

Annex A
To: W8482-195554
Dated: March 2021

STATEMENT OF WORK (SOW)
FOR THE
VICTORIA CLASS TRAINERS
(VCT)
IN-SERVICE SUPPORT CONTRACT
(ISSC)

VERSION 1.0

Annex A
To: W8482-195554
Dated: March 2021

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RECORD OF AMENDMENTS

Amendment No.	Description of Change	Issue Date
0.0	Original	October 2018
0.1	First D Mar P Review	March 2020
0.2	PSPC Review	July 2020
0.3	Second Draft	August 2020
1.0	Requisition Package Version	October 2020

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- Appendix 2: Sub-Tasking Approval Form
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1. INTRODUCTION

The Department of National Defence (DND) has a requirement to obtain Operations and Maintenance support for the Victoria Class Trainers (VCT) located at Canadian Forces Base (CFB) Halifax in buildings S-100, S-17 and S-15.

1.1 Purpose

This Statement of Work (SOW) describes the scope of work, services and support requirements to be provided under the VCT In-Service Support Contract (ISSC) hereinafter referred to as “the Contract”.

1.2 Background

As part of the acquisition of the VICTORIA Class Submarines from the United Kingdom Ministry of Defence, the Department of National Defence (DND) acquired a number of VICTORIA Class trainers. These trainers include:

- a. The Weapon Handling and Discharge System Trainer (WHDST);
- b. The Tactical Weapons System Trainer (TWS);
- c. The Ship Control Trainer (SCT);
- d. The Machinery Control Trainer (MCT);
- e. The Submarine Electrical Training Facility (SETF), consisting of:
 - i. The Main Propulsion Switchboard Trainer (MPST);
 - ii. The Automatic Voltage Frequency Regulator Trainer (AVFRT); and
 - iii. The Teddington Panel.

DND subsequently acquired the following additional VICTORIA Class trainers:

- f. The Mk 9 Submerged Signal Ejector Trainer (SSET);
- g. The External Communications Trainer (ECT);
- h. The Air and Hydraulics Trainer (AHT);
- i. The Diesel Generator Trainer (DGT);
- j. The maintenance trainer for the Fire Detection System (FDS);
- k. The maintenance trainer for the Central Surveillance System (CSS);
- l. The maintenance trainer for the Autopilot System (AS).

The above trainers are used for both operation and maintenance training, and consist of a combination of real and simulated systems and equipment, associated simulators, stimulator and support equipment, pre-faulted printed electronic circuit boards, documentation, special-to-type tools and test equipment.

A number of the trainers are located in Building S-100 at CFB Halifax. In order to ensure a high state of availability for these trainers the DND, under previous in-service support contracts, assigned responsibility for operation, maintenance and management of Building S-100 to the VCT in-service support contractor.

1.3 Acronyms

The following acronyms are used in this document:

AHT	Air and Hydraulics Trainer
AVFRT	Automatic Voltage Frequency Regulator Trainer
BSQ	Basic Submarine Qualification
CA	Contracting Authority
CFB	Canadian Forces Base
CRWK	Control Room Watchkeeper
DGT	Diesel Generator Trainer
DIST	Distribution
D Mar P	Directorate of Maritime Procurement
DND	Department of National Defence
DWAN	DND Wide Area Network
ECT	External Communications Trainer
GFE	Government Furnished Equipment
GFI	Government Furnished Information
HAZMAT	Hazardous Materials
HVAC	Heating, Ventilation and Air Conditioning
ISSC	In-Service Support Contract
ITAR	International Traffic in Arms Regulations
LMRMS	Lockheed Martin Rotary and Mission Systems
LRU	Lowest Replaceable Unit
MSC	Major Surface Combatants
MCT	Machinery Control Trainer

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MPST	Main Propulsion Switchboard Trainer
MT	Maintenance Trainer
NDA	Non-Disclosure Agreement
NET	Naval Electronic Technician
NFS(A)	Naval Fleet School (Atlantic)
NWT	Naval Weapons Technician
OEM	Original Equipment Manufacturer
OPCERT	Operational Certification
OSR	On-Site Representative
PA	Procurement Authority
PM	Project Manager
POC	Point of Contact
PRM	Progress Review Meeting
PSPC	Public Service and Procurement Canada
RFP	Request for Proposal
ROM	Rough Order of Magnitude
S-100 Halifax	The name of the VCT training building at HMCS Stadacona base in Halifax
SCT	Ship Control Trainer
SETF	Submarine Electrical Training Facility
SFCS	Submarine Fire Control System
SOP	Standing Operating Procedure
SOQC	Submarine Officer Qualification Course
SOW	Statement of Work
SRCL	Security Requirements Check List
SSEAC	Submarine Senior Engineering Applications Course
SSET	Submerged Signal Ejector Trainer
TA	Technical Authority
TAA	Technical Assistance Agreement
TDP	Technical Data Package

TIES	Technical Investigations and Engineering Studies
TOC	Tube Order Controller
TTVC	Tactical Television Console
TWS	Tactical Weapons System Trainer
VCT	Victoria Class Trainers
WDC	Weapon Data Converter
WHDST	Weapon Handling and Discharge System Trainer
WHMIS	Workplace Hazardous Materials Information System
WSDB	Weapon System Data Bus

2. APPLICABLE DOCUMENTS

The documents referenced in this SOW are listed below. Additional standards and specifications may be called up within specific DND 626 Tasking Authorizations and Sub-Taskings see Appendix 1 and 2. For all other documents, unless otherwise specified the version of each document is the one in effect upon the date of Contract award.

- VCT ISSC Phase-Out Plan
- VCT ISSC Fiscal year 2020/2021 Annual Report
- VCT ISSC Trainer Master Maintenance Schedules
- VCT ISSC Trainer Standing Operating Procedures
- VCT ISSC Building S-100 Master Maintenance Schedules
- VCT ISSC Building S-100 Security SOPs
- VCT ISSC Equipment Inventory Lists
- VCT ISSC Hazardous Materials Inventory Lists
- VCT ISSC Trainer Utilization Schedule

The Contractor may request assistance from Canada in obtaining DND-originated documents that are not commercially available.

3. SUPPORT REQUIREMENTS

3.1 Support for VCT

The Contractor must provide operations, maintenance and change support for the trainers listed in section 1.2

Operations, maintenance and change support shall include, but is not limited to: operation of the trainers; first, second and third line maintenance; configuration management; engineering

investigations; hardware and software upgrades; and the management of all of the foregoing.

Support shall also include maintaining the trainers and their associated spaces in a clean, organized and safe condition.

3.2 General Support to Naval Fleet School (Atlantic) (NFS(A))

The Contractor shall provide general support to the NFS (A). General support may include, but is not limited to:

- a. Development of training materials;
- b. Provision of instruction;
- c. Facilitation of training; and
- d. Other training related activities as might be assigned by the DND Technical Authority (TA).

3.3 Support for Building S-100

The Contractor shall provide support for Building S-100. Building S-100 support shall include, but is not limited to:

- a. Management of access to and activities in the building;
- b. Operation of the building and its systems;
- c. Cleaning of the building; and
- d. Maintenance of the building and its systems.

4. PROJECT MANAGEMENT REQUIREMENTS

4.1 Contractor Project Organization

The Contractor shall implement a formal organization of management disciplines, methods and procedures for directing, coordinating and controlling all required services in support of the Contract, and to provide all other work, material, services and data as required. The Contractor shall provide all aspects of project management needed to plan, organize, schedule, direct, coordinate, and administer the Work required by the Contract.

4.2 Contractor Project Manager

The Contractor shall designate a Project Manager (PM) who shall be the main point of contact. The PM shall be responsible for all work performed under this Contract and shall have full

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authority to make decisions on behalf of the Contractor. The Contractor PM shall be on-site at NFS(A) in Halifax.

