Flow Repair & Overhaul (R&O) Work In Accordance With (IAW) Annex B, Logistics Statement of Work for Repair & Overhaul Contracts. Free Flow Repair & Overhaul items are authorized on the Selection Notice and Priority Summary (SNAPS) list posted by the National Defence Quality Assurance Representative (NDQAR) on the Defence Resource Information Management System (DRMIS).

3.1.1.2 The following must apply to all requisitioned R&O services:

- a. All parts supplied by the Contractor in performing any maintenance service must be new and of equivalent manufacture. The Contractor must not include equipment/components that are re-manufactured or refurbished without the written approval of the Technical Authority;
- b. If any maintenance service cannot be completed within the designated time-frame, the Contractor must immediately notify the Technical Authority of the reason for the delay, the corrective action being taken to expedite the service, and the new time-frame; and
- c. The Contractor must ensure that the repair of all Crown equipment is controlled by a serial numbered work order IAW company procedure and ISO 9001.

3.1.1.3 Equipment Turn-Around-Time (TAT) to a serviceable state must be achieved in 30 Calendar days or as mutually agreed between the Contractor and the PA. TAT is defined as that period of time from “date of receipt to date item is reported serviceable”. Repair priority is governed by the SNAPS. The principle of first-in/first-out per line item must be observed whenever possible.

3.1.1.4 The Contractor must return the LTS Component software to its operational configuration before LTS Components are returned to DND.

##### **3.1.2 Summary R&O Findings Report**

3.1.2.1 The Contractor must submit a Summary R&O Findings Report for each item undergoing R&O indicating the item defect. This information must be included in the Monthly Progress Report.

3.1.2.2 The Summary R&O Findings Report must include the following:

- a. Item Description;
- b. Item Stock Code;
- c. Item Serial Number;
- d. Contractor Work Order;

- e. Cost Breakout;
- f. DRMIS Work Order;
- g. Over Maximum Repair Cost (MRC) Identification;
- h. Return to Depot Shipment #; and
- i. Description of Fault/ Work Done.

## **3.2 Category 2: Task Based Work**

### **3.2.1 General**

3.2.1.1 Work under this SOW will be Task based Canada will issue Tasks using the DND 626 Task Authorization form, IAW the Task authorization procedure of the Contract.

3.2.1.2 Tasks authorized by Canada may include all or part of the individual requirements of this SOW. Unless specified in a tasking or identified in the approved SNAPS list, the Contractor is not required nor authorized to undertake any work.

3.2.1.3 Individual tasks may provide additional details of the work to be performed including, but not limited to, reporting requirements, data item requirements, performance measurement requirements, personnel skill sets, procedures and processes relevant to the work etc.

3.2.1.4 The initial task issued will be a Project Management and General Support task.

### **3.2.2 Task Implementation Plan (TIP)**

3.2.2.1 On receipt of a DND 626 Task Authorization, the Contractor must provide a TIP within 20 working days. The TIP must include the following:

- a. Confirmation of the scope and key objectives to be achieved;
- b. Identification of all deliverables including delivery dates;
- c. Proposed dates for reviews, both internal and joint;
- d. Work Strategy, included proposed approach to the work;
- e. Schedule of all activities and deliveries; and
- f. Resource loading for each activity identified in the schedule.

### **3.2.3 Task Closure Report.**

3.2.3.1 When the Work identified in the DND 626 Task Authorization and associated Statement of Work is complete, the Contractor must:

- a. Prepare and submit a Task Closure Report for Technical Authority approval. The Task Closure Report must contain the following as a minimum:
  - i. Timeline – start and finish dates for the task including major milestones;
  - ii. Work Summary – a brief description of the work;

- iii. Accomplishments – major task accomplishment including a deliverable summary;
  - iv. Final Costs;
  - v. Lessons Learned; and
  - vi. Issues/outstanding items.
- b. Formally close out the task to ensure that there are no further charges accumulated.

#### **3.2.4 Contractor Training**

3.2.4.1 Canada will not authorize work to provide training to the Contractor's personnel to become familiar with underlying or basic technologies. The Contractor is expected to assign skilled employees that are abreast on major commercial and military technologies. The Contractor is responsible for the continued professional development of their employees in this regard.

### **3.3 ISO 9001:2008 / ISO 9001:2015 Certification**

3.3.1 The Contractor and sub-contractors conducting the Work (i.e. all engineering, design, development, integration, qualification, manufacturing, assembly, test, debug, repair and delivery activities needed to fulfill the requirements specified in the SOW) must be currently certified to, and comply with the requirements of ISO 9001:2008 or ISO 9001:2015.

### **3.4 Integrated Teaming**

3.4.1 The Contractor must perform the Work as part of integrated teams in a collaborative environment with personnel from DND/CF, Other Government Departments (OGD), International Allies and industry partners.

### **3.5 Personnel Requirements**

3.5.1 The Contractor must provide the labour categories identified in Appendix 1 to Annex G as required to perform the Work.

3.5.2 The Contractor must manage personnel IAW Section 4.5 of this SOW.

### **3.6 Canadian Controlled Goods Program (CGP) Supplied Information**

3.6.1 The LC4ISR and its components have been designated as Controlled Goods and many of the specifications and technical documents provided as references are identified and controlled under CGP and must be handled accordingly. The Technical Authority will provide direction regarding the marking and handling procedures for each document developed by the Contractor.

3.6.2 Whether specifically tasked or not, the Contractor must be responsible for obtaining and maintaining registration with the Government of Canada's Controlled Goods Program (CGP).

### **3.7 Audit, Inspection, and Site Access**

3.7.1 The Technical Authority reserves the right to witness, oversee, evaluate and audit all

Contractor Work and maintains the right to approve or reject any or all Contractor Work. The Contractor must provide the Technical Authority with full access to all work, work areas, assembly and build data, metrics, quality reports, test reports, GFE, GFI, work-in-process and finished products and Contractor personnel. The Technical Authority, Canadian Forces Quality Assurance Representative (QAR), and other authorized DND Contractors (and their subcontractors) conducting work related to the LTS-ISS must have access to the Contractor's facility to verify and witness any test, assembly, quality issue, process, or attend meetings.

### **3.8 Facility Security Clearance**

3.8.1 The Contractor's facility must be cleared IAW the Security Requirements Checklist (SRCL).

## **4 Project Management**

### **4.1 General**

4.1.1 The Contractor must maintain schedule and management control for all activities carried out under the contract.

4.1.2 Project Management encompasses the management of all activities to initiate, plan, execute, control and closeout all the work defined by this SOW. Project Management activities include:

- a. Project Monitoring and Control;
- b. Task Management;
- c. Risk Management;
- d. Quality Management;
- e. Configuration, Data and Requirements Management;
- f. Canada Owned Resource Management, including Controlled Goods; and
- g. Security Management.

### **4.2 LTS-ISS Project Manager**

4.2.1 The Contractor must designate an individual as its LTS-ISS Project Manager (PM). The Project Manager must have the requisite authority within the Contractor's organization for all matters related to the work of the LTS-ISS Contract.

4.2.2 The Contractor's Project Manager must schedule, plan, organize, direct, coordinate, execute, monitor, control, provide orderly resource management, communicate, report, manage risk, and close action items for all work required under the Contract.

4.2.3 The Contractor's Project Manager for the Contract must be the primary point-of-contact (POC) between the Contractor and the DND Technical Authority for all issues related to the SOW.

4.2.4 The Contractor must submit any changes in personnel filling the Project Manager positions to the Technical Authority for approval. Canada reserves the right, to reject any proposed changes to personnel if a proposed substitute is deemed appropriate IAW Appendix 1 to Annex G, Personnel Requirements.

### **4.3 Project Control**

#### **4.3.1 Monitoring and Control**

4.3.1.1 On an ongoing basis during the execution of the contract, the Contractor must:

- a. Have regular status reviews at a frequency agreed on with the TA; and

- b. Monitor each Task to ensure that the financial expenditures are in line with the approved DND 626 and report status for each Task and the overall program to the CA, PA and Technical Authority on a regular basis. This information will be summarized and recorded in the Monthly Progress Report.

#### **4.3.2 Monthly Progress Reports**

4.3.2.1 The Contractor must submit Monthly Progress Reports (MPR) ten working days after the end of each calendar month. The MPR must contain:

- a. An executive summary that describes significant elements of the report;
- b. Progress Status. An update of progress status for Management Services, Engineering Services, Technical Support Services, Integrated Logistics Support, Support to Operations and Support Infrastructure Services;
- c. A summary of the status of each active Task over the reporting period;
- d. A Staff Utilization status report that identifies for each staffing category the number of hours expended in the reporting period per task;
- e. Summary of R&O Findings;
- f. A Risk Status Report; and
- g. A Program Invoice Status report which identifies for each active and closed task;
  - i. Task Number;
  - ii. Task Title;
  - iii. Total Task Value;
  - iv. Billing for This Reporting Period;
  - v. Previous Total Billing;
  - vi. Total Billing to Date;
  - vii. Remaining % Level of Effort; and
  - viii. Earned Value Statistics (if required).

#### **4.3.3 Task Kickoff Meetings**

4.3.3.1 The Contractor must hold a meeting within twenty (20) working days after each Task award to:

- a. Review the details of each Task,
- b. Review Department of National Defence (DND) procedures (quality assurance, supply, finance, etc.),
- c. Clarify areas of confusion,
- d. Review and clarify scheduled activities, and
- e. Ensure that everyone understands their responsibilities.

4.3.3.2 For planning purposes, up to ten (10) Government representatives will attend the Kick-

off Meetings. The names of the government representatives attending the Kick-off Meeting will be provided by the Technical Authority.

#### **4.3.4 Progress Review Meetings**

4.3.4.1 LTS-ISS Progress Review Meetings (PRMs) must be conducted on a periodic basis between the Contractor, the CA, the PA, and the Technical Authority. These PRMs must encompass the total LTS-ISS status as of the review date, and must present, for resolution, all known problems as of that date. In addition, the Contractor must present a summary of overall LTS-ISS progress, including the status of tasks as directed by the Technical Authority. This review must also prioritize all outstanding tasks and problem reports.

4.3.4.2 The Contractor must ensure that data, personnel, and facilities are available for each meeting, so that reviews may be conducted efficiently.

#### **4.3.5 Progress Review Agenda and Minutes**

4.3.5.1 The Contractor must submit the agenda for Progress Review Meetings to the Technical Authority for review and approval. Since the period for review and approval may vary depending upon the meeting, these specifics will be included in the tasking.

4.3.5.2 The Contractor must submit the minutes of Progress Review Meetings to the Technical Authority for review and approval. Since the period for review and approval may vary depending upon the meeting, these specifics will be included in the tasking.

#### **4.3.6 Other Meetings and Reviews**

4.3.6.1 On all matters that require immediate attention, the Contractor must prepare and submit an e-mail (or other electronic means) to the Technical Authority and the CA. This correspondence must highlight any condition that may adversely affect schedule, cost or technical quality that will require the immediate attention of the CA or the Technical Authority.

4.3.6.2 Reviews and audits must take place at appropriate milestones, as determined by the Technical Authority, from the Contractor's proposed schedule of work for each individual task.

4.3.6.3 Working level meetings must be mutually agreed by the Technical Authority and the LTS-ISS Project Manager to resolve technical issues. No action affecting cost or schedule must be taken as a result of these meetings without approval of appropriate authorities stipulated in this Contract.

4.3.6.4 Unscheduled reviews must be conducted as required to respond to Priority Reports, Urgent Operational Requirements (UOR), or to meet any other requirements, as determined by mutual consent between the CA, the Technical Authority, and the Contractor. The reviews must be held at a location to be determined by the Technical Authority.

4.3.6.5 For working level meetings and unscheduled reviews, meeting agendas, minutes and records of decisions and action items must be the responsibility of the Contractor to prepare.



#### **4.4 Risk Management**

4.4.1 The Contractor must implement a risk management program to conduct the Work. Risk management must encompass the following:

- a. Risk identification including risk quantification;
- b. Analysis;
- c. Mitigation;
- d. Tracking; and
- e. Reporting.

4.4.2 The Contractor must report Risk status in the MPR.

#### **4.5 Personnel Management**

4.5.1 The Contractor must provide LTS-ISS personnel with the requisite security clearances identified in the SRCL, Annex D, and with the qualifications and experience specified in Appendix 1 to Annex G.

#### **4.6 Configuration Management, Data Management and Requirements Management (CM-DM-RM) Services**

##### **4.6.1 General**

4.6.1.1 The Contractor must perform the following CM-DM-RM Work:

- a. Configuration Management Planning;
- b. Configuration Identification;
- c. Configuration Change Management;
- d. Configuration Status Accounting;
- e. Configuration Verification and Audit;
- f. Configuration Management of Digital Data;
- g. Configuration Management of Software Releases;
- h. Documentation Management; and
- i. Requirements Management.

4.6.1.2 The Contractor must establish and maintain a CM-DM-RM Program in order to manage the integrity of the life cycle data and information items and the baseline of engineering and fielded configurations of the LC4ISR Test Systems.

4.6.1.3 The Contractor must implement a CM-DM-RM Program that complies with specified requirements in Section 5 of ANSI/EIA 649B: Configuration Management 2011.

4.6.1.4 The Contractor must implement a CM-DM-RM Program that conforms to the Life Cycle and Data items requirements of Section 6 of ISO 15289:2015.

#### **4.6.2 Configuration Management, Data Management and Requirements Management (CM-DM-RM) Program**

4.6.2.1 The Contractor must implement and manage the CM of interim releases of Hardware Configuration Items (HWCIs) and Computer Software Configuration Items (CSCI) not authorized for fielding. Canada will host the master copy of these fielded configuration baselines.

4.6.2.2 The Contractor must support Canada in performing Functional Configuration Audits (FCA) and Physical Configuration Audits (PCA) IAW MIL-HDBK-61A.

4.6.2.3 The Contractor must prepare and submit the FCA and PCA Certificates for Canada's approval.

4.6.2.4 Whenever the Contractor is tasked to make Engineering Changes that affect end items such as part numbers, drawing numbers, manufacturer's code, quantities and applicability changes made to component parts, the Contractor must prepare and deliver Material Change Notices (MCNs) IAW D-012-100-215/SF-000.

#### **4.6.3 Documentation Management**

4.6.3.1 The Contractor must implement a Document Management Program to track produce and control the quality of the deliverable data items.

#### **4.6.4 Requirements Management**

4.6.4.1 The Contractor must implement a Requirements Management Program to ensure that requirements are controlled to establish a baseline for development, acquisition, and management; and to ensure plans, work products, and activities are consistent with the requirements.

#### **4.7 Quality Assurance Program**

4.7.1 The Contractor must establish and maintain a Quality Assurance (QA) Program in order to perform the Product and Process QA Work specified in this SOW.

4.7.2 The Contractor must perform QA IAW the QA Plan.

4.7.3 The Contractor must make the information and life cycle data resulting from performing QA available to the Technical Authority through the Integrated Information Exchange (IIE).

#### **4.8 Independent Verification and Validation (IV&V) Agent**

4.8.1 Canada may acquire the services of an IV&V agent to assist the Technical Authority in

performing reviews, audits and assessments of work outcomes for the purpose of determining that the objectives of the contract are met.

4.8.2 The Contractor must ensure that IV&V agent representatives have access to the outcomes of the work as tasked by the Technical Authority, subject to these individuals having the necessary Security, Export Controls and Canadian Controlled Goods authorizations in place.

4.8.3 The Contractor must provide support to the IV&V agent.

#### **4.9 Integrated Information Exchange (IIE)**

4.9.1 To facilitate the communications of information items and data between the Contractor, other support stakeholders, and DND, the Contractor must use the IIE capabilities described below.

4.9.2 The primary method of communication between the CA, PA and Technical Authority will be by email.

4.9.3 Other mechanisms that may be used for the Information Exchange Capability include:

- a. Secure File Transfer – Canada maintains a secure file transfer capability connecting all software suppliers and consumers;
- b. Dropbox upload and download website; Contractor-provided, contractor-maintained independent “drop box” capability for secure e-mail, and file sharing; and
- c. Physical delivery, through regular mail or courier services, for CDs, DVDs and Flash drives of LTS information items and data.

#### **4.10 Canada Owned Resources Management**

##### **4.10.1 General**

4.10.1.1 Canada will make available, as required, to the Contractor Government Furnished Assets (GFA), including Government Furnished Equipment (GFE), Government Furnished Vehicles (GFV), Government Furnished Information (GFI) and Government Supplied Material (GSM), to be used to support this Work. Canada will define the GFA to be provided to the Contractor on a task-by-task basis.

4.10.1.2 The GFI will include software, software licenses, media, associated documentation and other technical documentation.

4.10.1.3 The GFE will include hardware to enable the Contractor to maintain and support the current and future fleet of LC4ISR Test Equipment and software.

4.10.1.4 The Contractor must implement a Canada Owned Resource Management program, including management of controlled goods, to conduct the Work. The Canada Owned Resource Management Program must provide status reports and support efficient physical audits.

#### **4.10.2 Canada Owned Resource Utilization and Status**

4.10.2.1 The Contractor must provide a Canada Owned Resource Management Report in conjunction with the MPR which must include the status, location and purpose for each GFA.

4.10.2.2 The report must provide an inventory of GFI, GFE and GFV issued to the Contractor and to Subcontractors.

4.10.2.3 The report must include, as a minimum, the following information for each item in the Contractor's (and Subcontractor's) possession:

- a. Item name;
- b. Item Description – e.g. Toshiba Tecra S3 Laptop (Model PTS30C-MT501E) w/power transformer;
- c. Serial / Registration / License Key or Media Number;
- d. Contractor/Subcontractor assigned Asset Number;
- e. NATO Stock Number (where applicable);
- f. Location (Present location of item);
- g. Cost (if purchased by the Contractor/Subcontractor on DNDs behalf);
- h. Use/Comments/Reason still required; and
- i. Status.

#### **4.10.3 Return of Government Furnished Information and Equipment**

4.10.3.1 No later than two (2) months prior to Contract completion, the Technical Authority will provide the Contractor a list of GFE and GFI to be returned. The Contractor must return all GFE and GFI, shipping paid, in the original shipping containers, per the General Conditions of the Contract.

#### **4.11 Security**

4.11.1 The Contractor must establish and implement a Security Program to conduct the Work, IAW contract Security Requirements Checklist (SRCL).

4.11.2 The Contractor must ensure that security is provided IAW the approved Security Program.

4.11.3 The Contractor must comply with security requirements of the Contract and of DND Security Orders in A-SJ-100-001/AS-000.

4.11.4 The Contractor must maintain the Security Program for the duration of the Contract.

#### **4.12 Travel**

4.12.1 Contractor personnel may be required to travel to specified locations in support of the

work. The Contractor must manage travel for their personnel. The Contractor must obtain approval from DND for all travel, prior to incurring any expense. On direction from Technical Authority, Contractor must prepare a trip report.

#### **4.13 Continuous Support**

4.13.1 Prior to any plant shutdown and /or vacation periods, the Contractor must identify a point of contact who has sufficient authority to arrange for continued support on urgent requests.

#### **4.14 Contract Closeout**

4.14.1 The purpose of Contract Closeout is to verify that;

- a. All Task work has been finalized;
- b. There are no outstanding invoice issues;
- c. All Task deliverables have been accepted by the Technical Authority;
- d. All GFA has been returned to a location within Canada designated by the PA; and
- e. There are no outstanding warranty issues

#### **4.15 Contract Closeout Report**

4.15.1 The Contractor must submit a Contract Closeout Report 20 working days after completion of Contract activities and at least five working days before the Contract Closeout meeting.

4.15.2 The Contract Closeout Report must include:

- a. A Task Status Summary which identifies for each Task the planned and actual start/end dates, scope summary, Task amendment summary, confirmation that there are no outstanding payment issues; and that all hardware, software and documentation deliverables have been received
- b. A DRMIS Transactions summary which confirms that all DRMIS transactions are cleared and that all GFA is accounted for and has been returned;
- c. Lessons Learned; and
- d. Description of Outstanding Issues which identifies open issues and identifies a plan, accepted by the Technical Authority, to close the open issues.

## **5 Engineering Services**

### **5.1 General**

5.1.1 The Contractor must provide the Engineering Services described in this section when tasked.

### **5.2 Engineering Program**

5.2.1 The Contractor must establish and manage an Engineering Program which must conform to the following standards, as tailored to meet the requirements of the SOW:

- a. ISO/IEC 15288 for Systems Engineering Life Cycle processes;
- b. ISO/IEC 12207 for Software Engineering Life Cycle processes; and
- c. ISO/IEC 15289 for System and Software Engineering Life Cycle information items and data.

### **5.3 Engineering Support Services**

#### **5.3.1 General**

5.3.1.1 The Contractor must perform the following Engineering Support Services for existing and future LTS solutions:

- a. Analyse and implement test system requirements;
- b. Conduct technical investigations and provide technical advice and recommendations;
- c. Evaluate obsolescence, recommend and implement solutions;
- d. Identify technical options and perform trade-off analyses of candidate solutions;
- e. Process engineering changes to the LTS Baselines;
- f. Design, develop, procure, build, assemble, integrate and test prototypes;
- g. Implement approved modifications and updates to the LTS Baselines;
- h. Define, develop and implement test scripts;
- i. Provide test, qualification and system integration support for the LTS; and
- j. Manage and investigate problem reports and recommend workarounds.

#### **5.3.2 Analyse and Implement Test System Requirements**

5.3.2.1 The Contract must support the Technical Authority in eliciting, analysing and recording requirements related to replacing existing LTS capabilities which are affected by obsolescence and the introduction of new LTS capabilities needed to maintain and support the new Army tactical communication capabilities that are being introduced.

5.3.2.2 The Contractor must produce technical requirements specifications for Technical

Authority approval.

5.3.2.3 The Contractor must translate the requirements into a system design including defining the architecture, hardware and software components, modules, interfaces, and data for a system that meets the requirements.

