



## RETURN BIDS TO:

## RETOURNER LES SOUMISSIONS À:

Bid Receiving Public Works and Government  
Services Canada/Réception des soumissions  
Travaux publics et Services gouvernementaux  
Canada

Government of Canada Building

101 - 22nd Street East, Suite 110

Saskatoon

Saskatchewan

S7K 0E1

Bid Fax: (306) 975-5397

## 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.

### Vendor/Firm Name and Address

Raison sociale et adresse du

fournisseur/de l'entrepreneur

### Issuing Office - Bureau de distribution

Public Works and Government Services Canada/Travaux  
publics et Services gouvernementaux Canada

Harry Hays Building (HHB)

Room 759, 220-4th Avenue SE

Calgary

Alberta

T2G 4X3

<b>Title - Sujet</b> NTS Tech Refresh	
<b>Solicitation No. - N° de l'invitation</b> W7006-19PR01/B	<b>Date</b> 2020-01-03
<b>Client Reference No. - N° de référence du client</b> W7006-19PR01	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$CAL-137-7019	
<b>File No. - N° de dossier</b> CAL-9-42033 (137)	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2020-01-20</b>	<b>Time Zone</b> <b>Fuseau horaire</b> Central Standard Time CST
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input checked="" type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Loi, Ngan	<b>Buyer Id - Id de l'acheteur</b> cal137
<b>Telephone No. - N° de téléphone</b> (403) 973-2796 ( )	<b>FAX No. - N° de FAX</b> (306) 975-5397
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> Department of National Defence 17 Wing Winnipeg - 715 Wihuri Road Building 129, MDC Winnipeg, MB R3J 3Y5	

Instructions: See Herein

Instructions: Voir aux présentes

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

This cancels and supersedes notice PW-\$CAL-137-6960 published on Buyandsell.gc.ca on 2019-09-26 and Solicitation W7006-19PR01/A issued on 2019-09-25.

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W7006-19PR01/B  
Client Ref. No. - N° de réf. du client  
W7006-19PR01

Amd. No. - N° de la modif.  
File No. - N° du dossier  
CAL-9-42033

Buyer ID - Id de l'acheteur  
Cal137  
CCC No./N° CCC - FMS No./N° VME

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## **PART 1 - GENERAL INFORMATION**

### **1.1 Security Requirements**

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;
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.
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 Statement of Work - Bid**

The Work to be performed is detailed under Article 6.2 of the resulting contract clauses

### **1.3 Debriefings**

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

### **1.4 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 epost Connect service**

This bid solicitation allows bidders to use the epost Connect service provided by Canada Post Corporation to transmit their bid electronically. Bidders must refer to Part 2 entitled Bidder Instructions, and Part 3 entitled Bid Preparation Instructions, of the bid solicitation, for further information.

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## 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 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.

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: 60 days  
Insert: 150 days

#### 2.1.1 SACC Manual Clauses

[M1000T](#) (2014-06-26), Condition of Material – Bid

#### 2.1.2 Military aviation replacement parts: Condition and certification of deliverables end items

The following categories do not apply to standard and commercial parts. Standard parts consist of common hardware parts and raw materials, not necessarily designed for aviation use, produced to recognized industry or government specifications, which are available without proprietary limitations (such as Society of Automotive Engineers (SAE), National Aerospace Standard (NAS), Army-Navy Aeronautical Standard (AN), and Military Standard (MS) hardware items). Commercial parts consist of common non-aeronautical parts produced to recognized industry specifications and available on the commercial market. Deliverable standard and commercial parts must be in a new condition.

##### 1. Category #1 - New Materiel

Deliverable end items to be manufactured or which have been manufactured but not used, which are supplied by:

- a. the owner of the design or manufacturing rights to the items; or,
- b. the authorized manufacturer or agent/distributor of the owner of the design or manufacturing rights to the items; or
- c. distributors approved by Transport Canada (TC) or accredited by the Aviation Suppliers Association, for parts that have an application to a civilian type certified aircraft; or
- d. maintenance organizations approved/accredited by TC, the Department of National Defence (DND)/Canadian Forces Technical Airworthiness Authority or repair stations certified by the Federal Aviation Administration (FAA).

##### 2. Category #2 - New Surplus Materiel

Deliverable end items, unused and supplied by an entity other than Category #1 sources. Full traceability documentation back to the owner of the design or manufacturing rights to the items or their authorized manufacturer or agent/distributor is required.

### 3. Category #3 - Other Condition

Any deliverable end item condition other than Category # 1 or Category #2. Should the Bidder be offering deliverable end items in Category #3, a complete description of the item's condition and all available traceability documentation is required with the bid. Bids containing parts identified in this category are subject to evaluation by Canada.

#### Deliverable End Item Grid

Bidders must indicate the NATO Supply Code for Manufacturers or Commercial and Government Entity (NSCM/CAGE) code of the manufacturing entity under the appropriate category of the grid. For example, if a Bidder is offering a Category #1 item(s), it must indicate the NSCM number under that category as per the example below. Bidders may use additional pages to provide the complete description called up under Category #3 if necessary.

Item	Category 1 New Materiel	Category 2 New Surplus Materiel	Category 3 Other Condition
For example	NSCM: ABC12 Name: PSPC		
1			
2			
3			
4			
5			

#### Requirements for Airworthiness Certification

The requirements for airworthiness certification do not apply to the provision of standard and commercial parts. Standard and commercial parts must be accompanied by a packing slip that identifies the name and address of the supplier, the NATO stock number, identification of the manufacturing standard (e.g. SAE, NAS, AN, MS) and manufacturer's part number and model number as applicable; quantity, identification of the lot or batch number if applicable; and the cure date/shelf life if applicable.

Bidders are advised that the Contractor must provide the following airworthiness documentation, for each unit of issue, within the interior packaging or attached to the good(s) supplied under the resulting contract. Note that this requirement is in addition to documentation required in support of invoice payment or other documentation requirements identified within the Contract:

- Category #1 and #2 military unique aviation replacement parts must have an Original Equipment Manufacturer (OEM) or an OEM's approved manufacturer's Certificate of Conformance, which includes all the following information:
  - positive identification of the item by type, class, style, grade, model, part number, description, nomenclature and/or serial number, as applicable;
  - either the following certification, or a similarly worded statement, signed by an authorized inspector, that satisfies the intent of the following:

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

- identification of both the authorized signatory and the organization.
- Category #1 and #2 items, which have an application to a civilian type certified aircraft, must be supplied with a Certificate of Conformance, namely:
    - form TCCA Form One, Authorized Release Certificate, signed by a TC authorized inspector, within the two (2) years before contract award;

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

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

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

- 3. Bidders must specify which one of the documents identified above will be provided for each item required to be supplied in response to the bid solicitation.

## 2.2 Submission of Bids

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

Bid Receiving Public Works and Government Services Canada  
Government of Canada Building  
101 – 22<sup>nd</sup> Street East, Suite 110  
Saskatoon, Saskatchewan S7K 0E1  
[ROReceptionSoumissions.WRBidReceiving@tpsgc-pwgsc.gc.ca](mailto:ROReceptionSoumissions.WRBidReceiving@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.

**Facsimile:** (306) 975-5397

## 2.3 Former Public Servant – Competitive Bid

Contracts awarded to former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny, and reflect fairness in the spending of public funds. In order to comply with Treasury Board policies and directives on contracts awarded to FPSs, bidders must provide the information required below before contract award. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of bids is completed, Canada will inform the Bidder of a time frame within which to provide the information. Failure to comply with Canada's request and meet the requirement within the prescribed time frame will render the bid non-responsive.

### Definitions

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

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

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

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

#### Former Public Servant in Receipt of a Pension

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

If so, the Bidder must provide the following information, for all FPSs 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 Adjustment Directive

Is the Bidder a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive? **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 adjustment program.

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



## 2.4 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than 3 calendar days before the bid closing date. Enquiries received after that time may not be answered.

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

## 2.5 Applicable Laws

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

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 Optional Site Visit

It is recommended that the Bidder or a representative of the Bidder visit the work site. Arrangements have been made for the site visit to be held at CFB Winnipeg on **13 January 2020**. The site visit will begin at **09:00 CDT**, in Hangar 16, 402 Sqn AEO Shop.

Bidders are requested to communicate with the Contracting Authority no later than **16:00 CDT** on **09 January 2020** to confirm attendance and provide the name(s) of the person(s) who will attend. Bidders may be requested to sign an attendance sheet. Bidders who do not attend or do not send a representative will not be given an alternative appointment but they will not be precluded from submitting a bid. Any clarifications or changes to the bid solicitation resulting from the site visit will be included as an amendment to the bid solicitation.

