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## PART 1 - GENERAL INFORMATION

### 1.1 Security Requirements

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

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

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

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

#### 1.1.1 Security Requirements – Canadian Bidders

The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer, hold a valid Designated Organization Screening (DOS), issued by the Contract Security Program (CSP), Public Works and Government Services Canada (PWGSC).

This contract includes access to **Controlled Goods**. Prior to access, the contractor must be registered in the Controlled Goods Program of Public Works and Government Services Canada.

The Contractor/Offeror personnel requiring access to sensitive site(s) must EACH hold a valid RELIABILITY STATUS, granted or approved by the CSP, PWGSC.

Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of the CSP, PWGSC.

The Contractor/Offeror must comply with the provisions of the:

- a) Security Requirements Check List and security guide, attached at Annex "E";
- b) *Industrial Security Manual* (Latest Edition).

#### 1.1.2 Security Requirements – Foreign Bidders

The Canadian Designated Security Authority (Canadian DSA) for industrial security matters in Canada is the Industrial Security Sector (ISS), Public Works and Government Services Canada (PWGSC), administered by International Industrial Security Directorate (IISD), PWGSC. The Canadian DSA is the authority for confirming Contractor compliance with the security requirements for foreign suppliers. The following security requirements apply to the foreign recipient Contractor incorporated or authorized to do business in a jurisdiction other than Canada and delivering outside of Canada the services listed and described in the subsequent contract.

The Foreign recipient Contractor must be from a Country within the North Atlantic Treaty Organization (NATO), the European Union (EU) or from a country with which Canada has an international bilateral security instrument. The Contract Security Program (CSP) has international bilateral security instruments with the countries listed on the following PWGSC website: <http://www.tpsgc-pwgsc.gc.ca/esc-src/international-eng.html>.

The Foreign recipient Contractor must, at all times during the performance of the contract, hold an equivalence to a valid Designated Organization Screening (DOS), issued by the Canadian DSA as follows:

- a) The Foreign recipient Contractor must provide proof that they are incorporated or authorized to do business in their jurisdiction.
- b) The Foreign recipient Contractor must not begin the work, services or performance until the Canadian Designated Security Authority (DSA) is satisfied that all contract security requirement conditions have been met. Canadian DSA confirmation must be provided, in writing, to the foreign recipient Contractor in an Attestation Form, to provide confirmation of compliance and authorization for services to be performed.
- c) The Foreign recipient Contractor must identify an authorized Contract Security Officer (CSO) and an Alternate Contract Security Officer (ACSO) (if applicable) to be responsible for the overseeing of the security requirements, as defined in this contract. This individual will be appointed by the proponent foreign recipient Contractor's Chief Executive officer or Designated Key Senior Official, defined as an owner, officer, director, executive, and or partner who occupy a position which would enable them to adversely affect the organization's policies or practices in the performance of the contract.
- d) The Foreign recipient Contractor must not permit access to Canadian restricted sites, except to its personnel subject to the following conditions:
  - i. Personnel have a need-to-know for the performance of the contract;
  - ii. Personnel have been subject to a Criminal Record Check, with favourable results, from a recognized governmental agency or private sector organization in their country as well as a Background Verification, validated by the Canadian DSA;
  - iii. The Foreign recipient Contractor must ensure that personnel provide consent to share results of the Criminal Record and Background Checks with the Canadian DSA and other Canadian Government Officials, if requested; and
  - iv. The Government of Canada reserves the right to deny access to Canadian restricted sites to a foreign recipient Contractor/Subcontractor for cause.

The foreign recipient Contractor/Subcontractor requiring access to Canadian restricted sites, under this contract/subcontract, must submit a Request for Site Access to the Departmental Security Officer of the Department of National Defence Canada.

In the event that a Foreign recipient Contractor is chosen as a supplier for this contract, subsequent country-specific foreign security requirement clauses must be generated and promulgated by the Canadian DSA, and provided to the Government of Canada Contracting Authority, to ensure compliance with the security provisions, as defined by the Canadian DSA, in relation to equivalencies.

Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of the Canadian DSA.

The Foreign recipient Contractor must comply with the provisions of the Security Requirements Check List attached at Annex "E".

## **1.2 Statement of Work**

The Work to be performed is detailed under Annex "A" of the resulting contract clauses.

## **1.3 Debriefings**

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

#### **1.4 National Security Exception**

The national security exceptions provided for in the trade agreements have been invoked; therefore, this procurement is excluded from all of the obligations of all the trade agreements.

##### **1.4.1 Restriction of Bid/Work**

In order to submit a bid proposal, Bidders must currently operate in and complete all of the work in one of the countries listed on the Automatic Firearms Country Control List (<https://laws-lois.justice.gc.ca/eng/regulations/SOR-91-575/FullText.html>) or be a current and active member of the North Atlantic Treaty Organization (NATO) as listed at [https://www.nato.int/cps/en/natohq/nato\\_countries.htm](https://www.nato.int/cps/en/natohq/nato_countries.htm)

#### **1.5 epost Connect service**

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

#### **1.6 Phased Bid Compliance**

The Phased Bid Compliance Process (PBCP) applies to this requirement.

#### **1.7 Canadian Content**

This procurement is subject to the Canadian Content Policy and is conditionally limited to Canadian origin services.

## PART 2 - BIDDER INSTRUCTIONS

### 2.1 Standard Instructions, Clauses and Conditions

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

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

The 2003 2020-05-28 Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

The 2003 standard instructions is amended as follows:

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

**Delete:** 60 days  
**Insert:** 365 days

### 2.2 epost Connect

Due to the restrictions and complications resulting from COVID-19, bids must be submitted by using the [epost Connect service](#) provided by Canada Post Corporation. Hard copy or facsimile bids will not be accepted.

PWGSC, National Capital Region: The only acceptable email address to use with epost Connect for responses to bid solicitations issued by PWGSC headquarters is:

[tpsgc.dgareceptiondессoumissions-abbidreceiving.pwgsc@tpsgc-pwgsc.gc.ca](mailto:tpsgc.dgareceptiondессoumissions-abbidreceiving.pwgsc@tpsgc-pwgsc.gc.ca)

To submit a bid using epost Connect service, the Bidder must either:

- a) send directly its bid only to the specified PWGSC Bid Receiving Unit, using its own licensing agreement for epost Connect provided by Canada Post Corporation; or
- b) send as early as possible, and in any case, at least six business days prior to the solicitation closing date and time, (in order to ensure a response), an email that includes the bid solicitation number to the specified PWGSC Bid Receiving Unit requesting to open an epost Connect conversation. Requests to open an epost Connect conversation received after that time may not be answered.

If the Bidder sends an email requesting epost Connect service to the specified Bid Receiving Unit in the bid solicitation, an officer of the Bid Receiving Unit will then initiate an epost Connect conversation. The epost Connect conversation will create an email notification from Canada Post Corporation prompting the Bidder to access and action the message within the conversation. The Bidder will then be able to transmit its bid afterward at any time prior to the solicitation closing date and time.

If the Bidder is using its own licensing agreement to send its bid, the Bidder must keep the epost Connect conversation open until at least 30 business days after the solicitation closing date and time.

The bid solicitation number should be identified in the epost Connect message field of all electronic transfers.

It should be noted that the use of epost Connect service requires a Canadian mailing address. Should a bidder not have a Canadian mailing address, they may use the Bid Receiving Unit address specified in the solicitation in order to register for the epost Connect service.

For bids transmitted by epost Connect service, Canada will not be responsible for any failure attributable to the transmission or receipt of the bid including, but not limited to, the following:

- a) receipt of a garbled, corrupted or incomplete bid;
- b) availability or condition of the epost Connect service;
- c) incompatibility between the sending and receiving equipment;
- d) delay in transmission or receipt of the bid;
- e) failure of the Bidder to properly identify the bid;
- f) illegibility of the bid;
- g) security of bid data; or,
- h) inability to create an electronic conversation through the epost Connect service.

The Bid Receiving Unit will send an acknowledgement of the receipt of bid document(s) via the epost Connect conversation, regardless of whether the conversation was initiated by the supplier using its own license or the Bid Receiving Unit. This acknowledgement will confirm only the receipt of bid document(s) and will not confirm if the attachments may be opened nor if the content is readable.

Bidders must ensure that they are using the correct email address for the Bid Receiving Unit when initiating a conversation in epost Connect or communicating with the Bid Receiving Unit and should not rely on the accuracy of copying and pasting the email address into the epost Connect system.

A bid transmitted by epost Connect service constitutes the formal bid of the Bidder and must be submitted in accordance with section 05.

### **2.3 Submission of Bids**

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

### **2.4 Former Public Servant - Competitive Bid**

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

#### Definitions

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

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

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

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

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

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

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

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

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

#### Work Force Adjustment Directive

Is the Bidder a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive? Yes ( ) No ( )

If so, the Bidder must provide the following information:

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

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

## **2.5 Enquiries - Bid Solicitation**

All enquiries must be submitted in writing to the Contracting Authority no later than 10 calendar days before the bid closing date. Enquiries received after that time may not be answered.

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



request that the Bidder do so, so that the proprietary nature of the question(s) is eliminated, and the enquiry can be answered to all Bidders. Enquiries not submitted in a form that can be distributed to all Bidders may not be answered by Canada.

## 2.6 Applicable Laws

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

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

## 2.7 Controlled Goods Program- Bid

As the resulting contract will require the production of or access to controlled goods that are subject to the [Defence Production Act](#), R.S. 1985, c. D-1, bidders are advised that within Canada only persons who are registered, exempt or excluded under the Controlled Goods Program (CGP) are lawfully entitled to examine, possess or transfer controlled goods. Details on how to register under the CGP are available at: [Controlled Goods Program](#) and registration is carried out as follows:

- a) When the bid solicitation includes controlled goods information or technology, the Bidder must be registered, exempt or excluded under the CGP before receiving the bid solicitation. Requests for technical data packages or specifications related to controlled goods should be made in writing to the Contracting Authority identified in the bid solicitation and must contain the CGP registration number or written proof of exemption or exclusion of the Bidder and of any other person to whom the Bidder will give access to the controlled goods.
- b) When the bid solicitation does not include controlled goods information or technology but the resulting contract requires the production of or access to controlled goods, the successful Bidder and any subcontractor who will be producing or accessing controlled goods must be registered, exempt or excluded under the CGP before examining, possessing or transferring controlled goods.
- c) When the successful Bidder and any subcontractor proposed to examine, possess or transfer controlled goods are not registered, exempt or excluded under the CGP at time of contract award, the successful Bidder and any subcontractor must, within seven (7) working days from receipt of written notification of contract award, ensure that the required application(s) for registration or exemption are submitted to the CGP. No examination, possession or transfer of controlled goods must be performed until the successful Bidder has provided proof, satisfactory to the Contracting Authority that the successful Bidder and any subcontractor are registered, exempt, or excluded under the CGP.

Failure to provide proof, satisfactory to the Contracting Authority, that the successful Bidder and any subcontractor are registered, exempt or excluded under the CGP, within thirty (30) days from receipt of written notification of contract award, will be considered a default under the resulting contract except to the extent that Canada is responsible for the failure due to delay in processing the application.

Bidders are advised that all information on the Application for Registration (or exemption) Form will be verified and errors or inaccuracies may cause significant delays and/or result in denial of registration or exemption.

## 2.8 Substantial Information

Bidders must demonstrate their compliance with the following sections of the bid solicitation by providing substantial information describing completely and in detail how the requirement is met or addressed. Bidders must provide with their technical bid, a document indicating clearly where the substantial information for each of the sections identified below can be found.

- a) Annex "A" – Statement of Work

## **2.9 Environmental Protection**

Provided that such measures are not applied in a manner that would constitute a means of arbitrary or unjustifiable discrimination toward Bidders, Canada reserves the right to reject any bid that it considers to be a threat to pose harm to human, animal or plant life or health.

## **2.10 Canadian Content**

SAAC Manual Clause A3050T 2020-07-01, Canadian Content Definition

## **PART 3 - BID PREPARATION INSTRUCTIONS**

### **3.1 Bid Preparation Instructions**

Canada requests that the Bidder submit its bid in accordance with section 08 of the 2003 standard instructions. The epost Connect system has a limit of 1GB per single message posted and a limit of 20GB per conversation.

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

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

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

#### **Section I: Technical Bid**

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

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

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

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

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

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

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

##### **3.1.2 Pricing**

Bidders must submit their financial bid as follows:

- a. Bids must be Firm prices submitted in Canadian dollars.
- b. Pricing must only appear in the financial bid and must not appear in any other part of the Bidder's proposal.

##### **3.1.3 Exchange Rate Fluctuation**

SACC Manual Clause C3011T 2013-11-06, Exchange Rate Fluctuation

#### **Section III: Certifications**

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

#### **Section IV: Additional Information**

##### **3.1.4 Bidder's Proposed Sites or Premises Requiring Safeguarding Measures**

As indicated in Part 1 under Security Requirements, the Bidder must provide the full addresses of the Bidder's and proposed individuals sites or premises for which safeguarding measures are required for Work Performance:

Street Number / Street Name, Unit / Suite / Apartment Number  
City, Province, Territory / State  
Postal Code / Zip Code  
Country

The Company Security Officer must ensure through the Contract Security Program that the Contractor and individuals hold a valid security clearance at the required level, as indicated in Part 1, clause 1.1, Security Requirements.

## **PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION**

### **4.1 Evaluation Procedures**

Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria.

An evaluation team composed of representatives of Canada will evaluate the bids.

#### **4.1.1 Evaluation Procedures for Procurement Conditionally Limited to Canadian Content**

SACC Manual Clause A3070T 2020-07-30, Evaluation Procedures for Procurement Conditionally Limited to Canadian Content

#### **4.1.2 Technical Evaluation**

##### **4.1.2.1 Mandatory Technical Criteria**

All items identified in Annex "C" – Bid Evaluation must be proven to be compliant for a bid to be determined successful.

#### **4.1.3 Financial Evaluation**

SACC Manual Clause A0220T 2014-06-26, Evaluation of Price

### **4.2 Phased Bid Compliance**

#### **4.2.1 Phased Bid Compliance Process**

##### **4.2.1.1 (2018-07-19) General**

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

THE BIDDER ACKNOWLEDGES THAT THE REVIEWS IN PHASE I AND II OF THIS PBCP ARE PRELIMINARY AND DO NOT PRECLUDE A FINDING IN PHASE III THAT THE BID IS NON-RESPONSIVE, EVEN FOR MANDATORY REQUIREMENTS WHICH WERE SUBJECT TO REVIEW IN PHASE I OR II AND NOTWITHSTANDING THAT THE BID HAD BEEN FOUND RESPONSIVE IN SUCH EARLIER PHASE. CANADA MAY DEEM A BID TO BE NON-RESPONSIVE TO A MANDATORY REQUIREMENT AT ANY PHASE.

THE BIDDER ALSO ACKNOWLEDGES THAT ITS RESPONSE TO A NOTICE OR A COMPLIANCE ASSESSMENT REPORT (CAR) (EACH DEFINED BELOW) IN PHASE I OR II MAY NOT BE SUCCESSFUL IN RENDERING ITS BID RESPONSIVE TO THE MANDATORY REQUIREMENTS THAT ARE THE SUBJECT OF THE NOTICE OR CAR, AND MAY RENDER ITS BID NON-RESPONSIVE TO OTHER MANDATORY REQUIREMENTS.

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

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

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

#### 4.2.1.2 (2018-03-13) Phase I: Financial Bid

- a) After the closing date and time of this bid solicitation, Canada will examine the Bid to determine whether it includes a Financial Bid and whether any Financial Bid includes all information required by the solicitation. Canada's review in Phase I will be limited to identifying whether any information that is required under the bid solicitation to be included in the Financial Bid is missing from the Financial Bid. This review will not assess whether the Financial Bid meets any standard or is responsive to all solicitation requirements.
- b) Canada's review in Phase I will be performed by officials of the Department of Public Works and Government Services.
- c) If Canada determines, in its absolute discretion that there is no Financial Bid or that the Financial Bid is missing all of the information required by the bid solicitation to be included in the Financial Bid, then the Bid will be considered non-responsive and will be given no further consideration.
- d) For Bids other than those described in c), Canada will send a written notice to the Bidder ("Notice") identifying where the Financial Bid is missing information. A Bidder, whose Financial Bid has been found responsive to the requirements that are reviewed at Phase I, will not receive a Notice. Such Bidders shall not be entitled to submit any additional information in respect of their Financial Bid.
- e) The Bidders who have been sent a Notice shall have the time period specified in the Notice (the "Remedy Period") to remedy the matters identified in the Notice by providing to Canada, in writing, additional information or clarification in response to the Notice. Responses received after the end of the Remedy Period will not be considered by Canada, except in circumstances and on terms expressly provided for in the Notice.
- f) In its response to the Notice, the Bidder will be entitled to remedy only that part of its Financial Bid which is identified in the Notice. For instance, where the Notice states that a required line item has been left blank, only the missing information may be added to the Financial Bid, except that, in those instances where the addition of such information will necessarily result in a change to other calculations previously submitted in its Financial Bid, (for example, the calculation to determine a total price), such necessary adjustments shall be identified by the Bidder and only these

adjustments shall be made. All submitted information must comply with the requirements of this solicitation.

- g) Any other changes to the Financial Bid submitted by the Bidder will be considered to be new information and will be disregarded. There will be no change permitted to any other Section of the Bidder's Bid. Information submitted in accordance with the requirements of this solicitation in response to the Notice will replace, in full, only that part of the original Financial Bid as is permitted above, and will be used for the remainder of the bid evaluation process.
- h) Canada will determine whether the Financial Bid is responsive to the requirements reviewed at Phase I, considering such additional information or clarification as may have been provided by the Bidder in accordance with this Section. If the Financial Bid is not found responsive for the requirements reviewed at Phase I to the satisfaction of Canada, then the Bid shall be considered non-responsive and will receive no further consideration.
- i) Only Bids found responsive to the requirements reviewed in Phase I to the satisfaction of Canada, will receive a Phase II review.

