



**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

Title - Sujet OCFC2	
Solicitation No. - N° de l'invitation W8486-206245/A	Date 2019-08-28
Client Reference No. - N° de référence du client W8486-206245	
GETS Reference No. - N° de référence de SEAG PW-\$\$PR-756-77636	
File No. - N° de dossier pr756.W8486-206245	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2020-02-28	Time Zone Fuseau horaire Eastern Standard Time EST
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Picco(PR Div.), Robert	Buyer Id - Id de l'acheteur pr756
Telephone No. - N° de téléphone (613) 410-1348 ()	FAX No. - N° de FAX (613) 943-7970
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: Specified Herein Précisé dans les présentes	

Instructions: See Herein

Instructions: Voir aux présentes

Vendor/Firm Name and Address

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

Issuing Office - Bureau de distribution

Clothing and Textiles Division / Division des vêtements et des textiles
L'Esplanade Laurier,
East Tower 7th Floor
Tour est 7e étage
140 O'Connor, rue O'Connor,
Ottawa
Ontario
K1A 0R5

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

This Solicitation (# W8486-206245/A) is for the Operational Clothing & Footwear Consolidated Contract (OCFC2) and is directly linked to all previous Solicitations posted on BuyandSell under the W8486-137549 series

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Federal Contractors Program for Employment Equity – Certification

Annex "2" to Part 5 of the Bid Solicitation:

Ethical Considerations for Procurement of Apparel Certification

Volumetric Data

OCFC2 Item Usage History and Depot Holding (**EXCEL Spreadsheet available upon request**)

CAF Strength Report (**WORD document available upon request**)

PART 1 - GENERAL INFORMATION

1.1 Introduction

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

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

The Annexes include the Statement of Work, the Basis of Payment, Evaluation Criteria, the Security Requirements Checklist, Canadian Goods Definition, the Performance Management Framework, the ITB Terms and Conditions and any other annexes.

1.2 Summary

1.2.1 Background

The Canadian Armed Forces (CAF) is responsible for protecting Canada and defending its sovereignty, defending North America and contributing to international peace and security. To carry out their responsibilities, CAF members must be equipped with operational clothing and footwear (OCF) that provides the necessary protection and operational mobility to conduct daily operations anywhere in the world.

OCFC2 builds on the existing Consolidated Clothing Contract (C3) model operating in DND today for dress and occupational / environment uniform commodities, offering assurance of a tried and proven business model which has evolved through the last 20 years.

For all items stipulated under contract, a prime vendor would be responsible for their acquisition, as well as inventory and distribution management and other services. This managed clothing solution (MCS) provides for the opportunity to develop a direct delivery system between the contractor and the individual military member. In addition, OCFC2 will allow for lower contract management and administrative overhead, lower inventory, improved acquisition cycles, improved response times for corrective actions and product improvement while allowing the apparel, textile and footwear industries to remain competitive, innovative and responsive.

1.2.2 Brief Description

The MCS will provide end-to-end management of the DND supply chain for Operational Clothing and Footwear (OCF), from acquisition and/or manufacturing to inventory management to distribution. It will include professional and design services as well as configuration management.

The successful bidder will supply DND with a complete supply chain management approach that encompasses program management services, professional services, manufacturing, warehousing and inventory management, order processing and management, and distribution and delivery.

The MCS will also provide an online Order Management System (OMS) for use by Authorized Users who will order items for Direct Delivery to the address of their choice.

National and international deliveries may be required by the successful Bidder; destinations will only be specified at time of order.

1.2.3 Period of the Contract

The contract period will be for an initial period of 6 years from the date of the contract, with the option to extend the term of the contract by up to fourteen (14) additional one (1) year period under the same terms and conditions.

1.2.4 Security Requirement

There are security requirements associated with this requirement. For additional information, consult Part 6 - Security, Financial and Other Requirements, and Part 7 - Resulting Contract Clauses. For more information on personnel and organization security screening or security clauses, Bidders should refer to the Contract Security Program of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website.

1.2.5 National Security Exception (NSE) and Trade Agreements

The national security exceptions provided for in the trade agreements have been invoked; therefore, this procurement is excluded from all of the obligations of all the trade agreements.

1.2.6 Canadian Content

Canadian Goods Definition, Certifications and Verification Process is described in Annex "E".

1.2.7 Comprehensive Land Claims Agreements (CLCAs)

This procurement is subject to the Nunavut Land Claims Agreement, Gwich'in Comprehensive Land Claim Agreement, Sahtu Dene and Metis Comprehensive Land Claim Agreement, Tlicho Land Claims and Self-Government Agreement, Inuvialuit Final Agreement, Vuntut Gwich'in First Nation, First Nation of Nacho Nyak Dun, Teslin Tlingit Council, Champagne and Aishihik First Nations, Little Salmon/Carmacks First Nation, Selkirk First Nation, Tr'ondëk Hwëch'in First Nation, Ta'an Kwach'an Council, Kluane First Nation, Kwanlin Dun First Nation, Carcross/Tagish First Nation, Maa-nulth Final Agreement, Nisga'a Final Agreement, Tsawwassen First Nation Final Agreement, James Bay and Northern Quebec Agreement, Northeastern Quebec Agreement, Nunavik Inuit Land Claims Agreement, Eeyou Marine Region Land Claims Agreement, Labrador Inuit Land Claims Agreement.

1.3 Federal Contractors Program

The Federal Contractors Program (FCP) for employment equity applies to this procurement; refer to Part 5 – Certifications and Additional Information, Part 7 - Resulting Contract Clauses and the annex titled Federal Contractors Program for Employment Equity - Certification.

1.4 Debriefings

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

1.5 Phased Bid Compliance Process

The Phased Bid Compliance Process applies to this requirement.

PART 2 - BIDDER INSTRUCTIONS

2.1 Standard Acquisitions Clauses and Conditions

2.1.1 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.

2.1.2 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.

2.2 Standard Instructions

2.2.1 The 2003 (2019-03-04) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

2.2.2 Subsection 5.4 of the 2003, Standard Instructions – Goods or Services – Competitive Requirements, is amended as follows:

Delete: sixty (60) days

Insert: four hundred (400) days

2.2.3 Canada may award a contract to the next compliant Bidder if a contract awarded under this bid solicitation is terminated before the expiry of the bid validity period set out in section 2.2.2 above.

2.3 Submission of Bids

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

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

2.4 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.

2.5 Applicable Laws

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

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

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

2.6 Viewing Sample(s)

Viewing samples will be made available to Bidders for viewing during the solicitation period at the following location, date and times:

Location: 45 Sacre-Coeur
National Printing Bureau
3rd Floor, Room C-3019E
Gatineau, Quebec
Date(s): September 23rd, 2019 to October 4th, 2019

After the viewing period, the samples will be available for viewing at the same location, upon request.

2.7 Basis for Canada's Ownership of Intellectual Property

The Department of National Defence has determined that any intellectual property rights arising from the performance of the work under the resulting contract will belong to Canada.

2.8 Technical Requirement for Operational Clothing and Footwear Items

Description, usage and all pertinent documents referenced in Appendix 1 of Annex A – Statement of Work, with the exception of sealed patterns, will be made available to Bidders in PDF format (on a USB key) upon request to the Contracting Authority at least ten (10) business days before bid closing.

Canada understands that Bidders may need to share the information contained in the TDPs with their potential suppliers in order to prepare their proposal. Bidders must protect the integrity and confidentiality of the TDPs and must share with its potential suppliers only the information necessary to prepare the proposal.

PART 3 - BID PREPARATION INSTRUCTIONS

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

Section I: Technical Bid (5 hard copies and 2 electronic copies in PDF format on a USB stick)

Section II: Industrial and Technological Benefits/Value Proposition Bid (7 hard copies and 2 electronic copies in PDF format on a USB memory stick)

Section III: Financial Bid (1 hard copy and 1 electronic copy in PDF format on a USB memory stick)

Section IV: Certifications (1 hard copy)

Section V: Additional Information (1 hard copy)

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

Canada requests that Bidders follow the format instructions described below in the preparation of 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>). To assist Canada in reaching its objectives, Bidders are encouraged to:

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

3.1 Section I: Technical Bid

3.1.1 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.

3.1.2 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 which are set out in Annex C. 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.

3.2 Section II: Industrial and Technological Benefits Value Proposition Proposal

3.2.1 Bidders must submit their Value Proposition Proposal in accordance with the Industrial and Technological Benefits/Value Proposition (ITB/VP) Instructions set out in Appendix 1 of Annex C, and indicate how they will meet Canada's ITB objectives set out therein.

3.3 Section III: Financial Bid

3.3.1 Bidders must submit their financial bid in Canadian dollars in accordance with Appendix 1 of Annex B – Basis of Payment. The total amount of Applicable Taxes must be shown separately.

3.3.2 The firm unit costs submitted for the Operational Clothing and Footwear (OCF) Items must not include the Bidder's indirect costs.

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

3.4 Section IV: Certifications

Bidders must submit the certifications required under Part 5.

3.5 Section V: Additional Information

3.5.1 Origin of Work (OCF Items)

Canada requires the right to approve all subcontractors used to perform the Work, including both where the subcontractor and any of its affiliates are headquartered, as well as the location where any manufacturing or other work will be performed.

Canada will assess whether, in its opinion, it can approve a subcontractor, manufacturer or country of origin for an OCF item based on its national security interests. Canada reserves the right to refuse a proposed subcontractor(s) or manufacturer(s) or country of origin. Any further information that Canada might be able to provide to the Bidder regarding its concerns will be determined based on the nature of the concerns. In some situations, for reasons of national security, it may not be possible for Canada to provide further information to the Bidder; therefore, in some circumstances, the Bidder will not know the underlying reasons for Canada's concerns with respect to a subcontractor, manufacturer or country of origin.

For each operational clothing and footwear item listed in Appendix 1 of Annex A, Bidders must identify the legal name(s) of subcontractor(s) or manufacturer(s) from whom the item will be procured and manufactured and the country or countries where the item is cut (or knit to shape) and sewn, regardless of whether the work is to be performed by the Bidder or one of its subcontractor(s).

The following information must be provided for each item:

OCF Item number: _____
Subcontractor(s) or manufacturer(s): _____
Plant Location (Country): _____

Bidders must add additional lines if there is more than one manufacturer or one country per Item.

Additional information about the origin of the Work, subcontractors or manufacturers may be requested by Canada at any time. The Contracting Authority will specify in a written notice the number of working days the Bidder must provide the necessary information to Canada. Failure to meet this deadline will result in the bid being disqualified.

The Bidder must propose an alternate subcontractor or manufacturer or country of origin subject to approval by Canada.

3.5.2 Bidders Proposed Site or Premises Requiring Safeguard Measures

As indicated in Part 6 – Security, financial and other Requirements, the Bidder must provide the full addresses of the Bidder's and proposed individuals' sites or premises for which safeguard measures are required for work performance.

Street Number / Street Name, Unit / Suite / Apartment Number
City, Province, Territory
Postal Code
Country

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

3.5.3 Ownership and Control of the Bidder

3.5.3.1 The Bidder must certify at the time of bid closing that it is Canadian owned and controlled, or owned and controlled by foreign nationals from Canada's Five Eyes allies, or a combination of them. This means that:

- a. in the case of a corporation, not less than 80% of the members of the board of directors are individual Canadians or nationals from Canada's Five Eyes allies;
- b. Canadians or nationals from Canada's Five Eyes allies beneficially own, directly or indirectly, in the aggregate and otherwise than by way of security only, not less than 80% of the entity's voting interest; and,
- c. the entity is not otherwise controlled by persons that are not Canadians or nationals of Canada's Five Eyes allies.

3.5.3.2 In order to validate this information, the Bidder must provide its Ownership Information, including:

- a. Provide their Dun & Bradstreet number; and:
 - i. Investors/Shareholders Information:
 - (a) For privately owned companies, the Bidder must provide a list of all its shareholders and their nationality. If the company is a subsidiary, this information must be provided for all parent corporations;
 - (b) For publicly traded companies, the Bidder must provide a list of those shareholders who hold at least 1% of the voting shares and their nationality; and

- (c) Further information about other shareholders must be provided if requested by Canada.
- ii. Board of Directors and nationality of each director.

PART 4 – EVALUATION PROCEDURES AND CONTRACTOR SELECTION METHODOLOGY

4.1 Evaluation Procedures

4.1.1 Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical, Industrial and Technological Benefits (ITB) and financial evaluation criteria. The evaluation will be conducted in phases, in accordance with the Phased Bid Compliance Process, as described below. If a bid is determined to be non-responsive, it will not be assessed at the next phase.

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

4.1.2 Technical Evaluation Criteria

4.1.2.1 Mandatory and point-rated technical evaluation criteria are set out in Annex C.

4.1.3 Industrial and Technological Benefits/Value Proposition Evaluation Criteria

4.1.3.1 Industrial and Technological Benefits requirements are set out in Appendix 1 of Annex C.

4.1.4 Financial Evaluation Criteria

4.1.4.1 Bidders must submit a firm unit price for all operational clothing and footwear items listed in Appendix 1 of Annex A in accordance with Appendix 1 of Annex B.

4.1.4.2 The price of the bid will be evaluated in Canadian dollars, applicable taxes excluded, Canadian customs duties and excise taxes included.

4.2 Basis of Selection / Phased Bid

4.2.1 Basis of Selection

In consideration of the operational requirement and Canada's desire to achieve an operational capability, a "Lowest Responsive Cost per Point" basis of selection will be employed. With this contractor selection method, the total bid price is divided by the corresponding total points achieved by the bidder for its technical bid (80 % of which is the score obtained by the Bidder in the point-rated technical requirements and 20% is for the score obtained by the Contractor in the Rated Value Proposition Criteria as identified in Annex C - Appendix 1). This determines each bidder's cost-per-point. The responsive bid with the lowest cost-per-point will be recommended for award of the contract.

4.2.2 Phased Bid Compliance Process

4.2.2.1 Canada is conducting a Phased Bid Compliance Process (PBCP) for this requirement. The three phases of the process are:

- a. Phase I: Compliance assessment - Required financial information;
- b. Phase II: Compliance assessment - All other eligible mandatory requirements; and
- c. Phase III: Completion of the evaluation process.

4.2.2.2 PBCP provides bidders the opportunity, after the solicitation closing date, to correct a finding of non-compliance with respect to Eligible Mandatory Requirements.

- 4.2.2.3 Where a bidder is evaluated as non-compliant, the bidder will be offered an opportunity to submit additional or different information in order to be re-evaluated as compliant with respect to such Eligible Mandatory Requirement.

4.3 Bid Evaluation Process

4.3.1 Phase I – Compliance Assessment – Required Financial Information

- 4.3.1.1 Public Services and Procurement Canada (PSPC) will conduct Phase I of the evaluation.

- 4.3.1.2 After the closing date and time of the RFP, PSPC will examine all bids to ensure that they contain a financial submission and to identify:

- a. that the submission is not missing financial information;
- b. that the submission contains the origin of Work information for each item as outlined in Section 3.5.1 (section V of the Bid) and the ownership information of the bidder as outlined in Section 3.5.3 (section V of the Bid);
- c. whether the same price is identified for the same item in all instances; and
- d. whether GST/HST is excluded from the LIUC.

- 4.3.1.3 Canada will assess the origin of work information outlined at Section 3.5.1 for Canada's approval.

- 4.3.1.4 PSPC will not provide any details concerning the bidder's financial submission to any member of the evaluation team.

- 4.3.1.5 If a bid is missing the entire financial submission, it will be considered non-compliant and will be given no further consideration.

- 4.3.1.6 PSPC will notify Bidders of missing financial information and give them specific time period to provide it.

- a. Where 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 pricing or cost information previously submitted as a result of calculations required by the solicitation (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.
- b. In instances where a different price for the same item is provided in more than one location within the Financial Bid and been noted, the Bidder must confirm which price applies. Failure of a Bidder to respond will be deemed by Canada to be the Bidder's confirmation that the lowest price applies in all cases.
- c. In instances where the origin of Work information outlined at Section 3.5.1 for a certain item is deemed not acceptable by Canada, the Bidder must identify an acceptable source, subcontractor or manufacturer to procure this item and re-submit the new price as necessary and in accordance with any notice provided by the Contacting Authority.

- 4.3.1.7 Bids that continue to have missing financial information after the allotted time given to bidders to provide this information will be considered non-compliant and will not be given further consideration.
- 4.3.2 Phase II – Compliance Assessment – All other eligible requirements
- 4.3.2.1 The evaluation team will assess only the bids with all required financial information as established in Phase I, to determine if they demonstrate compliance with all other eligible mandatory requirements, including the ITB/VP requirement, as outlined in the RFP.
- 4.3.2.2 Upon completion of this assessment, the Contracting Officer will issue a Compliance Assessment Report (CAR) to all bidders. This report will inform bidders that Canada is continuing to consider their bid or identify any eligible mandatory requirement for which the bid does not as yet demonstrate compliance.
- 4.3.2.3 Bidders whose bids do not as yet demonstrate compliance with one or more of the eligible mandatory requirements will be invited to submit additional or different information, only for the purpose of rendering the re-evaluation of the eligible mandatory requirements identified in the CAR as compliant.
- 4.3.2.4 For point rated requirements with an associated minimum threshold score that a bidder has failed to achieve, the CAR will also provide the bidder's score. Bidders will not be given any additional information concerning the compliance of their bid or offer other than is included in the CAR.
- 4.3.2.5 For Bidders whose bids are considered to be responsive, the CAR will only identify that they are responsive for the requirements evaluated; scores will not be provided.
- 4.3.2.6 Upon receipt of the CAR, Bidders are to acknowledge receipt of this CAR via return email addressed to the Contracting Authority.
- 4.3.2.7 Only non-responsive Bidders shall submit further information in response to the CAR.
- 4.3.2.8 Information submitted in response to the CAR will be deemed to replace, in full, only the non-responsive information or response in the Bidder's original bid as identified in the CAR and will be used for the remainder of the bid evaluation process.
- 4.3.2.9 All bidders invited to submit additional or different information will receive the same length of time in which to respond to their CAR. An acceptable response to the CAR must:
- a. address only the eligible mandatory criteria identified in the CAR;
 - b. clearly identify any additional or different information, as well as the precise location in the bid where this information applies;
 - c. subject to a. above, identify any other changes to the original bid that are necessitated by the additional or different information the bidder provides in response to the CAR; and
 - d. otherwise, follow the Bid Preparation Instructions in the RFP.
- 4.3.2.10 Responses to the CAR must be submitted to the Bid Receiving Unit on or before the date and time specified in the Report. Failure to do so will result in the bid being deemed non-responsive and the bid will receive no further consideration.

4.3.2.11 Any adjustments to a non-responsive bid are at the Bidder's sole discretion and will be made solely by the Bidder. Canada will not provide information about any other bid or any information as to how a Bidder should complete its response, if any, to the CAR.

4.3.2.12 For those instances where a Bidder chooses not to submit additional or different information for a requirement identified as non-responsive or as having not achieved the minimum score for a point-rated requirement, the Bidder must submit a response indicating "No Change" for such requirement and the original response for that item will continue to apply. If a Bidder does not provide a "No Change" response, the Bidder shall be deemed to have provided a "No Change" response and the original response for that item shall continue to apply.

4.3.2.13 If a bidder fails to achieve the minimum acceptable pass mark for a point-rated technical requirement as identified in Annex C, sec 2.2, and the information such Bidder provided in response to the CAR results in a change in the original evaluated score, the score will be changed to reflect the assessment of the new information.

4.3.2.13.1 *Those Bidders whose bids have been deemed to be responsive at the conclusion of Phase II will be further considered. However, there will be no change to the Bidder's original evaluated score for the purposes of determining the lowest cost per point.*

4.3.2.14 Except as expressly permitted above, information submitted for any other requirement will not be considered nor will submitted information be used to evaluate any other section of a Bidder's bid or the solicitation requirement. Bidder's whose bids have been evaluated as non-responsive are not required to continue with the procurement process and may withdraw their bids at their sole discretion.

4.3.2.15 Certifications:

- a. The Bidder responses to Request for Proposal, Part 5 - Certifications will be reviewed to identify any instances where a Bidder has failed to submit a required certification or proof of compliance or where a submitted document lacks the requisite signature(s).
- b. Permitted response to CAR: The Bidder may submit a required certification or proof of compliance or where a submitted document lacks the requisite signature(s) **only** for the certifications identified in the CAR.

4.3.2.16 Technical Bid:

Canada will review the Bidder's responses to Annex C to:

- a. Determine if a Bidder's submission in respect of mandatory requirement is considered by Canada to be responsive. A bid will be considered by Canada to be non-responsive if the bid fails to achieve a "pass" rating on a mandatory requirement for the bid review.
- b. Determine if a Bidder's submission in respect of point-rated requirements having a minimum acceptable pass mark is considered by Canada to be responsive.
 - i. A bid will be considered by Canada to be non-responsive if the bid fails to achieve the minimum acceptable pass mark required for the evaluation of the rated requirements.
 - ii. The minimum acceptable pass mark is 75/100 points for the point-rated technical criteria. There are minimum pass marks for each of the three technical criteria groupings as shown in Annex C, sec 2.2. The overall minimum acceptable pass mark is 75/100 points

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- c. Identify any instances where a Bidder has failed to submit a required certification or proof of compliance or where a submitted document lacks the requisite signature(s);
 - d. Solicit Permitted Response to CAR: The Bidder may submit information only in response to those items specifically identified in the CAR, except where the addition of such information will necessarily result in a change to the information regarding other components (including a change to a component) or requirements of the Operational Clothing and Footwear Contract (OCFC2) previously submitted as part of the technical bid. Such necessary adjustments shall be identified by the Bidder and only these adjustments shall be made. Any other changes to the bid shall be considered new information and will be disregarded. Without limiting the foregoing, the Bidder shall not make any changes to the Financial Bid, except where allowed in Section 4.3.1 – Phase 1.
 - e. Examples:
 - i. The Bidder fails to submit proof of ISO 9001: Quality Management System (QMS) Certification. The CAR identifies that this document was not submitted. The Bidder provides the document and identifies in its response to the report that it has been provided with its response.
 - ii. The Bidder submits proposed resources but fails to submit a resume. The CAR identifies that this document was not submitted. The Bidder provides the document and identifies in its response to the report that it has been provided with its response.
 - iii. The Bidder submits a bid which does not achieve the minimum pass standard of 75 points. The CAR identifies that the Bidder's submitted Program Management Plan is missing a component (Risk Management Plan). The Bidder's response to the CAR identifies a change to Project Management Program with the inclusion of the Risk Management Plan. As a result, the bidder's response at R2, is changed.

4.3.2.17 Industrial and Technological Benefits:

Canada will review the Bidder's responses to Appendix 1 to Annex C – Industrial and Technological Benefits Value Proposition Bidder Instructions to:

- a. Determine if a Bidder's submission in respect of mandatory requirements is considered by Canada to be responsive. A bid will be considered by Canada to be non-responsive if the bid fails to achieve a "pass" rating on a mandatory requirement for the paper-based bid review.
- b. Identify any instances where a Bidder has failed to submit a required certification or proof of compliance or where a submitted document lacks the requisite signature(s).
- c. Solicit Permitted Response to CAR: Bidders may submit:
 - i. information only in response to those items specifically identified in the CAR, except where the addition of such information will necessarily result in a change to the information regarding other components or requirements of the OCFC2 Bids, such necessary adjustments shall be identified by the Bidder and only these adjustments shall be made. Any other changes to the bid shall be considered new information and will be disregarded.
 - ii. a required certification or proof of compliance or where a submitted document lacks the requisite signature(s).

d. Examples:

- i. The Bidder fails to submit a proof of compliance statement in accordance with Appendix 1 to Annex C - Industrial and Technological Benefits Value Proposition Bidder Instructions. The CAR identifies that this statement was not submitted. The Bidder provides the statement and identifies in its response to the report that it has been provided with its response.
- ii. A Bidder submits a bid which does not achieve the minimum pass standard of 16 points. The Bidder's response to the CAR identifies a change to their ITB bid. As a result, the bidder's response at Appendix 1 to Annex C - Industrial and Technological Benefits/Value Proposition Bidder Instructions is changed.

4.3.3 Phase III – Completion of the Evaluation Process

4.3.3.1 Canada will conduct a final bid evaluation for all responsive bids. Upon completion, the bid with the Lowest Responsive Cost-per-Point will be recommended for contract award.

4.3.3.2 Rated Technical Requirements

Canada will assess the bids against the rated technical requirements, in accordance with Annex C, sec 2.2.

4.3.3.3 Industrial and Technological Benefits/Value Proposition

The review of Appendix 1 to Annex C will be conducted by Innovation, Science and Economic Development Canada (ISED), in accordance with Annex C – Appendix 1 ITB/VP Bidder's Instructions and Evaluation Plan.

4.3.3.4 Total Bid Price

- a. The review will be conducted by Public Services and Procurement Canada (PSPC);
- b. For the purpose of establishing a Total Bid Price for evaluation purposes only, each of the LIUC found in Appendix 1 of Annex B will be multiplied by the estimated quantity per year of each item, then multiplied by 5 years. The Total Bid Price will be established by adding the Transition-In Price, the (resultant total of all LIUC for 5 years) and the (resultant total for all LIUC for 5 years multiplied by the offered firm Line Item Mark-up (LIM), or Management Fee (MF)).
- c. Formula:
$$(\text{Transition-In Price}) + (\text{All LIUC} \times \text{Estimated quantity per year} \times 5 \text{ years}) \times (1 + \text{MF}) = \text{Total Bid Price};$$
- d. The formula is for evaluation purposes only and the bid evaluation quantities must not be interpreted as a guarantee of actual usage.

4.4 Contractor Selection Methodology

4.4.1 To be declared responsive a bid must:

- a. comply with all the requirements of the bid solicitation;

- b. meet all mandatory criteria including achieving a minimum acceptable pass mark identified in Annex C; and
- c. meet all mandatory requirements including achieving a minimum pass standard identified in Appendix 1 to Annex C - Industrial and Technological Benefits Value Proposition Evaluation Plan.

4.4.2 Bids not meeting 4.4.1 (a) and (b) and (c) at the end of Technical Bid Evaluation will be declared non-responsive, and receive no further consideration.

4.5 Lowest Responsive Cost-per-Point

4.5.1 To establish the lowest cost-per-point score, each responsive Total Bid Price will be divided into the total number of weighted points acquired for the Bid (score for rated technical requirements and rated ITB/VP requirements). Refer to the Section 4.5.4 herein for more details.

4.5.2 Bid points will be allocated as follows: 80% Technical Score and 20% ITB/VP Score where:

- a. Technical Score = Points obtained by the bidder in the point-rated criteria multiplied by 80%; and
- b. ITB/VP Score = ITB/VP points obtained by the Bidder (as per Annex C- Appendix 1, ITB/VP Bidder Instructions and Evaluation Plan) multiplied by 20.

4.5.3 Financial Evaluation: The total bid price will be determined using the methodology outlined in sec 4.3.3.4.

4.5.4 Calculation – Lowest Responsive Cost-per-Point

The table below illustrates an example where all three bids are responsive and the selection of the contractor is determined by the lowest responsive cost-per-point

NOTE: The weighted points will be rounded up to two (2) decimal places.

	Bidder 1	Bidder 2	Bidder 3
Maximum Technical Score Achievable	Maximum 100 points, minimum pass mark of 75		
Bidder's Rated Technical Score	87	93	78
80% Weighting	87*80%	93*80%	78*80%
Technical Weighted Points	69.6	74.4	62.4
Value Proposition (VP) Maximum Score Achievable	Maximum 10 points, no minimum pass mark		
Bidder's ITB/VP Score	10	6	7.5
20% Weighting	10/10 x 20	6/10 x 20	7.5/10 x 20
ITB/VP Weighted Points	20	12	15
Total Rated Score	69.6+20 = 89.6	74.4+12= 86.4	62.4+15= 77.4
Total Bid Price as per para 3.3.5	115M	155M	85M
Lowest-cost-per-point	115M/89.6 = 1,283,482.14	155M/86.4 = 1,793,981.48	85M/77.4 = 1,098,191.21
Rank	2	3	1

Bidder 3 will be recommended for contract award.

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

Bidders must provide the required certifications and additional information to be awarded a contract.

The certifications provided by Bidders to Canada are subject to verification by Canada at all times. Unless specified otherwise, Canada will declare a bid non-responsive, or will declare a contractor in default if any certification made by the Bidder is found to be untrue, whether made knowingly or unknowingly, during the bid evaluation period or during the contract period.

The Contracting Authority will have the right to ask for additional information to verify the Bidder's certifications. Failure to comply and to cooperate with any request or requirement imposed by the Contracting Authority will render the bid non-responsive or constitute a default under the Contract.

5.1 Certifications Required with the Bid

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

5.1.1 Integrity Provisions - Declaration of Convicted Offences

In accordance with the Integrity Provisions of the Standard Instructions, all bidders must provide with their bid, **if applicable**, the Integrity declaration form available on the Forms for the Integrity Regime website (<http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html>), to be given further consideration in the procurement process.

5.1.2 Ethical Procurement Certification

The ethical considerations for procurement of apparel certification document attached to this solicitation at Annex "2 to Part 5" is incorporated by reference into, and forms a binding part of the bid solicitation. The Bidder must comply with the certification.

By submitting a bid in response to this bid solicitation, the Bidder certifies that:

- a. it has read and understands the certification attached to this solicitation;
- b. it understands that the eight fundamental human and labour rights laid out in the certification document must be complied with or the bid may be declared non-responsive, or Canada may terminate any resulting contract for default.

5.2 Certifications Precedent to Contract Award and Additional Information

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

5.2.1 Integrity Provisions – Required Documentation

In accordance with the section titled Information to be provided when bidding, contracting or entering into a real procurement agreement of the Ineligibility and Suspension Policy (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>), the Bidder must provide the required documentation, as applicable, to be given further consideration in the procurement process.

5.2.2 Federal Contractors Program for Employment Equity - Bid Certification

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "FCP Limited Eligibility to Bid" list available at the bottom of the page of the Employment and Social Development Canada (ESDC) - Labour's website (<https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#>).

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

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

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

5.2.3 Additional Certifications Precedent to Contract Award

5.2.3.1 Status and Availability of Resources

The Bidder certifies that, should it be awarded a contract as a result of the bid solicitation, every individual proposed in its bid will be available to perform the Work as required by Canada's representatives and at the time specified in the bid solicitation or agreed to with Canada's representatives. If for reasons beyond its control, the Bidder is unable to provide the services of an individual named in its bid, the Bidder may propose a substitute with similar qualifications and experience. The Bidder must advise the Contracting Authority of the reason for the substitution and provide the name, qualifications and experience of the proposed replacement. For the purposes of this clause, only the following reasons will be considered as beyond the control of the Bidder: death, sickness, maternity and parental leave, retirement, resignation, dismissal for cause or termination of an agreement for default.

If the Bidder has proposed any individual who is not an employee of the Bidder, the Bidder certifies that it has the permission from that individual to propose his/her services in relation to the Work to be performed and to submit his/her résumé to Canada. The Bidder must, upon request from the Contracting Authority, provide a written confirmation, signed by the individual, of the permission given to the Bidder and of his/her availability. Failure to comply with the request may result in the bid being declared non-responsive.

5.2.3.2 Education and Experience

The Bidder certifies that all the information provided in the résumés and supporting material submitted with its bid, particularly the information pertaining to education, achievements, experience and work history, has been verified by the Bidder to be true and accurate. Furthermore, the Bidder warrants that every individual proposed by the Bidder for the requirement is capable of performing the Work described in the resulting contract.

PART 6 - SECURITY, FINANCIAL AND INSURANCE REQUIREMENTS

6.1 Security Requirements

6.1.1 At the date of bid closing, the following conditions must be met:

- a. the Bidder must hold a valid organization security clearance as indicated in Part 7 - Resulting Contract Clauses;
- b. the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work sites must meet the security requirements as indicated in Part 7 - Resulting Contract Clauses;
- c. the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;
- d. the Bidder's proposed location of work performance and document safeguarding must meet the security requirements as indicated in Part 7 - Resulting Contract Clauses;
- e. the Bidder must provide the addresses of proposed sites or premises of work performance and document safeguarding as indicated in Part 3 - Section IV Additional Information.

6.1.2 For additional information on security requirements, Bidders should refer to the [Contract Security Program](http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html) of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website.

6.2 Financial Capability

6.2.1 Financial Capability Requirement: The Bidder must have the financial capability to fulfill this requirement. To determine the Bidder's financial capability, the Contracting Authority may, by written notice to the Bidder, require the submission of some or all of the financial information detailed below during the evaluation of bids. The Bidder must provide the following information to the Contracting Authority within fifteen (15) working days of the request or as specified by the Contracting Authority in the notice:

- a. Audited financial statements, if available, or the unaudited financial statements (prepared by the Bidder's outside accounting firm, if available, or prepared in-house if no external statements have been prepared) for the Bidder's last three fiscal years, or for the years that the Bidder has been in business if this is less than three years (including, as a minimum, the Balance Sheet, the Statement of Retained Earnings, the Income Statement and any notes to the statements).
- b. If the date of the financial statements in (a) above is more than five months before the date of the request for information by the Contracting Authority, the Bidder must also provide, unless this is prohibited by legislation for public companies, the last quarterly financial statements (consisting of a Balance Sheet and a year-to-date Income Statement), as of two months before the date on which the Contracting Authority requests this information.
- c. If the Bidder has not been in business for at least one full fiscal year, the following must be provided:

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- i. the opening Balance Sheet on commencement of business (in the case of a corporation, the date of incorporation); and
 - ii. the last quarterly financial statements (consisting of a Balance Sheet and a year-to-date Income Statement) as of two months before the date on which the Contracting Authority requests this information.
- d. A certification from the Chief Financial Officer or an authorized signing officer of the Bidder that the financial information provided is complete and accurate.
 - e. A confirmation letter from all of the financial institution(s) that have provided short-term financing to the Bidder outlining the total of lines of credit granted to the Bidder and the amount of credit that remains available and not drawn upon as of one month prior to the date on which the Contracting Authority requests this information.
 - f. A detailed monthly Cash Flow Statement covering all the Bidder's activities (including the requirement) for the first two years of the requirement that is the subject of the bid solicitation, unless this is prohibited by legislation. This statement must detail the Bidder's major sources and amounts of cash and the major items of cash expenditures on a monthly basis, for all the Bidder's activities. All assumptions made should be explained as well as details of how cash shortfalls will be financed.
 - g. A detailed monthly Project Cash Flow Statement covering the first two years of the requirement that is the subject of the bid solicitation, unless this is prohibited by legislation. This statement must detail the Bidder's major sources and amounts of cash and the major items of cash expenditures, for the requirement, on a monthly basis. All assumptions made should be explained as well as details of how cash shortfalls will be financed.

6.2.2 If the Bidder is a joint venture, the financial information required by the Contracting Authority must be provided by each member of the joint venture.

6.2.3 If the Bidder is a subsidiary of another company, then any financial information in 1. (a) to (f) above required by the Contracting Authority must be provided by the ultimate parent company. Provision of parent company financial information does not by itself satisfy the requirement for the provision of the financial information of the Bidder, and the financial capability of a parent cannot be substituted for the financial capability of the Bidder itself unless an agreement by the parent company to sign a Parental Guarantee, as drawn up by Public Works and Government Services Canada (PWGSC), is provided with the required information.

6.2.4 Financial Information Already Provided to PWGSC: The Bidder is not required to resubmit any financial information requested by the Contracting Authority that is already on file at PWGSC with the Contract Cost Analysis, Audit and Policy Directorate of the Policy, Risk, Integrity and Strategic Management Sector, provided that within the above-noted time frame:

- a. the Bidder identifies to the Contracting Authority in writing the specific information that is on file and the requirement for which this information was provided; and
- b. the Bidder authorizes the use of the information for this requirement.

It is the Bidder's responsibility to confirm with the Contracting Authority that this information is still on file with PWGSC.

6.2.5 Other Information: Canada reserves the right to request from the Bidder any other information that Canada requires to conduct a complete financial capability assessment of the Bidder.

6.2.6 Confidentiality: If the Bidder provides the information required above to Canada in confidence while indicating that the disclosed information is confidential, then Canada will treat the information in a confidential manner as permitted by the Access to Information Act, R.S., 1985, c. A-1, Section 20(1) (b) and (c).

6.2.7 Security: In determining the Bidder's financial capability to fulfill this requirement, Canada may consider any security the Bidder is capable of providing, at the Bidder's sole expense (for example, an irrevocable letter of credit from a registered financial institution drawn in favour of Canada, a performance guarantee from a third party or some other form of security, as determined by Canada).

6.3 Insurance Requirements

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

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

PART 7 - RESULTING CONTRACT CLAUSES

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

7.1 Statement of Work

7.1.1 The Contractor must perform the Work in accordance with the Statement of Work at Annex "A" and the Contractor's technical bid entitled _____, dated _____.

7.1.2 The Contractor grants to Canada the option to acquire new OCFC items under the same terms and conditions stated in the Contract. The process to acquire new OCFC items is described at Annex B of the Contract. The option may only be exercised by the Contracting Authority and will be evidenced, for administrative purposes only, through a contract amendment.

7.1.3 The Contracting Authority may exercise the option at any time before the expiry of the Contract by sending a written notice to the Contractor.

7.2 Task Authorizations

A portion of the Work to be performed under the Contract will be on an "as and when requested basis" using a DND 626, Task Authorization Form ("Task Authorization") as per Appendix 6 of Annex A. The Work described in all Task Authorizations must be in accordance with the scope of the Contract.

7.2.1 Task Authorization Process

7.2.1.1 Step 1 – Description of the Task

Prior to issuing a Task Authorization, the Procurement Authority must notify the Contractor in writing of a task requirement. The Procurement Authority and the Contractor must agree on the following aspects, as applicable, of all tasks prior to issuance of a Task Authorization:

- a. detailed description of the task to be performed, with reference to the Statement of Work;
- b. priority;
- c. expenditure limitation for the performance of the work;
- d. total estimated cost for performing the task which must be computed in accordance with the Annex B – Basis of Payment with price support and price breakdown including a breakdown by category of resource;
- e. an estimate or an actual number of person-hours of effort required, per category;
- f. schedule indicating completion dates for the activities or delivery dates for the deliverables;
- g. timeframe by which the proposal must be accepted by the Procurement Authority for the Contractor to meet the proposed completion or delivery dates; and
- h. any other supporting details.

7.2.1.2 Step 2 – Price Proposal

Following agreement of the Procurement Authority and the Contractor on the aspects of the task to be performed, the Contractor will provide a total estimated cost for performing the task and a breakdown of all applicable elements of cost established in accordance with Annex B – Basis of Payment, including labour hours by category, travel requirements outlining the number of trips and duration, personnel and other associated travel costs, other direct costs and materiel cost. This price proposal must be provided to the Technical Authority within 20 calendar days following receipt of a notice of a task request.

Any unexpected costs not included in the price proposal must be submit to the Procurement Authority under a revised price proposal for approval.

7.2.1.3 Step 3 – Task Authorization

- a. If the Contractor's price proposal is approved, the Procurement Authority will issue a Task Authorization to the Contractor.
- b. The Task Authorization will contain a detailed description of the task(s) to be performed, a description of the deliverable(s), and a schedule indicating completion dates for the activities or delivery dates for the deliverables. The Task Authorization will also include the applicable basis and method of payment as specified in the Contract.
- c. The Contractor must not perform any work until a Task Authorization authorized by the Procurement Authority has been received by the Contractor. The Contractor acknowledges that any work performed before a Task Authorization has been received will be done at the Contractor's own risk.
- d. The Task Authorization must not be amended. Any changes required to a Task Authorization must be authorized by the Procurement Authority and requires the issuance of a new Task Authorization indicating the task number being amended; the amendment number; and the required amendments.

7.2.2 Task Authorization Limit

The Procurement Authority may authorize individual task authorizations up to a limit of \$25,000.00, Applicable Taxes included, inclusive of any revisions.

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

7.2.3 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 task authorizations is limited to the total amount of the actual tasks performed by the Contractor.

7.2.4 Periodic Usage Reports - Contracts with Task Authorizations

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

7.2.4.2 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.

The quarterly periods are defined as follows:

1st quarter: April 1 to June 30;

2nd quarter: July 1 to September 30;

3rd quarter: October 1 to December 31; and

4th quarter: January 1 to March 31.

The data must be submitted to the Contracting Authority no later than fifteen (15) calendar days after the end of the reporting period.

7.2.5 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:

- a. For each authorized task:
 - i. the authorized task number or task revision number(s);
 - ii. a title or a brief description of each authorized task;
 - iii. the total estimated cost specified in the authorized Task Authorization (TA) of each task, exclusive of Applicable Taxes;
 - iv. the total amount, exclusive of Applicable Taxes, expended to date against each authorized task;
 - v. the start and completion date for each authorized task; and
 - vi. the active status of each authorized task, as applicable.
- b. For all authorized tasks:
 - i. the amount (exclusive of Applicable Taxes) specified in the contract (as last amended, as applicable) as Canada's total liability to the contractor for all authorized TAs; and
 - ii. the total amount, exclusive of Applicable Taxes, expended to date against all authorized TAs.

7.2.6 Task Authorization - Department of National Defence

The administration of the Task Authorization process will be carried out by Procurement Authority. This process includes monitoring, controlling and reporting on expenditures of the contract with task authorizations to the Contracting Authority.

7.3 Standard Clauses and Conditions

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

7.3.1 General Conditions

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

7.3.1.1 Section 05 (2008-05-12) Conduct of the Work of the 2030, General conditions – Goods – higher complexity is amended as follows:

At subsection 2 Insert;

- e. select and employ a sufficient number of qualified people;
- f. perform the Work in accordance with standards of quality acceptable to Canada and in full conformity with the Specifications and all the requirements of the Contract;
- g. provide effective and efficient supervision to ensure that the quality of workmanship meets the requirements of the Contract.

After subsection 5 Insert;

6. The Work must not be performed by any person who, in the opinion of Canada, is incompetent, unsuitable or has conducted himself/herself improperly.
7. All services rendered under the Contract must, at the time of acceptance, be free from defects in workmanship and conform to the requirements of the Contract. If the Contractor is required to correct or replace the Work or any part of the Work, it will be at no cost to Canada.
8. Canada's facilities, equipment and personnel are not available to the Contractor to perform the Work unless the Contract specifically provides for it. The Contractor is responsible for advising the Contracting Authority in advance if it requires access to Canada's facilities, equipment or personnel to perform the Work. The Contractor must comply and ensure that its employees and subcontractors comply with all security measures, standing orders, policies or other rules in force at the site where the Work is performed.

7.3.1.2 Section 37 (2008-05-12) No bribe of the 2030, General conditions – Goods – higher complexity is here by deleted.

7.3.1.3 No bribe or conflict

1. The Contractor declares that no bribe, gift, benefit, or other inducement has been or will be paid, given, promised or offered directly or indirectly to any official or employee of Canada or to a member of the family of such a person, with a view to influencing the entry into the Contract or the administration of the Contract.
2. The Contractor must not influence, seek to influence or otherwise take part in a decision of Canada knowing that the decision might further its private interest. The Contractor must have no financial interest in the business of a third party that causes or would appear to cause a conflict of interest in connection with the performance of its obligations under the Contract. If such a financial interest is acquired during the period of the Contract, the Contractor must immediately declare it to the Contracting Authority.
3. The Contractor warrants that, to the best of its knowledge after making diligent inquiry, no conflict exists or is likely to arise in the performance of the Contract. In the event the

Contractor becomes aware of any matter that causes or is likely to cause a conflict in relation to the Contractor's performance under the Contract, the Contractor must immediately disclose such matter to the Contracting Authority in writing.

4. If the Contracting Authority is of the opinion that a conflict exists as a result of the Contractor's disclosure or as a result of any other information brought to the Contracting Authority's attention, the Contracting Authority may require the Contractor to take steps to resolve or otherwise deal with the conflict or, at its entire discretion, terminate the Contract for default. Conflict means any matter, circumstance, interest, or activity affecting the Contractor, its personnel or subcontractors, which may or may appear to impair the ability of the Contractor to perform the Work diligently and independently.

7.3.1.4 Harassment in the workplace

1. The Contractor acknowledges the responsibility of Canada to ensure, for its employees, a healthy work environment, free of harassment. A copy of the *Policy on Harassment Prevention and Resolution*, which is also applicable to the Contractor, is available on the Treasury Board Web site.
2. The Contractor must not, either as an individual, or as a corporate or unincorporated entity, through its employees or subcontractors, harass, abuse, threaten, discriminate against or intimidate any employee, contractor or other individual employed by, or under contract with Canada. The Contractor will be advised in writing of any complaint and will have the right to respond in writing. Upon receipt of the Contractor's response, the Contracting Authority will, at its entire discretion, determine if the complaint is founded and decide on any action to be taken.

7.3.1.5 Access to information

Records created by the Contractor, and under the control of Canada, are subject to the *Access to Information Act*. The Contractor acknowledges the responsibilities of Canada under the *Access to Information Act* and must, to the extent possible, assist Canada in discharging these responsibilities. Furthermore, the Contractor acknowledges that section 67.1 of the *Access to Information Act* provides that any person, who destroys, alters, falsifies or conceals a record, or directs anyone to do so, with the intent of obstructing the right of access that is provided by the *Access to Information Act* is guilty of an offence and is liable to imprisonment or a fine, or both.

7.3.2 Supplemental General Conditions

These Supplemental Conditions are incorporated by reference and form part of the Contract:

4010 (2012-07-16) Services - Higher Complexity
4008 (2008-12-12) Personal Information
4007 (2010-08-16) Canada to Own Intellectual Property Rights in Foreground Information

7.3.3 Additional SACC Manual Clauses

A9122C (2008-05-12), Protection and Security of Data Stored in Databases, as amended below:

1. The Contractor must ensure that all the databases containing any information related to the Work are located in Canada.

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2. The Contractor must control access to all databases on which any data relating to the Contract is stored so that only individuals with the appropriate security clearance are able to access the database, either by using a password or other form of access control (such as biometric controls).
 3. The Contractor must ensure that all databases on which any data relating to the Contract is stored are physically and logically independent (meaning there is no direct or indirect connection of any kind) from all other databases, unless those databases are located in Canada (or in an another country approved by the Contracting authority under subsection 1) and otherwise meet the requirements of this article.
 4. The Contractor must ensure that all data relating to the Contract is processed only in Canada.
 5. The Contractor must ensure that all domestic network traffic (meaning traffic or transmissions initiated in one part of Canada to a destination or individual located in another part of Canada) is routed exclusively through Canada.
 6. Despite any section of the General Conditions relating to subcontracting, the Contractor must not subcontract (including to an affiliate) any function that involves providing a subcontractor with access to any data relating to the Contract unless the Contracting Authority first consents in writing.

7.4 Change in Control

The Contractor acknowledges that it provided information about its ownership. The Contractor must communicate all changes to the information submitted in response to section 3.5.3 of the RFP (control and ownership of the bidder and Contractor) to the Contracting Authority immediately. The Contractor must, during the contract period, continue to be a Canadian owned and controlled, or owned and controlled by foreign nationals from Canada's Five Eyes allies, or a combination of them.

7.5 Security Requirements

7.5.1 The Contractor 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)**.

7.5.2 The Contractor 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. Until the security screening of the Contractor personnel required by this Contract has been completed satisfactorily by CISD, PWGSC, the Contractor personnel **MAY NOT ENTER** sites without an escort.

7.5.3 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.

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

7.5.5 The Contractor/Offeror must comply with the provisions of the:

- a. Security Requirements Check List, attached at Annex D;

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- b. Information Technology Security Requirements attached at Appendix 14 to Annex A; and
 - c. Industrial Security Manual (Latest Edition).

7.6 Contractor's Sites or Premises Requiring Safeguarding Measures

7.6.1 Where safeguarding measures are required in the performance of the Work, the Contractor must diligently maintain up-to-date the information related to the Contractor's and proposed individuals' sites or premises for the following addresses:

Street Number / Street Name, Unit / Suite / Apartment Number
City, Province, Territory / State
Postal Code / Zip Code
Country

7.6.2 The Company Security Officer must ensure through the Contract Security Program that the Contractor and individuals hold a valid security clearance at the required level.

7.7 Term of Contract

7.7.1 Period of the Contract

The period of the Contract is from date of the Contract to _____ inclusive. **(To be completed at contract award)**

7.7.2 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to fourteen (14) additional one (1) year period(s) under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

Canada may exercise this option at any time by sending a written notice to the Contractor at least sixty (60) calendar days before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

7.8 Comprehensive Land Claims Agreements (CLCAs)

This procurement is subject to the Nunavut Land Claims Agreement, Gwich'in Comprehensive Land Claim Agreement, Sahtu Dene and Metis Comprehensive Land Claim Agreement, Tlicho Land Claims and Self-Government Agreement, Inuvialuit Final Agreement, Vuntut Gwich'in First Nation, First Nation of Nacho Nyak Dun, Teslin Tlingit Council, Champagne and Aishihik First Nations, Little Salmon/Carmacks First Nation, Selkirk First Nation, Tr'ondëk Hwëch'in First Nation, Ta'an Kwach'an Council, Kluane First Nation, Kwanlin Dun First Nation, Carcross/Tagish First Nation, Maa-nulth Final Agreement, Nisga'a Final Agreement, Tsawwassen First Nation Final Agreement, James Bay and Northern Quebec Agreement, Northeastern Quebec Agreement, Nunavik Inuit Land Claims Agreement, Eeyou Marine Region Land Claims Agreement, Labrador Inuit Land Claims Agreement."

7.9 Authorities

7.9.1 Contracting Authority (To be completed at contract award)

The Contracting Authority for the Contract is:

Name: _____

Title: _____

Public Services & Procurement Canada

Acquisitions Branch
Commercial & Consumer Products Directorate
Clothing & Textiles Division
L'Esplanade Laurier, East Tower, 7th Floor
140 O'Connor Street
Ottawa, Ontario, K1A 0R5
Telephone: _____
E-mail address: _____

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

7.9.2 DND Project Authority (to be completed at contract award)

The Project Authority for the Contract is:

Name: _____
Title: _____
Organization: _____
Address: _____

Telephone: ____-____-_____
Facsimile: ____-____-_____
E-mail address: _____

The DND Project Authority is the representative of DND responsible for monitoring the contractor's execution of the Work under the Contract. Any proposed changes to the scope of the Work must be discussed with the DND Project Authority, but can only be made through a contract amendment issued by the Contracting Authority.

7.9.3 DND Technical Authority (To be completed at contract award)

The DND Technical Authority for the Contract is:

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

The Technical Authority is the representative of DND responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the Technical Authority, however, the Technical Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

7.9.4 Procurement Authority (To be completed at contract award)

The Procurement Authority for the Contract is:

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

The Procurement Authority is the representative of the department or agency for whom the Work is being carried out under the Contract. The Procurement Authority is responsible for the implementation of tools and processes required for the administration of the Contract. The Contractor may discuss administrative matters identified in the Contract with the Procurement Authority however the Procurement Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of Work can only be made through a contract amendment issued by the Contracting Authority.

7.9.5 Industrial and Technological Benefits Authority (To be completed at contract award)

The Industrial and Technological Benefits Authority for the Contract is:

Name: _____
Title: _____
Organization: Innovation, Science and Economic Development Canada
Industrial and Technological Benefits Branch
Address: 235 Queen Street, 7th Floor East
Ottawa, Ontario K1A 0H5
Telephone: ___ - ___ - _____
Facsimile: ___ - ___ - _____
E-mail address: _____

The Industrial and Technological Benefits (ITB) Authority is responsible for all matters concerning the ITB/VP requirements in the Contract. ITB/VP matters should be discussed with the ITB Authority; however, changes to the Contract can only be made through a Contract Amendment issued by the Contracting Authority.

7.9.6 Contractor's Representative (To be completed at contract award)

Name: _____
Title: _____
Telephone: ___ - ___ - _____
Facsimile: ___ - ___ - _____
E-mail address: _____

7.10 Payment

7.10.1 Basis of Payment

The Contractor will be paid in accordance with Annex B. Customs duties are included and Applicable Taxes are extra.

7.10.2 Limitation of Expenditure - Task Authorizations

The Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of the Work specified in the authorized Task Authorization (TA), as determined in accordance with Annex B, to the limitation of expenditure specified in the authorized TA.

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

7.10.3 Electronic Payment of Invoices – Contract

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

- a. Direct Deposit (Domestic and International);
- b. Electronic Data Interchange (EDI);
- c. Wire Transfer (International Only);
- d. Large Value Transfer System (LVTS) (Over \$25M)

7.10.4 Multiple Payments

SACC Manual Clause: H1001C (2008-05-12)

7.11 Invoicing Instructions

7.11.1 The Contractor must submit monthly invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all Work identified in the invoice is completed and delivered.

Invoices must be distributed as follows:

- a. The original and one (1) copy must be forward to the address shown on page 1 of the Contract for certification and payment.
- b. One (1) copy must be forward to the Contracting Authority identified under the section entitled "Authorities" of the Contract.

7.11.2 The Contractor must submit a claim for payment using form PWGSC-TPSGC 1111 for all Task Authorizations.

7.11.2.1 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;
- c. a list of all expenses;
- d. expenditures plus pro-rated profit or fee;
- e. the description and value of the task claimed as detailed in the Contract.

7.11.2.2 Each claim must be supported by:

- a. a copy of time sheets to support the time claimed;
- b. a copy of the invoices, receipts, vouchers for all direct expenses, travel and living expenses; and
- c. a copy of the monthly progress report.

7.11.2.3 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.

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

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

7.12 Time and Contract Price Verification

7.12.1 Time charged and the contract price of incidental materials used are subject to verification by Canada, before or after payment is made to the Contractor. If verification is done after payment, the Contractor must repay any overpayment, at Canada's request.

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

7.13 Certifications and Additional Information

7.13.1 Compliance

Unless specified otherwise, the continuous compliance with the certifications provided by the Contractor in its bid or precedent to contract award, and the ongoing cooperation in providing additional information are conditions of the Contract and failure to comply will constitute the Contractor in default. Certifications are subject to verification by Canada during the entire period of the Contract.

7.13.2 Federal Contractors Program for Employment Equity - Default by the Contractor

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

7.14 Work Site Access

Authorized representatives of Canada must have access to any site where any part of the Work is being carried out, including subcontractor facilities as well as the facilities of their material suppliers, at any time during working hours to make examinations and such tests of the Work as they may think fit.

7.15 Canadian Forces Site Regulations

The Contractor, its subcontractors, agents and employees who are provided access to government premises must comply with all standing orders or other regulations, instructions and directives in force on the site where the Work is performed.

7.16 Performance Requirements

The performance of the Contractor in providing services under this Contract will be assessed, among others, through the performance management framework described in Annex F.

On an annual basis as part of the Annual Performance Review, Canada will assess the effectiveness of the performance measurement framework in order to ensure that Contractor performance is aligned with MCS requirements. As a result, Canada reserves the right to implement changes to the performance measurement framework, including but not limited to changes to the performance incentive and disincentive elements.

7.17 Canadian Goods Requirements

The Contractor must comply with the Canadian Good obligations and verification requirements set out in Annex E – Canadian Goods Definition, Certifications and Verification Process. The Contractor's annual Canadian Goods report must be submitted on or before January 31st each year the Contract is in effect and cover the previous calendar year from January 1st to December 31st.

7.18 Industrial and Technological Benefits

The Contractor must meet all Industrial and Technological Benefits (ITB) and Value Proposition obligations set out in Annex G. The ITB Terms and Conditions attached as Annex G, form part of this contract.

7.19 Applicable Laws

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

7.20 Priority of Documents

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

- (a) The Articles of Agreement;
- (b) The supplemental general conditions;
 - 4010 (2012-07-16) Services – Higher Complexity
 - 4008 (2008-12-12) Personal Information
 - 4007 (2010-08-16) Canada to Own Intellectual Property Rights in Foreground Information
 - A9122C (2008-05-12), Protection and Security of Data Stored in Databases, as amended
- (c) The general conditions;
 - 2030 (2018-06-21), General Conditions - Higher Complexity – Goods

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- (d) Annex A, Statement of Work (including all appendices);
 - (e) Annex B, Basis of Payment;
 - (f) Annex G, Industrial and Technological Benefits (ITB) - Terms and Conditions;
 - (g) Annex D, Security Requirements Check List;
 - (h) The signed Task Authorizations (including all of its annexes, if any);
 - (i) Annex E, Canadian Goods Definition, Certifications and Verification Process;
 - (j) Annex F, Performance Management Framework; and
 - (k) The Contractor's bid dated _____. (to be completed at contract award)

7.21 Defence Contract

SACC Manual Clause: A9006C (2012-07-16) Defence Contract

7.22 Quality Assurance Authority

- 7.22.1 The Work is subject to Government Quality Assurance performed at the Contractor's or subcontractor's facility, and at the installation site, by the Director of Quality Assurance, or its designated Quality Assurance Representative (QAR).

Director of Quality Assurance
National Defence Headquarters
MGen George R. Pearkes Building
101 Colonel By Drive
Ottawa, ON K1A 0K2
E-mail: ContractAdmin.DQA@forces.gc.ca

- 7.22.2 Within forty-eight (48) hours of contract award, the Contractor must contact the QAR. The name, location and phone number of the QAR can be obtained from the nearest National Defence Quality Assurance Region (NDQAR) listed below:

Atlantic - Halifax 902-427-7224 or 902-427-7150
Quebec - Montreal 514-732-4410 or 514-732-4477
Quebec - Quebec City 418-694-5998, ext. 5996
National Capital Region - Ottawa 819-939-0168
Ontario - Toronto 416-635-4404, ext. 6081 or 2754
Ontario - London 519-964-5757
Manitoba/Saskatchewan - Winnipeg 204-833-2500, ext. 6574
Alberta - Calgary 403-410-2320, ext. 3830
Alberta - Edmonton 780-973-4011, ext. 2276
British Columbia - Vancouver 604-225-2520, ext. 2460
British Columbia - Victoria 250-363-5662

- 7.22.3 The Contractor is responsible for performing, or having performed, all inspections and tests necessary to substantiate that the material or services provided conform to the requirements of the Contract.

- 7.22.4 The Contractor must provide, at no additional cost, all applicable test data, all technical data, test pieces and samples as may reasonably be required by the QAR to verify conformity to the requirements of the Contract. The Contractor must forward at its expense such technical data, test data, test pieces and samples to such location as the QAR may direct.

7.22.5 Quality control, inspection and test records that substantiate conformity to the specified requirements, including records of corrective actions, must be retained by the Contractor for three (3) years from the date of completion or termination of the Contract and must be made available to the QAR upon request.

7.23 Insurance

SACC Manual Clause: G1005C (2016-01-28) Insurance- No Specific Requirement

7.24 Financial Security

7.24.1 The Contractor must provide the Contracting Authority with financial security within 365 calendar days after the date of contract award. The financial security must be in the form of a security deposit as defined in section 7.24 below in the amount of \$2,500,000.00 for the entire contract period, including any extension.

7.24.2 If, for any reason, Canada does not receive the security deposit in the amount set out above within the specified period, the Contractor will be in default. Canada may, at its discretion, retain the bid financial security and accept another bid, reject all bids or issue a new bid solicitation.

7.24.3 If the security deposit is in the form of government guaranteed bonds with coupons, all coupons that are unmaturing at the time the security deposit is provided must be attached to the bonds. The Contractor must provide written instructions concerning the action to be taken with respect to coupons that will mature while the bonds are pledged as security, when such coupons are in excess of the security deposit requirement.

7.24.4 If the security deposit is in the form of a bill of exchange, Canada will deposit the bill of exchange in an open account in the Consolidated Revenue Fund. Bills of exchange that are deposited to the credit of the Consolidated Revenue Fund will bear simple interest, calculated on the basis of the rates which are in effect during the period the deposit is held. These rates are published monthly by the Department of Finance and are set to be equal to the average yield on 90-day Treasury Bills, less 1/8 of 1 percent. Interest will be paid annually or, when the security deposit is returned to the Contractor, if earlier. The Contractor may, however, request Canada to hold and not cash the bill of exchange, in which case no interest will become payable.

7.24.5 Canada may convert the security deposit to the use of Canada if any circumstance exists which would entitle Canada to terminate the Contract for default, but any such conversion will not constitute termination of the Contract. When Canada so converts the security deposit:

- a. the proceeds will be used by Canada to complete the Work according to the conditions of the Contract, to the nearest extent that it is feasible to do so and any balance left will be returned to the Contractor on completion of the warranty period; and
- b. if Canada enters into a contract to have the Work completed, the Contractor will:
 - i. be considered to have irrevocably abandoned the Work; and
 - ii. remain liable for the excess cost of completing the Work if the amount of the security deposit is not sufficient for such purpose. "Excess cost" means any amount over and above the amount of the Contract Price remaining unpaid together with the amount of the security deposit.

7.24.6 If Canada does not convert the security deposit to the use of Canada before completion of the contract period, Canada will return the security deposit to the Contractor within a reasonable time after such date.

7.24.7 If Canada converts the security deposit for reasons other than bankruptcy, the financial security must be reestablished to the level of the amount stated above so that this amount is continued and available until completion of the contract period.

7.25 Security Deposit Definition

7.25.1 "security deposit" means

- a. a bill of exchange that is payable to the Receiver General for Canada and certified by an approved financial institution or drawn by an approved financial institution on itself; or
- b. a government guaranteed bond; or
- c. an irrevocable standby letter of credit, or
- d. such other security as may be considered appropriate by the Contracting Authority and approved by Treasury Board.

7.25.2 "approved financial institution" means

- a. any corporation or institution that is a member of the Canadian Payments Association (Payments Canada);
- b. a corporation that accepts deposits that are insured by the Canada Deposit Insurance Corporation or the Régie de l'assurance-dépôts du Québec to the maximum permitted by law;
- c. a credit union as defined in paragraph 137(6) of the Income Tax Act;
- d. a corporation that accepts deposits from the public, if repayment of the deposits is guaranteed by a Canadian province or territory; or
- e. the Canada Post Corporation.

7.25.3 "government guaranteed bond" means a bond of the Government of Canada or a bond unconditionally guaranteed as to principal and interest by the Government of Canada that is:

- a. payable to bearer;
- b. accompanied by a duly executed instrument of transfer of the bond to the Receiver General for Canada in accordance with the Domestic Bonds of Canada Regulations;
- c. registered in the name of the Receiver General for Canada.

7.25.4 "irrevocable standby letter of credit"

- a. means any arrangement, however named or described, whereby a financial institution (the "Issuer"), acting at the request and on the instructions of a customer (the "Applicant"), or on its behalf,
 - i. will make a payment to or to the order of Canada, as the beneficiary;

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- ii. will accept and pay bills of exchange drawn by Canada;
 - iii. authorizes another financial institution to effect such payment, or accept and pay such bills of exchange; or
 - iv. authorizes another financial institution to negotiate, against written demand(s) for payment, provided that the conditions of the letter of credit are complied with.
- b. must state the face amount which may be drawn against it;
 - c. must state its expiry date;
 - d. must provide for sight payment to the Receiver General for Canada by way of the financial institution's draft against presentation of a written demand for payment signed by the authorized departmental representative identified in the letter of credit by his or her office;
 - e. must provide that more than one written demand for payment may be presented subject to the sum of those demands not exceeding the face amount of the letter of credit;
 - f. must provide that it is subject to the International Chamber of Commerce (ICC) Uniform Customs and Practice (UCP) for Documentary Credits, 2007 Revision, ICC Publication No. 600. Pursuant to the ICC UCP, a credit is irrevocable even if there is no indication to that effect; and
 - g. must be issued (Issuer) or confirmed (Confirmer), in either official language, by a financial institution that is a member of the Canadian Payments Association (Payments Canada) and is on the letterhead of the Issuer or Confirmer. The format is left to the discretion of the Issuer or Confirmer.

7.26 Materials: Contractor's Total Supply and Government Available Material

The Contractor will be responsible for obtaining all materials required in the manufacture of the item(s) specified, including those materials specified as being Government available and which may be purchased from the Government.

7.27 Procedure for Design Change or Additional Work

These procedures must be followed for any design change or additional work.

7.27.1 When Canada requests design change or additional work:

- a. The Technical Authority will provide the Contracting Authority with a description of the design change or additional work in sufficient detail to allow the Contractor to provide the following information:
 - i. any impact of the design change or additional work on the requirement of the Contract;
 - ii. a price breakdown of the cost (increase or decrease) associated with the implementation of the design change or the performance of the additional work using either the form [PWGSC-TPSGC 1686](#), Quotation for Design Change or Additional Work, or the form [PWGSC-TPSGC 1379](#) (PDF 56KB) - ([Help on File Formats](#)) Work Arising or New Work.

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- iii. a schedule to implement the design change or to perform the additional work and the impact on the contract delivery schedule.
 - b. The Contracting Authority will then forward this information to the Contractor.
 - c. The Contractor will return the completed form to the Contracting Authority for evaluation and negotiation. Once agreement has been reached, the form must be signed by all parties in the appropriate signature blocks. This constitutes the written authorization for the Contractor to proceed with the work, and the Contract will be amended accordingly.

7.27.2 When the Contractor requests design change or additional work:

- a. The Contractor must complete the Change Request and Authorization (CRA) form attached as Appendix 7 to Annex A, and forward one (1) copy to the Procurement Authority and one (1) copy to the Contracting Authority.
- b. The Contractor will be authorized to proceed upon receipt of the design change/deviation form signed by the Contracting Authority. A contract amendment will be issued to incorporate the design change/deviation in the Contract.

7.28 **Origin of Work – Disclosure of Information**

7.28.1 Canada reserves the right during the contract period to approve all subcontractors or manufacturers used to perform the Work, including both where the subcontractor and any of its affiliates are headquartered, as well as the location where any manufacturing or other work will be performed. Canada's approval will be at its sole discretion.

7.28.2 As such, the Contractor must inform the Contracting Authority of any changes to the information regarding the origin of the Work provided with its bid at Part V, or as amended from time to time, as soon as the Contractor becomes aware of such changes for the entire period of the Contract.

7.28.3 Canada reserves the right to conduct a complete, independent assessment of the Contractor's supply chain and the information provided at Part V of the Contractor's bid, including a subcontractor, manufacturer, or the country where OCF items were manufactured. The Contractor must, if requested by the Contracting Authority, provide any information that Canada requires to perform its assessment.

7.28.4 Canada may audit the integrity of the Contractor's supply chain at any time and reject a subcontractor, manufacturer or country of origin during the contract period even if it was originally approved before the award of the Contract. If requested by the Contracting Authority, the Contractor must provide Canada with any information related to its supply chain, including but not limited to, the name of its subcontractors and the subcontractors' affiliates and their headquarters' locations, as well as the locations where manufacturing or other work will be performed.

7.28.5 The Contractor must provide Canada with full access to its premises as well as to the premises of its subcontractors at all reasonable times.

7.28.6 The Contractor must immediately address any discrepancies identified by Canada during the audit at its own expense.

7.28.7 Canada may publicly disclose the information regarding the origin of the work obtained by the Contractor as part of its bid, or as amended from time to time.

7.29 Ethical Apparel

- a. The ethical procurement certification incorporated into the bid solicitation on its closing date is incorporated into, and forms a binding part of the Contract. The Contractor must ensure continuous compliance with the provisions of the ethical procurement certification that was signed during the bidding process throughout the duration of the contract.
- b. The Origin of Work clause incorporated into the bid solicitation on its closing date is incorporated into, and forms a binding part of the Contract. It is the Contractor's responsibility to ensure continuous accuracy with the origin of work information provided with their bid and must immediately inform Canada in writing of any and all changes affecting the information provided under the origin of work clause during the entire contract period. The certification is subject to verification by Canada at any given time during the period of the contract. If the certification is found to be untrue Canada may declare a bid non-responsive or may declare a contractor in default, whether made knowingly or unknowingly during the bid evaluation period or during the contract period. The continuing obligation to maintaining this certification is a material obligation of the Contract.

7.30 Warehouseman's Legal Liability Insurance

7.30.1 The Contractor must obtain Warehouseman's Legal Liability Insurance coverage on Government Property, and maintain it in force while under its care, custody or control for storage, in an amount of not less than the replacement value of the Government Owned Material (GOM). The Government's Property must be insured on a Replacement Cost (new) basis. On an annual basis, as the value of the GOM under the Contractor's care and custody is diminished, the insurance coverage maintained by the contractor can be lowered accordingly.

7.30.2 Administration of Claims: The Contractor must notify Canada promptly about any losses or damages to Government Property and monitor, investigate and document losses of or damage to Government Property to ensure that claims are properly made and paid.

7.30.3 The following endorsements must be included:

- a. Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) calendar days written notice of cancellation.
- b. Settlement of Claims: The insurance proceeds regarding any loss of or damage to Government Property must be payable to the appropriate party as directed by the Contracting Authority.
- c. Loss Payee: Canada as its interest may appear or it may direct.
- d. Waiver of Subrogation Rights: Contractor's Insurer to waive all rights of subrogation against Canada as represented by the Department of National Defence and Public Works and Government Services Canada for any and all loss of or damage to the property however caused.