# 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 08 of the 2003 standard instructions. The epost Connect system has a limit of 1GB per single message posted and a limit of 20GB per conversation.

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

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

- 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:

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Section I: Technical Offer (1 hard copy)  
Section II: Financial Offer (1 hard copy)  
Section III: Certifications (1 hard copy)

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

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

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

Canada requests that bidders follow the format instructions described below in the preparation of 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) (<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.

### **Section II: Financial Bid**

Bidders must submit their financial bid in accordance with the Basis of Payment.

#### **3.1.1 Electronic Payment of Invoices – Bid**

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

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

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

#### **3.1.2 Exchange Rate Fluctuation**

[C3011T](#) (2013-11-06), Exchange Rate Fluctuation

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**Section III: Certifications**

Bidders must submit the certifications and additional information required under Part 5.

**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.

**4.1.1 Technical Evaluation****4.1.1.1 Mandatory Technical Criteria**

The Bidder must have the ability to perform the full scope of the work described in Annex "A" - Statement of Work.

**4.1.2 Financial Evaluation**

- The Total Evaluated Bid Price for Bidder who chooses Option 1 will be calculated in the following method:
  - a. Table 1: The quoted amounts for each line item will be added together to obtain the Total Evaluated Price for the work described in Section 3.4 of the Annex A – Statement of Work (a).
  - b. Table 2: The Unit Price of the Cortron 675-0001 keyboard will be multiplied by the estimated quantity and added with the shipping charge to obtain the Total Evaluated Price (b).
  - c. The Total Evaluated Price for Tables 1 and 2 will be added together (a) + (b)
- The Total Evaluated Bid Price for Bidder who chooses Option 2 will be calculated in the following method:
  - a. Table 1: The quoted amounts for each line item will be added together to obtain the Total Evaluated Price for the work described in Section 3.4 of the Annex A – Statement of Work (a).
  - b. Table 3: The Unit Price of the proposed keyboard/trackboard will be multiplied by the estimated quantity and added with the shipping charge to obtain the Total Evaluated Price (c).
  - c. The Total Evaluated Price for Tables 1 and 3 will be added together (a) + (c)

SACC Manual Clause [A0222T](#) (2014-06-26), Evaluation of Price-Canadian/Foreign Bidders

#### 4.2 Basis of Selection - Highest Combined Rating of Technical Merit and Price

1. To be declared responsive, a bid must:
  - a. comply with all the requirements of the solicitation; and
  - b. meet all mandatory criteria; and
  - c. obtain the required minimum of **72 points** overall for the technical evaluation criteria which are subject to point rating. The rating is performed on a scale of **120 points**.
2. Bids not meeting (a) or (b) or (c) will be declared non-responsive.
3. The selection will be based on the highest responsive combined rating of technical merit and price. The ratio will be 60% for the technical merit and 40% for the price.
4. To establish the technical merit score, the overall technical score for each responsive bid will be determined as follows: total number of points obtained divided by the maximum number of points available multiplied by the ratio of 60%.
5. To establish the pricing score, the overall price score for each responsive bid will be determined as follows: lowest evaluated Bidder's price divided by each responsive Bidder's price, multiplied by the ratio of 40%.
6. For each responsive bid, the technical merit score and the pricing score will be added to determine its combined rating.
7. Neither the responsive bid obtaining the highest technical score nor the one with the lowest evaluated price will necessarily be accepted. The responsive bid with the highest combined rating of technical merit and price will be recommended for award of a contract.

The table below illustrates an example where all three bids are responsive and the selection of the contractor is determined by a 60/40 ratio of technical merit and price, respectively. The total available points equals 135 and the lowest evaluated price is \$45,000 (45).

#### Basis of Selection - Highest Combined Rating Technical Merit (60%) and Price (40%)

		Bidder 1	Bidder 2	Bidder 3
Overall Technical Score		115/135	89/135	92/135
Bid Evaluated Price		\$55,000.00	\$50,000.00	\$45,000.00
Calculations	Technical Merit Score	$115/135 \times 60 = 51.11$	$89/135 \times 60 = 39.56$	$92/135 \times 60 = 40.89$
	Pricing Score	$45/55 \times 40 = 32.73$	$45/50 \times 40 = 36.00$	$45/45 \times 40 = 40.00$
Combined Rating		83.84	75.56	80.89
Overall Rating		1st	3rd	2nd

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## PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

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

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

### 5.1 Certifications Required with the Bid

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

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

In accordance with the Integrity Provisions of the Standard Instructions, all bidders must provide with their bid, **if applicable**, the 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 property agreement of the [Ineligibility and Suspension Policy](http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>), the 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](https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#) 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.

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## PART 6 - RESULTING CONTRACT CLAUSES

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

### 6.1 Security Requirements

**6.1.1** The following security requirements (SRCL and related clauses provided by the Contract Security Program) apply and form part of the Contract.

1. The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer, hold a valid Designated Organization Screening (DOS), issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).
2. The Contractor/Offeror personnel requiring access to sensitive work site(s) must EACH hold a valid RELIABILITY STATUS, granted or approved by CISD/PWGSC.
3. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/PWGSC.
4. The Contractor/Offeror must comply with the provisions of the:
  - a) Security Requirements Check List and security guide (if applicable), attached at Annex E;
  - b) *Industrial Security Manual* (Latest Edition).

### 6.2 Statement of Work - Contract

The Contractor must perform the Work in accordance with the Statement of Work at Annex "A".

### 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](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

[2010C](#) (2018-06-21), General Conditions - Services (Medium Complexity) apply to and form part of the Contract.

### 6.4 Term of Contract

#### 6.4.1 Period of the Contract

The period of the Contract is from date of Contract to TBD inclusive

#### 6.4.2 Delivery Date

All the deliverables must be received on or before **November 16, 2020**.

#### 6.4.3 Delivery Points

Delivery of the requirement will be made to delivery point(s) specified at Annex "B" of the Contract.

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## 6.5 Authorities

### 6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Ngan Loi  
Procurement Officer  
Public Works and Government Services Canada  
Acquisitions Branch, Western Region  
759, 220 4 Ave SE  
Calgary, AB T2G 4X3

Telephone: 403-973-2796  
Facsimile: 306-975-5397  
E-mail address: [ngan.loi@pwgsc-tpsgc.gc.ca](mailto:ngan.loi@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 Project Authority

(To be provided at contract award)

The Project Authority for the Contract is:

The Project Authority is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the Project Authority, however the Project 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.

### 6.5.3 Contractor's Representative

(To be completed by Bidder)

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone: \_\_\_\_ \_  
Facsimile: \_\_\_\_ \_  
E-mail address: \_\_\_\_\_

## 6.6 Proactive Disclosure of Contracts with Former Public Servants

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

## 6.7 Payment

### 6.7.1 Basis of Payment - Firm Price, Firm Unit Price(s) or Firm Lot Price(s)

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid firm lot prices as specified in Annex B. Customs duties are included and Applicable Taxes are extra.

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

### 6.7.2 Milestone Payments - Not subject to holdback

Canada will make milestone payments in accordance with the Schedule of Milestones detailed in the Contract and the payment provisions of the Contract if:

- an accurate and complete claim for payment using [PWGSC-TPSGC 1111](#), Claim for Progress Payment, and any other document required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
- all the certificates appearing on form [PWGSC-TPSGC 1111](#) have been signed by the respective authorized representatives;
- all work associated with the milestone and as applicable any deliverable required has been completed and accepted by Canada.

### 6.7.3 Schedule of Milestones

The schedule of milestones for which payments will be made in accordance with the Contract is as follows:

Milestone No.	Description	Firm Amount	Due Date or "Delivery Date"
001	Design of the modification complete (paragraphs 3.4.1 to 3.4.2 complete).	TBD	13 April 2020
002	Fabrication of the modification kits and modified parts (paragraphs 3.4.3 to 3.4.4 complete).	TBD	11 May 2020
003	Partial embodiment complete on the first aircraft (paragraph 3.4.5 complete on 1 aircraft)	TBD	29 May 2020
004	Partial embodiment complete on the second aircraft (paragraph 3.4.5 complete on 2 aircraft)	TBD	20 July 2020
005	Partial embodiment complete on the third aircraft (paragraph 3.4.5 complete on 3 aircraft)	TBD	14 September 2020
006	Partial embodiment complete on the fourth aircraft (paragraph 3.4.5 complete on 4 aircraft)	TBD	16 November 2020



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#### **6.7.4 SACC Manual Clauses**

[A9117C](#) (2007-11-30), T1204 - Direct Request by Customer Department

[C2000C](#) (2007-11-30), Taxes - Foreign-based Contractor

#### **6.7.5 Electronic Payment of Invoices – Contract**

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

#### **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.

**6.8.2** Invoices must be distributed as follows:

a. The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.

