



National Defence

National Defence Headquarters  
Ottawa, Ontario  
K1A 0K2

Défense nationale

Quartier général de la Défense nationale  
Ottawa (Ontario)  
K1A 0K2

## REQUEST FOR PROPOSAL DEMANDE DE PROPOSITION

### Proposal To: National Defence Canada

We hereby offer to sell to Her Majesty the Queen in right of Canada, in accordance with the terms and conditions set out herein, referred to herein or attached hereto, the goods and services listed herein and on any attached sheets at the price(s) set out therefore.

### Proposition à : Défense nationale Canada

Nous offrons par la présente de vendre à Sa Majesté la Reine du chef du Canada, aux conditions énoncées ou incluses par référence dans la présente et aux annexes ci-jointes, les biens et services énumérés ici et sur toute feuille ci-annexée, au(x) prix indique(s).

### Comments - Commentaires

### RETURN BIDS TO: RETOURNER LES SOUMISSIONS À :

By e-mail to: - Par courriel au :  
[DLP53BidsReceiving.DAAT53Receptiondessoumissions@forces.gc.ca](mailto:DLP53BidsReceiving.DAAT53Receptiondessoumissions@forces.gc.ca)

Attention: - Attention :  
Kyle Grundy

<b>Title - Sujet</b> HYDRAULIC POWER UNIT AND HYDRAULIC SUMP PUMP REPLACEMENT- REEMPLACEMENT UNITÉS DE PUISSANCE HYDRAULIQUE ET POMPE DE PUISARD HYDRAULIQUE	
<b>Solicitation No.</b> N° de l'invitation W8476-226526/A	<b>Date of Solicitation</b> Date de l'invitation 12-23-2021
<b>Address enquiries to: - Adresser toute demande de renseignements à :</b> Kyle Grundy <b>E-Mail Address - Courriel</b> Kyle.Grundy@forces.gc.ca	
<b>Destination</b> See herein - Voir aux présentes	

**Instructions:** Municipal taxes are not applicable. Unless otherwise specified herein all prices quoted must include all applicable Canadian customs duties, GST/HST, excise taxes and are to be delivered Delivery Duty Paid including all delivery charges to destination(s) as indicated. The amount of the Goods and Services Tax/Harmonized Sales Tax is to be shown as a separate item.

**Instructions :** Les taxes municipales ne s'appliquent pas. Sauf indication contraire, les prix indiqués doivent comprendre les droits de douane canadiens, la TPS/TVH et la taxe d'accise. Les biens doivent être livrés « rendu droits acquittés », tous frais de livraison compris, à la ou aux destinations indiquées. Le montant de la taxe sur les produits et services/taxe de vente harmonisée doit être indiqué séparément.

<b>Delivery required</b> Livraison exigée See herein - Voir aux présentes	<b>Delivery offered</b> Livraison proposée
<b>Vendor/Firm Name and Address</b> Raison sociale et adresse du fournisseur/de l'entrepreneur	
<b>Person authorized to sign on behalf of Vendor/Firm (type or print):</b> La personne autorisée à signer au nom du fournisseur/de l'entrepreneur (taper ou écrire en caractères d'imprimerie) :	
<b>Name - Nom</b>	<b>Title - Titre</b>
<b>Signature</b>	<b>Date</b>

<b>Solicitation Closes - L'invitation prend fin</b> At - à : 2:00 PM - 14:00  On - le : 01-18-2022  Time Zone - Fuseau Horaire : Eastern Standard Time (EST) Heure normale de l'Est (HNE)
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## **PART 1 - GENERAL INFORMATION**

### **1.1 Requirement**

- A. The Department of National Defence (DND) has a requirement to procure 108 Hydraulic Power Unit and 108 Hydraulic Sump Pump for delivery to 25 CFSD Montreal, QC. The requested delivery date is 120 days from Contract Award.
- B. The requirement is detailed under the article entitled Requirement of the resulting contract clauses in Part 6.

### **1.2 Security Requirements**

- A. There is no security requirement associated with this bid solicitation.

### **1.3 Debriefings**

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

## PART 2 - BIDDER INSTRUCTIONS

### 2.1 Standard Instructions, Clauses and Conditions

A. All instructions, clauses and conditions identified in this document and any of its attachments by number, date, and title are either:

- (i) Set out in the Standard Acquisition Clauses and Conditions (SACC) Manual (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada; or
- (ii) Included as attachments.

These documents are incorporated by reference and they form part of this document as though they were expressly set out here in full.

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

C. The 2003 (2020-05-28), Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation, with the following modification(s):

- (i) Section 02, Procurement Business Number, is deleted in its entirety;
- (ii) Section 05, Submission of bids, subsection 2, paragraph d., is deleted in its entirety and replaced with the following:
  - d. send its bid only to the location specified on page 1 of the bid solicitation or to the address specified in the bid solicitation.
- (iii) Section 05, Submission of bids, subsection 4, is amended as follows:
  - Delete: 60 days
  - Insert: 90 days
- (iv) Section 06, Late bids, is deleted in its entirety;
- (v) Section 07, Delayed bids, is deleted in its entirety and replaced with the following:
  - 07 Delayed bids
  - 1. It is the Bidder's responsibility to ensure that the Contracting Authority has received the entire submission. Misrouting or other electronic delivery issues resulting in late submission of bids will not be accepted.
- (vi) Section 08, Transmission by facsimile or by epost Connect, is deleted in its entirety.
- (vii) Section 20, Further information, subsection 2, is deleted in its entirety.

## **2.2 Submission of Bids**

- A. Bids must be submitted only to the Department of National Defence (DND) by the date, time, and place indicated on page 1 of the bid solicitation.
- B. Due to the nature of the bid solicitation, bids transmitted by facsimile will not be accepted.
- C. Due to the nature of the bid solicitation, bids transmitted by epost Connect will not be accepted.

### **2.2.1 Electronic Submissions**

- A. Individual e-mails that may include certain scripts, formats, embedded macros and/or links, or those that exceed 5 megabytes may be rejected by Canada's e-mail system and/or firewall(s) without notice to the Bidder or Contracting Authority. Larger bids may be submitted through more than one e-mail. Canada will confirm receipt of documents. It is the Bidder's responsibility to ensure that their entire submission has been received. Bidders should not assume that all documents have been received unless Canada confirms receipt of each document. In order to minimize the potential for technical issues, bidders are requested to allow sufficient time before the closing date and time to confirm receipt. Bid documents submitted after the closing time and date will not be accepted.

