



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

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

**REQUEST FOR PROPOSAL
DEMANDE DE PROPOSITION**

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

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

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

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

Comments - Commentaires

THIS DOCUMENT CONTAINS A SECURITY
REQUIREMENT / CE DOCUMENT CONTIENT DES
EXIGENCES RELATIVES À LA SÉCURITÉ

Title - Sujet National Refuellers Repair Contract	
Solicitation No. - N° de l'invitation W8486-206954/A	Date 2019-12-09
Client Reference No. - N° de référence du client W8486-206954	
GETS Reference No. - N° de référence de SEAG PW-\$\$HP-912-78180	
File No. - N° de dossier hp912.W8486-206954	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2020-01-23	Time Zone Fuseau horaire Eastern Standard Time EST
F.O.B. - F.A.B. Plant-Usine: <input checked="" type="checkbox"/> Destination: <input type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Pearson, Neil	Buyer Id - Id de l'acheteur hp912
Telephone No. - N° de téléphone (613) 462-6793 ()	FAX No. - N° de FAX (613) 943-7620
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: Specified Herein Précisé dans les présentes	

Instructions: See Herein

Instructions: Voir aux présentes

Vendor/Firm Name and Address

Raison sociale et adresse du
fournisseur/de l'entrepreneur

Issuing Office - Bureau de distribution

Vehicles & Industrial Products Division
140 O'Connor, Tower East
4th Floor
140 O'Connor, Tour Est
4ème étage
Ottawa
Ontario
K1A 0S5

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

TABLE OF CONTENTS

PART 1 - GENERAL INFORMATION

- 1.1 Security Requirements
- 1.2 Requirement
- 1.3 Debriefings
- 1.4 Trade Agreements
- 1.5 Controlled Goods
- 1.6 Phased Bid Compliance Process

PART 2 - BIDDER INSTRUCTIONS

- 2.1 Standard Instructions, Clauses and Conditions
- 2.2 Submission of Bids
- 2.3 Former Public Servant
- 2.4 Enquiries - Bid Solicitation
- 2.5 Applicable Laws
- 2.6 Improvement of Requirement During Solicitation Period

PART 3 - BID PREPARATION INSTRUCTIONS

- 3.1 Bid Preparation Instructions

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

- 4.1 Evaluation Procedures
- 4.2 Basis of Selection

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

- 5.1 Certifications Required with the Bid
- 5.2 Certifications Precedent to Contract Award and Additional Information

PART 6 - RESULTING CONTRACT CLAUSES

- 6.1 Security
- 6.2 Requirement
- 6.3 Standard Clauses and Conditions
- 6.4 Term of Contract
- 6.5 Authorities
- 6.6 Proactive Disclosure of Contracts with Former Public Servants
- 6.7 Payment
- 6.8 Invoicing Instructions
- 6.9 Certifications
- 6.10 Applicable Laws
- 6.11 Priority of Documents
- 6.12 SACC Manual Clauses
- 6.13 Inspection and Acceptance
- 6.14 Preparation for Delivery
- 6.15 Controlled Goods
- 6.16 Shipping Instructions
- 6.17 Release Documents - Distribution
- 6.18 Post-Contract Award Meeting
- 6.19 Progress Review Meeting (PRM) & Technical Review Meeting (TRM)
- 6.20 Periodic Usage Reports - Contracts with Task Authorizations
- 6.21 Tools and Loose Equipment
- 6.22 Spare Part Availability
- 6.23 Material
- 6.24 Design Changes
- 6.25 Packaging

Attachments

- Annex "A" – Statement of Work – Refuelling Equipment
 - Appendix 1- Parts List
 - Appendix 2 - Body and Paint Application
 - Appendix 3 – Mandatory Evaluation Matrix
- Annex "B" – Logistics Statement of Work
 - Appendix 1 – DND 626 task Authorization
 - Appendix 2 – CF 1280 Inspection Certificate
- Annex "C" - Basis of Payment
- Annex "D" – Security Requirements Check List (SRCL)
- Annex "E" – Electronic Payment
- Annex "F"- Federal Contractors Program for Employment Equity - Certification

PART 1 - GENERAL INFORMATION

1.1 Security Requirement

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

- a) the Bidder must hold a valid organization security clearance as indicated in Part 6 - Resulting Contract Clauses;
- b) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work sites must meet the security requirements as indicated in Part 6 - Resulting Contract Clauses;
- c) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;

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

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

1.2 Requirement

Canada has a requirement for Repair Services for Refuelling Vehicle fleet including inspection, testing, repair, painting, modifications, training, certification, Field Service Representatives (FSR), Mobile Repair Party (MRP), Technical Investigations, and materials for the period of contract award to 31 March, 2023 with two irrevocable one year options to 31 March 2025.

1.3 Debriefings

Bidders may request a debriefing on the results of the bid solicitation. Bidders should make the request to the Contracting Authority within 15 working days of receipt of notification that their bid was unsuccessful. The debriefing may be provided in writing, by telephone or in person.

1.4 Trade Agreements

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).

1.5 Controlled Goods

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

1.6 Phased Bid Compliance Process

The Phased Bid Compliance Process applies to this requirement.

PART 2 - BIDDER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the bid solicitation by number, date and title are set out in the Standard Acquisition Clauses and Conditions [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>) Manual issued by Public Works and Government Services Canada.

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

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

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

Delete: sixty (60) days

Insert: one hundred and twenty (120) days

2.2 Submission of Bids

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

Note: For bidders choosing to submit using epost Connect for bids closing at the Bid Receiving Unit in the National Capital Region (NCR) the email address is:

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

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

2.3. Former Public Servant

Contracts with 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 with FPS, bidders must provide the information required below.

Definitions

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

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

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

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

Former Public Servant in Receipt of a Pension.

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

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

Work Force Reduction Program

Is the Bidder a FPS who received a lump sum payment pursuant to the terms of a work force reduction program? **Yes () No ()**

If so, the Bidder must provide the following information:

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

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

2.4 Enquiries - Bid Solicitation

All enquiries must be submitted to the Contracting Authority no later than seven (7) calendar days before the bid closing date. Enquiries received after that time may not be answered.

Bidders should reference as accurately as possible the numbered item of the bid solicitation to which the enquiry relates. Care should be taken by bidders to explain each question in sufficient detail in order to enable Canada to provide an accurate answer. Technical enquiries that are of a "proprietary" nature must be clearly marked "proprietary" at each relevant item. Items identified as proprietary will be treated as such except where Canada determines that the enquiry is not of a proprietary nature. Canada may edit the questions or may request that the Bidder do so, so that the proprietary nature of the question is eliminated, and the enquiry can be answered to all

bidders. Enquiries not submitted in a form that can be distributed to all bidders may not be answered by Canada.

2.5 Applicable Laws

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

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

2.6 Improvement of Requirement During Solicitation Period

Should bidders consider that the specifications, Statement of Work or Purchase Description contained in the bid solicitation could be improved technically or technologically, bidders are invited to make suggestions, in writing, to the Contracting Authority named in the bid solicitation. Bidders must clearly outline the suggested improvement as well as the reason for the suggestion. Suggestions that do not restrict the level of competition nor favour a particular bidder will be given consideration provided they are submitted to the Contracting Authority at least seven (7) days before the bid closing date. Canada will have the right to accept or reject any or all suggestions.

PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

If the Bidder chooses to submit its bid electronically, Canada requests that the Bidder submits its bid in accordance with section 8 of the 2003 standard instructions and as amended in Part 2 - Bidder Instructions, Article 2.1 Standard Instructions, Clauses and Conditions. Bidders are required to provide their bid in a single transmission. The epost Connect service has the capacity to receive multiple documents, up to 1GB per individual attachment.

The bid must be gathered per section and separated as follows:

Section I: Technical Bid
Section II: Financial Bid
Section III: Certifications
Section IV: Additional Information

If the Bidder is simultaneously providing a hard copy of the bid using another acceptable delivery method, and if there is a discrepancy between the wording of the soft copy and the hard copy, the wording of the soft copy will have priority over the wording of the hard copy.

If the Bidder chooses to submit its bid in hard copies, Canada requests that the Bidder submits its bid in separately bound sections as follows:

Section I: Technical Bid (2 hard copies)
Section II: Financial Bid (1 hard copy)
Section III: Certifications (2 hard copies)
Section IV: Additional Information (2 hard copies)

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

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

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

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

Section I: Technical Bid

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

Bidders should complete and submit by the bid closing date and time the following;

- 1) Annex "A" Appendix 3 - Mandatory Evaluation Matrix;

Section II: Financial Bid

Bidders must submit their bid in accordance with the Basis of Payment specified in Part 6 and Annex "C" – Basis of Payment.

1. SACC Manual Clauses

C3011T Exchange Rate Fluctuation 2013-11-06

2. Electronic Payment of Invoices – Bid

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.

Section III: Certifications

Bidders must submit the certifications required under Part 5 - Certifications.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1. Evaluation Procedures

- (a) Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the bids.
- (c) Canada will use the Phased Bid Compliance Process described below.

4.1.1 Phased Bid Compliance Process

4.1.1.1 (2018-07-19) General

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

THE BIDDER ACKNOWLEDGES THAT THE REVIEWS IN PHASE I AND II OF THIS PBCP ARE PRELIMINARY AND DO NOT PRECLUDE A FINDING IN PHASE III THAT THE BID IS NON-RESPONSIVE, EVEN FOR MANDATORY

REQUIREMENTS WHICH WERE SUBJECT TO REVIEW IN PHASE I OR II AND NOTWITHSTANDING THAT THE BID HAD BEEN FOUND RESPONSIVE IN SUCH EARLIER PHASE. CANADA MAY DEEM A BID TO BE NON-RESPONSIVE TO A MANDATORY REQUIREMENT AT ANY PHASE. THE BIDDER ALSO ACKNOWLEDGES THAT ITS RESPONSE TO A NOTICE OR A COMPLIANCE ASSESSMENT REPORT (CAR) (EACH DEFINED BELOW) IN PHASE I OR II MAY NOT BE SUCCESSFUL IN RENDERING ITS BID RESPONSIVE TO THE MANDATORY REQUIREMENTS THAT ARE THE SUBJECT OF THE NOTICE OR CAR, AND MAY RENDER ITS BID NON-RESPONSIVE TO OTHER MANDATORY REQUIREMENTS.

