

# STATEMENT OF WORK (SOW)

## 1.0 AIM

Obtain the services of one Contractor for the printing, cutting, lamination, binding, and packaging of Victoria Class Submarine HMCS Corner Brook publications.

## 2.0 SCOPE OF WORK

The Contractor is to have the HMCS Corner Brook Damage Control Information (DCI), Training Aid Books (TABs), and Composite Diagram Publications printed in binders for use by the Department of National Defence.

## 3.0 REQUIREMENTS

The Contractor is to perform the following:

- a. Print, laminate, Die-Cut, Crop, and Hole Punch the DCI, TABs, and Composite Diagram publications as listed in para 4.0 in accordance with the requirements specified in para 5.0;
- b. Package and deliver the final DCI, TABs, and Composite Diagram publications listed in para 4.0 in accordance with the requirements specified in para 6.0;
- c. As part of the Contractor's proposal submission, a project schedule and delivery lead times are to be included;
- d. Secure lockup of CONTROLLED GOODS printed material will be required until they are packaged and shipped;
- e. The Contractor MUST have a CONTROLLED GOODS CERTIFICATE in good standing; and
- f. For quality assessment, 1 sample copy of each deliverable listed in paragraph 4.0 shall be printed on 24lb White Digital Stock paper (including foldouts) and assembled in separate binders. This shall be presented to DND for review and approval.

## 4.0 DELIVERABLES

### 4.1 Damage Control Information (DCI)

NDID	TITLE
C-77-260-000/MV-003	ELECTRICAL ENGINEERING SYSTEMS
C-77-260-000/MV-007	MECHANICAL ENGINEERING SYSTEMS
C-77-260-000/MV-011	COMBAT ENGINEERING SYSTEMS
C-77-260-000/MV-019	COMMAND BRIEFING CARDS
C-77-260-000/MV-023	COMPARTMENT KILL CARDS
C-77-260-000/MV-027	LOSS OF LOAD CENTRES
C-77-260-000/MV-031	CHANGE-OVER SWITCHES

### 4.2 Training Aid Books (TABs)

NDID	TITLE
C-24-689-000/PT-003	PROPULSION SYSTEMS
C-26-508-000/PT-003	ELECTRICAL GENERATION AND DISTRIBUTION SYSTEMS
C-27-B74-000/PT-003	SHIP SYSTEMS
C-69-820-000/PT-003	COMBAT SYSTEMS

### 4.3 Composite Diagrams

NDID	TITLE
C-27-B74-000/DS-003	WATER SYSTEMS
C-27-B74-000/DS-007	AIR SYSTEMS
C-27-B74-000/DS-011	HYDRAULIC SYSTEMS
C-27-B74-000/DS-015	HULL SYSTEMS
C-27-B74-000/DS-019	DIESEL SYSTEMS

**5.0 PRINTING and BINDING REQUIREMENTS**

**5.1 Damage Control Information (DCI)**

<b>C-77-260-000/MV-003 (ELECTRICAL ENGINEERING SYSTEMS)</b>						
<b>No. of Copies</b>	<b>Paper Type</b>	<b>Print Format</b>	<b>Color Printing</b>	<b>Total No. of Pages</b>	<b>No. of Pages (8.5" x 11")</b>	<b>No. of Foldouts (11" x 17")</b>
7	10 mil Polyester	Double Sided 3-hole punched	Yes	114	58 (52) <sup>1</sup>	2 (2) <sup>1</sup>
<b>ADDITIONAL REQUIREMENTS</b>						
<b>DESCRIPTION</b>	<b>QTY</b>	<b>MATERIAL</b>	<b>DESCRIPTION</b>			
BINDER	7	PVC Free Polypropylene	3-Ring, White, 8.5" x 11", full width & height transparent vinyl front cover and spine. Velcro fold over back closing flap.			
COVER PAGE	1 per Binder	Cardstock (White)	Title Page to be printed on 8.5" x 11" Cardstock (not laminated) and inserted in binder clear front cover window.			
SPINE	1 per Binder	Cardstock (White)	Abbreviated Title Page to be printed on 1" x 11" Cardstock (not laminated) and inserted in binder clear spine window.			
TABS <sup>2</sup>	12 per Binder	Tango 10 pt C2S Salmon	To be printed with subjects from Table of Content contained in publication.			
SHEET LIFTERS	2 per Binder	Polystyrene - Black Flat or Boomerang	To be inserted in front and back of inside binder.			