## **2.3 Enquiries - Bid Solicitation**

- A. All enquiries must be submitted in writing to the Contracting Authority no later than 10 calendar days before the bid closing date. Enquiries received after that time may not be answered.
- B. Bidders should reference as accurately as possible the numbered item of the bid solicitation to which the enquiry relates. Care should be taken by Bidders to explain each question in sufficient detail in order to enable Canada to provide an accurate answer. Technical enquiries that are of a proprietary nature must be clearly marked "proprietary" at each relevant item. Items identified as "proprietary" will be treated as such except where Canada determines that the enquiry is not of a proprietary nature. Canada may edit the question(s) or may request that the Bidder do so, so that the proprietary nature of the question(s) is eliminated and the enquiry can be answered to all Bidders. Enquiries not submitted in a form that can be distributed to all Bidders may not be answered by Canada.

## **2.4 Applicable Laws**

- A. Any resulting contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario.
- B. Bidders may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their bid, by deleting the name of the Canadian province or territory specified and inserting the name of the Canadian province or territory of their choice. If no change is made, it acknowledges that the applicable laws specified are acceptable to the Bidders.

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

### **3.1 Bid Preparation Instructions**

A. Canada requests that Bidders provide their bid in separate sections as follows:

Section I: Technical Bid: 1 soft copy in PDF format by e-mail;  
Section II: Financial Bid: 1 soft copy in PDF format by e-mail;  
Section III: Certifications: 1 soft copy in PDF format by e-mail; and  
Section IV: Additional Information: 1 soft copy in PDF format by e-mail.

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

C. Canada requests that Bidders follow the format instructions described below in the preparation of their bid:

- (i) Use 8.5 x 11 inch (216 mm x 279 mm) paper; and
- (ii) Use a numbering system that corresponds to the bid solicitation.

D. Bidders must demonstrate their compliance with the attachment to Part 4 entitled Evaluation Criteria. of the bid solicitation by providing substantial information describing completely and in detail how the requirement is met or addressed. Bidders must provide with their technical bid, a document indicating clearly where the substantial information for each of the sections identified below can be found.

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

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

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

A. Bidders must submit their financial bid in accordance with the attachment to Part 4 entitled Pricing Schedule.

#### **3.3.1 Electronic Payment of Invoices - Bid**

- A. If you are willing to accept payment of invoices by Electronic Payment Instruments, complete the attachment to Part 3 entitled Electronic Payment Instruments, to identify which ones are accepted.
- B. If the attachment to Part 3 entitled Electronic Payment Instruments is not completed, it will be considered as if Electronic Payment Instruments are not being accepted for payment of invoices.
- C. Acceptance of Electronic Payment Instruments will not be considered as an evaluation criterion.

#### **3.3.2 Exchange Rate Fluctuation**

A. The requirement does not offer exchange rate fluctuation risk mitigation. Requests for exchange rate fluctuation risk mitigation will not be considered. All bids including such provision will render the bid non-responsive.

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

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

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

A. In Section IV of their bid, bidders should provide:

- (i) A completed, signed, and dated Page 1 of this solicitation, or final amendment, as applicable;
- (ii) The name of the person(s) and associated contact information (title, mailing address, phone number, and e-mail address) authorized by the Bidder to:
  - (a) Enter into communications with Canada with regards to their bid, and any contract that may result from their bid;
  - (b) Coordinate delivery and follow-up; and
  - (c) Provide after sales service, maintenance, warranty repairs, and a full range of repair parts for the vehicle/equipment offered.

#### **3.5.1 Delivery Date**

A. Any delivery date(s) offered will not be included in the evaluation.

##### **3.5.1.1 Firm Goods**

A. Delivery of the Firm Goods and/or Services is requested on or before 60 days from date of contract. If a longer delivery period is required, the Bidder must submit the best delivery that could be offered, in the form of either a fixed date or a period of time from contract award. Failure to submit a date or time period will be taken as acceptance of delivery within the requested timeframe.

#### **3.5.2 Warranty Period**

##### **3.5.2.1 Manufacturer's Standard Warranty Period**

A. Canada requests that the Bidder provide details of the manufacturer's standard warranty period for the equipment and components that exceeds the minimum warranty period of 12 months. Any additional manufacturer's standard warranty such as those derived from the Original Equipment Manufacturer (OEM) for component/subassemblies will form part of the proposed contract.



**ATTACHMENT 1 TO PART 3 - ELECTRONIC PAYMENT INSTRUMENTS**

A. The Bidder accepts to be paid by any of the following Electronic Payment Instrument(s):

- Direct Deposit (Domestic and International);
- Electronic Data Interchange (EDI); and
- Wire Transfer (International Only).

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

### **4.1 Evaluation Procedures**

- A. Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria.
- B. An evaluation team composed of representatives of Canada will evaluate the bids.

#### **4.1.1 Technical Evaluation**

- A. Mandatory technical evaluation criteria are included in the attachment to Part 4 entitled Evaluation Criteria.

#### **4.1.2 Financial Evaluation**

##### **4.1.2.1 Firm Goods and/or Services**

- A. The price of the bid will be evaluated in Canadian dollars, Delivered Duty Paid (DDP) destination, Incoterms 2010, Canadian customs duties and excise taxes included, Applicable Taxes excluded.

### **4.2 Basis of Selection - Lowest Evaluated Price, Mandatory Technical Criteria**

- A. A bid must comply with the requirements of the bid solicitation and meet all mandatory technical evaluation criteria to be declared responsive. The responsive bid with the lowest evaluated price on an item by item basis will be recommended for award of a contract. More than one contract can be awarded.

**ATTACHMENT 1 TO PART 4 - EVALUATION CRITERIA**

See attached document entitled:

**“TECHNICAL PROPOSAL REQUIREMENTS AND BID EVALUATION FOR THE HYDRAULIC POWER UNIT AND  
HYDRAULIC SUMP PUMP”**

**ATTACHMENT 2 TO PART 4 - PRICING SCHEDULE**

**1. General**

- A. Bidders must submit a Firm Unit Price for each Item.
- B. Bidders are requested to complete the following Pricing Schedule and include it in the bid.
- C. All prices and costs must be submitted in Canadian Dollars, Canadian customs duties and excise taxes included, Applicable Taxes excluded.