- (c) Canada may, in its discretion, request and accept at any time from a Bidder and consider as part of the Bid, any information to correct errors or deficiencies in the Bid that are clerical or administrative, such as, without limitation, failure to sign the Bid or any part or to checkmark a box in a form, or other failure of

format or form or failure to acknowledge; failure to provide a procurement business number or contact information such as names, addresses and telephone numbers; inadvertent errors in numbers or calculations that do not change the amount the Bidder has specified as the price or of any component thereof that is subject to evaluation. This shall not limit Canada's right to request or accept any information after the bid solicitation closing in circumstances where the bid solicitation expressly provides for this right. The Bidder will have the time period specified in writing by Canada to provide the necessary documentation. Failure to meet this deadline will result in the Bid being declared non-responsive.

- (d) The PBCP does not limit Canada's rights under Standard Acquisition Clauses and Conditions (SACC) 2003 (2019-03-04) Standard Instructions – Goods or Services – Competitive Requirements nor Canada's right to request or accept any information during the solicitation period or after bid solicitation closing in circumstances where the bid solicitation expressly provides for this right, or in the circumstances described in subsection (c).
- (e) Canada will send any Notice or CAR by any method Canada chooses, in its absolute discretion. The Bidder must submit its response by the method stipulated in the Notice or CAR. Responses are deemed to be received by Canada at the date and time they are delivered to Canada by the method and at the address specified in the Notice or CAR. An email response permitted by the Notice or CAR is deemed received by Canada on the date and time it is received in Canada's email inbox at Canada's email address specified in the Notice or CAR. A Notice or CAR sent by Canada to the Bidder at any address provided by the Bidder in or pursuant to the Bid is deemed received by the Bidder on the date it is sent by Canada. Canada is not responsible for late receipt by Canada of a response, however caused.

4.1.1.2 (2018-03-13) Phase I: Financial Bid

- (a) After the closing date and time of this bid solicitation, Canada will examine the Bid to determine whether it includes a Financial Bid and whether any Financial Bid includes all information required by the solicitation. Canada's review in Phase I will be limited to identifying whether any information that is required under the bid solicitation to be included in the Financial Bid is missing from the Financial Bid. This review will not assess whether the Financial Bid meets any standard or is responsive to all solicitation requirements.
- (b) Canada's review in Phase I will be performed by officials of the Department

of Public Works and Government Services.

- (c) If Canada determines, in its absolute discretion that there is no Financial Bid or that the Financial Bid is missing all of the information required by the bid solicitation to be included in the Financial Bid, then the Bid will be considered non-responsive and will be given no further consideration.
- (d) For Bids other than those described in c), Canada will send a written notice to the Bidder ("Notice") identifying where the Financial Bid is missing information. A Bidder, whose Financial Bid has been found responsive to the requirements that are reviewed at Phase I, will not receive a Notice. Such Bidders shall not be entitled to submit any additional information in respect of their Financial Bid.
- (e) The Bidders who have been sent a Notice shall have the time period specified in the Notice (the "Remedy Period") to remedy the matters identified in the Notice by providing to Canada, in writing, additional information or clarification in response to the Notice. Responses received after the end of the Remedy Period will not be considered by Canada, except in circumstances and on terms expressly provided for in the Notice.
- (f) In its response to the Notice, the Bidder will be entitled to remedy only that part of its Financial Bid which is identified in the Notice. For instance, where the Notice states that a required line item has been left blank, only the missing information may be added to the Financial Bid, except that, in those instances where the addition of such information will necessarily result in a change to other calculations previously submitted in its Financial Bid, (for example, the calculation to determine a total price), such necessary adjustments shall be identified by the Bidder and only these adjustments shall be made. All submitted information must comply with the requirements of this solicitation.
- (g) Any other changes to the Financial Bid submitted by the Bidder will be considered to be new information and will be disregarded. There will be no change permitted to any other Section of the Bidder's Bid. Information submitted in accordance with the requirements of this solicitation in response to the Notice will replace, in full, **only** that part of the original Financial Bid as is permitted above, and will be used for the remainder of the bid evaluation process.

- (h) Canada will determine whether the Financial Bid is responsive to the requirements reviewed at Phase I, considering such additional information or clarification as may have been provided by the Bidder in accordance with this Section. If the Financial Bid is not found responsive for the requirements reviewed at Phase I to the satisfaction of Canada, then the Bid shall be considered non-responsive and will receive no further consideration.
- (i) Only Bids found responsive to the requirements reviewed in Phase I to the satisfaction of Canada, will receive a Phase II review.

4.1.1.3 (2018-03-13) Phase II: Technical Bid

- (a) Canada's review at Phase II will be limited to a review of the Technical Bid to identify any instances where the Bidder has failed to meet any Eligible Mandatory Criterion. This review will not assess whether the Technical Bid meets any standard or is responsive to all solicitation requirements. Eligible Mandatory Criteria are all mandatory technical criteria that are identified in this solicitation as being subject to the PBCP. Mandatory technical criteria that are not identified in the solicitation as being subject to the PBCP, will not be evaluated until Phase III.
- (b) Canada will send a written notice to the Bidder (Compliance Assessment Report or "CAR") identifying any Eligible Mandatory Criteria that the Bid has failed to meet. A Bidder whose Bid has been found responsive to the requirements that are reviewed at Phase II will receive a CAR that states that its Bid has been found responsive to the requirements reviewed at Phase II. Such Bidder shall not be entitled to submit any response to the CAR.
- (c) A Bidder shall have the period specified in the CAR (the "Remedy Period") to remedy the failure to meet any Eligible Mandatory Criterion identified in the CAR by providing to Canada in writing additional or different information or clarification in response to the CAR. Responses received after the end of the Remedy Period will not be considered by Canada, except in circumstances and on terms expressly provided for in the CAR.
- (d) The Bidder's response must address only the Eligible Mandatory Criteria listed in the CAR as not having been achieved, and must include only such information as is necessary to achieve such compliance. Any additional

information provided by the Bidder which is not necessary to achieve such compliance will not be considered by Canada, except that, in those instances where such a response to the Eligible Mandatory Criteria specified in the

CAR will necessarily result in a consequential change to other parts of the Bid, the Bidder shall identify such additional changes, provided that its response must not include any change to the Financial Bid.

- (e) The Bidder's response to the CAR should identify in each case the Eligible Mandatory Criterion in the CAR to which it is responding, including identifying in the corresponding section of the original Bid, the wording of the proposed change to that section, and the wording and location in the Bid of any other consequential changes that necessarily result from such change. In respect of any such consequential change, the Bidder must include a rationale explaining why such consequential change is a necessary result of the change proposed to meet the Eligible Mandatory Criterion. It is not up to Canada to revise the Bidder's Bid, and failure of the Bidder to do so in accordance with this subparagraph is at the Bidder's own risk. All submitted information must comply with the requirements of this solicitation.
- (f) Any changes to the Bid submitted by the Bidder other than as permitted in this solicitation, will be considered to be new information and will be disregarded. Information submitted in accordance with the requirements of this solicitation in response to the CAR will replace, in full, **only** that part of the original Bid as is permitted in this Section.
- (g) Additional or different information submitted during Phase II permitted by this section will be considered as included in the Bid, but will be considered by Canada in the evaluation of the Bid at Phase II only for the purpose of determining whether the Bid meets the Eligible Mandatory Criteria. It will not be used at any Phase of the evaluation to increase any score that the original Bid would achieve without the benefit of such additional or different information. For instance, an Eligible Mandatory Criterion that requires a mandatory minimum number of points to achieve compliance will be assessed at Phase II to determine whether such mandatory minimum score would be achieved with such additional or different information submitted by the Bidder in response to the CAR. If so, the Bid will be considered responsive in respect of such Eligible Mandatory Criterion, and the additional or different information submitted by the Bidder shall bind the Bidder as part of its Bid, but the Bidder's original score, which was less than the mandatory minimum for such Eligible Mandatory Criterion, will not change, and it will be that original score that is used to calculate any score for the Bid

- (h) Canada will determine whether the Bid is responsive for the requirements reviewed at Phase II, considering such additional or different information or clarification as may have been provided by the Bidder in accordance with this Section. If the Bid is not found responsive for the requirements reviewed at Phase II to the satisfaction of Canada, then the Bid shall be considered non-responsive and will receive no further consideration.
- (i) Only Bids found responsive to the requirements reviewed in Phase II to the satisfaction of Canada, will receive a Phase III evaluation.

4.1.1.4 (2018-03-13) Phase III: Final Evaluation of the Bid

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

4.1.2 (2017-07-31) Technical Evaluation

4.1.2.1 (2017-07-31) Mandatory Technical Criteria

The Phased Bid Compliance Process will apply to all mandatory technical criteria.

4.1.2.2 Mandatory Technical Evaluation Criteria

Bidders must demonstrate their compliance with all technical evaluation criteria detailed in Annex A, Appendix 3 - Technical Evaluation Matrix, by providing substantial information describing completely and in detail how each requirement is met or addressed. Simply repeating the statement contained in the bid solicitation is not sufficient.

4.1.3 Mandatory Financial Evaluation Criteria

4.1.3.1 Bidders must provide, with their bid, the financial information requested in the bid solicitation and at Annex "C" – Basis of Payment.

4.1.3.2 The prices of the bid must be in Canadian dollars, FCA Free Carrier at Contractor's Canadian facility, Incoterms 2000. Canadian Custom Duties and

Excise Taxes included where applicable, and Applicable Taxes are extra.

4.1.3.3 Aggregate Evaluated Price

Bids will be evaluated on an aggregate price basis for items 001 to 004 for all years.

4.1.3.4 To determine the price for items 001 and 002 calculation will be as follows:

- a) The firm hourly rate quoted for each year for each item will be multiplied by the estimated hours per year per item; and
- b) The sum of each year for each item will be added together.