<b>C-77-260-000/MV-007 (MECHANICAL ENGINEERING SYSTEMS)</b>						
<b>No. of Copies</b>	<b>Paper Type</b>	<b>Print Format</b>	<b>Color Printing</b>	<b>Total No. of Pages</b>	<b>No. of Pages (8.5" x 11")</b>	<b>No. of Foldouts (11" x 17")</b>
7	10 mil Polyester	Double Sided 3-hole punched	Yes	102	45 (41) <sup>1</sup>	8 (8) <sup>1</sup>
<b>ADDITIONAL REQUIREMENTS</b>						
<b>DESCRIPTION</b>	<b>QTY</b>	<b>MATERIAL</b>	<b>DESCRIPTION</b>			
BINDER	7	PVC Free Polypropylene	3-Ring, White, 8.5" x 11", full width & height transparent vinyl front cover and spine. Velcro fold over back closing flap.			
COVER PAGE	1 per Binder	Cardstock (White)	Title Page to be printed on 8.5" x 11" Cardstock (not laminated) and inserted in binder clear front cover window.			
SPINE	1 per Binder	Cardstock (White)	Abbreviated Title Page to be printed on 1" x 11" Cardstock (not laminated) and inserted in binder clear spine window.			
TABS <sup>2</sup>	8 per Binder	Tango 10 pt C2S Salmon	To be printed with subjects from Table of Content contained in publication.			
SHEET LIFTERS	2 per Binder	Polystyrene - Black Flat or Boomerang	To be inserted in front and back of inside binder.			

<b>C-77-260-000/MV-011 (COMBAT ENGINEERING SYSTEMS)</b>					<b>CONTROLLED GOODS</b>	
<b>No. of Copies</b>	<b>Paper Type</b>	<b>Print Format</b>	<b>Color Printing</b>	<b>Total No. of Pages</b>	<b>No. of Pages (8.5" x 11")</b>	<b>No. of Foldouts (11" x 17")</b>
7	10 mil Polyester	Double Sided 3-hole punched	Yes	158	150 (0) <sup>1</sup>	0 (0) <sup>1</sup>
<b>ADDITIONAL REQUIREMENTS</b>						
<b>DESCRIPTION</b>	<b>QTY</b>	<b>MATERIAL</b>	<b>DESCRIPTION</b>			
BINDER	7	PVC Free Polypropylene	3-Ring, White, 8.5" x 11", full width & height transparent vinyl front cover and spine. Velcro fold over back closing flap.			
COVER PAGE	1 per Binder	Cardstock (White)	Title Page to be printed on 8.5" x 11" Cardstock (not laminated) and inserted in binder clear front cover window.			
SPINE	1 per Binder	Cardstock (White)	Abbreviated Title Page to be printed on 1" x 11" Cardstock (not laminated) and inserted in binder clear spine window.			
TABS <sup>2</sup>	13 per Binder	Tango 10 pt C2S Salmon	To be printed with subjects from Table of Content contained in publication.			
SHEET LIFTERS	2 per Binder	Polystyrene - Black Flat or Boomerang	To be inserted in front and back of inside binder.			

