



**RETURN BIDS TO:**

**RETOURNER LES SOUMISSIONS À:**

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

**SOLICITATION AMENDMENT  
MODIFICATION DE L'INVITATION**

The referenced document is hereby revised; unless otherwise indicated, all other terms and conditions of the Solicitation remain the same.

Ce document est par la présente révisé; sauf indication contraire, les modalités de l'invitation demeurent les mêmes.

**Comments - Commentaires**

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

**Issuing Office - Bureau de distribution**

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

<b>Title - Sujet</b> OCFC2	
<b>Solicitation No. - N° de l'invitation</b> W8486-206245/A	<b>Amendment No. - N° modif.</b> 010
<b>Client Reference No. - N° de référence du client</b> W8486-206245	<b>Date</b> 2020-12-07
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$\$PR-756-77636	
<b>File No. - N° de dossier</b> pr766.W8486-206245	<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> Eastern Standard Time EST <b>on - le 2021-04-07</b> Heure Normale de l'Est HNE	
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Baker, Johanne	<b>Buyer Id - Id de l'acheteur</b> pr766
<b>Telephone No. - N° de téléphone</b> (613) 854-9253 ( )	<b>FAX No. - N° de FAX</b> (613) 943-7970
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b>	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

<b>Delivery Required - Livraison exigée</b>	<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/ de l'entrepreneur (taper ou écrire en caractères d'imprimerie)</b>	
<b>Signature</b>	<b>Date</b>

---

The Solicitation Amendment #010 is raised in regards to the following:

1. The closing date of January 13, 2021, is postponed to April 7, 2021.
2. This is to advise the Industry that a "Virtual Industry Day" will take place by mid-January 2021 to address the changes introduced in this amendment, amendment # 010. The date and the details of the "Virtual Industry Day" will be provided via Amendment # 011, which will be publish by end of December 2020.
3. To answer the following question from Industry:

**Question 87**

We could not find a copy of drawing CS-104-3 that is referred in specification DSSPM 2-3-87-6909 for BOOT, EXTREME COLD WEATHER, MUKLUK TYPE NSN 8430-21-104-6909 A/A. Would it be possible to obtain a copy of this drawing?

**Answer 87**

A copy of CS-104 (Rings – Solid) is enclosed within this amendment. CS-104-3 is a part number whose dimensions are contain within the drawing.

**Question 88**

With regards to OCF2 does the Government of Canada have any intention in switching the submission from a paper submission to an online Canada Buys Ariba submission, or an Epost Connect submission?

**Answer 88**

Canada as considered your request however as the closing date of this solicitation is extended until April 7, 2021, the requirement remains the same.

4. The following changes supersede paragraph 4 of Amendment 006 in regards to Invoicing Instructions:

At page 36 of the **Request for Proposal Part 7 – Resulting contract clauses:**

At Article 7.11 **Invoicing Instructions:**

**DELETE**

Delete 7.11 – Invoicing Instructions entirely.

**INSERT**

**7.11 Invoicing Instructions**

7.11.1 For Clothing Store Orders and OMS Orders: The Contractor must submit bi-monthly (twice a month) invoices, in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all Work identified in the invoice is completed and delivered.

7.11.2 Invoices must be distributed as follows:

- a. The original must be forwarded by email to the Procurement Authority identified under the section entitled "Authorities" of the Contract for certification and payment.

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

7.11.3 For Clothing Store Orders: Invoices must be in Excel format and must include:

- a. First tab within Excel document will be a summary of all invoices within the document.
- b. Each Purchase Order must have its distinct invoice in a separate tab within the Excel document and must include the following columns:

- i. Invoice number
- ii. Invoice date
- iii. Client name and address (Base Clothing Store to which the items will be delivered)
- iv. Vendor name and address
- v. Contract number
- vi. Procurement Business Number
- vii. Purchase Order Number (as generated by DND)
- viii. Quantity
- ix. Purchase Order Line Number
- x. NSN
- xi. Unit cost
- xii. Management fee
- xiii. Line Item Subtotal
- xiv. Credit Amount
- xv. Line Item Total (including credits)
- xvi. Invoice Subtotal
- xvii. Taxes, broken out individually, PST, GST and HST
- xviii. Invoice Total
- xix. PST, GST and HST numbers
- xx. Payment Terms

7.11.4 For Online Orders through the OMS: Invoices must be in PDF format, with accompanying substantiating information in Excel format.

7.11.4.1 The invoice (PDF format) must state the following:

- a. Invoice number
- b. Invoice date
- c. Client name and address (DND Headquarters)
- d. Vendor name and address
- e. Contract number
- f. Procurement Business Number
- g. Project Breakdown
- h. Credit Value
- i. Subtotal
- j. Taxes, broken out individually, PST, GST and HST
- k. Total
- l. PST, GST and HST numbers
- m. Payment Terms

7.11.4.2 The accompanying Excel spreadsheet provided to substantiate online orders through the OMS must state the following:

- a. Summary tab, columns must include:
  - i. Project – Description for the line (e.g., OMS Order, Headwear Project, Kilt Project)
  - ii. Project Value (Total Costs for each project)
  - iii. Credit quantity
  - iv. Credit Unit Cost
  - v. Credit value
  - vi. Project value subtotal
  - vii. Management fee
  - viii. Total project value
  - ix. Taxes, broken out individually, PST, GST and HST
  - x. Total
  - xi. Credit for Government Available Material (GAM)
  - xii. Credit for Clothing Online Collected Directly
  - xiii. Grand total
  
- b. Details tab, columns must include:
  - i. Invoice number
  - ii. Pull number
  - iii. Order number
  - iv. Service/UIC/User number
  - v. Reference number
  - vi. Province
  - vii. Contract Line number
  - viii. NATO Stock Number (NSN)
  - ix. Description
  - x. Project Name
  - xi. Unit Price
  - xii. Management Fee
  - xiii. Total Purchase Price
  - xiv. Quantity
  - xv. Credit Quantity
  - xvi. Credit Unit Cost
  - xvii. Credit value
  - xviii. Final Purchase value
  - xix. GST
  - xx. HST
  - xxi. PST
  - xxii. Total Value payable by DND

c. GAM tab, columns must include:

- i. Invoice number
- ii. Supplier
- iii. Contract Name
- iv. Purchase Order number
- v. NATO Stock Number (NSN)
- vi. Quantity Received
- vii. Unit price
- viii. Receipt number
- ix. Delivery Date
- x. Credit value

d. Clothing-On-Line Collected Directly, columns must include:

- i. Order number
- ii. Client number
- iii. Date
- iv. Order value
- v. Freight value
- vi. GST
- vii. HST
- viii. PST
- ix. Total
- x. Province

7.11.5 Freight invoices are to be received in PDF format, with accompanying substantiating information (in Excel). The excel spreadsheet must include:

- a. Date
- b. Document Number
- c. Description/Name on invoice
- d. Contractor Invoice Number
- e. Subtotal
- f. Taxes, broken down as PST, GST and HST
- g. Total

7.11.6 For all Task Authorizations, the Contractor must submit a claim for payment using form PWGSC-TPSGC 1111.

7.11.6.1 Each claim must show:

- a. all information required on form PWGSC-TPSGC 1111;
- b. all applicable information detailed under the section entitled "Invoice Submission" of the general conditions;
- c. a list of all expenses;
- d. expenditures plus pro-rated profit or fee; and

- 
- e. the description and value of the task claimed as detailed in the Contract.

7.11.6.2 Each claim must be supported by:

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

7.11.6.3 Applicable Taxes must be calculated on the total amount of the claim before the holdback is applied. At the time the holdback is claimed, there will be no Applicable Taxes payable as it was claimed and payable under the previous claims for progress payments.

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

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

5. Annex A – **Statement of Work** under Article 3 Program Management, **3.2 Management Plans:**

**INSERT**

3.2.13 Aboriginal Procurement Plan (APP)

3.2.13.1 As one of its priorities, the Government of Canada strives to improve the well-being and quality of life of Aboriginal people in Canada. An effective way to achieve this goal is to improve the economic opportunities available for Aboriginal businesses. Furthermore, Aboriginal economic development also helps strengthen the Canadian economy in general.

3.2.13.2 To support this priority, the Contractor must develop, deliver, implement and maintain an up-to-date APP in accordance with CDRL 024 and its associated DID (PM-024).

6. Annex A – **Statement of Work** under Article 3 Program Management, **3.4 Management Reports:**

**INSERT**

3.4.5 Aboriginal Procurement Report. The Contractor must provide the PA a report on Aboriginal procurement in accordance with CDRL 023 and its associated DID (PM-023).

Replace the numbering of current Article 3.4.5 for **3.4.6** The Contractor must provide DND any other management reports deemed required by the PA.

7. Annex A – **Statement of Work** under Article 6 Key Milestones and Deliverables, **6.1 The following table outlines the key deliverables and milestones:**

**DELETE**

Delete the table at 6.1 entirely.

**INSERT**

Replace the table at 6.1 with this new table:

<b>Deliverable</b>	<b>Schedule</b>
Kick-Off Meeting	15 DACA
Master Program Schedule (MPS) / Work Breakdown Structure (WBS)	Reviewed at 15 DACA. Monthly updates
Program Management Plan (PMP)	Reviewed at 15 DACA, 2 MACA, and 3 MACA
Risk Management Plan (RMP)	Reviewed at 15 DACA and 3 MACA
Transition-In Plan (TIP)	Reviewed at 15 DACA and 3 MACA
Information Technology Security Plan (ITSP)	Reviewed at 15 DACA and 3 MACA
Aboriginal Procurement Plan (APP)	Reviewed at 15 DACA. Annual updates
Action Item Report (AIR)	15 DACA. Monthly updates
Contractor System Administrator List	12 MACA
Progress Review Meetings (PRMs)	Monthly
Meeting Agenda	5 business days prior to each meeting
Meeting Minutes	10 business days following each meeting
Performance Measurement Plan (PfMP)	3 MACA. Final PfMP at Phase 1 completion date
Receive DND Owned Inventory	6 MACA
Quality Management Plan (QMP)	4 MACA. Final QMP at Phase 1 completion date. Annual updates
Green Procurement Plan (GPP)	4 MACA
Surge Requirement Plan (SRP)	Reviewed at 5 MACA. Final SRP at Phase 1 completion date
Electronic Catalogue (Master Catalogue)	Preliminary Master Catalogue submitted for review at 8 MACA. A revised Catalogue, addressing the comments from DND, must be available from the start of Phase 2.
Business Continuity Plan	12 MACA. Annual updates
Phase 1 Completion	12 MACA
Phase 2 Service Commencement	5 business days following the completion of Phase 1
Customer Satisfaction Report	2 months after start of Phase 2. Monthly
Shipment Delivery Reports	2 months after start of Phase 2. Monthly

Returned Items Report	2 months after start of Phase 2. Monthly
Aboriginal Procurement Report	3 months after start of phase 2. Quarterly
OMS test plan	Preliminary OMS test plan submitted for review 4 months after start of Phase 2. A revised test plan, addressing the comments from DND, must be available 6 months after start of Phase 2.
Electronic Catalogue (Personalized Catalogue)	Preliminary Personalized Catalogue submitted for review 6 months after start of phase 2. A revised Catalogue, addressing the comments from DND, must be available from the start of Phase 3.
Order Management System (OMS)	6 months after start of Phase 2.
Phase 2 Completion	Upon written notification from the CA
Phase 3 Commencement	The Contractor must be ready to commence Phase 3 no later than 12 months after the start of Phase 2. Phase 3 will begin only upon written authorization from the CA.
Transition-Out Plan (TOP)	Reviewed at 36 MACA and annually. Final TOP 20 business days after receipt of Contract termination notice.
Phase 3 Completion	Upon written notification from the CA
Phase 4 Commencement	Upon written notification from the CA
Phase 4 Completion	Upon written notification from the CA

8. Annex A – **Statement of Work** – Appendix 11 – **Glossary of Terms, Acronyms and Abbreviations**

**INSERT**

Add the following terms:

Term	Acronym	Definition
Aboriginal Business		<p>An Aboriginal business includes a band as defined by the Indian Act, a sole proprietorship, a limited company, a co-operative, a partnership, or a not-for-profit organization. To be considered an Aboriginal business, the following criteria must be met:</p> <ul style="list-style-type: none"> <li>- at least 51 per cent of the firm must be owned and controlled by Aboriginal people, and</li> <li>- if the firm has six or more full-time staff, at least one third of the employees must be Aboriginal.</li> </ul> <p>If a firm is starting a joint venture, at least 51 per cent of the joint venture must be owned and controlled by an Aboriginal business or businesses.</p>
Aboriginal Procurement		Aboriginal procurement is the act of purchasing goods and/or services from an Aboriginal Business.

Term	Acronym	Definition
Procurement Strategy for Aboriginal Business	PSAB	Government of Canada initiative aiming to increase federal contracting opportunities and to gain access to the overall federal procurement process for Aboriginal businesses.

9. Annex A – **Statement of Work** – Appendix 2 – **Contract Data Requirements List (CDRL)**

Delete Appendix 2 – Contract Data Requirements List (CDRL) of Annex A – Statement of Work in its entirety and replace with the attached Appendix 2 – Contract Data Requirements List (CDRL).

10. Annex A – **Statement of Work** – Appendix 3 – **Data Item Descriptions (DID)**

Delete Appendix 3 – Data Item Descriptions (DID) in its entirety and replace with the attached Appendix 3 – Data Item Descriptions (DID).

11. Annex B – **Basis of Payment**

Delete Annex B – Basis of payment in its entirety and replace with the attached Annex B – Basis of payment.

12. Annex C – **Mandatory and rated criteria**

Delete Annex C – Mandatory and rated criteria in its entirety and replace with the attached Annex C – Mandatory and rated criteria.

13. Annex F – **Performance Measurement Framework**

Delete Annex F – Performance Measurement Framework in its entirety and replace with the attached Annex F – Performance Measurement Framework.

All other terms and conditions of the solicitation remain the same.

A proposal already submitted may be amended prior to closing time by sending the amended correspondence to Bid Receiving, the envelope/fax bearing the Request for proposal No. W8486-206245/A and the closing date of April 7, 2021.

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

Department of National Defence

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

Requisition Number: W8486-206245  
DND Document #

Date: 7 December, 2020  
RDIMS # 3777839

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



### NOTICE

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

### AVIS

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

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

### 1. Contract Data Requirements List (CDRL) Items List

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

CDRL	Title	DID
001	Program Management Plan (PMP)	PM-001
002	Master Project Schedule (MPS) / Work Breakdown Structure (WBS)	PM-002
003	Quality Management Plan (QMP)	PM-003
004	Performance Measurement Plan (PfMP)	PM-004
005	Green Procurement Plan (GPP)	PM-005
006	Risk Management Plan (RMP)	PM-006
007	Surge Requirement Plan (SRP)	PM-007
008	Transition-In Plan (TIP)	PM-008
009	Transition-Out Plan (TOP)	PM-009
010	Meeting Agenda	PM-010
011	Meeting Minutes	PM-011
012	Action Item Report (AIR)	PM-012
013	Customer Satisfaction Report	PM-013
014	Shipment Delivery Report	PM-014
015	Returned Items Report	PM-015
016	Electronic Catalogue	PM-016
017	Contractor System Administrator List	PM-017
018	Information Technology Security Plan (ITSP)	PM-018
019	Industrial and Technological Benefits (ITB) Annual Report	ITB-001
020	Tranche 2 ITB Transactions	ITB-002
021	Tranche 3 ITB Transactions	ITB-003
022	Continuous Improvement Proposal	PM-022
023	Aboriginal Procurement Report	PM-023
024	Aboriginal Procurement Plan (APP)	PM-024

### 2. CDRL Definitions

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

#### **BLOCK A – SYSTEM / ITEM**

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

#### **BLOCK B – CONTRACT / RFP NUMBER**

Identifies the Contract or RFP for which the CDRL applies.