#### 4.2.1.3 (2018-03-13) Phase II: Technical Bid

- a) Canada's review at Phase II will be limited to a review of the Technical Bid to identify any instances where the Bidder has failed to meet any Eligible Mandatory Criterion. This review will not assess whether the Technical Bid meets any standard or is responsive to all solicitation requirements. Eligible Mandatory Criteria are all mandatory technical criteria that are identified in this solicitation as being subject to the PBCP. Mandatory technical criteria that are not identified in the solicitation as being subject to the PBCP, will not be evaluated until Phase III.
- b) Canada will send a written notice to the Bidder (Compliance Assessment Report or "CAR") identifying any Eligible Mandatory Criteria that the Bid has failed to meet. A Bidder whose Bid has been found responsive to the requirements that are reviewed at Phase II will receive a CAR that states that its Bid has been found responsive to the requirements reviewed at Phase II. Such Bidder shall not be entitled to submit any response to the CAR.
- c) A Bidder shall have the period specified in the CAR (the "Remedy Period") to remedy the failure to meet any Eligible Mandatory Criterion identified in the CAR by providing to Canada in writing additional or different information or clarification in response to the CAR. Responses received after the end of the Remedy Period will not be considered by Canada, except in circumstances and on terms expressly provided for in the CAR.
- d) The Bidder's response must address only the Eligible Mandatory Criteria listed in the CAR as not having been achieved, and must include only such information as is necessary to achieve such compliance. Any additional information provided by the Bidder which is not necessary to achieve such compliance will not be considered by Canada, except that, in those instances where such a response to the Eligible Mandatory Criteria specified in the CAR will necessarily result in a consequential change to other parts of the Bid, the Bidder shall identify such additional changes, provided that its response must not include any change to the Financial Bid.
- e) The Bidder's response to the CAR should identify in each case the Eligible Mandatory Criterion in the CAR to which it is responding, including identifying in the corresponding section of the original Bid, the wording of the proposed change to that section, and the wording and location in the Bid of any other consequential changes that necessarily result from such change. In respect of any such consequential change, the Bidder must include a rationale explaining why such consequential change is a necessary result of the change proposed to meet the Eligible Mandatory Criterion. It is not up to Canada to revise the Bidder's Bid, and failure of the Bidder to do so in accordance with this subparagraph is at the Bidder's own risk. All submitted information must comply with the requirements of this solicitation.

- f) Any changes to the Bid submitted by the Bidder other than as permitted in this solicitation, will be considered to be new information and will be disregarded. Information submitted in accordance with the requirements of this solicitation in response to the CAR will replace, in full, only that part of the original Bid as is permitted in this Section.
- g) Additional or different information submitted during Phase II permitted by this section will be considered as included in the Bid, but will be considered by Canada in the evaluation of the Bid at Phase II only for the purpose of determining whether the Bid meets the Eligible Mandatory Criteria. It will not be used at any Phase of the evaluation to increase any score that the original Bid would achieve without the benefit of such additional or different information. For instance, an Eligible Mandatory Criterion that requires a mandatory minimum number of points to achieve compliance will be assessed at Phase II to determine whether such mandatory minimum score would be achieved with such additional or different information submitted by the Bidder in response to the CAR. If so, the Bid will be considered responsive in respect of such Eligible Mandatory Criterion, and the additional or different information submitted by the Bidder shall bind the Bidder as part of its Bid, but the Bidder's original score, which was less than the mandatory minimum for such Eligible Mandatory Criterion, will not change, and it will be that original score that is used to calculate any score for the Bid.
- h) Canada will determine whether the Bid is responsive for the requirements reviewed at Phase II, considering such additional or different information or clarification as may have been provided by the Bidder in accordance with this Section. If the Bid is not found responsive for the requirements reviewed at Phase II to the satisfaction of Canada, then the Bid shall be considered non-responsive and will receive no further consideration.
- i) Only Bids found responsive to the requirements reviewed in Phase II to the satisfaction of Canada, will receive a Phase III evaluation.

#### 4.2.1.4 (2018-03-13) Phase III: Final Evaluation of the Bid

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

### 4.2.2 (2017-07-31) Technical Evaluation

#### 4.2.2.1 (2017-07-31) Mandatory Technical Criteria

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

### 4.3 Basis of Selection

#### 4.3.1 Basis of Selection - Mandatory Technical Criteria

To be declared responsive, a bid must:

- a) comply with all the requirements of the Request for Proposal; and
- b) meet all mandatory technical and financial evaluation criteria.

Bids not meeting (a) or (b) will be declared non-responsive.



## **PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION**

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

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

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

### **5.1 Certifications Required with the Bid**

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

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

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

#### **5.1.2 Canadian Content Certification**

This procurement is conditionally limited to Canadian services.

Subject to the evaluation procedures contained in the bid solicitation, bidders acknowledge that only bids with a certification that the service offered is a Canadian service, as defined in clause A3050T, may be considered.

Failure to provide this certification completed with the bid will result in the service offered being treated as a non-Canadian service.

The Bidder certifies that:

( ) the service offered is a Canadian service as defined in paragraph 2 of clause A3050T.

### **5.2 Certifications Precedent to Contract Award and Additional Information**

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

#### **5.2.1 Integrity Provisions – Required Documentation**

In accordance with the section titled Information to be provided when bidding, contracting or entering into a real procurement agreement of the [Ineligibility and Suspension Policy](https://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html) (<https://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>), the Bidder must provide the required documentation, as applicable, to be given further consideration in the procurement process.

#### **5.2.2 Federal Contractors Program for Employment Equity - Bid Certification**

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "FCP Limited Eligibility to Bid" list available at the bottom of the page of the [Employment and Social Development Canada \(ESDC\)](#) -

Labour's website (<https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#>)

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

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

The Bidder must provide the Contracting Authority with a completed annex titled Federal Contractors Program for Employment Equity - Certification, before contract award. If the Bidder is a Joint Venture, the Bidder must provide the Contracting Authority with a completed annex Federal Contractors Program for Employment Equity - Certification, for each member of the Joint Venture.

## PART 6 - RESULTING CONTRACT CLAUSES

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

### 6.1 Security Requirements

The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer, hold a valid Designated Organization Screening (DOS), issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).

This contract includes access to **Controlled Goods**. Prior to access, the contractor must be registered in the Controlled Goods Program of Public Works and Government Services Canada (PWGSC).

The Contractor/Offeror personnel requiring access to sensitive work site(s) must EACH hold a valid RELIABILITY STATUS, granted or approved by CISD/PWGSC.

Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/PWGSC.

The Contractor/Offeror must comply with the provisions of the:

- a) Security Requirements Check List and security guide (if applicable), attached at Annex "E";
- b) *Industrial Security Manual* (Latest Edition).

#### 6.1.1 Security Requirements – Canadian Countries

The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer, hold a valid Designated Organization Screening (DOS), issued by the Contract Security Program (CSP), Public Works and Government Services Canada (PWGSC).

This contract includes access to **Controlled Goods**. Prior to access, the contractor must be registered in the Controlled Goods Program of Public Works and Government Services Canada

The Contractor/Offeror personnel requiring access to sensitive site(s) must EACH hold a valid RELIABILITY STATUS, granted or approved by the CSP, PWGSC.

Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of the CSP, PWGSC.

The Contractor/Offeror must comply with the provisions of the:

- a) Security Requirements Check List and security guide (if applicable), attached at Annex "E";
- b) *Industrial Security Manual* (Latest Edition).

#### 6.1.2 Security Requirements – Foreign Countries

The Canadian Designated Security Authority (Canadian DSA) for industrial security matters in Canada is the Industrial Security Sector (ISS), Public Works and Government Services Canada (PWGSC), administered by International Industrial Security Directorate (IISD), PWGSC. The Canadian DSA is the authority for confirming Contractor compliance with the security requirements for foreign suppliers. The following security requirements apply to the foreign recipient Contractor incorporated or authorized to do business in a jurisdiction other than Canada and delivering outside of Canada the services listed and described in the subsequent contract.

The Foreign recipient Contractor must be from a Country within the North Atlantic Treaty Organization (NATO), the European Union (EU) or from a country with which Canada has an international bilateral security instrument.

The Contract Security Program (CSP) has international bilateral security instruments with the countries listed on the following PWGSC website: <http://www.tpsgc-pwgsc.gc.ca/esc-src/international-eng.html>.

The Foreign recipient Contractor must, at all times during the performance of the contract, hold an equivalence to a valid Designated Organization Screening (DOS), issued by the Canadian DSA as follows:

- a) The Foreign recipient Contractor must provide proof that they are incorporated or authorized to do business in their jurisdiction.
- b) The Foreign recipient Contractor must not begin the work, services or performance until the Canadian Designated Security Authority (DSA) is satisfied that all contract security requirement conditions have been met. Canadian DSA confirmation must be provided, in writing, to the foreign recipient Contractor in an Attestation Form, to provide confirmation of compliance and authorization for services to be performed.
- c) The Foreign recipient Contractor must identify an authorized Contract Security Officer (CSO) and an Alternate Contract Security Officer (ACSO) (if applicable) to be responsible for the overseeing of the security requirements, as defined in this contract. This individual will be appointed by the proponent foreign recipient Contractor's Chief Executive officer or Designated Key Senior Official, defined as an owner, officer, director, executive, and or partner who occupy a position which would enable them to adversely affect the organization's policies or practices in the performance of the contract.
- d) The Foreign recipient Contractor must not permit access to Canadian restricted sites, except to its personnel subject to the following conditions:
  - i. Personnel have a need-to-know for the performance of the contract;
  - ii. Personnel have been subject to a Criminal Record Check, with favourable results, from a recognized governmental agency or private sector organization in their country as well as a Background Verification, validated by the Canadian DSA;
  - iii. The Foreign recipient Contractor must ensure that personnel provide consent to share results of the Criminal Record and Background Checks with the Canadian DSA and other Canadian Government Officials, if requested; and
  - iv. The Government of Canada reserves the right to deny access to Canadian restricted sites to a foreign recipient Contractor/Subcontractor for cause.

The foreign recipient Contractor/Subcontractor requiring access to Canadian restricted sites, under this contract/subcontract, must submit a Request for Site Access to the Departmental Security Officer of the Department of National Defence Canada.

In the event that a Foreign recipient Contractor is chosen as a supplier for this contract, subsequent country-specific foreign security requirement clauses must be generated and promulgated by the Canadian DSA, and provided to the Government of Canada Contracting Authority, to ensure compliance with the security provisions, as defined by the Canadian DSA, in relation to equivalencies.

Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of the Canadian DSA.

The Foreign recipient Contractor must comply with the provisions of the Security Requirements Check List attached at Annex "E".

## **6.2 Statement of Work**

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

## **6.3 Standard Clauses and Conditions**

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

### 6.3.1 General Conditions

2010C 2020-05-28, General Conditions - Services (Medium Complexity) apply to and form part of the Contract

## 6.4 Term of Contract

### 6.4.1 Period of the Contract

The period of the Contract is from date of Contract to *(to be completed before contract award)* inclusive.

## 6.5 Authorities

### 6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Darren Langdon  
Supply Team Leader  
Public Works and Government Services Canada  
Acquisitions Branch  
Defence and Marine Procurement Branch  
975 Boul-Saint Joseph  
Gatineau, QC  
K1A 0K2

Telephone: 819-939-0951  
E-mail address: [Darren.langdon@tpsgc-pwgsc.gc.ca](mailto:Darren.langdon@tpsgc-pwgsc.gc.ca)

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

### 6.5.2 Procurement Authority

The Procurement Authority for the Contract is:  
*(To be completed prior to Contract award)*

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

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

### 6.5.3 Technical Authority

The Technical Authority for the Contract is:  
(To be completed prior to Contract award)

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

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

### 6.5.4 Contractor's Representative

(To be completed prior to Contract award)

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

## 6.6 Proactive Disclosure of Contracts with Former Public Servants

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

## 6.7 Payment

### 6.7.1 Basis of Payment

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

### 6.7.2 Limitation of Price

SACC Manual clause C6000C 2017-08-17, Limitation of Price

### 6.7.3 SACC Manual Clauses

SACC Manual clause H1001C 2008-05-12 Multiple Payments

### 6.7.4 Electronic Payment of Invoices – Contract

(To be completed prior to Contract award)

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

- a) Visa Acquisition Card;
- b) MasterCard Acquisition Card;
- c) Direct Deposit (Domestic and International);
- d) Electronic Data Interchange (EDI);
- e) Wire Transfer (International Only);
- f) Large Value Transfer System (LVTs) (Over \$25M).

## **6.8 Liquidated Damages**

If the Contractor fails to remove all CRV7 Rocket Motors from CFAD Dundurn within the time specified in the Contract, the Contractor agrees to pay to Canada liquidated damages in the amount of \$150.00 CAD for each calendar day of delay. The total amount of the liquidated damages must not exceed 10.00 percent of the contract price.

If the Contractor fails to demilitarize and dispose of all CRV7 Rocket Motors removed from CFAD Dundurn within the time specified in the Contract, the Contractor agrees to pay to Canada liquidated damages in the amount of \$177.82 CAD for each calendar day of delay. The total amount of the liquidated damages must not exceed 10.00 percent of the contract price.

Canada and the Contractor agree that the amount stated above is their best pre-estimate of the loss to Canada in the event of such a failure, and that it is not intended to be, nor is it to be interpreted as, a penalty. Canada will have the right to hold back, drawback, deduct or set off from and against the amounts of any monies owing at any time by Canada to the Contractor, any liquidated damages owing and unpaid under this section.

Nothing in this section must be interpreted as limiting the rights and remedies which Canada may otherwise have under the Contract.

## **6.9 Invoicing Instructions**

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

Invoices must be distributed as follows:

- a) The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.
- b) One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.

### **6.9.1 Inspection and Acceptance**

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

## **6.10 Certifications and Additional Information**

### **6.10.1 Compliance**

Unless specified otherwise, the continuous compliance with the certifications provided by the Contractor in its bid or precedent to contract award, and the ongoing cooperation in providing additional information are

conditions of the Contract and failure to comply will constitute the Contractor in default. Certifications are subject to verification by Canada during the entire period of the Contract.

#### **6.10.2 Federal Contractors Program for Employment Equity - Default by the Contractor**

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

#### **6.10.3 Canadian Content Certification**

SACC Manual clause A3060C 2008-05-12 Canadian Content Certification

#### **6.11 Applicable Laws**

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

#### **6.12 Priority of Documents**

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

- a. the Articles of Agreement;
- b. the general conditions 2010C 2018-06-21, General Conditions - Services (Medium Complexity);
- c. Annex "A", Statement of Work;
- d. Annex "E", Security Requirements Check List;
- e. the Contractor's bid dated \_\_\_\_\_

#### **6.13 Defence Contract**

SACC Manual clause A9006C 2012-07-16, Defence Contract

#### **6.14 SACC Manual Clauses**

SACC Manual clause A9062C 2011-05-16, Canadian Forces Site Regulations  
SACC Manual clause A1009C 2008-05-12, Work Site Access  
SACC Manual clause A9131C 2020-11-19, Controlled Goods Program  
SACC Manual clause D2025C 2017-08-17, Wood packaging materials

#### **6.15 Quality**

*(To be completed prior to Contract award)*

SACC Manual clause D5510C 2017-08-17, Quality assurance authority (Department of National Defence):  
Canadian-based contractor

OR

SACC Manual clause D5515C 2010-01-11, Quality Assurance Authority (Department of National Defence) -  
Foreign-based and United States Contractor

#### **6.15.1 ISO 9001:2015 - Quality Management Systems**



SACC Manual clause D5540C 2019-05-30, ISO 9001:2015 Quality Management Systems - Requirements (Quality Assurance Code Q) is incorporated by reference and form part of this contract.

#### **6.15.2 Release Documents**

*(To be completed prior to Contract award)*

SACC Manual clause D5606C 2017-11-28, Release Documents - Canadian-based Contractor, is incorporated by reference and form part of this contract.

OR

SACC Manual clause D5605C 2010-01-11, Release Documents - United States-based Contractor, is incorporated by reference and form part of this contract.

OR

SACC Manual clause D5604C 2008-12-12, Release Documents - Foreign-based Contractor, is incorporated by reference and form part of this contract.

#### **6.15.3 Release Documents – Distribution**

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

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

National Defence Headquarters  
Mgen George R. Pearkes Building  
101 Colonel By Drive  
Ottawa, Ontario, K1A 0K2  
Attention: DLP X-X-X

- a) One (1) copy to the Quality Assurance Representative;
- b) One (1) copy to the Contractor; and
- c) For all non-Canadian contractors, one (1) copy to:

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

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

#### **6.16 Environmental Impairment Liability Insurance**

The Contractor must obtain Contractors Pollution Liability insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence and in the annual aggregate.

If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.

The Contractors Pollution Liability policy must include the following:

- a) **Additional Insured:** Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada as additional insured should read as follows: Canada, represented by Public Works and Government Services Canada.
- b) **Notice of Cancellation:** The Contractor will provide the Contracting Authority thirty (30) days prior written notice of policy cancellation or any changes to the insurance policy.
- c) **Separation of Insureds:** The policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
- d) **Contractual Liability:** The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
- e) **Incidental Transit Extension:** The policy must extend to losses arising from any waste, products or materials transported, shipped, or delivered via any transportation mode to a location beyond the boundaries of a site at which the Contractor or any entity for which the Contractor is legally liable is performing or has performed the operations described in the contract.
- f) **Litigation Rights:** Pursuant to subsection 5(d) of the Department of Justice Act, S.C. 1993, c. J-2, s.1, if a suit is instituted for or against Canada which the Insurer would, but for this clause, have the right to pursue or defend on behalf of Canada as an Additional Named Insured under the insurance policy, the Insurer must promptly contact the Attorney General of Canada to agree on the legal strategies by sending a letter, by registered mail or by courier, with an acknowledgement of receipt.