**2. Firm Goods**

**2.1 Hydraulic Power unit**

- A. The Firm Unit Price(s) include(s) associated specifications and deliverables as per Annex A, Requirement, Delivered Duty Paid (DDP) specified Delivery Point, Incoterms 2010:

Item	Delivery Point	Quantity Required (A)	Firm Unit Price (B)	Sub-Total (C = A x B)
001	25 CFSD Montreal	108	\$	\$
<b>Total (D = sum C)</b>				\$

**2.2 HYDRAULIC SUMP PUMP**

- A. The Firm Unit Price(s) include(s) associated specifications and deliverables as per Annex A, Requirement, Delivered Duty Paid (DDP) specified Delivery Point, Incoterms 2010:

Item	Delivery Point	Quantity Required (E)	Firm Unit Price (F)	Sub-Total (G = E x F)
002	25 CFSD Montreal	108	\$	\$
<b>Total (H = sum G)</b>				\$

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

### **5.1 General**

- A. Bidders must provide the required certifications and additional information to be awarded a contract.
- B. The certifications provided by Bidders to Canada are subject to verification by Canada at all times. Unless specified otherwise, Canada will declare a bid non-responsive, or will declare a contractor in default if any certification made by the Bidder is found to be untrue, whether made knowingly or unknowingly, during the bid evaluation period or during the contract period.
- C. The Contracting Authority will have the right to ask for additional information to verify the Bidder's certifications. Failure to comply and to cooperate with any request or requirement imposed by the Contracting Authority will render the bid non-responsive or constitute a default under the Contract.

#### **5.1.1 Certifications - Contract**

- A. Compliance with the certifications provided by the Contractor in its bid is a condition of the Contract and subject to verification by Canada during the term of the Contract. If the Contractor does not comply with any certification or it is determined that any certification made by the Contractor in its bid is untrue, whether made knowingly or unknowingly, Canada has the right, pursuant to the default provision of the Contract, to terminate the Contract for default.

### **5.2 Certifications Required with the Bid**

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

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

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

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

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

#### **5.3.1 Integrity Provisions - Required Documentation**

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

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

- A. By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "[FCP Limited Eligibility to Bid](https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#)" list available at the bottom of the page of the [Employment and Social Development Canada \(ESDC\) - Labour's](https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#) website (<https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#>).

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

**5.3.3 Product Conformance**

- A. The Bidder certifies that all vehicles/equipment proposed conform, and will continue to conform throughout the duration of the contract, to all technical specifications of Annex A, Requirement. This certification does not relieve the bid from meeting all mandatory technical evaluation criteria detailed in Part 4.

\_\_\_\_\_  
Signature of Bidder's Authorized Representative

\_\_\_\_\_  
Date

## PART 6 - RESULTING CONTRACT CLAUSES

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

### 6.1 Security Requirements

- A. There is no security requirement applicable to the Contract.

### 6.2 Requirement

- A. The Contractor must provide the item(s) detailed under the Requirement at Annex A, including all DID at Appendix 4, and the Basis of Payment at Annex B.

### 6.3 Standard Clauses and Conditions

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

#### 6.3.1 General Conditions

- A. 2010A (2021-12-02), General Conditions - Goods (Medium Complexity), apply to and form part of the Contract, with the following modification:

- (i) Article 01, Interpretation, definition of "Canada", "Crown", "Her Majesty" or "the Government", is deleted in its entirety and replaced with the following:

"Canada", "Crown", "Her Majesty" or "the Government" means Her Majesty the Queen in right of Canada as represented by the Minister of National Defence and any other person duly authorized to act on behalf of that minister or, if applicable, an appropriate minister to whom the Minister of National Defence has delegated his or her powers, duties or functions and any other person duly authorized to act on behalf of that minister.

#### 6.3.2 Existing Technical Publications – Translation

- A. The Contractor grants to Canada a non-exclusive, perpetual, irrevocable and royalty-free license to translate and reproduce for government use all or any part of the technical publications supplied with the equipment delivered under the Contract. Copyright in the translation made by Canada or by independent contractors engaged by Canada will belong to Canada.

#### 6.3.3 Compliance with on-site measures, standing orders, policies and rules

- A. The Contractor must comply and ensure that its employees and subcontractors comply with all security measures, standing orders, policies or other rules in force at the site where the Work is performed.

#### 6.3.4 Suspension of the work

- A. 1. The Contracting Authority may at any time, by written notice, order the Contractor to suspend or stop the Work or part of the Work under the Contract for a period of up to 180 days. The Contractor must immediately comply with any such order in a way that minimizes the cost of doing so. While such an order is in effect, the Contractor must not remove any part of the Work from any premises without first obtaining the written consent of the Contracting Authority. Within these 180 days, the Contracting Authority must either cancel the order or terminate the Contract, in whole or in part, under section(s) [insert section entitled "Default by the Contractor"] or [insert section entitled "Termination for convenience"] of general conditions .

2. When an order is made under subsection 1, unless the Contracting Authority terminates the Contract by reason of default by the Contractor or the Contractor abandons the Contract, the Contractor will be entitled to be paid its additional costs incurred as a result of the suspension plus a fair and reasonable profit.

3. When an order made under subsection 1 is cancelled, the Contractor must resume work in accordance with the Contract as soon as practicable. If the suspension has affected the Contractor's ability to meet any delivery date under the Contract, the date for performing the part of the Work affected by the suspension will be extended for a period equal to the period of suspension plus a period, if any, that in the opinion of the Contracting Authority, following consultation with the Contractor, is necessary for the Contractor to resume the Work. Any equitable adjustments will be made as necessary to any affected conditions of the Contract.

#### 6.4 Delivery Points

- A. Delivery of the requirement must be made to delivery point specified at Annex B of the Contract.
- B. The Contractor must deliver the goods by appointment only. The Contractor is responsible for contacting the Technical Authority in advance of shipping to obtain the contact information for the delivery point(s). The Contractor or its carrier must arrange delivery appointments by contacting the delivery point(s). The consignee(s) may refuse shipments when prior arrangements have not been made. When the carrier is required to return due to its failure to make an appointment for delivery, Canada will not be liable to pay for additional costs.