#### **BLOCK C – Statement of Work (SOW) IDENTIFIER**

Identifies the SOW for which the CDRL applies.

#### **BLOCK D – DATA CATEGORY**

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

#### **BLOCK E – CONTRACTOR**

Identifies the Contractor responsible for the delivery of the CDRL.

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

### **BLOCK 1 – ITEM NUMBER**

The Item Number is a sequential three-digit number to uniquely identify the individual data item (CDRL number). Note that the 001-099 series is reserved to Project Management (PM) CDRLs, the 101-199 series is reserved to Systems Engineering (SE) CDRLs and the 201-299 series is reserved to Integrated Logistics Support (ILS) CDRLs.

### **BLOCK 2 – TITLE OR DESCRIPTION OF DATA**

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

### **BLOCK 3 – SUBTITLE**

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

### **BLOCK 4 – AUTHORITY (DATA ITEM NUMBER)**

Indicates the DID number to which this CDRL refers.

### **BLOCK 5 – CONTRACT REFERENCE**

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

### **BLOCK 6 – REQUIRING OFFICE**

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

### **BLOCK 7 – INSPECTION**

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

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

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

### **BLOCK 8 – APPROVAL CODE (APP CODE)**

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

### **BLOCK 9 – INPUT**

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

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

### BLOCK 10 – FREQUENCY

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

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

### BLOCK 11 – AS OF DATE

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

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

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

### BLOCK 12 – DATE OF 1ST SUBMISSION

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

### BLOCK 13 – DATE OF SUBSEQUENT SUBMISSION / EVENT

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

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

### BLOCK 14 – DISTRIBUTION AND ADDRESSEES

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

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

### **BLOCK 15 – TOTAL**

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

### **BLOCK 16 – REMARKS**

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

### **BLOCKS 17 – 19**

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

### **BLOCK – PREPARED BY**

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

### **BLOCK – DATE**

This block indicates the date of the CDRL approval.

### **BLOCK – APPROVED BY**

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

### **3. Date Calculations**

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

*Working days* excludes weekends and the following designated holidays:

New Year's Day,\*

Good Friday,

Easter Monday,

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

Canada Day (1 Jul),\*

Labour Day (first Monday in September),

Thanksgiving Day (second Monday in October),

Remembrance Day (11 Nov);

Christmas and Boxing Days;\*\* and

Provincial Holidays as applicable to the Contractor’s location.

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

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

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

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

<b>CONTRACT DATA REQUIREMENTS LIST ITEM</b>							
A. SYSTEM / ITEM <b>Operational Clothing and Footwear Consolidated Contract</b>				B. CONTRACT / RFP NUMBER TBD			
C. SOW IDENTIFIER <b>OCFC2 SOW</b>		D. DATA CATEGORY <b>Management Data</b>		E. CONTRACTOR TBD			
1. ITEM NUMBER <b>CDRL 001</b>		2. TITLE OR DESCRIPTION OF DATA <b>Program Management Plan (PMP)</b>		3. SUBTITLE N/A			
4. AUTHORITY (Data Item Number) <b>PM-001</b>		5. CONTRACT REFERENCE <b>OCFC2 SOW para 3.2.2</b>		6. REQUIRING OFFICE <b>PA</b>			
7. INSPECTION <b>DD</b>	9. INPUT		10. FREQUENCY <b>ONE/R</b>	12. DATE OF 1st SUBMISSION <b>Bid Closing</b>		14. DISTRIBUTION and ADDRESSEES	
8. APP CODE N/A		11. AS OF DATE N/A		13. DATE OF SUBSEQUENT SUBMISSION / EVENT See Block 16		A. ADDRESS	
16. REMARKS <b>Block 13:</b> The proposed PMP, initially submitted at Bid Closing for Bid Evaluation purposes, will be reviewed sequentially: <ul style="list-style-type: none"> <li>a. Kick-Off Meeting at 15 DACA - PMP main document without annexes;</li> <li>b. Progress Review Meeting (PRM) at 2 MACA – PMP Annex A; and</li> <li>c. PRM at 3 MACA – PMP, all remaining annexes.</li> </ul> The Contractor must finalize and re-submit the PMP within 20 business days following each review. Further reviews may be required as requested by PA.		B. COPIES		INITIAL		FINAL	
				Hard Copy	Soft Copy	Hard Copy	Soft Copy
				CA		1	1
		PA		1	1	1	
PREPARED BY <b>DSSPM</b>		DATE		APPROVED BY			
17. CONTRACT FILE / DOCUMENT NUMBER		18. ESTIMATED NO OF PAGES		19. ESTIMATED PRICE \$		15. TOTAL 2      2      2	

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

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

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

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

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

<b>CONTRACT DATA REQUIREMENTS LIST ITEM</b>									
A. SYSTEM / ITEM <b>Operational Clothing and Footwear Consolidated Contract</b>				B. CONTRACT / RFP NUMBER TBD					
C. SOW IDENTIFIER <b>OCFC2 SOW</b>		D. DATA CATEGORY <b>Management Data</b>		E. CONTRACTOR TBD					
1. ITEM NUMBER <b>CDRL 004</b>		2. TITLE OR DESCRIPTION OF DATA <b>Performance Measurement Plan (PfMP)</b>		3. SUBTITLE N/A					
4. AUTHORITY (Data Item Number) <b>PM-004</b>		5. CONTRACT REFERENCE <b>OCFC2 SOW Para 3.2.5</b>		6. REQUIRING OFFICE <b>PA</b>					
7. INSPECTION <b>DD</b>	9. INPUT	10. FREQUENCY <b>ONE/R</b>	12. DATE OF 1st SUBMISSION <b>3 MACA</b>	14. DISTRIBUTION and ADDRESSEES					
8. APP CODE N/A		11. AS OF DATE N/A	13. DATE OF SUBSEQUENT SUBMISSION / EVENT See Block 16	A. ADDRESS	B. COPIES				
16. REMARKS <b>Block 13:</b> The proposed PfMP will be reviewed at the PRM at 3 MACA. The Contractor must finalize and submit the PfMP prior to the initiation of Phase 2. Revisions as required.									
				<b>CA</b>			<b>1</b>	<b>1</b>	<b>1</b>
				<b>PA</b>			<b>1</b>	<b>1</b>	<b>1</b>
PREPARED BY <b>DSSPM</b>		DATE	APPROVED BY						
17. CONTRACT FILE / DOCUMENT NUMBER		18. ESTIMATED NO OF PAGES	19. ESTIMATED PRICE \$		15. TOTAL		<b>2</b>	<b>2</b>	<b>2</b>

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

<b>CONTRACT DATA REQUIREMENTS LIST ITEM</b>									
A. SYSTEM / ITEM <b>Operational Clothing and Footwear Consolidated Contract</b>				B. CONTRACT / RFP NUMBER TBD					
C. SOW IDENTIFIER <b>OCFC2 SOW</b>		D. DATA CATEGORY <b>Management Data</b>		E. CONTRACTOR TBD					
1. ITEM NUMBER <b>CDRL 005</b>		2. TITLE OR DESCRIPTION OF DATA <b>Green Procurement Plan (GPP)</b>		3. SUBTITLE N/A					
4. AUTHORITY (Data Item Number) <b>PM-005</b>		5. CONTRACT REFERENCE <b>OCFC2 SOW para 3.2.6</b>		6. REQUIRING OFFICE <b>PA</b>					
7. INSPECTION <b>DD</b>	9. INPUT	10. FREQUENCY <b>ONE/R</b>	12. DATE OF 1st SUBMISSION <b>4 MACA</b>	14. DISTRIBUTION and ADDRESSEES					
8. APP CODE N/A		11. AS OF DATE N/A	13. DATE OF SUBSEQUENT SUBMISSION / EVENT See Block 16	A. ADDRESS	B. COPIES				
16. REMARKS <b>Block 13:</b> The proposed GPP will be reviewed at the PRM at 4 MACA. The Contractor must finalize and re-submit the GPP within 10 business days following this review.									
				<b>CA</b>			<b>1</b>	<b>1</b>	<b>1</b>
				<b>PA</b>			<b>1</b>	<b>1</b>	<b>1</b>
PREPARED BY <b>DSSPM</b>		DATE	APPROVED BY						
17. CONTRACT FILE / DOCUMENT NUMBER		18. ESTIMATED NO OF PAGES	19. ESTIMATED PRICE \$		15. TOTAL		<b>2</b>	<b>2</b>	<b>2</b>

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

<b>CONTRACT DATA REQUIREMENTS LIST ITEM</b>								
A. SYSTEM / ITEM <b>Operational Clothing and Footwear Consolidated Contract</b>				B. CONTRACT / RFP NUMBER TBD				
C. SOW IDENTIFIER <b>OCFC2 SOW</b>		D. DATA CATEGORY <b>Management Data</b>		E. CONTRACTOR TBD				
1. ITEM NUMBER <b>CDRL 006</b>		2. TITLE OR DESCRIPTION OF DATA <b>Risk Management Plan (RMP)</b>		3. SUBTITLE N/A				
4. AUTHORITY (Data Item Number) <b>PM-006</b>		5. CONTRACT REFERENCE <b>OCFC2 SOW para 3.2.7</b>		6. REQUIRING OFFICE <b>PA</b>				
7. INSPECTION <b>DD</b>	9. INPUT	10. FREQUENCY <b>ONE/R</b>	12. DATE OF 1st SUBMISSION <b>Bid Closing</b>	14. DISTRIBUTION and ADDRESSEES				
8. APP CODE N/A		11. AS OF DATE N/A	13. DATE OF SUBSEQUENT SUBMISSION / EVENT See Block 16	A. ADDRESS	B. COPIES			
					INITIAL		FINAL	
					Hard Copy	Soft Copy	Hard Copy	Soft Copy
16. REMARKS <b>Block 13:</b> The proposed RMP, initially submitted at Bid Closing for Bid Evaluation purposes, will be reviewed sequentially: a. Kick-Off Meeting at 15 DACA; and b. PRM at 3 MACA. The Contractor must finalize and re-submit the RMP within 20 business days following each review. Further reviews will be required as requested by PA.				<b>CA</b>		<b>1</b>	<b>1</b>	<b>1</b>
				<b>PA</b>		<b>1</b>	<b>1</b>	<b>1</b>
PREPARED BY <b>DSSPM</b>		DATE	APPROVED BY					
17. CONTRACT FILE / DOCUMENT NUMBER		18. ESTIMATED NO OF PAGES	19. ESTIMATED PRICE \$	15. TOTAL		<b>2</b>	<b>2</b>	<b>2</b>

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

<b>CONTRACT DATA REQUIREMENTS LIST ITEM</b>															
A. SYSTEM / ITEM <b>Operational Clothing and Footwear Consolidated Contract</b>					B. CONTRACT / RFP NUMBER TBD										
C. SOW IDENTIFIER <b>OCFC2 SOW</b>			D. DATA CATEGORY <b>Management Data</b>			E. CONTRACTOR TBD									
1. ITEM NUMBER <b>CDRL 007</b>			2. TITLE OR DESCRIPTION OF DATA <b>Surge Requirement Plan (SRP)</b>			3. SUBTITLE N/A									
4. AUTHORITY (Data Item Number) <b>PM-007</b>			5. CONTRACT REFERENCE <b>OCFC2 SOW para 3.2.11</b>			6. REQUIRING OFFICE <b>PA</b>									
7. INSPECTION <b>DD</b>		9. INPUT		10. FREQUENCY <b>ONE/R</b>		12. DATE OF 1st SUBMISSION <b>Bid Closing</b>		14. DISTRIBUTION and ADDRESSEES							
8. APP CODE N/A				11. AS OF DATE N/A		13. DATE OF SUBSEQUENT SUBMISSION / EVENT See Block 16		A. ADDRESS		B. COPIES					
16. REMARKS <b>Block 13:</b> The proposed SRP, initially submitted at Bid Closing for Bid Evaluation purposes, will be reviewed at the PRM at 5 MACA. The Contractor must finalize and re-submit the SRP prior to the initiation of Phase 2. The SRP will be subject to review and consideration at PRMs. The Contractor must update and deliver the SRP 10 business days after changes have been agreed to at PRMs.								INITIAL		FINAL					
								Hard Copy		Soft Copy		Hard Copy		Soft Copy	
								<b>CA</b>		<b>1</b>		<b>1</b>		<b>1</b>	
								<b>PA</b>		<b>1</b>		<b>1</b>		<b>1</b>	
PREPARED BY <b>DSSPM</b>			DATE		APPROVED BY										
17. CONTRACT FILE / DOCUMENT NUMBER			18. ESTIMATED NO OF PAGES		19. ESTIMATED PRICE \$		15. TOTAL <b>2 2 2</b>								

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

<b>CONTRACT DATA REQUIREMENTS LIST ITEM</b>																																	
A. SYSTEM / ITEM <b>Operational Clothing and Footwear Consolidated Contract</b>				B. CONTRACT / RFP NUMBER TBD																													
C. SOW IDENTIFIER <b>OCFC2 SOW</b>		D. DATA CATEGORY <b>Management Data</b>		E. CONTRACTOR TBD																													
1. ITEM NUMBER <b>CDRL 016</b>		2. TITLE OR DESCRIPTION OF DATA <b>Electronic Catalogue</b>		3. SUBTITLE N/A																													
4. AUTHORITY (Data Item Number) <b>PM-016</b>		5. CONTRACT REFERENCE <b>OCFC2 SOW para 3.5.4.9 and 3.5.5.6</b>		6. REQUIRING OFFICE <b>PA</b>																													
7. INSPECTION <b>DD</b>	9. INPUT	10. FREQUENCY <b>ASREQ</b>	12. DATE OF 1st SUBMISSION See Block 16	14. DISTRIBUTION and ADDRESSEES																													
8. APP CODE N/A		11. AS OF DATE N/A	13. DATE OF SUBSEQUENT SUBMISSION / EVENT See Block 16	A. ADDRESS		B. COPIES																											
16. REMARKS <b>Block 12:</b> A preliminary Master Catalogue must be submitted for review at eight MACA. A preliminary Personalized Catalogue must be submitted for review six months after the start of Phase 2.  <b>Block 13:</b> A revised Master Catalogue, addressing the comments from DND, must be available from the start of Phase 2. A revised Personalized Catalogue, addressing the comments from DND, must be available from the start of Phase 3. The Contractor must revise the Electronic Catalogue as items are changed, added or removed.  <b>Response Time:</b> DND will provide comments on the Electronic Catalogue, including additions or deletions of items, within 20 business days of receipt.				INITIAL		FINAL																											
				Hard Copy	Soft Copy	Hard Copy	Soft Copy																										
				<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%; padding: 5px;"><b>CA</b></td> <td style="width: 15%;"></td> <td style="width: 15%; text-align: center; padding: 5px;"><b>1</b></td> <td style="width: 15%;"></td> <td style="width: 15%; text-align: center; padding: 5px;"><b>1</b></td> </tr> <tr> <td style="padding: 5px;"><b>PA</b></td> <td></td> <td style="text-align: center; padding: 5px;"><b>1</b></td> <td></td> <td style="text-align: center; padding: 5px;"><b>1</b></td> </tr> <tr><td style="padding: 5px;"></td><td></td><td></td><td></td><td></td></tr> <tr><td style="padding: 5px;"></td><td></td><td></td><td></td><td></td></tr> <tr><td style="padding: 5px;"></td><td></td><td></td><td></td><td></td></tr> <tr><td style="padding: 5px;"></td><td></td><td></td><td></td><td></td></tr> </table>				<b>CA</b>		<b>1</b>		<b>1</b>	<b>PA</b>		<b>1</b>		<b>1</b>																
<b>CA</b>		<b>1</b>		<b>1</b>																													
<b>PA</b>		<b>1</b>		<b>1</b>																													
PREPARED BY <b>DSSPM</b>		DATE	APPROVED BY																														
17. CONTRACT FILE / DOCUMENT NUMBER		18. ESTIMATED NO OF PAGES	19. ESTIMATED PRICE \$		15. TOTAL		<b>2</b>																										
						<b>2</b>																											

