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PART 1 - GENERAL INFORMATION

1.1 Introduction

The Request for Standing Offers (RFSO) is divided into seven parts plus attachments and annexes, as follows:

- | | |
|--------|---|
| Part 1 | General Information: provides a general description of the requirement; |
| Part 2 | Offeror Instructions: provides the instructions applicable to the clauses and conditions of the RFSO; |
| Part 3 | Offer Preparation Instructions: provides offerors with instructions on how to prepare their offer to address the evaluation criteria specified; |
| Part 4 | Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria which must be addressed in the offer, and the basis of selection; |
| Part 5 | Certifications and Additional Information: includes the certifications and additional information to be provided; |
| Part 6 | 6A, Standing Offer, and 6B, Resulting Contract Clauses:

6A, includes the Standing Offer containing the offer from the Offeror and the applicable clauses and conditions;

6B, includes the clauses and conditions which will apply to any contract resulting from a call-up made pursuant to the Standing Offer. |

The Annexes include the Statement of Work, the Basis of Payment, the Electronic Payment Instruments, and any other annexes

1.2 Summary

Public Works and Government Services Canada (PWGSC) intends to establish a Regional Individual Standing Offer (RISO) for the inspection, repair, overhaul, modification and/or reduction to spares of Hamilton Sundstrand 14SF-7 Propellers, components and associated equipment, as required by the Department of National Defence - 402 Squadron located at 17 Wing, Winnipeg, Manitoba.

The period of the standing offer will be for a three (3) year period with an option to extend for an additional two (2) - one (1) year option periods.

The requirement is subject to the provisions of the World Trade Organization Agreement on Government Procurement (WTO-AGP), the North American Free Trade Agreement (NAFTA), the Canada-European Union Comprehensive Economic and Trade Agreement (CETA), and the Canadian Free Trade Agreement (CFTA).

The requirement is subject to a preference for Canadian goods and services.

This RFSO allows offerors to use the epost Connect service provided by Canada Post Corporation to transmit their offers electronically. Offerors must refer to Part 2 of the RFSO entitled Offeror Instructions

and Part 3 of the RFSO entitled Offer Preparation Instructions, for further information on using this method.

1.3 Debriefings

Offerors may request a debriefing on the results of the request for standing offers process. Offerors should make the request to the Standing Offer Authority within 15 working days of receipt of the results of the request for standing offers process. The debriefing may be in writing, by telephone or in person.

1.4 Anticipated migration to an e-Procurement Solution (EPS)

Canada is currently developing an online EPS for faster and more convenient ordering of goods and services. In support of the anticipated transition to this system and how it may impact any resulting Standing Offer that is issued under this solicitation, refer to 7.15 Transition to an e-Procurement Solution (EPS).

The Government of Canada's [press release](#) provides additional information.

PART 2 - OFFEROR INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

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

Offerors who submit an offer agree to be bound by the instructions, clauses and conditions of the RFSO and accept the clauses and conditions of the Standing Offer and resulting contract(s).

The [2006](#) (2019-03-04) Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the RFSO.

Subsection 5.4 of [2006](#), Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, is amended as follows:

Delete: 60 days

Insert: 90 days

2.1.1 SACC Manual Clauses

[M0019T](#) (2007-05-25) Firm Price and/or Rates

2.1.2 Condition of Material – Department of National Defence

Bidders must specify, by providing the information required below, if they offer to provide material that is new production of current manufacture, or not.

- **Material - New Production of Current Manufacture:** If the material is new production of current manufacture supplied by the principal manufacturer or its accredited agent, it must conform to the latest issue of the applicable drawing, specification and part number, as applicable, that is in effect on the bid closing date.
- **Material - Not New Production of Current Manufacture:** If the material is not new production of current manufacture, or is from a source other than the principal manufacturer or its accredited agent, it must be unused and in new condition. The material (end item) must not contain items which have been refurbished or previously placed in service. If the item contains elastomeric material, e.g., hoses, rubber, adhesive compounds, etc., the shelf life remaining can not be less than 75 percent from the date of manufacture to the procurement date.

Bidders must further provide the name of the manufacturer, the date of manufacture and the cure date if the item contains elastomeric material.

- **Material - New Production of Current Manufacture:** _____
- **OR**
Material - Not New Production of Current Manufacture: _____

Name of manufacturer: _____

Date of manufacturer: _____

Cure date if the item contains elastomeric material: _____.

2.2 Submission of Offers

Offers 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 RFSO:

Bid Receiving Public Works and Government Services Canada
310 - 269 Main Street
Winnipeg, Manitoba R3C 1B3
E-post Connect: ROReceptionSoumissions.WRBidReceiving@tpsgc-pwgsc.gc.ca

Note: Offers will not be accepted if emailed directly to this email address. This email address is to be used to open an epost Connect conversation, as detailed in Standard Instruction [2006](#), or to send offers through an epost Connect message if the bidder is using its own licensing agreement for epost Connect."

Facsimile number: (204) 983-0338

2.3 Former Public Servant

Contracts awarded to former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny, and reflect fairness in the spending of public funds. In order to comply with Treasury Board policies and directives on contracts awarded to FPS, offerors must provide the information required below before the issuance of a standing offer. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of offers is completed, Canada will inform the Offeror of a time frame within which to

provide the information. Failure to comply with Canada's request and meet the requirement within the prescribed time frame will render the offer non-responsive.

Definitions

For the purposes of this clause,

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

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

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

"pension" means a pension or annual allowance paid under the [Public Service Superannuation Act](#) (PSSA), R.S., 1985, c. P-36, and any increases paid pursuant to the [Supplementary Retirement Benefits Act](#), R.S., 1985, c. S-24 as it affects the PSSA. It does not include pensions payable pursuant to the [Canadian Forces Superannuation Act](#), R.S., 1985, c. C-17, the [Defence Services Pension Continuation Act](#), 1970, c. D-3, the [Royal Canadian Mounted Police Pension Continuation Act](#), 1970, c. R-10, and the [Royal Canadian Mounted Police Superannuation Act](#), R.S., 1985, c. R-11, the [Members of Parliament Retiring Allowances Act](#), R.S. 1985, c. M-5, and that portion of pension payable to the [Canada Pension Plan Act](#), R.S., 1985, c. C-8.

Former Public Servant in Receipt of a Pension

As per the above definitions, is the Offeror a FPS in receipt of a pension? **YES () NO ()**

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

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

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

Work Force Adjustment Directive

Is the Offeror a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive? **YES () NO ()**

If so, the Offeror must provide the following information:

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

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

2.4 Enquiries - Request for Standing Offers

All enquiries must be submitted in writing to the Standing Offer Authority no later than 5 calendar days before the Request for Standing Offers (RFSO) closing date. Enquiries received after that time may not be answered.

Offerors should reference as accurately as possible the numbered item of the RFSO to which the enquiry relates. Care should be taken by offerors 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 offerors do so, so that the proprietary nature of the question(s) is eliminated, and the enquiry can be answered to all offerors. Enquiries not submitted in a form that can be distributed to all offerors may not be answered by Canada.

2.5 Applicable Laws

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in Manitoba.

Offerors may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their offer, 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 offerors.

PART 3 - OFFER PREPARATION INSTRUCTIONS

3.1 Offer Preparation Instructions

- If the Offeror chooses to submit its offer electronically, Canada requests that the Offeror submits its offer in accordance with section 08 of the 2006 standard instructions. The epost Connect system has a limit of 1GB per single message posted and a limit of 20GB per conversation. The offer must be gathered per section and separated as follows:

Section I: Technical Offer
Section II: Financial Offer
Section III: Certifications

- If the Offeror chooses to submit its offer in hard copies, Canada requests that the Offeror provides its offer in separately bound sections as follows:

Section I: Technical Offer (2 hard copies)

Section II: Financial Offer (1 hard copy)

Section III: Certifications (1 hard copy)

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

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

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

Canada requests that offerors follow the format instructions described below in the preparation of hard copy of their offer:

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

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process [Policy on Green Procurement](https://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=32573) (<https://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=32573>). To assist Canada in reaching its objectives, Offerors should:

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

Section I: Technical Offer

In their technical offer, offerors should explain and demonstrate how they propose to meet the requirements and how they will carry out the Work.

Section II: Financial Offer

Offerors must submit their financial offer in accordance with the Annex B, Basis of Payment.