#### 6.5 Authorities

##### 6.5.1 Contracting Authority

- A. The Contracting Authority for the Contract is:

Name: Kyle Grundy  
Title: Materiel Acquisition and Support Specialist  
Position: DLP 5-3-6  
Address: Department of National Defence Headquarters  
101 Colonel By Drive  
Ottawa, Ontario K1A 0K2  
Telephone: 343-550-0226  
E-mail: kyle.grundy@forces.gc.ca

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

##### 6.5.2 Technical Authority

- A. The Technical Authority for the Contract is:

[Contact information to be detailed in the resulting contract]

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Position: \_\_\_\_\_  
Address: Department of National Defence Headquarters  
101 Colonel By Drive  
Ottawa, Ontario K1A 0K2  
Telephone: \_\_\_\_\_  
E-mail: \_\_\_\_\_



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

### 6.5.3 Contractor's Representative

[Contact information to be detailed in the resulting contract]

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Telephone: \_\_\_\_\_  
E-mail: \_\_\_\_\_

### 6.5.4 After Sales Service

- A. The following dealer(s) and/or agent(s) is(are) authorized to provide after sales service, maintenance, and warranty repairs; and a full range of repair parts for the vehicle/equipment offered:

[Contact information to be detailed in the resulting contract]

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Telephone: \_\_\_\_\_  
E-mail: \_\_\_\_\_

## 6.6 Payment

### 6.6.1 Basis of Payment

#### 6.6.1.1 Firm Unit Prices

- A. In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid firm unit price(s) as specified in Annex B for a cost of \$[amount to be detailed in the resulting contract]. Customs duties are included and Applicable Taxes are extra.

### 6.6.2 Method of Payment

#### 6.6.2.1 Single Payment

- A. Canada will pay the Contractor upon completion and delivery of the Work in accordance with the payment provisions of the Contract if:
- (i) an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
  - (ii) all such documents have been verified by Canada; and
  - (iii) the Work delivered has been accepted by Canada.

### 6.6.3 Electronic Payment of Invoices

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

[List to be updated in the resulting contract]

- (iii) Direct Deposit (Domestic and International);
- (iv) Electronic Data Interchange (EDI) (International only);;
- (v) Wire Transfer (International Only); and

### 6.7 Invoicing

#### 6.7.1 Invoicing Instructions

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

B. Each invoice must contain or be supported by the applicable documents:

- (i) The serial numbers
- (ii) A copy of the release document and any other documents as specified in the Contract
- (iii) A breakdown of the cost elements.

C. Invoices must be distributed as follows:

- (i) The invoice along with any required supporting documentation must be forwarded to the Contracting Authority for certification and payment at:  
  
Email: [email to be detailed in the resulting contract]
- (ii) By submitting a .pdf copy, the Contractor certifies that the .pdf copy of each invoice will be considered as the original invoice. In addition, the Contractor must indicate the contract number and name of the Contracting Authority in its covering e-mail.

#### 6.7.2 Holdback

- A. A 10% holdback will apply on the total value of any due payment.
- B. Applicable Taxes must be calculated on the total amount of the claim before the holdback is applied. At the time the holdback is claimed, there will be no Applicable Taxes payable as it was claimed and payable under the previous invoice.
- C. Release of the 10% holdback is conditional upon receipt and certified acceptance of all Work under this Contract.
- D. Invoicing instructions for the holdback are as detailed in the clause entitled "Invoicing Instructions".

## 6.8 Certifications and Additional Information

### 6.8.1 Compliance

- A. Unless specified otherwise, the continuous compliance with the certifications provided by the Contractor in its bid or precedent to contract award, and the ongoing cooperation in providing additional information are conditions of the Contract and failure to comply will constitute the Contractor in default. Certifications are subject to verification by Canada during the entire period of the Contract.

## 6.9 Applicable Laws

- A. The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario **or as specified by the bidder in its bid, if applicable**.

## 6.10 Priority of Documents

- A. If there is a discrepancy between the wording of any documents that appear on the list, the wording of the document that first appears on the list has priority over the wording of any document that subsequently appears on the list:
- (i) The Articles of Agreement;
  - (ii) The General Conditions 2010A (2021-12-02), General Conditions - Goods (Medium Complexity);
  - (iii) Annex A, Requirement;
  - (iv) Annex B, Basis of Payment;
  - (v) the Contractor's bid dated **[date to be specified in the resulting contract]**, as clarified on **[date to be specified in the resulting contract, if required]**, and as amended on **[date to be specified in the resulting contract, if required]**.

## 6.11 Defence Contract

- A. The Contract is a defence contract within the meaning of the *Defence Production Act*, R.S.C. 1985, c. D-1 (<http://laws-lois.justice.gc.ca/eng/acts/d-1/>), and must be governed accordingly.
- B. Title to the Work or to any materials, parts, work-in-process or finished work must belong to Canada free and clear of all claims, liens, attachments, charges or encumbrances. Canada is entitled, at any time, to remove, sell or dispose of the Work or any part of the Work in accordance with section 20 of the *Defence Production Act*.

## 6.12 Insurance - No Specific Requirement

- A. The Contractor is responsible for deciding if insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any insurance acquired or maintained by the Contractor is at its own expense and for its own benefit and protection. It does not release the Contractor from or reduce its liability under the Contract.

### 6.13 Inspection and Acceptance

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

### 6.14 Quality Management Systems - Requirements (Quality Assurance Code C)

- A. The Contractor is responsible for implementing a quality system appropriate to the scope of the work to be performed. It is recommended that the quality system be based on *ISO 9001:2015 "Quality management systems - Requirements."*
- B. The Contractor is responsible for performing or having performed all inspections and tests necessary to substantiate that the materiel or services provided conform to the drawings, specifications and the requirements of the contract. The Contractor must keep accurate and complete inspection records which must, upon request, be made available to the authorized Department of National Defence (DND) representative, who may make copies and take extracts during the performance of the Contract and for a period of 1 year after the completion of the Contract.
- C. Despite the above, all materiel is subject to verification and acceptance by DND at destination. The authorized DND representative at destination may either be the consignee(s), the Technical Authority, or the Quality Assurance Authority.

