

**RETURN BIDS TO:**

## RETOURNER LES SOUMISSIONS À:

## Bid Receiving PWGSC/TPSGC reception des soumissions

**Victory Building/Édifice Victory**  
**Room 310/pièce 310**

**269 Main Street/269 rue Main**

## Winnipeg

## Manitoba

**R3C 1B3**

**Bid Fax: (204) 983-0338**

## Request For a Standing Offer Demande d'offre à commandes

## Regional Individual Standing Offer (RISO)

### Offre à commandes individuelle régionale (OCIR)

Canada, as represented by the Minister of Public Works and Government Services Canada, hereby requests a Standing Offer on behalf of the Identified Users herein.

Le Canada, représenté par le ministre des Travaux Publics et Services Gouvernementaux Canada, autorise par la présente, une offre à commandes au nom des utilisateurs identifiés énumérés ci-après.

## Comments - Commentaires

**Vendor/Firm Name and Address****Raison sociale et adresse du fournisseur/de l'entrepreneur**

**Issuing Office - Bureau de distribution**

Public Works and Government Services Canada - Western  
Region

Victory Building/Édifice Victory

Room 310/pièce 310

269 Main Street/269 rue Main

Winnipeg

Manitoba

R3C 1B3

<b>Title - Sujet</b> Airframe and Landing Gear	
<b>Solicitation No. - N° de l'invitation</b> W7006-19RO14/A	<b>Date</b> 2019-12-02
<b>Client Reference No. - N° de référence du client</b> W7006-19RO14	<b>GETS Ref. No. - N° de réf. de SEAG</b> PW-\$WPG-010-10931
<b>File No. - N° de dossier</b> WPG-9-42098 (010)	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2020-01-03</b>	<b>Time Zone</b> <b>Fuseau horaire</b> Central Standard Time CST
<b>Delivery Required - Livraison exigée</b> See Herein	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Maki, Christie	<b>Buyer Id - Id de l'acheteur</b> wpg010
<b>Telephone No. - N° de téléphone</b> (204)891-6126 ( )	<b>FAX No. - N° de FAX</b> (204)983-7796
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> DEPARTMENT OF NATIONAL DEFENCE 17 WING WINNIPEG 715 WILHURI RD BLDG 129 MDC WINNIPEG Manitoba R3J3Y5 Canada	
<b>Security - Sécurité</b> This request for a Standing Offer does not include provisions for security. Cette Demande d'offre à commandes ne comprend pas des dispositions en matière de sécurité.	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

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

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Solicitation No. - N° de l'invitation  
**W7006-19RO14**  
Client Ref. No. - N° de réf. du client  
**W7006-19RO14**

Amd. No. - N° de la modif  
  
File No. - N° du dossier  
**WPG-9-42098**

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

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## **PART 1 - GENERAL INFORMATION**

### **1.1 Introduction**

The 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:<br><br>6A, includes the Standing Offer containing the offer from the Offeror and the applicable clauses and conditions;<br><br>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**

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 the repair and overhaul of the CT142 Dash 8 airframe components, landing gear components, and associated equipment.

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

- a. Inspection, repair, overhaul, modification and/or reduction to spares of the CT142 Dash 8 airframe components, landing gear components, and associated equipment at the Offeror's facility for parts listed in the list of repairables at Appendix 1.
- b. Technical Investigation and Engineering Support (TIES) services in support of CT142 Dash 8 airframe components, landing gear components, and associated equipment, on an as requested basis.

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

A9130T (2014-11-27) Controlled Goods Program- Bid  
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](mailto: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 77 points overall for the technical evaluation criteria which are subject to point rating.  
The rating is performed on a scale of 110 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) (<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/canada-labour/s) 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) (<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 February 1, 2020 to January 31, 2023 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 February 1, 2023 to January 31, 2024 and February 1, 2024 to January 31, 2025, 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  
A9062C (2011-05-16) Canadian Forces Site Regulations  
A9131C (2014-11-27) Controlled Goods Program - Contract  
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](mailto: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:

Solicitation No. - N° de l'invitation

**W7006-19RO14**

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

**W7006-19RO14**

Amd. No. - N° de la modif

File No. - N° du dossier

**WPG-9-42098**

Buyer ID - Id de l'acheteur

**wpg010**

CCC No./N° CCC - FMS No./N° VME

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"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**

#### **CT142 DASH 8 AIRFRAME AND LANDING GEAR COMPONENTS AND ASSOCIATED ACCESSORIES REPAIR AND OVERHAUL**

##### **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 the repair and overhaul of the CT142 Dash 8 airframe components, landing gear components, and associated equipment.