4.2.1 Project Manager Duties

The Contractor PM's duties shall include, but are not limited to:

- a. Identify and propose costs for DND 626 Tasking Authorizations and Sub-Tasking as requested by the DND TA;
- b. Accept DND 626 Tasking Authorizations and Sub-Taskings, and manage the associated work;
- c. Determine and provide the personnel, resources and infrastructure needed at the VCT site and the Contractor's facility to satisfy the requirements of this Contract and ensure the successful operation of the trainers and Building S-100;
- d. Coordinate and track the day-to-day assignments and activities of the On-Site Representatives (OSR);
- e. Coordinate and track project administrative support services where required for the Contract;
- f. Manage support activities at the site to ensure compliance with the Contract;
- g. Plan, manage and track first, second and third line maintenance activities for the VCT and Building S-100;
- h. Plan, manage and track Contractor work for DND authorized upgrades, updates and modifications to the VCT;
- i. Where DND authorized work requires the involvement of third parties, liaise with such third parties to the extent directed by the DND TA;
- j. Provide contingency for personnel support (e.g. personnel backup during heavy usage or prolonged absence);
- k. Liaise with the appropriate authorities to provide services or correct problems;
- l. Ensure all work performed has appropriate authorization from Canada;
- m. Coordinate and submit progress claims and supporting documentation;
- n. Manage the VCT and Building S-100 spares and consumables inventory;
- o. Attend and support meetings with Canada as identified in this SOW;
- p. Ensure the Contractor's personnel and subcontractors possess the necessary qualifications and security clearances to perform the work;
- q. Ensure that Contractor personnel and subcontractors comply with all regulations of the establishment(s) to which they are assigned;
- r. Establish, manage, monitor and track any subcontracts required to perform Work;

- s. Ensure that Work is performed in the most cost effective manner and is responsive to DND requirements;
- t. Liaise with Original Equipment Manufacturers (OEMs) for OEM support, where applicable;
- u. Liaise with OEMs to resolve issues covered under system warranty;
- v. Prepare and submit meeting minutes and agendas;
- w. Prepare and submit monthly site activity reports;
- x. Prepare and submit annual reports;
- y. Prepare and submit the Phase Out Plan;
- z. Manage, review, edit and submit all other data deliverables identified in this SOW;
- aa. Prepare and promulgate health and safety instructions as per established directives for persons working in, being trained in and/or visiting the VCT trainer spaces and Building S-100; and
- bb. Coordinate and document audits/inspections to determine compliance with applicable health and safety laws, regulations, policies and instructions.

4.3 Project Administrative Services

The Contractor shall provide all project administrative services necessary for the performance of the Contract. Project administration personnel may work from the Contractor's facility, on-site at NFS(A) in Halifax, or a combination thereof. Project administrative services may include, but are not limited to:

- a. Assisting with the preparation and submission of DND 626 Tasking Authorization and Sub-Tasking requests;
- b. Assisting with the preparation and submission of meeting minutes and agendas;
- c. Assisting with the preparation and submission of monthly and annual reports;
- d. Assisting with the preparation and submission of data deliverables;
- e. Cost tracking and accounting;
- f. Preparing progress claims;
- g. Updating documentation and records;
- h. Logistics support;
- i. Filing of records;
- j. Purchasing; and
- k. Assisting the Project Manager and OSRs in the execution of day-to-day activities.

5. TRAINER OPERATIONS AND MAINTENANCE SUPPORT

The Contractor shall provide a team of OSRs consisting of subject matter experts and specialist personnel for operations and maintenance of the VCT and provision of training related support to NFS(A). The OSRs shall be stationed on-site at NFS(A) Halifax and report to the Contractor PM for all matters.

The trainer OSR team shall be assigned as follows:

- a. Four OSRs for support of the Ship Control Trainer (SCT) and Machinery Control Trainer (MCT);
- b. One OSR for support of the Weapon Handling and Discharge System Trainer (WH DST) and the Submerged Signal Ejector Trainer (SSET);
- c. One OSR for support of the Tactical Weapons System trainer (TWS); and
- d. One OSR for support of miscellaneous trainers (SETF, ECT, AHT, DGT, and MT).

During the term of the Contract, the Contractor may suggest modified assignments or cross-training that could maximize the ability to respond to operational needs. No modifications will be effective until approved, in writing, by the Contract Authority.

5.1 Trainer Operation and Maintenance Duties

Trainer OSR duties related to operation and maintenance of their respective trainers shall include, but are not limited to:

- a. Flash-up, daily readiness checks, and shutdown of the VCT in accordance with Standing Operating Procedures (SOPs);
- b. Configuring the VCT and setting up the VCT for training as directed by DNDNFS(A) representative;
- c. Physical operation of the VCT to meet the authorized requirements of the DND POC and/or the DND TA;
- d. Providing formal training to new DND personnel on operation and capabilities of the VCT;
- e. Providing informal training to assist DND personnel to achieve specific objectives regarding the use of the VCT;
- f. Providing practical assistance to students in the operation of VCT equipment;
- g. Providing safety recommendations for the conduct of training and operation of VCT equipment;
- h. Assisting with tours, briefings and demonstrations of VCT capabilities to military and external audiences, as directed by DND POC;
- i. Updating VCT documentation (user manuals, configuration records, inventory lists, etc.);

- j. Investigating, documenting and communicating system malfunctions to the Contractor PM;
- k. Troubleshooting and resolution of system problems;
- l. Producing and updating SOPs to ensure safe, secure and effective VCT operation;
- m. Performing configuration management activities to maintain the VCT and VCT documentation in the authorized configuration;
- n. Preparing and promulgating health and safety instructions for persons working in, being trained in and/or visiting the VCT;
- o. Hardware and software preventative maintenance;
- p. Validating and maintaining maintenance plans. If equipment requires preventative maintenance by the OEM, these cases shall be outlined in the maintenance plan;
- q. Maintaining logs of preventative maintenance activities;
- r. Reviewing maintenance plans and advising on recommended routines to be followed;
- s. Maintaining hardware licenses and software licenses;
- t. Maintaining records of warranties for equipment and spares inventory;
- u. Hardware and software corrective maintenance;
- v. Software administration, including back-ups, restores, recovery, file/database clean-up, security control, installation of authorized software updates and upgrades, etc.;
- w. Validating the VCT software backup and recovery strategies;
- x. Documenting all VCT system administration activities;
- y. Monitoring and analyzing system performance;
- z. Tracking of local spares for the VCT;
- aa. Logistics support;
- bb. Coordinating the certification/re-certification of safety systems;
- cc. Conducting audits of the VCT configuration, and assisting DND to conduct audits of the VCT configuration; and
- dd. Reporting to the Contractor PM for all matters related to the conduct and quality of work.

5.2 Course Delivery and General Support to NFS(A)

Trainer OSR duties related to general support to NFS(A) shall include, but are not limited to:

- a. Assisting DND personnel with the preparation of training plans and training-related documentation;

- b. Preparing training materials and training tools (e.g. instructional modules);
- c. Conduct and provision of training to students;
- d. The evaluation of training participants;
- e. The evaluation of training-related materials and practices; and
- f. Other training related activities as might be assigned by the DND TA or DND NFS(A) representative.

5.3 Embedded Contractor Requirements

The following training equipment is subject to International Traffic in Arms Regulations (ITAR):

- a. The Submarine Fire Control System (SFCS) in the TWS;
- b. The 2041 passive sonar in the TWS; and
- c. The BQQ-10 sonar equipment in the TWS.

In order to ensure support of this equipment, the Contractor PM and the OSRs assigned to support the TWS shall be designated as Embedded Contractors and have their Secret security rating.

Other ITAR restricted equipment may be added to the trainers during the period of the Contract.