**For the province of Quebec, send to:**

Director Business Law Directorate,  
Quebec Regional Office (Ottawa),  
Department of Justice,  
284 Wellington Street, Room SAT-6042,  
Ottawa, Ontario, K1A 0H8

**For other provinces and territories, send to:**

Senior General Counsel,  
Civil Litigation Section,  
Department of Justice  
234 Wellington Street, East Tower  
Ottawa, Ontario K1A 0H8

A copy of the letter must be sent to the Contracting Authority. Canada reserves the right to co-defend any action brought against Canada. All expenses incurred by Canada to co-defend such actions will be at Canada's expense. If Canada decides to co-defend any action brought against it, and Canada does not agree to a proposed settlement agreed to by the Contractor's insurer and the plaintiff(s) that would result in the settlement or dismissal of the action against Canada, then Canada will be responsible to the Contractor's insurer for any difference between the proposed settlement amount and the amount finally awarded or paid to the plaintiffs (inclusive of costs and interest) on behalf of Canada

## ANNEX "A" – Statement of Work



### 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.

## 1. SCOPE

The Department of National Defence (DND) has a requirement for the Destruction, Demilitarization and disposal of the Canadian Rocket Vehicle (CRV7) Rocket Motors.

### 1.1. Purpose

The purpose of this Statement of Work (SOW) is to describe the requirements and work effort required from the Contractor to collect, transport, Destroy, Demilitarize, recycle and dispose of CRV7 Rocket Motors, including Residual Materials and packaging materials, in an environmentally sound manner that is approved by the Authority Having Jurisdiction (AHJ).

### 1.2. Background

1.2.1. CRV7 Rocket Weapon System (including the rocket motors, launchers and warheads) was introduced into the Canadian Armed Forces (CAF) service in the 1970s. The entire inventory of rocket motors was shelf-life expired and declared surplus in 2000; it was removed from the DND/CAF serviceable inventory in 2005 and made available for disposal by Destruction.

1.2.2. In Canada, CRV7 Rocket Motors are Controlled Goods, subject to the *Defence Production Act*, *Explosives Act*, *Transportation of Dangerous Goods Act, 1992*, *Export and Import Permits Act*, and regulations associated with the aforementioned Acts.

1.2.3. Motor tube of CRV7 Rocket Motors is lined with Roll-Form Butadiene insulation, consisting of 70% chrysotile asbestos encapsulated in a carboxyl-terminated polybutadiene matrix; CRV7 Rocket Motors are therefore also subject to the *Canada Labour Code*, *Canadian Environmental Protection Act, 1999* and regulations associated with the aforementioned Acts.

### 1.3. CRV7 Rocket Motors

1.3.1. This SOW includes three types of CRV7 Rocket Motors:

- a. Intact (live);
- b. Expended (functioned); and
- c. Dummy (inert).

Master Equipment List of Intact rocket motors is provided in Appendix 1. Warnings and packaging configurations information of CRV7 Rocket Motors are provided in Appendix 2.

1.3.2. Intact CRV7 Rocket Motors (hereinafter referred to as "Intact CRV7"). These are rocket motors that have never been used and are still packaged in their original fibre shipping tube and wirebound boxes.

UN Number:	0186
Proper Shipping Name:	ROCKET MOTORS
Hazard Classification Code (HCC):	1.3C

NSN	1340-21-873-0058	1340-21-881-8213
Description	Rocket Motor 2.75 inch (70 mm) RLU-5001/B (C14)	Rocket Motor 2.75 inch (70 mm) RLU-5002/B (C15)
Motor physical data	Weight: 6.6 kg (14.6 lb) Length: 103.6 cm (40.8 in) Diameter: 70 mm (2.75 in)	Weight: 6.38 kg (14.1 lb) Length: 103.6 cm (40.8 in) Diameter: 70 mm (2.75 in)
Propellant	4.3 kg (9.48 lb) of case-bonded solid propellant grain that is formulated from hydroxyl-terminated polybutadiene binder, aluminum fuel, ammonium perchlorate and ferric oxide catalyst.	4.13 kg (9.11 lb) of case-bonded solid propellant grain that is formulated the same as C14 except there is the absence of aluminum fuel.

<b>NSN</b>	<b>1340-21-873-0058</b>	<b>1340-21-881-8213</b>
Igniter Charge Weight	Contains lead (Pb) and 8.2 g (0.29 oz) of boron-potassium nitrate (BKNO <sub>3</sub> ) pellets.	Contains lead (Pb) and 7 g (0.25 oz) of BKNO <sub>3</sub> pellets.
Number of LOTs	6	352
Quantity	326	82,977
Wood Packaging – ISPM 15 Compliant	No	No

1.3.3. Expended CRV7 Rocket Motors (hereinafter referred to as “CRV7 MS”). These are Munition Scrap of rocket motors recovered from static firing and range operations. Test results from Defence Research and Development Canada (DRDC) indicated the presence of chrysotile asbestos in the motor tube, along with trace amounts of ammonium perchlorate, dioxins and furans (References 2.2.a and 2.2.c).

UN Number: 0349  
Proper Shipping Name: Explosives, N.O.S.  
Hazard Classification Code (HCC): 1.4S

Description	Munition Scrap of RLU-5002/B (C15) recovered from static firing.	Munition Scrap of RLU-5001/B (C14) and RLU-5002/B (C15) recovered from static firing and range operations.
Packaging	Gap filler foam* inside the motor tube and bagged in no less than 6 mil double plastic bags, sealing both individually using a zip tie or tape.	Bagged in no less than 6 mil double plastic bags, sealing both individually using a zip tie or tape, no gap filler foam used.
Wood Packaging – ISPM 15 Compliant	Yes	No
Quantity	528	535
Number of Pallet**	To be determined.	14

\* Safety Data Sheet of the gap filler foam is available in Appendix 3.

\*\* Dimensions of wood pallet: 101 cm by 120 cm (40 in by 48 in) nominal. Height of the crate: 101 cm (40 in) nominal.

1.3.4. Dummy CRV7 Rocket Motors (hereinafter referred to as “Dummy CRV7”).

NSN	4927-21-900-8360
Description	- 70mm RDU 500X (D-1)/A TYPE CRV - No energetic material - Liner contains asbestos
Packaging	Same as Intact CRV7
Wood Packaging – ISPM 15 Compliant	No
Quantity	47
Number of Pallet	1

#### 1.4. List of Abbreviations

AHJ	Authority Having Jurisdiction
CA	Contracting Authority
CAF	Canadian Armed Forces
CDRL	Contract Data Requirements List
CFAD	Canadian Forces Ammunition Depot
CRV7 MS	Expended CRV7 Rocket Motors
CRV7 RM	Intact CRV7 Rocket Motors
DID	Data Item Description
DND	Department of National Defence, Canada

DRDC	Defence Research and Development Canada
ISPM 15	International Standards for Phytosanitary Measure No. 15
NSN	NATO Stock Number
OB	Open Burning
OD	Open Detonation
PA	Procurement Authority
Pb	Lead, chemical element
Qty	Quantity
SOW	Statement of Work
TA	Technical Authority
TRA	Threat and Risk Assessment
WBS	Work Breakdown Structure

## 1.5. Terminology

1.5.1. Accident means any undesired event involving the premature or unintended detonation or initiation of CRV7 Rocket Motors that results in materiel losses, personnel injury or death.

1.5.2. Authority Having Jurisdiction (AHJ) means any government body in Canada or any other country that has the statutory, regulatory or enforcement responsibility for regulating or otherwise permitting the performance of any requirement set out in this Statement of Work, or the official or agency designated by that body to exercise such a function.

1.5.3. Compromise (of a Controlled Good) means when the probability or certainty exists of unauthorized access, disclosure, possession or transfer of a Controlled Good has occurred.

1.5.4. Controlled Goods mean the goods referred to in the Schedule of the *Defence Production Act*.

1.5.5. Dangerous Goods mean item classified under Schedule 1 – Classes 1 to 9 in accordance with the *Transportation of Dangerous Goods Regulations*.

1.5.6. Demilitarization means the act of removing or otherwise nullifying the military potential of a munition. Demilitarization is a necessary step for military items prior to their release into a non-military setting.

1.5.7. Destruction means the action or process of causing the Energetic Material to function explosively or, to be eradicated thermally or chemically in a closed or contained environment or system.

1.5.8. Energetic Material means a substance (or mixture of substances) that is capable of producing gas by chemical reaction at such a temperature and pressure as to cause damage to the surroundings.

1.5.9. Environment means the components of the Earth and includes:

- a. air, land, and water;
- b. all layers of the atmosphere;
- c. all organic and inorganic matter and living organisms; and
- d. the interacting natural systems that include components referred to in a) to c).

1.5.10. Hazardous Material means any material or substance that, if handled improperly, could cause harm to human health, the environment or property, including any material or substance that, under Canadian law or the law of a foreign state, is controlled as being, or is considered to be, deleterious, noxious, radioactive, toxic or otherwise dangerous.

1.5.11. Incident means any undesired event involving the CRV7 Rocket Motors that could, but does not, result in materiel losses, personal injury or death. For example:

- a. Any event involving the unintentional or premature detonation, initiation or ignition of the CRV7 Rocket Motors not resulting in material loss, personal injury or death;
- b. Any event involving the theft or loss or compromise of the CRV7 Rocket Motors;
- c. Any event resulting in the damage to the CRV7 Rocket Motors, or suspected of damage to the CRV7 Rocket Motors; or
- d. Any discrepancy discovered during the disassembling of the CRV7 Rocket Motors.

1.5.12. Loss means when a Controlled Good owned by DND/CAF can no longer be found.

1.5.13. LOT Number (LOT). Ammunition is manufactured in groups or batches known as LOT. These LOTs are numbered sequentially and provide a unique means of tracking and documenting the performance of ammunition to ensure safe, consistent functioning.

1.5.14. Munition Scrap means any recoverable solid by-products of CRV7 Rocket Motors, including empty or partially empty motor tube, fragments and pieces of metal, aft assembly, nozzle, shorting clip, fins, etc.

1.5.15. Mutilation means the act of making an item unfit for its intended purpose by bending, breaking, crushing, cutting, drilling, punching and shredding.

1.5.16. Open Burning (OB) means the burning or combustion of CRV7 Rocket Motors in the external environment, without the control or containment of the resulting releases of any combustion by-products.

1.5.17. Open Detonation (OD) means the detonation of CRV7 Rocket Motors in the external environment, without the control or containment of the resulting releases of any combustion or explosion by-products.

1.5.18. Residual Material means after the CRV7 Rocket Motors has been Destroyed and Demilitarized, the remaining components can no longer be used or returned for its intended purpose. Examples include, without limitation: motor tube, rubber seals, O-rings, gasket, inserts, elastomer springs, fins, foam, plastics, shear pins, shear pin rings, liner and metals, etc.

## **2. APPLICABLE DOCUMENTS**

### **2.1. Government of Canada Acts, Regulations**

- a. Canada Labour Code Part II, *Occupational Health and Safety and Canada Occupational Health and Safety Regulations*
- b. *Canadian Environmental Protection Act, 1999*
  - i. *Export and Import of Hazardous Waste and Hazardous Recyclable Material Regulations*
  - ii. *Export of Substances on the Export Control List Regulations*
  - iii. *Prohibition of Asbestos and Products Containing Asbestos Regulations*
- c. *Defence Production Act and Controlled Goods Regulations*
- d. *Explosives Act and Explosives Regulations, 2013*
- e. *Export and Import Permits Act*
  - i. *Export Control List*
  - ii. *Export Permits Regulations*
- f. *Transportation of Dangerous Goods Act, 1992 and Transportation of Dangerous Goods Regulations*

### **2.2. Documents available upon request (English only)**

- a. CRV7 Demilitarization Program – Asbestos Characterization, Defence Research and Development Canada (DRDC) – Valcartier, April 2012.
- b. CRV7 Demilitarization Program – Predicted Emissions from a Static Firing of a CRV7 C15 Rocket Motor, DRDC Valcartier, 2011.
- c. Environmental Impact Assessment of CRV7 Rocket Motors Burning Without Nozzles, DRDC Valcartier, 2013.

### 2.3. International Documents

- a. Characterization of Air Emissions from Open Burning and Open Detonation of Gun Propellants and Ammunition, United States Environmental Protection Agency, US Army with Canadian Department of National Defence, November 2016.
- b. International Standards for Phytosanitary Measures, ISPM 15, Regulation of Wood Packaging Material in International Trade, 2009.

## 3. GENERAL REQUIREMENTS

### 3.1. Constraints

3.1.1. The Contractor must provide all necessary resources, including but not limited to, material, equipment, facilities and personnel to perform the tasks identified in this SOW.

3.1.2. The Contractor must assume the full responsibility for the collection, transportation, Destruction, Demilitarization, obliteration of markings, recycling and disposal, security and safety, storage and handling of the CRV7 Rocket Motors.

3.1.3. Open Burning, Open Detonation (OB/OD) and Open Static Firing. As per environmental concerns raised by the DRDC (Reference 2.2) and the United States Environmental Protection Agency (Reference 2.3.a), the Contractor must not utilize OB/OD or Open Static Firing technologies to Destroy, Demilitarize or dispose of the CRV7 Rocket Motors.

3.1.4. Asbestos. Asbestos is a regulated substance and presents in both CRV7 RM and CRV7 MS. The Contractor must ensure all Residual Materials are free from explosives and dispose asbestos-containing materials in accordance with the local AHJ.

3.1.5. Beryllium. Beryllium copper shorting clip is used to close the igniter circuit of the CRV7 Rocket Motors, it must not be drilled, crushed, grounded, cut, machined, acid-etched or exposed to other corrosive chemicals as it will produce toxic dust, fume or soluble beryllium salts, which are extremely toxic to human. The Contractor must Demilitarize the beryllium copper shorting clip by bending it to an angle of not less than 45 degree, and dispose of it in accordance with the local AHJ.

3.1.6. Technical Information of CRV7 Rocket Motors. DND will not provide any further Technical Information or Technical Data Package of the CRV7 Rocket Motors, the Contractor must obtain all necessary technical documentation or determine the information by technical assessment as required to establish and safely perform the Destruction, Demilitarization and disposal operations identified in this SOW.

3.1.7. Transport and Storage Conditions. CRV7 Rocket Motors must be protected from exposure to moisture and direct solar radiation. The annual time average temperature in-transit and storage must not exceed 20 degrees Celsius and, the maximum and minimum temperatures must not exceed 71 degrees and -54 degrees Celsius respectively. Should the rocket motors be exposed to water damage or a temperature above or below the required maximum or minimum, the Contractor must submit an Incident Report to Canada, in accordance with CDRL-001 / DID-001.

3.1.8. Transfer of Title. The Contractor must assume the full responsibility for any and all movement and activities beyond the initial loading site at CFAD Dundurn. Canada retains the title of the CRV7 Rocket Motors, and does not transfer the title until the Destruction and Demilitarization processes are complete, and the Certificates of Destruction/Demilitarization (DND 2586) are signed, submitted to and accepted, in writing, by Canada.

3.1.9. ISPM 15. The majority of the wooden boxes, wooden crates, dunnage and wood pallets used to package CRV7 Rocket Motors pre-date the International Standards for Phytosanitary Measures No. 15: Regulation of Wood Packaging Material in International Trade (ISPM 15) and does not display the International Plant Protection Convention seal, the Contractor must provide solution and resources to repackage the CRV7



Rocket Motors to meet ISPM 15 requirements, if applicable. CFAD Dundurn will not provide facility or resources to assist in the repackaging and re-palletization activities.

3.1.10. Visit Clearance Requests. The Contractor must provide support to obtain Visit Clearance Requests or equivalent, for DND/CFAD personnel or Canada representative to visit the Contractor's and its subcontractors' facilities.

3.1.11. Pre-conditions for Collection and Transportation. The Contractor will be authorized to collect and transport the CRV7 Rocket Motors from CFAD Dundurn when all of the following conditions are met:

- a. The Contractor has obtained and submitted all applicable AHJ authorizations to Canada that the Contractor and its subcontractor(s) are permitted and authorized to perform the tasks identified in this SOW;
- b. The Contractor has obtained and submitted all applicable Export Permits, if applicable, to Canada;
- c. The Contractor's Project Work Plan has been accepted, in writing, by Canada;
- d. The Threat and Risk Assessment (TRA) has been completed and approved, in writing, by Canada;
- e. The Contractor's collection and transportation schedule has been accepted by Canada; and
- f. The Contractor's Destruction, Demilitarization and disposal schedule has been accepted by Canada.

3.1.12. Project Timelines. The Contractor must commence and complete the tasks identified in this SOW as follows:

- a. The Contractor must collect and transport all CRV7 Rocket Motors from CFAD Dundurn to the Contractor's Destruction facility within 24 months of the Project Work Plan accepted by Canada; and
- b. The Contractor must complete the Destruction, Demilitarization and disposal of all CRV7 Rocket Motors within 60 months of the Project Work Plan accepted by Canada.

### **3.2. Support Provided by CFAD Dundurn**

3.2.1. All CRV7 Rocket Motors are located at CFAD Dundurn and its civic address is

CFAD Dundurn  
Building 268  
Little Crow Avenue  
Dundurn, Saskatchewan  
S0K 1K0  
Canada

#### **3.2.2. Limitations at CFAD Dundurn**

3.2.2.1. CFAD Dundurn will perform loading operations, including bracing and stacking to prepare the CRV7 Rocket Motors for transportation.

3.2.2.2. CFAD Dundurn has only road service. Service by other transportation mode, for example, air, rail and sea, is not available.