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 the CT142 Dash 8 airframe components, landing gear components, and associated equipment at the Offeror's facility for parts listed in the list of repairables at Appendix 1.
- b. Technical Investigation and Engineering Support (TIES) services in support of CT142 Dash 8 airframe components, landing gear components, and associated equipment, on an as requested basis.

###### **1.2 Background:**

1.2.1 On behalf of the Department of National Defence and the Royal Canadian Air Force, 402 Sqn based out of 17 Wing in Winnipeg, Manitoba, operates four CT142, Series 100, Dash 8 aircraft for the purpose of supporting basic Air Combat System Officer and Airborne Electronic Sensor Operator training conducted by 1 CFFTS. The CT142 Dash 8 aircraft is a modified civilian Dash 8 model 102 aircraft (DHC-8-102).

###### **1.3 Terminology:**

1.3.1 The following abbreviations are used throughout this SOW:

402 Sqn	402 Squadron
AD	Airworthiness Directive
AMO	Approved Maintenance Organization
AMP	Airworthiness Management Plan
AWR	Additional Work Requests
BER	Beyond Economic Repair
CF	Canadian Forces
1 CFFTS	1 Canadian Forces Flying Training School
CFTO	Canadian Forces Technical Order
DND	Department of National Defence
DARs	Design Approval Representatives
DQA	Director of Quality Assurance
EDD	Estimated Delivery Date
FAA	Federal Aviation Administration

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FIFO	First-in/First-out
OEM	Original Equipment Manufacturer
MND	Minister of National Defence
PRR	Priority Repair Request
PA	Procurement Authority
RDD	Required Delivery Date
RMR	Repairable Materiel Request
SOW	Statement of Work
TA	Technical Authority
TAA	Technical Airworthiness Authority
TAM	Technical Airworthiness Manual
TAT	Turn Around Time
TC	Transport Canada
TMP	Tool Management Program
TIES	Technical Investigation and Engineering Support
WSM	Weapons System Management
QA	Quality Assurance
QAR	Quality Assurance Representative
QMS	Quality Management System

## **2.0 APPLICABLE 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 will take precedence.

- a. C-02-005-011/AM-000 Mobile Repair Parties Manned by Contractor Personnel
- b. C-05-030-001/AG-001 Aircraft Maintenance Management Information System
- c. C-05-005-P04/AM-001 Aircraft Maintenance Record Set
- d. C-05-005-P09/AM-001 Maintenance Program Implementation – Support Activities
- e. C-05-005-001/AG-001 Technical Airworthiness Manual  
A copy is available online at <https://www.canada.ca/en/department-national-defence/services/military-airworthiness/technical-airworthiness-authority-overview/technical-airworthiness-regulatory-documents/technical-airworthiness-manual.html>

2.1.2 All work will be carried out in accordance with approved data that is acceptable to TC and/or MND. The Offeror must be responsible for obtaining 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 will include the latest amendment of the manufacturer's maintenance and overhaul manuals, service bulletins, service letters and approved repair dispositions.

2.1.3 For instructions and procedures for in and out of country Contractors, refer to the Logistics Statement of Work in Appendix 2

## **3.0 REQUIREMENTS**

### 3.1 Airworthiness Requirements

3.1.1 All aspects of the inspection, repair, and overhaul of the CT142 Airframe Components 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.

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

3.1.2 The Offeror must be an Accredited Maintenance Organization (AMO) recognized by an airworthiness authority such as TC, FAA, or EASA with ratings to the scope and depth of work required by this SOW. 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.

3.1.3 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 CT142 airframe components, landing gear components, and associated equipment. 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.

3.1.4 Implementation of these airworthiness requirements must 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 of 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 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.

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

### **3.2 Security Requirements**

3.2.1 Must be Controlled Goods qualified for maintenance actions performed on Aviation equipment.

### **3.3 Approval Process**

3.3.1 All work associated with this SOW is to be carried out by a TC approved or equivalent, repair and overhaul organization and all items must be accompanied by appropriate certification acceptable to TC. 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 DARs who possess delegated authorities in applicable technical specialty areas for the DASH-8 aircraft. 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 acceptable to TC. Approved data must include the latest amendment of the manufacturer's maintenance manuals, service bulletins, approved repair dispositions and approved modifications.