6. BUILDING S-100 OPERATIONS AND MAINTENANCE SUPPORT

The Contractor shall be responsible for the operation and management of Building S-100 at HMCS Stadacona. In general, the service shall provide for turnkey operations of the building that provides for operation, management and maintenance of some building systems and operation, monitoring and reporting of status for other building systems. The building management and maintenance services shall be provided such that trainer availability is maximized, and training and maintenance schedules are fully integrated.

The Contractor shall operate, manage and maintain the following systems:

- a. Heating, Ventilation and Air Conditioning (HVAC) system; and
- b. General electrical power distribution within the building.

The Contractor shall operate, monitor and report status for the following systems:

- a. Building security and access control system;
- b. Building fire alarm and emergency services system;
- c. Building crane system;
- d. Elevator system;
- e. DND Wide Area Network (DWAN) information services and telecommunications systems; and

- f. Water, sewage, steam and hydro services for the building.

Monitoring, reporting and maintenance of building systems shall be performed in accordance with the Building S-100 Master Maintenance Schedule.

Where the Contractor is responsible for maintenance of building equipment and systems, the Contractor shall investigate and report on defects discovered in the building equipment and systems and, as and when requested through a DND 626 Tasking Authorization or Sub-Tasking, rectify the defects. Where defect rectification is beyond the capabilities of the Contractor on-site personnel the DND TA will, on a case-by-case basis and as warranted, approve the engagement of third line support services to rectify defects. In general, the approach taken will depend upon the impact of the defects on scheduled training.

6.1 Building S-100 Support Structure

It is anticipated that the workload for the Building S-100 support will depend on the Contractor's approach for Building S-100 cleaning, operation, and maintenance services. It is, therefore, acceptable that the management and/or performance of Building S-100 support services be assigned to one or more of the VCT OSRs, or to the Contractor PM.

6.2 Building S-100 Support Duties

Building S-100 support duties shall include, but are not limited to:

- a. On-site operation, management and maintenance of the following systems:
 - i. Heating, Ventilation and Air Conditioning (HVAC) system; and
 - ii. General electrical power distribution within the building.
- b. On-site operation, monitoring and reporting of status (to the appropriate DND maintenance authorities) for the following systems:
 - i. Building security and access control system;
 - ii. Building fire alarm and emergency services system;
 - iii. Building crane system;
 - iv. Elevator system;
 - v. DND DWAN information services and telecommunications systems; and
 - vi. Water, sewage, steam and hydro services for the building.
- c. Liaising with Base Construction Engineering and Base Operations for the resolution of issues regarding systems identified above as being maintained by DND;
- d. Maintenance of Building S-100 minor systems and items such as, but not limited to, lighting, doorways, plumbing and cabinetry;

- e. Minor maintenance of Building S-100 structure. Major building maintenance items (such as replacement of heating or cooling systems, etc.) shall remain the responsibility of DND. In advance of performing any building structure maintenance the DND TA will, in consultation with the Contractor and Base Construction Engineering as required, determine what is considered a building structure minor maintenance item and what is considered a building structure major maintenance item;
- f. Investigating, documenting and communicating system malfunctions to the appropriate authority (e.g. Base Construction Engineering, Base Operations or the DND TA);
- g. Engaging the services of third parties for investigations, maintenance, certifications, etc., as and when requested through a DND 626 Tasking Authorization or Sub-Tasking;
- h. Management, maintenance and control of tools and test equipment that are used for Building S-100 maintenance;
- i. Tracking and management of building spares and consumables for the building;
- j. Cleaning of all building interior spaces/surfaces and/or coordination of third-party cleaning services;
- k. Cleaning of building exterior surfaces and/or coordination of third-party cleaning services;
- l. Compliance with all Hazardous Materials (HAZMAT) and Workplace Hazardous Materials Information System (WHMIS) obligations in its building management;
- m. Maintaining and updating Building S-100 documentation (configuration records, inventory lists, etc.);
- n. Producing and updating Standard Operating Procedures (SOPs) to ensure safe and effective use of the building;
- o. Preparing and promulgating health and safety instructions for persons working in, being trained in and/or visiting the building;
- p. Logistics support, spares and inventory management;
- q. Coordinating the certification/re-certification of safety systems; and
- r. Reporting all matters related to the quality and delivery of work to the DND TA.

6.3 Building S-100 Security and Access Control

The Contractor shall be responsible for Building S-100 security and access control. The Contractor shall institute and control procedures to manage access to the building and its internal spaces, to protect against unauthorized access, and support the necessary operation and maintenance of the trainers and associated systems as directed in the Building S-100 Security SOPs. The Contractor shall provide access, escort and supervision for all third-party personnel authorized to work in the building on a 24 hours per day, 7 days per week and 365 days per year basis. The Building S-100 Security SOPs shall be compliant with existing base security procedures.

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7. TRANSITION IN REQUIREMENTS

In order to ensure a smooth transition from the existing Contract to the replacement Contract, the Contractor shall provide DND with a draft Phase-In Plan. The draft Phase-In Plan shall document the Contractor's proposed approach for transitioning of VCT trainers and Building S-100 operations and maintenance from the outgoing contractor to the incoming contractor. The DND TA will provide comments and recommendations to the Contractor upon Contract award, so that the Contractor can prepare a final Phase-In Plan. The Contractor shall submit the final Phase-In Plan within two (2) weeks of Contract award to incorporate DND comments/recommendation, and any changes resulting from Contract negotiations.

7.1 Phase-In Plan Requirements

The Phase-In Plan shall include, but not be limited to:

- a. Recommended responsibilities of applicable stakeholders (e.g. Contractor, DND TA, NFS(A), outgoing contractor);
- b. Recommended requirements and process for transition of responsibility for VCT trainer equipment, tools and test equipment (e.g. audits, equipment inventory checks, equipment operation checks, handover, acceptance of responsibility);
- c. Recommended requirements and process for transition of responsibility for Building S-100 equipment, tools and test equipment (e.g. audits, equipment inventory checks, equipment operation checks, handover, acceptance of responsibility);
- d. Recommended requirements and process for transition of responsibility of spares and consumable items;
- e. Recommended requirements and process for transfer of knowledge on operation and maintenance of VCT trainer and Building S-100 systems to Contractor OSRs;
- f. Recommended requirements and process for transition of responsibility for VCT and Building S-100 maintenance work (e.g. preventative and corrective maintenance procedures, maintenance status, current issues/failures);
- g. Recommended requirements and process for transition of responsibility for Building S-100 security (e.g. access procedures, access codes, key inventories, key assignments);
- h. Recommended requirements and process for transfer of responsibility for VCT and Building S-100 safety.
- i. Recommended requirements and process for handover of documentation and other pertinent records;
- j. Recommended requirements and process for establishment of Equipment Loan Agreements;
- k. Recommended requirements and process for establishment of on-site offices and related services;

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- l. Recommended criteria and process for mutual acceptance of the transition;
- m. Recommended schedule of handover and phase-in activities; and
- n. Any additional recommendations considered necessary to enable a smooth transition.

The DND and outgoing contractor will not be obliged to follow recommendations of the draft Phase-In Plan where it is not practical to achieve the recommendations under the old Contract, or under DND constraints. The DND TA will, when providing comments on the draft Phase-In Plan, identify any such conflict areas and provide recommendations for alternative approaches.

7.2 Transition Documents

Upon award of the Contract and establishment of applicable Non-Disclosure Agreements (NDAs) in accordance with section 16.15 of this SOW, the DND will make the following documents from the old contract available to the Contractor to facilitate the transition:

- a. Phase-Out Plan;
- b. Fiscal year 2020/2021 Annual Report;
- c. Trainer Master Maintenance Schedules;
- d. Trainer SOPs;
- e. Building S-100 Master Maintenance Schedules;
- f. Building S-100 Security SOPs;
- g. Equipment Inventory Lists;
- h. Hazardous Materials Inventory Lists;
- i. Trainer Utilization Schedule; and
- j. Applicable equipment operation and maintenance documentation.