5.3.2.4 The Contractor must document the system design.

### **5.3.3 Conduct Technical Investigations and Make Recommendations**

5.3.3.1 As directed by the Technical Authority the Contractor must conduct technical investigations and feasibility studies. The purpose of Technical Investigations is to validate and analyze technical information in order to establish facts, draw conclusions, determine cause(s) and make recommendations relating to existing or future LTS Components. The outcome of a Technical Investigation will be a report provided to the Technical Authority.

### **5.3.4 Evaluate Obsolescence, Recommend and Implement Solutions**

5.3.4.1 The scope of LTS Obsolescence to be managed ranges from the LTS Components to the electronic components contained in the LTS. The Contractor must notify the Technical Authority when LTS hardware and software Components are approaching their end of life. The intent is to assist the Technical Authority with resolving LTS Obsolescence issues in a proactive manner.

5.3.4.2 The Contractor must assist the Technical Authority with developing hardware and software obsolescence strategies that maximize LTS operational availability while minimizing life cycle costs.

5.3.4.3 The Contractor must arrange and perform disposal of Obsolete LTS Components when requested by the Technical Authority IAW, Annex B, Logistics SOW for Repair and Overhaul Contracts.

5.3.4.4 The Contractor must keep current regarding obsolescence and last-time-buy notifications of all component parts and material used for production. Production related obsolescence issues must be reported in the MPR.

5.3.4.5 The Contractor must advise the Technical Authority within twenty (20) working days of discovering that a component or material is or will become unobtainable due to obsolescence, and an obtainable alternate is not specified in the AVL, thereby impacting any optional follow-on production.

5.3.4.6 The Contractor must research options, such as last-time-buys and substitute items, for components and material becoming obsolete, and provide the Technical Authority with a recommended solution.

5.3.4.7 The Contractor must gain approval for use of new substitute items by way of a design change or deviation.

5.3.4.8 The Contractor must request approval to proceed with a last-time-buy by way of a request for additional work.

5.3.4.9 The Contractor must warehouse last-time-buy components and material until used for the intended purpose, or deliver them to Canada as directed by the Technical Authority. Last-time-buy components and materials must be stored appropriately by the Contractor (e.g. nitrogen storage), and may require periodic inspection, as directed by the Technical Authority.

### **5.3.5 Identify Technical Options**

5.3.5.1 The Contractor must establish a formal trade study process that includes the following activities:

- a. Establish criteria for evaluating options;
- b. Identify alternative solutions;
- c. Select methods for evaluating options;
- d. Evaluate optional solutions using the established criteria and methods;
- e. Perform technical investigations; and
- f. Recommend solutions from the options based on the evaluation.

### **5.3.6 Process Engineering Changes to the LTS Baselines**

5.3.6.1 The Contractor must implement a documented change control process for Engineering Changes, Deviations and Waivers to LTS Component Baselines.

5.3.6.2 LTS Component Baselines evolve as existing LC4ISR capabilities are updated or become obsolete and as the Canadian Army introduces new LC4ISR capabilities. The Contractor must capture and manage LTS Component Baselines.

5.3.6.3 Engineering changes which affect the form, fit, or function of a designated Configuration Item are referred to as, "Class I," changes and must be approved by the Technical Authority. The Technical Authority will determine the approval authority for "Class 2" (minor) changes.

5.3.6.4 A Deviation is a specific written authorization, granted prior to the manufacture of an item, to depart from a particular performance or design requirement of a specification, drawing or other document for a specific number of units or a specific period of time. Deviations must be submitted IAW D-02-006-008 / SG-001. The Technical Authority will determine how deviations are documented.

5.3.6.5 A waiver is a written authorization to accept a configuration item or other designated items, which during production or after having been submitted for inspection, are found to depart from specified requirements, but nevertheless are considered suitable for use "as is" or after rework by an approved method. Waivers must be submitted IAW D-02-006-008 / SG-001. The Technical Authority will determine how waivers are documented.



### **5.3.7 Design, Develop, Procure, Build, Assemble, Integrate and Test Prototypes**

5.3.7.1 Prototyping techniques will be used in order to mitigate technical risk. Prototype testing provides concrete evidence to back up performance claims and results in a more reliable final product that can be deployed with greater confidentiality.

5.3.7.2 The Contractor must design, develop, procure, build assemble, integrate and test prototypes in order to execute LTS Component design solutions. Prototyping can include;

- a. Prototyping a User Interface,
- b. Building Mock-ups;
- c. Virtual Prototyping;
- d. Incorporating RF and Sensory Inputs and Outputs and Control Outputs;
- e. Implementing Prototype Algorithms;
- f. Prototype Engineering Test Models (ETM); and
- g. Prototype Qualification Test Models (QTM).

### **5.3.8 Implement Approved Modifications and Updates**

5.3.8.1 Modifications and updates to the LTS typically result from equipment obsolescence, testing, field trials, and user feedback.

5.3.8.2 The Contractor must implement modifications to LTS baselines IAW a documented engineering change management process as directed by the Technical Authority.

5.3.8.3 Whenever the Contractor is tasked to implement approved Modifications and make Engineering Changes that affect end items such as part numbers, drawing numbers, manufacturer's code, quantities and applicability changes made to component parts, the Contractor must prepare and deliver Material Change Notices (MCNs) IAW D-012-100-215/SF-000.

### **5.3.9 Define, Develop and Implement Test Scripts**

5.3.9.1 The Contractor must define, develop and implement Test Scripts which must be incorporated into LTS Components to automate the testing of Army Radios and Network Communication equipment. Test scripts will include fault assistance software used to coach the user on which tests to run in sequence.

### **5.3.10 Provide Test, Qualification and System Integration Support for the LTS**

5.3.10.1 LTS Components will be made up from COTS and custom manufactured hardware and software.

5.3.10.2 The Contractor must conduct functional testing of LTS Components at the module and Top Level Assembly (TLA) level. The Contractor must assemble LTS Component parts and provide hardware and software integration and testing services at each level to confirm that

these separate parts operate together correctly as a complete LTS Component assembly.

5.3.10.3 The Contactor must conduct Functional Qualification testing to verify that LTS Components meet functional requirements. The Contractor must conduct Environmental Qualification testing to verify the design integrity of the LTS Component against applicable environmental requirements.

### **5.3.11 Manage and Investigate Problem Reports**

5.3.11.1 The Contractor must investigate Technical Authority initiated System Problem Reports (SPR), Unsatisfactory Condition Reports (UCR) and Technical Failure Reports (TFR) for LTS Components.

5.3.11.2 The Contractor must investigate, perform impact analysis, and make recommendations as a result of SPRs, UCRs and TFRs IAW the priorities defined below in Table A- 1 – Priority Based Response.

Table A- 1 – Priority Based Response

<b>Priority</b>	<b>Definition</b>
1	Any Problem that prevents the accomplishment of an operational or mission essential capability jeopardizes safety, security, or any other requirement designated as critical. This can be further defined as any problem that causes or has the potential to cause a failure that results in a complete denial of a capability. (Robustness and Reliability).
2	Any problem that causes the loss of or denies the use of a particular function of a capability and there is, at the time, no reasonable work around
3	Any problem that causes the loss of or denies the use of a particular function of a capability and there is a reasonable work around
4	Any problem that results in user/operator inconvenience or annoyance but does not prevent the user/operator from performing any function
5	Any other problems/defects

5.3.11.3 The Contractor must provide a mechanism whereby Canada can activate Problem Resolution Support outside of normal working hours.

5.3.11.4 The Contractor must ensure that an integrated approach across all disciplines is carried out while performing this type of analysis.

5.3.11.5 The Contractor must report to the Technical Authority, in the SPR form, the results of these investigations to the satisfaction of the Technical Authority. When the resolution to a problem requires a modification to the LC4ISR Test Equipment Fleet, the Contractor must prepare and submit a proposed Engineering Change Request (ECR) to the Technical Authority

for approval and implementation as directed by the Technical Authority.

## **5.4 Engineering Disciplines**

### **5.4.1 General**

5.4.1.1 The Contractor must execute Engineering Services through the following Engineering Disciplines:

- a. LTS Systems Engineering;
- b. Hardware Engineering; and
- c. Software Engineering.

### **5.4.2 LTS Systems Engineering Services**

5.4.2.1 The Contractor may be tasked to provide LTS Systems Engineering Support including support for testing, LTS engineering and architectural changes to significant LTS elements.

5.4.2.2 System elements can consist of software (including firmware), hardware and manual operations (operating instructions, user and reference manuals).

5.4.2.3 In most cases LTS Systems Engineering Work will be required to be performed in conjunction with Original Equipment Manufacturers (OEMs) and other companies contracted by Canada. The Contractor must work cooperatively with these companies to ensure that proper LTS engineering solutions are achieved.

5.4.2.4 Within the context of Systems Engineering, the Contractor must provide support to DND to facilitate the effective evaluation, design, development, prototyping, production, qualification and incorporation of changes, modifications and updates to the LTS to maintain or improve system fitness, and system elements' reliability and maintainability.

### **5.4.3 Hardware Engineering Services**

5.4.3.1 The Contractor must design and implement LTS hardware modifications to address operational requirements.

5.4.3.2 Hardware Engineering services consist of electrical, electronic and mechanical engineering activities performed on existing and future LTS Components and on the associated LTS packaging systems.

5.4.3.3 Hardware Engineering also includes the necessary manufacturing and pre-production of equipment configurations, and modification and installation kits. These are necessary primarily to verify system design concepts, and to develop and validate the LTS TDPs used to produce LTS Components.

#### **5.4.4 Software Engineering**

5.4.4.1 The Contractor must design, develop, code, integrate and maintain LTS Software to address operational requirements and to improve the overall performance of the system.

5.4.4.2 For the purpose of this SOW, Test Scripts are considered to be Software.

5.4.4.3 While it is forecast that the Contractor's primary software engineering service will be for scripting development, the Contractor may be tasked to provide software engineering services in order to explore potential LTS functionality.

### **5.5 Engineering Process Overview**

#### **5.5.1 General**

5.5.1.1 This process provided using a phased approach with clear starting points and deliverables for each phase, must be applied to all Engineering Work.

5.5.1.2 Various Components of the LTS have different levels of technical maturity and differing levels of magnitude, scope and complexity. The Technical Authority will tailor specific phases, activities, processes and standards that are to be invoked for each LTS Task.

5.5.1.3 The LST engineering support activities will be divided into four phases as follows:

- a. Phase One – Definition
- b. Phase Two – Preliminary Design;
- c. Phase Three – Critical Design and Prototyping; and
- d. Phase Four – Functional and Environmental Qualification

#### **5.5.2 Phase One –Definition**

5.5.2.1 The purpose of the Definition Phase is to ensure that the requirements and constraints are clearly defined for all stakeholders and that they are actionable, measurable, testable, traceable, and can be translated into a technical design.

5.5.2.2 Phase 1 begins with approval of the DND 626 and provision of funding by DND.

5.5.2.3 The Contractor must hold a Task Kickoff meeting with the aim of ensuring common understanding of the work contained in the Task.

5.5.2.4 The Contractor in support of DLCSPM, must conduct requirements engineering to identify and frame a desired LTS Component capability. The Contractor must document the requirements and must prepare Technical Requirements Specifications defined to a level of detail sufficient to support LTS design. The Contractor must conduct a requirements review with the Technical Authority and other DND stakeholders with the aim of presenting the proposed approach for DND approval.

### **5.5.3 Phase Two – Preliminary Design**

5.5.3.1 The purpose of the Preliminary Design Phase is to determine at a system level how an LTS Component requirement will be met.

5.5.3.2 Phase Two begins with the Technical Authority approval of the Technical Requirements Specification.

5.5.3.3 Phase Two activities will include:

- a. Initial Design. The Contractor must identify technical options to meet the requirements, complete a feasibility analysis to refine the design concept and solution. The Contractor must conduct a System Design Review (SDR) with the Technical Authority and DND Stakeholders to present the pros and cons of Technical Options and identify a proposed design approach for Technical Authority approval. The Contractor must prepare a System Design Document that defines the user interface design, the data design and the functional process design;
- b. Preliminary Design. The Contractor must prepare a Preliminary Design Document that captures the key design aspects of the LTS solution. This document as a minimum must include: hardware architecture, software architecture, power budget, proposed space and weight envelopes, solution to meet ruggedness, temperature tolerances and deployment extremes, reliability, maintainability and safety considerations. Commercial Off-The Shelf and custom hardware and software components must be defined. New Test Scripts and Test Scripts requiring modification must be identified. The Contractor must also refine the Technical Requirements Specification to incorporate test requirements;
- c. Produce preliminary Functional and Environmental Qualification Test Description and Procedures (QTDP); and
- d. Preliminary Design Review. The Contractor must conduct a Preliminary Design Review (PDR) with the Technical Authority and other DND Stakeholders with the aim of presenting the proposed design approach for DND approval. The Technical Authority will confirm that the preliminary design meets all system requirements with acceptable risk and within the cost and schedule constraints and establishes the basis for proceeding with detailed design. The PDR will show that the correct design options have been selected, interfaces have been identified, and verification methods have been described.

### **5.5.4 Phase Three – Critical Design and Prototype**

5.5.4.1 The purpose of the Critical Design and Prototype phase is to execute the design to build a prototype. In the event that the preliminary design identifies that multiple options are feasible this phase will be used to refine the design solution.

5.5.4.2 Phase Three begins with approval of the PDR, the updated Technical Requirements Specification and the preliminary QTDP.

5.5.4.3 Phase Three activities must include:

- a. Finalize the design and verify the options analysis;
- b. Procure COTS components, build custom and produce prototype test sets;
- c. Conduct functional testing using the prototype test set. Prototype test sets may be used to support DLCSM trials, as directed by the Technical Authority;
- d. Produce the following documentation:
  - i. Preliminary Integrated Logistics Support (ILS) documents (i.e. User Manuals, Training Documents, Maintenance Manuals, etc.);
  - ii. Engineering Documents (i.e. hardware and software design documents, version description documents (VDD), Interface Control Documents (ICDs)); and
  - iii. Revised Functional and Environmental QTDP.
- e. Produce a draft Technical Data Package (TDP) IAW MIL-STD 31000A. The draft TDP must include place-holders or preliminary drawings for any components not yet completed.
- f. Build, integrate and functionally test a sufficient number of Qualification Test Models (QTM) to support the QTDP;
- g. Critical Design Review (CDR). The Contractor must hold a CDR with the Technical Authority and other DND Stakeholders to present the final test set design for approval. The Technical Authority will confirm that the maturity of the design is appropriate to support proceeding with full-scale fabrication, assembly, integration, and test. CDR must include:
  - i. Hardware and software documentation, test plans and procedures, qualification plans and Verification Cross Reference Matrices (VRCM),
  - ii. ILS documentation: Users Manuals, Training Plans, Training Packages, Maintenance Plans, etc.
  - iii. Draft TDP;
  - iv. Functional and Environmental QTDP;
  - v. VCRM; and
  - vi. A power point briefing summarizing the current baseline.

#### **5.5.5 Phase Four – Functional and Environmental Qualification**

5.5.5.1 The purpose of this phase is to confirm that developed LTS components are in all respects ready to meet the functional and environmental performance conditions necessary to be field deployed and that the proven baseline is properly documented.

5.5.5.2 Phase Four begins with Technical Authority approval of the CDR.

5.5.5.3 Phase Four activities must include:

- a. Conduct a Test Readiness Review (TRR) to confirm to the Technical Authority that the Contractor is ready to conduct Functional and Environmental Qualification testing.
- b. Finalize Functional and Environmental QTDP;
- c. Finalize VCRM;
- d. Execute Functional and Environmental QTDP;
- e. Generate and deliver Test Reports;
- f. Revise and submit all outstanding documentation including a TDP with Production Level drawings, BOM, AVL and all electronic files developed IAW MIL-STD 31000A;
- g. Conduct a Functional Configuration Audit (FCA) with DLCSPM staff;
- h. Conduct a Physical Configuration Audit (PCA) with DLCSPM staff; and
- i. Finalize and deliver to the Technical Authority all documentation including the Production Level TDP.

## **6 Production, Assembly and Factory Acceptance**

### **6.1 General**

6.1.1 When tasked, the Contractor must provide a production run of LTS Test Sets or Components to: replace an existing LTS Test Set or Component that is obsolete or inadequate for current requirements; rework an existing LTS Test Set or Component to replace obsolete items and / or extend the range of test capabilities; or to implement a new LTS capability in support of new test requirements.

6.1.2 The Contractor must procure, manufacture, assemble and integrate LTS Components as a build to print activity IAW the TDP approved by the Technical Authority.

6.1.3 Factory Acceptance testing must be conducted on all LTS Component Top Level Assemblies (TLAs) IAW Acceptance Test Procedures approved by the Technical Authority. The Technical Authority will not accept delivery of any LTS Component that has not successfully completed Factory Acceptance Testing.

6.1.4 The scope of production activities will vary from Task to Task. Production requirements identified in this section will be scaled in each Task specific to the nature of the work to be performed.

6.1.5 The Contractor must not deviate from the TDP unless explicitly authorized to do so by way of an approved design change, deviation or waiver.

6.1.6 Canada may elect to provide as GFA, COTS hardware and software components identified in the TDP. The Contractor must assemble, integrate and test GFA as part of the LTS Component. GFA COTS components will be identified in the Task SOW.

### **6.2 Production Assembly and Factory Acceptance Reporting**

6.2.1 Production, Assembly and Factory Acceptance reporting must be included in the MPR. The Contractor must submit the first Production Report for review and approval of format and content. Production Report format and content will be agreed upon between the Contractor and approved by the Technical Authority before proceeding to the Full Production Phase.

### **6.3 Engineering Design Changes, Deviations, and Waivers**

6.3.1 Production related engineering design changes, deviations and waivers will be processed IAW Section 5.3.6.

6.3.2 The Contractor must not proceed with any design change, deviation, waiver or additional work without the written authorization of the CA.

### **6.4 Condition of Components and Material**

6.4.1 The Contractor must use only component parts and material that are of the identical description, brand name, model and/or part number as specified in the TDP (including the



Alternate Vendor List (AVL)), unless expressly authorized by the Technical Authority through a design change, deviation or waiver.

6.4.2 With the exception of GFA items the Contractor must not use component parts and materials that have been refurbished or are certified as “equal to new quality”.

## **6.5 Production**

### **6.5.1 General**

6.5.1.1 The Contractor must establish and execute production IAW following four sequential phases as follows:

- a. Validation of TDP;
- b. Initialization Phase;
- c. Initial Production; and
- d. Full Production.

6.5.1.2 The Contractor must be responsible for providing directly or through a subcontractor, suitable facilities and experience in build-to-print manufacturing of a customer-specified product.

### **6.5.2 Validation of TDP**

The Contractor must validate and confirm to the Technical Authority that the TDP is sufficiently complete for the Contractor to be able to procure and build the LTS Component. In the event that the TDP is not sufficiently complete the Contractor must request a Design Change or Deviation IAW Section 5.3.6.

### **6.5.3 Initialization Phase**

6.5.3.1 The Initialization Phase involves the following processes:

- a. Verification of Contractor qualifications and equipment as necessary;
- b. Establishment of the manufacturing and assembly lines;
- c. Establishment of all stages of production and acceptance testing; and
- d. Production Readiness Review.

#### **6.5.3.2 Verify Contractor Qualifications**

6.5.3.2.1 The Contractor including all associated Subcontractors, must maintain all qualifications and competencies specified in the following sections throughout all production conducted during the Task.

- a. The Contractor must provide, at the request of the Technical Authority, verification of the qualifications of Contractor and Sub-contractor facilities, personnel and equipment that are employed to meet the requirements specified in this SOW, e.g. the qualifications of staff who will assemble Circuit Card Assembly (CCAs), cable harnesses and the Top Level Assembly, and those that will conduct incoming

component inspection, periodic in-process inspection, final product inspection, and staff that train other staff

- b. The Contractor including Sub-contractors must follow IPC-A-610 Class 3 standards for the assembly of the LTS Components and follow IPC/WHMA-A-620B Class 3 standards for the assembly of wire harnesses;
- c. The Contractor including Sub-contractors must provide qualified personnel who have been trained in IPC-A-610 Class 3 and IPC/WHMA-A-620B Class 3 standards for production of the LTS component; and
- d. The Contractor including Sub-contractors must fabricate the Printed Circuit Boards (PCBs) IAW the TDP (e.g. IPC-6011 and IPC-6012 Class 3) and IPC-A-600 *Acceptability of Printed Boards*.

#### 6.5.3.3 Establishment of Manufacturing and Assembly Lines

6.5.3.3.1 The Contractor must submit a Production Plan which must identify the inputs, realization activities and outputs necessary to conduct relatively low volume production.

6.5.3.3.2 The Contractor must establish and verify the infrastructure and facilities to accommodate manufacturing, assembly, test, debug, repair and delivery capabilities including:

- a. All capabilities and services necessary to manufacture, assemble and deliver the LTS Component IAW the Technical Authority approved Production Plan; and
- b. Test, debug and repair capabilities IAW the approved Production Plan.

6.5.3.3.3 The Production Plan must include:

- a. The process steps;
- b. Relevant documented procedures and work instructions for each step;
- c. The equipment and methods to be used to achieve the specified requirements for each step;
- d. Required controlled conditions to meet planned arrangements;
- e. Methods for determining compliance with such conditions, including statistical or other process controls;
- f. Criteria for workmanship; and
- g. Industry codes and practices.

#### 6.5.3.4 Establishment of all Stages of Production Testing

6.5.3.4.1 The Contractor must produce a Production Test Plan for Technical Authority approval and make amendments as required throughout the Contract Production Period to reflect current test procedures. The Production Test Plan must encompass all stages of production and acceptance testing, including COTS components, Circuit Card Assemblies (CCAs), Cable Harnesses and LTS Component Top Level Assemblies.

6.5.3.4.2 The Production Test Plan must address how configuration management of test

hardware and software is managed at the Contract and Subcontract level.

6.5.3.4.3 The Production Test Plan must address how test failure analysis and repair is managed at the Contract and Subcontract level.