### **3.4 Additional Work Requests (AWR)**

3.4.1 The Offeror must obtain the authority of the TA via an approved AWR prior to undertaking any corrective maintenance or work outside the scope of work outlined in the Call up to Standing Offer. The AWR must, at a minimum, detail the reason for the requirement, the work to be performed, work breakdown and associated cost. The TA will provide written guidance within two (2) working days of receipt of the request.

### **3.5 Tasks**

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

- a. The Offeror must inspect, repair, overhaul, paint and / or modify items in accordance with approved data as directed by the TA;
- 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 TA. Findings and recommendations must be supported by basic engineering data and submitted to the TA in the form of engineering reports; and

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

- a. Receipt and induction processing (this operation must include 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 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 airframe, landing gear, 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. Balancing of Components;
- i. Painting;
- j. Embodiment of CF Modifications or OEM service bulletins as specified in a minimum work specification for each item (to be provided by the TA if applicable) or as directed by the TA;

**NOTE:**

The Offeror may elect to embody a Service Bulletin that is not listed in the minimum work specification and has not been mandated by an AD. However, prior to embodiment of any such 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 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 components that are BER will be the responsibility of the Offeror.

**NOTE:** The Offeror must coordinate with the TA for this process.

- 3.5.3 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.
- 3.5.4 The normal work scope for certain repairable items will be specified in a minimum work specification, which will be provided by the TA.
- 3.5.5 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.
- 3.5.6 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.
- 3.5.7 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.
- 3.5.8 The Offeror must provide a single point of contact for all work associated with this SOW.
- 3.5.9 The Offeror must conduct visits to CF 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 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 will be provided.

4.1.2 The Offeror must maintain and forward to the TA a record of work carried out on each CT142 Dash 8 airframe 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 TAT must not exceed forty-five (45) days, unless otherwise authorized by DND. Any difficulty in accomplishing this TAT must be reported to the TA through the QAR so that other repair or supply arrangements can be made if necessary. The principle of 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 en route to consignee.

#### **4.3 Accident and Incident Reporting**

4.3.1 The Offeror must report to the TA, "within 48 hours", any occurrences of accidents and incidents related to the CT142 Dash 8 airframe components or accessories while they are in the care of the Offeror.

### **5.0 QUALITY ASSURANCE**

#### **5.1 QAC "Q"**

5.1.1 All work associated with this SOW is to be carried out by a maintenance organization which has a quality system that complies with ISO 9001:2015 (QAC Q) or equivalent QMS deemed acceptable to the Director Quality Assurance. In the preparation of the work described herein, the Offeror must comply with the Model for QA for production, installation, and servicing.

5.1.2 The Offeror must ensure that all work under a resulting Standing Offer is performed in accordance with the approved QA Plan and Procedures. The successful implementation and operation of the Offeror's QA system must be subject to audit by the Crown. All of the Offeror's in-progress inspection and test results must be subject to review and audit by the Crown. The Crown's Quality representative must have access to any of the Offeror's or sub-Offeror's premises where any part of the work is performed.

#### **5.2 Civil Aircraft Inspection (QAC "J").**

5.2.1 The work described herein must be inspected in compliance with the requirements of the U.S. FAA and/or the Canadian DOT Civil Aircraft Regulations and is subject to verification by the Department of National Defence at destination. Proof of Inspection must accompany each shipment. The material is to be released for shipment to the consignee(s) using properly

completed FAA or DOT approved inspection documents. The completed inspection document(s) must be attached to, or enclosed with each shipment, as applicable, in compliance with FAA/DOT regulations.

## **6.0 AUTHORITY**

### **6.1 General**

- 6.1.1 TA for this requirement must be the primary point of contact for Offeror personnel and will be stated in the Standing Offer award document.
- 6.1.2 All reports, deliverables, documentation and services rendered must be subject to inspection and signature (where required) by the TA or their designated representatives, evaluated on the basis of suitability, quality and adherence to this SOW and any resultant tasking. All evaluations will be done within a reasonable time frame, as determined by the TA, based upon the particular deliverable.
- 6.1.3 Should any report, document, good or service not be in accordance with the requirements of this SOW and to the satisfaction of the TA, as submitted, the TA must have the right to reject it or require its correction at the sole expense of the Offeror before recommending payment.
- 6.1.4 Any communication with the Offeror regarding the quality of work performed pursuant to this Standing Offer must be undertaken by official correspondence through the Standing Offer Authority.