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

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

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

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

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

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

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

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

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

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

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

<b>CONTRACT DATA REQUIREMENTS LIST ITEM</b>											
A. SYSTEM / ITEM <b>Operational Clothing and Footwear Consolidated Contract</b>				B. CONTRACT / RFP NUMBER TBD							
C. SOW IDENTIFIER <b>OCFC2 SOW</b>		D. DATA CATEGORY <b>Management Data</b>		E. CONTRACTOR TBD							
1. ITEM NUMBER <b>CDRL 022</b>		2. TITLE OR DESCRIPTION OF DATA <b>Continuous Improvement Proposal</b>		3. SUBTITLE N/A							
4. AUTHORITY (Data Item Number) <b>PM-022</b>		5. CONTRACT REFERENCE <b>Annex F - PMF, para 4.6.1.a</b>		6. REQUIRING OFFICE <b>PA</b>							
7. INSPECTION <b>DD</b>	9. INPUT		10. FREQUENCY <b>ASGEN</b>	12. DATE OF 1st SUBMISSION See Block 16		14. DISTRIBUTION and ADDRESSEES					
8. APP CODE N/A			11. AS OF DATE N/A	13. DATE OF SUBSEQUENT SUBMISSION / EVENT See Block 16		A. ADDRESS		B. COPIES			
16. REMARKS Block 12 and 13: Block 12 and 13: Continuous Improvement Proposals are generated at the discretion of the Contractor. Proposals are submitted in support of the Contractor's goals for performance management.				<b>CA</b>			<b>1</b>		<b>1</b>		
						<b>PA</b>			<b>1</b>		<b>1</b>
PREPARED BY <b>DSSPM</b>		DATE		APPROVED BY							
17. CONTRACT FILE / DOCUMENT NUMBER		18. ESTIMATED NO OF PAGES		19. ESTIMATED PRICE \$		15. TOTAL			<b>2</b>		<b>2</b>

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

<b>CONTRACT DATA REQUIREMENTS LIST ITEM</b>									
A. SYSTEM / ITEM <b>Operational Clothing and Footwear Consolidated Contract</b>				B. CONTRACT / RFP NUMBER TBD					
C. SOW IDENTIFIER <b>OCFC2 SOW</b>		D. DATA CATEGORY <b>Management Data</b>		E. CONTRACTOR TBD					
1. ITEM NUMBER <b>CDRL 023</b>		2. TITLE OR DESCRIPTION OF DATA <b>Aboriginal Procurement Report</b>		3. SUBTITLE N/A					
4. AUTHORITY (Data Item Number) <b>PM-023</b>		5. CONTRACT REFERENCE <b>OCFC2 SOW, para 3.4.5</b>		6. REQUIRING OFFICE <b>PA</b>					
7. INSPECTION <b>DD</b>	9. INPUT	10. FREQUENCY <b>QRTLY</b>	12. DATE OF 1st SUBMISSION See block 16	14. DISTRIBUTION and ADDRESSEES					
8. APP CODE N/A		11. AS OF DATE N/A	13. DATE OF SUBSEQUENT SUBMISSION / EVENT See Block 16	A. ADDRESS	B. COPIES				
					INITIAL		FINAL		
				Hard Copy	Soft Copy	Hard Copy	Soft Copy		
16. REMARKS <b>Block 12:</b> The first Aboriginal Procurement Report must be submitted at three Months after the start of Phase 2.  <b>Block 13:</b> Aboriginal Procurement Reports must be submitted to DND within 5 business days of the end of each quarter, for the quarterly assessment against the KPIs.				<b>CA</b>		<b>1</b>		<b>1</b>	
				<b>PA</b>		<b>1</b>		<b>1</b>	
PREPARED BY <b>DSSPM</b>		DATE	APPROVED BY						
17. CONTRACT FILE / DOCUMENT NUMBER		18. ESTIMATED NO OF PAGES	19. ESTIMATED PRICE \$		15. TOTAL		<b>2</b>		<b>2</b>

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

<b>CONTRACT DATA REQUIREMENTS LIST ITEM</b>											
A. SYSTEM / ITEM <b>Operational Clothing and Footwear Consolidated Contract</b>				B. CONTRACT / RFP NUMBER TBD							
C. SOW IDENTIFIER <b>OCFC2 SOW</b>		D. DATA CATEGORY <b>Management Data</b>		E. CONTRACTOR TBD							
1. ITEM NUMBER <b>CDRL 024</b>		2. TITLE OR DESCRIPTION OF DATA <b>Aboriginal Procurement Plan (APP)</b>		3. SUBTITLE N/A							
4. AUTHORITY (Data Item Number) <b>PM-024</b>		5. CONTRACT REFERENCE <b>OCFC2 SOW para 3.2.13</b>		6. REQUIRING OFFICE <b>PA</b>							
7. INSPECTION <b>DD</b>	9. INPUT	10. FREQUENCY <b>ONE/R</b>	12. DATE OF 1st SUBMISSION <b>Bid Closing</b>	14. DISTRIBUTION and ADDRESSEES							
8. APP CODE N/A		11. AS OF DATE N/A	13. DATE OF SUBSEQUENT SUBMISSION / EVENT See Block 16	A. ADDRESS	B. COPIES						
16. REMARKS <b>Block 13:</b> The proposed Aboriginal Procurement Plan, initially submitted at Bid Closing for Bid Evaluation purposes, will be reviewed sequentially: a. Kick-Off Meeting at 15 DACA; and b. Annually at the end of each contract year. The Contractor must finalize and re-submit the Aboriginal Procurement Plan (APP) within 20 business days following each review. Further reviews may be required as requested by PA.											
				<b>CA</b>					<b>1</b>	<b>1</b>	<b>1</b>
				<b>PA</b>					<b>1</b>	<b>1</b>	<b>1</b>
PREPARED BY <b>DSSPM</b>		DATE	APPROVED BY								
17. CONTRACT FILE / DOCUMENT NUMBER		18. ESTIMATED NO OF PAGES	19. ESTIMATED PRICE \$		15. TOTAL			<b>2</b>			
						<b>2</b>	<b>2</b>				
						<b>2</b>	<b>2</b>				

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

Department of National Defence

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

Requisition Number: W8486-206245  
DND Document #

Date: 7 December, 2020  
RDIMS No. 3777859

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



### NOTICE

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

### AVIS

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

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

### 1. List of Data Item Description (DIDs)

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

DID	Title	CDRL
PM-001	Program Management Plan (PMP)	001
PM-002	Master Project Schedule (MPS) / Work Breakdown Structure (WBS)	002
PM-003	Quality Management Plan (QMP)	003
PM-004	Performance Measurement Plan (PfMP)	004
PM-005	Green Procurement Plan (GPP)	005
PM-006	Risk Management Plan (RMP)	006
PM-007	Surge Requirement Plan (SRP)	007
PM-008	Transition-In Plan (TIP)	008
PM-009	Transition-Out Plan (TOP)	009
PM-010	Meeting Agenda	010
PM-011	Meeting Minutes	011
PM-012	Action Item Report (AIR)	012
PM-013	Customer Satisfaction Report	013
PM-014	Shipment Delivery Report	014
PM-015	Returned Items Report	015
PM-016	Electronic Catalogue	016
PM-017	Contractor System Administrator List	017
PM-018	Information Technology Security Plan (ITSP)	018
ITB-001	Industrial and Technological Benefits (ITB) Annual Report	019
ITB-002	Tranche 2 ITB Transactions	020
ITB-003	Tranche 3 ITB Transactions	021
PM-022	Continuous Improvement Proposal	022
PM-023	Aboriginal Procurement Report	023
PM-024	Aboriginal Procurement Plan (APP)	024

### 2. Data Item Description (DID) Definitions

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

#### **BLOCK 1 – TITLE**

The title of the data item for the DID.

#### **BLOCK 2 – IDENTIFICATION NUMBER**

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

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

“PM” for Project Management

“SE” for Systems Engineering

“ILS” for Integrated Logistics Support

### **BLOCK 3 – DESCRIPTION**

Provides a general description of the data content requirements.

### **BLOCK 4 – APPROVAL DATE**

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

### **BLOCK 5 – OFFICE OF PRIMARY INTEREST (OPI)**

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

### **BLOCK 6 – GIDEP APPLICABLE**

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

### **BLOCK 7 – APPLICATION / INTERRELATIONSHIP**

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

### **BLOCK 8 – ORIGINATOR**

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

### **BLOCK 9 – APPLICABLE FORMS**

Indicates any form associated with the DID.

### **BLOCK 10 – PREPARATION INSTRUCTIONS**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

<b>DATA ITEM DESCRIPTION</b>		
1. TITLE <b>Action Item Report (AIR)</b>		2. IDENTIFICATION NUMBER <b>PM-012</b>
3. DESCRIPTION The AIR provides itemized, dated, and up-to-date records of all approved Contractor, Public Works and Government of Canada (PWGSC), and DND action items.		
4. APPROVAL DATE	5. OFFICE OF PRIMARY INTEREST DND / DGLEPM / DSSPM	6. GIDEP APPLICABLE
7. APPLICATION / INTERRELATIONSHIP This Data Item Description (DID) contains the format, content and preparation instructions for the data product generated by the specific and discrete task requirements as delineated in the Contract.		
8. ORIGINATOR DND / DGLEPM / DSSPM		9. APPLICABLE FORMS
10. PREPARATION INSTRUCTIONS		
10.1 <b>Source Document</b>		
10.1.1 The applicable issue of the cited documents, including their approval dates, and dates of any applicable amendments and revisions must be as specified in the Contract.		
10.2 <b>Format</b>		
10.2.1 The AIR must be in the Contractor's format using DND compatible software, approved by the PA, and generated from a searchable, structured issue tracking file used to maintain a repository of historical information for the duration of the Contract.		
10.3 <b>Content</b>		
10.3.1 The AIR must contain the itemized, dated, and up-to-date records of all approved Contractor, PWGSC, and DND action items, and include the following data:		
<ul style="list-style-type: none"> <li>a. Action item ID and Title;</li> <li>b. Description of issues;</li> <li>c. Traceability to primary document, meeting minutes, report, or activity;</li> <li>d. Date opened;</li> <li>e. Action addressee(s);</li> <li>f. Action to be taken;</li> <li>g. Status;</li> <li>h. Date required to be closed;</li> <li>i. Date closed; and</li> <li>j. Resolution.</li> </ul>		
10.3.2 The AIR must list the action items sorted in the following order:		
<ul style="list-style-type: none"> <li>a. Program Management - General;</li> <li>b. OMS;</li> <li>c. Warehousing and Inventory Management;</li> <li>d. Provisioning Issues;</li> <li>e. Design and Engineering Support;</li> <li>f. Performance Measurement;</li> <li>g. Quality Management;</li> <li>h. Financial Issues;</li> <li>i. Environmental, Health, and Safety Issues; and</li> <li>j. Other issues.</li> </ul>		

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

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

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

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

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

<b>DATA ITEM DESCRIPTION</b>		
1. TITLE <b>Returned Items Report</b>		2. IDENTIFICATION NUMBER <b>PM-015</b>
3. DESCRIPTION Returned Items Reports provide information regarding item returns.		
4. APPROVAL DATE	5. OFFICE OF PRIMARY INTEREST DND / DGLEPM / DSSPM	6. GIDEP APPLICABLE
7. APPLICATION / INTERRELATIONSHIP This Data Item Description (DID) contains the format, content and preparation instructions for the data product generated by the specific and discrete task requirements as delineated in the Contract.		
8. ORIGINATOR DND / DGLEPM / DSSPM		9. APPLICABLE FORMS
10. PREPARATION INSTRUCTIONS <b>10.1 Source Document</b> 10.1.1 The applicable issue of the cited documents, including their approval dates, and dates of any applicable amendments and revisions must be as specified in the Contract. <b>10.2 Format</b> 10.2.1 Returned Items Reports may be in the Contractor's format. <b>10.3 Content</b> 10.3.1 Returned Items Reports must contain the following minimum information: <ul style="list-style-type: none"> <li>a. Date of order;</li> <li>b. Originator of order;</li> <li>c. Order number;</li> <li>d. Detailed summary of order;</li> <li>e. Items returned;</li> <li>f. NSN of items returned;</li> <li>g. Quantity of items returned;</li> <li>h. Cost and credit to DND; and</li> <li>i. Reason for the return.</li> </ul>		

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

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

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

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

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

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

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

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

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

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

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

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

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

<b>DATA ITEM DESCRIPTION</b>		
1. TITLE <b>Continuous Improvement Proposal</b>	2. IDENTIFICATION NUMBER <b>PM-022</b>	
3. DESCRIPTION Continuous Improvement Proposals are generated at the discretion of the Contractor. Proposals are submitted in support of the Contractor's goals for performance management.		
4. APPROVAL DATE	5. OFFICE OF PRIMARY INTEREST DND / DGLEPM / DSSPM	6. GIDEP APPLICABLE
7. APPLICATION / INTERRELATIONSHIP This Data Item Description (DID) contains the format, content and preparation instructions for the data product generated by the specific and discrete task requirements as delineated in the Contract.		
8. ORIGINATOR DND / DGLEPM / DSSPM	9. APPLICABLE FORMS	
10. PREPARATION INSTRUCTIONS		
10.1 <b>Source Document</b>		
10.1.1 The applicable issue of the cited documents, including their approval dates, and dates of any applicable amendments and revisions must be as specified in the Contract.		
10.2 <b>Format</b>		
10.2.1 The Continuous Improvement Proposals must be in the Contractor's format.		
10.3 <b>Content</b>		
10.3.1 The content of the proposal should include:		
a. Executive summary;		
b. Opportunity / issue description;		
c. Background;		
d. Options analysis;		
e. Cost-benefits analysis;		
f. Implementation considerations;		
g. Methodology to track benefits;		
h. Recommendations;		
i. Proposed Contractor's reward, if any; and		
j. Other content as defined by the Contractor.		