ANNEX "1" to PART 5 OF THE BID SOLICITATION

FEDERAL CONTRACTORS PROGRAM FOR EMPLOYMENT EQUITY – CERTIFICATION

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

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

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

Complete both A and B.

A. Check only one of the following:

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

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

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

OR

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

B. Check only one of the following:

- B1. The Bidder is not a Joint Venture.

OR

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

ANNEX "2" to PART 5 OF THE BID SOLICITATION
ETHICAL CONSIDERATIONS FOR PROCUREMENT OF APPAREL CERTIFICATION

The Bidder certifies the following:

1. Child labour

The Bidder and its first-tier subcontractors do not employ child labour, i.e. work done by children who are younger than the minimum age for admission to employment indicated in applicable legislation in the country, and no younger than the age at which compulsory schooling has been set in applicable legislation in the country. In any event, children are protected from economic exploitation and from performing any work that is likely to be hazardous or to interfere with the child's education, or to be harmful to the child's health or physical, mental, spiritual, moral or social development. Employees younger than 18 shall not perform hazardous work, which includes work that may jeopardize their health, safety or morals.

2. Forced labour

The Bidder and its first-tier subcontractors do not use forced labour or compulsory labour in all its forms, including trafficking in persons for the purpose of forced or compulsory labour, namely any work or service that is exacted from any person under the menace of any penalty, and for which that person has not offered himself or herself voluntarily.

3. Abuse and harassment

The Bidder and its first-tier subcontractors treat their employees with dignity and respect. No employees shall be subject to any physical, sexual or verbal harassment, abuse or violence or psychological hazards. Corporal punishment is not used or tolerated in any form.

4. Discrimination

The Bidder and its first-tier subcontractors do not discriminate against their employees in hiring practices or any other term or condition of work (other than legitimate occupational requirements allowed by law) on the basis of race, national or ethnic origin, colour, religion, age, sex, sexual orientation, gender identity or expression, marital status, family status, genetic characteristics, disability or conviction of any offence for which a pardon has been granted or in respect of which a record of suspension has been ordered.

5. Freedom of association and collective bargaining

Where provided for by law, the Bidder and its first-tier subcontractors shall recognize and respect the right of employees to freely associate, organize and bargain collectively with their employer. No employee or worker representative shall be subject to discrimination, harassment, intimidation or retaliation as a result of his or her efforts to freely associate, organize or bargain collectively. Where the right to freedom of association is restricted under law, the Bidder and its first-tier

subcontractors must provide workers alternative means of association, including effective means to express and remedy workplace grievances.

6. Occupational safety and health

The Bidder and its first-tier subcontractors provide workers with a safe and healthy work environment and, at minimum, comply with local and national health and safety laws. If residential facilities are provided to workers, they are safe and healthy.

7. Fair wages

The Bidder and its first-tier subcontractors provide wages and benefits which comply with all applicable laws and regulations and which match or exceed the local prevailing wages and benefits in the relevant industry or which constitute a living wage, whichever provides greater wages and benefits. Where compensation does not provide a living wage, the Bidder and its first-tier subcontractors shall ensure that real wages are increased annually to continuously close the gap with living wage.

8. Hours of work

Except in extraordinary circumstances, the Bidder's and its first-tier subcontractors' employees are not required to work more than the lesser of (a) 48 hours per week and 12 hours overtime per week, or (b) the limits on regular and overtime hours allowed by the law of the country of manufacture.

Certificate of Destruction / Demilitarization

Part 1 - Identification

Part 1-A (applicable only to items with a **DMC A or Q**)

Stock code	Quantity	Applicable references (i.e. CFTO, DIR, etc.)
Destruction method used (i.e. crushing, shredding, smelting, etc.)		
Destruction criteria used (i.e. break in two pieces, shred to a size of... etc.)		
Remarks: Destruction of DMC "A" items is not required, unless there are contractual obligations or other directives that require their destruction. DMC "Q" items are subject to export control. Destruction is required, unless the items can be transferred to an authorized person.		

Part 1-B (applicable only to items with a **DMC D**)

Stock code	Quantity	Applicable references (i.e. CFTO, DIR, etc.)
Demilitarization method used (i.e. crushing, shredding, smelting, etc.)		
Demilitarization criteria used (i.e. break in two pieces, shred to a size of... etc.)		
Remarks: DMC D items are subject to the <i>Defense Production Act</i> . Full demilitarization is required unless the items can be transferred to an authorized person. Informal demilitarization instructions from the item's TA or the use of Generic Demilitarization Instructions are required.		

Part 1-C (applicable only to items with a **DMC F**)

Stock code	Quantity	Applicable references (i.e. CFTO, DIR, etc.)
Remarks: Remarks: DMC F items are subject to the <i>Defense Production Act</i> . Full demilitarization is required, unless the items can be transferred to an authorized person. Formal demilitarization instructions from the item's TA are required.		

Part 2 - Certification

Part 2-A (applicable only to Part 1-A)

I certify that the above item/items (attached list) was/were destroyed in accordance with the Technical Authority's instructions prior to disposing of them as scrap.

Part 2-B (applicable only to Part 1-B)

I certify that the above item/items (attached list) was/were fully demilitarized in accordance with CFTO "C-01-008-000/MD-000, GENERIC DEMILITARIZATION INSTRUCTIONS" or Informal demilitarization instructions received or authorized by the item's TA.

Part 2-C (applicable only to Part 1-C)

I certify that the above item/items (attached list) was/were demilitarized in accordance with FORMAL demilitarization instructions provided or authorized by the item's TA.

Part 3 - Signatures

Destruction / Demilitarization performed by:	Destruction / Demilitarization witnessed by:
Print name:	Print name:
Position title:	Position title:
Organization name:	Organization name:
Date of destruction / demilitarization (yyyy-mm-dd):	Date witnessed (yyyy-mm-dd):
Signature:	Signature:

Instructions

Part 1 - Identification

Part 1-A (use for DMC "A" or "Q" only)

<u>Stock code:</u>	List the NSN(s)/PSCN(s) or part number for destruction.
<u>Quantity:</u>	Indicate the number of items (same stock code) slated for destruction.
<u>Applicable references:</u>	Record reference(s) used for the destruction of the item(s), i.e. destruction instructions, directives, technical orders, etc.
<u>Destruction method used:</u>	Record the chosen method of destruction. Examples of methods include, but are not limited to: breaking, crushing, cutting (metal displacement), cutting (other types), neutralizing, punching, shattering/pulverizing, shredding, smelting, or burning.
<u>Destruction criteria used:</u>	Record the destruction' criteria. Examples of criteria may include size and/or quantity, such as 1/4 inch pieces or 10 pieces, etc.

When multiple line items are being destroyed, a list of items, with their quantity, reference, method and criteria (recorded for each); shall be attached as an annex to the certificate.

Important: For weapons, in addition to the NSN/PSCN, the serial numbers must be recorded.

Part 1-B (use for DMC "D" only)

<u>Stock code:</u>	List the NSN(s)/PSCN(s) or part number for demilitarization.
<u>Quantity:</u>	Indicate the number of items (same stock code) being demilitarized.
<u>Applicable references:</u>	Record reference(s) used for the demilitarization of the item(s), i.e. demilitarization instructions, directives, technical orders, etc.
<u>Destruction method used:</u>	Record the method of demilitarization used. Examples of methods include, but are not limited to: breaking, crushing, cutting (metal displacement), cutting (other types), neutralizing, punching, shattering/pulverizing, shredding, smelting, or burning.
<u>Destruction criteria used:</u>	Record the demilitarization' criteria. Examples of criteria may include size and/or quantity, such as 1/4 inch pieces or 10 pieces, etc.

When multiple line items are being destroyed, a list of items, with their quantity, reference, method and criteria (recorded for each); shall be attached as an annex to the certificate.

Important: For weapons, in addition to the NSN/PSCN, the serial numbers must be recorded.

Part 1-C (use for DMC "F" only)

<u>Stock code:</u>	List the NSN(s)/PSCN(s) or part code number for demilitarization.
<u>Quantity:</u>	Indicate the number of items (same stock code) being demilitarized.
<u>Applicable references:</u>	Record reference(s) used for the demilitarization of the item(s) i.e. demilitarization instructions, directives, technical orders, etc.

Reference to formal demilitarization instructions is mandatory.

Part 2 - Certification

Part 2-A (applicable only to Part 1-A)

Check the certification that corresponds to your selection in Part 1, i.e. check certification 2-A where Part 1-A was filled, 2-B if 1-B, or 2-C if 1-C

Part 3 - Signatures

<u>Performed by:</u>	This block must be signed by the individual who destroyed or demilitarized the materiel.
<u>Witnessed by:</u>	This block must be signed by the individual who witnessed the destruction or demilitarization of the materiel.

N.B.: There is no need to witness destruction of DMC "A" or "Q" items, unless specified otherwise. However, demilitarization of DMC D and F shall be witnessed. The requirement to have DND/CAF personnel physically witnessing the demilitarization is only required where the person/company performing the demilitarization is not authorized to access controlled goods. If the party selected to demilitarize the items is authorized, the witnessing can be done by an entity other than DND/CAF.

Annex A – Appendix 11 – Glossary of Terms, Acronyms and Abbreviations

Department of National Defence

Glossary of Terms, Acronyms and Abbreviations Operational Clothing and Footwear Consolidated Contract (OCFC2)

Requisition Number: W8486-206245
DND Document #

Date: 30 August 2019
RDIMS # 4580857

Prepared by:
DSSPM
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K1A 0K2



NOTICE

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

AVIS

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

Annex A – Appendix 11 – Glossary of Terms, Acronyms and Abbreviations

Unless the context clearly requires otherwise, the capitalized terms used in the Statement of Work (SOW) and associated appendices have the definitions assigned to them in the Contract. These definitions apply equally to both the singular and plural forms of the terms defined, and words of any gender include each other gender when appropriate.

Term	Acronym	Definition
Action Item Report	AIR	An itemized, dated, and current record of all approved OCFC2 action items.
Annual Performance Score	APS	The score calculated during the Annual Performance Review and is the sum of all of the weighted Key Performance Indicators (KPIs).
Authorized Clothing Stores		Supply Units located at DND Bases/Wings/Stations to which OCF Items will be delivered.
Authorized Users		Includes all Authorized Canadian Armed Forces (CAF) Members identified in the Department of National Defence (DND) Database refresh who will be granted authority to order their entitled items through the OMS.
Backorder		An automatically generated order created when an item being ordered is out of stock or is in quantities insufficient to fill the pertinent order.
CAF Component		The component of the CAF to which the Authorized CAF Member is a part of. Personnel may belong to either the Regular Force or the Reserve Force, which has four sub-components: the Primary Reserve, Supplementary Reserve, Cadet Organizations Administration and Training Service, and the Canadian Rangers.
Canadian Disruptive Pattern	CADPAT™	The distinctive, operational colour and pattern used to protect personnel and equipment from observation by enemy forces. CADPAT™ is available in Temperate Woodland (TW), Arid Regions (AR), and Winter Operations (WO) regions colours and patterns.
Canadian Forces Supply Depot	CFSD	Main materiel warehouses managed by DND; one located in Edmonton, Alberta (DND 7 CFSD) and one located in Montreal, Quebec (DND 25 CFSD).
Change Request and Authorization	CRA	A form that is submitted by the Contractor to support configuration management change (design change / unit cost change / new OCF item / etc.) contractually.
Commercial Off the Shelf	COTS	OCF Items verified to solve capability deficiencies / CAF requirements and adopted by the CAF, available on the commercial market, sourced from an established production facility.
Contract Data Requirements List	CDRL	A list of authorized data requirements for a specific procurement that forms part of a Contract.
Contracting Authority	CA	The Public Works and Government Services Canada (PWGSC) office responsible for the contractual aspects of the OCFC2.
Contract Manager	CM	The Contractor personnel responsible for the contractual aspects of the OCFC2 on behalf of the Contractor.

Annex A – Appendix 11 – Glossary of Terms, Acronyms and Abbreviations

Term	Acronym	Definition
Contractor		A person or company who undertakes to perform work or furnish material in accordance with a Contract. For the OCF2, the Contractor is the one who will provide a Managed Clothing Solution (MCS) to DND.
Contractor Owned Inventory		The inventory of OCF items that is procured and funded by the Contractor.
Contractor Owned Item		OCF Item that is procured and funded by the Contractor.
Custom Order		Refers to a special order that falls outside the normal DND ordering pattern.
Data Item Description	DID	An information sheet that defines a data deliverable that is called up in the SOW.
Days After Contract Award	DACA	Refers to a point in time based on the number of days spent after the Contract Award date.
Defence Information Network	DIN	The basis for DND's Intranet is the DIN. Organizations have their own home pages which users across the department can access or share information on.
Defence Resource Management Information System	DRMIS	A SAP-based integrated information system for the support of DND materiel acquisition and support, financial and managerial accounting business processes. For the purpose of this Contract, the use of the term DRMIS refers to the materiel management system of record DND currently has in place as well as to any materiel management system of record that could be used during the lifetime of the contract.
Directorate Quality Assurance	DQA	A service-oriented and customer-focused organization that deliver or arranges for Quality Assurance (QA) services when DND obtains goods and services from Canadian suppliers or abroad.
Director Land Procurement	DLP	Provides procurement, materiel management, contracting advice, support, and oversight related to the procurement of goods and services. DLP works together with Projects as a team in the procurement process, with DLP as the point of contact between DND, PWGSC and Contractors.
DND Clothing Store		Clothing supply unit located at a DND Base/Wing/Station.
DND Database		The data repository that contains Personal Information of Authorized Users.
DND Owned Inventory		Inventory of OCF Items that DND is transferring to the Contractor to manage.
DND Owned Item		An OCF Item that is owned by DND and will be transferred to the Contractor to manage.
Electronic Catalogue		An Electronic Catalogue of OCF items tailored for Authorized Users containing, as a minimum, the following information for each item: description, photo, NSN, available sizes, cost in points and annual quantity limit. The Electronic Catalogue encompasses a Master Catalogue and Personalized Catalogues.

Annex A – Appendix 11 – Glossary of Terms, Acronyms and Abbreviations

Term	Acronym	Definition
End-to-End MCS		A Managed Clothing Solution (MCS) that will include clothing provisioning, manufacturing, inventory management and warehousing, ordering, distribution and delivery, and configuration management.
Environment		The CAF is a unified force consisting of three environments; the Royal Canadian Navy (RCN), the Canadian Army (CA), and the Royal Canadian Air Force (RCAF).
Extended Size		Refers to size that is not part of the defined size roll or scale of measurements for an OCF Item. An extended size is manufactured by increasing/decreasing the dimensions of the paper patterns/specifications in proportion with the grade rule library.
Government Available Material	GAM	Material owned by Canada that may be made available for purchase to the Contractor for use in the manufacture of OCF Items.
Government Furnished Equipment	GFE	Canada-owned equipment or tooling loaned to the Contractor for the manufacture/provision of OCF Items.
Information Technology Security Plan	ITSP	A detailed plan created by the Contractor to manage the Information Technology Security.
Item Requisitions		An Order approved by the MCS Management Cell through DRMIS for DND Owned Items for delivery to Clothing Stores.
Key Performance Indicator	KPI	A measurable value that demonstrates the effectiveness of a business process at contributing to the attainment of key business objectives.
Line Item Unit Cost	LIUC	Price that DND pays the Contractor for each unit of issue of an OCF Item. The firm unit price paid by Canada for an OCF item is the cost to the Contractor of producing or procuring that item and must not include any mark-up for profit.
Made-to-Measure Sizes		Refers to sizes that are not part of the defined size roll or scale of measurements for an item. A Made-to-Measure size is manufactured by measuring the individual and providing the dimensions of the paper patterns/specifications in proportion with the grade rule library.
Managed Choice		Some items may be offered as part of a managed choice program. DND may allow/quality more than one product for an item. Authorized users are allowed to choose their preferred product from this pre-qualified list.
Managed Clothing Solution	MCS	Clothing program management that includes, but is not limited to, program management services, professional services, manufacturing, warehousing and inventory management, order processing and management, and distribution and delivery of clothing and equipment systems.
Managed Clothing Solution Management Cell	MCS Mgmt Cell	A team of DND employees responsible to manage the MCS contracts.

Annex A – Appendix 11 – Glossary of Terms, Acronyms and Abbreviations

Term	Acronym	Definition
Manufacturers' technical data sheets or technical literature		Documents from the supplier derived from testing of a product or raw material to demonstrate technical and performance information.
Master Catalogue		An electronic catalogue of all OCF Items available to Authorized users through the OCFC2.
Master Item List	MIL	A comprehensive spreadsheet listing all the OCF Items attached hereunto as Appendix 1 to Annex A.
Master Project Schedule	MPS	The MPS details the activities in sequence, duration, and dependencies against a calendar time-base.
Military Occupational Structure Identification	MOSID	DND's coding system to identify general and specific occupations of CAF Members (ex MOSID 00334 = Medical Technician)
Military Off-The Shelf	MOTS	OCF Items verified to solve capability deficiencies / CAF requirements, already established in-service with the armed forces of another country, usually manufactured to military specifications, sourced from an established production facility.
Months After Contract Award	MACA	Refers to a point in time based on the number of months spent after the Contract Award date.
National Capital Region	NCR	National Capital Region is defined as the cities of Ottawa and Gatineau in the Provinces of Ontario and Quebec respectively.
NATO Stock Number	NSN	A unique identifying code assigned to an item and governed by the Canada's North Atlantic Treaty Organization (NATO) Codification Bureau (utilizing the NATO Master Catalogue of References for Logistics (NMCRL)).
OCF item		A commodity included in the OCFC2 that the Contractor must procure, manage and supply to DND when ordered. These commodities may include but are not limited to apparel, headwear, insignia and badges, footwear and personal equipment primarily used during training and operational deployments. For the purposes of the OCFC2, personal equipment includes items which are primarily textiles-based and typically used by the individual.
On-Site Representative	OSR	The Contractor's Program Manager representative working closely DND in ensuring that the OCFC2 is fulfilling DND requirements.
Operational Clothing and Footwear Consolidated Contract	OCFC2	The Contract for an end-to-end MCS for clothing and equipment items which must encompass program management services, professional services, manufacturing, warehousing and inventory management, order processing and management, and distribution and delivery to DND Clothing Stores and directly to Authorized Users in accordance with their allocations based on roles and responsibilities.

Annex A – Appendix 11 – Glossary of Terms, Acronyms and Abbreviations

Term	Acronym	Definition
Order Management System	OMS	The web based application that must be developed by the Contractor in accordance with the OMS SOW, Appendix 4 to Annex A, that enables Authorized Users to place orders for OCF Items via the internet, and have such OCF Items delivered directly to the destination of their choice.
Performance Measurement Framework	PMF	Defines the various Performance Indicators (PIs) as well as the evaluation criteria used to determine Contractor performance levels.
Performance Measurement Plan	PMMP	The detailed plan which the Contractor will establish to monitor appropriate PIs necessary to meet the requirements of the Contract.
Performance-Based Specification		A design specification which describes a desired performance level or performance target to be achieved.
Permanent System Control Number	PSCN	A unique identifying code assigned to an item similar to an NATO Stock Number (NSN). PSCNs can denote trial (prototype) items or in-service, nationally or locally managed items.
Personalized Catalogue		A list of items catered to a particular individual in accordance with his/her entitlements.
Personal Protective Equipment	PPE	For the purpose of this Contract, PPE includes protective vests, helmets, load carriage systems, sleeping bag systems, winter mobility equipment and flotation devices, among others. PPE does not include any form of weapons or ammunition.
Program Management Plan	PMP	This plan describes the Contractor's processes to carry out all management activities necessary to complete the Work in accordance with the Statement of Work (SOW). The PMP will be used to provide the Project Authority (PA) insight into the Contractor's management practices and procedures.
Program Manager	PM	The Contractor personnel responsible for the OCFC2 Management on behalf of the Contractor.
Procurement Authority		The representative of the department or agency responsible for the implementation of tools and processes required for the administration of the Contract.
Progress Review Meeting	PRM	Meetings conducted by the Contractor monthly and more frequently as required by DND. Every PRM must be attended by key staff, namely the Project Manager (PM) and Contracting Authority from PWGSC.
Project Authority	PA	The DND personnel responsible for the OCFC2 management on behalf of DND.
Public Works and Government Services Canada	PWGSC	Government agency and authority responsible for all contractual decisions pertaining to OCFC2.
Quality Management Plan	QMP	A plan which is created by the Contractor to maintain quality assurance between the Contractor and DND.
Risk Management Plan	RMP	A plan created by the Contractor to mitigate risks.

Annex A – Appendix 11 – Glossary of Terms, Acronyms and Abbreviations

Term	Acronym	Definition
Rolling Wave		Concept in which option years are authorized based upon performance.
Sealed Sample / Sealed Pattern		A Technical Authority approved physical sample of an OCF Item used to maintain configuration management.
Security Requirements Checklist	SRCL	This form specifies the necessary security requirements in terms and conditions in any contractual documentation. In accordance with the security policy for the Government of Canada, Contracting Authorities must ensure security screening of private sector organizations and individuals who have access to protected and classified information and assets, as specified in the standards, and ensure safeguarding of government assets.
Service Number	SN	The unique 9-digit alphanumeric identification code assigned to each CAF Member.
Special Size / Special Sizing		Refers to a size of an OCF Item that was manufactured to accommodate individuals whose body measurements fall outside the range of standard catalogued sizes included in the size roll or scale of measurements. Special size OCF Items must be made in consultation with the PA to ensure that the design, fit, and safety intentions of the OCF Item remain. Special size OCF Items could be in the form of extended sizes or made-to-measure sizes.
Special Sizes - Footwear		Refers to a size of OCF Footwear required for an individual who is found to have a foot size that does not fall within the range of standard catalogue footwear sizes included in the size roll and does not require orthopaedic footwear <u>or</u> who requires extra depth footwear to accommodate orthoses. The Contractor must ensure the special size footwear an Authorized User receives fits properly and meets performance, quality and safety standards equivalent to the regulation footwear to which the member is entitled.
Statement of Work	SOW	A formal document that defines, in clear, understandable and quantifiable terms, the Work to be performed or services to be provided. It describes tasks and deliverables, and sets forth the period of performance.
Strategic Performance Measure	SPM	The purpose of SPMs is to determine whether the OCF2 continues to achieve its strategic objectives and to confirm that it remains aligned with departmental and government direction. SPM review will be a holistic review of the overall performance of the Work delivered by the Contractor.
Sub-Contractor		A person, including a body politic and corporate, who contracts to perform part or all of another Contractor's work.
Successor		The MCS provider that will replace the incumbent Contractor.
Surge Order		An extraordinary order to fill sudden and/or urgent CAF requirements that could be due to operational demands or Manpower surge.
Surge Requirement Plan	SRP	A plan submitted by the Contractor to address a sudden OCF requirement that is over and above existing inventory.

Annex A – Appendix 11 – Glossary of Terms, Acronyms and Abbreviations

Term	Acronym	Definition
Technical Authority	TA	The TA is the DND personnel responsible for the technical aspects of the design and changes to design, development, maintenance, product improvement, and disposal of OCF Items.
Technical Data		Information such as specifications, manufacturing data, drawings, figures, tables, sealed patterns, and paper patterns required to produce OCF Items.
Technical Data Package	TDP	Consists of all engineering data required to manufacture, test, qualify, calibrate, label, and package an OCF Item.
Transition-In Plan	TIP	A plan to transition the service at the beginning of the Contract from another provider.
Transition-Out Plan	TOP	A plan to transition the service at the end of the Contract to another provider.
Unavailable Item Notification		A notification to an Authorized User that an item being ordered is out of stock or is in insufficient quantities to fill the pertinent order. If the user proceeds with the order, the item becomes a Backorder.
Unit Identification Code	UIC	A 4-digit number that identifies each unit in the CAF.
Urgent Order		Refers to an urgent request from an Authorized Clothing Store that is authorized by the PA to be delivered faster than a regular order.
User Acceptance Performance Evaluation	UAPE	A dynamic evaluation by CAF Members of a prototype or COTS/MOTS to assess details such as, but not limited to, technical verification, fitness for purpose, operational suitability, and effectiveness.
User Trials		Tests performed under specific conditions to determine the suitability of an item.

Annex A - Appendix 12 – Professional Services Classifications

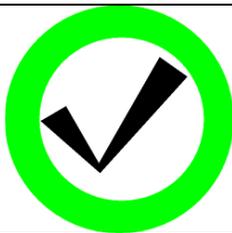
Department of National Defence

Professional Services Classifications Operational Clothing and Footwear Consolidated Contract (OCFC2)

Requisition Number: W8486-206245
DND Document #

Date: 30 August 2019
RDIMS # 5032631

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



NOTICE

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AVIS

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Annex A - Appendix 12 – Professional Services Classifications

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1 PROGRAM MANAGEMENT RESOURCES

PROGRAM MANAGER (PM)	
GENERAL RESPONSIBILITIES	
The PM's minimum responsibilities include the following activities.	
General Responsibilities	<ul style="list-style-type: none"> a) Acting as the Contractor's primary point of contact for DND regarding the Work, including all services, financial or invoice or Contract related issues, if any arise; b) Directing and managing program development throughout; c) Tracking program of milestones and deliverables; d) Managing the Contractor's resources and ensuring that the Work is completed in accordance with the Contract; e) Coordinating and preparing documentation in response to scheduled and unscheduled reports; f) Developing, planning, analyzing, evaluating, and prioritizing deliverables; g) Providing quality oversight on all submitted deliverables; h) Planning, directing, and controlling the activities of the program resources within scheduled time and parameters; i) Reporting progress of the program on an ongoing basis and scheduled points for the duration of the Contract; j) Formulating and managing program plans, review progress and status, and engaging in ongoing risk management; k) Managing program changes; l) Making recommendations for improvements and assist in developing solutions; m) Acting as the escalation point for service level management and dispute resolution activities; and n) Liaising with the Contracting Authority, Project Authority, and Procurement Authority, and attend meetings as required in the Statement of Work (SOW), Annex A.
FINANCIAL RESPONSIBILITIES	
The PM or CM must perform the following minimum Financial Services.	
Financial Responsibilities	<ul style="list-style-type: none"> a) Planning and coordinating financial activities including financial estimates and business requirements; b) Implementing financial management procedures; c) Ensuring that financial tracking and reporting is undertaken in accordance to the Contract; d) Ensuring that invoices are properly prepared and in accordance with Work and service provided in accordance with the provisions of the Contract; e) Validating cost estimates; f) Answering questions and concerns related to financial aspects of the Contract; and g) Assisting in developing costs for specific activities such as direct program costs, overhead costs, product costs and other related costs.

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PROGRAM MANAGER (PM)	
MANDATORY TECHNICAL REQUIREMENTS	
Number of years of experience in project management	5 years within the last 10 years
Number of years of Clothing and Textile Industry experience	5 years within the last 10 years
Reference projects required	Yes
Resume of proposed resource to be provided	Yes
Education	A university degree or three-year business related college diploma
Certification	Project Management Professional (PMP) Note: PM or CM must hold this certification
Language	Fluent in English and functional in French
The proposed PM must demonstrate experience in the activities described below. Concrete examples must be provided to demonstrate experience as listed below.	
General Experience	<ul style="list-style-type: none"> a) Experience as the Senior Project Manager for a project in supply chain management including the provision of inventory and logistics management services; b) Interacting with team members, client representatives, and stakeholders, while ensuring that the project goals and objectives are achieved; c) Formulating statements of problems, establishing procedures for the development and implementation of significant, new, or modified project elements to solve these problems, and obtaining approval; d) Defining and documenting the objectives for the project; e) Reporting progress of the project on an ongoing basis and at scheduled points in the life cycle using a project tracking tool such as Microsoft Project; and f) Participating in risk reduction and corrective action on the most significant risks in the project.
DESIRABLE TECHNICAL REQUIREMENTS	
Other Project Experience	<ul style="list-style-type: none"> a) Experience on supply chain management in the Clothing and Textile Industry, managing the projects during the development, implementation and operations start-up; b) Experience in a project that involves the transition of service delivery; and c) Experience in finance management, personnel management, risk management, dispute resolution, resource scheduling, and client relations.

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CONTRACT MANAGER (CM)	
GENERAL RESPONSIBILITIES	
The CM must assist the PM in ensuring uninterrupted execution of the Work under this Contract and preventing any decision delays. The CM's minimum responsibilities include the activities described below.	
General Responsibilities	<ul style="list-style-type: none"> a) Monitoring the implementation and operations of the Contract to ensure compliance with and achievement of program objectives and milestones; b) Ensuring adherence to the provisions of the Contract such as delivery timelines, testing procedures and quality compliance; c) Developing processes and procedures such as return procedures and tracking and monitoring processes, to ensure compliance with the provisions of the Contract; d) Monitoring performance against the Contract, ensuring that all Performance Indicators (PIs) are met; e) Reporting progress of the Contract; f) Reporting contractual issues and discrepancies and recommending mitigation strategies; and g) Liaising with the Contracting Authority, Project Authority, and Procurement Authority on contractual matters.
FINANCIAL RESPONSIBILITIES	
The PM or CM must perform the following minimum Financial Services.	
Financial Responsibilities	<ul style="list-style-type: none"> a) Planning and coordinating financial activities including financial estimates and business requirements; b) Implementing financial management procedures; c) Ensuring that financial tracking and reporting is undertaken in accordance to the Contract; d) Ensuring that invoices are properly prepared and in accordance with Work and service provided in accordance with the provisions of the Contract; e) Validating cost estimates; f) Answering questions and concerns related to financial aspects of the Contract; and g) Assisting in developing costs for specific activities such as direct program costs, overhead costs, product costs and other related costs.
MANDATORY TECHNICAL REQUIREMENTS	
Number of years in this specific category performing activities similar to those described in this table	5 years within the last 10 years
Number of years of Clothing and Textile Industry experience	5 years within the last 10 years
Reference project required	Yes
Resume of proposed resource to be provided	Yes
Education	A university degree or three-year business related college diploma
Certification	Project Management Professional (PMP) Note: PM or CM must hold this certification
Language	Fluent in English and functional in French
The proposed CM must demonstrate experience in the activities described below. Concrete examples must be provided to demonstrate experience as listed below.	
General	<ul style="list-style-type: none"> a) Managing the business relationship with clients at an operational level;

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CONTRACT MANAGER (CM)	
Experience	<ul style="list-style-type: none"> b) Managing Contractor relationship with Sub-Contractors to ensure Contract requirements are met while ensuring transparency to client organization; c) Interacting with team members, client representatives, and other project managers for the various components of the project to address issues and concerns and to ensure client's satisfaction with the service provided; d) Monitoring Contract delivery and established process, and ensuring action is taken to address risk factors; e) Ensuring that PIs are met and that Performance Measurement Framework (PMF) is adhered to; f) Liaising with client on contractual issues, analyzing the issues and recommending courses of action; and g) Assessing contractual implications of proposed changes.
DESIRABLE TECHNICAL REQUIREMENTS	
Other Project Experience	Experience on supply chain management in the Clothing and Textile Industry.

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ON-SITE REPRESENTATIVE (OSR)	
GENERAL RESPONSIBILITIES	
The OSR's minimum responsibilities include the activities described below.	
General Responsibilities	<ul style="list-style-type: none"> a) Acting as the representative of the Contractor within the National Capital Region; b) Providing assistance in completing the Transition-In phase, including overseeing the transfer of inventory from DND; c) Facilitating, through direct onsite coordination with the Project Authority, the transfer of Technical Data Packages; and d) Coordinating with the Project Authority to obtain feedback on and input in the development of the Order Management System.
MANDATORY TECHNICAL REQUIREMENTS	
Number of years in this specific category performing activities similar to those described in this table	5 years
Number of years of Clothing and Textile Industry experience	5 years
Reference projects required	Yes
Resume of proposed resource to be provided	Yes
Education	A Post-Secondary Degree or Diploma
Language	Fluent in English and functional in French
The proposed OSR must demonstrate experience in the activities described below. Concrete examples must be provided to demonstrate experience as listed below.	
General Experience	<ul style="list-style-type: none"> a) Assisting a company to transition to a change in service; b) Interacting with client representatives to ensure client's satisfaction; c) Interacting with members of the project management team, relaying client's concerns and issues and ensuring these are addressed promptly and satisfactorily; and d) Providing updates and briefings on project delivery status.
DESIRABLE TECHNICAL REQUIREMENTS	
Other Project Experience	Experience on a supply chain management project.

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2 ADDITIONAL PROFESSIONAL SERVICES

The following pages define the resources that Canada may require for additional professional services. These resources will be called up to complete task authorizations as required.

PROJECT MANAGER	
GENERAL RESPONSIBILITIES	
As required through task authorizations, the resource will manage special projects for Canada.	
MANDATORY TECHNICAL REQUIREMENTS	
Number of years in this specific category performing activities similar to those described in this table	a) Junior: < 5 years of experience; and b) Senior: > 5 years of experience.
Number of years of Clothing and Textile Industry experience	Desired
Reference projects required	Yes
Resume of proposed resource to be provided	Yes
Education	A Post-Secondary Degree or Diploma
Language	Fluent in one of the official languages and functional in the other
The proposed resource must demonstrate experience in the activities described below. Concrete examples must be provided to demonstrate experience as listed below.	
General Experience	<ul style="list-style-type: none"> a) Planning and coordinating project management activities including financial, planning and contracting aspects; b) Giving briefings on progress and concerns of the project; c) Coordinating and preparing documentation in response to scheduled and unscheduled reports, returns, and observations to update management on project progress; d) Planning and coordinating the activities of project personnel, internal customers, contractors and other support providers; e) Developing, planning, analyzing, evaluating, and prioritizing deliverables and requirements; f) Formulating and managing project plans by defining deliverables, identifying key milestones, reviewing project progress, and engaging in ongoing risk management; and g) Developing project control and reporting procedures and managing changes in operational plans.

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CLOTHING/TEXTILE TECHNOLOGIST	
GENERAL RESPONSIBILITIES	
As required through Task Authorizations, the resource will perform tasks for Canada.	
MANDATORY TECHNICAL REQUIREMENTS	
Number of years in this specific category performing activities similar to those described in this table	a) Junior: < 5 years of experience; and b) Senior: > 5 years of experience.
Number of years of Clothing and Textile Industry experience	Desired
Reference projects required	Yes
Resume of proposed resource to be provided	Yes
Education	A Post-Secondary Degree or Diploma in the clothing and design field
Language	Fluent in one of the official languages and functional in the other
The proposed resource must demonstrate experience in the activities described below. Concrete examples must be provided to demonstrate experience as listed below.	
General Experience	<ul style="list-style-type: none"> a) Preparing new clothing technical specifications, manufacturing data, purchase descriptions, production drawings, sealed samples; b) Revising existing specifications, drawings, and evaluation of existing sealed samples; c) Reviewing and analyzing vendors and manufacturers clothing samples and testing results for compliance with given specifications and testing standards; d) Researching technical data to confirm accuracy and/or currency and updating specifications, as required on these findings; e) Preparing SOWs for the design and purchase of prototypes and/or samples; f) Investigating Unsatisfactory Condition Reports, Material Authorization Change Requests, Design Change/Deviation Requests, Requests for Waiver, Technical Failure Reports, etc. to determine their legitimacy and to make recommendations for reply; g) Converting existing engineering drawings to new drawings utilizing commercial software applications for incorporation into specifications; h) Recommending revision of clothing scales of measurement in both Imperial and Metric measurements for inclusion in specifications, manufacturing data or purchase descriptions; i) Investigating designs, materials and processes and recommending solutions to identified technical problems through literature searches and in consultation with industry and technical experts; j) Supporting preparation of plans for development and/or assessment of new requirements or items including laboratory, engineering, and field trial protocols; k) Evaluating prototypes and commercial products to determine suitability; l) Evaluating clothing against technical specifications; m) Researching and monitoring emerging technologies and/or products and/or industrial capabilities for clothing; and n) Establishing clothing technical databases for materiel and information management.

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HANDWEAR/KNITTED FOOTWEAR AND ACCESSORIES TECHNOLOGIST	
GENERAL RESPONSIBILITIES	
As required through Task Authorizations, the resource will perform tasks for Canada.	
MANDATORY TECHNICAL REQUIREMENTS	
Number of years in this specific category performing activities similar to those described in this table	a) Junior: < 5 years of experience; and b) Senior: > 5 years of experience.
Number of years of Clothing and Textile Industry experience	Desired
Reference projects required	Yes
Resume of proposed resource to be provided	Yes
Education	A Post-Secondary Degree or Diploma in the clothing and design field
Language	Fluent in one of the official languages and functional in the other
The proposed resource must demonstrate experience in the activities described below. Concrete examples must be provided to demonstrate experience as listed below.	
General Experience	<ul style="list-style-type: none"> a) Preparing new clothing technical specifications, manufacturing data, purchase descriptions, production drawings, sealed samples and revising existing specifications, drawings, and evaluation of existing sealed samples; b) Supporting the design and development of handwear/knitted footwear; c) Reviewing and analyzing vendors and manufacturers handwear and knitted footwear samples and testing results for compliance to given specifications and testing standards; d) Establishing handwear/knitted footwear and accessories technical databases for materiel and information management; e) Preparing SOWs for the design and purchase of prototypes and/or samples; f) Investigating Unsatisfactory Condition Reports, Material Authorization Change Requests, Design Change/Deviation Requests, Requests for Waiver, Technical Failure Reports, etc. to determine legitimacy and make recommendations for reply; g) Supporting handwear/knitted footwear and accessories reviews and recommending disposal or reassignment; h) Converting existing engineering drawings to new drawings utilizing commercial software applications for incorporation into specifications; i) Recommending revision of handwear/knitted footwear and accessories scales of measurement in both Imperial and Metric measurements for inclusion in specifications, manufacturing data or purchase descriptions; j) Investigating designs, materials and processes and recommending solutions to identified technical problems through literature searches and in consultation with industry and technical experts; k) Evaluating prototypes and commercial products to determine suitability; l) Support preparation of plans for development and/or assessment of new requirements or items including laboratory, engineering, and field trial protocols; m) Evaluating handwear/knitted footwear and accessories against technical specifications; and n) Researching and monitoring emerging technologies and/or products and/or industrial capabilities for handwear/knitted footwear and accessories.

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FOOTWEAR TECHNOLOGIST	
GENERAL RESPONSIBILITIES	
As required through Task Authorizations, the resource will perform tasks for Canada.	
MANDATORY TECHNICAL REQUIREMENTS	
Number of years in this specific category performing activities similar to those described in this table	a) Junior: < 5 years of experience; and b) Senior: > 5 years of experience.
Number of years of Clothing and Textile Industry experience	Desired
Reference projects required	Yes
Resume of proposed resource to be provided	Yes
Education	A Post-Secondary Degree or Diploma in the clothing and design field
Language	Fluent in one of the official languages and functional in the other
The proposed resource must demonstrate experience in the activities described below. Concrete examples must be provided to demonstrate experience as listed below.	
General Experience	<ul style="list-style-type: none"> a) Preparing new clothing technical specifications, manufacturing data, purchase descriptions, production drawings, sealed samples, and revising existing specifications, drawings, and evaluation of existing sealed samples; b) Supporting the design and development of footwear; c) Reviewing and analyzing vendors and manufacturers footwear samples and testing results for compliance to given specifications and testing standards; d) Establishing footwear technical databases for materiel and information management; e) Preparing SOWs for the design and purchase of prototypes and/or samples; f) Investigating Unsatisfactory Condition Reports, Material Authorization Change Requests, Design Change/Deviation Requests, Requests for Waiver, Technical Failure Reports, etc. to determine legitimacy and make recommendations for reply; g) Supporting footwear reviews and recommending disposal or reassignment; h) Converting existing engineering drawings to new drawings utilizing commercial software applications for incorporation into specifications; i) Recommending revision of footwear scales of measurement in both Imperial and Metric measurements for inclusion in specifications, manufacturing data or purchase descriptions; j) Investigating designs, materials and processes, and recommending solutions to identified technical problems through literature searches and in consultation with industry and technical experts; k) Evaluating prototypes and commercial products to determine suitability; l) Supporting preparation of plans for development and/or assessment of new requirements or items including laboratory, engineering, and field trial protocols; m) Evaluating footwear against technical specifications; n) Supporting compliance of environmental regulations regarding use and disposal of footwear; and o) Researching and monitoring emerging technologies and/or products and/or industrial capabilities for footwear.

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PATTERN, DESIGN, DEVELOPMENT, AND SIZING TECHNOLOGIST	
GENERAL RESPONSIBILITIES	
As required through Task Authorizations, the resource will perform tasks for Canada.	
MANDATORY TECHNICAL REQUIREMENTS	
Number of years in this specific category performing activities similar to those described in this table	a) Junior: < 5 years of experience; and b) Senior: > 5 years of experience.
Number of years of Clothing and Textile Industry experience	Desired
Reference projects required	Yes
Resume of proposed resource to be provided	Yes
Education	A Post-Secondary Degree or Diploma in the clothing and design field
Language	Fluent in one of the official languages and functional in the other
The proposed resource must demonstrate experience in the activities described below. Concrete examples must be provided to demonstrate experience as listed below.	
General Experience	<ul style="list-style-type: none"> a) Creating and inputting clothing and personal protection equipment, new patterns/drawings, and revising existing patterns and drawings in the apparel Computer Aided Design (CAD) system; b) Researching technical data to confirm accuracy and/or currency and updating clothing and personal protection equipment pattern drawings as required; c) Supporting the design and development of clothing and personal protection equipment; d) Reviewing and analyzing vendors and manufacturers clothing and personal protection equipment samples and testing results for compliance to given specifications and testing standards; e) Establishing clothing and personal protection equipment technical databases for material and information management; f) Preparing SOWs for the design and purchase of prototypes and/or samples; g) Investigating Unsatisfactory Condition Reports, Material Authorization Change Requests, Design Change/Deviation Requests, Requests for Waiver, Technical Failure Reports, etc. to determine legitimacy and make recommendations for reply; h) Supporting clothing and personal protection equipment pattern and sizing reviews and recommending disposal or reassignment of patterns; i) Supporting preparation or revision clothing and personal protection equipment information manuals; j) Converting existing engineering drawings to new drawings utilizing commercial software applications for incorporation into specifications; k) Creating clothing and personal protection equipment scales of measurement in both Imperial and Metric measurements for inclusion in specifications, manufacturing data, or purchase descriptions; l) Investigating designs, materials, and processes and recommending solutions to identified technical problems through literature searches and in consultation with industry and technical experts; m) Evaluating prototypes and commercial products to determine suitability; n) Supporting preparation of plans for development and/or assessment of new requirements or items including laboratory, engineering, and field trial protocols; o) Evaluating clothing and personal protection equipment against patterns; p) Creating clothing and personal protection equipment pattern markers for

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PATTERN, DESIGN, DEVELOPMENT, AND SIZING TECHNOLOGIST	
	<p>manufacturers and for evaluation of fabric usage estimates;</p> <ul style="list-style-type: none">q) Fabricating prototypes/samples for confirmation of patterns, assembly procedures and upgrading purposes; andr) Researching and monitoring emerging technologies and/or products and/or industrial capabilities for clothing and personal protection equipment.

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CLOTHING AND PERSONAL PROTECTION EQUIPMENT DESIGN AND PROTOTYPING TECHNOLOGIST	
GENERAL RESPONSIBILITIES	
As required through Task Authorizations, the resource will perform tasks for Canada.	
MANDATORY TECHNICAL REQUIREMENTS	
Number of years in this specific category performing activities similar to those described in this table	a) Junior: < 5 years of experience; and b) Senior: > 5 years of experience.
Number of years of Clothing and Textile Industry experience	Desired
Reference projects required	Yes
Resume of proposed resource to be provided	Yes
Education	A Post-Secondary Degree or Diploma in the clothing and design field
Language	Fluent in one of the official languages and functional in the other
The proposed resource must demonstrate experience in the activities described below. Concrete examples must be provided to demonstrate experience as listed below.	
General Experience	<ul style="list-style-type: none"> a) Designing, developing and fabricating clothing, personal protection equipment and load carriage prototypes for design acceptance and specification preparation; b) Evaluating clothing and personal protection equipment prototypes from industry to determine construction characteristics and to determine suitability; c) Fabricating clothing and personal protection equipment prototypes to test patterns prior to computerized grading/sizing; d) Supporting evaluation of vendors and manufacturers clothing and personal protection equipment samples for compliance with specified measurements and construction methods; and e) Supporting maintenance of specialized equipment used in the construction/fabrication of clothing and personal protection equipment.

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BADGES INSIGNIA/CEREMONIAL ACCOUTREMENTS TECHNOLOGIST	
GENERAL RESPONSIBILITIES	
As required through Task Authorizations, the resource will perform tasks for Canada.	
MANDATORY TECHNICAL REQUIREMENTS	
Number of years in this specific category performing activities similar to those described in this table	a) Junior: < 5 years of experience; and b) Senior: > 5 years of experience.
Number of years of Clothing and Textile Industry experience	Desired
Reference projects required	Yes
Resume of proposed resource to be provided	Yes
Education	A Post-Secondary Degree or Diploma in the clothing and design field
Language	Fluent in one of the official languages and functional in the other
The proposed resource must demonstrate experience in the activities described below. Concrete examples must be provided to demonstrate experience as listed below.	
General Experience	<ul style="list-style-type: none"> a) Preparing new clothing technical specifications, manufacturing data, purchase descriptions, production drawings, sealed samples, and revising existing specifications, drawings, and evaluation of existing sealed samples; b) Supporting the design and development of badges/insignia/ceremonial accoutrements; c) Reviewing and analyzing vendors and manufacturers badges, insignia, and ceremonial accoutrements samples and testing results for compliance to given specifications and testing standards; d) Establishing badges, insignia, and ceremonial accoutrements technical databases for materiel and information management; e) Preparing SOWs for the design and purchase of prototypes and/or samples; f) Investigating Unsatisfactory Condition Reports, Material Authorization Change Requests, Design Change/Deviation Requests, Requests for Waiver, Technical Failure Reports, etc. to determine legitimacy and make recommendations for reply; g) Supporting badges, insignia, and ceremonial accoutrements reviews and recommending disposal or reassignment; h) Investigating designs, materials, and processes and recommending solutions to identified technical problems through literature searches and in consultation with industry and technical experts; i) Evaluating prototypes and commercial products to determine suitability; j) Supporting preparing plans for development and/or assessment of new requirements or items including laboratory, engineering, and field trial protocols; k) Evaluating badges, insignia, and ceremonial accoutrements against technical specifications; l) Supporting compliance of environmental regulations regarding use and disposal of badges, insignia, and ceremonial accoutrements; and m) Researching and monitoring emerging technologies and/or products and/or industrial capabilities for badges, insignia, and ceremonial accoutrements.

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TECHNICAL WRITER	
GENERAL RESPONSIBILITIES	
As required through Task Authorizations, the resource will perform tasks for Canada.	
MANDATORY TECHNICAL REQUIREMENTS	
Number of years in this specific category performing activities similar to those described in this table	> 5 years of experience
Number of years of Clothing and Textile Industry experience	Desired
Reference projects required	Yes
Resume of proposed resource to be provided	Yes
Education	A Post-Secondary Degree or Diploma
Language	Fluent in one of the official languages and functional in the other
The proposed resource must demonstrate experience in the activities described below. Concrete examples must be provided to demonstrate experience as listed below.	
General Experience	<ul style="list-style-type: none"> a) Analyzing material, such as specifications (technical Statement of Work/Requirement), notes, drawings, writing manuals, user guides, and other documents to explain the requirement clearly and concisely; b) Modifying, validating, and compiling documents such as technical publications in general, specifications, equipment, and system data lists, drawings etc.; c) Gathering information, analyzing the subject and the audience, and producing clear documentation; d) Studying existing material and interviewing Stakeholders; e) Creating accurate, complete and concise documentation to communicate the needs of the requirement; f) Assimilating and conveying technical material in a concise, effective manner; g) Following governmental publishing guidelines; h) Reviewing documents, drawings, and associated data for conformance to established standards. i) Planning, researching, and writing manuals, specifications, and other non-journalistic articles; and j) Design the layout of the documents/manuals.

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MATERIAL HANDLERS	
GENERAL RESPONSIBILITIES	
As required through Task Authorizations, the resource will perform tasks for Canada.	
MANDATORY TECHNICAL REQUIREMENTS	
Number of years in this specific category performing activities similar to those described in this table	N/A
Number of years of Clothing and Textile Industry experience	Desired
Reference projects required	N/A
Resume of proposed resource to be provided	N/A
Education	N/A
Language	N/A
The proposed resource must demonstrate experience in the activities described below. Concrete examples must be provided to demonstrate experience as listed below.	
	The resource will perform material handling activities such as, but not limited to counting, weighing, sorting, packing, and unpacking.

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DATA ANALYST	
GENERAL RESPONSIBILITIES	
As required through Task Authorizations, the resource will perform tasks for Canada.	
MANDATORY TECHNICAL REQUIREMENTS	
Number of years in this specific category performing activities similar to those described in this table	> 5 years of experience
Number of years of Clothing and Textile Industry experience	Desired
Reference projects required	Yes
Resume of proposed resource to be provided	Yes
Education	A Post-Secondary Degree or Diploma
Language	Fluent in one of the official languages and functional in the other
The proposed resource must demonstrate experience in the activities described below. Concrete examples must be provided to demonstrate experience as listed below.	
General Experience	<ul style="list-style-type: none"> a) Reporting results of statistical analyses, including information in the form of graphs, charts, and tables; b) Processing large amounts of data for statistical modeling and graphic analysis; c) Identifying relationships and trends in data, as well as any factors that could affect the results of research; d) Analyzing and interpreting statistical data in order to identify significant differences in relationships among sources of information; e) Preparing estimates and forecasts using statistical techniques; f) Preparing data for processing by organizing information, checking for any inaccuracies, and adjusting and weighting the raw data; g) Evaluating the statistical methods and procedures used to obtain data in order to ensure validity, applicability, efficiency, and accuracy; and h) Evaluating sources of information in order to determine any limitations in terms of reliability or usability.

Annex A – Appendix 13 – Quality Control Plan

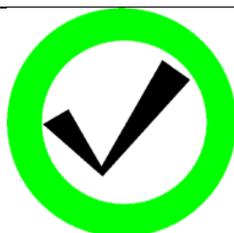
Department of National Defence

Quality Control Plan Operational Clothing and Footwear Consolidated Contract (OCFC2)

Requisition Number: W8486-206245
DND Document #

Date: 30 August 2019
RDIMS # 5032639

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NOTICE

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

AVIS

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

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Annex A – Appendix 13 – Quality Control Plan

1 INTRODUCTION

1.1 The Quality Control Plan (QCP) outlines the general technical verification process for OCF Items to ensure that the Contractor supplies only items that are compliant with the technical specifications as defined in the Technical Data Packages (TDPs). Technical Authorities may have more specific quality control and test requirements, which will be stated in the TDP.

1.2 The Contractor must provide DND with access to its facilities and their subcontractors and material suppliers when requested by the Project Authority (PA), to conduct quality control inspections, stocktaking, verification of TDPs, and any other configuration management activities. Frequency of testing will be determined by the Technical Authority for each OCF Item throughout the production cycle.

2 TECHNICAL VERIFICATION

2.1 General

2.1.1 The Contractor must provide evidence of completion of all test requirements detailed in the TDP to ensure that the material/items the Contractor is proposing to fill DND requirements are conforming to the standards as specified in the TDP.

2.1.2 The Contractor must submit documentary evidence and physical samples to confirm compliance with all the requirements detailed in the TDP for each item at the following Technical Verification stages, as specified by the PA:

- a. Pre-Trial. Applies to items with performance-based specifications;
- b. Pre-Production. Applies to all items including Commercial Off The Shelf (COTS) and Military Off the Shelf (MOTS) items;
- c. Production. Applies to all items including COTS and MOTS items; and
- d. Routine Quality Control.

2.1.3 The Contractor must deliver all documentary evidence and physical samples at no cost to DND. All samples submitted by the Contractor to the PA will not be considered deliverables under the Contract. Once submitted to the PA, the samples will belong to DND and will not be returned to the Contractor.

2.1.4 The Contractor must develop a process that will allow the Technical Authority for each OCF Item to be able to consult with manufacturers/supply chain to ensure that technical requirements are effectively met. Consultations/communication between the Technical Authorities and manufacturers/supply chain will be limited to technical requirements. The Technical Authorities will not discuss any specifics of the contract with the manufacturers/supply chain or the relationship between the prime and the suppliers.

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2.2 Testing

2.2.1 The Contractor must ensure all testing and test methods are followed in accordance with the reference criteria detailed in the TDP for the item.

2.2.2 The Contractor must ensure test specimens are sampled per the standard or using best practices when not specified (for example, textiles taken from the same production lot and selected at random for each lot, textiles and leather conditioned, etc.).

2.2.3 The Contractor must use an accredited, independent laboratory familiar with the item and materials being tested (for example, but not limited to, polymers, textiles, leathers, and/or whole item-related testing) unless otherwise stated. Testing carried out by university textile testing laboratories will also be acceptable for textile testing. Additional information about accredited laboratories within Canada is available on the Standards Council of Canada website (<http://www.scc.ca/en/accreditation/laboratories>).

2.2.4 The Contractor must provide evidence of accreditation in accordance with ISO/IEC 17025 for international laboratories unless otherwise approved by the PA.

2.2.5 The Contractor must seek and receive approval in writing from the PA in advance should a non-accredited laboratory be required for specific tests.

2.2.6 Canada reserves the right to carry out testing of any specified technical requirement in order to confirm the compliance of the end item or material components with the applicable specification(s).

2.2.7 The Contractor must submit the official test results from the accredited independent laboratory. Canada reserves the right to verify the test results reported with the laboratory.

2.2.8 The Contractor must provide test results within the following standards, unless otherwise stated:

- a. For the Pre-Production Technical Verification stage, the results must be dated within a maximum of six months before the date submitted for approval; and
- b. For the Production Technical Verification stage, the test results must be dated within two months before the date submitted or before the date identified on the Change Request and Authorization (CRA) form, Appendix 7 to Annex A.

2.2.9 Test Reports

2.2.9.1 All Test Reports must be on official test laboratory stationary.

2.2.9.2 Test results must:

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- a. Specify a descriptive nomenclature for each type of test sample including, where applicable, the production date, lot number, and a unique identifier for each test sample;
- b. Make reference to the applicable test methods or specifications;
- c. Specify testing conditions/procedures followed as per the reporting requirements of the specified test method;
- d. Include the name and contact information of the supplier of each test sample;
- e. Include the name, contact information and signature for the primary person(s) that performed the test(s) and prepared the report; and
- f. Include the date the first measurement was obtained for the reported test(s).

2.2.9.3 If testing services are sub-contracted:

- a. Test results must include the name and contact information of the entity that issued the report; and
- b. The original Test Report in its entirety produced by the subcontracted laboratory must be included.

2.2.9.4 Canada reserves the right to carry out testing of any specified requirement in order to confirm the compliance of the end item or material components with the applicable specifications.

2.3 Certificate of Compliance (CofC)/Manufacturer's Data Sheet

2.3.1 DND may request the Contractor to submit a Certificate of Compliance in lieu of, or prior to, requesting actual testing of the item/material to certify that the referenced product complies with the technical and performance criteria as detailed in the TDP.

2.3.2 The Contractor must include in the CofC contact information for the company's designated representative.

2.3.3 When certifying product lots, the Contractor must include the component Manufacturer's name and lot number.

2.3.4 Additionally, DND may ask the Contractor to submit, along with the CofC:

- a. Technical data sheet that specifies testing conditions/procedures followed;
- b. Any terms, conditions or limitations of the product's compliance; and

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- c. Test results demonstrating compliance to the technical and performance criteria detailed in the TDP.

2.3.5 The Contractor must submit copies of internal test methods/methodologies when test results were obtained using internal test methods.

2.3.6 DND may also request the Contractor to submit a Manufacturer technical data sheet/technical literature, in lieu of, or together with the CofC.

2.3.7 The Manufacturers' technical data sheet / technical literature must include a descriptive nomenclature of each type of product being certified.

2.3.8 The Manufacturers' technical data sheet / technical literature must be dated no earlier than 3 years on the date of submission with tests measurements performed no earlier than 3 years.

2.3.9 Canada reserves the right to verify the statements made in the Manufacturers' technical data sheet or in the technical literature provided.

2.4 Physical Samples

2.4.1 The Contractor must submit physical samples of items and supporting materials to allow Canada to confirm an item's compliance with the technical specifications as described in the TDP.

2.4.2 The physical sample must originate from the same product lots and material lots for which test results were submitted or, the physical sample is manufactured with a material that is representative of the product described on the Manufacturers' technical data sheets / technical literature submitted.

2.4.3 The Contractor must affix a tag to each physical sample or secure them in a tagged container (such as a box, bag or envelope).

2.4.4 Each tag or container must include the item number, the sealed pattern number, and identifying information such as, but not limited to, abbreviated nomenclature and production lot number (where applicable).

2.5 Technical Verification Stages

2.5.1 General. A team of DND Subject Matter Experts (SMEs) will examine Contractor-provided documentary and physical evidence to confirm compliance with all the requirements detailed in the TDP.

2.5.2 Unless otherwise stated by the PA, technical verification will consist of two steps:

- a. Step 1. Confirming Test Reports and Manufacturer's technical data sheets / technical literature against the mandatory technical properties

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outlined in the TDP of each item. Step 1 will be a pass (compliant) or fail (non-compliant) scenario. The PA will advise the Contractor in writing whether the item is compliant or non-compliant; and

- b. Step 2. Step 2 will be completed solely on submissions deemed compliant in Step 1. During this step, physical examples will be examined against the construction and workmanship properties identified in the TDP of each item. Step 2 will be a pass (compliant) or fail (non-compliant) scenario. The PA will advise the Contractor in writing whether the item is compliant or non-compliant.

2.5.3 Submission Compliance/Non-Compliance

2.5.3.1 The Contractor must submit documentary and/or physical evidence for further evaluation, within 20 business days, following the receipt of a notification of non-compliance of any item submissions at any of the technical verification steps.

2.5.3.2 Non-compliance of the second set of documentary and/or physical evidence submitted by the Contractor may result in the item(s) being removed from the Master Item List (MIL), Appendix 1 to Annex A.

2.5.3.3 The Contractor must not commence or continue with production of the item(s) or make any deliveries of the item(s) in question until the Contractor has received written notification from the Contracting Authority (CA) that the samples are fully or conditionally acceptable.

2.5.3.4 The notice of conditional acceptance or full acceptance will not relieve the Contractor from complying with all requirements and conditions of the Statement of Work (SOW), Annex A.

2.6 Pre-Trial Technical Verification

2.6.1 This technical verification applies to all items with performance-based specifications.

2.6.2 Canada may conduct User Trials.

2.6.3 The Contractor must provide trial quantities which will be subject to technical verification.

2.6.4 The Contractor must submit when requested the following documentary evidence to the PA for approval:

- a. Test Reports for all technical and performance requirements identified in the TDP for the materials that have a significant performance function for the overall item. Materials may include, but are not limited to, textiles (shell and linings), leathers, polymers, foams, and metals;

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- b. Test reports for all whole item performance requirements identified in the TDP of the item;
- c. Manufacturers' technical data sheets / technical literature that demonstrates compliance to the technical and performance requirements identified in the TDP for the sub-components of the item. Materials may include, but are not limited to, textiles, leathers, polymers and fittings (such as, but not limited to, threads, buttons, slide fasteners, buckles, eyelets, grommets, speed lacing components, laces/draw cords, elastic tape or cord, webbing, shanks, hook and loop fastener tape, and label materials); and
- d. Unless already submitted, a written description of the overall component, design, and manufacturing process features. Any innovations must be described in general terms. Any intellectual property must be disclosed.

2.6.5 The Contractor must submit the following physical samples to the PA for approval:

- a. For all items, unless otherwise specified by the Technical Authority, one physical sample in the unit of issue (each / pair / assembly) for that item in the size requested by the PA, fully representative of the finished product demonstrating compliance with the technical and performance requirements as specified in the TDP;
- b. For all items that are footwear, one boot (or assembly) cut in half lengthwise (toe-to-heel) to demonstrate how the footwear item are constructed; and
- c. For all of the materials used in the main components of the item, a minimum of one metre of textiles and foams, one skin of leather, or one unit of issue of any other material that is fully representative of the finished product demonstrating compliance with the technical and performance requirements as specified in the TDP.

2.6.6 Canada may request the Contractor to complete a static (visual) review of trial quantities to confirm that there are no apparent workmanship or construction issues that may affect serviceability of the proposed compliant option.

2.7 Pre-Production Technical Verification

2.7.1 This technical verification applies to all items including COTS and MOTS items.

2.7.2 The Contractor must submit the following documentary evidence to the PA for approval:

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- a. Test Reports for all of the technical and performance requirements identified in the TDP for the materials that have a significant performance function for the overall item. Materials may include, but are not limited to, textiles (shell and linings), leathers, polymers, foams, and metals;
- b. Test reports for all whole item performance requirements identified in the TDP of the item; and
- c. Manufacturers' technical data sheets / technical literature that demonstrates compliance to the technical and performance requirements identified in the TDP for the sub-components of the item. Materials may include, but are not limited to, textiles, leathers, polymers and fittings (such as, but not limited to, threads, buttons, slide fasteners, buckles, eyelets, grommets, speed lacing components, laces/draw cords, elastic tape or cord, webbing, shanks, hook and loop fastener tape, and label materials).

2.7.3 The Contractor must submit the following physical samples to the PA for approval:

- a. For all items, one physical sample in the unit of issue (each / pair / assembly) for that item in the size requested by the PA, fully representative of the finished product demonstrating compliance with the technical and performance requirements as specified in the TDP;
- b. For all items that are footwear, one boot (or assembly) cut in half lengthwise (toe-to-heel) to demonstrate how the footwear item are constructed; and
- c. For all of the materials used in the main components of the item, one metre of textiles and foams, one skin of leather, or one unit of issue of any other material that is fully representative of the finished product demonstrating compliance with the technical and performance requirements as specified in the TDP.

2.8 Production Technical Verification

2.8.1 This technical verification applies to all items including COTS and MOTS items.

2.8.2 During production of each item, the Contractor must submit the documentary evidence and physical samples, as described in this Appendix, para 2.7.2 and 2.7.3, when one or more of the following occurs:

- a. There is a change in the manufacturer of the item;
- b. There is a technical or performance change in the part number of a COTS or MOTS item; or

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- c. There is a major change to the technical specification or manufacturing data, as identified by the PA.

2.8.3 For items with performance-based specifications, the change in technical specification or manufacturing data may render the item non-compliant with the performance requirements of the item. In such a case, the Contractor must submit to the PA a proposal for a new compliant product option.

2.9 Routine Quality Control

2.9.1 Test Reports using the technical and performance requirements identified in the TDP for all items, must be submitted to the PA in the following intervals:

- a. Rank patches, slip-ons, nametapes, or other badges and insignia. Five random production samples of the rank patches, slip-ons, nametapes, or other badges and insignia to ensure item compliance with the approved Pre-Production samples and the technical and performance requirements identified in the TDP;
- b. Footwear utilizing Water Moisture Vapour Permeable (WMVP) membranes. As follows:
 - 1) A minimum of 1% of each lot of finished boots, utilizing a WMVP membrane during production to be tested for whole boot leakage; and
 - 2) Upon request from the PA, documentary evidence to be forwarded demonstrating that a minimum of 95% of the tested boots passed the leakage requirement.
- c. Footwear utilizing a waterproof coated/laminated fabric. As follows:
 - 1) A minimum of 1% of each lot of finished boots, utilizing a textile with a waterproof coating during production, to be tested for whole boot leakage with a test recommended by the Contractor and approved by the PA; and
 - 2) Upon request from the PA, documentary evidence to be forwarded demonstrating that a minimum of 95% of the tested boots passed the leakage requirement.
- d. Hand wear utilizing WMVP. As follows:
 - 1) A minimum of 1% of each lot of finished gloves, utilizing a WMVP membrane during production, to be tested for whole glove leakage with a test recommended by the Contractor and approved by the PA;

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- 2) Upon request from the PA, documentary evidence to be forwarded demonstrating that a minimum of 95% of the tested gloves passed the leakage requirement; and
 - 3) A minimum of 1% of each lot of finished gloves, utilizing a WMVP membrane during production to be tested for liner retention.
- e. Knitted Items. A Test Report using the technical and performance requirements identified in the TDP for each item to be submitted annually;
 - f. Textiles. For each 10,000 metres consumed, a Test Report in accordance with the technical and performance requirements identified in the TDP for all supporting textiles to be submitted. If less than 10,000 metres is consumed annually, as a minimum, an annual Test Report to be submitted;
 - g. Leathers. A Test Report using the technical and performance requirements identified in the TDP for all supporting leather to be submitted annually; and
 - h. Personal Equipment/Other. As specified by the Technical Authority.

Department of National Defence (DND)

Information Technology Security Requirements Document

for

Contract W8486-206245

for the

Operational Clothing and Footwear Consolidated Contract (OCFC2)



NOTICE

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

AVIS

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

RELEASE HISTORY

VERSION	AMENDMENT DATE	AMENDMENT DETAILS	AMENDED BY
3B	12 Mar 2019	Initial version (Annex A - Appendix 14 - IT Security Requirements-#5144645-v3B-OTT_LSTL.DOCX)	
4.0	3 Apr 2019	Drafted from Initial version using new DIM Secur template	Kelly Lister, DIM Secur
5.0	16 Apr 2019	modified	Aneliia Krasteva, DCOS(Mat)
5.1	1 May 2019	comments added	Kelly Lister, DIM Secur
5.2	14 May 2019	Modified	Aneliia Krasteva, DCOS(Mat)
5.3	27 May 2019	Comments added	Kelly Lister, DIM Secur
5.4	27 May 2019	Modified	Aneliia Krasteva, DCOS(Mat)
5.4	29 May 2019	Reviewed and approved	Kelly Lister, DIM Secur

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1. INTRODUCTION

1.1 This Information Technology (IT) Security Requirements Document for contract W8486-206245 is being provided in accordance with the instructions for completion of Part C, Section 11.d of the Treasury Board Secretariat (TBS) Form 350-103 which states:

"Will the supplier be required to use its IT systems to electronically process and/or produce or store PROTECTED and/or CLASSIFIED information and/or data? If Yes, . . . The client department and/or organization will be required to specify the IT security requirements for this procurement in a separate technical document. . ."

1.2 This document outlines the IT security requirements for Department of National Defence (DND) for the electronic processing, production, production, and/or storage of information up to and including the level of Protected B.

1.3 Throughout this document, "Proprietary Information" is defined as: "any information provided or generated pursuant to this contract, regardless of form or type, including but not limited to scientific, technical, business and financial information, whether or not it is included in the PSPC Controlled Goods Program." Additional information on the PSPC Controlled Goods Program is available from dmc-cgd@tpsgc-pwgsc.gc.ca.

1.4 In the event that the Information System (IS) used to electronically process, produce and/or store this Proprietary Information is required to electronically connect to DND's infrastructure (Security Requirements Check List (SRCL) Part C, Section 11.e is checked as "YES"), a separate IT Link "Connectivity Criteria" document will be completed by the Project Authority (PA) for the DND Project Management Office (PMO) and will require validation and authorization from Canadian Industrial Security Directorate (CISD).

1.5 Security is based upon layers of protection; in order for IT security requirements to effectively safeguard information they must be preceded and supported by other aspects of security and their associated policies. Contracted efforts should be preceded by the implementation of physical, personnel, procedural, information, and IT Security safeguards.

1.6 Additional security information is available on the internet from the Canadian Industrial Security Directorate (CISD) of Public Services and Procurement Canada (PSPC), the Communications Security Establishment (CSE), the Canadian Centre for Cyber Security (Cyber Centre), and the Royal Canadian Mounted Police (RCMP).

2. MANDATORY PREREQUISITES

2.1 PSPC Validation

2.1.1 The application of the IT security safeguards listed in this document are based on the *mandatory requirement* that the physical premises have been inspected, assessed and authorized to process, produce and/or store Protected B information. Validation must be provided by PSPC/CISD.

2.1.2 The contractor must inform CISD and the PA of all physical sites where Proprietary Information will be processed, produced and/or stored (e.g. any applicable main and/or alternate contractor offices, construction sites, back-up storage locations, partners and all levels of sub-contractors offices, etc.). The contractor must inform the PA and officially register with CISD any partners and all levels of sub-contractors involved in this contract.