## **7.0 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) \$20,000.00 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

**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 Offering Authority.

NSN/Stock Code	Description	Part Number
1560-20-009-2729	Leading Edge, Aircraft	8DK4011-055
1560-20-009-2732	Leading Edge, Aircraft	8DK4011-056
1560-20-009-2733	Leading Edge, Aircraft	8DK4011-051
1560-20-009-2737	Leading Edge, Aircraft	8DK4011-054
1560-20-AOM-9891	Leading Edge, Aircraft	8DK4011-058
1560-21-899-3404	Door, Aircraft	85310113-005
1560-21-899-7178	Door, Sub Assembly -A	85720014-053
1560-21-899-7179	Tip Assembly, Wing L	85760002-001
1560-21-899-7180	Tip Assembly, Wing R	85760002-002
1560-21-899-7185	Door Assembly Forward	85420006-001
1560-21-899-7186	Door Assy, Centre	85420007-001
1560-21-899-7187	Door Assembly, Aft L	85420008-003
1560-21-899-7187	Door Assembly, Aft L	85420008-005
1560-21-899-7188	Door Assembly, Right	85420009-003
1560-21-899-7188	Door Assembly, Right	85420009-005
1560-21-899-7192	Leading Edge Assembly	85510202-003
1560-21-899-7193	Leading Edge Assembly	85510203-003
1560-21-899-7194	Leading Edge Assembly	85510203-004
1560-21-899-7220	Door Assembly	85310112-001
1560-21-899-7220	Door Assembly	85310112-003
1560-21-899-7222	Door Assembly	85310278-001
1560-21-899-7222	Door Assembly	85310278-003
1560-21-899-7222	Door Assembly	85310278-005
1560-21-899-7223	Door Assembly	85310278-002
1560-21-899-7223	Door Assembly	85310278-004
1560-21-899-7223	Door Assembly	85310278-006
1560-21-899-7227	Panel Assembly, Comp	85350291-001
1560-21-899-7265	Panel Assembly, Access	85350284-002
1560-21-899-7266	Panel Assembly, Access	85350288-001
1560-21-899-7266	Panel Assembly, Access	85350288-003
1560-21-899-7266	Panel Assembly, Access	85350288-005
1560-21-899-7267	Panel Assembly, Access	85350288-002
1560-21-899-7267	Panel Assembly, Access	85350288-004
1560-21-899-7267	Panel Assembly, Access	85350288-006
1560-21-899-7309	Spring Assembly, Tension	83232010-005

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1560-21-901-4348	Door Assembly, Access	85530902-001
1560-21-901-4362	Panel Assembly, Left	85710023-001
1560-21-901-4363	Panel Assembly, Right	85710023-002
1560-21-901-4364	Panel Assembly, Left	85710024-001
1560-21-901-4365	Panel Assembly, Right	85710024-002
1560-21-901-4366	Panel Assembly, Access	85710025-001
1560-21-901-4393	Panel Assembly, Access	85710025-002
1560-21-901-4394	Panel Assembly, Access	85710026-001
1560-21-901-4395	Panel Assembly, Access	85710026-002
1560-21-901-4396	Panel Assembly, Outer	85711094-001
1560-21-901-4397	Panel Assembly, Center	85711101-001
1560-21-901-4419	Tab, Trim, Aircraft	85740005-001
1560-21-901-4419	Tab, Trim, Aircraft	85740005-003S
1560-21-901-4420	Tab, Trim, Aircraft	85740005-002
1560-21-901-4427	Panel Assembly, Access	85750201-001
1560-21-901-4428	Panel Assembly, Access	85750201-002
1560-21-901-4487	Panel Assembly, Access	85430011-001
1560-21-901-4488	Panel Assembly, Access	85430012-001
1560-21-901-4490	Leading Edge, H. Stab	85510202-005
1560-21-901-4491	Leading Edge Assembly	85520009-001
1560-21-901-4492	Leading Edge Assembly	85520009-002
1560-21-901-4495	Fairing Assembly, Flight	85780092-002
1560-21-901-4496	Fairing Assembly, Nose	85780093-001
1560-21-901-4497	Fairing Assembly, Nose	85780093-002
1560-21-901-4498	Fairing Assembly, Nose	85780094-001
1560-21-901-4499	Fairing Assembly, Nose	85780094-002
1560-21-901-4499	Fairing Assembly, Nose	85780094-006
1560-21-901-4509	Spoiler Assembly, Ground	85770001-003
1560-21-901-4510	Spoiler Assembly, Ground	85770001-004
1560-21-901-4511	Spoiler Assembly, Ground	85770001-005
1560-21-901-4512	Spoiler Assembly, Ground	85770001-006
1560-21-901-4513	Spoiler Assembly, Flight	85770012-001
1560-21-901-4514	Spoiler Assembly, Flight	85770012-002
1560-21-901-4515	Spoiler Assembly, Flight	85770013-001
1560-21-901-4516	Spoiler Assembly, Flight	85770013-002
1560-21-901-4517	Fairing Assembly, Flight	85780092-001
1560-21-901-5847	Leading Edge, V. Stab	85530009-013
1560-21-901-5848	Leading Edge, Inner	85720011-008
1560-21-901-5849	Leading Edge, Inner	85720011-007
1560-21-901-5850	Leading Edge, Wing 0	85720016-004
1560-21-901-5851	Leading Edge, Wing 0	85720016-003
1560-21-901-5852	Leading Edge, Center	85720015-004