3.2.2.3. CFAD Dundurn can only perform loading operations on 45-foot and 53-foot semi-trailer trucks. As a result, the Contractor must only use 45-foot or 53-foot semi-trailer trucks to complete the transportation out of CFAD Dundurn.

3.2.2.4. CFAD Dundurn has limited resources to support the loading operations of CRV7 Rocket Motors and subject to operational requirements, its maximum loading capacity is 3 trucks per day, 5 days per week except statutory holidays observed by the Canadian federal government. Those statutory holidays are:

- a. New Year's Day (January 1 or following Monday if it falls on a weekend);

- b. Family Day (3<sup>rd</sup> Monday of February)
- c. Good Friday;
- d. Easter Monday;
- e. Victoria Day (3<sup>rd</sup> Monday of May);
- f. Canada Day (July 1 of following Monday if it falls on a weekend);
- g. Saskatchewan Day (1<sup>st</sup> Monday of August);
- h. Labour Day (1<sup>st</sup> Monday of September);
- i. Thanksgiving Day (2<sup>nd</sup> Monday of October);
- j. Remembrance Day (November 11 or following Monday if it falls on a weekend);
- k. Christmas Day; and
- l. Boxing Day.

3.2.2.5. Hours of operation at CFAD Dundurn are from 0800h – 1600h, Monday to Friday, except statutory holidays observed by the Canadian federal government.

3.2.2.6. CFAD Dundurn can marshal up to 6 trucks in its shipping and receiving area at any specific time period. The Contractor may have to position the transportation trucks at CFAD Dundurn for up to 5 working days prior to the collection.

### 3.2.3. Threat and Risk Assessment (TRA)

3.2.3.1. CFAD Dundurn will perform TRA on activities that may have risks that if not mitigated, could result in incidents that could affect DND/CAD at the departmental and operational level.

3.2.3.2. For Contractor's Destruction facility located within Canada, 15 working days prior to the first shipment, the Contractor must submit a Transportation Plan in accordance with CDRL-002 / DID-002 to Canada for TRA approval.

3.2.3.3. For Contractor's Destruction facility located outside Canada, 30 working days prior to the first shipment, the Contractor must submit a Transportation Plan in accordance with CDRL-002 / DID-002 to Canada for TRA approval.

3.2.3.4. The Contractor must submit a new TRA request to Canada whenever there is a deviation from the approved TRA, the 15 or 30 business-day constraint remains.

3.2.3.5. Based on the TRA results, CFAD Dundurn may mandate the Contractor to implement modifications to the transportation route and schedule, or implement certain reasonable mitigating measures, in the interest of safety and security.

### 3.2.4. Shipping Documents

3.2.4.1. For each shipment, CFAD Dundurn will provide a copy of the Emergency Response Guide from the 2016 (or the latest) Emergency Response Guidebook which includes the following information:

- a. Potential Hazards – Fire, Explosion and Health;
- b. Public Safety – Protective Clothing and Evacuation; and
- c. Emergency Responses – Fire, Spill Leak and First Aid.

3.2.4.2. CFAD Dundurn will provide special instructions and emergency contact information in case of a Class 1 incident on the DND's Waybill/Straight Bill of Lading form.

## 3.3. **Tasks**

### 3.3.1. Authority Having Jurisdiction (AHJ)

3.3.1.1. The Contractor must identify all authorizations necessary to complete the tasks identified in this SOW from all relevant AHJ both in Canada and in any other country where work will be performed.

3.3.1.2. The Contractor must, through its own means, obtain, maintain and ensure its subcontractor(s) obtain and maintain all applicable AHJ authorizations (for example, licenses, certificates, permits, registrations, approvals, and permissions) that are required in Canada and in any other country for the performance of the tasks.

3.3.1.3. The Contractor must execute and ensure that its subcontractor(s) execute the tasks identified in this SOW are in compliance with the requirements of any and all AHJ, including the requirements of any statute, license, or other law or by-law, or regulation.

3.3.1.4. The Contractor must submit copies of all applicable AHJ authorizations to Canada, in accordance with CDRL-003 / DID-003. Without limitation, examples of domains that such AHJ authorizations may encompass are ammunition and explosives, Controlled Goods, Dangerous Goods, Hazardous Material, operations, testing, examination, possession, transfer, storage, transportation, Destruction, Demilitarization, recycling, disposal, exportation, importation, Environment and occupational health and safety.

3.3.1.5. The Contractor must submit a copy of each communication record between the Contractor and the AHJ, with respect to the matter that is related to this SOW, within 5 working days of the communication having taken place, to Canada, in accordance with CDRL-004 / DID-004.

3.3.2. Accident or Incident Report. The Contractor must submit an Accident or Incident Report in accordance with CDRL-001 / DID-001 to Canada whenever an undesired event involving the CRV7 Rocket Motors that results in material losses, personnel injury or death.

3.3.3. Loss or Compromise Report. When there is a discrepancy on the quantity of CRV7 RM and CRV7 MS received at the Contractor's Destruction facility and the shipping record originated by CFAD Dundurn, the Contractor must report to the AHJ, submit to Canada a Loss or Compromise report within 24 hours of the discovery or the next working day, in accordance with CDRL-005 / DID-005, and a copy of the final report prepared by the AHJ upon the completion of the investigation, if available.

3.3.4. Kickoff Meeting. The Contractor must organize and host a Kickoff Meeting at the Contractor's Destruction facility within 40 working days or upon a mutually agreed date and time after contract award, to review and discuss the contract and all of the associate requirements. As a minimum, the Contractor's Project Manager and Demilitarization Operations Manager (or Supervisor) must attend the meeting.

### 3.3.5. Project Work Plan

3.3.5.1. The Contractor must submit a draft Project Work Plan in accordance with CDRL-006 / DID-006 to Canada within 40 working days after the Kickoff Meeting.

3.3.5.2. The Contractor must incorporate all comments requested changes by Canada and submit an updated version within 10 working days for acceptance.

3.3.5.3. The Contractor must follow and perform all the work detailed and identified in the accepted Project Work Plan.

3.3.5.4. The Contractor must not deviate any work from the accepted Project Work Plan unless the change has been accepted, in writing, by Canada.

3.3.5.5. The Contractor must ensure all personnel working on this Project understand the work identified in the accepted Project Work Plan and the Project goals are achieved in a safe, timely, and environmental sound manner.

### 3.3.6. Collection and Transportation

3.3.6.1 The Contractor must collect and transport the CRV7 Rocket Motors from CFAD Dundurn to the Contractor's Destruction facility in accordance with a mutually agreed collection and transportation schedule with CFAD Dundurn and the TA.

3.3.6.2 The Contractor must conduct stock inventory control and submit a Notice of Delivery Receipt of each shipment, in accordance with CDRL-007 / DID-007.

3.3.7. Storage Facility. The Contractor must store CRV7 Rocket Motors at their facility and provide security measures to safeguard the rocket motors while in possession.

3.3.8. Destruction and Demilitarization

3.3.8.1. The Contractor must Destroy ammonium perchlorate and all energetic materials of the CRV7 Rocket Motors.

3.3.8.2. The Contractor must Demilitarize Residual Materials of the CRV7 Rocket Motors by Mutilation using one of the following methods:

- a. Breaking – an item is broken into a minimum of two pieces;
- b. Crushing – volume of an item is reduced to ¼ of its original size;
- c. Cutting – an item is cut in half (lengthways), then width;
- d. Drilling – two holes, minimum 5 cm each in diameter, at least 20 cm apart, are drilled through the body of an item;
- e. Punching – two holes, minimum 5 cm each in diameter, at least 20 cm apart, are punched in the body of an item; or
- f. Shredding – an item is ripped until the residue is smaller than 1 cm by 1 cm.

3.3.8.3. Fiber containers, wood pallets, dunnage, wooden crates and wooden boxes are not Controlled Goods, Demilitarization of these items is not required. However, the Contractor must remove or obliterate any markings that are present on these items as per Section 3.3.10.

3.3.9. Certificate of Destruction/Demilitarization (DND 2586)

3.3.9.1. Two signatures are required on the DND 2586 form, one from the official of the Contractor who witnessed or performed the Destruction and Demilitarization of the CRV7 Rocket Motors, and one from DND/CAF personnel or Canada representative who witnessed the Destruction and Demilitarization of the CRV7 Rocket Motors. The Contractor must coordinate with TA to ensure DND/CAF personnel or Canada representative will be physically present to witness and certify the Destruction and Demilitarization of the CRV7 Rocket Motors.

3.3.9.2. The Contractor must complete the Certificate of Destruction/Demilitarization (DND 2586) in accordance with CDRL-008 / DID-008.

3.3.9.3. The Contractor must submit the DND 2586 to Canada, verifying and certifying the Destruction and Demilitarization of each LOT of the CRV7 Rocket Motors have been performed and completed as defined in the accepted Project Work Plan.

3.3.10. Removal and Obliteration of All Markings

3.3.10.1. With the exception of the ISPM 15 markings, the Contractor must remove or obliterate all markings, etchings, letterings, serial numbers, stickers, labels, seals and crests that are present on the wooden materials of the CRV7 Rocket Motors.

3.3.10.2. The Contractor must remove or obliterate all markings, etchings, letterings, serial numbers, stickers, labels, seals and crests that are present on the motor tube, fiber shipping container and any Residual Materials. Without limitation, example of these markings may encompass the identification of Hazard Classification Code, Supplementary Symbols, Proper Shipping Name, NSN, UN Number, UN Special Markings, LOT Number,

Shipping Label, military, DND/CAF, the Government of Canada, information about weight, volume and quantity, etc.

3.3.10.3. Obliteration can be in the form of simple use of paint to obscure the markings, sanding or polishing. Consideration must be given to the choice of paint and the chemical compositions of the obliterating material. The Contractor must not use strong adhesives and Hazardous Materials which could prove difficult to remove and cause harm to the environment and human health.

#### 3.3.11. Recycling and Disposal

3.3.11.1. The Contractor must ensure all Residual Materials are free from explosives prior to their release to the public for recycling or final disposal.

3.3.11.2. The Contractor must segregate waste streams, and recycle or dispose the waste in accordance with AHJ authorizations.

3.3.11.3. The Contractor must provide a Free from Explosive Certificate to the receiving entity, and submit a copy to Canada, in accordance with CDRL-009 / DID-009.

3.3.11.4. The Contractor must submit a Disposal Certificate for Hazardous Materials to Canada, in accordance with CDRL-010 / DID-010.

### 3.4. **Reporting Documents**

3.4.1. The Contractor must supply digital copies of all required document in Microsoft Office® compatible format or searchable PDF format, in accordance with Appendix 4 – CDRLs.

3.4.2. The Contractor must ensure the digital copies are functional without the requirement for a password, an auto-run installation procedure or an Internet connection.

3.4.3. The Contractor must prepare and submit Meeting Minutes to Contracting Authority within 5 working days of the completion of a meeting.

### 3.5. **Project Completion**

The work will be considered complete when the following activities, reports, deliverables and conditions have been successfully submitted to and accepted by Canada and implemented:

- a. All CRV7 Rocket Motors have been collected and transported to the Contractor's Destruction facility;
- b. All CRV7 Rocket Motors have been Destroyed, Demilitarized and recycled or disposed of in accordance with the accepted Project Work Plan;
- c. All Residual Materials have been Mutilated and all markings have been obliterated;
- d. All Residual Materials have been certified free from explosives prior to their release to the public for recycling or final disposal, Free from Explosives Certificates have been signed, submitted to and accepted, in writing, by Canada;
- e. Destruction and Demilitarization of all CRV7 Rocket Motors have been witnessed by the DND/CAF personnel or Canada representative;
- f. Certificates of Destruction/Demilitarization (DND 2586) have been signed, submitted to and accepted, in writing, by Canada;
- g. All photographs generated in this Project have been submitted to Canada; and
- h. The Project Final Report has been completed, submitted to and accepted, in writing, by Canada.

## ANNEX "A" APPENDIX 1 – CRV7 Rocket Motors Master Equipment List



### 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.

## Summary

CRV7 RM	Year	No. of LOTS	Quantity
C14	1990	6	326
C15	1987	17	5,374
	1988	67	20,100
	1989	82	26,473
	1990	12	2,096
	1991	106	18,626
	1992	52	7,821
	1993	8	1,355
	1994	8	1,132
<b>Total:</b>		<b>358</b>	<b>83,303</b>

Item		LOT No.	Qty
<b>NSN: 1340-21-873-0058</b>		BA-90C10-64	18
Rocket Motor 2.75 Inch RLU-5001/B (C14)		BA-90C10-68	100
Year:	1990	BA-90E11-13	120
Total C14:	326	BA-90E11-23	43
Total LOTS:	6	BA-90F11-27	42
		BA-90F11-28	3

Item		LOT No.	Qty
<b>NSN: 1340-21-881-8213</b>		BA-87H52-14	252
Rocket Motor 2.75 Inch RLU-5002/B (C15)		BA-87K53-19	354
Year:	1987	BA-87K53-20	354
Qty:	5,374	BA-87K53-21	438
# of LOTS:	17	BA-87K53-22	89
		BA-87L53-28	348
		BA-87L53-29	444
		BA-87L53-30	354
		BA-87L53-31	354
		BA-87L53-32	264
		BA-87L53-33	174
		BA-87M53-38	84
		BA-87M53-39	437
		BA-87M53-40	354
		BA-87M53-41	360
		BA-87M53-43	270
		BA-87M53H42	444

Item		LOT No.	Qty	LOT No.	Qty
<b>NSN: 1340-21-881-8213</b>		BA-88A53-49	450	BA-88H54-23	1
Rocket Motor 2.75 Inch RLU-5002/B (C15)		BA-88A53-50	360	BA-88J54-25	6
Year:	1988	BA-88A53-51	450	BA-88J54-28	51
Qty:	20,100	BA-88A53-52	360	BA-88J54-29	33
# of LOTs:	67	BA-88A53-53	270	BA-88J54-30	308
		BA-88A53-54	90	BA-88J54-31	288
		BA-88B53-64	90	BA-88J54-32	36
		BA-88B53-65	360	BA-88J54-33	360
		BA-88B53-66	360	BA-88J54-34	144
		BA-88B53-67	450	BA-88J54-35	250
		BA-88B53-68	334	BA-88J54-36	360
		BA-88B53-69	306	BA-88J54-37	450
		BA-88B53H90	360	BA-88K54-38	360
		BA-88C53-76	180	BA-88K54-39	360
		BA-88C53-80	450	BA-88K54-40	360
		BA-88C53-81	360	BA-88K54-41	269
		BA-88C53-82	360	BA-88K54-42	382
		BA-88C53-83	360	BA-88K54-43	246
		BA-88C53-84	360	BA-88L54-44	360
		BA-88C53-85	450	BA-88L54-45	360
		BA-88C53-86	360	BA-88L54-46	360
		BA-88C53-87	90	BA-88L54-47	360
		BA-88D53-89	449	BA-88L54-48	360
		BA-88D53-91	360	BA-88L54-49	360
		BA-88F53-96	354	BA-88L54-50	270
		BA-88G53-98	180	BA-88L54-51	270
		BA-88G53-99	360	BA-88M54-52	360
		BA-88G54-02	360	BA-88M54-53	269
		BA-88G54-03	450	BA-88M54-54	448
		BA-88G54-04	360	BA-88M54-55	180
		BA-88G54-05	270	BA-88M54-56	360
		BA-88H54-16	13	BA-88M54-57	360
		BA-88H54-17	360	BA-88M54-58	360
		BA-88H54-21	73	xxxxx	xxxxx



Item		LOT No.	Qty	LOT No.	Qty	LOT No.	Qty
<b>NSN: 1340-21-881-8213</b>		BA-89A54-59	324	BA-89B54-87	360	BA-89D55-19	360
Rocket Motor 2.75 Inch RLU-5002/B (C15)		BA-89A54-60	360	BA-89B54-88	360	BA-89D55-20	360
		BA-89A54-61	270	BA-89B54-89	360	BA-89D55-21	450
		BA-89A54-62	450	BA-89B54-90	360	BA-89D55-22	360
Year:	1989	BA-89A54-63	270	BA-89B54-91	270	BA-89D55-23	360
Qty:	26,473	BA-89A54-64	450	BA-89B54-92	225	BA-89D55-24	450
# of LOTs:	82	BA-89A54-65	270	BA-89B54-93	402	BA-89D55-25	358
		BA-89A54-66	360	BA-89B54-94	360	BA-89D55-26	289
		BA-89A54-67	270	BA-89B54-95	360	BA-89D55-27	367
		BA-89A54-68	270	BA-89C54-96	76	BA-89E55-28	391
		BA-89A54-69	360	BA-89C54-99	270	BA-89E55-29	382
		BA-89A54-70	180	BA-89C55-02	90	BA-89E55-30	389
		BA-89A54-71	360	BA-89C55-03	189	BA-89E55-31	386
		BA-89A54-72	360	BA-89C55-04	270	BA-89E55-32	359
		BA-89A54-73	360	BA-89C55-05	360	BA-89E55-33	384
		BA-89A54-74	360	BA-89C55-06	450	BA-89F55-35A	175
		BA-89A54-75	360	BA-89C55-07	360	BA-89F55H34	196
		BA-89A54-76	270	BA-89C55-08	360	BA-89F55-36	182
		BA-89A54-77	360	BA-89C55-09	488	BA-89F55-37	195
		BA-89B54-78	270	BA-89C55-10	321	BA-89F55-38	177
		BA-89B54-79	360	BA-89C55-11	450	BA-89F55-39	188
		BA-89B54-80	360	BA-89C55-12	180	BA-89F55-40	175
		BA-89B54-81	360	BA-89C55-13	360	BA-89J55-41	185
		BA-89B54-82	360	BA-89C55-14	360	BA-89J55-42	132
		BA-89B54-83	270	BA-89C55-15	630	BA-89J55-43	192
		BA-89B54-84	360	BA-89D55-16	585	BA-89J55-44	179
		BA-89B54-85	360	BA-89D55-17	312	xxxxx	xxxxx
		BA-89B54-86	270	BA-89D55-18	450	xxxxx	xxxxx