4.1.3.5 To determine the price for items 003 and 004 calculation will be as follows:

- a) The firm percentage rate quoted for each year for each item will be multiplied by the estimated dollars per year per item; and
- b) The sum of each year for each item will be added together.

4.1.3.6 To determine the aggregate price for all items calculation will be as follows:

- a) The prices for items 001 and 002 obtained in 4.1.3.4 b) above will be added to the prices for items 003 and 004 obtained in 4.1.3.5 b) above; and
- b) The result of 4.1.3.6. a) above will be the total price for all items.

4.2. Basis of Selection

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

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

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

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

5.1 Certifications Required with the Bid

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

5.1.1 Integrity Provisions - Declaration of Convicted Offences

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

5.2 Certifications Precedent to Contract Award and Additional Information

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

5.2.1 Integrity Provisions – Required Documentation

In accordance with the section titled Information to be provided when bidding, contracting or entering into a real procurement agreement of the [Ineligibility and Suspension Policy](http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>), the

Bidder must provide the required documentation, as applicable, to be given further consideration in the procurement process.

5.2.2 Federal Contractors Program for Employment Equity - Bid Certification

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

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

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

The Bidder must provide the Contracting Authority with a completed Annex "F" titled "[Federal Contractors Program for Employment Equity – Certification](#)", before contract award. If the Bidder is a Joint Venture, the Bidder must provide the Contracting Authority with a completed annex Federal Contractors Program for Employment Equity - Certification, for each member of the Joint Venture.

5.2.3 Additional Certifications Precedent to Contract Award

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

5.2.3.1 General Environmental Criteria Certification

The Bidder must select and complete one of the following two certification statements.

- A) The Bidder certifies that the Bidder is registered or meets ISO 14001.

Bidders' Authorized Representative Signature

Date

Or

- B) The Bidder certifies that the Bidder meets and will continue to meet throughout the duration of the contract, a minimum of four (4) out of six (6) criteria identified in the table below.

The Bidder must indicate which four (4) criteria, as a minimum, are met.

Green Practices within the Bidders' organization	Insert a checkmark for each criterion that is met
Promotes a paperless environment through directives, procedures and/or programs	
All documents are printed double sided and in black and white for day to day business activity unless otherwise specified by your client	
Paper used for day to day business activity has a minimum of 30% recycled content and has a sustainable forestry management certification	
Utilizes environmentally preferable inks and purchase remanufactured ink cartridges or ink cartridges that can be returned to the manufacturer for reuse and recycling for day to day business activity.	

Recycling bins for paper, newsprint, plastic and aluminum containers available and emptied regularly in accordance with local recycling program.	
A minimum of 50% of office equipment has an energy efficient certification.	

Bidders' Authorized Representative Signature

Date

5.2.3.2 Controlled Goods Program - Bid

SACC Manual clause A9130T 2019-11-28 Controlled Goods Program - Bid

5.2.3.3 Status and Availability of Resources

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

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

5.2.3.4 Education and Experience

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

5.2.3.5 Clause D5540C “ISO 9001:2008 - Quality Management Systems (QAC Q)” – Certification

The Bidder certifies that it meets, and will continue to meet throughout the duration of the contract, all requirements of clause D5540C “ISO 9001:2008 - Quality Management Systems (QAC Q)” found in Part 6.

Bidders' Authorized Representative Signature

Date

5.2.3.6 Product Conformance

The Bidder certifies that all services proposed conform, and will continue to conform throughout the duration of the contract, to all technical specifications of the statement of work.

This certification does not relieve the bid from meeting all mandatory technical evaluation criteria detailed in Part 4.

Bidder's authorized representative signature

Date

PART 6 - RESULTING CONTRACT CLAUSES

6.1 SECURITY REQUIREMENT FOR CANADIAN SUPPLIER:

- 6.1.1 The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer, hold a valid Facility Security Clearance at the level of SECRET, issued by the Contract Security Program (CSP) of the Industrial Security Sector (ISS), Public Works and Government Services (PWGSC).
- 6.1.2 This contract includes access to **Controlled Goods**. Prior to access, the contractor must be registered in the Controlled Goods Program of Public Works and Government Services Canada (PWGSC).
- 6.1.3 The Contractor/Offeror personnel requiring access to sensitive work site(s) must EACH hold a valid personnel security screening at the level of SECRET, or RELIABILITY STATUS, as required, granted or approved by the CSP/ISS/PWGSC.
- 6.1.4 Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of the CSP/ISS/PWGSC.
- 6.1.5 The Contractor/Offeror must comply with the provisions of the:
- (a) Security Requirements Check List and security guide (if applicable), attached at Annex D.
 - (b) Industrial Security Manual (Latest Edition).

6.2. Requirement

6.2.1 The Contractor must carry out Repair Services for the Refuelling Vehicle fleet including inspection, testing, repair, painting, modifications, training, certification, Field Service Representatives (FSR), Mobile Repair Party (MRP), Technical Investigations, and materials in accordance with the "Technical Statement of Work" attached hereto as Annex "A" Refuelling Equipment and Annex "B" – Logistics Statement of Work.

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

**AUTHORITY TO CARRY OUT WORK IS NOT, AND SHALL NOT BE
CONSTRUED AS, AUTHORITY TO PROCEED WITH WORK WHICH**

WILL RESULT IN EXCEEDING THE FINANCIAL LIMITATION OF THIS CONTRACT.

6.2.3 Task Authorization Process

6.2.3.1 The Technical Authority will provide the Contractor with a description of the task. The Contractor must provide the Technical Authority, within 5 calendar days of its receipt, the proposed total estimated cost for performing the task and a breakdown of that cost, established in accordance with the Basis of Payment specified in the Contract and Annex "C" Basis of Payment.

6.2.3.2 A Task Authorization (DND 626) will be issued outlining the Work requirements, providing the target dates for the deliverables, including the types of reports required and indicating a financial limit based on the estimates provided by the Contractor. The Contractor will only undertake the Task(s) upon receiving a duly signed DND 626 from the PA or CA. Each form DND 626 will include a Statment of Work unless the tasking can be sufficiently described on the DND 626.

6.2.3.3 The Contractor must not commence work until a TA signed by the Procurement Authority or Contracting Authority has been received by the Contractor. The Contractor acknowledges that any work performed before a TA has been received will be done at the Contractor's own risk.

6.2.3.4 If at any time during the Work it becomes evident that the authorized level of expenditure will be exceeded the Contractor must immediately cease work and submit a revised funding estimate or a schedule, as applicable, and a clear explanation of the reason why the Contractor's existing forecast is no longer valid to the TA. Under no circumstances is the authorized level of expenditure to be exceeded.

6.3 Standard Clauses and Conditions

All clauses and conditions identified in the Contract by number, date and title are set out in the Standard Acquisition Clauses and Conditions Manual [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

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

6.3.2 Supplemental General Conditions

4012 (2012-07-16) Supplemental General Conditions - Goods (High Complexity), apply to and form part of the contract.

6.4 Term of Contract

6.4.1 Period of Contract

This contract will be for a period commencing date of contract award to 31 March 2023, with an irrevocable option to extend the term of the Contract up to 31 March 2025.

6.4.2 Option to extend the Contract

The Contractor hereby grants to Canada an irrevocable option to extend the term of the Contract by two (2) years at the prices and rates for the option period contained in the Basis of Payment and under the same terms and conditions. This option may be exercised in whole or in multiple parts with respect to time or scope of work provided that the aggregate of all exercises does not exceed two (2) years.

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

6.5 Authorities

6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Neil Pearson
Title: Supply Specialist
Organization: Public Works and Government Services Canada - Acquisitions Branch
LEFT Directorate, HP Division,
L'Esplanade Laurier, East Tower,
140 O'Connor Street, Ottawa Ontario, K1A 0S5
Telephone: 613-462-6793

E-mail: neil.pearson@pwgsc-tpsgc.gc.ca

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

6.5.2 Procurement Authority

The Procurement Authority for the Contract is:

Name: _____ (To be inserted by PWGSC at time of contract award.)
Title: _____
Organization: _____

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

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

6.5.3 Technical Authority:

The Technical Authority for the Contract is:

Name: _____ (To be inserted by PWGSC at time of contract award.)
Title: _____
Organization: _____

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

Solicitation No. - N° de l'invitation
W8486-206954/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur
hp912

Client Ref. No. - N° de réf. du client
W8486-206954

File No. - N° du dossier
hp912W8486-206954

CCC No./N° CCC - FMS No./N° VME

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

6.5.4 Quality Assurance Authority

The National Defence Quality Assurance Authority is:

Name: _____ *(To be inserted by PWGSC at time of contract award.)*
Title: _____
Organization: _____

Telephone: ____ - ____ - ____
E-mail: _____

DQA is the Quality Assurance Authority of the Department of National Defence for whom the work is being carried out under this Contract. DQA is responsible to monitor the Supplier's Quality Management System to provide confidence that the Supplier has the ability to fulfill the quality requirements in the contract.

6.5.5 Contractor's Representative

Name and telephone number of the person responsible for:

Program Manager

Name: _____ *(To be completed by the bidder.)*
Title: _____
Telephone: ____ - ____ - ____
Facsimile: ____ - ____ - ____
E-mail: _____

The Contractor must assign a Program Manager who must have overall Responsibility for all maintenance and R&O support functions on behalf of the Contractor. The Program Manager must be the central point of contact between the Contractor and DND.

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 Payment

6.7.1 Basis of Payment - Limitation of Expenditure - Task Authorizations

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

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

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

6.7.2 Limitation of Expenditure - Cumulative Total of all Task Authorizations

6.7.2.1. Canada's total liability to the Contractor under the Contract for all approved Task Authorizations (TAs), inclusive of any revisions, must not exceed the sum of \$_____. Applicable Taxes included. (To be inserted by PWGSC at time of contract award.)

6.7.2.2. No increase in the total liability of Canada will be authorized or paid to the Contractor unless an increase has been approved, in writing, by the Contracting Authority.

6.7.2.3. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:

- (a) when it is 75 percent committed, or

(b) four (4) months before the contract expiry date,
(c) as soon as the Contractor considers that the sum is inadequate for the completion of the Work required in all approved TAs, inclusive of any revisions, whichever comes first.