### 6.15 Material

- A. Material supplied must be new unused and of current production by manufacturer.

### 6.16 Interchangeability

- A. Unless changes during the production run are authorized by the Contracting Authority, all vehicles/equipment supplied against any one item of a contract must be the same make and model, and all like assemblies, sub-assemblies and parts must be interchangeable.

### 6.17 Recall Notices

- A. All recall notices must be forwarded to the Technical Authority identified in this Contract.

### 6.18 Wood packaging materials

- A. All wood packaging materials used in shipping must conform to the [International Standards for Phytosanitary Measures No. 15: Regulation of Wood Packaging Material in International Trade \(ISPM 15\)](https://www.ippc.int/en/core-activities/standards-setting/ispms/) (<https://www.ippc.int/en/core-activities/standards-setting/ispms/>).
- B. Pertinent additional information on Canada's import and export programs is provided in the following Canadian Food Inspection Agency policy directives:
- (i) D-98-08 - [Entry Requirements for Wood Packaging Materials Produced in All Areas Other Than the Continental United States](http://www.inspection.gc.ca/plants/plant-protection/directives/forestry/d-98-08/eng/1323963831423/1323964135993) (<http://www.inspection.gc.ca/plants/plant-protection/directives/forestry/d-98-08/eng/1323963831423/1323964135993>); and

- (ii) D-13-01 - [Canadian Heat Treated Wood Products Certification Program \(HT Program\)](http://www.inspection.gc.ca/plants/forestry/exports/ht-program/eng/1319462565070/1319462677967)  
(<http://www.inspection.gc.ca/plants/forestry/exports/ht-program/eng/1319462565070/1319462677967>).

#### **6.19 Delivery and Unloading**

- A. Delivery trucks must be equipped with an unloading device which will permit unloading at sites with no hydraulic, stationary or other type of unloading facility.
- B. When making deliveries, sufficient personnel must be provided to permit unloading of any type of vehicle without the assistance of federal government personnel.
- C. At some sites, the delivery truck must be unloaded while parked at the curb. When material is placed on the sidewalk, it must be placed in proximity to the designated entrance so as to be readily accessible to transport by mechanical handling equipment utilized by site personnel.

#### **6.20 Incomplete Assemblies**

- A. The Contractor must not ship incomplete assemblies unless the authorization for such shipment has been obtained from the Contracting Authority.

#### **6.21 Canadian Forces Site Regulations**

- A. The Contractor must comply with all standing orders or other regulations, instructions, and directives in force on the site where the Work is performed.

#### **6.22 Dispute Resolution Services**

- A. The parties understand that the Procurement Ombudsman appointed pursuant to subsection 22.1 (1) of the Department of Public Works and Government Services Act will, on request of a party, provide a proposal for an alternative dispute resolution process to resolve any dispute arising between the parties respecting the interpretation or application of a term or condition of this contract. The parties may consent to participate in the proposed alternative dispute resolution process and to bear the cost of such process. The Office of the Procurement Ombudsman may be contacted by telephone at 1-866-734-5169 or by e-mail at [boa.opo@boa.opo.gc.ca](mailto:boa.opo@boa.opo.gc.ca).

**ANNEX A - REQUIREMENT**

See attached document(s) entitled:

“STATEMENT OF WORK FOR THE HYDRAULIC POWER UNIT AND HYDRAULIC SUMP PUMP”

**ANNEX B - BASIS OF PAYMENT**

**1. General**

A. All prices and costs are in Canadian Dollars, Canadian customs duties and excise taxes included, Applicable Taxes excluded.

**2. Firm Goods**

**2.1 Hydraulic Power Unit**

A. The Firm Unit Price(s) include(s) associated specifications and deliverables as per Annex A, Requirement, Delivered Duty Paid (DDP) specified Delivery Point, Incoterms 2010:

Item	Delivery Point	Delivery Date	Quantity Required	Make/Model	Firm Unit Price
001	25 Cfsd, 6363 RUE NOTRE DAMEE MONTREAL QC H1N 2E9 CANADA	[Date to be detailed in the resulting contract]	108	To be added in the resulting contract	\$(Cost to be detailed in the resulting contract)

**2.2 HYDRAULIC SUMP PUMP**

A. The Firm Unit Price(s) include(s) associated specifications and deliverables as per Annex A, Requirement, Delivered Duty Paid (DDP) specified Delivery Point, Incoterms 2010:

Item	Delivery Point	Delivery Date	Quantity Required	Make/Model	Firm Unit Price
002	25 Cfsd, 6363 RUE NOTRE DAMEE MONTREAL QC H1N 2E9 CANADA	[Date to be detailed in the resulting contract]	108	To be added in the resulting contract	\$(Cost to be detailed in the resulting contract)

TECHNICAL PROPOSAL REQUIREMENTS  
AND BID EVALUATION  
FOR THE  
HYDRAULIC POWER UNIT AND HYDRAULIC SUMP PUMP



NOTICE

This documentation has been reviewed by the technical authority and does not contain controlled goods. Disclosure notices and handling instructions originally received with the document must continue to apply.

AVIS

Cette documentation a été révisée par l'autorité technique et ne contient pas de marchandises contrôlées. Les avis de divulgation et les instructions de manutention reçues originalement doivent continuer de s'appliquer.



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## 1.0 GENERAL

### 1.1 Introduction

- 1.1.1 This document defines the criteria that will be used to determine the winning bid for the procurement of the hydraulic power unit and hydraulic sump pump.
  - 1.1.1.1 The Technical Proposal Requirements, defines the information and samples required from the Bidders for their proposal to be evaluated.

## 2.0 TECHNICAL PROPOSAL REQUIREMENTS

### 2.1 Responding to Evaluation Criteria

- 2.1.1 Bidders must provide the information required for each listed requirement in accordance with the method identified in the “Compliance Documentation Required” column in the Evaluation of Key Mandatory Requirements table(s).
  - 2.1.1.1 The following compliance methods define the information required:
    - 2.1.1.1.1 **Substantial Information (SI)** - Where “SI” is identified, the Bidder must describe in detail describing completely and in detail how the requirement is met or addressed must be supplied for each performance requirement/specification.
  - 2.1.2 For each listed requirement, the Bidder must provide a response in the “Bidder’s Response/References” column in the Evaluation of Key Mandatory Requirements table(s) to clearly explain how the requirement is met, either by including the specific reference to indicate where in their proposal the information is found or including the complete response directly in that column.