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1560-21-901-5853	Leading Edge, Center	85720015-003
1560-21-901-5854	Leading Edge, Center	85720014-006
1560-21-901-5855	Leading Edge, Center	85720014-005
1560-21-901-5856	Leading Edge, Inner	85720013-006
1560-21-901-5857	Leading Edge, Inner	85720013-005
1560-21-901-5860	Leading Edge, H. Stab	85510202-004
1560-21-906-2697	Tab Assy Elevator	85520004-003
1560-21-906-2864	Door Assy NLG	85310113-009
1560-21-910-0851	Cowling.	87140011-001
1560-21-AAP-5623	Motor Wiper	83040025-002
1560-21-AAP-5714	Edge Stabilizer	85530005-011
1620-21-901-3237	Actuator, Stabilizer, Landing Gear	10700-103
1620-21-901-3237	Actuator, Stabilizer, Landing Gear	70700-105
1650-01-419-5462	Filter Case Drain Bypass Valve	AD-B089-4
1650-01-419-5462	Filter Case Drain Bypass Valve	7591630-101
1650-21-899-7183	Return Manifold Bypass Valve	AE-B213-16
1650-21-899-7183	Return Manifold Bypass Valve	7591629-101
1650-21-899-7455	Pump, Hydraulic	570347
1650-21-899-7456	SPU, Hydraulic	624345
1650-21-901-1013	Valve, Lift Dump	7SC0145
1650-21-901-5218	SPU, Hydraulic	731840
1660-01-421-0270	Air Cycle Machine	782790-10
1660-21-899-7326	Fan-Recirculating	778728-4
1660-21-899-7333	Air Cycle Machine	782790-6
1660-21-901-2190	Valve Assembly, Outflow	103672-1
1680-01-283-5640	Seat, Aircraft Crew Rest	94199-1
1680-01-283-5641	Seat, Aircraft Crew Rest	94198-1
1680-01-307-6829	Actuator, Electro-Mechanical, Linear	DL1028M60-1
1680-20-005-3492	Unit – Flap Power	734177E
1680-20-T00-3627	Gearbox Transfer	744 975
1680-21-899-7374	Actuator	734374C
1680-21-899-7414	Seat Assembly	82520012-003
1680-21-901-3840	Power Unit Flap	734177D
1680-21-901-4439	Seat, Aircraft	394-001-01
1680-21-901-4440	Seat, Aircraft	394-001-02
1680-21-901-4717	Seat, Aircraft	8SC0283
1680-21-901-4729	Panel Assembly, Engine	83910042-005
1680-21-901-5209	Seat, Aircraft	394-001-03
1680-21-901-5210	Seat, Aircraft	394-001-04
1680-21-901-5886	Seat Assembly	394-001-06
1680-21-901-5886	Seat Assembly	394-001-08
1680-21-901-5887	Seat Assembly	394-001-05