The Contractor shall work with the outgoing VCT In-Service Support Contractor in order to seamlessly transition information and knowledge.

The DND will prepare, for signature by Canada and the Contractor, an Equipment Loan Agreement to document any equipment, tools, test equipment, etc. that will be provided to the Contractor for storage or use off-site.

The transition will be deemed complete when the activities in the final Phase-In Plan have been completed to the satisfaction of the DND TA. Successful completion shall be documented by the Contractor and DND TA signing a certificate that acknowledges transfer of responsibility for the applicable trainers, Building S-100, documentation and related items to the Contractor.

8. SPARES, TOOLS AND TEST EQUIPMENT MANAGEMENT

The DND possesses an inventory of selected spare parts, tools and test equipment and consumables for the VCT and Building S-100.

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The OSRs shall manage the storage, repair and replenishment of spare parts on behalf of DND and as required by the DND TA. The OSRs shall also manage the storage, usage and replenishment of consumables. Every six (6) months, as a minimum, the Contractor shall provide the DND TA and DND Procurement Authority (PA) with a record of spare parts/consumables used, parts repaired, and recommendations for replenishment and/or augmentation of spare parts and/or consumables inventory to maintain VCT operational availability.

The DND TA will authorize through DND 626 task or sub-task the repair of parts, the replenishment of spare parts/consumables and/or the purchase of additional spare parts/consumables.

The OSRs shall manage the storage, repair, calibration and maintenance of the VCT tools, test equipment and consumables.

The Contractor shall ensure all equipment spare parts, tools and test equipment are properly captured in the Equipment Inventory Lists and that the lists are kept current.

9. PREVENTATIVE MAINTENANCE

The Contractor shall perform hardware and software preventative maintenance activities for the VCT and Building S-100 as and when requested through a DND 626 Tasking Authorization or Sub-Tasking. Preventive maintenance shall be performed in accordance with the VCT and Building S-100 Master Maintenance Schedules.

To the maximum extent possible, preventative maintenance shall be conducted by the OSRs as part of their normal duties.

For certain equipment or components common to the submarines, DND may, at their discretion, arrange for preventative maintenance to be performed by the OEM of the equipment, or require the Contractor to perform the preventative maintenance routines in accordance with maintenance instructions that are used for the equipment in the submarine fleet. The Contractor will be informed of such equipment or components on a case-by-case basis by the DND TA.

The Contractor PM shall liaise with the DND POC and DND TA to ensure that preventative maintenance requirements (personnel and trainer time) are factored into VCT scheduling considerations.

For the purposes of this section the term “software” as used above includes but is not limited to operating systems, utilities, monitoring tools, debugging tools, simulation software, instructor/user interface software, and equipment interface software of the VCT and Building S-100 systems.

10. CORRECTIVE MAINTENANCE

The Contractor shall perform hardware and software corrective maintenance activities for the VCT and Building S-100 as and when requested through a DND 626 Tasking Authorization or

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Sub-Tasking. Where applicable, quality and workmanship standards for Corrective Maintenance will be provided in the DND 626 Tasking Authorization or Sub-Tasking.

To the maximum extent possible, corrective maintenance shall be conducted by the OSRs. Where practical, the OSRs shall investigate, communicate, resolve and document faults using the facilities, tools, test equipment and spares that are available on site.

The Contractor shall maintain a network of support services for investigation and resolution of problems that are beyond the OSRs' ability to resolve. This network shall include access to Contractor off-site engineering staff, OEM support, specialist third line maintenance subcontractors and any other required services.

For certain real equipment or components common to the submarines, DND may, at their discretion, arrange for corrective maintenance to be performed by the OEM of the equipment, or require the Contractor to perform the corrective maintenance in accordance with maintenance instructions that are used for the equipment in the submarine fleet. The Contractor will be informed of such equipment or components on a case-by-case basis by the DND TA.

The Contractor PM shall liaise with the DND POC and DND TA to ensure that corrective maintenance requirements (personnel and trainer time) are factored into VCT scheduling considerations.

The Contractor shall not perform hardware or software modifications without prior, written authorization from the DND TA.

Hardware corrective maintenance services may include but are not limited to:

- a. Diagnosing and isolating faults, and providing corrective maintenance recommendations to the DND TA;
- b. Coordinating and supporting repair/replacement when defective equipment is covered under OEM warranty or repair work is performed by an OEM or subcontractor;
- c. Corrective maintenance through adjustment, repair or replacement of defective components as appropriate; and
- d. Assisting in ancillary activities related to hardware maintenance and modification. Ancillary activities may include updating of configuration records, updating of documentation/drawings and quality assurance.

Software corrective maintenance services may include but are not limited to:

- a. Defect identification and documenting;
- b. Diagnosing software faults and providing corrective maintenance recommendations to the DND TA;
- c. Rectifying faults in the software;
- d. Performing system software recovery as required;
- e. Analyzing software related problems and submitting Software Change Proposals to the DND TA if software modifications are considered necessary;

- f. Supporting OEMs during software issue identification, diagnosis, maintenance, rectification or upgrade activities;
- g. Implementing DND authorized modifications determined necessary for continued trainer operation;
- h. Updating or upgrading software licences; and
- i. Assisting in ancillary activities related to software maintenance and modification. Ancillary activities may include updating of configuration records, updating of documentation and quality assurance.

For the purposes of this section the term “software” as used above includes but is not limited to operating systems, utilities, monitoring tools, debugging tools, simulation software, instructor/user interface software, and equipment interface software of the VCT and Building S-100 systems.

11. MISCELLANEOUS MATERIAL PURCHASE

As and when requested through a DND 626 Tasking Authorization or Sub-Tasking, the Contractor shall purchase items that may include but are not limited to:

- a. Replacement parts;
- b. Spares;
- c. Preventative maintenance materials;
- d. Corrective maintenance materials;
- e. Consumables;
- f. Software and software upgrade purchase;
- g. Reference material;
- h. On-site office equipment and software;
- i. Contractor staff training as a result of the addition of equipment; and
- j. Miscellaneous equipment.

12. TECHNICAL INVESTIGATIONS AND ENGINEERING STUDIES

As and when requested through a DND 626 Tasking Authorization or Sub-Tasking, the Contractor shall perform Technical Investigations and Engineering Studies (TIES) work that may include but are not limited to:

- a. Technical investigations;
- b. Engineering studies;
- c. Impact analyses;

- d. Concept evaluations;
- e. Prototyping;
- f. Supportability reviews;
- g. Recommendations; and
- h. Definition, scoping and costing of solutions.

The actual work process and deliverables will be communicated in the DND 626 Tasking Authorization, and related Sub-Taskings as applicable.

13. UPGRADES AND ENHANCEMENTS

Existing hardware and software including simulation, instructor station software and interface software may be subject to upgrade or enhancement depending on submarine changes, technology obsolescence and the nature of the training requirement. As and when requested through a DND 626 Tasking Authorization, and related Sub-Taskings, the Contractor shall perform upgrades and enhancements to the VCT.

13.1 Upgrades and Enhancements Process

The process of upgrading the VCT will typically follow a phased approach of Options Analysis, Definition and Implementation and Validation, as follows:

- a. Conduct of an Options Analysis (Phase 1) to examine new training requirements, identify potential impacts on the Trainer, assess possible solutions, identify Intellectual Property (IP), and identify licensing restrictions, ITAR restrictions, etc.. This phase results in a high level report describing options and recommendations for implementation. The report would include a non-committal Rough Order of Magnitude (ROM) cost and schedule to implement the full project along with a firm fixed or ceiling price commitment to perform the next phase work (Phase 2 Definition).
- b. Development of a solution Definition (Phase 2) to analyze in detail the agreed solution to meet the training requirement and produce the specification, test plan, test procedures and work statements to accomplish this work. Phase 2 results in a report describing the scope of the project and includes a firm fixed or ceiling price and schedule commitment to complete Phase 3 (Implementation).
- c. Implementation (Phase 3) to perform the upgrade work by developing, testing and delivering the necessary changes to the VCT. This phase will normally include a “train the trainers” component to ensure the OSR and DND operators understand how to exploit and support the full extent of the upgrades.
- d. Validation (Phase 4) may be required to validate the effectiveness of the delivered training capability and correct minor deficiencies. The requirement to conduct a Phase 4 will normally be determined once the DND operates the system and becomes familiar with detailed training scenarios.

