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Place du Portage, Phase III

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Gatineau

Quebec

K1A 0S5

Bid Fax: (819) 997-9776

**LETTER OF INTEREST**

**LETTRE D'INTÉRÊT**

Comments - Commentaires

**Vendor/Firm Name and Address**

Raison sociale et adresse du  
fournisseur/de l'entrepreneur

**Issuing Office - Bureau de distribution**

In-Service Support Marine / Soutien en Service Maritime

11 Laurier St. / 11, rue Laurier

Place du Portage, Phase III

6C2

Gatineau

Quebec

K1A 0S5

<b>Title - Sujet</b> MWAV IV Minor Warships and Auxiliary Vessels IV	
<b>Solicitation No. - N° de l'invitation</b> W8482-171789/E	<b>Date</b> 2021-10-13
<b>Client Reference No. - N° de référence du client</b> 6000393269	<b>GETS Ref. No. - N° de réf. de SEAG</b> PW-\$ISM-029-28365
<b>File No. - N° de dossier</b> 029ism.W8482-171789	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> Eastern Daylight Saving Time EDT <b>on - le 2021-10-25</b> Heure Avancée de l'Est HAE	
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Biliato, Maria	<b>Buyer Id - Id de l'acheteur</b> 029ism
<b>Telephone No. - N° de téléphone</b> ( ) - ( )	<b>FAX No. - N° de FAX</b> ( ) -
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b>  Specified Herein Précisé dans les présentes	

Instructions: See Herein

Instructions: Voir aux présentes

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

**Invitation to Qualify (ITQ)  
In-Service Support  
Minor Warships and Auxiliary Vessels (MWAV) IV**

## Table of Contents

<b>PART 1 - INTRODUCTION.....</b>	<b>3</b>
<b>PART 2 - INTERPRETATION .....</b>	<b>3</b>
<b>PART 3 - PURPOSE .....</b>	<b>5</b>
<b>PART 4 - REQUIREMENT .....</b>	<b>7</b>
<b>PART 5 - INSTRUCTION TO RESPONDENTS.....</b>	<b>10</b>
<b>PART 6 - SUBMISSION INSTRUCTIONS AND CLOSING DATE .....</b>	<b>16</b>
<b>PART 7 - EVALUATION .....</b>	<b>17</b>
<b>PART 8 - SECURITY AND FINANCIAL REQUIEMENT.....</b>	<b>20</b>
<b>PART 9 - LEGISLATION, TRADE AGREEMENTS, AND GOVERNMENT POLICIES .....</b>	<b>21</b>
<b>PART 10 - TERMS AND CONDITIONS .....</b>	<b>23</b>
<b>PART 11 - POINT OF CONTACT FOR ENQUIRIES.....</b>	<b>25</b>
<b>PART 12 - INDEPENDENT THIRD PARTIES AND CONFLICT OF INTEREST .....</b>	<b>26</b>
<b>ANNEX “A” - MWAV IN-SERVICE SUPPORT CONTRACT INVITATION TO QUALIFY (ITQ) – MANDATORY REQUIREMENTS.....</b>	<b>27</b>
<b>MANDATORY TECHNICAL CRITERIA TABLE .....</b>	<b>28</b>
<b>FORM 1 - ITQ SUBMISSION FORM .....</b>	<b>36</b>
<b>FORM 2 – RESPONSE TABLE .....</b>	<b>41</b>
<b>ANNEX “B” - MWAV IV IN-SERVICE SUPPORT GLOSSARY OF TERMS .....</b>	<b>42</b>

## Part 1 - INTRODUCTION

- 1.1 The Original ITQ for MWAV IV, solicitation No. W8482-171789/C, was issued on May 25, 2020 and closed on August 5, 2020 (the "Original ITQ"). The Original ITQ, and its related consultation process, have been cancelled. PWGSC has highlighted substantive changes made to this ITQ since the Original ITQ closed, to assist Respondents in preparing their responses. Respondents should note in particular that this version of the ITQ clarifies the terms "Respondent", "Qualified Respondent or QR" and "Joint Venture", which are further described at Section 2.1.1 of the revised ITQ. Additionally, the term "Interested Party" has been deleted and "Form 1 – ITQ Submission Form" has been revised to permit proper identification of Respondents, including where the Respondent is a Joint Venture. It remains the Respondents responsibility to fully review all of the solicitation documents, including where changes may not have been highlighted.

## Part 2 - INTERPRETATION

### 2.1 Definitions

2.1.1 In this document, unless the context requires otherwise:

- a) "Auxiliary Vessels" means any vessel in MWAV which is not a Minor Warship;
- b) "Capability" means access to personnel in situ to execute and deliver the program;
- c) "Capacity" means access to warehouse and office space;
- d) "Contract(s)" means any contract resulting from this Minor Warships and Auxiliary Vessels (MWAV) IV Procurement Process, and all annexes, appendices thereof as all may be amended from time to time;
- e) "Joint Venture" has the meaning stated in SACC 2003 17 (2010-01-11) Joint venture.
- f) "Minor Warship" means the KINGSTON Class (Maritime Coastal Defence Vessels) and the ORCA Class;
- g) "MWAV" means Minor Warships and Auxiliary Vessels;
- h) "MWAV III" means the current MWAV Contract W8483-106786/001/ism
- i) "MWAV IV" means the future MWAV Contract to which this procurement refers;
- j) "MWAV IV Procurement Process" means this Invitation to Qualify (ITQ) and any subsequent RFP related thereto;
- k) "Qualified Respondent" or "QR" means a Respondent that has been confirmed by Canada to have met the evaluation criteria, qualifications and conditions of the ITQ and has been publicly identified by Canada on Canada's Procurement Website [buyandsell.gc.ca](http://buyandsell.gc.ca);
- l) "Respondent" means the person or entity (or, in the case of a joint venture, the persons or entities) submitting a response to this ITQ and will be identified in *Form 1 – ITQ Submission Form*. It does not include the parent,

subsidiaries or other affiliates of the Bidder, or its subcontractors. For clarity, a Joint Venture will be considered as a single Respondent;  
m) "RFP" means Request for Proposal or bid solicitation;

A further glossary is provided in Annex B.

## 2.2 Standard Instructions, Clauses and Conditions

2.2.1 All instructions, clauses and conditions identified in this document or any of its attachments 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. These instructions, clauses and conditions are incorporated by reference and they form part of this document as though they were expressly set out here in full.

2.2.2 Standard Instructions 2003 (2020-05-28) apply to and form part of this ITQ. Unless the context warrants otherwise:

-when the term "Bidder" is used therein it means "Respondent" as defined in section 2.1.1 above;

-when the term "Bid" or "bid" is used therein it means the "Respondent's response to this ITQ"; and

-when the term "bid solicitation" is used therein it means this "ITQ".

2.2.3 If there is a conflict between the provisions of this document and any documents that are incorporated into it by reference as set out above, this document prevails.

2.2.4 Respondents who submit a response agree to be bound by all the terms and conditions of this ITQ, including the documents incorporated by reference into it.

2.2.5 Standard Instructions 2003 (2020-05-28) is amended as follows:

- a) 2003 01 (2016-04-04) Integrity provisions—bid, is deleted in its entirety.
- b) 2003 04 (2007-11-30) Definition of Bidder, is deleted in its entirety.
- c) 2003 05 (2018-05-22) Submission of bids, section 3 and 4, is deleted in their entirety.
- d) 2003 08 (2019-03-04) Transmission by facsimile or by epost Connect, delete 1. Facsimile in its entirety.
- e) 2003 14 (2007-11-30) Price justification, is deleted in its entirety.