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1680-21-904-8112	Panel Assembly	83910042-007
1680-21-904-8112	Panel Assembly, Engine	83910042-009
1680-21-911-9104	Heat Exchanger	778683-2
2805-21-AAP-5768	Shroud, Engine, Lower	87800078-015
2835-01-328-7477	APU	160370-600
2915-01-310-3451	Pump, Submerged	RR53160C
2915-21-900-2513	Pump Assembly	RR53185C
4810-21-900-4232	Valve, Pack Control	778727-2
4820-21-500-4198	Pressure Manifold Relief Valve	1849
5985-21-903-6055	RADOME	853 I 2465-001
6620-21-AAP-5504	Torque Sensor	756158
M00118651	Aileron	85740004-003
200053172	Actuator, NLG	8400-105
200053298	Steering Actuator	8900-113
200053300	Steering Actuator	8900-115
200053301	Steering Actuator	8900-121
200053414	Shock Strut Assembly	10100-121
20AOD6731	Shock Strut Assy	10100-123
15320235	Shock Strut Assy	10100-125
200061791	Shock Strut Assy	10100-127
218997303	Control Unit, Steering	8700-5
218997454	Drag Strut Assy	10200-5
219011011	Rudder Actuator Assy	11200-3
219011012	Rudder Damper	11000-1
219011055	Yoke Assy, MLG	10300-3
20A0G0904	Yoke Assy, MLG	10300-7
219013214	Centering Assy, Nose Wheel Steering	8960-7
219013215	Drag Strut Assembly	8200-105
219013230	Actuator Assy, MLG	10600-1
219013231	Drag Strut Actuator	8400-103
219013232	Actuator, NLG	8300-101
219013237	Stabilizer Actuator	10700-103
219013237	Stabilizer Actuator	10700-105
219013417	Retraction Actuator	10500-103
219013425	Steering Manifold Assy	8600-5
219013427	Stabilizer, Strut Assy	10400-105
200063826	Stabilizer, Strut Assy	10400-107
200061792	Stabilizer, Strut Assy	10400-109
219013944	Drag Strut Assy	10200-7
219100720	Shock Strut Assy	8800-135
219121892	Trailing Arm	8835-7

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219133510	Uplock Actuator	11300-105
200063826	Uplock Actuator	11300-107
20AOD6733	Shock Strut Assy	8800-137
200060465	Axle	8832-1
20-A0U-2514	Insulated Ground Air	82110153-007

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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**

<b>DATE OF CHANGE</b>	<b>CHAPTER</b>
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.

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## **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.

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.	<b>For the Repair &amp; Overhaul (R&amp;O), modification or reduction to spares:</b>	225		
2.	<b>For preparation of Aircraft Maintenance Management Information System (AMMIS) Reports and other reports when authorized by the DND Technical and/or Requisitioning Authority:</b>	35		
3.	<b>For the Screening, Stripping, Disposal of Radio Active Material (RAM) &amp; provision of final RAM certification:</b>	10		
4.	<b>For Time spent traveling to and from</b> Canadian Armed Forces (CAF) locations or other locations as directed and specifically authorized by the TA	30		
		Estimated Usage (a)	Firm Mark Up Percentage (b)	Extended Total (ab)+(b)
5.	<b>MATERIAL AND REPLACEMENT PARTS</b> (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.	<b>For the Repair &amp; Overhaul (R&amp;O), modification or reduction to spares:</b>	225		
2.	<b>For preparation of Aircraft Maintenance Management Information System (AMMIS) Reports and other reports when authorized by the DND Technical and/or Requisitioning Authority:</b>	35		
3.	<b>For the Screening, Stripping, Disposal of Radio Active Material (RAM) &amp; provision of final RAM certification:</b>	10		
4.	<b>For Time spent traveling to and from</b> Canadian Armed Forces (CAF) locations or other locations as directed and specifically authorized by the TA	30		
		Estimated Usage (a)	Firm Mark Up Percentage (b)	Extended Total (ab)+(b)
5.	<b>MATERIAL AND REPLACEMENT PARTS</b> (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.	<b>For the Repair &amp; Overhaul (R&amp;O), modification or reduction to spares:</b>	225		
2.	<b>For preparation of Aircraft Maintenance Management Information System (AMMIS) Reports and other reports when authorized by the DND Technical and/or Requisitioning Authority:</b>	35		
3.	<b>For the Screening, Stripping, Disposal of Radio Active Material (RAM) &amp; provision of final RAM certification:</b>	10		
4.	<b>For Time spent traveling to and from</b> Canadian Armed Forces (CAF) locations or other locations as directed and specifically authorized by the TA	30		
		Estimated Usage (a)	Firm Mark Up Percentage (b)	Extended Total (ab)+(b)
5.	<b>MATERIAL AND REPLACEMENT PARTS</b> (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				\$