The actual work process and deliverables for any desired upgrades/enhancements will be communicated in a DND 626 Tasking Authorization, and in related Sub-Taskings as applicable.

14. MEETINGS

The Contractor shall host Progress Review Meetings (PRMs) or Technical Review Meetings (TRMs) to discuss the Contractor's status report, financial report, general performance, and any other issues related to work done under the Contract. PRMs/TRMs shall be held every four (4) months in Halifax unless otherwise agreed between the Contractor and Canada. Thirty (30) calendar days notice shall be provided to schedule the meeting.

Other meetings may be called at any time, with 48 hours notice, to discuss issues of an urgent nature or to resolve maintenance or other matters of concern related to work done under the Contract. The location of such meetings shall be at the discretion of the DND TA and/or Public Service and Procurement Canada Contract Authority (PSPC CA), and attendance by the Contractor will depend on the nature of the urgency and as decided jointly by the Contractor PM, DND TA, DND PA and the PSPC CA.

15. DATA DELIVERABLES

The Contractor shall prepare, maintain, update and deliver the following data deliverables:

- a. Meeting agendas and minutes;
- b. Monthly Site Activity Reports;
- c. Annual Reports;
- d. Phase-Out Plan;
- e. Operations and Safety Documentation;
- f. Trainer Documentation;
- g. Configuration and Logistics Records.

All data deliverables are subject to DND TA acceptance.

All data deliverables created and/or converted into electronic format shall be formatted as follows unless otherwise required by the DND TA:

- a. Text based data deliverables shall be provided in the applicable Microsoft Office format (Word 2013, Access 2013, Excel 2013, PowerPoint 2013, Project 2013). Word documents shall have structured outlines;
- b. Specifications shall be delivered in both their native file format and in PDF format compatible with Adobe Version 2017;
- c. Drawings shall be delivered in Microsoft Visio 2013 (preferred format) in PDF format compatible with Adobe Version 2017; and

- d. All data deliverables shall be formatted to be printed/plotted on standard North American paper sizes.

All data deliverables shall be developed and delivered in the English language.

The Contractor shall distribute data deliverables using media identified acceptable by the DND TA (e.g., email attachment, paper hardcopy, CDROM, secure File Transfer Protocol (FTP)). Any data deliverables delivered on CDROM will be rejected if they cannot be read on CDROM drives readily accessible to the DND TA.

Refer to Appendix 3 of this SOW for data deliverable delivery requirements.

15.1 Meeting Agendas and Minutes

The Contractor shall prepare and submit meeting agendas for acceptance by the DND TA, DND POC, DND PA and PSPC CA a minimum of five (5) working days before each meeting.

The Contractor shall prepare the minutes for meetings, submit minutes for review and acceptance by the DND TA, DND PA and PSPC CA, and disseminate the meeting minutes to core attendees above. The draft copy of the minutes shall be delivered within ten (10) working days of the date of the meeting. The final minutes shall be delivered within ten (10) working days after receipt of DND comments on the draft copy.

Preparation and submission of meeting minutes and agendas is a regular duty of the Project Manager and project administration personnel, and does not require a DND 626 Tasking Authorization or Sub-Tasking from Canada.

15.2 Monthly Site Activity Reports

The Contractor shall prepare and submit Monthly Site Activity Reports to the DND TA, DND POC, DND PA and PSPC CA. The Monthly Site Activity Reports shall include, at a minimum, the following information for each DND 626 Tasking Authorization and Sub-Tasking:

- a. Status report for open work items;
- b. Budget performance for open Taskings and Sub-Taskings (including actuals and forecast);
- c. Status report for problems and failures affecting trainer and Building S-100 operations;
- d. Discussion of major issues affecting performance of the Contract;
- e. Status of open action items;
- f. Discussion of potential issues and risks;
- g. Trainer usage information in hours:
 - Availability;
 - Training;
 - Preventative maintenance;

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- Corrective maintenance; and
 - Other pertinent information as agreed between Canada and the Contractor.
- h. Site safety status;
 - i. Record of site visits & trainer tours;
 - j. Logistics support status;
 - k. Trainer maintenance status;
 - l. S-100 Building maintenance status; and
 - m. Green procurement status.

The Monthly Site Activity Report shall be submitted within five (5) days of the end of each month. The overall document format shall be mutually agreed between the DND TA, DND PA, PSPC CA and the Contractor.

Preparation and submission of Monthly Site Activity Reports is a regular duty of the Project Manager and project administration personnel.

Any requirement for additional reporting with respect to individual DND 626 Tasking Authorizations and Sub-Taskings will be specified in the Statement of Work for such DND 626 Tasking Authorizations and Sub-Taskings.

15.2.1 Green Procurement

The Contractor shall report on how its contractual activities benefit the environment by contributing to environmental objectives, such as:

- Reducing greenhouse gas emissions and air contaminants;
- Improving energy and water efficiency;
- Reducing ozone depleting substances;
- Reducing waste and supporting reuse and recycling;
- Reducing hazardous waste; and
- Reducing toxic and hazardous chemicals and substances.

Guidance on Green Procurement can be found in Canada's Policy on Green Procurement, available at

<http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html>.

15.3 Annual Reports

The Contractor shall prepare and submit Annual Reports to the DND TA, DND POC, DND PA and PSPC CA. The Annual Report shall:

- a. Review all aspects of VCT supportability and provide recommendations for improvement;
- b. Identify all instances of existing or impending hardware or software obsolescence;
- c. Provide recommendations for long-term remedies for recurring problems;
- d. Include information necessary for DND evaluation and Contract action on recommendations, including impact analysis, cost and schedule.
- e. Include a summary of all major activities and expenditures for the year just completed;
- f. Identify problems that may affect long-term support;
- g. Propose an in-service support requirements budget for each year of the next five (5) year period;
- h. Summarize all trainer upgrades that have been completed, are planned and are currently in progress, including software license upgrades; and
- i. Provide general recommendations as appropriate.

The Annual Report shall be submitted each year on the Contract anniversary date. The format of the Annual Report shall be mutually agreed between the DND TA, DND PA, PSPC CA and the Contractor.

Preparation and submission of Annual Reports is a regular duty of the Project Manager and project administration personnel.

15.4 Phase-Out Plan

In order to ensure a smooth transition to DND or to another service provider at the end of the Contract period, the Contractor shall provide Canada with a detailed Phase-Out Plan. The plan shall include information that could be deemed essential by the DND TA to ensure a seamless transition of the VCT trainers operations and maintenance and Building S-100 operations and maintenance to DND or another service provider. The Contractor shall submit the Phase-Out Plan to the PSPC CA and the DND TA within one (1) year of Contract award, and submit an updated Phase-Out Plan on an annual basis.