#### 6.5.3.5 Production Readiness Review

6.5.3.5.1 Once the Initiation phase activities have been completed, the Contractor must conduct a Production Readiness Review (PRR) with the Technical Authority to assess readiness to commence Initial Production. The PRR must include verification of the following:

- a. Lead Time Review – has been conducted;
- b. Personnel qualifications – have been verified;
- c. TDP completeness has been confirmed;
- d. Quality Plan – has been approved by the Technical Authority;
- e. Production Plan – has been approved by the Technical Authority;
- f. Production Test Plan – has been approved by the Technical Authority;
- g. Contractor-Provided Infrastructure and Work Environment – have been established and verified;
- h. Contractor-Provided Production and Test Capabilities – have been established and verified, and
- i. First Article Approval Procedure (FAAP) (if required) has been prepared IAW AS9102 and been approved by the Technical Authority.

#### 6.5.4 Initial Production Phase

6.5.4.1 The Contractor must start the Initial Production Phase IAW the Production Plan upon receipt of Technical Authority approval of the PRR.

6.5.4.2 The Initial Production Phase will consist of the procurement, build, assembly, integration and test of a subset of LTS Components, a First Article Inspection (FAI) and a Full Production Readiness Review (FPRR). The Technical Authority will determine, based on the scale of the production activity, if an Initial Production Phase is required.

6.5.4.3 The Technical Authority will determine the quantity of units to be built during the Initial Production Phase.

6.5.4.4 The Initial Production Phase will serve to demonstrate that the following have been achieved, thereby providing objective evidence that the production processes as implemented during Initial Production are acceptable for Full Production:

- a. Engineering, design and specification requirements are properly understood, accounted for, verified, and documented by the Contractor; and
- b. All manufacturing and test processes are repeatable and can produce LTS Components that meet acceptance and quality control requirements.

6.5.4.5 The Contractor must conduct a First Article Inspection (FAI) of a percentage, selected

by the Technical Authority, of the LTS Components build during the Initial Production Phase.

#### 6.5.4.6 First Article Inspection Overview

6.5.4.6.1 FAI affords Canada and the Contractor the opportunity to identify potential issues that could negatively impact Full Production, and to address such issues early on, which would be costlier to address in terms of time and/or money if discovered during Full Production or even after delivery.

6.5.4.6.2 The key elements of the FAI are:

- a. Personnel: FAI will be completed by the Contractor Quality Assurance (QA) group overseen by representatives of the Technical Authority including hardware, software, and test subject matter experts that can provide information and guidance support to the Contractor;
- b. Facility: Elements of FAI may be completed at the Contractor's facility, a government facility, or third party facility at the discretion of the Technical Authority;
- c. Procedure: The FAI will be conducted IAW a First Article Approval Procedure (FAAP) developed by the Contractor. The results of the FAI will be documented in a First Article Inspection Report (FAIR) prepared IAW AS9102; and
- d. Approval: Approval of the FAIR by the Technical Authority constitutes approval of first articles.

#### 6.5.4.7 Production Facility Baseline

6.5.4.7.1 Once FAI has been successfully completed through approval of the FAIR, the Contractor must not alter Contractor or Sub-contractor facilities at which the Work is conducted, without prior Technical Authority authorization to do so. If changes to this baseline are requested, and approved by the Technical Authority, any costs associated with implementing or qualifying the changes (e.g. an additional FAI process) must be borne by the Contractor.

#### 6.5.4.8 Full Production Readiness Review (FPRR)

6.5.4.8.1 Once Initial Production including the FAI, has been completed, the Contractor must conduct a Full Production Readiness Review (FPRR) with the Technical Authority to assess readiness to commence Full Production. The FPRR must include verification of the following:

- a. Contractor-Provided Capabilities – have been validated;
- b. Final FAIR – has been approved and all corrective measures documented therein have been instituted; and
- c. FAI Review Meeting – has been conducted.

### 6.5.5 Full Production

6.5.5.1 Upon receipt of Technical Authority approval of the FPRR, the Contractor must conduct the Full Production Phase to procure, build, assemble, integrate and test the LTS

Components IAW the Production Plan employing the processes less FAI, and the facility configuration established and approved during the FPRR.

## **6.6 Production Test Requirements**

### **6.6.1 General**

6.6.1.1 The LTS Component will undergo rigorous testing before it's delivered to Canada to ensure that the finished product will operate reliability in the operational environment for which it is designed.

6.6.1.2 The Contract must have suitable facilities and experience in build to print testing.

### **6.6.2 Storage of Production Test Data**

6.6.2.1 The Contractor must implement a system to ensure that all test results, test reports and applications that generate reports are stored for a period of up to two years after the completion of the Contract.

### **6.6.3 Calibration and Maintenance**

6.6.3.1 The Contractor must perform all required preventive and corrective maintenance on equipment used for production or testing so as to ensure high production quality and minimize disruption.

6.6.3.2 At the request of the Technical Authority, the Contractor must provide the preventive maintenance schedule for any Contractor-provided equipment used in production or testing, and verification that maintenance and calibration has been completed.

6.6.3.3 Should calibration or maintenance intervals need to be shortened, or lengthened for any reason, the Contractor must provide this information to the Technical Authority when known.

### **6.6.4 Testing with Government Furnished Equipment**

6.6.4.1 The Contractor must test TLAs and components using Government furnished test equipment if provided.

### **6.6.5 Known Good Units**

6.6.5.1 Canada will provide known-good LC4ISR Radio and Network Tactical Communication equipment as GFE to be used by the Contractor as "Golden Units".

6.6.5.2 The Contractor must track and report the status of "Golden Units".

### **6.6.6 Preventive Maintenance**

6.6.6.1 The Contractor must perform preventive maintenance on all GFE.

6.6.6.2 The Contractor must track usage of items with a specified life (i.e. maximum number

of insertions for connectors) and ensure they do not exceed their life.

6.6.6.3 Should it become apparent to the Contractor that established preventive maintenance procedures or intervals are inadequate, the Contractor must advise the Technical Authority when such issues become known, and provide recommendations for their resolution.

#### **6.6.7 Production Test Failure Repair and Analysis**

6.6.7.1 The Contractor must conduct test failure repair and analysis and report all production defects to the Technical Authority within 24 hours.

#### **6.6.8 Production Test Failure Debug and Repair**

6.6.8.1 The Contractor must repair components, CCAs, subassemblies and TLAs IAW IPC standards.

6.6.8.2 The Contractor must, upon completion of repairs, re-enter the repaired components, CCAs, subassemblies or TLAs into the production and test process.

6.6.8.3 The Contractor must document the nature of all repairs, correlated to the serial number of the faulty component, CCA, subassembly or TLA.

#### **6.6.9 Production Test Data Capture, Analysis and Reporting**

6.6.9.1 The Contractor's process for test data capture, analysis and reporting must be documented in the Production Test Plan.

#### **6.6.10 Production Problem Resolution**

6.6.10.1 In order to conduct Root Cause Analysis (RCA) the Contractor must document;

- a. Production process problems encountered;
- b. Test failures for which debugging has been unsuccessful; and
- c. Negative test data trends identified.

6.6.10.2 Performing and Documenting an RCA

6.6.10.2.1 The general process for performing and documenting an RCA is as follows:

- a. Define the problem or failure to be prevented in the future;
- b. Gather data and evidence, classifying it along a timeline of events to the problem or failure. For every behaviour, condition, action and inaction, specify in the "timeline" what should have been done when it differs from what was done;
- c. Ask "why" and identify the causes associated with each sequential step towards the defined problem or failure. "Why" is taken to mean "What were the factors that directly resulted in the effect?"

- d. Classify causes into two categories: causal factors that relate to an event in the sequence; and root causes that interrupted that step of the sequence chain when eliminated;
- e. Identify all other harmful factors that have equal or better claim to be called "root causes." If there are multiple root causes, which is often the case, reveal those clearly for later optimum selection;
- f. Identify corrective measure(s) that will, with certainty, prevent recurrence of each harmful effect and related outcomes or factors. Check that each corrective action would, if pre-implemented before the event, have reduced or prevented specific harmful effects; and
- g. Test the recommended corrective measure(s).

6.6.10.2.2 The Technical Authority may elect to withhold LTS Component acceptance until such time as the Technical Authority is confident that the test failures identified during root cause analysis have been resolved.

#### **6.6.11 Commercial Off The Shelf Component Testing**

6.6.11.1 The Contractor must provide a Certificate of Compliance (CoC) for 100% of all COTS equipment certifying that the product meets specifications.

### **6.7 Production Item Delivery**

6.7.1 The Contractor must prepare for delivery and ship all production items that have successfully passed all test requirements IAW the Preparation for Delivery, Delivery at Destination, Transportation and Release Document requirements defined in the Contract and Task.

6.7.2 The Contractor must submit a Delivery Report with each delivery and provide a summary with the MPR. The Delivery Report must include the following:

- a. Contract Number;
- b. Transaction Number;
- c. Item Description;, Serial Number, Stock Code; and
- d. Shipment #

6.7.3 The Contractor must apply delivery item markings IAW Section 7.3.1.

## **7 Integrated Logistics Support (ILS)**

### **7.1 General**

7.1.1 Integrated Logistics Support will include the following:

- a. Training;
- b. Publications / Documentation; and
- c. Packaging, Handling Storage and Transportation.

### **7.2 Training**

7.2.1 The Contractor must provide training support services when tasked. These services must include but not be limited to:

- a. Conducting training needs analysis;
- b. Providing training material;
- c. Developing training plans and syllabuses;
- d. Conducting training classes;
- e. Preparing, conducting and marking examinations;
- f. Evaluating of students; and
- g. Preparation of site-specific software loads for DND Training Facilities

7.2.2 The specific requirements for training will be included in the tasking.

### **7.3 Publications / Documentation**

7.3.1 The Contractor must provide documentation services when tasked including:

- a. Preparing, updating and delivering Canadian Forces Technical Orders (CFTO);
- b. Preparing, updating and delivering TDPs;
- c. Preparing, updating and delivering Engineering Drawings, Technical Publications and Manuals;
- d. Preparing, updating and delivering Special Information Instructions ; and
- e. Development of inspection, repair, product improvement, upgrade and/or overhaul techniques and procedures.

7.3.2 Due to the software nature of the LTS components, it is expected that the Contractor must provide software/firmware updates to fix known issues or to improve system performance. Consequently, the contractor must be prepared to develop relevant technical notes and update publications, as required.

7.3.3 The specific requirements for publication/documentation will be included in the Tasking.



Unless otherwise stated in the Tasking, the Contractor must prepare engineering documentation IAW ISO/IEC 15289.

7.3.4 The Contractor must advise the Technical Authority of the need for amendment to any publications and Special Information Instructions irrespective of whether it is included in a specific tasking or not.

7.3.5 All publications must be provided by the Contractor in English. Publications must be provided in bilingual format only as directed by the Technical Authority. The Contractor must provide Canada with the right to translate the publications i.e. a letter authorizing Canada to translate.

7.3.6 The Contractor must provide a letter giving Canada the right to use either the English or French versions of publications for Canada's use without restrictions. This includes posting portions of the publications on the Defence Wide Area Network (DWAN) or creating training excerpts. Canada will not disseminate this information to any 3<sup>rd</sup> party.

7.3.7 Unless otherwise specified in a DID, the Contractor must prepare all data delivered under this SOW in Microsoft Office format, or formats acceptable to DND which can be edited.

### **7.3.1 Technical Data Package**

7.3.1.1 The Contractor must develop and maintain when tasked LTS production level TDPs which must consist of those TDP elements necessary to provide the design, engineering, manufacturing, inspection, packaging and quality assurance provisions information necessary to enable the procurement or manufacture of an LTS Component. The product must be defined to the extent necessary for a competent manufacturer to produce an item, which duplicates the physical, interface, and functional characteristics of the original product, without additional design engineering effort or recourse to the current design activity.

7.3.1.2 All production and assembly drawings will be in DND format with DND drawing numbers. The TDP will be provided in native electronic format, interchange electronic format and PDF. All PDF documents must be text searchable where possible.

7.3.1.3 Each TDP must contain a combination of printed and electronic material for all developmental items and components requiring procurement and manufacturing, including:

- a. CAD files: Mechanical CAD (MCAD) and Electronic CAD (ECAD) files (i.e Gerber Files, ODB++);
- b. Drawings and Artwork: Assembly Drawings (i.e. Top Level, Sub Level, Circuit Card Assembly (CCA) and Printed Circuit Board (PCB)), Mechanical drawings, Electrical drawings, Cabling drawings, Labels, Buttons and Keypad;
- c. BOMs, AVLs and Tree Structure;
- d. Schematics; and
- e. Production Level (Level 3) Assembly Drawings and Aids IAW MIL-STD 31000A.

### **7.3.2 TDP Elements**

7.3.2.1 As requested by the Technical Authority, TDP elements and associated data required must include;

- a. Conceptual Design Drawings;
- b. Developmental Design Drawings and Associated Lists;
- c. Product Drawings/ Models and Associated Lists;
- d. Special Inspection Equipment Drawings, Models, and Associated Lists;
- e. Special Tooling Drawings, Models and Associated Lists;
- f. Special Packaging Instructions, Drawings, Models and Associated Lists;
- g. Specification and or Standards;
- h. Software Documentation;
- i. Quality Assurance Provisions;
- j. Metadata; and
- k. Supplementary Technical Data.

7.3.2.2 Modifications and updates to TDPs for existing LTS Components will be based in part on an update of the existing TDPs for these products that are not fully available in CAD Files modules.

## **7.4 Packaging, Handling, Storage and Transportation (PHST)**

### **7.4.1 General**

7.4.1.1 PHST requirements for R&O Items are specified in Annex B, Logistics Statement of Work for Repair & Overhaul Contracts.

### **7.4.2 Delivery Item Markings**

7.4.2.1 The Contractor must apply and position markings on shipping containers and interior containers per Paragraphs 3.7.1, 3.10.2, 3.11.1 and 3.11.9 of D-LM-008-002/SF-001 and as detailed below:

- a. On Shipping Containers:
  - i. Apply the following markings:
    - (1) Identification Markings:
      - North Atlantic Treaty Organization (NATO) Stock Number,
      - Nomenclature,
      - Quantity / Unit of Issue,
      - Protection and date markings, and

- Contract Serial Number (as shown on the Contract).
    - (2) Special Markings:
      - Manufacturer's Part Number, and
      - Manufacturer's Batch / Lot Number.
  - ii. Apply the following markings using a GS1-128 linear barcode, with the data replicated in human readable form beneath the barcode:
    - NATO Stock Number,
    - Contract Serial Number; and
    - Manufacturer's Part Number.
- b. On Interior Containers, including unit packs:
- i. Apply the following markings:
    - (1) Identification Markings:
      - NATO Stock Number,
      - Nomenclature,
      - Quantity / Unit of Issue,
      - Protection and date markings,
      - Contract Serial Number (as shown on the Contract), and
      - Serial Number(s).
    - (2) Special Markings:
      - Manufacturer's Part Number, and
      - Unique Item Identifier(s).
  - ii. Apply the following markings using a GS1-128 linear bar code, with the data replicated in human readable form beneath the barcode:
    - (1) NATO Stock Number,
    - (2) Contract Serial Number,
    - (3) Manufacturer's Part Number, and
    - (4) Serial Number(s).
  - iii. Apply the Unique Item Identifier marking(s) using a PDF 417 barcode IAW STANAG 2290.

7.4.2.2 Barcodes must be applied to the outside of any packaging material through which the barcode is not easily machine-readable.

## **8 Support To Operations**

### **8.1.1 General**

8.1.1.1 The LTS is used operationally by the Land Forces. Support to Operations involves a variety of activities within Canada in support of the ongoing deployment and use of the LTS in the field.

8.1.1.2 Support to Operations will include the following:

- a. Field Service Representatives (FSR);
- b. Technical Assistance Visits (TAV);
- c. Operational Test and Evaluation; and
- d. Fielding Support.

8.1.1.3 The Contractor must provide fully qualified personnel to travel to the DND location specified in the tasking.

8.1.1.4 Travel and accommodations are the responsibilities of the Contractor or as specified in the tasking. The Contractor must ensure that the personnel have all they require to complete the assigned task including documentation, spare parts (whether supplied by the Contractor or by DND), tools and test equipment.

8.1.1.5 Where on-site inspection reveals a requirement for additional material, the Contractor must expedite shipment of the same to the support team. If available, the Contractor may request the use of DND supplied spare parts and test equipment.

### **8.1.2 Field Service Representatives**

8.1.2.1 Given the complex technological and functional nature of the System, it is anticipated that FSR services will be required during specific periods in the life of the System. Accordingly, the Contractor may be called upon to provide expert technical assistance at those locations within Canada where the lack of such expert technical knowledge would seriously impair the efficient use of the system.

8.1.2.2 FSR tasks may include the following:

- a. Reporting, diagnosing and developing workarounds for problems with the System, and all of the System's functionality, hardware, software, firmware, operating manuals, training and usage, and assisting in repairs of any aspect of the System and its use.
- b. These tasks may need specialized tools, fixtures and diagnostic equipment and include:
  - i. Assessing the usage of the System and recommending changes to training and standard operating procedures as required;
  - ii. Assisting with field upgrades, installation, re-installation and modification;

- iii. Improving maintenance procedures by conducting special studies to resolve identified shortcomings in maintenance procedures and practices;
- iv. Obtaining needed technical data from industry sources; and
- v. Supporting Failure Reporting and Corrective Action System (FRACAS).

8.1.2.3 FSR support must be provided IAW CFTO C-02-006-009/AG-000.

8.1.2.4 When notified of a requirement, the Contractor must dispatch an FSR to locations in Canada within five working days of receipt of notification.

8.1.2.5 Reports must be prepared IAW C-02-006-009/AG-000, following the format shown at Annex A to the publication and be submitted monthly, in time to reach the Technical Authority no later than the 10<sup>th</sup> day of the following month. Special reports must be submitted when requested by the Technical Authority.

### **8.1.3 Technical Assistance Visit (TAV)**

8.1.3.1 The Contractor must provide fully trained individuals, or teams as required, to support a TAV.

8.1.3.2 The Contractor must dispatch his TAV team members to locations in Canada within ten working days of receipt of notification.

8.1.3.3 The Contractor's TAV team members must perform maintenance, installation of field upgrades and modification of field elements of the system.

8.1.3.4 In support of a TAV, the Contractor must:

- a. Provide TAV planning, definition, scheduling and coordination services;
- b. Define personnel, Technical Data Package, logistics, tools and test equipment requirements; and
- c. Arrange for necessary approvals, pre-deployment medicals, passport, appropriate security clearance and insurance.

### **8.1.4 Fielding Support**

8.1.4.1 The Contractor must produce and provide support for the preparation of modification and installation instructions.

8.1.4.2 The Contractor must produce system components/modification kits and, if necessary, associated data.

8.1.4.3 The Contractor must provide engineering supervision of the installation, if the modification scheme is of sufficient complexity.

## **9 Environmental, Health and Safety**

### **9.1 General**

9.1.1 The Contractor must comply with the following Environmental Health and Safety (EHS) requirements:

- a. The Contractor and subcontractors must comply with applicable EHS legislation;
- b. The LTS Components must not contain Polychlorinated Biphenyls (PCBs) or asbestos;
- c. The LTS Components must comply with Products Containing Mercury Regulations;
- d. If any Lithium or Lithium-polymer batteries are used, then the procedures in C-02-008-001/TS-000, General Safety Lithium Batteries Handling, Storage Preservation and Disposal Instructions must be used;
- e. Halocarbons identified within Schedule 4 of the Ozone-Depleting Substances Regulations, with the exception of HCFC-123, and items 1 to 9 on Schedule 1 of the Federal Halocarbon Regulation, 2003, must not be incorporated into the design, operation or maintenance of equipment, products or support services.
- f. The Contractor must ensure that all Contract deliverables are reviewed for EHS risks, and must include appropriate labels, warnings and instructions to mitigate the EHS risks;
- g. The Contractor must be responsible for the change of any products used in LTS Components that are not IAW the applicable EHS legislation at their expense;
- h. The Contractor should have an Environmental Management System (EMS) to control impacts resulting from their activities, products or services that is consistent with ISO 14001 - Environmental Management Systems; Requirements with Guidance for Use. Certification to this standard is preferred but not necessary;
- i. The Contractor should implement and maintain an Occupational Health and Safety Management System (OHSMS) consistent with the principles presented in OHSAS 18001. Certification to this standard is preferred but not necessary;
- j. The EMS and OHSMS requirement is applicable to the Contractor. The Contractor must make a reasonable effort to monitor and ensure that all subcontractors are in compliance with applicable EHS legislation; and
- k. The Contractor must keep accurate and complete EHS records and documentation for the work performed under this Contract. EHS documentation must be maintained within the project file throughout the life of this Contract and made available to the Technical Authority upon request.

### **9.2 Safety**

9.2.1 Whether specifically stated in a task or not, the Contractor must ensure that *safety is a principal* concern when developing modifications to the System.

9.2.2 The Contractor must perform analyses and tests necessary to ensure that the potential for hazardous conditions during operation as a result of modifications is minimised or eliminated. Guidance for system safety is provided in MIL-STD-882E.

9.2.3 The Contractor must identify all potentially hazardous conditions or operating procedures in the requirement specifications, designs, product specifications, and user/operator manuals. If no potentially hazardous conditions or operating procedures exist, then the Contractor must clearly state this in the impact analysis.