<b>C-77-260-000/MV-019 (COMMAND BRIEFING CARDS)</b>						
<b>No. of Copies</b>	<b>Paper Type</b>	<b>Print Format</b>	<b>Color Printing</b>	<b>Total No. of Pages</b>	<b>No. of Pages (8.5" x 11")</b>	<b>No. of Foldouts (11" x 17")</b>
7	10 mil Polyester	Double Sided 3-hole punched	Yes	84	44 (40) <sup>1</sup>	0 (0) <sup>1</sup>
<b>ADDITIONAL REQUIREMENTS</b>						
<b>DESCRIPTION</b>	<b>QTY</b>	<b>MATERIAL</b>	<b>DESCRIPTION</b>			
BINDER	7	PVC Free Polypropylene	3-Ring, White, 8.5" x 11", full width & height transparent vinyl front cover and spine. Velcro fold over back closing flap.			
COVER PAGE	1 per Binder	Cardstock (White)	Title Page to be printed on 8.5" x 11" Cardstock (not laminated) and inserted in binder clear front cover window.			
SPINE	1 per Binder	Cardstock (White)	Abbreviated Title Page to be printed on 1" x 11" Cardstock (not laminated) and inserted in binder clear spine window.			
TABS <sup>2</sup>	40 per Binder	Tango 10 pt C2S Salmon	To be printed with subjects from Table of Content contained in publication.			
SHEET LIFTERS	2 per Binder	Polystyrene - Black Flat or Boomerang	To be inserted in front and back of inside binder.			

C-77-260-000/MV-023 (COMPARTMENT KILL CARDS)						
No. of Copies	Paper Type	Print Format	Color Printing	Total No. of Pages	No. of Pages (8.5" x 11")	No. of Foldouts (11" x 17")
7	10 mil Polyester	Double Sided 3-hole punched	Yes	58	31 (27) <sup>1</sup>	0 (0) <sup>1</sup>
ADDITIONAL REQUIREMENTS						
DESCRIPTION	QTY	MATERIAL	DESCRIPTION			
BINDER	7	PVC Free Polypropylene	3-Ring, White, 8.5" x 11", full width & height transparent vinyl front cover and spine. Velcro fold over back closing flap.			
COVER PAGE	1 per Binder	Cardstock (White)	Title Page to be printed on 8.5" x 11" Cardstock (not laminated) and inserted in binder clear front cover window.			
SPINE	1 per Binder	Cardstock (White)	Abbreviated Title Page to be printed on 1" x 11" Cardstock (not laminated) and inserted in binder clear spine window.			
TABS <sup>2</sup>	13 per Binder	Tango 10 pt C2S Salmon	To be printed with subjects from Table of Content contained in publication.			
SHEET LIFTERS	2 per Binder	Polystyrene - Black Flat or Boomerang	To be inserted in front and back of inside binder.			

C-77-260-000/MV-027 (LOSS OF LOAD CENTRES)							
No. of Copies	Paper Type	Print Format	Color Printing	Total No. of Pages	No. of Pages (8.5" x 11")	No. of Foldouts (11" x 17")	
7	10 mil Polyester	Double Sided 3-hole punched	Yes	26	25 (1) <sup>1</sup>	0 (0) <sup>1</sup>	
No. of Copies	Paper Type	Print Format	Color Printing	Total No. of Pages	No. of Pages (8.5" x 11")	No. of Foldouts (11" x 17")	COMMENTS <sup>3</sup>
7	White Card Stock (3 mil dry erasable laminated, front & back)	Double Sided	Yes	26	25 (1) <sup>1</sup>	0	<p><b>To be cut into 6" x 4" cards</b></p> <p><b>NOTE:</b> This is in addition to printing the same pages on 10 mil Polyester above. Cards to be inserted in Micro Fiche holders.</p>
ADDITIONAL REQUIREMENTS							
DESCRIPTION	QTY	MATERIAL	DESCRIPTION				
BINDER	7	PVC Free Polypropylene	3-Ring, White, 8.5" x 11", full width & height transparent vinyl front cover and spine. Velcro fold over back closing flap.				
COVER PAGE	1 per Binder	Cardstock (White)	Title Page to be printed on 8.5" x 11" Cardstock (not laminated) and inserted in binder clear front cover window.				
SPINE	1 per Binder	Cardstock (White)	Abbreviated Title Page to be printed on 1" x 11" Cardstock (not laminated) and inserted in binder clear spine window.				
SHEET LIFTERS	2 per Binder	Polystyrene - Black Flat or Boomerang	To be inserted in front and back of inside binder.				
MICRO FICHE HOLDERS <sup>3</sup>	4 per Binder	Cardstock (White)	3/8" slots, 3-hole punched.				