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

<b>DATA ITEM DESCRIPTION</b>		
1. TITLE <b>Aboriginal Procurement Report</b>	2. IDENTIFICATION NUMBER <b>PM-023</b>	
3. DESCRIPTION Aboriginal Procurement Reports provide information regarding the participation of Aboriginal businesses in this Contract.		
4. APPROVAL DATE	5. OFFICE OF PRIMARY INTEREST DND / DGLEPM / DSSPM	6. GIDEP APPLICABLE
7. APPLICATION / INTERRELATIONSHIP This Data Item Description (DID) contains the format, content and preparation instructions for the data product generated by the specific and discrete task requirements as delineated in the Contract.		
8. ORIGINATOR DND / DGLEPM / DSSPM	9. APPLICABLE FORMS	
10. PREPARATION INSTRUCTIONS		
10.1 <b>Source Document</b>		
10.1.1 The applicable issue of the cited documents, including their approval dates, and dates of any applicable amendments and revisions must be as specified in the Contract.		
10.2 <b>Format</b>		
10.2.1 Aboriginal Procurement Reports may be in the Contractor's format.		
10.3 <b>Content</b>		
10.3.1 Aboriginal procurement Reports must contain the following minimum information:		
<ul style="list-style-type: none"> <li>a. Reporting period;</li> <li>b. Description of the items/service procured from an Aboriginal Business;</li> <li>c. Name of the Aboriginal Business;</li> <li>d. Location of the Aboriginal Business;</li> <li>e. Unit cost (\$), as applicable;</li> <li>f. Number of items purchased from the Aboriginal Business, as applicable;</li> <li>g. Value of Aboriginal procurement (\$), excluding taxes;</li> <li>e. Value of the contract during the reporting period (\$), which includes all cost incurred by DND under the Contract (including cost of goods, Management Fees, delivery fees, task authorizations and restocking fees), excluding taxes;</li> <li>i. Percentage of Aboriginal procurement (Value of Aboriginal Procurement / Value of the Contract x 100) for the reporting period; and</li> <li>j. Cumulative percentage of Aboriginal procurement for the reporting year.</li> </ul>		

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

DATA ITEM DESCRIPTION		
1. TITLE <b>Aboriginal Procurement Plan (APP)</b>	2. IDENTIFICATION NUMBER <b>PM-024</b>	
3. DESCRIPTION The Aboriginal Procurement Plan presents in detail the Contractor's plan to include Aboriginal Businesses in its supply chain.		
4. APPROVAL DATE	5. OFFICE OF PRIMARY INTEREST DND / DGLEPM / DSSPM	6. GIDEP APPLICABLE
7. APPLICATION / INTERRELATIONSHIP This DID contains the format, content and preparation instructions for the data product generated by the specific and discrete task requirements as delineated in the Contract.		
8. ORIGINATOR DND / DGLEPM / DSSPM	9. APPLICABLE FORMS	
10. PREPARATION INSTRUCTIONS		
10.1 <b>Source Document</b>		
10.1.1 The applicable issue of the cited documents, including their approval dates, and dates of any applicable amendments and revisions must be as specified in the Contract.		
10.2 <b>Format</b>		
10.2.1 The APP must be in the Contractor's format.		
10.3 <b>Content</b>		
10.3.1 The APP must describe the Contractor's intent to include Aboriginal businesses in its supply chain. It must outline in detail the steps the Contractor will take to ensure that Aboriginal Businesses are incorporated in the contract. In addition, Contractor must identify its target for the inclusion of Aboriginal Businesses in its supply chain. This target must be expressed as a percentage, referred to "% Aboriginal procurement", as detailed in the PIM 2 in Annex F, Appendix 3.		
10.3.2 Overview:		
a. Purpose, Background, Scope, and Objectives;		
b. Assumptions, Constraints;		
c. Deliverables; and		
d. Roles and responsibilities, including internal and external organizations.		
10.3.3 The Aboriginal Procurement Plan will include, but not limited to, the following elements:		
a. A detailed description of any proposed data inputs to be used, their source, and how they will be collected;		
b. A detailed description of the Contractor's approach to including Aboriginal Businesses in their supply chain;		
c. A detailed implementation plan with target timelines of completion;		
d. A detailed description of the risks and corresponding mitigation strategies;		
e. A detailed description of reporting and tracking strategies;		
f. A detailed description of the evolution of the Aboriginal Procurement Plan, specifying how updates and changes to the plan shall be disseminated and controlled; and		
g. Administrative aspects outlining how the Aboriginal Procurement Plan will be managed and administered.		

## Annex B – Basis of Payment

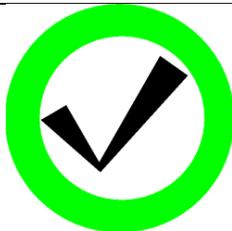
Department of National Defence

# Basis of Payment (BoP) Operational Clothing and Footwear Consolidated Contract (OCFC2)

Requisition Number: W8486-206245  
DND Document #

Date: 7 December, 2020  
RDIMS # 3973762

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



### **NOTICE**

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

### **AVIS**

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

## Annex B – Basis of Payment

### TABLE OF CONTENTS

<b>1</b>	<b>BASIS OF PAYMENT .....</b>	<b>3</b>
1.1	General.....	3
<b>2</b>	<b>Operational Clothing &amp; Footwear (OCF) ITEMS – FIRM UNIT PRICES .....</b>	<b>4</b>
2.1	General.....	4
2.2	Consumer Price Index Adjustment .....	4
2.3	Shipping Costs .....	4
2.4	Renegotiation of Firm Unit Prices .....	5
<b>3</b>	<b>Transition-In.....</b>	<b>7</b>
3.1	Transition-In price.....	7
<b>4</b>	<b>Management Fee (MF).....</b>	<b>8</b>
4.1	Management Fee Percentage .....	8
<b>5</b>	<b>TASK AUTHORIZATIONS.....</b>	<b>9</b>
5.1	Professional and Ancillary Services.....	9
5.2	Consumer Price Index Adjustment – Hourly Rates.....	10
5.3	Review of Hourly Rates .....	10
5.4	Surge Requirements.....	11
5.5	Other Task Authorizations including Disposal Services.....	11
<b>6</b>	<b>NEGOTIATION OF FIRM UNIT PRICES FOR NEW OCF ITEMS .....</b>	<b>12</b>
<b>7</b>	<b>RETURNS .....</b>	<b>13</b>
7.1	Returns to Inventory .....	13
7.2	Restocking Fee.....	13
7.3	Shipping Costs .....	14
7.4	Management Fee (MF).....	14
<b>8</b>	<b>INVENTORY BUY-BACKS .....</b>	<b>15</b>
8.1	End of Contract Buy-Back .....	15
8.2	Removed OCF Item Inventory .....	15
8.3	Average Yearly Consumption .....	16
8.4	Bulk Fabric Buy-Back .....	16
<b>9</b>	<b>FINANCIAL INCENTIVE PAYMENTS .....</b>	<b>18</b>
9.1	Continuous Improvement Incentives .....	18
9.2	Aboriginal Procurement Incentives .....	18
<b>10</b>	<b>CERTIFICATIONS &amp; AGREEMENTS TO DISCRETIONARY AUDITS .....</b>	<b>19</b>
10.1	Prices & MF Certification .....	19
10.2	Rates Certification .....	19
10.3	Discretionary Audits.....	19

## **Annex B – Basis of Payment**

### **1 BASIS OF PAYMENT**

#### **1.1 General**

1.1.1 In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid in accordance with this Annex B.

1.1.2 As part of its contract governance review, Canada will review the Basis of Payment (BoP) to ensure that it remains aligned with Canada's objectives. If, as a result of this review, it is found that the BoP is no longer effective or that there is a more efficient BoP, for the purpose of this contract, then a new BoP will be put in place through a Contract amendment.

## **Annex B – Basis of Payment**

### **2 OPERATIONAL CLOTHING & FOOTWEAR (OCF) ITEMS – FIRM UNIT PRICES**

#### **2.1 General**

2.1.1 Canada will not pay the firm unit prices for the Department of National Defence (DND) Owned Inventory.

2.1.2 For Contractor Owned Inventory, Canada will pay the Contractor for the Operational Clothing & Footwear (OCF) Items the firm unit prices set out in the Line Item Unit Cost (LIUC), Appendix 1 to Annex B, that are in effect at the time the order is placed. Customs duties included and Applicable Taxes extra.

2.1.3 The firm unit price paid by Canada for an OCF item is the cost to the Contractor of producing or procuring that item and must not include any mark-up for profit.

#### **2.2 Consumer Price Index Adjustment**

2.2.1 Canada will adjust all firm unit prices set out in the LIUC, Appendix 1 to Annex B, on an annual basis in accordance with Statistics Canada's annual average Consumer Price Index (CPI) (all items, Canada).

2.2.2 Subject to this Annex, Section 2.2.1, Canada will make CPI adjustments to the firm unit prices 12 months from date of the Contract and every 12 months thereafter, for the duration of the Contract.

2.2.2.1 The CPI adjustment to items added to the contract after the anniversary of the contract will be the average CPI to the month of introduction to the contract.

2.2.2.2 Canada will not make CPI adjustments on the year for which firm unit prices are subject to revision in accordance with this Annex, Section 2.4.

2.2.3 Adjustments made to the firm unit prices at the consumer price index adjustment will only come into effect after a contract amendment is signed by both parties; new firm unit prices will only apply to new orders placed after the contract amendment date.

#### **2.3 Shipping Costs**

2.3.1 Canada will reimburse the Contractor the OCF Items transportation costs reasonably and properly incurred in the distribution of the items from Contractor facilities to DND destinations, in accordance with the Contract.

2.3.2 Goods must be shipped pre-paid by the Contractor, including all delivery charges and Delivered Duty Paid (Incoterms 2000) to the destination

## **Annex B – Basis of Payment**

specified. Pre-paid transportation charges must be shown at cost as a separate item on the invoice, supported by a certified copy of the pre-paid transportation bill.

2.3.3 The Contractor must pay for return shipping costs for items returned by the consignee. When shipping items to consignee, the Contractor must include instructions on how to return items ensuring that the consignee will not incur any costs.

2.3.4 For items returned due to Contractor error, the Contractor will assume the return shipping and replacement delivery costs and must not invoice Canada for these costs. The Contractor must invoice Canada only for the original delivery costs.

2.3.5 Where returns are not due to Contractor error, DND will pay return shipping and replacement delivery costs.

### **2.4 Renegotiation of Firm Unit Prices**

2.4.1 Canada will review all firm unit prices every five (5) years starting from date of the Contract, and every five (5) years thereafter, for the duration of the Contract (5<sup>th</sup>, 10<sup>th</sup>, and 15<sup>th</sup> year of the Contract, if option years are exercised).

2.4.2 Within 20 business days following the request of Canada, or no later than six (6) months prior to the 5<sup>th</sup>, 10<sup>th</sup> and 15<sup>th</sup> year anniversary date of the Contract, whichever one comes first, the Contractor must propose revised firm unit prices for all OCF Items.

2.4.3 The agreed to revised firm unit prices will be done via Contract Amendment, effective on the 5<sup>th</sup>, 10<sup>th</sup>, 15<sup>th</sup> anniversary dates. Revised firm unit prices will only come into effect upon the signature of a Contract Amendment by both parties and will only apply to new orders placed after that date. If, due to delays in negotiation, an amendment is signed after the applicable anniversary date, the firm unit prices will not be applied retroactively.

#### **2.4.4 Methodology & Price Support**

2.4.4.1 The firm unit prices proposed must be supported by quotes from suppliers or if the Contractor is manufacturing an item, a price breakdown must be provided to the Contracting Authority (CA). If possible, the Contractor must also provide for each OCF item its average direct cost for the last 12 months to the CA for its consideration.

2.4.4.2 The proposed firm unit prices submitted by the Contractor must be in accordance with current market for the like quality and quantity of OCF items and when combined with the Management Fee it must be in accordance with the profit allowable under the Public Works and Government Services

## **Annex B – Basis of Payment**

Canada (PWGSC) appropriate Profit Policy, which is subject to change from time to time. The revised firm unit prices are subject to verification by government audit, at the discretion of Canada, before or after payment is made to the Contractor.

- 2.4.4.3 If the audit demonstrates an error after payment is made to the Contractor, the Contractor must, at the discretion of Canada, reimburse Canada the amount found to be in excess of prices defined in 2.4.4.1.
- 2.4.4.4 If the audit demonstrates an error before payment is made, the Contractor agrees that any pending invoice will be adjusted by Canada in accordance with the results of the audit. It is further agreed that if the Contract is still in effect at the time of the verification, the price or rate will be lowered in accordance with the results of the audit.
- 2.4.4.5 If the CA is satisfied with the price support submitted by the Contractor with the revised firm unit prices, the CA may approve, at its sole discretion, the revised firm unit prices through a Contract Amendment. Canada may, at its sole discretion, reject any revised firm unit prices and remove the associated OCF Item from the Contract.

## **Annex B – Basis of Payment**

### **3 TRANSITION-IN**

#### **3.1 Transition-In price**

- 3.1.1 The first year of the Contract is the Transition-In period where the Contractor will accept DND Owned Inventory and will put in place the necessary conditions to perform the Work on Phase 2.
- 3.1.2 Canada will pay the Contractor a firm all-inclusive fixed price to carry out the transition activities, as outlined in the Statement of Work (SOW), Annex A, section 3.5.4.
- 3.1.3 The Transition-In price to be paid to the Contractor shall be \$ [REDACTED], which will be divided in 12 fixed monthly payments of \$ [REDACTED] during Contract Year 1, following delivery and acceptance or performance of Work as applicable.

## Annex B – Basis of Payment

### 4 MANAGEMENT FEE (MF)

#### 4.1 Management Fee Percentage

4.1.1 Canada will pay the Contractor for all Work performed under the Contract a Management Fee (MF) percentage as set out in Section 4.1.2 for the duration of the Contract. The MF paid by Canada includes, but is not limited to, the indirect costs required to perform the Work as described in the SOW, Annex A.

4.1.2 The MF must be broken down by percentages into the following components and shall include the indirect costs and associated profit related to each of the component. The sum total of the percentages indicated below will constitute the MF.

- a. Warehousing \_\_\_\_\_ %;
- b. Inventory Management \_\_\_\_\_ %;
- c. Procurement \_\_\_\_\_ %;
- d. Configuration Management \_\_\_\_\_ %;
- e. Program Management \_\_\_\_\_ %;
- f. Customer Service \_\_\_\_\_ %; and
- g. Other (specify) \_\_\_\_\_ % \_\_\_\_\_.

4.1.3 The MF must not include the Transition-In price, shipping costs and costs incurred in carrying out a Task Authorization.

4.1.4 The MF percentage to be paid to the Contractor shall be \_\_\_\_\_ % of the OCF Item firm unit price set out in the LIUC, Appendix 1 to Annex B, at the time the order is placed.

4.1.5 The MF percentage applied to items ordered and delivered must be the MF in place at the time the order is placed.

4.1.6 For returns due to Contractor error, Canada will not pay the MF for the processing of the replacement item.

## Annex B – Basis of Payment

### 5 TASK AUTHORIZATIONS

#### 5.1 Professional and Ancillary Services

- 5.1.1 The Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of the Work specified in the authorized Task Authorization (TA), as determined in accordance with the hourly rates detailed below, to the limitation of expenditure specified in the authorized TA.
- 5.1.2 Canada's liability to the Contractor under the authorized TA must not exceed the limitation of expenditure specified in the authorized TA. Customs duties are included and Applicable Taxes are extra.
- 5.1.3 No increase in the liability of Canada or in the price of the Work specified in the authorized TA resulting from any design changes, modifications or interpretations of the Work will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been authorized, in writing, by the CA before their incorporation into the Work.
- 5.1.4 For professional and ancillary services provided under a Task Authorization (TA), DND will pay the Contractor the following firm hourly rates:

Categories	Hourly rates for Year 1
Project Manager - Junior	
Project Manager - Senior	
Clothing/Textile Technologist - Junior	
Clothing/Textile Technologist - Senior	
Handwear/Knitted Footwear/Accessories Technologist – Junior	
Handwear/Knitted Footwear/Accessories Technologist – Senior	
Footwear Technologist – Junior	
Footwear Technologist - Senior	
Pattern, Design, Development and Sizing Technologist – Junior	
Pattern, Design, Development and Sizing Technologist - Senior	
Clothing and Personal Protection Equipment Design and Prototyping Technologist – Junior	
Clothing and Personal Protection Equipment Design and Prototyping Technologist - Senior	
Badges/Insignia/Ceremonial Accoutrements Technologist – Junior	

## Annex B – Basis of Payment

Badges/Insignia/Ceremonial Accoutrements Technologist - Senior	
Technical Writer	
Material Handler	
Data Analyst	

5.1.5 Any materials, findings and services required to perform the Professional and Ancillary Services will be reimbursed at cost supported by invoice. Any materials/equipment required to perform the work must be included in the estimate. Any unexpected expenses must be forwarded under a revised cost estimate to the Procurement Authority for approval.