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## Part 3 - PURPOSE

- 3.1 This ITQ is the first stage of the MWAV IV Procurement Process. Suppliers are invited to pre-qualify in accordance with the terms and conditions of this ITQ in order to become a Qualified Respondent (QR). Only QRs will be invited to participate in any subsequent RFP of the MWAV IV Procurement Process.
- 3.2 This ITQ is neither a call for tender nor an RFP. No contract or agreement will be awarded to or entered into, with any Respondent or QR, as a result of the activities pursued based on this ITQ. The issuance of this ITQ is not to be considered in any way a commitment by the Government of Canada or as authorization to potential suppliers to undertake any work, which could be charged to Canada. This ITQ is not to be considered as a commitment to issue an RFP or enter into any agreement(s) or award any contract(s). **Canada will not reimburse any suppliers for any cost incurred in participating in this ITQ or any subsequent consultations leading up to the award of any contract(s).**
- 3.3 Canada reserves the right to cancel this ITQ or any subsequent bid solicitation at any time during the ITQ process or any other stage of the MWAV IV Procurement Process. Respondents and QRs may withdraw from the procurement process at any time. Therefore, QRs can choose not to bid on any subsequent RFP.
- 3.4 This ITQ will prequalify and evaluate Respondents based on general requirements and these requirements will be further refined and evaluated at the RFP stage. Should Canada issue any subsequent RFP for the work that is the subject of this ITQ, the terms and conditions of the RFP shall be subject to Canada's absolute discretion, and nothing within this ITQ shall be considered to limit such discretion.
- 3.5 Canada welcomes feedback/comments from any supplier on any or all aspects of the MWAV IV Procurement Process. Please forward enquiries to the Contracting Authority (CA) as provided for in section 11.1.
- 3.6 Previous registration for or participation by representatives of private sector firms or industry associations in industry engagements that have occurred to date in relation with the MWAV IV Procurement Process **or in the Original ITQ,** is not a substitute or a prerequisite for responding to this ITQ. Nothing in any industry engagement has any effect on this ITQ. The express terms set out in this ITQ, including amendments thereof, if any, are the sole applicable terms.
- 3.7 A Respondents' conference will be held virtually via MS Teams on **October 19, 2021.** The conference will begin at **13:00 EDT.** The scope of the requirement outlined in the ITQ will be reviewed during the conference and questions will be answered. It is recommended that Respondent's that intend to submit a response attend or send a representative.**

**Respondents are requested to communicate with the CA before the conference to confirm attendance. Respondents should provide, in writing, to the CA, the**

Solicitation No. - N° de l'invitation  
W8482-171789/E  
Client Ref. No. - N° de réf. du client  
W8482-171789

Amd. No. - N° de la modif.  
File No. - N° du dossier  
029ism. W8482-171789

Buyer ID - Id de l'acheteur  
029ism  
CCC No./N° CCC - FMS No./N° VME

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name(s) of the person(s) who will be attending and a list of issues they wish to table no later than **October 18<sup>th</sup> at 14:00 EDT.**

Any clarifications or changes to the ITQ resulting from the Respondents' conference will be included as an amendment to the ITQ. Respondents who do not attend will not be precluded from submitting a response.

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## Part 4 - REQUIREMENT

- 4.1 The Canadian Armed Forces (CAF) currently operate 12 Maritime Coastal Defence Vessels (MCDVs or KINGSTON Class), 8 ORCA Class Vessels, and 50+ Auxiliary Vessels, all with varying end of design life estimates. The KINGSTON Class vessels account for the majority of the work in the MWAV program. The 12 KINGSTON Class vessels reach their extended end of design life from 2025 to 2029. The Royal Canadian Navy (RCN) is considering seeking the approval to further extend the life of the KINGSTON Class. Throughout the term of the contract, additional vessels may be added and some vessels may be removed from this contract. Locations for support may be added or removed, vessels may be transferred from one (1) coast to the other, and vessels may be deployed within Canada and throughout the world. To support this effort, the Department of National Defence (DND) has a requirement to renew the In-Service Support Contract (ISSC) for Minor Warships and Auxiliary Vessels. The estimated term of the proposed Contract is five (5) years plus 14 one-year optional periods. As part of the contract scope, the Contractor will have to develop sustainable initiatives. These initiatives could include developing potential performance and/or value engineering propositions.
- 4.2 The following describes the general requirements of the MWAV IV In-Service Support (ISS) procurement:
- 4.2.1 **Program Management** encompasses the management of activities for initiating, planning, executing, controlling, and closing-out of all work performed by the Contractor and its subcontractors. The Contractor performs Program Management based on experience in engineering management by qualified personnel, and demonstrated knowledge of key schedule and cost drivers.
- 4.2.2 **Service Delivery** entails the provision of maintenance using primarily local marine industry around Halifax, NS, and Victoria, BC. It includes performing preventive and corrective maintenance as well as emerging work and deployment support in accordance with applicable regulatory requirements and standards. It also includes coordination of work with local DND authorities and subcontractors in a context of frequent changes of vessels availability and changes of priorities. The Maintenance Support function encompasses the planning, scheduling and management of maintenance activities including the competitive bidding for the subcontracting of all preventive and corrective maintenance to the vessels, including dockings and material support. All work in the Contract must be done in Canada unless the vessels are deployed or upon prior written approval by Canada. This includes competitively bidding and managing dockings throughout the East and West coasts of Canada. This will involve managing work outside of Canada when the vessels are deployed. The Contractor will be required to provide support outside of Canada in geographical locations which may present higher than normal personnel safety risks. For deployments, the Contractor will often be required to use foreign subcontractors for this work and in most cases be liable for the quality of work. Maintenance

and repair work will require the Contractor to establish close coordination with the American Bureau of Shipping (ABS). The Contractor must support directed subcontracts identified by Canada such as to MDA Systems Ltd. for certain KINGSTON Class equipment and systems, Wartsila Canada for the KINGSTON Class UD23 diesel engines, and Rheinmetall in Quebec City for the Maritime Engineering System Operator Trainer (MESO Trainer).

**4.2.3 Life Cycle Materiel Management (LCMM)** contains all of the functions to effectively manage ships, systems and equipment through the life of the vessels. LCMM activity is undertaken to ensure that the vessels perform in accordance with DND requirements, as particularized for various classes of vessels.

The goals of LCMM within an ISS contract are to:

- a) Maintain assurance that vessels are performing (and are maintained) in accordance with DND requirements;
- b) Maintain accurate and quantitative understanding of the costs (labour, material, time) to maintain vessels in accordance with DND requirements;
- c) Provide the optimal ISS program based on available resources; and
- d) Continuously achieve ISS outcomes, through performance management, continuous improvement, and innovation.

Key functions within this element include:

- a) Maintenance program management;
- b) Engineering change management;
- c) Configuration Management;
- d) Spares and asset inventory management;
- e) Supply chain management;
- f) Technical data management;
- g) Obsolescence Management; and
- h) Disposal management.

**4.2.4 Technical Schedule Management** includes the management of the interface between the local materiel support program (the Dockyards, Fleet Maintenance Facilities (FMF) and the ISS Contractor) and the RCN operational program. The Contractor will be responsible for providing sufficient fidelity and flexibility in their work planning to allow for coordinated work scheduling with potentially conflicting priorities within Halifax and Esquimalt dockyards. This coordination will occur within a Waterfront Management construct, led by FMF Cape Scott and FMF Cape Breton.

**4.2.5 Logistical Support Services** entails the management and provision of all material and spare parts required for the ISS of the vessels. All spare parts are the property of Canada. Spare parts purchasing, management and warehousing is the Contractor's responsibility. This includes warehousing facilities in both Halifax and Victoria.

**4.2.6 Information Management and Data Support** ensures that the Contractor creates, supports and maintains an appropriate data sharing environment with

Canada. At this time, Canada uses Isherwoods Management Information System as the system of record for the MWAV vessels. The Contractor is required to use and support this system and any subsequent system Canada may select at its own and sole discretion.