C-77-260-000/MV-031 (CHANGE-OVER SWITCHES)							
No. of Copies	Paper Type	Print Format	Color Printing	Total No. of Pages	No. of Pages (8.5" x 11")	No. of Foldouts (11" x 17")	
7	10 mil Polyester	Double Sided 3-hole punched	Yes	20	19 (1) <sup>1</sup>	0 (0) <sup>1</sup>	
No. of Copies	Paper Type	Print Format	Color Printing	Total No. of Pages	No. of Pages (8.5" x 11")	No. of Foldouts (11" x 17")	COMMENTS <sup>3</sup>
7	White Card Stock (3 mil dry erasable laminated, front & back)	Double Sided	Yes	20	19 (1) <sup>1</sup>	0	<p><b>To be cut into 6" x 4" cards</b></p> <p><b>NOTE:</b> This is in addition to printing the same pages on 10 mil Polyester above. Cards to be inserted in Micro Fiche holders.</p>
ADDITIONAL REQUIREMENTS							
DESCRIPTION	QTY	MATERIAL	DESCRIPTION				
BINDER	7	PVC Free Polypropylene	3-Ring, White, 8.5" x 11", full width & height transparent vinyl front cover and spine. Velcro fold over back closing flap.				
COVER PAGE	1 per Binder	Cardstock (White)	Title Page to be printed on 8.5" x 11" Cardstock (not laminated) and inserted in binder clear front cover window.				
SPINE	1 per Binder	Cardstock (White)	Abbreviated Title Page to be printed on 1" x 11" Cardstock (not laminated) and inserted in binder clear spine window.				
SHEET LIFTERS	2 per Binder	Polystyrene - Black Flat or Boomerang	To be inserted in front and back of inside binder.				
MICRO FICHE HOLDERS <sup>3</sup>	4 per Binder	Cardstock (White)	3/8" slots, 3-hole punched.				

<sup>1</sup> Numbers in bracket indicates the number of blank pages.

<sup>2</sup> Tabs are to be inserted in the binder before each Part.

<sup>3</sup> Cards are to be inserted in Micro Fiche holders.

5.2 Training Aid Books (TABs)

<b>C-24-689-000/PT-003 (PROPULSION SYSTEMS)</b>						
<b>No. of Copies</b>	<b>Paper Type</b>	<b>Print Format</b>	<b>Color Printing</b>	<b>Total No. of Pages</b>	<b>No. of Pages (8.5" x 6")</b>	<b>No. of Foldouts (8.5" x 11")</b>
10	10 mil Polyester	Double Sided 4-hole punched	Yes	156	52 (19) <sup>1</sup> (die-cut)	104 (7) <sup>1</sup> (folded and die-cut as to unfold in an upwards direction)
<b>ADDITIONAL REQUIREMENTS</b>						
<b>DESCRIPTION</b>	<b>QTY</b>	<b>MATERIAL</b>	<b>DESCRIPTION</b>			
BINDER	7	PVC Free Polypropylene	4-Ring, Blue (JR52), 1.5" special size (10" x 6.5"), transparent vinyl front cover and spine sleeve. Velcro fold over back closing flap.			
COVER PAGE	1 per Binder	Cardstock (White)	Title Page to be printed on 8.5" x 6" Cardstock (not laminated) and inserted in binder clear front cover window			
SPINE	1 per Binder	Cardstock (White)	Abbreviated Title Page to be printed on 1" x 6" Cardstock (not laminated) and inserted in binder clear spine window			
TABS <sup>2</sup>	9 per Binder	4-holed (8.5" x 6") Tango 10 pt C2S Salmon	To be printed with subjects from Table of Content contained in publication			
SHEET LIFTERS	2 per Binder	4-holed Polystyrene - Black Flat or Boomerang	To be inserted in front and back of inside binder.			