## 3.0 TECHNICAL BID EVALUATION

### 3.1 Technical Evaluation of Compliance

- 3.1.1 Evaluation of Key Mandatory Requirements
  - 3.1.1.1 The evaluation team will use the Bidder’s submitted proposal to determine compliance against key mandatory requirements. See the Evaluation of Key Mandatory Requirements table(s) for more details.

3.2 Evaluation of Key Mandatory Requirements – HYDRAULIC POWER UNIT

Serial	Requirement Reference(s)	Requirement Description	Compliance Documentation Required  Substantial Information (SI)	Bidder's Response/References	Compliance (This column is for the Evaluation Team only)	
					"C"	"NC"
M1	ANNEX A – PARA APPENDIX 1.1.1.1	The Hydraulic Power Unit (HPU) must have an output of 8gpm (30lpm) @ 2000psi (140bar).	SI			
M2	ANNEX A – PARA APPENDIX 1.1.1.7	The HPU must operate on biodegradable hydraulic oil.	SI			
M3	ANNEX A – PARA APPENDIX 1.1.3.1	The HPU must be no more than Length x Width x Height (40 inch (1016mm) x 27 inch (685.8mm) x 35 inch (889mm).	SI			
M4	ANNEX A – PARA APPENDIX 1.1.4.1	The HPU dry weight must be no greater than 130kg (287 lbs).	SI			

**3.3 Evaluation of Key Mandatory Requirements –HYDRAULIC SUMP PUMP**

Serial	Requirement Reference(s)	Requirement Description	Compliance Documentation Required  Substantial Information (SI)	Bidder's Response/References	Compliance (This column is for the Evaluation Team only)	
					"C"	"NC"
M1	ANNEX A – PARA APPENDIX 2.1.1.1	The hydraulic sump pump (HSP) input flow must be 7-12 gpm (26.5– 45.4 lpm) @ 1500 – 2000 PSI (103 – 138 Bar).	SI			
M2	ANNEX A – PARA APPENDIX 2.1.1.2	The HSP must have a pump output performance of 500 gpm (1890 lpm) minimum.	SI			
M3	ANNEX A – PARA APPENDIX 2.1.1.3	The HSP must have a discharge connection of 3 inch / 76.2 mm National Pipe Tapered (NPT) or 3 inch / 76.2 mm camlock.	SI			
M4	ANNEX A – PARA APPENDIX 2.1.1.4	The HSP must use and include flush face 3/8 inch quick disconnection couplers.	SI			

STATEMENT OF WORK  
FOR THE  
HYDRAULIC POWER UNIT AND HYDRAULIC SUMP PUMP



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## 1.0 SCOPE

### 1.1 Purpose

- 1.1.1 The purpose of this Statement of Work (SOW) is to define the work requirements for the Hydraulic Power Unit (HPU) and Hydraulic Sump Pump (HSP), which is part of the Hydraulic Power Unit Replacement (HPUR) Project that will allow the Canadian Armed Forces (CAF) Combat Engineers and Pioneers to do a variety of tasks such as construction of shelters, demolition of structure, and removal of obstacles. This kit enhances the CAF mobility, counter-mobility, survivability, and general engineer support tasks.

### 1.2 Background

- 1.2.1 In 2017 The Government of Canada released a defence policy that outlined a level of ambition for the CAF. Canada's defence policy presents a new strategic vision for defence: Strong, Secure, Engaged. In order to meet these objectives, Canada needs an agile, multi-purpose, combat ready military with the equipment to support it. HPUR project will enable the CAF to breach obstacles very quickly providing agility and flexibility to the forces, at home and abroad, regardless of the mission.

### 1.3 Intended Use

- 1.3.1 The intended use of the HPU and HSP is to provide the Combat Engineers and Pioneers with the ability to do a variety of tasks such as construction of shelters, demolition of structure, and removal of obstacles.

### 1.4 Acronyms and Abbreviations

CA	Contracting Authority
CAF	Canadian Armed Forces
CDRL	Contract Data Requirements List
CFTO	Canadian Forces Technical Order
DID	Data Item Description
DND	Department of National Defence
EHS	Environmental Health and Safety
GPM	Gallons per minute
HPU	Hydraulic Power Unit
HSP	Hydraulic Sump Pump
HPUR	Hydraulic Power Unit Replacement
HTMA	Hydraulic Tool Manufacturers Association
IAW	In Accordance With
ILS	Integrated Logistics Support
ILSM	Integrated Logistics Support Manager
IP	Intellectual Property
ISO	International Organization for Standardization



ITAR	International Traffic in Arms Regulations
LPM	Liters per minute
NATO	North Atlantic Treaty Organization
NCAGE	NATO Commercial and Government Entity
NPT	National Pipe Tapered
NSN	NATO Stock Number
OQRC	Operator Quick Reference Card
PPB	Provisioning Parts Breakdown
PSI	Pounds per square inch
PSPC	Public Service and Procurement Canada
RPM	Revolution Per Minute
SDS	Safety Data Sheet
SOW	Statement of Work
SPTD	Supplementary Provisioning Technical Documentation
TA	Technical Authority
TLAD	Top Level Assembly Drawing

## 2.0 APPLICABLE DOCUMENTS

### 2.1 References

2.1.1 Whereas mentioned, the following Standards must be used for the preparation of deliverables to the extent specified in this SOW.