## Appendix 1

### Selection Notice and Priority Summary List/ Relevé des avis de sélection et des demandes prioritaires de réparables

Item	NSN/NNO	Item Name/ Dénomination	MRC/CRM	Annual Forecast/ Quantité par année	QAC/A- Q	DMC/CDM
1	7021-21-920- 5076	Test Program Set New Generation (TPSNG)/Lot d'installation et d'équipement, traitement de données	\$10,000.00	16	Q	D
2	5895-20-001- 3699	Firmware Flashing Station Portable (FFSP)	\$9,000.00	18	C	D
3	6625-20-008- 1883	Portable Data Radio Test Set (PDRTS)/Controleur, Radio	\$24,000.00	7	C	D
4	6625-20-008- 0870	EFCC Cable Test Set	\$22,000.00	8	C	A

#### Legend/

1. NSN: NATO Stock Number
2. NNO: Numéro nomenclature de l'OTAN
3. MRC: Maximum Repair Cost
4. CRM: Coût de réparation maximum
5. QAC: Quality Assurance Code
6. A-Q: Assurance de la qualité
7. DMC : De-militarization Code
8. CDM : le Code de demilitarisation



**APPENDIX 2 TO ANNEX A**

**TO CONTRACT W8486-173534**

**LAND COMMAND, CONTROL, COMMUNICATIONS,  
COMPUTERS, INTELLIGENCE, SURVEILLANCE AND  
RECONNAISSANCE (LC4ISR)**

**TEST SYSTEM (LTS)**

**IN-SERVICE SUPPORT CONTRACT (LTS-ISSC)**

**CURRENT SUITE OF TEST EQUIPMENT**

## TABLE OF CONTENTS

1	Scope.....	1
1.1	Introduction.....	1
1.2	List of Current Main LTS Components.....	2
1.3	Reference Documents.....	2
2	Test Program Set Next Generation V2 (TPS(NG-V2)).....	4
2.1	General.....	4
2.2	TPS Evolution.....	4
2.3	TPS List of Components.....	6
3	Firmware Flashing Station – Portable (FFPS).....	7
3.1	General.....	7
3.2	FFSP Evolution.....	7
3.3	FFSP List of Components.....	8
4	Portable Data Radio Test Set (PDRTS).....	9
4.1	General.....	9
4.2	PDRTS Evolution.....	9
4.3	PDRTS List of Components.....	9
5	Equipment Field Communication Cable (EFCC) Test Set.....	11
5.1	General.....	11
5.2	EFCC Evolution.....	11
5.3	EFCC List of Components.....	11
6	Portable Toolkit – Primary.....	13
6.1	General.....	13
6.2	Portable Toolkit – Primary Evolution.....	13
6.3	Portable Toolkit – Primary List of Components.....	13
7	Portable Toolkit – Supplementary.....	15
7.1	General.....	15
7.2	Portable Toolkit – Supplementary Evolution.....	15
7.3	Portable Toolkit – Supplementary List of Components.....	15
8	Land Command Information System (LCIS) Toolkit.....	17
8.1	General.....	17
8.2	LCIS Toolkit Evolution.....	17
8.3	LCIS IRIS Toolkit List of Components.....	17
9	Workshop Toolkit.....	19
9.1	General.....	19
9.2	Workshop Toolkit Evolution.....	19
9.3	Workshop Toolkit List of Components.....	19

---

10	Field Toolkit.....	21
10.1	General.....	21
10.2	Field Toolkit Evolution.....	21
10.3	Field Toolkit List of Components.....	21
11	Purging Kit.....	23
11.1	General.....	23
11.2	Purging Kit Evolution.....	23
11.3	Purging Kit List of Components.....	23
12	Light Support Repair Vehicle (LSRV) .....	24
12.1	General.....	24
12.2	LSRV Evolution.....	24
12.3	LSRV Components .....	24
13	Medium Support Vehicle System (MSVS) .....	24
13.1	General.....	24
13.2	MSVS LTS Evolution.....	24

# **1 Scope**

This document identifies the current suite of LTS Components currently being used by Canadian Army Communications Technicians to maintain the operational capability of Canadian Army Radio and Network communication systems.

## **1.1 Introduction**

LTS provides First and Second Level maintenance support to Army Radios and Network communication equipment.

Canadian Army Radio and Network communication systems are in a state of constantly flux as existing communication systems are being upgraded and new communication capabilities added. The suite of LTS Components is continuously evolving in response to obsolescence related changes to the LTS itself and because new test capabilities are needed to support new Army tactical communication capabilities being brought into service.

In the context of this appendix Army Radios and Network communication equipment are designated as Units Under Test (UUT).

LTS Components intended for First Level maintenance in close support of Army communication equipment are characterized as follows:

- a. Used on closed box (technician does not open UUT);
- b. Mobile (moves frequently and follows the UUT);
- c. Deployed to operational theatre;
- d. Used to identify top level assembly (TLA) UUT faults;
- e. Supplements UUT Built-in-test (BIT) capability;
- f. Ruggedized for use in the field;
- g. Intended for use by maintenance tech operating independently; and
- h. Functions with an independent power source.

LTS Components intended for Second Level maintenance of Army communication equipment are characterized as follows:

- a. Testing done on closed box but technician can open UUT and replace faulty Line Replaceable Units (LRU);
- b. Deployed to operational theatre in hard cases;
- c. Used to identify TLA and LRU faults;
- d. Supplements UUT BIT capability;
- e. Intended for use in air conditioned laboratory type environment;
- f. Intended to be used in fixed location for periods of time;

- g. Intended for use by one or more maintenance techs operating as a team; and
- h. External AC power available.

## 1.2 List of Current Main LTS Components

The following list identifies the Main LTS components:

**Table 1 - List of Current Main LTS Equipment**

Main	Description	QTY	ECL / Stock Code	Maintenance Level
TPSNG	Test Program Set New Generation (TPSNG V2)	130	21-9205076	2 <sup>nd</sup> Level
FLASHING KITS	Firmware Flashing Station Portable (FFSP)	110	20-0013699	1 <sup>st</sup> & 2 <sup>nd</sup> Level
PDRTS	Portable Data Radio Test Set (PDRTS)	30	20-0081883	2 <sup>nd</sup> Level
Cable Test Set	EFCC Cable Test Set	6	20-0080870	2 <sup>nd</sup> Level
TOOLKITS	Portable Toolkit – Primary	120	20-0098119	1 <sup>st</sup> & 2 <sup>nd</sup> Level
	Portable Toolkit – Supplementary	120	20-0098120	1 <sup>st</sup> & 2 <sup>nd</sup> Level
	LCIS Installation Toolkit	60	20-0011914	1 <sup>st</sup> & 2 <sup>nd</sup> Level
	Workshop Toolkit	60	21-9210762	2 <sup>nd</sup> Level
	Field Toolkit	60	21-9210764	1 <sup>st</sup> Level
	Purging Kit	92		2 <sup>nd</sup> Level
LSRV	Light Support Repair Vehicle (LSRV) Test Equip & Comm Suite 22.001	40	20-0068777	2 <sup>nd</sup> Level

## 1.3 Reference Documents

C-53-996-000/MX-001 – Illustrated Parts Manual and Scale, Test Suite IFR - 1600.

CFTO TBD	– Illustrated Parts Manual and Scale, TPS
CFTO TBD	SCCD TDP
CFTO TBD	Flashing Station Workshop Instruction Manuals
CFTO TBD	PDRT TDP
CFTO TBD	EFCC operators manuals
CFTO TBD	EFCC TDP
CFTO TBD	Portable Toolkit – Primary TDP
CFTO TBD	Portable Toolkit – Supplementary TDP
OEM Manuals	

## 2 Test Program Set Next Generation V2 (TPS(NG-V2))

### 2.1 General

The current in-service TPS, Figure A2- 1, is used at Second Level, to test the Army Vehicle platform mounted Tactical Network Communication equipment including the Control Indicator (CI), Network Access Unit (NAU), Radio Access Unit (RAU) and LAN Ethernet Switch (LES) and Communication Selector Box (CSB):

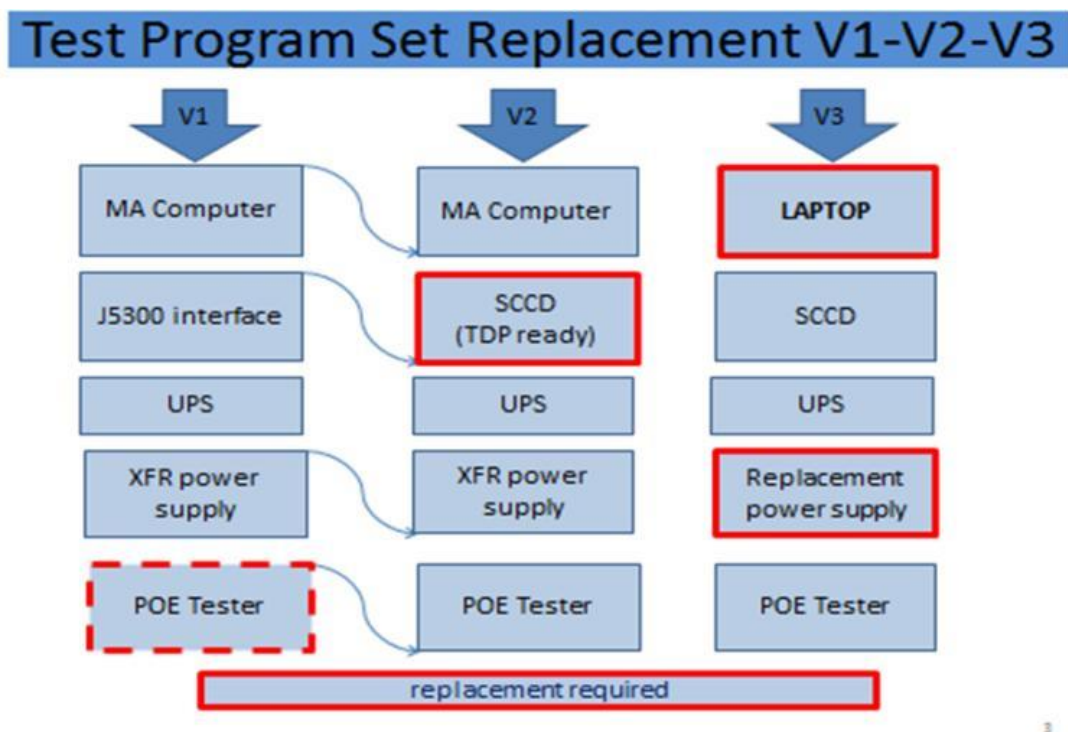
Figure A2- 1 TPS (NG-V2) without Signal Conditioning Connection Device



### 2.2 TPS Evolution

The TPS will require upgrade or replacement to accommodate new Army tactical network communication diagnostics and maintenance capabilities and address LTS hardware and software obsolescence, space, weight and sizing issues. The TPS evolution strategy is outline in Figure A2- 2.

Figure A2- 2: TPS Evolution





### 2.3 TPS List of Components

Description	Equip Check List Ref	Part Number	OEM
<b>Test Program Set New Generation (TPSNG V2)</b>	<b>21-9205076</b>	<b>S70025</b>	
MA Computer – (Bare)	20-0058660	MA-2010-TPSNG	202 WKSP
Interface Unit ECL	21-9207729	S66213	GDC
Interface Unit – (Bare)	21-9202420	J-5300/G	GDC
Uninterruptable Power Supply (UPS)	01-5864441	9130RM	Eaton
XFR Power Supply	21-9206350	XFR 35-35	Xantrex
POE3 Tester	01-5969871	RT-POE3NL-8	Reach Technology
Signal Conditioning Connection Device (SCCD)	20-0087429	0976609-1	Averna
Cables and Test Cables	Misc		
Shipping And Storage Container Case 1 of 3	20-0094584	1480580-1	Hardigg
Shipping And Storage Container Case 2 of 3	20-0094596	1480581-1	Hardigg
Shipping And Storage Container Case 3 of 3	20-0094564	1480582-1	Hardigg
Optical Test Set	21-9202806	TS-5214/TSC	DAFOCOM

### 3 Firmware Flashing Station – Portable (FFPS)

#### 3.1 General

The current in-service FFPS, Figure A2- 3, is used at First and Second Level to configure firmware on Army Radio and Network Communication equipment.

Figure A2- 3: FFPS



#### 3.2 FFSP Evolution

The FFSP will require upgrade or replacement to accommodate new Army communication diagnostics and maintenance capabilities and address LTS hardware and software obsolescence, space, weight and sizing issues.

### 3.3 FFSP List of Components

Description	Equip Check List Ref	Part Number	OEM
<b>Firmware Flashing Station Portable (FFSP)</b>	<b>20-0013699</b>	<b>S59063</b>	
Flashing Console	20-0033012	0789010-1	202 WKSP
Cables	Misc		202 WKSP
Power Supplies			202 WKSP
Hard Case	01-4589273	1700	202 WKSP

## 4 Portable Data Radio Test Set (PDRTS)

### 4.1 General

The current in-service PDRTS, Figure A2- 4, is used at Second Level to test software defined radios such as the Enhanced Position Location Reporting System (EPLRS).

Figure A2- 4: PDRTS



### 4.2 PDRTS Evolution

The PDRTS will require upgrade or replacement to address new Army communication capability diagnostics and maintenance requirements and LTS hardware and software obsolescence issues.

### 4.3 PDRTS List of Components

Description	Equip Check List Ref	Part Number	OEM
<b>Portable Data Radio Tet Set (PDRTS)</b>	20-0081883	S66292	
Computer, lap top	20-0050697	CF-19 KHRAXAM	Panasonic
Adapter, Power Supply, EPLRS	01-4779906	A3271227	202 WKSP
Attenuator Assembly	20-0077306	1389001-1	202 WKSP
RT Radio (RT-1915(C)/G)	01-5355436	A3285965	202 WKSP

---

<b>Description</b>	<b>Equip Check List Ref</b>	<b>Part Number</b>	<b>OEM</b>
<b>Portable Data Radio Tet Set (PDRTS)</b>	20-0081883	S66292	
Radio Selection Box			
Cables	Misc		202 WKSP
Power Supplies			202 WKSP
Hard Case	01-4589273	3RR-7U24-25B	HARDIGG

## 5 Equipment Field Communication Cable (EFCC) Test Set

### 5.1 General

The current in-service EFCC is used at Second Level to test and repair field communication cable harnesses.

### 5.2 EFCC Evolution

The EFCC will require upgrade or replacement to address new Army communications capability diagnostics and maintenance requirements and LTS obsolescence issues.

### 5.3 EFCC List of Components

Description	Equip Check List Ref	Part Number	OEM
<b>Equipment Field Communication Cable (EFCC)</b>	20-0080870	S66290	GDC
Cable Analyzer	15-1923023	DTX-1800-INTL	
Meter, Micro Ohm Model 6240	01-6231813	2129.80	
Kelvin Probe 1a 10 Ft W Banana Plug Spring Loaded	01-6231811	2118.73	
Cable Assemblies	Misc		
Testing Dongles	Misc		
Connector Assemblies	Misc		
Adaptor Plug Toolkits	Misc		
Wrench, Torque	Misc		
Vise, Machinist	01-4991467	BT-VS-511	
Case Transit, Kit Mechanical Test Equipment	20-0081126	014459-01 Rev A	
Test Set, Electrical Cable Analyzer Hi-Voltage Wiring Horizon Ii	20-0078253	Horizon II H2-HV4	
Case Transit, Kit Electrical	20-0081131	014372-01Rev A	

---

Description	Equip Check List Ref	Part Number	OEM
<b>Equipment Field Communication Cable (EFCC)</b>	20-0080870	S66290	GDC
Shipping And Storage Container			
Case Transit Elan Test Adptr Kit	20A0L7275	017827-01 REV A	
Oscilloscope	20-A0G1426	DSO6052A	
Probe-Lead Assy	01-6155117	N2790A	
Multimeter	01-5494851	87V	

## 6 Portable Toolkit – Primary

### 6.1 General

The current in-service Portable Toolkit – Primary Figure A2- 5, is used at First and Second Level to test and repair Radios and Network communication equipment and cable harnesses.

Figure A2- 5: Portable Toolkit - Primary



### 6.2 Portable Toolkit – Primary Evolution

The Portable Toolkit – Primary will require upgrade or replacement to address new Army communication capability diagnostics and maintenance requirements and LTS obsolescence issues.

### 6.3 Portable Toolkit – Primary List of Components

Description	Equip Check List Ref	Part Number	OEM
<b>Portable Toolkit - Primary</b>	20-0098119	1587396-1	Gryphon
Case, Pelican	01-5808259	0450	
Fileset Small	01-3351600	HBFN120A	
Multimeter, Digital	20A014957	EEDM503B	
Work Station, Electro-Static	01-1682044	8501	



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<b>Description</b>	<b>Equip Check List Ref</b>	<b>Part Number</b>	<b>OEM</b>
<b>Portable Toolkit - Primary</b>	20-0098119	1587396-1	Gryphon
Head Lamp, Pelican	01-6500974	2765	
Socket set with Sockets	Misc		
Wrenches	Misc		
Crimping Tools	Misc		
Pliers	Misc		
Screwdrivers	Misc		

## 7 Portable Toolkit – Supplementary

### 7.1 General

The current in-service Portable Toolkit – Supplementary, Figure A2- 6, is used at First and Second Level to test and repair Radios and Network communication equipment and cable harnesses.

Figure A2- 6: Portable Toolkit - Supplementary



### 7.2 Portable Toolkit – Supplementary Evolution

The Portable Toolkit – Supplementary will require upgrade or replacement to address new Army communication diagnostics and maintenance requirements and LTS obsolescence issues.

### 7.3 Portable Toolkit – Supplementary List of Components

Description	Equip Check List Ref	Part Number	OEM
<b>Portable Toolkit – Supplementary</b>	20-0098120	1587395-1	Gryphon
Case, Pelican	01-5808259	0450	
Stripper, hand held	Misc		
Insert/Extract Tools	Misc		
Die Set	015470510	30-576	

<b>Description</b>	<b>Equip Check List Ref</b>	<b>Part Number</b>	<b>OEM</b>
<b>Portable Toolkit – Supplementary</b>	20-0098120	1587395-1	Gryphon
Crimpmaster	015254545	30-506	
Modular Plug Crimp	Misc		
File Set	01--6181862	SGFMN106	
Syringe, Solder Remover	013673947	YA476A	
Soldering Iron, Electric	015174476	YAKS22	
Heater, Gun Type, Electric	01-2784142	10008	
Drill, Cordless	015174815	CDR3850	

## 8 Land Command Information System (LCIS) Toolkit

### 8.1 General

The current in-service LCIS Toolkit, Figure A2- 7, is used at First and Second Level to test and repair Army Radios and Network communication equipment and cable harnesses.

Figure A2- 7: LCIS Toolkit



### 8.2 LCIS Toolkit Evolution

The LCIS Toolkit will require upgrade or replacement to address new Army communication capability diagnostics and maintenance requirements and LTS obsolescence issues.

### 8.3 LCIS IRIS Toolkit List of Components

Description	Equip Check List Ref	Part Number	OEM
<b>LC4ISR Installation Toolkit - IRIS</b>	20-0011914	S51720	SNAPON
Storage, Tool Kit	20A0G7841	VFI9650	
Multimeter, Digital	20A014957	EEDM503D	
Wrenches	Misc		
Drill-Driver, Electric, Portable	015174815	CDR6850	
Screwdrivers	Misc		
Pliers	Misc		

<b>Description</b>	<b>Equip Check List Ref</b>	<b>Part Number</b>	<b>OEM</b>
<b>LC4ISR Installation Toolkit - IRIS</b>	20-0011914	S51720	SNAPON
Socket Sets	Misc		
Soldering Iron, Electric	015174476	YAKS32A	
Syringe, Solder Remover	013673947	YA476A	
Key Ratchet Kits	Misc		

## 9 Workshop Toolkit

### 9.1 General

The current in-service Workshop Toolkit, Figure A2- 8, is used at Second Level to test and repair Radios and Network communication equipment and cable harnesses.

Figure A2- 8: Workshop Toolkit



### 9.2 Workshop Toolkit Evolution

The Workshop Toolkit will require upgrade or replacement to address new Army communications capability diagnostics and maintenance requirements and LTS obsolescence issues.

### 9.3 Workshop Toolkit List of Components

Description	Equip Check List Ref	Part Number	OEM
<b>Workshop Toolkit</b>	21-9210762	S51704	Snapon
Cabinet, Storage, Empty	200038404	R5ADG-3003	
Wrenches	Misc		
Screwdrivers	Misc		
Socket Sets	Misc		

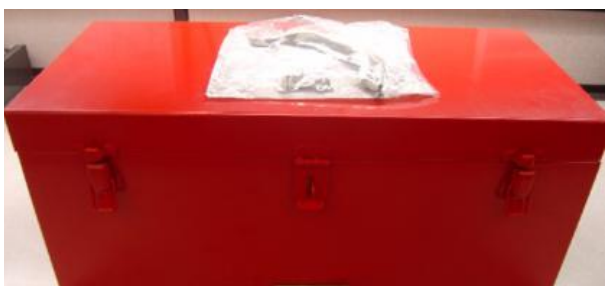
<b>Description</b>	<b>Equip Check List Ref</b>	<b>Part Number</b>	<b>OEM</b>
<b>Workshop Toolkit</b>	21-9210762	S51704	Snapon
Die Set	015470510	30-576	
Heater, Gun Type, Electric	218716675	10008	
Special Features Crimp Tool	015254545	30-506	
Tester, Contact Retention	Misc		
Thickness Gauges	Misc		
Pliers	Misc		
Crimping Tools	Misc		
Inserters, Electrical Contact	Misc		
Wire And Cable Strippers	Misc		
Insert/Extract Tools	Misc		
Modular Plug Crimps	Misc		

## 10 Field Toolkit

### 10.1 General

The current in-service Field Toolkit Figure A2- 9, is used at First Level to test and repair Radios and Network communication equipment and cable harnesses.

Figure A2- 9: Field Toolkit



### 10.2 Field Toolkit Evolution

The Field Toolkit will require upgrade or replacement to address new Army communication capability diagnostics and maintenance requirements and LTS obsolescence issues.