2.1.3 Every site used to electronically process, produce and/or store this contract's Proprietary Information must be granted a Facility Security Clearance (FSC) as well as either a Designated Organization Screening (DOS) or a Document Safeguarding Capability (DSC), as applicable. Also every site must be cleared by CISD prior to being authorized to electronically process, produce and/or store DND sensitive information, up to and including Protected B.

2.2 Physical Security

2.2.1 Processing, production and/or storage of this contract's Proprietary Information must only be performed in facilities which have been authorized by CISD. All data must be processed, produced, and stored in a secure manner that prevents unauthorized viewing, access, or manipulation.

2.2.2 In accordance with the RCMP's "*G1-026 Guide to the Application of Physical Security Zones*", the IS for the Operational Clothing and Footwear Consolidated Contract (identified herein as the OCFC2 IS) will be installed and will be used in an Operations zone or in a temporary Operations zone.

2.2.3 Processing, production and/or storage of this contract's Proprietary Information must not be performed outside Canada.

2.2.4 Teleworking/Mobile computing involving the OCFC2 IS or this contract's Proprietary Information is authorized under this contract. Teleworking/Mobile computing must first be validated, inspected, and authorized by CISD.

2.2.4.1 The remote location where the Proprietary Information will be processed must be approved as an Operations zone.

2.2.4.2 An authorized user of the remote device must initiate secure VPN connection to the OCFC2 which will be used to save and transmit Proprietary Information.

2.2.4.3 The contractor's personnel must use mobile computing device(s) equipped with Virtual Private Network (VPN) capability using a combination of dedicated connections and encryption protocols to generate virtual Peer-to-Peer (P2P) connections and enable secure tunnelled access to a segment of the contractor's corporate network where Proprietary Information will be processed.

2.3 Personnel Security

2.3.1 All contractor personnel who have access to any sensitive Proprietary Information must:

2.3.1.1 hold, at minimum, a valid Reliability Status which must be granted and be tracked by CISD; and

2.3.1.2 be assigned system privileges on the criteria of least privilege; this means applying the most restrictive set of privileges and the need-to-know principle (i.e. limiting access to information only to those whose duties require such access) necessary for the performance of authorized tasks.

2.3.2 No visitors, foreign nationals or unauthorized personnel shall have access to this contract's Proprietary Information, the OCFC2 IS or the zone where Proprietary Information is being processed, produced and/or stored unless escorted by an authorized contractor employee.

2.3.3 All contractor personnel handling Sensitive Proprietary Information must be provided training and/or a briefing session coordinated and delivered by the CSO or the ACSO. This training must, at minimum, make reference to the Government of Canada (GC) "Industrial Security Manual" (ISM), other security information as determined by the PA, and the IT Security Orders and Standard Operating Procedures (SOP) for the OCFC2 IS.

2.4 Procedural Security

2.4.1 The contractor must create System IT Security Orders and SOPs relating to the operation and maintenance of the OCFC2 IS. These documents must - at minimum - address:

2.4.1.1 roles and responsibilities (e.g. CSO, technical authority, and/or system administrator(s) for the OCFC2 IS);

2.4.1.2 access management for the Operations zone and the OCFC2 IS;

2.4.1.3 acceptable use of the OCFC2 IS; and

2.4.1.4 incident management procedures.

2.4.2 All personnel having access to the OCFC2 IS must read the System IT Security Orders and sign an associated User Agreement Form, as produced and tracked by the CSO or ACSO. All changes to the System IT Security Orders, SOPs and/or User Agreement Form must be promulgated to all personnel having access to OCFC2 IS.

2.4.3 The OCFC2 IS must be administered and maintained internally by individual(s) possessing - at minimum - a valid Reliability Status.

2.4.4 The contractor must continually monitor its overall security posture including physical, personnel, procedural, information and IT security. The contractor must inform CISD and the PA of any issues that could potentially impact the security of this contract's Proprietary Information or the OCFC2 IS.

2.5 Information Security

2.5.1 All documents containing sensitive Proprietary Information must be marked with the appropriate security level (of the information contained in the document) and be afforded a unique identifier to ensure positive control and tracking.

2.5.2 The contractor must protect the security of this contract's Proprietary Information at rest through physical and/or IT security measures.

2.5.2.1 When unattended, all hardcopy Proprietary Information (e.g. paper printouts, etc.) must be physically locked in approved secure container(s).

2.5.2.2 When unattended all removable IT media used to process, produce and/or store the Proprietary Information must be physically locked in approved secure container(s) or encrypted using GC-approved encryption technology appropriate for the sensitivity level of this Proprietary Information.

2.5.2.3 Only contractor personnel authorized to have access to the Proprietary Information will have the ability to unencrypt the electronic documents and/or access to the key/combination for the approved secure container(s).

2.5.3 Exchange of this contract's Proprietary Information between DND and all levels of contractors/sub-contractors can be done via hard copy and/or removable IT media. All hard copy documents and removable IT media containing Proprietary Information must be handled and transported/transmitted in accordance with GC guidelines as depicted in the ISM or the RCMP's "*G1-009 Transport and Transmittal of Protected and Classified Information*". When transported/transmitted, all electronic media must be encrypted using GC encryption technology approved for the sensitivity level of the information contained in the electronic media.

2.5.4 All hard copy documents and IT media must be packaged appropriately and transported/transmitted with a covering letter as well as a transmittal form or circulation slip which must indicate:

2.5.4.1 the highest sensitivity level of the enclosed media;

2.5.4.2 the date of transport/transmission;

2.5.4.3 the unique identifier for each document/IT media in the package;

2.5.4.4 the name and phone number of the originator;

2.5.4.5 the physical street address of the destination; and

2.5.4.6 the name and phone number of the recipient.

2.5.5 Exchange of this contract's Proprietary Information with partners, sub-contractors or DND can be done via authorized IT links. These IT links must first be validated, inspected, and authorized by CISC as well as recognized and authorized by the DND IT Security Authority and the PA.

2.5.5.1 See "*W8486-206245 Connectivity Criteria Document*" for more information.

2.5.6 All Proprietary Information (e.g. hard copy documents, IT media, and electronic documents, etc.) must be segregated from other contractual and corporate information in a way that allows all Proprietary Information to be security destroyed or wiped, immediately upon request from CISC or the PA as indicated in the Cyber Centre's publication "*IT Media Sanitization (ITSP.40.006)*".

2.5.7 The contractor is ultimately responsible for ensuring that all security requirements and all relevant and/or associated security documentation relating to this contract are provided to the contractor's partners and all levels of sub-contractors.

3. MINIMUM IT SECURITY REQUIREMENTS

3.1 IT Security Policy Compliance and Monitoring

3.1.1 On a frequency and schedule to be determined by the DND IT Security Authority, DND retains the right to conduct inspections of every contractor's facility/facilities involved in this contract to ensure compliance with the IT Security requirements herein as well as compliance with GC standards and policies concerning the prevention, detection, response, and recovery requirements.

3.2 IT Equipment

3.2.1 A list of all equipment forming the OCFC2 IS must be maintained by the contractor. This equipment list must contain at minimum - the equipment's description, make and model, and quantity. If requested, this equipment list must be made available to CISD and the PA.

3.2.2 The contractor must inform CISD and the PA of any major change(s) to the OCFC2 IS IT equipment.

3.2.3 The use of wireless or wifi capabilities on the OCFC2 IS is authorized, providing the following:

3.2.3.1 The contractor must establish usage restrictions (access enforcement mechanisms) and implement configuration/connection measures to control the wireless emanations and prevent unauthorized wireless access to this contract's Proprietary Information.

3.2.3.2 The OCFC2 IS must be protected by using authentication of user and wireless device, and WPA 2 encryption at minimum.

3.2.3.3 Modification of wireless/wifi settings is not authorized at the OCFC2 IS user level; any modifications are to be done only by the system administrator(s) and only after advising the PA.

3.2.4 This contract's Proprietary Information must not be stored using "cloud" technology.

3.2.5 All equipment interconnectivity must:

3.2.5.1 use CAT 6 cable and wireless when required to connect the IS equipment;

3.2.5.2 be identifiable from any other system wiring;

3.2.5.3 be controlled and monitored to prevent inadvertent or deliberate connection to any unauthorized equipment, network or infrastructure; and

3.2.5.4 be installed as part of the corporate wiring infrastructure.

3.2.6 A topology diagram of the OCFC2 IS must be provided, upon request, to CISD and/or the PA. The diagram must consist of a high-level system design and include any IT links to other entities and/or connections to other networks and/or systems, where applicable.

3.2.7 Maintenance and disposal of any IT equipment used to process, produce and/or store Proprietary Information (e.g. printers, plotters, scanners, photocopiers and/or Multi-Function Devices (MFDs)/Multi-Function Printer (MFPs), etc.) must follow the instructions in the "Disposal" section, below.

3.3 IT System Configuration

3.3.1 The OCFC2 IS can be configured as one or more LANs, at least one of which will connect to the internet.

3.3.2 The equipment used to process, produce and/or store contract W8486-206245 Proprietary Information must consist of COTS equipment and must be labelled commensurate with this contract's Proprietary Information's sensitivity level.

3.3.3 If configured as a segment of the contractor's corporate network, the contractor must segregate its corporate network into IT security zones and implement perimeter defence and network security safeguards. CSE and the Cyber Centre provide guidelines on this specific subject; see "*Network Security Zoning - Design Considerations for Placement of Services within Zones (ITSG-38)*" and "*Baseline Security Requirements for Network Security Zones in the Government of Canada (ITSG-22)*". Details on segregation methodology (i.e. topology diagram and other documents as deemed necessary) must be provided to CISD and the PA for evaluation. The contractor must also implement perimeter defence and network security safeguards for the OCFC2 IS to mediate all traffic and to protect servers that are externally accessible.

3.3.4 Processing equipment can be configured with internal, removable or external hard drives. If using internal hard drives and the drives contain Protected B information, the equipment must be kept in a locked room. If using removable or external hard drives, these must be stored - when not in use - in an approved container commensurate with the level of information sensitivity level it contains. Examples of processing equipment include workstations (e.g. PCs, laptops, tablets, etc.), servers, printers, scanners, etc.

3.3.5 Operating System. The OCFC2 IS must operate on a supported Operating System (OS); i.e. the vendor of the OS must be creating and providing current security patches for the OS. OS security patches must be installed regularly, at least monthly. The OS must be configured to disable unnecessary processes, services, and ports. The OCFC2 IS SOP must identify the frequency and the method used to update the OS security patches and provide details on the OS configuration.

3.3.6 Anti-virus/Anti-malware Software. A supported anti-virus/anti-malware application must be installed and operating on all workstations and servers (as applicable). Anti-virus/anti-malware definition files must be updated regularly, at least weekly. The OCFC2 IS SOP must identify the frequency and the method used to update the anti-virus/anti-malware definition files as well as the configuration of the anti-virus application. Configuration of the anti-virus/anti-malware application must:

3.3.6.1 allow only changes made by the system administrator(s);

3.3.6.2 automatically scan all OCFC2 IS workstations/servers at power-on or on a set interval, at least weekly;

3.3.6.3 scan, for malicious code, every new file introduced to the OCFC2 IS workstations/servers;

3.3.7 Software and Applications. Only applications required under this contract must be installed on the OCFC2 IS. Application patches must be kept up to date and be managed through a defined configuration management process. The OCFC2 IS SOP must list every installed application and its version, as well as identify the application patch management process.

3.3.8 Logging and Auditing. OS logging must be active and the log files must be reviewed by the OCFC2 IS System administrator at least monthly. The review must consist of - but not be

limited to - successful logins; unsuccessful login attempts; unauthorized changes to the system hardware, firmware, and software; unusual system behaviour; unplanned disruption(s) of systems and/or services; system errors; etc. Only the system administrator(s) shall be allowed to modify or delete log files and only after being authorized by the CSO or A/CSO. The OCFC2 IS SOP must identify the frequency and the method used to review OS log files.

3.4 Authorization and Access Control

3.4.1 The contractor must maintain a list of authorized individuals who have access to the OCFC2 IS. This list must be updated whenever there is a change of personnel or the person's information contained on the list. The list must contain:

- 3.4.1.1 the individual's name
- 3.4.1.2 the individual's clearance level; and
- 3.4.1.3 the type of access (e.g. user, power user, administrator, etc.).

3.4.2 The OCFC2 IS must not contain any:

- 3.4.2.1 generic accounts,
- 3.4.2.2 guest accounts,
- 3.4.2.3 temporary accounts, or
- 3.4.2.4 shared accounts of any kind.

3.4.3 An individual account must be created for each user. User accounts must be configured for limited privileges and must allow access only to the files and folders required by the user to perform their specific duties.

3.4.4 An individual Administrator account must be created for each system administrator. If an individual requires both administrator access and regular user access, the individual must have two separate accounts on the OCFC2 IS. Administrator accounts must not be used for standard day-to-day operations on the OCFC2 IS.

3.4.5 Each account must be protected by a password with an enforced minimum password complexity. The password complexity must include the following:

- 3.4.5.1 the password must contain a minimum of eight (8) characters;
- 3.4.5.2 the password must contain three of the following four criteria:
 - 3.4.5.2.1 at least one uppercase letter (A through Z),
 - 3.4.5.2.2 at least one lowercase letter (a through z),
 - 3.4.5.2.3 at least one number (0 through 9), and
 - 3.4.5.2.4 at least one special character (e.g. !, \$, #, %);
- 3.4.5.3 password lifetime restrictions of minimum (1 day) and maximum (90 days);
- 3.4.5.4 password reuse is prohibited for the previous ten (10) passwords; and
- 3.4.5.5 the account will lock after four (4) consecutive failed logon attempts.

- 3.4.6 Any password used to access the OCFC2 IS must:
- 3.4.6.1 never be shared with anyone;
 - 3.4.6.2 be changed at first login;
 - 3.4.6.3 be changed every 90 days thereafter;
 - 3.4.6.4 be changed whenever there is any suspicion of compromise; and
 - 3.4.6.5 not be saved or remembered by the OS or any application accessed by the OS.

3.4.7 The local administrator password on all workstations/servers forming the OCFC2 IS must be changed; the vendor default passwords must not be used. Each time a local administrator password is changed it must be written down and placed in a sealed envelope which has been signed over the flap by the CSO, ACSO or system administrator. The envelope must be safeguarded commensurate with the highest level of Proprietary Information sensitivity level and be locked in an approved container.

3.4.8 All network elements (physical and/or virtual) of the OCFC2 IS must be tracked and be accessible (e.g. via access control list (ACL), Active Directory, etc.) only to authorized personnel.

3.4.9 The OCFC2 IS SOP must include an Authorization and Access Control process depicting the procedures for adding, disabling, and deleting user accounts.

3.5 IT Media

3.5.1 Throughout the duration of this contract, all IT media used to process, produce and/or store this contract's Proprietary Information must be disposed of in accordance with the "Disposal" section of this document, below.

3.5.2 In the event that equipment requires maintenance, support or replacement, **no IT media containing any Proprietary Information** (e.g. internal hard drives, removable IT media, etc.) will be given or made available to any outside vendor, service provider or other unauthorized personnel.

3.5.3 All IT media (e.g. internal hard drives, removable hard drives, external hard drives, CDs/DVDs, USB sticks, etc.) used to process, produce and/or store Proprietary Information must:

- 3.5.3.1 be dedicated to this contract only;
- 3.5.3.2 be given a unique identifier to ensure positive control and tracking;
- 3.5.3.3 be identified and inventoried by:
 - 3.5.3.3.1 the type of media (e.g. CD/DVD, USB stick, etc.);
 - 3.5.3.3.2 the information sensitivity level,
 - 3.5.3.3.3 the release ability caveat (if applicable), and
 - 3.5.3.3.4 the model and serial number (if applicable);
- 3.5.3.4 be labelled with:

- 3.5.3.4.1 the highest sensitivity level of the data it contains,
- 3.5.3.4.2 the government department (in this case DND),
- 3.5.3.4.3 the Contract number, and
- 3.5.3.4.4 the IT media's unique identifier.

3.5.4 If a label cannot be affixed directly on the IT media, the label must be attached to the IT media by other means (e.g. string, etc.).

3.5.5 All IT media must be safeguarded commensurate with the highest sensitivity level of the data it contains. When not being used, all removable IT media - including failed, life cycled and long-term use media (e.g. backup media, etc.) - must be locked in a secure container approved to the information sensitivity level of data that the IT media contains.

3.5.6 If OCFC2 IS interacts with untrusted sources (e.g. the internet, another network, removable IT media from another source, etc.) the contractor will be required to provide a standalone Air Gap Workstation. Data transfer security requirements and related instructions for the Air Gap Workstation will be provided by the PA in a Separate Technical Document.

3.5.7 The location of all removable IT media must be tracked and controlled via the use of a log book. The log book must contain, at minimum:

- 3.5.7.1 the type of media (e.g. CD/DVD, USB stick, etc.);
- 3.5.7.2 the IT media's unique identifier;
- 3.5.7.3 the date and time it was removed;
- 3.5.7.4 the name or initials of the individual who signed it out;
- 3.5.7.5 the date and time it was returned; and
- 3.5.7.6 the name or initials of the individual who returned the media.

3.6 Document Printing and/or Reproduction

3.6.1 The contractor is:

3.6.1.1 authorized to print and/or reproduce any Proprietary Information within the contractor's premises; and

3.6.1.2 not authorized to use external printing and/or reproduction services. External printing and/or reproduction must be addressed through sub-contract(s).

3.6.2 Use of either of the above services to print and/or reproduce any Proprietary Information must first be approved and authorized by CISD and the PA.

3.6.3 Printers, plotters, scanners, photocopiers and/or MFDs/MFPs used to process Proprietary Information may be equipped with internal hard drives.

3.6.4 Unless the OCFC2 IS is configured as a segment of the contractor's corporate network, all printers, plotters, scanners, photocopiers and/or MFDs/MFPs must only be connected to the OCFC2 IS. Connection to other devices or networks is strictly prohibited.

3.6.5 The connection of telephone lines to any MFD/MFP processing this contract's Proprietary Information is strictly prohibited.

3.6.6 When Sensitive Proprietary Information - as identified by the PA - is reproduced, every copy must be afforded a unique identifier to ensure positive control and tracking.

3.6.7 In the event that printing and/or reproduction services are sub-contracted, the sub-contractor must abide by the requirements in this "*Contract W8486-206245 IT Security Requirements Document*".

3.7 Recovery

3.7.1 This contract's Proprietary Information must be backed up regularly (at least once a week) and must be safeguarded at a remote location. If the contractor does not have a remote location to safeguard the backups, arrangements can be made with the PA. Backups safeguarded by another contractor must be addressed through a sub-contract. The OCFC2 IS SOP must include details on the back-up frequency, methodology and storage.

3.7.2 The contractor must develop, and document a Disaster Recovery Plan (DRP) for the OCFC2 IS. This DRP must include details on the recovery, restoration, tests frequency, and methodology.

3.8 Disposal

3.8.1 The disposal of all IT media used on this contract - including removable media, internal and external hard drives - must be authorized in advance by the PA and must be documented and tracked. This includes, for example, IT media that has failed, is being life cycled, is no longer required, etc. If hard drives cannot be removed from devices used to process, produce and/or store Proprietary Information (e.g. tablets, etc.) then the devices must be returned to the PA.

3.8.2 Disposal of IT media on-site at the contractor's facility is prohibited. If the contractor does not have the required disposal means, arrangements can be made with the PA for disposal of IT media.

3.8.3 If disposal of IT media is prohibited at the contractor's site; the contractor must make arrangements for disposal with the PA.

3.8.4 The disposal of IT media must be tracked via the use of a Certificate of Destruction and a Transit and Receipt form; the PA will provide templates for both documents. The contractor must retain a copy of all IT disposal documents as evidence that the IT media has been properly disposed of. The contractor must make these IT disposal documents available to CISD and the PA upon request.

3.8.5 At the end of the contract all Proprietary Information (hard copies and electronic) must be returned to the PA. This includes all paper copies of documents as well as any IT media used to process, produce and/or store Proprietary Information (e.g. internal hard drives (used in workstations, laptops, servers, photocopiers, MFDs/MFPs, etc.); CDs/DVDs; USB sticks; SD cards; external hard drives; etc.). If hard drives cannot be removed from devices used to process, produce and/or store Proprietary Information (e.g. tablets, etc.) then the devices must be returned to the PA.

3.8.6 If maintenance and/or disposal of IT equipment is necessary, the following procedures must be applied prior to removing any IT equipment used to process, produce and/or store Proprietary Information; this process applies to any IT equipment containing IT media (e.g. servers, workstations, printers, plotters, scanners, MFDs/MFPs, etc.):

3.8.6.1 All non-volatile memory devices (internal, removable, and external hard drives, etc.) must be removed and be disposed of as indicated in this section;

3.8.6.2 Volatile memory (e.g. RAM, DRAM, SRAM, etc.) must be sanitized by removing all power for a minimum of 24 consecutive hours. The contractor must ensure there is no power to the memory (e.g. internal batteries or through connection to another device). If there is any doubt concerning the removal of all power to volatile memory in equipment used to process, produce and/or store highly sensitive Proprietary Information, the contractor must remove the volatile memory from the device and have it destroyed;

3.8.6.3 Any stickers or security markings on the device - in connection with this contract or the OCFC2 IS - must be removed.

Department of National Defence (DND)

Connectivity Criteria Document

for

Contract W8486-206245

for the

Operational Clothing and Footwear Consolidated Contract (OCFC2)



NOTICE

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

AVIS

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

RELEASE HISTORY

VERSION	AMENDMENT DATE	AMENDMENT DETAILS	AMENDED BY
3.0	12 Mar 2019	Initial version (Annex A - Appendix 14 - Tab 1 - IT Connectivity Criteria-#5144650-v3-OTT_LSTL.DOCX)	
4.0	3 Apr 2019	Drafted from Initial version using new DIM Secur template	Kelly Lister, DIM Secur
5.0	16 Apr 2019	modified	Aneliia Krasteva, DCOS(Mat)
5.1	10 May 2019	comments added	Kelly Lister, DIM Secur
5.2	14 May 2019	Modified	Aneliia Krasteva, DCOS(Mat)
5.3	27 May 2019	Comments added	Kelly Lister, DIM Secur
5.4	27 May 2019	Modified	Aneliia Krasteva, DCOS(Mat)
5.5	29 May 2019	Comments added with suggested changes	Kelly Lister, DIM Secur
5.6	29 May 2019	Modified	Aneliia Krasteva, DCOS(Mat)

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1. INTRODUCTION

1.1 This "*Contract W8486-206245 Connectivity Criteria Document*" is being provided in accordance with the instructions for completion of Part C, Section 11.e of the Treasury Board Secretariat (TBS) Form 350-103 which states:

"Will there be an electronic link between the supplier's IT Systems and the government department or agency? If Yes, the supplier must have their IT System(s) approved. The Client Department must also provide the Connectivity Criteria detailing the conditions and the level of access for the electronic link (usually not higher than PROTECTED B level)."

1.2 This document outlines the IT security requirements for Department of National Defence (DND) Contract W8486-206245 for an IT Link between DND and the Contractor's IT system(s) used to process, produce and/or store information up to and including the level of Protected B. The IT link will require validation and authorization from Canadian Industrial Security Directorate (CISD).

1.3 This document must be read in conjunction with the "*Contract W8486-206245 IT Security Requirements Document*" which defines the mandatory prerequisites as well as the minimum IT security safeguards to be applied to the Contractor's Information System (IS) used to process, produce and/or store Protected B information for DND Contract W8486-206245.

1.4 Throughout this document, "Proprietary Information" is defined as: "any information provided or generated pursuant to this contract, regardless of form or type, including but not limited to scientific, technical, business and financial information, whether or not it is included in the PSPC Controlled Goods Program." Additional information on the PSPC Controlled Goods Program is available from dmc-cgd@tpsgc-pwgsc.gc.ca.

1.5 Additional security information is available on the internet from the Canadian Industrial Security Directorate (CISD) of Public Services and Procurement Canada (PSPC), the Communications Security Establishment (CSE), the Canadian Centre for Cyber Security (Cyber Centre), and the Royal Canadian Mounted Police (RCMP).

1.6 It is highly suggested that the "*Contract W8486-206245 IT Security Requirements Document*" and the "Aide Memoire for SRCL" be reviewed before completing this document.

2. MINIMUM IT SECURITY REQUIREMENTS

2.1 Criteria for IT Link

2.1.1 Section 2 of this "*Contract W8486-206245 Connectivity Criteria Document*" depicts the standards and conditions for the W8486-206245 IT Link as well as the specific IT security safeguards to be applied to it in order to maintain the contract W8486-206245 Proprietary Information's confidentiality, integrity and availability.

2.1.2 The scope of this document is to state the minimum Connectivity Criteria required to transfer electronic information to and from the Operational Clothing and Footwear Consolidated Contract (OCFC2) IS.

2.1.3 As contract W8486-206245 will require online data transfer, there is a need for an additional level of IT Security to ensure that data is not compromised (disclosed, interrupted, modified, destroyed, and/or removed). The Connectivity Criteria are intended to protect not only the OCFC2 IS but also, any other IS receiving information from the web-based OCFC2 IS.

2.1.4 IT System Description: The OCFC2 IS must be used exclusively for DND's purpose and must be clearly identified as the Canadian Armed Forces Operational Clothing and Footwear Order Management System on the first page of the website.

2.1.5 The transfer of electronic data into the OCFC2 IS is only allowed from an IS of equivalent sensitivity level, or lower. The IT link must be inspected and be authorized to operate by CISD.

2.1.6 The OCFC2 IS must consist of segregated segment of the corporate network and be composed of at least one server and workstations dedicated to the OCFC2 IS. Remote devices which will be used for Mobile computing / Teleworking must be connected to the segregated network segment via secure thin client connection using GC-approved VPN communication encryption technology appropriate for the sensitivity level of the Proprietary Information.

2.2 IT Link Sensitivity Level

2.2.1 The highest sensitivity level of contract W8486-206245 Proprietary Information to be transferred via the IT Link is Protected B.

2.3 Connectivity Method

2.3.1 This paragraph details the type of connectivity between the Contractor's W8486-206245 Operational Clothing and Footwear Consolidated Contract (OCFC2) IS and DND's infrastructure (e.g. HTTPS, point-to-point, etc.).

2.3.2 The OCFC2 IS can be configured as one or more LANs, at least one of which will connect to the internet and be composed of at least one server and workstations all of which must be dedicated to the OCFC2 IS.

2.3.3 Remote devices which will be used for Mobile computing / Teleworking must be connected to the OCFC2 IS via secure thin client connection using GC-approved VPN communication encryption technology appropriate for the sensitivity level of the Proprietary Information.

2.3.4 The IT Link to the OCFC2 IS must be established using standard internet browser or the Defence Information Network (DIN).

2.4 Encryption Type and Level

2.4.1 This paragraph details the type of encryption (e.g. SSL, AES 128, type 1 crypto, etc.) to be used to protect the contract W8486-206245 Proprietary Information while in transit via the W8486-206245 IT Link.

2.4.2 The electronic data related to DND OCFC2 must be transmitted between DND and Contractor via IT Links owned and controlled by the Contractor and secured via the use of GC-approved encryption of at least 128-bit.

2.5 Hardware Requirement

2.5.1 This paragraph details the type of hardware required to operate the W8486-206245 IT link (e.g. VPN gateway, crypto, etc.) at the prescribed sensitivity level.

2.5.2 A trusted thin client connection must be used via approved VPN communication encryption.

2.5.3 Trusted thin client connection must be designed to lock down the hardware of the remote device(s) and disallow access to the devices' internal or external hard drives, CD-ROM/RW, other USB ports, and interfaces with the exception of the components required to establish secure access to a segregated segment of the Contractor's corporate network that the administrators or agents who may need to process Proprietary Information.

2.5.4 All Proprietary Information must be saved on the segregated segment of the Contractor's corporate network and not on an endpoint device.

2.6 IT Link Access Control

2.6.1 This paragraph details the Access Control measures to be put in place to ensure only authorized personnel can access the W8486-206245 IT link.

2.6.2 The Contractor must provide the Project Authority (PA) with a list of all individuals who have access to the Proprietary Information in accordance with CDRL 017 and its associated DID (PM-017).

2.6.3 The Authorization and Access Control list must indicate the type of account set for each user.

2.6.4 Specific user accounts for Contractor's employees and DND personnel must be created for each user.

2.6.5 Two types of accounts must be created for DND personnel:

2.6.5.1 DND OCFC2 IS Administrators; and

2.6.5.2 Authorized DND Members.

2.6.6 The DND OCFC2 IS Administrators must access the OCFC2 IS via an IT Link while the Authorized DND Members (also identified as clients) must access the OCFC2 IS via a User web portal.

2.6.7 User accounts must never be shared.

2.6.8 Specific administrator accounts must be created for each system administrator.

2.6.9 If an administrator is also required to operate the OCFC2 IS, a separate user account must be created for their operation of the system.

2.6.10 There must be no generic accounts on the OCFC2 IS.

2.6.11 User accounts (all accounts other than administrator accounts) must be configured for limited privileges and allow access only to files and folders required by the users to perform their duties.

2.6.12 Passwords

2.6.12.1 Accounts must be protected by a password.

2.6.12.2 The passwords must never be shared, consist of at least 8 characters, and must include at least three of the following: upper case; lower case; numerical; and special character.

2.6.12.3 Passwords for Contractor Administrators must be changed at first login and subsequently, every 90 days.

2.6.12.4 The OS remember option must be disabled, and the last 10 password changes be remembered.

2.6.12.5 When a system default administrator password is to be changed, the new administrator password must be written and placed in a sealed envelope.

2.6.12.6 The envelope must be safeguarded commensurate with the highest level of Proprietary Information, Protected B, and locked in an approved lockable container.

2.7 IT Link Management

2.7.1 This paragraph details the operational, managerial and monitoring processes to be applied to the W8486-206245 IT Link.

2.7.2 The OCFC2 IS will be accessed by DND personnel:

- a. Via an IT Link used by DND OCFC2 IS Administrators; and
- b. Via a secured web portal for the Authorized DND Members (also identified as clients).

2.7.3 The IT Links are not authorized between the Contractor and any Sub-Contractors.

2.7.4 The electronic data transfer must be controlled by the Contractor using active OS logs reviewed at least on a monthly basis. The review must consist of, but not limited to, failed login attempts, online ordering activity, unusual behaviour, system errors, etc.

2.8 IT Link and SOP

2.8.1 The SOP for OCFC2 IS (cited in the "W8486-206245 IT Security Requirements Document") must include procedures and configuration details for all applicable aspects of the W8486-206245 IT Link mentioned in this "*Contract W8486-206245 Connectivity Criteria Document*".

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

Department of National Defence

Contract Data Requirements List (CDRL) Operational Clothing and Footwear Consolidated Contract (OCFC2)

Requisition Number: W8486-206245
DND Document #

Date: 30 August 2019
RDIMS # 3777839

Prepared by:
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NOTICE

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

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

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

1. Contract Data Requirements List (CDRL) Items List

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

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

2. CDRL Definitions

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

BLOCK A – SYSTEM / ITEM

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

BLOCK B – CONTRACT / RFP NUMBER

Identifies the Contract or RFP for which the CDRL applies.

BLOCK C – Statement of Work (SOW) IDENTIFIER

Identifies the SOW for which the CDRL applies.

BLOCK D – DATA CATEGORY

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

BLOCK E – CONTRACTOR

Identifies the Contractor responsible for the delivery of the CDRL.

BLOCK 1 – ITEM NUMBER

The Item Number is a sequential three-digit number to uniquely identify the individual data item (CDRL number). Note that the 001-099 series is reserved to Project Management (PM) CDRLs,

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

the 101-199 series is reserved to Systems Engineering (SE) CDRLs and the 201-299 series is reserved to Integrated Logistics Support (ILS) CDRLs.

BLOCK 2 – TITLE OR DESCRIPTION OF DATA

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

BLOCK 3 – SUBTITLE

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

BLOCK 4 – AUTHORITY (DATA ITEM NUMBER)

Indicates the DID number to which this CDRL refers.

BLOCK 5 – CONTRACT REFERENCE

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

BLOCK 6 – REQUIRING OFFICE

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

BLOCK 7 – INSPECTION

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

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

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

BLOCK 8 – APPROVAL CODE (APP CODE)

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

BLOCK 9 – INPUT

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

BLOCK 10 – FREQUENCY

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

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

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

BLOCK 11 – AS OF DATE

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

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

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

BLOCK 12 – DATE OF 1ST SUBMISSION

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

BLOCK 13 – DATE OF SUBSEQUENT SUBMISSION / EVENT

The date(s) of subsequent submission(s) or associated constraint(s) of the data item is indicated in this block. The abbreviations used for the constraints are as listed above under Block 11. If no subsequent submission or associated are not involved, this block is marked as "N/A".

Note: Data Items may be revised a maximum of three revisions. If, after 3 revisions, DND still deems the deliverable not acceptable, the Contractor must submit a new Data Item.

BLOCK 14 – DISTRIBUTION AND ADDRESSEES

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

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

BLOCK 15 – TOTAL

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

BLOCK 16 – REMARKS

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

BLOCKS 17 – 19

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

BLOCK – PREPARED BY

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

BLOCK – DATE

This block indicates the date of the CDRL approval.

BLOCK – APPROVED BY

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

3. Date Calculations

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

Working days excludes weekends and the following designated holidays:

New Year's Day,*

Good Friday,

Easter Monday,

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

Canada Day (1 Jul),*

Labour Day (first Monday in September),

Thanksgiving Day (second Monday in October),

Remembrance Day (11 Nov);

Christmas and Boxing Days;** and

Provincial Holidays as applicable to the Contractor’s location.

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

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

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

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

CONTRACT DATA REQUIREMENTS LIST ITEM								
A. SYSTEM / ITEM Operational Clothing and Footwear Consolidated Contract				B. CONTRACT / RFP NUMBER TBD				
C. SOW IDENTIFIER OCFC2 SOW		D. DATA CATEGORY Management Data		E. CONTRACTOR TBD				
1. ITEM NUMBER CDRL 001		2. TITLE OR DESCRIPTION OF DATA Program Management Plan (PMP)		3. SUBTITLE N/A				
4. AUTHORITY (Data Item Number) PM-001		5. CONTRACT REFERENCE OCFC2 SOW para 3.2.2		6. REQUIRING OFFICE PA				
7. INSPECTION DD	9. INPUT	10. FREQUENCY ONE/R	12. DATE OF 1st SUBMISSION Bid Closing	14. DISTRIBUTION and ADDRESSEES				
8. APP CODE N/A		11. AS OF DATE N/A	13. DATE OF SUBSEQUENT SUBMISSION / EVENT See Block 16	A. ADDRESS	B. COPIES			
16. REMARKS Block 13: The proposed PMP, initially submitted at Bid Closing for Bid Evaluation purposes, will be reviewed sequentially: a. Kick-Off Meeting at 15 DACA - PMP main document without annexes; b. Progress Review Meeting (PRM) at 2 MACA – PMP Annex A; and c. PRM at 3 MACA – PMP, all remaining annexes. The Contractor must finalize and re-submit the PMP within 20 business days following each review. Further reviews may be required as requested by PA.								
				CA		1	1	1
				PA		1	1	1
PREPARED BY DSSPM		DATE	APPROVED BY					
17. CONTRACT FILE / DOCUMENT NUMBER		18. ESTIMATED NO OF PAGES	19. ESTIMATED PRICE \$		15. TOTAL 2 2 2			

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

CONTRACT DATA REQUIREMENTS LIST ITEM											
A. SYSTEM / ITEM Operational Clothing and Footwear Consolidated Contract				B. CONTRACT / RFP NUMBER TBD							
C. SOW IDENTIFIER OCFC2 SOW		D. DATA CATEGORY Management Data		E. CONTRACTOR TBD							
1. ITEM NUMBER CDRL 002		2. TITLE OR DESCRIPTION OF DATA Master Project Schedule (MPS) / Work Breakdown Structure (WBS)		3. SUBTITLE N/A							
4. AUTHORITY (Data Item Number) PM-002		5. CONTRACT REFERENCE OCFC2 SOW para 3.2.3		6. REQUIRING OFFICE PA							
7. INSPECTION DD	9. INPUT		10. FREQUENCY MNTHY	12. DATE OF 1st SUBMISSION Bid Closing		14. DISTRIBUTION and ADDRESSEES					
8. APP CODE N/A			11. AS OF DATE N/A	13. DATE OF SUBSEQUENT SUBMISSION / EVENT See Block 16							
16. REMARKS Block 13: The proposed MPS and WBS, initially submitted at Bid Closing for Bid Evaluation purposes, will be reviewed at the Kick-Off meeting at 15 DACA. The Contractor must finalize and re-submit the MPS and WBS within 20 business days of the Kick-Off meeting. The Contractor must submit MPS progress updates on a monthly basis. The Contractor must rebaseline the MPS and WBS only when directed to do so by the PA. Amendments must be approved by the PA. Hard copies are only required for Baseline changes.				A. ADDRESS		B. COPIES					
						INITIAL		FINAL			
						Hard Copy	Soft Copy	Hard Copy	Soft Copy		
				CA			1	1	1		
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PREPARED BY DSSPM		DATE		APPROVED BY							
17. CONTRACT FILE / DOCUMENT NUMBER		18. ESTIMATED NO OF PAGES		19. ESTIMATED PRICE \$		15. TOTAL					
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Annex A - Appendix 2 – Contract Data Requirements List (CDRL)

CONTRACT DATA REQUIREMENTS LIST ITEM										
A. SYSTEM / ITEM Operational Clothing and Footwear Consolidated Contract				B. CONTRACT / RFP NUMBER TBD						
C. SOW IDENTIFIER OCFC2 SOW		D. DATA CATEGORY Management Data		E. CONTRACTOR TBD						
1. ITEM NUMBER CDRL 003		2. TITLE OR DESCRIPTION OF DATA Quality Management Plan (QMP)		3. SUBTITLE N/A						
4. AUTHORITY (Data Item Number) PM-003		5. CONTRACT REFERENCE OCFC2 SOW para 3.2.4		6. REQUIRING OFFICE PA						
7. INSPECTION DD	9. INPUT	10. FREQUENCY ONE/R	12. DATE OF 1st SUBMISSION 4 MACA	14. DISTRIBUTION and ADDRESSEES						
8. APP CODE N/A		11. AS OF DATE N/A	13. DATE OF SUBSEQUENT SUBMISSION / EVENT See Block 16	A. ADDRESS		B. COPIES				
16. REMARKS Block 13: The proposed QMP will be reviewed at the PRM at 4 MACA. The Contractor must finalize and submit the QMP prior to the initiation of Phase 2. The Contractor must provide the updated QMP to the PA annually for review.						INITIAL	FINAL			
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PREPARED BY DSSPM		DATE	APPROVED BY							
17. CONTRACT FILE / DOCUMENT NUMBER		18. ESTIMATED NO OF PAGES	19. ESTIMATED PRICE \$		15. TOTAL					
						2	2	2		

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

CONTRACT DATA REQUIREMENTS LIST ITEM																	
A. SYSTEM / ITEM Operational Clothing and Footwear Consolidated Contract					B. CONTRACT / RFP NUMBER TBD												
C. SOW IDENTIFIER OCFC2 SOW			D. DATA CATEGORY Management Data			E. CONTRACTOR TBD											
1. ITEM NUMBER CDRL 004			2. TITLE OR DESCRIPTION OF DATA Performance Measurement Plan (PfMP)			3. SUBTITLE N/A											
4. AUTHORITY (Data Item Number) PM-004			5. CONTRACT REFERENCE OCFC2 SOW Para 3.2.5			6. REQUIRING OFFICE PA											
7. INSPECTION DD		9. INPUT		10. FREQUENCY ONE/R		12. DATE OF 1st SUBMISSION 3 MACA		14. DISTRIBUTION and ADDRESSEES									
8. APP CODE N/A				11. AS OF DATE N/A		13. DATE OF SUBSEQUENT SUBMISSION / EVENT See Block 16		A. ADDRESS		B. COPIES							
16. REMARKS Block 13: The proposed PfMP will be reviewed at the PRM at 3 MACA. The Contractor must finalize and submit the PfMP prior to the initiation of Phase 2. Revisions as required.										INITIAL		FINAL					
										Hard Copy		Soft Copy		Hard Copy		Soft Copy	
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Annex A - Appendix 2 – Contract Data Requirements List (CDRL)

CONTRACT DATA REQUIREMENTS LIST ITEM														
A. SYSTEM / ITEM Operational Clothing and Footwear Consolidated Contract					B. CONTRACT / RFP NUMBER TBD									
C. SOW IDENTIFIER OCFC2 SOW			D. DATA CATEGORY Management Data			E. CONTRACTOR TBD								
1. ITEM NUMBER CDRL 005			2. TITLE OR DESCRIPTION OF DATA Green Procurement Plan (GPP)			3. SUBTITLE N/A								
4. AUTHORITY (Data Item Number) PM-005			5. CONTRACT REFERENCE OCFC2 SOW para 3.2.6			6. REQUIRING OFFICE PA								
7. INSPECTION DD		9. INPUT		10. FREQUENCY ONE/R		12. DATE OF 1st SUBMISSION 4 MACA		14. DISTRIBUTION and ADDRESSEES						
8. APP CODE N/A				11. AS OF DATE N/A		13. DATE OF SUBSEQUENT SUBMISSION / EVENT See Block 16		A. ADDRESS		B. COPIES				
16. REMARKS Block 13: The proposed GPP will be reviewed at the PRM at 4 MACA. The Contractor must finalize and re-submit the GPP within 10 business days following this review.									INITIAL		FINAL			
									Hard Copy		Soft Copy			
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Annex A - Appendix 2 – Contract Data Requirements List (CDRL)

CONTRACT DATA REQUIREMENTS LIST ITEM											
A. SYSTEM / ITEM Operational Clothing and Footwear Consolidated Contract					B. CONTRACT / RFP NUMBER TBD						
C. SOW IDENTIFIER OCFC2 SOW			D. DATA CATEGORY Management Data			E. CONTRACTOR TBD					
1. ITEM NUMBER CDRL 006			2. TITLE OR DESCRIPTION OF DATA Risk Management Plan (RMP)			3. SUBTITLE N/A					
4. AUTHORITY (Data Item Number) PM-006			5. CONTRACT REFERENCE OCFC2 SOW para 3.2.7			6. REQUIRING OFFICE PA					
7. INSPECTION DD		9. INPUT		10. FREQUENCY ONE/R		12. DATE OF 1st SUBMISSION Bid Closing		14. DISTRIBUTION and ADDRESSEES			
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16. REMARKS Block 13: The proposed RMP, initially submitted at Bid Closing for Bid Evaluation purposes, will be reviewed sequentially: a. Kick-Off Meeting at 15 DACA; and b. PRM at 3 MACA. The Contractor must finalize and re-submit the RMP within 20 business days following each review. Further reviews will be required as requested by PA.											
PREPARED BY DSSPM			DATE		APPROVED BY						
17. CONTRACT FILE / DOCUMENT NUMBER			18. ESTIMATED NO OF PAGES		19. ESTIMATED PRICE \$		15. TOTAL		2 2 2		

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

CONTRACT DATA REQUIREMENTS LIST ITEM															
A. SYSTEM / ITEM Operational Clothing and Footwear Consolidated Contract					B. CONTRACT / RFP NUMBER TBD										
C. SOW IDENTIFIER OCFC2 SOW			D. DATA CATEGORY Management Data			E. CONTRACTOR TBD									
1. ITEM NUMBER CDRL 007			2. TITLE OR DESCRIPTION OF DATA Surge Requirement Plan (SRP)			3. SUBTITLE N/A									
4. AUTHORITY (Data Item Number) PM-007			5. CONTRACT REFERENCE OCFC2 SOW para 3.2.11			6. REQUIRING OFFICE PA									
7. INSPECTION DD		9. INPUT		10. FREQUENCY ONE/R		12. DATE OF 1st SUBMISSION Bid Closing		14. DISTRIBUTION and ADDRESSEES							
8. APP CODE N/A				11. AS OF DATE N/A		13. DATE OF SUBSEQUENT SUBMISSION / EVENT See Block 16		A. ADDRESS		B. COPIES					
16. REMARKS Block 13: The proposed SRP, initially submitted at Bid Closing for Bid Evaluation purposes, will be reviewed at the PRM at 5 MACA. The Contractor must finalize and re-submit the SRP prior to the initiation of Phase 2. The SRP will be subject to review and consideration at PRMs. The Contractor must update and deliver the SRP 10 business days after changes have been agreed to at PRMs.								INITIAL		FINAL					
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PREPARED BY DSSPM			DATE		APPROVED BY										
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Annex A - Appendix 2 – Contract Data Requirements List (CDRL)

CONTRACT DATA REQUIREMENTS LIST ITEM															
A. SYSTEM / ITEM Operational Clothing and Footwear Consolidated Contract					B. CONTRACT / RFP NUMBER TBD										
C. SOW IDENTIFIER OCFC2 SOW			D. DATA CATEGORY Management Data		E. CONTRACTOR TBD										
1. ITEM NUMBER CDRL 008			2. TITLE OR DESCRIPTION OF DATA Transition-In Plan (TIP)		3. SUBTITLE N/A										
4. AUTHORITY (Data Item Number) PM-008			5. CONTRACT REFERENCE OCFC2 SOW para 3.5.4.1		6. REQUIRING OFFICE PA										
7. INSPECTION DD		9. INPUT	10. FREQUENCY ONE/R		12. DATE OF 1st SUBMISSION Bid Closing		14. DISTRIBUTION and ADDRESSEES								
8. APP CODE N/A			11. AS OF DATE N/A		13. DATE OF SUBSEQUENT SUBMISSION / EVENT See Block 16		A. ADDRESS	B. COPIES							
16. REMARKS Block 13: The proposed TIP, initially submitted at Bid Closing for Bid Evaluation purposes, will be reviewed sequentially: a. Kick-Off Meeting at 15 DACA; and b. PRM at 3 MACA. The Contractor must finalize and re-submit the TIP within 20 business days following each review. Further reviews may be required as requested by PA.								INITIAL	Hard Copy		Soft Copy		FINAL	Hard Copy	
							CA			1	1	1			
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17. CONTRACT FILE / DOCUMENT NUMBER			18. ESTIMATED NO OF PAGES		19. ESTIMATED PRICE \$		15. TOTAL								
								2	2	2					

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

CONTRACT DATA REQUIREMENTS LIST ITEM									
A. SYSTEM / ITEM Operational Clothing and Footwear Consolidated Contract				B. CONTRACT / RFP NUMBER TBD					
C. SOW IDENTIFIER OCFC2 SOW		D. DATA CATEGORY Management Data		E. CONTRACTOR TBD					
1. ITEM NUMBER CDRL 009		2. TITLE OR DESCRIPTION OF DATA Transition-Out Plan (TOP)		3. SUBTITLE N/A					
4. AUTHORITY (Data Item Number) PM-009		5. CONTRACT REFERENCE OCFC2 SOW para 3.5.7.1		6. REQUIRING OFFICE PA					
7. INSPECTION DD	9. INPUT	10. FREQUENCY ONE/R	12. DATE OF 1st SUBMISSION 36 MACA	14. DISTRIBUTION and ADDRESSEES					
8. APP CODE N/A		11. AS OF DATE N/A	13. DATE OF SUBSEQUENT SUBMISSION / EVENT See Block 16	A. ADDRESS		B. COPIES			
16. REMARKS Block 13: The proposed TOP, initially submitted at 36 MACA, will be reviewed annually thereafter. The Contractor must finalize and re-submit the TOP within 20 business days following each review. Further reviews may be required as requested by PA. The TOP must be finalized 20 business days after receipt of the Contract termination notice.						1	1	1	
				CA			1	1	1
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PREPARED BY DSSPM		DATE	APPROVED BY						
17. CONTRACT FILE / DOCUMENT NUMBER		18. ESTIMATED NO OF PAGES	19. ESTIMATED PRICE \$		15. TOTAL 2 2 2				

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

CONTRACT DATA REQUIREMENTS LIST ITEM							
A. SYSTEM / ITEM Operational Clothing and Footwear Consolidated Contract				B. CONTRACT / RFP NUMBER TBD			
C. SOW IDENTIFIER OCFC2 SOW		D. DATA CATEGORY Management Data		E. CONTRACTOR TBD			
1. ITEM NUMBER CDRL 010		2. TITLE OR DESCRIPTION OF DATA Meeting Agenda		3. SUBTITLE N/A			
4. AUTHORITY (Data Item Number) PM-010		5. CONTRACT REFERENCE OCFC2 SOW para 3.3.4		6. REQUIRING OFFICE PA			
7. INSPECTION DD	9. INPUT	10. FREQUENCY ASREQ	12. DATE OF 1st SUBMISSION See Block 16	14. DISTRIBUTION and ADDRESSEES			
8. APP CODE N/A		11. AS OF DATE N/A	13. DATE OF SUBSEQUENT SUBMISSION / EVENT See Block 16	A. ADDRESS		B. COPIES	
16. REMARKS Block 12: A preliminary Meeting Agenda must be submitted for review no later than five business days prior to each meeting. Block 13: A revised Meeting Agenda, addressing the comments from Public Works and Government of Canada (PWGSC)/DND, must be tabled at the beginning of the meeting and distributed to all attendees. Response Time: PWGSC/DND will provide comments on the Meeting Agenda, including additions or deletions of discussion items, within three business days of receipt.				INITIAL		FINAL	
				Hard Copy	Soft Copy	Hard Copy	Soft Copy
				CA		1	1
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PREPARED BY DSSPM		DATE	APPROVED BY				
17. CONTRACT FILE / DOCUMENT NUMBER		18. ESTIMATED NO OF PAGES	19. ESTIMATED PRICE \$		15. TOTAL 2		
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Annex A - Appendix 2 – Contract Data Requirements List (CDRL)

CONTRACT DATA REQUIREMENTS LIST ITEM										
A. SYSTEM / ITEM Operational Clothing and Footwear Consolidated Contract				B. CONTRACT / RFP NUMBER TBD						
C. SOW IDENTIFIER OCFC2 SOW		D. DATA CATEGORY Management Data		E. CONTRACTOR TBD						
1. ITEM NUMBER CDRL 011		2. TITLE OR DESCRIPTION OF DATA Meeting Minutes		3. SUBTITLE N/A						
4. AUTHORITY (Data Item Number) PM-011		5. CONTRACT REFERENCE OCFC2 SOW para 3.3.9		6. REQUIRING OFFICE PA						
7. INSPECTION DD	9. INPUT	10. FREQUENCY ASREQ	12. DATE OF 1st SUBMISSION See Block 16	14. DISTRIBUTION and ADDRESSEES						
8. APP CODE N/A		11. AS OF DATE N/A	13. DATE OF SUBSEQUENT SUBMISSION / EVENT See Block 16	A. ADDRESS		B. COPIES				
16. REMARKS Block 12: Draft Meeting Minutes must be submitted for review within 10 business days following each meeting. Block 13: The revised Meeting Minutes, addressing the comments from PWGSC/DND, must be submitted for approval within five business days of receipt of comments. Response Time: PWGSC/DND will provide comments on the meeting minutes within five business days of receipt.						INITIAL	FINAL			
						Hard Copy	Soft Copy	Hard Copy	Soft Copy	
						CA		1	1	1
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PREPARED BY DSSPM		DATE	APPROVED BY							
17. CONTRACT FILE / DOCUMENT NUMBER		18. ESTIMATED NO OF PAGES	19. ESTIMATED PRICE \$		15. TOTAL 2 2 2					

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

CONTRACT DATA REQUIREMENTS LIST ITEM										
A. SYSTEM / ITEM Operational Clothing and Footwear Consolidated Contract				B. CONTRACT / RFP NUMBER TBD						
C. SOW IDENTIFIER OCFC2 SOW		D. DATA CATEGORY Management Data		E. CONTRACTOR TBD						
1. ITEM NUMBER CDRL 012		2. TITLE OR DESCRIPTION OF DATA Action Item Report (AIR)		3. SUBTITLE N/A						
4. AUTHORITY (Data Item Number) PM-012		5. CONTRACT REFERENCE OCFC2 SOW para 3.4.1		6. REQUIRING OFFICE PA						
7. INSPECTION DD	9. INPUT		10. FREQUENCY MNTHY	12. DATE OF 1st SUBMISSION See Block 16		14. DISTRIBUTION and ADDRESSEES				
8. APP CODE N/A			11. AS OF DATE N/A	13. DATE OF SUBSEQUENT SUBMISSION / EVENT See Block 16		A. ADDRESS		B. COPIES		
16. REMARKS Block 12: The template will be reviewed at 15 DACA. Block 13: Up-to-date AIRs must be submitted along with Meeting Agendas for monthly reviews at PRMs. Access to the AIR must be given to DND upon request.						INITIAL	FINAL			
						Hard Copy	Soft Copy	Hard Copy	Soft Copy	
								CA	1	1
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PREPARED BY DSSPM		DATE		APPROVED BY						
17. CONTRACT FILE / DOCUMENT NUMBER		18. ESTIMATED NO OF PAGES		19. ESTIMATED PRICE \$		15. TOTAL 2				
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Annex A - Appendix 2 – Contract Data Requirements List (CDRL)

CONTRACT DATA REQUIREMENTS LIST ITEM																																																						
A. SYSTEM / ITEM Operational Clothing and Footwear Consolidated Contract				B. CONTRACT / RFP NUMBER TBD																																																		
C. SOW IDENTIFIER OCFC2 SOW		D. DATA CATEGORY Management Data		E. CONTRACTOR TBD																																																		
1. ITEM NUMBER CDRL 013		2. TITLE OR DESCRIPTION OF DATA Customer Satisfaction Report		3. SUBTITLE N/A																																																		
4. AUTHORITY (Data Item Number) PM-013		5. CONTRACT REFERENCE OCFC2 SOW para 3.4.2		6. REQUIRING OFFICE PA																																																		
7. INSPECTION DD	9. INPUT	10. FREQUENCY MNTHY	12. DATE OF 1st SUBMISSION See Block 16	14. DISTRIBUTION and ADDRESSEES																																																		
8. APP CODE N/A		11. AS OF DATE N/A	13. DATE OF SUBSEQUENT SUBMISSION / EVENT See Block 16	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="2" style="text-align: left; padding: 2px;">A. ADDRESS</th> <th colspan="4" style="text-align: left; padding: 2px;">B. COPIES</th> </tr> <tr> <th colspan="2"></th> <th colspan="2" style="text-align: center; padding: 2px;">INITIAL</th> <th colspan="2" style="text-align: center; padding: 2px;">FINAL</th> </tr> <tr> <th colspan="2"></th> <th style="text-align: center; padding: 2px;">Hard Copy</th> <th style="text-align: center; padding: 2px;">Soft Copy</th> <th style="text-align: center; padding: 2px;">Hard Copy</th> <th style="text-align: center; padding: 2px;">Soft Copy</th> </tr> </thead> <tbody> <tr> <td colspan="2" style="padding: 2px;">CA</td> <td style="text-align: center; padding: 2px;"></td> <td style="text-align: center; padding: 2px;">1</td> <td style="text-align: center; padding: 2px;"></td> <td style="text-align: center; padding: 2px;">1</td> </tr> <tr> <td colspan="2" style="padding: 2px;">PA</td> <td style="text-align: center; padding: 2px;"></td> <td style="text-align: center; padding: 2px;">1</td> <td style="text-align: center; padding: 2px;"></td> <td style="text-align: center; padding: 2px;">1</td> </tr> <tr> <td colspan="2" style="padding: 2px;"></td> <td style="text-align: center; padding: 2px;"></td> </tr> <tr> <td colspan="2" style="padding: 2px;"></td> <td style="text-align: center; padding: 2px;"></td> </tr> <tr> <td colspan="2" style="padding: 2px;"></td> <td style="text-align: center; padding: 2px;"></td> </tr> </tbody> </table>				A. ADDRESS		B. COPIES						INITIAL		FINAL				Hard Copy	Soft Copy	Hard Copy	Soft Copy	CA			1		1	PA			1		1																	
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16. REMARKS Block 12: The first Customer Satisfaction Report must be submitted at two Months after the start of Phase 2. Block 13: Monthly Customer Satisfaction Reports must be submitted to DND within five business days of the end of each month.																																																						
PREPARED BY DSSPM		DATE	APPROVED BY																																																			
17. CONTRACT FILE / DOCUMENT NUMBER		18. ESTIMATED NO OF PAGES	19. ESTIMATED PRICE \$		15. TOTAL 2																																																	
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Annex A - Appendix 2 – Contract Data Requirements List (CDRL)

CONTRACT DATA REQUIREMENTS LIST ITEM												
A. SYSTEM / ITEM Operational Clothing and Footwear Consolidated Contract					B. CONTRACT / RFP NUMBER TBD							
C. SOW IDENTIFIER OCFC2 SOW			D. DATA CATEGORY Management Data			E. CONTRACTOR TBD						
1. ITEM NUMBER CDRL 014			2. TITLE OR DESCRIPTION OF DATA Shipment Delivery Report			3. SUBTITLE N/A						
4. AUTHORITY (Data Item Number) PM-014			5. CONTRACT REFERENCE OCFC2 SOW para 3.4.3			6. REQUIRING OFFICE PA						
7. INSPECTION DD		9. INPUT		10. FREQUENCY MNTHY		12. DATE OF 1st SUBMISSION See Block 16						
8. APP CODE N/A				11. AS OF DATE N/A		13. DATE OF SUBSEQUENT SUBMISSION / EVENT See Block 16						
16. REMARKS Block 12: The first Shipment Delivery Report must be submitted at two Months after the start of Phase 2. Block 13: Monthly Shipment Delivery Reports must be submitted to DND within five business days of the end of each month.					14. DISTRIBUTION and ADDRESSEES							
					A. ADDRESS		B. COPIES					
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17. CONTRACT FILE / DOCUMENT NUMBER			18. ESTIMATED NO OF PAGES		19. ESTIMATED PRICE \$		15. TOTAL					
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Annex A - Appendix 2 – Contract Data Requirements List (CDRL)

CONTRACT DATA REQUIREMENTS LIST ITEM												
A. SYSTEM / ITEM Operational Clothing and Footwear Consolidated Contract				B. CONTRACT / RFP NUMBER TBD								
C. SOW IDENTIFIER OCFC2 SOW		D. DATA CATEGORY Management Data		E. CONTRACTOR TBD								
1. ITEM NUMBER CDRL 015		2. TITLE OR DESCRIPTION OF DATA Returned Items Report		3. SUBTITLE N/A								
4. AUTHORITY (Data Item Number) PM-015		5. CONTRACT REFERENCE OCFC2 SOW para 3.4.4		6. REQUIRING OFFICE PA								
7. INSPECTION DD	9. INPUT	10. FREQUENCY MNTHY	12. DATE OF 1st SUBMISSION See Block 16	14. DISTRIBUTION and ADDRESSEES								
8. APP CODE N/A		11. AS OF DATE N/A	13. DATE OF SUBSEQUENT SUBMISSION / EVENT See Block 16	A. ADDRESS		B. COPIES						
16. REMARKS Block 12: The first Returned Items Report must be submitted at two Months after the start of Phase 2. Block 13: Monthly Returned Item Reports must be submitted to DND within five business days of the end of each month.						INITIAL		FINAL				
						Hard Copy	Soft Copy	Hard Copy	Soft Copy			
								CA	1	1		
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PREPARED BY DSSPM		DATE	APPROVED BY									
17. CONTRACT FILE / DOCUMENT NUMBER		18. ESTIMATED NO OF PAGES	19. ESTIMATED PRICE \$		15. TOTAL		2	2				

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CONTRACT DATA REQUIREMENTS LIST ITEM							
A. SYSTEM / ITEM Operational Clothing and Footwear Consolidated Contract				B. CONTRACT / RFP NUMBER TBD			
C. SOW IDENTIFIER OCFC2 SOW		D. DATA CATEGORY Management Data		E. CONTRACTOR TBD			
1. ITEM NUMBER CDRL 016		2. TITLE OR DESCRIPTION OF DATA Electronic Catalogue		3. SUBTITLE N/A			
4. AUTHORITY (Data Item Number) PM-016		5. CONTRACT REFERENCE OCFC2 SOW para 3.5.4.9 and 3.5.5.6		6. REQUIRING OFFICE PA			
7. INSPECTION DD	9. INPUT	10. FREQUENCY ASREQ	12. DATE OF 1st SUBMISSION See Block 16	14. DISTRIBUTION and ADDRESSEES			
8. APP CODE N/A		11. AS OF DATE N/A	13. DATE OF SUBSEQUENT SUBMISSION / EVENT See Block 16	A. ADDRESS		B. COPIES	
16. REMARKS Block 12: A preliminary Master Catalogue must be submitted for review at eight MACA. A preliminary Personalized Catalogue must be submitted for review six months after the start of Phase 2. Block 13: A revised Master Catalogue, addressing the comments from DND, must be available from the start of Phase 2. A revised Personalized Catalogue, addressing the comments from DND, must be available from the start of Phase 3. The Contractor must revise the Electronic Catalogue as items are changed, added or removed. Response Time: DND will provide comments on the Electronic Catalogue, including additions or deletions of items, within 20 business days of receipt.				INITIAL		FINAL	
				Hard Copy	Soft Copy	Hard Copy	Soft Copy
				CA	1		1
				PA	1		1
PREPARED BY DSSPM		DATE	APPROVED BY				
17. CONTRACT FILE / DOCUMENT NUMBER		18. ESTIMATED NO OF PAGES	19. ESTIMATED PRICE \$		15. TOTAL		2
						2	

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

CONTRACT DATA REQUIREMENTS LIST ITEM											
A. SYSTEM / ITEM Operational Clothing and Footwear Consolidated Contract				B. CONTRACT / RFP NUMBER TBD							
C. SOW IDENTIFIER OCFC2 SOW		D. DATA CATEGORY Management Data		E. CONTRACTOR TBD							
1. ITEM NUMBER CDRL 017		2. TITLE OR DESCRIPTION OF DATA Contractor System Administrator List		3. SUBTITLE N/A							
4. AUTHORITY (Data Item Number) PM-017		5. CONTRACT REFERENCE OCFC2 SOW, Appendix 14, para 3.4.1		6. REQUIRING OFFICE PA							
7. INSPECTION DD	9. INPUT		10. FREQUENCY ASREQ	12. DATE OF 1st SUBMISSION 12 MACA		14. DISTRIBUTION and ADDRESSEES					
8. APP CODE N/A			11. AS OF DATE N/A	13. DATE OF SUBSEQUENT SUBMISSION / EVENT See Block 16							
16. REMARKS Block 13: Updated Contractor System Administrator Lists must be submitted to DND within 10 business days of a change to the list.				A. ADDRESS		B. COPIES					
						INITIAL		FINAL			
						Hard Copy	Soft Copy	Hard Copy	Soft Copy		
				CA			1		1		
				PA			1		1		
PREPARED BY DSSPM		DATE	APPROVED BY								
17. CONTRACT FILE / DOCUMENT NUMBER		18. ESTIMATED NO OF PAGES	19. ESTIMATED PRICE \$		15. TOTAL 2						
					2						

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

CONTRACT DATA REQUIREMENTS LIST ITEM									
A. SYSTEM / ITEM Operational Clothing and Footwear Consolidated Contract				B. CONTRACT / RFP NUMBER TBD					
C. SOW IDENTIFIER OCFC2 SOW		D. DATA CATEGORY Management Data		E. CONTRACTOR TBD					
1. ITEM NUMBER CDRL 018		2. TITLE OR DESCRIPTION OF DATA Information Technology Security Plan (ITSP)		3. SUBTITLE N/A					
4. AUTHORITY (Data Item Number) PM-018		5. CONTRACT REFERENCE OCFC2 SOW, para 3.2.12		6. REQUIRING OFFICE PA					
7. INSPECTION DD	9. INPUT	10. FREQUENCY ONE/R	12. DATE OF 1st SUBMISSION Bid closing	14. DISTRIBUTION and ADDRESSEES					
8. APP CODE N/A		11. AS OF DATE N/A	13. DATE OF SUBSEQUENT SUBMISSION / EVENT See Block 16	A. ADDRESS		B. COPIES			
						INITIAL		FINAL	
						Hard Copy	Soft Copy	Hard Copy	Soft Copy
16. REMARKS Block 13: The proposed ITSP, initially submitted at Bid Closing for Bid Evaluation purposes, will be reviewed sequentially: a. Kick-Off Meeting at 15 DACA; and b. PRM at 3 MACA. The ITSP will be subject to review and consideration at PRMs. The Contractor must update and deliver the ITSP within 20 business days after changes have been agreed to at PRMs.				CA			1		1
				PA			1		1
PREPARED BY DSSPM		DATE	APPROVED BY						
17. CONTRACT FILE / DOCUMENT NUMBER		18. ESTIMATED NO OF PAGES	19. ESTIMATED PRICE \$		15. TOTAL		2		2

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

CONTRACT DATA REQUIREMENTS LIST ITEM										
A. SYSTEM / ITEM Operational Clothing and Footwear Consolidated Contract				B. CONTRACT / RFP NUMBER TBD <i>(to be inserted prior to contract award)</i>						
C. SOW IDENTIFIER N/A		D. DATA CATEGORY Industrial and Technological Benefits		E. CONTRACTOR TBD <i>(to be inserted prior to contract award)</i>						
1. ITEM NUMBER CDRL 019		2. TITLE OR DESCRIPTION OF DATA Industrial and Technological Benefits (ITB) Annual Report		3. SUBTITLE N/A						
4. AUTHORITY (Data Item Number) ITB-001		5. CONTRACT REFERENCE ITB Terms and Conditions – Annex G, Article 4		6. REQUIRING OFFICE Innovation, Science and Economic Development (ISED) - ITB Authority						
7. INSPECTION	9. INPUT	10. FREQUENCY ANPLY	12. DATE OF 1st SUBMISSION July 31, 20XX (year to be inserted prior to contract award)	14. DISTRIBUTION and ADDRESSEES						
8. APP CODE N/A		11. AS OF DATE N/A	13. DATE OF SUBSEQUENT SUBMISSION / EVENT ANPLY	A. ADDRESS		B. COPIES				
16. REMARKS Review period by ISED – 6 months						INITIAL		FINAL		
						Hard Copy	Soft Copy	Hard Copy	Soft Copy	
										1
										1
PREPARED BY		DATE	APPROVED BY							
17. CONTRACT FILE / DOCUMENT NUMBER		18. ESTIMATED NO OF PAGES	19. ESTIMATED PRICE \$		15. TOTAL		2			

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

CONTRACT DATA REQUIREMENTS LIST ITEM													
A. SYSTEM / ITEM Operational Clothing and Footwear Consolidated Contract					B. CONTRACT / RFP NUMBER TBD <i>(to be inserted prior to contract award)</i>								
C. SOW IDENTIFIER N/A			D. DATA CATEGORY Industrial and Technological Benefits		E. CONTRACTOR TBD <i>(to be inserted prior to contract award)</i>								
1. ITEM NUMBER CDRL 020			2. TITLE OR DESCRIPTION OF DATA Tranche 2 ITB Transactions		3. SUBTITLE N/A								
4. AUTHORITY (Data Item Number) ITB-002			5. CONTRACT REFERENCE ITB Terms and Conditions – Annex G, Article 3.2.1.1.		6. REQUIRING OFFICE Innovation, Science and Economic Development (ISED) - ITB Authority								
7. INSPECTION		9. INPUT		10. FREQUENCY ONE/R		12. DATE OF 1st SUBMISSION Within 6 months of Contract Effective Date				14. DISTRIBUTION and ADDRESSEES			
8. APP CODE N/A				11. AS OF DATE N/A						A. ADDRESS		B. COPIES	
				13. DATE OF SUBSEQUENT SUBMISSION / EVENT R/ASR						INITIAL		FINAL	
				Hard Copy						Soft Copy		Hard Copy	
16. REMARKS Review period by ISED – 12 months						CA						1	
						ISED ITB Authority						1	
PREPARED BY			DATE		APPROVED BY								
17. CONTRACT FILE / DOCUMENT NUMBER			18. ESTIMATED NO OF PAGES		19. ESTIMATED PRICE \$		15. TOTAL				2		

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

CONTRACT DATA REQUIREMENTS LIST ITEM							
A. SYSTEM / ITEM Operational Clothing and Footwear Consolidated Contract				B. CONTRACT / RFP NUMBER TBD <i>(to be inserted prior to contract award)</i>			
C. SOW IDENTIFIER N/A		D. DATA CATEGORY Industrial and Technological Benefits		E. CONTRACTOR TBD <i>(to be inserted prior to contract award)</i>			
1. ITEM NUMBER CDRL 021		2. TITLE OR DESCRIPTION OF DATA Tranche 3 ITB Transactions		3. SUBTITLE N/A			
4. AUTHORITY (Data Item Number) ITB-003		5. CONTRACT REFERENCE ITB Terms and Conditions – Annex G, Article 3.2.1.2.		6. REQUIRING OFFICE Innovation, Science and Economic Development (ISED) - ITB Authority			
7. INSPECTION	9. INPUT	10. FREQUENCY ONE/R	12. DATE OF 1st SUBMISSION 36 Months after Contract Effective Date	14. DISTRIBUTION and ADDRESSEES			
8. APP CODE N/A	11. AS OF DATE N/A	13. DATE OF SUBSEQUENT SUBMISSION / EVENT R/ASR	14. DISTRIBUTION and ADDRESSEES	A. ADDRESS		B. COPIES	
						INITIAL	FINAL
						Hard Copy	Soft Copy
16. REMARKS Review period by ISED – 12 months				CA			1
				ISED ITB Authority			1
PREPARED BY		DATE	APPROVED BY				
17. CONTRACT FILE / DOCUMENT NUMBER		18. ESTIMATED NO OF PAGES	19. ESTIMATED PRICE \$	15. TOTAL			2

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

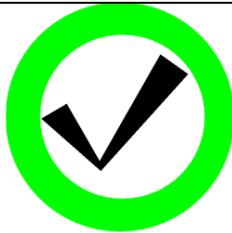
Department of National Defence

Data Item Descriptions (DID) Operational Clothing and Footwear Consolidated Contract (OCFC2)

Requisition Number: W8486-206245
DND Document #

Date: 30 August 2019
RDIMS No. 3777859

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



NOTICE

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

AVIS

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

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

1. List of Data Item Description (DIDs)

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

DID	Title	CDRL
PM-001	Program Management Plan (PMP)	001
PM-002	Master Project Schedule (MPS) / Work Breakdown Structure (WBS)	002
PM-003	Quality Management Plan (QMP)	003
PM-004	Performance Measurement Plan (PfMP)	004
PM-005	Green Procurement Plan (GPP)	005
PM-006	Risk Management Plan (RMP)	006
PM-007	Surge Requirement Plan (SRP)	007
PM-008	Transition-In Plan (TIP)	008
PM-009	Transition-Out Plan (TOP)	009
PM-010	Meeting Agenda	010
PM-011	Meeting Minutes	011
PM-012	Action Item Report (AIR)	012
PM-013	Customer Satisfaction Report	013
PM-014	Shipment Delivery Report	014
PM-015	Returned Items Report	015
PM-016	Electronic Catalogue	016
PM-017	Contractor System Administrator List	017
PM-018	Information Technology Security Plan (ITSP)	018
ITB-001	Industrial and Technological Benefits (ITB) Annual Report	019
ITB-002	Tranche 2 ITB Transactions	020
ITB-003	Tranche 3 ITB Transactions	021

2. Data Item Description (DID) Definitions

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

BLOCK 1 – TITLE

The title of the data item for the DID.