- 4.2.7 **Support Document Management** which encompasses control, custody, maintenance, upkeep, production, and distribution. Currently there are approximately 12,000 Data Elements in MWAV III.
- 4.2.8 **Quality Management** entails the development, maintenance and management of a Quality Management System applicable to both the Contractor and the subcontractors' activities, ensuring that on-going and completed work undergoes a Quality Assurance process to assure the quality of the work.
- 4.2.9 **Engineering Services** covers the provision of engineering support in the field of naval architecture, electrical, electronic, software and mechanical engineering. This includes activities such as engineering studies, failure investigation and analysis, the management and implementation of Engineering Changes, preparation of docking specifications, and pre-docking surveys.
- 4.2.10 Expected contract activity is approximately 14 dockings per year and individual work orders are estimated at 17,000 per year. The 12 KINGSTON class vessels deploy approximately four (4) times a year for an average three (3) month duration.
- 4.2.11 It is anticipated that the Contractor will assist Canada with preparing vessels for disposal.
- 4.3 The work of the ISS Contractor is an integral component of the successful operation of the MWAV vessels. The above description of the work is for general information only. The full and more precise scope of the work will be specified in and be subject to an RFP, and may comprise a greater or lesser scope of work than described above.

## Part 5 - INSTRUCTION TO RESPONDENTS

### 5.1 Instructions to Respondents to the Original ITQ:

5.1.1 Any person(s) or entity/entities who submitted a response to the Original ITQ who wishes to submit a response to this revised ITQ MUST submit (A) and (B) OR (A) and (C) below on or before the ITQ closing date and time (in accordance with Section 6):

(A) a completed Form 1 – ITQ Submission Form;

(B) an entirely new response according to the instructions in this revised ITQ, indicating that the new response supersedes the previous response submitted;

(C) a letter to the CA confirming that its response to the Original ITQ represents its response to this ITQ and, if applicable, any changes or supplementary information it wishes to submit relating to the changes made in this revised version of the ITQ.

5.2 Any supplier that did not submit a response to the Original ITQ is invited to submit a response to this revised ITQ according to the instructions contained herein.

5.3 All suppliers are requested to make submissions to the CA with respect to the adequacy of the response period by October 18 at 14:00 EDT. Canada will consider all such submissions in determining whether to extend the response period.

5.4 Subject to s.10.6 below, only QRs will receive any future documents related to the MWAV IV Procurement Process. Further, only QRs will be part of any consultation activities and only QRs will be entitled to submit a Bid in response to any subsequent RFP. The details with respect to QRs submitting a Bid and eligibility for award of Contract will be outlined in the RFP. There will also be security requirements that must be met at the RFP stage. Nothing herein prevents Canada from issuing additional pre-qualification processes as part of the MWAV IV Procurement Process. The list of QRs will be made publicly available on Canada's Procurement Website at buyandsell.gc.ca. The notice will be the method for communicating the termination date of the list. The closing date of the notice is considered the termination date of the list.

5.5 Responses to the ITQ must be submitted using the following format:

- a) **Form 1 - Response Submission:** Respondents are required to include a completed *Form 1: ITQ Submission Form* as part of their responses. It provides a common form that permits Canada to identify the Respondent to the ITQ and includes information such as: contact name, identification of members of a Joint Venture, if applicable, Procurement Business Number(s), the language for future communications with Canada about this procurement process, etc. Using the form to provide this information is mandatory. If Canada determines

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- that the submitted *Form 1: ITQ Submission Form* is incomplete or requires correction, Canada will provide the Respondent with an opportunity to provide the additional information or make the correction in accordance with the process specified in section 7.3.
- b) **Form 2 - Response Table:** Respondents are required to include a completed *Form 2 – Response Table* as part of their responses. Form 2 provides a common form in which Respondents can provide information required for the evaluation of all criteria specified in Annex A. Using the form to provide this information is mandatory. If Canada determines that the submitted Form 2 is incomplete or requires correction, Canada will provide the Respondent with an opportunity to provide the additional information or make the correction in accordance with the process specified in section 7.3.
- 5.6 Each Respondent whose response meets all the requirements of this ITQ, including those specified in Annex A, will become a QR. For greater clarity, in the case of a Joint Venture, all members of a Joint Venture identified in *Form 1 – ITQ Submission Form* will collectively be considered the Respondent and if its response meets all of the requirements of this ITQ, the Qualified Respondent. Each Respondent must complete Form 1 and 2 in Annex A in full. Respondents are to check all applicable boxes and must provide text where required to demonstrate experience or any other matter of compliance.
- 5.7 The references and all other information provided by the Respondent are subject to verification by Canada during the evaluation period and after qualification. If Canada determines that any portion of the response, including Form 1 or Form 2 or both is incomplete or requires correction, the CA will have the right to request additional information to validate the reference and information before completing the qualification of a Respondent in accordance with the process specified in section 7.3.
- 5.8 The response may be declared non-responsive if references or other information given by the Respondent are untrue, whether the Respondent knew or did or did not know them to be untrue. Failure to comply with the request of the CA for additional information within the time period allotted for response will also render the response non-responsive.
- 5.9 Respondents should address clearly and in sufficient depth the points that are subject to the evaluation criteria against which the response will be evaluated. Simply repeating the statement contained in the ITQ is not sufficient. In order to facilitate the evaluation of the response, Canada requests that Respondents address and present topics in the order of the evaluation criteria under the same headings.
- 5.10 Nothing in this ITQ limits the evaluation criteria that may be included in the RFP. Without limiting the foregoing, the RFP may include evaluation criteria in relation to experience of the QRs that is in addition to or different from the evaluation criteria

in this ITQ, and may require performance and financial guarantees, or any other terms and will be on such terms and in such form as Canada may specify.

- 5.11 Respondents should note all work locations for MWAV IV except for Quebec City are English Language units. Respondents should also note there will be additional requirements to provide bilingual staff to manage work in Quebec.
- 5.12 Except as expressly provided otherwise in this ITQ, a Respondent must meet the evaluation criteria and all other requirements of this ITQ itself as a corporation, partnership or other single legal entity Respondent, or as a Joint Venture Respondent in order to obtain the status of QR. The Respondent identified in *Form 1– ITQ Submission Form* must be the signatory to any contract issued following an RFP process related to this ITQ. For greater clarity, where the Respondent is a Joint Venture, all members of the Joint Venture must be the signatories to any contract issued following an RFP process related to this ITQ unless one member has been appointed to act on behalf of all members of the Joint Venture.

### 5.13 Joint Ventures Formed After the ITQ Closing Date

- 5.13.1 Subject to the terms below, after the ITQ Closing Date but before the Joint Venture Closing Date, QRs may form Joint Ventures by combining with either
- i) other QRs; or
  - ii) other entities that are not QRs.

("New Joint Venture Respondent")

- 5.13.2 The Joint Venture Closing Date will be determined at Canada's sole discretion in the future and all QRs will be notified of such date in writing by Canada. At present, it is Canada's intention that the Joint Venture Closing Date will be shortly after the issuance of the RFP but prior to the Mandatory Site Visits.
- 5.13.3 Although Canada will allow a QR to combine with other entities to form a New Joint Venture Respondent subsequent to the ITQ Closing Date, the initial composition of a QR which was evaluated must remain unchanged to maintain its status as a QR.

#### 5.13.4 Process

Subsequent to the ITQ Closing Date but before the Joint Venture Closing Date, the New Joint Venture Respondent must submit the necessary documents as outlined below:

- i) Where a QR combines with another QR to form a New Joint Venture Respondent, the New Joint Venture Respondent:
  - a) must submit to the CA a new completed Form 1 – ITQ Submission Form; and
  - b) **will not** have to be re-evaluated by Canada.

ii) Where a QR combines with another entity (that has not been qualified as a QR during the ITQ evaluation process) to form a New Joint Venture Respondent, the New Joint Venture Respondent:

- a) must submit to the CA a new completed Form 1 – ITQ Submission Form; and
- b) **must** be re-evaluated by Canada. Accordingly, Form 2 and any supporting documentation must be clearly submitted in respect of any criteria to be met by the new member(s) of the New Joint Venture Respondent, including M4 and if applicable, M9. Supporting documentation does not need to be received in respect of any criteria already met by the original QR.

5.13.5 Submissions by New Joint Venture Respondents will be reviewed in accordance with the terms of this ITQ, including the verification process at section 7.3.

5.13.6 Where Canada determines that a New Joint Venture Respondent does not meet all the requirements of this ITQ, Canada will notify the New Joint Venture Respondent accordingly and provide the original QR with an opportunity to remain a QR on its own or withdraw its response.