The Phase-Out Plan shall include, but not be limited to:

- a. A checklist of Contractor activities and actions considered necessary to close out the Contract and hand over responsibility. The checklist shall be organized by individual trainer and Building S-100 system;
- b. A checklist of DND activities and actions considered necessary to close out the Contract and hand over responsibility. The checklist shall be organized by individual trainer and Building S-100 system;
- c. Recommended responsibilities of other stakeholders (e.g. NFS(A), incoming contractor);

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- d. Current status of VCT and Building S-100 preventative maintenance, including a listing of all known issues and problems;
- e. Current status of VCT and Building S-100 corrective maintenance, including a listing of all known issues and failures;
- f. Current copies of VCT and Building S-100 Equipment Inventory Lists;
- g. Recommendations for transition of responsibility for spares and consumable items;
- h. Recommendations for transfer of knowledge on operation and maintenance of VCT trainer and Building S-100 systems;
- i. Recommendations for transition of responsibility for Building S-100 security (e.g. access procedures, access codes, key inventories, key assignments);
- j. Recommendations for transfer of responsibility for VCT and Building S-100 safety.
- k. Recommendations for handover of documentation and other pertinent records;
- l. Recommendations for return of any equipment that is stored off site, and closure of Equipment Loan Agreements;
- m. A current listing of contact information for suppliers and OEMs;
- n. Recommendations for shut-down of on-site offices and related services;
- o. Proposed schedule of handover activities; and
- p. Recommendations that will enable a smooth closure of the Contract and transition of responsibility.

Preparation and submission of the Phase-Out Plan is a regular duty of the Project Manager and project administration personnel.

15.5 Operations and Safety Documentation

The Contractor shall, as and when requested by the DND TA, update and submit operations and safety documentation for the VCT and Building S-100. Operations and safety documentation shall be submitted to the DND TA, and the DND POC as required. Operations and safety documentation shall include, at a minimum, the following:

- a. VCT trainer SOPs: It is the DND's intent that the VCT SOPs be reviewed and updated no less than annually to ensure procedures are current and in accordance with all latest applicable policies;
- b. Building S-100 Security SOPs: It is the DND's intent that the Building S-100 Security SOPs be reviewed and updated no less than annually to ensure procedures are current and in accordance with all latest applicable policies;
- c. Health and Safety Instructions: It is the DND's intent that the Health and Safety Instructions be reviewed and updated no less than annually to ensure Health and Safety Instructions are current and in accordance with all latest applicable laws, regulations and

DND policies. The safety instructions shall include requirements identified in the Canadian Labour Code, Part II;

- d. Health and Safety Audit and/or Inspection reports: The Contractor shall prepare/update such reports as part of yearly audit/inspection. Results and recommendations for improvement shall be included. Should the Contractor become aware of situations or activities that endangered or might endanger the health and safety of persons in the TWS space or Building S-100, the Contractor shall report these immediately to the DND TA and DND POC; and
- e. Equipment Certification/Re-Certification reports: The Contractor shall prepare/update such reports as part of inspections.

Updating and submission of operations and safety documentation is a regular duty of the Project Manager, OSRs and project administration personnel.

The Contractor shall also update and submit operations and safety documentation when DND 626 Tasking Authorizations or Sub-Taskings resulting in changes to trainer and Building S-100 configuration warrant changes to the documentation.

15.6 Trainer and Building S-100 Documentation

The Contractor shall, as and when requested by the DND TA, update and submit documentation for the VCT trainers and Building S-100. Trainer and Building S-100 documentation shall be submitted to the DND TA, and to the DND POC as required. Trainer and Building S-100 documentation shall include, as a minimum, the following:

- a. VCT trainer Master Maintenance Schedules
- b. Building S-100 Master Maintenance Schedules;
- c. Functional Test Specifications;
- d. Interface Control Documents/Drawings; and
- e. Test Reports.

Updating and submission of trainer documentation is a regular duty of the Project Manager, OSRs and project administration personnel.

The Contractor shall also update and submit trainer and Building S-100 documentation when DND 626 Tasking Authorizations or Sub-Taskings resulting in changes to trainer and Building S-100 configuration warrant changes to the documentation.

15.7 Configuration and Logistics Records

The Contractor shall, as and when requested by the DND TA, update and submit configuration and logistics records for the VCT and Building S-100. Configuration and logistics records shall be submitted to the DND TA, and the DND POC as required. Configuration and logistics records shall include, at a minimum, the following:

- a. Trainer Equipment Inventory Lists;
- b. Building S-100 Equipment Inventory Lists; and
- c. VCT Hazardous Material Inventory.

It is the DND's intention that configuration and logistics records be reviewed and updated no less than annually to ensure that all holdings are properly listed, tracked and in compliance with all latest applicable policies.

Updating and submission of configuration and logistics records is a regular duty of the Project Manager, OSRs and project administrative personnel.

The Contractor shall also update and submit configuration and logistics records when DND 626 Tasking Authorizations and Sub-Tasks result in changes to trainer and Building S-100 configuration.

16. GENERAL REQUIREMENTS

16.1 Language Proficiency

Contractor personnel and subcontractors shall be fluent in spoken and written English.

16.2 Temporary On-Site Representative Substitution

The Contractor shall provide a temporary substitute OSR within 48 hours of notification by the DND POC or DND TA that scheduled training is adversely affected or will be adversely affected due to an OSR being absent (e.g. as a result of leave, training, personal reasons or unexplained reasons).

The Contractor may choose to temporarily replace personnel through the assignment of existing qualified personnel, or by engaging other qualified personnel. The costs associated with the provision of temporary personnel shall be borne directly by the Contractor (including any costs for travel and overtime assignment of existing personnel).

Canada reserves the right to verify the qualifications and experience of proposed substitute personnel.

16.3 Contractor Engineering Support

The Contractor shall provide, as and when requested through a DND 626 Tasking Authorization or Sub-Tasking, engineering staff and other resources to assist the OSRs in the investigation and resolution of problems that are beyond the OSRs' capabilities, and to carry out TIES and upgrade/enhancement work.

16.4 Subcontractor/Third Party Support

As and when requested through a DND 626 Tasking Authorization or Sub-Tasking, the Contractor shall subcontract third party services in support of the VCT and Building S-100. Subcontractor/third party services might include but are not limited to:

- a. Assisting the OSRs in the investigation and resolution of problems that are beyond the OSRs' capabilities;
- b. Corrective maintenance that is beyond the OSRs' capabilities; and
- c. Carrying out TIES and upgrade/enhancement work.

16.5 Trainer Utilization Schedule

The Contractor shall operate the trainers to meet the requirements of the DND POC's Trainer Utilization Schedule. To the extent possible, the Trainer Utilization Schedule will be updated and released by the DND POC on a monthly basis. The DND POC will endeavour to communicate to the Contractor PM any urgent, short notice requirements to modify the schedule in response to operational requirements no later than forty-eight (48) hours prior to the requirement.

All trainer operations shall be performed within the access limitations promulgated by DND. Access limitations may occur during training with, for example, the SFCS full load software.

16.6 Trainer Availability

Unless otherwise advised, the VCT systems shall be supported to provide for training use for up to fourteen (14) hours per day, five (5) days per week, 52 weeks per year for the SCT and MCT and up to seven (7) hours per day, five (5) days per week, 52 weeks per year for the other trainers. The 14-hour window is intended to allow for a 7-hour period of dedicated training in each of the Day and Evening shifts while the 7-hour window is intended to allow for a single day shift. In considering planned trainer usage and the necessary support requirements and in light of the core working day, the DND POC and Contractor PM shall take into consideration all of the Contractor work at hand including preventative maintenance, corrective maintenance requirements, TIES tasking activity and other authorized and contract-related commitments that are to be supported.

The Contractor shall be capable of responding to urgent operational training requirements that utilize the VCT systems and Contractor manpower support for up to twenty-four (24) hours per day. This requirement would likely be invoked on an infrequent basis, for periods not to exceed one (1) week, and only in the event of genuine emergency training requirements as determined by the DND TA or DND POC. Overtime will be funded as required to support this requirement, as approved in writing using a Sub-Tasking form by the DND TA or the DND POC. Should the requirement be substantiated for periods of greater than one (1) week, the Contractor may be authorized to augment and rotate the Contractor staff as an additional work item. The Contractor

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shall track and account for the consumption of all overtime hours against specific tasks and dates.

16.7 On-call Services

The Contractor may be requested to provide on-call service, outside of the OSR regular working hours defined in section 16.6 above, for training being conducted in accordance with published training schedules.