BLOCK 2 – IDENTIFICATION NUMBER

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

“PM” for Project Management

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

“SE” for Systems Engineering

“ILS” for Integrated Logistics Support

BLOCK 3 – DESCRIPTION

Provides a general description of the data content requirements.

BLOCK 4 – APPROVAL DATE

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

BLOCK 5 – OFFICE OF PRIMARY INTEREST (OPI)

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

BLOCK 6 – GIDEP APPLICABLE

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

BLOCK 7 – APPLICATION / INTERRELATIONSHIP

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

BLOCK 8 – ORIGINATOR

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

BLOCK 9 – APPLICABLE FORMS

Indicates any form associated with the DID.

BLOCK 10 – PREPARATION INSTRUCTIONS

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

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

DATA ITEM DESCRIPTION		
1. TITLE Program Management Plan (PMP)		2. IDENTIFICATION NUMBER PM-001
3. DESCRIPTION This plan describes the Contractor's processes to carry out all management activities necessary to complete the Work in accordance with the Statement of Work (SOW). The PMP will be used to provide the Project Authority (PA) insight into the Contractor's management practices and procedures.		
4. APPROVAL DATE	5. OFFICE OF PRIMARY INTEREST DND / DGLEPM / DSSPM	6. GIDEP APPLICABLE
7. APPLICATION / INTERRELATIONSHIP This Data Item Description (DID) contains the format, content and preparation instructions for the data product generated by the specific and discrete task requirements as delineated in the Contract.		
8. ORIGINATOR DND / DGLEPM / DSSPM		9. APPLICABLE FORMS
10. PREPARATION INSTRUCTIONS		
10.1 Source Document		
10.1.1 The applicable issue of the cited documents, including their approval dates, and dates of any applicable amendments and revisions must be as specified in the Contract.		
10.2 Format		
10.2.1 The PMP must be in the Contractor's format using Adobe or Microsoft.		
10.3 Content		
10.3.1 The PMP must describe the management processes, administrative procedures and the organizational structure that will be used to manage the Work required in the SOW.		
10.3.1.1 Overview:		
a. Purpose, Background, Scope and Objectives;		
b. Assumptions, Constraints, and Risks;		
c. Deliverables;		
d. Organization Summary; and		
e. Schedule Summary.		
10.3.1.2 Organization:		
a. Program Management Organizational Chart, including internal and external organizations as it pertains to this Contract;		
b. Roles and Responsibilities, including internal and external organizations;		
c. Escalating Lines of Communications, including Sub-Contractors, to define movement of critical issues within Contract organization; and		
d. Description of Program Management Organization type – i.e. matrix org., specific program org. or multiple programs org.		
10.3.1.3 <u>Management of Administrative Processes</u> . The PMP must describe in detail the administrative and management activities for the following:		
a. Program Management Approach and Procedures;		
b. Schedule Control;		
c. Resource Allocation;		
d. Performance Monitoring;		
e. Continuous Improvement;		
f. Information Management (IM), including IT security; and		
g. Change Control Processes.		

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

DATA ITEM DESCRIPTION	
1. TITLE Program Management Plan (PMP)	2. IDENTIFICATION NUMBER PM-001
10.3.1.4 <u>Key Management activities</u> . Using separate annexes for each, the PMP must describe in detail the approach, planning, administrative, and management activities for the following: <ul style="list-style-type: none">a. Transition-In Process and Activities;b. Procurement/Provisioning Management including Sub-Contractor Management;c. Risk Management (RM);d. Development and implementation of the Order Management System (OMS);e. Warehouse Management;f. Inventory Control Management;g. Distribution Management;h. Configuration Management; andi. Design, Engineering and Technical Support Services + Ancillary Services Offer.	

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

DATA ITEM DESCRIPTION		
1. TITLE Master Project Schedule (MPS) / Work Breakdown Structure (WBS)		2. IDENTIFICATION NUMBER PM-002
3. DESCRIPTION The MPS details the activities in sequence, duration, and dependencies against a calendar time-base. The MPS and WBS detail all activities covering the complete duration of the Contract and any deviations from the baseline that will be established at Contract Award. Updates to the MPS and WBS provide the PA with the visibility of accomplishments to date at a level of detail that indicates overall performance.		
4. APPROVAL DATE	5. OFFICE OF PRIMARY INTEREST DND / DGLEPM / DSSPM	6. GIDEP APPLICABLE
7. APPLICATION / INTERRELATIONSHIP This Data Item Description (DID) contains the format, content and preparation instructions for the data product generated by the specific and discrete task requirements as delineated in the Contract.		
8. ORIGINATOR DND / DGLEPM / DSSPM		9. APPLICABLE FORMS
10. PREPARATION INSTRUCTIONS		
10.1 Source Document		
10.1.1 The applicable issue of the cited documents, including their approval dates, and dates of any applicable amendments and revisions must be as specified in the Contract.		
10.2 Format		
10.2.1 The MPS must be prepared in MS Project and consist of a Gantt Chart reflecting activity start and end dates, expected activity duration, activity dependencies, critical path(s), and WBS element number, all against a calendar time-base.		
10.2.2 The WBS must be prepared in the Contractor's format, and comprise a WBS index, a graphical representation, and a WBS dictionary.		
10.3 Content		
10.3.1 The MPS and WBS must reflect the entire scope of the program work, including Sub-Contracted activities.		
10.3.2 The MPS must include all WBS elements and tasks required to achieve milestones and deliverables.		
10.3.3 The MPS must detail the sequencing, activity duration, events schedule against a calendar time-base, milestones, and all WBS activities down to the work package level that must occur for the objectives and cross-referenced requirements of the Contract to be achieved.		
10.3.4 The MPS must be base-lined at Contract Award.		
10.3.5 Updates to the MPS must clearly indicate actual progress to a specific date against the schedule baseline.		
10.3.6 The MPS must be updated to reflect changes in activity start and end dates.		
10.3.7 The MPS baseline must be the measurement baseline for program performance.		
10.3.8 All baseline activity must be maintained and provided using the same WBS code of accounts entry on the Gantt chart incorporating any approved changes to activity start and finish dates.		
10.3.9 The baseline activity start dates, finish dates, and updated start and finish dates must be uniquely identifiable at the activity level.		
10.3.10 The MPS must show a time-phased sequence of upper level activities and events, and their relationship to the WBS elements and activities.		
10.3.11 Each MPS activity must include all details associated with each WBS elements.		

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

DATA ITEM DESCRIPTION		
1. TITLE Quality Management Plan (QMP)		2. IDENTIFICATION NUMBER PM-003
3. DESCRIPTION The QMP presents the Contractor's detailed plan to establish and monitor the appropriate Quality Indicators necessary to meet the requirements of the Contract.		
4. APPROVAL DATE	5. OFFICE OF PRIMARY INTEREST DND / DGLEPM / DSSPM	6. GIDEP APPLICABLE
7. APPLICATION / INTERRELATIONSHIP This DID contains the format, content and preparation instructions for the data product generated by the specific and discrete task requirements as delineated in the SOW.		
8. ORIGINATOR DND / DGLEPM / DSSPM		9. APPLICABLE FORMS
10. PREPARATION INSTRUCTIONS		
10.1 Source Document		
10.1.1 The applicable issue of the cited documents, including their approval dates, and dates of any applicable amendments and revisions must be as specified in the Contract.		
10.2 Format		
10.2.1 The QMP must be in the Contractor's format.		
10.3 Content		
10.3.1 The QMP must be prepared in accordance with the most recent version of ISO 9001 - Quality Management Systems.		
10.3.2 The QMP must describe how the Contractor will conform to the specified quality requirements of the Contract in accordance with the Quality Control Plan, Appendix 13 to Annex A.		
10.3.3 The QMP must specify how the Quality Assurance (QA) activities will be carried out, including QA activities of Sub-Contractors.		

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

DATA ITEM DESCRIPTION		
1. TITLE Performance Measurement Plan (PfMP)		2. IDENTIFICATION NUMBER PM-004
3. DESCRIPTION The PfMP presents the Contractor's detailed plan to establish and monitor the appropriate Performance Indicators (PIs) necessary to meet the requirements of the SOW.		
4. APPROVAL DATE	5. OFFICE OF PRIMARY INTEREST DND / DGLEPM / DSSPM	6. GIDEP APPLICABLE
7. APPLICATION / INTERRELATIONSHIP This DID contains the format, content and preparation instructions for the data product generated by the specific and discrete task requirements as delineated in the Contract.		
8. ORIGINATOR DND / DGLEPM / DSSPM		9. APPLICABLE FORMS
10. PREPARATION INSTRUCTIONS		
10.1 Source Document		
10.1.1 The applicable issue of the cited documents, including their approval dates, and dates of any applicable amendments and revisions must be as specified in the Contract.		
10.2 Format		
10.2.1 The PfMP must be in the Contractor's format.		
10.3 Content		
10.3.1 The PfMP must address, at minimum, the DND Key Performance Indicators (KPIs) described in Annex F and may include any additional metrics or measures the Contractor deems appropriate to manage internal operations and track performance outcomes. Any additional metrics put forth by the Contractor are subject to the PA's approval.		
10.3.2 The PfMP must consolidate the management processes, administrative procedures and organizational structure that will be used to manage and monitor performance measurement.		
10.3.2.1 Overview:		
a. Purpose, Background, Scope, and Objectives;		
b. Assumptions, Constraints, and Risks; and		
c. Deliverables.		
10.3.2.2 Organization:		
a. Roles and Responsibilities, including internal and external organizations; and		
b. Escalating Lines of Communications, including Sub-Contractors (where applicable).		
10.3.2.3 The PfMP will include, but not necessarily limited to, the following elements:		
a. A detailed description of the proposed data inputs to be used and how they will be collected;		
b. A description of the KPIs including details regarding what the KPI purports to demonstrate, how the KPI contributes to the overall performance management system, and the data inputs used to derive the KPI;		
c. The frequency of data input collection and KPI updates; and		
d. Administrative aspects outlining how the PfMP will be managed and administered.		

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

DATA ITEM DESCRIPTION		
1. TITLE Green Procurement Plan (GPP)		2. IDENTIFICATION NUMBER PM-005
3. DESCRIPTION The GPP reflects the Contractor's current Green Procurement activities and commitments. It goes beyond ISO 14001 standard to reach as much as possible the intent of the Canadian Government Green Procurement Policy issued in April 2006.		
4. APPROVAL DATE	5. OFFICE OF PRIMARY INTEREST DND / DGLEPM / DSSPM	6. GIDEP APPLICABLE
7. APPLICATION / INTERRELATIONSHIP This Data Item Description (DID) contains the format, content and preparation instructions for the data product generated by the specific and discrete task requirements as delineated in the Contract.		
8. ORIGINATOR DND / DGLEPM / DSSPM		9. APPLICABLE FORMS
10. PREPARATION INSTRUCTIONS		
10.1 Source Document		
10.1.1 The applicable issue of the cited documents, including their approval dates, and dates of any applicable amendments and revisions must be as specified in the Contract.		
10.2 Format		
10.2.1 The GPP must be in the Contractor's format.		
10.3 Content		
10.3.1 Contractor Environmental Attributes:		
a. ISO 14001 certification status;		
b. Environmental management policies and practices;		
c. Involvement with and use of other government and private organizations published standards, indexes, metrics, guides applicable to Green Procurement (Green SCOR®, Higgs Index, SMART® Sustainable Textile Standard, Oeko Tex ® Standard 100, Sustainable Textile Production (STeP));		
d. Involvement with Green/Environmental Groups & Organizations in Canada and in the world;		
e. History of environmental initiatives;		
f. Product recycling programs;		
g. Waste disposal programs;		
h. Energy and water consumption programs; and		
i. Plans for environmental improvements.		
10.3.2 <u>Contractor Environmental Commitment</u> . Environment Sustainment and Waste Management commitments including Environmental assessment impacts, supplier's capability, and integration of environmental criteria into the Supply Chain.		

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

DATA ITEM DESCRIPTION		
1. TITLE Risk Management Plan (RMP)		2. IDENTIFICATION NUMBER PM-006
3. DESCRIPTION The RMP presents the Contractor's detailed risk analysis to establish and monitor the approach, planning, administrative, and management activities necessary to meet the requirements of the SOW.		
4. APPROVAL DATE	5. OFFICE OF PRIMARY INTEREST DND / DGLEPM / DSSPM	6. GIDEP APPLICABLE
7. APPLICATION / INTERRELATIONSHIP This Data Item Description (DID) contains the format, content and preparation instructions for the data product generated by the specific and discrete task requirements as delineated in the Contract.		
8. ORIGINATOR DND / DGLEPM / DSSPM		9. APPLICABLE FORMS
10. PREPARATION INSTRUCTIONS		
10.1 Source Document		
10.1.1 The applicable issue of the cited documents, including their approval dates, and dates of any applicable amendments and revisions must be as specified in the Contract.		
10.2 Format		
10.2.1 The RMP must be in the Contractor's format.		
10.3 Content		
10.3.1 The RMP must contain the following information:		
a. <u>Risk Identification</u> . Describe the processes that result in the initial identification of a potential risk, the data elements to be defined at the time the risk is identified, the processes associated with reviewing the data elements and confirming the risk, and entering the appropriate data into the Risk Register;		
b. Risk Analysis:		
1) The process for assigning priorities to risks;		
2) The assignment of specific risks to specific individuals;		
3) Quantify risks in terms of the probability of occurrence and the impact on cost, schedule, and performance of the Work;		
4) Risk prioritization and risk level triggers to initiate risk analysis and/or risk response planning; and		
5) Development and maintenance of a Risk Register including the method and frequency of updates.		
c. Outline risk response strategies;		
d. Explain how risks will be monitored, controlled, and reported; and		
e. Roles and Responsibilities:		
1) Describe the roles and responsibilities of personnel and key stakeholders in relation to risk management; and		
2) Describe the Communications between the Contractor and DND to track, review, and update risk items including the implementing of contingency plans.		

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

DATA ITEM DESCRIPTION		
1. TITLE Surge Requirement Plan (SRP)		2. IDENTIFICATION NUMBER PM-007
3. DESCRIPTION The SRP must present the Contractor's detailed plan to fulfill surge requirements in a timely manner.		
4. APPROVAL DATE	5. OFFICE OF PRIMARY INTEREST DND / DGLEPM / DSSPM	6. GIDEP APPLICABLE
7. APPLICATION / INTERRELATIONSHIP This DID contains the format, content and preparation instructions for the data product generated by the specific and discrete task requirements as delineated in the Contract.		
8. ORIGINATOR DND / DGLEPM / DSSPM		9. APPLICABLE FORMS
10. PREPARATION INSTRUCTIONS		
10.1 Source Document		
10.1.1 The applicable issue of the cited documents, including their approval dates, and dates of any applicable amendments and revisions must be as specified in the Contract.		
10.2 Format		
10.2.1 The SRP must be in the Contractor's format.		
10.3 Content		
10.3.1 The SRP must consolidate the management processes, administrative procedures, and organizational structure that will be used to fulfil surge requirements.		
10.3.2 Overview:		
a. Purpose, Background, Scope, and Objectives;		
b. Assumptions, Constraints, and Risks;		
c. Deliverables; and		
d. Roles and responsibilities, including internal and external organizations.		
10.3.3 The SRP will include, but not limited to, the following elements:		
a. A detailed description of any proposed data inputs to be used, their source, and how they will be collected;		
b. A detailed description of the Contractor's approach to fulfilling surge requirements;		
c. A detailed description of the risks and the risk mitigation strategies employed; and		
d. Administrative aspects outlining how the SRP will be managed and administered.		

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

DATA ITEM DESCRIPTION		
1. TITLE Transition-In Plan (TIP)		2. IDENTIFICATION NUMBER PM-008
3. DESCRIPTION The TIP presents in chronological order, the detailed description of each action item the Contractor must complete in order to ensure a timely and efficient transition.		
4. APPROVAL DATE	5. OFFICE OF PRIMARY INTEREST DND / DGLEPM / DSSPM	6. GIDEP APPLICABLE
7. APPLICATION / INTERRELATIONSHIP This DID contains the format, content and preparation instructions for the data product generated by the specific and discrete task requirements as delineated in the Contract.		
8. ORIGINATOR DND / DGLEPM / DSSPM		9. APPLICABLE FORMS
10. PREPARATION INSTRUCTIONS		
10.1 Source Document		
10.1.1 The applicable issue of the cited documents, including their approval dates, and dates of any applicable amendments and revisions must be as specified in the Contract.		
10.2 Format		
10.2.1 The TIP must be in the Contractor's format.		
10.3 Content		
10.3.1 The TIP must consolidate the management processes, administrative procedures, and organizational structure that will be used to manage the Work under Phase 1 of the Contract.		
10.3.1.1 Overview:		
a. Purpose, Background, Scope, and Objectives;		
b. Assumptions, Constraints, and Risks;		
c. Tasks and deliverables;		
d. Organization Summary; and		
e. Schedule Summary.		
10.3.1.2 Organization:		
a. Transition Management Organizational Chart, including internal and external organizations as it pertains to the transition Phase;		
b. Roles and Responsibilities, including internal and external organizations; and		
c. Escalating Lines of Communications, including Sub-Contractors, to define movement of critical issues within the Contract organization.		
10.3.1.3 Management Processes:		
a. Transition Management Approach and Procedures;		
b. Inventory transfer;		
c. Information management (including IT security, data transfer and DRMIS);		
d. Sub-Contractor Management;		
e. Schedule control;		
f. Resource allocation;		
g. QA;		
h. Performance Monitoring;		
i. Reporting;		
j. Problem resolution;		
k. RM;		
l. Environmental, Health, and Safety Issues Management; and		

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

DATA ITEM DESCRIPTION	
1. TITLE Transition-In Plan (TIP)	2. IDENTIFICATION NUMBER PM-008
m. Change Control Processes.	

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

DATA ITEM DESCRIPTION		
1. TITLE Transition-Out Plan (TOP)		2. IDENTIFICATION NUMBER PM-009
3. DESCRIPTION The TOP is a comprehensive plan detailing all administrative and managerial actions required to ensure a smooth transition to the successor.		
4. APPROVAL DATE	5. OFFICE OF PRIMARY INTEREST DND / DGLEPM / DSSPM	6. GIDEP APPLICABLE
7. APPLICATION / INTERRELATIONSHIP This DID contains the format, content and preparation instructions for the data product generated by the specific and discrete task requirements as delineated in the Contract.		
8. ORIGINATOR DND / DGLEPM / DSSPM		9. APPLICABLE FORMS
10. PREPARATION INSTRUCTIONS		
10.1 Source Document		
10.1.1 The applicable issue of the cited documents, including their approval dates, and dates of any applicable amendments and revisions must be as specified in the Contract.		
10.2 Format		
10.2.1 The TOP must be in the Contractor's format.		
10.3 Content		
10.3.1 The TOP must present in chronological order, the detailed description of each action item the Contractor must complete in order to ensure a timely and efficient transition.		
10.3.2 The TOP must consolidate the management processes, administrative procedures, and organizational structure that will be used to manage the Work under Phase 4 of the Contract.		
10.3.2.1 Overview:		
a. Purpose, Background, Scope, and Objectives;		
b. Assumptions, Constraints, and Risks;		
c. Tasks and deliverables;		
d. Organization Summary; and		
e. Schedule Summary.		
10.3.2.2 Organization:		
a. Transition Management Organizational Chart, including internal and external organizations as it pertains to the transition Phase;		
b. Roles and Responsibilities, including internal and external organizations; and		
c. Escalating Lines of Communications, including Sub-Contractors, to define movement of critical issues within the Contract organization.		
10.3.2.3 Management Processes:		
a. Transition Management Approach and Procedures;		
b. Sub-Contractor Management;		
c. Schedule control;		
d. Resource allocation;		
e. QA;		
f. Performance Monitoring;		
g. Reporting;		
h. Problem resolution;		
i. Risk Management;		
j. Environmental, Health, and Safety Issues Management;		

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

DATA ITEM DESCRIPTION	
1. TITLE Transition-Out Plan (TOP)	2. IDENTIFICATION NUMBER PM-009
k. Information Management; and l. Change Control Processes.	

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

DATA ITEM DESCRIPTION		
1. TITLE Meeting Agenda		2. IDENTIFICATION NUMBER PM-010
3. DESCRIPTION Meeting Agendas set the venue and identify the items to be discussed at meetings.		
4. APPROVAL DATE	5. OFFICE OF PRIMARY INTEREST DND / DGLEPM / DSSPM	6. GIDEP APPLICABLE
7. APPLICATION / INTERRELATIONSHIP This Data Item Description (DID) contains the format, content and preparation instructions for the data product generated by the specific and discrete task requirements as delineated in the Contract.		
8. ORIGINATOR DND / DGLEPM / DSSPM		9. APPLICABLE FORMS
10. PREPARATION INSTRUCTIONS		
10.1 Source Document		
10.1.1 The applicable issue of the cited documents, including their approval dates, and dates of any applicable amendments and revisions must be as specified in the Contract.		
10.2 Format		
10.2.1 The Meeting Agenda may be in the Contractor's format.		
10.3 Content		
10.3.1 The Meeting Agenda must be prepared such that meetings are a maximum of 6 hours per day in duration.		
10.3.2 The Meeting Agenda must identify the venue and list the discussion items to be covered at the meeting.		
10.3.2.1 <u>Venue Elements</u> . The Meeting Agenda must address the following elements on the venue as follows:		
a. Meeting Identification Number;		
b. Purpose (descriptive title);		
c. Coordinating instructions (such as date, time, and location); and		
d. Attendees.		
10.3.2.2 <u>Discussion items</u> . The Meeting Agenda must address the discussion items through the following sections:		
a. Opening Remarks;		
b. Agenda Review;		
c. Review of Previous Minutes;		
d. Opened Discussion Items;		
e. New Discussion Items;		
f. Review of Action Items;		
g. Next Venue; and		
h. Closing Remarks.		

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

DATA ITEM DESCRIPTION		
1. TITLE Meeting Minutes	2. IDENTIFICATION NUMBER PM-011	
3. DESCRIPTION Meeting Minutes consist of the detailed records of proceedings, discussions, decisions, and action items from meetings.		
4. APPROVAL DATE	5. OFFICE OF PRIMARY INTEREST DND / DGLEPM / DSSPM	6. GIDEP APPLICABLE
7. APPLICATION / INTERRELATIONSHIP This Data Item Description (DID) contains the format, content and preparation instructions for the data product generated by the specific and discrete task requirements as delineated in the Contract.		
8. ORIGINATOR DND / DGLEPM / DSSPM	9. APPLICABLE FORMS	
10. PREPARATION INSTRUCTIONS		
10.1 Source Document		
10.1.1 The applicable issue of the cited documents, including their approval dates, and dates of any applicable amendments and revisions must be as specified in the Contract.		
10.2 Format		
10.2.1 The Meeting Minutes may be in the Contractor's format.		
10.3 Content		
10.3.1 The Meeting Minutes must contain the detailed records of proceedings, discussions, decisions, and action items from the meeting.		
10.3.2 The detailed records must be presented through the following sections:		
a. General - including meeting identification number, purpose, date, time, and location;		
b. Attendees;		
c. Opening Remarks;		
d. Agenda Review;		
e. Review of previous Minutes;		
f. Discussion Items - Including a summary record of proceedings, discussions, decisions, information addressees, action addressees, and action completion date, for each item;		
g. Next Venue;		
h. Closing Remarks; and		
i. Signatures of Contractor's Program Manager (PM) and signatures of the Contracting Authority (CA) and the PA.		

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

DATA ITEM DESCRIPTION		
1. TITLE Action Item Report (AIR)		2. IDENTIFICATION NUMBER PM-012
3. DESCRIPTION The AIR provides itemized, dated, and up-to-date records of all approved Contractor, Public Works and Government of Canada (PWGSC), and DND action items.		
4. APPROVAL DATE	5. OFFICE OF PRIMARY INTEREST DND / DGLEPM / DSSPM	6. GIDEP APPLICABLE
7. APPLICATION / INTERRELATIONSHIP This Data Item Description (DID) contains the format, content and preparation instructions for the data product generated by the specific and discrete task requirements as delineated in the Contract.		
8. ORIGINATOR DND / DGLEPM / DSSPM		9. APPLICABLE FORMS
10. PREPARATION INSTRUCTIONS		
10.1 Source Document		
10.1.1 The applicable issue of the cited documents, including their approval dates, and dates of any applicable amendments and revisions must be as specified in the Contract.		
10.2 Format		
10.2.1 The AIR must be in the Contractor's format using DND compatible software, approved by the PA, and generated from a searchable, structured issue tracking file used to maintain a repository of historical information for the duration of the Contract.		
10.3 Content		
10.3.1 The AIR must contain the itemized, dated, and up-to-date records of all approved Contractor, PWGSC, and DND action items, and include the following data:		
a. Action item ID and Title;		
b. Description of issues;		
c. Traceability to primary document, meeting minutes, report, or activity;		
d. Date opened;		
e. Action addressee(s);		
f. Action to be taken;		
g. Status;		
h. Date required to be closed;		
i. Date closed; and		
j. Resolution.		
10.3.2 The AIR must list the action items sorted in the following order:		
a. Program Management - General;		
b. OMS;		
c. Warehousing and Inventory Management;		
d. Provisioning Issues;		
e. Design and Engineering Support;		
f. Performance Measurement;		
g. Quality Management;		
h. Financial Issues;		
i. Environmental, Health, and Safety Issues; and		
j. Other issues.		

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

DATA ITEM DESCRIPTION		
1. TITLE Customer Satisfaction Report		2. IDENTIFICATION NUMBER PM-013
3. DESCRIPTION Customer Satisfaction Reports provide information regarding all customer service requests/comments that the Contractor receives.		
4. APPROVAL DATE	5. OFFICE OF PRIMARY INTEREST DND / DGLEPM / DSSPM	6. GIDEP APPLICABLE
7. APPLICATION / INTERRELATIONSHIP This Data Item Description (DID) contains the format, content and preparation instructions for the data product generated by the specific and discrete task requirements as delineated in the Contract.		
8. ORIGINATOR DND / DGLEPM / DSSPM		9. APPLICABLE FORMS
10. PREPARATION INSTRUCTIONS		
10.1 Source Document		
10.1.1 The applicable issue of the cited documents, including their approval dates, and dates of any applicable amendments and revisions must be as specified in the Contract.		
10.2 Format		
10.2.1 Customer Satisfaction Reports may be in the Contractor's format.		
10.3 Content		
10.3.1 Customer Satisfaction Reports must contain the following minimum information:		
a. Overall monthly total of requests;		
b. Mechanism of requests/comments (e.g. phone call, email);		
c. Date and time of requests/comments;		
d. Length of phone calls (if applicable);		
e. Originator of request/comment to include contact information;		
f. Order number (if applicable);		
g. Detailed summary of order (if applicable);		
h. NSN (if applicable);		
i. Subject of request/comment;		
j. Detailed summary of request/comment;		
k. Resolution method taken to address the request/comment (if applicable); and		
l. Date of resolution (if applicable).		

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

DATA ITEM DESCRIPTION		
1. TITLE Shipment Delivery Report		2. IDENTIFICATION NUMBER PM-014
3. DESCRIPTION Shipment Delivery Reports provide information for each shipment.		
4. APPROVAL DATE	5. OFFICE OF PRIMARY INTEREST DND / DGLEPM / DSSPM	6. GIDEP APPLICABLE
7. APPLICATION / INTERRELATIONSHIP This Data Item Description (DID) contains the format, content and preparation instructions for the data product generated by the specific and discrete task requirements as delineated in the Contract.		
8. ORIGINATOR DND / DGLEPM / DSSPM		9. APPLICABLE FORMS
10. PREPARATION INSTRUCTIONS		
10.1 Source Document		
10.1.1 The applicable issue of the cited documents, including their approval dates, and dates of any applicable amendments and revisions must be as specified in the Contract.		
10.2 Format		
10.2.1 Shipment Delivery Reports may be provided in Excel format.		
10.2.2 Shipment Delivery Reports must contain a summary page.		
10.3 Content		
10.3.1 Shipment Delivery Reports must contain the following minimum information for each shipment:		
<ul style="list-style-type: none"> a. Base/consignee or User; b. Shipping address; c. Order number(s); d. NSN and description; e. Quantities ordered (DND Owned Items and Contractor Owned Items seperately); f. Quantities Shipped; g. Date shipped; h. Date of items delivered/received by user; i. All Unavailable Item Notifications, to include the reason; j. Any associated Backorders, to include the duration and expected delivery; k. Total cost of each item; l. Transportation costs; and m. All other applicable costs. 		
10.3.2 The summary page must include, but not limited to the following:		
<ul style="list-style-type: none"> a. The total number of orders; b. The total number of items ordered; c. Total transportation costs; and d. Total cost of orders. 		

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

DATA ITEM DESCRIPTION		
1. TITLE Returned Items Report		2. IDENTIFICATION NUMBER PM-015
3. DESCRIPTION Returned Items Reports provide information regarding item returns.		
4. APPROVAL DATE	5. OFFICE OF PRIMARY INTEREST DND / DGLEPM / DSSPM	6. GIDEP APPLICABLE
7. APPLICATION / INTERRELATIONSHIP This Data Item Description (DID) contains the format, content and preparation instructions for the data product generated by the specific and discrete task requirements as delineated in the Contract.		
8. ORIGINATOR DND / DGLEPM / DSSPM		9. APPLICABLE FORMS
10. PREPARATION INSTRUCTIONS		
10.1 Source Document		
10.1.1 The applicable issue of the cited documents, including their approval dates, and dates of any applicable amendments and revisions must be as specified in the Contract.		
10.2 Format		
10.2.1 Returned Items Reports may be in the Contractor's format.		
10.3 Content		
10.3.1 Returned Items Reports must contain the following minimum information:		
a. Date of order;		
b. Originator of order;		
c. Order number;		
d. Detailed summary of order;		
e. Items returned;		
f. NSN of items returned;		
g. Quantity of items returned;		
h. Cost and credit to DND; and		
i. Reason for the return.		

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

DATA ITEM DESCRIPTION		
1. TITLE Electronic Catalogue		2. IDENTIFICATION NUMBER PM-016
3. DESCRIPTION Electronic catalogue available online of all OCF items.		
4. APPROVAL DATE	5. OFFICE OF PRIMARY INTEREST DND / DGLEPM / DSSPM	6. GIDEP APPLICABLE
7. APPLICATION / INTERRELATIONSHIP This Data Item Description (DID) contains the format, content and preparation instructions for the data product generated by the specific and discrete task requirements as delineated in the Contract.		
8. ORIGINATOR DND / DGLEPM / DSSPM		9. APPLICABLE FORMS
10. PREPARATION INSTRUCTIONS		
10.1 Source Document		
10.1.1 The applicable issue of the cited documents, including their approval dates, and dates of any applicable amendments and revisions must be as specified in the Contract.		
10.2 Format		
10.2.1 The Catalogues must be bilingual (English and French) and in the Contractor's format.		
10.3 Content		
10.3.1 <u>Master Catalogue</u>		
10.3.1.1 The Master Catalogue must include all OCFC2 Items.		
10.3.1.2 The Master Catalogue must be available online to Clothing Stores.		
10.3.2 <u>Personalized Catalogues</u>		
10.3.2.1 The Personalized Catalogues must be provided to Authorized Users through the OMS.		
10.3.2.2 The Personalized Catalogues must be tailored to the Authorized User's entitlements based on the member's gender, rank, MOSID, UIC, Component, Environment, and Corps/Branch or Regiment.		
10.3.2.3 The Personalized Catalogues must update items available to Authorized Users when there are changes in the member's profile. For example, a rank change will entitle the member to the new rank slip-ons.		
10.3.3 DND will provide item entitlements for Personalized Catalogues based upon, but not limited to, gender, rank, MOSID, UIC, Component, Environment, and Corps/Branch or Regiment.		
10.3.4 All Catalogues must, as a minimum, include the following for each item:		
a. An accurate description of the item as per DND specifications;		
b. A photo of the item that can be enlarged;		
c. Generic NATO Stock Number (NSN) and specific NSNs for sizes (as applicable);		
d. All available sizes to include the member's recommended size;		
e. Item costs in points and dollars (as applicable); and		
f. Annual quantity limits and remaining quantities available to member.		

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

DATA ITEM DESCRIPTION		
1. TITLE Contractor System Administrator List		2. IDENTIFICATION NUMBER PM-017
3. DESCRIPTION The Contractor Administrator List provides DND with a list of all Contractor members that have access to the OMS system and any DND User information.		
4. APPROVAL DATE	5. OFFICE OF PRIMARY INTEREST DND / DGLEPM / DSSPM	6. GIDEP APPLICABLE
7. APPLICATION / INTERRELATIONSHIP This Data Item Description (DID) contains the format, content and preparation instructions for the data product generated by the specific and discrete task requirements as delineated in the Contract.		
8. ORIGINATOR DND / DGLEPM / DSSPM		9. APPLICABLE FORMS
10. PREPARATION INSTRUCTIONS		
10.1 Source Document		
10.1.1 The applicable issue of the cited documents, including their approval dates, and dates of any applicable amendments and revisions must be as specified in the Contract.		
10.2 Format		
10.2.1 Contractor System Administrator List may be in the Contractor's format.		
10.3 Content		
10.3.1 Contractor System Administrator list must contain the following minimum information for each Administrator on the list:		
a. Name of each Administrator;		
b. The type of account set for each Administrator;		
c. Contact information of each Administrator; and		
d. The corresponding role, responsibilities, and tasks of the Administrator.		

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

DATA ITEM DESCRIPTION		
1. TITLE Information Technology Security Plan (ITSP)		2. IDENTIFICATION NUMBER PM-018
3. DESCRIPTION The ITSP must present the Contractor's detailed plan to manage the Information Technology Security.		
4. APPROVAL DATE	5. OFFICE OF PRIMARY INTEREST DND / DGLEPM / DSSPM	6. GIDEP APPLICABLE
7. APPLICATION / INTERRELATIONSHIP This DID contains the format, content and preparation instructions for the data product generated by the specific and discrete task requirements as delineated in the Contract.		
8. ORIGINATOR DND / DGLEPM / DSSPM		9. APPLICABLE FORMS
10. PREPARATION INSTRUCTIONS		
10.1 Source Document		
10.1.1 The applicable issue of the cited documents, including their approval dates, and dates of any applicable amendments and revisions must be as specified in the Contract.		
10.2 Format		
10.2.1 The ITSP must be in the Contractor's format.		
10.3 Content		
10.3.1 The ITSP must address, at minimum, the mandatory prerequisites and the minimum security requirements described in the Information Technology Security Requirements, Appendix 14 to Annex A.		
10.3.2 The ITSP must consolidate the management processes, administrative procedures, and organizational structure that will be used to manage the Information Technology Security.		
10.3.3 Overview:		
a. Purpose, Background, Scope, and Objectives;		
b. Assumptions, Constraints, and Risks; and		
c. Deliverables.		
10.3.4 Organization:		
a. Roles and Responsibilities, including internal and external organizations; and		
b. Escalating Lines of Communications, including Sub-Contractors (where applicable).		
10.3.5 The ITSP will include, but not limited to, the following elements:		
a. A detailed description of the Contractor's approach to comply with the mandatory prerequisites related to physical security, personnel security, procedural security and information security;		
b. A detailed description of the Contractor's approach to comply with the minimum security requirements related to IT equipment, IT system configuration (including a Topology Diagram), Authorization and access control, IT media, document printing/reproduction, recovery and disposal;		
c. A detailed description of the Contractor's approach to comply with the connectivity criteria for establishing IT Links between DND and the Contractor to process, produce, and/or store contractual information up to and including the level of Protected B;		
d. A detailed description of the risks and the risk mitigation strategies employed; and		
e. Administrative aspects outlining how the ITSP will be managed and administered.		

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

DATA ITEM DESCRIPTION		
1. TITLE Industrial and Technological Benefits (ITB) Annual Report		2. IDENTIFICATION NUMBER ITB-001
3. DESCRIPTION The annual report reports ITB achievements against Contract obligations and commitments.		
4. APPROVAL DATE	5. OFFICE OF PRIMARY INTEREST Innovation, Science and Economic Development (ISED) - ITB Authority	6. GIDEP APPLICABLE
7. APPLICATION / INTERRELATIONSHIP Reference: ITB Terms and Conditions (Annex G, Articles 3 and 4)		
8. ORIGINATOR ISED - ITB Authority		9. APPLICABLE FORMS N/A
10. PREPARATION INSTRUCTIONS		
<p>10.1 The Contractor must submit to the ITB Authority, through the CA, annual reports based on the performance achieved during the ITB Reporting Periods noted in this Contract. These reports must be submitted 60 calendar days after the end of the annual Reporting Period. Each annual report shall consist of three parts.</p> <p>Content:</p> <p>10.2 <u>Part A</u>. A high-level overview of the Work performed during the Reporting Period, including major highlights and schedule changes.</p> <p>10.2.1 <u>Obligations</u>. A list of all the monthly payment claims for the ITB Obligation Value that have been approved by the CA for Work completed since the Effective Date, broken down by Reporting Period and including the amount and date submitted.</p> <p>10.2.2 <u>Plans</u>. A description and explanation of any substantive changes to the Plans, including changes to company officials responsible for administering the Obligations, and any notable regional development and small business activities that occurred in the Designated Regions of Canada. This part should also include a list of the suppliers which have been added, removed or whose scope of work has been substantially altered during the Reporting Period and the rationale for the changes undertaken.</p> <p>10.2.3 <u>ITB Obligations Overview</u>. A detailed overview of the Contractor's Obligations as per Article 3.1., the related activities during the Reporting Period and a cumulative summary of the achievement status of each.</p> <p>10.3 <u>Part B</u>. For each Transaction being reported:</p> <ol style="list-style-type: none"> a. An update on any changes to details, such as the CCV percentage or Recipient contract information; b. A description of significant achievements and activities, particularly those associated with Transactions involving multipliers; c. A description of any delays, problems or Shortfalls, along with a plan of action to resolve them; d. The CCV of the achievements claimed for the current Reporting Period; e. The CCV for the achievements claimed to date in all the Reporting Periods since the beginning of the Achievement Period; and f. New, changed or cancelled Transactions: <ol style="list-style-type: none"> 1) A list of Transactions which have been cancelled, added or substantially altered during the Reporting Period with the approval of the ITB Authority. <p>10.4 <u>Part C</u></p> <p>10.4.1 Certificates of compliance, using the template attached at Appendix C signed by the senior company official with the authority to bind the Contractor in respect of the Transactions and CCV for which there was activity in that Reporting Period. In addition, the Contractor is required to provide certificates of compliance signed by each Eligible Donor.</p>		

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

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

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

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

Annex A - Appendix 4 – Order Management System (OMS)

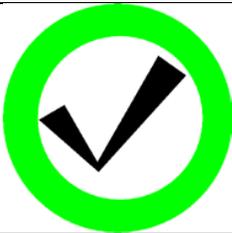
Department of National Defence

**Statement of Work (SOW)
Order Management System (OMS)
Operational Clothing and Footwear Consolidated
Contract (OCFC2)**

Requisition Number: W8486-206245
DND Document #

Date: 30 August 2019
RDIMS # 3821387

Prepared by:
DSSPM
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NOTICE

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

AVIS

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

Annex A - Appendix 4 – Order Management System (OMS)

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Annex A - Appendix 4 – Order Management System (OMS)

1 SCOPE

1.1 Purpose

1.1.1 To provide an Order Management System (OMS) that will allow Authorized Users to order OCF Items online and have those items delivered directly to their address of choice.

1.1.2 The implementation of Phase 3 is at DND's discretion. If DND decides to proceed to Phase 3, the Contracting Authority will notify the Contractor in writing.

1.2 General

1.2.1 The Contractor must provide a detailed outline of the development and implementation of the OMS as part of the Program Management Plan (PMP), prepared in accordance with CDRL 001 and its associated DID (PM-001).

1.2.2 The Contractor must make the OMS available to DND for testing and acceptance within six months from the start of Phase 2.

1.3 Account Types

1.3.1 The Contractor must deliver an OMS with at least two types of accounts:

- a. Authorized User Account; and
- b. Administrator Account.

1.4 Definitions

1.4.1 For definitions and explanation of terms, refer to Glossary of Terms, Acronyms and Abbreviations, Appendix 11 to Annex A.

Annex A - Appendix 4 – Order Management System (OMS)

2 TECHNICAL ARCHITECTURE

2.1 General

2.1.1 The OMS requires the availability of an externally hosted application which conforms to e-business best practices in its design, deployment, and administration.

2.1.2 Hardware and software requirements must be compatible with DND's Information Technology (IT) / Information Management (IM) environment, and allow access through the DND Firewall.

2.1.3 DND will not host the OMS on DND premises nor maintain the OMS with DND staff.

2.1.4 The OMS must be used exclusively for DND's purpose and must be clearly identified as the Canadian Armed Forces Operational Clothing and Footwear Order Management System on the first page of the website.

2.1.5 The OMS and all related databases must be subject to robust, comprehensive security measures that evolve as security threats and technologies evolve. The Contractor must proactively update its security measures continuously throughout the Contract period, in order to achieve the highest possible levels of data security, availability and confidentiality.

2.1.6 DND may, at its sole discretion, require the Contractor to undertake additional security measures and standards to ensure the security, availability and confidentiality of DND data and information.

2.1.7 Technology changes to the OMS that are required by the Contractor to meet the requirements of this Statement of Work (SOW) are not subject to additional costs to DND.

2.1.8 DND may require changes to the OMS to reflect current management processes or DND operational requirements. Changes to OMS as required by DND will be carried out through Task Authorizations. Any change to the OMS resulting from a Task Authorization shall be reflected in an amended OMS SOW.

2.2 Audit

2.2.1 Canada may audit the Contractor's compliance with the IT security requirements included in the Contract at any time.

2.2.2 If requested by the Contracting Authority, the Contractor must provide Canada with full access to its premises, its network and all databases storing Canada's data and data related to the Contract at all reasonable times.

2.2.3 If Canada identifies any security deficiencies during an audit, the Contractor must correct the deficiencies as soon as possible within no later than 20 business days

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at its own expense and must notify Canada in writing that the deficiencies have been addressed so that Canada can perform any required validation activities to verify compliance.

2.3 Scalability

2.3.1 The OMS must accommodate increases and decreases in the number of users without having a negative effect upon the performance of the OMS.

2.3.2 The OMS must accommodate increases and decreases in the number of items available in catalogues without having a negative effect upon the performance of the OMS.

2.4 Accessibility

2.4.1 The OMS must be web-based.

2.4.2 The OMS must be accessible through a standard internet browser and the Defence Information Network (DIN).

2.4.3 The OMS must allow access to Authorized Users only.

2.4.4 The OMS must be available 24 hours a day, 7 days a week, and 365 days a year, 99% of the time, with the exception of short maintenance periods approved by the Project Authority (PA).

2.4.5 The OMS must, in the event of maintenance periods, display a message on the home page stating the reason for the downtime as well as the anticipated time of service restoration.

2.4.6 The OMS must, in the event of an interruption of service, be recovered to its prior operational state within 24 hours.

2.4.7 The OMS must, in the event of a failure, display a message on the home page (if possible) stating the reason for the downtime and the anticipated time of service restoration.

2.4.8 The Contractor must, in the event of an OMS failure, notify DND as soon as possible.

2.5 Ease of Use

2.5.1 The OMS must be available in both official languages.

2.5.2 The OMS must comply with the Official Languages Act, as amended from time to time.

2.5.3 The OMS must provide Authorized Users with the option to use the site in either official language.

Annex A - Appendix 4 – Order Management System (OMS)

2.5.4 The OMS must not require Authorized Users to enter their login name or password multiple times.

2.5.5 The OMS must have an intuitive user interface designed to make ordering items as simple and seamless as possible.

2.5.6 The OMS must have logical navigation.

2.5.7 The OMS must have design elements that are consistent and standardized throughout the site.

2.5.8 The OMS must have text that is brief, succinct, and minimizes horizontal scanning.

2.5.9 The OMS must label links with text that is descriptive and indicative of the information contained within the link.

2.5.10 The OMS must have a user interface that has an adaptive design to allow for ease of viewing on all screen sizes.

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2.6 Integration

2.6.1 The OMS must be integrated with the Contractor's Inventory Management System to ensure the monitoring of inventory levels and usages.

2.7 Security

2.7.1 The Contractor must meet security requirements for the OMS in accordance with the IT Security Requirements, Appendix 14 to Annex A.

2.7.2 The OMS must comply with changes to the IT Security Requirements, as it is amended over time by Canada at its sole discretion.

Annex A - Appendix 4 – Order Management System (OMS)

3 ACCOUNT MANAGEMENT

3.1 Account Types

3.1.1 The OMS must provide at least two types of accounts as follows:

- a. Authorized User Account. This account will be given to all Authorized Users, where individual members are responsible for ordering their own clothing and footwear; and
- b. Administrator Account. This account will be given to an Authorized DND Administrator as detailed in this SOW, Section 5.

3.2 Account Creation

3.2.1 The OMS must create new Authorized User Accounts, as required, for Authorized Users within 72 hours of receipt of a DND Database refresh.

3.2.2 The OMS must provide Authorized Users access to their account upon completion of the OMS registration process.

3.3 Account Deactivation

3.3.1 The OMS must deactivate Authorized User Accounts within 72 hours, at the request from the PA, when the Authorized User ceases to appear on a DND Database refresh, or when the Authorized User is attached to a specific Unit Identification Code (UIC) in a DND Database refresh.

3.3.2 Specific UICs, for which an Authorized User's Account will be deactivated, are as follows:

- a. 0000 (no unit assigned);
- b. 0001 (NDHQ);
- c. 0812 (Supplementary Reserve Force);
- d. 9914 (Release – Terminal Leave);
- e. 9915 (Absent Without Leave (AWL));
- f. 9917 (Leave Without Pay (LWOP)); and
- g. 9935 (Supplementary Reserve Force).

3.3.3 The OMS must retain all deactivated Authorized User Accounts for 90 calendar days.

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3.3.4 The OMS must archive deactivated Authorized User Accounts if the Authorized User does not reappear on a DND Database refresh within 90 calendar days of deactivation.

3.3.5 Archived data must be kept for the duration of the Contract.

3.4 Re-Activation Within 90 Calendar Days

3.4.1 Authorized User Accounts must be re-activated if the Authorized User reappears on a DND Database refresh within 90 calendar days of deactivation.

3.4.2 Authorized User entitlements must be carried forward, from the time of deactivation, if the account is re-activated within 90 calendar days of deactivation. Entitlements are detailed in this SOW, Section 3.6.

3.5 Re-Activation After 90 Days

3.5.1 If the Authorized User re-appears on a DND Database refresh after 90 calendar days of deactivation, the OMS must prompt the Authorized User to complete the registration processes described in Section 4.1 herein.

3.5.2 Authorized User entitlements must be reset to the initial allocation, or as specified by the PA, if the account is re-activated after 90 days of deactivation. Entitlements are detailed in this SOW, Section 3.6.

3.6 Entitlement System

3.6.1 The OMS must manage an entitlement system that allows Authorized Users to utilize points to order items.

3.6.2 The OMS must allocate annual entitlement points to Authorized Users in accordance with limits set by DND. Annual points are renewed annually on 1 April.

3.6.3 The OMS must ensure that Authorized Users are not able to order beyond their allocated annual points unless prior approval is given by the PA.

3.6.4 The OMS must ensure that Authorized Users are not able to order beyond their item quantity limits, as set by DND, unless prior approval is given by the PA.

3.6.5 The OMS entitlement system must monitor, control, and manage all orders made by Authorized Users.

3.6.6 The OMS must adjust and reduce applicable Authorized User points and remaining item quantities available as orders are placed.

3.6.7 The Contractor must ensure that there are adequate controls to routinely check the accuracy of each Authorized Users' entitlements and account status.

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3.6.8 DND will provide details of the entitlement system, to include annual point allocations for users, cost of items in points, and item quantity limits, to the Contractor at the start of Phase 2.

3.6.9 DND reserves the right to amend the entitlement system throughout the Contract as required.

3.7 Profile Information

3.7.1 The OMS must maintain a database of the Authorized User's demographic information, including name, Service Number (SN), Rank, Environment, shipping addresses, e-mail addresses, gender, body measurements, order history, and pertinent order information.

3.7.2 DND will provide the following information for Authorized Users in the form of a database refresh sent to the Contractor bi-monthly:

- a. Service number (SN);
- b. Surname;
- c. First name;
- d. Initials;
- e. Gender;
- f. Rank;
- g. UIC;
- h. Military Occupational Structure Identification (MOS ID);
- i. MOS ID title;
- j. Component;
- k. Environment;
- l. Corps/Branch or Regiment (as applicable); and
- m. Class of service.

3.7.3 The Contractor must safeguard the integrity of the information contained in the Database of DND information. This information, in whole or in part, must not be shared with any external entity without the written approval of the PA.

3.7.4 The Authorized Users will provide their contact information at the time of registration.

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3.7.5 Honorary DND Members are considered the same as Regular and Primary Reserve Force Members and fall under the same entitlement system. They do not appear on the DND Database refresh provided bi-monthly as described in this SOW, Section 3.7.

3.7.6 DND will provide a list of Honorary DND Members on a separate database as required.

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4 FUNCTIONALITIES

4.1 Authorized User Account Registration

4.1.1 The OMS must, on its homepage, prompt new Authorized Users to complete the registration process to gain access to the OMS.

4.1.2 The OMS must use the Authorized User's SN as the login name.

4.1.3 The OMS must prompt all Authorized Users, upon registration, to input a password and at least two security questions with answers.

4.2 Password Reset Tool

4.2.1 The OMS must have an online password reset tool to enable Authorized Users to reset their password at any time.

4.2.2 The OMS password reset tool must use security questions to validate Authorized User identity before resetting the password and email the temporary password to the Authorized User.

4.2.3 The OMS must direct Authorized Users, who have forgotten their passwords or have been denied access due to unsuccessful log-in attempts, to the password reset tool.

4.3 Navigation Bar

4.3.1 The OMS must have a navigation bar that will provide links to the different functionalities of the website.

4.4 Program Overview

4.4.1 The OMS must provide a link that details a program overview that can be accessed at any time during a users' session.

4.4.2 DND will provide the information that should be included in the Program Overview.

4.5 Communication Messaging

4.5.1 The OMS must allow for pop-up advisories. There will be instances when DND will need to disseminate information to all Authorized Users through a pop-up message.

4.5.2 DND will provide the information to be included in all advisories.

4.5.3 When an Authorized User signs in, the OMS must require the Authorized User to acknowledge any pop-up advisories before proceeding to the Homepage.

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4.5.4 The OMS must direct the Authorized User to the homepage after the Authorized User acknowledges the advisories.

4.5.5 There will be instances when DND will need to disseminate information to specific Authorized User groups. The OMS must customize specific user homepages to include DND Authorized messaging targeted specifically at the Authorized User groups.

4.6 User Profile

4.6.1 From the homepage, the OMS must allow the Authorized User to access their profile page.

4.6.2 The OMS must create and maintain an individualized user profile for each Account based upon the information provided by DND and the Authorized User. The profile will contain applicable information on the users' measurements, point account details, entitlement details, shipping address, and contact information.

4.6.3 The OMS must allow the Authorized User to change only the following information on their profile:

- a. Measurements, in imperial or metric;
- b. Shipping address;
- c. Contact information;
- d. Passwords; and
- e. Security questions and answers.

4.6.4 The OMS user profile must contain the Authorized Users' order history.

4.6.5 The OMS must allow the Authorized User to access their order history for the review of previous orders.

4.6.6 The OMS user profile must be updated with remaining points and entitlements on the account as the Authorized User places an order.

4.7 Personalized Catalogues

4.7.1 The OMS must provide Personalized Catalogues for Authorized Users.

4.7.2 The OMS Personalized Catalogues for Authorized Users must be created in accordance with the Electronic Catalogue, detailed in CDRL 016 and its associated DID (PM-016).

4.7.3 The OMS must provide Authorized Users with a link to their Personalized Catalogue.

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4.7.4 DND will provide a list of accoutrements that must accompany applicable clothing items when ordered by Authorized Users.

4.8 Order Placement

4.8.1 The OMS must verify that the Authorized User's profile is completed in full and that the Authorized User's account is active before an order can be completed.

4.8.2 The OMS must allow the Authorized User to place an order using the catalogue.

4.8.3 The OMS must allow the Authorized User to input the item quantity for ordering, within their entitled item quantity limits.

4.8.4 The OMS must generate recommended sizes of items, at the time of ordering, based upon the last size ordered and the Authorized User's body measurements in their profile.

4.8.5 The Contractor must ship required accoutrements with applicable clothing.

4.8.6 The OMS must provide the Authorized User with the option to confirm or change sizing at the time of placing an order.

4.8.7 The OMS must provide the Authorized User with the option to confirm or change the shipping information at the time of placing an order.

4.8.8 To confirm shipping addresses, the OMS must allow the Authorized User to have the option to choose delivery to Canada, North America, overseas via Belleville, Ontario, and overseas to Attaches and Embassies, via Global Affairs Canada, 125 Sussex Drive, Ottawa, Ontario.

4.8.9 The OMS must provide the Authorized User with the total order cost in points as well as remaining points on their account before the final submission of the order.

4.8.10 The OMS must provide an order number to the submitter to acknowledge receipt of order and for reference purposes.

4.8.11 The OMS acknowledgement receipt must indicate the expected delivery date.

4.8.12 The OMS must update the Authorized User's order history accordingly.

4.8.13 The OMS must provide real-time order tracking, to include the shipping company's name and tracking number, to provide order status to Authorized Users.

4.9 Backorders

4.9.1 The OMS must notify the Authorized User, at the time of ordering, whether an item(s) is unavailable and will be a late delivery.

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4.9.2 The OMS must advise the Authorized User, at the time of ordering, on the expected delivery date of the unavailable item(s) if the Authorized User proceeds with the order.

4.9.3 The OMS must create a Backorder only when an item(s) is unavailable and the Authorized User has given the approval to proceed with the order.

4.9.4 The OMS must give the Authorized User the option to select a different size of the item, when applicable, if the Authorized User chooses not to proceed with the Backorder.

4.9.5 The Contractor must track all Unavailable Item Notifications.

4.10 Returns

4.10.1 The Contractor must develop a return process detailing the steps to be taken for an item to be returned.

4.10.2 Return instructions must be available online through the OMS.

4.10.3 The return process must allow the Authorized User the opportunity to indicate the reason for the return.

4.10.4 For orders by Authorized Users through OMS, the Contractor must re-credit the Authorized User's points for returned items.

4.10.5 The Contractor must ensure that returns to the Contractor are at no cost to the Authorized User.

4.11 Online Support

4.11.1 The OMS must include an online support function to assist the Authorized Users with utilizing the OMS.

4.11.2 The OMS support function must explain the online ordering system and process as it applies to the program in the form of Frequently Asked Questions, which must be updated from time to time and at the request of the PA.

4.11.3 The OMS support function must include a sizing guide and directions on inputting personal measurements.

4.11.4 The OMS must include a Contact Us function through which the Authorized Users are provided an email address or phone number that can be used to ask questions, provide information/feedback, and submit complaints to the Contractor.

4.11.5 The OMS must include an online Complaint Form that will produce a tracking number upon submission. The tracking number will facilitate the resolution process.

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4.11.6 The Contractor must respond to inquiries and complaints in accordance with the SOW, Annex A, Section 5.8.

4.12 Electronic Survey

4.12.1 The OMS must provide an online electronic survey function.

4.12.2 DND will provide questions to be included in the survey.

4.12.3 The OMS electronic survey function must prompt the Authorized User, upon order completion, to complete an optional electronic survey to collect valuable statistics regarding satisfaction or dissatisfaction with the OMS.

4.12.4 The Contractor must not post user surveys on the OMS without the permission of the PA.

Annex A - Appendix 4 – Order Management System (OMS)

5 DND ADMINISTRATOR ACCOUNT

5.1 The Contractor must provide DND access to the OMS through the DND OMS Administrator Account.

5.2 The DND OMS Administrator Account must allow the DND Administrator to upload and electronically transfer the bi-monthly DND Database refresh to the Contractor.

5.3 The DND OMS Administrator Account must provide the DND Administrator the ability to produce online reports on the following:

- a. Authorized User nominal rolls;
- b. Point allocations and expenditures;
- c. Catalogues;
- d. Registrations;
- e. Orders;
- f. Items shipped;
- g. Items exchanged;
- h. Returned orders;
- i. Backorders; and
- j. Delivery dates and timelines.

5.4 The online reports must allow the DND Administrator to generate reports based on a selected criteria. The criteria includes, but not limited to, all profile information listed in this SOW, para 3.7.2 (i.e. the ability to view all orders from multiple ranks).

5.5 The DND OMS Administrator Account must have the capability to drill-down through generated reports to provide more details on specific orders and highlight common issues and problems areas.

5.6 The reports must be exportable into excel format.

5.7 The DND OMS Administrator Account must allow the DND Administrator to adjust the entitlement system for specific Authorized Users.

5.8 The DND OMS Administrator Account must allow the DND Administrator to create or deactivate Authorized User Accounts as well as modify existing profiles.

Annex A - Appendix 4 – Order Management System (OMS)

5.9 The OMS must be programmed such that changes made by the DND Administrator to Authorized User Accounts shall override a DND Database refresh for a period of 90 days, with the exception of account deactivations.

5.10 The DND OMS Administrator Account must allow the DND Administrator to change Authorized User passwords as required.

5.11 The DND OMS Administrator Account must allow the DND Administrator to place orders on behalf of Authorized Users when required.

Annex A - Appendix 5 – Authorized Clothing Stores List

Department of National Defence

Authorized Clothing Stores List Operational Clothing and Footwear Consolidated Contract (OCFC2)

Requisition Number: W8486-206245
DND Document #

Date: 30 August 2019
RDIMS # 3849267

Prepared by:
DSSPM
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NOTICE

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

AVIS

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

Annex A - Appendix 5 – Authorized Clothing Stores List

May be subject to change at any time.

Name	Region	Address	City	Province	Postal Code
Yellowknife, Supply CFNA HQ	Yellowknife	Supply CFNA HQ Box 6666	Yellowknife	NT	X1A 2R3
CS Comox	Comox	Clothing Store 19 Wing Comox PO Box 1000 STN Forces, Bldg 171	Lazo	BC	V0R 2K0
Clothing Stores, CFB Esquimalt	Esquimalt	CFB Esquimalt Bldg 211 Dockyard	Victoria	BC	V9A 7N2
ASU Chilliwack, Clothing Stores	ASU Chilliwack	Area Support Unit Chilliwack Bay 15, 5535 Korea Rd	Chilliwack	BC	V2R 5P2
LSC Chilliwack	Chilliwack	C202/MSA2, Log Support Center Clothing Stores, Bay 15, 5535 Korea Rd	Chilliwack	BC	V2R 5P2
ASU Calgary, Clothing Store	Calgary	General Sir Arthur Currie Bldg 4225 Crowchild Trail SW	Calgary	AB	T3E 1T8
Wing Cold Lake, Clothing Stores	Cold Lake	Wing Supply Flight / Clothing Stores Canadian Forces Base Cold Lake PO Box 6550, Station Forces	Cold Lake	AB	T9M 2C6
3 CDSB Edmonton, Garrison Clothing Stores	Edmonton	Edmonton Garrison Clothing Stores Bldg 176 Rhine Road PO Box 10500 STN Forces	Edmonton	AB	T5J 4J5
CFB Suffield, Clothing Stores	Suffield	Clothing Stores, Bldg 322 PO Box 6000 STN Main	Medicine Hat	AB	T1A 8K8
3 CDSB Edmonton, Detachment Wainwright, Supply Clothing Stores	Wainwright	Camp Supply Officer, Bldg 593 Camp Wainwright	Denwood	AB	T0B 1B0
CFB Detachment Dundurn, Clothing Stores	Dundurn	Detachment Dundurn Bldg 155 Supply Section	Dundurn	SK	S0K 1K0
Detachment Regina, Sub-Stores	Regina	Regina Armouries 1600 Elphinstone St	Regina	SK	S4T 3N1
CFB Saskatoon Sub-Store	ASU Saskatoon	930 Idylwyd Drive	Saskatoon	SK	S7L 0Z6

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Name	Region	Address	City	Province	Postal Code
15 Wing Moose Jaw, Supply Clothing Stores	Moose Jaw	Wing Commander, Bldg 143 15 Wing Moose Jaw PO Box 5000 STN Main	Moose Jaw	SK	S6H 7Z8
CFB Shilo, Base Supply Clothing Stores	Shilo	Bldg C101, Base Supply, Clothing Stores PO Box 5000 STN Main	Shilo	MB	R0K 2A0
17 Wing Winnipeg, Supply Clothing Stores	Winnipeg	Wing Commander 17 Wing Bldg 129 MDC Door 13 Whytefold Rd	Winnipeg	MB	R3J 3Y5
Clothing Stores, CFSTG Borden	Borden	Base Commander Bldg O-111 Clothing Stores Door #9, CFB Borden PO Box 1000 STN Main	Borden	ON	L0M 1C0
Det 3 Belleville, Clothing Stores	Belleville	Belleville Clothing Stores, Det 3 187 Pinnacle Street	Belleville	ON	K8N 3A5
Det 4 Hamilton, Supply	Hamilton	Commanding Officer ASU London Captain Neil Bldg, Det 4 701 Oxford St East	London	ON	N5Y 4T7
ASU Kingston, Clothing Stores	Kingston	Base Clothing CFB Kingston PO Box 17000 STN Forces	Kingston	ON	K7K 7B4
CFB Kingston, RMC Clothing	Kingston	RMC Supply LSS Det Bldg R24 23 General Crerar Crescent PO Box 17000 STN Forces	Kingston	ON	K7K 7B4
Clothing Stores, CFS Leitrim	Leitrim	Commanding Officer, Bldg 273 CFS Leitrim 3545 Leitrim Rd	Gloucester	ON	K1A 0K4
Clothing Stores, ASU London	London	ASU London Captain Neil Bldg 701 Oxford St East	London	ON	N5Y 4T7
MTSC Meaford Supply Section	Meaford	MTSC Meaford Bldg M210 RR#1	Meaford	ON	N4L 1W5
ASU Northern Ont, Clothing Stores	North Bay	Bldg 48 540 Chippewa St West	North Bay	ON	P1B 9E7

Annex A - Appendix 5 – Authorized Clothing Stores List

Name	Region	Address	City	Province	Postal Code
Thunder Bay Armouries, Supply Det, Clothing Stores	Thunder Bay	317 Park Ave	Thunder Bay	ON	P7B 1C7
ASU Northern Ont, Det Timmins, Clothing Stores	Timmins	Cassidy Armoury 355 Algonquin Blvd East	Timmins	ON	P4N 7H9
Wing Supply Clothing Stores	CFB NT-Bay	Wing Commander Bldg 15 22 Wing North Bay	Hornell Heights	ON	P0H 1P0
Clothing Stores, 4 CDSB Petawawa	Petawawa	Base Commander, Bldg H-110 4 CDSB Petawawa	Petawawa	ON	K8H 2X3
4 CDSB Petawawa, Special Ops Depot	CANSOFCOM	4 CDSB Petawawa, Base Commander Special Operations Depot 61 Industrial Ave	Petawawa	ON	K8H 2W8
Det Garrison Toronto Clothing Stores	Toronto	Det Garrison Toronto Clothing Stores LCol George Taylor Denison III Armoury 1 Yukon Lane	Toronto	ON	M3K 0A1
8 Wing Trenton Supply, Clothing Stores	Trenton	Wing Commander Hgr 22 8 Wing Trenton 46 Portage Ave	Trenton	ON	K0K 1B0
ASU Northern Ont, Det Sudbury, Clothing Stores	Sudbury	333 Riverside Dr	Sudbury	ON	P3E 1H5
ASU Northern Ont, Det Sault Ste. Marie, Clothing Stores	Sault Ste. Marie	375 Pine St	Sault Ste. Marie	ON	P6B 3E6
Det 3 Windsor, Supply	Windsor	Commanding Officer ASU London Det 3 Windsor, Supply 4007 Sandwich St	Windsor	ON	N9C 1C3
CFSU (O) Clothing Stores	Ottawa	101 Colonel By Dr Maj Gen Pearkes Bldg	Ottawa	ON	K1A 0K2
3 Canadian Support Unit	Montreal	PO BOX 4000 STN K	Montreal	QC	H1N 3R9
USS Montréal - Magasin D'habillement Batisse 11 Nord	Longue-Pointe	Base des Forces Canadienne Montréal Magasin D'habillement Batisse 11 Nord USS Longue-Pointe, 6560 Hochelaga Est	Montreal	QC	H1N 1X8

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Name	Region	Address	City	Province	Postal Code
Detachement de Rimouski, Magasin D'habillement	Rimouski	Habillement Rimouski 77, 2ieme Rue Ouest	Rimouski	QC	G5L 4X3
Det2 Rouyn-Noranda, Clothing Stores	Rouyn Noranda	97, Perreault Est C.P. 368	Rouyn Noranda	QC	J9X 5C4
Detachement Shawinigan, Section D'habillement	Shawinigan	Magasin Regional D'habillement 5315, Boul. Royal	Shawinigan	QC	G9N 8G6
Detachement Sherbrooke, Section D'approvisionnement	Sherbrooke	Officier Commandant Hangar 103 Detachement Sherbrooke BFC Montreal-Garnison St-Jean	St-Jean Sur Richelieu	QC	J0J 1R0
Section Habillement De La Base - BFC Bagotville	Bagotville	BFC Bagotville	Alouette	QC	G0V 1A0
Section Habillement de la Base	Valcartier	Edifice 188 Section Habillement BFC Valcartier	Courselette	QC	G0A 1R0
5 CDSB Gagetown	Gagetown	Base Supply Bldg B-10 5 CDSB Gagetown – Clothing Stores PO Box 17000 STN Forces	Oromocto	NB	E2V 4J5
89 Field Battery, Supply	Woodstock	89 th Fd Bty, Clothing Stores 107 Chapel St	Woodstock	NB	E7M 1G6
Det31 Svc Bn, Clothing Stores	Saint John	31 (Saint John) Service Battalion 60 Broadway Ave BGA Clothing Stores, Det 3	Saint John	NB	E2L 5C5
Clothing Stores, Det Moncton	Moncton	Base Commander Bldg 48 CFBG Detachment Moncton 299 Park St	Moncton	NB	E1C 9L4
Det Fredericton, Clothing Stores	Fredericton	RQ, 1RNBR Carleton Street Armoury 3 Carleton St	Fredericton	NB	E3B 3T1
Det Bathurst, Clothing Stores	Bathurst	1820 King Ave, B704/Det 5	Bathurst	NB	E2A 4Z7

Annex A - Appendix 5 – Authorized Clothing Stores List

Name	Region	Address	City	Province	Postal Code
Det 7 HMCS Brunswick, Supply	Saint John	HMCS Brunswick Det 7 Clothing Stores 160 Chelsey Dr	Saint John	NB	E2L 5E2
Clothing Stores, 2 Hangar	Greenwood	Wing Supply Hgr 2 – Wing Commander 14 Wing Greenwood	Greenwood	NS	B0P 1N0
Clothing Stores, CFB Halifax – Formation Logistics	Halifax Main	Formation Logistics – Clothing Stores Bldg D206, Door 4-13 PO Box 99000, STN Forces	Halifax	NS	B3K 5X5
CFB Halifax, Armouries, Clothing Stores	Halifax Armouries	BSSG MSA Halifax Armouries North Park St PO Box 99000, STN Forces	Halifax	NS	B3K 4B3
CFB Halifax, Clothing Stores	Halifax Truro	Clothing Stores - BSSG Truro 126 Willow St	Truro	NS	B2N 4Z6
CFB Shearwater, Supply Group, Clothing Stores	Shearwater	Formation Logistics Shearwater Supply Group Clothing Stores Bldg 30	Shearwater	NS	B0J 3A0
Detachment Cape Breton Clothing	Sydney	Det Cape Breton 11 Garrison Rd Victoria Park	Sydney	NS	B1P 7G9
LFAATC Det Aldershot	Aldershot	LFAATC Det Aldershot Supply Bldg 218 1400 Lanzy Rd	Kentville	NS	B4N 4H8
Reserve Clothing Supply	Charlottetown	3 ASG Charlottetown, Det 8 West Royalty Industrial Park 88 Watts Ave	Charlottetown	PE	C1E 2C1
Wing Gander, Clothing Stores	Gander	Wing Supply Clothing Stores Wing Commander - Bldg 110 9 Wing Gander	Gander	NL	A1V 1X1
5 Wing Goose Bay, Clothing Stores	Goose Bay	B705 5WG Goose Bay Serco Facilities Inc. Bldg 271, Shipping and Receiving Box 1012, STN C	Goose Bay	NL	A0P 1C0

Annex A - Appendix 5 – Authorized Clothing Stores List

Name	Region	Address	City	Province	Postal Code
CFS St. John's, Clothing Stores	St-John's	Station Commander CFS St. John's, Clothing Stores Level 3, 115 The Boulevard	St John's	NL	A1A 0P5
CFE Geilenkirchen, Clothing Stores	Geilenkirchen, Germany	Commanding Officer, Supply B-9 Quimperlestr. 100 Selfkant-Kasern	Neiderheid	DE	52511

Annex A - Appendix 5 – Authorized Clothing Stores List

Canadian Ranger Patrol Group

Name	Region	Address	City	Province	Postal Code
Canadian Rangers National Authority	National Capital Region	101 Colonel By Drive	Ottawa	ON	K1A 0K2
1 CRPG	Yellowknife	PO BOX 6666 STN Main	Yellowknife	NT	X1A 2R3
2 CRPG	Richelain	PO BOX 100 STN BUREAU-CHEF	Richelain	QC	J0J 1R0
3 CRPG	Borden	PO BOX 1000 STN MAIN	Borden	ON	L0M 1C0
4 CRPG Det Edmonton	Edmonton	Box 10500 Station Forces	Edmonton	AB	T5J 4J5
4 CRPG	Victoria	PO BOX 17000 STN FORCES	Victoria	BC	V9C 4B4
4 CRPG Det Winnipeg	Winnipeg	PO 17000 STN FORCES	Winnipeg	MB	R3J 3Y5
4 CRPG Det Dundurn	Dundurn	GD STN MAIN	Dundurn	SK	S0K 1K0
5 CRPG	Gander	PO BOX 6000 STN MAIN	Gander	NL	A1V 1X1

TASK AUTHORIZATION AUTORISATION DES TÂCHES

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

**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'appliquera/ront 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 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.