<b>C-26-508-000/PT-003 (ELECTRICAL GENERATION AND DISTRIBUTION SYSTEMS)</b>						
<b>No. of Copies</b>	<b>Paper Type</b>	<b>Print Format</b>	<b>Color Printing</b>	<b>Total No. of Pages</b>	<b>No. of Pages (8.5" x 6")</b>	<b>No. of Foldouts (8.5" x 11")</b>
10	10 mil Polyester	Double Sided 4-hole punched	Yes	132	80 (20) <sup>1</sup> (die-cut)	52 (4) <sup>1</sup> (folded and die-cut as to unfold in an upwards direction)
<b>ADDITIONAL REQUIREMENTS</b>						
<b>DESCRIPTION</b>	<b>QTY</b>	<b>MATERIAL</b>	<b>DESCRIPTION</b>			
BINDER	7	PVC Free Polypropylene	4-Ring, Blue (JR52), 1.5" special size (10" x 6.5"), transparent vinyl front cover and spine sleeve. Velcro fold over back closing flap.			
COVER PAGE	1 per Binder	Cardstock (White)	Title Page to be printed on 8.5" x 6" Cardstock (not laminated) and inserted in binder clear front cover window			
SPINE	1 per Binder	Cardstock (White)	Abbreviated Title Page to be printed on 1" x 6" Cardstock (not laminated) and inserted in binder clear spine window			
TABS <sup>2</sup>	9 per Binder	4-holed (8.5" x 6") Tango 10 pt C2S Salmon	To be printed with subjects from Table of Content contained in publication			
SHEET LIFTERS	2 per Binder	4-holed Polystyrene - Black Flat or Boomerang	To be inserted in front and back of inside binder.			

<b>C-27-B74-000/PT-003 (SHIP SYSTEMS)</b>						
<b>No. of Copies</b>	<b>Paper Type</b>	<b>Print Format</b>	<b>Color Printing</b>	<b>Total No. of Pages</b>	<b>No. of Pages (8.5" x 6")</b>	<b>No. of Foldouts (8.5" x 11")</b>
10	10 mil Polyester	Double Sided 4-hole punched	Yes	240	66 (18) <sup>1</sup> (die-cut)	174 (7) <sup>1</sup> (folded and die-cut as to unfold in an upwards direction)
<b>ADDITIONAL REQUIREMENTS</b>						
<b>DESCRIPTION</b>	<b>QTY</b>	<b>MATERIAL</b>	<b>DESCRIPTION</b>			
BINDER	10	PVC Free Polypropylene	4-Ring, Blue (JR52), 1.5" special size (10" x 6.5"), transparent vinyl front cover and spine sleeve. Velcro fold over back closing flap.			
COVER PAGE	1 per Binder	Cardstock (White)	Title Page to be printed on 8.5" x 6" Cardstock (not laminated) and inserted in binder clear front cover window			
SPINE	1 per Binder	Cardstock (White)	Abbreviated Title Page to be printed on 1" x 6" Cardstock (not laminated) and inserted in binder clear spine window			
TABS <sup>2</sup>	6 per Binder	4-holed (8.5" x 6") Tango 10 pt C2S Salmon	To be printed with subjects from Table of Content contained in publication			
SHEET LIFTERS	2 per Binder	4-holed Polystyrene - Black Flat or Boomerang	To be inserted in front and back of inside binder.			

<b>C-69-820-000/PT-003 (COMBAT SYSTEMS)</b>				<b>CONTROLLED GOODS</b>		
<b>No. of Copies</b>	<b>Paper Type</b>	<b>Print Format</b>	<b>Color Printing</b>	<b>Total No. of Pages</b>	<b>No. of Pages (8.5" x 11")</b>	<b>No. of Foldouts (11" x 17")</b>
10	10 mil Polyester	Double Sided 3-hole punched	Yes	161	151 (0) <sup>1</sup>	10 (0) <sup>1</sup>
<b>ADDITIONAL REQUIREMENTS</b>						
<b>DESCRIPTION</b>	<b>QTY</b>	<b>MATERIAL</b>	<b>DESCRIPTION</b>			
BINDER	10	PVC Free Polypropylene	3-Ring, Blue (JR52), 8.5" x 11", full width & height transparent vinyl front cover and spine. Velcro fold over back closing flap.			
COVER PAGE	1 per Binder	Cardstock (White)	Title Page to be printed on 8.5" x 11" Cardstock (not laminated) and inserted in binder clear front cover window			
SPINE	1 per Binder	Cardstock (White)	Abbreviated Title Page to be printed on 1" x 11" Cardstock (not laminated) and inserted in binder clear spine window			
TABS <sup>2</sup>	11 per Binder	3-holed (8.5" x 11") Tango 10 pt C2S Salmon	To be printed with subjects from Table of Content contained in publication			
SHEET LIFTERS	2 per Binder	3-holed Polystyrene - Black Flat or Boomerang	To be inserted in front and back of inside binder.			