The Contractor shall have an on-call staff member available to respond to after-hours security concerns related to Building S-100 as the first person to be called in the event of an incident.

The Contractor shall have a whole-team recall organization to respond to critical events related to trainer and building services.

The Contractor shall provide access to qualified emergency third line building maintenance support on a 24 hours per day, 7 days per week, 365 days per year basis to address critical defects on building services and systems. Use of these services will be on an as and when requested basis, through a DND 626 Tasking Authorization or Sub-Tasking.

All on-call services shall be approved through a previously authorized DND 626 Tasking Authorization, then Sub-Tasking in accordance with the Terms and Conditions (T&C) of the contract. The DND 626 Tasking Authorization and/or Sub-Tasking will include instructions for billing of costs, as applicable to the requirement.

16.8 Overtime

The Contractor shall respond to reasonable overtime requests as approved by the DND TA or DND POC.

All overtime shall require approval by the DND TA through a DND 626 Tasking Authorization or Sub-Tasking, in accordance with the Terms and Conditions (T&C) of the contract.

The DND POC shall approve, track and account for the consumption of overtime via an Overtime Request and Authorization Form. A copy of this completed form shall be forwarded to the DND TA, PSPC CA and DND PA for verification of payment.

An Overtime Request and Authorization Form template shall be produced by the Contractor and accepted by the DND TA prior to the initial request for overtime.

16.9 Quality Assurance

In performance of the Work described in this SOW, the Contractor shall comply with the quality system requirements specified in the Contract.

16.10 VCT OEM Support

Should service support be required from OEMs for maintenance or upgrade of the VCT, such support will normally be tasked under the Contract on an as-required basis. The Contractor shall advise the DND TA when such support is required, and the work applicable to OEMs shall be detailed as part of the quotation/estimate for the DND 626 Tasking Authorization or Sub-Tasking. For certain real equipment in the trainers, maintenance or upgrade will be contracted by the DND directly to the OEM.

Canada reserves the right to contract directly with any OEMs or third parties should Canada, in its sole discretion, deem necessary.

16.11 Submarine Systems Technical Data

As part of the acquisition of the VICTORIA Class Submarines from the United Kingdom Ministry of Defence, the DND acquired a Technical Data Package (TDP) for submarine systems, and limited rights to use the TDP documents for operation, maintenance, upgrade and support of the trainers. With the exception of documentation for the 2041 passive sonar and the BQQ-10 in the TWS, applicable TDP documents will be made available to the Contractor as GFI for performance of work on the Contract. Due to ITAR restrictions, TDP documents pertaining to the sonar will not be released to the Contractor.

The DND has updated the TDP as new equipment has been added to the submarines, and will continue to update the TDP as new equipment is added. Applicable TDP documents for new equipment will generally be made available to the Contractor as Government Furnished Information (GFI) for performance of work on the Contract, unless their release is prohibited due to ITAR or other restrictions (as is the case for Submarine Fire Control System and BQQ-10 sonar equipment in the TWS).

16.12 Trainer Technical Data

In acquiring the original TWS, SCT, MCT, WHDST and SETF from the United Kingdom Ministry of Defence, the DND acquired trainer technical data that supports trainer operations and maintenance. However, the DND does not have the rights to make this trainer technical data available to third parties.

In acquiring the current trainers (other than the TWS, SCT, MCT, WHDST and SETF), and when performing upgrades to trainers, the DND has acquired certain documentation that supports trainer operation and maintenance. This trainer technical data will be made available to the Contractor as GFI for performance of work on the Contract, unless its release is prohibited due to ITAR or other restrictions.

As DND adds new equipment to the trainers, new trainer technical data will be made available to the Contractor as GFI for performance of work on the Contract, unless its release is prohibited due to ITAR or other restrictions.

The DND has, to varying degrees, generated SOPs to guide staff in the operation and preventative maintenance of the trainers. These SOPs will be made available as GFI to the Contractor for performance of work on the Contract.

16.13 OEM Support Arrangements

The submarine system TDP, trainer technical data and SOPs will aid the Contractor in performance of regular duties for the trainers – such as system start-up, operation, shut-down, preventative maintenance, and limited corrective maintenance. However, in order to provide the full extent of support required by this SOW (including but not limited to operation, maintenance, conduct of TIES, and implementation of upgrades/enhancements), support from OEMs will be required. The Contractor shall establish, and maintain for the duration of the Contract, those necessary arrangements with the following OEMs (or OEM authorized third parties) to obtain and access OEM technical support and/or OEM intellectual property required from the OEM or others to perform all of the duties and provide all of the services identified in this SOW.

The following is a non-exhaustive list of OEMs; others may be added by Canada during the term of the Contract:

- a. Lockheed Martin Maritime Systems and Training (LMRMS) for the 2041 sonar, BQQ-10 sonars, SFCS, Weapon Data Converter (WDC) and Mk 22 stimulator in the TWS;
- b. Thales Training and Simulation Limited for the SCT and MCT;
- c. Babcock Canada and/or Babcock UK for the WHDST;
- d. BAE Systems for the Weapon System Data Bus (WSDB) and scenario generator in the TWS;
- e. L-3 MAPPS for FDS and AS IP in the MT;
- f. DRS Technologies for CSS IP in the MT; and
- g. Mobile Valve for AHT components;

The Contractor shall be responsible for making appropriate arrangements and obtaining any and all necessary rights and licenses for any new or modified equipment installed during the period of the Contract, and for obtaining any associated data where access to the data/equipment is required for performance of duties and provision of services under this Contract and to enable Canada to fully exploit the Intellectual Property, information and/or data supplied by any party (including OEMs) during and after the term of the Contract.

16.14 ITAR Restrictions

The 2041 passive sonar, BQQ-10 sonars, SFCS, WDC and Mk 22 stimulator in the TWS are subject to International Traffic in Arms Regulations (ITAR). Additional ITAR-restricted equipment may be added to the trainers during the period of the Contract. The Contractor shall manage and appropriately control OSR and Project Manager access to ITAR-restricted equipment and related data where access to the equipment/data is required for performance of

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duties under this Contract, while maximizing performance of the OSR and Project Manager duties identified in this SOW. Means to obtain, manage and control access may include Technical Assistance Agreements (TAAs) and/or Transfer Agreements.

The Contractor shall ensure that OSRs assigned to support the TWS can be assigned Embedded Contractor status.

16.15 Non-Disclosure Agreements

The Contractor is solely responsible to obtain from the following organizations, and maintain for the duration of the Contract, those necessary agreements which will permit the Contractor to fully perform the Work:

- a. Canada, for use of TDP and trainer related data supplied as GFI;
- b. The OEMs identified in section 17.17 above, as required to perform the duties and provide the services identified in this SOW; and
- c. OEMs of new or modified equipment installed during the course of the Contract, as mutually agreed by Canada and the Contractor.

16.16 Configuration Control

Configuration control of the VCT, including hardware, software, tools, test equipment and documentation, shall rest with the DND TA.

No changes shall be permitted to the VCT configuration without prior written authorization from the DND TA. All proposals to change the VCT configuration shall be submitted to the DND TA in writing complete with all supporting data (revised drawings, parts lists, etc.).

The Contractor shall maintain and update VCT configuration documentation as required/tasked by the DND TA. Amendments to manuals, drawings, and other documents shall be incorporated promptly following authorized changes. The DND TA, or the delegated representative, may perform a configuration audit at any time to verify the accuracy of configuration documentation. Deficiencies or errors in configuration documentation shall be corrected and resubmitted by the Contractor within 15 working days of the receipt of audit comments from the DND TA.

The Contractor shall maintain an up-to-date record of the configuration of the VCT and the spares inventory, including a listing of all parts to the Lowest Replaceable Unit (LRU) level and their serial numbers (where applicable). On a yearly basis the Contractor shall conduct an audit of VCT and spares inventory to ensure the accuracy of the configuration records. Results of the audit shall be provided to the DND TA and DND PA.