**Operational Clothing and Footwear Consolidated Contract (OCFC2) /
 Contrat Consolidé Vêtements et Chaussures Opérationnels (C2VCO)**

Configuration Management / Gestion de la Configuration (CM / GC)

Annex A – Appendix 7 – Change Request and Authorization (CRA) Form /

Annexe A – Appendice 7 – Formulaire de Requête de Changement et Autorisation (RCA)

GENERAL INFORMATION / INFORMATION GÉNÉRALE:

	CRA Number / Numéro RCA:			
	Date:			
Priority/Priorité (R/U):	<input type="text"/>	Type (T/A):	<input type="text"/>	Item / Article:
				<input type="text"/>

Title / Titre:	<input type="text"/>
-----------------------	----------------------

Originator / Originateur:	<input type="text"/>	Telephone:	<input type="text"/>
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DETAILS:

Configuration Items (CIs) / Document(s) / Baseline(s) Affected: Articles, Documents, 'Baseline' affectés:	Reference Number(s): Numéro de référence :	Release / Émission
<input type="text"/>	<input type="text"/>	<input type="text"/>

Purpose / But du changement: <i>(Provide reason(s) for raising Change Request)</i>

New Item to MIL / Nouveau requis:	<input type="text"/>	Fix Known Error / Correction d'une erreur connue:	<input type="text"/>	Improve Performance/Capability / Amélioration de performance/Capacité:	<input type="text"/>
Prevent Problem / Prévention de problème:	<input type="text"/>	Other (explain) / Autre (expliquer):	<input type="text"/>		
Removal of item from MIL / Article retiré:	<input type="text"/>	Explanation for Other: <input type="text"/>			

Description of Change / Description du changement <i>(Provide clear and concise description)</i>
<input type="text"/>

Impact Assessment / Évaluation des impacts <i>(Stock level – Recommendations for Use as is, dispose, modify / Production control - Effectivity / delivery schedule /</i>
<input type="text"/>

**Annex A – Appendix 7 – Change Request and Authorization (CRA) Form /
Annexe A – Appendice 7 – Formulaire de Requête de Changement et Autorisation**

Cost Item(s) / Activités avec coûts	Time Allocated / Temps alloué	Amount(s) / Montant(s)
	Total Cost(s) / Coûts Totaux:	\$

Previous Price Per Unit / Ancien prix par unite: _____

New Price Per Unit / Nouveau prix par unite: _____

Completed by / Complété par:		Date:	
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Depending of the complexity and potential integration issues with other items on the Soldier System Platform, this Change Request might be subject to the DSSPM Soldier System Configuration Management (SSCM) process. In this case the pertinent TA will initiate a DSSPM CR and DSSPM Impact Analysis for final approval by the DSSPM Change Control Board.

Selon la complexité et l'intégration potentiellement problématique avec d'autres articles sur la plate-forme Système du Soldat, cette demande de changement pourrait être soumise au processus DAPES de gestion de la configuration du système du soldat. Dans ce cas, l'AT pertinente émettra une Requête de Changement DAPES accompagnée d'une étude d'impact pour l'approbation finale du Conseil de contrôle des changements DAPES.

DND TA Approval / Approbation TA MDN:

DND TA / TA DDN Signature:		Date:	
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Procurement Authority Approval / Approbation Autorité Acquisition:

PA / AA Signature:		Date:	
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Contracting Authority Approval / Approbation Autorité Contractuelle:

CA / AC Signature:		Date:	
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Contractor Approval / Approbation Contracteur:

Contractor/Contracteur Signature:		Date:	
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Annex A - Appendix 8 - Government Available Material (GAM)

NSN	Description	Colour/size	Specification	Depot Stock (mr) 14 May 2019 (green highlight indicates stock movement activity in last 4 years)	DND to retain some Y/N	Comments
21-8741044	CLOTH, TWIST, NYLON/COTTON LIGHTWEIGHT, 170 g/m2	orange	DSSPM 2-2-80-023	5220	Y	
21-9203746		TW		3707	Y	
21-9217079		AR		14453	Y	
21-8798169	CLOTH, TWILL, POLYESTER/COTTON, 50/50 (POCKETING), TYPES I AND II	natural	DSSPM 2-2-80-040	20	N	could also go to C3
21-1033636	Cloth, Melton, Wool, 375 g/m2	Dark Blue	DSSPM 2-2-80-042	653		Confirm if listed Meltons are needed for OCF2, used for badges & other items
21-1033660		red		403		
21-1033661		white		4939	Y	white used for dyeing unique colours
21-8740645		scarlet		284		
21-8744284		olive		1087		
21-8784318		blue		776		
21-8983287		AF Blue		3554		catalogued as USAF blue (???)
21-8741049	CLOTH, TAFFETA, NYLON, 88 g/m2, TYPE I and II	OG	DSSPM 2-2-80-052	30070	N	old colour but could be used in overall linings
21-8741016	Cloth, Pile, Wool, Single Face, 630 g/m2	natural	DSSPM 2-2-80-083	1181	N	
21-8741043	CLOTH, PLAIN WEAVE, NYLON, 195 g/m ² and 212 g/m ²	CAG green	DSSPM 2-2-80-091	47310	Y	might be required for sleeping bag contract
21-5189825	WEBBING, COTTON, WATER AND ROT RESISTANT	white, 1 inch	D-80-001-101/SF-001	6505		confirm end-use
21-5189826		white, 2 inch		84		confirm end-use
21-8740925		OG, 19.1 mm		4217		confirm end-use
21-8770509		sand, 50.8 mm		10983		confirm end-use
21-8770624		green, 12.7 mm		9072		confirm end-use
21-8770625		green, 25.4 mm		4776		confirm end-use
21-1061342	Cloth, Cotton, Duck, Ounce, Plied Yarns (CLOTH, COTTON, DUCK, UNBLEACHED, PLIED YARNS)	OG	DSSPM 2-2-80-117	9591	N	arctic mitt - may not be needed on contract
21-9003839	Cloth, Twill, Polyester, 216 gm ² , Bilingual	black	(DSSPM 2-2-PD-117a) DSSPM 2-2-80-164	12407		confirm if any of these are needed for non-OCFC2 badges
21-9043191		CAG green		9820		4653 m "blocked" - for badges?
21-9043215		dark green		4784		
20-0003782	Cloth, Plain Weave, Flame Resistant, 50% PFR Rayon / 50% Aramid, 170 g/m2	Blue	DSSPM 2-2-80-208	364	N	

Annex A - Appendix 8 - Government Available Material (GAM)

NSN	Description	Colour/size	Specification	Depot Stock (mr) 14 May 2019 (green highlight indicates stock movement activity in last 4 years)	DND to retain some Y/N	Comments
20-0020938	CLOTH, NYLON, TRILAMINATE, 185 G/M2 STATIC-DISSIPATIVE, WATERPROOF, MOISTURE VAPOUR PERMEABLE (WMVP)	orange	DSSPM 2-2-80-209	203	N	
20-0024731	CLOTH, COATED, NYLON/POLYURETHANE, 235 g/m2	TW	DSSPM 2-2-80-210	4238	Y	
20-0024733		AR		1516	Y	
20-0019244	CLOTH, COATED, NYLON/POLYURETHANE, 425 g/m ²	AR	DSSPM 2-2-80-211	1620	Y	
21-9208279		TW		1663	Y	
20-0006756	CLOTH, PLAIN WEAVE, FLAME RESISTANT, ARAMID, 185 g/m2	tan	DSSPM 2-2-80-217	555	N	
21-9081696	Cloth, Twill, polyester/cotton, 65/35, 250 g/m2	blue	DSSPM 2-2-80-241	33996	N	

Annex A - Appendix 9 – Surge Orders Sample Scenario

Department of National Defence

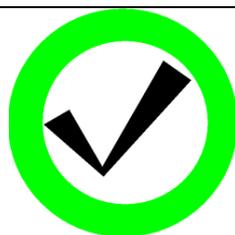
Surge Orders Sample Scenario

Operational Clothing and Footwear Consolidated Contract (OCFC2)

Requisition Number: W8486-206245
DND Document #

Date: 30 August 2019
RDIMS 3853148

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



NOTICE

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

AVIS

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

Annex A - Appendix 9 – Surge Orders Sample Scenario

1 SURGE ORDERS SCENARIO

1.1 General

1.1.1 Appendix 9 provides a realistic sample scenario for a surge demand. The line items and quantities identified are intended to represent a possible demand in excess of the norm and are provided for awareness and general planning purposes only. Appendix 9 is not to be interpreted as a commitment on the part of Canada.

1.2 Task Force Deployment

1.2.1 The Canadian Armed Forces (CAF) will deploy a Joint Task Force, consisting initially of 1000 Army personnel and 350 Air Force personnel, in an arid country. The Task Force must be ready to deploy in six weeks.

- a. Initial strength for Rotation 1: 1000 Army / 350 Air Force;
- b. From rotation 2: 3000 Army / 750 Air Force; and
- c. Current Mission planning is for 6 rotations of 6 months in duration for a total deployment of 3 years.

1.3 Supply of OCF Items

1.3.1 Items in sufficient quantities must be made available as per CAF Material Authorization (MA) tables below for distribution to authorized CAF personnel by Clothing Stores according to the following:

- a. Army personnel. All items under MA D01301AA (Basic Combat Clothing) and MA D01301AB (Field Combat Clothing and Accessories) are already issued to personnel but an increase of 25% in demand must be expected for the duration of this mission. All items under MA D01301 AD (Hot Climate Clothing) require provisioning and distribution to personnel in 4 weeks for rotation 1 and 1 month prior to deployment for subsequent rotations. Personnel returning from this mission will return all items received under MA D01301AD (except items 27, 104, 107, 117, 148, 153, 435) to clothing stores one month following their return.

Annex A - Appendix 9 – Surge Orders Sample Scenario

- b. Air Force personnel. All items under MA D01341AA (Air Force Operational Clothing & Equip) are already issued to personnel but an increase of 15% in demand must be expected for the duration of this mission. All items under MA D01341AE (Deployment Desert Environment) require provisioning and distribution to personnel in 4 weeks for rotation 1 and 1 month prior to deployment for subsequent rotations. Personnel returning from this mission will return all items received under MA D01341AE (except items 117, 151, 435) to clothing stores within one month following their return.

Annex A - Appendix 9 – Surge Orders Sample Scenario

OCFC2 Item Number	Canadian Army - OCFC2 Items			CFSS MA D01301 - Init Issue				
	GC	STK_CDE	DESCRIPTION	UOI	AA	AB	AC	AD
1	8415	219206564	TROUSERS, COMBAT, TW / PANTALONS DE COMBAT RBT	EA	3			
2	8415	219206584	COAT, COMBAT, TW / VESTE DE COMBAT, RBT	EA	3			
3	8415	219218018	BAND HELMET CAMO/ RUBAN,CAMOUFLAGE DE CASQUE	EA	2			
27	8455	219216660	BADGE, IDENTIFICATION, NAME TAPE, CA, CADPAT(AR)/ INSIGNE D'IDENTITE, BANDE PATRONYMIQUE, AC, DcamC (RA)	SE				3
103	8455	218554637	INSIGNIA,SHOULDER SLEEVE, NATIONAL FLAG, SEW-ON	EA	1			
104	8455	219210044	INSIGNIA,SHOULDER SLEEVE, NATIONAL FLAG, VELCRO	EA	3			2
105	8455	219210045	INSIGNIA,SHOULDER SLEEVE, NATIONAL FLAG, OLIVE DRAB, VELCRO	EA	3			
107	8455	219217706	INSIGNIA,SHOULDER SLEEVE, NATIONAL FLAG, (ARID); VELCRO	EA				3
109	8415	200001672	GLOVES LIGHTWEIGHT THERMAL/MORTAR /GANTS, TEMPS FROID ET PLUVIEUX	PR	1			
110	8415	200039173	GLOVES, FLAME RESISTANT, TAN, COMBAT / GANTS DE COMBAT IGNIFUGES, COULEUR HAVANE	PR				1
112	8415	211042104	MITTEN SHELLS,EXTREME COLD WEATHER	PR			1	
114	8415	219145176	HAT,SUN TEMPERATE WEATHER,COMBAT	EA	1			
115	8415	219209019	GLOVES COLD/WET WEATHER / GANTS POUR TEMPS FROID ET PLUVIEUX	PR	1			
116	8415	219214297	TEMPERATE COMBAT GLOVES / GANTS DE COMBAT POUR CLIMAT TEMPERE	PR	1			
117	8415	219217797	TEMPERATE WEATHER COMBAT CAP (ARID)	EA				1
130	8415	211042079	MITTENS, INSERTS, EXTREME COLD WEATHER	PR			1	
133	8415	218577758	GLOVE INSERTS,COLD WEATHER	PR	1			
134	8415	218577791	GLOVE SHELLS,COLD WEATHER	PR	1			
135	8415	219139573	GLOVES,COLD WEATHER	PR	1			
138	8415	211042111	MITTENS,EXTREME COLD WEATHER	PR			1	
139	8415	211042125	MITTEN SHELLS,MEN'S, BROWN	PR			1	
145	8415	219135334	TROUSERS,EXTREME COLD WEATHER (IECS)	EA	1			
146	8415	219135335	PARKA,EXTREME COLD WEATHER	EA			1	
147	8415	219135336	OVERALLS,COLD WEATHER	EA			1	
148	8430	200018933	BOOTS,COMBAT, SAFETY TAN	EA				2
153	8430	200041013	BOOTS, COMBAT, HOT WEATHER DESERT	EA				2
157	8430	211046909	BOOTS,EXTREME COLD WEATHER, MUKLUK STYLE, LAND FORCE	PR			1	
165	8415	211037669	SOCKS WOOL FREIZE FOR ECW MUKLUK	EA			1	
184	8415	219216837	COAT,COMBAT,CADPAT (TW)	EA	1			
191	8415	200005858	JACKET HOT/WET WEATHER CADPAT AR / BLOUSON, POURS TEMPS CHAUD OU PLUVIEUX, DCAMC RA	EA				1
192	8415	200006538	TROUSERS HOT/WET WEATHER, CADPAT AR / PANTALON, POUR TEMPS CHAUD OU PLUVIEUX, DCAMC RA	EA				1
193	8415	200017150	JACKET HOT/WET WEATHER CADPAT TW / BLOUSON, POURS TEMPS CHAUD OU PLUVIEUX, DCAMC RBT	EA	1			
194	8415	200017213	TROUSERS, HOT/WET WEATHER CADPAT TW / PANTALON, POUR TEMPS CHAUR OU PLUVIEUX, DCAMC RBT	EA	1			
218	8415	219208554	SWEATPANTS FLEECE CADPAD TW / PANTALON EN MOLLETON DCAMC RBT	EA	2			
219	8415	219208580	SWEAT SHIRT, FLEECE, CADPAT (TW)	EA	2			
221	8415	219216904	PARKA,COMBAT,CADPAT (TW) ICE	EA			1	
222	8415	219216950	OVERALLS,COLD WEATHER, CADPAT (TW)	EA			1	
223	8415	219217022	TROUSERS C/W WEATHER, CADPAT (TW) ICE	EA	1			
224	8415	219217177	COAT,CAMOUFLAGE PATTERN, CADPAT (AR)	EA				4
225	8415	219217179	TROUSERS,COMBAT CADPAT (AR)	PR				4
226	8440	11484549	SCARF,NECKWEAR,MENS, OVERALL BROWN, US ARMY, 436	EA				1
231	8415	219079888	TROUSERS,SNOW CAMOUFLAGE	EA			1	
232	8415	219079893	PARKA,SNOW CAMOUFLAGE	EA			1	
233	8440	218991687	SUSPENDERS, TROUSERS / BRETelles POUR PANTALON	EA		1		
258	8465	200024943	THERMAL BLANKET LW CADPAT (TW) / COUVERTURE THERMIQUE, POIDS LEGER,	EA			1	
273	8315	219031150	SEWING KIT	KT	1			
435	8420	200005688	SHIRT, ATHLETE, TAN	EA				8
436	8465	219217255	COVER, FIELD PACK, CAMOUFLAGE cadpat ar	EA				1
440	8335	211047179	INSOLES, FOOTWEAR, FELT	EA			2	
CFSS MA D01301AA: Basic Combat Clothing								
CFSS MA D01301AB: Field CBT clothing and accessories								
CFSS MA D01301AC: Cold Climate Basic Combat Clothing								
CFSS MA D01301AD: Hot Climate Clothing								

Annex A - Appendix 9 – Surge Orders Sample Scenario

Royal Canadian Air Force - OCFC2 Items				CFSS MA D01341 - Init Issue						
OCFC2 Item Number	GC	STK_CDE	DESCRIPTION	UOI	AA	AB	AC	AD	AE	AF
1	8415	219206564	TROUSERS, COMBAT, TW / PANTALONS DE COMBAT RBT	EA	3					
2	8415	219206584	COAT, COMBAT, TW / VESTE DE COMBAT, RBT	EA	3					
435	8420	200005688	SHIRT, ATHLETE, TAN	EA					6	
26	8455	200024527	BADGE, IDENTIFICATION, NAME TAPE, RCAF, BLUE ON CAG / INSIGNE D'IDENTITE, BANDE PATRONYMIQUE, ARC, BLEU SUR VCM	SE	3					
70	8455	200024674	INSIGNIA, RANK, SLIP-ON, RCAF, BLUE ON CAG/ INSIGNE DE GRADE, FOURREAU, ARC, BLEU SUR VCM	EA	3					
104	8455	219210044	INSIGNIA, SHOULDER SLEEVE, NATIONAL FLAG, VELCRO	EA	3					
105	8455	219210045	INSIGNIA, SHOULDER SLEEVE, NATIONAL FLAG, OLIVE DRAB, VELCRO	EA	3					
108	8415	219040972	GLOVES, LEATHER PALM, POLYAMIDE JERSEY BACK, FLYERS / GANTS D'AVIAEUR, PALME EN CUIR/DOS EN JERSEY POLYAMIDE	PR			1			
112	8415	211042104	MITTEN SHELLS, EXTREME COLD WEATHER	PR		1		1		
113	8415	219040661	GLOVE INSERTS HIGH TEMP RESISTANT / GANTS INTERIEURS RESISTANT A DES TEMPERATURES ELEVEES	PR			1			1
114	8415	219145176	HAT, SUN, TEMPERATE WEATHER, COMBAT	EA	1					
115	8415	219209019	GLOVES COLD/WET WEATHER / GANTS POUR TEMPS FROID ET PLUVIEUX	PR	1					
117	8415	219217797	TEMPERATE WEATHER COMBAT CAP (ARID)	EA					1	
133	8415	218577758	GLOVE INSERTS, COLD WEATHER	PR	1					
134	8415	218577791	GLOVE SHELLS, COLD WEATHER	PR	1					
150	8430	200020349	BOOTS, SAFETY, MEN'S, COLD WEATHER AIR FORCE	PR	2					
151	8430	200020455	BOOTS, SAFETY, MEN'S, DESERT COMBAT, AIR FORCE, TAN / BOTTES DE SECURITE POUR CLIMAT CHAUD ET DESERTIQUE, EN NUBUCK DE COULEUR HAVANE, DE LA FORCE AERIENNE	PR					2	
152	8430	200020576	BOOTS, SAFETY, TEMPERATE, BLACK / BOTTES DE SECURITE POUR CLIMAT TEMPERE DE LA FORCE AERIENNE	PR	2					
154	8430	200041105	BOOTS, EXTREME COLD WEATHER, SAFETY, AIR FORCE	PR	1					
157	8430	211046909	BOOTS, EXTREME COLD WEATHER, MUKLUK STYLE, LAND FORCE	PR		1		1		
165	8415	211037669	SOCKS WOOL FREIZE FOR ECW MUKLUK	EA		2		2		1
166	8335	200023061	INSOLES, FOOTWEAR REPLACEMENT FOR MONDOPOINT SIZED FOOTWEAR	PR	1					2
191	8415	200005858	JACKET HOT/WET WEATHER CADPAT AR / BLOUSON, POURS TEMPS CHAUD OU PLUVIEUX, DCAMC RA	EA					1	
172	8335	211047163	INSOLES, FOOTWEAR, PLASTIC	PR		2		2		
192	8415	200006538	TROUSERS HOT/WET WEATHER, CADPAT AR / PANTALON, POUR TEMPS CHAUD OU PLUVIEUX, DCAMC RA	EA					1	2
440	8335	211047179	INSOLES, FOOTWEAR, FELT	PR		2		2		
193	8415	200017150	JACKET HOT/WET WEATHER CADPAT TW / BLOUSON, POURS TEMPS CHAUD OU PLUVIEUX, DCAMC RBT	EA	1					2
194	8415	200017213	TROUSERS, HOT/WET WEATHER CADPAT TW / PANTALON, POUR TEMPS CHAUD OU PLUVIEUX, DCAMC RBT	EA	1					
211	8415	200057561	JACKET, FLEECE, AIR, CADPAT TW	EA	1					
184	8415	219216837	COAT, COMBAT, CADPAT (TW)	EA	1					
221	8415	219216904	PARKA, COMBAT, CADPAT (TW) ICE	EA	1					
222	8415	219216950	OVERALLS, COLD WEATHER, CADPAT (TW)	EA	1					
223	8415	219217022	TROUSERS C/W WEATHER, CADPAT (TW) ICE	EA	1					
224	8415	219217177	COAT, CAMOUFLAGE PATTERN, CADPAT (AR)	EA						4
225	8415	219217179	TROUSERS, COMBAT CADPAT (AR)	EA						4
231	8415	219079888	TROUSERS, SNOW CAMOUFLAGE	EA				1		
232	8415	219079893	PARKA, SNOW CAMOUFLAGE	EA				1		
233	8440	218991687	SUSPENDERS, TROUSERS / BRETelles POUR PANTALON	EA					1	
258	8465	200024943	THERMAL BLANKET LW CADPAT (TW) / COUVERTURE THERMIQUE, POIDS LEGER,	EA				1		
273	8315	219031150	SEWING KIT	KT				1		
279	8440	200062690	BELT, TROUSERS CBT BROWN / CEINTURE, PANTALON CBT BRUN	EA	1					
130	8415	211042079	MITTENS, INSERTS, EXTREME COLD WEATHER	PR		1		1		1
442	8415	218082587	GLOVES, MENS AND	PR				1		
CFSS MA D01341AA: AF Operational Clothing & Equip										
CFSS MA D01341AB: Wing Auxiliary Security Force										
CFSS MA D01341AC: Deployment Air Mobile Movement										
CFSS MA D01341AD: AF Deploy / High Readiness Trg										
CFSS MA D01341AE: Deployment Desert Environment										
CFSS MA D01341AF: CFS Alert										

Annex A – Statement of Work

Department of National Defence

Statement of Work (SOW)

**Operational Clothing and Footwear Consolidated
Contract (OCFC2)**

**For
The Department of National Defence**

Requisition Number: W8486-206245
DND Document #

Date: 30 August 2019
RDIMS # 3529096

Prepared by:
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NOTICE

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

AVIS

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

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1 INTRODUCTION

1.1 Background

1.1.1 The Canadian Armed Forces (CAF) is composed of approximately 100,000 regular and reserve force members including Canadian Army, Royal Canadian Air Force, Royal Canadian Navy, Special Operations Forces and the Canadian Rangers. CAF members are based throughout Canada in all provinces and territories, and to a lesser extent in several international locations around the world such as the United States, Europe, and other regions. The CAF is responsible for protecting Canada and defending its sovereignty, defending North America and contributing to international peace and security. To carry out their responsibilities, CAF members must be equipped with operational clothing and footwear (OCF) that provides the necessary protection and operational mobility to conduct daily operations anywhere in the world.

1.1.2 The Department of National Defence (DND) currently meets CAF's OCF requirements through bulk purchases. DND typically maintains two to five years of stock of items at the national level. Inventory is warehoused primarily at two Canadian Forces Supply Depots (CFSDs) (7 CFSD Edmonton and 25 CFSD Montreal) and are requisitioned by 63 DND Clothing Stores located across the country (the equivalent of a retail outlet) on an as required basis, and distributed to CAF members at the Base/Unit level.

1.1.3 DND Clothing Stores generally maintain limited item inventory to meet the day-to-day demands of CAF members. There are some exceptions such as several recruiting and training establishments that have a larger inventory due to higher demands as well as stocks which are reserved in bulk and deployable in the event of special operations (Op Stock).

1.1.4 DND's current system for the management of items is no longer adequate to efficiently meet the CAF's requirement. In order to increase efficiency in the management of items and to adapt to an ever increasing pace of technological change within the materials and manufacturing industry, DND has decided to outsource its OCF management services to the private sector.

1.2 Scope

1.2.1 The Contractor must provide DND with an end-to-end Managed Clothing Solution (MCS) for items that encompasses program management services, professional services, manufacturing, warehousing and inventory management, order processing and management, and distribution and delivery of items. Initially, the intent is to deliver items to the DND Clothing Stores and eventually delivery will be directly to Authorized Users.

1.2.2 The Contractor must provide an MCS for the items identified in the Master Item List (MIL) attached as Appendix 1 of this SOW.

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1.2.3 The MIL is subject to change at DND's discretion. Throughout the duration of the Contract, DND reserves the right to add to, or remove items from, the MIL.

1.2.4 Ad hoc requirements. Because of operational exigencies, DND may use OCFC2 to fill ad hoc requirements for personal equipment, including personal protective equipment (PPE). These arbitrary procurements shall be used solely to mitigate operational emergencies and shall not be used for long-term management of personal equipment.

1.2.5 Implementation of the MCS Contract will occur in the following four phases:

- a. Phase 1 – MCS Transition-in;
- b. Phase 2 – MCS Implementation and Distribution to DND Clothing Stores;
- c. Phase 3 – Direct Delivery to Authorized Users; and
- d. Phase 4 – MCS Transition-out.

1.3 Requirements

1.3.1 DND requires a complete MCS to provide end-to-end delivery of items identified in the MIL. The MCS is comprised of acquisition of items either by manufacturing or sub-contracting, inventory management, warehousing, ordering system, order processing and distribution, Quality Assurance (QA) activities, and information and data management to ensure that DND's OCF requirement is filled as and when required.

1.3.2 The Contractor must meet the requirements detailed in this SOW through the use of Contractor's own facilities or through the use of Sub-Contractor facilities.

1.3.3 The Contractor must fulfill surge orders in a timely manner in order to meet CAF operational requirements.

1.3.4 The Contractor must manage the configuration of items. This will include updating configuration baselines approved by the Project Authority (PA) as changes are effected, as well as maintaining historical documentation and information.

1.3.5 The Contractor must prepare, deliver, and revise all data items as required in this SOW and specified in each Data Item Description (DID) and associated Contract Data Requirement List (CDRL) outlined in Appendix 2 and 3 of this SOW.

1.3.6 The Contractor must provide professional services as DND requires to effectively carry out the operational clothing and equipment program.

1.3.7 The Contractor must develop an online Order Management System (OMS).

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1.3.8 The Contractor must secure the OMS and all databases of DND information and data Technical Data Packages (TDPs).

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2 REFERENCE DOCUMENTS

2.1 DND Supplied Publications

- 2.1.1 C-01-100-100/AG-006, Specification-Writing, Format and Production of Technical Publications
- 2.1.2 C-01-100-100/AG-008, Writer's Guide for Technical Documentation
- 2.1.3 D-LM-008-002/SF-001, Specification for Marking for Storage and Shipment
- 2.1.4 D-LM-008-036/SF-000, DND Minimum Requirements for Manufacturer's Standard Pack
- 2.1.5 D-LM-008-011/SF-001, Preparation and Use of Packaging Requirement Codes
- 2.1.6 A-LM-007-100/AG-001, Supply Administration Manual (SAM)

2.2 International Organization for Standardization (ISO)

- 2.2.1 ISO 9001 – Quality Management Systems
- 2.2.2 ISO 14001 – Environmental Management Systems
- 2.2.3 ISO 45001 – Occupational Health and Safety Management Systems

2.3 Crown Legal Framework

- 2.3.1 DND is required to comply with the following laws and government policies and guidelines, as amended from time to time:
 - a. The Official Languages Act;
 - b. The Privacy Act;
 - c. Access to Information Act;
 - d. Treasury Board of Canada Secretariat Policy on Privacy Protection;
 - e. The Personal Information Protection and Electronic Documents Act;
 - f. Treasury Board of Canada Secretariat Standard on Web Accessibility;
 - g. Treasury Board of Canada Secretariat Policy on Access to Information;
 - h. Treasury Board of Canada Secretariat Policy on Management of Information Technology;

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- i. Treasury Board of Canada Secretariat Policy on Communications and Federal Identity;
- j. Treasury Board of Canada Secretariat Directive on the Management of Communications;
- k. Canadian and International Industrial Security Directorate (CIISD), Industrial Security Program;
- l. Treasury Board of Canada Secretariat Policy on Green Procurement;
- m. Industrial Security Manual;
- n. ITSG-22, Baseline Security Requirements for Network Security Zones in the Government of Canada, Communications Security Establishment;
- o. ITSG-38, Network Security Zoning - Design Considerations for Placement of Services within Zones, Communications Security Establishment; and
- p. Operational Security Standard on Physical Security (G1-009).

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3 PROGRAM MANAGEMENT

3.1 Program Management Resources

3.1.1 The Contractor must provide the services of resources within each of the following Resource categories:

- a. Program Manager (PM);
- b. Contract Manager (CM); and
- c. On-Site Representative (OSR).

3.1.2 These resource categories must be staffed by three distinct individuals.

3.1.3 The PM must be solely dedicated to OCFC2 and not manage any other contract.

3.1.4 The proposed mandatory Program Management Resources will be assessed to ensure that they possess the qualifications and experience required in accordance with the Professional Services Classifications, Appendix 12 of this SOW.

3.1.5 Any proposed change in the Program Management Resources must be approved by DND and will be subject to an evaluation in accordance with Appendix 12.

3.1.6 On-Site Representative (OSR)

3.1.6.1 The Contractor must fill the position of OSR within 20 business days of Contract Award.

3.1.6.2 The OSR position must be staffed for a period of six months following the Phase 2 start date. Should DND require the OSR position to be staffed for a longer period, the request will be made through a Task Authorization.

3.1.6.3 The OSR must be co-located with the PA in the National Capital Region (NCR). DND will provide the OSR with necessary office furniture, phone and computer equipment including necessary software packages and access to the DND network to carry out their responsibilities.

3.2 Management Plans

3.2.1 General

3.2.1.1 Throughout the various plans outlined below, the Contractor must describe the Contractor's management practices and processes to carry out all management activities necessary to complete the Work.

3.2.1.2 The Contractor must amend any plan in accordance with modifications requested by DND.

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3.2.1.3 The Contractor must submit revised plans to the PA after amendments.

3.2.1.4 The Contractor must implement plans only upon approval by the PA.

3.2.2 Program Management Plan (PMP). The Contractor must develop, deliver, implement, and maintain an up-to-date PMP in accordance with CDRL 001 and its associated DID (PM-001).

3.2.3 Master Program Schedule (MPS) / Work Breakdown Schedule (WBS)

3.2.3.1 The Contractor must develop, deliver, implement, and maintain an up-to-date MPS and WBS in accordance with CDRL 002 and its associated DID (PM-002).

3.2.3.2 Once approved by the PA, the Contractor must use the MPS as the baseline document against which activities will be scheduled and progress will be measured.

3.2.4 Quality Management Plan (QMP)

3.2.4.1 The Contractor must develop, deliver, implement, and maintain an up-to-date QMP in accordance with CDRL 003 and its associated DID (PM-003).

3.2.4.2 The Contractor must:

- a. Hold a current ISO 9001 certification, and must abide by the changes to this standard as it is updated during the lifetime of the contract; and
- b. Ensure that all Work completed complies with the most current standard.

3.2.5 Performance Measurement Plan (PfMP). The Contractor must develop, deliver, implement, and maintain an up-to-date PfMP in accordance with CDRL 004 and its associated DID (PM-004).

3.2.6 Green Procurement Plan (GPP). The Contractor must develop, deliver, implement, and maintain an up-to-date GPP in accordance with CDRL 005 and its associated DID (PM-005).

3.2.7 Risk Management Plan (RMP). The Contractor must develop, deliver, implement, and maintain an up-to-date RMP in accordance with CDRL 006 and its associated DID (PM-006).

3.2.8 Business Continuity Plan (BCP).

3.2.8.1 The operational clothing, footwear and equipment are crucial to CAF operations. Given that it is indispensable for national security and national defence purposes, DND must ensure a secure source of supply at all times.

3.2.8.2 The Contractor must provide a business continuity plan at 12 MACA outlining the measures it will take to guarantee the service during an unplanned disruption. At a minimum, the business continuity plan must address the following:

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- a. The steps the Contractor will take if any of its subcontractors go out of business;
- b. The steps the Contractor will take if any of its subcontractors has no longer been approved by Canada in accordance with the Contract; and
- c. The steps the Contractor will take if any of its infrastructure, including IT infrastructure, is harmed by any cause whether “natural” (Act of God) or manmade.

3.2.8.3 Following the first business continuity plan submitted in accordance with section 3.2.8.2, the Contractor must submit, on an annual basis, an updated business continuity plan for review and approval by the PA. The Contractor must implement all changes to the business continuity required by the PA.

3.2.9 Environmental Management System (EMS)

3.2.9.1 The Contractor must develop, implement, and maintain an up-to-date EMS that complies with the requirements of ISO 14001 - Environment Management Systems.

3.2.9.2 The Contractor must:

- a. Hold a current ISO 14001 certification, and must abide by the changes to this standard as it is updated during the lifetime of the contract; and
- b. Ensure that all Work completed complies with the most current standard.

3.2.10 Occupational Health and Safety Management System (OHSMS)

3.2.10.1 The Contractor must develop, implement, and maintain an up-to-date OHSMS consistent with the principles presented in the International Standard for Occupational Health and Safety Management Systems (ISO 45001).

3.2.10.2 The Contractor must:

- a. Hold a current OHSAS 18001 or ISO 45001 certification, and must abide by the changes to this standard as it is updated during the lifetime of the contract; and
- b. Ensure that all Work completed complies with the most current standard.

3.2.11 Surge Requirement Plan (SRP)

3.2.11.1 The Contractor must prepare, deliver, and maintain an up-to-date SRP in accordance with CDRL 007 and its associated DID (PM-007).

3.2.11.2 Appendix 9 to this SOW (Surge Orders – Sample Scenario) provides a realistic sample scenario of a surge demand. The items and quantities identified are intended to represent a possible demand in excess of the norm and are provided for

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awareness and general planning purposes only. Appendix 9 is not to be interpreted as a commitment on the part of DND.

3.2.12 Information Technology Security Plan (ITSP)

3.2.12.1 The Contractor must develop, deliver, implement, and maintain an up-to-date ITSP in accordance with CDRL 018 and its associated DID (PM-018).

3.2.12.2 The Contractor must meet the Information Technology Security requirements as outlined in Appendix 14 to this SOW.

3.3 Meetings

3.3.1 The Contractor must ensure that the required data and supporting personnel are available for each meeting.

3.3.2 The PM or the CM must be present at all meetings.

3.3.3 The PM must co-chair the meeting with an authorized DND representative.

3.3.4 The Contractor must work with the PA to organize meeting agendas in accordance with CDRL 010 and its associated DID (PM-010).

3.3.5 The Contractor must set up meeting invitations via email.

3.3.6 The Contractor must send all meeting material via email to all attendees at least three business days prior to the meeting.

3.3.7 The Contractor must provide all necessary paper copies of presentation material to meeting attendees at each meeting.

3.3.8 The Contractor must record meeting minutes for each meeting.

3.3.9 The Contractor must prepare and deliver to DND the meeting minutes in accordance with CDRL 011 and its associated DID (PM-011).

3.3.10 Kick-off Meeting. The Contractor must schedule, plan, and organize the meeting, at its own location, no later than 15 business Days After Contract Award (DACA) to discuss the following specific agenda items:

- a. Contractor Program Management Plan for this Contract;
- b. Roles and responsibilities of key personnel, program management resources, and points of contact;
- c. As applicable, all joint venture or consortia members, partners or Sub-Contractors that will be involved in the performance of the Work on the Contractor's behalf;

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- d. Key Contract terms and program objectives;
- e. Master Project Schedule (MPS) / Work Breakdown Structure (WBS);
- f. Transition-In Plan (TIP);
- g. Information Technology Security Plan (ITSP);
- h. Action Item Report (AIR)
- i. Deliverables and timeline (review of CDRL/DIDs);
- j. Communication procedures for monitoring and reporting progress;
- k. Risk management strategy;
- l. Contract administration; and
- m. Site visit(s).

3.3.11 Progress Review Meeting (PRM)

3.3.11.1 The Contractor must participate in monthly PRMs at a DND facility identified by the PA within the NCR. At the PA's discretion, the meetings may be conducted by remote conference calls.

3.3.11.2 For each PRM, the Contractor must include the following specific agenda items:

- a. Program management issues, including risk management;
- b. Contractual issues;
- c. Financial issues;
- d. Technical issues;
- e. QA issues;
- f. Performance Metrics;
- g. Environmental, health, and safety issues; and
- h. Any other issues the PA may request.

3.3.12 Ad-Hoc Meetings. The Contractor must participate in any other formal or informal meetings as deemed necessary by the PA, to be held in the NCR at DND facility, at the Contractor's facility, or via Telecon, in order to address specific immediate issues and concerns.

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3.4 Management Reports

3.4.1 Action Item Report (AIR). The Contractor must prepare, deliver, and maintain an up-to-date AIR to monitor and record issues in accordance with CDRL 012 and its associated DID (PM-012).

3.4.2 Customer Satisfaction Report. The Contractor must track complaints and provide the PA with a report in accordance with CDRL 013 and its associated DID (PM-013).

3.4.3 Shipment Delivery Report. The Contractor must provide the PA a report on all shipments in accordance with CDRL 014 and its associated DID (PM-014).

3.4.4 Returned Items Report. The Contractor must provide the PA a report on all returns from Authorized Clothing Stores and/or Authorized Users, in accordance with CDRL 015 and its associated DID (PM-015).

3.4.5 The Contractor must provide DND any other management reports deemed required by the PA.

3.5 Phase Management

3.5.1 There are four phases to this Contract. The Contractor must not proceed to work on Phase 2, 3, or 4 until written authorization is received from the Contracting Authority (CA).

3.5.2 Through all the phases, the Contractor must track significant problems which may impact the Contractor's ability to perform the Work set out in this SOW. The contractor must record these issues/problems in the AIR.

3.5.3 The Contractor must notify the PA, by phone or email, of any problems that may impact the Contractor's ability to perform Work in accordance with this SOW, within 24 hours of the initial occurrence.

3.5.4 Phase 1 - MCS Transition-In

3.5.4.1 The Contractor must develop, deliver, and implement a detailed Transition-In Plan (TIP) in accordance with CDRL 008 and its associated DID (PM-008).

3.5.4.2 DND Inventory will be transferred to the Contractor. In order for DND to make such a transition, the Contractor must:

- a. Have developed and implemented a work management program in accordance with this SOW;
 - 1) Provide the final submission of approved Management Plans; and

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- 2) Provide an on-site visit as required.
- b. Have established a warehouse, Inventory Management System, and a distribution network; and
 - 1) Provide a briefing/presentation - subject to follow-up actions for improvements; and
 - 2) Provide an on-site visit of the warehouse, including a complete demonstration of the Inventory Management System capabilities and a complete demonstration of distribution activates for another customer account.
 - c. Have established the necessary manufacturing capacity and/or supplier network to meet DND requirements.
 - 1) Provide a briefing/presentation; and
 - 2) Provide an on-site visit specific to manufacturing capabilities and Quality Control.

3.5.4.3 The Contractor must ensure that the transition is seamless and transparent to DND.

3.5.4.4 Defence Resource Management Information System (DRMIS)

3.5.4.4.1 DRMIS is a SAP-based material management system in use by DND. For the purpose of this Contract, the use of the term DRMIS refers to the material management system of record DND currently has in place as well as to any material management system of record that could be used during the lifetime of the Contract.

3.5.4.4.2 The Contractor must have an area in its facility with Wi-Fi connectivity for DND Director Quality Assurance to setup a DRMIS computer system terminal provided by DND for Contractor use.

3.5.4.4.3 When Contractor is deemed compliant with the security requirements as prescribed in the Security Requirements Checklist (SRCL), DND will provide the Contractor access to the system and will provide initial cadre training and ongoing support for designated Contractor personnel.

3.5.4.5 The Contractor must be ready to receive DND Owned Items within six Months After Contract Award (MACA).

3.5.4.6 Once the PA is satisfied that the Contractor is ready to receive DND Owned Inventory, the PA will make arrangements to deliver the DND Owned Inventory from DND depots to the Contractor's facility.

3.5.4.7 The contractor must complete Phase 1 within 12 MACA.

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3.5.4.8 Inventory Transfer

3.5.4.8.1 DND will transfer up to a maximum of 5 years' worth of stock, the quantity to be transferred for each item will be determined by the average annual usage and the actual stock holdings at the depots.

3.5.4.8.2 DND will provide a list of DND Owned Inventory to be transferred.

3.5.4.8.3 Quantities held at the Depot will continue to be depleted until it is transferred to the Contractor. After Contract Award and prior to actual inventory transfer, DND will provide an updated version of the list of DND Owned inventory to be transferred as well as an updated OCFC2 Item Usage History and Depot Holding.

3.5.4.8.4 The quantity and frequency of orders of OCF Items is subject to fluctuating demands and cannot be forecasted with accuracy. Usage provided in the OCFC2 Item Usage History and Depot Holding does not reflect DND's actual usage under this Contract and is provided for information purposes only. It does not constitute any commitment on the part of DND.

3.5.4.8.5 Inventory transfer from DND depots will be in 2 stages:

- a. Stage 1 – OCF Inventory transfer from DND 7 CFSD. This stage will take place throughout Phase 1 and conclude before the start of Phase 2; and
- b. Stage 2 – OCF Inventory transfer from DND 25 CFSD. This stage will take place in Phase 2.

3.5.4.8.6 Under Director Quality Assurance (DQA) supervision, the Contractor must receive DND Owned Inventory transferred to the Contractor facility.

3.5.4.8.7 Within 10 business days of the receipt of all DND Owned Items from 7 CFSD at Stage 1, the Contractor must verify the inventory of all items received from 7 CFSD by receipting the items in DRMIS.

3.5.4.8.8 The Contractor must confirm to the CA in writing when Stage 1 is complete.

3.5.4.8.9 The Contractor must advise DND of any discrepancies between the physical inventory and DRMIS from Stage 1.

3.5.4.8.10 The Contractor must provide for an on-site visit by Canada to allow Canada to confirm the inventory transfers and warehousing operations.

3.5.4.9 Electronic Catalogue. The Contractor must develop, deliver and maintain an up-to-date Master Catalogue in accordance with CDRL 016 and its associated DID (PM-016).

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3.5.4.10 The CA will issue a letter of authorization to the Contractor to proceed to Phase 2. Upon receipt of this letter, the Contractor must commence Phase 2 as described in SOW 3.5.5.

3.5.5 Phase 2 – MCS Implementation and Distribution to Authorized Clothing Stores

3.5.5.1 Within one week following receipt of the letter of authorisation from the CA to proceed to Phase 2, the Contractor must be ready to receive and process orders for delivery to Authorized Clothing Stores.

3.5.5.2 A list of Authorized Clothing Stores is found in Appendix 5 of this SOW. This list is subject to change at any time for the duration of the Contract. Canada will provide an updated list of Authorized Clothing Stores, as required.

3.5.5.3 In Phase 2, Stage 2 of the inventory transfer will transpire. Within 10 business days of the receipt of all DND Owned Items from DND 25 CFSD at Stage 2, the Contractor must verify the inventory of all items received from 25 CFSD by receipting the items in DRMIS.

3.5.5.4 The Contractor must confirm to the CA in writing when Stage 2 is complete.

3.5.5.5 The Contractor must advise DND of any discrepancies between the physical inventory and DRMIS from Stage 2.

3.5.5.6 Electronic Catalogue. The Contractor must develop, deliver and maintain an up-to-date Personalized Catalogue in accordance with CDRL 016 and its associated DID (PM-016).

3.5.5.7 Performance Measurement. The Contractor's performance will be subject to an Annual Performance Review as described in the Performance Measurement Framework, Annex F.

3.5.5.8 Order Management System (OMS). The Contractor must develop and deliver an e-business based OMS in preparation for Phase 3 of the Contract in accordance with the OMS SOW, Appendix 4 of this SOW and provide the following to the PA:

- a. Briefing/Presentation as required through the PRMs showing the readiness of the OMS - subject to follow-up actions for improvements;
- b. Preliminary OMS test plan developed by the Contractor for PA approval four months after the start of Phase 2;
- c. Revised OMS test plan, addressing the comments from DND, must be available 6 months after start of Phase 2; and
- d. On-site visit to observe qualification testing of the OMS solution demonstrating stability and functionalities.

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3.5.5.9 Fabric and Raw Material Buy-Back

3.5.5.9.1 DND reserves the right to purchase bulk fabric and raw material from the Contractor when and as required through a task authorization.

3.5.5.9.2 The Contractor must deliver the bulk fabric and raw material within 20 business days following the receipt of the task authorization from the CA.

3.5.5.10 DND, at its sole discretion, will decide when to proceed to Phase 3 of the Contract.

3.5.6 Phase 3 – Direct Delivery to Authorized Users

3.5.6.1 The Contractor must be ready to commence Phase 3 of the Contract no later than 12 months after the commencement of Phase 2.

3.5.6.2 When DND decides to proceed to Phase 3 and the CA is satisfied that all requirements of the Contract in Phase 2 have been satisfactorily met by the Contractor, the CA will authorize the Contractor in writing to commence Phase 3 of the Contract.

3.5.6.3 OMS. In Phase 3 of the Contract, the Contractor must implement and maintain the OMS to allow Authorized Users to order and receive items directly.

3.5.6.4 Phase 3 will take place concurrently with Phase 2. The Contractor must ensure that items are shipped as ordered to both Authorized Clothing Stores and Authorized Users in accordance with this SOW.

3.5.7 Phase 4 – MCS Transition-Out

3.5.7.1 The Contractor must develop, deliver, implement, and maintain an up-to-date Transition-Out Plan (TOP) in accordance with CDRL 009 and its associated DID (PM-009).

3.5.7.2 The Contractor must work to ensure an effective and efficient transition to the Successor in the associated timeline as stipulated in the Contractor's TOP and the Successor's TIP.

3.5.7.3 The Contractor must ensure the continuous and uninterrupted delivery of the MCS services up to the end of the Transition-Out phase.

3.5.7.4 Item Buy-Back

3.5.7.4.1 At the end of the Contract, only where there is another supplier or DND takes over the services under contract, DND will buy-back pre-determined item inventory. DND will determine the required inventory quantities for Buy-Back and submit the appropriate order to the Contractor prior to the final year of the Contract.

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3.5.7.4.2 No later than 15 business days prior to end of the Contract, the Contractor must deliver pre-determined Buy-Back inventory.

3.5.7.5 DND Inventory and Data Transfer. No later than 15 business days prior to expiration or termination of the Contract, or as required by DND, the Contractor must return to DND and/or provide to the Successor:

- a. All data and personal information the Contractor has collected during the course of Contract (including ordering histories);
- b. All the copies of the Technical Data Packages (TDPs) provided at contract award as well as those developed or modified during the Contract, including all samples and patterns, free of all Contractor labels, branding and identification markings;
- c. All related guidelines, free of all Contractor labels, branding and identification markings;
- d. All DND Owned Inventory;
- e. All Government Furnished Equipment (GFE); and
- f. All purchased bulk fabric and raw material.

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4 INVENTORY MANAGEMENT

4.1 General

4.1.1 The Contractor must hold, manage and distribute DND Owned Inventory to meet DND requirements.

4.1.2 The Contractor must manage both the DND Owned Inventory and the Contractor Owned Inventory for the duration of the Contract.

4.1.3 The Contractor may choose to hold Contractor Owned Inventory.

4.1.4 The Contractor must hold DND Owned Inventory at the Contractor's facility in a secure and segregated area separately from Contractor Owned Inventory.

4.1.5 The Contractor must monitor the annual usage of items regularly and continuously to forecast and meet DND requirements at any given time.

4.2 Defence Resource Management Information System (DRMIS)

4.2.1 The Contractor must manage DND Owned Inventory in DRMIS until all stock is exhausted.

4.2.2 The Contractor must accept requisitions and orders for items to be delivered to Authorized Clothing Stores through DRMIS for the duration of the Contract.

4.2.3 For all requisitions and orders received through DRMIS, the Contractor must issue items in DRMIS to the right location.

4.3 Inventory Management System

4.3.1 The Contractor must provide a real-time Inventory Management System for use to manage Contractor Owned Inventory.

4.3.2 The Inventory Management System must be separate from the other inventory management systems that the Contractor manages.

4.3.3 The Inventory Management System must:

- a. Allow for the real-time inputting and tracking of all items into inventory as well as all activities affecting the levels of items in inventory in all areas of the Contractor's facility from reception through to distribution;
- b. Be scalable in order to accommodate fluctuations in the item inventory without diminishing the performance of the system;
- c. Be integrated with the OMS to ensure that inventory and usage information is updated as orders are processed;

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- d. Able to compile total inventory information, both DND and Contractor Owned Inventories;
- e. Have the capability to distinguish between DND Owned Inventory and Contractor Owned Inventory;
- f. Retain a complete and detailed history of ordering, shipping, and delivering of all items for the duration of the Contract;
- g. Provide real-time inventory levels for each item available to DND, to include inventory of DND Owned Inventory and Contractor Owned Inventory and textiles by generic NATO Stock Number (NSN), specific NSN and quantity;
- h. Track consumption of every item ordered by specific NSN, Clothing Store and individual consignee, Service Number (SN) / Personal Record Identifier (PRI) number, Environment, consignee Unit Identification Code (UIC), rank, Military Occupational Structure Identification (MOSID), gender, and date as applicable; and
- i. Track information on unavailable inventory by specific NSNs.

4.3.4 The Contractor must provide DND access, through an online interface, to the Inventory Management System in an administrator type function to access real-time information on all inventory as well as to generate reports on orders placed, filled, inventory levels, Unavailable Item Notifications, returns, and historical usage.

4.3.5 Item Status Updates. Upon the PA's request, the Contractor must provide current information on the status of any item being produced in order to replenish Contractor Owned Inventory.

4.3.6 Addition of New Item(s) to the MIL

4.3.6.1 The Contractor must add new item(s) upon request by the PA and subject to approval of the CA and outlined through a Contract amendment.

4.3.6.2 The Contractor must develop, produce/procure, and distribute any additional items to the inventory as per the terms of this SOW. Additional items may be for a one time distribution, or may become an ongoing item(s) added to the inventory that will require future distribution and inventory replenishment.

4.3.6.3 For these additional items, once full production has been authorized by the PA, the Contractor must enter the item(s) into its Inventory Management System within 48 hours of the authorization.

4.3.6.4 If DND has existing inventory of the new item, DND will transfer this inventory to the Contractor for warehousing.

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4.3.6.5 The Contractor must confirm receipt of this inventory by receipting them in DRMIS within 48 hours of receiving the items at the Contractor's facility.

4.3.6.6 The Contractor must add the new item to the MIL, the electronic catalogue, and/or the OMS as directed by the PA.

4.3.6.7 The Contractor must manage the additional items in the same manner as required for items identified in the MIL at Contract Award.

4.3.7 Removal of Items from the MIL

4.3.7.1 The Contractor must remove from the inventory, at the CA's request through a Contract amendment, any item identified for removal from the MIL, Appendix 1 of this SOW. Accordingly, the Contractor must remove the item from the electronic catalogue and the OMS.

4.3.7.2 If DND removes an item from the inventory, the Contractor must complete requirements as outlined in 3.5.7.5b to 3.5.7.5d.

4.4 Stocktaking – DND Owned Inventory

4.4.1 The Contractor must ensure that DND Owned Inventory is properly recorded and reconciled in the DRMIS.

4.4.2 The Contractor must conduct stocktaking activities as required in accordance with A-LM-007-100/AG-001, Supply Administration Manual (SAM), to ensure that physical inventory matches the record in DRMIS.

4.4.3 The Contractor must conduct a physical stocktaking of DND Owned Inventory at minimum once every two years.

4.4.4 The Contractor must identify discrepancies in stockholdings versus stock records and investigate and take the proper action to correct discrepancies.

4.4.5 The Contractor must contact the National Defence Quality Assurance Representative (NDQAR) to adjust stock records ensuring that quantity on stock records is reconciled with the quantity on hand.

4.5 Procurement

4.5.1 The Contractor must manufacture, source and/or procure OCF items to meet DND requirements.

4.5.2 If sourcing items from outside Canada, the Contractor must use only the manufacturers/suppliers on the list the Contractor provided at bid time and approved by Canada. The Contractor must seek DND's approval for any additional supplier and must update the list of suppliers, whenever there is any change.

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4.5.3 Canada reserves the right to audit the integrity of the Contractor's supply chain at any time and may conduct due diligence activities which include site visits and inspections of the subcontractor facilities and the facilities of subcontractor suppliers.

4.5.4 The Contractor must ensure that Canada its subcontracting arrangements allows Canada access to subcontractor facilities upon request for the duration of the contract.

4.5.5 The Contractor must use DND Owned Inventory prior to using Contractor Owned Inventory, when filling orders and must plan its manufacturing, sourcing and/or procurement accordingly.

4.5.6 Canada is committed to fostering competition and innovation within Industry. To ensure openness and transparency, when procuring stock, the Contractor must advertise the upcoming procurement of new items in a public forum such as MERX or Contractor's website allowing the Contractor to seek competitive bids.

4.5.7 The Contractor must provide documentation, when requested by the PA, demonstrating that all new items were advertised on a public forum.

4.5.8 The Contractor must have the capacity and flexibility to acquire the items for routine requirements and for urgent requests requiring immediate fulfillment as well as for surge orders.

4.5.9 Government Available Material (GAM)

4.5.9.1 Some textiles and components may be available for purchase from DND as Government Available Material on an as-is basis. The GAM list is provided in Appendix 8 of this SOW. DND will provide an updated GAM list as required.

4.5.9.2 The Contractor must inspect and prepare the GAM for use in manufacturing.

4.5.9.3 The Contractor must procure materials and components in accordance with the applicable specification when GAM is not desired or when GAM materials and components are not available.

4.5.10 Items with Performance-Based Specifications

4.5.10.1 Where the specifications for the required OCF items are performance-based, the Contractor must provide more than one compliant product option for DND's consideration.

4.5.10.2 When the contractor can source only a single qualified product, the Contractor must notify the CA in writing and request an exemption from this provision stating the reason why the Contractor is unable to provide more than one product.

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4.5.10.3 The Contractor must provide with all submitted compliant product options, a written description of the overall component, design, and manufacturing process features.

4.5.10.4 The Contractor must describe in general terms any innovations/alterations applied to the proposed product.

4.5.10.5 If none of the proposed options are found suitable by the PA, the Contractor will be notified in writing. In such a case, the Contractor must source and propose alternate options within 20 business days of the notification date.

4.5.11 Managed Choice

4.5.11.1 DND may decide to provide a Managed Choice to entitled Authorized DND Members (i.e. make multiple options available from which members can choose).

4.5.11.2 The PA may ask the Contractor to provide more than one qualified product option for an item to allow the user to choose his/her preferred option.

4.5.11.3 In such a case, the Contractor must submit the pre-qualified options to the PA for approval.

4.5.11.4 Once accepted, the Contractor must ensure the approved option(s) are added to the inventory and are made available to the Authorized Users to choose from.

4.5.12 Commercial Off the Shelf (COTS) / Military Off the Shelf (MOTS) Item

4.5.12.1 TDP for a current or new item may reference a COTS or MOTS item. In such cases, DND will provide a part number and available Technical Data.

4.5.12.2 DND does not have the authority to regulate any changes made to a COTS/MOTS item by its manufacturer. As such, the Contractor must exercise due diligence and must advise the PA of any technical and performance changes to the item made by the manufacturer that are different from the part number initially referenced in the TDP of the item.

4.5.13 Custom Orders

4.5.13.1 The Contractor must fulfill custom orders through Task Authorizations.

4.5.13.2 Items identified in Custom Orders must be made in accordance with the TDP for each identified item.

4.5.14 Special Sizing including Made-To-Measure and Extended Sizes

4.5.14.1 The Contractor must provide Authorized Users, who cannot be properly fitted through alterations of standard sizes, with Extended Sizes or Made-to-Measure clothing and footwear.

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4.5.14.2 To support the provision of items in Special Sizes, DND will provide body measurements. DND will not provide patterns or tooling for Special Sizes.

4.5.14.3 The Contractor must produce Special Size items in consultation with the PA to confirm that the design, fit, and safety intentions of the item remain.

4.5.14.4 Unless directed by the PA, the Contractor must ensure all Special Size items are fully compliant with the applicable TDP.

4.5.14.5 The Contractor must ensure the special size footwear an Authorized User receives fits properly and meets performance, quality, and safety standards equivalent to the regulation footwear to which the Member is entitled.

4.5.14.6 The Contractor must provide special size footwear to an Authorized User:

- a. Who is found to have a foot size that does not fall within the range of standard catalogue footwear sizes and does not require orthopaedic footwear; or
- b. Who requires extra depth footwear to accommodate orthoses.

4.5.14.7 The Contractor must be prepared to provide custom made footwear for individuals who require orthopaedic footwear. This includes custom-made military pattern footwear, and internal or external modifications to military and civilian footwear.

4.6 Warehouse / Secure Stock

4.6.1 The Contractor must provide warehousing services for DND Owned Inventory in accordance with A-LM-007-100/AG-001, Supply Administration Manual (SAM), Section 6.3 – Government Owned Materiel in Contractor Custody.

4.6.2 The Contractor must identify the warehousing location(s) in Canada, from which it is offering to provide warehousing and distribution services. A PO Box will not be considered a valid address for service delivery.

4.6.3 The Contractor must inform the PA of any changes to the warehousing location(s) and the reasons for relocation. Any change to warehousing location must be approved by the PA.

4.6.4 The Contractor must provide secure storage space with controlled access ensuring that DND Owned Inventory stored in the warehouse is safeguarded against theft or loss.

4.6.5 The Contractor must ensure that DND Owned Inventory is not subject to damage or alteration caused by contact with, or exposure to, water, dampness, fire, chemicals, excessive heat, excessive cold, soiling, stagnant air, odours, insects, and pests.

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4.6.6 In the event of damage or loss to DND Owned inventory, the Contractor must notify the PA as soon as possible providing the cause for damage or loss.

4.6.6.1 The PA will determine whether the Contractor is at fault and may hold the Contractor liable.

4.6.7 Where determined by the PA to be liable, the Contractor must reimburse DND the costs of the damaged or lost items using the item price in accordance with the Line Item Unit Cost (LIUC), Appendix 1 to Annex B.

4.7 Replacement Parts

4.7.1 DND will provide the Contractor a list of replacement parts that may be required to be shipped to Authorized Clothing Stores upon order. These replacement parts will be shipped to Authorized Clothing Stores to allow local repairs to items.

4.7.2 The Contractor must provide replacement parts when ordered and must ship to specified delivery locations.

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5 DELIVER ITEMS TO AUTHORIZED CLOTHING STORES AND AUTHORIZED USERS

5.1 General

5.1.1 This section outlines the requirements for delivery of OCF items to Authorized Clothing Stores and Authorized Users.

5.2 Process Orders

5.2.1 In Phase 2 of the Contract, the Contractor must fill orders for items to be delivered to Authorized Clothing Stores.

5.2.2 Authorized Clothing Stores will not place orders directly to the Contractor. The DND MCS Management Cell is the only one authorized to place an order on behalf of the Authorized Clothing Stores.

5.2.3 The Contractor must not process any order placed by Authorized Clothing Stores.

5.2.4 There may be exceptional circumstances that the PA will authorize another organization within DND to place an order for delivery to Clothing Stores. The PA will notify the Contractor, by email, if this is the case.

5.2.5 A list of Authorized Clothing Stores is provided in the Authorized Clothing Stores List, Appendix 5 of this SOW. DND may add/remove Authorized Clothing Stores on this list, at its sole discretion.

5.2.6 In Phase 3, the Contractor must fill orders from Authorized Users received through the OMS in addition to filling orders for delivery to Authorized Clothing Stores.

5.3 Item Unavailability

5.3.1 The Contractor must ensure that OCF items listed in the MIL are available as and when required.

5.3.2 In extra ordinary circumstances, when an item is unavailable or when inventory is not sufficient to completely fill an order within delivery deadlines, the Contractor must create a Backorder for the item or for the outstanding quantities.

5.3.3 The Contractor must specify the expected delivery date for the Backordered item(s).

5.3.4 For orders through DRMIS, the Contractor must notify the MCS Management Cell in writing of backordered item(s).

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5.3.5 The Contractor must manage Unavailable items and Backorders for items ordered through the OMS in accordance with the OMS SOW, Appendix 4 of this SOW, section 4.9.

5.4 Returned Orders

5.4.1 The Contractor must process returns from Authorized Clothing Stores as coordinated through the PA.

5.4.2 The Contractor must process OMS returns in accordance with the OMS SOW, Appendix 4 of this SOW, section 4.10.

5.4.3 The Contractor must track all returns and reasons for return.

5.4.4 The Contractor must return to the inventory any item ordered and returned by DND. The Contractor must ensure that the item is in good condition prior to restocking.

5.5 Provide Distribution Services

5.5.1 The Contractor must distribute and deliver items ordered to Authorized Users and to Authorized Clothing Stores.

5.5.2 Unless otherwise specified in the TDP, the Contractor must ensure requirements for shipping and shipping containers are in accordance with D-LM-008-036/SF-000, DND Minimum Requirements for Manufacturer's Standard Pack.

5.5.3 The Contractor must use shipping containers sturdy enough to re-use as return packaging in the event of damaged items or incorrect shipments.

5.5.4 The Contractor must label items in accordance with D-LM-008-002/SF-001, Marking for Storage and Shipment, including the bar code information using bar code symbology 128 as a minimum.

5.5.5 The Contractor must package items in a manner that obscures the content of the package preventing handlers and other parties from viewing the contents of the package.

5.5.6 The Contractor must combine and package items for shipment in such a manner as to minimize shipping costs while ensuring that all items delivered are packaged in such a manner as to avoid damage in transit.

5.5.7 The Contractor must include with each shipment a return instruction guide in French and English detailing the process on how to return items to the Contractor.

5.5.8 If an order is partially shipped, the packing slip must clearly identify the quantity ordered, quantity shipped, quantity Backordered, and the expected delivery date for the Backordered items.

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5.5.9 For multiple orders shipped together, the Contractor must ensure that each order is packaged separately.

5.5.10 Each box delivered must contain a packing slip indicating the items in that box.

5.6 Delivery Standards

5.6.1 The delivery standards set out in this section apply to all deliveries of OCF items.

5.6.2 The Contractor must provide customs processing for all deliveries outside of Canada.

5.6.3 The Contractor must fill order requests from Authorized User employed in attaches and embassies by shipping through Global Affairs Canada at 125 Sussex Drive, Ottawa, Ontario. This detail will be provided by the member when order is placed.

5.6.4 The Contractor must fill other order requests from Authorized Users outside of Canada and continental USA by shipping items to a central shipping address in Belleville, Ontario. This address will be provided by the Authorized User when order is placed.

5.6.5 Authorized Clothing Stores. For items ordered for and delivered to Authorized Clothing Stores, the Contractor must deliver the items in accordance with the following standards:

- a. Regular orders. No later than 15 business days from receipt of the order;
- b. Urgent Orders. No later than five business days from receipt of the PA's authorization of the Urgent Request from the Authorized Clothing Stores;
- c. Custom Orders. No later than 30 business days from receipt of the order; and
- d. Special Size. No later than 30 business days from receipt of the order.

5.6.6 Authorized Users. In Phase 3, for items ordered by Authorized Users through the OMS, the Contractor must deliver the items in accordance with the following standards:

- a. Regular Orders in Canada (including overseas Orders through Belleville or 3 CSU). No later than 10 business days from receipt of the order; and
- b. Regular Orders outside Canada within North America. No later than 20 business days from receipt of the order.

5.7 Order Tracking

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5.7.1 The Contractor must monitor and track the delivery of all items using a system capable of providing real-time information on the status and location of all orders, from the time they leave the Contractor's facility to the arrival and acceptance at the shipping destination.

5.8 Customer Services

5.8.1 The Contractor must provide bilingual (English and French) customer services, of equal quality to address all queries and concerns as they arise.