#### GOVERNMENT FURNISHED INFORMATION

<u>REFERENCE NUMBER</u>	<u>PROMULGATION DATE</u>	<u>REFERENCE TITLE</u>
D-01-100-204/SF-000	2000-10-31	SPECIFICATION - PREPARATION OF PREVENTIVE MAINTENANCE INSTRUCTIONS
D-01-100-205/SF-000	2000-10-31	SPECIFICATION - PREPARATION OF CORRECTIVE MAINTENANCE INSTRUCTION
D-01-100-207/SF-002	1996-07-12	SPECIFICATION - PREPARATION OF INTERIM ILLUSTRATED PARTS MANUALS FOR LAND EQUIPMENTS
D-01-400-001/SG-000	2018-01-31	STANDARD - ENGINEERING DRAWING PRACTICES
D-01-400-002/SF-000	2018-02-23	SPECIFICATION LEVELS OF ENGINEERING DRAWINGS
D-LM-008-001/SF-001	1983-02-03	METHODS OF PACKAGING
D-LM-008-002/SF-001	1991-08-01	SPECIFICATION FOR MARKING FOR STORAGE AND SHIPMENT
D-LM-008-011/SF-001	1988-11-10	PREPARATION AND USE OF PACKAGING REQUIREMENTS CODES
D-LM-008-036/SF-000	2013-12-01	DND MINIMUM REQUIREMENT FOR MANUFACTURER'S STANDARD PACK

**COMMERCIALLY AVAILABLE**

<u>REFERENCE NUMBER</u>	<u>PROMULGATION DATE</u>	<u>REFERENCE TITLE</u>
AMS-STD-595	LATEST EDITION	COLORS USED IN GOVERNMENT PROCUREMENT
R.S.C., 1985, C. H-3	1985	HAZARDOUS PRODUCTS ACT
SOR/99-7	1998	OZONE-DEPLETING SUBSTANCES REGULATIONS, 1998
SAE J517	2017	HYDRAULIC HOSE
SAE J1475	2014	HYDRAULIC HOSE FITTING FOR MARINE APPLICATIONS
SAE J1942	2009	HOSE AND HOSE ASSEMBLIES FOR MARINE APPLICATIONS
SAE J1942-1	2019	QUALIFIED HOSES FOR MARINE APPLICATIONS

**2.2 Order of Precedence**

- 2.2.1 In the event of conflict between the content in this SOW and the referenced documents, the content of this SOW will take precedence.

### 3.0 PROJECT MANAGEMENT

#### 3.1 Project Meetings

##### 3.1.1 Meeting Organization and Coordination

- 3.1.1.1 The Contractor's Project Manager must be present at the Kick-off Meeting, and at other meetings when requested by Canada. If the Project Manager does not have final approval authority for decision making and changes, then the person that has that final approval authority must also be present.

##### 3.1.2 Kick-off Meeting

- 3.1.2.1 The Contractor must hold and chair a Kick-off Meeting (via Teleconference) no later than 21 calendar days after contract award to review and secure a common understanding of the following:

- 3.1.2.1.1 The requirements of the Contract;

- 3.1.2.1.2 The requirements of the SOW;

- 3.1.2.1.3 General overview of the project, risks, schedule and communication channels to follow, and

- 3.1.2.1.4 Other contractual and programmatic issues associated with the project as agreed between the TA, CA and the Contractor.

- 3.1.2.2 During the Kick-off Meeting, the Contractor must provide a Top Level Assembly Drawing (TLAD) IAW CDRL HPU-ILS-201 and HSP-ILS-202 at Appendix A3.6 (page 24) and Appendix A3.6 (page 25) and its associated DID HPU-ILS-202 and HSP-ILS-203 at Appendix A4.6 (page 40) and A4.6 (page 41) to this ANNEX A.

- 3.1.2.3 Refer to Meeting Documentation requirements found at ANNEX A PARA 3.1.4.

##### 3.1.3 Other meetings

- 3.1.3.1 The Contractor and the TA may schedule informal reviews, such as teleconferences, video conferences, briefings and technical interchange meetings, to help achieve the requirements of the Contract.

##### 3.1.4 Meeting Documentation

- 3.1.4.1 The Contractor must prepare and deliver a meeting agenda for all formal meetings and conferences.

- 3.1.4.1.1 The Contractor must provide the Meeting Agenda(s) IAW CDRL HPU-PM-001 and HSP-PM-002 at Appendix A3.4 (page 22) and A3.4 (page 23) to ANNEX A and its associated DID HPU-PM-003 and HSP-PM-004 at Appendix A4.4 (page 36) and A4.4 (page 38) to this ANNEX A.

- 3.1.4.2 No change in the interpretation of the SOW, Technical Specification, cost, and schedule, as defined in the Contract, may be authorized by the minutes of a meeting. Such changes will require formal contract amendment by the CA.



## 4.0 INTEGRATED LOGISTICS SUPPORT (ILS)

### 4.1 Instruments, Decals, Data Plates and Warnings

- 4.1.1 The Contractor must deliver all instruments, decals and data plates marked in metric units.
- 4.1.2 Where international symbols are not possible, the Contractor must provide bilingual markings in English and Canadian French, as per paragraph 4.3.3.
- 4.1.3 The Contractor must provide warning and precautionary data plates in both official languages of Canada (English and Canadian French) in order to protect personnel and equipment, as per paragraph 4.3.3.

### 4.2 Technical Publication Package

- 4.2.1 The Contractor must prepare and deliver the following Technical Publications:
  - 4.2.1.1 Operator Quick Reference Card
    - 4.2.1.1.1 The Contractor must provide an Operator Quick Reference Card IAW CDRL HPU-ILS-209 and HSP-ILS-210 at Appendix A3.14 (page 32) and Appendix A3.14 (page 33) its associated DID HPU-ILS-209 and HSP-ILS-210 at Appendix A4.14 (page 56) and Appendix A4.14 (page 58) to this ANNEX A, for the HPU and HSP.
  - 4.2.2 Supplementary Information
    - 4.2.2.1 The Contractor must provide supplementary information, in the portions of text that require it, with one or more of the following notices, in the order listed:
      - 4.2.2.1.1 **Danger.** The danger advisory will be used to draw attention to an extreme, violent and continuous hazard to life;
      - 4.2.2.1.2 **Warning.** The warning advisory will be used to emphasize an operating or maintenance procedure, practice, condition, statement, which if not strictly observed, could result in injury to or death of personnel;
      - 4.2.2.1.3 **Caution.** The caution advisory will be used to emphasize an operating or maintenance procedure, practice, condition, statement, which if not strictly observed, could result in maintenance, damage to or destruction of equipment, loss of mission effectiveness or long-term health hazards to personnel;
      - 4.2.2.1.4 **Note.** The note will be used to point out a procedure, event or practice that it is desirable to highlight; and,
      - 4.2.2.1.5 **Example.** The example will be used when required to clarify the preceding text.
  - 4.2.3 Official Language Requirements
    - 4.2.3.1 The Contractor must deliver all Technical Publications in English and Canadian French.