### 10.3 Field Toolkit List of Components

Description	Equip Check List Ref	Part Number	OEM
<b>Field Toolkit</b>	21-9210764	S51705	Snapon
Tool Box, Portable	004988772	"KR25/CH77"	
Tool Box, Portable	010306159	KRA40	
Wrenches	Misc		
Screwdrivers	Misc		
Socket Sets	Misc		
Heater, Gun Type, Electric	218716675	10008	
Tester, Contact Retention	Misc		
Thickness Gauges	Misc		
Pliers	Misc		



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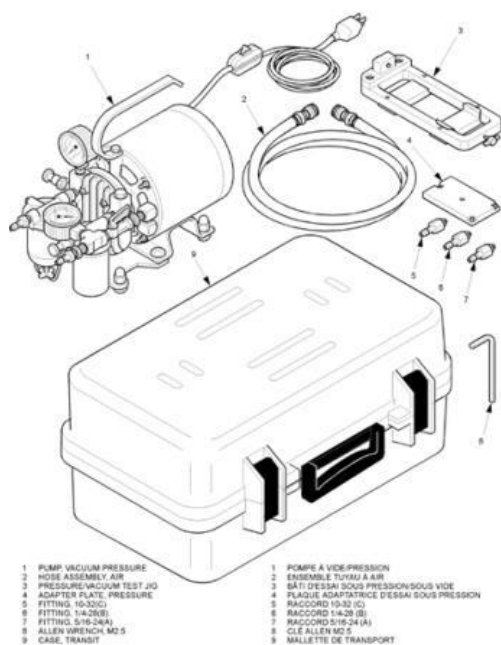
<b>Description</b>	<b>Equip Check List Ref</b>	<b>Part Number</b>	<b>OEM</b>
<b>Field Toolkit</b>	21-9210764	S51705	Snapon
Crimping Tools	Misc		
Insenter, Electrical Contact	Misc		
Wire And Cable Strippers	Misc		
Insert/Extract Tools	Misc		
Modular Plug Crimps	Misc		

## 11 Purging Kit

### 11.1 General

The current in-service Purging kit, Figure A2- 10, is used at Second Level to test that the weather seals of Radios and Network communication equipment remain serviceable after the UUT has been opened, repaired and closed.

Figure A2- 10: Purging Kit



### 11.2 Purging Kit Evolution

The Purging Kit will require upgrade or replacement to address new Army communication capability diagnostic and maintenance requirements and LTS obsolescence issues.

### 11.3 Purging Kit List of Components

Purging Kit

## **12 Light Support Repair Vehicle (LSRV)**

### **12.1 General**

The current in-service LSRV Kits are used as a vehicle deployable, Second Level Repair facility to test Radios and Network communication equipment.

### **12.2 LSRV Evolution**

The LSRV fleet will be replaced thru the Logistic Vehicle Modernization (LVM) Project. The intent is that existing and future test kits and installation kits (IKEE) are designed and built to align with the weight, power and envelope constraints of the LVM. The goal is to make the LTS compatible with both the LVM and MSVS Projects.

### **12.3 LSRV Components**

The LSRV contains the TPSNG and the RCTS as well as a Power Converter, Tool kits and Purging Kits.

## **13 Medium Support Vehicle System (MSVS)**

### **13.1 General**

The MSVS project will replace the current MLVW SEV shelters by modern ISO compliant MSVS shelters.

### **13.2 MSVS LTS Evolution**

The intent is that existing and future test kits and installation kits (IKEE) are designed and built to align with the weight, power and envelope constraints of the MSVS. The goal is to make the LTS compatible with both the LVM and MSVS Projects.

**ANNEX B**

**TO CONTRACT  
W8486-173534**

**LAND COMMAND, CONTROL, COMMUNICATIONS,  
COMPUTERS, INTELLIGENCE, SURVEILLANCE AND  
RECONNAISSANCE (LC4ISR)**

**TEST SYSTEM (LTS) – IN SERVICE SUPPORT CONTRACT  
(LTS-ISSC)**

**LOGISTICS STATEMENT OF WORK**

**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 30-09-2015**

### **Record of Changes**

Identification of changes		Date Entered	Signature
CH #.	Date		
2.1	07/08/2016	07/08/2016	Sharon Rideout
Update Table of Contents	16/08/2016	16/08/2016	Kyla Rafuse
Re-align with ALM-184	25/08/16	25/08/16	Kyla Rafuse
Update table of contents	30/08/16	30/08/16	Kyla Rafuse
Tailored IAW ALM-184	01/12/16	01/12/16	Dave Graham

## **TABLE OF CONTENTS**

1.0	GENERAL INTRODUCTION .....	1
1.1	AIM .....	1
1.2	EXTENT OF WORK/TYPES OF EQUIPMENT .....	1
1.3	WORK THAT IS NOT APPLICABLE .....	1
2.0	RECEIPT .....	1
2.1	DISCREPANCIES IN SHIPMENTS.....	2
3.0	WORK CONTROL .....	2
3.1	COMPLETION OF WORK.....	2
3.2	STOP REPAIR ACTION.....	2
4.0	ANNUAL REPAIR FORECAST - SNAPs.....	2
5.0	COST CONTROL .....	2
6.0	COSTING RECORDS .....	2
6.1	INVOICE / CLAIMS FOR PAYMENT (AAS SPARES).....	3
7.0	MAINTENANCE SUPPORT-MINOR REPAIRS .....	3
7.1	MOBILE REPAIR PARTIES (MRPs) .....	3
7.2	EQUIPMENT TURN AROUND TIME (TAT).....	3
7.3	PRIORITY REPAIR REQUEST (PRR).....	3
7.4	SPECIAL INVESTIGATIONS & TECHNICAL STUDIES (SITs) .....	3
7.5	TECHNICAL INVESTIGATIONS & ENGINEERING STUDIES (TIES) .....	3
7.6	TERMINATION OF CONTRACT .....	3
8.0	SUPPLY SUPPORT/SUSTAINMENT SUPPORT .....	4
8.1	TRANSACTION DOCUMENTATION.....	4
8.2	CONTRACTOR SUPPLY ACCOUNTING .....	4
8.3	MANAGEMENT OF DND-OWNED SPARES.....	4
8.4	SPARES REVIEW .....	5
8.5	STOCKTAKING .....	5
	Refer to Section 8.5.10 for further explanation and detail. NOT APPLICABLE .....	5
8.6	SELECTION NOTICE OBSERVATION MESSAGE (SNOM) .....	5
8.7	EMBODIMENT FEES .....	5
8.8	LOSS OR DAMAGE TO DND MATERIEL.....	5
8.9	SCRAP - CUSTODY & DISPOSAL.....	6

8.10	PACKAGING.....	6
8.11	REUSABLE CONTAINER .....	6
8.12	TRANSPORTATION/SHIPMENT IDENTIFICATION/MODE OF SHIPMENT/LOSS OR DAMAGE IN TRANSIT/ GENERAL CLAIMS PROCEDURES 6	
9.0	WARRANTY CONSIDERATION.....	6
10.0	CONTRACTOR USE OF DND EQUIPMENT/PUBLICATIONS .....	6
11.0	PUBLICATIONS .....	6
12.0	OFFICE SERVICES.....	7
13.0	MINUTES OF MEETINGS .....	7
14.0	PLANT SHUTDOWN/VACATION PERIOD .....	7
15.0	REPORTS.....	7



## 1.0 GENERAL INTRODUCTION

### 1.1 AIM

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

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

It is important to understand the system of record, Defence Resource Management Information System (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.

### 1.2 EXTENT OF WORK/TYPES OF EQUIPMENT

Refer to Section 1.2 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.

### 1.3 WORK THAT IS NOT APPLICABLE

Work which is referred to in the Generic LOG SOW but which is not in the scope of the LC4ISR Test System (LTS) – In-Service Support (LTS-ISS) Contract shall be identified as NOT APPLICABLE.

## 2.0 RECEIPT

The Contractor shall process receipts in accordance with (IAW) Section 2.0 of A-L-M 184.

## **2.1 DISCREPANCIES IN SHIPMENTS**

The Contractor shall action discrepancies in shipments IAW Section 2.1 of A-LM-184-001/JS-001.

## **2.2 INITIAL INSPECTION OF REPAIRABLE MATERIAL**

The Contractor shall manage initial inspection of repairable material IAW Section 2.2 of A-LM-184-001/JS-001.

## **3.0 WORK CONTROL**

The Contractor shall ensure that the repair of all DND equipment is controlled by a serial numbered work order IAW Section 3 of A-LM-184-001/JS-001.

### **3.1 COMPLETION OF WORK**

The Contractor shall complete Repair & Overhaul (R&O) IAW Section 3.1 of A-LM-184-001/JS-001.

### **3.2 STOP REPAIR ACTION**

The Contractor shall comply immediately with all stop repair instructions IAW Section 3.2 of A-LM-184-001/JS-001.

## **4.0 ANNUAL REPAIR FORECAST - SNAPs**

The Contractor shall review and conduct R&O IAW Selection Notice and Priority Summary (SNAPS) IAW Chapter 4 of A-LM-184-001/JS-001.

## **5.0 COST CONTROL**

The Contractor shall review and conduct R&O cost control IAW Chapter 5.0 of A-LM-184-001/JS-001.

## **6.0 COSTING RECORDS**

The Contractor shall prepare forms and maintain records IAW Section 6.0 of A-LM-184-001/JS-001. Advanced Accountable Spares (AAS) shall be authorized through a DND 626 Task when requested by the TA.

## **6.1 INVOICE / CLAIMS FOR PAYMENT (AAS SPARES)**

The Contractor shall submit monthly invoices for AA spare parts, IAW Section 6.1 of A-LM-184-001/JS-001.

## **7.0 MAINTENANCE SUPPORT-MINOR REPAIRS**

The Contractor shall provide maintenance support for minor repairs IAW Section 7.0 of A-LM-184-001/JS-001.

### **7.1 MOBILE REPAIR PARTIES (MRPs)**

If requested by the TA the Contractor shall provide Mobile Repair Parties (MRP) IAW Section 7.1 of A-LM-184-001/JS-001.

### **7.2 EQUIPMENT TURN AROUND TIME (TAT)**

Refer to Chapter 7.2 of the A-LM-184-001/JS-001 for more information. NOT APPLICABLE

### **7.3 PRIORITY REPAIR REQUEST (PRR)**

If requested by the TA the Contractor shall respond to Priority Repair Requests IAW Section 7.3 of A-LM-184-001/JS-001.

### **7.4 SPECIAL INVESTIGATIONS & TECHNICAL STUDIES (SITSs)**

If requested by the TA the Contractor shall conduct Special Investigations & Technical Studies IAW Section 7.4 of A-LM-184-001/JS-001.

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

If requested by the TA the Contractor shall conduct Technical Investigations & Engineering Studies IAW Section 7.5 of A-LM-184-001/JS-001.

### **7.6 TERMINATION OF CONTRACT**

The Contractor shall support Termination of Contract IAW Section 7.6 of A-LM-184-001/JS-001.

## **8.0 SUPPLY SUPPORT/SUSTAINMENT SUPPORT**

### **8.1 TRANSACTION DOCUMENTATION**

The Contractor shall perform supply related transactions IAW Section 8.1 of A-LM-184-001/JS-001.

### **8.2 CONTRACTOR SUPPLY ACCOUNTING**

Refer to Sections 8.2.1 and 8.2.2 for explanations of Repair Material Account (RMA) and Contractor Repair Parts Account / Contract Issued Spares (CRPA/CIS). Accountable Advance Spares (AAS) shall be procured through the DND 626 tasking process when requested by the TA.

#### **8.2.3 CONTRACTOR ISSUE SPARES (CIS) MATERIEL RECEIVED OFF CONTRACT/PROCUREMENT**

The Contractor shall manage CIS material received off contract / procurement IAW Section 8.2.3 of A-LM-184-001/JS-001.

#### **8.2.4 SHORTAGE OF CONTRACT ISSUE SPARES (CIS)**

The Contractor shall manage the shortage of CISs IAW Section 8.2.4 of A-LM-184-001/JS-001.

#### **8.2.5 ORDERING/RECEIVING CATALOGUED CIS IN DRMIS**

The Contractor shall order, receive and catalogue CIS IAW Section 8.2.5 of A-LM-184-001/JS-001.

#### **8.2.6 GOVERNMENT FURNISHED OVERHAUL SPARES (GFOS)**

The Contractor shall account for Government Furnished Overhaul Spares IAW Section 8.2.6 of A-LM-184-001/JS-001.

#### **8.2.7 ACCOUNTABLE ADVANCE SPARES (AAS)**

The Contractor shall procure AAS IAW Section 8.2.7 of A-LM-184-001/JS-001.

### **8.3 MANAGEMENT OF DND-OWNED SPARES**

The Contractor shall manage DND owned spares IAW Section 8.3.1 of A-LM-184-001/JS-001.

## **8.4 SPARES REVIEW**

The Contractor shall conduct spares review IAW Section 8.4 of A-LM-184-001/JS-001.

### **8.4.1 IMPORTATION OF AAS**

The Contractor shall prepare AAS purchase orders IAW Section 8.4.1 of A-LM-184-001/JS-001.

### **8.4.2 LOAN OF GOVERNMENT FURNISHED INFORMATION/ GOVERNMENT FURNISHED EQUIPMENT (GFI/GFE)**

The Contractor shall support reviews of Loan Agreements of GFI and GFE IAW Section 8.4.2 of A-LM-184-001/JS-001..

## **8.5 STOCKTAKING**

The Contractor shall conduct stocktaking IAW Section 8.5 of A-LM-184-001/JS-001.

### **8.5.4 STOCKTAKING PLAN**

Refer to Section 8.5.4 for further explanation and detail.

### **8.5.10 E TRACKED ITEMS VERIFICATION / STOCKTAKING**

Refer to Section 8.5.10 for further explanation and detail.

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

The Contractor shall use SNOMs IAW Section 8.6 of A-LM-184-001/JS-001.

## **8.7 EMBODIMENT FEES**

Refer to section 8.7 of A-LM-184-001/JS-001 for further explanation and detail. NOT APPLICABLE

## **8.8 LOSS OR DAMAGE TO DND MATERIEL**

The Contractor shall report loss or damage of DND material IAW Section 8.8 of A-LM-184-001/JS-001.

## **8.9 SCRAP - CUSTODY & DISPOSAL**

The Contractor shall safeguard, control and dispose of material IAW Section 8.9 of A-LM-184-001/JS-001.

## **8.10 PACKAGING**

The Contractor shall adhere to packaging requirements IAW Section 8.10 of A-LM-184-001/JS-001.

## **8.11 REUSABLE CONTAINER**

The Contractor shall adhere to reusable container requirements IAW Section 8.11 of A-LM-184-001/JS-001.

## **8.12 TRANSPORTATION/SHIPMENT IDENTIFICATION/MODE OF SHIPMENT/LOSS OR DAMAGE IN TRANSIT/ GENERAL CLAIMS PROCEDURES**

The Contractor shall adhere to transportation, shipment identification, mode of shipment, loss or damage in transit, general claims procedures IAW Section 8.12 of A-LM-184-001/JS-001.

## **8.13 CUSTOMS AND EXCISE**

The Contractor shall adhere to customs and excise requirements IAW Section 8.13 of A-LM-184-001/JS-001.

## **9.0 WARRANTY CONSIDERATION**

The Contractor shall adhere to the Warranty procedures IAW Chapter 9.0 of A-LM-184-001/JS-001.

## **10.0 CONTRACTOR USE OF DND EQUIPMENT/PUBLICATIONS**

The Contractor shall adhere to the requirements for Contractor use of DND equipment/publications IAW Chapter 10.0 of the A-LM-184-001/JS-001.

## **11.0 PUBLICATIONS**

The Contractor shall manage DND publications IAW Chapter 11 of A-LM-184-001/JS-001.

## **12.0 OFFICE SERVICES**

Refer to Ch. 12 of A-LM-184-001/JS-001 for further explanation. NOT APPLICABLE

## **13.0 MINUTES OF MEETINGS**

Refer to Ch. 13 of A-LM-184-001/JS-001 for further explanation. NOT APPLICABLE

## **14.0 PLANT SHUTDOWN/VACATION PERIOD**

Refer to Chapter 14 of A-LM-184-001/JS-001 for further explanation. NOT APPLICABLE

## **15.0 REPORTS**

Refer to Chapter 15 of A-LM-184-001/JS-001 for complete list of reports available to contractors.

### **15.2 MRP PROGRESS REPORTS**

Refer to Section 15.2 of A-LM-184-001/JS-001 for further explanation. NOT APPLICABLE

## **ANNEX C**

**W8486-173534**

**LAND COMMAND, CONTROL, COMMUNICATIONS,  
COMPUTERS, INTELLIGENCE, SURVEILLANCE AND  
RECONNAISSANCE (LC4ISR)**

**TEST SYSTEM (LTS)**

**IN-SERVICE SUPPORT (LTS-ISS)**

**BASIS OF PAYMENT**





**TABLE OF CONTENT**

<b>1.</b>	<b>Introduction .....</b>	<b>2</b>
<b>2.</b>	<b>Basis of Payment.....</b>	<b>3</b>
2.1	Payment for Repairs – Category 1 .....	3
2.2	Payment for Additional Work Arisings – Category 2 .....	4
2.2.1	Pricing Options.....	4
2.2.2	Task Subject to Limitation of Expenditure .....	5
2.2.3	Task Completion / Closure Procedures .....	5
2.2.4	Consolidation of Task Authorizations for Administrative Purposes .....	6
2.2.5	Canada’s Obligation – Portion of the Work – Task Authorizations .....	6
2.3	Travel and Living .....	6

## 1. Introduction

The basis of payment is established herein for the following considerations:

- a. Payment for Repairs (Category 1 Work), and
- b. Payment for Additional Work Arisings (Category 2 Work).

Work Categories are defined in Annex A.

## 2. Basis of Payment

### 2.1 Payment for Repairs – Category 1

Payment for completed Category 1 Work will be made in accordance with the Monthly Payment provisions of the Contract. Canada will make monthly payments for completed approved repairs as follows:

- a. Labour charges must be based on Firm Fixed Daily Labour Rates in Table 1 below.
- b. Mark-up charges for sub-contractor services must be based on Percentage Mark-ups in Table 2 below.
- c. Mark-up charges for material must be based on Percentage Mark-ups in Table below.

**Table 1 – Firm Fixed Daily Labour Rates**

Item No.	Labour Category	Contract per diem (Based on 7.5 hours/day)		
		Year 1	Year 2	Year 3
1	Senior Project Manager	\$	\$	\$
2	Intermediate Project Manager	\$	\$	\$
3	Senior Test System Engineer	\$	\$	\$
4	Senior Software Specialist	\$	\$	\$
5	Intermediate Engineer	\$	\$	\$
6	Draftsman / Designer	\$	\$	\$
7	Technician	\$	\$	\$
8	Technologist	\$	\$	\$
9	Product Support Specialist	\$	\$	\$

**Table 2 – Sub-contractor Services Mark-up**

Percentage Mark-up
%

**Table 3 – Material Mark-up**

Percentage Mark-up
%

## 2.2 Payment for Additional Work Arisings – Category 2

Payment for Category 2 Work will be made in accordance with the provisions of the Task Authorization (TA). Should there be a requirement for General Maintenance and Engineering Support (GEMS), Software Engineering Support (SES), Operator/Technical Maintenance Training, or Replacements, Canada will reimburse the Contractor as follows:

- a. The Technical Authority through Contracting Authority (CA) will provide the Contractor with a description of the task using the Task Authorization Form DND 626 found in Annex E.
- b. The 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.
- c. The Contractor must provide the PA and CA, within 15 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.
- d. The Contractor must not commence work until a TA authorized by the CA 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.

### 2.2.1 Pricing Options

- a. Firm Price: For AWAs, the Contractor must submit a "Firm Price" excluding travel and living expenses to the PA when the scope of Work is clearly understood by both parties and no changes are anticipated in the scope of the Work. Where a firm price has been established, the Contractor will be obliged to complete the Work for the specified firm price. Travel and living expenses will be paid based on actual expenditure incurred by the Contractor in accordance with the Basis of Payment and [TB Policies](#).
- b. Ceiling Price: AWAs, the Contractor may submit a "Ceiling Price" quote to the PA when the scope of the Work cannot be clearly defined. The term Ceiling Price is the maximum price that is to be paid to the Contractor and beyond which the Contractor will not receive additional compensation for the defined Work and in return for which the Contractor is obligated to complete the Work. No additional funds will be made available. When the "Ceiling Price" approach is used both parties agree prior to the Work authorization that the price is subject to downward revision on completion of the task, based on the actual cost and verification of the actuals. Travel and living expenses will be paid based on actual expenditure incurred by the contractor IAW the Basis of Payment and [TB Policies](#). Each Task Authorization for AWAs must clearly state whether the price is a "Firm Fixed Price" or a "Ceiling Price".
- c. Limitation of Expenditure Price: When it is not possible for the Contractor to submit a "Firm Price" or a "Ceiling Price" as described above, the Contractor may submit a "Limitation of Expenditure" quote.
- d. The "Firm Price", "Ceiling Price" and/or the "Limitation of Expenditure" quote must be based on the rates in Canadian Funds. All proposed prices and cost estimates must be supported by a detailed cost breakdown.
- e. For a task which is subject to a "Limitation of Expenditure" as described in Sub-paragraph c. above, the Contractor must notify the proper authority in writing as to the inadequacy of its "Limitation of Expenditure" when:

- i. the resources required for its timely completion reaches 75% of the authorized task funding; or
  - ii. if during the execution of the authorized tasking it appears to the Contractor that the Scope of Work is greater than had been anticipated and that the funds provided for a task are inadequate.
- f. When providing the notification described in Sub-article e. above, the Contractor must, as a minimum, identify:
  - i. estimated labour hours and schedule forecast to complete;
  - ii. work around plan; and
  - iii. risk assessment.
- g. A revised proposal and proper justification for the requested amendment must be submitted to the proper approval Authority for consideration. Under no circumstance is the authorized level of expenditure to be exceeded. Canada is under no obligation to pay for any Work that exceeds the authorized funding limitation.
- h. All amounts charged on a "Ceiling price" or "Limitation of Expenditure" basis must be subject to Government audit before or after payment of an invoice.