### 5.2 **CPI Adjustment – Hourly Rates**

5.2.1 Canada will adjust the hourly rates set out in Section 5.1.4 on an annual basis in accordance with Statistics annual average Consumer Price Index (all items, Canada).

5.2.2 Subject to Section 5.2.3, Canada will make CPI adjustments to the hourly rates 12 months from date of the Contract and every 12 months thereafter.

5.2.3 Canada will not make CPI adjustments on the year for which hourly rates are subject to Review under Section 5.3.

5.2.4 CPI adjustments to the hourly rates will come into effect only after a Contract Amendment has been signed by both parties and will only apply to task authorization approved after the Contract Amendment is in place.

### 5.3 **Review of Hourly Rates**

5.3.1 Canada will review the hourly rates for the performance of professional and ancillary services every five (5) years starting from date of the Contract, and every five (5) years thereafter, for the Contract Term (5<sup>th</sup>, 10<sup>th</sup>, and 15<sup>th</sup> year of the Contract).

5.3.2 The Contractor must provide revised hourly rates and supporting documents within 20 Business Days following the request of Canada, or no later than 6 months prior to the 5<sup>th</sup>, 10<sup>th</sup>, and 15<sup>th</sup> year anniversary date of the Contract, whichever one comes first.

5.3.3 The new hourly rates submitted by the Contractor must be in accordance with SACC Manual Clause C0008T in effect at the time the submission is made.

5.3.4 The agreed to revised hourly rates will be done via Contract Amendment, effective on the 5<sup>th</sup>, 10<sup>th</sup>, 15<sup>th</sup> anniversary dates. Revised hourly rates will

## **Annex B – Basis of Payment**

only come into effect upon the signature of a Contract Amendment by both parties and will only apply to new orders placed after that date. If, due to delays in negotiation, an amendment is signed after the applicable anniversary date, the revised hourly rates will not be applied retroactively.

### **5.4 Surge Requirements**

5.4.1 Surge orders will only be received by the Contractor from the CA as a Task Authorization.

5.4.2 The Contractor will be reimbursed for the costs reasonably and properly incurred to fill the surge order specified in the authorized TA, as determined in accordance with the hourly rates detailed at section 5.2.4 to the limitation of expenditure specified in the authorized TA.

5.4.3 Unless otherwise stated, Canada will pay the Contractor for the OCF items delivered as part of a surge order in accordance with the SOW the firm unit price listed in the LIUC, Appendix 1 to Annex B, customs duties included and Applicable Taxes extra, plus the MF percentage set out in this Annex, section 4, both at the time the order is placed.

5.4.4 After negotiation with the Contractor, Canada may decide, at its own discretion, to pay a premium LIUC for certain OCF items delivered as part of a surge order. If this is the case, these premium LIUC will be clearly indicated in the TA. The same MF percentage set out in this Annex, section 4, will apply to the premium LIUC.

### **5.5 Other Task Authorizations including Disposal Services**

5.5.1 For any other Task Authorization not covered under the professional services described in Section 5.2.4, including disposal services, conducted by the Contractor in accordance with the SOW, Annex A, the Contractor must provide supporting documentation, such as a quote from a Sub-Contractor or copies of paid invoices for similar services provided to other customers to substantiate costs quoted. If deemed acceptable by the CA, Canada will pay the Contractor the direct costs incurred plus a service mark-up fee of 15%. No MF will be paid for these services.

## **Annex B – Basis of Payment**

### **6 NEGOTIATION OF FIRM UNIT PRICES FOR NEW OCF ITEMS**

- 6.1 Upon DND's request for the inclusion of a new Operational Clothing and Footwear (OCF) Item in accordance with the SOW, the Contractor must provide the firm unit price for the new OCF Item with price support as follow:
- a) For goods produced or manufactured by the Contractor, the Contractor must submit with the prices, quotes from two other firms for the like quality and quantity of the new OCF Items; or
  - b) For goods produced by sub-contractors, the Contractor must submit, with the price, quotes from three competing firms for the like quality and quantity of new OCF Items. If the Contractor is unable to provide quotes from three competing firms, the Contractor must provide an explanation and supporting documentation to the Contracting Authority as to why the Contractor is unable to obtain three (3) quotes; and
  - c) In the event that the Contractor or a sub-contractor is the only source of supply for a particular new OCF Item, the Contractor must provide justification to the Contracting Authority as to why there is only one source of supply available for a particular new OCF Item. For such new OCF Items, the Contractor must provide with the prices the following price support:
    - i. Supplier's current published price list;
    - ii. Copies of paid invoices for the like quality and quantity of new OCF Items sold to other customers; or
    - iii. Price breakdown showing direct costs associated with the new OCF Item to the CA.
- 6.2 The firm unit price submitted by the Contractor must be in accordance with current market price for the like quality and quantity of new OCF Item.
- 6.3 If the Contracting Authority is satisfied with the price support submitted by the Contractor with the proposed firm unit price, the Contracting Authority may approve, in its sole discretion, the proposed firm unit price through a Contract Amendment or a Change Request and Authorization (CRA) form. Canada may, at its sole discretion, reject any proposed firm unit price and decide not to add the new OCF Item to the Contract.
- 6.4 The firm unit prices for new OCF Items will only be effective upon the issuance of a CRA form or a Contract Amendment signed by the CA.

## **Annex B – Basis of Payment**

### **7 RETURNS**

#### **7.1 Returns to Inventory**

7.1.1 Contractor Owned Inventory: Canada will not pay for returned items.

a) If the items are returned after Canada has been invoiced, the Contractor must send an amended invoice.

7.1.2 If items are returned after Canada has made the payment, the Contractor must apply the amount paid (both the LIUC and MF) for the returned item(s) as credit on the next invoice.

7.1.3 DND Owned Inventory: The Contractor must put back into DND Owned Inventory all DND Owned returned items.

#### **7.2 Restocking Fee**

7.2.1 As per the Annex A – SOW, Section 5.4 – Returned Orders, as well as the Returned Items Report (CDRL 015 and its associated DID (PM-015)), the Contractor must track all returns and reasons for returns, and submit a monthly report to DND.

7.2.2 For returns due to Canada error, Canada will pay a restocking fee of 15% of the LIUC. Examples of returns due to Canada error includes, but not limited to, the following:

- a) An authorized user who ordered the wrong size, item or quantity;
- b) An authorized user did not pick up his shipment at the location specified by the distributor within the prescribed time; and
- c) No representative of Canada is present to receive the goods at delivery location.

7.2.3 For returns due to Contractor error, Canada will not pay the restocking fee. Examples of returns due to Contractor error includes, but not limited to, the following:

- a) The Contractor sent a different item, size or quantity than what was ordered;
- b) The Contractor sent items that are not compliant with DND specifications; and
- c) An authorized user received a defective/damaged item.

7.2.4 Any disagreement regarding the responsibility for returned items will be discussed during the monthly PRMs.

## **Annex B – Basis of Payment**

### **7.3 Shipping Costs**

7.3.1 Shipping costs for returned items shall be in accordance with this Annex, section 2.3.

### **7.4 Management Fee (MF)**

7.4.1 For returns due to Canada's error, Canada will pay the MF on the LIUC that is in effect at the time the items are re-ordered and shipped.

7.4.2 For returns due to Contractor error, Canada will not pay the MF.

## **Annex B – Basis of Payment**

### **8 INVENTORY BUY-BACKS**

#### **8.1 End of Contract Buy-Back**

8.1.1 At the end of the Contract where there is a new contract with another supplier, or Canada takes over the services under Contract, Canada will purchase the Contractor Owned Inventory up to a maximum six (6) months of the average yearly consumption in accordance with paragraph 8.3. If Canada requires additional quantities, Canada may, at its sole discretion, opt to purchase additional quantities.

8.1.2 Canada will determine the required inventory quantities and item sizes for Buy-Back and submit the appropriate order to the Contractor at least 12 months before the Contract end date.

8.1.3 Canada will pay the Contractor for Contractor Owned Inventory delivered in accordance with the SOW, Annex A, the firm unit price listed in the LIUC, Appendix 1 to Annex B, at the time the order is placed; customs duties included and Applicable Taxes extra, plus 50% of the MF percentage that is in effect at the time the order is placed.

8.1.4 Canada will pay the Contractor for DND Owned Inventory delivered in accordance with the SOW, Annex A, 30% of the MF percentage that is in effect at the time the order is placed.

8.1.5 Canada will not pay the firm unit prices for such DND Owned Inventory. For calculation and invoicing purposes, the Contractor must use the appropriate firm unit price listed in the LIUC, Appendix 1 to Annex B, for the particular OCF Item to determine the MF payable for DND Owned Inventory.

8.1.6 Canada will reimburse the Contractor the transportation costs for these OCF Items Buy-Back in accordance with this Annex, Section 2.3.

#### **8.2 Removed OCF Item Inventory**

8.2.1 During the Contract term, Canada may remove Operational Clothing and Footwear (OCF) items, either due to obsolescence (item being removed from service) or if Canada determines that managing a specific item in the Contract is not advantageous to the Canada. In this event, Canada will purchase the Contractor Owned Inventory up to a maximum, at Canada's sole discretion, six (6) months of the average yearly consumption of the line items in accordance with this Annex, section 8.3. If Canada requires additional quantities, Canada may, at Canada's sole discretion, opt to purchase additional quantities.

8.2.2 Canada will pay the Contractor for the OCF Inventory delivered in accordance with the SOW the firm unit price listed in the LIUC, Appendix 1 to

## **Annex B – Basis of Payment**

Annex B, customs duties included and Applicable Taxes extra, plus 50% of the MF percentage set out in this Annex, section 4.

8.2.3 Canada will reimburse the Contractor the transportation costs for these OCF Items in accordance with this Annex, section 2.3.

### **8.3 Average Yearly Consumption**

8.3.1 Canada's average yearly consumption will be based on the sales of the previous 36 month period ending six (6) months prior to:

- a) The Contract end date; or
- b) The date on which the Contractor is advised of the removal of an item from the contract.

8.3.2 The sizes of OCF items to be delivered to Canada under this provision will be determined using the total quantity per size ordered during the average yearly consumption period.

8.3.3 Another period may be used upon mutual consent of the Parties.

8.3.4 The Contractor must perform all calculations and provide Canada with all the data pertaining to the Inventory Buy-Back within 21 calendar days after request of the CA.

8.3.5 If the Contract is terminated for default, Canada reserves the right to not proceed with the Inventory Buy-Back described.

### **8.4 Bulk Fabric Buy-Back**

8.4.1 At the end of the Contract, Canada may purchase remaining bulk fabric held by the Contractor, through a Bulk Fabric Buy-Back. The price paid by Canada for the Bulk Fabric Buy-Back will be the Contractor's direct costs for the fabric (i.e. net of overhead and profit), evidenced by supporting documentation provided by the Contractor, to the sole satisfaction of the Contracting Authority.

8.4.2 In accordance with the SOW, Annex A, Canada may exercise the Bulk Fabric Buy-Back at any time prior to the Contract end date. If Canada contemplates exercising the Bulk Fabric Buy-Back, the Contracting Authority will send the Contractor a request for the direct costs breakdown. If following review of the direct costs breakdown, Canada decides in its sole discretion to exercise the Bulk Fabric Buy-Back, the Bulk Fabric Buy-Back will be evidenced for administrative purposes only through a contract amendment. The Contractor must deliver the Bulk Fabric Buy-back within 20 business days after receipt of the Contract amendment from the Contracting Authority. Canada reserves the right to extend the delivery period at its sole discretion and will evidence the

## **Annex B – Basis of Payment**

change in the delivery period for administrative purposes only through the contract amendment.

## Annex B – Basis of Payment

### 9 FINANCIAL INCENTIVE PAYMENTS

#### 9.1 Continuous Improvement Incentives

9.1.1 Incentive payment may be paid upon approval and implementation of a successful business case proposal on continuous improvement and cost savings initiatives. The business case will need to identify the potential savings as well as how the savings will be monitored and validated. The incentive payment may be made through a task authorization for work performed to implement the idea, and/or sharing in a percentage of the cost savings for a period of time. The payment, including the percentage and duration, will be negotiated as part of the business case.

#### 9.2 Aboriginal Procurement Incentives

9.2.1 Canada will incent the Contractor to integrate Aboriginal Businesses in its supply chain, as specified at Annex F, Appendix 3 – Performance Incentive Metric (PIM) 2.

9.2.2 The financial incentive will be calculated as follow, on an annual basis, up to a maximum of 1% of the Annual value of the Contract, for the assessment period covered as per Annex F, Appendix 3 – Performance Incentive Metric:

$$\textit{Financial incentive} (\$) = \frac{\% \textit{Aboriginal procurement}}{10} \times \textit{Annual value of the Contract}$$

Where % Aboriginal procurement is as defined at Annex F, Appendix 3 – Performance Incentive Metric (PIM) 2.

## **Annex B – Basis of Payment**

### **10 CERTIFICATIONS & AGREEMENTS TO DISCRETIONARY AUDITS**

#### **10.1 Prices & MF Certification**

10.1.1 The Contractor certifies that the Management Fee and the OCF Item Firm Unit Prices are not in excess of the lowest charged to anyone else, including its most favoured customer, for like quality and quantity of the products/services, does not include an element of profit on the sale in excess of that normally obtained by the Contractor on the sale of products/services of the like quality and quantity, and does not include any provision for discounts to selling agents. The Contractor also certifies that the Management Fee when combined with OCF Item Firm Unit Prices do not include a profit exceeding the allowable amount under the appropriate PWGSC profit policy, as amended from time to time.

#### **10.2 Rates Certification**

10.2.1 The Contractor certifies that the rates of this contract:

- a) Are not in excess of the lowest rate charged to anyone else, including the Bidder's most favoured customer, for the like quality and quantity of the service;
- b) Do not include an element of profit on the sale in excess of that normally obtained by the Contractor on the sale of services of like quality and quantity; and
- c) Do not include any provision for discounts to selling agents.

#### **10.3 Discretionary Audits**

10.3.1 The Contractor's certifications are subject to verification by government audits, at the discretion of Canada, before or after payment is made to the Contractor.

10.3.2 If an audit demonstrates that a certification is in error before payment is made, the Contractor agrees that any pending invoice will be adjusted by Canada in accordance with the results of the audit.

10.3.3 If an audit demonstrates that a certification is in error after payment is made, the Contractor agrees to adjust the costs and reimburse Canada for any overpayment made.

10.3.4 It is further agreed that if the Contract is still in effect at the time of the verification, the prices, Management Fee or rates will be lowered in accordance with the results of the Audit.