Item		LOT No.	Qty
<b>NSN: 1340-21-881-8213</b>		BA-90L55-46	172
Rocket Motor 2.75 Inch RLU-5002/B (C15)		BA-90L55-62	190
Year:	1990	BA-90L55-63	197
Qty:	2,096	BA-90L55-64	172
# of LOTs:	12	BA-90M55-65	184
		BA-90M55-66	180
		BA-90M55-67	176
		BA-90M55-69	191
		BA-90M55-71	90
		BA-90M55-72	200
		BA-90M55-73	144
		BA-90M55-74	200

Item		LOT No.	Qty
<b>NSN: 1340-21-881-8213</b>		BA-93F57-61	129
Rocket Motor 2.75 Inch RLU-5002/B (C15)		BA-93F57-62	193
Year:	1993	BA-93F57-63	198
Qty:	1,355	BA-93F57-64	189
# of LOTs:	8	BA-93F57-65	160
		BA-93F57-66	184
		BA-93F57-67	194
		BA-93F57-68	108

Item		LOT No.	Qty
<b>NSN: 1340-21-881-8213</b>		BA-94B58-05	199
Rocket Motor 2.75 Inch RLU-5002/B (C15)		BA-94B58-06	201
Year:	1994	BA-94E58-07	190
Qty:	1,132	BA-94E58-08	193
# of LOTs:	8	BA-94F58-09	41
		BA-94H58-10	180
		BA-94J58-11	113
		BA-94K58-12	15

Item		LOT No.	Qty	LOT No.	Qty	LOT No.	Qty
<b>NSN: 1340-21-881-8213</b>		BA-91A55-75	185	BA-91C56-24	154	BA-91H56-61	187
Rocket Motor 2.75 Inch RLU-5002/B (C15)		BA-91A55-76	190	BA-91C56-25	201	BA-91H56-62	188
		BA-91A55-77	184	BA-91C56-26	176	BA-91H56-63	68
Year:	1991	BA-91A55-78	170	BA-91D56-27	176	BA-91H56-64	191
Qty:	18,626	BA-91A55-79	181	BA-91D56-28	199	BA-91H56-65	178
# of LOTS:	106	BA-91A55-80	181	BA-91D56-29	108	BA-91H56-66	192
		BA-91A55-81	197	BA-91D56-30	193	BA-91J56-67	198
		BA-91A55-82	195	BA-91D56-31	201	BA-91J56-68	178
		BA-91A55-83	187	BA-91D56-32	197	BA-91J56-69	184
		BA-91A55-84	190	BA-91D56-33	176	BA-91J56-70	82
		BA-91B55-95	22	BA-91D56-34	172	BA-91J56-71	171
		BA-91B55-98	142	BA-91D56-35	199	BA-91J56-72	199
		BA-91B55-99	167	BA-91D56-36	197	BA-91J56-73	144
		BA-91B56-01	173	BA-91D56-37	192	BA-91J56-74	183
		BA-91B56-02	188	BA-91D56-38	202	BA-91K56-75	199
		BA-91B56-03	185	BA-91D56-39	152	BA-91K56-76	198
		BA-91B56-04	193	BA-91D56-40	194	BA-91K56-77	200
		BA-91B56-05	183	BA-91D56-41	134	BA-91K56-78	202
		BA-91B56-06	197	BA-91D56-42	195	BA-91K56-79	199
		BA-91B56-07	172	BA-91D56-43	190	BA-91K56-80	193
		BA-91B56-08	194	BA-91E56-44	198	BA-91K56-81	201
		BA-91B56-09	184	BA-91E56-45	200	BA-91L56-82	105
		BA-91C56-10	178	BA-91E56-46	199	BA-91M56-83	178
		BA-91C56-11	200	BA-91E56-47	201	BA-91M56-84	189
		BA-91C56-12	164	BA-91E56-48	68	BA-91M56-85	138
		BA-91C56-13	195	BA-91E56-49	128	BA-91M56-86	160
		BA-91C56-14	197	BA-91E56-50	171	BA-91M56-87	183
		BA-91C56-15	181	BA-91E56-51	183	BA-91M56-88	196
		BA-91C56-16	171	BA-91E56-52	110	BA-91M56-89	186
		BA-91C56-17	153	BA-91F56-54	196	BA-91M56-90	161
		BA-91C56-18	106	BA-91F56-55	200	BA-91M56-91	182
		BA-91C56-19	172	BA-91F56-56	183	BA-91M56-92	126
		BA-91C56-20	189	BA-91F56-57	193	BA-91M56-93	189
		BA-91C56-21	192	BA-91F56-58	189	BA-91M56-94	180
		BA-91C56-22	188	BA-91F56-59	172	xxxxx	xxxxx
		BA-91C56-23	162	BA-91F56H53	211	xxxxx	xxxxx

Item		LOT No.	Qty	LOT No.	Qty	LOT No.	Qty
<b>NSN: 1340-21-881-8213</b>		BA-92B56-95	178	BA-92D57-15A	156	BA-92J57-34	201
Rocket Motor 2.75 Inch RLU-5002/B (C15)		BA-92B56-97	90	BA-92D57-16	184	BA-92K57-31	15
		BA-92B56-98	197	BA-92E57-17	2	BA-92K57-35	196
Year:	1992	BA-92B56-99	192	BA-92F57-18	9	BA-92K57-36	197
Qty:	7,821	BA-92B57-01	211	BA-92F57-19	27	BA-92K57-37	198
# of LOTS:	52	BA-92B57-02	78	BA-92F57-20	199	BA-92K57-38	199
		BA-92B57-03	124	BA-92F57-21	140	BA-92K57-39	197
		BA-92B57-04	145	BA-92F57-22	203	BA-92K57-40	98
		BA-92B57-06	160	BA-92F57-23	205	BA-92K57-41	11
		BA-92C57-07	90	BA-92F57-24	200	BA-92L57-43	1
		BA-92C57-08	126	BA-92F57-25	199	BA-92L57-44	190
		BA-92D57-05	173	BA-92F57-26	199	BA-92L57-45	179
		BA-92D57-09	129	BA-92H57-27	199	BA-92L57-46	190
		BA-92D57-10	181	BA-92H57-28	193	BA-92M57-47	193
		BA-92D57-11A	90	BA-92H57-29	133	BA-92M57-48	172
		BA-92D57-12	153	BA-92J57-30	197	BA-92M57-49	58
		BA-92D57-13	188	BA-92J57-32	200	xxxxx	xxxxx
		BA-92D57-14	180	BA-92J57-33	196	xxxxx	xxxxx

## ANNEX "A" APPENDIX 2 – CRV7 Rocket Motors



### 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.

## 1. WARNINGS

### 1.1. Asbestos

1.1.1. All motor tube of CRV7 Rocket Motors is lined with Roll-Form Butadiene insulation, consisting of 70% chrysotile asbestos encapsulated in a carboxyl-terminated polybutadiene matrix.

### 1.2. Intact CRV7 Rocket Motors (CRV7 RM)

1.1.1. Personnel who will handle and disassemble CRV7 RM must ensure the rocket motor is grounded and ground themselves by firmly touching an effective grounding point immediately prior to removing the shorting clip.

1.1.2. The shorting clip of the Intact CRV7 is made of a beryllium copper disc that snaps onto the rear of the nozzle, closing the igniter circuit between the contact ring and shear pin ring. There is little danger from normal handling of the disc. However, under some circumstances, beryllium dust, mist, vapour or fumes may be hazardous to health if inhaled. The exposure to dust and fumes should be avoided or strictly monitored and controlled. The disc must be stored in clearly marked containers to avoid being mistaken for other materials. Beryllium compound is classified as Class 6.1 under the *Transportation of Dangerous Goods Regulations*, disposal of beryllium compound must be conducted in accordance with the local AHJ.

1.1.3. The propellant for the C14 and C15 consists of a case-bonded solid propellant grain formulated from ammonium perchlorate. Ammonium perchlorate does not readily burn but may explode under prolonged exposure to heat or fire; it is also highly soluble in water, migrates quickly from soil to groundwater, and has health-based or drinking water standards developed by various jurisdictions. Storage facilities must protect the packaged motors from exposure to moisture and direct solar radiation.

1.1.4. Pyrotechnic powder contained in the igniter squib contains lead (Pb), Defence Research and Development Canada analyzed with Scanning Electron Microscopy-Energy Dispersive x-Ray Spectroscopy, the type and quantity of lead (Pb) present in the igniter squib are in parallel with the 5.56 mm and 7.62 mm ammunition cartridges.

### 1.3. Expended CRV7 Rocket Motors (CRV7 MS)

1.3.1. CRV7 MS are burnt rocket motor tubes placed in thick, transparent plastic bags not less than 6 mil in thickness. Some motor tubes may have punctured the plastic bags because of the sharp edges created during the burning process.



## 2. GENERAL DESCRIPTION

2.1. RLU-5001/B (C14) and RLU-5002/B (C15) are similar in construction and consist of a tube, an insulated case-bonded solid propellant grain, a head-end igniter and an aft assembly.

2.2. The motor tube is extruded from high-strength aluminum alloy. The tube is 93.2 cm (36.7 in) long and 70 mm (2.75 in) in diameter.

2.3. The motor tube of the CRV7 Rocket Motors is lined with approximately 150 gram (g) of Roll-Form Butadiene insulation, consisting of 70% chrysotile asbestos encapsulated in a carboxyl-terminated polybutadiene matrix. An aluminum foil barrier separates the Roll-Form Butadiene insulation from direct contact with the propellant.

2.4. RLU-5001/B (C14) rocket motor consists of a case-bonded solid propellant grain that is formulated from hydroxyl-terminated polybutadiene, ammonium perchlorate, and a small amount of aluminum fuel, zirconium silicate and ferric oxide as combustion stabilizer and catalyst. The major difference between the RLU-5001/B (C14) and the RLU-5002/B (C15) propellant is the absence of aluminum fuel in the C15 variant.

	<b>RLU-5001/B (C14)</b>	<b>RLU-5002/B (C15)</b>
Propellant	4.3 kg	4.13 kg
Igniter	Contains lead (Pb) and 8.2 g (0.29 oz) of boron-potassium nitrate (BKNO <sub>3</sub> ) pellets.	Contains lead (Pb) and 7 g (0.25 oz) of BKNO <sub>3</sub> pellets.

2.5. The shorting clip is a beryllium copper disc that snaps onto the rear of the nozzle, closing the igniter circuit between the contact ring and shear pin ring.

2.6. CRV7 MS comes in various lengths.



2.7. CRV7 MS Packaging

2.7.1. The crate is banded to the pallet with Caristrap (1-1/4 inch). Dimensions of the wood pallet is 101 cm by 120 cm (40 in by 48 in) nominal in size, with a maximum height of 101 cm (40 in) nominal, and does not excess 1350 kg (2976 lb) gross weight.


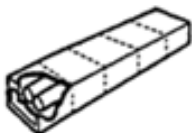

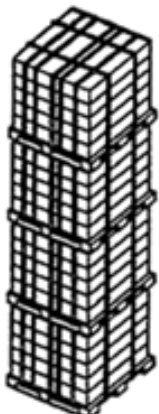


## 2.8. CRV7 RM Packaging

2.8.1. CRV7 RM is shipped, stored and palletized in its sealed fiber containers and wire bound wooden boxes.

2.8.2. Individual motor is sealed in spirally-wound fiber ammunition containers or tubes per MIL-C-2439, Types 1 or 2, Class 1. Six motors are packaged in wire bound wooden boxes. 15 shipping boxes on a wood pallet. Wood pallet can be stacked four-high, containing a maximum quantity of 360 CRV7 RM packaged in wire bound boxes.

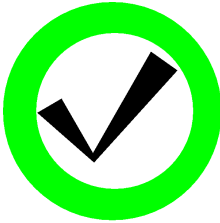


CONFIGURATION CONFIGURATION	ILLUSTRATION ILLUSTRATION	DIMENSIONS DIMENSIONS	VOLUME/AREA VOLUME ET SURFACE	WEIGHT POIDS
CRV7 IN FIBRE SHIPPING TUBE  CRV7 DANS UN TUBE DE TRANSPORT EN FIBRE		106.7 cm L 106.7 cm de longueur 8.7 cm Dia 8.7 cm de diamètre	0.006 m³	RLU-5001/B 7.9 kg RLU-5002/B 7.7 kg
SIX FULL SHIPPING TUBES IN WIREBOUND BOX  SIX TUBES DE TRANSPORT PLEINS DANS UNE CAISSE ARMÉE		115.3 cm L 115.3 cm de longueur 28.7 cm W 28.7 cm de largeur 19.8 cm H 19.8 cm de hauteur	65.574 m³ 0.066 m³	RLU-5001/B 54.4 kg RLU-5002/B 53 kg
15 FULL SHIPPING BOXES ON WOODEN PALLETS, WIREBOUND BOXES  15 CAISSES DE TRANSPORT PLEINES SUR SUPPORTS EN BOIS, CAISSES ARMÉES		124.5 cm L 124.5 cm de longueur 104.1 cm W 104.1 cm de largeur 111.8 cm H 111.8 cm de hauteur	1.45 m³ 1.3 m² area Surface de 1.3 m²	RLU-5001/B 875 kg RLU-5002/B 855 kg
STACK, FOUR HIGH, OF WOODEN PALLETS CONTAINING A TOTAL OF 360 CRV7 ROCKET MOTORS PACKAGED IN WIREBOUND BOXES  PILE DE QUATRE SUPPORTS EN BOIS CONTENANT UN TOTAL DE 360 MOTEURS- FUSÉES CRV7 EMBALLÉS DANS DES CAISSES ARMÉES		124.5 cm L 124.5 cm de longueur 104.1 cm W 104.1 cm de largeur 447.2 cm H 447.2 cm de hauteur	5.8 m³ 1.3 m² area Surface de 1.3 m²	RLU-5001/B 3500 kg RLU-5002/B 3420 kg

## **ANNEX "A" APPENDIX 3 – Safety Data Sheet of Gap Filler Foam**

Annex A, Appendix3 can be found as an electronic attachment in the [buyandsell.gc.ca](http://buyandsell.gc.ca) solicitation main page.

## **ANNEX "A" APPENDIX 4 – Contract Data Requirements List (CDRLs)**



### **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.

Item	Title	References		Authority	Delivery Format	Frequency	Submissions	Acceptance	Remarks
		DID	SOW						
CDRL-001	Accident or Incident Report	DID-001	3.1.7 and 3.3.2	CA	PDF, email to CA	As required	Within 24 hours or the next working day of the occurrence of the Accident or Incident.	TA, PA, CA	
CDRL-002	Threat and Risk Assessment Information	DID-002	3.2.3	CFAD Dundurn and CA	PDF, email to CA	1) Once 2) Upon deviation occurs after the initial approval	1) For destruction facility located within Canada, 15 working days prior to the shipment. 2) For destruction facility located outside Canada, 30 working days prior to the shipment.	CFAD Dundurn and TA	
CDRL-003	Authorizations by Authority Having Jurisdiction (AHJ)	DID-003	3.3.1.4	CA	PDF, email to CA	1) Once 2) Upon renewal/modification	1) Prior to the acceptance of the Project Work Plan. 2) Within 5 working days of the renewal/modification authorization is granted.	TA, PA, CA	
CDRL-004	Communications with AHJ	DID-004	3.3.1.5	CA	PDF, email to CA	As required	Within 5 working days of the communication took place.	TA, PA, CA	
CDRL-005	Loss or Compromise Report	DID-005	3.3.3	CA	PDF, email to CA	As required	Within 24 hours or the next working day of the occurrence of the Loss or Compromise incident.	TA, PA, CA	
CDRL-006	Project Work Plan	DID-006	3.3.5	CA	Microsoft compatible and PDF, email to CA	Once	1) First draft submits within 40 working days after Kickoff Meeting. 2) Canada provides comments within 20 working days. 3) Contractor incorporates all comments and submits a new draft within 10 working days.	TA, PA, CA	
CDRL-007	Notice of Delivery Receipt	DID-007	3.3.6.2	CA	PDF, email to CA	As required	Within 24 hours or the next working day of each shipment received.	TA, PA, CA	
CDRL-008	Certificate of Destruction/ Demilitarization	DID-008	3.3.9	CA	DND 2586 in PDF, email to CA	As required, for a total of 358 LOTs	Within 5 working days of the certificate signed.	TA, PA, CA	

<i>Item</i>	<i>Title</i>	<i>References</i>		<i>Authority</i>	<i>Delivery Format</i>	<i>Frequency</i>	<i>Submissions</i>	<i>Acceptance</i>	<i>Remarks</i>
		<i>DID</i>	<i>SOW</i>						
CDRL-009	Free from Explosives Certificate	DID-009	3.3.11.3	CA	PDF, email to CA	As required	Within 5 working days of the certificate signed.	TA, PA, CA	
CDRL-010	Disposal Certificate for Hazardous Material	DID-010	3.3.11.4	CA	PDF, email to CA	As required	Within 5 working days of the certificate signed.	TA, PA, CA	
CDRL-011	Monthly Progress Report	DID-011		CA	Microsoft compatible and PDF, email to CA	The 5 <sup>th</sup> day of the month	Until the completion of all tasks identified in the SOW and the Project Final Report is accepted.	TA, PA, CA	
CDRL-012	Project Final Report	DID-012		CA	Microsoft compatible and PDF, email to CA	Once	1) First draft submits within 20 working days after the completion of all tasks identified in the SOW. 2) Canada provides comments within 20 working days. 3) Contractor incorporates all comments and submits a new draft within 10 working days.	TA, PA, CA	