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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.	<b>For the Repair &amp; Overhaul (R&amp;O), modification or reduction to spares:</b>	225		
2.	<b>For preparation of Aircraft Maintenance Management Information System (AMMIS) Reports and other reports when authorized by the DND Technical and/or Requisitioning Authority:</b>	35		
3.	<b>For the Screening, Stripping, Disposal of Radio Active Material (RAM) &amp; provision of final RAM certification:</b>	10		
4.	<b>For Time spent traveling to and from Canadian Armed Forces (CAF) locations or other locations as directed and specifically authorized by the TA</b>	30		
		Estimated Usage (a)	Firm Mark Up Percentage (b)	Extended Total (ab)+(b)
5.	<b>MATERIAL AND REPLACEMENT PARTS</b> (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				\$

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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.	<b>For the Repair &amp; Overhaul (R&amp;O), modification or reduction to spares:</b>	225		
2.	<b>For preparation of Aircraft Maintenance Management Information System (AMMIS) Reports and other reports when authorized by the DND Technical and/or Requisitioning Authority:</b>	35		
3.	<b>For the Screening, Stripping, Disposal of Radio Active Material (RAM) &amp; provision of final RAM certification:</b>	10		
4.	<b>For Time spent traveling to and from Canadian Armed Forces (CAF) locations or other locations as directed and specifically authorized by the TA</b>	30		
		Estimated Usage (a)	Firm Mark Up Percentage (b)	Extended Total (ab)+(b)
5.	<b>MATERIAL AND REPLACEMENT PARTS</b> (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.

#### **Aircraft Hull Insurance**

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

The Aircraft Hull insurance policy must include the following:

- a. Waiver of Subrogation: Contractor's Insurer to waive all rights of subrogation against Canada as represented by the Department of National Defence and Public Works and Government Services Canada for any and all loss of or damage to the aircraft however caused.
- b. Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of cancellation.

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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](mailto: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 AIRFRAME AND LANDING GEAR COMPONENTS CT142 DASH 8 AIRCRAFT**

1. All aspects of this Standing Offer 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 Standing Offer Authority will notify the Offeror that they must provide supporting documentation within two (2) business days. Failure to comply with the request of the Standing Offer Authority within that time period will render the offer nonresponsive and the offer will not be given any further consideration.
- c) Canada will not evaluate information such as references to Web site addresses where additional information can be found.
- d) Failure to meet each performance specification will result in the bid being deemed non-responsive, and be given no further consideration.
- e) 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.
- f) 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.
- g) Offerors must obtain a minimum passing mark of 70% overall for the technical evaluation criteria which are subject to point rating. The required minimum is 77 points. The rating is performed on a scale of 110 points.

<b>MANDATORY TECHNICAL CRITERIA</b>	<b>POINT RATED TECHNICAL CRITERIA</b>
M1 – Approved Maintenance Organization	P1 – Workforce Qualifications and Experience
M2 – Design Approval Organization	P2 – Past Experience – Technical
M3 – Controlled Goods Certification	P3 – Past Experience – Project Turn-Around-Time
M4 – Quality Control and Assurance	P4 – Sub-Contracting Procedures
M5- Point of Contact	

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MANDATORY TECHNICAL CRITERIA			Offeror is to indicate how they meet the specifications addressed below, by recording the information in this column	In this column Offer is to cross-reference where this technical specification is located in their technical data sheet or narrative.
<b>M1 Approved Maintenance Organization (AMO)</b>	The Offeror must be a Transport Canada (TC) approved maintenance organization or approved by an organization which is acceptable to TC (e.g. FAA or JAA approved).  The Offeror must submit copies of their TC approval certificate(s) (or equivalent) to demonstrate compliance.  If Subcontractors will be utilized, the Offeror must submit Subcontractor's copies of the appropriate documentation or certification to demonstrate compliance.			
<b>M2 Design Approval Organization (DAO)</b>	The Offeror must be a Transport Canada (TC) approved Design Approval Organization (DAO).  The Offeror must submit copies of their TC Design certificate(s) to demonstrate compliance.  If Subcontractors will be utilized, the Offeror must submit Subcontractor's copies of the appropriate documentation or certification to demonstrate compliance.			
<b>M3 Controlled Goods Certification</b>	The Offeror must be Controlled Goods qualified for maintenance actions performed on Aviation equipment.  The Offeror must submit copies of their Controlled Goods Certificate.  If Subcontractors will be utilized, the Offeror must submit Subcontractor's copies of the appropriate documentation or certification to demonstrate compliance.			
<b>M4 Quality Control and Assurance</b>	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			