5.13.7 Where Canada determines that a New Joint Venture Respondent meets all the requirements of this ITQ, the New Joint Venture Respondent will become a QR. In accordance with section 7.3.6, the publicly available list of QRs will be updated if a New Joint Venture Respondent is identified by Canada as being a QR.

#### 5.14 Submission of Only One Response:

5.14.1 Each Respondent will be permitted to qualify only once. If a Respondent or any related entities participate in more than one (1) response (participating means being the, or part of the, Respondent, including any member of the Joint Venture that comprises the Respondent identified on more than one *Form 1 – ITQ Submission Form*) Canada may, in its sole discretion, disqualify all such Respondents or provide those Respondents with two (2) business days to identify the single response to be considered by Canada. Failure to meet this deadline will result in all responses from members of the related group being declared non-responsive and disqualified.

5.14.1.1 The Respondent must provide, if requested by the CA, the following information as well as any other requested information related to the ownership and control of the Respondent, its owners, its management and any related corporations and partnerships:

- a) An organization chart for the Respondent showing all related corporations and partnerships;
- b) A list of all the Respondent's shareholders and/or partners, as applicable; if the Respondent is a subsidiary, this information must be

provided for each parent corporation or partnership, up to the ultimate owner; and

- c) A list of all the Respondent's directors and officers, together with each individual's home address, date of birth, birthplace and citizenship(s); if the Respondent is a subsidiary, this information must be provided for each parent corporation or partnership, up to the ultimate owner.

5.14.2 For greater certainty, individual members of a Joint Venture Respondent cannot participate in another response, either by submitting a response alone, or by being a member of another Joint Venture Respondent.

5.14.3 By submitting a response, the Respondent is certifying that it does not consider itself to be related to any other Respondent.

5.14.4 For the purposes of this section, regardless of the jurisdiction where any of the entities concerned are incorporated or otherwise formed as a matter of law an entity will be considered to be "related" to a Respondent if:

- a) they are the same legal entity as the Respondent (i.e., the same natural person, corporation, partnership, limited liability partnership, etc.);
  - b) the entity and the Respondent are "related persons" or "affiliated persons" according to the Canadian *Income Tax Act*;
  - c) the entity and the Respondent have now or in the two (2) years before the ITQ Closing Date had a fiduciary relationship with one another (either as a result of an agency arrangement or any other form of fiduciary relationship);
- or
- d) the entity and the Respondent otherwise do not deal with each other at arm's length, or each of them does not deal at arm's length with the same third party.

5.15 The Procurement Process is envisaged to be as follows, subject to change at Canada's sole discretion:

- ITQ Release (Fall 2021);
- Draft RFP Release directly to QRs (late 2021);
- RFP Release directly to QRs – (Spring 2022);
- Joint Venture Closing Date – (Spring 2022);
- Mandatory Site Visits (Possibly Virtual) only for QRs – (Spring 2022);
- Contract Award (Spring 2023).

5.16 Should there only be one (1) QR after the ITQ closes, Canada may initiate negotiations to enter into a contract and may waive the requirement for Mandatory Site Visits.

5.17 Subsequent to the issuance of the RFP, QRs will be required to attend Mandatory Site Visits to enable them to have a full understanding of the requirement. QRs must attend these site visits to remain qualified as QRs. Canada will not reimburse a QR for any costs associated with this requirement.

## 5.18 Debriefings (ITQ)

Unsuccessful Respondents may request a debriefing on the results of the ITQ. Unsuccessful Respondents shall make the request to the CA within 15 working days of receipt of the results of the ITQ **or an assessment of a New Joint Venture Respondent**. The debriefing may be in writing, by telephone or in person, at Canada's discretion.

## 5.19 Fairness Monitor

To ensure the fairness, transparency and integrity of the procurement process, PWGSC has engaged a third-party Fairness Monitor for the entire process of this multi-phased procurement, including the ITQ. The Fairness Monitor will not be part of the evaluation team, but will, among other things, observe the evaluation of the ITQ Responses with respect to Canada's adherence to the evaluation process described in this ITQ.

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## Part 6 - SUBMISSION INSTRUCTIONS AND CLOSING DATE

### 6.1 Closing date and time:

The closing date and time for responses to this ITQ is by the date and time published on Page 1 of this ITQ.

### 6.2 ITQ signed responses must be received by the closing date and time in accordance with the Standard Instructions 2003 section 05 Submission of bids and 08 Transmission by facsimile or by epost Connect.

### 6.3 A signed soft copy should be submitted by email to:

**CA:**

**Maria.Biliato@tpsgc-pwgsc.gc.ca**

Respondents are responsible for ensuring that the emailed version is received. The CA will endeavour to acknowledge receipt of the email within two (2) business days.

### 6.4 The submission to the Bid Receiving Unit will represent the official submission of record for the purpose of this ITQ. Should the Bid Receiving Unit not receive the response, the email response may not be considered. Should there be a discrepancy between the emailed or epost Connect version, the epost Connect version will have precedence over the email version.

### 6.5 Format of Email Attachments: A maximum of 4 GB in the approved formats for email attachments are any combination of:

- a) PDF attachments; and
- b) Documents that can be opened with either Microsoft Word or Microsoft Excel.

### 6.6 Respondents should identify two (2) points of contact to be used in the MWAV IV Procurement Process. Any points of contact must be employees of the Respondent identified in *Form 1 – ITQ Submission Form*, and in the case of a *Joint Venture Respondent*, employees of any members of the *Joint Venture Respondent*. Responses must be in one (1) of the two (2) official languages of Canada (English or French).

### 6.7 Respondents must identify, in *Form 1 – ITQ Submission Form*, which of Canada's two (2) official languages it chooses to use for future communications with Canada regarding this ITQ and all subsequent phases of the MWAV IV Procurement Process. Post-ITQ consultations will normally be done in separate English or French sessions.

## Part 7 - EVALUATION

### 7.1 Evaluation Procedures

- 7.1.1 Responses will be assessed in accordance with the entire requirement of this ITQ including the evaluation criteria. Respondents must meet all of the mandatory criteria in Annex "A".
- 7.1.2 An evaluation team composed of representatives of Canada will evaluate the responses. Canada may hire independent consultants, or use any Government resources, to evaluate any response. Not all members of the evaluation team will necessarily participate in all aspects of the evaluation process.

### 7.2 Evaluation and Joint Ventures:

- 7.2.1 A Respondent may meet the mandatory technical evaluation criteria by submitting a response as a corporation or other such single legal entity, or as a Joint Venture that comprises more than one legal entity. Canada will not accept any response made by a Joint Venture composed of more than three (3) members. A Joint Venture may itself be a member of a Joint Venture Respondent if it has existing experience that meets the requirements of a mandatory technical evaluation criteria in the mandatory technical criteria table in Annex A. In such a case, the member of the Joint Venture that is itself a Joint Venture, shall be considered to comprise one (1) member of the Joint Venture Respondent.
- 7.2.2 All criteria must be met by the Respondent itself, or in the case of a Joint Venture, unless otherwise stated, a Joint Venture Respondent may rely on the experience of one (1) of its members to meet the criteria identified in the Mandatory Technical Criteria Table at Annex A. **Where so indicated in the Mandatory Technical Criteria at Annex A, the criteria must be met by each member of a Joint Venture Respondent. For clarity, no criteria may be met by proposed subcontractor(s).**
- 7.2.3 Except for M10 in Annex A, Joint Venture members cannot pool their experience with other Joint Venture members to satisfy a single technical criterion of this bid solicitation.
- 7.2.4 Examples:
- Example A: A Respondent is a Joint Venture consisting of members L and O. A solicitation requires that the Respondent demonstrate experience that they have entered into at least 20 contracts with a minimum value of \$50,000 CAD each. As a Joint Venture (consisting of members L and O), the Respondent has previously done the work. This Respondent can use this experience to meet the requirement. However, if member L obtained this experience while in a Joint Venture with a third party, N, neither the Respondent nor L may rely on that experience because the third party N is not part of the Joint Venture that is responding.