## **ANNEX "A" APPENDIX 5 – Data Item Description (DID)**



### **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.

DATA ITEM DESCRIPTION		
<b>1. TITLE</b> Accident or Incident Report		<b>2. IDENTIFICATION NUMBER</b> DID-001
<b>3. DESCRIPTION</b> The CRV7 Rocket Motors Accident or Incident Report is to be used by the Contractor to immediately notify DND of any event that may have an impact of the Project.		
<b>4. APPROVAL DATE</b> 28 October 2019	<b>5. OFFICE OF PRIMARY INTEREST</b> DAEME	<b>6. ORIGINATOR</b> DAEME 4-6
<b>7. APPLICATION / INTERRELATIONSHIP</b>		<b>8. APPLICABLE FORMS</b>
<b>9. PREPARATION INSTRUCTIONS</b>  9.1 The Contractor must notify Canada within 24 hours or the next working day of the occurrence of the Accident or Incident by submitting a CRV7 Rocket Motors Accident or Incident Report.  9.2 The report must commence with the subject title "CRV7 Rocket Motors Accident Report" or "CRV7 Rocket Motors Incident Report", and it must include the following information as a minimum: <ul style="list-style-type: none"> <li>a. Location, date and time of occurrence;</li> <li>b. Brief description of the occurrence;</li> <li>c. Known or probable cause(s);</li> <li>d. Number of persons injured or number of persons killed, or both;</li> <li>e. Hazardous conditions created, resolved or remaining;</li> <li>f. NSN, quantity and LOT number involved;</li> <li>g. Name, position, responsibility, email address and telephone number of the person who submitted the Accident or Incident Report;</li> <li>h. Summary of the remaining CRV7 Rocket Motors conditions; and</li> <li>i. Action being taken to rectify the occurrence.</li> </ul>		

DATA ITEM DESCRIPTION		
<b>1. TITLE</b> Threat and Risk Assessment (TRA)		<b>2. IDENTIFICATION NUMBER</b> DID-002
<b>3. DESCRIPTION</b> Security risks that are not mitigated could result in security incidents that could affect the DND and CAF at the departmental and operational level. The security risk management process is a continuous and iterative one, consisting of a security risk assessment, followed by security risk treatment.		
<b>4. APPROVAL DATE</b> 28 October 2019	<b>5. OFFICE OF PRIMARY INTEREST</b> DAEME	<b>6. ORIGINATOR</b> DAEME 4-6
<b>7. APPLICATION / INTERRELATIONSHIP</b>		<b>8. APPLICABLE FORMS</b>
<b>9. PREPARATION INSTRUCTIONS</b>  9.1 Threat assessments typically consider the likelihood of occurrence for a given threat as well as other parameters such as natural hazards. Deliberate, accidental and natural threats must be considered. To assess threats and hazards, various tools, methodologies and products exist, including environmental scans and Threat and Risk Assessments (TRA), at the strategic, regional, operational and tactical levels.  9.2 In order to determine the appropriate security control measures or safeguards, CFAD Dundurn will perform TRA as part of the planning process for shipping of the CRV7 Rocket Motors by the Contractor.  9.3 The Contractor must provide the following information to CFAD Dundurn 15 working days prior to the first shipment if the Contractor's Destruction facility is located within Canada, or 30 working days prior to the first shipment if the Contractor's Destruction facility is located outside Canada:  a. Proposed schedule; b. Mode and method of transportation; c. Proposed route from point of pick-up to final drop-off; d. Locations of any safe haven(s) or equivalent stops; e. Proposed maximum quantity of each shipment; f. Name(s) of subcontractor(s), address(es) and telephone number(s); g. Bond(s) or insurance certificate(s) of subcontractor(s); and h. Name(s) and driver licence number(s) of driver(s).		



DATA ITEM DESCRIPTION		
<b>1. TITLE</b> Authorizations by Authority Having Jurisdiction (AHJ)		<b>2. IDENTIFICATION NUMBER</b> DID-003
<b>3. DESCRIPTION</b> AHJ Authorizations are to be promulgated to show the Contractor and its subcontractor(s) have obtained and will continue to maintain all applicable approvals from AHJ to perform and complete the tasks identified in the SOW.		
<b>4. APPROVAL DATE</b> 28 October 2019	<b>5. OFFICE OF PRIMARY INTEREST</b> DAEME	<b>6. ORIGINATOR</b> DAEME 4-6
<b>7. APPLICATION / INTERRELATIONSHIP</b>		<b>8. APPLICABLE FORMS</b>
<b>9. PREPARATION INSTRUCTIONS</b>  9.1 The Contractor must submit copies of all applicable AHJ authorizations to Canada prior to the acceptance of the Project Work Plan.  9.2 The Contractor must submit any renewal or modification issued by the AHJ to Canada within 5 working days of the authorization is granted.  9.3 The Contractor must ensure the following information is included in the authorization documents: <ul style="list-style-type: none"> <li>a. Issue date;</li> <li>b. Expiry date;</li> <li>c. Name and address of the AHJ;</li> <li>d. Name and title of the signing official;</li> <li>e. Permit or reference number;</li> <li>f. Description and purpose of the authorization;</li> <li>g. Terms and conditions; and</li> <li>h. Signature of AHJ official.</li> </ul>		

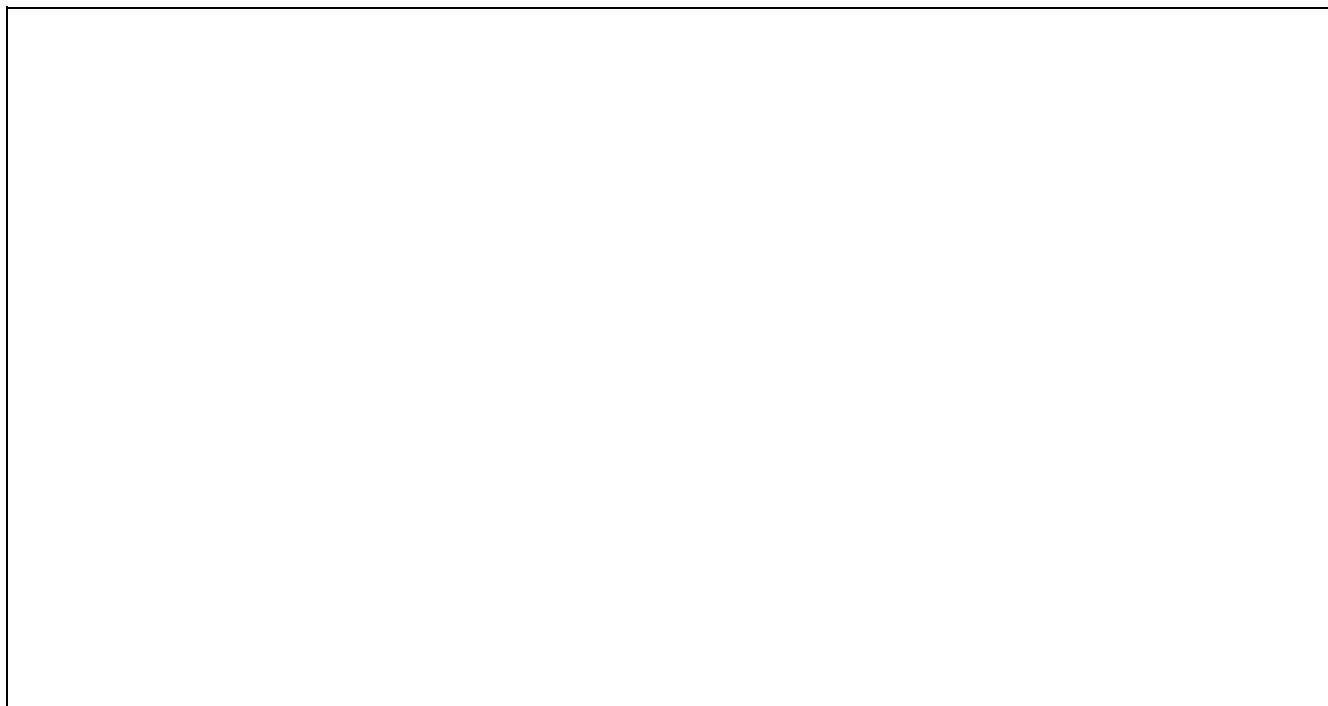
DATA ITEM DESCRIPTION		
<b>1. TITLE</b> Communications with Authority Having Jurisdiction (AHJ)		<b>2. IDENTIFICATION NUMBER</b> DID-004
<b>3. DESCRIPTION</b> Communications with AHJ record significant discussion and decisions took place between the Contractor and the AHJ.		
<b>4. APPROVAL DATE</b> 28 October 2019	<b>5. OFFICE OF PRIMARY INTEREST</b> DAEME	<b>6. ORIGINATOR</b> DAEME 4-6
<b>7. APPLICATION / INTERRELATIONSHIP</b>		<b>8. APPLICABLE FORMS</b>
<b>9. PREPARATION INSTRUCTIONS</b>  9.1 The Contractor must record all communications with AHJ related to the CRV7 Rocket Motors disposal project.  9.2 The Contractor must forward a copy of the communication sent by the Contractor to the AHJ, with respect to matters that may adversely impact the Contractor's ability to perform and complete the requirements described in the SOW, to Canada within 5 working days of the communication took place.  9.3 Each communication record must: <ul style="list-style-type: none"> <li>a. Include the date of the discussion;</li> <li>b. Describe the discussion and the outcome(s) of the discussion;</li> <li>c. Include copies of background materials, if available;</li> <li>d. Summarize follow-up requirements, if applicable;</li> <li>e. Name(s), title(s) and organization(s) of the correspondent(s); and</li> <li>f. Describe any risk and mitigation strategy, if any.</li> </ul>		

DATA ITEM DESCRIPTION		
<b>1. TITLE</b> Loss or Compromise Report		<b>2. IDENTIFICATION NUMBER</b> DID-005
<b>3. DESCRIPTION</b> A notification to Canada when there is a loss or compromise incident of the CRV7 Rocket Motors after they left CFAD Dundurn.		
<b>4. APPROVAL DATE</b> 28 October 2019	<b>5. OFFICE OF PRIMARY INTEREST</b> DAEME	<b>6. ORIGINATOR</b> DAEME 4-6
<b>7. APPLICATION / INTERRELATIONSHIP</b>		<b>8. APPLICABLE FORMS</b>
<b>9. PREPARATION INSTRUCTIONS</b>  9.1 The Contractor must submit a Loss or Compromise Report to Canada within 24 hours or the next working day of the occurrence of the loss or compromise of CRV7 Rocket Motors.  9.2 The Contractor must provide the following information in their Loss or Compromise Report: <ul style="list-style-type: none"> <li>a. Subject heading: "CRV7 Rocket Motors Loss Report" or "CRV7 Rocket Motors Compromise Report";</li> <li>b. Name, position, telephone number and email address of the author of the report;</li> <li>c. Description of item;</li> <li>d. NSN;</li> <li>e. Lot number;</li> <li>f. Quantity;</li> <li>g. Pre-Arrival Review System number;</li> <li>h. Waybill or Straight Bill of Lading number;</li> <li>i. Movement document/Manifest number for hazardous waste or recyclables, if applicable;</li> <li>j. Location of incident;</li> <li>k. Date of incident;</li> <li>l. Circumstances surrounding the incident; and</li> <li>m. Other authorities that have been reported to.</li> </ul>		

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File No. - N° du dossier  
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383bk  
CCC No./N° CCC - FMS No./N° VME



DATA ITEM DESCRIPTION		
<b>1. TITLE</b> Project Work Plan		<b>2. IDENTIFICATION NUMBER</b> DID-006
<b>3. DESCRIPTION</b> The Project Work Plan is the master planning document that defines the tasks to be carried out for the Destruction, Demilitarization and disposal of the CRV7 Rocket Motors.		
<b>4. APPROVAL DATE</b> 28 October 2019	<b>5. OFFICE OF PRIMARY INTEREST</b> DAEME	<b>6. ORIGINATOR</b> DAEME 4-6
<b>7. APPLICATION / INTERRELATIONSHIP</b>		<b>8. APPLICABLE FORMS</b>
<b>9. PREPARATION INSTRUCTIONS</b>  9.1 <u>Project Work Plan</u> . The Contractor must prepare a Project Work Plan that defines the CRV7 Rocket Motors Destruction, Demilitarization and disposal objectives, work processes, and associated data which are needed in order to fulfill Project requirements described in the SOW.  9.1.1 No later than 40 working days after the Kickoff Meeting, the Contractor must submit a draft Project Work Plan to Canada for review. Upon the acceptance of the draft Project Work Plan by Canada, it becomes the final Project Work Plan.  9.1.2 The Contractor must Destroy, Demilitarize and dispose of all CRV7 Rocket Motors and its components as accepted by Canada. All processes must adhere to AHJ regulations, laws, statutes, in Canada, or in any other country, to ensure the safety of personnel and address the environmental concerns.  9.1.3 The Project Work Plan must be a stand-alone document that provides sufficient information to allow Canada to understand how the Project will be managed without referring to other documents. It is not acceptable to simply reference a document, procedure or standard without providing an overview of the material referenced.  9.1.4 The Project Work Plan must encompass – as a minimum – the topics and informational elements identified below:  <u>1. Introduction</u>  1.1 Summary of the Project Work Plan 1.2 Version Control 1.3 Goals, Objectives and Constraints 1.4 Work Breakdown Structure (WBS) (4 levels: Project, Task, Sub-Task and Work Package) 1.5 Resources Summary (dependencies and interdependencies) 1.6 Project Master Schedule (corresponding to WBS), along with description of phases		

*and milestones*

### *1.7 Major Milestones and Deliverables*

## **2. Project Administration**

### *2.1 Communication Plan*

- 2.1.1 Key Stakeholders and Their Contact Information*
- 2.1.2 Communication Flow and Interface Nodes*
- 2.1.3 Meeting Minutes*
- 2.1.4 Monthly Progress Report*
- 2.1.5 Change Management Procedures*

### *2.2 Risk Management Plan*

- 2.2.1 CRV7 Rocket Motor Accident or Incident Report*
- 2.2.2 Risk Identification and Analysis*
- 2.2.3 Contingency and Mitigation Measures*
- 2.2.4 Emergency Response Plan*
- 2.2.5 Occupational Health and Safety Plan*
- 2.2.6 Hazardous Materials Handling (asbestos, beryllium, lead, etc.)*

### *2.3 Inventory Management and Control Plan*

- 2.3.1 CFAD Dundurn to Destruction Facility and in-transit*
- 2.3.2 Storage Facility*
- 2.3.3 Accident or Incident Report*
- 2.3.4 Inventory Monitoring and Tracking*
- 2.3.5 Loss or Compromise Report*
- 2.3.6 Site Security and Storage Security Plan*
- 2.3.7 Storage Temperature Monitoring or Control System*
- 2.3.8 Notice of Delivery Receipt*

## **3. Technical Work**

### *3.1 Authorizations from the AHJ*

*As applicable with respect to, including, but not limited to ammunition and explosives, Defence Articles, Controlled Goods, Dangerous Goods, Hazardous Material, operations, testing, examination, possession, transfer, storage, transportation, Destruction, Demilitarization, recycling, disposal, exportation, importation, Environment, and occupational health and safety.*

### *3.2 Environmental Management and Compliance*

- 3.2.1 Environmental legislative requirements*
- 3.2.2 Environmental Considerations and Precautions*
- 3.2.3 Goals and Commitments*
- 3.2.4 Reduce, Reuse and Recycle*
- 3.2.5 Environmental Monitoring System (Air, Soil and Water)*
- 3.2.6 Sampling and Analyzing*

### *3.2.7 Reporting Requirements to AHJ*

### *3.3 Collection and Transportation— Approach and Methodology*

#### *3.3.1 Collection at CFAD Dundurn*

#### *3.3.2 Transportation Plan – transportation schedule, modes, routes, ports of entry, safe havens, security and safety control*

#### *3.3.3 Shipping Documentation*

#### *3.3.4 Transportation Carrier Information, Bonds, Insurance*

#### *3.3.5 Transshipment and Transloading*

#### *3.3.6 Re-palletization to meet ISPM 15, if applicable*

#### *3.3.7 Explosives Surveillance*

### *3.4 Offloading and Disassembly Procedures*

#### *3.4.1 Unpacking from Transportation Packages*

#### *3.4.2 CRV7 Rocket Motors Disassembly*

#### *3.4.3 Handling of the CRV7 Rocket Motors*

### *3.5 Destruction and Demilitarization Plan*

#### *3.5.1 Technology and Equipment (Existing and New Additions)*

#### *3.5.2 Step-by-Step Operating Procedures*

#### *3.5.3 Process Flow Diagram, Operating Parameters*

#### *3.5.4 Material Throughout, Process Rate, Destruction Rate*

#### *3.5.5 Process Control*

#### *3.5.6 Destruction and Demilitarization Schedule*

#### *3.5.7 Certificate of Destruction/Demilitarization*

### *3.6 Waste Management Plan*

#### *3.6.1 Hazardous Materials and Non-hazardous Materials Handling*

#### *3.6.2 Residual Materials Treatment*

#### *3.6.3 Waste Streams Segregation*

#### *3.6.4 Recycling and Disposal*

#### *3.6.5 Free from Explosives Certificate*

#### *3.6.6 Disposal Certificate for Hazardous Materials*

## **4. Reports and Deliverables**

## **5. Reference Documents**

9.2 **Work Breakdown Structure (WBS).** The WBS comprises a complete hierarchical representation of the tasks to be performed during the Project. It forms the framework for planning, management and status reporting and for estimating schedule, risk and Project performance assessment.

9.2.1 The Contractor must prepare a WBS that reflects the entire scope of the Project.

9.2.2 The WBS must comprise of a WBC hierarchical index or graphic, and a WBS dictionary.

9.2.3 Every record of the WBS index or graphic must include the following information:

- a. WBS element number;
- b. WBS element title;
- c. WBS element revision date and revision number;
- d. Cross references to the sections of contract and SOW; and
- e. Any other information required of the WBS index by the Contractor.