<sup>1</sup> Numbers in bracket indicates the number of blank pages.

<sup>2</sup> Tabs are to be inserted in the binder before each Part.

5.3 Composite Diagrams

<b>C-27-B74-000/DS-003 (WATER SYSTEMS)</b>					
<b>No. of Copies</b>	<b>Paper Type</b>	<b>Print Format</b>	<b>Color Printing</b>	<b>Total No. of Pages (75.5" x 10")</b>	<b>COMMENTS</b>
10	8 mil Drytac	Single Sided	Yes	1	To be folded (accordion style) on grid lines (3.5" x 10") as to fit into the document pouch. Diagram title to be visible through the transparent front cover window. Four additional 3.75" x 10" single sided pages (1 Amendment sheet and 3 User's Note sheets are to be in a separate holder and affixed to the back of the first fold of the composite diagram by double-sided tape.
<b>ADDITIONAL REQUIREMENTS</b>					
<b>DESCRIPTION</b>		<b>QTY</b>	<b>MATERIAL</b>	<b>DESCRIPTION</b>	
DOCUMENT POUCH		10	PVC Free Polypropylene	MAP Bi-Fold, Blue (JR52) 8.75" x 10", centered transparent vinyl front viewing window (3.125" x 5"). Held closed with Velcro dot.	

<b>C-27-B74-000/DS-007 (AIR SYSTEMS)</b>					
<b>No. of Copies</b>	<b>Paper Type</b>	<b>Print Format</b>	<b>Color Printing</b>	<b>Total No. of Pages (90" x 10")</b>	<b>COMMENTS</b>
10	8 mil Drytac	Single Sided	Yes	1	To be folded (accordion style) on grid lines (3.5" x 10") as to fit into the document pouch. Diagram title to be visible through the transparent front cover window. Four additional 3.75" x 10" single sided pages (1 Amendment sheet and 3 User's Note sheets are to be in a separate holder and affixed to the back of the first fold of the composite diagram by double-sided tape.
<b>ADDITIONAL REQUIREMENTS</b>					
<b>DESCRIPTION</b>		<b>QTY</b>	<b>MATERIAL</b>	<b>DESCRIPTION</b>	
DOCUMENT POUCH		10	PVC Free Polypropylene	MAP Bi-Fold, Blue (JR52) 8.75" x 10", centered transparent vinyl front viewing window (3.125" x 5"). Held closed with Velcro dot.	

<b>C-27-B74-000/DS-011 (HYDRAULIC SYSTEMS)</b>					
<b>No. of Copies</b>	<b>Paper Type</b>	<b>Print Format</b>	<b>Color Printing</b>	<b>Total No. of Pages (131.5" x 10")</b>	<b>COMMENTS</b>
10	8 mil Drytac	Single Sided	Yes	1	To be folded (accordion style) on grid lines (3.5" x 10") as to fit into the document pouch. Diagram title to be visible through the transparent front cover window. Four additional 3.75" x 10" single sided pages (1 Amendment sheet and 3 User's Note sheets are to be in a separate holder and affixed to the back of the first fold of the composite diagram by double-sided tape.
<b>ADDITIONAL REQUIREMENTS</b>					
<b>DESCRIPTION</b>		<b>QTY</b>	<b>MATERIAL</b>	<b>DESCRIPTION</b>	
DOCUMENT POUCH		10	PVC Free Polypropylene	MAP Bi-Fold, Blue (JR52) 8.75" x 10", centered transparent vinyl front viewing window (3.125" x 5"). Held closed with Velcro dot.	