Example B: A Respondent is a Joint Venture consisting of members X, Y and Z. If a solicitation requires: Criteria 1: that the Respondent have three (3) years of experience providing maintenance service, and Criteria 2: that the Respondent have two (2) years of experience integrating hardware with complex systems, then each of these two criteria can be met by a different member of the Joint Venture. However, for a single criterion, such as the requirement for three (3) years of experience providing maintenance services, the Respondent cannot indicate that each of the members X, Y and Z has one (1) year of experience, totalling three (3) years. Such a response would be declared non-responsive.

**7.2.5** Wherever substantiation of a criterion is required, the Respondent is requested to indicate which Joint Venture member satisfies the requirement. If the Respondent has not identified which Joint Venture member satisfies the requirement, the CA will provide an opportunity to the Respondent to submit this information during the evaluation period. If the Respondent does not submit this information within the period set by the CA, its response will be declared non-responsive.

**7.2.6** Any Respondent with questions regarding the way in which a Joint Venture response will be evaluated should raise such questions through the Enquiries process as early as possible and before the closing date and time for responses.

### **7.3 Verification and Submission of Mandatory Documents**

**7.3.1** Responses to this ITQ must be complete and will be reviewed as submitted. However, Canada will notify a Respondent of any failure to meet the evaluation criteria in Annex A or any ITQ requirements, and the Respondent will be given one (1) opportunity thereafter to resubmit its response in full or submit amendments to it, as it sees fit. It is the sole responsibility of the Respondent to provide sufficient information in its submission to meet all evaluation criteria and ITQ requirements. The Respondent will have two (2) business days after notice from Canada of its failure to meet evaluation criteria and/or the ITQ requirements, to submit its amendments or modified response, or shall have such longer period as Canada's notice to the Respondent may specify.

**7.3.2** In addition, Canada may seek clarification or verification from the Respondent in regard to any aspect of their response, and in that case, the Respondent will have two (2) business days to provide the necessary information to Canada, or shall have such longer period as Canada's notice to the Respondent may specify. Failure to meet this deadline will result in the response being declared non-responsive.

**7.3.3** If additional time is requested by a Respondent, the CA may, in his or her sole discretion, grant an extension.

**7.3.4** A response must comply with the requirements of this ITQ and meet all mandatory evaluation criteria to be declared responsive. Successful Respondents will be identified by Canada as QRs. However, Canada reserves

the right to re-evaluate any aspect of the qualification of any QR at any time during the MWAV IV Procurement Process. For example, if a particular ISO standard is a requirement of this ITQ and the Respondent's certification lapses, so that the Respondent no longer meets the requirements of this ITQ, Canada may disqualify that QR. Similarly, if new information comes to the attention of Canada that calls into question any of the QR's qualifications under this ITQ, Canada may re-evaluate that QR. If Canada re-evaluates the qualification of any QR, Canada may request further information and, if the QR fails to provide it within five (5) business days (or a longer period provided, in writing, by the CA), Canada may disqualify the QR.

- 7.3.5 Any Respondent who does not qualify as a result of any second qualification round conducted by Canada will not be given another opportunity to participate or be re-evaluated for any subsequent phases of the MWAV IV Procurement Process.
- 7.3.6 A list of QRs will be will be made publicly available on Canada's Procurement Website at [buyandsell.gc.ca](http://buyandsell.gc.ca) following the completion of the evaluation process.

## Part 8 - SECURITY AND FINANCIAL REQUIREMENT

- 8.1 Respondents are not required to have security clearance in order to become a QR or to participate in the Respondent's conference. QRs are not required to have a security clearance in order to participate in the consultations prior to the release of the final RFP.
- 8.2 There will be security requirements for the RFP stage, which may be applicable for the Mandatory Site Visits. As security screening can be a lengthy process, Respondents should ensure that their representatives participating in any commercial-in-confidence meetings or site visits after issuance of the final RFP, EACH hold a valid security clearance at the SECRET level, granted or approved by the PWGSC Contract Security Program. To learn how to obtain security screening for your organization, please use the following link: <https://www.tpsgc-pwgsc.gc.ca/esc-src/organisation-organization/enquete-screening-eng.html>.
- 8.3 The Security Requirement Check List (SRCL) will have a SECRET restriction including facility clearance. The SRCL will be released with the RFP.
- 8.4 **Financial Capability**  
SACC Manual Clause A9033T (2012-07-16), Financial Capability, will apply to the RFP.

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## Part 9 - LEGISLATION, TRADE AGREEMENTS, AND GOVERNMENT POLICIES

### 9.1 Trade Agreements and National Security Exception (NSE):

This procurement is subject to the Canadian Free Trade Agreement (CFTA). Canada may, at anytime during the procurement process up until the award of any resulting contract, decide to invoke the NSE if Canada considers that doing so is prudent in order to ensure that Canada can undertake all the security processes and impose the security measures it considers necessary to protect Canada's national security interests.

### 9.2 Comprehensive Land Claim Agreements (CLCA):

It is not anticipated that CLCA will apply to the MWAV IV procurement.

### 9.3 Buy-in-Canada Policy:

The Policy Framework for the Canadian Shipbuilding and Industrial Marine Industry ("Buy in Canada Policy") will apply to this procurement.

- The Buy-in-Canada Policy states that "The government will continue to procure, repair, and refit vessels in Canada subject to operational requirements and a competitive domestic marketplace."
- This longstanding policy is a fundamental element of the National Shipbuilding Strategy and is a significant support measure Canada uses to generate economic activity and sustain domestic shipbuilding, ship repair, and broader marine industry capabilities.
- Canada wishes to ensure that its investments in shipbuilding and industrial marine-related goods and services generate marine industrial benefits to Canada. Under the Buy-in-Canada Policy, interested firms are requested to consider industrial benefits to the Canadian shipbuilding and industrial marine industry to meet the policy's objectives.
- More details on the Canadian Shipbuilding and Industrial Marine Policy Framework can be found at:

[http://www.ic.gc.ca/eic/site/sim-cnmi.nsf/eng/h\\_uv00053.html](http://www.ic.gc.ca/eic/site/sim-cnmi.nsf/eng/h_uv00053.html)  
<https://www.ic.gc.ca/eic/site/sim-cnmi.nsf/eng/uv00038.html>

### 9.4 Industrial and Technological Benefits (ITB) Policy:

The ITB policy, including Value Proposition (VP), may be applied to this procurement.

- An assessment to determine a potential bidder's impact on Canada's economic interests may apply to this procurement.
- The ITB Policy, including the Value Proposition, applies to all defence and major Canadian Coast Guard procurements over \$100 million when procurements are exempt or excluded from international trade agreements.

- Under the ITB Policy, companies awarded defence procurement contracts are required to undertake business activities in Canada equal to the value of the contract. The ITB Policy includes the VP, which requires bidders to compete on the basis of the economic benefits to Canada associated with its bid. It is expected that the winning bidder to any potential subsequent RFP will be selected on the basis of price, technical merit and their VP. VP commitments made by the winning bidder become contractual obligations in the ensuing contract.
- The ITB Policy ensures that Canada's significant investment in defence-related goods and services:
  - a) supports the long-term sustainability and growth of Canada's defence industry;
  - b) supports the growth of bidders' Canadian operations as well as their suppliers in Canada, including Small and Medium Businesses in all regions of the country;
  - c) enhances innovation through research and development (R&D) in Canada;
  - d) increases the export potential of Canadian-based firms; and
  - e) promotes skills development and training to advance employment opportunities for Canadians.
- For more information on the ITB Policy, please visit:  
<https://www.ic.gc.ca/eic/site/086.nsf/eng/home>
- All work performed under any resulting Contract will be performed in Canada.

#### 9.5 **Controlled Goods Program (CGP):**

This procurement will be subject to the CGP. For further information on the CGP, visit: <https://www.tpsgc-pwgsc.gc.ca/pmc-cgp/index-eng.html>

#### 9.6 **Federal Contractors Program for Employment Equity (FCP-EE):**

The FCP-EE will apply to this procurement. For further information on the Federal Contractors Program for Employment Equity, visit: <https://buyandsell.gc.ca/policy-and-guidelines/supply-manual/annex/5/1>.