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

6.7.3 Task Authorization Limit

The Procurement Authority may authorize individual task authorizations up to a limit of \$50,000.00, less applicable Taxes, inclusive of any revisions. Any task authorization to be issued in excess of that limit must be authorized by the Contracting Authority before issuance.

6.7.4 Minimum Work Guarantee - All the Work - Task Authorizations

6.7.4.1 In this clause,
"Maximum Contract Value" means the amount specified in the "Limitation of Expenditure" clause set out in the Contract; and
"Minimum Contract Value" means 10%.

6.7.4.2 Canada's obligation under the Contract is to request Work in the amount of the Minimum Contract Value or, at Canada's option, to pay the Contractor at the end of the Contract in accordance with paragraph 6.7.4.3 In consideration of such obligation, the Contractor agrees to stand in readiness throughout the Contract period to perform the Work described in the Contract. Canada's maximum liability for work performed under the Contract must not exceed the Maximum Contract Value, unless an increase is authorized in writing by the Contracting Authority.

6.7.4.3 In the event that Canada does not request work in the amount of the Minimum Contract Value during the period of the Contract, Canada must pay the Contractor the difference between the Minimum Contract Value and the total cost of the Work requested.

6.7.4.4 Canada will have no obligation to the Contractor under this clause

if Canada terminates the Contract in whole or in part for default.

6.7.5 Electronic Payment of Invoices – Contract (if applicable)

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

- a. VISA Acquisition Card:
- b. MasterCard Acquisition Card:
- c. Direct Deposit (Domestic and International);
- d. Electronic Data Interchange (EDI);
- e. Wire Transfer (International Only);

6.7.6 SACC Manual Clauses

H1001C Multiple Payments 2008-05-12

6.8 Invoicing Instructions

6.8.1 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. Suppliers are requested to provide invoices in electronic format unless otherwise specified by the Contracting Authority or Project Authority, thereby reducing printed material.

Each invoice must be supported by:

- (a) a copy of the release document and any other documents as specified in the Contract;

6.8.2 Invoices must be distributed as follows:

- (a) The original and one (1) copy must be forwarded to the following Address for certification and payment:

National Defence Headquarters
Mgen George R. Pearkes Bldg
101 Colonel By Drive
Ottawa, Canada
K1A 0K2

Attention: DLP _____

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

6.9 Certifications

6.9.1 Compliance

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

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

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

6.10 Applicable Laws

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

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 Articles of Agreement;
- (b) 4012 (2012-07-16) Supplemental General Conditions – Goods (High Complexity);
- (c) 2035 (2018-06-21) General Conditions - Services (High Complexity);
- (d) Annex "C" – Basis of Payment;
- (e) Annex "A" – Statement of Work for Refuelling Equipment;

- (f) Annex "B" – Logistic Statement of Work;
- (g) Annex "D" – Security Requirements Check List (SRCL);
- (h) the signed Task Authorizations (including all of its annexes, if any)
- (i) the Contractor's bid dated _____

6.12 SACC Manual Clauses

A1009C	Work Site Access	2008-05-12
A9006C	Defence Contract	2012-07-16
A9049C	Vehicle Safety	2011-05-16
A9062C	Canadian Forces Site Regulations	2011-05-16
C2800C	Priority Rating	2013-01-28
C2801C	Priority Rating - Canadian-based Contractors	2017-08-17
D3010C	Delivery of Dangerous Goods / Hazardous Products	2016-01-28
D5510C	Quality Assurance Authority (Department of National Defence) - Canadian-based Contractor	2017-08-17
D5515C	Quality Assurance Authority (DND) - Foreign-based and United States Contractor	2010-01-11
D5540C	ISO 9001:2008 Quality Management Systems - Requirements (QAC Q)	2010-08-16
D5604C	Release Documents - Foreign based Contractor	2008-12-12
D5605C	Release Documents - US based Contractors	2010-01-11
D5606C	Release Documents - Canadian-based Contractors	2012-07-16
D9002C	Incomplete Assemblies	2007-11-30
G1005C	Insurance	2008-05-12
B4042C	Identification Markings	2008-05-12
D2000C	Marking	2007-11-30
D2001C	Labelling	2007-11-30
D2025C	Wood Packaging Materials	2017-08-17
L5001C	Surplus Government Property	2008-05-12

6.13 Inspection and Acceptance

The Technical Authority is the Inspection Authority. All reports, deliverable items, documents, goods and all services rendered under the Contract are subject to inspection by the Inspection Authority or representative. Should any report, document, good or service not be in accordance with the requirements of the Statement of Work and to the satisfaction of the Inspection Authority, as submitted, the Inspection Authority will have the right to reject it or require its correction at the sole expense of the Contractor before recommending payment.

6.14 Preparation for Delivery

The vehicle / equipment must be serviced, adjusted and in condition for immediate use. The interior and exterior must be cleaned before leaving the factory and being released to inspection authority or consignee personnel.

6.15 Controlled Goods Program

SACC Manual clause A9131C 2014-11-27, Controlled Goods Program - Contract
SACC Manual clause B4060C 2011-05-16, Controlled Goods

6.16 Shipping Instructions

6.16.1 Delivery will be FCA Free Carrier at the Contractor's facility or Contractor's Canadian distribution point, Incoterms 2000. The Contractor must load the goods onto the carrier designated by the Department of National Defence (DND). Onward shipment from the delivery point to the consignee will be Canada's responsibility.

6.16.2 Before shipping the goods, the Contractor must contact the following DND Inbound Logistics Coordination Center by facsimile or e-mail, to arrange for shipment, and provide the information detailed at paragraph 6.16.3.

Inbound Logistics Coordination Center (ILCC)
Telephone: 1-877-877-7423 (toll free)
Facsimile: 1-877-877-7409 (toll free)
E-mail: ILHQOttawa@forces.gc.ca

6.16.3 The Contractor must provide the following information to the DND Inbound Logistics Coordination Center when arranging for shipment:

- (a) the Contract number;
- (b) consignee address (for multiple addresses, items must be packaged and labeled separately with each consignee address);
- (c) description of each item;
- (d) the number of pieces and type of packaging (i.e., carton, crate, drum, skid);
- (e) actual weight and dimensions of each piece type, including gross weight;
- (f) full details of dangerous material, as required for the applicable mode of transportation, signed certificates for dangerous material as required for

shipment by the International Maritime Dangerous Goods Code, the International Air Transport Association regulations or the applicable Canadian Dangerous Goods Shipping Regulations, and a copy of the material safety data sheet.

6.16.4 Following receipt of this information by Canada, Canada will provide the Appropriate shipping instructions, which may include the requirement for specific consignee address labeling, and the marking of each piece with a Transportation Control Number.

6.16.5 The Contractor must not ship the goods before receiving shipping instructions from the DND Inbound Logistics contact.

6.16.6 If the Contractor delivers the goods at a place and time which are not in accordance with the given delivery instructions or fail to fulfill reasonable delivery instructions given by Canada, the contractor must reimburse Canada any additional expenses and costs incurred.

6.16.7 If Canada is responsible for delays in delivering the goods, ownership and risk will be transferred to Canada upon expiry of either thirty (30) days following the date on which a duly completed shipping application is received by Canada or by its appointed forwarding agent, or thirty (30) days following the delivery date specified in the Contract, whichever is later.

6.17 Release Documents - Distribution

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

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

- g. For all non-Canadian contractors, one (1) copy to:
DQA/Contract Administration
National Defence Headquarters
Mgen George R. Pearkes Building
101 Colonel By Drive
Ottawa, ON K1A OK2
E-mail: ContractAdmin.DQA@forces.gc.ca.

NOTE: For into-plane refuelling contracts b, c and d above are not required

6.18 Post-Contract Award Meeting

Within ten (10) working days of the receipt of the Contract, the Contractor must contact the Technical Authority to determine the details of a pre-production meeting. The meeting will be held at the Contractor's plant _____ (specify location). Cost of holding such pre-production meeting must be included in the price of the bid. Please note that the travel and living expenses for Government Personnel will be arranged and paid for by the Canada. The crown reserves the right to carry out the Post-Contract Award Meeting/Pre-Production Meeting via teleconference.

6.19 Progress Review Meeting (PRM) & Technical Review Meeting (TRM)

Ideally PRMs and TRMs should be held at least once a year at the contractor's facilities or at a location selected by the TA. The following guideline must be applied:

- (a) The contractor must prepare an agenda 15 calendar days prior to each PRM and TRM, which includes the Contractor, DND and the Contracting Authority items;
- (b) Meeting must be held at the discretion of DND (TA/PA). Other meetings may be held at the discretion of the Contract Authority.

6.20 Periodic Usage Reports - Contracts with Task Authorizations

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

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

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

The quarterly periods are defined as follows:

1st quarter: April 1 to June 30;

2nd quarter: July 1 to September 30;

3rd quarter: October 1 to December 31; and

4th quarter: January 1 to March 31.

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

Reporting Requirement- Details

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

For each authorized task:

- i. the authorized task number or task revision number(s);
- ii. a title or a brief description (must include CFR# and type of B620 work done, if applicable) of each authorized task;
- iii. the total estimated cost specified in the authorized Task Authorization (TA) of each task, exclusive of Applicable Taxes;
- iv. the total amount, exclusive of Applicable Taxes, expended to date against each authorized task;
- v. the start and completion date for each authorized task; and
- vi. the active status of each authorized task, as applicable.

For all authorized tasks:

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

6.21 Tools and Loose Equipment

For shipment verification, all items and tools, which are shipped loose with the vehicle/equipment must be listed on the Inspection Certificate (CF 1280) or on an attached packing note.

6.22 Spare Parts Availability

The contractor must ensure that spare parts required to properly maintain and repair the complete vehicle covered by this specification will be available for purchase by the Department of National Defence, or its authorized agents, for a period of 10 years.

6.23 Material

Material supplied must be new unused and of current production by manufacturer.

6.24 Design Changes

The "Design Change, Design Deviation and Waiver Procedure" as defined in National Defence Standard D-02-006-008/SG-0001 must apply.