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

#### **6.9 Certifications and Additional Information**

##### **6.9.1 Compliance**

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

#### **6.10 Applicable Laws**

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

#### **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) the general conditions [2010C](#) (2018-06-21), General Conditions - Services (Medium Complexity);
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;
- (e) Annex E, Security Requirement Check List;
- (f) Annex F, Logistics Statement of Work;
- (g) the Contractor's bid dated \_\_\_\_\_.

#### **6.12 SACC Manual Clauses**

[A9039C](#) (2008-05-12), Salvage

A9062C (2011-05-16), Canadian Forces Site Regulations  
A9131C (2014-11-27), Controlled Goods Program – Contract  
A0301C (2007-05-25), Military Aviation Replacement Parts - Maintenance of Records  
B1501C (2006-06-16), Electrical Equipment  
B7500C (2006-06-16), Excessive Goods  
B4064C (2008-05-12), Flight Safety  
D5540C (2019-05-30), ISO 9001:2015 Quality Management Systems - Requirements (Quality Assurance Code Q)  
D5606C (2017-11-28), Release documents (Department of National Defence): Canadian-based contractor  
D5510C (2017-08-17), Quality assurance authority (Department of National Defence): Canadian-based contractor  
D5604C (2008-12-12), Release Documents (Department of National Defence) - Foreign-based Contractor  
D5605C (2010-01-11), Release Documents (Department of National Defence) - United States-based Contractor  
G1005C (2016-01-28), Insurance - No Specific Requirement

### **6.13 Military Aviation Replacement Parts - Airworthiness Documentation**

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

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

“I certify that the aeronautical product described here conforms to the applicable design data and is in a condition for safe operations.”
  - iii. identification of both the authorized signatory and organization.

### **6.14 Release Documents - Distribution**

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

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

Solicitation No. - N° de l'invitation  
W7006-19PR01/B  
Client Ref. No. - N° de réf. du client  
W7006-19PR01

Amd. No. - N° de la modif.  
File No. - N° du dossier  
CAL-9-42033

Buyer ID - Id de l'acheteur  
Cal137  
CCC No./N° CCC - FMS No./N° VME

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

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

E-mail: [ContractAdmin.DQA@forces.gc.ca](mailto:ContractAdmin.DQA@forces.gc.ca).

#### **6.15 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.

## **ANNEX "A"**

### **STATEMENT OF WORK**

#### **1.0 SCOPE**

##### **1.1 Purpose**

1.1.1 This Statement of Work (SOW) defines the requirements of the Department of National Defence (DND) necessary to complete the NTS Tech Refresh on the CT142 Dash-8.

##### **1.2 Background**

1.2.1 On behalf of DND and the Royal Canadian Air Force, 402 Squadron operates a fleet of four CT142 Series 100 Dash 8 aircraft based out of 17 Wing in Winnipeg, Manitoba for the purpose of training Air Combat Systems Officers (ACSOs) and Airborne Electronic Sensor Operators (AES Ops). Each aircraft is fitted with six Navigator Training Station (NTS) consoles. As part of an initiative to improve the quality of training, three upgrades to the NTS systems were proposed: replacement of the existing trackball/number pad with a full keyboard/trackball, addition of a ruggedized USB port, and upgrading the existing Ethernet to Gigabit speeds.

1.2.2 The objective of the keyboard replacement is to improve the ACSO interface to facilitate airborne chat functionality, data entry, and improve the interface for future additions such as EO/IR and Imaging Radar. The keyboard replacement aims to use the Cortron 675-0001 keyboard, of which DND has stock. Due to the larger footprint of the full keyboard, it will be recessed into the working surface of the NTS console and have a cover to permit use of the desk space when the keyboard is not in use. The scope of work for the keyboard includes designing and fabricating the mount, cover, wiring harnesses, and modifying the NTS computer chassis cover; as well as on-aircraft work to install the new keyboard mounts.

1.2.3 The addition of a USB port is to better facilitate software updates to the NTS computer and increase the flexibility of the console. The PS2 Ground Maintenance Port will be replaced with a ruggedized USB port. The scope of work for the USB port includes evaluating and recommending a ruggedized USB solution, modifying the NTS computer chassis cover, and fabricating the necessary wiring harnesses and any modified panels.

1.2.4 The Ethernet upgrade is necessary in order to increase the bandwidth available for future capability additions to the CT142, such as EO/IR. The scope of work of this upgrade is to replace the current RAMEX RM940C switch with a compatible, gigabit-capable switch; modification of the NTS computer chassis cover; modification of the server I/O panel; modification of the NTS Connector Bracket Assembly; and fabrication of the necessary wiring harnesses.

##### **1.3 Terminology**

1.3.1 The following abbreviations are used throughout this SOW:

ACSO	Air Combat Systems Officer
CFTO	Canadian Forces Technical Order
DND	Department of National Defence
DAS	DND Airworthiness Supplement
MPM	Maintenance Process Manual
NTS	Navigator Training Station
PA	Procurement Authority

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PSPC	Public Services and Procurement Canada
QAR	Quality Assurance Representative
QMS	Quality Management System
SOW	Statement of Work
TA	Technical Authority
TAA	Technical Airworthiness Authority
TAM	Technical Airworthiness Manual
TC	Transport Canada

## **2.0 APPLICABLE DOCUMENTS**

### **2.1 Applicability**

2.1.1 The following documents form part of this SOW to the extent specified herein, and are supportive of the SOW when referenced in section 3.0 and beyond; all other document references are to be considered supplemental information only. Unless otherwise specified, the issue or amendment of documents effective for this SOW must be those in effect on the date of proposal submittal.

### **2.2 Military Standards**

C-05-005-001/AG-001	Technical Airworthiness Manual
EMT08.001	Quartermaster Transfer Order

## **3.0 REQUIREMENTS**

### **3.1 Airworthiness Requirements**

3.1.1 Airworthiness regulatory responsibility for the CT142 has been delegated to the Technical Airworthiness Authority (TAA) by the Minister of National Defence, under the provisions of the Aeronautics Act. The work performed by the Contractor described within this SOW must be conducted under the authority of the DND airworthiness program (A-GA-005-000/AG-001). The point of contact for the CT142 airworthiness issues is the Technical Authority (TA) (see para 5.2).

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

3.1.2 All aspects of the CT142 and associated components and equipment are subject to the provisions of the Technical Airworthiness Manual (TAM), Canadian Forces Technical Order (CFTO) C-05-005-001/AG-001. A copy of the TAM may be obtained online at <http://www.forces.gc.ca/en/business-regulations-technical-airworthiness/technical-airworthiness-manual.page>.

3.1.3 The Contractor must be an Accredited Maintenance Organization (AMO) recognized by an airworthiness authority such as TC, FAA or EASA with ratings for the DASH 8 Series 100 aircraft. In the event specialized work is subcontracted by the Contractor, the Contractor is responsible to ensure work is conducted by an organization approved by a recognized airworthiness authority for the scope and depth of work being performed. Such arrangements must be specified in writing and deemed acceptable by the TAA.

3.1.4 The Contractor must obtain and maintain TAA recognition for the scope and depth of technical authority needed to perform the full scope of work specified in this SOW. To maintain TAA recognition, the Contractor will be subject to periodic surveys and assessments to support and maintain recognition by the DND regulator. Upon request, the Contractor must provide access to company:

- a. Facilities;
- b. Personnel;
- c. Operating processes and procedures; and
- d. Forms and records.

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

- a. Within one week of contract award, the Contractor must contact the TA to initiate the process to achieve recognition by the DND TAA. The TA will provide the Contractor with a recognition survey to be completed by the Contractor. The survey requires the Contractor to outline how compliance to the TAM is achieved through referencing their current versions of policy manuals, internal procedures and work instructions. The Contractor may also be required to submit their existing Maintenance Process Manual (MPM) and/or Quality Process Manual references necessary to support the recognition process;
- b. If the Contractor is currently recognized by the DND TAA to conduct work under a different contract, the Contractor must contact the TA to determine the requirements to become recognized for the performance of work in accordance with the proposed SOW. The level of effort required supporting TAA recognition will depend on the similarity of the scope and depth of work currently recognized and will be communicated to the contractor by the TA;
- c. The Contractor must amend and/or create the necessary policies and procedures to support the activities conducted under this contract based upon direction provided by the TAA. Where unique policies or processes are required to specifically address DND requirements, it is recommended that these be captured in a DND Airworthiness Supplement (DAS) to the organization's current regulator approved policy manual;
- d. The Contractor shall achieve Provisional Recognition by the TAA prior to the commencement of airworthiness activities as defined in this SOW;
- e. Timelines for achieving full TAA recognition will be agreed upon by the contractor, the TAA and the contract TA. If deemed necessary by the TAA, an on-site audit may be required to support the recognition process. Full recognition should be achieved prior to the commencement of work; and
- f. Once recognized by the TAA, the contractor must maintain this status for the duration of the contract. If the contractor leverages policies and processes established under a separate DND contract and, should that contract become terminated, the contractor must continue to perform the necessary activities and maintain the required policies and procedures to support the TAA acceptability for this contract.