3.1.1 Electronic Payment of Invoices - Offer

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

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

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

3.1.2 Exchange Rate Fluctuation

C3011T (2013-11-06), Exchange Rate Fluctuation

Section III: Certifications Offerors must submit the certifications and additional information required under Part 5.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

- (a) Offers will be assessed in accordance with the entire requirement of the Request for Standing Offers including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the offers.
- (c) The evaluation team will determine first if there are two or more offers with a valid Canadian Content certification. In that event, the evaluation process will be limited to the offers with the certification; otherwise, all offers will be evaluated. If some of the offers with a valid certification are declared non-responsive, or are withdrawn, and less than two responsive offers with a valid certification remain, the evaluation will continue among those offers with a valid certification. If all offers with a valid certification are subsequently declared non-responsive, or are withdrawn, then all the other offers received will be evaluated.

4.1.1 Technical Evaluation

4.1.1.1 Mandatory Technical Criteria

Refer to Annex F.

4.1.1.2 Point Rated Technical Criteria

Refer to Annex F

4.1.2 Financial Evaluation

4.1.2.1 Evaluation of Price-Offer

SACC Manual Clause M0220T (2016-01-28), Evaluation of Price-Offer

4.2 Basis of Selection

4.2.1 Highest Combined Rating of Technical Merit and Price

1. To be declared responsive, an offer must:
 - a. comply with all the requirements of the bid solicitation; and
 - b. meet all mandatory criteria; and
 - c. obtain the required minimum of 48 points overall for the technical evaluation criteria which are subject to point rating.
The rating is performed on a scale of 80 points.
2. Offers not meeting (choose "(a) or (b) or (c)" OR "(a) or (b) or (c) and (d)") will be declared non-responsive.
3. The selection will be based on the highest responsive combined rating of technical merit and price. The ratio will be 40% for the technical merit and 60% for the price.
4. To establish the technical merit score, the overall technical score for each responsive bid will be determined as follows: total number of points obtained / maximum number of points available multiplied by the ratio of 40%.
5. To establish the pricing score, each responsive offer will be prorated against the lowest evaluated price and the ratio of 60%.
6. For each responsive offer, the technical merit score and the pricing score will be added to determine its combined rating.
7. Neither the responsive offer obtaining the highest technical score nor the one with the lowest evaluated price will necessarily be accepted. The responsive offer with the highest combined rating of technical merit and price will be recommended for award of a contract.

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

Offerors must provide the required certifications and additional information to be issued a standing offer.

The certifications provided by offerors to Canada are subject to verification by Canada at all times. Unless specified otherwise, Canada will declare an offer non-responsive, will have the right to set-aside a standing offer, or will declare a contractor in default if any certification made by the Offeror is found to be untrue whether made knowingly or unknowingly during the offer evaluation period, during the Standing Offer period, or during the contract period.

The Standing Offer Authority will have the right to ask for additional information to verify the Offeror's certifications. Failure to comply and to cooperate with any request or requirement imposed by the Standing Offer Authority will render the offer non-responsive, result in the setting aside of the Standing Offer or constitute a default under the Contract.

5.1 Certifications Required with the Offer

Offerors must submit the following duly completed certifications as part of their offer.

5.1.1 Integrity Provisions - Declaration of Convicted Offences

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

5.1.2 Additional Certifications Required with the Offer

5.1.2.1 Canadian Content Certification

This procurement is conditionally limited to Canadian goods and Canadian services.

Subject to the evaluation procedures contained in the request for standing offer, offerors acknowledge that only offers with a certification that the goods and services offered are Canadian goods and Canadian services, as defined in clause [A3050T](#), may be considered.

Failure to provide this certification completed with the offer will result in the goods and services offered being treated as non-Canadian goods and non-Canadian services.

The Offeror certifies that:

(_____) a minimum of 80 percent of the total price for the offer consist of Canadian goods and Canadian services as defined in paragraph 5 of clause [A3050T](#).

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

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

5.2 Certifications Precedent to the Issuance of a Standing Offer and Additional Information

The certifications and additional information listed below should be submitted with the offer, but may be submitted afterwards. If any of these required certifications or additional information is not completed and submitted as requested, the Standing Offer Authority will inform the Offeror of a time frame within which to provide the information. Failure to provide the certifications or the additional information listed below within the time frame provided will render the offer 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 property agreement of the [Ineligibility and Suspension Policy](#) (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>), the Offeror 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 - Standing Offer Certification

By submitting an offer, the Offeror certifies that the Offeror, and any of the Offeror's members if the Offeror 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-Labour's](https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#s4) website (<https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#s4>).

Canada will have the right to declare an offer non-responsive, or to set-aside a Standing Offer, if the Offeror, or any member of the Offeror if the Offeror is a Joint Venture, appears on the "FCP Limited Eligibility to Bid" list at the time of issuing of a Standing Offer or during the period of the Standing Offer.

5.2.3 Additional Certifications Precedent to Issuance of a Standing Offer

5.2.3.1 Status and Availability of Resources

The Offeror certifies that, should it be issued a standing offer as a result of the Request for Standing Offer, every individual proposed in its offer will be available to perform the Work resulting from a call-up against the Standing Offer as required by Canada's representatives and at the time specified in a call-up or agreed to with Canada's representatives. If for reasons beyond its control, the Offeror is unable to provide the services of an individual named in its offer, the Offeror may propose a substitute with similar qualifications and experience. The Offeror must advise the Standing Offer 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 Offeror: death, sickness, maternity and parental leave, retirement, resignation, dismissal for cause or termination of an agreement for default.

If the Offeror has proposed any individual who is not an employee of the Offeror, the Offeror 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 Offeror must, upon request from the Standing Offer Authority, provide a written confirmation, signed by the individual, of the permission given to the Offeror and of his/her availability.

5.2.3.2 Education and Experience

SACC Manual Clause [M3021T](#) (2012-07-16) Education and Experience

PART 6 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

A. STANDING OFFER

6.1 Offer

6.1.1 The Offeror offers to perform the Work in accordance with the Statement of Work at Annex A.

6.2 Security Requirements

6.2.1 There is no security requirement applicable to the Standing Offer.

6.3 Standard Clauses and Conditions

All clauses and conditions identified in the Standing Offer and resulting contract(s) 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.

6.3.1 General Conditions

2005 (2017-06-21) General Conditions - Standing Offers - Goods or Services, apply to and form part of the Standing Offer.

6.3.2 Standing Offers Reporting

The Offeror must compile and maintain records on its provision of goods and services to Canada under contracts resulting from the Standing Offer. This data must include all purchases done by Canada, including those acquired and paid for by Canada acquisition cards.

The Offeror must provide this data in accordance with the reporting requirements detailed in annex D. If some data is not available, the reason must be indicated in the report. If no goods or services is provided during a given period, the Offeror must provide a "nil" report.

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

The quarterly reporting periods are defined as follows:

- first quarter: April 1 to June 30
- second quarter: July 1 to September 30
- third quarter: October 1 to December 31
- fourth quarter: January 1 to March 31

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

6.4 Term of Standing Offer

6.4.1 Period of the Standing Offer

The period for making call-ups and providing services against the Standing Offer is approximately November 30, 2019 to November 29, 2022 inclusive.

6.4.2 Extension of Standing Offer

If the Standing Offer is authorized for use beyond the initial period, the Offeror offers to extend its offer for an additional 2 periods, from November 30, 2022 to November 29, 2023 and November 30, 2023 to November 29, 2024, under the same conditions and at the rates or prices specified in the Standing Offer, or at the rates or prices calculated in accordance with the formula specified in the Standing Offer.

The Offeror will be advised of the decision to authorize the use of the Standing Offer for an extended period by the Standing Offer Authority 10 days before the expiry date of the Standing Offer. A revision to the Standing Offer will be issued by the Standing Offer Authority.

6.4.3 Delivery Points

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

6.5 Authorities

6.5.1 Standing Offer Authority

The Standing Offer Authority is:

Name: Christie Maki
Title: Procurement Specialist
Public Works and Government Services Canada
Acquisitions Branch
Address: 310-269 Main Street MB R3C 1B3

Telephone: 204-891-6126
Facsimile: 204-983-7796
E-mail address: christie.maki@pwgsc.gc.ca

The Standing Offer Authority is responsible for the establishment of the Standing Offer, its administration and its revision, if applicable. Upon the making of a call-up, as Contracting Authority, he is responsible for any contractual issues relating to individual call-ups made against the Standing Offer by any Identified User.

6.5.2 Project Authority

The Project Authority for the Standing Offer is: To be determined

The Project Authority is the representative of the department or agency for whom the Work will be carried out pursuant to a call-up under the Standing Offer and is responsible for all the technical content of the Work under the resulting Contract.

6.5.3 Offeror's Representative

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

6.6 Proactive Disclosure of Contracts with Former Public Servants

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

6.7 Identified Users

The Identified User authorized to make call-ups against the Standing Offer is: The Department of National Defence - 402 Squadron located at 17 Wing, Winnipeg, Manitoba.