6.25 Packaging

The methods used for preservation and packaging must be in conformity with the Contractor's normal standard for domestic shipment or, if necessary, with standards for overseas shipment as below deck cargo.



Statement of Work FOR

Inspection, Repairs, Training, Certification and Technical Investigation of Refuelling Vehicle/Equipment



NOTICE

This documentation has been reviewed by the Technical Authority and does not contain controlled goods.

AVIS

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

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1. SCOPE

1.1 Scope

- a) This Statement of Work (SOW) describes task to perform inspection, repairs, training, certifications and technical investigation on the Department of National Defence (DND) Refuelling units including trucks and trailers chassis and components.

1.2 List of Vehicles - Applicable vehicles included but are not limited to:

- a) 32,000 litres, Semi-trailer with dispensing unit for land support (diesel) and helicopter support (F34);
- b) 10,000 litres Tank Truck land unit support (diesel, F34);
- c) 7,000 litres Tank Truck land support (diesel/gas);
- d) 10,000 litres Tank Truck land support (diesel/gas);
- e) 4,000 litres Trailer (diesel);
- f) 2,700 litres Tank Trailer (diesel, F34);
- g) 10,000 litres ISO Fuel Pods (diesel)
- h) 18,000 litres Tank Truck aircraft support (F34, F37);
- i) 22,000 litres and 27,000 litres Tank Truck aircraft refueller (F34, F37);
- j) 36,000 litres Tank Truck aircraft support (F34, F37);
- k) 15,000 litres Tank Truck aircraft support (F34, F37);
- l) Hydrant Carts; and
- m) Prover (meter calibration trailer)

1.3 List of Equipment

- a) Applicable equipment includes but is not limited to the list provided in APPENDIX 1.

1.4 Locations

- a) Vehicles are located at Canadian Forces Bases (CFB) and Wings across Canada. In some cases, vehicles could be located in other international locations having deployed units.

1.5 Instructions

- a) Requirements, which are identified by the word "*must*", are mandatory. Deviations will not be permitted.

- b) Where “**must**” is not used, the information supplied is for guidance only.

1.6 Definitions

- a) **F-34** – Kerosene Type Aviation turbine Fuel conforms to the standard CGSB-3.24 and is designated by the NATO code F-34. The U.S. military designation for F-34 is JP-8.
- b) **F-37** – F-34 fuel to which is added the thermal stability additive NATO code S-1749 (+100) is designated by the NATO code F-37. The U.S. military designation for F-37 is JP8+100.

2. APPLICABLE DOCUMENTS

2.1 Applicable Documents

- a) The following documents form part of this Statement of Work. Canada will not be supplying these documents. Sources are as shown:

CSA B620 - Highway Tanks and Portable Tanks for the Transportation of Dangerous Goods

CAN/CGSB 43.146 - Design, Manufacture and Use of Intermediate Bulk Containers for the Transportation of Dangerous Goods

Measurement Canada Weights and Measures Act (R.S., 1985, c. W-6)

CGSB 3.24 – Aviation Turbine Fuel (Military Grades F-34, F-37 and F-44)

Defence Production Act - (R.S.C., 1985, c. D-1)

3. REQUIREMENTS

- a) All work will be conducted on an as-and-when-required basis, as detailed in a Task Authorization Form (DND 626 form).

3.1 Provision of Service

3.1.1 Inspection, Testing, Assembly, Repair, and Modification of Highway Tank (TC 406) and Portable tank (TC 44)

- a) The contractor **must** perform inspection, testing, assembly, repair, and modification of Refuelling Equipment in accordance with the version of the CSA B620 standard currently in forces in the Transport of Dangerous Goods (TDG) regulations for TC 406 and TC44.
- b) The contractor **must** be registered with Transport Canada to perform all these activities.

3.1.2 Meter Calibration

- a) The contractor **must** perform inspection, test, repair and certification of calibration of meter in accordance with Weights and Measures Canada.

3.1.3 **Mobile Intermediate Bulk Containers**

- a) The contractor **must** perform inspections and tests in accordance with the version of the CSA/CGSB 43.146 standard currently in force in the TDG regulations.

3.1.4 **Field Service Representative**

- a) The contractor **must** provide Field Service Representative(s) (FSR) within 15 working days for location in Canada and overseas, to inspect, repair and maintain equipment and/or train personnel.
- b) The contractor **must** provide vehicle maintenance refresher training to DND personnel, as and when required, covering the safety precautions, trouble shooting, test and adjustment, special tools and test equipment, and safe operation of the vehicle/equipment.

3.2 **Facilities**

- a) The modification, assembly, repair, test or inspection of TC 406 or TC 44 **must** be performed at a facility registered with Transport Canada.
- b) The registered facility **must** modify, assemble, repair, test, or inspect TC 406 or TC44 tanks only at the location stipulated on the Certificate of Registration, but the Certificate of Registration may authorize mobile units to conduct these activities elsewhere.
- c) The contractor **must** provide facilities for body repairs and paint application as per APPENDIX 2.

3.3 **Repair Parts**

- a) The contractor **must** use repair parts that are the same form, fit, function and quality as the original parts.
- b) If the material and or repair parts are 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.
- c) For items containing elastomeric material, e.g. hoses, rubber, adhesive compounds, etc., the shelf life remaining must be more than 75 percent from the date of manufacture to the procurement date.

3.4 **Packaging**

- a) The contractor **must** inspect and re-use packaging, crates or pallets provided by DND if they are in serviceable condition to save costs and be more environmentally friendly.
- b) If the original packaging, crates or pallets are not in serviceable condition, the Contractor **must** provide the same packaging, crate & pallets to return items back to DND when the task is completed.
- c) The Contractor **must** dispose of unserviceable packaging, crates or pallets.
- d) The Contractor **must** conform to the Logistic Statement of Work (ANNEX B).

4. DELIVERABLES

4.1 General

- a) The Contractor **must** provide an itemized quotation to the Technical Authority and the Contracting Authority, to seek authorization for the work.
- b) For each repair task, the Contractor **must** provide documentation detailing the date(s), work (test, inspection, repair and/or certification), and results/outcome to the TA at the time of acceptance of the work. Certificate **must** be submitted within 30 days after repairs.
- c) For each CSA B620 certification, the Contractor **must** provide documentation detailing the date, vehicle identification (CFR), work (test, inspection, certification standard), and results/outcome to the TA.
- d) Each CSA B620 certificate **must** be submitted with the invoice.

4.2 Report

- a) The contractor **must** compile and maintain records on its provision of services under all Task Authorizations.
- b) The contractor **must** provide progress report to the Technical authority on a quarterly basis as follows:
 - i. 1st quarter: April 1 to June 30
 - ii. 2nd quarter: July to September 30
 - iii. 3rd quarter: October 1 to December 31; and
 - iv. 4th quarter: January 1 to March 30th

APPENDIX 1 – Part List

DESCRIPTION	PART No	NCAGE	NSN
BOX, ACCESSORIES STORAGE	9877850-1	35907	2540200039298
CONTROL VALVE	9780366-1	27005	4820200038317
METER/REGISTER	M7A2/0788700-064	04366	6680000819683
PUMP, PRODUCT, ROTARY VANE, 3	TXD3E	07524	4320015220474
HYDRAULIC MOTOR, PRODUCT PUMP	151-7241	46YR4	4320015540587
CYLINDER ASSEMBLY, ACTUATING, LINEAR	550017-DND	L08B0	3040200070007
HYD CONTROL VALVE, PLATFORM	9780366-1	27005	4820200038317
HYDRAULIC PUMP	A10VO45DFR/52R-PUC64N00	27005	4320014977974
DRIVE SHAFT ASSY	9776026-1	35907	2520200008295
BRACKET ASSY, VALVE BLOCK	9976470-1	35907	4810200039665
NOZZLE, 1 1/2 IN DIA SIZE, FUEL	1290-0050	81718	4930012900756
PUMP, TX2A, SINGLE ENDED SLIDING VANE	TXD2A	07524	4320015606775
FLOWMETER, 1.50 TYPE 40, 800 SERIES REGISTER	RP150-100RLK00	32FH2	6680015870705
DIESEL ENGINE, MODIFIED	0377378-1	35907	2815200018666
PUMP ROTARY	GX4B	07524	4320015609064
REGISTER LC	SPEC CLASS 2		
METER FLOW RATE INDICATING	M7ALI-2	04366	6680015621001
METER FLOW RATE INDICATING	M25ALI-2	04366	6680015621000
NOZZLE, UNDERWING (D1)	64349CDH6H	86090	4930015229888
PRODUCT PUMP	03H1-GR		
REGISTER MIDCOM (Rb50ax software)	901-0066		
SELF PRIMING CENTRIFUGAL PUMP (GORMAN RUPP)	06D1-GHH AND 06D3-GHH		
SPLIT SHAFT PUMP/PTO HALE FIRE PUMP COY	4DGK-30		
SELF PRIMING CENTRIFUGAL PUMP (GORMAN RUPP)	04E1-GHH	25567	4320016497240

DMS LAP PAD	E4040		
DMS CONTROL MODULE	460900-0160	L08B0	5963200090066
TESTING MACHINE (SCULLY)	08938	10068	4910015227034
CALIBRATION KIT (CARTER DIGITAL)	64236	1V7Y4	4910016013660
METER - M10A2, C/W LECTROCOUNTER REGISTER	M10ALI2, CONFIG # 251142		
METER - M60A2, C/W LECTROCOUNTER REGISTER	M60ALI2, CONFIG # 251145		
DIESEL ENGINE	OC95-E4-D1-QX-L1	1Q0C4	2815016789313
SELF PRIMING CENTRIFUGAL PUMP (GORMAN RUPP)	03H1-GR		
DMS CONTROL MODULE WITH LAP PAD	DMS000NR501		
CLOSE CIRCUIT NOZZLE	64017Z	0DT23	4930013703061
TESTING MACHINE (SCULLY)	08938	10068	4910015227034
UNDERWING NOZZLE	64349CDN31DPJ		
METER – M25-2, C/W LECTROCOUNTER REGISTER	M25-2 + LCR-II		

APPENDIX 2 – Body and Paint Application

1. GENERAL

- a) The Contractor **must** thoroughly clean all equipment assemblies to be free of oil, grease, wax, dirt, salt, scale, rust or other foreign matter.
- b) The cleaning agent or process **must** not etch or degrade the base material.
- c) All marking and instructions **must** be in English and French or International symbols.
- d) The Contractor **must** replace all decals, warning signs, and non-skids surfaces.
- e) The Contractor **must** ensure that all lap joints and crevices are caulked.
- f) Testing **must** be performed to ensure compatibility between the old and new paint prior to applying the new paint.
- g) Vehicles and/or components **must** be completely stripped from its old paint if incompatibility is found between coatings before applying the new paint.