10.3.5 The following clauses are incorporated herein by reference:

## Annex B – Basis of Payment

<b>SACC Reference</b>	<b>Section</b>	<b>Date</b>
C0710C	Time and Contract Verification	2007-11-30
C0711C	Time Verification	2008-05-12

## Annex C – Mandatory and Rated Criteria

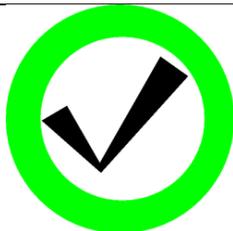
Department of National Defence

# Mandatory and Rated Criteria for the Operational Clothing and Footwear Consolidated Contract (OCFC2)

Requisition Number: W8486-206245  
DND Document #

Date: 7 December, 2020  
RDIMS # 3772876

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



### **NOTICE**

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

### **AVIS**

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

## **Annex C – Mandatory and Rated Criteria**

### **TABLE OF CONTENTS**

<b>1</b>	<b>MANDATORY TECHNICAL REQUIREMENTS CRITERIA</b>	<b>3</b>
1.1	General	3
1.2	Mandatory Criteria	4
<b>2</b>	<b>RATED CRITERIA</b>	<b>6</b>
2.1	Point-Rated Criteria Scale	6
2.2	Summary of the Point-Rated criteria	8
2.3	Point-Rated criteria	9

## **ANNEX C – Proposal Evaluation**

### **1 MANDATORY TECHNICAL REQUIREMENTS CRITERIA**

#### **1.1 General**

- 1.1.1 All dates are based on the bid closing date of the Request for Proposal (RFP).
- 1.1.2 The mandatory requirements related to the Industrial and Technological Benefits (ITB) / Value Proposition (VP) are treated separately and are listed in Appendix 1 of this Annex.
- 1.1.3 The Bid must meet all of the mandatory technical criteria specified in the table below. The Bidder must provide (as part of their Bid) the necessary documentation to support how each of the mandatory criteria have been met. Specifically:
- a. The Bidder is advised that identifying that a mandatory criterion has been met without providing any supporting documentation will not constitute “demonstrated” for the purpose of the evaluation;
  - b. The Bidder must clearly demonstrate in the Bid how the mandatory experience was obtained, supported by resumes, and any other supporting documentation;
  - c. The Bidder must provide complete details of where, when and how (through roles/responsibilities) the stated qualifications/experience were obtained. In order to demonstrate when the experience was obtained, the Bidder must indicate the duration of such experience, specifying the start and end dates (month and year at a minimum). In the case where the timelines of two or more periods of experience overlap, the duration common to each will be counted once; and
  - d. It is recommended that the Bidder include a compliance grid in their proposal, cross-referencing how they meet each of the mandatory requirements accompanied with supporting documentation as well as the page(s) in the proposal where the information is located. Note: the compliance grid, by itself DOES NOT constitute “demonstrated” for the purpose of the evaluation. As stated in 1.1.2 b, the resumes and supporting documentation will be required as evidence.
- 1.1.4 Bids which fail to meet all of the mandatory technical criteria at Phase II of the Phased Bid Compliance Process (PBCP) will be declared non-responsive and will not be given further consideration. Each mandatory technical criterion should be addressed separately.

## ANNEX C – Proposal Evaluation

### 1.2 Mandatory Criteria

	Mandatory Criteria	Reference Page #	Bidder's Comments
<b>M1</b>	<b>Corporate Profile</b>		
1	At Bid closing, the Bidder must identify all parties to the Bid, including, as applicable, all joint venture or consortia members, partners or sub-contractors that will be involved in the performance of the Work on the Bidder's behalf.		
2	The bidder must provide an organizational chart and brief description of the Bidder's management structure as it relates to this requirement, including decision-making processes, accountabilities and reporting relationships between various entities involved in the performance of the Work (i.e. joint venture or consortia members, partners or subcontractors).		
3	The Bidder must identify the physical location(s) in Canada of its Order Management System (server and its associated components).		
4	The bidder must identify the warehousing location(s) in Canada, from which it is offering to provide distribution services. P.O. Boxes will not be considered a valid postal address for service delivery.		
<b>M2</b>	<b>Certifications: The bidder must provide the following certifications.</b>		
1	ISO 9001 Quality Management System (QMS) Certification		
2	ISO 14001 Environmental Management System		
3	ISO 45001 for Occupational Health and Safety Management Systems (OHSMS) or Occupational Health and Safety Assessment Series (OHSAS) 18001		
<b>M3</b>	<b>Demonstrated Experience</b>		
1	The Bidder must demonstrate a minimum of five years' experience in the provision of Supply Chain Management Services by providing up to five written project summaries that have taken place in the past ten years, calculated from the date of the Request for Proposal (RFP). Projects may be on-going or completed and must have a minimum total dollar value of \$3M each to be considered acceptable experience. The Bidder must demonstrate the following information in each project summary:		

## ANNEX C – Proposal Evaluation

	<b>Mandatory Criteria</b>	<b>Reference Page #</b>	<b>Bidder's Comments</b>
	<ul style="list-style-type: none"> <li>i. The name of the client organization for whom the Work was undertaken including the contact person;</li> <li>ii. The start and end dates of the project (dates must be identified by month and year, and must indicate the project duration in months); and</li> <li>iii. A brief description of the scope and complexity of the project (such as, but not limited to, types of items offered, locations of delivery, monthly volume of items delivered, size of available catalogue).</li> </ul>		
<b>M4</b>	<b>Program Management</b> The Bidder must provide the following Plans as detailed in the Contract Data Requirements List (CDRL), Appendix 2 to Annex A, and the Data Item Description (DID), Appendix 3 to Annex A		
1	<b>Program Management Plan (PMP)</b> CDRL/DID PM-001		
2	<b>Master Project Schedule (MPS) / Work Breakdown Structure (WBS)</b> CDRL/DID PM-002		
3	<b>Transition-In Plan (TIP)</b> CDRL/DID PM-007		
4	<b>Information Technology Security Plan (ITSP)</b> CDRL/DID PM-018		
<b>M5</b>	<b>Proposed resources</b>		
1	<p>The Bidder must propose one qualified named resource in each of the following categories (Statement of Work (SOW), Annex A, para 3.1.1):</p> <ul style="list-style-type: none"> <li>i. <u>Program Manager (PM)</u>;</li> <li>ii. <u>Contract Manager (CM)</u>; and</li> <li>iii. <u>On-Site Representative (OSR)</u>.</li> </ul> <p>Note: The Bidder must include a detailed resume for each resource named in its Bid. Each resume will be evaluated against the mandatory technical requirements for each resource in accordance with the Professional Services Classifications, Appendix 12 to Annex A.</p>		

## ANNEX C – Proposal Evaluation

### 2 RATED CRITERIA

#### 2.1 Point-Rated Criteria Scale

- 2.1.1 Only Bidders who meet all of the above Mandatory Criteria will be evaluated against the following scale, using the evaluation factors and maximum values specified in each Point Rated Criterion.
- 2.1.2 The rated criteria related to the Industrial and Technological Benefits (ITB) / Value Proposition (VP) are treated separately and are listed in Appendix 1 of this Annex.
- 2.1.3 Information that is only a repetition, paraphrasing or other-re-wording of information in this RFP will result in a score of 0 for that point-rated requirement.
- 2.1.4 For R1 – Bidder Experience, the bidder must demonstrate experience in each criterion by citing specific examples and relevant supporting detail.
- 2.1.5 For R2 – OCFC2 Program Management, the bidder must provide relevant supporting detail on how it intends to execute the proposed program management plans for each of the criterion.
- 2.1.6 For R3 – Supply Chain Management, the bidder must provide relevant supporting detail on how it intends to manage the DND OCF supply chain for each of the criterion indicated.
- 2.1.7 Except where the scoring methodology provides an alternate process (e.g. X years of experience = Y points) the Point Rated Requirements will be evaluated using the scale below.

		<b>/5</b>
Excellent	The response is complete in that it addresses and provides exceptionally relevant supporting details and examples for each of the factors; therefore, the response is considered to have outstanding merit.	5
Very Good	The response is complete in that it clearly addresses and provides some relevant supporting detail for each of the factors; therefore, the response is considered to have a good level of merit.	4
Good	The response is complete in that it clearly addresses some supporting detail of each of the factors; therefore, the response is considered on balance to have satisfactory merit.	3
Poor	The response is not complete in that it fails to fully address some of the factors; it is not clear or is	2

## ANNEX C – Proposal Evaluation

	incomplete; therefore, the response is considered to have insufficient merit.	
Very Poor	The response is not complete in that it fails to address all the factors and only nominally addresses some factors; therefore, the response is considered to have very little merit.	1
Unsatisfactory	No response was received or the response does not address any of the factors; therefore, the response cannot be considered to have any merit.	0

## ANNEX C – Proposal Evaluation

### 2.2 Summary of the Point-Rated criteria

#	Criteria Name	Maximum Available Points	Minimum Acceptable Pass Mark
<b>R1</b>	<b>Bidder Experience</b>	<b>24</b>	<b>17</b>
1	As Prime Vendor	4	
2	Procurement	4	
3	Manufacturing	1	
4	Online Ordering	5	
5	Client Support Service	5	
6	Surge Requirements	5	
<b>R2</b>	<b>OCFC2 Program Management</b>	<b>41</b>	<b>29</b>
1	Program Management Plan (PMP)	5	
2	Transition-In Plan (TIP)	5	
3	Configuration Management	5	
4	Risk Management Plan (RMP)	5	
5	Master Program Schedule (MPS) / Work Breakdown Structure (WBS)	3	
6	Information/Data Management	3	
7	Surge Requirement Plan	5	
8	Aboriginal Procurement Plan	10	
<b>R3</b>	<b>Supply Chain Management</b>	<b>35</b>	<b>25</b>
1	Order Management System (OMS)	5	
2	Warehousing	5	
3	Inventory Management	5	
4	Distribution services	5	
5	Tracking and Reporting	5	
6	Procurement Management	5	
7	Customer Services	5	
<b>R1 – R3</b>	<b>Total Score</b>	<b>100</b>	<b>75</b>

\* Overall, the Contractor must achieve a minimum score of 75 as well as the minimum score for each rated requirement criteria (R1, R2, and R3)

## ANNEX C – Proposal Evaluation

### 2.3 Point-Rated criteria

	Point-Rated Criterion	Points	Scoring	Bidder's Comments & Reference Page #
<b>R1</b>	<b>Bidder Experience (24 points)</b>			
	The Bidder should fully demonstrate in their project summaries that they have the required experience as a Prime Contractor to provide Supply Chain Management services. Bidders should include the name, address and telephone number of the client(s) for whom services were provided (DND reserves the right to contact the client for reference purposes). The description should address:			
<b>1</b>	<b>As Prime Vendor (4 points)</b>			
	Project summaries provided should demonstrate Bidder's experience with multiple requirements, filling multiple orders for multiple users with deliveries to multiple sites.	1	Multiple requirements is defined as >200 items or overall total value >\$10M	
		1	Multiple orders are orders of at least 100 orders daily average	
		1	Multiple users are at least 10,000 users	
		1	Multiple delivery sites are at least 1,000 sites	
<b>2</b>	<b>Procurement (4 points)</b>			
	Project summaries provided should demonstrate Bidder's experience with product acquisition through Sub-Contractors. Specific experience in the acquisition of items related to public sector Clothing and/or Footwear requirements will be rated higher.	1	Identifies established relationships with a network of suppliers and how these suppliers are able to fill Bidder's requests timely and accurately.	
		1	Has a tested procurement process that encourages competition and low costs through economies of scale.	

**ANNEX C – Proposal Evaluation**

		0-2	Demonstrates sourcing experience with clothing, footwear and badges and insignias and ensuring that suppliers respect timelines and quality of products.  (Two points will be given for experience related to public sector. One point will be given for experience, but not related to public sector)	
<b>3</b>	<b>Manufacturing (1 points)</b>			
	Project summaries provided should demonstrate Bidder's experience with product acquisition through in-house or affiliate/subsidiary manufacturing. Specific experience in the manufacturing of items related to public sector Clothing and/or Footwear requirements will be rated higher.	0-1	Has in-house or affiliate/subsidiary manufacturing capability that enables Bidder to produce clothing and/or footwear on notice.	

**ANNEX C – Proposal Evaluation**

4	<b>Online Ordering (5 points – rated in accordance with para 2.1.7)</b>			
	The description of the Bidder’s current online ordering system should demonstrate the functionality, benefits, and how such systems could be upgraded to meet the requirements detailed in the OMS SOW, Appendix 4 to Annex A.	0-5	Describes current system’s functionalities and benefits and how it is being used to address Bidder’s clients’ requirements, including the cyber security plan and recovery measures in place.	
5	<b>Client Support Services (5 points – rated in accordance with para 2.1.7)</b>			
	The Bidder should provide a brief description of its existing infrastructure for the provision of customer service.	0-5	Describes client support services currently in use to include how they address client needs, detailing the processes in place and average response times.  Identifies complaints and resolution process and cites examples on how the process has been employed to address client needs.	

**ANNEX C – Proposal Evaluation**

6	Surge Requirements (5 points – rated in accordance with para 2.1.7)			
	<p>Project summaries provided should demonstrate Bidder’s experience with fulfilling Surge Requirements.</p>	<p>0-5</p>	<p>Describes Surge Requirement mechanisms currently in use to include how they address client needs, detailing the processes in place and average response times.</p> <p>Identifies examples of Surge Requirements and how the process has been employed to address client needs.</p>	

## ANNEX C – Proposal Evaluation

<b>R2</b>	<b>OCFC2 Program Management (41 points)</b>		
	Points will be awarded, up to the maximum indicated, for the Bidder’s proposed Management Plans, based on how the plans fully address requirements outlined in the CDRL, Appendix 2, and the DID, Appendix 3, to Annex A.		
<b>1</b>	<b>Program Management Plan (PMP) (5 points – rated in accordance with para 2.1.7)</b>		
	<b>CDRL/DID PM-001</b>		
	The proposed PMP (not including annexes) should clearly address the requirements as described in the DID.	0-5	Describes how the Bidder plans to manage the program ensuring that DND requirements are met. Points will be awarded on the quality and detail of the PMP.
<b>2</b>	<b>Transition-In Plan (TIP) (5 points – rated in accordance with para 2.1.7)</b>		
	<b>CDRL/DID PM-008</b>		
	The proposed TIP should clearly address the requirements as described in the DID.	0-5	Describes how the Bidder plans to manage the Work under Phase 1 in order to ensure a timely and efficient transition. Points will be awarded on the quality and detail of the TIP.