6.8 Call-up Instrument

The Work will be authorized or confirmed by the Identified User(s) using the duly completed forms or their equivalents as identified in paragraphs 2 and 3 below, or by using Canada acquisition cards (Visa or MasterCard) for low dollar value requirements.

1. Call-ups must be made by Identified Users' authorized representatives under the Standing Offer and must be for goods or services or combination of goods and services included in the Standing Offer at the prices and in accordance with the terms and conditions specified in the Standing Offer.
2. Any of the following forms could be used which are available through [PWGSC Forms Catalogue](#) website:
 - PWGSC-TPSGC 942 Call-up Against a Standing Offer
 - PWGSC-TPGSC 942-2 Call-up Against a Standing Offer - Multiple Delivery
 - PWGSC-TPSGC 944 Call-up Against Multiple Standing Offers (English version)
 - PWGSC-TPSGC 945 Commande subséquente à plusieurs offres à commandes (French version)

or

3. An equivalent form or electronic call-up document which contains at a minimum the following information:
 - standing offer number;
 - statement that incorporates the terms and conditions of the Standing Offer;
 - description and unit price for each line item;
 - total value of the call-up;
 - point of delivery;
 - confirmation that funds are available under section 32 of the Financial Administration Act;
 - confirmation that the user is an Identified User under the Standing Offer with authority to enter into a contract.

6.9 Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed \$100,000.00 (Applicable Taxes included).

6.10 Financial Limitation

The total cost to Canada resulting from call ups against the Standing Offer must not exceed the sum of \$ to be determined (Applicable Taxes excluded) unless otherwise authorized in writing by the Standing Offer Authority. The Offeror must not perform any work or services or supply any articles in response to call ups which would cause the total cost to Canada to exceed the said sum, unless an increase is so authorized.

The Offeror must notify the Standing Offer Authority as to the adequacy of this sum when 75 percent of this amount has been committed, or 3 months before the expiry date of the Standing Offer, whichever comes first. However, if at any time, the Offeror considers that the said sum may be exceeded, the Offeror must promptly notify the Standing Offer Authority.

6.11 Priority of Documents

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

- a) the call up against the Standing Offer, including any annexes;
- b) the articles of the Standing Offer;
- c) the general conditions 2005 (2017-06-21), General Conditions - Standing Offers - Goods or Services;
- d) the general conditions 2029 (2016-04-04), General Conditions - Goods or Services (Low Dollar Value);
- e) Annex A, Statement of Work;
- f) Annex B, Basis of Payment;
- g) Annex C, Insurance Requirements;
- h) the Offeror's offer dated _____

6.12 Certifications and Additional Information

6.12.1 Compliance

Unless specified otherwise, the continuous compliance with the certifications provided by the Offeror with its offer or precedent to issuance of the Standing Offer (SO), and the ongoing cooperation in providing additional information are conditions of issuance of the SO and failure to comply will constitute the Offeror in default. Certifications are subject to verification by Canada during the entire period of the SO and of any resulting contract that would continue beyond the period of the SO.

6.12.2 Federal Contractors Program for Employment Equity - Setting aside

The Offeror understands and agrees that, when an Agreement to Implement Employment Equity (AIEE) exists between the Offeror and Employment and Social Development Canada (ESDC)-Labour, the AIEE must remain valid during the entire period of the Standing Offer. If the AIEE becomes invalid, the name of the Offeror will be added to the "FCP Limited Eligibility to Bid" list. The imposition of such a sanction by ESDC may result in the setting aside of the Standing Offer.

6.12.3 SACC Manual Clauses

M3020C (2016-01-28) Status and Availability of Resources
M3060C (2008-05-12) Canadian Content Certification
M3800C (2006-08-15) Estimates

6.13 Applicable Laws

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in Manitoba.

6.14 Transition to an e-Procurement Solution (EPS)

During the period of the Standing Offer, Canada may transition to an EPS for more efficient processing and management of individual call-ups for any or all of the SO's applicable goods and services. Canada reserves the right, at its sole discretion, to make the use of the new e-procurement solution mandatory.

Canada agrees to provide the Offeror with at least a three-month notice to allow for any measures necessary for the integration of the Offer into the EPS. The notice will include a detailed information package indicating the requirements, as well as any applicable guidance and support.

If the Offeror chooses not to offer their goods or services through the e-procurement solution, the Standing Offer may be set aside by Canada.

B. RESULTING CONTRACT CLAUSES

The following clauses and conditions apply to and form part of any contract resulting from a call-up against the Standing Offer.

6.1 Statement of Work

The Contractor must provide the items detailed in the call-up against the Standing Offer.

6.2 Standard Clauses and Conditions

6.2.1 General Conditions

2029(2016-04-04), General Conditions - Goods or Services (Low Dollar Value) apply to and form part of the Contract.

6.3 Term of Contract

6.3.1 Period of the Contract

The period of the Contract is from date of Contract to _____ inclusive (*fill in end date of the period*).

6.3.2 Delivery Date

Delivery must be completed in accordance with the call-up against the Standing Offer.

6.4 Proactive Disclosure of Contracts with Former Public Servants

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

6.5 Payment

6.5.1 Basis of Payment

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid firm unit prices, as specified in Annex B, for a cost of \$ _____ (insert the amount at contract award). Customs duties are included and Applicable Taxes are extra.

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

6.5.2 Single Payment

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

6.5.3 T1204- Direct Request by Customer Department

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

6.5.4 Electronic Payment of Invoices – Call-up

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

To be determined

6.5.5 Discretionary Audit

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

6.5.6 Time Verification

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

6.6 Invoicing Instructions

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

Each invoice must be supported by:

- a. a copy of the invoices, receipts, vouchers for all direct expenses, and all travel and living expenses;
2. Invoices must be distributed as follows:
 - a. The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.

6.7 Insurance Requirements

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

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

The Contractor must forward to the Contracting Authority within ten (10) days after the date of award of the Contract, a Certificate of Insurance evidencing the insurance coverage and confirming that the insurance policy complying with the requirements is in force. For Canadian-based Contractors, coverage must be placed with an Insurer licensed to carry out business in Canada, however, for

Foreign-based Contractors, coverage must be placed with an Insurer with an A.M. Best Rating no less than "A-". The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.

6.8 SACC Manual Clauses

A0301C (25/05/2007) Military Aviation Parts Maintenance Records
B1202C (25/05/2007) Age Control of Elastomeric Materials
D2000C (30/11/2007) Marking
D2001C (30/11/2007) Labelling
D5510C (17/08/2017) Quality assurance authority (Department of National Defence): Canadian-based contractor
D5540C (16/08/2010) ISO 9001:2015 Quality Management Systems - Requirements (Quality Assurance Code Q)
D5606C (28/11/2017) Release documents (Department of National Defence): Canadian-based contractor

6.9 Condition of Material

- **Option 1**

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

- **OR**

Option 2

If the material is not new production of current manufacture, or is from a source other than the principal manufacturer or its accredited agent, it must be unused and in new condition, provided by an approved contractor with the latest approved modifications incorporated as applicable, and include the release notes.

Name of manufacturer: _____

Date of manufacture: _____

Cure date if the item contains elastomeric material: _____ .

6.10 Release Documents Distribution

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

- a. One (1) copy mailed to consignee marked: "Attention: Receipts Officer";
- b. Two (2) copies with shipment (in a waterproof envelope) to the consignee;
- c. One (1) copy to the Contracting Authority;

- d. One (1) copy to the Quality Assurance Representative;
- e. One (1) copy to the Contractor; and
- f. For all non-Canadian contractors, one (1) copy to:

*DQA/Contract Administration
National Defence Headquarters
Mgen George R. Pearkes Building
101 Colonel By Drive
Ottawa, ON K1A 0K2*

E-mail: ContractAdmin.DQA@forces.gc.ca.

6.11 Military Aviation Parts Airworthiness Documents

The Contractor must provide the following airworthiness documentation, for each unit of issue, within the interior packaging or attached to the good(s) supplied:

- a. form TCCA Form One, Authorized Release Certificate, signed by a TC authorized inspector, within the two (2) years before contract award;
- b. FAA Form 8130-3, Airworthiness Approval Tag, or a FAA Form 8130-4, Export Certificate of Airworthiness, signed by a FAA authorized inspector, within the two (2) years before contract award;
- c. European Aviation Safety Agency (EASA) Form One, Authorized Release Certificate, signed by an EASA authorized inspector, within the two (2) years before contract award; or
- d. OEM's or OEM's approved manufacturer's Certificate of Conformance; which includes:
 - i. positive identification of the item by type, class style, grade, model, part number, description, nomenclature, and/or serial number, as applicable;
 - ii. either the following certification, or a similarly worded statement, signed by an authorized inspector, that satisfies the intent of the following:

"I certify that the aeronautical product described here conforms to the applicable design data and is in a condition for safe operations."