#### **2.2.2 Task Subject to Limitation of Expenditure**

For a task which is subject to a "Limitation of Expenditure" the Contractor must:

- a. monitor the cost of Work and advise the PA (one copy to the CA) when 75% of the funds authorized for each task have been expended, and provide an estimate with backup support indicating if the remaining 25% will be sufficient to cover the balance of the Work forecasted for the task;
- b. if at any time during the Work it becomes evident to the Contractor that the authorized level of expenditure will be exceeded, the Contractor must immediately submit a written request for a Task Authorization Amendment in accordance with the Contract sub-article entitled "Tasking Procedure";
- c. when expenditures reach the authorized level of the DND 626, the Contractor must stop Work, notify the PA and await further written instructions from the PA and/or CA. Under no circumstances must the authorized level of the DND 626 be exceeded without prior written approval by the PA and/or CA; and
- d. the Contractor must not be obliged to perform any Work or provide any services that would cause the total liability of Canada to be exceeded without the prior written approval of the PA and/or CA in accordance with the Contract article entitled "Limitation of Expenditure".

#### **2.2.3 Task Completion / Closure Procedures**

The Contractor must monitor all tasks issued under the Contract. If at any time the Contractor believes that a specific task has been completed or has been inactive for a period of at least one (1) month, the Contractor must proceed as follows to request closure:

- a. The Contractor must determine the final costs to Canada, itemized as necessary for each individual task being considered for closure.

- b. The Contractor must submit a letter to the PA (one copy each to Technical Authority and CA) requesting closure of the task with reference to reports or letters concerning the task as applicable.
- c. In cases where authorized funds were not all expended to complete specific tasks, these funds are considered returned to the Contract funding baseline for re-issuance/re-distribution as necessary.

#### **2.2.4 Consolidation of Task Authorizations for Administrative Purposes**

For administrative purposes, the Contract will be amended by the CA from time to time to reflect all TAs issued and approved to date under the Contract.

#### **2.2.5 Canada's Obligation – Portion of the Work – Task Authorizations**

Canada's obligation with respect to the portion of the Work under the Contract that is performed through TAs is limited to the total amount of the actual authorized tasks performed by the Contractor.

Canada reserves the right, at any time, to acquire the requested Work by other means including by selecting other suppliers. For example, Canada may decide to acquire the requested Work by other means when the Contractor provides a written proposal that has been rejected by Canada.

#### **2.3 Travel and Living**

The Contractor will be reimbursed its authorized travel and living expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for profit, in accordance with the meal, private vehicle and incidental expenses provided in Appendices B, C and D of the [National Joint Council Travel Directive](http://www.njc-cnm.gc.ca/directive/travelvoyage/index-eng.php), (<http://www.njc-cnm.gc.ca/directive/travelvoyage/index-eng.php>), and with the other provisions of the directive referring to "travelers", rather than those referring to "employees". Canada will not pay the Contractor any incidental expense allowance for authorized travel.

All travel shall be authorized in advance and in writing by the DND Procurement Authority (PA) prior to making any travel arrangements. The Contractor shall provide the details of the travel and living expenses with each claim including copies of invoices, and remit copies of original receipts to the PA for reimbursement. All travel and living expenses are subject to Government Audit before or after the claim is paid.

**ANNEX D**

**W8486-173534**

**LAND COMMAND, CONTROL, COMMUNICATIONS,  
COMPUTERS, INTELLIGENCE, SURVEILLANCE AND  
RECONNAISSANCE (LC4ISR)**

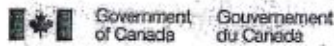
**TEST SYSTEM (LTS) – IN SERVICE SUPPORT CONTRACT  
(LTS-ISSC)**

**Security Requirements Checklist (SRCL)**





MAY 17 2017



Contract Number / Numéro du contrat <b>W8486-173534</b>
Security Classification / Classification de sécurité <b>UNCLASS</b>

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

<b>PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE</b>	
1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine <b>DND</b>	2. Branch or Directorate / Direction générale ou Direction <b>ADM(MAT)DGLEPM/DLCSPM</b>
3. a) Subcontract Number / Numéro du contrat de sous-traitance	3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant
4. Brief Description of Work / Brève description du travail <b>Providing engineering &amp; maintenance support of the test equipment used for 1st and 2nd level maintenance of Canadian Army tactical communications.</b>	
5. a) Will the supplier require access to Controlled Goods? / Le fournisseur aura-t-il accès à des marchandises contrôlées?	No <input type="checkbox"/> Yes <input checked="" type="checkbox"/> Non <input type="checkbox"/> Oui <input checked="" type="checkbox"/>
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? / Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?	No <input type="checkbox"/> Yes <input checked="" type="checkbox"/> Non <input type="checkbox"/> Oui <input checked="" type="checkbox"/>
6. Indicate the type of access required / Indiquer le type d'accès requis	
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? / Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) / (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)	No <input type="checkbox"/> Yes <input checked="" type="checkbox"/> Non <input type="checkbox"/> Oui <input checked="" type="checkbox"/>
6. b) Will the supplier and its employees (e.g., cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. / Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.	<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> <input checked="" type="checkbox"/> Non <input type="checkbox"/> Oui <input type="checkbox"/>
6. c) Is this a commercial courier or delivery requirement with no overnight storage? / S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?	<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> <input checked="" type="checkbox"/> Non <input type="checkbox"/> Oui <input type="checkbox"/>
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès	
<b>Canada</b> <input checked="" type="checkbox"/>	<b>NATO / OTAN</b>
<b>Foreign / Étranger</b>	
7. b) Release restrictions / Restrictions relatives à la diffusion	
No release restrictions / Aucune restriction relative à la diffusion <input checked="" type="checkbox"/> Not releasable / À ne pas diffuser Restricted to: / Limité à : Specify country(ies): / Préciser le(s) pays :	All NATO countries / Tous les pays de l'OTAN Restricted to: / Limité à : Specify country(ies): / Préciser le(s) pays :
No release restrictions / Aucune restriction relative à la diffusion Restricted to: / Limité à : Specify country(ies): / Préciser le(s) pays :	
7. c) Level of information / Niveau d'information	
PROTECTED A / PROTÉGÉ A <input checked="" type="checkbox"/>	NATO UNCLASSIFIED / NATO NON CLASSIFIÉ
PROTECTED B / PROTÉGÉ B <input checked="" type="checkbox"/>	NATO RESTRICTED / NATO DIFFUSION RESTREINTE
PROTECTED C / PROTÉGÉ C	NATO CONFIDENTIAL / NATO CONFIDENTIEL
CONFIDENTIAL / CONFIDENTIEL	NATO SECRET / NATO SECRET
SECRET / SECRET	COSMIC TOP SECRET / COSMIC TRÈS SECRET
TOP SECRET / TRÈS SECRET	
TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT)	

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité  
**UNCLASS**



Contract Number / Numéro du contrat

W8486-173534

Security Classification / Classification de sécurité  
UNCLASS

## PART A (continued) / PARTIE A (suite)

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?  
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS? ☒ No Yes  
Non Oui
- If Yes, indicate the level of sensitivity.  
Dans l'affirmative, indiquer le niveau de sensibilité.
9. Will the supplier require access to extremely sensitive INFOSEC information or assets?  
Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement sensible? ☒ No Yes  
Non Oui

Short Title(s) of material / Titre(s) abrégé(s) du matériel :

Document Number / Numéro du document :

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

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

<input checked="" type="checkbox"/> RELIABILITY STATUS COTE DE FIABILITÉ	CONFIDENTIAL CONFIDENTIEL	SECRET SECRET	TOP SECRET TRÈS SECRET
TOP SECRET- SIGINT TRÈS SECRET- SIGINT	NATO CONFIDENTIAL NATO CONFIDENTIEL	NATO SECRET NATO SECRET	COSMIC TOP SECRET COSMIC TRÈS SECRET
SITE ACCESS ACCÈS AUX EMPLACEMENTS			

Special comments:

Commentaires spéciaux :

NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.

REMARQUE: Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.

10. b) May unscreened personnel be used for portions of the work?  
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail? No Yes  
Non Oui
- If Yes, will unscreened personnel be escorted?  
Dans l'affirmative, le personnel en question sera-t-il escorté? *On DWG premises unscreened pers may only access public/reception zone* ☒ No Yes  
Non Oui *SM*

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

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

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

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

## PRODUCTION

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

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

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

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

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité

UNCLASS

Canada





Contract Number / Numéro du contrat

W8486-173534

Security Classification / Classification de sécurité  
UNCLASS**PART C - (continued) / PARTIE C - (suite)**

For users completing the form manually use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.

Les utilisateurs qui remplissent le formulaire manuellement doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

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

SUMMARY CHART / TABLEAU RÉCAPITULATIF

Category / Catégorie	PROTECTED / PROTÉGÉ			CLASSIFIED / CLASSIFIÉ			NATO				CONSEC			
	A	B	C	CONFIDENTIAL / CONFIDENTIEL	SECRET	TOP SECRET / TRÈS SECRET	NATO RESTRICTED / NATO DIFFUSION RESTRICTÉE	NATO CONFIDENTIAL / NATO CONFIDENTIEL	NATO SECRET	COMSEC TOP SECRET / COMSEC TRÈS SECRET	PROTECTED / PROTÉGÉ	CONFIDENTIAL / CONFIDENTIEL	SECRET	TOP SECRET / TRÈS SECRET
Information / Assets / Informations / Biens	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
IT Media / Support TI / IT Média /	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
IT Data / Données TI / IT Données	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

12. a) Is the description of the work contained within this SCRL PROTECTED and/or CLASSIFIED?

La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?

☒ No / Non ☐ Yes / Oui

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

12. b) Will the documentation attached to this SCRL be PROTECTED and/or CLASSIFIED?

La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?

☒ No / Non ☐ Yes / Oui

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

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité  
UNCLASS

Canada

**Appendix 1 to Annex D**

**IT Security Requirements**

**For**

**Contract W8486-173534**

**Between**

**Department of National Defence (DND)**

**And**

**Contractor**

<b>1. INTRODUCTION.....</b>	<b>2</b>
<b>2. MANDATORY PREREQUISITES.....</b>	<b>2</b>
2.1. PSPC VALIDATION FOR PHYSICAL SECURITY .....	2
2.2. PERSONNEL SECURITY .....	2
2.3. INFORMATION SECURITY .....	2
<b>3. MINIMUM IT SECURITY REQUIREMENTS.....</b>	<b>3</b>
3.1. IT SECURITY POLICY COMPLIANCE AND MONITORING .....	3
3.2. ADHERENCE TO GOVERNMENT POLICIES .....	3
3.2.1 <i>Prevention</i> .....	3
3.2.1.1 Physical Security within the IT Security Environment .....	3
3.2.1.2 Cryptography, Network Security and Perimeter Defence .....	3
3.2.1.3 Storage, Disposal and Destruction of IT Media .....	4
3.2.1.4 Authorization and Access Control .....	4
3.2.1.5 Mobile Computing and Teleworking .....	4
3.2.1.6 Emanations Security .....	4
3.2.1.7 Telecommunications Cabling .....	4
3.2.1.8 Software Integrity and Security Configuration .....	5
3.2.1.9 Malicious Code .....	5
3.2.2 <i>Detection</i> .....	5
3.2.3 <i>Response and Recovery</i> .....	5
3.2.3.1 Incident Response .....	5
3.2.3.2 Incident Reporting .....	5
3.2.3.3 Recovery .....	6

## 1. INTRODUCTION

This document outlines the Information Technology (IT) Security requirements for the Department's current contract W8486-173534 with the Contractor for the processing of sensitive data up to and including the level of Reliability. In absence of a formal Threat-Risk Assessment (TRA) and due to the IT portion of the Security clearance being contract specific, the intent of this document is to state the minimum IT Security safeguards required in order that the processing of sensitive information be approved by the Department of National Defence's IT Security Coordinator (ITSC).

Security is based upon layers of protection; that is, in order for the requirements of the IT Security (ITSEC) to effectively safeguard the information, they must be preceded and supported by other aspects of security and the associated policies. The physical, personnel and information security safeguards in accordance with the Policy on Government Security (PGS) and ITSEC related Policy, Directive and Standards must exist *prior* to the implementation of ITSEC safeguards.

## 2. MANDATORY PREREQUISITES

### 2.1. PSPC Validation for Physical Security

The application of the ITSEC safeguards listed in this document are based on the *mandatory requirement* that the physical premises have been inspected, assessed and authorized to process and store Reliability information by the Canadian Industrial Security Directorate (CISD), Public Services & Procurement Canada (PSPC). Upon validation, CISD will notify the Department of National Defence (DND) Project Lead, the Director Defence Security Operations (DDSO) Industrial Security Lead and Directorate Information Management Security (DIM Secur) Operations of the successful completion of this requirement through the Facility Security Clearance (FSC).

### 2.2. Personnel Security

All personnel who have access to the material being processed must each hold a valid personnel security screening at the level of Reliability, as required, granted in accordance with the national policies of CANADA and have a "need to know".

### 2.3. Information Security

All hard copy documents and other media formats transferred to the Contractor must be handled and transported in accordance with Government of Canada guidelines. All hard copy documents and other media will be marked with the appropriate security designation or classification, packaged appropriately and be transferred with a covering letter, transmittal form or circulation slip marked to indicate the highest level of designation or classification of the attachments as stated in the contracts Security Requirements Check List (SRCL).

### **3. MINIMUM IT SECURITY REQUIREMENTS**

#### **3.1. IT Security Policy Compliance and Monitoring**

On a frequency to be determined by the Departmental IT Security Coordinator, DND retains the right to conduct inspections of the Contractor facility to ensure compliance with Government of Canada standards and policies with respect to prevention, detection, response and recovery requirements in the *Operational Security Standard: Management of Information Technology Security* (MITS).

#### **3.2. Adherence to Government Policies**

All information technology operations related to ITSEC incident prevention, detection, response and recovery must adhere to MITS sections 16 to 18.

##### **3.2.1 Prevention**

Prevention safeguards protect the confidentiality, integrity, and availability of information and IT assets.

##### **3.2.1.1 Physical Security within the IT Security Environment**

The equipment used to process the sensitive information must be either standalone or part of an authorized standalone network designated for the storage and processing of Protected data related to the contract located in an Operations Zone as outlined in the Treasury Board of Canada Secretariat (TBS) Operational Security Standard on Physical Security (OSSPS). This standalone network must only be used to process and store data related to contracts with DND and no other customer or party.

##### **3.2.1.2 Cryptography, Network Security and Perimeter Defence**

The electronic storage of Protected information associated with this contract must be within a CISC approved IT environment.

Electronic transmission of Protected A information should be encrypted when supported by a Threat and Risk Assessment. However, Protected B and higher information must be encrypted.

For Protected B information and higher, the Contractor must segregate their respective networks into IT security zones and implement perimeter defence and network security safeguards. CSEC provides the ITSG-38 and ITSG-22 guidelines on this specific subject. As well, the Contractor/Supplier must apply strict control of all access to the protected zone where the information associated with this contract resides. Network perimeter defence safeguards (e.g. firewalls, routers) must be used to mediate all traffic and to protect servers that are accessible from the internet. The Contractor must use CSEC approved encryption technology to ensure confidentiality, integrity, authentication and non-repudiation.

The “need to know” principle must always be applied for sensitive information and transmission must be restricted only to CISC approved recipients.



### **3.2.1.3 Storage, Disposal and Destruction of IT Media**

All material such as CD/DVDs, flash/thumb drives, workstation hard disks, server hard disks, backup tapes and any other devices used to process or store sensitive information must be identified and itemized by designation or classification, releasability caveat, model and serial number for hard disks, and by designation or classification, releasability caveat and a unique identification number for any other media or devices which cannot be identified by model or serial number. These devices or material must be retained and properly stored or disposed of by the DND Project Lead in the event of failure and replacement of the equipment or termination of the final contract. All destruction of devices or material must be authorized in advance by the DND Project Lead.

The DND Project Lead must be provided with the list of equipment and media being used. In addition, only equipment and media that has been identified, itemized and documented may be used to process sensitive information associated with DND contracts.

In the event that equipment requires maintenance, support or replacement, no hardware associated with the processing or storage of sensitive information may be given to an outside vendor.

### **3.2.1.4 Authorization and Access Control**

The Contractor must provide the DND Project Lead with a list of all individuals who have access to the sensitive information being processed for the Department, along with the Contractor current policies and procedures for adding individuals to the environment and the process followed when an individual is removed from the environment.

In following the principle of “least-privilege”, the Contractor must provide only the minimum access required for individuals to perform their duties.

### **3.2.1.5 Mobile Computing and Teleworking**

Due to the fact that the requirements have stipulated a stand-alone network configuration, mobile computing and teleworking need not be expressly addressed; however, it is important to state that the processing of sensitive information associated with DND-related contracts *may only* be performed in the facility which has been authorized by CISD.

### **3.2.1.6 Emanations Security**

The Contractor shall adhere to Government emanations security (EMSEC) policies. This includes, but is not limited to, the consideration for both the use of TEMPEST-certified equipment and the development and implementation of facility-specific wireless communications usage policies.

### **3.2.1.7 Telecommunications Cabling**

Access to cabling used for interconnection of devices used to process/manage/store DND sensitive information is to be controlled and monitored to prevent inadvertent or deliberate connection to any other network or infrastructure.

#### **3.2.1.8 Software Integrity and Security Configuration**

The Contractor shall configure the security of their operating systems and application software being used to process DND sensitive information in accordance with Government of Canada requirements. Software patches for all applications and services running on the equipment used to store, manage or process DND sensitive information must be kept up to date and managed through a defined configuration management process.

#### **3.2.1.9 Malicious Code**

Due to the isolation of the systems being used to process sensitive information (standalone system or standalone network) these systems are less exposed to malicious code such as viruses, trojan horses, and network worms; however, without proper procedures for introducing new equipment or information into the environment, they are still vulnerable. Therefore, The Contractor must install, use and regularly update antivirus software and conduct scans on all electronic files from external systems.

#### **3.2.2 Detection**

It is important to have the ability to detect security related issues within the operating environment which processes DND sensitive information. Even though the systems are isolated, it is still useful to use sources such as system logs (event viewer), virus protection software and other system tools to monitor systems. Therefore, the Contractor must implement a capability to detect activity such as unauthorized access, unplanned disruption of systems or services or unauthorized changes to system hardware, firmware, or software.

#### **3.2.3 Response and Recovery**

##### **3.2.3.1 Incident Response**

The PGS requires departments to ‘establish mechanisms to respond effectively to IT incidents and exchange incident-related information with designated lead departments in a timely fashion’. Similarly, DND requires the Contractor to have a documented incident response process. Details of the incident response process are to be provided in a document to the DND Project Lead for review and endorsement.

##### **3.2.3.2 Incident Reporting**

It is paramount that the DND Project Lead be made aware of all security-related incidents with respect to the facilities and equipment used to process and store DND sensitive information associated with DND contracts.

The Contractor must report any security-related incidents to the DND Project Lead by no later than 1200 hrs the day after a security incident has been detected or reported.

### **3.2.3.3 Recovery**

The ability to recover systems and information is extremely important in any IT environment. DND requires the Contractor to demonstrate the ability to address systems recovery by providing documentation relating to systems and server backup policies (e.g. processes used, tests restores, retention periods and storage of backup media) for the equipment to be used in the processing of DND sensitive information. Details of the safeguards are to be provided in a document to the DND Project Lead for review and endorsement.

**ANNEX E**

**W8486-173534**

**LAND COMMAND, CONTROL, COMMUNICATIONS,  
COMPUTERS, INTELLIGENCE, SURVEILLANCE AND  
RECONNAISSANCE (LC4ISR)**

**TEST SYSTEM (LTS) – IN SERVICE SUPPORT CONTRACT  
(LTS-ISSC)**

**DND Form 626 – Task Authorization**





National Défense  
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		<b>TO THE CONTRACTOR</b> 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. <b>À L'ENTREPRENEUR</b> Vous êtes prié de fournir les services suivants en conformité des termes du contrat mentionné ci-dessus. Seuls les services mentionnés dans le contrat doivent 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			
Delivery/Completion date – Date de livraison/d'achèvement			
		Date _____ for the Department of National Defence pour le ministère de la Défense nationale	
Contract item no. N° d'article du contrat	Services	Cost Prix	
		GST/HST TPS/TVH	
		<b>Total</b>	
<b>APPLICABLE ONLY TO PWGSC CONTRACTS:</b> The Contract Authority signature is required when the total value of the DND 626 exceeds the threshold specified in the contract. <b>NE S'APPLIQUE QU'ÀUX CONTRATS DE TPSGC :</b> La signature de l'autorité contractante est requise lorsque la valeur totale du formulaire DND 626 est supérieure au seuil précisé dans le contrat.			
_____ for the Department of Public Works and Government Services pour le ministère des Travaux publics et services gouvernementaux			

DND 626 (01-05)

Design: Forms Management 993-4050  
Conception: Gestion des formulaires 993-4052

### 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 rates/labour category hourly rates; travel and living rates; firm price/ceiling 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.

**À**  
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). **Nota :** 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 celle/celles qui s'appliqueront 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 le 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, 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.