5.8.2 Customer Services must be accessible by toll-free telephone and email from 08:00 to 24:00 EST Monday to Friday and 08:00 to 19:00 EST Saturdays, with the exception of Federal Statutory Holidays, to answer inquiries that may include order status, return procedures, return authorization, and complaint resolution.

5.8.3 The Contractor must provide a telephone messaging service system to capture messages from Authorized Users and Authorized Clothing Stores left outside operating hours.

5.8.4 Telephone messages and emails must be addressed and returned by 12:00 EST the following business day.

5.8.5 In phase 3, the Contractor must provide online support for the OMS in accordance with the OMS SOW, Appendix 4 of this SOW, Section 4.11.

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6 KEY MILESTONES AND DELIVERABLES

6.1 The following table outlines the key deliverables and milestones:

Deliverable	Schedule
Kick-Off Meeting	15 DACA
Master Program Schedule (MPS) / Work Breakdown Structure (WBS)	Reviewed at 15 DACA. Monthly updates
Program Management Plan (PMP)	Reviewed at 15 DACA, 2 MACA, and 3 MACA
Risk Management Plan (RMP)	Reviewed at 15 DACA and 3 MACA
Transition-In Plan (TIP)	Reviewed at 15 DACA and 3 MACA
Information Technology Security Plan (ITSP)	Reviewed at 15 DACA and 3 MACA
Action Item Report (AIR)	15 DACA. Monthly updates
Contractor System Administrator List	15 DACA
Progress Review Meetings (PRMs)	Monthly
Meeting Agenda	5 business days prior to each meeting
Meeting Minutes	10 business days following each meeting
Performance Measurement Plan (PfMP)	3 MACA. Final PfMP at Phase 1 completion date
Receive DND Owned Inventory	6 MACA
Quality Management Plan (QMP)	4 MACA. Final QMP at Phase 1 completion date. Annual updates
Green Procurement Plan (GPP)	4 MACA
Surge Requirement Plan (SRP)	Reviewed at 5 MACA. Final SRP at Phase 1 completion date
Electronic Catalogue (Master Catalogue)	Preliminary Master Catalogue submitted for review at 8 MACA. A revised Catalogue, addressing the comments from DND, must be available from the start of Phase 2.
Business Continuity Plan	12 MACA. Annual updates
Phase 1 Completion	12 MACA
Phase 2 Service Commencement	5 business days following the completion of Phase 1
Customer Satisfaction Report	2 months after start of Phase 2. Monthly

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Shipment Delivery Reports	2 months after start of Phase 2. Monthly
Returned Items Report	2 months after start of Phase 2. Monthly
OMS test plan	Preliminary OMS test plan submitted for review 4 months after start of Phase 2. A revised test plan, addressing the comments from DND, must be available 6 months after start of Phase 2.
Electronic Catalogue (Personalized Catalogue)	Preliminary Personalized Catalogue submitted for review 6 months after start of phase 2. A revised Catalogue, addressing the comments from DND, must be available from the start of Phase 3.
Order Management System (OMS)	6 months after start of Phase 2.
Phase 2 Completion	Upon written notification from the CA
Phase 3 Commencement	The Contractor must be ready to commence Phase 3 no later than 12 months after the start of Phase 2. Phase 3 will begin only upon written authorization from the CA.
Transition-Out Plan (TOP)	Reviewed at 36 MACA and annually. Final TOP 20 business days after receipt of Contract termination notice.
Phase 3 Completion	Upon written notification from the CA
Phase 4 Commencement	Upon written notification from the CA
Phase 4 Completion	Upon written notification from the CA

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7 TECHNICAL DATA MANAGEMENT

7.1 Technical Data Package (TDP)

7.1.1 General. At Contract Award, DND will provide applicable TDPs to the Contractor. The TDP may consist of the following documents:

- a. Technical specifications / performance specifications / manufacturing data / purchase descriptions for items;
- b. Technical specifications / performance specifications for supporting materials. Supporting materials can include, but not limited to, textiles, leather, foam, fittings (such as slide fasteners, hook and loop fasteners, eyelets, grommets, and buttons), labelling materials, and packaging instructions;
- c. Electronic patterns. DND will provide the Contractor with all available electronic patterns for items. Available patterns and respective numbers (style codes) are identified in the TDP;
- d. Drawings of items and supporting materials. Where available, DND will provide the Contractor with drawings and illustrations in electronic format; and
- e. Sealed samples of items and supporting materials. Where available, DND will provide the Contractor with sealed samples for items. Unless otherwise noted in the TDP and MIL documentation, available sealed samples are provided as a guide to the appearance of an item and are not to be used as substitutes for the specifications/manufacturing data.

7.1.2 The TDPs contain information that is crucial to the operational effectiveness of the CAF. As such, Canada aims to protect the integrity of the TDPs and protect it from unauthorized use.

7.1.3 The Contractor must not share the TDPs, including with subcontractors, unless it obtains Canada's written approval to share the TDPs with specific subcontractors. Canada's approval may be granted or withdrawn at its sole discretion. Canada's approval is required even if a subcontractor or manufacturer was previously approved by Canada during the competitive solicitation process which lead to the Contract, or approved at a later date.

7.1.4 Canada may add additional security requirements or protocols related to the sharing of the TDPs at any time, without the Contractor's consent. Failure to abide by these additional security requirements or protocols will constitute a default by the Contractor.

7.1.5 Order of Precedence. Unless otherwise stated in the item(s) TDP, the order of precedence for the technical data is:

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- a. Specifications/manufacturing data/purchase descriptions;
- b. Electronic patterns;
- c. Drawings; and
- d. Sealed samples.

7.1.6 The Contractor must maintain all components of the TDPs associated with this SOW. This includes TDPs provided by DND at Contract Award, TDPs for items added, and TDPs modified or generated in the performance of Work.

7.1.7 TDPs must be compatible with DND software as designated by the PA. Currently, DND uses Gerber Accumark.

7.1.8 DND reserves the right to alter and/or delete any or all of the MIL and/or the Technical Data contained therein due to evolving and changing requirements.

7.1.9 For new items added to the MIL, copies of corresponding TDPs must be provided to DND once production of item has been authorized.

7.1.10 For items removed from the MIL, corresponding TDPs must be returned to DND within 10 business days of the signed amendment.

7.1.11 All current TDPs must be made available and returned to DND upon request when and as required within five business days from the request of the PA.

7.2 Configuration Management

7.2.1 DND will provide the Contractor available configuration baselines as outlined in the TDPs for OCF items in the MIL upon Contract Award.

7.2.2 Except for items procured as COTS/MOTS, the TDPs for all items belong to Canada. The Contractor must not modify the TDPs without the approval of the PA, in writing.

7.2.3 The Contractor must keep the TDPs accurate and current, reflecting the most recent technical specifications of an OCF item in the MIL.

7.2.4 The Contractor must maintain and update the configurations of each item based on latest approved changes.

7.2.5 The Contractor or the PA can propose design changes or modifications to the configuration of items through the Change Request and Authorisation (CRA) Form, Appendix 7 of this SOW.

7.2.6 The Contractor must conduct an analysis and impact assessment for any proposed changes to include impact on performance, reliability, availability, quality, safety, time, and cost.

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7.2.7 The Contractor must not undertake any physical changes to the items without written authorization by the CA through a CRA form.

7.2.8 Once design and/or technical changes to an item is approved in accordance with the CRA process, the Contractor must update the TDP within 20 business days and must submit the updated TDP to the PA for review and acceptance.

7.2.9 The Contractor must adhere to the reference standard, C-01-100-100/AG-006, Specification-Writing, Format and Production of Technical Publications and C-01-100-100/AG-008, Writer's Guide for Technical Documentation and must abide by the changes to this references as it is updated during the lifetime of the contract.

7.2.10 The PA will notify the Contractor if and when DND decides to change the standard for specification writing. The Contractor must then abide by the new standard.

7.2.11 The Contractor must track and document all authorized modifications for each item as part of its configuration management responsibilities and provide the information to DND as requested.

7.2.12 The Contractor must provide DND with an update on status of all TDPs under modification, as requested.

7.3 Quality Assurance (QA) and Quality Control

7.3.1 The Contractor must conduct QA and Quality Control in accordance with the Quality Control Plan, Appendix 13 of this SOW.

7.4 Anthropometrics

7.4.1 DND will provide the Contractor the latest Canadian Armed Forces (CAF) Anthropometric Survey. DND reserves the right to revise this baseline anthropometric data anytime.

7.4.2 The Contractor must use this anthropometric data from DND to develop suitable grading and development of standard tariff sizes for applicable items.

7.4.3 The Contractor must ensure that the sizing standard developed will fit a minimum of 95% of DND personnel.

7.5 Discrepancies

7.5.1 The Contractor must notify the PA of any discrepancies in the Item(s) TDP and the actual item.

7.5.2 The Contractor must cease to use the TDP until the issue is resolved and the Contractor has been given the authorization to proceed by the PA.

7.6 Government Furnished Equipment (GFE)

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7.6.1 Where applicable, the TDP may refer to GFE. Examples of GFE may include the following:

- a. Physical examples of in-service items referenced in performance specifications used to identify design requirements and compatibility issues;
- b. Tooling used to manufacture specific items; or
- c. Testing equipment to be used during production, Repair and Overhaul (R&O), or during shelf life testing to determine technical compliance to the TDP.

7.6.2 A Loan Agreement listing all GFE loaned will be provided. The Contractor must sign the loan agreement to confirm acceptance of the GFE.

7.6.3 The GFE will form part of the DND Owned Inventory. The Contractor must warehouse all GFE in accordance with Section 4.6 herein.

7.6.4 The Contractor must maintain the GFE in usable condition during the course of the Contract.

7.6.5 The Contractor must return unserviceable GFE to serviceable condition whether by repair or replacement.

7.6.6 The Contractor must return to DND all GFE rendered obsolete or irreparable.

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8 ADDITIONAL SERVICES

8.1 General

8.1.1 DND may require additional services that will be requested through a Task Authorization to include the following:

- a. Development of new item(s);
- b. User trials for a current or new item(s);
- c. Professional services;
- d. Disposal services;
- e. Surge Orders;
- f. Ad Hoc Orders; and/or
- g. Ancillary services.

8.1.2 For additional services, DND will initiate the Task Authorization process.

8.1.3 The Contractor must not provide the additional services without receiving the signed Task Authorization Form in Appendix 6 of this SOW.

8.2 Development of new items

8.2.1 The Contractor must undertake, when requested by DND through a Task Authorization, improvement to existing items or develop new items that could be added to the Contract. Services required may include:

- a. Development of specifications;
- b. Prototyping; and
- c. Initial production.

8.3 User Trials for a Current or New Item(s)

8.3.1 DND reserves the right to conduct User Acceptance Performance Evaluations (UAPE) and User Trials on all items and item product options to further assess requirements such as, but not limited to, technical verification, fit for purpose, operational suitability, and effectiveness.

8.3.2 The Contractor must hold, when requested by DND through a Task Authorization, a trial session at a predetermined location to allow Military members to evaluate the proper size and/or the preferred version of current or new items.

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8.3.3 The Contractor must provide the sample item(s) for use in User Trials.

8.4 Professional Services

8.4.1 The Contractor must have resources available, as and when required, to provide professional services including, but not limited to, the following:

- a. Design Services. Design services include, but are not limited to, the following:
 - 1) Research of products, processes, and costs;
 - 2) Designing, developing and fabricating prototypes, trial quantities, and sealed samples of items to confirm suitability for service;
 - 3) Production of drawings/illustrations; and
 - 4) Evaluating the technical and performance criteria to determine fitness for purpose in items. This could include, but not limited to assessing:
 - i. Materials (such as, but not limited to textiles, leathers, polymers/plastics, composites, and metals);
 - ii. Whole end items;
 - iii. Mandatory design requirements; and
 - iv. Manufacturing processes.
- b. Pattern Design Services. Include tasks such as, but not limited to:
 - 1) Pattern development/grading;
 - 2) Developing scales of measurements; and
 - 3) Size tariff evaluation to confirm that DND's sizing mandate is maintained.
- c. Technical Writer Services. Include tasks such as, but not limited to:
 - 1) Developing technical specifications for items;
 - 2) Amending and reviewing technical specifications for items; and
 - 3) Developing other technical documentation in relation to items.
- d. Repair and Overhaul (R&O) Services. Support to R&O of items including tasks such as, but not limited to:

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- 1) Reconditioning;
 - 2) Cleaning and resoling (footwear);
 - 3) Specialized fabric treatment;
 - 4) Inspection;
 - 5) Assembly; and
 - 6) Decontamination.
- e. Training Services. Developing and supporting training requirements; and
- f. Coordinating and liaising on-site Services. Including, but not limited to:
- 1) The quarantine of goods with a specific manufacturing date;
 - 2) Spot checking end item goods; and
 - 3) Completing shelf-life testing.

8.5 Disposal/Recycling Services

8.5.1 The Contractor may propose disposal of dormant DND Owned Items. The proposal must include the NSN and usage data supporting the dormant status of the item. The Contractor may propose further disposal based on changing usage patterns of items.

8.5.2 Only the PA may declare DND Owned Items or materials as surplus.

8.5.3 Only the PA may declare items or materials obsolete or dormant.

8.5.4 The Contractor must dispose of items or materials declared surplus or obsolete by recycling or destroying the authorized items in a secure manner and in accordance with the disposal instructions issued by DND PA.

8.5.5 Whenever practical, the Contractor must perform periodic bulk destruction rather than per item destruction.

8.5.6 The Contractor must provide an appropriate audit trail for any authorized destruction of items. Disposal forms and instructions will be provided, as required, by the PA.

8.5.7 The Contractor may be required to complete a certificate of destruction, Appendix 10 of this SOW, to confirm disposal of certain items.

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8.6 Surge Orders

8.6.1 The Contractor must have the capacity to satisfy surge requirements of items in quantities and timeframes that significantly exceed routine ordering patterns. Such surge requirements may result from the CAF deploying forces on short notice anywhere in the world quickly in response to Government direction.

8.6.2 When a surge order for items is demanded by the PA, the Contractor must fulfill the requirement in accordance with the process outlined in the approved SRP. Any deviation from the SRP must be approved by the PA.

8.6.3 Surge orders will only be received by the Contractor from the CA as a Task Authorization. The Contractor must not proceed with fulfilling a surge order without a signed Task Authorization.

8.6.4 Where possible, the PA will provide advanced notice to the Contractor of a potential surge requirement. The PA may not be able to provide details regarding the extent of the surge demand, and the nature of items that may be required to meet it.

8.6.5 DND retains the right to consider alternate sources of supply to satisfy the surge requirements.

8.7 Ad Hoc Orders

8.7.1 DND may use OCFC2 to fill ad hoc requirements for personal equipment, including PPE, that is not part of the MIL.

8.7.2 DND will consult the Contractor prior to each ad hoc order to discuss the feasibility, price and timeline.

8.7.3 Ad hoc orders will only be received by the Contractor from the CA as a Task Authorization. The Contractor must not proceed with fulfilling an Ad hoc order without a signed Task Authorization.

8.7.4 The Contractor must fulfill ad hoc orders in accordance with the terms specified in the Task Authorization.

8.8 Ancillary Services

8.8.1 The Contractor must provide Ancillary Services, which may include, but not limited to, tailoring, custom embroidery, specialized fabric treatment, cleaning, minor repair, conditioning, inspection, assembly, decontamination, and provision of small quantities of materials in order to affect repairs.

Annex B – Basis of Payment

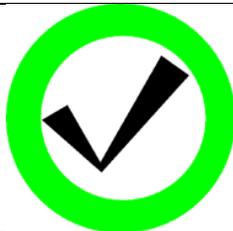
Department of National Defence

Basis of Payment (BoP) Operational Clothing and Footwear Consolidated Contract (OCFC2)

Requisition Number: W8486-206245
DND Document #

Date: 30 August 2019
RDIMS # 3973762

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NOTICE

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

AVIS

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

Annex B – Basis of Payment

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Annex B – Basis of Payment

1 BASIS OF PAYMENT

1.1 General

1.1.1 In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid in accordance with this Annex B.

1.1.2 This Basis of Payment (BoP) is subject to joint review by Canada and the Contractor. If, as a result of this review, it is found that the BoP is no longer effective or that there is a more efficient BoP, for the purpose of this contract, then a new BoP may be put in place through a Contract amendment.

Annex B – Basis of Payment

2 OCF ITEMS – FIRM UNIT PRICES

2.1 General

2.1.1 Canada will not pay the firm unit prices for DND Owned Inventory.

2.1.2 For Contractor Owned Inventory, Canada will pay the Contractor for the OCF Items the firm unit prices set out in the Line Item Unit Cost (LIUC), Appendix 1 to Annex B, that are in effect at the time the order is placed. Customs duties included and Applicable Taxes extra.

2.1.3 The firm unit price paid by Canada for an OCF item is the cost to the Contractor of producing or procuring that item and must not include any mark-up for profit.

2.2 Consumer Price Index Adjustment

2.2.1 Canada will adjust all firm unit prices set out in the LIUC, Appendix 1 to Annex B, on an annual basis in accordance with Statistics Canada's annual average Consumer Price Index (CPI) (all items, Canada).

2.2.2 Subject to this Annex, Section 2.2.1, Canada will make CPI adjustments to the firm unit prices 12 months from date of the Contract and every 12 months thereafter, for the duration of the Contract. Canada will not make CPI adjustments on the year for which firm unit prices are subject to revision in accordance with this Annex, Section 2.4.

2.3 Shipping Costs

2.3.1 Canada will reimburse the Contractor the OCF Items transportation costs reasonably and properly incurred in the performance of the Work, in accordance with the Contract.

2.3.2 Goods must be shipped pre-paid by the Contractor, including all delivery charges and Delivered Duty Paid (Incoterms 2000) to the destination specified. Pre-paid transportation charges must be shown at cost as a separate item on the invoice, supported by a certified copy of the pre-paid transportation bill.

2.3.3 The Contractor must pay for return shipping costs for items returned by the consignee. When shipping items to consignee, the Contractor must include instructions on how to return items ensuring that the consignee will not incur any costs.

2.3.4 For items returned due to Contractor error, the Contractor will assume the return shipping and replacement delivery costs and must not invoice Canada for these costs. The Contractor must invoice Canada only for the original delivery costs.

2.3.5 Where returns are not due to Contractor error, DND will pay return shipping and replacement delivery costs.

Annex B – Basis of Payment

2.4 Renegotiation of Firm Unit Prices

2.4.1 Canada will review all firm unit prices every 5 years starting from date of the Contract, and every 5 years thereafter, for the duration of the Contract (5th, 10th, and 15th year of the Contract, if option years are exercised).

2.4.2 Within 20 business days following the request of Canada, or no later than 6 months prior to the 5th, 10th and 15th year anniversary date of the Contract, whichever one comes first, the Contractor must propose revised firm unit prices for all OCF Items.

2.4.3 The agreed to revised firm unit prices will be done via Contract Amendment, effective on the 5th, 10th, 15th anniversary dates. If, due to delays in negotiation by either party, an amendment is completed after the applicable anniversary date, the prices will be applied retroactively to the anniversary dates.

2.4.4 Methodology & Price Support

2.4.4.1 The firm unit prices proposed must be supported by quotes from suppliers or if the Contractor is manufacturing an item, a price breakdown must be provided to the Contracting Authority (CA). If possible, the Contractor must also provide for each OCF item its average direct cost for the last 12 months to the CA for its consideration.

2.4.4.2 The proposed firm unit prices submitted by the Contractor must be in accordance with current market for the like quality and quantity of OCF items and when combined with the Management Fee it must be in accordance with the profit allowable under the Public Works and Government Services Canada (PWGSC) appropriate Profit Policy, which is subject to change from time to time. The revised firm unit prices are subject to verification by government audit, at the discretion of Canada, before or after payment is made to the Contractor.

2.4.4.3 If the audit demonstrates an error after payment is made to the Contractor, the Contractor must, at the discretion of Canada, make repayment to Canada in the amount found to be in excess of prices defined in 2.4.4.1.

2.4.4.4 If the audit demonstrates an error before payment is made, the Contractor agrees that any pending invoice will be adjusted by Canada in accordance with the results of the audit. It is further agreed that if the Contract is still in effect at the time of the verification, the price or rate will be lowered in accordance with the results of the audit.

2.4.4.5 If the CA is satisfied with the price support submitted by the Contractor with the revised firm unit prices, the CA may approve, in its sole discretion, the revised firm unit prices through a Contract Amendment. Canada may, at its sole discretion, reject any revised firm unit prices and remove the associated OCF Item from the Contract.

2.4.4.6 The revised firm unit costs negotiated pursuant to 2.4 will only be effective upon the execution of a Contract Amendment and will not be applied retroactively.

Annex B – Basis of Payment

3 TRANSITION-IN

3.1 Transition-In price

3.1.1 The first year of the Contract is the Transition-In period where the Contractor will accept DND Owned Inventory and will put in place the necessary conditions to perform the Work on Phase 2.

3.1.2 Canada will pay the Contractor a firm all-inclusive fixed price to carry out the transition activities, as outlined in the Statement of Work (SOW), Annex A, section 3.5.4.

3.1.3 The Transition-In price to be paid to the Contractor shall be \$ [REDACTED], which will be divided in 12 fixed monthly payments of \$ [REDACTED] during Contract Year 1, following delivery and acceptance or performance of Work as applicable.

Annex B – Basis of Payment

4 MANAGEMENT FEE (MF)

4.1 MF Percentage

4.1.1 Canada will pay the Contractor for all Work performed under the Contract a MF percentage as set out in Section 4.1.2 for the duration of the Contract. The MF paid by Canada includes but is not limited to all indirect costs required to perform the Work as described in the SOW, Annex A.

4.1.2 The MF must not include the Transition-In price, shipping costs and costs incurred in carrying out a Task Authorization.

4.1.3 The MF percentage to be paid to the Contractor shall be _____% of the OCF Item firm unit price set out in the LIUC, Appendix 1 to Annex B, at the time the order is placed.

4.1.4 The MF percentage applied to items ordered and delivered must be the MF in place at the time the order is placed.

4.1.5 For returns due to Contractor error, Canada will not pay the MF for the processing of the replacement item.

Annex B – Basis of Payment

5 TASK AUTHORIZATIONS

5.1 Professional and Ancillary Services

5.1.1 The Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of the Work specified in the authorized Task Authorization (TA), as determined in accordance with the hourly rates detailed below, to the limitation of expenditure specified in the authorized TA.

5.1.2 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.

5.1.3 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 CA before their incorporation into the Work.

5.1.4 For professional and ancillary services provided under a Task Authorization (TA), DND will pay the Contractor the following firm hourly rates:

Categories	Hourly rates for Year 1
Project Manager - Junior	
Project Manager - Senior	
Clothing/Textile Technologist - Junior	
Clothing/Textile Technologist - Senior	
Handwear/Knitted Footwear/Accessories Technologist – Junior	
Handwear/Knitted Footwear/Accessories Technologist – Senior	
Footwear Technologist – Junior	
Footwear Technologist - Senior	
Pattern, Design, Development and Sizing Technologist – Junior	
Pattern, Design, Development and Sizing Technologist - Senior	
Clothing and Personal Protection Equipment Design and Prototyping Technologist – Junior	
Clothing and Personal Protection Equipment Design and Prototyping Technologist - Senior	
Badges/Insignia/Ceremonial Accoutrements Technologist – Junior	

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Badges/Insignia/Ceremonial Accoutrements Technologist - Senior	
Technical Writer	
Material Handler	
Data Analyst	

5.1.5 Any materials, findings and services required to perform the Professional and Ancillary Services will be reimbursed at cost supported by invoice. Any materials/equipment required to perform the work must be included in the estimate. Any unexpected expenses must be forwarded under a revised cost estimate to the Procurement Authority for approval.

5.2 CPI Adjustment – Hourly Rates

5.2.1 Canada will adjust the hourly rates set out in Section 5.1.4 on an annual basis in accordance with Statistics annual average Consumer Price Index (all items, Canada).

5.2.2 Subject to Section 5.2.3, Canada will make CPI adjustments to the hourly rates 12 months from date of the Contract and every 12 months thereafter.

5.2.3 Canada will not make CPI adjustments on the year for which hourly rates are subject to Review under Section 5.3.

5.3 Review of Hourly Rates

5.3.1 Canada will review the hourly rates for the performance of professional and ancillary services every 5 years starting from date of the Contract, and every 5 years thereafter, for the duration of the Contract (5th, 10th, and 15th year of the Contract).

5.3.2 The Contractor must provide revised hourly rates and supporting documents within 20 Business Days following the request of Canada, or no later than 6 months prior to the 5th, 10th, and 15th year anniversary date of the Contract, whichever one comes first.

5.3.3 The new hourly rates submitted by the Contractor must be in accordance with SACC Manual Clause C0008T in effect at the time the submission is made.

5.3.4 The agreed to revised hourly rates will be done via Contract Amendment, effective on the 5th, 10th, 15th anniversary dates. If, due to delays in negotiation by either party, an amendment is completed after the applicable anniversary date, the rates will be applied retroactively to the anniversary dates.

Annex B – Basis of Payment

5.4 Surge Requirements

5.4.1 Surge orders will only be received by the Contractor from the CA as a Task Authorization.

5.4.2 The Contractor will be reimbursed for the costs reasonably and properly incurred to fill the surge order specified in the authorized Task Authorization (TA), as determined in accordance with the hourly rates detailed at section 5.2.4 to the limitation of expenditure specified in the authorized TA.

5.4.3 Unless otherwise stated, Canada will pay the Contractor for the OCF items delivered as part of a surge order in accordance with the SOW the firm unit price listed in the LIUC, Appendix 1 to Annex B, customs duties included and Applicable Taxes extra, plus the MF percentage set out in this Annex, section 4, both at the time the order is placed.

5.4.4 After negotiation with the Contractor, Canada may decide to pay a premium LIUC for certain OCF items delivered as part of a surge order. If this is the case, these premium LIUC will be clearly indicated in the TA. The same MF percentage set out in this Annex, section 4, will apply to the premium LIUC.

5.5 Other Task Authorizations including Disposal Services

5.5.1 For any other Task Authorization not covered under the professional services described in Section 5.2.4, including disposal services, conducted by the Contractor in accordance with the SOW, Annex A, the Contractor must provide supporting documentation, such as a quote from a Sub-Contractor or copies of paid invoices for similar services provided to other customers to substantiate costs quoted. If deemed acceptable by the CA, Canada will pay the Contractor the direct costs incurred plus a service mark-up fee of 15%. No MF will be paid for these services.

Annex B – Basis of Payment

6 NEGOTIATION OF FIRM UNIT PRICES FOR NEW OCF ITEMS

6.1 Upon DND's request for the inclusion of a new OCF Item in accordance with the SOW, the Contractor must provide the firm unit price for the new OCF Item with price support as follow:

- a) For goods produced or manufactured by the Contractor, the Contractor must submit with the prices, quotes from two other firms for the like quality and quantity of the new OCF Items; or
- b) For goods produced by sub-contractors, the Contractor must submit, with the price, quotes from three competing firms for the like quality and quantity of new OCF Items. If the Contractor is unable to provide quotes from three competing firms, the Contractor must provide an explanation and supporting documentation to the Contracting Authority as to why the Contractor is unable to obtain 3 quotes; and
- c) In the event that the Contractor or a sub-contractor is the only source of supply for a particular new OCF Item, the Contractor must provide justification to the Contracting Authority as to why there is only one source of supply available for a particular new OCF Item. For such new OCF Items, the Contractor must provide with the prices the following price support:
 - i. Supplier's current published price list;
 - ii. Copies of paid invoices for the like quality and quantity of new OCF Items sold to other customers; or
 - iii. Price breakdown showing direct costs associated with the new OCF Item to the CA.

6.2 The firm unit price submitted by the Contractor must be in accordance with current market price for the like quality and quantity of new OCF Item.

6.3 If the Contracting Authority is satisfied with the price support submitted by the Contractor with the proposed firm unit price, the Contracting Authority may approve, in its sole discretion, the proposed firm unit price through a Contract Amendment or a Change Request and Authorization (CRA) form. Canada may, at its sole discretion, reject any proposed firm unit price and decide not to add the new OCF Item to the Contract.

6.4 The firm unit prices for new OCF Items will only be effective upon the issuance of a CRA form or a Contract Amendment signed by the CA.

Annex B – Basis of Payment

7 RETURNS

7.1 Returns to Inventory

7.1.1 Contractor Owned Inventory: Canada will not pay for returned items.

a) If the items are returned after Canada has been invoiced, the Contractor must send an amended invoice.

7.1.2 If items are returned after Canada has made the payment, the Contractor must apply the amount paid (both the LIUC and MF) for the returned item(s) as credit on the next invoice.

7.1.3 DND Owned Inventory: The Contractor must put back into DND Owned Inventory all DND Owned returned items.

7.2 Restocking Fee

7.2.1 For returns due to Canada error, Canada will pay a restocking fee of 15% of the LIUC.

7.2.2 For returns due to Contractor error, Canada will not pay the restocking fee.

7.3 Shipping Costs

7.3.1 Shipping costs for returned items shall be in accordance with this Annex, section 2.3.

7.4 Management Fee (MF)

7.4.1 For returns due to Canada's error, Canada will pay the MF on the LIUC that is in effect at the time the items are re-ordered and shipped.

7.4.2 For returns due to Contractor error, Canada will not pay the MF.

Annex B – Basis of Payment

8 INVENTORY BUY-BACKS

8.1 End of Contract Buy-Back

8.1.1 At the end of the Contract where there is a new contract with another supplier, or Canada takes over the services under Contract, Canada will purchase the Contractor Owned Inventory up to a maximum 6 months of the average yearly consumption in accordance with paragraph 8.3. If Canada requires additional quantities, they may at Canada's sole discretion opt to purchase additional quantities.

8.1.2 Canada will determine the required inventory quantities and item sizes for Buy-Back and submit the appropriate order to the Contractor at least 12 months before the Contract end date.

8.1.3 Canada will pay the Contractor for Contractor Owned Inventory delivered in accordance with the SOW, Annex A, the firm unit price listed in the LIUC, Appendix 1 to Annex B, at the time the order is placed; customs duties included and Applicable Taxes extra, plus 50% of the MF percentage that is in effect at the time the order is placed.

8.1.4 Canada will pay the Contractor for DND Owned Inventory delivered in accordance with the SOW, Annex A, 30% of the MF percentage that is in effect at the time the order is placed.

8.1.5 Canada will not pay the firm unit prices for such DND Owned Inventory. For calculation and invoicing purposes, the Contractor must use the appropriate firm unit price listed in the LIUC, Appendix 1 to Annex B, for the particular OCF Item to determine the MF payable for DND Owned Inventory.

8.1.6 Canada will reimburse the Contractor the transportation costs for these OCF Items Buy-Back in accordance with this Annex, Section 2.3.

8.2 Removed OCF Item Inventory

8.2.1 During the Contract term, Canada may remove OCF items, either due to obsolescence (item being removed from service) or if Canada determines that managing a specific item in the Contract is not advantageous to the Canada. In this event, Canada will purchase the Contractor Owned Inventory up to a maximum, at Canada's sole discretion, 6 months of the average yearly consumption of the line items in accordance with this Annex, section 8.3. If Canada requires additional quantities, Canada may, at Canada's sole discretion, opt to purchase additional quantities.

8.2.2 Canada will pay the Contractor for the OCF Inventory delivered in accordance with the SOW the firm unit price listed in the LIUC, Appendix 1 to Annex B, customs duties included and Applicable Taxes extra, plus 50% of the MF percentage set out in this Annex, section 4.

8.2.3 Canada will reimburse the Contractor the transportation costs for these OCF Items in accordance with this Annex, section 2.3.

Annex B – Basis of Payment

8.3 Average Yearly Consumption

8.3.1 Canada's average yearly consumption will be based on the sales of the previous 36 month period commencing 6 months prior to:

- a) The Contract end date; or
- b) The date on which the Contractor is advised of the removal of an item from the contract.

8.3.2 The sizes of OCF items to be delivered to Canada under this provision will be determined using the total quantity per size ordered during the average yearly consumption period.

8.3.3 Another period may be used upon mutual consent of the Parties.

8.3.4 The Contractor must perform all calculations and provide Canada with all the data pertaining to the Inventory Buy-Back within 21 calendar days after request of the CA.

8.3.5 If the Contract is terminated for default, Canada reserves the right to not proceed with the Inventory Buy-Back described.

8.4 Bulk Fabric Buy-Back

8.4.1 For bulk fabric delivered by the Contractor in accordance with the SOW, Annex A, Canada will pay the Contractor the direct costs incurred for the fabric as shown in the supporting documentation provided by the Contractor. No MF will be paid for bulk fabric purchases. These purchases will be evidenced through the issuance of a purchase order issued by DND and signed by the CA.

Annex B – Basis of Payment

9 CERTIFICATIONS & AGREEMENTS TO DISCRETIONARY AUDITS

9.1 Prices & MF Certification

9.1.1 The Contractor certifies that the Management Fee and the OCF Item Firm Unit Prices are not in excess of the lowest charged to anyone else, including its most favoured customer, for like quality and quantity of the products/services, does not include an element of profit on the sale in excess of that normally obtained by the Contractor on the sale of products/services of the like quality and quantity, and does not include any provision for discounts to selling agents. The Contractor also certifies that the Management Fee when combined with OCF Item Firm Unit Prices do not include a profit exceeding the allowable amount under the appropriate PWGSC profit policy, as amended from time to time.

9.2 Rates Certification

9.2.1 The Contractor certifies that the rates of this contract:

- a) Are not in excess of the lowest rate charged to anyone else, including the Bidder's most favoured customer, for the like quality and quantity of the service;
- b) Do not include an element of profit on the sale in excess of that normally obtained by the Contractor on the sale of services of like quality and quantity; and
- c) Do not include any provision for discounts to selling agents.

9.3 Discretionary Audits

9.3.1 The Contractor's certifications are subject to verification by government audits, at the discretion of Canada, before or after payment is made to the Contractor.

9.3.2 If an audit demonstrates that a certification is in error before payment is made, the Contractor agrees that any pending invoice will be adjusted by Canada in accordance with the results of the audit.

9.3.3 If an audit demonstrates that a certification is in error after payment is made, the Contractor agrees to adjust the costs and reimburse Canada for any overpayment made.

9.3.4 It is further agreed that if the Contract is still in effect at the time of the verification, the prices, Management Fee or rates will be lowered in accordance with the results of the Audit.

9.3.5 The following clauses are incorporated herein by reference:

SACC Reference	Section	Date
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Annex B – Basis of Payment

C0710C	Time and Contract Verification	2007-11-30
C0711C	Time Verification	2008-05-12

***OPERATIONAL CLOTHING AND
FOOTWEAR CONSOLIDATED CONTRACT***

Industrial and Technological Benefits

Bidder Instructions and Evaluation Plan

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Tab A – Mandatory requirements certificate

Tab B – Rated criteria certificate

1. INTRODUCTION

- 1.1. On February 5, 2014, the Government of Canada announced the Defence Procurement Strategy (DPS). One of the objectives of the DPS is to leverage purchases of defence equipment to create jobs and economic growth in Canada. The Industrial and Technological Benefits (ITB) policy has objectives that will be achieved through a weighted and rated Value Proposition (VP) that will form part of the evaluation plan to award the Contract.
- 1.2. Canada wishes to ensure that its investments in defence-related goods and services generate economic benefit to Canada and have long-term high-value impacts on Canadian industry emerging technologies, established and globally competitive capabilities, and domestic capacity essential for national security. As outlined in the evaluation criteria, the Bidder's Industrial and Technological Benefits (ITB) Proposal (the Proposal) should clearly indicate how proposed business activities support and how the Bidder will achieve the following ITB objectives for the Operational Clothing and Footwear Consolidated Contract (OCFC2):
 - 1.2.1. encouraging the economic development and long-term sustainment of Canada's established and globally competitive industrial capabilities, and domestic capacity, by maximizing the amount of business activities in Canada involving work directly on the procurement;
 - 1.2.2. increasing productivity and competitiveness among Canadian-based suppliers, through meaningful opportunities for growth and supply chain integration into major global service suppliers;
 - 1.2.3. strengthening innovation and R&D in Canada, especially as it relates to the key industrial capabilities of Advanced Materials, that positions Canadian Companies to move up the value chain, capture market opportunities and benefit from follow-on commercial opportunities;
 - 1.2.4. developing and sustaining a diverse, talented, and innovative Canadian workforce through access to training, education, other opportunities and programs;
 - 1.2.5. encouraging the participation of Canadian Companies in the Designated Regions of Canada, assisting with long-term quality improvements to their capability, capacity, international competitiveness and growth potential; and,

- 1.2.6. encouraging the participation of Small and Medium Businesses as suppliers on major federal procurements and to increase their competitiveness and export market access.

2. GENERAL INSTRUCTIONS

- 2.1. The Proposal must be submitted in a separate, self-contained volume. Only the Proposal is reviewed during the evaluation. In order to facilitate the evaluation process, any material contained in another section of the Bid but relevant to the Proposal should be repeated in the Proposal.
- 2.2. Seven (7) hard copies and two (2) electronic copies in Portable Document Format (PDF) of the Proposal are required.
- 2.3. The Bidder must submit a Proposal at or before bid closing.
- 2.4. The Proposal will be deemed responsive by the ITB Authority if it meets the Mandatory Requirements outlined in Section 3 of this document.
- 2.5. Should the Proposal be deemed responsive, it will then be evaluated related to the rated criteria outlined in Section 4 of this document.
- 2.6. Should a Proposal be assessed as non-responsive with respect to any of the mandatory criteria, the Bidder will be offered an opportunity to submit additional or different information in order to be re-evaluated as compliant in accordance with the Phased Bid Compliance Process outlined at Part 4 of the Request for Proposals.
- 2.7. The evaluation is led by the ITB Authority, with participation from representatives of the regional development agencies, and, if required, other subject matter experts. The ITB Authority will act as the liaison between the evaluation team and other bid evaluation officials including the Contracting Authority, the Fairness Monitor and, if required, other subject matter experts. It is the responsibility of the ITB Authority to ensure that Proposals are evaluated as outlined in this document and for ensuring that the members of the evaluation team carry out their responsibilities.
- 2.8. Evaluation assessments and scoring will be carried out by consensus, wherein the Proposal will be read, discussed and each evaluator will agree to a score for each rated element. Consensus on broader issues will be sought, such that evaluators agree on the need for and nature of any clarifying questions or advice sought from outside experts. Where consensus on scoring, issues or other questions cannot be reached following discussion, the ITB Authority will make the final decision.

- 2.9. The ITB Authority will convey the evaluation results to the Contracting Authority, who will then integrate them into the overall bid evaluation results, as outlined in Part 4 of the Request for Proposal.
- 2.10. The Proposal, and its receipt, storage and protection by the ITB Authority, is governed by applicable federal laws and processes.
- 2.11. Defined terms not otherwise defined in this document have the meaning given to them in the ITB Terms and Conditions and the Request for Proposal, including appendices, to which this document is attached.

3. MANDATORY REQUIREMENTS

3.1. There are three (3) mandatory requirements that the Bidder must meet in its Proposal. The omission of any part of the following three (3) mandatory requirements will result in the Proposal being deemed not responsive, subject to the Phased Bid Compliance Process outlined in the RFP. The requirements, bidder instructions, and evaluation process are outlined in the following sections.

3.2. **Mandatory requirement one:** The Bidder must accept and comply with all of the ITB Terms and Conditions.

3.2.1. Bidder instructions for mandatory requirement one:

3.2.1.1. For a Bidder to be considered compliant with this mandatory requirement, the Bidder must submit with its Proposal a mandatory requirements certificate completed with all required information and which has been signed by a senior company official with the authority to bind the Bidder. A template of the mandatory requirements certificate is attached at Tab A.

3.2.1.2. Bidders should note that any Commitments made in its Proposal will become Obligations in the ITB Terms and Conditions, should the Bidder be awarded OCFC2. In particular, Bidders should take note of the contractual requirements outlined in the Statement of Obligations in Article 3 of the ITB Terms and Conditions.

3.2.2. Evaluation of mandatory requirement one:

3.2.2.1. The Proposal will be evaluated to confirm the mandatory requirements certificate is present, completed with all required information and has been duly signed by a senior company official with the authority to bind the Bidder.

3.2.2.2. If the mandatory requirements certificate is present in the Proposal, completed with all required information and signed by a senior company official with the authority to bind the Bidder, mandatory requirement one will be deemed met.

3.3. **Mandatory requirement two:** The Proposal must contain the following Plans:

3.3.1. Gender and diversity Plan;

3.3.2. Company business Plan; and,

3.3.3. ITB management Plan.

3.3.4. Bidder Instructions for mandatory requirement two:

3.3.4.1. For a Bidder to be considered compliant with this mandatory requirement, the Bidder must submit with its Proposal the three (3) Plans referenced in Sections 3.3.1. to 3.3.3. of this document and meet or exceed the minimum assessment values as per Section 3.3.6.

3.3.4.2. The Bidder's gender and diversity Plan will only be assessed to confirm that it is present in the Proposal and will not be scored on quality or risk for the final Plans assessment value.

3.3.4.3. Gender and diversity Plan

3.3.4.3.1. The purpose of the gender and diversity Plan is to demonstrate the Bidder's approach to increasing diversity by improving the proportion of designated groups as defined in the *Employment Equity Act* in the Bidder's senior management structure, working level, and supply chains. The suggested length of the Plan is 2-10 pages.

3.3.4.3.2. The gender and diversity Plan may include, but is not limited to, the following items:

3.3.4.3.2.1. Any public statements that the Bidder has released promoting diversity, inclusion, and equality within its organizations;

3.3.4.3.2.2. Any of the Bidder's existing corporate no-tolerance policies related to discrimination against designated groups as defined in the *Employment Equity Act*;

- 3.3.4.3.2.3. Any of the Bidder's existing or planned training to educate its workforce on diversity and inclusion;
 - 3.3.4.3.2.4. Any of the Bidder's other planned corporate activities to increase or promote diversity and inclusion in its workforce;
 - 3.3.4.3.2.5. Any available statistics on the proportion of designated groups employed in the Bidder's firm at the senior management and working level; and,
 - 3.3.4.3.2.6. The Bidder's approach for factoring gender and diversity into its supplier selection methods, with consideration for businesses that are predominantly led by designated groups as defined in the *Employment Equity Act*.
- 3.3.4.4. The company business Plan and ITB management Plan, must, together, obtain a final Plans assessment value of sixteen (16) (out of a possible thirty-two (32)). The content that should be included in each Plan may be found in Section 3.3.5. of this document.
- 3.3.5. Evaluation of mandatory requirement two:
- 3.3.5.1. Each Plan should respond to all of the requested items outlined below. Responses should be detailed and, wherever appropriate, provide an indication of how items will contribute to the Bidder meeting Canada's ITB objectives outlined at Sections 1.2.1 to 1.2.6. The following section details the elements that the Bidder is expected to include in the Plans.
 - 3.3.5.2. Each Plan should address, wherever appropriate, the Bidder's approach to the following risk areas:
 - 3.3.5.2.1. Experience (i.e. practise elsewhere);
 - 3.3.5.2.2. Capability (i.e. know-how and tools in place);
 - 3.3.5.2.3. Planning (i.e. organized, proactive);
 - 3.3.5.2.4. Resources (i.e. team, facilities, information); and,
 - 3.3.5.2.5. Engagement (i.e. interaction with stakeholders).
 - 3.3.5.3. Company business Plan

- 3.3.5.3.1. The purpose of the company business Plan is to demonstrate the ability of the Bidder to assemble, plan and describe its proposed team to complete the Work on OCFC2. The Plan should also demonstrate the ability of the Bidder and its team to meet Canada's ITB objectives for OCFC2. The suggested length of the Plan is 7-10 pages.
- 3.3.5.3.2. The company business plan should include content directly related to the ITB Commitments (Article 3.1. of the ITB Terms and Conditions) and based on the ITB Obligation Value.
- 3.3.5.3.3. The Bidder's company business Plan should contain the following information:
 - 3.3.5.3.3.1. An outline of the structure, conduct and performance of the business operations of the Bidder and each of its proposed Eligible Donors that are performing Work on OCFC2;
 - 3.3.5.3.3.2. A detailed overview of the proposed role of each company in delivering the Work on OCFC2, the proposed location of that Work, and the key personnel in each company who would be responsible for delivering that Work;
 - 3.3.5.3.3.3. An organizational chart for each company outlining its worldwide corporate operations, that clearly states the corporate family structure, parent and subsidiary relationships, and the location of key responsibility centres (i.e. headquarters, manufacturing, service centres, R&D, marketing);
 - 3.3.5.3.3.4. A list of each company's existing Canadian facilities, including the location, date of establishment, nature of operations, number of employees, and place within the worldwide corporate structure;
 - 3.3.5.3.3.5. A description of the broad and long-term impacts of the Work on the Canadian economy and how these respond to the ITB objectives in Article 2 of the ITB Terms and Conditions; and
 - 3.3.5.3.3.6. A description of any initiatives and/or assistance (at a broad corporate level or specific to OCFC2) that would be provided to SMB to help stimulate and promote them, both as potential suppliers to OCFC2 and for their capability to

pursue and undertake new business activities. Examples could include financing or special payment provisions.

3.3.5.4. ITB management Plan

- 3.3.5.4.1. The purpose of the ITB management Plan is to demonstrate the Bidder's ability to develop, implement, manage and report on the ITB Obligations (Article 3.1. of the ITB Terms and Conditions) for the full duration of the Achievement Period. It is also the place for the Bidder to formally list its proposed Eligible Donors. The suggested length of the Plan is 10-15 pages.
- 3.3.5.4.2. The ITB management Plan should include content directly related to the ITB Commitments (Article 3.1. of the ITB Terms and Conditions), which are based on the ITB Obligation Value.
- 3.3.5.4.3. The ITB management Plan should include the following information:
 - 3.3.5.4.3.1. A description of the ITB management functions and associated organization that the Bidder plans to put in place to successfully meet the ensuing ITB Obligations. It should include a summary of the methods, processes and procedures that the Bidder will use to identify, submit, track, record keep and report on ITB activities. The summary should be presented in a level of detail sufficient to demonstrate that the Bidder fully understands and is able to meet all of its contractual requirements;
 - 3.3.5.4.3.2. The name, contact details and biographical information of the Bidder's ITB official(s) assigned to OCFC2 and job descriptions for the proposed positions;
 - 3.3.5.4.3.3. An explanation of the Bidder's internal processes for ITB organization, advocacy and awareness, both specific to OCFC2 and in general. The Bidder should include a description of how ITB considerations will be factored into the company's broader decision-making processes, along with how these decisions will be systematically documented and tracked;
 - 3.3.5.4.3.4. A description of any previous ITB/IRB/offset obligations that have been undertaken by the Bidder over the past ten

(10) years, in Canada and elsewhere, along with a brief overview of the achievement status of each project; and,

3.3.5.4.3.5. A list of the Bidder's proposed Eligible Donors and contact details for each, along with details and documentation justifying how each company meets the Eligible Donor criteria outlined in the ITB Terms and Conditions.

- All proposed Eligible Donors are subject to review and approval by the ITB Authority during evaluation. Only those proposed Eligible Donors that are found to meet the criteria outlined in the ITB Terms and Conditions will be included in the list of Eligible Donors in the ensuing Contract. Any proposed Transaction with a company not meeting the Eligible Donor criteria will be rejected and not included in the list of Eligible Donors in the ensuing Contract.

3.3.5.4.4. Should the Bidder make rated criteria Commitments to R&D or Skills Development and Training or both, the Bidder should include in the ITB management Plan:

3.3.5.4.4.1. Identification and description of the Bidder's proposed VP Commitments and Transactions;

3.3.5.4.4.2. A description of the Bidder's business rationale for its VP approach;

3.3.5.4.4.3. A description of the activities and approaches undertaken to date by the Bidder and its proposed Eligible Donors that have resulted in the VP Commitments and any proposed VP Indirect Transactions, including an explanation for the proposed distribution of activities to the Designated Regions of Canada;

3.3.5.4.4.4. A description of the activities and approaches that will be undertaken after Contract award by the Bidder and its proposed Eligible Donors until the end of the Achievement Period to improve the VP opportunities available to Canadian Companies, Post-Secondary Institutions and Public Research Institutes in all Designated Regions of Canada; and,

- 3.3.5.4.4.5. A description of how VP considerations are factored into the Bidder’s VP decision-making processes and the VP decision-making processes of its Eligible Donors.
- 3.3.5.4.4.6. Should the Bidder make a VP commitment of zero (0) percent for one or both VP pillars, they should indicate this as part of their narrative to explain why details on VP activities and approaches have not been included as part of this plan.
- 3.3.6. The Plans will be evaluated to confirm that they are present in the Proposal. The company business Plan and ITB management Plan will then be evaluated to determine if they meet the minimum assessment values. The evaluation method for each Plan is described below.
- 3.3.6.1. Company business Plan and ITB management Plan will be assessed for quality and for risk, using the assessments in Table 3-1 and Table 3-2.
- 3.3.6.2. Quality will be assessed on a scale of one (1) to four (4), using the values below in Table 3-1.

Table 3-1: Plan Quality Assessments

PLANS – QUALITY ASSESSMENT		
VALUE	Company business Plan	ITB management Plan
4	<p>SUPERIOR</p> <p>Plan contains detailed responses to five (5) or six (6) of the following sections:</p> <ol style="list-style-type: none"> 1. 3.3.5.3.3.1.; 2. 3.3.5.3.3.2.; 3. 3.3.5.3.3.3.; 4. 3.3.5.3.3.4.; 5. 3.3.5.3.3.5.; and 6. 3.3.5.3.3.6. 	<p>SUPERIOR</p> <p>Plan contains detailed responses to five (5) or six (6) of the following sections:</p> <ol style="list-style-type: none"> 1. 3.3.5.4.3.1.; 2. 3.3.5.4.3.2.; 3. 3.3.5.4.3.3.; 4. 3.3.5.4.3.4.; 5. 3.3.5.4.3.5.; and 6. 3.3.5.4.4

<p style="text-align: center;">3</p>	<p>GOOD</p> <p>Plan contains detailed responses to four (4) of the following sections:</p> <ol style="list-style-type: none"> 1. 3.3.5.3.3.1.; 2. 3.3.5.3.3.2.; 3. 3.3.5.3.3.3.; 4. 3.3.5.3.3.4.; 5. 3.3.5.3.3.5.; and 6. 3.3.5.3.3.6. 	<p>GOOD</p> <p>Plan contains detailed responses to four (4) of the following sections:</p> <ol style="list-style-type: none"> 1. 3.3.5.4.3.1.; 2. 3.3.5.4.3.2.; 3. 3.3.5.4.3.3.; 4. 3.3.5.4.3.4.; 5. 3.3.5.4.3.5.; and 6. 3.3.5.4.4
<p style="text-align: center;">2</p>	<p>POOR</p> <p>Plan contains detailed responses to three (3) of the following sections:</p> <ol style="list-style-type: none"> 1. 3.3.5.3.3.1.; 2. 3.3.5.3.3.2.; 3. 3.3.5.3.3.3.; 4. 3.3.5.3.3.4.; 5. 3.3.5.3.3.5.; and 6. 3.3.5.3.3.6. 	<p>POOR</p> <p>Plan contains detailed responses to three (3) of the following sections:</p> <ol style="list-style-type: none"> 1. 3.3.5.4.3.1.; 2. 3.3.5.4.3.2.; 3. 3.3.5.4.3.3.; 4. 3.3.5.4.3.4.; 5. 3.3.5.4.3.5.; and 6. 3.3.5.4.4
<p style="text-align: center;">1</p>	<p>VERY WEAK</p> <p>Plan contains detailed responses to one (1) or two (2) of the following sections:</p> <ol style="list-style-type: none"> 1. 3.3.5.3.3.1.; 2. 3.3.5.3.3.2.; 3. 3.3.5.3.3.3.; 4. 3.3.5.3.3.4.; 5. 3.3.5.3.3.5.; and 	<p>VERY WEAK</p> <p>Plan contains detailed responses to one (1) or two (2) of the following sections:</p> <ol style="list-style-type: none"> 1. 3.3.5.4.3.1.; 2. 3.3.5.4.3.2.; 3. 3.3.5.4.3.3.; 4. 3.3.5.4.3.4.; 5. 3.3.5.4.3.5.; and

	6. 3.3.5.3.3.6.	6. 3.3.5.4.4
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3.3.6.3. Risk will be assessed on a scale of one (1) to four (4), using the values below in Table 3-2.

Table 3-2: Plan Risk Assessments

PLANS – RISK ASSESSMENT		
VALUE	Company business Plan	ITB management Plan
4	<p>SUPERIOR</p> <p>Plan contains a detailed response to four (4) or more of the risk areas in Section 3.3.5.2., such that the probability of failure to achieve is very low.</p>	<p>SUPERIOR</p> <p>Plan contains a detailed response to four (4) or more of the risk areas in Section 3.3.5.2., such that the probability of failure to achieve is very low.</p>
3	<p>GOOD</p> <p>Plan contains a detailed response to not less than three (3) or more of the risk areas in Section 3.3.5.2., such that the probability of failure to achieve is low.</p>	<p>GOOD</p> <p>Plan contains a detailed response to not less than three (3) or more of the risk areas in Section 3.3.5.2., such that the probability of failure to achieve is low.</p>
2	<p>POOR</p> <p>Plan contains a detailed response to not less than two (2) or more of the risk areas in Section 3.3.5.2., such that the probability of failure to achieve is moderate.</p>	<p>POOR</p> <p>Plan contains a detailed response to not less than two (2) or more of the risk areas in Section 3.3.5.2., such that the probability of failure to achieve is moderate.</p>
1	<p>VERY WEAK</p> <p>Plan contains a detailed response to not less than one (1) or more of the risk areas in Section 3.3.5.2., such that the probability of failure to achieve is significant.</p>	<p>VERY WEAK</p> <p>Plan contains a detailed response to not less than one (1) or more of the risk areas in Section 3.3.5.2., such that the probability of failure to achieve is significant.</p>

- 3.3.6.4. The Quality and Risk assessments agreed to by evaluators will be multiplied together and the sums added together to determine the final Plans assessment value for the Proposal.
- 3.3.6.5. The Bidder must achieve or exceed a final Plans assessment value of sixteen (16) (out of a possible thirty-two (32)).
- 3.3.6.6. If the Bidder’s final Plans assessment value equals not less than sixteen (16) points, the mandatory requirement will be deemed met. The evaluation team will then proceed to assess and score the Bidder’s Commitments for the rated criteria.
- 3.3.6.7. If the Bidder’s final Plans assessment value equals less than sixteen (16) points, the mandatory requirement will be deemed not met. The Bidder will be offered an opportunity to submit additional or different information in order to be re-evaluated as compliant in accordance with the Phased Bid Compliance Process outlined at Part 4 of the Request for Proposals.

Table 3-3: Example

Plan	Quality (A)	Risk (B)	Assessment Value (C) <i>(C) = (A) x (B)</i>
Company business Plan	4	3	12
Management Plan	3	2	6
Final Plans assessment value			18

- 3.4. **Mandatory requirement three:** The mandatory and rated requirements certificates of compliance must be complete, signed by a senior company official with the authority to bind the Bidder and included in the Proposal.
 - 3.4.1. **Bidder instructions for mandatory requirement three:**
 - 3.4.1.1. For a Bidder to be considered compliant with mandatory requirement three, the Bidder must submit with its Proposal mandatory and rated requirements certificates completed and signed

by a senior company official with the authority to bind the Bidder. Templates for the mandatory and rated requirements certificates are attached at Tab A and Tab B of this document.

3.4.1.2. In the event that the Bidder's Commitment is zero percent (0%), the Bidder is to insert zero percent (0%) for the purposes of clarity and completeness of the certificate.

3.4.1.3. Bidders should note that any Commitments made in its Proposal will become Obligations in the ITB Terms and Conditions, should the Bidder be awarded the Contract. In particular, Bidders should take note of the contractual requirements outlined in the Statement of Obligations in Article 3 of the ITB Terms and Conditions.

3.4.2. **Evaluation of mandatory requirement three:**

3.4.2.1. The Proposal will be evaluated to confirm both the mandatory and rated requirements certificates are present, completed with all required information and have been signed by a senior company official with the authority to bind the Bidder.

3.4.2.2. If both the mandatory and rated requirements certificates are present in the Proposal, completed with all information and signed by a senior company official with the authority to bind the Bidder, mandatory requirement three will be deemed met.

4. **RATED VALUE PROPOSITION CRITERIA**

4.1. There are two (2) rated criteria that the Bidder will be evaluated on.

4.1.1. **Rated criteria one:**

4.1.1.1. A) Commitment to undertake R&D in Advanced Materials, measured in Canadian Content Value (CCV) and expressed as a percentage of the ITB Obligation Value.

4.1.1.2. B) Commitment to undertake other R&D activities, measured in CCV and expressed as a percentage of the ITB Obligation Value.

4.1.2. **Rated criteria two:** Commitment to undertake Skills Development and Training, measured in CCV and expressed as a percentage of the ITB Obligation Value.

4.1.3. For each rated criteria, the VP Commitment cannot exceed the ITB Obligation Value.

- 4.1.4. The Bidder is not required to identify Transactions as part of the Proposal in order to receive points for the two rated criteria.
- 4.1.5. Should the Bidder elect to include Transactions in its Proposal to meet the two rated criteria, these Transactions will be assessed for eligibility against the Transaction eligibility criteria found in Article 7 of the ITB Terms and Conditions. Proposed Transactions that are deemed by Canada to meet the Transaction eligibility criteria will become Obligations to be completed within the Achievement Period. Bidders should note that there will be no Value Proposition points awarded for Transactions proposed at the Proposal evaluation stage.
- 4.1.5.1. Should the Bidder elect to identify Transactions in its Proposal to meet the two rated criteria, the total value of the Transactions, as they apply to each rated criteria, should be included in the Commitments in the rated criteria certificate (Tab B).
- 4.1.5.2. In the event that the total of the Bidder's identified Transactions in the Proposal is greater than the Bidder's Commitment in the same rated criteria, as indicated on the rated criteria certificate, the higher value will be considered as the Bidder's Commitment in the rated evaluation. This higher value will be included as an Obligation to be achieved in Article 3.1. in the ITB Terms and Conditions of the ensuing Contract.
- 4.1.6. Any identified Transactions in the Proposal will be assessed to determine whether they align with each of the two rated criteria. The Bidder should provide a level of detail sufficient to support the claim that the Transaction fits within a given criteria.
- 4.1.6.1. Transactions where the Bidder does not demonstrate alignment with the rated evaluation criteria will not be included as part of the Bidder's Commitments in the rated evaluation, but will be included as a Commitment to be achieved in the ensuing Contract.
- 4.1.6.2. Transactions where the Bidder demonstrates alignment with the rated evaluation criteria will be included as part of the Bidder's Commitments in the rated evaluation and included as a Commitment to be achieved in the ensuing Contract.
- 4.1.7. An identified Transaction may be aligned with multiple rated criteria. All Transactions and Commitments identified in the Proposal will be included as a Commitment and Obligation to be achieved in the ensuing Contract.

4.1.8. For each rated criteria, the Commitment cannot exceed the ITB Obligation Value. It is at the Bidder’s discretion whether or not to make Commitments under the rated criteria. Any individual rated criteria Commitment made which exceeds the ITB Obligation Value will be reduced by Canada to the ITB Obligation Value for the ensuing Contract.

4.1.9. Table 4-1 below summarizes the rated evaluation scoring:

Table 4-1: Rated criteria scoring

Criteria	Total VP Points Available	Basis of Evaluation
Rated Criteria 1 A): R&D in Advanced Materials	5	Commitment on signed rated criteria certificate. Commitment cannot exceed the ITB Obligation Value.
Rated Criteria 1 B): Other R&D activities	3	Commitment on signed rated criteria certificate. Commitment cannot exceed the ITB Obligation Value
Rated Criteria 2: Skills Development and Training	2	Commitment on signed rated criteria certificate. Commitment cannot exceed the ITB Obligation Value.
Total VP Score	10	

4.1.10. Total Rated Criteria Score: The Bidder’s scores for Commitments will be totaled to reach a Total Rated Criteria Score, which will then be weighted at twenty (20) percent of the total available score for OCFC2’s overall bid evaluation.

4.2. RATED CRITERIA ONE: R&D

4.2.1. Bidder instructions for rated criteria one:

4.2.1.1. The Proposal should include the Bidder’s Commitment to achieve Transactions involving R&D in Canada with Canadian industry, Post-Secondary Institutions and Public Research Institutes in the apparel, textile and footwear sectors defined by North American Industry Classification System (NAICS) codes 313, 314, 315, 316, 326290, 325220, 325210, 334410, 334512, 493, and inclusive of the definition of Military Personal Protective Equipment, Load Carriage Systems and Operational Clothing from Statistics Canada’s Canadian Defence, Aerospace and Marine Industries Survey (2016).

- 4.2.1.2. For the Bidder to score points in rated criteria one, the Bidder must complete and submit in the Proposal the rated criteria certificate (Tab B) with the Bidder's Commitments for R&D indicated in Table 1.1 of this certificate. The certificate must be signed by a senior company official with the authority to bind the Bidder.
- 4.2.1.3. The R&D Commitments must be expressed as a percentage of the ITB Obligation Value, measured in CCV. Commitments must be expressed as whole numbers (i.e. decimal places are not permitted).
- 4.2.1.4. The Bidder's Commitment involving R&D activities must also clearly distinguish between the Bidder's Commitment to Research and Development in Advanced Materials and the Bidder's Commitment to other R&D activities. Failure to clearly indicate this difference may result in zero points at evaluation.
- 4.2.1.5. Not more than forty percent (40%) of the total R&D Commitment will be fulfilled by R&D related to Work covered by the Management Fee defined in Annex B – Basis of Payment.
- 4.2.1.6. The R&D Commitments will become an Obligation to be achieved under Articles 3.1.3. and 3.1.4. of the ITB Terms and Conditions within the Achievement Period.
- 4.2.2. Details on R&D can be found in Article 6 and information on costs and business activities eligible for Credit can be found in Article 8, both in the ITB Terms and Conditions. Bidders are strongly encouraged to read these sections to understand what kinds of Transactions are eligible to meet Research and Development Commitments within the Achievement Period.
- 4.2.3. **Evaluation of rated criteria one:**
 - 4.2.3.1. Up to five (5) VP points will be awarded for a Commitment to R&D in Advanced Materials up to the ITB Obligation Value. The Bidder will be scored as follows:
 - 4.2.3.1.1. 0 points will be awarded for any Commitments proposed by the bidder between 0 and 1% of the ITB Obligation Value;
 - 4.2.3.1.2. 1.50 points will be awarded for each 1 percent of Commitment proposed by the bidder between 1 and 5% of the ITB Obligation Value;

- 4.2.3.1.3. 2.00 points will be awarded for each 1 percent of Commitment proposed by the bidder between 6 and 10% of the ITB Obligation Value;
- 4.2.3.1.4. 1.25 points will be awarded for each 1 percent of Commitment proposed by the bidder between 11 and 20% of the ITB Obligation Value;
- 4.2.3.1.5. 0.70 points will be awarded for each 1 percent of Commitment proposed by the bidder between 21 and 40% of the ITB Obligation Value;
- 4.2.3.1.6. 0.10 points will be awarded for each 1 percent of Commitment proposed by the bidder between 41 and 100% of the ITB Obligation Value; and
- 4.2.3.1.7. 0 points will be awarded for any commitments proposed by the bidder over and above 100% of the ITB Obligation Value.
- 4.2.3.2. The VP rated criteria score for R&D in Advanced Materials will be calculated as outlined in Section 4.2.3.1 and then divided by ten (10) to determine the VP points will be awarded out of five (5).
- 4.2.3.3. Up to three (3) VP Points will be awarded for a Commitment to R&D in other areas up to the ITB Obligation Value. The Bidder will be scored as follows:
 - 4.2.3.3.1. 0 points will be awarded for any Commitments proposed by the bidder between 0 and 1% of the ITB Obligation Value;
 - 4.2.3.3.2. 1.00 points will be awarded for each 1 percent of Commitment proposed by the bidder between 1 and 5% of the ITB Obligation Value;
 - 4.2.3.3.3. 1.50 points will be awarded for each 1 percent of Commitment proposed by the bidder between 6 and 10% of the ITB Obligation Value;
 - 4.2.3.3.4. 0.75 points will be awarded for each 1 percent of Commitment proposed by the bidder between 11 and 20% of the ITB Obligation Value;
 - 4.2.3.3.5. 0.35 points will be awarded for each 1 percent of Commitment proposed by the bidder between 21 and 40% of the ITB Obligation Value;

- 4.2.3.3.6. 0.05 points will be awarded for each 1 percent of Commitment proposed by the bidder between 41 and 100% of the ITB Obligation Value; and
- 4.2.3.3.7. 0 points will be awarded for any commitments proposed by the bidder over and above 100% of the ITB Obligation Value.
- 4.2.3.4. The VP rated criteria score for R&D in other areas will be calculated as outlined in Section 4.2.3.3 and then divided by ten (10) to determine the VP points will be awarded out of three (3).

Example of scoring for R&D:

R&D	VP Points	Bidder 1 Contractual Commitments	Bidder 2 Contractual Commitments	Bidder 3 Contractual Commitments
R&D in Advanced Materials	5	18%	7%	3%
Other R&D	3	20%	10%	5%
Total R&D Commitment	8	38%	17%	8%
VP score for R&D in Advanced Materials		$((1.50 \times 5) + (2.00 \times 5) + (1.25 \times 8)) \div 10 = \mathbf{2.75}$	$((1.50 \times 5) + (2.00 \times 2)) \div 10 = \mathbf{1.15}$	$(1.50 \times 3) \div 10 = \mathbf{0.45}$
VP score for R&D in other areas		$((1.00 \times 5) + (1.50 \times 5) + (0.75 \times 10)) \div 10 = \mathbf{2.00}$	$((1.00 \times 5) + (1.50 \times 5)) \div 10 = \mathbf{1.25}$	$(1.00 \times 5) \div 10 = \mathbf{0.50}$

4.3. RATED CRITERIA TWO: SKILLS DEVELOPMENT AND TRAINING CRITERIA

4.3.1. Bidder instructions for rated criteria two:

- 4.3.1.1. The Proposal should include the Bidder's Commitment to achieve Transactions involving Skills Development and Training. For OCFC2, Skills Development and Training means activities leading to an increased capability or skill through an investment or knowledge/technology transfer in the apparel, textiles and footwear sector defined by NAICS codes 313, 314, 315, 316, 326290, 325220, 325210, 334410, 334512, 493, and inclusive of the definition of Military Personal Protective Equipment, Load Carriage Systems and Operational Clothing from Statistics Canada's Canadian Defence, Aerospace and Marine Industries Survey (2016), focused in the areas of skilled apprenticeships and skills upgrades.

- 4.3.1.2. For the Bidder to score points in rated criteria two, the Bidder must complete and submit in the Proposal the rated criteria certificate (Tab B) with the Bidder's Commitment for Skills Development and Training indicated in Table 1.2 of this certificate. The certificate must be signed by a senior company official with the authority to bind the Bidder.
- 4.3.1.3. The Commitment must be expressed as a percentage of the ITB Obligation Value, measured in CCV. Commitments must be expressed as whole numbers (i.e. decimal places are not permitted).
- 4.3.1.4. This Commitment will become an Obligation to be achieved under Article 3.1.5. of the ITB Terms and Conditions within the Achievement Period.
- 4.3.1.5. Details on Skills Development and Training can be found in Article 6 and information on costs and business activities eligible for Credit can be found in Article 8, both in the ITB Terms and Conditions. Bidders are strongly encouraged to read these sections to understand what kinds of Transactions are eligible to meet Skills Development and Training Commitments within the Achievement Period.

4.3.2. **Evaluation of rated criteria two:**

- 4.3.2.1. Up to two (2) VP points will be awarded for a Commitment to Skills Development and Training up to the ITB Obligation Value. The Bidder will be scored as follows:
 - 4.3.2.1.1. 0 points will be awarded for any Commitments proposed by the bidder between 0 and 1% of the ITB Obligation Value;
 - 4.3.2.1.2. 1.00 points will be awarded for each 1 percent of Commitment proposed by the bidder between 1 and 5% of the ITB Obligation Value;
 - 4.3.2.1.3. 0.80 points will be awarded for each 1 percent of Commitment proposed by the bidder between 6 and 10% of the ITB Obligation Value;
 - 4.3.2.1.4. 0.40 points will be awarded for each 1 percent of Commitment proposed by the bidder between 11 and 20% of the ITB Obligation Value;

- 4.3.2.1.5. 0.20 points will be awarded for each 1 percent of Commitment proposed by the bidder between 21 and 40% of the ITB Obligation Value;
- 4.3.2.1.6. 0.05 points will be awarded for each 1 percent of Commitment proposed by the bidder between 41 and 100% of the ITB Obligation Value; and
- 4.3.2.1.7. 0 points will be awarded for any commitments proposed by the bidder over and above 100% of the ITB Obligation Value.
- 4.3.2.2. The VP rated criteria score for Skills Development and Training will be calculated as outlined in Section 4.3.2.1 and then divided by ten (10) to determine the VP points will be awarded out of two (2).