9.2.4 The WBS must show the complete hierarchical breakdown, including the element and sub-element descriptions, down to the 4<sup>th</sup> level of the end item deliverable. The description must be indented to indicate the WBS level for each element. Where applicable, contract section numbers and any other identifies such as SOW section numbers, specification numbers and Project deliverable numbers must also be shown.

9.3 Project Master Schedule. Project schedule management includes the processes required to manage the timely completion of the Project of which the Project Master Schedule presents linked activities with planned dates, durations, milestones and resources.

9.3.1 The Contractor must prepare the Project Master Schedule in accordance with the WBS.

9.3.2 The requirements of the Project Master Schedule are as follows:

- a. A Gantt Chart, in accordance with the WBS;
- b. Identification of the critical path;
- c. The baseline schedule must be retained for each task activity, event and milestone along with the Start and Final dates, and total duration for comparison to a current schedule; and
- d. The current schedule must be shown for each task activity, event and milestone along with the Start and Finish dates, and total duration.



DATA ITEM DESCRIPTION		
<b>1. TITLE</b> Notice of Delivery Receipt		<b>2. IDENTIFICATION NUMBER</b> DID-007
<b>3. DESCRIPTION</b> Notice of Delivery Receipt is used to indicate that the Contractor has in fact received the CRV7 Rocket Motors being shipped and has taken possession of it.		
<b>4. APPROVAL DATE</b> 28 October 2019	<b>5. OFFICE OF PRIMARY INTEREST</b> DAEME	<b>6. ORIGINATOR</b> DAEME 4-6
<b>7. APPLICATION / INTERRELATIONSHIP</b>		<b>8. APPLICABLE FORMS</b>
<b>9. PREPARATION INSTRUCTIONS</b>  9.1 The Contractor must conduct stock inventory management and control of each shipment of CRV7 Rocket Motors from the time it departs from CFAD Dundurn, is in transit, and arrives at the Contractor's Destruction facility.  9.2 Within 24 hours of receiving a delivery of CRV7 Rocket Motors or the next working day, the Contractor must submit a Notice of Delivery Report, to Canada. The receipt of each CRV7 Rocket Motors shipment, as a minimum, must include the following information:  a. NSN;  b. LOT Number;  c. Quantity;  d. Pre-Arrival Review System number;  e. Waybill or Straight Bill of Lading number;  f. Movement document/Manifest number for hazardous waste or recyclables, if applicable;  g. Description of the shipment if there is no NSN and LOT Number;  h. Date and time of shipment departure at CFAD Dundurn;  i. Date and time of shipment arrival at the demilitarization facility;  j. Name(s) of transportation company(ies);  k. Name(s) of driver(s); and		

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File No. - N° du dossier  
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383bk  
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I. Name and title of person receiving the shipment.

DATA ITEM DESCRIPTION		
<b>1. TITLE</b> Certificate of Destruction/Demilitarization		<b>2. IDENTIFICATION NUMBER</b> DID-008
<b>3. DESCRIPTION</b> The CRV7 Rocket Motor is Controlled Good and requires full demilitarization; a DND Form 2586 – Certificate of Destruction/Demilitarization completes the Transfer of Title upon signing by the requisite authorities.		
<b>4. APPROVAL DATE</b> 28 October 2019	<b>5. OFFICE OF PRIMARY INTEREST</b> DAEME	<b>6. ORIGINATOR</b> DAEME 4-6
<b>7. APPLICATION / INTERRELATIONSHIP</b>		<b>8. APPLICABLE FORMS</b> DND 2586
<b>9. PREPARATION INSTRUCTIONS</b> <p>9.1 The Contractor must submit a signed Certificate of Destruction/Demilitarization to Canada, within 5 working days of each LOT of CRV7 Rocket Motors being Destroyed and Demilitarized.</p> <p>9.2 The Material Equipment List (MEL) in Appendix 1 and a sample below are provided to assist the Contractor to complete the DND 2586 form.</p> <p>9.3 The Certificate must be verified and signed by technically qualified DND/CAF personnel or Canada representative who witnessed the Destruction and Demilitarization processes.</p> <p>9.4 In addition to the Name, Position, Title, Organization Name of the Part 3 – Signatures, the Contractor must ensure the performer and the witness also include their telephone numbers and email addresses on each of the DND 2586 forms.</p>		

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Sample: Included as Annex D

DATA ITEM DESCRIPTION		
<b>1. TITLE</b> Free from Explosives Certificate		<b>2. IDENTIFICATION NUMBER</b> DID-009
<b>3. DESCRIPTION</b> All materials and components remain after the Destruction and Demilitarization processes must be free from explosives prior to their release to the public for recycling or final disposal.		
<b>4. APPROVAL DATE</b> 28 October 2019	<b>5. OFFICE OF PRIMARY INTEREST</b> DAEME	<b>6. ORIGINATOR</b> DAEME 4-6
<b>7. APPLICATION / INTERRELATIONSHIP</b>		<b>8. APPLICABLE FORMS</b>
<b>9. PREPARATION INSTRUCTIONS</b> <p>9.1 The Contractor must ensure all Residual Materials of CRV7 Rocket Motors prior to their release to the public for recycling or final disposal are free from explosives and in accordance with AHJ authorizations.</p> <p>9.2 The Contractor must utilize a contractor-developed process that will render the Energetic Material, contaminated scrap and metal components, material generation from the Destruction and Demilitarization processes, chemically stable, non-explosive and otherwise harmless to the environment and human health. The Contractor's process must be compliant to applicable environmental and occupational health and safety regulations from AHJ.</p> <p>9.3 Upon the completion of the Destruction and Demilitarization processes and when the Certificate of Destruction/Demilitarization is completed and signed, the Contractor must assume complete responsibility and liability for disposition of the remaining materials and components.</p> <p>9.4 The Contractor must prepare, provide and have signed by the company officials who carried out the inspection, an attestation of Free from Explosives Certificate to the public, using the following format and statement on the Contractor's company letterhead.</p> <p>9.5 The Contractor must submit a copy of the signed Free from Explosives Certificate to Canada, within 5 working days of the material released for recycling or final disposal.</p>		

Contractor's Company Letterhead

**Free from Explosives Certificate**

Receiver Name  
Receiver Company  
Company Address  
Company Telephone Number

Date

RE: Project Work and Contract Number

Description (material list):

Quantity (kg):

We certify the materials listed on this form has been 100% visually inspected that they are free from explosives and do not pose an explosive hazard. These items are suitable for release to the public for recycling or final disposal.

Signature:

Date:  
Name of Certifier / Position:  
Organization:  
Address:  
Email:  
Telephone Number:

\*\*\*\*\*

Recommend the materials be released for: (check all that apply)

\_\_\_\_\_ Recycling \_\_\_\_\_ Disposal

(Additional information) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

DATA ITEM DESCRIPTION		
<b>1. TITLE</b> Disposal Certificate for Hazardous Materials		<b>2. IDENTIFICATION NUMBER</b> DID-010
<b>3. DESCRIPTION</b> The completion of the confirmation assures the Contractor has recycled or disposed of Hazardous Materials in accordance with AHJ.		
<b>4. APPROVAL DATE</b> 28 October 2019	<b>5. OFFICE OF PRIMARY INTEREST</b> DAEME	<b>6. ORIGINATOR</b> DAEME 4-6
<b>7. APPLICATION / INTERRELATIONSHIP</b>		<b>8. APPLICABLE FORMS</b>
<b>9. PREPARATION INSTRUCTIONS</b>  9.1 The Contractor must identify the applicable status, regulations, licence, law or by-law, nationally or internationally with respect to the recycling or disposal of Hazardous Materials.  9.2 The Contractor must ensure that all Hazardous Materials generated during the Destruction and Demilitarization processes of the CRV7 Rocket Motors are disposed of or recycled in accordance with the environmental laws and regulations of the AHJ.  9.3 The Contractor must submit a copy of the manifest and a copy of the signed Disposal Certificate for Hazardous Materials within 5 working days to Canada that indicated all Hazardous Materials have been disposal of or recycled in accordance with the AHJ directions.  9.4 The Contractor must include the following in the confirmation letter:  a) Contractor's company letterhead; b) Applicable status, regulations, licence, law or by-law, nationally or internationally; c) Name and address of the authorized receiving facility of Hazardous Materials; d) List of all Hazardous Materials that have been disposed of or recycled by the disposal or recycling operations; e) Permit number; f) Date of the Disposal Certificate issued; g) Method of disposal or recycling; h) Quantity disposed or recycled; i) Attestation statement; j) Certifier's name, position, email address and telephone number; and k) Signature of the Certifier.		

DATA ITEM DESCRIPTION		
<b>1. TITLE</b> Monthly Progress Report		<b>2. IDENTIFICATION NUMBER</b> DID-011
<b>3. DESCRIPTION</b> Monthly Progress Report is used to keep track the progress of the Project.		
<b>4. APPROVAL DATE</b> 28 October 2019	<b>5. OFFICE OF PRIMARY INTEREST</b> DAEME	<b>6. ORIGINATOR</b> DAEME 4-6
<b>7. APPLICATION / INTERRELATIONSHIP</b>		<b>8. APPLICABLE FORMS</b>
<b>9. PREPARATION INSTRUCTIONS</b>  9.1 By the 5 <sup>th</sup> day of the following month, the Contractor must submit a Monthly Progress Report on the level of effort required for the previous month with the associated tasks and deliverables.  9.2 The Monthly Progress report must provide the status of the tasks accomplished with respect to the Project Work Plan, highlight problem areas and corrective actions taken to resolve any issues.  9.3 The Monthly Progress Report must include the following as a minimum: <ul style="list-style-type: none"><li>a) Submission date;</li><li>b) Name and position of the individual responsible for the report;</li><li>c) An executive summary which covers significant elements of the report;</li><li>d) An appraisal of the Project's overall status;</li><li>e) Quantity of CRV7 Rocket Motors received;</li><li>f) Quantity of CRV7 Rocket Motors Destroyed and Demilitarized;</li><li>g) A description of all tasks performed by the Contractor's resources since the previous Progress report, including a general summary of communications between Canada, and the Contractor;</li><li>h) A summary and appraisal of planned tasks for the upcoming reporting period;</li><li>i) An up-to-date Gantt chart schedule that accurately reflects the Project's overall status, along with an appraisal of any anticipated or potential schedule change, including any slippage or accelerations of the current schedule;</li><li>j) A description of any issues, concerns or risks, actions or decision items, and how they have been or are being addressed;</li><li>k) Summary of aggregate disposition of Residual Materials, Hazardous Materials processed for final disposal or recycling; and</li><li>l) Anticipated project completion date.</li></ul>		



DATA ITEM DESCRIPTION		
<b>1. TITLE</b> Project Final Report		<b>2. IDENTIFICATION NUMBER</b> DID-012
<b>3. DESCRIPTION</b> Project Final Report summarizes all the relevant information and activities throughout the Project implementation. It serves as a significant milestone that indicates the final task of the Project is complete.		
<b>4. APPROVAL DATE</b> 28 October 2019	<b>5. OFFICE OF PRIMARY INTEREST</b> DAEME	<b>6. ORIGINATOR</b> DAEME 4-6
<b>7. APPLICATION / INTERRELATIONSHIP</b>		<b>8. APPLICABLE FORMS</b>
<b>9. PREPARATION INSTRUCTIONS</b>  9.1 The Contractor must submit a Project Final Report that contains – as a minimum – the sections and information listed below:		
<b>Items</b>	<b>Description</b>	
Title Page	Report title, date submitted and date accepted, author(s) and contributor(s), senior reviewers, positions, designations, etc.	
Executive Summary	Synopsis of the key points which summarize the Project, the process undertaken, and the results achieved.	
Table of Contents	Listing of the sections, tables, figures, appendices, etc. in the report.	
Introduction	Statement of the project goals and objectives, and the Contractor's approach and methodology to achieving those objectives.	
Activities	1) Discussion with respect to the Contractor's general approach to delivering the Project, including the descriptions of main features and activities; 2) Description of the operational activities that were undertaken, and the decisions and solutions that were applied; 3) Description of the scope and nature of logistics, technology, equipment, personnel, etc.	
Results	1) The quantity of CRV7 Rocket Motors Destroyed and Demilitarized; 2) The quantity of Residual Materials, Hazardous Materials disposed of or recycled; and 3) Project implementation and completion timelines.	
Accident or Incident	Description of Accident or Incident occurrence(s), including Loss or Compromise incidents, their outcomes, and the involvement of all associated AHJ.	
Lessons Learned	Assessment of the effectiveness of the goals and objectives that were established and attained, challenges that were encountered, and ideas with	

	respect to improvement opportunities. For example, contracting, communications, authorizations from AHJ, etc.
Conclusions	Assessment of the overall success of the Project with reference to aspects that include goals, achievements, timelines, etc.
References	1) Sources of information with respect to the Project; and 2) Denoted numerically and in sequence in the text.
Appendices	Appendices include: <ul style="list-style-type: none"><li>- Project Work Plan, accepted by Canada;</li><li>- Project WBS and schedule (final versions, at the end of the Project);</li><li>- Presentations, graphics, photographs generated for the Project;</li><li>- Accident or Incident Reports;</li><li>- Loss or Compromise Reports;</li><li>- Free from Explosives Certificates;</li><li>- Disposal Certificates for Hazardous Materials; and</li><li>- Certificates of Destruction/Demilitarization.</li></ul>

9.2 No later than 20 working days of the completion of all the tasks in this SOW, the Contractor must submit a draft Project Final Report to Canada for review. Upon the acceptance of the draft Project Final Report by Canada, it becomes the Project Final Report and concludes the requirements described in the SOW.

Solicitation No. - N° de l'invitation  
W8486-206212/E  
Client Ref. No. - N° de réf. du client  
W8486-206212/E

Amd. No. - N° de la modif.  
File No. - N° du dossier  
383bk. W8486-206212

Buyer ID - Id de l'acheteur  
383bk  
CCC No./N° CCC - FMS No./N° VME

## **ANNEX "B" - BASIS OF PAYMENT**

## **1. Basis of Payment**

1.1 For the provision of all services and deliverables defined in this contract, the Contractor shall be paid firm fixed prices, in Canadian dollars, Customs duties are excluded, and Applicable Taxes are extra.

1.2 Firm Fixed Prices will be paid as follows:

Demilitarization and disposal of CRV7 Rocket Motor: \$\_\_\_\_\_. \_\_\_\_ each

## ANNEX "C" - BID EVALUATION



### NOTICE

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### AVIS

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## Evaluation Matrix Contents

With their bid, Bidders must complete and submit Annex “C” – Bid Evaluation Compliance Matrix.

The following columns are populated and provided by Canada and explained as:

Column A – Item – specific identification number for each evaluated criteria.

Column B – Requirement Statement - explains in text form what the requirement being evaluated is.

Column C – Instructions to Bidders - explains specific instructions for Bidders to answer each requirement, and the substantiation necessary.

Within the Evaluation Compliance Matrix, Bidders must provide information in the following columns:

Column D – Bidders Response - For each requirement, Bidders should state their compliance (either Compliant or Non-Compliant) to the specific requirement. Every mandatory requirement should be addressed.

Column E – Bid Package Reference - Bidders should list exactly where within their bid package the substantiation and demonstration of compliance/score for the response can be found.

Column F – Bidder's Comments - Bidder's should provide brief commentary on how their solution/bid meets the individual requirement.