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	<p>Offeror's quality management system.</p> <p>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.</p> <p>If a subcontractor will be utilized, the Offeror must also submit the above for the subcontractor to demonstrate compliance.</p> <p><b>Note:</b> <i>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.</i></p>		
	<p><b>M5 Point of Contact</b></p> <p>The Offeror must provide a single point of contact for all work associated with the Standing Offer. A brief description of the individual's responsibilities must be included. Where a customer or account representative will be determined after Standing Offer issuance, 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>		

POINT RATED CRITERIA				
	Maximum Score	Bidder Points Scored	Bidder Response Provide cross-reference where the supporting information is found in your proposal	Point Rated Scoring Grid
<p><b>P1 Workforce Qualifications and Experience (Skilled R&amp;O Labour)</b></p> <p>The Offeror must provide the years of experience for at least five technicians that will be dedicated to the work detailed in the SOW for the repair and overhaul of CT142 airframe and landing gear components. Experience must be provided in years employed in the repair and overhaul of aerospace components.</p> <p>For the purposes of assessing this factor, the evaluation board will award points based on the average number of years the employees have been involved in the repair and overhaul of aerospace components. The Offeror must provide the qualifications and experience levels of at least five personnel in order to show a representative sample, but may provide more. Offeror must provide the proposed individuals' resumes to demonstrate compliance.</p>	40			<p><b>40 Points</b> – The Offeror provides resumes and the complete qualifications and experience levels of at least five personnel involved in fulfilling the requirements of the SOW. The average level of experience in the repair and overhaul of CT142 airframe and landing gear components of these employees is more than five years.</p> <p><b>25 Points</b> – The Offeror provides resumes and the qualifications and experience levels of at least five personnel involved in fulfilling the requirements of the SOW. The average level of experience in the repair and overhaul of CT142 airframe and landing gear components of these employees is three years or more, but less than five years.</p> <p><b>15 Points</b> – The Offeror provides resumes and the qualifications and experience levels of at least five personnel involved in fulfilling the requirements of the SOW. The average level of experience in the repair and overhaul of CT142 airframe and landing gear components of these employees is one year or more, but less than three years.</p> <p><b>0 Points</b> – The average level of experience of the employees involved in fulfilling the requirements of the SOW is less than one year.</p>
<p><b>P2 Past Experience – Technical</b></p> <p>The Offeror must detail the extent of its previous experience with respect to Airframe and Landing Gear in the last five years (from date of Request For Proposal), as it relates to work on DHC-8 aircraft.</p> <p>For the purpose of assessing this factor the evaluation board will award points based on the number aircraft that completed heavy maintenance per year over the 5 year period.</p>	40			<p><b>40 Points</b> – Work carried out on five or more DHC-8 aircraft per year.</p> <p><b>30 Points</b> – Work carried out on five or more aircraft per year, including at least one DHC-8 per year.</p> <p><b>15 Points</b> – Work carried out on two to four DHC-8 aircraft per year.</p> <p><b>5 Points</b> – Work carried out on one to four aircraft per year, including at least one DHC-8.</p> <p><b>0 Points</b> – Work carried out on one to four aircraft per year.</p>

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<b>P3 Past Experience – Project Turn-Around-Time (TAT)</b> Based on past experience, the Offeror must provide an average Turn-Around-Time (TAT) for Airframe and Landing Gear repairs in the last five years (from date of Request For Proposal), as it relates to work on DHC-8 aircraft. The Offeror must present this information from the past five years in reference to the list provided to P3 – Past Experience – Technical. <i>Note: The TAT must be defined as the period from when the aircraft is inducted into maintenance at the Bidder's facility to the time it is ready for post-maintenance test flight.</i>	20			<b>20 Points</b> – Average TAT is less than 35 calendar days. <b>15 Points</b> – Average TAT is 36 to 40 calendar days. <b>5 Points</b> – Average TAT is 41 to 45 calendar days. <b>0 Points</b> – Average TAT is greater than 45 calendar days.
<b>P4 Subcontracting Procedures</b> The Offeror must clearly state if they will or will not be using subcontractors for any of the work described in the SOW.	10			<b>10 Points</b> – The Offeror clearly states that subcontractors will not be utilized in the performance of work associated with this Standing Offer. <b>0 Points</b> – Subcontractors will be utilized in the performance of work associated with this Standing Offer.