- iii. identification of both the authorized signatory and organization.

ANNEX A

STATEMENT OF WORK

Technical Statement of Work for the repair and overhaul of Hamilton Sundstrand 14SF-7 propellers, components and associated accessories. For instructions and procedures for in and out of country Contractors, refer to the Logistics Statement of Work in Appendix 2.

1.0 SCOPE

1.1 Purpose

1.1.1 This Statement of Work (SOW) defines the requirements of the Department of National Defence (DND) and the Canadian Armed Forces (CAF) to establish a standing offer for second-line maintenance of Hamilton Sundstrand 14SF-7 Propellers, components, and associated equipment in support of the CT142 Dash 8 fleet.

1.1.2 The work to be conducted under this SOW includes the following:

- a. Inspection, repair, overhaul, modification, and/or reduction to spares of Hamilton Sundstrand 14SF-7 propellers, components, and associated equipment at the Offeror's facility or by Mobile Repair Party (MRP), on an as required basis; and
- b. Technical Investigation and Engineering Support (TIES) services in support of Hamilton Sundstrand 14SF-7 propellers, components, and associated equipment, on an as required basis.

1.2 Background

1.2.1 On behalf of the Department of National Defence and the Royal Canadian Air Force, 402 Squadron operates a fleet of four Dash 8 Series 102 Aircraft, designated as CT142, based out of 17 Wing in Winnipeg, Manitoba, for the purpose of conducting Air Combat System Officer and Airborne Electronic Sensor Operator training. The CT142 Dash 8 aircraft is a modified civilian Dash 8 model 102 aircraft (DHC-8-102). These aircraft use the Hamilton Sundstrand 14SF-7 propeller, the maintenance of which is beyond the capability of 402 Squadron's maintenance organization. To this end, all second-line maintenance of the 14SF-7 propeller and components is to be conducted through this SOW.

1.3 Terminology

1.3.1 The following abbreviations are used throughout this SOW:

AD	Airworthiness Directive
AMO	Accredited Maintenance Organization
AWR	Additional Work Request
BER	Beyond Economical Repair
CAF	Canadian Armed Forces
CFTO	Canadian Forces Technical Order
DAS	DND Airworthiness Supplement
DND	Department of National Defence
FAA	Federal Aviation Administration
HS	Hamilton Standard
MPM	Maintenance Process Manual
MRP	Mobile Repair Party

NDQAR	National Defence Quality Assurance Region
NDT	Non-destructive Testing
OEM	Original Equipment Manufacturer
QA	Quality Assurance
QAR	Quality Assurance Representative
QMS	Quality Management System
RA	Requisitioning Authority
SOW	Statement of Work
TA	Technical Authority
TAA	Technical Airworthiness Authority
TAM	Technical Airworthiness Manual
TC	Transport Canada
TIES	Technical Investigation and Engineering Support

2.0 APPLIQUE DOCUMENTS

2.1 Applicability

2.1.1 The following documents support this SOW and must be considered as supplemental information if not specifically identified in the text. In the event of conflicts between the documents referenced below and the content of the SOW, the SOW shall take precedence.

2.2 Military Standards

C-02-005-011/AM-000	Mobile Repair Parties Manned by Contractor Personal
C-05-030-001/AG-001	Aircraft Maintenance Management Information System
C-05-005-P04/AM-001	Aircraft Maintenance Record Set
C-05-005-P09/AM-001	Maintenance Program Implementation – Support Activities
C-05-005-001/AG-001	Technical Airworthiness Manual

3.0 REQUIREMENTS

3.1 Airworthiness Requirements

3.1.1 All aspects of the inspection, repair, and overhaul of the CT142's HS 14SF-7 propellers are subject to the provisions of the Technical Airworthiness Manual (TAM), Canadian Forces Technical Order (CFTO) C-05-005-001/AG-001, for the scope and depth of maintenance related activities required to complete the work specified in this SOW.

3.1.2 A copy of the TAM may be obtained online at <http://www.forces.gc.ca/en/business-regulations-technical-airworthiness/technical-airworthiness-manual.page>.

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

3.1.3 The Offeror must be an Accredited Maintenance Organization (AMO) recognized by an airworthiness authority such as TC, FAA or EASA with ratings for the HS 14SF-7. In the event specialized work is subcontracted by the Offeror, the Offeror is responsible to ensure work is conducted by an organization approved by a recognized airworthiness authority for the scope and depth of work being performed. Such arrangements must be specified in writing and deemed acceptable by the TAA. Specific ratings that the Offeror must hold include:

- a. Repair and Overhaul of HS Propellers and Propellers Components;

- b. NDT rating that includes the following NDT techniques: Liquid penetrant, Magnetic particle, Eddy current, and ultrasonic consistent with the HS Aircraft Maintenance and Repair Manuals; and
- c. All types of welding consistent with the HS Aircraft Maintenance and repair manuals.

NOTE: NDT may be subcontracted to a TC AMO holding an NDT rating that includes all NDT techniques mentioned above if all of NDT is to be subcontracted. The Offeror can provide some NDT techniques, and subcontract the remaining. The Offeror must submit a copy of their AMO certificates to verify compliance. If a Subcontractor will be providing any of the required NDT techniques, Offeror must provide a copy of the Subcontractor's AMO certificates to verify their compliance.

3.1.4 The Offeror must obtain full accreditation or be deemed a TAA acceptable organization (i.e. Recognition) as an Accredited Maintenance Organization from the TAA within 12 months of Standing Offer issuance with airworthiness authority for the scope and depth of activities related to the inspection, repair, and overhaul of HS 14SF-7 propellers. For the period between Standing Offer issuance and receipt of full accreditation or recognition, the Offeror must ensure the airworthiness of delivered products and services complies with the Airworthiness Management Plan (AMP) prepared in accordance with DID AW-001 and approved by the TA. In addition, the TAA will need to issue a provisional accreditation/recognition prior to the airworthiness related activities commencing.

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

- a. Within 1 week after Standing Offer issuance, the Offeror must apply directly to the TA for accreditation or recognition, as applicable, in accordance with TAM 1.4.2.S1.2.b.
- b. Within 2 weeks after Standing Offer issuance, the Offeror must submit an Airworthiness Management Plan (AMP) in accordance with DID AW-001.
- c. Within 1 month of Standing Offer issuance, DND will conduct an initial Technical Airworthiness Management meeting at which time the Offeror's proposed AMP will be reviewed to determine:
 - i. Acceptability as a plan for obtaining full TAA accreditation/recognition; and/or
 - ii. Acceptability as an airworthiness operating plan for assuring the airworthiness of DND aeronautical products and Offeror's services prior to full TAA accreditation or recognition.
- d. Within 2 weeks of the initial Technical Airworthiness Management meeting, the Offeror must submit an updated AMP in accordance with DID AW-001 that incorporates the key decisions, agreements, and direction obtained at the meeting. The TA will approve and accept the final AMP which functions as the basis for:
 - i. Ensuring compliance with technical airworthiness requirements prior to full TAA accreditation or recognition;
 - ii. Issuing a provisional accreditation or recognition for the airworthiness related activities by the TAA;
 - iii. Preparing and submitting an Airworthiness Process Manual, in accordance with DID AW-002 or DID AW-003 within 6 months of Standing Offer issuance;
 - iv. Achieving full TAA AMO/ATO accreditation or recognition within 12 months of Standing Offer issuance; and
 - v. Measuring progress toward achieving full TAA accreditation or recognition.

3.1.6 Once accredited or recognized by the TAA, the Offeror must maintain this status for the duration of the Standing Offer.

3.2 Quality Management Requirements

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

3.2.2 The Offeror must contact the QAR within 48 hours of Standing Offer issuance.

3.2.3 The Offeror must maintain for the duration of the Standing Offer a Quality Management System acceptable to the TAA.

3.2.4 Industry recognized standards acceptable to the TAA include:

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

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

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

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

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

3.3 Approval Process

3.3.1 All work associated with this SOW is to be carried out by a Transport Canada (TC), or equivalent, approved repair and overhaul organization and all items must be accompanied by appropriate certification acceptable to TC. Federal Aviation Administration (FAA) certification will be considered as equivalent to TC certification.