**Note:** The contractor must inform the contract TA whenever a contractor's MPM, DAS or TC approval certificate(s) have been changed for updated. At the request of the contract TA, the Contractor must submit the updated MPM, DAS and/or TC approval certificates to the contract TA.

3.1.6 The Contractor must provide support to TAA auditors during DND airworthiness audits. This support must include:

- a. On-site access to the audit team, including office space to conduct meetings and interviews;
- b. Access to technician qualification and authorization files within the accredited maintenance organization;

- c. Access to work orders and other technical data generated to certify or release maintenance activities; and
- d. Technical and management staff to support TAA auditors.

3.1.7 The Contractor is required to submit and implement a corrective action plan to the TA, as directed by TAA staff, to address observations found during airworthiness audits.

### **3.2 Quality Management Requirements**

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

3.2.2 The Contractor must contact the QAR within 48 hours of contract award.

3.2.3 The contractor must maintain a Quality Management System (QMS) acceptable to the TA for the duration of the contract.

3.2.4 Industry recognized standards acceptable to the TA include:

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

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

3.2.6 The Contractor must retain quality control and inspection records for a period of five years from the date of termination of this contract.

### **3.3 Technical Requirements**

3.3.1 The contractor must provide a single point of contact for all work associated with this SOW.

3.3.2 The Cortron 675-0001 is the preferred keyboard/trackball as DND has some stock on hand. The Contractor may propose a solution using either the Cortron 675-0001 or an alternate keyboard/trackball (in accordance with Appendix A, Section 1.3). If the Contractor proposes to use the Cortron 675-0001, the Contractor must procure 11 units. If the Contractor proposes a different keyboard/trackball, the Contractor must procure 30 units. The Contractor must have TA approval of a proposed keyboard/trackball unit prior to proceeding.

3.3.3 For all modifications, the Contractor must provide the TA with the modification instructions, test plans, findings of compliance, and technical drawings. Note that neither TC approval nor a Supplemental Type Certificate are required.

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### 3.4 Tasks

3.4.1 402 Squadron has reasonably well-developed draft solutions to the designs required below that they will provide upon request in order to potentially reduce the engineering labour required. Some hardware proposals will be accompanied by flammability test reports. The Contractor must review and verify any draft designs received from 402 Squadron.

3.4.2 The Contractor must complete the design of the following:

- a. A mounting adaptor and cover for the proposed keyboard/trackball in accordance with Appendix A, Section 0;
- b. A connector plate for the keyboard to be located on the NTS console rear bulkhead;
- c. A ruggedized USB solution in accordance with Appendix A, Section 2.0;
- d. Modification of the NTS Ground Maintenance Port to ruggedized USB;
- e. A Gigabit Ethernet solution in accordance with Appendix A, Section 3.0;
- f. Modification of the Nav Trainer Connector Bracket, panel 83410060, to accommodate the Ethernet solution;
- g. Modification of the server I/O panel, panel MD M00275-000-005, if required;
- h. Modification to the Chassis Cover, panel 950000039, to implement the following:
  - i. Change the existing PS2 connector to USB,
  - ii. Add a second dedicated USB connector (recommended to use the existing Ethernet cut-out), and
  - iii. Add a connector for Gigabit Ethernet;
- i. Wiring harnesses as required, to include:
  - i. Connection of the keyboard connector to the NTS Chassis Cover,
  - ii. Connection of the USB connector to the NTS Chassis Cover,
  - iii. Connection of the Ethernet switch to all NTS consoles.

3.4.3 The Contractor must fabricate the following in accordance with the designs developed in 3.4.2:

- a. 24 mounting adaptor and covers (3.4.2a);
- b. 24 keyboard connector plates (3.4.2b);
- c. 24 NTS USB connector plates (3.4.2d);
- d. 24 modified Nav Trainer Connector Brackets (3.4.2f);
- e. 8 modified server I/O panels (3.4.2g), if required;
- f. Sufficient wiring harnesses to embody the modifications on four CT142 aircraft (3.4.2i).

3.4.4 The Contractor must fabricate or modify 30 Chassis Covers to implement the modifications from 3.4.2h.



3.4.5 The Contractor must conduct on-aircraft work to partially embody the modifications on four aircraft, including:

- a. Expansion of the existing trackball cut-out, as required, in the NTS consoles to accommodate the new keyboard mounting adaptor (3.4.3a);
- b. Installation of the new keyboard mounting adaptor (3.4.3a);
- c. Installation of the keyboard connector plates (3.4.3b) on the NTS console rear bulkhead;
- d. Installation of the NTS USB connector plates (3.4.3c);

3.4.6 See paragraph 3.5.1 for constraints on the on-aircraft work.

### **3.5 Constraints**

3.5.1 On-aircraft work may be done either at 402 Sqn in Winnipeg or at a Contractor location within Canada. Alternately, the Contractor may opt to ship the NTS consoles to a Contractor location for work on the consoles. In any case, 402 Sqn personnel will install and remove the consoles. While Contractor personnel conduct the modifications to the NTS consoles, 402 Sqn personnel will install wiring harnesses and modified panels. If the on-aircraft work is to be done at a Contractor location, the Contractor must provide hangar space for the aircraft and access for 402 Sqn personnel for the duration of the work. The Contractor must make clear which location will be used for on-aircraft work as part of their bid.

3.5.2 The on-aircraft work may be conducted on no more than one aircraft concurrently.

3.5.3 Any and all associated deliverables as listed in section 4.0 of this SOW must be received by DND in accordance with the included milestone schedule.

### **3.6 Meetings**

3.6.1 Within two weeks of contract award a kick-off meeting may be convened at a time and location (or via teleconference) that is mutually agreed upon by the TA and Contractor. Additional technical review meetings, aside from those mentioned below, must take place on an "upon request" basis and must be identified in the applicable DND 626 Task Authorization.

3.6.2 Technical review meetings or teleconferences must take place at the following milestones:

- a. Critical Design Review: following finalization of the design but before fabrication of the first article;
- b. Pre-Induction Meeting(s): as required by the TA before on-aircraft work begins on a given aircraft.

3.6.3 When minutes of meetings are required, the Contractor must take minutes and prepare them in a format approved by the PA. The Contractor must submit the minutes within ten working days to PSPC or to the PA as directed.

## **4.0 DELIVERABLES**

### **4.1 Goods Requirement**

4.1.1 The Contractor must deliver all parts specified in 3.4.3 and 3.4.4.

4.1.2 If the on-aircraft work is to be done at Contractor location, the transfer of the aircraft must be conducted in accordance with EMT08.001.

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Client Ref. No. - N° de réf. du client  
W7006-19PR01

Amd. No. - N° de la modif.  
File No. - N° du dossier  
CAL-9-42033

Buyer ID - Id de l'acheteur  
Cal137  
CCC No./N° CCC - FMS No./N° VME

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4.1.3 The Contractor must deliver all designs developed under this contract and the associated IP rights to DND (402 Sqn).

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## **Appendix A – Keyboard Mounting Adaptor and Cover Design Specification**

### **1.0 Keyboard Mounting Adaptor and Cover Design Requirements**

#### **1.1 Mounting Adaptor**

1.1.1 The keyboard mounting adaptor must occupy at least the area of the existing cut-out in the NTS console. While the cut-out will have to be expanded, there are to be no gaps between the mounting adaptor and the console working surface.

1.1.2 The keyboard mounting adaptor must fasten to the NTS console in such a way that there are no exposed fasteners that disrupt the smoothness of the upper side of the working surface.

1.1.3 The keyboard mounting adaptor must have no sharp edges or burrs.

1.1.4 The keyboard mounting adaptor must support the keyboard, meeting all applicable structural standards.

#### **1.2 Cover**

1.2.1 With the cover closed, the gap between the working surface covering and the keyboard cover must not cause the point of a writing implement to deviate while the operator is drawing a line.

1.2.2 With the cover closed, the trackball and number pad must be left exposed and useable by the operator.

1.2.3 With the cover open, the cover must hold in place so as not to interfere with the operator's use of the keyboard or trackball.

1.2.4 With the cover open, the cover must not obstruct the operator's view of the NTS console monitor.

1.2.5 The cover must have no sharp edges or burrs.

#### **1.3 Alternate Solutions**

1.3.1 Alternate solutions meeting the intent of having a permanently-accessible trackball and number pad and a keyboard available on-demand with an undisturbed writing surface when the keyboard is not in use will be considered. Examples which are acceptable include: a new desk-mounted trackball/number pad assembly with a below-the-desk sliding tray-mounted keyboard, or a keyboard that sits on the working surface but can be safely stowed or docked during takeoff and landing.