<b>C-27-B74-000/DS-015 (HULL SYSTEMS)</b>					
<b>No. of Copies</b>	<b>Paper Type</b>	<b>Print Format</b>	<b>Color Printing</b>	<b>Total No. of Pages (55" x 10")</b>	<b>COMMENTS</b>
10	8 mil Drytac	Single Sided	Yes	1	To be folded (accordion style) on grid lines (3.5" x 10") as to fit into the document pouch. Diagram title to be visible through the transparent front cover window. Four additional 3.75" x 10" single sided pages (1 Amendment sheet and 3 User's Note sheets are to be in a separate holder and affixed to the back of the first fold of the composite diagram by double-sided tape.
<b>ADDITIONAL REQUIREMENTS</b>					
<b>DESCRIPTION</b>	<b>QTY</b>	<b>MATERIAL</b>	<b>DESCRIPTION</b>		
DOCUMENT POUCH	10	PVC Free Polypropylene	MAP Bi-Fold, Blue (JR52) 8.75" x 10", centered transparent vinyl front viewing window (3.125" x 5"). Held closed with Velcro dot.		

<b>C-27-B74-000/DS-019 (DIESEL SYSTEMS)</b>					
<b>No. of Copies</b>	<b>Paper Type</b>	<b>Print Format</b>	<b>Color Printing</b>	<b>Total No. of Pages (75.5" x 10")</b>	<b>COMMENTS</b>
10	8 mil Drytac	Single Sided	Yes	1	To be folded (accordion style) on grid lines (3.5" x 10") as to fit into the document pouch. Diagram title to be visible through the transparent front cover window. Four additional 3.75" x 10" single sided pages (1 Amendment sheet and 3 User's Note sheets are to be in a separate holder and affixed to the back of the first fold of the composite diagram by double-sided tape.
<b>ADDITIONAL REQUIREMENTS</b>					
<b>DESCRIPTION</b>	<b>QTY</b>	<b>MATERIAL</b>	<b>DESCRIPTION</b>		
DOCUMENT POUCH	10	PVC Free Polypropylene	MAP Bi-Fold, Blue (JR52) 8.75" x 10", centered transparent vinyl front viewing window (3.125" x 5"). Held closed with Velcro dot.		

## 6.0 PACKAGING REQUIREMENTS

To minimize and avoid personnel injuries, boxes shall have a maximum weight of no more than 20 Kg (44lbs). All boxes shall display a complete recipient's address and sender's address, properly located on the box as per the Canada Post Corporation addressing site.

The publications containing CONTROLLED GOODS must be individually wrapped with a non-translucent wrapping with the writing "**CONTROLLED GOODS**" printed on the front and back. The wrapped publications containing CONTROLLED GOODS must be wrapped again in a non-translucent wrapping containing no textual information whatsoever on any portion of the wrapping. Publications containing CONTROLLED GOODS can be individually wrapped or grouped within a box which is then wrapped in accordance the wrapping instructions above.

All boxes must be numbered, and a complete list of individual box content provided on 8.5" x 11" paper. All boxes must remain unsealed until inspected by a DND representative and a DND 728 shipping manifest placed in each box to identify the content and consignee.

## **7.0 DISTRIBUTION REQUIREMENTS**

All boxes must be labelled with a "Return Address" as well as a "Shipping Address". Details will be supplied at Contract Award.

## **8.0 PROJECT MANAGER**

A designated Project Manager responsible for production must be assigned by the Contractor for this contract. The Project Manager must participate in preparatory meetings in order to lay out the project and review milestones and expectations from both parties. The Project Manager must provide status report indicating what has been done and what's coming up in the coming days and weeks. The Project Manager must also immediately report the DND Project Authority any issues arising during the course of production and decisions made to remediate any issues.

Preparatory meetings can be conducted via telephone or video in order to lay out the project and review milestones and expectations from both parties.