Example of scoring for Skills Development and Training:

Skills Development and Training	VP Points	Bidder 1 Contractual Commitments	Bidder 2 Contractual Commitments	Bidder 3 Contractual Commitments
Skills Development and Training Commitment	2	15%	8%	2%
VP score for Skills Development and Training		$((1.00 \times 5) + (0.80 \times 5) + (0.4 \times 5)) \div 10 = \mathbf{1.75}$	$((1.00 \times 5) + (0.80 \times 3)) \div 10 = \mathbf{0.74}$	$(1.00 \times 2) \div 10 = \mathbf{0.20}$

5. BANKING AND POOLING

- 5.1. Given the economic leveraging approach for OCFC2, banking and pooling is not permitted under the OCFC2 ITB Terms and Conditions.
- 5.2. The Bidder cannot use banked Transactions, or a pooled portion thereof, as part of its Proposal. Any bank Transaction, or portion thereof, included by the bidder in its Proposal will not be considered by Canada in the mandatory or rated bid evaluation. No VP points will be awarded for any bank Transactions or portion thereof proposed at bid time. Furthermore, any bank Transaction proposed at bid time will not become a Commitment to be achieved under OCFC2.

Tab A - Mandatory requirements certificate

The Bidder, _____, declares and certifies that through this Proposal for OCFC2, the Bidder satisfies the following requirements:

<p>Mandatory requirement one: The Bidder accepts and will comply with all of the ITB Terms and Conditions.</p>
<p>Mandatory requirement two: The Proposal contains the following Plans which have a final Plans assessment value of no less than sixteen (16) out of a possible thirty-two (32):</p> <ul style="list-style-type: none">• Gender and diversity Plan;• Company business Plan; and• Management Plan.
<p>Mandatory requirement three: The mandatory requirements and rated criteria certificates are complete, signed by a senior company official with the authority to bind the Bidder, and included in the Proposal.</p>

IN WITNESS THEREOF THIS MANDATORY REQUIREMENTS CERTIFICATE HAS BEEN SIGNED THIS _____ DAY OF _____ BY A SENIOR COMPANY OFFICIAL WHO IS DULY AUTHORIZED TO BIND THE COMPANY.

SIGNATURE

NAME AND TITLE OF SENIOR COMPANY OFFICIAL

Tab B - Rated criteria certificate

The Bidder, _____, declares and certifies that, through this Proposal for OCFC2, the Bidder makes the following Commitments, in response to the rated criteria outlined in Section 4:

Table 1.1 - Rated Criteria One – R&D

Rated Criteria	Minimum requirement	Bidder's Commitment to R&D in Advanced Materials	Bidder's Commitment to other R&D	Bidder's total Commitment (Commitment cannot exceed the ITB Obligation Value)	Contractual Commitment in ITB Terms and Conditions
R&D	0%	%	%	%	Articles 3.1.3 and 3.1.4

Table 1.2 - Rated Criteria Two – Skills Development and Training

Rated Criteria	Minimum requirement	Bidder's Commitment above minimum requirement	Bidder's total Commitment (Commitment cannot exceed the ITB Obligation Value)	Contractual Commitment in ITB Terms and Conditions
Skills Development and Training	0%	%	%	Article 3.1.5

IN WITNESS THEREOF THIS RATED CRITERIA CERTIFICATE HAS BEEN SIGNED THIS _____ DAY OF _____ BY A SENIOR COMPANY OFFICIAL WHO IS DULY AUTHORIZED TO BIND THE COMPANY.

SIGNATURE

NAME AND TITLE OF SENIOR COMPANY OFFICIAL

Annex C – Mandatory and Rated Criteria

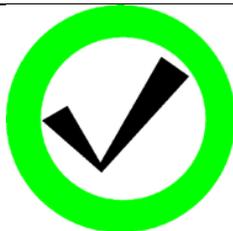
Department of National Defence

Mandatory and Rated Criteria for the Operational Clothing and Footwear Consolidated Contract (OCFC2)

Requisition Number: W8486-206245
DND Document #

Date: 30 August 2019
RDIMS # 3772876

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NOTICE

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

AVIS

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

Annex C – Mandatory and Rated Criteria

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ANNEX C – Proposal Evaluation

1 MANDATORY TECHNICAL REQUIREMENTS CRITERIA

1.1 General

1.1.1 All dates are based on the posting date of the Request for Proposal (RFP).

1.1.2 The mandatory requirements related to the Industrial and Technological Benefits (ITB) / Value Proposition (VP) are treated separately and are listed in Appendix 1 of this Annex.

1.1.3 The Bid must meet all of the mandatory technical criteria specified in the table below. The Bidder must provide (as part of their Bid) the necessary documentation to support how each of the mandatory criteria have been met. Specifically:

- a. The Bidder is advised that identifying that a mandatory criterion has been met without providing any supporting documentation will not constitute “demonstrated” for the purpose of the evaluation;
- b. The Bidder must clearly demonstrate in the Bid how the mandatory experience was obtained, supported by resumes, and any other supporting documentation;
- c. The Bidder must provide complete details of where, when and how (through roles/responsibilities) the stated qualifications/experience were obtained. In order to demonstrate when the experience was obtained, the Bidder must indicate the duration of such experience, specifying the start and end dates (month and year at a minimum). In the case where the timelines of two or more periods of experience overlap, the duration common to each will be counted once; and
- d. It is recommended that the Bidder include a compliance grid in their proposal, cross-referencing how they meet each of the mandatory requirements accompanied with supporting documentation as well as the page(s) in the proposal where the information is located. Note: the compliance grid, by itself DOES NOT constitute “demonstrated” for the purpose of the evaluation. As stated in 1.1.2 b, the resumes and supporting documentation will be required as evidence.

1.1.4 Bids which fail to meet all of the mandatory technical criteria at Phase II of the Phased Bid Compliance Process (PBCP) will be declared non-responsive and will be not be given further consideration. Each mandatory technical criterion should be addressed separately.

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1.2 Mandatory Criteria

	Mandatory Criteria	Reference Page #	Bidder's Comments
M1	Corporate Profile		
1	At Bid closing, the Bidder must identify all parties to the Bid, including, as applicable, all joint venture or consortia members, partners or sub-contractors that will be involved in the performance of the Work on the Bidder's behalf.		
2	The bidder must provide an organizational chart and brief description of the Bidder's management structure as it relates to this requirement, including decision-making processes, accountabilities and reporting relationships between various entities involved in the performance of the Work (i.e. joint venture or consortia members, partners or subcontractors).		
3	The Bidder must identify the physical location(s) in Canada of its Order Management System (server and its associated components).		
4	The bidder must identify the warehousing location(s) in Canada, from which it is offering to provide distribution services. P.O. Boxes will not be considered a valid postal address for service delivery.		
M2	Certifications: The bidder must provide the following certifications.		
1	ISO 9001 Quality Management System (QMS) Certification		
2	ISO 14001 Environmental Management System		
3	ISO 45001 for Occupational Health and Safety Management Systems (OHSMS) or Occupational Health and Safety Assessment Series (OHSAS) 18001		
M3	Demonstrated Experience		
1	The Bidder must demonstrate a minimum of five years' experience in the provision of Supply Chain Management Services by providing up to five written project summaries that have taken place in the past ten years, calculated from the date of the Request for Proposal (RFP). Projects may be on-going or completed and must have a minimum total dollar value of \$3M each to be considered acceptable experience. The Bidder must demonstrate the following information in each project summary:		

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	Mandatory Criteria	Reference Page #	Bidder's Comments
	<ul style="list-style-type: none"> i. The name of the client organization for whom the Work was undertaken including the contact person; ii. The start and end dates of the project (dates must be identified by month and year, and must indicate the project duration in months); and iii. A brief description of the scope and complexity of the project (such as, but not limited to, types of items offered, locations of delivery, monthly volume of items delivered, size of available catalogue). 		
M4	Program Management		
	The Bidder must provide the following Plans as detailed in the Contract Data Requirements List (CDRL), Appendix 2 to Annex A, and the Data Item Description (DID), Appendix 3 to Annex A		
1	Program Management Plan (PMP) CDRL/DID PM-001		
2	Master Project Schedule (MPS) / Work Breakdown Structure (WBS) CDRL/DID PM-002		
3	Transition-In Plan (TIP) CDRL/DID PM-007		
4	Information Technology Security Plan (ITSP) CDRL/DID PM-018		
M5	Proposed resources		
1	<p>The Bidder must propose one qualified named resource in each of the following categories (Statement of Work (SOW), Annex A, para 3.1.1):</p> <ul style="list-style-type: none"> i. <u>Program Manager (PM)</u>; ii. <u>Contract Manager (CM)</u>; and iii. <u>On-Site Representative (OSR)</u>. <p>Note: The Bidder must include a detailed resume for each resource named in its Bid. Each resume will be evaluated against the mandatory technical requirements for each resource in accordance with the Professional Services Classifications, Appendix 12 to Annex A.</p>		

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2 RATED CRITERIA

2.1 Point-Rated Criteria Scale

2.1.1 Only Bidders who meet all of the above Mandatory Criteria will be evaluated against the following scale, using the evaluation factors and maximum values specified in each Point Rated Criterion.

2.1.2 The rated criteria related to the Industrial and Technological Benefits (ITB) / Value Proposition (VP) are treated separately and are listed in Appendix 1 of this Annex.

2.1.3 Information that is only a repetition, paraphrasing or other-re-wording of information in this RFP will result in a score of 0 for that point-rated requirement.

2.1.4 For R1 – Bidder Experience, the bidder must demonstrate experience in each criterion by citing specific examples and relevant supporting detail.

2.1.5 For R2 – OCFC2 Program Management, the bidder must provide relevant supporting detail on how it intends to execute the proposed program management plans for each of the criterion.

2.1.6 For R3 – Supply Chain Management, the bidder must provide relevant supporting detail on how it intends to manage the DND OCF supply chain for each of the criterion indicated.

2.1.7 Except where the scoring methodology provides an alternate process (e.g. X years of experience = Y points) the Point Rated Requirements will be evaluated using the scale below.

		/5	/10
Excellent	The response is complete in that it addresses and provides exceptionally relevant supporting details and examples for each of the factors; therefore, the response is considered to have outstanding merit.	5	9-10
Very Good	The response is complete in that it clearly addresses and provides some relevant supporting detail for each of the factors; therefore, the response is considered to have a good level of merit.	4	7-8
Good	The response is complete in that it clearly addresses some supporting detail of each of the factors; therefore, the response is considered on balance to have satisfactory merit.	3	5-6
Poor	The response is not complete in that it fails to fully address some of the factors; it is not clear or is incomplete; therefore, the response is considered to have insufficient merit.	2	3-4

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Very Poor	The response is not complete in that it fails to address all the factors and only nominally addresses some factors; therefore, the response is considered to have very little merit.	1	1-2
Unsatisfactory	No response was received or the response does not address any of the factors; therefore, the response cannot be considered to have any merit.	0	0

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2.2 Summary of the Point-Rated criteria

#	Criteria Name	Maximum Available Points	Minimum Acceptable Pass Mark
R1	Bidder Experience	25	18
1	As Prime Vendor	4	
2	Procurement	4	
3	Manufacturing	2	
4	Online Ordering	5	
5	Client Support Service	5	
6	Surge Requirements	5	
R2	OCFC2 Program Management	35	25
1	Program Management Plan (PMP)	5	
2	Transition-In Plan (TIP)	5	
3	Configuration Management	5	
4	Risk Management Plan (RMP)	5	
5	Master Program Schedule (MPS) / Work Breakdown Structure (WBS)	5	
6	Information/Data Management	5	
7	Surge Requirement Plan	5	
R3	Supply Chain Management	40	28
1	Order Management System (OMS)	10	
2	Warehousing	5	
3	Inventory Management	5	
4	Distribution services	5	
5	Tracking and Reporting	5	
6	Procurement Management	5	
7	Customer Services	5	
R1 – R3	Total Score	100	75

* Overall, the Contractor must achieve a minimum score of 75 as well as the minimum score for each rated requirement criteria (R1, R2, and R3)

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2.3 Point-Rated criteria

	Point-Rated Criterion	Points	Scoring	Bidder's Comments & Reference Page #
R1	Bidder Experience (25 points)			
	The Bidder should fully demonstrate in their project summaries that they have the required experience as a Prime Contractor to provide Supply Chain Management services. Bidders should include the name, address and telephone number of the client(s) for whom services were provided (DND reserves the right to contact the client for reference purposes). The description should address:			
1	As Prime Vendor (4 points)			
	Project summaries provided should demonstrate Bidder's experience with multiple requirements, filling multiple orders for multiple users with deliveries to multiple sites.	1	Multiple requirements is defined as >200 items or overall total value >\$10M	
		1	Multiple orders are orders of at least 100 orders daily average	
		1	Multiple users are at least 10,000 users	
		1	Multiple delivery sites are at least 1,000 sites	
2	Procurement (4 points)			
	Project summaries provided should demonstrate Bidder's experience with product acquisition through Sub-Contractors. Specific experience in the acquisition of items related to public sector Clothing and/or Footwear requirements will be rated higher.	1	Identifies established relationships with a network of suppliers and how these suppliers are able to fill Bidder's requests timely and accurately.	
		1	Has a tested procurement process that encourages competition and low costs through economies of scale.	

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		0-2	Demonstrates sourcing experience with clothing, footwear and badges and insignias and ensuring that suppliers respect timelines and quality of products.	
			(Two points will be given for experience related to public sector. One point will be given for experience, but not related to public sector)	
3	Manufacturing (2 points)			
	Project summaries provided should demonstrate Bidder's experience with product acquisition through in-house or affiliate/subsidiary manufacturing. Specific experience in the manufacturing of items related to public sector Clothing and/or Footwear requirements will be rated higher.	0-2	Has in-house or affiliate/subsidiary manufacturing capability that enables Bidder to produce clothing and/or footwear on notice.	
			(Two points will be given for in-house manufacturing capability related to public sector. One point will be given for in-house or affiliate/subsidiary manufacturing experience, but not related to public sector)	

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4	Online Ordering (5 points – rated in accordance with para 2.1.7)			
	The description of the Bidder’s current online ordering system should demonstrate the functionality, benefits, and how such systems could be upgraded to meet the requirements detailed in the OMS SOW, Appendix 4 to Annex A.	0-5	Describes current system’s functionalities and benefits and how it is being used to address Bidder’s clients’ requirements, including the cyber security plan and recovery measures in place.	
5	Client Support Services (5 points – rated in accordance with para 2.1.7)			
	The Bidder should provide a brief description of its existing infrastructure for the provision of customer service.	0-5	Describes client support services currently in use to include how they address client needs, detailing the processes in place and average response times. Identifies complaints and resolution process and cites examples on how the process has been employed to address client needs.	

ANNEX C – Proposal Evaluation

6	Surge Requirements (5 points – rated in accordance with para 2.1.7)			
	<p>Project summaries provided should demonstrate Bidder's experience with fulfilling Surge Requirements.</p>	<p>0-5</p>	<p>Describes Surge Requirement mechanisms currently in use to include how they address client needs, detailing the processes in place and average response times.</p> <p>Identifies examples of Surge Requirements and how the process has been employed to address client needs.</p>	

ANNEX C – Proposal Evaluation

R2	OCFC2 Program Management (35 points)		
	Points will be awarded, up to the maximum indicated, for the Bidder’s proposed Management Plans, based on how the plans fully address requirements outlined in the CDRL, Appendix 2, and the DID, Appendix 3, to Annex A.		
1	Program Management Plan (PMP) (5 points – rated in accordance with para 2.1.7)		
	CDRL/DID PM-001		
	The proposed PMP (not including annexes) should clearly address the requirements as described in the DID.	0-5	Describes how the Bidder plans to manage the program ensuring that DND requirements are met. Points will be awarded on the quality and detail of the PMP.
2	Transition-In Plan (TIP) (5 points – rated in accordance with para 2.1.7)		
	CDRL/DID PM-008		
	The proposed TIP should clearly address the requirements as described in the DID.	0-5	Describes how the Bidder plans to manage the Work under Phase 1 in order to ensure a timely and efficient transition. Points will be awarded on the quality and detail of the TIP.

ANNEX C – Proposal Evaluation

3	Configuration Management (5 points – rated in accordance with para 2.1.7)			
	<p>The proposed Configuration Management process should clearly indicate how the Bidder intends to facilitate timely management of product information, product changes, revise capability, improve performance and reliability, extend product life, reduce cost, risk and liability, and correct defects. The process will address how the Bidder plans to ensure that documentation is accurate, current, and consistent with the physical design of the system.</p>	0-5	<p>The proposed process demonstrates the four fundamental elements of configuration management (identification, control, auditing, and accounting) and how it will be applied to the OCFC2.</p>	
4	Risk Management Plan (5 points – rated in accordance with para 2.1.7)			
	CDRL/DID PM-006			
	<p>The proposed Risk Management Plan should clearly address the requirements as described in the DID, Appendix 3 to Annex A, PM-006.</p>	0-5	<p>Points will be awarded for the completeness of the plan, including identifying anticipated risks, identifying mitigation strategies, and communicating risk to key stakeholders through a communications plan</p>	

ANNEX C – Proposal Evaluation

5	Master Program Schedule (MPS) / Work Breakdown Structure (WBS) (5 points – rated in accordance with para 2.17)			
CDRL/DID PM-002				
	The proposed MPS/WBS should clearly address the requirements as described in the DID, Appendix 3 to Annex A, PM-002.	0-5	Points will be awarded for completeness, quality, and detail of the proposed MPS/WBS, how the details relate to the higher level activities, and timelines specified.	
6	Information/Data Management (5 points – rated in accordance with para 2.1.7)			
	The Bidder should define the processes it intends to put in place in order to store/share and secure personal data and other sensitive information that DND provides.	0-5	Points will be awarded for completeness of response and is to include how the information will be protected from the moment of download from DND systems to management of data in the OMS to transmission as necessary. This must include how the Bidder intends to collect and transmit data to DND ensuring its accuracy and timeliness.	

ANNEX C – Proposal Evaluation

7	Surge Requirement Plan (SRP) (5 points – rated in accordance with para 2.1.7)			
CDRL/DID PM-007				
	<p>The proposed SRP should clearly address the requirements as described in the DID, Appendix 3 to Annex A, PM-007.</p>	<p>0-5</p>	<p>The SRP will include; A detailed description of any proposed data inputs to be used, their source, and how they will be collected, A detailed description of the Contractor's approach to fulfilling surge requirements, A detailed description of the risks and the risk mitigation strategies employed, Administrative aspects outlining how the SRP will be managed and administered.</p>	

ANNEX C – Proposal Evaluation

R3	Supply Chain Management (40 Points)			
1	Order Management System (OMS) 10 Points – rated in accordance with para 2.1.7)			
	Appendix 4 to Annex A			
	Description of the Bidder's proposal for the OMS including functionality and technical features in accordance with the OMS SOW, Appendix 4 to Annex A.	0-10	Points will be awarded based on how the Bidder intends to address the OMS requirements – including functionality, user-friendliness, reporting and tracking capability, and security.	
2	Warehousing Management (5 Points – rated in accordance with para 2.1.7)			
	Description of the Bidder's proposed approach to delivering warehousing services for DND Owned Inventory in accordance with the SOW, Annex A.	0-5	Points to be awarded for the proposed approach to warehousing DND Owned Inventory with particular attention to safeguarding the items from loss due to theft or damage (in accordance with A-LM-007-100/AG-001, Supply Administration Manual (SAM), section 6.3 – Government Owned Material in Contractor Custody).	

ANNEX C – Proposal Evaluation

3	Inventory Management (5 Points – rated in accordance with para 2.1.7)			
	Description of Bidder's proposal to delivering Inventory Management services in accordance with the SOW, Annex A.	0-5	Points will be awarded for how the Bidder intends to manage inventory. The Bid will also be rated on how the Inventory Management System is setup to ensure visibility and transparency to DND.	
4	Distribution services (5 Points – rated in accordance with para 2.1.7)			
	Description of Bidder's proposal to delivering Distribution Services in accordance with the SOW, Annex A.	0-5	Completeness and detail of response to cover all Distribution Services.	
5	Tracking and Reporting (5 Points – rated in accordance with para 2.1.7)			
	Description of Bidder's proposal to address the reporting and performance monitoring requirements in accordance with the SOW, Annex A.	0-5	Completeness of response to cover all tracking and reporting requirements. May include communication strategies.	
6	Procurement Management (5 Points – rated in accordance with para 2.1.7)			
	Description of the Bidder's capacity and flexibility that will enable the meeting of all provisioning requirements in accordance with the SOW, Annex A.	0-5	Strategy, Approach and Methodology – includes approach to Sub-Contractor management.	
7	Customer Services (5 Points – rated in accordance with para 2.1.7)			
	Description of Bidder's proposal to ensure customer satisfaction in accordance with the SOW, Annex A.	0-5	Plan must address how the Bidder intends to provide client services including the various mediums utilized, escalation processes, and the return process.	



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

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE

1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine DND		2. Branch or Directorate / Direction générale ou Direction DGLEPM / DSSPM	
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 The Operational Clothing and Footwear Consolidated Contract (OCFC2) initiative seeks to implement, under a single Prime Vendor, a managed clothing solution for operational clothing, footwear and selected personal operational gear			
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?		<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?		<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui
6. Indicate the type of access required / Indiquer le type d'accès requis			
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (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)		<input type="checkbox"/> No Non	<input checked="" type="checkbox"/> Yes Oui
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.		<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?		<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès			
Canada	<input checked="" type="checkbox"/>	NATO / OTAN	<input type="checkbox"/>
		Foreign / Étranger	<input type="checkbox"/>
7. b) Release restrictions / Restrictions relatives à la diffusion			
No release restrictions Aucune restriction relative à la diffusion	<input checked="" type="checkbox"/>	All NATO countries Tous les pays de l'OTAN	<input type="checkbox"/>
Not releasable À ne pas diffuser	<input type="checkbox"/>		
Restricted to: / Limité à:	<input type="checkbox"/>	Restricted to: / Limité à:	<input type="checkbox"/>
Specify country(ies): / Préciser le(s) pays:		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	<input type="checkbox"/>
PROTECTED B PROTÉGÉ B	<input checked="" type="checkbox"/>	NATO RESTRICTED NATO DIFFUSION RESTREINTE	<input type="checkbox"/>
PROTECTED C PROTÉGÉ C	<input type="checkbox"/>	NATO CONFIDENTIAL NATO CONFIDENTIEL	<input type="checkbox"/>
CONFIDENTIAL CONFIDENTIEL	<input type="checkbox"/>	NATO SECRET NATO SECRET	<input type="checkbox"/>
SECRET SECRET	<input type="checkbox"/>	COSMIC TOP SECRET COSMIC TRÈS SECRET	<input type="checkbox"/>
TOP SECRET TRÈS SECRET	<input type="checkbox"/>		
TOP SECRET (SIGINT) TRÈS SECRET (SIGINT)	<input type="checkbox"/>		
		PROTECTED A PROTÉGÉ A	<input type="checkbox"/>
		PROTECTED B PROTÉGÉ B	<input type="checkbox"/>
		PROTECTED C PROTÉGÉ C	<input type="checkbox"/>
		CONFIDENTIAL CONFIDENTIEL	<input type="checkbox"/>
		SECRET SECRET	<input type="checkbox"/>
		TOP SECRET TRÈS SECRET	<input type="checkbox"/>
		TOP SECRET (SIGINT) TRÈS SECRET (SIGINT)	<input type="checkbox"/>



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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 / Non Yes / Oui

If Yes, indicate the level of sensitivity:
Dans l'affirmative, indiquer le niveau de sensibilité :

9. Will the supplier require access to extremely sensitive INFOSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate? No / Non Yes / 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 | <input type="checkbox"/> CONFIDENTIAL
CONFIDENTIEL | <input type="checkbox"/> SECRET
SECRET | <input type="checkbox"/> TOP SECRET
TRÈS SECRET |
| <input type="checkbox"/> TOP SECRET - SIGINT
TRÈS SECRET - SIGINT | <input type="checkbox"/> NATO CONFIDENTIAL
NATO CONFIDENTIEL | <input type="checkbox"/> NATO SECRET
NATO SECRET | <input type="checkbox"/> COSMIC TOP SECRET
COSMIC TRÈS SECRET |
| <input type="checkbox"/> SITE ACCESS
ACCÈS AUX EMPLACEMENTS | | | |

Special comments:
Commentaires spéciaux : _____

NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.
REMARQUE : Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.

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

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

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

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

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



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

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

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

SUMMARY CHART / TABLEAU RÉCAPITULATIF

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

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?
La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE? No / Non Yes / Oui

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

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?
La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE? No / Non Yes / Oui

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



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PART D - AUTHORIZATION / PARTIE D - AUTORISATION

13. Organization Project Authority / Chargé de projet de l'organisme

Name (print) - Nom (en lettres moulées) Maj DJ Bolduc	Title - Titre Program Manager	Signature <i>Daniel Bolduc</i>
--	----------------------------------	-----------------------------------

Telephone No. - N° de téléphone 819-939-6556	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel Daniel.Bolduc2@forces.gc.ca	Date 12/06/2019
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14. Organization Security Authority / Responsable de la sécurité de l'organisme

Name (print) - Nom (en lettres moulées)	Title - Titre	Signature MEDJOVIC, SASHA 234	Digitally signed by MEDJOVIC, SASHA 234 Date: 2019.06.13 13:59:18 -04'00'
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Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date
---------------------------------	-----------------------------------	-----------------------------------	------

15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached? Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes?	<input type="checkbox"/> No / Non	<input checked="" type="checkbox"/> Yes / Oui
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16. Procurement Officer / Agent d'approvisionnement

Name (print) - Nom (en lettres moulées) Kathy Broom	Title - Titre Senior Materiel Acquisition and Support Officer DLP 3-3-3	Signature <i>[Signature]</i>
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Telephone No. - N° de téléphone 819-939-8457	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel katherine.broom@forces.gc.ca	Date 12 Jun 19
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17. Contracting Security Authority / Autorité contractante en matière de sécurité

Name Vikenti Gorokhovski Contract Security Officer, Contract Security Division vikenti.gorokhovski@tpsgc-pwgsc.gc.ca	Title - Titre	Signature Gorokhovski, Vikenti	Digitally signed by Gorokhovski, Vikenti Date: 2019.06.19
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Telephone Tel/Tél 613-957-9337	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date 12:00:35 -04'00'
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Annex E - Canadian Content Requirements

Operational Clothing and Footwear Consolidated Contract (OCFC2)

Canadian Goods Definition, Certifications and Verification Process

A good wholly manufactured or originating in Canada is considered a Canadian good. A product containing imported components may also be considered Canadian for the purpose of this Contract when it has undergone sufficient change in Canada, in a manner that satisfies the definition specified under the North American Free Trade Agreement (NAFTA) Rules of Origin. For the purposes of this determination, the reference in the NAFTA Rules of Origin to "territory" is to be replaced with "Canada".

Rules of Origin - Apparel

For this Contract, apparel goods are considered to be Canadian goods according to the North American Free Trade Agreement Rules of Origin as follows:

Apparel goods classified in Chapters 61 and 62 of the Harmonized System that are both cut (or knit to shape) and sewn in Canada will be considered Canadian goods.

Modified Rules of Origin - Textiles

For this Contract, textiles are considered to be Canadian goods if they meet the following definition:

"Textiles and textile articles classified in Chapters 50 to 60 inclusive of the Harmonized System that are woven, knitted or otherwise manufactured from yarns or fibres in Canada, and further processed in Canada by dyeing, finishing, coating or other processes as applicable, will be considered Canadian textiles. Woven fabrics of 100% cotton or of polyester and cotton blends that are dyed and finished in Canada will be considered Canadian."

On an annual basis, the Contractor will be required to submit to the Contracting Authority a signed certificate of attestation, Appendix 1, confirming that it has met the Canadian content levels for each of the five groupings of commodities which they committed to at time of bid submission.

The Contractor warrants that all certifications of Canadian content submitted by the Contractor are accurate and complete, and that the goods, services, or both to be provided under the Contract are in accordance with the definitions contained in this Contract.

Accompanying the certification, the Contractor must submit supporting documentation, in accordance with the Reporting Template at Appendix 2, demonstrating how the Canadian content levels were calculated for each of the five groupings of commodities. The onus will be on the Contractor to ensure that its suppliers certify the Canadian content level of the commodities sold to the Contractor and that they meet the modified rules of origin or the NAFTA Rules of Origin.

On an annual basis, the Contractor must provide the Contracting Authority with copies of the certifications from its suppliers for items randomly selected by Canada in order to substantiate the calculations included in the supporting documentation submitted with the annual signed certification.

Annex E - Canadian Content Requirements

Canada reserves the right to contact or visit suppliers to confirm the validity of the Canadian content certification for the commodities supplied for the OCFC2.

The Contractor must keep proper records and documentation relating to the origin of the goods provided to Canada. The Contractor must not, without obtaining the written consent of the Contracting Authority, dispose of any such records or documentation until the expiration of two (2) years after final payment under the Contract, or until settlement of all outstanding claims and disputes under the Contract, whichever is later. All such records and documentation must at all times during the retention period be open to audit, inspection and examination by the representatives of Canada, who may make copies and take extracts. The Contractor must provide all facilities for such audits, inspections and examinations, and must furnish all such information as the representatives of Canada may from time to time require with respect to such records and documentation.

Where it cannot be verified to the satisfaction of Canada that goods meet the Canadian content definition, these goods will not be considered as Canadian goods for the achievement of the Contractor's obligations.

Nothing in the above clause must be interpreted as limiting the rights and remedies that Canada may otherwise have pursuant to the Contract.

Annex E - Canadian Content Requirements

Appendix 1
Reporting Template to Support the Canadian Content Certifications

WHEREAS Her Majesty the Queen in right of Canada as represented by the Minister of Public Works and Government Services Canada (referred to herein as the Minister) on the ____ day of ____ has entered into contract with _____ for the Contract.

AND WHEREAS Such Contract requires that, as evidence of the achievement of Canadian content the Contractor will submit a certificate of compliance to that effect to the Contracting Authority;

NOW THEREFORE, The Contractor declares and certifies as follows:

- The Canadian content levels found in Annex E - Appendix 2, measured using the modified rules of origin or NAFTA rules of origin have been met;

IN WITNESS THEREOF THIS CERTIFICATE OF COMPLIANCE HAS BEEN SIGNED THIS _____ DAY OF _____ BY THE SENIOR COMPTROLLER WHO IS DULY AUTHORIZED IN THAT BEHALF.

SIGNATURE

NAME AND TITLE OF SENIOR COMPTROLLER

AT: _____

Annex E - Canadian Content Requirements

Appendix 2
Reporting Template to Support the Canadian Content Certifications

Reporting Period: From: YYYY-MM-DD To: YYYY-MM-DD

1. Group 1 – CADPAT™ Apparel

1.1 Apparel

1.1.1 List of purchases meeting the Canadian goods definition made by the Contractor during the reporting period:

Description of Items:	Name of Supplier:	Location of Supplier:	Small and Medium-sized Business (Y/N):*	Unit Cost (\$):	Number of Items:	Total value in Dollars (\$):
Total value of purchases meeting the Canadian goods definition for the reporting period:						\$ xxxx.xx

1.1.2 List of purchases not meeting the Canadian goods definition made by the Contractor during the reporting period:

Description of Items:	Name of Supplier:	Location of Supplier:	Small and Medium-sized Business(Y/N):*	Unit Cost (\$):	Number of Items:	Total value in Dollars (\$):
Total value of purchases NOT meeting the Canadian goods definition for the reporting period:						\$ xxxx.xx

1.1.3 Canadian content commitment overview:

Group 1 Commitment (%) :	Total value of all goods purchased for the reporting period (\$):	Total value of section 1.1 for the reporting period (\$):	Total value of section 1.2 for the reporting period (\$):	Group 1 Canadian Content (%):
The Canadian content commitment for Group 1 was:				Met Not Met

Annex E - Canadian Content Requirements

1.2 Textile

1.2.1 List of purchases meeting the Canadian goods definition made by the Contractor during the reporting period:

Description of Items:	Name of Supplier:	Location of Supplier:	Small and Medium-sized Business (Y/N):*	Unit Cost (\$):	Number of Items:	Total value in Dollars (\$):
Total value of purchases meeting the Canadian goods definition for the reporting period:						\$ xxxx.xx

1.2.2 List of purchases not meeting the Canadian goods definition made by the Contractor during the reporting period:

Description of Items:	Name of Supplier:	Location of Supplier:	Small and Medium-sized Business(Y/N):*	Unit Cost (\$):	Number of Items:	Total value in Dollars (\$):
Total value of purchases NOT meeting the Canadian goods definition for the reporting period:						\$ xxxx.xx

1.2.3 Canadian content commitment overview:

Group 1 Commitment (%) :	Total value of all goods purchased for the reporting period (\$):	Total value of section 1.1 for the reporting period (\$):	Total value of section 1.2 for the reporting period (\$):	Group 1 Canadian Content (%):
The Canadian content commitment for Group 1 was:				Met Not Met

Annex E - Canadian Content Requirements

2. Group 2 – Non-CADPAT™ Apparel

2.1 Apparel

2.1.1 List of purchases meeting the Canadian goods definition made by the Contractor during the reporting period:

Description of Items:	Name of Supplier:	Location of Supplier:	Small and Medium-sized Business (Y/N):*	Unit Cost (\$):	Number of Items:	Total value in Dollars (\$):
Total value of purchases meeting the Canadian goods definition for the reporting period:						\$ xxxx.xx

2.1.2 List of purchases not meeting the Canadian goods definition made by the Contractor during the reporting period:

Description of Items:	Name of Supplier:	Location of Supplier:	Small and Medium-sized Business (Y/N):*	Unit Cost (\$):	Number of Items:	Total value in Dollars (\$):
Total value of purchases NOT meeting the Canadian goods definition for the reporting period:						\$ xxxx.xx

2.1.3 Canadian content commitment overview:

Group 2 Commitment (%) :	Total value of all goods purchased for the reporting period (\$):	Total value of section 2.1 for the reporting period (\$):	Total value of section 2.2 for the reporting period (\$):	Group 2 Canadian Content (%) :
The Canadian content commitment for Group 2 was:				Met Not Met

Annex E - Canadian Content Requirements

2.2 Textile

2.2.1 List of purchases meeting the Canadian goods definition made by the Contractor during the reporting period:

Description of Items:	Name of Supplier:	Location of Supplier:	Small and Medium-sized Business (Y/N):*	Unit Cost (\$):	Number of Items:	Total value in Dollars (\$):
Total value of purchases meeting the Canadian goods definition for the reporting period:						\$ xxxx.xx

2.2.2 List of purchases not meeting the Canadian goods definition made by the Contractor during the reporting period:

Description of Items:	Name of Supplier:	Location of Supplier:	Small and Medium-sized Business (Y/N):*	Unit Cost (\$):	Number of Items:	Total value in Dollars (\$):
Total value of purchases NOT meeting the Canadian goods definition for the reporting period:						\$ xxxx.xx

2.2.3 Canadian content commitment overview:

Group 2 Commitment (%) :	Total value of all goods purchased for the reporting period (\$):	Total value of section 2.1 for the reporting period (\$):	Total value of section 2.2 for the reporting period (\$):	Group 2 Canadian Content (%):
The Canadian content commitment for Group 2 was:				Met Not Met

Annex E - Canadian Content Requirements

3. Group 3 – Badges, Nameplates and Insignias

3.1 Components

3.1.1 List of purchases meeting the Canadian goods definition made by the Contractor during the reporting period:

Description of Items:	Name of Supplier:	Location of Supplier:	Small and Medium-sized Business (Y/N):*	Unit Cost (\$):	Number of Items:	Total value in Dollars (\$):
Total value of purchases meeting the Canadian good definition for the reporting period:						\$ xxxx.xx

3.1.2 List of purchases not meeting the Canadian goods definition made by the Contractor during the reporting period:

Description of Items:	Name of Supplier:	Location of Supplier:	Small and Medium-sized Business (Y/N):*	Unit Cost (\$):	Number of Items:	Total value in Dollars (\$):
Total value of purchases NOT meeting the Canadian goods definition for the reporting period:						\$ xxxx.xx

3.1.3 Canadian content commitment overview:

Group 3 Commitment (%) :	Total value of all goods purchased for the reporting period (\$):	Total value of section 3.1 for the reporting period (\$):	Total value of section 3.2 for the reporting period (\$):	Group 3 Canadian Content (%):
The Canadian content commitment for Group 3 was:				Met Not Met

Annex E - Canadian Content Requirements

3.2 Textile

3.2.1 List of purchases meeting the Canadian goods definition made by the Contractor during the reporting period:

Description of Items:	Name of Supplier:	Location of Supplier:	Small and Medium-sized Business (Y/N):*	Unit Cost (\$):	Number of Items:	Total value in Dollars (\$):
Total value of purchases meeting the Canadian good definition for the reporting period:						\$ xxxx.xx

3.2.2 List of purchases not meeting the Canadian goods definition made by the Contractor during the reporting period:

Description of Items:	Name of Supplier:	Location of Supplier:	Small and Medium-sized Business (Y/N):*	Unit Cost (\$):	Number of Items:	Total value in Dollars (\$):
Total value of purchases NOT meeting the Canadian goods definition for the reporting period:						\$ xxxx.xx

3.2.3 Canadian content commitment overview:

Group 3 Commitment (%) :	Total value of all goods purchased for the reporting period (\$):	Total value of section 3.1 for the reporting period (\$):	Total value of section 3.2 for the reporting period (\$):	Group 3 Canadian Content (%) :
The Canadian content commitment for Group 3 was:				Met Not Met

Annex E - Canadian Content Requirements

4. Group 4 – Footwear

4.1 List of purchases meeting the Canadian goods definition made by the Contractor during the reporting period:

Description of Items:	Name of Supplier:	Location of Supplier:	Small and Medium-sized Business (Y/N):*	Unit Cost (\$):	Number of Items:	Total value in Dollars (\$):
Total value of purchases meeting the Canadian goods definition for the reporting period:						\$ xxxx.xx

4.2 List of purchases not meeting the Canadian goods definition made by the Contractor during the reporting period:

Description of Items:	Name of Supplier:	Location of Supplier:	Small and Medium-sized Business (Y/N):*	Unit Cost (\$):	Number of Items:	Total Value in Dollars (\$):
Total value of purchases NOT meeting the Canadian goods definition for the reporting period:						\$ xxxx.xx

4.3 Canadian content commitment overview:

Group 4 Commitment (%) :	Total value of all goods purchased for the reporting period (\$):	Total value of section 4.1 for the reporting period (\$):	Total value of section 4.2 for the reporting period (\$):	Group 4 Canadian Content (%):
The Canadian content commitment for Group 4 was:				Met Not Met

Annex E - Canadian Content Requirements

5. Group 5 – Soldiers Personal Equipment

5.1 Components

5.1.1 List of purchases meeting the Canadian goods definition made by the Contractor during the reporting period:

Description of Items:	Name of Supplier:	Location of Supplier:	Small and Medium-sized Business (Y/N):*	Unit Cost (\$):	Number of Items:	Total Value in Dollars (\$):
Total value of purchases meeting the Canadian good definition for the reporting period:						\$ xxxx.xx

5.1.2 List of purchases not meeting the Canadian goods definition made by the Contractor during the reporting period:

Description of Items:	Name of Supplier:	Location of Supplier:	Small and Medium-sized Business (Y/N):*	Unit Cost (\$):	Number of Items:	Total Value in Dollars (\$):
Total value of purchases NOT meeting the Canadian goods definition for the reporting period:						\$ xxxx.xx

5.1.3 Canadian content commitment overview:

Group 5 Commitment (%) :	Total value of all goods purchased for the reporting period (\$):	Total value of section 5.1 for the reporting period (\$):	Total value of section 5.2 for the reporting period (\$):	Group 5 Canadian Content (%):
The Canadian content commitment for Group 5 was:				Met Not Met

Annex E - Canadian Content Requirements

5.2 Textile

5.2.1 List of purchases meeting the Canadian goods definition made by the Contractor during the reporting period:

Description of Items:	Name of Supplier:	Location of Supplier:	Small and Medium-sized Business (Y/N):*	Unit Cost (\$):	Number of Items:	Total Value in Dollars (\$):
Total value of purchases meeting the Canadian good definition for the reporting period:						\$ xxxx.xx

5.2.2 List of purchases not meeting the Canadian goods definition made by the Contractor during the reporting period:

Description of Items:	Name of Supplier:	Location of Supplier:	Small and Medium-sized Business (Y/N):*	Unit Cost (\$):	Number of Items:	Total Value in Dollars (\$):
Total value of purchases NOT meeting the Canadian goods definition for the reporting period:						\$ xxxx.xx

5.2.3 Canadian content commitment overview:

Group 5 Commitment (%) :	Total value of all goods purchased for the reporting period (\$):	Total value of section 5.1 for the reporting period (\$):	Total value of section 5.2 for the reporting period (\$):	Group 5 Canadian Content (%):
The Canadian content commitment for Group 5 was:				Met Not Met

Annex E - Canadian Content Requirements

EXAMPLE

Section 1.1.1 - List of purchases meeting the Canadian goods definition made by the Contractor during the reporting period:

Description of Items:	Name of Supplier:	Location of Supplier:	Small and Medium-sized Business (Y/N):*	Unit Cost (\$):	Number of Items:	Total Value in Dollars (\$):
Item AAA	AAA Inc.	Edmonton, AB	Y	\$1.00	15	\$15.00
Item BBB	BBB Inc.	Trois-Rivières, QC	Y	\$4.00	10	\$40.00
Total value of purchases meeting the Canadian goods definition for the reporting period:						\$ 55.00

Section 1.2.1 - List of purchases not meeting the Canadian goods definition made by the Contractor during the reporting period:

Description of Items:	Name of Supplier:	Location of Supplier:	Small and Medium-sized Business (Y/N):*	Unit Cost (\$):	Number of Items:	Total value in dollars (\$):
Item CCC	CCC Inc.	Ottawa, ON	Y	\$3.00	5	\$15.00
Item DDD	DDD Inc.	Shanghai, China	N	\$5.00	2	\$10.00
Total value of purchases NOT meeting the Canadian goods definition for the reporting period:						\$ 25.00

Section 1.3.1 - Canadian content commitment overview:

Group XX Commitment (%) :	Total value of all goods purchased for the reporting period (\$):	Total value of section 1.1 for the reporting period (\$):	Total value of section 1.2 for the reporting period (\$):	Group 5 Canadian Content (%) :
60%	\$80.00	\$55.00	\$25.00	68%
The Canadian content commitment for Group 5 was:				Met

* Small and Medium-sized Business (SMB) – a Canadian company with fewer than 200 employees

Annex E - Canadian Content Requirements

Canadian Content Clothing Categories for Operational Clothing and Footwear Consolidated Contract (OCFC2)

General

1. Members of the Canadian Armed Forces (CAF) and other personnel working in and associated with the Department of National Defence (DND) wear uniforms prescribed by DND.
2. In order to help promote Socio-Economic growth in Canada, each OCFC2 item will require a certain percentage of Canadian Content following the Rules of Origin for Apparel, Modified Rules of Origin for Textiles and NAFTA Rule of Origin.
3. To allow for a fair and achievable goals for Canadian Content, the OCFC2 items have been separated into 5 clothing categories, each of which will have a different requirement for Canadian Content.
4. For the purposes of OCFC2, the Canadian Content determination will be based on the total value of the items that constitute a grouping.
5. For the duration of the Contract, the Canadian content compliance levels established herein may be subject to amendments as dictated by governmental guidelines and changes in the industry landscape.

Categories

6. The OCFC2 requirements are broken down in to the following categories for the purpose of Canadian content compliance levels:
 - a. CADPAT™ Apparel. Apparel and clothing accessories incorporating materials with the Canadian Disruptive Pattern colours and patterns (including, but not limited to, CADPAT™ Temperate Woodlands (TW), Arid Regions (AR), and Winter Operations (WO)). Approximately 60 items.
 - b. Non-CADPAT™ Apparel. Apparel and clothing accessories incorporating materials in colours excluding the Canadian Disruptive Pattern colours and patterns. Approximately 120 items.
 - c. Badges, Nameplates and Insignias. Assortment of embroidered patches and ranks including slip-ons. Some metal accoutrements. Approximately 1000 items.
 - d. Footwear. Boots, boot assemblies (shells, liners, insoles, and laces), over boots, over shoes, and hosiery worn on the foot as protection from the environment. Approximately 30 items.
 - e. Soldier's Personal Equipment. Equipment other than clothing/footwear that allows the soldier to operate in various conditions. These may be more technically complex and must meet specific technical and safety requirements. Approximately 25 items.

Annex E - Canadian Content Requirements

7. Each category will follow a different rule set with different percentages. The percentages may be revised as required following an annual review. They are:

a. CADPAT™ Apparel:

- i. Rule of origin for apparel: 80%; and
- ii. Modified rule of origin for textiles: 60%.

Example

NSN	Description	Photo
8415-20-006-7100	CONVERGED COAT, COMBAT, ECU, CADPAT TW	

b. Non-CADPAT™ Apparel:

- i. Rule of origin for apparel: 80%; and
- ii. Modified rule of origin for textiles: 60%.

Example

NSN	Description	Photo
8415-21-907-9512	COVERALLS, ANTI-FOD, AF BLUE	

Annex E - Canadian Content Requirements

- c. Badges, Nameplates and Insignias:**
- i. NAFTA Rule of origin: 85%; and
 - ii. Modified rule of origin for textiles: 75%.

Example

NSN	Description	Photo
8455-20-007-2519	INSIGNIA, SHOULDER SLEEVE, NATIONAL FLAG, RED, HOOK BACK	

- d. Footwear:**
- i. NAFTA rule of origin: 55%.

Example

NSN	Description	Photo
8430-20-006-6689	BOOTS, HOT WEATHER, SAFETY, SEA, BLACK, RCN	

- e. Soldier's Personal Equipment:**
- i. NAFTA rule of origin: 70%; and
 - ii. Modified rule of origin for textiles: 60%.

Example

NSN	Description	Photo
8465-20-008-0463	MAT, SLEEPING	

Annex F – Performance Measurement Framework

Department of National Defence

Performance Measurement Framework (PMF) Operational Clothing and Footwear Consolidated Contract (OCFC2)

Requisition Number: W8486-137549
DND Document #

Date: 30 August 2019
RDIMS # 4269244

Prepared by:
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NOTICE

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

AVIS

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

Annex F – Performance Measurement Framework

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Annex F – Performance Measurement Framework

1 INTRODUCTION

1.1 Performance will be evaluated against pre-defined Performance Indicators (PIs) in an attempt to ensure validity and measurability of each of the indicators.

1.2 The Performance Measurement Framework (PMF) defines the various PIs as well as the evaluation criteria used to determine Contractor performance levels.

1.3 Throughout the duration of the Contract, the PMF may need to be modified, in a Contract amendment, to accommodate changes to management objectives and improve the performance measurement process.

Annex F – Performance Measurement Framework

2 PURPOSE

2.1 The PMF identifies two main performance metrics and provides the methodology for measurement of the Contractor performance against each. It represents an evaluation procedure, provides a focus on the desired outcome of key activities of the Contract, facilitates effective communication between the Contractor and representatives of Canada, and provides a view of the overall health of the Contract.

2.2 The PMF focuses on the main objective of the Contract – to fill the operational clothing and footwear requirements of the Department of National Defence (DND).

Annex F – Performance Measurement Framework

3 STRUCTURE

3.1 Performance Evaluation Team

3.1.1 The Performance Evaluation Team, composed of representatives from the Contractor, DND, and Public Works and Government Services Canada (PWGSC), will monitor the Contractor's performance throughout each Contract year using Key Performance Indicators (KPIs). Feedback will be provided at each of the Progress Review Meetings (PRMs).

3.2 Annual Performance Review Committee

3.2.1 At the end of each contract year, an Annual Performance Review Committee composed of representatives from DND, PWGSC, and ISEDC, will conduct a performance assessment based on strategic performance measures.

3.3 Performance Metrics

3.3.1 The Contractor will be assessed against the following performance metrics:

- a. Key Performance Indicators (KPIs); and
- b. Strategic Performance Measures (SPMs).

3.4 Key Performance Indicators

3.4.1 Contractor performance in delivering a Managed Clothing Solution (MCS) will be assessed against the following KPIs:

- a. Perfect Order – a measure of the orders delivered that are complete with items requested, damage free, and on time;
- b. Tasking Completion Rate – measures the completion rate of task authorizations based on established timelines and approved scope.
- c. Quality Assurance – measures the percentage of products in compliance with DND specifications. This indicator also measures the rate of returns due to incorrect items and defects;
- d. Invoice Accuracy – measures the percentage of acceptable invoices that are received complete, and on time with accurate information; and
- e. Complaint Resolution – measures the satisfaction rate among users of the service as reflected in the ratio of complaints resolved versus client complaints received.

3.4.2 The KPIs listed above are subject to review and may be subject to amendments and changes at Canada's sole discretion without the Contractor's consent, as operational requirements dictate.

Annex F – Performance Measurement Framework

3.5 Strategic Performance Measures

3.5.1 The contractor will be assessed against the following SPMs as part of the Annual Performance Review:

- a. Performance – overall Contractor performance based on an aggregate score of the KPIs;
- b. Flexibility – ability to adjust to fluctuating demand levels and changes to specifications of items;
- c. Value for Money – total annual costs are appropriate with the quality of service received and are comparable with current market rates;
- d. Socio-Economic Benefits – economic benefits resulting from the Contract through the Industrial and Technological Benefits (ITB) and Value Proposition (VP) obligations; and
- e. Contractor Engagement – an evaluation of Contractor's overall engagement during the evaluation period in the performance of the Work.

3.5.2 A detailed description of the strategic performance measures evaluation criteria can be found at Appendix 2.

Annex F – Performance Measurement Framework

4 PERFORMANCE EVALUATION PROCEDURE

4.1 First Performance Review

4.1.1 The first year of the Contract is the transition phase and no OCF Item will be supplied and delivered to the CAF.

4.1.2 Contractor performance for this year will not be assessed against the KPIs, rather it will focus on flexibility, value for money, socio-economic benefits, and Contractor engagement.

4.1.3 There will be no reward/remedy for the first year of the Contract; hence, no option will be exercised after the first year of the Contract.

4.2 Quarterly Assessment against the KPI

4.2.1 At the end of each quarter, the Performance Evaluation Team must calculate the KPI scores for that quarter. The Contractor and DND will each complete a calculation of KPI scores to compare.

4.2.2 A quarterly interim summary, with written substantiation for each KPI, will be prepared by DND and presented at the PRM. Canada and the Contractor will discuss the summary at the PRM to maintain transparency in the process and discuss any corrective measures required.

4.2.3 For the last quarter, the Performance Evaluation Team will produce a report detailing the aggregate KPI scores for that Contract year summarizing the overall performance in each of the KPIs including the scoring methodology used to calculate the Annual Performance Score (APS).

4.3 Annual Performance Review

4.3.1 At the end of each Contract year, the Annual Performance Review Committee will conduct the strategic performance review. The strategic performance review is a review of the overall performance of the Work delivered by the Contractor during the evaluation period. The Contractor will be assessed against the SPMs as outlined in Appendix 2.

4.3.2 Within 30 business days following the end of the evaluation period, Canada will generate an interim Annual Performance Report (APR) detailing the results of the strategic performance review.

4.3.3 Canada will send the Contractor the interim APR. The Contractor must either confirm its agreement or raise observations or concerns within 10 business days following receipt of the APR.

4.3.4 The Contractor must achieve defined satisfactory levels in all the SPMs to be determined to have performed the Work satisfactorily.

Annex F – Performance Measurement Framework

4.3.5 Canada will exercise one option year for every year that Contractors' overall performance is assessed to be satisfactory. Successive satisfactory performance by the Contractor could result in a 5 year "rolling window" throughout the Contract up until the last option year.

4.3.6 If the Contractor fails to achieve a satisfactory performance rating in an APR, no option year will be awarded and the "rolling window" will have been reduced by 1 year. If the Contractor fails to achieve a satisfactory performance rating in 2 APRs (consecutive or cumulative), annual performance reviews will cease, no further option years will be authorized and the Contractor will continue to execute the Contract for the remaining years in the Contract window.

4.4 PMF Review

4.4.1 The Performance Measurement Framework is subject to periodic review at the end of each Contract year to ensure that key performance indicators are still applicable to the Contract.

4.4.2 Performance measurement is a collaborative effort between Canada and the Contractor. At the Annual Performance Review, Canada or the Contractor may propose changes to existing KPIs and SPMs or new KPIs and SPMs.

4.4.3 Canada, at its sole discretion, may implement changes to the Performance Measurement Framework.

4.4.4 Changes will only be implemented at the beginning of an evaluation period to ensure that the Contractor is accorded enough time to comply.

4.4.5 After a framework review, Canada, at its sole discretion, may choose to reward the Contractor with performance incentive payment for exemplary performance.

4.4.6 The Contracting Authority will amend the Contract accordingly and performance incentive payment will be defined in the Basis of Payment.

Annex F – Performance Measurement Framework

APPENDIX 1

Key Performance Indicators – Evaluation Criteria

KPI 1: Perfect Order

Description: This indicator measures orders placed by the MCS Management Cell to include the percentage of orders delivered that are incomplete with regards to items requested, damaged, and delivered late.

Value: 25% of the Annual Performance Score

Source of data: Management reports

Calculation:

$$\text{KPI1} = ((1 - \% \text{ orders incomplete}) * (1 - \% \text{ orders damaged}) * (1 - \% \text{ late orders})) * 100; \text{ where}$$

% is expressed in decimal (e.g., 90% is 0.90)

% orders incomplete = # orders with incorrect items, size or quantity (items on Backorder) / total # of orders

% orders damaged = # orders with defective items / total # of orders

% late orders = # late orders / total # of orders

KPI 2: Tasking Completion Rate

Value: 25% of Annual Performance Score

Source of Data: Task Completion Report (DND generated)

Calculation:

$$\text{KPI2} = (\# \text{ of task authorizations completed on time} / \# \text{ total task authorizations}) * 100$$

*Note: Tasks not completed on time due to a DND fault will not be taken into account for the Tasking Completion Rate calculation.

KPI 3: Quality Assurance

Description: This indicator measures the percentage of items compliant with established specifications in accordance with the most recent baseline configurations. This indicator will be measured based on inspections by either the Technical Authority or the Quality Assurance Representatives.

Value: 25% of the APS

Source of Data: Reports of Technical inspections / Management Reports

Annex F – Performance Measurement Framework

Calculation:

$$\text{KPI3} = (\% \text{ items compliant with specifications} * \% \text{ orders without defect}) * 100;$$

where

% is expressed in decimal (e.g., 90% is 0.90)

% items compliant with specifications = # items compliant with specifications / total # of inspections

% orders without defect = (1 – (# returns with defects / total # of orders))

*Note: complaints received with defect (quality) issues will be validated

KPI 4: Invoice Accuracy

Description: This indicator measures the percentage of acceptable invoices that are received complete, on time, and with accurate information. Complete is defined as having all the required Contract and Contractor information and having all the data fields completed. On time refers to the invoicing schedule as outlined in the Contract Terms and Conditions (An invoice that arrives within the allotted time frame which is incomplete or inaccurate is not considered “on time”). Accurate information is defined as using the correct rates, using the correct convention (hourly/daily/per task), applying the correct taxes, and calculated correctly, as specified in the Contract.

Value: 15% of the Annual Performance Score

Source of Data: Records kept by Director Land Procurement (DLP)

Calculation:

$$\text{KPI4} = (\% \text{ complete invoices} * \% \text{ invoices on time} * \% \text{ accurate invoices}) * 100;$$

where

% is expressed in decimal (e.g., 90% is 0.90)

% complete invoices = # complete invoices / total # of invoices

% invoices on time = # of (complete) invoices received on time / total # of invoices

% accurate invoices = # invoices with no errors / total # of invoices

*Note: Every time an invoice is sent back one (or more) times, each iteration is counted as an invoice received and is subject to all of the criteria in this KPI (Timelines for a re-submission will be identified in the Contract Terms and Conditions).

KPI 5: Complaint Resolution

Value: 10% of the Annual Performance Score

Source of Data: Customer Satisfaction Report

Annex F – Performance Measurement Framework

Calculation:

$$\text{KPI5} = (\# \text{ resolved complaints} / \# \text{ of complaints received}) * 100;$$

ANNUAL PERFORMANCE SCORE:

The Contractor's APS is the sum of all the weighted KPIs. The APS will be calculated as follows:

$$\text{APS} = (\text{KPI1} * 0.25) + (\text{KPI2} * 0.25) + (\text{KPI3} * 0.25) + (\text{KPI4} * 0.15) + (\text{KPI5} * 0.10)$$

Annex F – Performance Measurement Framework

APPENDIX 2

Strategic Performance Measures – Evaluation Criteria

METRIC	PERFORMANCE STANDARD	ACCEPTABLE QUALITY LEVEL	MONITORING METHOD
Performance	KPIs are met to the specified level.	APS of 85%.	Quarterly assessments.
Flexibility	<p>Able to meet unforeseen demands within the delivery timelines as outlined in the SOW, Annex A, section 5.6.</p> <p>Able to meet special demands such as custom orders, special sizes as outlined in the SOW, Annex A, section 4.5.9 and 4.5.10.</p>	<p>Able to source increased volume of items as demanded by Canada or as outlined in the SOW, Annex A, section 5.</p> <p>Able to amend Management System requirements when changes are requested.</p>	Management interaction, PRMs.
Value for Money	<p>Direct costs are within the provisions of the Contract.</p> <p>Cost reduction initiatives are proposed and implemented (bulk packaging, bulk delivery).</p> <p>Level of effort for taskings are in accordance with market standards.</p>	<p>Level of effort for taskings are in accordance with market standards.</p>	<p>Invoices.</p> <p>Internal resource level of effort estimates.</p>
Socio-Economic Benefits	ITB and VP Obligations fulfilled as per Article 3 of the ITB Terms and Conditions.	ITB and VP Contract requirements met.	Annual ITB Report.
Contractor Engagement (As set out in Table 1 below)	Overall Contractor involvement (at all levels of the organization).	Good (or better).	Day-to-day dealings, business relationship, and participation in PRMs.

Annex F – Performance Measurement Framework

Table 1: Contractor Engagement

ATTRIBUTE	SUPERIOR	GOOD	FAIR	POOR
Transparency: -Contractor displays a willingness to communicate freely; and -Contractor willing to share information.	Always	Often	Rarely	Never
Willingness to deliver: -Contractor demonstrates willingness to accommodate and respond to Canada's requests and requirements.	Always	Often	Rarely	Never
Leadership Involvement: -Ensures key management participation; and -Demonstrates collaborative behaviour.	Always	Often	Rarely	Never
Issue Resolution: -Provides prompt identification of clothing issues; -Addresses concerns timely and appropriately; and -Resolves issues reasonably, equitably, and at the lowest possible level.	Always	Often	Rarely	Never
Initiative and Pro-activeness: -Mindful of requirement trends, anticipates change, brings forth issues with recommended resolution.	Always	Often	Rarely	Never

Table 1.1: Contractor Engagement – Rating Guide

RATING	SCORES ACHIEVED
Superior (Pass)	4 attributes or more scoring superior, none fair/poor
Good (Pass)	4 attributes or more scoring good or better, none fair/poor
Fair (Fail)	4 attributes or more scoring fair or better, max 1 poor
Poor (Fail)	2 attributes or more scoring poor

Industrial and Technological Benefits (ITB) Transaction Sheet

*Please verify the pre-filled information and complete the yellow highlighted areas.

Term versus Transaction sheet <input type="radio"/> Term Sheet	<input type="radio"/> Transaction Sheet
---	---

Section 1: Transaction overview	
Transaction title and number:	
Date of submission to ITB Authority:	
Select tranche (1, 2, or 3):	

Section 2: Contractor information	
Canadian procurement project:	OCFC2 - Operational Clothing and Footwear Consolidated Contract
Company name:	
<i>Company Business Number (if Canadian):</i>	
Address:	
City:	
Province/state:	
Country:	
Postal/zip code:	
ITB contact name:	
Email:	
Telephone:	

Section 3: Donor information	
Company name:	
<i>Company Business Number (if Canadian):</i>	
Address:	
City:	
Province/state:	
Country:	
Postal/zip code:	
Description of core capabilities:	
Tier level:	
Number of employees:	
ITB contact name:	
Email:	
Telephone:	

Section 4: Recipient information		<input type="checkbox"/> Same as Donor
Company name:		
Company Business Number (if Canadian):		
Address:		
City:		
Province:		
Country:		
Postal code:		
Description of core capabilities:		
Tier level:		
Number of employees:		
Small and Medium Business?		
Description of transaction quality and impact on recipient:		
ITB contact name:		
Email:		
Telephone:		

Grouped Transaction Recipients:				
Sub-Recipient Company	Description of work	SMB Yes/No	\$ Value done	% of TRN value

... (add rows as required)

Section 5: Transaction details	
Type:	<input type="checkbox"/> Direct versus Indirect <input type="radio"/> Direct <input type="radio"/> Indirect
Pooling and Banking:	<input type="checkbox"/> Pooled transaction <input type="checkbox"/> Banked transaction (withdrawn from account)

Description of transaction:	
------------------------------------	--

Will the economic activity underlying this transaction be publicly announced? Yes No

Please summarize announcement: <i>(if applicable)</i>	
---	--

Provide link to press release: <i>(if applicable)</i>	
---	--

Activity Type:	
Activity type:	Activity Type _____ <input type="radio"/> Purchase <input type="radio"/> Post-Secondary Investment <input type="radio"/> Investment Framework <input type="radio"/> General Investment / Technology and Skills <input type="radio"/> Consortium <input type="radio"/> Venture Capital Fund (VCF)

Industrial activity that relates the most to this transaction:

<input type="radio"/> Aerospace product and parts manufacturing	<input type="radio"/> Aerospace ISS service activity	<input type="radio"/> Transportation and Logistics Services
<input type="radio"/> Land vehicle manufacturing	<input type="radio"/> Land vehicle ISS service activity	<input type="radio"/> Machinery and equipment manufacturing
<input type="radio"/> Land vehicle parts manufacturing	<input type="radio"/> Ship ISS service activity	<input type="radio"/> Metalworking machinery manufacturing
<input type="radio"/> Shipbuilding manufacturing	<input type="radio"/> Construction	<input type="radio"/> Mission and electronics systems
<input type="radio"/> Design and engineering services and scientific research	<input type="radio"/> Software development and systems integration	
<input type="radio"/> Other manufacturing activity	<input type="radio"/> Other service activity (please specify):	

Specify here:	
----------------------	--

Investment Framework (if applicable):

Allowable investment types:	
<input type="checkbox"/> Loan of employee for market/sales support	<input type="checkbox"/> Cash Purchase of Shares
<input type="checkbox"/> Transfer of software or systems	<input type="checkbox"/> Transfer of equipment
<input type="checkbox"/> Licence for intellectual property	<input type="checkbox"/> Loan of employee for technical/managerial support
<input type="checkbox"/> Cash Payment	<input type="checkbox"/> Licence for brand or trademark

Type of R&D/commercialization activity:	
Business plan:	
Valuation documentation included:	

Section 6: Valuation and time phasing			
Total of transaction OR initial investment: <i>(as applicable)</i>			
Multiplier: <i>(default is 1; change if applicable)</i>	1		
Canadian Content Value (CCV) % of recipient:			
Estimated future sales: <i>(if applicable)</i>			
(Full) Transaction CCV\$ value:	\$		-
<i>Check KICs that apply to this activity:</i>			
<u>Emerging Technologies</u>	<u>Leading Competencies and Critical Industrial Services</u>		
<input type="checkbox"/> Advanced Materials <input type="checkbox"/> Artificial Intelligence <input type="checkbox"/> Cyber Resilience <input type="checkbox"/> Remotely-piloted Systems and Autonomous Technologies <input type="checkbox"/> Space Systems	<input type="checkbox"/> Aerospace Systems and Components <input type="checkbox"/> Armour <input type="checkbox"/> Defence Systems Integration <input type="checkbox"/> Electro-Optical / Infrared (EO/IR) Systems <input type="checkbox"/> Ground Vehicle Solutions <input type="checkbox"/> In-Service Support	<input type="checkbox"/> Marine Ship-Borne Mission and Platform Systems <input type="checkbox"/> Munitions <input type="checkbox"/> Shipbuilding, Design and Engineering Services <input type="checkbox"/> Sonar and Acoustic Systems <input type="checkbox"/> Training and Simulation	
<i>Please break down the value of the \$</i>			
	Advanced Materials		\$ -
	Artificial Intelligence		\$ -
	Cyber Resilience		\$ -
	Remotely-piloted Systems and Autonomous Technologies		\$ -
	Space Systems		\$ -
	Aerospace Systems and Components		\$ -
	Armour		\$ -
	Defence Systems Integration		\$ -
	Electro-Optical / Infrared (EO/IR) Systems		\$ -
	Ground Vehicle Solutions		\$ -
	In-Service Support		\$ -
	Marine Ship-Borne Mission and Platform Systems		\$ -
	Munitions		\$ -
	Shipbuilding, Design and Engineering Services		\$ -
	Sonar and Acoustic Systems		\$ -
	Training and Simulation		\$ -
	% of value not attributable KICS (total should equal 100%)		\$ -
	Total:	0%	\$ -

Please profile the specified Total CCV\$ value per reporting period for each applicable region:

Commitment schedule:								
Period	Total CCV	SMB	Atlantic	Quebec	Ontario	N. Ontario	West	North
1								
2								
3								

4								
5								
6								

Value Proposition (VP) Activity:

[There are 3 Value Proposition commitments for this project. Please go to the VP report to fill in the Value Proposition section for this Transaction.](#)

Section 7: Consortium member (if applicable)

Company name:	
Company Business Number (if Canadian):	
Address:	
City:	
Province/state:	
Country:	
Postal/zip code:	
ITB contact name:	
Email:	
Telephone:	

Section 8: Eligibility criteria

Causality:	
Timing:	
Incrementality:	
Eligible donor:	
Government assistance or participation in transaction: <i>(State government program and applicable details)</i>	
Transaction related to the Government of Canada Innovation Superclusters Initiative (check if applies)	<input type="checkbox"/>
CCV overview:	

Level of technology:	
----------------------	--

Section 10: Signatures

By signing below, the undersigned party, as a representative of (donor company), attests that the information included in and attached to this document is complete and accurate to the best of our knowledge, and can be relied upon by the ITB Authority for the purposes of compliance monitoring.

Signature	
Name, Company, and Title	Date

Value Proposition (VP) and Key Industrial Capability (KIC) Activity:

There are 3 Value Proposition commitments for this project. Please fill the form below for each applicable period.

Value broken down by VP Pillar	Advanced Materials Research and Development	Other Research and Development	Skills Development and Training
	\$ -	\$ -	\$ -
Justification for VP classification:			
Period	Advanced Materials Research and Development	Other Research and Development	Skills Development and Training
1			
2			
3			
4			
5			
6			

**OPERATIONAL CLOTHING AND
FOOTWEAR CONSOLIDATED CONTRACT**

Industrial and Technological Benefits

Terms and Conditions

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1. DEFINITIONS

1.1. For the purpose of this Industrial and Technological Benefits (ITB) Terms and Conditions Annex to the Contract, the following definitions apply. Terms not otherwise defined in this Annex have the meaning given to them in the Contract.