**Nota :**  
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.

**ANNEX F**

**W8486-173534**

**LAND COMMAND, CONTROL, COMMUNICATIONS,  
COMPUTERS, INTELLIGENCE, SURVEILLANCE AND  
RECONNAISSANCE (LC4ISR)**

**TEST SYSTEM (LTS) – IN SERVICE SUPPORT CONTRACT  
(LTS-ISSC)**

**PWGSC Form 1111 – Progress Claim**







Public Works and Government  
Services Canada

Travaux publics et Services  
gouvernementaux Canada

## Claim for Progress Payment Demande de paiement progressif

If necessary, use form PWGSC-TPSGC 1112 to record detail costs  
Si nécessaire, utiliser le formulaire PWGSC-TPSGC 1112 pour inscrire les coûts détaillés

Contractor's Name and Address Nom et adresse de l'entrepreneur	Claim No. N° de la demande	Date YYYY-MM-DD / AAAA-MM-JJ	Contract Price - Prix contractuel
	File No. - N° du dossier		Contract Serial No. N° de série du contrat
Contractor's Procurement Business Number (PBN) Numéro d'entreprise-appvisionnement (NEA) de l'entrepreneur		Financial Code(s) - Code(s) financier(s)	

Contractor's Report of Work Progress (if needed, use additional sheets)  
Compte rendu de l'avancement des travaux par l'entrepreneur (si nécessaire, utiliser des feuilles supplémentaires)

Period of work covered by the claim Période des travaux visée par la demande ▶	Current Claim Demande courante		Previous Claims Demandes précédentes		Total to Date Total à date
Description: (Expenditures must be claimed in accordance with the basis and/or method of payment of the contract) Description : (Les dépenses doivent être réclamées conformément à la base de paiement et (ou) à la méthode de paiement du contrat).	(A) <input type="checkbox"/> 3 decimal	Tax Rate Taux de taxe	(B) <input type="checkbox"/> 3 decimal	Tax Rate Taux de taxe	(A + B)
		%		%	
		%		%	
		%		%	
		%		%	
		%		%	
		%		%	
		%		%	
		%		%	
		%		%	
		%		%	
		%		%	
		%		%	
		%		%	
Contractor's GST No. N° de TPS de l'entrepreneur	Subtotal Sous-total				
Contractor's GST No. No. de TVQ de l'entrepreneur	Applicable taxes Taxes applicables				
Total					
Less holdbacks on expenditures only (Applicable taxes excluded) Moins les retenues sur les dépenses uniquement (Taxes applicables en sus)					
Total Amount of Claim (including applicable taxes) Montant total de la demande (incluant les taxes applicables)					
Percentage of the work completed Pourcentage des travaux achevés	%	Current Claim Demande courante	Amount due Montant dû		

Claim No. N° de la demande	Contract Serial No. N° de série du contrat
-------------------------------	---

<b>CERTIFICATE OF CONTRACTOR</b> I certify that: <ul style="list-style-type: none"> <li>- All authorizations required under the contract have been obtained. The claim is consistent with the progress of the work and is in accordance with the contract.</li> <li>- Indirect costs have been paid for or accrued in the accounts.</li> <li>- Direct materials and the subcontracted work have been received, accepted and either paid for or accrued in the accounts following receipt of invoice from supplier/subcontractor, and have been or will be used exclusively for the purpose of the contract.</li> <li>- All direct labour costs have been paid for or accrued in the accounts and all such costs were incurred exclusively for the purpose of the contract;</li> <li>- All other direct costs have been paid for or accrued in the accounts following receipt of applicable invoice or expense voucher and all such costs were incurred exclusively for the purpose of the contract; and</li> <li>- No liens, encumbrances, charges or other claims exist against the work except those which may arise by operation of law such as a lien in the nature of an unpaid contractor's lien and in respect of which a progress payment and/or advance payment has been or will be made by Canada.</li> </ul>	<b>ATTESTATION DE L'ENTREPRENEUR</b> J'atteste que : <ul style="list-style-type: none"> <li>- Toutes les autorisations exigées en vertu du contrat ont été obtenues. La demande correspond à l'avancement des travaux et est conforme au contrat.</li> <li>- Les coûts indirects ont été réglés ou portés aux livres.</li> <li>- Les matières directes et les travaux de sous-traitance ont été reçus, et le tout a été accepté et payé, ou encore porté aux livres après réception de factures envoyées par le fournisseur ou le sous-traitant; ces matières et ces travaux ont été ou seront utilisés exclusivement aux fins du contrat.</li> <li>- Tous les coûts de la main-d'œuvre directe ont été réglés ou portés aux livres et tous ces coûts ont été engagés exclusivement aux fins du contrat.</li> <li>- Tous les autres coûts indirects ont été réglés ou portés aux livres après réception des factures ou pièces justificatives pertinentes et tous ces coûts ont été engagés exclusivement aux fins du contrat.</li> <li>- Il n'existe aucun privilège ni demande ou imputation à l'égard de ces travaux sauf ceux qui pourraient survenir par effet de la loi, notamment le privilège d'un entrepreneur non payé à l'égard duquel un paiement progressif et/ou un paiement anticipé a été ou sera effectué par le Canada.</li> </ul>
---	--

Contractor's Signature - Signature de l'entrepreneur  Check the box if the claim is being made with respect to advance payment provisions included in the basis of payment of the contract. <input type="checkbox"/>  This claim, or a portion of this claim, is for an advance payment. I certify that: <ul style="list-style-type: none"> <li>- The funds received will be used solely for the purpose of the contract and attached is a complete description of the purpose to which the advance payment will be applied.</li> <li>- The amount of the payment is established in accordance with the conditions of the contract.</li> <li>- The contractor is not in default of its obligations under the contract.</li> <li>- The payment is related to an identifiable part of the contractual work.</li> </ul>	Title - Titre Date (YYYY-MM-DD / AAAA-MM-JJ)  Cocher la case si la demande est faite en rapport avec les dispositions relatives aux paiements anticipés qui se trouvent dans la base de paiement du contrat. Cette demande, ou une partie de cette demande, est pour un paiement anticipé J'atteste que : <ul style="list-style-type: none"> <li>- Les fonds reçus ne serviront uniquement qu'aux fins du contrat; ci-joint est une description complète des fins auxquelles le paiement anticipé sera utilisé.</li> <li>- Le montant du paiement est établi conformément aux conditions du contrat.</li> <li>- L'entrepreneur n'a pas manqué à ses obligations en vertu du contrat.</li> <li>- Le paiement porte sur une partie identifiable des travaux précisés dans le contrat.</li> </ul>
--	--

Contractor's Signature - Signature de l'entrepreneur  <b>CERTIFICATES OF DEPARTMENTAL REPRESENTATIVES</b> <b>Scientific/Project/Inspection Authority:</b> I certify that the work meets the quality standards required under the contract, and its progress is in accordance with the conditions of the contract.  <b>Inspection Authority (all other contracts):</b> I certify that the quality of the work performed is in accordance with the standards required under the contract.	Title - Titre Date (YYYY-MM-DD / AAAA-MM-JJ)  <b>ATTESTATIONS DES REPRÉSENTANTS DU MINISTÈRE</b> <b>Autorité scientifique ou responsable du projet / de l'inspection :</b> J'atteste que les travaux sont conformes aux normes de qualité exigées en vertu du contrat et que leur avancement est conforme aux conditions du contrat.  <b>Responsable de l'inspection (tous les autres contrats) :</b> J'atteste que la qualité des travaux exécutés est conforme aux normes exigées en vertu du contrat.
--	--

Signature of Scientific / Project / Inspection Authority Signature de l'autorité scientifique ou responsable du projet / de l'inspection	Date (YYYY-MM-DD / AAAA-MM-JJ)
---	--------------------------------

<b>PWGSC Contracting Authority:</b> I certify that, to the best of my knowledge, the claim is consistent with the progress of the work and is in accordance with the contract. This claim, however, may be subject to further verification and any necessary adjustment before final settlement.	<b>Autorité contractante de TPSGC :</b> J'atteste, au meilleur de ma connaissance, que la demande correspond à l'avancement des travaux et est conforme au contrat. Toutefois, cette demande pourrait faire l'objet d'une autre vérification et de tout rajustement nécessaire avant le règlement final.
--	--

Contracting Authority Signature de l'autorité contractante <b>Client's Authorized Signing Officer - (must sign the interim claim):</b> I certify that the claim is in accordance with the contract.	Title - Titre Date (YYYY-MM-DD / AAAA-MM-JJ)  <b>Signataire autorisé du client - (doit signer la demande provisoire) :</b> J'atteste que la demande est conforme au contrat.
--	---

Client Signature du client  <b>Client's Authorized Signing Officer - (must sign the final claim):</b> I certify that all goods have been received and all services have been rendered, that the work has been properly performed and that the claim is in accordance with the contract.	Title - Titre Date (YYYY-MM-DD / AAAA-MM-JJ)  <b>Signataire autorisé du client - (doit signer la demande finale) :</b> J'atteste que tous les biens ont été reçus, que tous les services ont été rendus, que tous les travaux ont été exécutés convenablement, et que la demande est conforme au contrat.
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Client Signature du client	Title - Titre Date (YYYY-MM-DD / AAAA-MM-JJ)
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## **ANNEX G**

**W8486-173534**

**LAND COMMAND, CONTROL, COMMUNICATIONS,  
COMPUTERS, INTELLIGENCE, SURVEILLANCE AND  
RECONNAISSANCE (LC4ISR)**

**IN-SERVICE**

**SUPPORT (LTS-ISS) CONTRACT**

**EVALUATION CRITERIA**

## Table of Contents

1	GENERAL .....	1
2	Technical Bid Evaluation .....	2
2.1	Abbreviations.....	2
2.2	Mandatory Technical Requirements.....	2
2.2.1	Corporate Requirements .....	2
2.2.1.1	Mandatory Technical Corporate Requirement for ISO 9001:2008 / ISO2001:2015 .....	2
2.2.2	Experience Requirements .....	2
2.2.2.1	Experience with Radio Test System Design and Development.....	2
2.2.2.2	Experience with Network Communication Test System Design and Development .....	2
2.2.2.3	Experience with Repairing and Overhauling Communication System Test Equipment.....	3
2.2.3	Personnel Qualifications .....	3
3	Financial Bid Evaluation .....	4
3.1	Personnel Costs.....	4
3.1.1	Rate Correlation Table .....	4
3.1.2	Per Diems.....	6
3.1.3	Total Per Diem Cost Calculation .....	6
3.2	Mark-ups.....	7
3.2.1	Acquisition of hardware, system equipment and software (HW/SE/SW) Mark-Up ...	7
3.2.2	Acquisition of the services of individuals with Specialized Knowledge (SK).....	7
3.3	Travel and Living Expenses .....	7
3.4	Financial Bid Worksheet .....	8
4	Mandatory Bid Deliverables Checklist .....	9

## **1 GENERAL**

This document contains the evaluation criteria that will be used to assess the General Bid Requirements, the Technical and the Financial Bid submission. As well this document contains the information necessary to allow bidders to prepare their proposal appropriately for the evaluation.

Where appropriate one or more primary references have been provided for the evaluation requirement. These references may not be the only references and the Bidder is responsible for ensuring they have read and responded appropriately to the entire Request for Proposal (RFP) including all attachments, Annexes and Appendices.

## **2 Technical Bid Evaluation**

In their technical bid, Bidders must explain and demonstrate how they propose to meet the requirements and how they will carry out the Work.

The proposal must fully demonstrate compliance with the mandatory requirements stated in the SOW and all requirements of the RFP. Canada requires that the Compliance Matrix at Appendix 2 to Annex G be included in the proposal.

### **2.1 Abbreviations**

For abbreviations refer to the SOW.

### **2.2 Mandatory Technical Requirements**

Mandatory Requirements consist of:

- a) Corporate Requirements;
- b) Experience Requirements; and
- c) Key Personnel Qualifications.

Bidders must meet all mandatory requirements. Any proposal that fails to meet even one mandatory requirement will be disqualified and given no further consideration.

#### **2.2.1 Corporate Requirements**

##### **2.2.1.1 Mandatory Technical Corporate Requirement for ISO 9001:2008 / ISO2001:2015**

The Bidder including all members of a joint venture and all associated subcontractors must be currently certified to and comply with the requirements of ISO 9001:2008 or ISO 9001:2015.

The Bidder must provide evidence at time of the Bid that it and all members of a joint venture have achieved ISO 9001:2008 or ISO 9001:2015 certification through an independent accredited certification body.

#### **2.2.2 Experience Requirements**

##### **2.2.2.1 Experience with Radio Test System Design and Development**

The Bidder must provide examples of two Contracts undertaken by the Bidder that demonstrate at least two years of experience, within the last seven years in the design, prototype development, programming and testing of systems used to verify operation of Radio Frequency equipment. To be considered acceptable, Contracts must be at least \$1M in value and demonstrate that the Bidder analysed, developed and documented test system requirements, developed test system architecture, hardware and software design documents and prepared a Technical Data Package which could be used to support the acquisition, assembly and acceptance of production communication equipment test systems.

##### **2.2.2.2 Experience with Network Communication Test System Design and Development**

The Bidder must provide examples of two Contracts undertaken by the Bidder that demonstrate at least two years of experience, within the last seven years in the design, prototype development, programming and testing of systems used to verify operation of Network Communication

equipment. To be considered acceptable, Contracts must be at least \$1M in value and demonstrate that the Bidder analysed, developed and documented test system requirements, developed test system architecture, hardware and software design documents and prepared a Technical Data Package which could be used to support the acquisition, assembly and acceptance of production communication equipment test systems.

#### **2.2.2.3 Experience with Repairing and Overhauling Communication System Test Equipment**

The Bidder must provide information on two Contracts undertaken by the Bidder that demonstrates the Bidder has at least two years of experience performing repair and overhaul activities on communication test equipment similar to the test equipment identified in Appendix 2 to Annex A. To be considered acceptable, Projects must be at least \$250K per annum in value and demonstrate expertise in evaluating that test equipment including hardware, software and cabling, is functioning correctly, returning test equipment to correct operation by repairing or replacing components and calibrating test equipment.

#### **2.2.3 Personnel Qualifications**

Bidders must provide resumes for each labour category listed in Appendix 1 to Annex G. Mandatory Personnel Qualifications will be assessed by evaluating resumes of key personnel listed in Appendix 1 to Annex G.

As a minimum, the following information must be included in each resume:

- a. General: name, company name, location of employee and the employee's government security clearance level status.
- b. Education and training: dates, locations, and names of the institutions where the qualification was acquired. This section may also include formal company in house or external courses and attendance at pertinent conferences or symposia.
- c. Employment history: presented in tabular form and include the duration (years and months), employer name and position held, in reverse chronological order. Self-employed consultants must list major projects and assignments.
- d. Experience: presented in tabular form with three columns including experience area, months of experience in that area and dates (month and year) the experience was obtained; and key details of that experience (e.g. project outline, company, specific tasks performed by the person, number of persons supervised).

The Bidder may use identified sub-contractors to meet the Personnel requirements. The Bidder must confirm that all key personnel will be available to perform the work at Contract award.

The Bidders must demonstrate compliance in response to Appendix 1 to Annex G, Personnel, sections 2.1 through 2.9 which provide specific position requirements. Bidders must provide sufficient information to substantiate that the candidates meet the requirement. Bidders must provide copies of diplomas for the highest level of educational qualification stated in the resumes to meet the educational requirement.



### **3 Financial Bid Evaluation**

The evaluated cost will be calculated using the firm all-inclusive rates and mark-ups proposed by the Bidder and the quantities indicated in the financial evaluation tables. The number of persons, units and days are based on “Proxy” usage rates. They are for evaluation purposes only and do not represent any promise or representation by Canada of any particular volume of work.

Bidders must complete and submit Table C- 1 through Table C- 4 with their Financial Bid.

#### **3.1 *Personnel Costs***

##### **3.1.1 Rate Correlation Table**

Personnel rate categories defined in Appendix 1 of Annex G are correlated with the LTS-ISS “Proxy” Personnel Organization Chart in Figure C- 1. The “Proxy” conceptual organization chart presented at Figure C- 1 identifies a Project organization which would be established by the Bidder to execute the LTS-ISS Project. The Contractors actual LTS-ISS Project organization may not be identical to the “Proxy” organization but certain job descriptions are considered likely and the “Proxy” organization provides a useful frame through which to identify these likely skill sets and make a financial comparison.

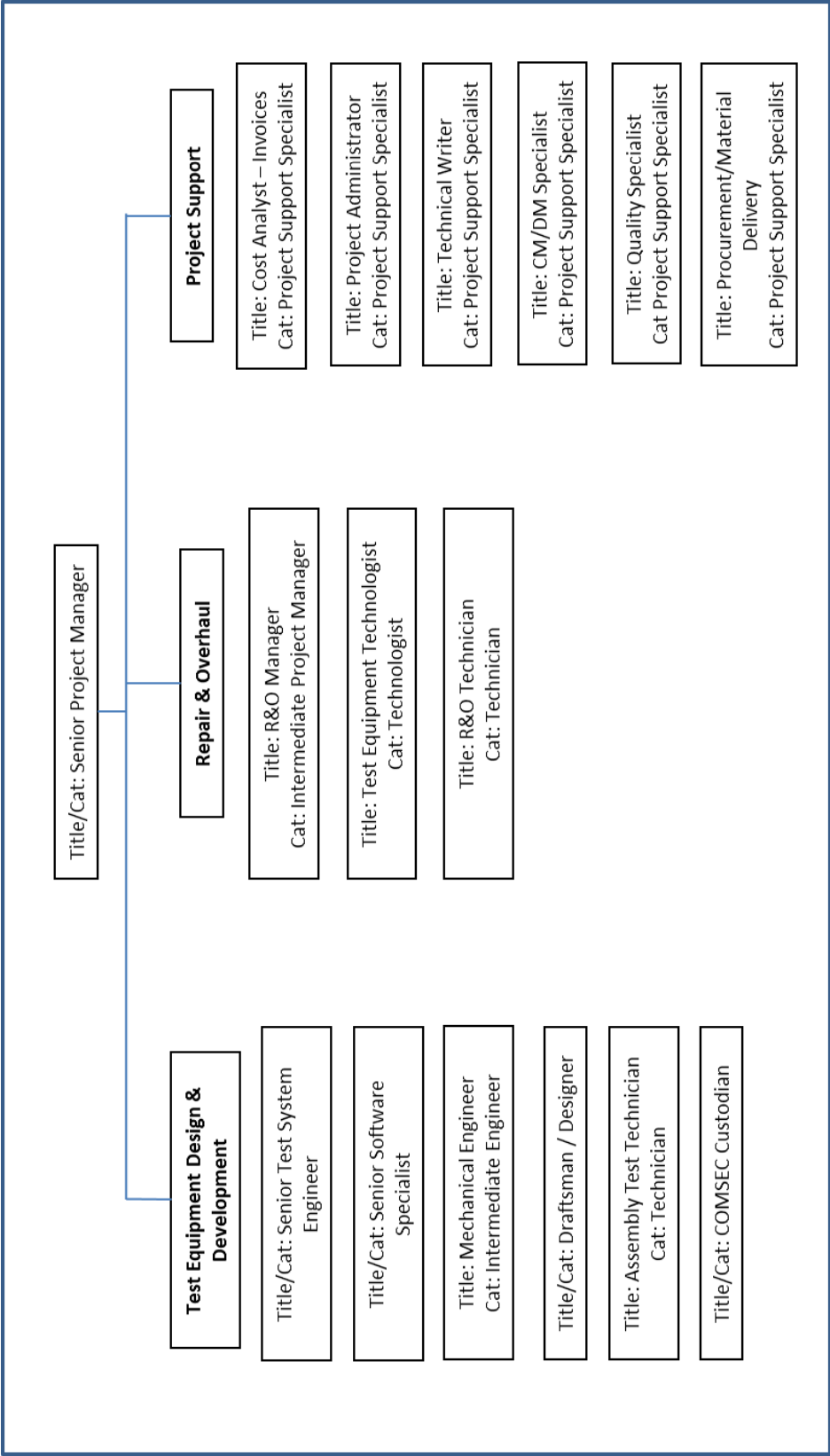


Figure C- 1 Proxy LTS-ISS Organization Table Correlating Job Description Titles and Rate Categories

### 3.1.2 Per Diems

Bidders must enter their rates, as defined by the Personnel Rate Category in Appendix 1 of Annex G, into Table C- 1

Table C- 1 – Per Diems

Personnel (Pers) Rate Category	Qty Pers (A)	Contract per diem (B) (Based on 7.5 hours/day)			Evaluated Cost (AxB x 235 days)		
		Year 1	Year 2	Year 3	Year 1 (C)	Year 2 (D)	Year 3 (E)
Senior Project Manager	0.5	\$	\$	\$	\$	\$	\$
Intermediate Project Manager	0.5	\$	\$	\$	\$	\$	\$
Senior Test System Engineer	0.5	\$	\$	\$	\$	\$	\$
Senior Software Specialist	0.5	\$	\$	\$	\$	\$	\$
Intermediate Engineer	0.75	\$	\$	\$	\$	\$	\$
Draftsman / Designer	0.5	\$	\$	\$	\$	\$	\$
Technician	1	\$	\$	\$	\$	\$	\$
COMSEC Custodian	0.25	\$	\$	\$	\$	\$	\$
Technologist	1	\$	\$	\$	\$	\$	\$
Product Support Specialist	2.5	\$	\$	\$	\$	\$	\$
<b>Personnel Sub Totals</b>	<b>8</b>				\$	\$	\$

### 3.1.3 Total Per Diem Cost Calculation

The total of the Per Diem Rate is calculated at Table C- 2. These are the personnel costs that will be used for the cost per point calculation determined at Table C- 4:

Table C- 2 – Total Evaluated Personnel Cost for Per Diems

Personnel (Pers) Category	Year 1	Year 2	Year 3	Sub –Total
<b>Sub Totals</b>	\$ (C)	\$ (D)	\$ (E)	\$ (C+D+E)
<b>Total Evaluated Cost</b>				\$Enter Value into Table C- 4

## 3.2 Mark-ups

Bidders must propose firm mark-up rates, including overhead, general and Administration, profit and any other mark-up normally charged, for the acquisition of hardware, system equipment and software (HW/SE/SW), and the services of individuals with specialized knowledge (SK's) during the contract period utilizing Table C- 3. The mark-up amounts determined in the Table C- 3 below will be evaluated as part of the overall Bid price.

### 3.2.1 Acquisition of hardware, system equipment and software (HW/SE/SW) Mark-Up

For the purposes of this evaluation only, acquisition costs for hardware, system equipment and software through the duration of the Contract are hypothetically set at \$500,000.00. Evaluated amount will be the mark-up rate x \$500,000.00.