3.3.2 All engineering work related to this SOW must be done by TC Design Approval Representatives (DARs) who possess delegated authorities in applicable technical specialty areas for the DASH-8 aircraft. Federal Aviation Administration (FAA) authorized agencies will be considered for equivalence at the discretion of the TA. All aspects of the design change must require approval by a competent individual who has been granted authority by TC to make such findings.

3.3.3 All work associated with this Standing Offer must be carried out in accordance with approved data that is acceptable to the TA. The Offeror must obtain the approved data required to fulfill the

requirements of this SOW. Data that is normally available from the manufacturer will not be provided by DND. Approved data includes the latest amendment of the manufacturer's maintenance and overhaul manuals, service bulletins, approved repair dispositions, and approved modifications.

3.4 Tool Control

3.4.1 The Offeror must have tool control procedures satisfying the intent of the DND tool control program as specified in the TAA advisory 2006-02, Tool Management Program.

3.5 Additional Work Requests (AWR)

3.5.1 The Offeror must obtain the approval of the TA, via an approved Additional Work Request (AWR) prior to undertaking any corrective maintenance or work outside the scope of work outlined in the Call up to the Standing Offer. The AWR must detail the reason for the requirement, the work to be performed, work breakdown and associated cost. The TA will provide written guidance within two working days of receipt of the request.

3.6 Tasks

3.6.1 The following tasks are to be performed under the terms of this SOW:

- a. The Offeror must inspect, repair, overhaul or modify items in accordance with approved data as directed by the Technical Authority;
- b. The Offeror must disassemble items and reduce those items to spare parts as directed by the Technical Authority;
- c. The Offeror must conduct technical investigations and engineering studies as directed by the Technical Authority. Findings and recommendations must be supported by basic engineering data and submitted to the TA in the form of engineering reports; and
- d. Although work associated with this SOW will normally be carried out at the Offeror's facility, the TA may authorize a Mobile Repair Party (MRP) for the performance of work at a location other than the Offeror's facility. Offeror's personnel must conduct any MRP authorized by the TA in accordance with C-02-005-011/AM-000 (Mobile Repair Parties Manned by Offeror Personnel).

3.6.2 Each arising associated with this SOW (i.e. each inspection, repair, overhaul, modification or disposal) is considered to be comprised of the following operations where applicable:

- a. Receipt and induction processing (this operation includes the conduct of an inventory of installed items - the Offeror must notify the TA immediately in the event an item is not included in the shipment);
- b. Disassembly;
- c. Cleaning;
- d. Non-destructive testing;
- e. Detailed parts inspection;
- f. Rework or replacement of unserviceable parts;

NOTE: The Offeror must rework all parts not found to be Beyond Economical Repair (BER) unless directed otherwise by the TA - replacement of parts with new or exchanged parts is neither expected nor authorized unless the part is BER. The TA may authorize replacement of parts, of the propeller or component, in order to meet an urgent requirement. A part is considered to be BER if the cost of reworking the part is greater than 75% of the cost of a replacement part or an approved repair disposition

is not available. If a Lifer part is scrapped, it must be replaced with a serviceable part having a remaining life equal to or greater than that of the part being replaced. The Offeror may elect to replace a part that does not meet the requirements stated above; in this case the Offeror must contact the TA for authorization.

- g. Functional check of sub-assemblies;
- h. Painting;
- i. Balancing of components;
- j. Embodiment of CF Modifications or Original Equipment Manufacturer (OEM) service bulletins as directed by the TA;

NOTE: The Offeror may elect to embody a Service Bulletin that is not listed and has not been mandated by an Airworthiness Directive (AD). However, prior to embodiment of this SB, the Offeror must obtain TA authorization and notify the TA if there will be a part number change.

- k. Reassembly;
- l. Functional checks or tests;
- m. Preparation for delivery;
- n. Final inspection by Quality Assurance Personnel;
- o. Preparation of documentation in accordance with CFTO C-05-005-P04/AM-001 (Aircraft Maintenance Record Set), CFTO C-05-030-001/AG-001 (Aircraft Maintenance Management Information System) and CFTO C-05-005-P09/AM- 001 (Maintenance Program Implementation - Support Activities);
- p. Preparation of documentation acceptable to TC, which certifies the airworthiness of the aviation product (Certificate of Conformance);
- q. Shipment;
- r. Preparation and submission of Original Equipment Manufacturer (OEM) warranty claims and support programs on behalf of DND for remaining life on parts replaced during the inspection, repair or overhaul; and
- s. Disposal of spares that are BER will be the responsibility of the Offeror. The Offeror must coordinate with the TA for this process.

3.6.3 The Offeror is authorized to repair those items that are listed on the List of Repairables at Appendix 1. Appendix 1 is not an exhaustive list of CT142 Dash 8 repairable items.

3.6.4 For the purpose of conducting an inventory of installed items in accordance with paragraph 3.6.2a of this SOW, the following configurations are to be regarded as "the norm" and any defects or deviations to these configurations must be reported to the TA immediately.

a. 14SF-7 Propeller including the following:

- i. propeller actuator,
- ii. propeller control unit,
- iii. propeller blades,
- iv. propeller spinner,
- v. propeller bulkhead and ring assembly,
- vi. oil transfer tube, and
- vii. hub

3.6.5 The normal work scope for certain repairable items will be specified in a minimum work specification, which will be provided by the TA.

3.6.6 The Offeror must carry out all service bulletins required to comply with ADs unless specified otherwise by the TA. In the event a minimum work specification is provided and a particular service bulletin, which is required to comply with an AD, is not specified in the minimum work specification, the Offeror must advise the TA.

3.6.7 Service bulletins which the manufacturer recommends or which the manufacturer indicates is part of a minimum build specification must be authorized by the TA prior to embodiment unless the TA has indicated that the particular service bulletin is part of the normal work scope for the affected repairable. In cases where the warranty on a particular item would be voided by not carrying out a service bulletin the Offeror must request direction from the TA.

3.6.8 The Offeror must maintain an information database that includes build records for all material specified in this SOW. The database must be sufficiently structured to ensure traceability of all lifed and serial-numbered items. The Offeror must provide the TA unrestricted access to this database in the event of technical quality assurance inquiries. Equipment build records must be retained until such time as the products or components thereof are no longer being supported by the Offeror, at which time the TA must be consulted regarding continued retention or proposed disposition of the data.

3.6.9 The Offeror must provide a list of persons to contact for the resolution of (1) technical, (2) logistics, and (3) administrative issues for all work associated with this SOW.

3.6.10 The Offeror must conduct visits to Canadian Armed Forces (CAF) locations or other locations as directed and specifically authorized by the TA.

4.0 DELIVERABLES

4.1 Documentation

4.1.1 A document listing all service bulletins and modifications carried out and found embodied must accompany the invoice and forwarded to the Requisitioning Authority (RA). The aircraft propeller maintenance record (CF 359) or equivalent, component history card (CF 358) or equivalent must also be annotated in accordance with C-05-005-P12/AM-001 and C-05-005-P04/AM-001. All airworthiness documentation as defined within C-05-005-P09/AM-001 must be provided.

4.1.2 The Offeror must maintain and forward to the RA a record of work carried out on each propeller, component or accessory, which must include the following information:

-
- a. Detailed description of work performed (including all repair schemes);
 - b. List of parts removed by serial number (where applicable);
 - c. List of parts installed by serial number (where applicable);
 - d. Condition of removed parts (where applicable); and

e. Verification of items scrapped.

4.2 Work Sequencing

4.2.1 Equipment must be processed expeditiously through "in-plant" repair and the turnaround time (TAT) must not exceed 45 days, unless otherwise authorized by DND. Any difficulty in accomplishing this TAT must be reported to the RA through the Quality Assurance Representative (QAR) so that other repair or supply arrangements can be made if necessary. The principle of first-in-first-out (FIFO) per line item must be utilized whenever possible. Turn-around-time is measured from arrival of a repairable at the Offeror's facility to the time the item leaves the Offeror's facility enroute to consignee.

4.3 Accident and Incident Reporting

4.3.1 The Offeror must report to the TA any occurrences of accidents and incidents related to the propeller or related components while they are in the care of the Offeror.

5.0 AUTHORITY

5.1 Technical Authority (TA).

5.1.1 The Technical Authority for this SOW is: To be determined

5.2 Requisitioning Authority (RA)

5.2.1 The Requisitioning Authority for this SOW is: To be determined

5.3 Travel and Living

Subject to the prior written authorization by the Technical Authority or their designate, travel and living expenses incurred in the performance of the Work will be reimbursed, with no allowance for overhead or profit, within the limits permitted by the current National Joint Council Travel Directive (see Section III, clause TP4 of the Contract).