1.3.2 If the contractor chooses to propose an alternate keyboard to the Cortron 657-0001, the keyboard and trackball must meet the following requirements:

- a. The keyboard and trackball must meet or exceed either the MIL-STD-810G standard for low pressure, low and high temperature, contamination by fluids, vibration, and shock; or the RTCA/DO-160 sections below:
  - i. Section 4, Category A1
  - ii. Section 6, Category A
  - iii. Section 8, Vibration Envelope M
  - iv. Section 11, Category F (Spray, for cleaning agents and spilled liquids)

- v. Section 17, Category B
- vi. Section 18, Category B
- vii. Section 19, Category B
- viii. Section 20, Category B
- ix. Section 21, Category B

- b. The keyboard must incorporate a full number pad and QWERTY key layout.
- c. The trackball component must have at least three buttons.
- d. The keyboard keys should be backlit.
- e. The keyboard and trackball should not require specialized drivers.

1.3.3 The contractor should identify their proposed keyboard during solicitation to the TA prior to bid submission for the TA's review and approval. If any of the above requirements for the keyboard and trackball may not feasibly be met, the TA will consider relaxing these requirements upon request.

## **2.0 USB Solution Requirements**

### **2.1 Socket**

2.1.1 The USB socket connector must meet the MIL-STD-810G standard for vibration when properly mated with a compatible device.

2.1.2 It is preferred that the USB socket physical connection be derived from MIL-DTL-38999.

2.1.3 It is preferred to replace the Ground Maintenance Port with two USB sockets rather than one if this can be done for minimal cost increase.

## **3.0 Gigabit Ethernet Solution Requirements**

### **3.1 Ethernet Switch**

3.1.1 The Ethernet switch must be capable of 1 gigabit data transmission speed to each output simultaneously.

3.1.2 The Ethernet switch must have at least 12 outputs, with 24 outputs preferred.

3.1.3 It is preferred that the Ethernet switch be compatible with the VME64 form factor.

3.1.4 If the Ethernet switch is not compatible with the VME64 form factor, it must:

- a. Draw power from the server unit or have a 10-minute battery backup;
- b. Be compliant or superior to the following sections and categories of RTCA/DO-160:
  - i. Section 4, Category A1
  - ii. Section 5, Category C
  - iii. Section 6, Category A
  - iv. Section 8, Vibration Envelope M
  - v. Section 16, Category B
  - vi. Section 17, Category A
  - vii. Section 18, Category B

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- viii. Section 19, Category B
  - ix. Section 20, Category B
  - x. Section 21, Category B

### **3.2 Wiring and Connectors**

- 3.2.1 All Ethernet wiring must be FAR 25 compliant. All Ethernet wiring must be CAT6.
- 3.2.2 All connectors must be ruggedized to meet the MIL-STD-810 standard or the EIA-364 standard.
- 3.2.3 Common military connectors with an NSN are preferred.

## ANNEX B

### BASIS OF PAYMENT

GST, if applicable, is excluded from the price quoted herein.

GST, if applicable, will be shown as a separate line item on the invoice.

FOB destination, including all packaging, shipping charges, customs duties and transportation.

**Bidder must provide pricings for Table 1. Bidder must also provide pricings for Table 2 or Table 3.**

#### Milestone Payment Schedule:

**Table 1. For the work described in Section 3.4 of the Annex A – Statement of Work**

Milestone No.	Description or “Deliverable”	Due Date or “Delivery Date”	Lot Price
001	Design of the modification complete (paragraphs 3.4.1 to 3.4.2 complete).	13 April 2020	\$ _____
002	Fabrication of the modification kits and modified parts (paragraphs 3.4.3 to 3.4.4 complete).	11 May 2020	\$ _____
003	Partial embodiment complete on the first aircraft (paragraph 3.4.5 complete on 1 aircraft)	29 May 2020	\$ _____
004	Partial embodiment complete on the second aircraft (paragraph 3.4.5 complete on 2 aircraft)	20 July 2020	\$ _____
005	Partial embodiment complete on the third aircraft (paragraph 3.4.5 complete on 3 aircraft)	14 September 2020	\$ _____
006	Partial embodiment complete on the fourth aircraft (paragraph 3.4.5 complete on 4 aircraft)	16 November 2020	\$ _____
<b>TOTAL EVALUATED PRICE</b>			\$ _____(a)

The 2 below pricing tables refer to the keyboard supply in Section 3.3.2 of Annex A – Statement of Work

**Table 2. Option 1: For Bidder who will use the Cortron 675-0001 keyboard:**

Item #	Description	Unit Price	Extended Price
1	For the supply of eleven (11) Cortron 675-0001 keyboards for Department of National Defence (DND) 17 Wing located in Winnipeg, MB.	\$ ____/each	\$ _____
2	FOB Destination all-inclusive freight/delivery  <b>Delivery point:</b> Department of National Defence 17 Wing Winnipeg 715 Wihuri Road Building 129, MDC Winnipeg, MB R3J 3Y5		\$ _____
<b>TOTAL EVALUATED PRICE</b>			\$ _____(b)

**Table 3. Option 2: For Bidder who will use a different keyboard/trackboard:**

**Manufacturer offered:** \_\_\_\_\_  
**Year:** \_\_\_\_\_  
**Model number offered:** \_\_\_\_\_

Bidder should identify their proposed keyboard during solicitation to the TA prior to bid submission for the TA's review and approval.

Item #	Description	Estimated quantity	Unit Price	Extended Price
1	For the supply of thirty (30) Cortron 675-0001 keyboards for Department of National Defence (DND) 17 Wing located in Winnipeg, MB.	30	\$ ____/each	\$ _____
2	FOB Destination all-inclusive freight/delivery  <b>Delivery point:</b> Department of National Defence 17 Wing Winnipeg 715 Wihuri Road Building 129, MDC Winnipeg, MB R3J 3Y5			\$ _____
<b>TOTAL EVALUATED PRICE</b>				\$ _____(c)

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Total Evaluated Bid Price for Bidder who will use the Cortron 675-0001 keyboard:

(a) + (b) = \$ \_\_\_\_\_

Total Evaluated Bid Price for Bidder who will use a different keyboard/trackboard:

(a) + (c) = \$ \_\_\_\_\_



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## ANNEX "C"

### EVALUATION CRITERIA

#### 1. MANDATORY EVALUATION CRITERIA

In their proposals, bidders must demonstrate they meet the following mandatory criteria. Failure to meet any of the mandatory criteria will render the bid non-compliant and it will be given no further consideration.

Supporting documentation must be included to demonstrate compliance to the mandatory technical criteria.

If the supporting documentation is not provided at bid closing, the Contracting Authority will notify the Bidder that they must provide supporting documentation within two (2) business days following notification. Failure to comply with the request of the Contracting Authority within that time period, will deem the bid non-responsive and the bid will be given no further consideration.

Bidder must complete the following: STATUS: M= Mandatory P = Point-Rated

- a) Indicate "Yes" if compliant or "No" if non-compliant
- b) Technical Deviations - The bidder ***must*** list any deviation from the mandatory requirements herein described in the Compliance Matrix

MANDATORY TECHNICAL CRITERIA	POINT RATED TECHNICAL CRITERIA
M1 – Approved Maintenance Organization	P1 – Proposed Work Schedule
M2 – Approved Design Organization	P2 – Past Experience – Technical
M3 – Approved Manufacturing Organization	P3 – Sub-Contracting Procedures
M4 – Quality Control and Assurance	P4 – Preferred Proposal Components
M5 – Points of Contact	
M6 – Timeline Commitment	
M7 – Controlled Goods Certification	

MANDATORY TECHNICAL CRITERIA			
	Bidder is to indicate how they meet the specifications addressed below, by recording this information in this column	In this column Bidder is to cross-reference where this technical specification is located in their technical data sheet or narrative.	COMPLIANT YES/NO
<b>M1 Approved Maintenance Organization (AMO)</b>  The Bidder must be a Transport Canada (TC), or equivalent (FAA, JAA, EASA, etc., in accordance with: <a href="https://www.tc.gc.ca/eng/civilaviation/standards/int-baa-menu-3672.htm">https://www.tc.gc.ca/eng/civilaviation/standards/int-baa-menu-3672.htm</a> ), Approved Maintenance Organization for the scope and depth of the airworthiness-related activities of the work specified in the contract.  The Bidder must submit their TC approval certificate(s) (or equivalent) to demonstrate compliance.			
<b>M2 Approved Design Organization (ADO)</b>  The Bidder must be, or have subcontracted, a Transport Canada (TC), or equivalent (FAA, JAA, EASA, etc., in accordance with: <a href="https://www.tc.gc.ca/eng/civilaviation/standards/int-baa-menu-3672.htm">https://www.tc.gc.ca/eng/civilaviation/standards/int-baa-menu-3672.htm</a> ), Approved Design Organization for the scope and depth of the design activities of the work specified in the contract.  The Bidder must submit their, or the subcontractor's, TC approval certificate(s) (or equivalent) to demonstrate compliance.			
<b>M3 Approved Manufacturing Organization (AMfGO)</b>  The Bidder must be, or have subcontracted, a Transport Canada (TC), or equivalent (FAA, JAA, EASA, etc., in accordance with: <a href="https://www.tc.gc.ca/eng/civilaviation/standards/int-baa-menu-3672.htm">https://www.tc.gc.ca/eng/civilaviation/standards/int-baa-menu-3672.htm</a> ), Approved Manufacturing Organization for the scope and depth of the manufacturing activities of the work specified in the contract.  The Bidder must submit their, or the subcontractor's, TC approval certificate(s) (or equivalent) to demonstrate compliance.			