2. BODY REPAIR

- a) The Contractor **must** remove all paint, decals, corrosion, and non-skid surfaces from the parts/equipment.
- b) The Contractor **must** strip and sand blast all areas, and return them to the bare surface.
- c) The Contractor **must** inspect for distortion, welds, cracks, other damage and repair to a warrantable condition using metal.
- d) Plastic filler systems **must** not be used.

3. COMMERCIAL PAINTING

- a) All paint **must** be applied to the vehicle/equipment in accordance with the paint manufacturer's recommendations, and the manufacturer's best production procedures, rendering a durable finish and a smooth appearance, free from runs, sags, and orange peel.
- b) The surface **must** include a corrosion-prevention pre-treatment to all bare metal, a sealer/primer, a minimum of two coats of base color paint, and two coats of clear finish.
- c) The Contractor or **must** protect all rubber, plastic components, hoses, electrical harnesses and connectors from over-spray while painting.
- d) Surfaces whose intended function would be impaired by painting **must** not be painted.

- e) All painted components of the vehicle/equipment **must** be painted prior to assembly to ensure full coverage of metal treatments and paint.
- f) The chassis components **must** be finished painted black.

4. MILITARY GREEN COATING SYSTEM

- a) Military Green Coating System **must** be provided on Standard Military Pattern (SMP) vehicle only.
- b) The Technical Authority is required to maintain records of Chemical Agent Resistant Coating (CARC) used on vehicles. To facilitate this, the Contractor **must** provide the Technical Authority with form(s) describing the processes used for surface preparation, the priming coat(s) applied and the topcoat(s) applied. The form(s) **must** include manufacturer, product code(s) and batch number of products used, and also vehicle VIN numbers with dates of application. The form to provide this information will be available from the Technical Authority.

Note: Chemical Agent Resistant Coating is a controlled good until applied and cured or pot life expired.

Access to controlled goods is subject to the Defence Production Act.

Appendix 3 – Technical Evaluation Matrix

1. General

1.1 Purpose

This document outlines the technical evaluation process for the inspection, repairs, training, certifications and technical investigation on the Department of National Defence (DND) Refuelling vehicles.

1.2 Instruction

Mandatory requirements are identified by the word "**must**". All mandatory requirements **must** be met.

2. Proposal Requirements

The Bidder **must** provide a completed Compliance Matrix including proof of compliance and Written Attestations. For the purposes of this Statement of Work, a Written Attestation is a written statement from the Bidder, signed by an authorized company representative, guaranteeing it will fully comply with the requirement identified in the "Requirement" column of the Statement of Work. Canada reserves the right to verify the statements made in the Written Attestation.

3. Mandatory Requirements

Table 1: Compliance Matrix

Item #	SOW Annex A Reference	Requirement	Proof of Compliance	Bid Reference
1	3.1.1 a)	The contractor/subcontractor must perform inspection, testing, assembly, repair, and modification of Refuelling Equipment in accordance with the version of the CSA B620 standard currently in forces in the Transport of Dangerous Goods (TDG) regulations for TC 406 and TC44	<p>The bidder must provide proof of registration for TC 406 and TC 44 with Transport Canada to perform all these activities</p> <p>The bidder must provide a support plan concept for the use of subcontractors. In the support plan concept, the bidder must demonstrate how he will ensure that the subcontractors used to perform specific tasks are registered for TC 406 and TC 44 with Transport Canada.</p>	

2	3.1.2 a)	The contractor must perform inspection, test, repair and certification of calibration of meter in accordance with Weights and Measures Canada.	The bidder must provide proof of registration Weight and Measure Canada to perform all these activities The bidder must provide a support plan concept for the use of subcontractors.	

LOGISTICS STATEMENT OF WORK

For

Repair and Overhaul Contracts

Including

In and Out of Country Repair

Major Equipment

(ANNEX B)

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

OPI: DMPP 9-6 17/01/2019

Version: 02

RECORD OF CHANGES

DATE OF CHANGE	CHAPTER
17 Jan 19	Entire document updated

FOREWORD

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

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

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

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

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

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

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

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

List of Acronyms and Abbreviations

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

Figure A-1 List of Acronyms and Abbreviations

TABLE OF CONTENTS

RECORD OF CHANGES	2
FOREWORD	3
TABLE OF CONTENTS.....	5
1.0 OVERVIEW OF PUBLICATION	7
1.1 SYSTEM OF RECORD	7
1.2 SUPPLY ACCOUNTS	7
1.3 SPARES.....	7
1.4 EXTENT OF WORK/TYPES OF EQUIPMENT	8
1.5 REPAIR & OVERHAUL (IN AND OUT OF COUNTRY) PROCESS.....	8
2.0 RECEIPTS	8
2.1 SELECTION NOTICE OBSERVATION MESSAGE (SNOM).....	8
2.2 DISCREPANCIES IN SHIPMENTS	8
2.3 INITIAL INSPECTION OF REPAIRABLE MATERIAL	9
2.4 HAZARDOUS MATERIEL AND CONTROLLED GOODS.....	9
3.0 WORK CONTROL	9
3.1 COMPLETION OF WORK	9
3.2 STOP REPAIR ACTION	9
4.0 SELECTION NOTICE AND PRIORITY SUMMARY (SNAPS)	10
5.0 COST CONTROL	10
5.1 DEFINITIONS.....	10
6.0 COSTING RECORDS.....	10
6.1 INVOICE/CLAIMS FOR PAYMENT (ACCOUNTABLE ADVANCE SPARES)	10
7.0 ENGINEERING & MAINTENANCE SERVICES	10
7.1 DND 626 TASK AUTHORIZATION.....	11
7.2 MOBILE REPAIR PARTY (MRP).....	11
7.3 EQUIPMENT TURN AROUND TIME (TAT)	11
7.4 PRIORITY REPAIR REQUEST (PRR).....	11
7.5 SPECIAL INVESTIGATIONS & TECHNICAL STUDIES (SITs).....	11
7.6 TECHNICAL INVESTIGATIONS & ENGINEERING STUDIES (TIES).....	11
7.7 TERMINATION OF CONTRACT	12
8.0 SUPPLY SUPPORT/SUSTAINMENT SUPPORT	12
8.1 TRANSACTION DOCUMENTATION	12

8.2 CONTRACTOR SUPPLY ACCOUNTING	12
8.3 STOCKTAKING	12
8.4 WAREHOUSING.....	12
8.5 LOSS OR DAMAGE TO DND MATERIEL	13
8.6 SCRAP - CUSTODY & DISPOSAL	13
8.8 REUSABLE CONTAINERS.....	13
8.9 TRANSPORTATION.....	13
9.0 WARRANTY CONSIDERATION	13
10.0 OFFICE SERVICES	14
11.0 MINUTES OF MEETINGS	14
12.0 PLANT SHUTDOWN/VACATION PERIOD	14
13.0 REPORTS	14
13.1 MATERIEL MANAGEMENT REPORTS.....	14
13.2 MRP PROGRESS REPORTS.....	14
13.3 TECHNICAL INVESTIGATION AND ENGINEERING STUDIES (TIES) REPORTS.....	14
13.4 ANNUAL GOVERNMENT OWNED INVENTORY REPORT	15

Appendix 1 – DND 626 task Authorization

Appendix 2 – CF 1280 Inspection Certificate

1.0 OVERVIEW OF PUBLICATION

1.1 SYSTEM OF RECORD

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

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

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

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

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

2.0 RECEIPTS

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)

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

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

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

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

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

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

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)

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

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

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

6.0 COSTING RECORDS

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)

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

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

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)

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)

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)

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)

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)

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

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

8.1 TRANSACTION DOCUMENTATION

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

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 STOCKTAKING

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.

8.4 WAREHOUSING

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.

8.5 LOSS OR DAMAGE TO DND MATERIEL

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.

8.6 SCRAP - CUSTODY & DISPOSAL

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.

8.7 PACKAGING

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.

8.8 REUSABLE CONTAINERS

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.

8.9 TRANSPORTATION

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

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.

10.0 OFFICE SERVICES

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.

11.0 MINUTES OF MEETINGS

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.

12.0 PLANT SHUTDOWN/VACATION PERIOD

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.

13.0 REPORTS

13.1 MATERIEL MANAGEMENT REPORTS

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.

13.2 MRP PROGRESS REPORTS

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

13.3 TECHNICAL INVESTIGATION AND ENGINEERING STUDIES (TIES) REPORTS

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.

13.4 ANNUAL GOVERNMENT OWNED INVENTORY REPORT

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.

**TASK AUTHORIZATION
AUTORISATION DES TÂCHES
Appendix 1**

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

Instructions for completing DND 626 - Task Authorization

Contract no.

Enter the PWGSC contract number in full.

Task no.

Enter the sequential Task number.

Amendment no.

Enter the amendment number when the original Task is amended to change the scope or the value.

Increase/Decrease

Enter the increase or decrease total dollar amount including taxes.

Previous value

Enter the previous total dollar amount including taxes.

To

Name of the contractor.

Delivery location

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

Delivery/Completion date

Completion date for the task.

for the Department of National Defence

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

Services

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

Cost

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

GST/HST

The GST/HST cost as appropriate.

Total

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

Applicable only to PWGSC contracts

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

Note:

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

Instructions pour compléter le formulaire DND 626 - Autorisation des tâches

N° du contrat

Inscrivez le numéro du contrat de TPSGC en entier.