When parts are no longer required, the Contractor shall request direction from the DND TA for their disposal.

16.17 Client Support

The DND TA and other authorized departmental Government representatives shall have access at all times to the Work being performed at the DND site, the Contractor's facility or the facilities of its sub-contractors. The need for such access will be determined and communicated by the DND TA or PSPC CA.

16.18 Government Facilities

DND will provide limited site office space, computers, and furniture for Contractor on-site staff, as well as office supplies and access to fax machines and photocopiers for official use under the terms of the Contract. Limited office space will be provided in Building S-100 for the Contractor PM and OSRs and one space will be provided in S-17 for the TWS OSR. The DND will also provide storage space for VCT parts and documentation.

DND will provide telephone and internet services for on-site Contractor staff, either through the use of DND systems or the establishment of contractor-installed systems under a DND 626 Tasking Authorization or Sub-Tasking.

No other facilities are provided unless explicitly stated herein.

16.19 Government Furnished Equipment

No Government Furnished Equipment (GFE) is to be located at the Contractor's facility.

16.20 Assistance to the Contractor

To aid the Contractor in providing cost effective support for the VCT, the following information and assistance will be provided by DND when available:

- a. Copies of appropriate data on malfunctions received from the trainer staff and to be investigated by the Contractor;
- b. Such other available information and assistance as may be required, on request by the Contractor, and subject to the concurrence of the DND TA that the requirement is valid; and
- c. The DND TA or delegate will carry out periodic meetings with the Contractor, as required.

APPENDIX 1 – DND 626 TASKING AUTHORIZATION FORM

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National Défense Defence nationale		Page 1 of 2	
Task Authorization		Autorisation de tâches	
ALL INVOICES/PROGRESSES CLAIMS MUST SHOW THE REFERENCE CONTRACT AND TASK NUMBERS TOUTES LES FACTURES DOIVENT INDICUER LES NUMEROS DU CONTRAT ET DE LA TACHE		Contract No. Numéro du contrat	
Description of task / Mission description Description des tâches / Agence de l'information		Reference contract / Numéro de référence	
TO THE CONTRACTOR You are requested to supply the following services in accordance with the terms of the above reference contract. Only services included in the contract shall be supplied against this task. Please advise the undersigned if the completion date cannot be met. Invoices/progress claims shall be prepared in accordance with the instructions set out in the contract.		À L'ENTREPRENEUR Vous êtes prié de fournir les services énumérés en conformité des termes du contrat mentionné ci-dessus. Seuls les services mentionnés dans le contrat doivent être fournis à l'appui de cette demande. Prière d'aviser le signataire si la livraison ne peut se faire dans délais prescrits. Les factures doivent être établies selon les instructions énoncées dans le contrat.	
Date of completion / DATE DE REMPLISSEMENT (MM/JJ)		Date _____ by the Department of National Defence / pour le ministre de la Défense nationale	
Contract item / No d'article du contrat	Description	Cost/Prix	
REQUIREMENT/BESOIN			
Reason for order			
APPLICABLE ONLY TO PWGSC CONTRACTS: The Contract Authority signature is required when the total value of the DND626 exceeds the threshold specified in the contract. NE S'APPLIQUE QU'À X CONTRATS DE TPSCG : La signature de l'autorité contractante est requise lorsque la valeur totale de la DND626 est supérieure au seuil précisé dans le contrat.			
for the Department of Public Works and Government Services / pour le ministre des Travaux publics et Services gouvernementaux			

APPENDIX 2 - SUB-TASKING APPROVAL FORM

SUB-TASKING Number: {year-Task #/sub-task #} **TITLE:** {Sub-tasking title}
 Parent Task: {DND 626 Tasking authorization number and title}
 Classification: {Unclassified / Classified}
 Entry Date: {date}
 DND OPI: {DND TA or other}
 Status: {approved or other}

References: A. Contract Number {Contract number}

Statement of Requirement:
{Describe the underlying need/training requirement and background}

Sub-Tasking Description:
{Describe scope of work, constraints, etc.}

Sub-Tasking Schedule:
{Identify required completion date and major milestones}

Sub-Tasking Deliverables:
{Identify required physical and data deliverables}

Travel Requirements:
{Identify specific travel that will be required to complete the sub-task}

Sub-task Status:

Date	Status	Revision	Budget	Prepared By
{date}	{authorized or other}	{rev #}	{value before taxes}	{name}

DND Authorization to Proceed {name}	{signature}	Date: {date}
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Additional Direction/Instructions:
{DND direction/instructions for completion of the work}

Distribution List:
Action: {organisation and name} Info : {organisation and name}

APPENDIX 3 – DATA DELIVERABLES

Table 1 below is a summary list of all data deliverables and their quantities, formats and delivery dates required to satisfy this SOW.

Table 1: Data Deliverables

ITEM	SOW REF	DIST	QTY & FORMAT	DELIVERY DATES
Phase-In Plan	7.	TA, RA, POC, CA	Softcopy to each DIST + 1 hardcopy to DND TA	To be updated within two (2) weeks of Contact Award
Meeting Agendas	15.1	TA, RA, POC, CA	Softcopy to each DIST	Five (5) working days before meeting
Review and Meeting Minutes	15.1	TA, RA, POC, CA	Softcopy to each DIST	Draft – Ten (10) working days after Review or Meeting Final – Ten (10) working days after receipt of DND comments on Draft
Monthly Site Activity Report	15.2	TA, RA, POC, CA	Softcopy to each DIST	Monthly, within five (5) days of the end of the month
Annual Report	15.3	TA, RA, POC, CA	Softcopy to each DIST + 1 hardcopy to DND TA	Annually, on the Contract anniversary date
Phase Out Plan	15.4	TA, RA, POC, CA	Softcopy to each DIST + 1 hardcopy to DND TA	Within one year of Contract Award, and annual updates thereafter
Trainer Standing Operating Procedures (SOPs)	15.5	TA, POC	Softcopy to each DIST	As tasked by DND TA
Building S-100 Security Standing Operating Procedures	15.5	TA, POC	Softcopy to each DIST	As tasked by DND TA
Health and Safety Instructions	15.5	TA, POC	Softcopy to each DIST	As tasked by DND TA

ITEM	SOW REF	DIST	QTY & FORMAT	DELIVERY DATES
Health and Safety Audit and/or Inspection reports	15.5	TA, POC	Softcopy	Following Audit and/or Inspection
Equipment Certification/Re-Certification reports	15.5	TA, POC	Softcopy	Following the Inspection
VCT Trainer Master Maintenance Schedule	15.6	TA, POC	Softcopy to each DIST	As tasked by DND TA
Building S-100 Master Maintenance Schedule	15.6	TA	Softcopy	As tasked by DND TA
Test Reports	15.6	TA	Softcopy + 1 hardcopy	As tasked by DND TA
Functional Test Specifications	15.6	TA	Softcopy + 1 hardcopy	As tasked by DND TA
Interface Control Documents	15.6	TA	Softcopy + 1 hardcopy	As tasked by DND TA
Trainer Equipment Inventory Lists	15.7	TA, POC	Softcopy or hardcopy to each DIST, as requested	As tasked by DND TA or DND POC
Building S-100 Equipment Inventory Lists	15.7	TA, POC	Softcopy or hardcopy to each DIST, as requested	As tasked by DND TA or DND POC
Hazardous Material Inventory	15.7	TA, POC	Softcopy to each DIST	As tasked by DND TA or DND POC
Contractor Quotations	RFP	TA	Softcopy	As requested by DND TA to evaluate and prepare Taskings and Sub-Taskings
Tasking and Sub-Tasking Deliverables	RFP	As identified in Tasking or Sub-Tasking	As identified in Tasking or Sub-Tasking	As identified in Tasking or Sub-Tasking