MANDATORY TECHNICAL CRITERIA			
	Bidder is to indicate how they meet the specifications addressed below, by recording this information in this column	In this column Bidder is to cross-reference where this technical specification is located in their technical data sheet or narrative.	COMPLIANT YES/NO
<p><b>M4 Quality Control and Assurance</b></p> <p>The Bidder, and all subcontractors to be used, must have an equivalent Quality Management System deemed acceptable to the Director Quality Assurance (DQA). Although ISO 9001 or AS9100C certification is desirable it is not considered essential.</p> <p>If the Bidder, or subcontractor, is ISO 9001-2008 or AS9100C certified then the submission of a copy of the quality manual is not necessary, provided that a copy of the certificate is included in the response.</p> <p>If the Bidder, or subcontractor, is not ISO 9001-2008 or AS9100C certified they must demonstrate, to the satisfaction of the DQA, compliance with ISO 9001-2008 elements (requirements).</p> <p>The Bidder must provide information regarding the quality system being used at the Bidder's, and all subcontractors', facilities applicable to this solicitation. The information provided must include brief statements regarding the origin of the quality system (including any standards which were utilized in the development of the system), scope of the quality system, responsibility of key individuals within the organization with respect to the quality system and method of audit (include both internal and external audits), along with an uncontrolled copy of the organization's quality manual (electronic format preferred). External audits should include both regulatory and non-regulatory organizations auditing the Bidder's quality management system. Also, the information provided must include control of documents, control of records, measurable quality objectives, competence, training and awareness, customer communication, operational planning and control, determining and reviewing requirements of product and services, design and development, production and service provisions, control of non-conforming outputs, monitoring, measurement, analysis and evaluation, traceability matrix of the QMS requirement vs the bidder's procedures, design and development activities, purchasing activities, audits.</p> <p>For the purpose of this evaluation, an external audit is considered to be one conducted by an entity other than the Bidder's regulatory agency (e.g. TC or FAA) or an entity within the Bidder's corporate structure.</p> <p><b>Note:</b> The Bidder is not required to seek DQA acceptance for their equivalent Quality Management System prior to submitting the bid. If the Bidder requires DQA acceptance, the Bidder must submit their bid, including the above information, and DQA will be included during the bid evaluation for the</p>			

MANDATORY TECHNICAL CRITERIA			
	Bidder is to indicate how they meet the specifications addressed below, by recording this information in this column	In this column Bidder is to cross-reference where this technical specification is located in their technical data sheet or narrative.	COMPLIANT YES/NO
	<i>purposes of evaluating the Bidder's equivalent Quality Management System.</i>		
<b>M5 Points of Contact</b>  The Bidder must provide a list of persons to contact for the resolution of (1) technical, (2) logistics, and (3) administrative issues. A brief description of each individual's responsibilities must be included. Where a customer or account representative will be determined after contract award, the Bidder may provide the job description and indicate the representative's position within the Bidder's organization (e.g. through the use of an organization chart) in lieu of providing the name of an individual or a list of persons.			
<b>M6 Timeline Commitment</b>  The Bidder must commit to complete the on-aircraft installation work and to deliver all deliverables no later than <b>16 November 2020</b> . For the purpose of evaluation, the Bidder must submit a Gantt chart including the following that shows completion by <b>16 November 2020</b> : <ul style="list-style-type: none"> <li>• Engineering and design lead time,</li> <li>• Parts lead time,</li> <li>• Modification embodiment for each aircraft, and</li> <li>• Milestones correlating to the meetings in Section 3.6.2 of the SOW.</li> </ul> <p><i>Note: As it cannot be determined exactly when the contract will be signed, the Bidder must use <b>17 Feb 2020</b> as an assumption for the date of contract award. The Bidder must include sub-contractor timeline considerations in their Gantt chart, if applicable.</i></p> <p><i>Note: For the purposes of this evaluation, the Bidder must allocate a minimum of one month between the critical design review and embodiment of the modification on the first aircraft to account for DND certification of the modification. This time may be concurrent with any parts lead time and manufacturing of off-aircraft components.</i></p>			
<b>M7 Controlled Goods Certification</b>  The Bidder must provide proof of registration in the Controlled Goods Program.			

## 2. POINT-RATED EVALUATION CRITERIA

- a) The point-rated criteria contained herein will be used to evaluate bids that have met all of the mandatory criteria. Bidders are advised to address these requirements in the following order and in sufficient depth in their bids to enable thorough assessment. DND's assessment will be based solely on the information contained within the bid.
- b) Each bid must obtain the required minimum of 72 points overall for the technical evaluation criteria which are subject to point rating. The rating is performed on a scale of 120 points. Bids that fail to achieve the minimum score will be considered technically unacceptable and will be given no further consideration.

POINT RATED CRITERIA				
	Maximum Score	Bidder Points Scored	Bidder Response Provide cross-reference where the supporting information is found in your proposal	Point Rated Scoring Grid
<b>P1A Proposed Work Schedule – Completion Date</b> The Gantt chart provided in M6 will be evaluated according to the completion date shown. For the purpose of assessing this factor the evaluation board will award points based on the time window in which the completion date falls.	40			<b>40 Points</b> – The Bidder provides a Gantt Chart that schedules the completion of work on or before 31 March 2020. <b>30 Points</b> – The Bidder provides a Gantt Chart that schedules the completion of work between 1 April 2020 and 31 May 2020, inclusive. <b>15 Points</b> – The Bidder provides a Gantt Chart that schedules the completion of work between 1 June 2020 and 31 August 2020, inclusive. <b>0 Points</b> – The Bidder provides a Gantt Chart that schedules the completion of work after 31 August 2020.
<b>P1B Proposed Work Schedule – First Induction Date</b> The Gantt chart provided in M6 will be evaluated according to the date shown for the beginning of work on the first aircraft. For the purpose of assessing this factor the evaluation board will award points based on the time window in which the induction date of the first aircraft falls.	20			<b>20 Points</b> – The Bidder provides a Gantt Chart that schedules the first induction on or before 3 February 2020. <b>15 Points</b> – The Bidder provides a Gantt Chart that schedules the first induction between 4 February 2020 and 31 March 2020, inclusive. <b>10 Points</b> – The Bidder provides a Gantt Chart that schedules the first induction between 1 April 2020 and 1 May 2020, inclusive.