#### 9.7 **Canadian Content Policy:**

The Canadian Content Policy will not apply to this procurement.

#### 9.8 **Gender Based Analysis + (GBA+):**

Respondents should familiarize themselves with the new Government initiatives regarding improvements in GBA + <https://www.canada.ca/en/treasury-board-secretariat/services/treasury-board-submissions/gender-based-analysis-plus.html> .

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## Part 10 - TERMS AND CONDITIONS

- 10.1 Canada reserves the right to change, at any time, any or all parts of the MWAV IV Procurement Process, as it considers necessary.
- 10.2 By submitting a response to this ITQ the Respondent agrees to be bound by all the terms and conditions of this ITQ, including the documents incorporated by reference into it.
- 10.3 Only a QR will have the right to participate in any ensuing MWAV IV Procurement Process activities and such right is not assignable or transferable. Respondents and QRs are advised that any change in its name, composition of members, including any change in the membership of a Joint Venture that has qualified as a QR, corporate structure or sale or other transfer of its assets after the date of the reference project contract or after the date of qualification as QRs may result in its disqualification. If any corporate re-organization or sale of assets or other change has occurred or is proposed by a Respondent at any time before or after it has qualified as a QR that may affect its legal status or otherwise affect its qualification as a QR, Canada may, in its absolute discretion, on the basis of the principles and intent of this ITQ, consider and determine whether the changed QR is eligible to submit a bid to the RFP.
- 10.4 QRs must report to Canada any change which would result in a modification to their ITQ response or their legal status without delay and no later than the date of release of the RFP. Respondents and QRs are also advised that individuals, corporate and other entities and facilities are all subject to the security requirements in any resulting Contract. Any changes to these elements may affect the status of QRs and its consequent ability or entitlement to further participate in the MWAV IV Procurement Process. Canada, in its sole discretion, may allow a re-evaluation of QR's changes post-ITQ Closing in order to enhance competition and to allow the entity to remain a QR. Should the changes result in the entity no longer meeting the ITQ Mandatory Criteria, the entity would no longer remain a QR and would no longer be able to participate in any subsequent RFP.
- 10.5 Further consultation activities with the QRs may consist of one-on-one meeting(s), information session(s), working group session(s) and any other process(es) deemed necessary by the MWAV IV CA.
- 10.6 If a QR wishes to discuss or distribute any of the documentation obtained during the consultation activities to any other party, a written request for approval to the CA must be sent and written authorization from the CA must be received before any such discussion or distribution with another party can occur. Such a request must include: which documents the QR wishes to discuss or distribute, to whom the QR is requesting to discuss or distribute the documents with, and the reason that it is required. Authorization of such a request is at the sole discretion of Canada.

**10.7 If Canada does release an RFP as a result of this ITQ, the terms and conditions of the RFP will be subject to Canada's absolute discretion.**

10.8 Canada will evaluate responses in accordance with the purposes and intent of this ITQ and without limitation shall have the right, in its sole, absolute and unfettered discretion, but shall not be obliged, to request and accept at any time, before or after the closing date, and consider as part of the response, any document and materials from a Respondent to clarify the response or to correct deficiencies or errors in the response that are not significant in Canada's opinion, including all matters of form or error in computation or failure to confirm by signing or similarly verifying acceptance. This shall not limit Canada's right to request or accept any information after the closing date in circumstances where the ITQ expressly provides for this right.

## Part 11 - POINT OF CONTACT FOR ENQUIRIES

11.1 All enquiries regarding this ITQ must be submitted by email to the CA no later than two (2) business days before the ITQ Closing Date and time. Enquiries received after that time may not be answered.

**Maria Biliato**, Contracting Authority MWAV IV

E-mail: [Maria.Biliato@tpsgc-pwgsc.gc.ca](mailto:Maria.Biliato@tpsgc-pwgsc.gc.ca)

11.2 Canada will endeavour to acknowledge the receipt of incoming e-mails as expeditiously as possible. Respondents are to assume all responsibility for the successful delivery and receipt of all questions to the CA named above.

11.3 Respondents should reference as accurately as possible the section and numbered item of the ITQ to which the enquiry relates. Care should be taken by Respondents to explain each question in sufficient detail in order to enable Canada to provide an accurate answer. Respondents are requested to include the ITQ Number identified on the cover page of this document in the "subject" line of each email.

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

11.5 Canada reserves the right not to respond to any question received after the date stipulated in 11.1 or to any question not related to this ITQ. Any responses will be made publicly available on Canada's Procurement Website [buyandsell.gc.ca](http://buyandsell.gc.ca). If a question is determined to be proprietary, in Canada's sole discretion, Canada reserves the right to respond only to that party asking the question or to not respond at all.

## Part 12 - INDEPENDENT THIRD PARTIES AND CONFLICT OF INTEREST

- 12.1 Canada has engaged the services of the following independent third parties to assist Canada with this MWAV IV Procurement Process:
- Pennant Canada Limited (Sustainment Business Case Analysis Support);
  - P1 Consulting Inc. (Fairness Monitor);
  - Bettencourt Consulting Inc., Contract Community Inc., HDP Group Inc. (Project Management Support);
  - Hersey Consulting Inc., Calian Ltd. (Project Management Support).
- 12.2 The persons identified in Article 12.1 above, and their respective directors, officers, partners, employees, and affiliates (as defined in the Canada Business Corporations Act R.S.C.1985 c. C-44), including current directors, officers, partners and employees and any of the foregoing who leave that employment or engagement ("Restricted Parties") are:
- Not eligible to participate as a Respondent or as member of a Joint Venture Respondent;
  - Prohibited from providing advice to any Respondent or member of a Joint Venture Respondent, directly or indirectly, with respect to the preparation of a response or the negotiation of any subsequent Contract; and
  - Prohibited from participating in the negotiation of any subsequent Contract in any way as an employee, advisor, consultant, subcontractor, or otherwise in connection with any Respondent or member of a Joint Venture Respondent.
- 12.3 No Respondent will consult, include, or seek advice from any Restricted Party in connection with a response to this ITQ, a Bid to any RFP related to this ITQ nor in the finalization of any Contract awarded thereafter.
- 12.4 Any response in violation of any of the provisions of this Article 12 will be deemed to be in real or perceived conflict of interest and will be considered non-responsive. If a violation is discovered after award of any Contract, the violation shall be grounds for termination of the Contract under the default provisions of the Contract. By submitting a response, the Respondent represents and warrants that the response was prepared without any violation of this Article 12.

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## **ANNEX "A" - MWAV IN-SERVICE SUPPORT CONTRACT INVITATION TO QUALIFY (ITQ) – MANDATORY REQUIREMENTS**

Below are the mandatory evaluation criteria that will be used to qualify Respondents as QRs and allow them to participate in any subsequent phases of the MWAV IV Procurement Process that may be issued.

To qualify as a QR, the Respondent must demonstrate compliance with all mandatory evaluation criteria.

In their response, Respondents should demonstrate their understanding of the requirements contained in this ITQ and explain how they will meet these requirements. Respondents should demonstrate their capability in a thorough, concise and clear manner for carrying out the work.

The response should address clearly and in sufficient depth the points that are subject to the evaluation criteria against which the response will be evaluated. Simply repeating the statement contained in the response is not sufficient. In order to facilitate the evaluation of the response, Canada requests that Respondents address and present topics in the order of the evaluation criteria under the same headings. To avoid duplication, Respondents may refer to different sections of their responses by identifying the specific paragraph and page number where the subject topic has already been addressed.

The information and supporting documentation that the Respondent will be providing in regards to the following mandatory evaluation criteria will be used for the purposes of verification of pre-qualification. It is mandatory that a Respondent's response and supporting documentation be submitted for all mandatory evaluation criteria. All criteria must be met by the Respondent itself, or in the case of a Joint Venture, as permitted in accordance with Section 7.2 and the Mandatory Technical Criteria Table below. For clarity, no criteria may be met by proposed subcontractor(s).