Estimated travel and living expenses shall not exceed (inclusive of GST/HST) \$10,000.00 during the period of this Standing Offer.

The verified and preauthorised travel expenses will be reimbursed upon submission of actual receipts for accommodations, car rental, taxi, parking, and airfare. Mileage will be reimbursed at applicable National Joint Council Travel Directive rates.

Appendix 1 – List of Repairables

NSN/Stock Code	Description	Part Number
1610-01-420-6922	Propeller Assy	792000-4
1610-01-620-0288	Blade, Propeller, Aircraft	SFA13M1-R0A
1610-21-901-1076	Spinner, Propeller	790176-1
1610-21-901-1084	Unit, Propeller Synchrophaser	785084-1-005
1610-21-901-1136	Tube Assy	782515-1
1610-21-901-1150	Hub Propeller	782701-4
1610-21-901-1152	Blade and Pin Assy	SFA13M1-XX
1610-21-901-1393	Pump, Aux Prop	4122-006000
1610-21-901-2711	Bulkhead and Rings	784914-1
1650-01-420-6921	Motor-pump Subassembly, Hydraulic	4122-006002
1650-01-492-6004	Motor-pump, Hydraulic	4122-006009
1680-01-376-3829	Actuator (Variable)	790180-2
5999-20-A0D-6740	Control Assy Propeller	782490-50
6625-20-A01-3794	VMS 11 Processor Unit	14560
6645-21-901-0174	Timer, Interval	774934-1

NOTE: This list may not incorporate all components that the Offeror would be responsible for under this Statement of Work. With the concurrence of the successful Offeror, this list is subject to amendment by the Technical Authority under the guidance of the Contracting Authority.

Solicitation No. - N° de l'invitation

W7006-19RO36/A

Client Ref. No. - N° de réf. du client

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Appendix 2

LOGISTICS STATEMENT OF WORK FOR REPAIR AND OVERHAUL CONTRACTS

LOGISTICS STATEMENT OF WORK

For
Repair and Overhaul Contracts
Including
In and Out of Country Repair
Major Equipment
Accountable Advance Spares

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

OPI: DMPP 9-6 17/01/2019

Version: 02

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RECORD OF CHANGES

DATE OF CHANGE	CHAPTER
17 Jan 19	Entire document updated

FOREWORD

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

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

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

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

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

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

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

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

List of Acronyms and Abbreviations

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

Figure A-1 List of Acronyms and Abbreviations

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1.0 OVERVIEW OF PUBLICATION

1.1 SYSTEM OF RECORD (Mandatory)

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

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

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

1.2 SUPPLY ACCOUNTS (Mandatory)

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

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

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

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

1.3 SPARES (Mandatory)

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

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

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

GFE/GFI:

- **Government Furnished Equipment (GFE)** is government owned equipment provided by DND to a contractor, on a loan agreement, to be used during the contract period and returned in essentially the same condition (subject to fair wear & tear) at the end of the contract.

- **Government Furnished Information (GFI)** is any information that DND will provide, on a loan agreement, to the contractor to enable contract fulfillment. Refer to Chapter 1.3 of A-LM-184-001/JS-001 for further information on Spares.

1.4 EXTENT OF WORK/TYPES OF EQUIPMENT (Mandatory)

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

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

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

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

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

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

2.0 RECEIPTS (Mandatory)

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

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

2.1 SELECTION NOTICE OBSERVATION MESSAGE (SNOM) (Mandatory)

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

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

2.2 DISCREPANCIES IN SHIPMENTS (Mandatory)

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

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

2.3 INITIAL INSPECTION OF REPAIRABLE MATERIAL (Mandatory)

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

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

2.4 HAZARDOUS MATERIEL AND CONTROLLED GOODS (Mandatory)

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

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

3.0 WORK CONTROL (Mandatory)

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

3.1 COMPLETION OF WORK (Mandatory)

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

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

3.2 STOP REPAIR ACTION (Mandatory)

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

The Contractor must comply immediately with all stop repair instructions.

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

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

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

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

5.0 COST CONTROL (Mandatory)

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

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

5.1 DEFINITIONS (As Applicable)

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

6.0 COSTING RECORDS (Mandatory)

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

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

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

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

7.0 ENGINEERING & MAINTENANCE SERVICES (Mandatory)

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

7.1 DND 626 TASK AUTHORIZATION (Mandatory)

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

7.2 MOBILE REPAIR PARTY (MRP) (As Applicable)

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

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

7.3 EQUIPMENT TURN AROUND TIME (TAT) (Mandatory)

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

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

7.4 PRIORITY REPAIR REQUEST (PRR) (Mandatory)

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

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

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

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

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

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

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

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

7.7 TERMINATION OF CONTRACT (Mandatory)

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

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

8.0 SUPPLY SUPPORT/SUSTAINMENT SUPPORT (Mandatory)

8.1 TRANSACTION DOCUMENTATION (Mandatory)

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

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

8.2 CONTRACTOR SUPPLY ACCOUNTING (Mandatory)

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

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

8.3 MANAGEMENT OF GOVERNMENT OWNED SPARES (As Applicable)

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

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

8.4 SPARES REVIEW (As Applicable)

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

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

8.5 STOCKTAKING (Mandatory)

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

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

8.6 EMBODIMENT FEES (As Applicable)

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

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

8.7 WAREHOUSING (Mandatory)

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

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

8.8 LOSS OR DAMAGE TO DND MATERIEL (Mandatory)

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

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

8.9 SCRAP - CUSTODY & DISPOSAL (Mandatory)

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

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

8.10 PACKAGING (Mandatory)

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

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

8.11 REUSABLE CONTAINERS (As Applicable)

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

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

8.12 TRANSPORTATION (Mandatory)

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

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

9.0 WARRANTY CONSIDERATION (Mandatory)

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

9.1 WARRANTY REVIEW BOARD (As Applicable)

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

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

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

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

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

11.0 PUBLICATIONS (As Applicable)

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

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

11.1 AVAILABILITY OF PUBLICATIONS (As Applicable)

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

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

11.2 DISPOSAL OF PUBLICATIONS (As Applicable)

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

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

12.0 OFFICE SERVICES (As Applicable)

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

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

13.0 MINUTES OF MEETINGS (Mandatory)

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

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

14.0 PLANT SHUTDOWN/VACATION PERIOD **(Mandatory)**

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

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

15.0 REPORTS (Mandatory)

15.1 MATERIEL MANAGEMENT REPORTS (Mandatory)

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

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

15.2 MRP PROGRESS REPORTS (Mandatory)

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

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

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

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

15.4 ANNUAL GOVERNMENT OWNED INVENTORY REPORT **(Mandatory)**

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

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

ANNEX B

BASIS OF PAYMENT

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

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

Offerors must provide offers as per unit of issue requested. It is the responsibility of the offeror to provide conversion to the unit of issue requested. Failure to do so will render the offer non-responsive without further consideration.

The quantities specified below are provided for evaluation purposes only.
Should there be an error in the extended pricing of the Offeror's proposal, the unit pricing will prevail and the extended pricing will be corrected in the evaluation. Any errors in the quantities of the Offeror's proposal will be changed to reflect the quantities stated in the RFSO.

* The Extended Price for materials is calculated by adding the **mark-up** quoted to the total estimated expenditure.
Example: Year 1, \$500.00 estimated expenditure; 10% mark-up quoted = \$500.00 + (\$500.00 x 10%) = \$550.00

Parts will be supplied FOB Destination including all delivery charges. The following definitions have been used to arrive at the figures noted:

i) **MARK-UP** - The difference between the Offeror's laid-down cost for product and resale price to the Crown. Mark-up includes applicable internal cost allocation by the Offeror such as material handling and general and administrative (G&A) expenses plus profit.

ii) **LAID-DOWN COST** - The cost incurred by an Offeror to acquire a specific product or service for resale to the government. This includes but is not limited to the supplier's invoice price (less trade discounts), plus any applicable charges for incoming transportation, foreign exchange, customs duty and brokerage.

If the successful supplier offers lower prices at the time of the call-up, other than those that form part of the SO, the Crown can and will take advantage of these prices, however, the terms and conditions of this SO will remain applicable.

Invoicing Instructions:

Any invoice issued against resulting Call ups to the Standing Offer which includes costs for parts must be included as a separate line item and must be accompanied by supporting documentation. Supporting documentation can consist of, but is not limited to, purchase orders and invoices.

Travel and Living Expenses

The Contractor will be reimbursed its authorized travel and living expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for profit and/or administrative overhead, in accordance with the meal, private vehicle and incidental expenses provided in Appendices B, C and D of the *National Joint Council Travel Directive* and with the other provisions of the directive

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referring to “travelers”, rather than those referring to “employees”. All travel must have the prior authorization of the Project Authority. All payments are subject to government audit.