N° de la tâche

Inscrivez le numéro de tâche séquentiel.

N° de la modification

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

Augmentation/Réduction

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

Valeur précédente

Inscrivez le montant total précédent, y compris les taxes.

À

Nom de l'entrepreneur.

Expédiez à

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

Date de livraison/d'achèvement

Date d'achèvement de la tâche.

pour le ministère de la Défense nationale

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

Services

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

Prix

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

TPS/TVH

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

Total

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

Ne s'applique qu'aux contrats de TPSGC

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

Nota :

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



Certificate of Release, Inspection and Acceptance - Certificat de libération, d'inspection et de réception (CF 1280) Appendix 2

<p>1. Purchaser - Acheteur</p>	<p>2. Purchase order or reference file Bon de commande ou N° de dossier</p>	<p>3. Government contract number N° de dossier du gouvernement</p>	<p>4. No of pages N° de pages</p>
<p>5. Contractor - Entrepreneur</p>	<p>6. Shipped from (consignor) Lieu d'expédition (expéditeur)</p>	<p>7. Shipped to (consignee) Lieu de destination (destinataire)</p>	<p>8. Shipment no. N° de l'envoi</p>
<p>Contract item no. N° d'article du contrat (9)</p>	<p>NATO stock number N° nomenclature OTAN (10)</p>	<p>Item identification Identification de l'article (11)</p>	<p>Quantity Unit of measure Quantité Unité de mesure (13)</p>
<p>Serial number or size N° de série ou taille (12)</p>	<p>Package number N° de l'emballage (14)</p>	<p>Undelivered balance Quantité non livrée (15)</p>	<p>Quantity received Quantité reçue (16)</p>
<p>17. Contractor certification Attestation de l'entrepreneur</p> <p>I certify that the item(s) listed above has/have been inspected and tested and conform to all specifications and requirements detailed in the contract or purchase order. J'atteste que l'/les article(s) inscrits ci-haut a/ont été inspecté(s) et mis à l'essai et qu'il(s) est/sont en tous points conformes aux spécifications et exigences du contrat ou du bon de commande.</p> <p>Print - Imprimer</p> <p>_____ Signature (Contractor QC) Signer (CQ de l'entrepreneur)</p> <p>_____ Date (yyaa-mm-dj)</p>	<p>18. Government quality assurance Assurance officielle de la qualité</p> <p>I certify that the planned Government Quality Assurance has been performed. This does not constitute acceptance on behalf of the Government of Canada and does not necessarily mean that the items identified herein have been inspected, nor that certification was granted. Je certifie que l'assurance qualité gouvernementale a été effectuée tel que planifié. Ceci ne constitue pas une acceptation pour le compte du gouvernement du Canada et ne signifie pas nécessairement que les différents articles ci-haut identifiés ont été inspectés, ni que la certification a été accordée.</p> <p>Print - Imprimer</p> <p>_____ Signature (QAR) Signer (RAQ)</p> <p>_____ Date (yyaa-mm-dj)</p>	<p>19. Acceptance Acceptation</p> <p>Quantity/ies shown in block (16) was/were received in apparent good condition. La/les quantité(s) indiquées à la case (16) a/ont été reçues, et l'/les article(s) semble/ent être en bon état.</p> <p>Print - Imprimer</p> <p>_____ Signature (Receiving Authority at destination) Signer (Autorité de réception à la destination)</p> <p>_____ Date (yyaa-mm-dj)</p>	

Certificate of Release, Inspection and Acceptance CF 1280

USE

The Certificate of Release, Inspection and Acceptance CF 1280 constitutes:

- Certification by the supplier that all items listed therein have been inspected and tested and conform to the specifications and requirements detailed in the contract or purchase order.
- Certification by the Quality Assurance Representative when applicable; that Government Quality Assurance has been performed during the contract or purchase order.
- Receipt for goods at destination and once signed by the receiving authority; the payment process can be initiated.

PREPARATION AND DISTRIBUTION

It is the supplier's responsibility to prepare and distribute the CF 1280. However, whenever STANAG 4107 applies, the QAR must forward one copy to the delegator.

- Note 1:** All entries other than signatures must be either typewritten or printed.
- 2:** When using more than one CF 1280 per shipment per contract, complete all blocks but only sign Block 17 and have Block 18 signed (when applicable) on the last form.
- Block 1:** Name of the department, country or organization actually ordering the materiel. In the case of PWGSC contracts, they are the purchaser referenced in the contract.
- Block 2:** PWGSC file or supplier purchase order number, as appropriate. For contracts from other North Atlantic Treaty Organisation (NATO) nations, enter date of contract.
- Block 3:** Contract serial number or, if a purchase order, enter the prime contract number.
- Block 4:** Consecutively number the forms used to cover each shipment and enter the total number of pages, (e.g. page 1 of 1, 2 of 6, etc).
- Block 5:** Prime contractor's or sub-contractor's name and complete address.
- Block 6:** Consignor's name; also complete shipping address if different than Block 5.
- Block 7:** Consignee's name and address as contained in the shipping instructions.
- Block 8:** Number for each shipment made under the stated contract commencing at 001.
Note: For more than one shipment under the same contract; the first shipment would be 001 and the final shipment would have the letter F at the end (e.g. 002F).
- Block 9:** Line item number as shown in the contract or purchase order.
- Block 10:** NATO or national stock number as indicated in the contract.
- Block 11:** Manufacturer's part, model, type, drawing or catalogue number or short description of the item. The brief description is mandatory for clothing or footwear contracts.
- Block 12:** Item serial, size, lot/batch numbers as applicable.
Note: Size numbers must be included to identify clothing or footwear. If not applicable enter [N/A].
- Block 13:** Quantity being shipped using the unit of measure as indicated in the contract.
- Block 14:** Identify package number in which the line item can be located.
- Block 15:** Balance of items, if any, to be shipped at a later date as per address in Block 7. If not applicable enter [N/A].
- Block 16:** Leave blank; for use by the receiving authority.
- Block 17:** Authorized supplier quality assurance representative. See Note 2 under "preparation and distribution".
- Block 18:** Representative responsible for performing Government Quality Assurance (when applicable). See Note 2 under "preparation and distribution".
- Block 19:** Leave blank; for use by the receiving authority.

Certificat de libération, d'inspection et de réception CF 1280

OBJET

Le Certificat de libération, d'inspection et de réception CF 1280 constitue:

- Certificat de libération du fournisseur pour attester que les articles énumérés ont tous été soumis à une inspection et à des essais et sont jugés conformes aux spécifications et aux exigences du contrat ou de la commande.
- Certification par le Représentant de l'Assurance de la Qualité lorsque prescrit; que l'assurance officielle de la qualité a été effectuée pour le contrat ou pour la commande.
- Certificat de réception à la destination par l'autorité de réception; et une fois signé, le processus de paiement peut être lancé.

PRÉPARATION ET DISTRIBUTION

Il revient au fournisseur de remplir et de distribuer le formulaire CF 1280. Toutefois, si les dispositions du STANAG 4107 s'appliquent, le RAQ doit envoyer un exemplaire au délégant.

- Nota 1:** Toutes les inscriptions autres que les signatures doivent être dactylographiées ou écrites en lettres moulées.
- 2:** Si plusieurs formulaires CF 1280 sont utilisés pour le même envoi par contrat, remplir tout les cases mais seulement signé case 17 et faire signé (au besoin) case 18 sur le dernier formulaire.
- Case 1:** Nom du ministère, du pays ou de l'organisme qui a commandé le matériel. S'il s'agit d'un contrat de TPSGC, indiquer le nom du client qui apparaît sur le contrat.
- Case 2:** Numéro de dossier de TPSGC ou de la commande du fournisseur, selon le cas. Pour contrats envoyé à un autre pays membre de l'OTAN, indiquer la date du contrat.
- Case 3:** Numéro de série du contrat ou, s'il s'agit d'une commande, écrire le numéro du contrat principal.
- Case 4:** Numéroter dans l'ordre de formulaires utilisés et indiquer le nombre total de pages pour chaque envoi (1 de 1 ou 2 de 6, par exemple).
- Case 5:** Nom et adresse de l'entrepreneur principal ou du sous-traitant.
- Case 6:** Nom de l'expéditeur; indiquer également l'adresse d'expédition si elle diffère de l'adresse donnée à la case 5.
- Case 7:** Nom et adresse du destinataire qui figure dans les instructions d'expédition.
- Case 8:** Numéroter l'ordre d'envoi effectué en vertu du contrat, à partir de 001.
Nota: Si un contrat prévoit plusieurs envois, les numéroter de la façon suivante : premier envoi 001 et le dernier envoi doit contenir la lettre <F> à la fin numéro (e.g. 002F).
- Case 9:** Numéro de l'article qui figure dans le contrat ou dans la commande.
- Case 10:** Numéro de nomenclature OTAN ou numéro de nomenclature du pays qui figure dans le contrat.
- Case 11:** Numéro de pièce, de modèle, de type, de dessin ou de catalogue du fabricant ou brève description de l'article. Cette brève description est obligatoire dans le cas des vêtements et des chaussures.
- Case 12:** Numéro de série, de taille ou de lot de l'article.
Nota: Les numéros de taille doivent être inscrits si le contrat est pour des vêtements ou des chaussures. Si cette mention ne s'applique, inscrire [néant].
- Case 13:** Quantité expédiée avec l'unité de mesure qui s'applique dans le contrat.
- Case 14:** Numéro de l'emballage où se trouve l'article.
- Case 15:** Articles à livrer à une date ultérieure, à la destination prévue à la case 7. Si tous les articles ont été livrés à cette destination, inscrire (aucun).
- Case 16:** Laisser en blanc; cette case est réservée pour l'autorité de réception.
- Case 17:** Signature d'un représentant autorisé du service de la qualité du fournisseur. Si plusieurs pages sont utilisées, voir Nota 2 dans les « préparation et distribution »
- Case 18:** Signature du RAQ responsable de l'assurance officiel de la qualité, s'il y a lieu. Si plusieurs pages sont utilisées, voir Nota 2 dans les « préparation et distribution »
- Case 19:** Laisser en blanc; cette case est réservée à l'autorité de réception.