## Bid Evaluation Compliance Matrix<sup>PB</sup>

Item Column A	Requirement Statement Column B	Instructions to Bidders Column C	Bidder Response (Compliant or Non-Compliant) Column D	Bid Package Reference Column E	Bidder's Comments Column F
<b>M1<sup>PB</sup></b>	<p>Bidder must demonstrate they have successfully completed, within the past 10 years, at least 2* projects for destroying solid propellant. Each project must be for the destruction of a minimum quantity of 10,000 kg Net Explosive Quantity (NEQ). For each project, Bidder must provide the following information, with supporting documents:</p> <ul style="list-style-type: none"> <li>a) Start and End dates;</li> <li>b) Type(s) and quantity (in kg NEQ) of propellant destroyed;</li> <li>c) Technology and equipment used; and</li> <li>d) Proofs of project completion – Certificates of Demilitarization.</li> </ul> <p>* One of the projects must be for the destruction of at least 10,000 kg NEQ of solid, ammonium perchlorate composite propellant.</p>	<p>Bidders must provide within their bid submission package, detailed information demonstrating how they meet the requirement. Bidders must include at minimum, each of the items identified (a through d).</p>			
<b>M2<sup>PB</sup></b>	<p>Bidder must demonstrate they have successfully completed, within the last 10 years, at least 2* projects for demilitarizing and disposing of rocket motors. For each project, Bidder must provide the following information, with supporting documents:</p> <ul style="list-style-type: none"> <li>a) Start and End dates;</li> <li>b) NATO Stock Number (NSN) of the rocket motor demilitarized;</li> <li>c) Technology and equipment used;</li> <li>d) Disposal processes of hazardous and non-hazardous wastes; and</li> <li>e) Proofs of project completion – Certificates of Demilitarization.</li> </ul> <p>* One of the projects must be for demilitarizing and disposing of rocket motor that contains asbestos.</p>	<p>Bidders must provide within their bid submission package, detailed information demonstrating how they meet the requirement. Bidders must include at minimum, each of the items identified (a through e).</p>			

Item Column A	Requirement Statement Column B	Instructions to Bidders Column C	Bidder Response (Compliant or Non- Compliant) Column D	Bid Package Reference Column E	Bidder's Comments Column F
M3 <sup>PB</sup>	<p>Bidder must demonstrate they have successfully completed at least 1 project within the last 10 years that dealt with exportation<sup>†</sup>, importation<sup>†</sup>, and transportation of munitions, by providing the following information with supporting documents:</p> <ul style="list-style-type: none"> <li>a) Start/End dates of the project;</li> <li>b) Type, NSN and quantity of munitions; and</li> <li>c) Proofs of project completion – export permit, import permit, licences, certificates, or shipping records.</li> </ul> <p><sup>†</sup> If the destruction facility is located within Canada, exportation and importation do not apply.</p>	<p>Bidders must provide within their bid submission package, detailed information demonstrating how they meet the requirement. Bidders must include at minimum, each of the items identified (a through c).</p>			



Item Column A	Requirement Statement Column B	Instructions to Bidders Column C	Bidder Response (Compliant or Non- Compliant) Column D	Bid Package Reference Column E	Bidder's Comments Column F
M4 <sup>PB</sup>	<p>Bidder must demonstrate that they clearly understand and have an approach to completing the following tasks as per their descriptions in the Statement of Work (SOW):</p> <ul style="list-style-type: none"> <li>i. Collection of CRV7 Rocket Motors from CFAD Dundurn;</li> <li>ii. Repackaging and re-palletization to meet ISPM 15; if and as applicable;</li> <li>iii. Transportation of CRV7 Rocket Motors from CFAD Dundurn to the destruction/demilitarization facility;</li> <li>iv. Storage of intact and expended CRV7 Rocket Motors (Hazard Class 1 Explosives) while in transit and at the destruction/demilitarization facility;</li> <li>v. Destruction of ammonium perchlorate and other energetic materials that are on or in CRV7 Rocket Motors;</li> <li>vi. Demilitarization of CRV7 Rocket Motors that contain asbestos; and</li> <li>vii. Recycling or disposal of hazardous and non-hazardous wastes.</li> </ul> <p>Bidder must achieve this by providing the following information, with supporting documents:</p> <ul style="list-style-type: none"> <li>a) Copies of permits, licences, authorizations or Agreement in Principle documents from applicable Authority Having Jurisdiction in Canada and any other country that the Bidder will be performing the tasks;</li> <li>b) A project-level Gantt Chart, based on a work breakdown structure, identifying task durations from start to finish;</li> <li>c) A safety plan with respect to the handling and disassembly of CRV7 Rocket Motors;</li> <li>d) A security plan to safeguard the CRV7 Rocket Motors while in the possession of the Bidder;</li> <li>e) Descriptions of the technologies, equipment, processes and procedures that will be used to complete the tasks; and</li> <li>f) Description of how environmental compliance will be met with respect to the destruction, demilitarization, recycling and disposal of CRV7 Rocket Motors.</li> </ul>	<p>Bidders must provide within their bid submission package, detailed information demonstrating how they meet the requirement. Bidders must include at minimum, each of the items identified (a through f).</p>			

## ANNEX "D" – CERTIFICATE OF DEMILITARIZATION



### NOTICE

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## Certificate of Destruction / Demilitarization

### Part 1 - Identification

#### Part 1-A (applicable only to items with a DMC A or Q)

Stock code	Quantity	Applicable references (i.e. CFTO, DIR, etc.)
Destruction method used (i.e. crushing, shredding, smelting, etc.)		
Destruction criteria used (i.e. break in two pieces, shred to a size of... etc.)		
<b>Remarks:</b> Destruction of DMC "A" items is not required, unless there are contractual obligations or other directives that require their destruction. DMC "Q" items are subject to export control. Destruction is required, unless the items can be transferred to an authorized person.		

#### Part 1-B (applicable only to items with a DMC D)

Stock code	Quantity	Applicable references (i.e. CFTO, DIR, etc.)
Demilitarization method used (i.e. crushing, shredding, smelting, etc.)		
Demilitarization criteria used (i.e. break in two pieces, shred to a size of... etc.)		
<b>Remarks:</b> DMC D items are subject to the <i>Defense Production Act</i> . Full demilitarization is required unless the items can be transferred to an authorized person. Informal demilitarization instructions from the item's TA or the use of Generic Demilitarization Instructions are required.		

#### Part 1-C (applicable only to items with a DMC F)

Stock code	Quantity	Applicable references (i.e. CFTO, DIR, etc.)
<b>Remarks:</b> Remarks: DMC F items are subject to the <i>Defense Production Act</i> . Full demilitarization is required, unless the items can be transferred to an authorized person. Formal demilitarization instructions from the item's TA are required.		

### Part 2 - Certification

#### Part 2-A (applicable only to Part 1-A)

☐ I certify that the above item/items (attached list) was/were destroyed in accordance with the Technical Authority's instructions prior to disposing of them as scrap.

#### Part 2-B (applicable only to Part 1-B)

☐ I certify that the above item/items (attached list) was/were fully demilitarized in accordance with CFTO "C-01-008-000/MD-000, GENERIC DEMILITARIZATION INSTRUCTIONS" or Informal demilitarization instructions received or authorized by the item's TA.

#### Part 2-C (applicable only to Part 1-C)

☐ I certify that the above item/items (attached list) was/were demilitarized in accordance with FORMAL demilitarization instructions provided or authorized by the item's TA.

### Part 3 - Signatures

Destruction / Demilitarization performed by:		Destruction / Demilitarization witnessed by:	
Print name:		Print name:	
Position title:		Position title:	
Organization name:		Organization name:	
Date of destruction / demilitarization (yyyy-mm-dd):		Date witnessed (yyyy-mm-dd):	
Signature:		Signature:	

## Instructions

### Part 1 - Identification

#### Part 1-A (use for DMC "A" or "Q" only)

Stock code: List the NSN(s)/PSCN(s) or part number for destruction.

Quantity: Indicate the number of items (same stock code) slated for destruction.

Applicable references: Record reference(s) used for the destruction of the item(s), i.e. destruction instructions, directives, technical orders, etc.

Destruction method used: Record the chosen method of destruction. Examples of methods include, but are not limited to: breaking, crushing, cutting (metal displacement), cutting (other types), neutralizing, punching, shattering/pulverizing, shredding, smelting, or burning.

Destruction criteria used: Record the destruction criteria. Examples of criteria may include size and/or quantity, such as 1/4 inch pieces or 10 pieces, etc.

When multiple line items are being destroyed, a list of items, with their quantity, reference, method and criteria (recorded for each); shall be attached as an annex to the certificate.

Important: For weapons, in addition to the NSN/PSCN, the serial numbers must be recorded.

#### Part 1-B (use for DMC "D" only)

Stock code: List the NSN(s)/PSCN(s) or part number for demilitarization.

Quantity: Indicate the number of items (same stock code) being demilitarized.

Applicable references: Record reference(s) used for the demilitarization of the item(s), i.e. demilitarization instructions, directives, technical orders, etc.

Destruction method used: Record the method of demilitarization used. Examples of methods include, but are not limited to: breaking, crushing, cutting (metal displacement), cutting (other types), neutralizing, punching, shattering/pulverizing, shredding, smelting, or burning.

Destruction criteria used: Record the demilitarization criteria. Examples of criteria may include size and/or quantity, such as 1/4 inch pieces or 10 pieces, etc.

When multiple line items are being destroyed, a list of items, with their quantity, reference, method and criteria (recorded for each); shall be attached as an annex to the certificate.

Important: For weapons, in addition to the NSN/PSCN, the serial numbers must be recorded.

#### Part 1-C (use for DMC "F" only)

Stock code: List the NSN(s)/PSCN(s) or part number for demilitarization.

Quantity: Indicate the number of items (same stock code) being demilitarized.

Applicable references: Record reference(s) used for the demilitarization of the item(s) i.e. demilitarization instructions, directives, technical orders, etc.

Reference to formal demilitarization instructions is mandatory.

### Part 2 - Certification

#### Part 2-A (applicable only to Part 1-A)

Check the certification that corresponds to your selection in Part 1, i.e. check certification 2-A where Part 1-A was filled, 2-B if 1-B, or 2-C if 1-C

### Part 3 - Signatures

Performed by: This block must be signed by the individual who destroyed or demilitarized the materiel.

Witnessed by: This block must be signed by the individual who witnessed the destruction or demilitarization of the materiel.

N.B.: There is no need to witness destruction of DMC "A" or "Q" items, unless specified otherwise. However, demilitarization of DMC D and F shall be witnessed. The requirement to have DND/CAF personnel physically witnessing the demilitarization is only required where the person/company performing the demilitarization is not authorized to access controlled goods. If the party selected to demilitarize the items is authorized, the witnessing can be done by an entity other than DND/CAF.

## ANNEX "E" – SECURITY REQUIREMENTS CHECKLIST



### NOTICE

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Amd. No. - N° de la modif.  
File No. - N° du dossier  
383bk. W8476-195723

Buyer ID - Id de l'acheteur  
383bk  
CCC No./N° CCC - FMS No./N° VME

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Contract Number / Numéro du contrat

W8486-206212

Security Classification / Classification de sécurité

SECURITY REQUIREMENTS CHECK LIST (SRCL)

LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE		
1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine		2. Branch or Directorate / Direction générale ou Direction DAEME
3. a) Subcontract Number / Numéro du contrat de sous-traitance		3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant
4. Brief Description of Work / Brève description du travail DND has a requirement for a contractor to destroy, demilitarize and dispose of 83,000+ units of CRV7 Rocket Motors. The contractor and his subcontractor(s) will participate on-site project kick-off meeting, collect the items and transport them to the contractor's destruction facility. All contract personnel will be escorted while at CFAD Dundurn.		
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?		<input type="checkbox"/> No / Non <input checked="" type="checkbox"/> Yes / Oui
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
6. Indicate the type of access required / Indiquer le type d'accès requis		
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.		<input type="checkbox"/> No / Non <input checked="" type="checkbox"/> Yes / Oui
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès		
Canada <input type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>
7. b) Release restrictions / Restrictions relatives à la diffusion		
No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>	All NATO countries Tous les pays de l'OTAN <input type="checkbox"/>	No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>
Not releasable À ne pas diffuser <input type="checkbox"/>		
Restricted to: / Limité à : <input type="checkbox"/>	Restricted to: / Limité à : <input type="checkbox"/>	Restricted to: / Limité à : <input type="checkbox"/>
Specify country(ies): / Préciser le(s) pays :	Specify country(ies): / Préciser le(s) pays :	Specify country(ies): / Préciser le(s) pays :
7. c) Level of information / Niveau d'information		
PROTECTED A PROTÉGÉ A <input type="checkbox"/>	NATO UNCLASSIFIED NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A PROTÉGÉ A <input type="checkbox"/>
PROTECTED B PROTÉGÉ B <input type="checkbox"/>	NATO RESTRICTED NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B PROTÉGÉ B <input type="checkbox"/>
PROTECTED C PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>	NATO SECRET NATO SECRET <input type="checkbox"/>	CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>
SECRET SECRET <input type="checkbox"/>	COSMIC TOP SECRET COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET SECRET <input type="checkbox"/>
TOP SECRET TRÈS SECRET <input type="checkbox"/>		TOP SECRET TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>





Government of Canada  
Gouvernement du Canada

Contract Number / Numéro du contrat

W8486-206212

Security Classification / Classification de sécurité

**PART A (continued) / PARTIE A (suite)**

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?  
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS? ☒ No ☐ Yes  
Non Oui

If Yes, indicate the level of sensitivity:

Dans l'affirmative, indiquer le niveau de sensibilité :

9. Will the supplier require access to extremely sensitive INFOSEC information or assets?  
Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate? ☒ No ☐ Yes  
Non Oui

Short Title(s) of material / Titre(s) abrégé(s) du matériel :

Document Number / Numéro du document :

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

10. a) Personnel security screening level required / Niveau de contrôle de la sécurité du personnel requis

<input checked="" type="checkbox"/> RELIABILITY STATUS COTE DE FIABILITÉ	<input type="checkbox"/> CONFIDENTIAL CONFIDENTIEL	<input type="checkbox"/> SECRET SECRET	<input type="checkbox"/> TOP SECRET TRÈS SECRET
<input type="checkbox"/> TOP SECRET - SIGINT TRÈS SECRET - SIGINT	<input type="checkbox"/> NATO CONFIDENTIAL NATO CONFIDENTIEL	<input type="checkbox"/> NATO SECRET NATO SECRET	<input type="checkbox"/> COSMIC TOP SECRET COSMIC TRÈS SECRET
<input type="checkbox"/> SITE ACCESS ACCÈS AUX EMPLACEMENTS			

Special comments:

Commentaires spéciaux :

NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.

REMARQUE : Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.

10. b) May unscreened personnel be used for portions of the work?  
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail? ☐ No ☒ Yes  
Non Oui

If Yes, will unscreened personnel be escorted?

Dans l'affirmative, le personnel en question sera-t-il escorté?

On DND premises, unscreened pers. may  
only access public/reception zones

☒ No ☐ Yes  
Non Oui

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

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises?  
Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS? ☒ No ☐ Yes  
Non Oui

11. b) Will the supplier be required to safeguard COMSEC information or assets?  
Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC? ☒ No ☐ Yes  
Non Oui

**PRODUCTION**

11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises?  
Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ? ☒ No ☐ Yes  
Non Oui

**INFORMATION TECHNOLOGY (IT) MEDIA / SUPPORT RELATIF À LA TECHNOLOGIE DE L'INFORMATION (TI)**

11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data?  
Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS? ☒ No ☐ Yes  
Non Oui

11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency?  
Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale? ☒ No ☐ Yes  
Non Oui

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité

Canada





Contract Number / Numéro du contrat

W8486-206212

Security Classification / Classification de sécurité

**PART C - (continued) / PARTIE C - (suite)**

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

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

**SUMMARY CHART / TABLEAU RÉCAPITULATIF**

Category Catégorie	PROTECTED PROTÉGÉ			CLASSIFIED CLASSIFIÉ		NATO					COMSEC				
	A	B	C	CONFIDENTIAL CONFIDENTIEL	SECRET TRÈS SECRET	NATO RESTRICTED NATO DIFFUSION RESTREINTE	NATO CONFIDENTIAL NATO CONFIDENTIEL	NATO SECRET	COSMIC TOP SECRET COSMIC TRÈS SECRET	PROTECTED PROTÉGÉ	CONFIDENTIAL CONFIDENTIEL	SECRET	TOP SECRET TRÈS SECRET		
Information / Assets Renseignements / Biens Production															
IT Media / Support TI															
IT Link / Lien électronique															

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?

La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?

☒ No  
Non

☐ Yes  
Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".

Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?

La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?

☒ No  
Non

☐ Yes  
Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).

Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquez qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).



Contract Number / Numéro du contrat W8486-206212
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PART D - AUTHORIZATION / PARTIE D - AUTORISATION			
13. Organization Project Authority / Chargé de projet de l'organisme			
Name (print) - Nom (en lettres moulées) Betty Kan	Title - Titre Project Manager	Signature 	
Telephone No. - N° de téléphone (819) 939-1057	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel Betty.Kan@forces.gc.ca	Date 3 June 2019
14. Organization Security Authority / Responsable de la sécurité de l'organisme			
Name (print) - Nom (en lettres moulées) Sasa Medjovic	Title - Titre Senior Security Analyst	Signature MEDJOVIC, SASHA 234	<small>Digitally signed by MEDJOVIC, SASHA 234 DN: cn=CA, o=GC, ou=IND MDN, ou=Personnel, ou=INTER, cn=S MEDJOVIC, SASHA 234 Reason: I am approving this document Location: your signing location here Date: 2020-02-12 09:09:04 Postal PlainTextPDF Version: 0.7.0</small>
Telephone No. - N° de téléphone 613-996-0286	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel sasa.medjovic@forces.gc.ca	Date
15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached? Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes?			<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui
16. Procurement Officer / Agent d'approvisionnement			
Name (print) - Nom (en lettres moulées) Kaman Law	Title - Titre AI DP 3-1-6	Signature 	
Telephone No. - N° de téléphone 819-939-6321	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel Kaman.Law@brs.gc.ca	Date 3 Jun 2019
17. Contracting Security Authority / Autorité contractante en matière de sécurité			
Name (print) - Nom (en lettres moulées)	Title - Titre	Signature Lecompte, Denis	<small>Digitally signed by Lecompte, Denis Date: 2020.02.12 15:58:16 05:00</small>
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date

Denis Lecompte  
Contract Security Program / Programme de la sécurité des contrats  
Industrial Organization Security Services / Services de la sécurité industrielle des organisations  
Industrial Security Sector / Secteur de la sécurité industrielle  
Public Services and Procurement Canada / Services publics et de l'approvisionnement  
(613) 952-7907  
Denis.Lecompte@tpsgc-pwps.gc.ca

## **ANNEX "F" – ELECTRONIC PAYMENT INSTRUMENTS**

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

- ( ) VISA Acquisition Card;
- ( ) MasterCard Acquisition Card;
- ( ) Direct Deposit (Domestic and International);
- ( ) Electronic Data Interchange (EDI);
- ( ) Wire Transfer (International Only);
- ( ) Large Value Transfer System (LVTS) (Over \$25M).

## ANNEX "G" – FEDERAL CONTRACTORS PROGRAM FOR EMPLOYMENT EQUITY - CERTIFICATION

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

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

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

Complete both A and B.

A. Check only one of the following:

- ☐ A1. The Bidder certifies having no work force in Canada.
- ☐ A2. The Bidder certifies being a public sector employer.
- ☐ A3. The Bidder certifies being a [federally regulated employer](#) being subject to the [Employment Equity Act](#).
- ☐ A4. The Bidder certifies having a combined work force in Canada of less than 100 permanent full-time and/or permanent part-time employees.
- A5. The Bidder has a combined workforce in Canada of 100 or more employees; and
- ☐ A5.1. The Bidder certifies already having a valid and current [Agreement to Implement Employment Equity](#) (AIEE) in place with ESDC-Labour.

**OR**

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

B. Check only one of the following:

- ☐ B1. The Bidder is not a Joint Venture.

**OR**

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