Payment will be made in accordance with the following pricing.

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Pricing Schedule 1: Year One of the Standing Offer

Item#	Description	Estimated Usage in Hours (a)	Firm Fixed Hourly Rate (\$CAD) (b)	Extended Total (\$CAD) (a)x(b)
1.	For the Repair & Overhaul (R&O), modification or reduction to spares:	225		
2.	For preparation of Aircraft Maintenance Management Information System (AMMIS) Reports and other reports when authorized by the DND Technical and/or Requisitioning Authority:	35		
3.	For Time spent traveling to and from Canadian Armed Forces (CAF) locations or other locations as directed and specifically authorized by the TA	40		
		Estimated Usage (a)	Firm Mark Up Percentage (b)	Extended Total (ab)+(b)
4.	MATERIAL AND REPLACEMENT PARTS (except free issue) shall be charged at the Contractor's laid-down cost, plus a mark-up of _____% not to exceed the Manufacturer's suggested retail price. Cost must be supported by copies of the Contractor's paid invoices being submitted with invoice to DND. Freight if applicable to be prepaid, shown as a separate item charged to the Department of National Defence.	\$20,000		
Subtotal A				\$

Pricing Schedule 2: Year Two of the Standing Offer

Item#	Description	Estimated Usage in Hours (a)	Firm Fixed Hourly Rate (\$CAD) (b)	Extended Total (\$CAD) (a)x(b)
1.	For the Repair & Overhaul (R&O), modification or reduction to spares:	225		
2.	For preparation of Aircraft Maintenance Management Information System (AMMIS) Reports and other reports when authorized by the DND Technical and/or Requisitioning Authority:	35		
3.	For Time spent traveling to and from Canadian Armed Forces (CAF) locations or other locations as directed and specifically authorized by the TA	40		
		Estimated Usage (a)	Firm Mark Up Percentage (b)	Extended Total (ab)+(b)
4.	MATERIAL AND REPLACEMENT PARTS (except free issue) shall be charged at the Contractor's laid-down cost, plus a mark-up of _____% not to exceed the Manufacturer's suggested retail price. Cost must be supported by copies of the Contractor's paid invoices being submitted with invoice to DND. Freight if applicable to be prepaid, shown as a separate item charged to the Department of National Defence.	\$20,000		
Subtotal B				\$

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Pricing Schedule 3: Year Three of the Standing Offer

Item#	Description	Estimated Usage in Hours (a)	Firm Fixed Hourly Rate (\$CAD) (b)	Extended Total (\$CAD) (a)x(b)
1.	For the Repair & Overhaul (R&O), modification or reduction to spares:	225		
2.	For preparation of Aircraft Maintenance Management Information System (AMMIS) Reports and other reports when authorized by the DND Technical and/or Requisitioning Authority:	35		
3.	For Time spent traveling to and from Canadian Armed Forces (CAF) locations or other locations as directed and specifically authorized by the TA	40		
		Estimated Usage (a)	Firm Mark Up Percentage (b)	Extended Total (ab)+(b)
4.	MATERIAL AND REPLACEMENT PARTS (except free issue) shall be charged at the Contractor's laid-down cost, plus a mark-up of _____% not to exceed the Manufacturer's suggested retail price. Cost must be supported by copies of the Contractor's paid invoices being submitted with invoice to DND. Freight if applicable to be prepaid, shown as a separate item charged to the Department of National Defence.	\$20,000		
Subtotal C				\$

Pricing Schedule 4: Option Year 1 of the Standing Offer

Item#	Description	Estimated Usage in Hours (a)	Firm Fixed Hourly Rate (\$CAD) (b)	Extended Total (\$CAD) (a)x(b)
1.	For the Repair & Overhaul (R&O), modification or reduction to spares:	225		
2.	For preparation of Aircraft Maintenance Management Information System (AMMIS) Reports and other reports when authorized by the DND Technical and/or Requisitioning Authority:	35		
3.	For Time spent traveling to and from Canadian Armed Forces (CAF) locations or other locations as directed and specifically authorized by the TA	40		
		Estimated Usage (a)	Firm Mark Up Percentage (b)	Extended Total (ab)+(b)
4.	MATERIAL AND REPLACEMENT PARTS (except free issue) shall be charged at the Contractor's laid-down cost, plus a mark-up of _____% not to exceed the Manufacturer's suggested retail price. Cost must be supported by copies of the Contractor's paid invoices being submitted with invoice to DND. Freight if applicable to be prepaid, shown as a separate item charged to the Department of National Defence.	\$20,000		
Subtotal D				\$

Pricing Schedule 5: Option Year 2 of the Standing Offer

Item#	Description	Estimated Usage in Hours (a)	Firm Fixed Hourly Rate (\$CAD) (b)	Extended Total (\$CAD) (a)x(b)
1.	For the Repair & Overhaul (R&O), modification or reduction to spares:	225		
2.	For preparation of Aircraft Maintenance Management Information System (AMMIS) Reports and other reports when authorized by the DND Technical and/or Requisitioning Authority:	35		
3.	For Time spent traveling to and from Canadian Armed Forces (CAF) locations or other locations as directed and specifically authorized by the TA	40		
		Estimated Usage (a)	Firm Mark Up Percentage (b)	Extended Total (ab)+(b)
4.	MATERIAL AND REPLACEMENT PARTS (except free issue) shall be charged at the Contractor's laid-down cost, plus a mark-up of _____% not to exceed the Manufacturer's suggested retail price. Cost must be supported by copies of the Contractor's paid invoices being submitted with invoice to DND. Freight if applicable to be prepaid, shown as a separate item charged to the Department of National Defence.	\$20,000		
Subtotal E				\$

Subtotal A+B+C+D+E = \$ _____

ANNEX C

INSURANCE REQUIREMENTS

Aviation Liability Insurance

1. The Contractor must obtain Aviation Liability Insurance for Bodily Injury (including passenger Bodily Injury) and Property Damage, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$5,000,000 per accident or occurrence and in the annual aggregate.
2. The Aviation Liability policy must include the following:
 - a. Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, represented by Public Works and Government Services Canada.
 - b. Notice of Cancellation: The Contractor will provide the Contracting Authority thirty (30) days prior written notice of policy cancellation or any changes to the insurance policy.
 - c. Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
 - d. Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
 - e. Employees and, where applicable, Volunteers must be included as Additional Insured.
 - f. Aviation Passenger Liability and inclusive Medical Payments: If sub-limits are applicable to Contractor's policy conforming to international carriage agreements or otherwise, such sub-limits must in any event be, not less than, \$300,000 per person. The per accident limit should be no less than \$300,000 multiplied by the number of passengers.
 - g. If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
 - h. Employers Liability (unless we have confirmation that all employees are covered by Worker's compensation WSIB or similar program)
 - i. Hangarkeeper's Liability: To cover loss of and/or damage to aircraft on the ground in the care, custody or control of the Contractor.
 - j. Products and Completed Operations: To cover liability arising from the sale and service of aviation products, assembly and repair activities, in connection with the Work performed by or on behalf of the Contractor.

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

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ANNEX D

USAGE REPORT

Return to:

ATTN.: Christie Maki, Procurement Specialist
Public Works and Government Services Canada
Acquisitions Branch
310-269 Main Street
Winnipeg, MB R3B 0T6
Email: Christie.maki@pwgsc-tpsgc.gc.ca

REPORT ON THE VOLUME OF BUSINESS WITH FEDERAL GOVERNMENT DEPARTMENTS AND AGENCIES

SUPPLIER: _____

STANDING OFFER NO: _____

DEPARTMENT OR AGENCY: _____

REPORTING PERIOD: _____

Item No.	Call-Up/contract No. (Including Amendments) Description	Value of the Call- Up/Contract	GST/HST
(A) Total Dollar Value Call-ups for this reporting period:			
(B) Accumulated Call-Up totals to date:			
(A+B) Total Accumulated Call-Ups:			

NIL REPORT: We have not done any business with the federal government for this period []

PREPARED BY: _____

NAME: _____

TELEPHONE NO.: _____

SIGNATURE: _____ DATE: _____

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ANNEX E to PART 3 OF THE REQUEST FOR STANDING OFFERS