**ANNEX C – Proposal Evaluation**

3	<b>Configuration Management (5 points – rated in accordance with para 2.1.7)</b>			
	<p>The proposed Configuration Management process should clearly indicate how the Bidder intends to facilitate timely management of product information, product changes, revise capability, improve performance and reliability, extend product life, reduce cost, risk and liability, and correct defects. The process will address how the Bidder plans to ensure that documentation is accurate, current, and consistent with the physical design of the system.</p>	0-5	<p>The proposed process demonstrates the four fundamental elements of configuration management (identification, control, auditing, and accounting) and how it will be applied to the OCFC2.</p>	
4	<b>Risk Management Plan (5 points – rated in accordance with para 2.1.7)</b>			
	<b>CDRL/DID PM-006</b>			
	<p>The proposed Risk Management Plan should clearly address the requirements as described in the DID, Appendix 3 to Annex A, PM-006.</p>	0-5	<p>Points will be awarded for the completeness of the plan, including identifying anticipated risks, identifying mitigation strategies, and communicating risk to key stakeholders through a communications plan</p>	

**ANNEX C – Proposal Evaluation**

5	Master Program Schedule (MPS) / Work Breakdown Structure (WBS) (3 points ) CDRL/DID PM-002		
	<p>The proposed MPS/WBS should clearly address the requirements as described in the DID, Appendix 3 to Annex A, PM-002.</p>	<p>0-3</p>	<p>Points will be awarded for completeness, quality, and detail of the proposed MPS/WBS, how the details relate to the higher level activities, and timelines specified.</p> <p><u>3 points:</u> The response is complete in that it addresses and provides exceptionally relevant supporting details and examples for each of the factors; therefore, the response is considered to have outstanding merit.</p> <p><u>2 points:</u> The response is complete in that it clearly addresses some supporting detail of each of the factors; therefore, the response is considered on balance to have satisfactory merit.</p> <p><u>1 point:</u> The response is not complete in that it fails to address all the factors and only nominally addresses</p>

## ANNEX C – Proposal Evaluation

			<p>some factors; therefore, the response is considered to have very little merit.</p> <p><u>0 point:</u> No response was received or the response does not address any of the factors; therefore, the response cannot be considered to have any merit.</p>	
<b>6</b>	<b>Information/Data Management (3 points)</b>			
	<p>The Bidder should define the processes it intends to put in place in order to store/share and secure personal data and other sensitive information that DND provides.</p>	0-3	<p>Points will be awarded for completeness of response and is to include how the information will be protected from the moment of download from DND systems to management of data in the OMS to transmission as necessary. This must include how the Bidder intends to collect and transmit data to DND ensuring its accuracy and timeliness.</p> <p><u>3 points:</u> The response is complete in that it addresses and provides exceptionally relevant supporting</p>	

## ANNEX C – Proposal Evaluation

			<p>details and examples for each of the factors; therefore, the response is considered to have outstanding merit.</p> <p><u>2 points:</u> The response is complete in that it clearly addresses some supporting detail of each of the factors; therefore, the response is considered on balance to have satisfactory merit.</p> <p><u>1 point:</u> The response is not complete in that it fails to address all the factors and only nominally addresses some factors; therefore, the response is considered to have very little merit.</p> <p><u>0 point:</u> No response was received or the response does not address any of the factors; therefore, the response cannot be considered to have any merit.</p>	
--	--	--	--	--

**ANNEX C – Proposal Evaluation**

7	<b>Surge Requirement Plan (SRP) (5 points – rated in accordance with para 2.1.7)</b>		
<b>CDRL/DID PM-007</b>			
	The proposed SRP should clearly address the requirements as described in the DID, Appendix 3 to Annex A, PM-007.	0-5	The SRP will include; A detailed description of any proposed data inputs to be used, their source, and how they will be collected, A detailed description of the Contractor’s approach to fulfilling surge requirements, A detailed description of the risks and the risk mitigation strategies employed, Administrative aspects outlining how the SRP will be managed and administered.
8	<b>Aboriginal Procurement Plan (APP) (10 points)</b>		
<b>CDRL/DID PM-024</b>			
	The proposed APP should clearly address the requirements as described in the DID, Appendix 3 to Annex A, PM-024.	0-5	Describes how the bidder plans to include Aboriginal Businesses in its supply chain. The APP will include in detail the steps the Contractor will take to ensure that Aboriginal Businesses are incorporated in the contract, and will include a target and timeline. Points will be awarded on the quality and detail of the APP. Rated in accordance with para 2.1.7

**ANNEX C – Proposal Evaluation**

			<p>0-5 points will be awarded based on the target % Aboriginal procurement reported in the proposed APP as describe below:</p> <p><u>5 points:</u> 10% and above.</p> <p><u>4 points:</u> &gt;=7% to &lt;10%.</p> <p><u>3 points:</u> &gt;=5% to &lt;7%.</p> <p><u>2 points:</u> &gt;=3% to &lt;5%.</p> <p><u>1 point:</u> &gt;=1% to &lt;3%.</p> <p><u>0 point:</u> less than 1% or no submission.</p>	

**ANNEX C – Proposal Evaluation**

<b>R3</b>	<b>Supply Chain Management (35 Points)</b>			
<b>1</b>	<b>Order Management System (OMS) 5 Points – rated in accordance with para 2.1.7)</b>			
	<b>Appendix 4 to Annex A</b>			
	Description of the Bidder's proposal for the OMS including functionality and technical features in accordance with the OMS SOW, Appendix 4 to Annex A.	0-5	Points will be awarded based on how the Bidder intends to address the OMS requirements – including functionality, user-friendliness, reporting and tracking capability, and security.	
<b>2</b>	<b>Warehousing Management (5 Points – rated in accordance with para 2.1.7)</b>			
	Description of the Bidder's proposed approach to delivering warehousing services for DND Owned Inventory in accordance with the SOW, Annex A.	0-5	Points to be awarded for the proposed approach to warehousing DND Owned Inventory with particular attention to safeguarding the items from loss due to theft or damage (in accordance with A-LM-007-100/AG-001, Supply Administration Manual (SAM), section 6.3 – Government Owned Material in Contractor Custody).	

## ANNEX C – Proposal Evaluation

<b>3</b>	<b>Inventory Management (5 Points – rated in accordance with para 2.1.7)</b>		
	Description of Bidder's proposal to delivering Inventory Management services in accordance with the SOW, Annex A.	0-5	Points will be awarded for how the Bidder intends to manage inventory. The Bid will also be rated on how the Inventory Management System is setup to ensure visibility and transparency to DND.
<b>4</b>	<b>Distribution services (5 Points – rated in accordance with para 2.1.7)</b>		
	Description of Bidder's proposal to delivering Distribution Services in accordance with the SOW, Annex A.	0-5	Completeness and detail of response to cover all Distribution Services.
<b>5</b>	<b>Tracking and Reporting (5 Points – rated in accordance with para 2.1.7)</b>		
	Description of Bidder's proposal to address the reporting and performance monitoring requirements in accordance with the SOW, Annex A.	0-5	Completeness of response to cover all tracking and reporting requirements. May include communication strategies.
<b>6</b>	<b>Procurement Management (5 Points – rated in accordance with para 2.1.7)</b>		
	Description of the Bidder's capacity and flexibility that will enable the meeting of all provisioning requirements in accordance with the SOW, Annex A.	0-5	Strategy, Approach and Methodology – includes approach to Sub-Contractor management.
<b>7</b>	<b>Customer Services (5 Points – rated in accordance with para 2.1.7)</b>		
	Description of Bidder's proposal to ensure customer satisfaction in accordance with the SOW, Annex A.	0-5	Plan must address how the Bidder intends to provide client services including the various mediums utilized, escalation processes, and the return process.

## Annex F – Performance Measurement Framework

Department of National Defence

# Performance Measurement Framework (PMF) Operational Clothing and Footwear Consolidated Contract (OCFC2)

Requisition Number: W8486-137549  
DND Document #

Date: 7 December, 2020  
RDIMS # 4269244

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



### **NOTICE**

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

### **AVIS**

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

## **Annex F – Performance Measurement Framework**

### **TABLE OF CONTENTS**

<b>1</b>	<b>INTRODUCTION</b>	<b>3</b>
<b>2</b>	<b>PURPOSE</b>	<b>4</b>
<b>3</b>	<b>STRUCTURE</b>	<b>6</b>
	3.1 Performance Evaluation Team	6
	3.2 Annual Performance Review Committee	6
	3.3 Performance Metrics	6
	3.4 Key Performance Indicators	6
	3.5 Strategic Performance Measures	
	3.6 Performance Incentive Metrics	7
<b>4</b>	<b>PERFORMANCE EVALUATION PROCEDURE</b>	<b>9</b>
	4.1 First Performance Review	9
	4.2 Quarterly Assessment against the Key Performance Indicators	9
	4.3 Annual Performance Review	10
	4.4 Performance Measurement Framework Review	11
	<b>APPENDIX 1</b>	<b>12</b>
	Key Performance Indicators – Evaluation Criteria	12
	<b>APPENDIX 2</b>	<b>15</b>
	Strategic Performance Measures – Evaluation Criteria	15

## **Annex F – Performance Measurement Framework**

### **1 INTRODUCTION**

- 1.1 Through the Performance Measurement Framework (PMF), Canada, in collaboration with the Contractor will track, analyze and manage the performance of the OCFC2 Contractor to help control costs, mitigate risks and drive continuous improvement throughout the contract life cycle.
- 1.2 The PMF will ensure that an optimal combination of Performance, Value for Money, Flexibility and Economic Benefits is achieved consistently throughout the Contract term.
- 1.3 The PMF focuses on the main objective of the Contract – to effectively and efficiently fill the operational clothing and footwear requirements of the Department of National Defence (DND) and provides a consistent approach, methodology and the tools to enable both Canada and the Contractor to meet their obligations in order to achieve the desired outcomes of the Contract.
- 1.4 The PMF will be active at contract award and applied progressively. For the first two (2) years of the Contract term, data will be gathered to validate the performance metrics and indicators identified as well as the established baselines. This will ensure that these metrics are reflective of the desired contract outcomes.

## **Annex F – Performance Measurement Framework**

### **2 PURPOSE**

- 2.1 The Performance Measurement Framework identifies three (3) main performance metrics and provides the methodology for measurement of the Contractor performance against each. It represents an evaluation procedure, provides a focus on the desired outcome of key activities of the Contract, facilitates effective communication between the Contractor and representatives of Canada, and provides a view of the overall health of the Contract.

## **Annex F – Performance Measurement Framework**

### **3 CHANGES TO THE PMF**

- 3.1 The PMF reflects Canada's current requirements. Throughout the Contract term, Canada may unilaterally modify, add, and remove any element to the PMF, including but not limited to the various performance metrics outlined in this Annex. The purpose of such modifications may include but will not be limited to:
- a. Changes to DND's requirements or priorities;
  - b. The accommodation of management objectives or the improvement of the performance measurement process;
  - c. Adapting the PMF to account for actual performance; and
  - d. Adapting the PMF to account for an ongoing optimal balance of Performance, Value for Money, Flexibility and Economic Benefits.
- 3.2 Canada will implement changes to the PMF through a Contract amendment, but the Contractor's signature will not be required in order for the amendment to be binding on both parties.
- 3.3 The first two (2) contract years will be used to accumulate sufficient data to validate the metrics and refine the targets and incentives.
- 3.4 On an ongoing basis and through the annual performance review as defined in Section 5.4 of this PMF, the Contractor may recommend changes to the metrics and the process. However, it is Canada's sole discretion to implement those changes as Canada deems appropriate.

## **Annex F – Performance Measurement Framework**

### **4 STRUCTURE**

#### **4.1 Performance Evaluation Team**

4.1.1 The Performance Evaluation Team, composed of representatives from the Contractor, DND, and Public Services and Procurement Canada (PSPC), will monitor the Contractor's performance throughout each Contract year using Key Performance Indicators (KPIs). Feedback will be provided at each of the Progress Review Meetings (PRMs).

#### **4.2 Annual Performance Review Committee**

4.2.1 At the end of each contract year, an Annual Performance Review Committee composed of representatives from DND, PSPC, and ISEDC, will conduct a performance assessment based on strategic performance measures.

#### **4.3 Performance Metrics**

4.3.1 The Contractor will be assessed against the following performance metrics:

- a. Key Performance Indicators (KPIs);
- b. Strategic Performance Measures (SPMs); and
- c. Performance Incentive Metrics (PIMs).

#### **4.4 Key Performance Indicators**

4.4.1 Contractor performance in delivering a Managed Clothing Solution (MCS) will be assessed against the following KPIs:

- a. Perfect Order – a measure of the orders delivered that are complete with items requested, damage free, and on time;
- b. Tasking Completion Rate – measures the completion rate of task authorizations based on established timelines and approved scope;
- c. Quality Assurance – measures the percentage of products in compliance with DND specifications. This indicator also measures the rate of returns due to incorrect items and defects;
- d. Invoice Accuracy – measures the percentage of acceptable invoices that are received complete, and on time with accurate information; and
- e. Complaint Resolution – measures the satisfaction rate among users of the service as reflected in the ratio of complaints resolved versus client complaints received.

## **Annex F – Performance Measurement Framework**

4.4.2 The KPIs listed above are subject to review and may be subject to amendments as Canada deems necessary.

4.4.3 Canada, at its sole discretion and without the Contractor's consent, may modify or remove an existing KPI, or introduce a new one, as strategic objectives evolve and/or operational requirements dictate.

### **4.5 Strategic Performance Measures**

4.5.1 The contractor will be assessed against the following SPMs as part of the Annual Performance Review:

- a. Performance – overall Contractor performance based on an aggregate score of the KPIs;
- b. Flexibility – ability to adjust to fluctuating demand levels and changes to specifications of items;
- c. Value for Money – total annual costs are appropriate with the quality of service received and are comparable with current market rates;
- d. Socio-Economic Benefits – economic benefits resulting from the Contract through the Industrial and Technological Benefits (ITB) and Value Proposition (VP) obligations; and
- e. Contractor Engagement – an evaluation of Contractor's overall engagement during the evaluation period in the performance of the Work.

4.5.2 A detailed description of the strategic performance measures evaluation criteria can be found at Appendix 2.

4.5.3 The SPMs listed above are subject to review and may be subject to amendments as Canada deems necessary.

4.5.4 Canada, at its sole discretion and without the Contractor's consent, may modify or remove an existing SPM, or introduce a new one, as strategic objectives evolve and/or operational requirements dictate.

### **4.6 Performance Incentive Metrics**

4.6.1 The Contractor will be assessed against the following PIMs as part of the Annual Performance Review:

- a. Continuous Improvement Initiatives – a measure of the value of the cost saving / avoidance from current spending; and
- b. Aboriginal Procurement – a measure of the percentage of the procurement from Aboriginal businesses.

## **Annex F – Performance Measurement Framework**

- 4.6.2 A detailed description of the PIMs can be found at Appendix 3.
- 4.6.3 The PIMs listed above are subject to review and may be subject to amendments as Canada deems necessary.
- 4.6.4 Canada, at its sole discretion and without the Contractor's consent, may modify or remove an existing PIM, or introduce a new one, as strategic objectives evolve and/or operational requirements dictate.
- 4.6.5 After a framework review, Canada, at its sole discretion, may choose to reward the Contractor with performance incentive payment for exemplary performance.
- 4.6.6 The modalities of the performance incentive payment awarded for exemplary performance for the assessed year will be evidenced in the Basis of Payment through a contract amendment.

## **Annex F – Performance Measurement Framework**

### **5 PERFORMANCE EVALUATION PROCEDURE**

#### **5.1 First Performance Review**

- 5.1.1 The first year of the Contract constitutes the transition phase where DND and the Contractor will facilitate the transfer of the operational clothing supply management responsibilities from DND to the Contractor.
- 5.1.2 No OCF Item will be supplied and delivered to the CAF in the first year of the contract.
- 5.1.3 Performance review for this year will focus on flexibility, value for money, socio-economic benefits, and Contractor engagement.
- 5.1.4 For the first performance review, Canada will not assess Contractor performance against the KPIs.
- 5.1.5 There will be no reward/remedy for the first year of the Contract; hence, no option will be exercised after the first year of the Contract.

#### **5.2 Quarterly Assessment against the KPI**

- 5.2.1 Beginning at year two (2) of the contract and every subsequent year thereafter, at the end of each quarter, the Performance Evaluation Team will calculate the KPI scores for that quarter.
- 5.2.2 The Contractor must self-assess against the establish KPIs and must present its scores to DND.
- 5.2.3 DND will assess the Contractor's performance against the KPIs.
- 5.2.4 DND will compare the scores submitted by the Contractor and the scores given by DND.
- 5.2.5 DND will prepare a quarterly interim summary, with written substantiation for each KPI score to be presented at the PRM.
- 5.2.6 Canada and the Contractor will discuss the summary at the PRM and implement corrective measures, as required.
- 5.2.7 For the last quarter, the Performance Evaluation Team will produce a report detailing the aggregate KPI scores for that Contract year summarizing the overall performance in each of the KPIs.
- 5.2.8 The performance Evaluation Team will calculate the Annual Performance Score as defined in Appendix 1.