POINT RATED CRITERIA				
	Maximum Score	Bidder Points Scored	Bidder Response Provide cross-reference where the supporting information is found in your proposal	Point Rated Scoring Grid
				<p><b>0 Points</b> – The Bidder provides a Gantt Chart that schedules the first induction after 1 May 2020.</p> <p><b>30 Points</b> – Work carried out on five or more unique mission specialized aircraft types within the last five years.</p> <p><b>20 Points</b> – Work carried out on two to four unique mission specialized aircraft types within the last five years.</p> <p><b>10 Points</b> – Work carried out on one mission specialized aircraft type within the last five years.</p> <p><b>+10 Points</b> – Work carried out on a mission specialized aircraft type that is derived from the Dash-8 within the last five years.</p>
<p><b>P2 Past Experience – Technical</b></p> <p>The Bidder must detail the extent of its previous experience with respect to mission specialized aircraft over the last five years, to the satisfaction of past clients, and similar in scope and complexity to the current product.</p> <p>For the purpose of assessing this factor the evaluation board will award points based on the number of unique mission specialized aircraft types modified or designed within the last five years. Additional points will be awarded for having experience with a mission specialized aircraft derived from the Dash-8.</p>	40			
<p><b>P3 Sub-Contracting Procedures</b></p> <p>The Bidder must clearly state if they will or will not be using subcontractors. If subcontractors will be utilized, the Bidder must describe what minimum criteria subcontractors must meet in order to carry out work on behalf of the Contractor, including quality system requirements, TC certifications, warranty considerations, etc.</p>	10			<p><b>10 Points</b> – The Bidder clearly states that subcontractors will not be utilized in the performance of work associated with this contract.</p> <p><b>5 Points</b> – Subcontractors will be utilized and the Bidder provides detailed subcontractor criteria deemed to be satisfactory in the performance of work associated with this contract. Satisfactory subcontractor criteria are those that would themselves meet M1-3 (as applicable) and M4.</p> <p><b>0 Points</b> – Subcontractors will be utilized but the Bidder does not provide detailed procedures or the procedures are deemed to be unsatisfactory in the performance of work associated with this contract.</p>

POINT RATED CRITERIA				
	Maximum Score	Bidder Points Scored	Bidder Response Provide cross-reference where the supporting information is found in your proposal	Point Rated Scoring Grid
<b>P4 Preferred Proposal Components</b> As listed in the SOW/SOR, certain aspects are preferred. The Bidder must clearly state if their proposal will include any of the preferred options from the SOW/SOR. For the purposes of assessing this factor, the evaluation board will award points for each preferred component according to the Point Rated Scoring Grid. The total score for this item will be cumulative.	10			<b>3 Points</b> – The Bidder's proposal includes replacing the Ground Maintenance Port with two USB sockets. <b>2 Points</b> – The Bidder's proposal includes an Ethernet switch with at least 24 outputs. <b>5 Points</b> – The Bidder's proposal includes running dual-channel Ethernet to each NTS station.

TOTAL MINIMUM POINTS ACCEPTABLE: 72

TOTAL MAXIMUM POINTS AVAILABLE: 120

TOTAL POINTS ACHIEVED: \_\_\_\_\_

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### 3. CALCULATION OF BID EVALUATION TOTAL COST

#### 3.1 The Financial bid will be assessed as follows:

The Total Evaluated Bid Price for Bidder who chooses Option 1 will be calculated in the following method:

- a) Table 1: The quoted amounts for each line item will be added together to obtain the Total Evaluated Price for the work described in Section 3.4 of the Annex A – Statement of Work (a).
- b) Table 2: The Unit Price of the Cortron 675-0001 keyboard will be multiplied by the estimated quantity and added with the shipping charge to obtain the Total Evaluated Price (b).
- c) The Total Evaluated Price for Tables 1 and 2 will be added together (a) + (b)

The Total Evaluated Bid Price for Bidder who chooses Option 2 will be calculated in the following method:

- a) Table 1: The quoted amounts for each line item will be added together to obtain the Total Evaluated Price for the work described in Section 3.4 of the Annex A – Statement of Work (a).
- b) Table 3: The Unit Price of the proposed keyboard/trackboard will be multiplied by the estimated quantity and added with the shipping charge to obtain the Total Evaluated Price (c).
- c) The Total Evaluated Price for Tables 1 and 3 will be added together (a) + (c)

#### 3.2 Evaluation of Price

1. The price of the bid will be evaluated as follows:
  - a. Canadian-based bidders must submit firm prices, Canadian customs duties and excise taxes included, and Applicable Taxes excluded.
  - b. Foreign-based bidders must submit firm prices, Canadian customs duties, excise taxes and Applicable Taxes excluded. Canadian customs duties and excise taxes payable by Canada will be added, for evaluation purposes only, to the prices submitted by foreign-based bidders.
2. Unless the bid solicitation specifically requires bids to be submitted in Canadian currency, bids submitted in foreign currency will be converted to Canadian currency for evaluation purposes. The rate given by the Bank of Canada in effect on the bid solicitation closing date, or on another date specified in the bid solicitation, will be applied as a conversion factor to the bids submitted in foreign currency.
3. Although Canada reserves the right to award the Contract either on an FOB plant or FOB destination, Canada requests that bidders provide prices FOB their plant or shipping point and FOB destination. Bids will be assessed on an FOB destination basis.
4. For the purpose of the bid solicitation, bidders with an address in Canada are considered Canadian-based bidders and bidders with an address outside of Canada are considered foreign-based bidders.



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4. MERIT/COST CALCULATION

Highest Responsive Combined Rating of Technical Merit and Price

- Weighting factor for the price: 40%
- Weighting factor for the technical point-rated score: 60%

MERIT: Bidder's Overall Total Point Score / Total Point Available X 40	
COST : Lowest Bid Evaluation Total Cost / Bidder's Evaluated Total Cost X 60	
COMBINED RATING OF TECHNICAL MERIT AND PRICE	

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## **ANNEX “D” 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);


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## ANNEX "E"

### SECURITY REQUIREMENT CHECK LIST

 Government of Canada / Gouvernement du Canada		<b>Contract number / Numéro du contrat</b> W7006-19-PR01	
		<b>Security Classification / Classification de sécurité</b> UNCLAS	
<b>SECURITY REQUIREMENTS CHECK LIST (SRCL)</b> <b>LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)</b>			
<b>PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE</b>			
1. Originating Government Department or Organization Ministère ou organisme gouvernemental d'origine 17 Wing Winnipeg		2. Branch or Directorate / Direction générale ou Direction 402 SQN	
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 NTS Tech Refresh Project: NTS Keyboard upgrade, Data I/O, and Gigabit Ethernet upgrade.			
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui	
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui	
6. Indicate the type of access required - Indiquer le type d'accès requis			
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)		<input 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 commerciale sans entreposage de nuit?		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui	
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès			
Canada <input 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"/>	
Not releasable À ne pas diffuser <input type="checkbox"/>			
Restricted to: / Limité à: <input type="checkbox"/>		Restricted to: / Limité à: <input type="checkbox"/>	
Specify country(ies): / Préciser le(s) pays:		Specify country(ies): / Préciser le(s) pays:	
7. c) Level of information / Niveau d'information			
PROTECTED A PROTÉGÉ A <input type="checkbox"/>		NATO UNCLASSIFIED NATO NON CLASSIFIÉ <input type="checkbox"/>	
PROTECTED B PROTÉGÉ B <input type="checkbox"/>		NATO RESTRICTED NATO DIFFUSION RESTREINTE <input type="checkbox"/>	
PROTECTED C PROTÉGÉ C <input type="checkbox"/>		NATO CONFIDENTIAL NATO CONFIDENTIEL <input type="checkbox"/>	
CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>		NATO SECRET NATO SECRET <input type="checkbox"/>	
SECRET SECRET <input type="checkbox"/>		COSMIC TOP SECRET COSMIC TRÈS SECRET <input type="checkbox"/>	
TOP SECRET TRÈS SECRET <input type="checkbox"/>			
TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>		PROTECTED A PROTÉGÉ A <input type="checkbox"/>	
		PROTECTED B PROTÉGÉ B <input type="checkbox"/>	
		PROTECTED C PROTÉGÉ C <input type="checkbox"/>	
		CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>	
		SECRET SECRET <input type="checkbox"/>	
		TOP SECRET TRÈS SECRET <input type="checkbox"/>	
		TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>	