Bidder proposed mark-up for Acquisition of HW/SE/SW = (A1) %

*(Bidders will enter the value at A1 into Table C- 3 as indicated.)*

### 3.2.2 Acquisition of the services of individuals with Specialized Knowledge (SK)

For the purposes of this evaluation only, the acquisition costs for SK through the duration of the contract are hypothetically set at \$200,000.00. Evaluated amount will be the mark-up rate x \$200,000.00.

Bidder proposed mark-up for SK's = (A2) %

*(Bidders will enter the value at A2 into Table C- 3 as indicated)*

Table C- 3 – Cost of Mark-ups

Activity	Mark-up Rate (%) (A)	Acquisition Costs (Not a Guarantee) (B)	Evaluated Amount (AxB)
Acquisition of HW/SE/ SW	(A1)	\$500,000.00	(C)
Acquisition of SK	(A2)	\$200,000.00	(D)
<b>Total Evaluated Cost of Mark-ups = C+D:</b>			\$(Enter Value into Table C- 4)

## 3.3 Travel and Living Expenses

The cost of travel and living expenses for contractors is not considered in the bid pricing.

### 3.4 Financial Bid Worksheet

Table C- 4 is a summary of all evaluated costs as determined in Table C- 1 through Table C- 4. Bidders must populate this table using the totals determined in Table C- 1 through Table C- 4 where indicated by “\$Enter Value into Table C- 4”

Bidders must include Table C- 1 through Table C- 4 with their Financial Bid.

If there are any discrepancies between the amounts in Table C- 4 and those in Table C- 1 through Table C- 4, the cost will be recalculated using the values determined in Table C- 1 through Table C- 4.

Table C- 4 – Total Evaluated Cost of Bid

Cost Summaries	Total Evaluated Cost
Table C- 2 - Personnel Cost Summary	\$
Table C- 3 - Cost of Mark-ups	\$
<b>Total Evaluated Cost</b>	\$

## 4 Mandatory Bid Deliverables Checklist

1. Bidders must complete the checklist below and include it in the Volume I General Bid Requirements bid. This checklist attempts to capture the mandatory bid deliverable items contained within this solicitation document in one location. The Bidder remains fully responsible to ensure all mandatory requirements of the bid solicitation are met, even if a mandatory deliverable item is not included in this list.
2. This list does not address the actual content requirements for each deliverable. The Bidder is fully responsible to ensure it addresses the content requirements as detailed in the applicable sections of the bid solicitation.
3. This list does address deliverables that are not required with the bid but must be provided prior to award of a contract. It is the responsibility of the Bidder to meet such requirements as contained in the bid solicitation.
4. This list does not preclude bidders from including additional information to support their bid.

Table C- 5 – Mandatory Bid Deliverables Checklist

MBDC Item	RFP Reference	Bid Volume	Requirement	Included (Yes/No)	Bid Reference
1		All	Section I: Technical (4 hard copies, and 1 soft copy on CD) Section II: Financial (1 hard copies) Section III: Certifications (1 hard copies)		
2		General	Signature of Bid		
3		General	Completion of Table C- 5 Mandatory Bid Deliverables Checklist (MBDC)		
4		General	Certifications Required with Bid Submission – Integrity Provisions		
5		General	Certifications Required with Bid Submission – Certificate of Compliance		
6		General	Insurance Requirements – Letter(s)		
7		Tech	Section 1 - Executive Summary		
8		Tech	Section 2 - Bidder information and key subcontractors		
9	Appdx 2, Annex G	Tech	Compliance Matrix – Mandatory Technical Requirements		
10	Annex G Para 2.2.1.1	Tech	Section 3 - Objective Evidence: ISO 9001 2008/2015		
11	Annex G Para 2.2.2.1,	Tech	Section 3 - Objective Evidence Exp. with Radio Test System Design and Development		

<b>MBDC Item</b>	<b>RFP Reference</b>	<b>Bid Volume</b>	<b>Requirement</b>	<b>Included (Yes/No)</b>	<b>Bid Reference</b>
12	Annex G Para 2.2.2.2	Tech	Section 3 – Objective Evidence Exp. with Network Communication Test System Design and Development		
13	Annex G Para 2.2.2.3	Tech	Section 3 – Objective Evidence Exp. with Repairing and Overhauling Communications System Test Equipment		
14	Annex G Para 2.2.3	Tech	Section 3 - Objective Evidence Resume (CV) - Senior Project Manager		
15	Annex G Para 2.2.3	Tech	Section 3 – Objective Evidence Resume (CV) – Intermediate Project Manager		
16	Annex G Para 2.2.3	Tech	Section 3 – Objective Evidence Resume (CV) – Senior Test System Engineer		
17	Annex G Para 2.2.3	Tech	Section 3 – Objective Evidence Resume (CV) – Senior Software Specialist		
18	Annex G Para 2.2.3	Tech	Section 3 – Objective Evidence Resume (CV) – Intermediate Engineer		
19	Annex G Para 2.2.3	Tech	Section 3 – Objective Evidence Resume (CV) – Draftsman/Designer		
20	Annex G Para 2.2.3	Tech	Section 3 – Objective Evidence Resume (CV) - Technician		
21	Annex G Para 2.2.3	Tech	Section 3 – Objective Evidence Resume (CV) - Technologist		
22	Annex G Para 2.2.3	Tech	Section 3 – Objective Evidence Resume (CV) – Project Support Specialist		
23	Annex G, Para 3.1.2	Financial	Completion of Table C- 1 – Per Diems		
24	Annex G, Part 3.1.3	Financial	Completion of Table C- 2 – Total Evaluated Personnel Cost for Per Diems		
25	Annex G, Part 3.2.1	Financial	Proposed Mark-ups: Acquisition of HW, SE, SW		
26	Annex G, Part 3.2.2	Financial	Proposed Mark-up: Acquisition of SK		
27	Annex G, Part 3.2.2	Financial	Completion of Table C- 3 – Cost of Mark-ups		
28	Annex G, Part 3.4	Financial	Completion of Table C- 4 – Total Evaluated Cost of Bid		

**APPENDIX 1 TO ANNEX G**

**TO CONTRACT W8486-173534**

**LAND COMMAND, CONTROL, COMMUNICATIONS,  
COMPUTERS, INTELLIGENCE, SURVEILLANCE AND  
RECONNAISSANCE (LC4ISR)**

**TEST SYSTEM (LTS)**

**IN-SERVICE SUPPORT (LTS-ISS)  
CONTRACT**

**PERSONNEL REQUIREMENTS**



## Table of Contents

1	Personnel Requirements Summary .....	1
1.1	Qualification and Skills .....	1
1.2	Personnel Labour Category Assignments.....	1
2	Personnel Requirements (Qualifications, Skill Sets and Experience) .....	2
2.1	Senior Project Manager .....	2
2.2	Intermediate Project Manager .....	3
2.3	Senior Test System Engineer.....	4
2.4	Senior Software Specialist.....	5
2.5	Intermediate Engineer.....	6
2.6	Draftsman / Designer.....	7
2.7	Technician .....	7
2.8	Technologist .....	9
2.9	Project Support Specialist.....	10

## **1 Personnel Requirements Summary**

### **1.1 Qualification and Skills**

1.1.1 The contractor must be capable of providing personnel with the needed capability and experience to perform the work at the contracted rates for the particular skill set. The senior / team lead level in each category type must have the demonstrated capability and experience to function as a team leader.

### **1.2 Personnel Labour Category Assignments**

1.2.1 Table A3- 1 below summarizes the categories to be assigned by the Contractor to personnel allocated by the Contractor to provide the support for work described in the SOW and authorized by individual task.

<b>Serial</b>	<b>Personnel Rate Category</b>
1	Senior Project Manager
2	Intermediate Project Manager
3	Senior Test System Engineer
4	Senior Software Specialist
5	Intermediate Engineer
6	Draftsman / Designer
7	Technician
8	Technologist
9	Project Support Specialist

Table A3- 1 Personnel Requirements

1.

## 2 Personnel Requirements (Qualifications, Skill Sets and Experience)

### 2.1 Senior Project Manager

No.	Criteria
1.	<p><u>Education and Experience Combination</u></p> <p>The Senior Project Manager must have the following minimum qualifications:</p> <ul style="list-style-type: none"><li>a. A university undergraduate degree in project management, business, engineering, science or information systems, and five years of management experience in the last ten years leading teams of at least ten individuals and managing budgets of over \$1 million per year; or</li><li>b. A college diploma (two or three year program) in project management, business, electrical engineering, electronics, telecommunications, computers or information technology program and six years of management experience in the last ten years leading teams of at least ten individuals and managing budgets of over \$1 million; or</li><li>c. The Project Management Institute's Project Management Professional (PMP) certification and seven years of management experience in the last ten years leading teams of at least five individuals and managing budgets of over \$2 million.</li></ul>
2.	<p><u>Experience</u></p> <p>Must have a minimum of four years of demonstrated experience in the past eight years managing engineering design and development projects.</p>

**2.2 Intermediate Project Manager**

No.	Criteria
1.	<p data-bbox="391 289 881 321"><u>Education and Experience Combination</u></p> <p data-bbox="391 338 1243 407">The Intermediate Project Manager must have the following minimum qualifications:</p> <ul data-bbox="427 424 1385 846" style="list-style-type: none"><li data-bbox="427 424 1385 562">a. A university undergraduate degree in project management, business, engineering, science or information systems, and four years of management experience in the last eight years leading teams of at least five individuals; or</li><li data-bbox="427 579 1385 758">b. A college diploma (two or three year program) in project management, business, electrical engineering, electronics, telecommunications, computers or information technology program and five years of management experience in the last ten years leading teams of at least five individuals; or</li><li data-bbox="427 774 1385 846">c. The Project Management Institute's PMP certification and six years of project management experience in the last ten years.</li></ul>
2.	<p data-bbox="391 861 532 892"><u>Experience</u></p> <p data-bbox="391 909 1357 978">Must have a minimum of three years' experience in the past six year managing engineering or technical projects.</p>

### 2.3 Senior Test System Engineer

No.	Mandatory Criteria
1.	<p><u>Education</u></p> <p>The Senior Test System Engineer must have a minimum of a:</p> <ul style="list-style-type: none"><li>a. University undergraduate degree in Engineering from Engineers Canada accredited engineering program; or</li><li>b. Alternatively, should the candidate's degree be from a non-Engineers Canada accredited engineering program, their engineering education credentials must be deemed 'substantially equivalent' by the Engineers Canada via an application to the Engineering International - Education Assessment Program, (EI-EAP); or</li><li>c. As a third alternative, the candidates engineering education credentials will be considered compliant if the candidate is deemed eligible, by a recognized provincial licensing body, for registration as a Professional Engineer.</li></ul>
2.	<p><u>Experience</u></p> <p>Must have a minimum of four years of demonstrated experience within the last seven years providing technical leadership in the design, prototype development, integration and set to work of test equipment used to test RF and or network communication systems.</p>
3.	<p><u>Experience</u></p> <p>Must have a minimum of eight years of demonstrated experience within the last twelve years working in an engineering development environment in progressively more responsible positions.</p>
4.	<p><u>Experience</u></p> <p>Must have a minimum of five years of demonstrated experience in identifying, building, developing and directly supervising a team of at least five in an engineering development environment.</p>
5.	<p><u>Experience</u></p> <p>Must have demonstrated experience engaging pertinent stakeholders to elicit, elaborate and manage test requirements.</p>

## 2.4 Senior Software Specialist

No.	Criteria
1.	<u>Education</u> The Senior Software Specialist must have the following minimum qualifications: <ul style="list-style-type: none"><li>a. University undergraduate degree in Engineering or Science; or</li><li>b. College diploma (two or three year program) in an electrical engineering, electronics, telecommunications, computers or information technology program; or</li><li>c. Successful completion of an intensive Software/Firmware course with a minimum of six hundred hours of instruction and assignments.</li></ul>
2.	<u>Experience</u> Must have a minimum of four years of demonstrated experience within the last eight years working in an engineering development environment in progressively more responsible positions.
3.	<u>Experience</u> Minimum of seven years of relevant work experience within the past ten years with software development or software system validation, including: <ul style="list-style-type: none"><li>a. Experience with UNIX, Linux or Windows environments;</li><li>b. Development using LabVIEW or NI TestStand;</li><li>c. Experience with C#,C++, .NET framework, Java or VB.Net; and</li><li>d. Experience with IP network protocols: TCP/UDP and IP.</li></ul>
4.	<u>Qualifications</u> Microsoft Certified Solutions Expert/Developer, or Certified LabVIEW Developer/Architect, or Certified NI TestStand Developer/Architect, or trained in Proligent software environment, or equivalent.

**2.5 Intermediate Engineer**

No.	Criteria
1.	<p data-bbox="391 296 516 323"><u>Education</u></p> <p data-bbox="391 342 1333 369">The Intermediate Engineer must have the following minimum qualifications:</p> <ul data-bbox="440 394 1398 768" style="list-style-type: none"><li data-bbox="440 394 1398 464">a. University undergraduate degree in Engineering from an Engineers Canada accredited engineering program; or</li><li data-bbox="440 478 1398 611">b. Alternatively, should the candidate's degree be from a non-Engineers Canada accredited engineering program, their engineering education credentials must be deemed 'substantially equivalent' by Engineers Canada via an application to the EI-EAP; or</li><li data-bbox="440 632 1398 768">c. As a third alternative, the candidates engineering education credentials will be considered compliant if the candidate is deemed eligible, by a recognized provincial licensing body, for registration as a Professional Engineer.</li></ul>
2.	<p data-bbox="391 793 529 821"><u>Experience</u></p> <p data-bbox="391 840 1377 909">Must have a minimum of four years of demonstrated work experience within the last eight years testing RF and/or network communication systems.</p> <p data-bbox="391 926 1333 995">Have a demonstrated knowledge of communication technologies or digital or analog technologies.</p> <p data-bbox="391 1012 1208 1039">Have a demonstrated knowledge of network and IT infrastructures.</p>

**2.6 Draftsman / Designer**

No.	Criteria
1.	<u>Education</u> The Designer must have a minimum of education equivalent to an Ontario Secondary school graduation plus a further three years of formal education in relevant courses of one year is in Electro-Mechanical Drafting or Technology.
2.	<u>Experience</u> A minimum of six years of experience of which at least two years involve operation of Computer Aided Design equipment.

**2.7 Technician**

No.	Criteria
1.	<u>Education and Experience Combination</u> The Technician must have the following minimum qualifications: <ul style="list-style-type: none"><li>a. College diploma (two or three year program) in an electrical engineering, electronics, telecommunications, computers or information technology program electronics, telecommunications or computer science and a minimum of 12 months of demonstrated work experience in a relevant systems support field within the last 3 years; or</li><li>b. Successful completion of an intensive electronics or telecommunications hardware technicians course with a minimum of six hundred hours of instruction and assignments and a minimum of 12 months of demonstrated work experience in a relevant systems support field within the last 3 years; or</li><li>c. A minimum of 3 years of demonstrated work experience in a relevant systems support field within the last 5 years.</li></ul>
2.	<u>Experience</u> Technicians must have experience working on systems that have a broad variety of hardware including radios, antennas, terminal devices, computers, displays, routers and network switches.



	<p><u>Experience</u></p> <p>Must have a minimum of three years of demonstrated experience within the last five at providing technical support and using complex test equipment with RF and or network communication systems including:</p> <ul style="list-style-type: none"><li>a. Spectrum Analyzer;</li><li>b. Network Analyzer;</li><li>c. BERTS measurements;</li><li>d. Power meters and sensors;</li><li>e. Noise measurements;</li><li>f. RF Signal Generators; and</li><li>g. Audio Analyzers; performing test such as SINAD.</li></ul>
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**2.8 Technologist**

No.	Criteria
1.	<p data-bbox="391 289 881 321"><u>Education and Experience Combination</u></p> <p data-bbox="391 338 1219 369">The Technologist must have the following minimum qualifications:</p> <ul data-bbox="407 390 1365 600" style="list-style-type: none"><li data-bbox="407 390 1365 495">a. College diploma (two or three year program) in an electrical engineering, electronics, telecommunications, computers or information technology program electronics, telecommunications or computer science; or</li><li data-bbox="407 495 1365 600">b. Successful completion of an intensive electronics, telecommunications or information technology course with a minimum of six hundred hours of instruction and assignments.</li></ul>
	<p data-bbox="391 619 532 651"><u>Experience</u></p> <p data-bbox="391 667 1365 772">Must have a minimum of five years of demonstrated experience within the last ten at providing technical support and using complex test equipment on RF and network communication systems including:</p> <ul data-bbox="391 789 1057 1125" style="list-style-type: none"><li data-bbox="391 789 675 821">a. Spectrum Analyzer;</li><li data-bbox="391 837 667 869">b. Network Analyzer;</li><li data-bbox="391 886 716 917">c. BERTS measurements;</li><li data-bbox="391 934 756 966">d. Power meters and sensors;</li><li data-bbox="391 982 691 1014">e. Noise measurements;</li><li data-bbox="391 1031 748 1062">f. RF Signal Generators; and</li><li data-bbox="391 1079 1057 1125">g. Audio Analyzers; performing test such as SINAD.</li></ul>

**2.9 Project Support Specialist**

No.	Criteria
1.	<u>Education</u> The Project Support Specialist must have the following minimum qualifications: a. A university undergraduate degree; or b. A college diploma (two or three year program).
	<u>Experience</u> Must have a minimum of three years of experience in the past six years working on projects in an technical environment.

**APPENDIX 2 TO ANNEX G**

**TO CONTRACT W8486-173534**

**LAND COMMAND, CONTROL, COMMUNICATIONS,  
COMPUTERS, INTELLIGENCE, SURVEILLANCE AND  
RECONNAISSANCE (LC4ISR)**

**TEST SYSTEM (LTS)**

**IN-SERVICE SUPPORT (LTS-ISS)  
CONTRACT**

**COMPLIANCE MATRIX**

**Table 1 – Mandatory Technical Requirements – Compliance Matrix**

Mandatory Technical Requirements				Bidder Self-Evaluation		
No.	Requirement	RFP Reference	Evaluation Criteria	Compliant	Non Compliant	Bid Reference
1	Corporate Requirement for ISO 9001:2008 / ISO2001:2015	Annex G, para 2.2.1	The Bidder must provide evidence at time of the Bid that it and all members of a joint venture have achieved ISO 9001:2008 or ISO 9001:2015 certification through an independent accredited certification body.			



Mandatory Technical Requirements				Bidder Self-Evaluation		
No.	Requirement	RFP Reference	Evaluation Criteria	Compliant	Non Compliant	Bid Reference
3	Network Communication Test System Design and Development	Annex G, para 2.2.2.2	The Bidder must provide examples of two Contracts undertaken by the Bidder that demonstrate at least two years of experience, within the last seven years in the design, prototype development, programming and testing of systems used to verify operation of Network Communication equipment. To be considered acceptable, Contracts must be at least \$1M in value and demonstrate that the Bidder analysed, developed and documented test system requirements, developed test system architecture, hardware and software design documents and prepared a Technical Data Package which could be used to support the acquisition, assembly and acceptance of production communication equipment test systems.			
4	Repair and Overhaul of Communication System test Equipment	Annex G, para 2.2.2.3	The Bidder must provide information on two Contracts undertaken by the Bidder that demonstrates the Bidder has at least two years of experience performing repair and overhaul activities on communication test equipment similar to the test equipment identified in Appendix 2 to Annex A. To be considered acceptable, Projects must be at least \$250K per annum in value and demonstrate expertise in evaluating that test equipment including hardware, software and cabling, is functioning correctly, returning test equipment to correct operation by repairing or replacing components and calibrating test equipment.			

5	<b>Personnel Qualifications</b>	Annex G, para 2.2.3	<p>Bidders must provide resumes for each labour category listed in Appendix 1 to Annex G. Mandatory Personnel Qualifications will be assessed by evaluating resumes of key personnel listed in Appendix 1 to Annex G.</p> <p>As a minimum, the following information must be included in each resume:</p> <ol style="list-style-type: none"> <li>General: name, company name, location of employee and the employee's government security clearance level status.</li> <li>Education and training: dates, locations, and names of the institutions where the qualification was acquired. This section may also include formal company in house or external courses and attendance at pertinent conferences or symposia.</li> <li>Employment history: presented in tabular form and include the duration (years and months), employer name and position held, in reverse chronological order. Self-employed consultants must list major projects and assignments.</li> <li>Experience: presented in tabular form with three columns including experience area, months of experience in that area and dates (month and year) the experience was obtained; and key details of that experience (e.g. project outline, company, specific tasks performed by the person, number of persons supervised).</li> </ol> <p>The Bidder may use identified sub-contractors to meet the Personnel requirements. The Bidder must confirm that all key personnel will be available to perform the work at Contract award.</p> <p>The Bidders must demonstrate compliance in response to Appendix 1 to Annex G, Personnel, sections 2.1 through 2.9</p>		
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Mandatory Technical Requirements					Bidder Self-Evaluation		
No.	Requirement	RFP Reference	Evaluation Criteria	Compliant	Non Compliant	Bid Reference	
			which provide specific position requirements. Bidders must provide sufficient information to substantiate that the candidates meet the requirement. Bidders must provide copies of diplomas for the highest level of educational qualification stated in the resumes to meet the educational requirement.				
5.1		Annex G, Appdx 1, para 2.1	Senior Project Manager				
5.2		Annex G, Appdx 1, para 2.2	Intermediate Project Manager				
5.3		Annex G, Appdx 1, para 2.3	Senior Test System Engineer				
5.4		Annex G, Appdx 1, para 2.4	Senior Software Specialist				
5.5		Annex G, Appdx 1, para 2.5	Intermediate Engineer				
5.6		Annex G, Appdx 1, para 2.6	Draftsman / Designer				
5.7		Annex G, Appdx 1, para 2.7	Technician				

Mandatory Technical Requirements				Bidder Self-Evaluation		
No.	Requirement	RFP Reference	Evaluation Criteria	Compliant	Non Compliant	Bid Reference
5.8		Annex G, Appdx 1, para 2.8	Technologist			
5.9		Annex G, Appdx 1, para 2.9	Project Support Specialist			