Respondents must complete the Response Forms 1 and 2 in full. Respondents must check all applicable boxes and provide text where required to demonstrate compliance.

## MANDATORY TECHNICAL CRITERIA TABLE

For the purposes of all criteria where an attestation letter is required to be signed by the Respondent to certify that the Respondent meets a requirement, if the Respondent is a Joint Venture, and where the criteria is met by a member of the Joint Venture, the attestation letter must be signed by the Joint Venture member that meets the criteria.

Qualification Number	Qualification	Evaluation Criteria	Met/Not Met	Evidence of where, when and how achieved.
M1	Management Experience	<p>The Respondent must demonstrate experience in managing at least one (1) Marine Maintenance contract or Marine Maintenance program, within Canada. The contract must include an annual expenditure of at least \$10,000,000 CAD, taxes included, for at least one (1) of the contract years. The program must have completed a minimum of 100,000 labour hours for at least one (1) calendar year.</p> <p>AND</p> <p>Must have experience maintaining at least one (1) vessel that has a light ship displacement of at least 500 tonnes.</p> <p>The Respondent must demonstrate that the experience was obtained since January 1<sup>st</sup> 2010.</p>		<p>Contract cover page signed and counter signed and the relevant section(s) of the contract highlighting the requirement.</p> <p>AND</p> <p>An attestation letter signed by the Respondent to certify that the contract has expended the requisite amount or that the program has performed the minimum labour hours.</p> <p>AND</p> <p>Vessel registration, for vessels other than Royal Canadian Navy vessels, and relevant section of the stability booklet or other official document indicating the displacement.</p>

Qualification Number	Qualification	Evaluation Criteria	Met/Not Met	Evidence of where, when and how achieved.
M2	Classification Society / Regulatory Body	<p>The Respondent must demonstrate that they have experience liaising with a classification society or a regulatory body.</p> <p>The Respondent must demonstrate at least two (2) years of experience since January 1st 2010.</p> <p>For this requirement the classification society must be a member of the International Association of Classification Societies. The only acceptable regulatory body for this requirement is Transport Canada.</p>		<p>Contract cover page signed and counter signed and the relevant section(s) of the contract highlighting the requirement</p> <p>AND</p> <p>Provide two (2) survey reports or other formal documents signed by the classification society that span at least two (2) years; or provide certificates from the regulatory body that span at least two (2) years.</p>
M3	Logistics Support Services and Life Cycle Management Services	<p>The Respondent must demonstrate that they have performed all of the following services:</p> <ul style="list-style-type: none"> <li>• warehouse management</li> <li>• supply chain management</li> <li>• Obsolescence Management</li> <li>• Configuration Management</li> </ul> <p>Must demonstrate at least five (5) years of experience since January 1<sup>st</sup> 2010 for each of the services.</p>		<p>Contract cover page signed and counter signed and the relevant section(s) of the contract highlighting this requirement.</p>

Qualification Number	Qualification	Evaluation Criteria	Met/Not Met	Evidence of where, when and how achieved.
M4	Quality Assurance	<p>The Respondent must demonstrate that they operate and maintain a quality management system in accordance with ISO 9001:2015.</p> <p>If the Respondent is a partnership or Joint Venture, each member or partner, as the case may be, must demonstrate that they operate and maintain a Quality Management System in accordance with ISO 9001:2015.</p> <p>Must demonstrate at least two (2) years of experience maintaining a quality management system in accordance with ISO 9001:2015 or ISO 9001:2008 since January 1<sup>st</sup> 2010.</p>		A copy of the certificate of registration of ISO 9001:2015.

Qualification Number	Qualification	Evaluation Criteria	Met/Not Met	Evidence of where, when and how achieved.
M5	Technical Data Package (TDP) Management	<p>The Respondent must demonstrate that they have experience managing Technical Data Package(s) of at least 2000 Data Elements, including any of the following:</p> <ul style="list-style-type: none"> <li>- drawings</li> <li>- publications</li> <li>- computer-aided design modules</li> <li>- planned maintenance routines</li> </ul> <p>Experience must have been obtained since January 1st 2010.</p> <p>Experience must be demonstrated using no more than one (1) contract.</p>		<p>Contract cover page signed and counter signed and the relevant section(s) of the contract highlighting this requirement.</p> <p>AND</p> <p>Evidence that the Technical Data Package database holds the requisite number of Data Elements.</p>
M6	Subcontractor Management Services	<p>The Respondent must demonstrate that they have experience in managing an In-Service Support Contract with a minimum of 50 unique subcontractors for the provision of services.</p> <p><b>AND</b></p> <p>At least one (1) of the subcontracts must have a minimum value of \$2,000,000 CAD, taxes included.</p> <p>Must demonstrate at least five (5) years of experience since January 1<sup>st</sup> 2010.</p>		<p>An attestation letter signed by the Respondent to certify that the Respondent meets this requirement.</p> <p>At the RFP stage additional supporting evidence will be requested.</p>

Qualification Number	Qualification	Evaluation Criteria	Met/Not Met	Evidence of where, when and how achieved.
M7	Procurement Experience for Goods	<p>The Respondent must demonstrate that they have awarded at least 20 competitive contracts for goods.</p> <p>Each contract must have a minimum value of \$50,000 CAD, taxes included.</p> <p>These 20 contracts must be with unique suppliers/vendors.</p> <p>The contracts must have been awarded since January 1<sup>st</sup> 2010.</p> <p>Experience can be demonstrated using more than one (1) contract.</p>		<p>An attestation letter signed by the Respondent to certify that the Respondent meets this requirement.</p> <p>At the RFP stage additional supporting evidence will be requested.</p>

Qualification Number	Qualification	Evaluation Criteria	Met/Not Met	Evidence of where, when and how achieved.
M8	Engineering Capability	<p>The Respondent must demonstrate that they have designed 20 Engineering Change designs that were installed and accepted for a military or defence contract.</p> <p>At least five (5) of these Engineering Changes must have required 1000 production hours to implement and none of these Engineering Changes must have required less than 200 production hours to implement.</p> <p>These Engineering Changes must have been implemented since January 1, 2010.</p>		<p>The signed contracting documents validating this requirement for the five (5) Engineering Changes of at least 1000 productions hours and an attestation letter for the remaining 15 Engineering Changes.</p> <p>AND</p> <p>For each of the five (5) Engineering Changes of at least 1000 production hours, a certificate of completion/acceptance OR other documents that include the following information:</p> <ul style="list-style-type: none"> <li>a. Engineering Change unique number</li> <li>b. Ship installed on</li> <li>c. Installation date</li> <li>d. Implementation Agency</li> <li>e. Engineering Change Specification Revision(s) used</li> <li>f. System or Equipment affected</li> <li>g. Quality Assurance Supervisor's signature</li> <li>h. Implementation Hours for a single vessel</li> </ul>

Qualification Number	Qualification	Evaluation Criteria	Met/Not Met	Evidence of where, when and how achieved.
M9	Canadian Citizen or Canadian Corporation	<p>The Respondent must demonstrate that they are a Canadian Citizen OR a Canadian Corporation in accordance with Section 89 of the Canadian Income Tax Act</p> <p>If the Respondent is a partnership or Joint Venture:</p> <p><b>Option A:</b> each member of the partnership or Joint Venture, as the case may be, must demonstrate that they are a Canadian Citizen OR a Canadian Corporation in accordance with Section 89 of the Canadian Income Tax Act; or</p> <p><b>Option B:</b> the majority stakeholder of the partnership or Joint Venture must demonstrate that they are a Canadian Citizen OR a Canadian Corporation in accordance with Section 89 of the Canadian Income Tax Act.</p>		<p>Proof of Canadian citizenship, business registration, partnership agreement and/or article(s) of incorporation.</p> <p><b>In addition to the above, if using Option B, an attestation letter signed by the Joint Venture member or partner which is the majority stakeholder is required which certifies that such member or partner, as the case may be, is the majority stakeholder.</b></p>
M10	Canadian Bicoastal Capacity and Capability	<p>The Respondent must demonstrate that it has the capacity and capability to manage vessel maintenance on both the East and West</p>		<p><b>An attestation letter signed by the Respondent to certify that the Respondent meets this requirement.</b></p>