ANNEX "C"
BASIS OF PAYMENT
W8486-206954/A

Definitions:

- (a) "Year 1" means the period from contract award to 31 March 2021;
- "Year 2" means the period from 01 April 2021 to 31 March 2022;
- "Year 3" means the period from 01 April 2022 to 31 March 2023;
- "Option Year 1" means the period from 01 April 2023 to 31 March 2024; and
- "Option Year 2" means the period from 01 April 2024 to 31 March 2025.

(b) Hourly Rate means a firm hourly rate to be charged for each hour worked and prorated for any period less than an hour.

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

(d) Mark-up includes applicable purchasing expense, internal handling and general and administrative expenses plus profit.

(e) Rates / Markups in Canadian Dollars, FCA Free Carrier, Incoterms 2000 at Contractors Canadian facility.

ITEM 001. For performance of inspections, testing, repair, painting, modifications, training, certifications, Field Service Representatives (FSR), Mobile Repair Party (MRP) on an as-and-when requested basis the firm hourly rates as detailed below:

	Year 1	Year 2	Year 3	Option Year 1	Option Year 2
Technician (\$/hour)	_____	_____	_____	_____	_____

Estimate level of effort of 2000 hours per year.

ITEM 002. For performance of Technical Investigations on an as-and-when requested basis the firm hourly rates as detailed below:

	Year 1	Year 2	Year 3	Option Year 1	Option Year 2
Engineer (\$/hour)	_____	_____	_____	_____	_____

Estimate level of effort of 250 hours per year.

ITEM 003. For Contractor Furnished Material, laid down cost plus firm mark-ups (on laid down cost) as detailed below, upon embodiment:

	Year 1	Year 2	Year 3	Option Year 1	Option Year 2
CFM Markup (% of laid down cost)	_____	_____	_____	_____	_____

Estimate level of Material \$100,000.00 dollars per year.

ITEM 004. For Subcontract Work, laid down cost plus firm markups (on laid down cost) as detailed below:

	Year 1	Year 2	Year 3	Option Year 1	Option Year 2
Subcontract Mark-up (% of laid down cost)	_____	_____	_____	_____	_____

Estimate level of subcontract \$100,000 dollars per year.

THE ESTIMATED HOURS AND DOLLARS REFLECTED HEREIN ARE ESTIMATES ONLY FOR EVALUATION PURPOSES.

ITEMS 005 and 006 ARE NOT EVALUATED

ITEM 005. The Contractor will be reimbursed its authorized travel and living expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for profit and/or administrative overhead, in accordance with the meal, private vehicle and incidental expenses provided in Appendices B, C and D of the National Joint Council Travel Directive (<http://www.njc-cnm.gc.ca/directive/d10/v238/en>), and with the other provisions of the directive referring to "travellers", rather than those referring to "employees".

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

When requested by Canada, the Contractor must provide an estimated cost and relevant information for the travel and living.

ITEM 006. Applicable taxes extra, as applicable.

ANNEX D
SECURITY REQUIREMENTS CHECKLIST



Contract Number / Numéro du contrat W8486-206954/A
Security Classification / Classification de sécurité Unclassified

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

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



Contract Number / Numéro du contrat W8486-206954/A
Security Classification / Classification de sécurité Unclassified

PART A (continued) / PARTIE A (suite)

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS?
If Yes, indicate the level of sensitivity:
Dans l'affirmative, indiquer le niveau de sensibilité :
- No / Non Yes / Oui
-
9. Will the supplier require access to extremely sensitive INFOSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate?
- No / Non Yes / Oui
- Short Title(s) of material / Titre(s) abrégé(s) du matériel :
- Document Number / Numéro du document :

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

10. a) Personnel security screening level required / Niveau de contrôle de la sécurité du personnel requis
- | | | | |
|--|--|---|---|
| <input checked="" type="checkbox"/> RELIABILITY STATUS / COTE DE FIABILITÉ | <input type="checkbox"/> CONFIDENTIAL / CONFIDENTIEL | <input checked="" type="checkbox"/> SECRET / SECRET | <input type="checkbox"/> TOP SECRET / TRÈS SECRET |
| <input type="checkbox"/> TOP SECRET - SIGINT / TRÈS SECRET - SIGINT | <input type="checkbox"/> NATO CONFIDENTIAL / NATO CONFIDENTIEL | <input type="checkbox"/> NATO SECRET / NATO SECRET | <input type="checkbox"/> COSMIC TOP SECRET / COSMIC TRÈS SECRET |
| <input type="checkbox"/> SITE ACCESS / ACCÈS AUX EMPLACEMENTS | | | |
- Special comments: *Rely for OPS zones, Secret for Security zones* sn
Commentaires spéciaux :
- NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.
REMARQUE: Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.
-
10. b) May unscreened personnel be used for portions of the work?
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail?
- No / Non Yes / Oui
- If Yes, will unscreened personnel be escorted:
Dans l'affirmative, le personnel en question sera-t-il escorté?
- No / Non Yes / Oui

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

- INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS**
11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises?
Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS?
- No / Non Yes / Oui
11. b) Will the supplier be required to safeguard COMSEC information or assets?
Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC?
- No / Non Yes / Oui
-
- PRODUCTION**
11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises?
Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ?
- No / Non Yes / Oui
-
- INFORMATION TECHNOLOGY (IT) MEDIA / SUPPORT RELATIF À LA TECHNOLOGIE DE L'INFORMATION (TI)**
11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data?
Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS?
- No / Non Yes / Oui
11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency?
Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale?
- No / Non Yes / Oui

Security Classification / Classification de sécurité Unclassified
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Contract Number / Numéro du contrat W8486-206954/A
Security Classification / Classification de sécurité Unclassified

PART C (continued) / PARTIE C (suite)

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

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

For users completing the form online (via the Internet), the summary chart is automatically populated by your responses to previous questions.

Dans le cas des utilisateurs qui remplissent le formulaire en ligne (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

SUMMARY CHART / TABLEAU RÉCAPITULATIF

Category / Catégorie	PROTECTED / PROTÉGÉ			CLASSIFIED / CLASSIFIÉ			NATO				COMSEC					
	A	B	C	Confidential / Confidentiel	Secret	Top Secret / Très Secret	NATO Restricted / NATO Diffusion Restreinte	NATO Confidential / NATO Confidentiel	NATO Secret	COSMIC Top Secret / COSMIC Très Secret	Protected / Protégé			Confidential / Confidentiel	Secret	Top Secret / Très Secret
											A	B	C			
Information / Assets / Renseignements / Biens	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Production	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
IT Media / Support TI	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
IT Link / Lien électronique	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED? No / Non Yes / Oui
 La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?

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

12. b) Will the document attached to this SRCL be PROTECTED and/or CLASSIFIED? No / Non Yes / Oui
 La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?

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

Security Classification / Classification de sécurité Unclassified
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Contract Number / Numéro du contrat W8486-206954/A
Security Classification / Classification de sécurité Unclassified

PART D - AUTHORIZATION / PARTIE D - AUTORISATION

13. Organization Project Authority / Chargé de projet de l'organisme			
Name (print) - Nom (en lettres moulées) Karine Bernier		Title - Titre Section Head, DSVPM 5	Signature Digitally signed by BERNIER, KARINE 973 Date: 2019-10-30 09:42:47
Telephone no. - N° de téléphone 819-939-6647	Facsimile - Télécopieur	E-mail address - Adresse courriel KARINE.BERNIER@forces.gc.ca	Date
14. Organization Security Authority / Responsable de la sécurité de l'organisme			
Name (print) - Nom (en lettres moulées) Sasa Medjovic - DDSO - Industrial Security Senior Security Analyst Tel: 819-999-8888		Title - Titre Senior Security Analyst	Signature
Telephone no. - N° de téléphone	Facsimile - Télécopieur E-mail: sasa.medjovic@forces.gc.ca	E-mail address - Adresse courriel	Date 29 Nov 06
15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached? Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes?			<input type="checkbox"/> No / Non <input checked="" type="checkbox"/> Yes / Oui
16. Procurement Officer / Agent d'approvisionnement			
Name (print) - Nom (en lettres moulées) Wo il Lee		Title - Titre Procurement Officer, DLP 5-2-2-1	Signature LEE, WO 883 Digitally signed by LEE, WO 883 Date: 2019.10.30 10:23:22 -04'00'
Telephone no. - N° de téléphone 819-939-6602	Facsimile - Télécopieur	E-mail address - Adresse courriel Wo il Lee@forces.gc.ca	Date
17. Contracting Security Authority / Autorisé contractante en matière de sécurité			
Name (print) - Nom (en lettres moulées)		Title - Titre	Signature
Telephone no. - N° de téléphone	Facsimile - Télécopieur	E-mail address - Adresse courriel	Date

Security Classification / Classification de sécurité Unclassified
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Solicitation No. - N° de l'invitation
W8476-195984/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur
hp912

Client Ref. No. - N° de réf. du client
W8476-195984

File No. - N° du dossier
hp912.W8476-195984

CCC No./N° CCC - FMS No/ N° VME

ANNEX "E" TO PART 3 OF THE BID SOLICITATION

ELECTRONIC PAYMENT INSTRUMENTS

The Bidder accepts any of the following Electronic Payment Instrument(s):

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

**ANNEX “F” to PART 5 – BID SOLICITATION
FEDERAL CONTRACTORS PROGRAM FOR EMPLOYMENT EQUITY -
CERTIFICATION**

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

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

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

Complete both A and B.

A. Check only one of the following:

- A1. The Bidder certifies having no work force in Canada.
- A2. The Bidder certifies being a public sector employer.
- A3. The Bidder certifies being a federally regulated employer being subject to the *Employment Equity Act*.
- A4. The Bidder certifies having a combined work force in Canada of less than 100 employees (combined work force includes: permanent full-time, permanent part-time and temporary employees [temporary employees only includes those who have worked 12 weeks or more during a calendar year and who are not full-time students]).

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

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

OR

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

B. Check only one of the following:

B1. The Bidder is not a Joint Venture.

OR

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