ELECTRONIC PAYMENT INSTRUMENTS

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

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

ANNEX F

MANDATORY TECHNICAL CRITERIA and POINT RATED TECHNICAL CRITERIA

REPAIR AND OVERHAUL HS 14SF-7 PROPELLERS CT142 DASH 8 AIRCRAFT

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

- a) Where applicable, Offerors must provide supporting technical documentation, including but not limited to, specification sheets, technical brochures, photographs or illustrations, which demonstrates the Offeror's ability to meet the mandatory and point rated technical criteria specifications. This documentation should be provided with the offer at solicitation close and be cross-referenced within the Compliance Matrix.
- b) If the supporting documentation referenced above has not been provided at solicitation closing, the Contracting Authority will notify the Offeror that they must provide supporting documentation within two (2) business days.
- c) Failure to comply with the request of the Contracting Authority within that time period will render the offer nonresponsive and the offer will not be given any further consideration.
- d) Canada will not evaluate information such as references to Web site addresses where additional information can be found.
- e) Offerors must address any concerns with the performance specifications in written detail to the Contracting Authority before bid closing as outlined in the Request for Standing Offer (RFSO) document.
- f) Failure to meet each performance specification will result in the bid being deemed non-responsive, and be given no further consideration.
- g) Offerors should provide documentation to demonstrate compliance to each mandatory and point rated criterion as identified. If there is insufficient space in the table, provide the appropriate details on a separate page in your proposal.
- h) Offerors should cross reference where in their technical bid, the technical specification is located, and where the supporting documentation is found within your proposal. If there is insufficient space in the table, provide the appropriate details on a separate page in your proposal.
- i) Offerors must obtain a minimum passing mark of 60% overall for the technical evaluation criteria which are subject to point rating. The required minimum is 48 points. The rating is performed on a scale of 80 points.

MANDATORY TECHNICAL CRITERIA (M)	POINT RATED TECHNICAL CRITERIA (P)
M1 – Approved Maintenance Organization	P1 – Past Experience – Technical
M2 – Technical Airworthiness Authority	P2 – Past Experience – Project Turn-Around-Time
M3 – Quality Control and Assurance	P3 – Non-Destructive Testing Capability
M4 – Point of Contact	P4 – Sub-Contracting Procedures
M5 - Non-Destructive Testing Capability	

MANDATORY TECHNICAL CRITERIA		
	Offeror is to indicate how they meet the specifications addressed below, by recording the information in this column	In this column Offeror is to cross-reference where this technical specification is located in their technical data sheet or narrative.
M1 Approved Maintenance Organization (AMO) The Offeror must be a Transport Canada (TC), or equivalent (FAA, JAA, EASA, etc), Accredited Maintenance Organization with the following rating: a. Hamilton Sundstrand 14SF-7 Propellers; The Offeror must submit their TC approval certificate(s) (or equivalent) to demonstrate compliance. If a subcontractor will be utilized, the Offeror must also submit subcontractor's certificates to demonstrate compliance.		
M2 Technical Airworthiness Authority (TAA) The Offeror must submit a written commitment to obtain and maintain TAA recognition for the scope and depth of the airworthiness-related activities of work specified in the contract as per the CAF Technical Airworthiness Manual. If a subcontractor will be utilized, the Offeror must also submit Subcontractor's written commitment.		
M3 Quality Control and Assurance ISO 9001-2008 or AS9100C certified Offerors must provide a copy of the certificate with their bid. If the Offeror is not ISO 9001-2008 or AS9100C certified they must demonstrate, to the satisfaction of the DQA, compliance with ISO 9001-2008 elements (requirements). Offerors not ISO 9001-2008 or AS9100C certified must provide the quality system being used at the Offeror's facility applicable to this solicitation. The information provided must include brief statements regarding the origin of the quality system (including any standards which were utilized in the development of the system), scope of the quality system, responsibility of key individuals within the organization with respect to the quality system and method of audit (include both internal and external audits), along with an uncontrolled copy of the organization's quality manual (electronic format preferred). External audits should include both regulatory and non-regulatory organizations auditing the Offeror's quality management system. For the purpose of this evaluation, an external audit is considered to be one conducted by an entity other than the Offeror's regulatory agency (e.g. TC or FAA) or an entity within the Offeror's corporate structure. If a subcontractor will be utilized, the Offeror must also submit the above for the subcontractor to demonstrate compliance. Note: The Offeror is not required to seek DQA acceptance for their equivalent Quality Management System prior to submitting the bid. If the Offeror requires DQA acceptance, the Offeror must submit their bid, including the above information, and DQA will be included during the bid evaluation for the purposes of evaluating the Offeror's equivalent Quality Management System.		

<p>M4 Point of Contact</p> <p>The Offeror must provide a list of persons to contact for the resolution of (1) technical, (2) logistics, and (3) administrative issues. A brief description of each individual's responsibilities must be included. Where a customer or account representative will be determined after contract award, the Offeror may provide the job description and indicate the representative's position within the Offeror's organization (e.g. through the use of an organization chart) in lieu of providing the name of an individual or a list of persons.</p>	
<p>M5 Non-Destructive Testing Capability</p> <p>The Offeror must be able to provide all of the following NDT (Specialized) rating: Liquid penetrant; Magnetic particle; Eddy current; ultrasonic capability consistent with the HS Aircraft Maintenance and Repair Manuals. These capabilities can either be in-house or done via subcontractor.</p> <p>Offeror must submit a copy of their AMO certificates for techniques that will be done in-house.</p> <p>The Offeror must submit subcontractor's AMO certificates for all techniques subcontractor will provide.</p>	

POINT RATED CRITERIA				
	Maximum Score	Offeror Points Scored	Offeror Response Provide cross-reference where the supporting information is found in your proposal	Point Rated Scoring Grid
P1 Past Experience – Technical The Offeror must detail the extent of its previous experience with respect to Hamilton Sundstrand 14SF-7 propeller repair and overhaul over the last three (3) years (from date of RFQO.) The Offeror must provide the number of HS 14SF-7 propellers (or similar propeller variants from HS or other propellers used on Dash 8 variant aircrafts) inspected, repaired, or overhauled per year over the three year period. In addition to the number of HS 14SF-7 propellers (or similar) the Offeror must provide the name of the client(s), inductions dates, and completion dates for each propeller inspected, repaired, or overhauled over the three year period. For the purpose of assessing this factor the evaluation board will award points based on the average number of propellers on which the Offeror conducted work over the three year period.	30			30 Points – Work carried out on ten or more HS 14SF-7 propellers per year. 20 Points – Work carried out on five to nine HS 14SF-7 propellers per year. 10 Points – Work carried out on three to four HS 14SF-7 propellers per year. 5 Points – Work carried out on ten or more propeller variants from HS or other propellers used on Dash 8 variant aircrafts per year. 0 Points – Work carried out on one to two HS 14SF-7 propellers per year.
P2 Past Experience – Project Turn-Around-Time (TAT) Based on past experience, the Offeror must provide an average Turn-Around-Time (TAT) for repair and overhaul services of propeller assemblies. The Offeror must present this information for the past three (3) years for each HS 14SF-7 propeller (or similar- propeller variants from HS or other propellers used on Dash 8 variant aircrafts) inspected, repaired, or overhauled. <i>Note: The TAT must be defined as the period between when the component arrives at the Offeror's facility, to the time it leaves the Offeror's facility, en-route to the Consignee.</i>	30			30 Points – Average TAT is less than 35 calendar days. 20 Points – Average TAT is 36 to 40 calendar days. 10 Points – Average TAT is 41 to 45 calendar days. 5 Points – Average TAT is greater than 45 calendar days.

<p>P3 Non-Destructive Testing Capability</p> <p>The Offeror must specify which of the following NDT techniques will be provided in-house and which, if any, are being provided through the use of subcontractors.</p> <p>NDT techniques: Liquid penetrant, Magnetic particle, Eddy current, ultrasonic.</p>	10			<p>10 Points – The Offeror has in-house capability for all of the following NDT techniques: Liquid penetrant, Magnetic particle, Eddy current, ultrasonic.</p> <p>5 Points – The Offeror has in-house capability for some of the following NDT techniques.: Liquid penetrant, Magnetic particle, Eddy current, ultrasonic.</p> <p>0 Points – All NDT techniques will be provided by subcontractors.</p>
<p>P4 Sub-Contracting Procedures</p> <p>The Offeror must clearly state if they will or will not be using subcontractors for any of the work described in the SOW.</p> <p><i>Note: The purpose of these point-rated criteria is to address the potential TAT delays that are associated to sub-contracting work. Additional points are awarded if there are no sub-contractors identified in the Offeror's proposal.</i></p>	10			<p>10 Points – The Offeror clearly states that subcontractors will not be utilized in the performance of work associated with this contract.</p> <p>0 Points – Subcontractors will be utilized in the performance of work associated with this contract.</p>

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