Qualification Number	Qualification	Evaluation Criteria	Met/Not Met	Evidence of where, when and how achieved.
		coasts in Canada.		<p>If the Respondent is a partnership or a Joint Venture, attestation letter(s) may be submitted by more than one partner or member of a Joint Venture. For clarity, one partner or member may meet the requirement on one coast and another partner or member may meet the requirement on the other coast.</p> <p>At the RFP stage additional supporting evidence will be requested.</p>

## FORM 1 - ITQ SUBMISSION FORM

#	Response																																								
	If submitting a response as a <b>single person or entity use (1)</b> below, if submitting a response as a <b>Joint Venture use (2)</b> below:																																								
(1)	Respondent's Full Legal Name																																								
(a)																																									
	Respondent's Procurement Business Number (if available)																																								
(b)																																									
	Authorized Representatives of Respondent for evaluation purposes (e.g. clarifications)																																								
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<b>(2)</b>	<b>Joint Venture Member #1's Full Legal Name</b>
<b>(a)</b>	
	<b>Joint Venture Member #1's Procurement Business Number (if available)</b>
<b>(b)</b>	
	<b>Authorized Representative of Joint Venture Member #1 for evaluation purposes (e.g. clarifications)</b>
<b>(c)</b>	<b>Name:</b>
	<b>Title:</b>
	<b>Address:</b>
	<b>Telephone:</b>
	<b>Email:</b>
	<b>Joint Venture Member #2's Full Legal Name</b>
<b>(d)</b>	
	<b>Joint Venture Member #2's Procurement Business Number (if available)</b>
<b>(e)</b>	
	<b>Authorized Representative of Joint Venture Member #2 for evaluation purposes (e.g. clarifications)</b>
<b>(f)</b>	<b>Name:</b>
	<b>Title:</b>
	<b>Address:</b>
	<b>Telephone:</b>
	<b>Email:</b>

<b>Joint Venture Member #3's Full Legal Name</b>			
<b>(g)</b>			
<b>Joint Venture Member #3's Procurement Business Number (if available)</b>			
<b>(h)</b>			
<b>Authorized Representative of Joint Venture Member #3 for evaluation purposes (e.g. clarifications)</b>			
<b>(i)</b>	<b>Name:</b>		
	<b>Title:</b>		
	<b>Address:</b>		
	<b>Telephone:</b>		
<b>Email:</b>			
<b>Name of Joint Venture (if applicable)</b>			
<b>(j)</b>			
<b>Name of the Representative Member of the Joint Venture (i.e. the member chosen by the other members to act on their behalf)(if applicable)</b>			
<b>(k)</b>			
<b>Applicable Laws</b>			
<b>(3)</b>	<b>Ontario</b>	Yes <input type="checkbox"/>	Or specify other Canadian province or territory:
<b>Official Language</b>			
<b>Canada's Official Language in which the Respondent will communicate with Canada regarding this ITQ and future industry engagement activities with the <i>Qualified Respondents</i> - indicate either English or French</b>			
<b>(4)</b>	<input type="checkbox"/> <b>English</b>		
	<input type="checkbox"/> <b>French</b>		
<b>ITQ Submission Requirements</b>			
<b>Signature of Authorized Representative(s)</b>			
If submitting a response as a single person or entity Part (5) must be completed.			
If submitting a response as a Joint Venture, Part (6) must be completed.			

<b>(5)</b>	<p>On behalf of the Respondent, by signing below, I confirm that I have read the entire ITQ including the documents incorporated by reference into the ITQ and I certify and agree that:</p> <ol style="list-style-type: none"><li>1. The Respondent considers itself able to meet all the mandatory requirements described in the ITQ; and</li><li>2. All the information provided in the response is complete, true and accurate.</li></ol>
	<p>Name of Authorized Representative:</p> <p>Address:</p> <p>Email:</p> <p>Signature of Authorized Representative</p> <p>Phone:</p> <p>Date:</p>
<b>(6)</b>	<p>On behalf of the Joint Venture Respondent, by signing below, I confirm that I have read the entire ITQ including the documents incorporated by reference into the ITQ and I certify and agree that:</p> <ol style="list-style-type: none"><li>1. The Joint Venture Respondent considers itself able to meet all the mandatory requirements described in the ITQ; and</li><li>2. All the information provided in the response is complete, true and accurate.</li></ol>
<b>(a)</b>	<b>Joint Venture Member #1</b>
	<p>Name of Authorized Representative:</p> <p>Address:</p> <p>Email:</p> <p>Signature of Authorized Representative:</p> <p>Phone:</p> <p>Date:</p>

<b>(b)</b>	<b>Joint Venture Member #2</b>
	<b>Name of Authorized Representative:</b>
	<b>Address:</b>
	<b>Email:</b>
	<b>Signature of Authorized Representative:</b>
	<b>Phone:</b>
	<b>Date:</b>
<b>(c)</b>	<b>Joint Venture Member #3</b>
	<b>Name of Authorized Representative:</b>
	<b>Address:</b>
	<b>Email:</b>
	<b>Signature of Authorized Representative:</b>
	<b>Phone:</b>
	<b>Date:</b>

## FORM 2 – RESPONSE TABLE

Qualification Number	Mandatory Criteria	If the Respondent is a Partnership or JV, Indicate Which Partner(s) or Members(s), is/are Responding to the Criteria	Cross Reference to Response

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## ANNEX “B” - MWAV IV IN-SERVICE SUPPORT GLOSSARY OF TERMS

**Configuration Item (CI).** All Configuration Management activities are centred on the management of equipment identified as CI. Generally, a CI is the lowest sub-assembly of a given system that can be subjected to Configuration Management.

**Configuration Management.** A discipline applying technical and administrative direction and surveillance to the following activities: configuration identification and documentation, configuration control, configuration status accounting, and configuration audits.

**Data Element.** For the purposes of this ITQ, a data element is defined as a single file where it can be considered to be a single engineering drawing, a single operator's manual, a single maintenance manual, etc.

**Engineering Changes.** An Engineering Change is a formal engineering design process and implementation of changes to the configuration of an existing vessel, including technical data and logistical changes.

**In-Service Support Contract (ISSC).** An ISSC is a service contract to perform engineering services (such as maintenance, repair, test and upgrade), logistics services (such as parts supply, repair and overhaul, documentation and training) and the related management functions, necessary to maintain sea/land/air assets throughout their service life.

**Life Cycle Materiel Management.** Management of all activities required to acquire and support material, and ending at the disposal of the item from the inventory.

**Marine Maintenance.** Marine maintenance involves the planning, scheduling and coordination of level 2 and level 3 maintenance of marine vessels. Level 2 maintenance consists of conducting all planned maintenance (PM), corrective maintenance (CM) and the implementation of less complex Engineering Changes (ECs) in as little as a 1 to 3 week period. Level 3 maintenance consists of a docking that is conducted in a shipyard and includes all PM, CM and ECs that cannot be performed during shorter maintenance periods.

**Obsolescence Management.** Given the age of the MWAV assets, component and equipment obsolescence impacts the supportability of these assets. As it cannot be avoided, it has to be managed carefully to achieve the necessary operational availability and optimum cost-effectiveness throughout the life cycle of a vessel.

**Technical Data Package (TDP).** The TDP is a complete set of approved documentation for engineering, logistics and maintenance support that provides an accurate and detailed technical description of a Configuration Item, or material, intended for use in the procurement or in-service phases of the Configuration Item. The package may consist of drawings, specifications, standards, quality assurance (QA) provisions, technical publications, maintenance documentation, packaging data and various types of samples, models, and associated lists.

**Waterfront Management.** Waterfront Management is a process being developed by the Royal Canadian Navy to improve work coordination and efficiency in Navy Dockyards.