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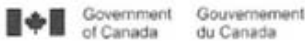
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<b>PART A (continued) / PARTIE A (suite)</b>													
8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets? Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS? If Yes, indicate the level of sensitivity: Dans l'affirmative, indiquer le niveau de sensibilité :	<input checked="" type="checkbox"/> No Non <input type="checkbox"/> 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? Short Title(s) of material / Titre(s) abrégé(s) du matériel : Document Number / Numéro du document :	<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui												
<b>PART B - PERSONNEL (SUPPLIER) / PARTIE B - PERSONNEL (FOURNISSEUR)</b>													
10. a) Personnel security screening level required / Niveau de contrôle de la sécurité du personnel requis <table border="0"><tr><td><input checked="" type="checkbox"/> RELIABILITY STATUS COTE DE FIABILITE</td><td><input type="checkbox"/> CONFIDENTIAL CONFIDENTIEL</td><td><input type="checkbox"/> SECRET SECRET</td><td><input type="checkbox"/> TOP SECRET TRÈS SECRET</td></tr><tr><td><input type="checkbox"/> TOP SECRET - SIGINT TRÈS SECRET - SIGINT</td><td><input type="checkbox"/> NATO CONFIDENTIAL NATO CONFIDENTIEL</td><td><input type="checkbox"/> NATO SECRET NATO SECRET</td><td><input type="checkbox"/> COSMIC TOP SECRET COSMIC TRÈS SECRET</td></tr><tr><td><input type="checkbox"/> SITE ACCESS ACCÈS AUX EMPLACEMENTS</td><td colspan="3"></td></tr></table> Special comments: Commentaires spéciaux :  NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided. REMARQUE : Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.		<input checked="" type="checkbox"/> RELIABILITY STATUS COTE DE FIABILITE	<input type="checkbox"/> CONFIDENTIAL CONFIDENTIEL	<input type="checkbox"/> SECRET SECRET	<input type="checkbox"/> TOP SECRET TRÈS SECRET	<input type="checkbox"/> TOP SECRET - SIGINT TRÈS SECRET - SIGINT	<input type="checkbox"/> NATO CONFIDENTIAL NATO CONFIDENTIEL	<input type="checkbox"/> NATO SECRET NATO SECRET	<input type="checkbox"/> COSMIC TOP SECRET COSMIC TRÈS SECRET	<input type="checkbox"/> SITE ACCESS ACCÈS AUX EMPLACEMENTS			
<input checked="" type="checkbox"/> RELIABILITY STATUS COTE DE FIABILITE	<input type="checkbox"/> CONFIDENTIAL CONFIDENTIEL	<input type="checkbox"/> SECRET SECRET	<input type="checkbox"/> TOP SECRET TRÈS SECRET										
<input type="checkbox"/> TOP SECRET - SIGINT TRÈS SECRET - SIGINT	<input type="checkbox"/> NATO CONFIDENTIAL NATO CONFIDENTIEL	<input type="checkbox"/> NATO SECRET NATO SECRET	<input type="checkbox"/> COSMIC TOP SECRET COSMIC TRÈS SECRET										
<input type="checkbox"/> SITE ACCESS ACCÈS AUX EMPLACEMENTS													
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? If Yes, will unscreened personnel be escorted? Dans l'affirmative, le personnel en question sera-t-il escorté? <i>On two premises unscreened pers. may only access public/reception zone</i>		<input type="checkbox"/> No Non <input checked="" type="checkbox"/> Yes Oui	<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui										
<b>PART C - SAFEGUARDS (SUPPLIER) / PARTIE C - MESURES DE PROTECTION (FOURNISSEUR)</b>													
<b>INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS</b>													
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?		<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui	<input type="checkbox"/> No Non <input type="checkbox"/> 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?		<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui	<input type="checkbox"/> No Non <input type="checkbox"/> Yes Oui										
<b>PRODUCTION</b>													
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?		<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui	<input type="checkbox"/> No Non <input type="checkbox"/> Yes Oui										
<b>INFORMATION TECHNOLOGY (IT) MEDIA / SUPPORT RELATIF À LA TECHNOLOGIE DE L'INFORMATION (TI)</b>													
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?		<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui	<input type="checkbox"/> No Non <input type="checkbox"/> 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?		<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui	<input type="checkbox"/> No Non <input type="checkbox"/> Yes Oui										

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PART C (continued) / PARTIE C (suite)

For users completing the form **manually** use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.  
Les utilisateurs qui remplissent le formulaire **manuellement** doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

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

SUMMARY CHART / TABLEAU RÉCAPITULATIF

Category Catégorie	PROTECTED PROTÉGÉ			CLASSIFIED CLASSIFIÉ		NATO				COMSEC						
	A	B	C	Confidential Confidentiel	Secret	Top Secret Très Secret	NATO Restricted NATO Diffusion Restreinte	NATO Confidential NATO Confidentiel	NATO Secret	COSMIC Top Secret COSMIC Très Secret	Protected Protégé			Confidential Confidentiel	Secret	Top Secret Très Secret
											A	B	C			
Information / Assets Renseignements / Biens	<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?  
La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?

☒ No  
Non

☐ Yes  
Oui

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

12. b) Will the document attached to this SRCL be PROTECTED and/or CLASSIFIED?  
La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?

☒ No  
Non

☐ Yes  
Oui

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

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**ANNEX "F"**

**LOGISTICS STATEMENT OF WORK**

**For**

**Repair and Overhaul Contracts**

**Including**

**In and Out of Country Repair**

**Major Equipment**

**Accountable Advance Spares**

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

**OPI: DMPP 9-6 17/01/2019**

**Version: 02**

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**RECORD OF CHANGES**

DATE OF CHANGE	CHAPTER
17 Jan 19	Entire document updated

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## **FOREWORD**

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

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

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

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

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

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

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

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



List of Acronyms and Abbreviations

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

Figure A-1 List of Acronyms and Abbreviations

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## **1.0 OVERVIEW OF PUBLICATION**

### **1.1 SYSTEM OF RECORD (Mandatory)**

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

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

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

### **1.2 SUPPLY ACCOUNTS (Mandatory)**

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

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

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

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

### **1.3 SPARES (Mandatory)**

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

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

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

#### **GFE/GFI:**

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

Refer to Chapter 1.3 of A-LM-184-001/JS-001 for further information on Spares.

### **1.4 EXTENT OF WORK/TYPES OF EQUIPMENT (Mandatory)**

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

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

a) Selected Equipment

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

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

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

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

### **2.0 RECEIPTS (Mandatory)**

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

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

### **2.1 SELECTION NOTICE OBSERVATION MESSAGE (SNOM) (Mandatory)**

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

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

### **2.2 DISCREPANCIES IN SHIPMENTS (Mandatory)**

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

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

### **2.3 INITIAL INSPECTION OF REPAIRABLE MATERIAL (Mandatory)**

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

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

### **2.4 HAZARDOUS MATERIEL AND CONTROLLED GOODS (Mandatory)**

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

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

### **3.0 WORK CONTROL (Mandatory)**

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

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### **3.1 COMPLETION OF WORK (Mandatory)**

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

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

### **3.2 STOP REPAIR ACTION (Mandatory)**

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

The Contractor must comply immediately with all stop repair instructions.

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

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

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

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

### **5.0 COST CONTROL (Mandatory)**

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

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

### **5.1 DEFINITIONS (As Applicable)**

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

### **6.0 COSTING RECORDS (Mandatory)**

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

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

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

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

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## **7.0 ENGINEERING & MAINTENANCE SERVICES (Mandatory)**

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

### **7.1 DND 626 TASK AUTHORIZATION (Mandatory)**

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

### **7.2 MOBILE REPAIR PARTY (MRP) (As Applicable)**

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

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

### **7.3 EQUIPMENT TURN AROUND TIME (TAT) (Mandatory)**

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

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

### **7.4 PRIORITY REPAIR REQUEST (PRR) (Mandatory)**

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

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

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

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

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

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

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

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

### **7.7 TERMINATION OF CONTRACT (Mandatory)**

When an R&O contract is not extended, or cancelled by mutual consent or terminated for convenience or by default, the Procurement Authority must form a Contract close-out planning team to provide the

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contractor with instruction for the completion of the work already on the repair line and to provide instruction and to coordinate the transfer of DND-owned equipment.

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

## **8.0 SUPPLY SUPPORT/SUSTAINMENT SUPPORT (Mandatory)**

### **8.1 TRANSACTION DOCUMENTATION (Mandatory)**

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

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

### **8.2 CONTRACTOR SUPPLY ACCOUNTING (Mandatory)**

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

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

### **8.3 MANAGEMENT OF GOVERNMENT OWNED SPARES (As Applicable)**

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

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

### **8.4 SPARES REVIEW (As Applicable)**

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

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



### **8.5 STOCKTAKING (Mandatory)**

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

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

### **8.6 EMBODIMENT FEES (As Applicable)**

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

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

### **8.7 WAREHOUSING (Mandatory)**

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

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

### **8.8 LOSS OR DAMAGE TO DND MATERIEL (Mandatory)**

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

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

### **8.9 SCRAP - CUSTODY & DISPOSAL (Mandatory)**

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

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

### **8.10 PACKAGING (Mandatory)**

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

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

### **8.11 REUSABLE CONTAINERS (As Applicable)**

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

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

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### **8.12 TRANSPORTATION (Mandatory)**

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

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

### **9.0 WARRANTY CONSIDERATION (Mandatory)**

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

### **9.1 WARRANTY REVIEW BOARD (As Applicable)**

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

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

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

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

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

### **11.0 PUBLICATIONS (As Applicable)**

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

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

### **11.1 AVAILABILITY OF PUBLICATIONS (As Applicable)**

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

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

### **11.2 DISPOSAL OF PUBLICATIONS (As Applicable)**

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

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

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## **12.0 OFFICE SERVICES (As Applicable)**

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

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

## **13.0 MINUTES OF MEETINGS (Mandatory)**

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

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

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

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

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

## **15.0 REPORTS (Mandatory)**

### **15.1 MATERIEL MANAGEMENT REPORTS (Mandatory)**

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

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

### **15.2 MRP PROGRESS REPORTS (Mandatory)**

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

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

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

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

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

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

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