## **Annex F – Performance Measurement Framework**

### **5.3 Annual Performance Review**

- 5.3.1 At the end of each Contract year, the Annual Performance Review Committee will conduct the strategic performance review. The strategic performance review is an assessment of the overall performance of the Work delivered by the Contractor during the evaluation period.
- a. Canada will assess the Contractor's performance against the SPMs as outlined in Appendix 2;
  - b. Within 30 business days following the end of the evaluation period, Canada will generate an interim Annual Performance Report (APR) detailing the results of the strategic performance review;
  - c. Canada will provide the interim APR to the Contractor; and
  - d. The Contractor must either confirm its agreement or raise observations or concerns within 10 business days following receipt of the APR.
- 5.3.2 To be declared as having performed the Work satisfactorily, the Contractor must achieve defined satisfactory levels in all the SPMs as outlined in Appendix 2.
- 5.3.3 At its sole discretion, Canada may exercise one option year for every year that Contractors' overall performance is assessed to be satisfactory.
- 5.3.4 Successive satisfactory performance by the Contractor could result in a five (5) year "rolling window" throughout the Contract up until the last option year.
- 5.3.5 If the Contractor fails to achieve a satisfactory performance rating in an APR, Canada retains the right to not exercise the option year thereby reducing the "rolling window" by one (1) year.
- 5.3.6 If, for operational purposes, Canada deems it necessary, it may choose to exercise an option year in the event that the Contractor fails to achieve a satisfactory APR.
- 5.3.7 If the Contractor fails to achieve a satisfactory performance rating in two (2) APRs (consecutive or cumulative), annual performance reviews may cease and option years may no longer be authorized. If the option year is not exercised, the Contractor will continue to execute the Contract for the remaining years in the Contract window.

## **Annex F – Performance Measurement Framework**

### **5.4 PMF Review**

- 5.4.1 The Performance Measurement Framework is subject to periodic review at the end of each Contract year to ensure that key performance indicators are still applicable to the Contract.
- 5.4.2 Performance measurement is a collaborative effort between Canada and the Contractor. At the Annual Performance Review, Canada or the Contractor may propose changes to existing KPIs, SPMs and PIMs or new KPIs, SPMs and PIMs.
- 5.4.3 Canada, at its sole discretion, may implement changes to the Performance Measurement Framework.
- 5.4.4 Changes will only be implemented at the beginning of an evaluation period to ensure that the Contractor is accorded enough to adopt changes.
- 5.4.5 Throughout the life cycle of the contract, the Contractor is expected to gain efficiencies in the performance of the Work.
- 5.4.6 To maximize the benefits to be gained from these efficiencies, Canada may, at its sole discretion, but in consultation with the Contractor, identify specific objectives and targets on which the exercising of an option year is contingent upon. As an example, Canada may request the Contractor to reduce the Management Fee (MF) by a certain percentage within a pre-determined period in order to be eligible for an option year.

## **Annex F – Performance Measurement Framework**

### **APPENDIX 1**

#### **Key Performance Indicators – Evaluation Criteria**

##### **KPI 1: Perfect Order**

Description: This indicator measures orders placed by the MCS Management Cell to include the percentage of orders delivered that are incomplete with regards to items requested, damaged, and delivered late.

Value: 25% of the Annual Performance Score

Source of data: Management reports

Calculation:

$$\text{KPI1} = ((1 - \% \text{ orders incomplete}) * (1 - \% \text{ orders damaged}) * (1 - \% \text{ late orders})) * 100; \text{ where}$$

% is expressed in decimal (e.g., 90% is 0.90)

% orders incomplete = # orders with incorrect items, size or quantity (items on Backorder) / total # of orders

% orders damaged = # orders with defective items / total # of orders

% late orders = # late orders / total # of orders

##### **KPI 2: Tasking Completion Rate**

Value: 25% of Annual Performance Score

Source of Data: Task Completion Report (DND generated)

Calculation:

$$\text{KPI2} = (\# \text{ of task authorizations completed on time} / \# \text{ total task authorizations}) * 100$$

\*Note: Tasks not completed on time due to a DND fault will not be taken into account for the Tasking Completion Rate calculation.

##### **KPI 3: Quality Assurance**

Description: This indicator measures the percentage of items compliant with established specifications in accordance with the most recent baseline configurations. This indicator will be measured based on inspections by either the Technical Authority or the Quality Assurance Representatives, and on the Returned Items Report.

Value: 25% of the APS

Source of Data: Reports of Technical inspections / Management Reports

## Annex F – Performance Measurement Framework

Calculation:

$KPI3 = (\% \text{ items compliant with specifications} * \% \text{ orders without defect}) * 100;$   
where

% is expressed in decimal (e.g., 90% is 0.90)

% items compliant with specifications = # items compliant with specifications /  
total # of inspections

% orders without defect =  $(1 - (\# \text{ returns with defects} / \text{total \# of orders}))$

\*Note: complaints received with defect (quality) issues will be validated

### KPI 4: Invoice Accuracy

Description: This indicator measures the percentage of acceptable invoices that are received complete, on time, and with accurate information. Complete is defined as having all the required Contract and Contractor information and having all the data fields completed. On time refers to the invoicing schedule as outlined in the Contract Terms and Conditions (An invoice that arrives within the allotted time frame which is incomplete or inaccurate is not considered “on time”). Accurate information is defined as using the correct rates, using the correct convention (hourly/daily/per task), applying the correct taxes, and calculated correctly, as specified in the Contract.

Value: 15% of the Annual Performance Score

Source of Data: Records kept by Director Land Procurement (DLP)

Calculation:

$KPI4 = (\% \text{ complete invoices} * \% \text{ invoices on time} * \% \text{ accurate invoices}) * 100;$   
where

% is expressed in decimal (e.g., 90% is 0.90)

% complete invoices = # complete invoices / total # of invoices

% invoices on time = # of (complete) invoices received on time / total # of  
invoices

% accurate invoices = # invoices with no errors / total # of invoices

\*Note: Every time an invoice is sent back one (or more) times, each iteration is counted as an invoice received and is subject to all of the criteria in this KPI (Timelines for a re-submission will be identified in the Contract Terms and Conditions).

### KPI 5: Complaint Resolution

Value: 10% of the Annual Performance Score

Source of Data: Customer Satisfaction Report

## **Annex F – Performance Measurement Framework**

Calculation:

$$\text{KPI5} = (\# \text{ resolved complaints} / \# \text{ of complaints received}) * 100;$$

### **ANNUAL PERFORMANCE SCORE:**

The Contractor's APS is the sum of all the weighted KPIs. The APS will be calculated as follows:

$$\text{APS} = (\text{KPI1} * 0.25) + (\text{KPI2} * 0.25) + (\text{KPI3} * 0.25) + (\text{KPI4} * 0.15) + (\text{KPI5} * 0.10)$$

**Annex F – Performance Measurement Framework**

**APPENDIX 2**

**Strategic Performance Measures – Evaluation Criteria**

<b>METRIC</b>	<b>PERFORMANCE STANDARD</b>	<b>ACCEPTABLE QUALITY LEVEL</b>	<b>MONITORING METHOD</b>
Performance	KPIs are met to the specified level.	APS of 85%.	Quarterly assessments.
Flexibility	Able to meet unforeseen demands within the delivery timelines as outlined in the SOW, Annex A, section 5.6.	90% of the unforeseen demands are met within the specified timelines.	Management interaction, PRMs.
	Able to meet special demands such as custom orders, special sizes as outlined in the SOW, Annex A, section 4.5.13 and 4.5.14.	90% of special sizes and custom orders are met.	
	Changes to OMS are implemented.	85% of changes to OMS are implemented within the agreed timelines.	
	Changes as done through Change Request authorization.	85% of the changes are implemented.	

**Annex F – Performance Measurement Framework**

<b>METRIC</b>	<b>PERFORMANCE STANDARD</b>	<b>ACCEPTABLE QUALITY LEVEL</b>	<b>MONITORING METHOD</b>
<p>Value for Money</p>	<p>Direct costs are within the provisions of the Contract.</p> <p>Contractor applies smart buyer principles.</p> <p>For the Contract term, Canada will establish value for money objectives that the Contractor must meet.</p> <p>The contractor had implemented Continuous improvement recommendations meeting timeline and savings/efficiencies objectives described in Continuous Improvement Proposal (PM-022).</p>	<p>There is no profit on the LIUCs (100% if those reviewed).</p> <p>The profit resulting from the Management Fee and task authorizations do not exceed the allowable amount under the PWGSC Profit Policy.</p> <p>Costs are not in excess of the lowest charged to everyone for like quality and quantity of the products/services.</p> <p>Level of effort for 100% of task authorizations reviewed are in accordance with market standards.</p> <p>100% of recommendations in submitted Continuous Improvement Proposal (PM-022) are implemented and meeting timeline and savings/efficiencies objectives.</p>	<p>Audits.</p> <p>Ad hoc verification.</p> <p>Invoices.</p> <p>Rate negotiations.</p> <p>Internal resource (technical authority) level of effort estimates.</p> <p>PRMs.</p> <p>APR.</p>
<p>F - 16/20</p>		<p>RDIMS #4269244</p>	

**Annex F – Performance Measurement Framework**

<b>METRIC</b>	<b>PERFORMANCE STANDARD</b>	<b>ACCEPTABLE QUALITY LEVEL</b>	<b>MONITORING METHOD</b>
Socio-Economic Benefits	For the Contract term, as Canada's priorities evolve, Canada may establish value for money objectives that the Contractor must meet.	To be determined as the objectives are set.	
Contractor Engagement (As set out in Table 1 below)	ITB and VP Obligations fulfilled as per Article 3 of the ITB Terms and Conditions. Overall Contractor involvement (at all levels of the organization).	ITB and VP Contract requirements met. 100% Good (or better).	Annual ITB Report. Day-to-day dealings, business relationship, and participation in PRMs.

## Annex F – Performance Measurement Framework

**Table 1: Contractor Engagement**

ATTRIBUTE	SUPERIOR	GOOD	FAIR	POOR
<p>Transparency:</p> <ul style="list-style-type: none"> <li>-Contractor displays a willingness to communicate freely; and</li> <li>-Contractor willing to share information.</li> </ul>	Always	Often	Rarely	Never
<p>Willingness to deliver:</p> <ul style="list-style-type: none"> <li>-Contractor demonstrates willingness to accommodate and respond to Canada's requests and requirements.</li> </ul>	Always	Often	Rarely	Never
<p>Leadership Involvement:</p> <ul style="list-style-type: none"> <li>-Ensures key management participation; and</li> <li>-Demonstrates collaborative behaviour.</li> </ul>	Always	Often	Rarely	Never
<p>Issue Resolution:</p> <ul style="list-style-type: none"> <li>-Provides prompt identification of clothing issues;</li> <li>-Addresses concerns timely and appropriately; and</li> <li>-Resolves issues reasonably, equitably, and at the lowest possible level.</li> </ul>	Always	Often	Rarely	Never
<p>Initiative and Pro-activeness:</p> <ul style="list-style-type: none"> <li>-Mindful of requirement trends, anticipates change, brings forth issues with recommended resolution.</li> </ul>	Always	Often	Rarely	Never

**Table 1.1: Contractor Engagement – Rating Guide**

RATING	SCORES ACHIEVED
Superior (Pass)	4 attributes or more scoring superior, none fair/poor
Good (Pass)	4 attributes or more scoring good or better, none fair/poor
Fair (Fail)	4 attributes or more scoring fair or better, max 1 poor
Poor (Fail)	2 attributes or more scoring poor

## **Annex F – Performance Measurement Framework**

### **APPENDIX 3**

#### **Performance Incentive Metrics – Evaluation Criteria**

##### **PIM 1: Continuous improvement initiatives**

Description: This indicator measures the value of the cost saving / avoidance from current spending, as described in the Continuous Improvements Proposals (CDRL 022 and its associated DID, PM 022). Over the duration of the Contract, it is expected that the Contractor will gain in efficiencies to propose cost reduction and gain sharing initiatives. For example, the Contractor can propose initiatives to reduce the following costs, but not limited to, the Line Item Unit Costs (LIUC), Management Fee (MF), delivery fees and hourly rates.

Value: Financial incentive payments will be addressed as per Continuous Improvement Incentives, section 9.1 of Annex B – Basis of Payment.

Source of data: Continuous Improvements Proposals and real cost savings.

##### **PIM 2: Aboriginal procurement**

Description: Canada aims to foster the participation of Aboriginal businesses in this Contract. This indicator measures the percentage of the annual Aboriginal procurement based on the annual value of the Contract.

Source of data: Aboriginal Procurement report (CDRL 023 and its associated DID, PM 023).

Calculation:

$\% \text{ Aboriginal procurement} = (\text{Annual value of Aboriginal procurement}) / (\text{Annual value of the Contract}) \times 100$ ; where

$\text{Annual value of Aboriginal procurement} (\$) = \sum (\text{Unit cost} \times \text{Quantity})$ , for all items or services procured from an Aboriginal supplier during the reporting year, excluding taxes.

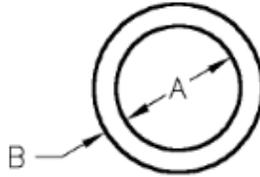
$\text{Annual value of the Contract} (\$) = \text{All cost incurred by DND under the Contract during the reporting period}$  (including cost of goods, management fees, delivery fees, task authorizations value and restocking fees).

## Annex F – Performance Measurement Framework

Value: Financial incentive payments will be addressed as per Aboriginal Procurement Incentives, section 9.2 of Annex B – Basis of Payment.

The financial incentive will be calculated as follow, on an annual basis, up to a maximum of 1% of the annual value of the Contract:

$$\text{Financial incentive (\$)} = \frac{\% \text{ Aboriginal procurement}}{10} \times \text{Annual value of the Contract}$$



CS-PART NO./ N°. DE PIÈCE CS	DIA 'A'/ DIAMÈTRE 'A'	DIA 'B'/ DIAMÈTRE 'B'
CS-104-1		
CS-104-2	0.625	0.125
CS-104-3	0.750	0.156
CS-104-4	0.875	0.156 <sup>+0.030</sup> -0.020
CS-104-5	1.00	0.156
CS-104-6		
CS-104-7		
CS-104-8		
CS-104-9	1.750	0.187

NOTE:

- UNLESS OTHERWISE SPECIFIED:  
METHOD OF FABRICATION SHALL BE FORGED OR FORMED AND WELDED.

NOTA:

- À MOINS D'AVIS CONTRAIRE:  
LA MÉTHODE DE FABRICATION DOIT ÊTRE FORGÉE OU FORMÉE ET SOUDÉE.

MATERIAL: BRASS OR STEEL  
MATÉRIAU: LAITON OU ACIER

FINISH: AS REQUIRED  
FINI: AU BESOIN

TOLÉRANCE:  
UNLESS OTHERWISE SPECIFIED/ SAUF AVIS CONTRAIRE

FRACTIONS ± - DECIMALS/DÉCIMALES ± 0.020 ANGLES ± -

DIMENSIONS IN INCHES / DIMENSIONS EN POUCES

REVISION (A) 11/11/12	(B) TDAN 874470372	CKD APPV'D 88-03-28	(C) TDAN 114470144	APPV'D 2012-01-13
DRAWN BY / DESSINÉ PARHES 14-11-52	DIRECTORATE OF INTER-SERVICE DEVELOPMENT / DIRECTION DES ÉTUDES INTERARMES			CS-104
APPROVED BY / APPROUVÉ PAR	RINGS - SOLID/ ANNEAUX - PLEINS			

NOTICE

THIS DOCUMENTATION DOES NOT  
CONTAIN CONTROLLED GOODS.

AVIS

CETTE DOCUMENTATION NE CONTIENT  
PAS DE MARCHANDISES CONTRÔLÉES