“Achievement Period” means the period commencing on November 4, 2015, and ending two (2) years after the completion of Work under the Operational Clothing and Footwear Consolidated Contract (OCFC2);

“Advanced Materials” means a range of materials and related production processes that yield significant advances in the operational capability or cost efficiency of equipment used in military operations. These advances include reduced weight, increased strength and resilience, lower observability, and other attributes. The materials span a wide range of technologies, including (but not limited to) composite structures (includes aerostructures), textiles, metals, plastics, ceramics, and advanced feedstocks for additive manufacturing. The related production processes used in generating the materials include additive manufacturing, 3-D printing, advanced machining, and others. The materials have broad applications across military aerospace, land, marine and space domains, as well as in commercial sectors;

“Allowable Investment” means:

- for cash contributions, a payment to or purchase of non-controlling common or preferred shares of a Canadian Company. It does not include either the purchase of debentures or a repayable loan; and
- for in-kind contributions, a licence for Intellectual Property (e.g. authorization to use the licensed material for commercial use); equipment (e.g. equipment, software, or systems to develop new or improved goods or services); knowledge transfer (e.g. lending of an employee to provide technical or managerial know-how); marketing and sales support (e.g. lending of an employee to undertake marketing or sales activities and share market intelligence, or a licence for brand or trademarks);

“Canadian Company” means a commercial enterprise that is incorporated pursuant to the laws of Canada and which has ongoing business activities in Canada;

“Canadian Content Value” or **“CCV”** has the meaning ascribed thereto in Article 8 of these Terms and Conditions;

“Capitalization” means the total value of a company’s issued shares plus the value associated with instruments that can be converted into shares. For publicly traded companies, this is equal to the total number of issued shares multiplied by the market price plus the equity portion of any derivative instrument according to Canadian generally accepted accounting principles. For privately held companies,

this is equal to the total number of issued shares multiplied by the most recent price at which they were sold plus the equity portion of any derivative instrument according to Canadian generally accepted accounting principles;

“Collaborative Research” means a Contractor or Eligible Donor working with one or more Post-Secondary or Public Research Institutions, and in the case of Consortia transactions, with a Canadian company, under a formal written agreement, and sharing Intellectual Property, technical or scientific expertise, or testing equipment or facilities to achieve the common goal of producing scientific knowledge or intellectual knowledge for the benefit of all parties;

“Commercialization Activity” means a process through which economic value is extracted from knowledge through the production and sale of new or significantly improved goods and services. It can also include advertising, sales promotion and other marketing activities. Specific Commercialization Activities consist of business and market planning, project feasibility studies, identifying customer needs, market engagement and testing, profitability analysis and financing, and launch advertising;

“Commitment(s)” means the Contractor’s specific undertakings related to its Value Proposition (VP), Plans and Transactions, as referenced in Appendix A;

“Credit” means the Canadian Content Value (CCV), expressed in Canadian dollars, that a Transaction has achieved, as confirmed by written notice from the ITB Authority;

“Designated Regions of Canada” means the following regions that have been designated by the Government of Canada for socio-economic purposes: the Atlantic Region (consisting of the provinces of Newfoundland and Labrador, Prince Edward Island, New Brunswick and Nova Scotia); the Quebec Region (consisting of the province of Quebec); the Northern Ontario Region (consisting of that part of the province of Ontario north of and including Nipissing and Parry Sound Districts); the Southern Ontario Region (consisting of that part of the province of Ontario south of Nipissing and Parry Sound Districts); the Western Region (consisting of the provinces of Manitoba, Alberta, Saskatchewan, and British Columbia); and, the Northern Region (consisting of the territories of Yukon, Northwest Territories and Nunavut);

“Direct Transaction” means a Transaction that is entered into for the services portion of the Work that is covered by the Management Fee Total, Transition-In price and Task Authorizations, as detailed in Annex A – OCFC2 Statement of Work;

“Eligible Donor” means the parent corporation of the Contractor, all of the parent’s subsidiaries, and suppliers who are producing an item, or input for an item, found on the OCFC2 Master Item List at Appendix 1 to Annex A;

“Grouped Transactions” means a Direct Transaction that has more than one Recipient. Grouped Transactions will only include activities involving Canadian suppliers with similar characteristics of product, size and region, specified regional and Small and Medium Business content, and will have a total Canadian Content Value of not more than ten percent (10%) of the Obligation contained in Article 3.1.2.;

“Indigenous Peoples” describes a First Nations, Inuit/Inuk, or Métis person, and has the meaning assigned by the definition “Aboriginal Peoples of Canada” in subsection 35(2) of the *Constitution Act, 1982*;

“Indirect Transaction” means a Transaction that is entered into for a business activity that is not Work related to Annex A – OCFC2 Statement of Work under the Contract;

“In-Kind Valuation” means a valuation report, which is satisfactory to the ITB Authority, provided by a qualified party who possesses a professional designation related to business valuation or similar area of expertise. Valuation reports will contain (a) a statement from the qualified party regarding its expertise and adherence with the standards of its professional designation; and (b) a detailed valuation of the proposed in-kind contribution, including supporting assumptions. The ITB Authority reserves the right to request a valuation report prepared by an independent third party that possesses a professional designation related to business valuation or similar area of expertise. The Contractor or Eligible Donor will assume all costs associated with obtaining the In-Kind Valuation report(s);

“Intellectual Property” means, for the purposes of these Terms and Conditions, all patents, inventions, trade-marks, copyrights, industrial designs, trade secrets, technical information and other intellectual property belonging to or licensed to a company;

“ITB Annual Report” has the meaning set out in Article 4 of this Annex;

“ITB Authority” means the Minister of Industry or any other person designated by that Minister to act on the Minister’s behalf. The ITB Authority is responsible for evaluating, accepting, monitoring, verifying and crediting Credit, and for assessing the Contractor’s performance under these Terms and Conditions;

“ITB Obligation Value” means the sum of the services portion of the Work that is covered by the Management Fee Total, Transition-In price and Task Authorizations;

“Management Fee Total” or **“MFT”** means the sum of the Management Fee amount defined in Annex B – Basis of Payment charged by the Contractor on the Line Item Unit Cost total value;

“Obligation” means each of the contractual Obligations that the Contractor must meet, as set forth in Article 3, which are collectively referred to as the Obligations, including options;

“Overachievement” means the amount by which the Contractor’s Credits, awarded during the Achievement Period, are greater than the Obligation;

“Plans” means the Plans prepared by the Contractor and included in its Bid bearing reference number W8486-206245;

“Post-Secondary Institution” means a higher education institution or other organizational entity in Canada that is eligible to receive funding from at least one of the three federal granting councils (the Social Science and Humanities Research Council, the Natural Science and Engineering Research Council, or the Canadian Institutes of Health Research). For informational purposes only: Information on the federal granting councils can be found on the Government of Canada website: http://science.gc.ca/eic/site/063.nsf/eng/h_FEE7261A.html;

“Proposal” means the proposal submitted by the Contractor on *day, month, year* (*bid submission date to be inserted prior to contract award*) bearing reference number W8486-206245;

“Public Research Institution” means a federal, provincial or territorial organization in Canada that: is engaged in research, research training and related activities in Canada; has as its primary goals the conduct of research, peer review, and the dissemination of results by way of publication, technology transfer or training, is funded primarily from public resources and has established processes, systems, procedures and controls in place to ensure achievement of public objectives;

“Recipient” means the Canadian Company or organization that receives, from the Contractor or an Eligible Donor, the commercial or business activity described in a Transaction;

“Reporting Period” means each twelve (12) month period during the Achievement Period upon which the Contractor’s annual reporting will be based. Notwithstanding the foregoing, the first Reporting Period may include more than twelve (12) months in that it commences on the first day of the Achievement Period and ends on July 31, 20XX (*year to be inserted prior to contract award*). Subsequent Reporting Periods will follow in consecutive twelve (12) month periods until the end of the Achievement Period;

“Research and Development” or **“R&D”** means a scientific investigation that explores the development of new goods and services, new inputs into production, new methods of producing goods and services, or new ways of operating and managing organizations. Specific R&D activities can consist of (but are not limited to): standard test, measurement, or analysis; test, measurement, or

analysis reports; specific thermo-mechanical analysis methodology development projects; product, process design, or engineering; customized product, process, or technology development project; related evaluation and feasibility studies; applied research projects for new product concepts, new technology platforms and new test, measurement, or analysis; basic scientific research for creating better understanding and insights in new phenomena; research to advance scientific knowledge with or without a specific practical application in view; and support work in engineering, design, operations research, mathematical analysis, computer programming, data collection, testing, or research;

“Research Skills Development” refers to the knowledge and expertise acquired by students through the conduct of research at a Post-Secondary Institution or through Collaborative Research led or supervised by a faculty member in Canada;

“Semi-processed Goods” means goods converted from their natural state of a raw material through the use of a specialized process into a state of readiness for use or assembly into a final product;

“Shortfall” means the amount by which the Contractor’s Credits, awarded during the Achievement Period, are less than the Obligation;

“Skills Development and Training” means a specific activity intended to enhance, or address a gap in, Canadian workforce skills and training capability or capacity through a cash or in-kind contribution (e.g. equipment or a knowledge transfer). These activities will be focused in the areas of skilled apprenticeships and skills upgrades, including directly related cash or in-kind contributions to Post-Secondary Institutions in this area;

“Small and Medium Business” or **“SMB”** means a Canadian Company with fewer than two hundred and fifty (250) full-time personnel as of the date of entering into a Transaction. Neither (i) agents nor distributors of foreign goods and services nor (ii) any subsidiaries of the Contractor or an Eligible Donor on any contract with IRB/ITB obligations qualify as a Small and Medium Business;

“Transaction” means a commercial or business activity involving the Contractor or an Eligible Donor and a Recipient that is carried out by means of a contract, sales agreement, license agreement, letter of agreement or other similar instrument in writing, and which has an identified dollar value; and,

“Value Proposition” or **“VP”** means the portion of Commitments and Transactions relating to the ITB Obligation Value, along with any other information, which was submitted in the Proposal at the time of Bid.

2. CANADA’S ITB OBJECTIVES

2.1. Canada has responsibility to set in place programs and policies that ensure that Canada’s significant investments in defence-related goods and services generate long-term and

high-value economic benefit to Canadian industry and encourages the growth of industry in emerging technologies, established and globally competitive capabilities, and domestic capacity related to national security issues. Canada's Industrial and Technological Benefits (ITB) Policy objectives for OCFC2 include:

- 2.1.1. encouraging the economic development and long-term sustainment of Canada's industries in the areas of emerging technologies, established and globally competitive industrial capabilities, and domestic capacity essential for national security;
- 2.1.2. maximizing the amount of business activities in Canada involving work directly on the procurement;
- 2.1.3. increased productivity and competitiveness among Canadian Companies, through meaningful opportunities for growth and supply chain integration into major global systems suppliers;
- 2.1.4. strengthened innovation and research and development in Canada, especially as it relates to the key industrial capability of Advanced Materials, that positions Canadian Companies to move up the value chain, capture market opportunities and benefit from subsequent commercialization opportunities;
- 2.1.5. developing, growing, and sustaining a diverse, talented, and innovative Canadian workforce;
- 2.1.6. encouraging the participation of Canadian Companies in the Designated Regions of Canada, assisting with long-term quality improvements to their capability, capacity, international competitiveness and growth potential; and
- 2.1.7. encouraging the participation of Canadian Small and Medium Businesses as suppliers on major federal procurements and to increase their competitiveness and export market access.

3. STATEMENT OF OBLIGATIONS

3.1. The Contractor shall:

- 3.1.1. By the end of the Achievement Period achieve Credit for not less than one hundred percent (100%) of the ITB Obligation Value, including options, in CCV;
- 3.1.2. By the end of the Achievement Period achieve Credit for not less than ninety percent (90%) of the ITB Obligation Value, including options, in CCV as Direct Transactions;
- 3.1.3. By the end of the Achievement Period achieve Credit for not less than XX percent of the ITB Obligation Value, including options, in CCV, (*to be*

inserted from the Contractor's Proposal) as Indirect Transactions involving R&D related to the apparel, textile and footwear sectors defined by North American Industry Classification System (NAICS) codes 313, 314, 315, 316, 326290, 325220, 325210, 334410, 334512, 493, and inclusive of the definition of Military Personal Protective Equipment, Load Carriage Systems and Operational Clothing from Statistics Canada's Canadian Defence, Aerospace and Marine Industries Survey (2016).

3.1.4. Not more than forty percent (40%) of the Obligation noted in Article 3.1.3. will be fulfilled by R&D activities for Work covered by the Management Fee defined in Annex B – Basis of Payment. Credit for Indirect Transactions involving R&D will be achieved as follows:

3.1.4.1. achieve Credit for not less than XX percent of the ITB Obligation Value, including options, in CCV, *(to be inserted from the Contractor's Proposal)* as Indirect Transactions for R&D in Advanced Materials; and

3.1.4.2. achieve Credit for not less than XX percent of the ITB Obligation Value, including options, in CCV, *(to be inserted from the Contractor's Proposal)* as Indirect Transactions involving other R&D.

3.1.5. By the end of the Achievement Period achieve Credit for not less than XX percent of the ITB Obligation Value, including options, in CCV, *(to be inserted from the Contractor's Proposal)* as Indirect Transactions involving Skills Development and Training within the apparel, textile and footwear sectors defined by NAICS codes 313, 314, 315, 316, 326290, 325220, 325210, 334410, 334512, 493, and inclusive of the definition of Military Personal Protective Equipment, Load Carriage Systems and Operational Clothing from Statistics Canada's Canadian Defence, Aerospace and Marine Industries Survey (2016).

3.2. Identification schedule

3.2.1. The Contractor shall:

3.2.1.1. submit Transactions to the ITB Authority, within six (6) months of the Contract Effective Date, such that the cumulative total of identified Transactions is not less than nine million dollars (\$9,000,000), measured in CCV; and

3.2.1.2. submit to the ITB Authority, by the end of Reporting Period 3 and every subsequent period until the end of the Achievement Period, additional Transactions or updated Transactions, such that the cumulative total of identified Transactions is not less than one hundred percent (100%) of the ITB Obligation Value, including any exercised options, measured in CCV, within one (1) year of the date of the increase.

3.3. Achievement schedule

3.3.1. Achieve Credits for the Obligations listed in Article 3.1., along the following timeline:

- 3.3.1.1. by the end of Reporting Period 2, the cumulative total of Credits from Transactions is valued at no less than ten percent (10%) of the Obligations;
- 3.3.1.2. by the end of Reporting Period 4, the cumulative total of Credits from Transactions is valued at not less than fifty percent (50%) of the Obligations; and
- 3.3.1.3. by the end of Reporting Period 6, and for every subsequent period until the end of the Achievement Period, the cumulative total of Credits from Transactions is valued at not less than ninety percent (90%) of the Obligations.

3.4. The Contractor shall carry out each and every Transaction as set out in the detailed list of Transactions attached at Appendix A, which may be amended from time to time through Contract amendment.

4. ANNUAL REPORTING

4.1. The Contractor shall submit ITB Annual Reports to the ITB Authority. These reports shall be submitted sixty (60) days after the end of the annual Reporting Period.

4.2. Each annual report shall have three parts in accordance with Part A through C described below. A template for this report is attached at Appendix F. The ITB Annual Report shall be submitted to the ITB Authority in the format provided to the Contractor by the ITB Authority.

4.3. Part A must include:

4.3.1. A high-level overview of the Work performed during the Reporting Period, including major highlights and schedule changes;

4.3.2. Obligations:

4.3.2.1. A list of all the monthly payment claims for the ITB Obligation Value that have been approved by the Contracting Authority for Work completed since the Effective Date of the Contract, broken down by Reporting Period and including the amount, date submitted and payment status.

4.3.3. Plans:

4.3.3.1. A description and explanation of any substantive changes to the Plans, including changes to company officials responsible for administering the Obligations, and any notable regional development and small business activities that occurred in the Designated Regions of Canada. This part should also include a list of the suppliers which have been added, removed or whose scope of work has been substantially altered during the Reporting Period and the rationale for the changes undertaken.

4.3.4. ITB Obligations Overview:

4.3.4.1. A detailed overview of the Contractor's Obligations as per Article 3.1., the related activities during the Reporting Period and a cumulative summary of the achievement status of each.

4.4. Part B must include:

4.4.1. For each Transaction being reported:

4.4.1.1. An update on any changes to details, such as the CCV percentage or Recipient contract information;

4.4.1.2. A description of significant achievements and activities, particularly those associated with Transactions involving multipliers;

4.4.1.3. A description of any delays, problems or Shortfalls, along with a plan of action to resolve them;

4.4.1.4. The CCV of the achievements claimed for the current Reporting Period; and

4.4.1.5. The CCV for the achievements claimed to date in all the Reporting Periods since the beginning of the Achievement Period.

4.4.2. New, changed or cancelled Transactions:

4.4.2.1. A list of Transactions which have been cancelled, added or substantially altered during the Reporting Period with the approval of the ITB Authority.

4.5. Part C must include:

4.5.1. Certificates of compliance, using the template attached at Appendix G signed by the senior company official with the authority to bind the Contractor in respect of the Transactions and CCV for which there was activity in that Reporting Period. In addition, the Contractor is required to provide certificates of compliance signed by each Eligible Donor.

5. CONTRACT PRICE CHANGES

5.1. In the event that the ITB Obligation Value is increased or decreased, the Contractor's Obligations in Article 3.1. will correspondingly be either increased or decreased.

6. TRANSACTION TYPES

6.1. Transactions may be Direct or Indirect and may involve the manufacture of goods by a Canadian Company, the purchase of goods or services from a Canadian Company, grants and donations, or Allowable Investments. The Transaction types listed below are those that have specific requirements or that receive Multipliers; they do not constitute a complete list of possible Transaction types.

6.2. The full CCV of any Transaction, including both the initial investment and any multiplied Credits, are part of the Obligations. If the Contractor fails to achieve a Transaction, the full CCV of this Obligation at the multiplied value will be made up with other Transactions, as detailed in Article 12.

6.3. The specific requirements and Credit valuation approaches for different types of Transactions are outlined below.

6.4. In-kind investments or contributions will be subject to an In-Kind Valuation.

6.5. Cyber Certification Transaction

6.5.1. A cyber certification Transaction will receive Credit for the value of the contribution if it involves:

6.5.1.1. a contribution to the cyber certification of a Canadian Company granted by a governmental or non-governmental provider that provides nationally, internationally, provincially, or territorially recognized cyber certification, which allows Canadian Companies to better access opportunities in Canada and abroad.

6.5.2. Valuation for Credit purposes

6.5.2.1. The initial value will be the cash contribution from a Contractor or Eligible Donor to a Recipient.

6.6. Skills Development and Training Transactions

6.6.1. Eligibility

6.6.1.1. A Skills Development and Training Transaction may involve an Allowable Investment within Canada in the apparel, textile and footwear sectors defined by NAICS codes 313, 314, 315, 316, 326290, 325220, 325210, 334410, 334512, 493, and inclusive of the definition of Military Personal Protective Equipment, Load Carriage Systems

and Operational Clothing from Statistics Canada's Canadian Defence, Aerospace and Marine Industries Survey (2016).

- 6.6.2. A Skills Development and Training Transaction will receive Credit for the value of the cash contribution or in-kind contributions if it involves:
- 6.6.2.1. donations of equipment or resources intended for Skills Development or Training purposes at current market value (e.g. computers or software);
 - 6.6.2.2. the hourly rate of pay associated with knowledge or technology transfer (e.g. the hourly rate of pay for an employee loaned for teaching or training);
 - 6.6.2.3. salaries of students for work-integrated learning (e.g. co-operative education and work placements);
 - 6.6.2.4. sponsorship costs for apprentices enrolled in a nationally, provincially, or territorially recognized apprenticeship program to obtain the necessary training to complete an apprenticeship program;
 - 6.6.2.5. a contribution to the personal certification of a Canadian citizen or permanent resident (as defined in the *Immigration and Refugee Protection Act*) granted by a provincially, territorially, nationally, or internationally (if no equivalent Canadian association exists) recognized trade association or representative body of a specific profession;
 - 6.6.2.6. a contribution to skills development programs, including a contribution to a charity registered with the Canada Revenue Agency or a not-for-profit organization incorporated federally under the *Canada Not-for-profit Corporations Act* or in the province or territory where it operates, for work related to Skills Development and Training (e.g. science, technology, engineering, or mathematics summer camps); or
 - 6.6.2.7. educational costs, including tuition or course fees, and travel expenses incurred in Canada and covered by the Contractor or Eligible Donor to provide employees with new or upgraded skills that are demonstrably different, improved, or expanded as compared to employees' current skills and which will enhance their career or employment potential;
- 6.6.3. The Transaction will receive a Credit multiplier of five (5) times if it involves a contribution to Skills Development and Training for Indigenous Peoples or majority Indigenous-controlled educational or training facilities.

6.6.4. The Transaction may be eligible to receive a Credit multiplier of five (5) times if it involves a contribution to Research Skills Development under Article 6.7.1 or 6.8.1.

6.6.5. The following will not be eligible for Credit

6.6.5.1. Any contribution made directly to the Contractor or Eligible Donor by any level of government to cover the cost in whole or in part of the Skills Development and Training activity; and

6.6.5.2. The value of an in-kind contribution that involves a licence for Intellectual Property.

6.6.6. Valuation for Credit purposes

6.6.6.1. The initial value will be the cash contribution from a Contractor or Eligible Donor to a Recipient; and

6.6.6.2. The value of any in-kind contributions would then be added.

6.7. Research and Development Transactions

6.7.1. A Research and Development Transaction shall receive a Credit multiplier of five (5) times if it involves:

6.7.1.1. a cash contribution to a Post-Secondary Institution for research or the establishment of research chairs or Collaborative Research undertaken with a Post-Secondary or Public Research Institution.

6.7.2. At the discretion of the ITB Authority, Contractors may be asked to submit a copy of the formal Collaborative Research written agreement covering the roles and responsibilities of the parties to the ITB Authority prior to approval of the Transaction.

6.7.3. The following will not be eligible for Credit

6.7.3.1. The value of an in-kind contribution that involves a licence for Intellectual Property.

6.7.4. Valuation for Credit purposes:

6.7.4.1. An initial value shall be calculated based on the cash contributions;

6.7.4.2. Once the initial value is established, it will be multiplied by five (5); and

6.7.4.3. The value of any in-kind contributions would then be added, based on an In-Kind Valuation.

6.8. Consortium Transactions

- 6.8.1. An Allowable Investment into a consortium shall receive a Credit multiplier of five (5) times if it involves:
- 6.8.1.1. the Contractor or an Eligible Donor;
 - 6.8.1.2. a minimum of one (1) Canadian Company as a Recipient, and
 - 6.8.1.3. a minimum of one (1) Post-Secondary Institution or Public Research Institution as a Recipient.
- 6.8.2. The Contractor or Eligible Donor shall demonstrate how its contribution contributed to those of the other consortium members.
- 6.8.3. At the discretion of the ITB Authority, Contractors may be asked to submit a copy of the formal consortium written agreement covering the roles and responsibilities of the parties to the ITB Authority prior to approval of the Transaction.
- 6.8.4. The following will not be eligible for Credit
- 6.8.4.1. Any contribution made to the consortium by Post-Secondary Institutions or Public Research Institutions; and
 - 6.8.4.2. Any contribution made directly into the consortium by any level of government.
- 6.8.5. Valuation for Credit purposes
- 6.8.5.1. An initial value will be calculated and will be the sum of the value of the cash contributions from the Contractor or an Eligible Donor to the consortium and the combined value of contributions from all other consortium members, up to a maximum value equal to that of the contribution of the Contractor or an Eligible Donor, which have been leveraged by the Contractor or Eligible Donor's participation in the consortium;
 - 6.8.5.2. Once the initial value is established, it will be multiplied by five (5); and
 - 6.8.5.3. The value of any in-kind contributions are then added, based on an In-Kind Valuation.
- 6.8.6. Other consortium criteria:
- 6.8.6.1. The combined total investment of non-Canadian Companies in the consortium will not exceed fifty percent (50%) of the total investment in the consortium.

- 6.8.6.2. In cases where an Eligible Donor participates in the same consortium as the Contractor, separate transaction sheets will be submitted that describe the Contractor's and the Eligible Donor's individual contributions to the consortium.
- 6.8.6.3. The Contractor and the Eligible Donor may only claim the Credits associated with the contributions that each has made or leveraged into the consortium.

6.9. Investment Framework (IF) Transactions

6.9.1. A Transaction may involve an investment framework Transaction, which is a long-term and innovation-related contribution made directly to a Canadian SMB. Investment framework Transactions will meet the following criteria:

- demonstrated link to either R&D activities, Commercialization Activities, or both, in Canada;
- the Recipient is an SMB;
- the Eligible Donor and Recipient cannot be the same company;
- the Transaction eligibility criteria, as outlined in Article 7;
- be an Allowable Investment;
- have a duration of at least five (5) continuous years, beginning at the date the investment is made; and
- A business plan must be submitted to the ITB Authority, in the form attached in Appendix H (Template – Investment Framework Business Plan).

6.9.2. Valuation for Credit purposes

6.9.2.1. Contributions made in cash will be valued based on the actual amount of money that has been invested. In-kind investments will be subject to an In-Kind Valuation.

6.9.2.2. The following Credit multipliers will be applied to the value of the contribution:

- cash for R&D activities or licence for IP: nine (9)
- cash to purchase, or in-kind transfer of, equipment: seven (7)
- in-kind transfer of knowledge or marketing/sales support: four (4)

6.9.3. The total issued Credits associated with an investment framework Transaction will not exceed twenty-five percent (25%) of the Obligation, specified in Article 3.1.1.

6.9.4. Timeline for Credit Award

- 6.9.4.1. Fifty percent (50%) of Credits will be awarded once the Allowable Investment is made according to the business plan, then reported to and verified by the ITB Authority. The remaining fifty percent (50%) of Credits will be apportioned over the remaining years of the Transaction, as annual reporting requirements are achieved.
- 6.9.4.2. The entire investment must remain with the SMB for at least five (5) continuous years and be used for the purposes outlined in the business plan in order for Credit to be awarded each year.

6.10. ITB Investments for Future Sales

- 6.10.1. Transactions may take the form of an Allowable Investment to a Canadian Company for its business purposes, including research, design, development, sales, or support of products or services.
- 6.10.2. The full CCV of any Allowable Investment, including or future sales Credits and the initial investment are part of the Obligations.
- 6.10.3. Valuation for Credit purposes
- 6.10.3.1. Credit is based on the CCV of future sales achieved by the Recipient as a result of the Allowable Investment:
- 6.10.3.1.1. Eligible future sales are limited to work that is not associated with this Contract and to work that is not counted for Credit on any other Industrial and Regional Benefits or ITB contract or agreement. Eligible future sales will be pro-rated by the resulting future sales by the ratio of the Contractor's Allowable Investment in the Recipient, relative to either:
- Recipient's Capitalization at the time the investment was made (in cases of purchase of non-controlling shares); or
 - the combined total contributions made by all parties in the activity (in all other cases).
- 6.10.3.2. In the case of cash Allowable Investment, the value of the Allowable Investment itself may be credited, once the Recipient's future sales achievement surpasses the amount of the Allowable Investment.
- 6.10.3.3. In the case of an in-kind Allowable Investment, the value of reasonable transfer costs, as determined by the ITB Authority, will be credited once the Recipient's future sales achievement surpasses the amount of the costs. Reasonable transfer costs include infrastructure set-up to exploit technology. The value of the in-kind Allowable Investment itself will not be credited.

6.10.3.4. The Allowable Investment will remain with the Canadian Company for a minimum of three (3) years, starting from the date the investment is placed with the Recipient. Failure to do so will result in the immediate deduction of all Credits for the Transaction.

6.10.3.5. Allowable Investments shall be assessed as to whether they:

- help provide a capability that does not already exist in Canada;
- develop strategic partnerships with Canadian Companies that contribute to their long-term viability and increase sales; and
- do not result in overcapacity, shutdowns of existing companies or losses of prospective sales by existing companies in Canada.

6.10.3.6. The capital associated with the purchase of a Canadian Company that is considered a “going concern” is not an Allowable Investment for ITB Credit. If the investment is for a Canadian Company that is insolvent, or has initiated, or had initiated in respect of it, any proceeding seeking relief under any bankruptcy or insolvency law, or similar law affecting creditors’ rights, then the investment can be considered for ITB purposes.

6.11. Venture Capital Fund (VCF) Transactions

6.11.1. Eligibility:

6.11.1.1. VCF Transactions involve those instances where the Contractor or an Eligible Donor provides funds to a VCF. A VCF is a pooled group of investments directed at assisting the growth of Canadian small businesses and is managed by an unrelated third party.

6.11.1.2. A VCF is any organization which manages investments, such as but not limited to banks, trust companies, venture capital funds, and investment companies. A VCF must be both registered to do business as such and managed in Canada.

6.11.1.3. A high percentage of a chosen VCF’s investment activity will be with small businesses involved in the development, manufacture or commercialization of advanced technology products or services in one or more of the following sectors:

6.11.1.3.1. Life sciences (biotechnology, medical devices and pharmaceuticals);

6.11.1.3.2. Health;

6.11.1.3.3. Advanced Materials;

6.11.1.3.4. Advanced manufacturing;

- 6.11.1.3.5. Environment;
- 6.11.1.3.6. Information and communications technologies; and
- 6.11.1.3.7. Aerospace and defence.
- 6.11.1.4. Canadian small businesses receiving the VCF investment will be privately held and have fifty (50) employees or less in service based industries or one hundred (100) employees or less in manufacturing based industries at the commencement of the investment. In the event that a small business decides to make an initial public offering, no further Credit will be granted by the ITB Authority for that company within the VCF Transaction.
- 6.11.1.5. Initial investments by the VCF manager, including co-investments, in eligible small businesses will not exceed one million dollars (\$1,000,000).
- 6.11.2. Valuation for Credit purposes:
 - 6.11.2.1. The Credit multiplier for VCF investments is five (5). Credit may be claimed for the initial contribution once the Contractor or Eligible Donor deposits it to the VCF. Credit for the remaining multiples may be claimed when the VCF manager assigns the funds to a Canadian small business as defined above.
 - 6.11.2.2. The VCF funds must remain with the Recipient for a minimum of continuous three (3) years, starting from the date the funds are placed. Failure to do so will result in the immediate deduction of all Credits for the Transaction.
 - 6.11.2.3. The multiplied Credit related to VCF investments will not exceed five percent (5%) of the Obligations in Article 3.1.

7. TRANSACTION ELIGIBILITY CRITERIA

7.1. Each proposed Transaction is assessed by the ITB Authority against all of the eligibility criteria outlined below:

- 7.1.1. **Causality:** each Transaction must be one which was brought about by either the Contractor or an Eligible Donor, due in part to a current or anticipated ITB or Industrial and Regional Benefit (IRB) obligation to Canada. It will not be one which probably would have been entered into if an obligation had not existed or been anticipated. Causality may be demonstrated to a specific project or more broadly to a company's obligations in general.

7.1.1.1. The Contractor or an Eligible Donor must demonstrate causality by providing a detailed statement on causality using the space provided in the transaction sheet template attached at Appendix B. The statement will outline the steps and timelines involved in its decision about a business activity and clearly show the link between the steps and decision on that business activity and Canada's ITB Policy.

7.1.1.2. The Contractor or an Eligible Donor must also provide evidence that will certify causality, in support of its detailed statement referred to in Article 7.1.1.1. A certification template is found in Appendix C.

7.1.2. **Timing:** Transactions will be implemented within the Achievement Period.

7.1.2.1. Transactions that are identified after the Effective Date must only involve work occurring after the date that the Transaction was proposed to the ITB Authority.

7.1.3. **Incrementality:** Transactions will involve new work in Canada.

7.1.3.1. Should an Indirect Transaction involve the purchase of goods or services from an existing Canadian supplier to the Contractor or an Eligible Donor, the incremental method of calculating the Credits will apply, as follows:

7.1.3.1.1. A three-year average of previous purchases is calculated, based on the three years immediately preceding the date that the Transaction was proposed to the ITB Authority; and,

7.1.3.1.2. Credit will be awarded only for the amounts which exceed the three year average, in each of the Reporting Periods.

7.1.3.2. The incremental method of calculation outlined in Article 7.1.3.1.1. does **not** apply in cases where the product or service being purchased in the Transaction:

7.1.3.2.1. involves a Direct Transaction;

7.1.3.2.2. is substantially different than what was previously purchased;

7.1.3.2.3. involves a different end use (market sale, application, etc.) for what was previously purchased; or,

7.1.3.2.4. follows a competitive process to re-select the Canadian supplier.

7.1.3.3. The Contractor or an Eligible Donor will demonstrate incrementality by providing a statement on incrementality for every proposed Indirect

Transaction, using the template attached at Appendix D. The Contractor or an Eligible Donor will also provide supporting evidence of incrementality as indicated in the template.

7.1.4. **Eligible Donor:** Transactions will be undertaken by the Contractor or an Eligible Donor.

7.1.4.1. For proposed Eligible Donors that are Canadian Companies with less than five hundred (500) employees, the Canadian Company will certify that it understands and has the capacity to undertake Obligations with respect to this Contract. Capacity includes factors such as: company size, product offerings, market conditions, corporate ownership, management processes, and level of Canadian content. A certification template is attached in Appendix E. At the discretion of the ITB Authority, Contractors or Eligible Donors that have signed the eligible donor certificate may be asked to submit additional information to confirm their status.

7.1.4.2. For Transactions proposed after the Effective Date of the Contract, Contractors must clearly demonstrate that the Canadian Company has the capacity to undertake Obligations with respect to this Contract and the ITB Authority may seek additional information confirming Canadian Company capacity.

7.1.4.3. The Contractor, and not the Eligible Donors, will be fully responsible to Canada for all Obligations related to this Contract, regardless of any subcontracting arrangements with Eligible Donors.

7.1.4.4. The Contractor shall include in the subcontract with each Eligible Donor the consents, authorities and approvals that it requires to meet its Obligations under these Terms and Conditions.

7.1.4.5. A list of approved Eligible Donors for the Contract is found in Article 19.

7.1.5. **Other Eligibility Criteria:** Transactions will have to meet other criteria, dependent upon the Transaction type listed in Article 6 and criteria listed below.

7.1.5.1. Transaction Recipient: Transactions will have one Recipient, unless it is a Grouped Transaction. Government organizations cannot be Recipients, unless it is a Public Research Institution.

7.1.5.2. Level of Technology: Indirect Transactions will involve a level of technology that is the same or higher than that of OCFC2.

7.1.5.3. CCV: Indirect Transactions will have a CCV of no less than thirty percent (30%) of the total value of the Transaction.

- 7.1.5.4. Alignment with policy features: Transactions will comply with any specific criteria and valuation features outlined within these Terms and Conditions.
- 7.1.6. The ITB Authority will assess eligibility prior to a proposed Transaction becoming an Obligation in the Contract. Contractors should note that all Transactions are subject to annual reporting and verification before Credits are confirmed.
- 7.1.7. One Transaction may be used to meet more than one of the Obligations in Article 3. Credits will be awarded based on how much of the Transaction value is attributable to each Obligation.
- 7.1.8. Failure to provide the information and certifications outlined in the above Articles may result in a proposed Transaction being rejected. Further, the provision of this information and certification should not be seen as limiting the discretion of the ITB Authority in any decisions related to the eligibility of proposed Transactions.

8. CANADIAN CONTENT VALUE (CCV)

- 8.1. CCV means that portion of the value of a product or service that involves Canadian costs. The CCV of any Direct and Indirect Transaction will be determined by the net selling price method or the cost aggregate method, described below.
 - 8.1.1. Net selling price method: A product or service that bears a substantiated selling price will have its CCV calculated as follows:
 - 8.1.1.1. begin with the total selling price of the product or service;
 - 8.1.1.2. minus the applicable customs duties, excise taxes, Goods and Services Taxes, Harmonized Sales Taxes and all provincial sales taxes
 - 8.1.1.3. minus any ineligible costs, as detailed in Article 8.2.; and
 - 8.1.1.4. the remaining value is the CCV.
 - 8.1.2. Cost aggregate method: This method is used where a product or service contained in a Transaction cannot be assigned a substantiated selling price (e.g. in-house production). This method of calculating CCV is the aggregate of the following items:
 - 8.1.2.1. the cost of parts produced in Canada and the cost of materials, to the extent that they are of Canadian origin, that are incorporated in the product in the factory of the manufacturer in Canada;

- 8.1.2.2. the cost of parts or materials of Canadian origin, in that they have been exported from Canada and subsequently imported into Canada as parts or finished goods;
- 8.1.2.3. transportation costs, including insurance charges, incurred in transporting parts and materials from a Canadian supplier or frontier port of entry to the factory of the manufacturer in Canada for incorporation in the product, to the extent that such costs are not included in the foregoing paragraph; and
- 8.1.2.4. such part of the following costs, as are reasonably attributable to the production or implementation of the product, service or activity:
 - 8.1.2.4.1. wages and salaries paid for direct and indirect production and non-production labour, paid to employees residing and working in Canada, who are Canadians or permanent residents, as defined in the *Immigration and Refugee Protection Act 2001*, c.27;
 - 8.1.2.4.2. materials of Canadian origin used in the work but not incorporated in the final products;
 - 8.1.2.4.3. utilities paid in Canada, such as light, heat, power and water;
 - 8.1.2.4.4. workers compensation, employment insurance and group insurance premiums, pension contributions and similar expenses incurred with respect to wages and salaries of Canadians or permanent residents referred to above;
 - 8.1.2.4.5. taxes on land and buildings in Canada;
 - 8.1.2.4.6. fire and other insurance premiums relative to the production plant, its equipment and production inventories, paid to a company authorized by the laws of Canada or any province to carry on business in Canada or such province;
 - 8.1.2.4.7. rental for factory or office premises in Canada paid to a Canadian Company;
 - 8.1.2.4.8. maintenance and repairs that are executed in Canada to buildings, machinery and equipment used for production purposes;
 - 8.1.2.4.9. tools, dies, jigs, fixtures and other similar plant equipment items of a non-permanent nature that have been designed, developed or manufactured in Canada;

- 8.1.2.4.10. engineering and professional services, experimental work and product or process development work executed and completed in Canada by Canadians or permanent residents;
- 8.1.2.4.11. Research and Development activities performed in Canada;
- 8.1.2.4.12. miscellaneous factory and office expenses paid in Canada, such as: administrative and general expenses; depreciation with respect to production machinery and permanent plant equipment and the installation costs of such machinery and equipment; and, a capital allowance not exceeding five (5) percent of the total capital outlay incurred for buildings in Canada owned by the producer of the work;
- 8.1.2.4.13. Canadian citizen and permanent resident travel expenses specifically associated with Direct Transactions on OCFC2 and incurred in Canada, including transportation, meals, and accommodations;
- 8.1.2.4.14. fees paid for services performed by Canadians or permanent residents in Canada not elsewhere specified; and
- 8.1.2.4.15. pre-tax net profit upon which Canadian taxes are paid or are payable.

8.2. Costs or business activities that are ineligible for Credit:

- 8.2.1. non-repayable funding from any level of government (municipal, provincial, territorial, or federal);
- 8.2.2. the value of materials, labour and services imported into Canada;
- 8.2.3. in the case of an Indirect Transaction, the value of raw materials and Semi-processed Goods exported from Canada;
- 8.2.4. the value of any remuneration, living costs, travel expenses and relocation costs paid to non-Canadians for work on the Project;
- 8.2.5. the amount of all Excise Taxes, Import Duties, Federal and Provincial Sales Taxes, Goods and Services Taxes, Harmonized Sales Taxes and other duties;
- 8.2.6. the value of any royalties and license fees paid by the Contractor or an Eligible Donor to a person, company or entity outside of Canada;
- 8.2.7. the value of goods and services with respect to which Credits have been received or are being claimed by the Contractor or an Eligible Donor as a Transaction to Canada under any other obligation or agreement;

- 8.2.8. any proposal or bid preparations costs;
- 8.2.9. all transportation or travel costs not covered under Articles 8.1.2.3. or 8.1.2.4.;
- 8.2.10. the cost of government furnished equipment (equipment supplied by Canada to be used in the production process; for example, tooling, jigs, dies, production equipment);
- 8.2.11. license fees paid by the Recipient and any on-going royalty payments;
- 8.2.12. Transactions claimed by a Contractor that pertain to its influence or that of an Eligible Donor over any country's purchasing agent/department;
- 8.2.13. interest costs associated with letters of credit or other financial instruments to support Transactions;
- 8.2.14. fees paid to lobbyists (as per the Lobbying Act, R.S.C. 1985, c. 44 (4th Supp.)); and
- 8.2.15. fees paid to third-party consultants or agents for work related to obtaining Credit against this Contract. This includes, but is not limited to: providing advice on the ITB/IRB policy; preparation of proposed Transactions and reports; representing the interests of the Contractor to the ITB Authority; and searching for potential Recipients.

9. BANKING AND POOLING

- 9.1. The Contractor cannot apply banked Transactions to this Contract.
- 9.2. The Contractor cannot submit Overachievements to the bank arising from Transactions in this Contract.
- 9.3. The Contractor cannot apply any pooled portion of a Transaction to this Contract.

10. PUBLIC COMMUNICATIONS

- 10.1. The Contractor, its Eligible Donors and Recipients are encouraged to be as transparent as possible regarding the Obligations, Commitments and specific Transactions, making them publicly available whenever possible.
- 10.2. The Contractor and the ITB Authority will jointly coordinate public communications related to the Transactions. The two parties will also collaborate to identify success stories associated with specific Transactions.
- 10.3. The Contractor consents to public announcements regarding OCFC2, made by or on behalf of the ITB Authority, which are related to Obligations, Commitments and

Transactions. These announcements would include company names, general descriptions of the work being proposed and approximations of CCV. In these cases, the ITB Authority will make all reasonable efforts to ensure that the Contractor has the opportunity to participate in the announcement and the preparation of any related materials. The Contractor will obtain a similar consent from each of the Eligible Donors and Recipients.

- 10.4. The Contractor consents to allow the ITB Authority to publish and openly disclose the Contractor's track record in fulfilling its Obligations, in a manner that respects commercial confidentiality.
- 10.5. For all other public communications regarding the Transactions, drafts of announcements and their publication schedule will be delivered by either party to the other as soon as is reasonably possible, but in any event prior to the proposed release date. Each party will make every effort to inform the other, and seek resolution of, any objections to the content or timing of a proposed announcement.
- 10.6. Nothing in this Article will be interpreted as preventing the fulfillment by any company involved in an Obligation or Transaction of its reporting obligations under applicable securities laws.

11. INFORMATION MANAGEMENT

- 11.1. It is understood and agreed that the Contractor will submit corporate and transactional business information to the ITB Authority in the implementation of these Terms and Conditions, some of which may contain information that is sensitive and confidential to the Contractor. The ITB Authority will ensure, to the best of its ability, that this information is protected, stored and used according to the Government of Canada's information management and security guidelines.
- 11.2. The Contractor agrees that the overall, aggregate information related to Obligations, Transactions and Credits is considered by the ITB Authority to be information available to Parliament and the public.
- 11.3. Subject to all applicable federal laws and processes, such as the *Access to Information Act*, the *Privacy Act* and the *Library and Archives of Canada Act*, the ITB Authority will not release or disclose outside the Government of Canada any of the Contractor's commercially confidential business information.
 - 11.3.1. Data may be used by the ITB Authority for internal policy analysis purposes. Certain relevant information may also be shared, subject to applicable laws and processes, with other government organizations and agencies with whom the ITB Authority collaborates in the administration of the ITB policy.

12. TRANSACTION ALTERATIONS

- 12.1. The Contractor will not alter the Transactions listed in Appendix A unless:
 - 12.1.1. the Contractor has submitted a proposal to the ITB Authority through the Contracting Authority, with respect to the alteration; and,
 - 12.1.2. the ITB Authority through the Contracting Authority has given written approval to the Contractor and requested the Contracting Authority to amend the Contract accordingly.
- 12.2. The Contractor may propose alterations to or substitutions for any of the Transaction(s) listed in Appendix A, and the ITB Authority may accept these requests provided that in the judgment of the ITB Authority:
 - 12.2.1. the circumstances requiring the change are exceptional and likely to result in undue hardship upon the Contractor if a change is not made;
 - 12.2.2. the Obligations in Article 3 of these Terms and Conditions are maintained;
 - 12.2.3. the proposed alterations or substitutions meet the eligibility criteria stated in these Terms and Conditions;
 - 12.2.4. the proposed substitute Transaction is not less than the Transaction to be replaced as to the level of technological sophistication of the work to be performed, the CCV, and the extent to which it meets the Proposal submitted by the Contractor in its bid submission. For greater clarity, a Transaction in one VP evaluation criteria area must be replaced by a new Transaction under the same VP evaluation criteria area; and
 - 12.2.5. the proposed substitute Transaction would not have lowered the Contractor's VP score as determined in the original selection process.
- 12.3. Mutual Abatement and Trading
 - 12.3.1. Mutual Abatement is the reduction of the Contractor's Obligation in exchange for the reduction of a Canadian Company's obligations to a foreign offset authority and is not permitted. Trading of Obligations, or of Credits, is also not permitted.
- 12.4. If, during the term of the Contract, a change in the Work is initiated by Canada which results in the Contractor no longer being able to source from a Canadian Company and, as a consequence, Obligations may not be met, the Contractor will immediately notify the ITB Authority through the Contracting Authority. The Contractor will fully describe the issue and provide all supporting data, including a complete record of attempts to purchase from Canadian sources and Canadian suppliers' responses, together with an analysis of specific technical, commercial or other factors which result in the inability to source from a Canadian Company. In such instances, the

Obligations shall be reduced to the extent the CCV associated with the change differs from the CCV of the original Work. Notwithstanding the foregoing, the Obligations in Article 3 will remain.

13. VERIFICATION AND ACCESS TO RECORDS

- 13.1. The Contractor will implement the procedures and practices as described in the Management Plan.
- 13.2. The Contractor will keep proper records and all documentation relating to the Transactions attached to this Contract as well as the purchases, including invoices and proof of payments. The Contractor will not, without the prior written consent of the ITB Authority, dispose of any such records or documentation until the expiration of two (2) years after final payment under this Contract, until settlement of all outstanding claims and disputes, or the end of the Achievement Period, whichever is later.
- 13.3. All such records and documentation will, during the aforementioned retention period, be open to verification, inspection and examination by the ITB Authority, through access at reasonable times, and within thirty (30) calendar days of being notified by the ITB Authority. The Contractor shall obtain similar undertakings in the subcontracts of all Eligible Donors and arrange for the same in respect of work performed by such Eligible Donors for which ITB Credits are claimed. The Contractor and its Eligible Donors shall ensure through its subcontracts and arrangements that Recipients keep pertinent records.
- 13.4. Where, subsequent to the verification action taken pursuant to this Article, the ITB Authority determines that the records are insufficient to verify the Contractor's achievements in respect of any Obligation or Commitment, the Contractor will provide such additional information as may be required by the ITB Authority.
- 13.5. Where it cannot be verified that a Transaction has been achieved as claimed, that portion of the Transaction which cannot be verified will be considered as not having been achieved and the ITB Authority will give notice to the Contractor of the Shortfall through the Contracting Authority.
- 13.6. If the ITB Authority determines that a significant deficiency in the Contractor's achievements exists such that the ITB Authority believes that the Contractor will not meet its Obligations, the ITB Authority may give, through the Contracting Authority, notice to the Contractor and request the Contractor to submit a proposal showing how the Contractor plans to correct the deficiency. The Contractor will submit its proposal within sixty (60) calendar days of receipt of such notice. If the proposal is not provided within this time period or is not acceptable to the ITB Authority, the ITB Authority may request the Contracting Authority to terminate the Contract.

14. CONFLICT RESOLUTION

- 14.1. The ITB Authority and the Contractor acknowledge that they have entered into a long-term relationship, with the goal that the Contractor achieves the Obligations and Commitments stated herein, delivers long-term economic benefits to Canada and carries out these Terms and Conditions.
- 14.2. Guiding this long-term relationship are common values and approaches, such as mutual accountability, open communication, mutual respect and effective collaboration. The relationship will involve officials at the project level (i.e. ITB and contract managers) and at the management level (i.e. Departmental and Executive officials). Discussions will be frequent and ongoing over the life of the Contract.
- 14.3. In the event that a disagreement arises between the ITB Authority and the Contractor regarding an ITB matter, each party will bring their concerns forward to the other for discussion and resolution. Parties are encouraged to raise concerns first at the project level. Should discussions at the project level fail to resolve the issue, the parties are then encouraged to engage at the management level.

15. REMEDIES

- 15.1. The long-term relationship between the Contractor and ITB Authority is supported by several processes aimed at promoting regular, ongoing engagement between the two parties. These processes include the Transaction identification schedule outlined in Article 3 and the annual reporting process outlined in Article 4. Taken together, these and other monitoring measures are aimed at encouraging positive engagement, use of best practices and the successful completion of the Contractor's Obligations in this Contract.
- 15.2. Notwithstanding the terms of this Contract that provide remedies in the event of default by the Contractor, one or more of the following remedies may be exercised in the event of default under these Terms and Conditions. Some or all remedies may apply, but combined will not exceed ten percent (10%) of the ITB Obligation Value. In the event of a default by the Contractor of its Obligations pursuant to these Terms and Conditions, the remedies contained in this Article are in addition to, and not in substitution for, any remedies provided elsewhere in the Contract (e.g. Performance Management Framework at Annex F to the Contract).
- 15.3. Holdback/Stop Payment
 - 15.3.1. If the Contractor has failed to meet any of its Obligations contained in Articles 3.2. and 3.3., the ITB Authority will notify the Contractor in writing, through the Contracting Authority, of such deficiency and Canada may apply a holdback (the Holdback) from any claim for payment then due or payable under the Contract.

15.3.2. In the event that there is a deficiency with respect to both Articles as set forth in 3.2. and 3.3., the Holdback pursuant to Article 15.3.1. shall be in respect to the deficiency which is the greater of the deficiencies.

15.3.2.1. With respect to the Holdback outlined in Article 15.3.1., a cure period of sixty (60) calendar days (the Cure Period), beginning on the date of notification to the Contractor by the ITB Authority, will apply before the Holdback takes effect. Within the Cure Period, the Contractor may take corrective action by providing to the ITB Authority a corrective action plan to remedy the deficiency. If the plan is accepted by the ITB Authority, no Holdback will be made.

15.3.2.2. If, after the Cure Period, the plan has not been accepted pursuant to Article 15.3.2.1., then:

15.3.2.2.1. ten percent (10%) of subsequent monthly claims for payment will be withheld; and

15.3.2.2.2. the Holdback will accrue: (a) to a maximum of ten percent (10%) of the deficiency provided in Article 15.3.1.; or (b) until the Contractor submits a plan that is approved by the ITB Authority, whichever occurs first.

15.3.3. The Holdback will be released progressively as the deficiency is extinguished. During the Holdback period, the ITB Authority will confirm the amount of Credits achieved and Transactions identified within a reasonable amount of time from when the claims or proposed Transactions are submitted by the Contractor. The corresponding amount of the Holdback will be released when the next payment under the Contract is made.

15.4. Liquidated Damages

15.4.1. If the Contractor fails to achieve any of the Obligations in Articles 3.1.1. and 3.1.2., by the end of the Achievement Period, Canada may in its sole discretion elect to require the Contractor to pay to Canada as liquidated damages ten percent (10%) of the total deficiency, less the amount of any Holdback.

15.4.1.1. In the event that a deficiency is comprised of more than one of the Obligations in Articles 3.1.1. and 3.1.2., the Contractor will be liable only for the deficiency that arises under the Obligation that results in the highest liquidated damages.

15.4.2. If the Contractor fails to achieve any of the Obligations in Articles 3.1.3., 3.1.4., and 3.1.5., by the end of the Achievement Period, Canada may in its sole discretion require the Contractor to pay to Canada as liquidated damages twenty percent (20%) of the total deficiency, less the amount of any Holdback.

15.4.3. In the event that a deficiency is comprised of more than one of the Obligations in Articles 3.1.3., 3.1.4., and 3.1.5., the Contractor will be liable in respect to Article 15.4.2., under all deficiencies on an additive basis.

15.4.4. The obligation of the Contractor to pay liquidated damages, if such obligation exists, pursuant to Article 15.4.1. or 15.4.2., will be triggered by notice by either the Minister or the Deputy Minister of Public Works and Government Services to the Contractor, stating that the Contractor is in default under the Contract for failure to achieve the identified Obligations within the Achievement Period and that Canada is demanding payment of liquidated damages in accordance with this Article.

15.5. Contract Termination

15.5.1. Default by the Contractor - In the event that this Contract is terminated for default pursuant to Section 31 of General Conditions 2030, the ITB Authority will notify the Contractor, and the Contractor will identify Transactions equal to one hundred percent (100%) of the combined value of the Obligations no later than one hundred and eighty (180) days following the date of notification of contract termination.

15.5.2. The Contractor will then, within one hundred and eighty (180) days of the contract termination date, in its sole discretion, elect either:

15.5.2.1. To take action to achieve all identified Transactions prior to the date of contract termination; or

15.5.2.2. To pay Canada as liquidated damages the amount calculated in accordance with Article 15.4., less the amount of any Holdback.

15.5.3. For the purposes of Article 15.5.1.1., the amount of liquidated damages shall be calculated on the basis of the ITB Obligation Value. If the Contractor fails to identify the Transactions within the time period in Article 15.5.1., then the requirement to pay liquidated damages as set out in Article 15.4. shall apply.

15.5.4. The parties agree that Canada's right under Section 31 of General Conditions 2030 to terminate the Contract for default shall not apply to a failure to meet the Contractor's Obligations under these Terms and Conditions, unless the Contractor fails or neglects, within sixty (60) days of the ITB Authority's demand to do so, to satisfy any of the material Obligations listed below:

15.5.4.1. Pay the liquidated damages amounts required by Article 15.4.; and

15.5.4.2. Satisfy its Obligations described in Article 3.

15.5.5. The Parties agree that:

- 15.5.5.1. the obligations contained in Article 15.5.1. constitute material obligations under the Contract; and
- 15.5.5.2. the obligations contained in Article 15.5.1. shall survive termination of the Contract.
- 15.5.6. Termination for Convenience - In the event that this Contract is terminated for convenience pursuant to Section 32 of General Conditions 2030, the Contractor will have no further obligations and liabilities under these Terms and Conditions, including any liabilities arising from its Obligations. In the event of partial termination of the Contract under Section 32 of General Conditions 2030, the Contractor will be released from the terminated portions of the Obligations and from the provisions of Article 3 as it relates to such terminated portions.
- 15.6. Letter of Credit
 - 15.6.1. In the event that the Contractor has not completed its Obligations at the time of completing the Work under the Contract and being entitled to receipt of the final progress payment from Canada, the Contractor may be required to provide to Canada a guarantee for completion of the Obligations prior to the expiration of the Achievement Period in the form of a letter of credit. This letter of credit will be in the amount of monies that would be owing by way of liquidated damages should the Contractor not achieve any further Credits after the date of the final progress payment.
 - 15.6.2. The letter of credit will be:
 - 15.6.2.1. issued by a financial institution which is a member of the Canadian Payment Association;
 - 15.6.2.2. in form and substance satisfactory to the ITB Authority;
 - 15.6.2.3. solely at the cost of the Contractor;
 - 15.6.2.4. abated as set forth below;
 - 15.6.2.5. unconditional and irrevocable; and,
 - 15.6.2.6. subject to the Uniform Customs and Practice for Documentary Credits, as set out in Publication No. 600, July 2007.
 - 15.6.3. The letter of credit will remain in force until the earliest of:
 - 15.6.3.1. the achievement of the Obligations; and
 - 15.6.3.2. six (6) months following the submission of the ensuing final annual report at which time the letter of credit will be abated in full and will be returned by Canada to the Contractor. Provided that, if the

Obligations have not been achieved, Canada will draw down on the letter of credit in the amount of the outstanding Obligations prior to returning it to the Contractor.

- 15.6.4. The obligation of the financial institution to pay under the letter of credit will be triggered by notice executed by the Contracting Authority to the issuing bank, stating that the Contractor is in default under the Contract for failure to achieve the Obligations within the Achievement Period, that Canada has made a demand by notice for payment of liquidated damages in accordance with the liquidated damages Articles and that the Contractor has failed to pay Canada such liquidated damages. No other event will trigger payment under the letter of credit.
- 15.7. The Contracting Authority in accordance with this Article, will have the right to holdback, drawback, deduct and set off from and against the monies owing at any time by Canada to the Contractor, any amounts owing under this Contract.
- 15.8. Nothing in this Article will be interpreted as limiting the rights and remedies which the Contracting Authority may otherwise have in relation to any breach of the Contract by the Contractor.
- 15.9. Actual damages which would be sustained by Canada in the event of a breach by the Contractor of the Obligations in this Contract would be commercially impracticable or extremely difficult to compute or ascertain and, therefore, the provisions for liquidated damages are agreed to be a fair and reasonable best estimate of such actual damages, and the manner provided herein for the enforcement and collection of liquidated damages is agreed to be fair and reasonable.

16. RESPONSIBILITIES OF THE PARTIES

- 16.1. The award of this Contract to the Contractor resulted from a procurement process in which the Contractor committed to fulfill the Obligations set out in Article 3.
- 16.2. It is the responsibility of the Contractor to ensure that it can complete the Transactions and that these are not limited by applicable laws, regulations, policies or standards.

17. COMPLIANCE WITH THE *LOBBYING ACT*

- 17.1. The Contractor represents, warrants and undertakes that it and the Eligible Donors are and will remain in compliance with Canada's *Lobbying Act* with respect to these Terms and Conditions.

18. CONTINGENCY AND SUCCESS FEES

- 18.1. The Contractor represents warrants and undertakes that neither it nor an Eligible Donor will make or agree to make any payment to an individual, company or entity that is contingent on the approval of Credit by the ITB Authority under these Terms and Conditions or upon the entity's success in arranging meetings with public office holders.
- 18.2. The ITB Authority acknowledges that the Contractor, for the purposes of making the representation and warranties in Articles 17.1 and 18.1 on behalf of the Eligible Donors, has relied on a representation provided by each of them to it.

19. LIST OF APPROVED ELIGIBLE DONORS

- 19.1. The Eligible Donors to this Contract include the companies and coordinates listed below:

[List to be included at contract award]

**APPENDIX A: VALUE PROPOSITION COMMITMENTS, PLANS
AND TRANSACTIONS**

Value Proposition Commitments – to be referenced from Contractor’s Proposal.

Plans – to be referenced from Contractor’s Proposal

Transactions – a detailed list and tabular chart to be attached, based on the Contractor’s Proposal and then updated throughout the Achievement Period.

Transaction # and Version	Title	Description	Donor	Recipient	CCV\$
					<i>Sub-totals for direct, indirect, SMB and VP criteria</i>

Protected B (when completed)

APPENDIX B: TEMPLATE – TRANSACTION SHEET

Excel spreadsheet available upon request from the PSPC Contracting Authority.

APPENDIX C: CERTIFICATE OF CAUSALITY

INDUSTRIAL AND TECHNOLOGICAL BENEFITS (ITB)

WHEREAS the ITB policy requires that, as evidence of causality, the Contractor shall provide a detailed statement on causality and submit a signed certificate of causality as supporting evidence to the ITB Authority;

NOW THEREFORE, I _____, in my capacity as a senior officer of the (*donor company*), do hereby declare and certify as follows:

- i) I am aware of the meaning of causality, as outlined in the Terms and Conditions;
- ii) The information contained in the transaction sheet(s) appended herewith provides a detailed statement on causality, which outlines the steps and timelines involved in the decision about a procurement or investment activity and which clearly shows the link between the steps and decision on a business activity and Canada's ITB or IRB policy;
- iii) The information contained in the transaction sheet(s) noted below and appended herewith, is to the best of our knowledge and ability complete, true and accurate;
- iv) Failure to provide a detailed statement on causality and this certificate may result in the proposed Transaction being rejected pursuant to the Terms and Conditions. Provision of this causality information should not be seen as limiting the discretion of the ITB Authority in decisions related to the eligibility of specific Transactions submitted for approval.

IN WITNESS THEREOF THIS CERTIFICATE OF CAUSALITY HAS BEEN SIGNED THIS _____ DAY OF _____ BY THE SENIOR OFFICER WHO IS DULY AUTHORIZED IN THAT BEHALF.

SIGNATURE

NAME AND TITLE OF SENIOR OFFICER

AT: _____

Project and Transaction number(s): _____

Title(s): _____

Recipient Company(ies): _____

APPENDIX D: INCREMENTALITY CHECKLIST

For Indirect Transactions, complete this checklist and attach supporting documentation

<p>Incremental work is the purchase of a good or service that represents new or additional purchases from a Canadian supplier. These new or additional purchases may take various forms. They may involve:</p>	<p>Please check the appropriate box</p>
<p>i) purchase of a new product or service from a new Canadian supplier on an Indirect Transaction</p>	<p><input type="checkbox"/> Written statement attesting the Canadian Recipient is a new supplier + Purchase Order (or PO equivalent if the order has not taken place)</p>
<p>ii) purchase of a new product or service from an existing Canadian supplier on an Indirect Transaction</p>	<p><input type="checkbox"/> Written statement attesting the product/service has not previously been purchased + Purchase Order (or PO equivalent if the order has not taken place)</p>
<p>iii) purchase of an existing product or service from an existing Canadian supplier on an Indirect Transaction, but which involves a new application or end use of the product (see example below)</p>	<p><input type="checkbox"/> Written statement detailing the new application or end use of the product/service + New part number (where applicable) + Purchase Order (or PO equivalent if the order has not taken place)</p>
<p>iv) purchase of an existing product or service from an existing Canadian supplier on an Indirect Transaction, but where there has been a new competitive process to re-select the supplier</p>	<p><input type="checkbox"/> Written statement detailing the Request for Quote (or equivalent) proving a new competition has taken place + Purchase Order (or PO equivalent if the order has not taken place)</p>
<p>v) purchase of an existing product or service from an existing Canadian supplier on an Indirect Transaction, but where none of the above circumstances apply. (in these cases, a three-year average of previous purchases will be calculated, based on the three years immediately preceding the date of identification of the Transaction to the ITB Authority, and Credit may be awarded on those purchase amounts which exceed the three year average, in each of the ensuing Reporting Periods)</p>	<p><input type="checkbox"/> Written statement detailing the three-year average calculation</p>
<p>vi) other: _____</p>	<p><input type="checkbox"/> Written statement detailing the activity + other evidence</p>
<p><i>An example of a new application or end use: The Contractor has previously purchased military tripods from a Canadian supplier that mount to Gun A for sale to Country A. The new application or end use could be the purchase of the same military tripods from the Canadian supplier, but instead of mounting to Gun A for sale to Country A, they are mounted to Gun A for sale to Country B, or they are mounted to Gun B for sale to Country B.</i></p>	<p style="text-align: center;"><i>The ITB Authority at its discretion will determine if the proposed Transaction is incremental taking the information provided into account.</i></p>

APPENDIX E: CERTIFICATE OF ELIGIBLE DONOR

INDUSTRIAL AND TECHNOLOGICAL BENEFITS (ITB)

WHEREAS the ITB policy requires Transactions be undertaken by an Eligible Donor, as outlined in the Terms and Conditions;

AND WHEREAS, the ITB policy requires that when a proposed Eligible Donor is a Canadian Company with less than 500 employees, it has the capacity to undertake Obligations with respect to this Contract;

NOW THEREFORE, I _____, in my capacity as an officer of (*Canadian Company name*), do hereby declare and certify as follows:

- i) I am familiar with Canada's ITB policy, goals and objectives.
- ii) I am aware of the meaning of Eligible Donor, as defined in Article 7 of the Terms and Conditions;
- iii) I understand and accept the responsibilities associated with acting as an Eligible Donor and strategic partner in the delivery of the Obligation on the (*insert project name*) project. These responsibilities may include sharing a portion of the Obligation, remedies, planning and undertaking Direct and Indirect Transactions, record keeping and supporting the prime contractor in the areas of annual reporting and verification.
- iv) My company has the capability and resources to undertake the role of Eligible Donor on this project.
- v) Failure to provide a certificate of Eligible Donor may result in the proposed Transaction being rejected pursuant to the Terms and Conditions. Provision of this certificate should not be seen as limiting the discretion of the ITB Authority in decisions related to the overall eligibility of specific Transactions submitted for approval.

IN WITNESS THEREOF THIS CERTIFICATE OF ELIGIBLE DONOR HAS BEEN SIGNED THIS _____ DAY OF _____ BY THE SENIOR OFFICER WHO IS DULY AUTHORIZED IN THAT BEHALF.

SIGNATURE

NAME AND TITLE OF OFFICER

AT: _____

APPENDIX F: TEMPLATE - ANNUAL REPORT

(An annual report template with project-specific requirements will be generated by the ITB Authority and provided to the Contractor following Contract award)

Protected B (when completed)

GENERAL INFORMATION

Project Name:

Contractor Name:

ITB Manager:

Currency:

Contract Award:

Total # of Reporting Periods:

Period #:

Report Due Date:

Date of Report:

CONTRACTUAL OBLIGATIONS

ITB/VP Obligations:

- 100% ITB Obligation Value
- 90% Obligation Direct Work
- Research and Development
- Skills Development and Training

PART A – Overview

An overview and status of Work:

Please provide a very high level overview of the Work over the past year, including any annual report highlights and the project schedule. Proposed length of response is 5-10 lines.

Monthly Payments:

Please provide a brief written overview of the monthly payment activities since contract award. Proposed length of response is 5-10 lines. In addition, please populate the Monthly Payments Tab below.

[Monthly Payments chart on Excel]

Plans:

Please provide an overview and explanation of any substantive changes to the Plans, including changes to ITB officials working on the project and any regional development and small business activities conducted in the Designated Regions of Canada . Please indicate if no changes are proposed. Proposed length of response is 5-10 lines.

ITB Obligation Overview:

Please provide a detailed overview of each Obligation and related activity during the Reporting Period, along with a cumulative summary of the achievement status of each commitment.

Proposed length of response is 4-5 lines for each item, accompanied by the documentation as indicated.

PART B– Transactions

Please fill in all of the information requested in a chart format.

New, Changed or Cancelled Transactions:

Please provide a brief overview of any changes (listed by Transaction) including any cancelled, new or altered Transaction in the last Reporting Period. Ensure these changes are reflected in the Transaction Tab by highlighting in red all changes indicated below. Proposed length of response is dependent on the number of applicable Transactions.

PART C – Additional Information

Certificates of compliance:

Submission of this annual report should be accompanied by the completed and signed certificates of compliance. The templates are available below.

APPENDIX G: CERTIFICATE OF COMPLIANCE

For Annual Reporting Purposes

WHEREAS Her Majesty the Queen in right of Canada as represented by the Minister of Public Works and Government Services (referred to herein as the Minister) on the ____ day of ____ has entered into contract with _____ for the Contract.

AND WHEREAS Such Contract requires that, as evidence of the achievement of Canadian content value (CCV) of Transactions and compliance with the *Lobbying Act*, the Contractor will submit a certificate of compliance to that effect to the ITB Authority;

NOW THEREFORE, The Contractor declares and certifies as follows:

- The information contained in the documents appended herewith, which applies to the reporting of the Transaction periods, is to the best of our knowledge and ability complete, true and correct;
- The information contained in the documents appended herewith is compliant with information contained in certificates of compliance submitted to the Contractor by Eligible Donors;
- The CCV shown in documents appended herewith have been determined in accordance with Article 8 of the Contract;
- The Contractor and all Eligible Donors are, subject to Article 17, in compliance with Canada's *Lobbying Act* with respect to this Contract.

IN WITNESS THEREOF THIS CERTIFICATE OF COMPLIANCE HAS BEEN SIGNED THIS _____ DAY OF _____ BY THE SENIOR COMPTROLLER WHO IS DULY AUTHORIZED IN THAT BEHALF.

SIGNATURE

NAME AND TITLE OF SENIOR COMPTROLLER

AT: _____

APPENDIX H: IF BUSINESS PLAN TEMPLATE

(Electronic copy available from ITB Authority)

The IF business plan describes the proposed IF project, details the specific activities, goals and duration, outlines how an investment will be used by the SMB, includes a market assessment and provides company information.

Template IF Business Plan	
	<i>Protected B (when completed)</i>
IF Transaction title:	
Donor:	
SMB Recipient:	
Date:	
Description of IF activity: <i>Provide a detailed description of the IF activity, including but not limited to: specific activities to be undertaken; goals; duration; value of the investment and how it will be used by the SMB; the anticipated impacts/outcomes for the SMB; and key IF activity assumptions and risks.</i> <i>Anticipated length: 8-10 paragraphs.</i>	
Market Assessment: <i>Provide an outline of the opportunity, market size, key competitors, sales strategy and the donor/SMB Recipient's competitive advantage.</i> <i>Anticipated length: 3-5 paragraphs</i>	
Company profile of SMB: <i>Provide a description of the SMB's operations, product lines, corporate structure and ownership.</i> <i>Anticipated length: 2-3 paragraphs + organizational chart</i>	
Certification and signatures	

WHEREAS the ITB policy requires that a proposed IF Transaction be accompanied by a business plan outlining the IF activity in detail;

NOW THEREFORE, we the undersigned, in our capacities as senior officers at the Donor and SMB Recipients, do hereby declare and certify that the information included in and attached to this business plan is complete, accurate and can be relied upon by the ITB Branch for the purposes of monitoring the compliance of the proposed IF Transaction.

IN WITNESS THEREOF THIS CERTIFICATION HAS BEEN SIGNED THIS _____ DAY OF _____, 20____ BY A SENIOR OFFICER WHO IS DULY AUTHORIZED IN THAT BEHALF.

Donor

Signature

Name and Title of Senior Officer

SMB Recipient

Signature

Name and Title of Senior Officer