- 4.2.3.2 The Contractor must have all Technical Publications translated by certified translators, such as members of an authorized provincial association of translators, to ensure the quality of translated text.
- 4.2.3.3 The Contractor must ensure all translations are consistent with approved DND terminology. Approved terminology sources, in order of priority, are as follows:
  - 4.2.3.3.1 Canadian Oxford Dictionary Second Edition (for English);
  - 4.2.3.3.2 Le Petit Robert Edition 2017 (for French); and
  - 4.2.3.3.3 Termium, PSPC Translation Bureau Linguistic Data Bank (<http://www.termiumplus.gc.ca/>);PSPC

### 4.3 Data Deliverable Format

- 4.3.1 Unless otherwise specified as a specific requirement, the Contractor must deliver all of the soft copies of data deliverables, in formats compatible with the office software currently in use by the DND as listed:
  - 4.3.1.1 Microsoft (MS) Windows 7 & 10 Enterprise Operating System (OS), Service Pack 1;
  - 4.3.1.2 MS Internet Explorer (IE) 9.0 with 256 Bit Encryption;
  - 4.3.1.3 MS Office Professional Plus 2013 (Word, Excel, Access, PowerPoint and Outlook);
  - 4.3.1.4 Adobe Acrobat X; and
  - 4.3.1.5 WinZip 8.1 SR-1;

#### 4.4 Identification Labels for Storage & Shipment and Packaging Codes

- 4.4.1 The Contractor must supply all parts and equipment, packaged and packed as per D-LM-008-001/SF-001 following :
  - 4.4.1.1 Level C Minimum Military Package;
  - 4.4.1.2 Level C Minimum Military Pack;
- 4.4.2 The Contractor must label all packaging, produced under 4.4.1 above, as per D-LM-008-002/SF-001, using D-LM-008-011/SF-001 to prepare the required codes for packaging and preservation.
- 4.4.3 The Contractor must provide Identification Labels for Storage & Shipment and Packaging Codes IAW CDRL HPU-ILS-203 and HSP-ILS-204 at Appendix A3.8 (page 26) and Appendix A3.9 (page 27) to ANNEX A, and its associated DID HPU-ILS-203 and HSP-ILS-204 at Appendix A4.8 (page 42) and Appendix A4.9 (page 44) to this ANNEX A.

#### 4.5 Provisioning Documentation

- 4.5.1 The Provisioning Documentation (PD) lists and describes in detail the parts that make up the HPU AND HSP as well as all specialized and specific items required to support the use and maintenance of the HPU AND HSP. The PD allows the HPU AND HSP's Integrated Logistics Support Manager (ILSM) to plan and implement a sparing and support strategy.
- 4.5.2 Included in the PD are all the procurable parts — either from the Contractor or a third-party — of the HPU AND HSP to the Lowest Replaceable Unit (LRU). Also considered procurable parts are the consumables required to operate and maintain the HPU AND HSP (chemicals, specific lubricants, etc.) and specialized equipment (special tools, training aids, transport containers, etc.) specific to the HPU AND HSP.
- 4.5.3 The Contractor must prepare and deliver the following Provisioning Documentation:
  - 4.5.3.1 Provisioning Parts Breakdown
    - 4.5.3.1.1 The Contractor must provide a Provisioning Parts Breakdown IAW CDRL HPU-ILS-205 and HSP-ILS-206 at Appendix A3.10 (page 28) and Appendix A3.10 (page 29) its associated DID HPU-ILS-205 and HSP-ILS-206 at Appendix A4.10 (page 46) and Appendix A4.10 (page 49) to this ANNEX A.
  - 4.5.3.2 Supplementary Provisioning Technical Documentation
    - 4.5.3.2.1 The Contractor must provide Supplementary Provisioning Technical Documentation IAW CDRL HPU-ILS-205 and HSP-ILS-206 at Appendix A3.12 (page 30) and A3.12 (page 31) its associated DID HPU-ILS-205 and HSP-ILS-206 at Appendix A4.12 (page 52) and Appendix A4.12 (page 54) to this ANNEX A.



## **5.0 ENVIRONMENTAL HEALTH AND SAFETY**

### **5.1 General**

- 5.1.1 Environmental Health and Safety (EHS) consideration must be incorporated and documented into the decision making process for the Work performed under this Contract. EHS documentation must be maintained within the project file throughout the life of this Contract. The Contractor must provide for and allow DND inspection and monitoring of EHS documentation throughout the life of the contract.
- 5.1.2 Polychlorinated Biphenyls (PCBs), halocarbons (as identified within the SOR/99-7 - Ozone-Depleting Substances Regulations, 1998), and asbestos must not be incorporated into the design, operation and maintenance of the equipment, and products used in equipment support activities.
- 5.1.3 The Contractor must identify and report all sources of mercury contained and used within the design, operation and maintenance of the equipment, and products used in equipment support activities.
- 5.1.4 The Department is committed to the Federal programs to reduce and eliminate emissions from toxic substances. Contractors must identify and submit justifications for the use of all regulated products and those containing substances identified within the Accelerated Reduction/Elimination of Toxics (ARET, <http://www.ec.gc.ca/nopp/aret/en/list.cfm>), National Pollutant Release Inventory (NPRI, [http://www.ec.gc.ca/pdb/npri/npri\\_home\\_e.cfm](http://www.ec.gc.ca/pdb/npri/npri_home_e.cfm)) and List of Challenge Substances ([http://www.chemicalsubstanceschimiques.gc.ca/challenge-defi/list\\_e.html](http://www.chemicalsubstanceschimiques.gc.ca/challenge-defi/list_e.html)), and also for products containing heavy metals (heavy metals are those identified within Schedule 1 of the Canadian Environmental Protection Act (CEPA)) to the technical authority for approval.
- 5.1.5 Canada Labour Code, Part II dictates that the least hazardous materials should be used at the workplace. Therefore, the Contractor is to strive to use the least hazardous product that meets the requisite performance requirements.
- 5.1.6 The Contractor must incorporate EHS warnings and instructions in direct relation of the EHS risks presented in the contents into documentation.

### **5.2 Environmental Management System**

- 5.2.1 The Contractor must have a management system in place to control environmental, health and safety impacts resulting from their activities, products and services.
- 5.2.2 The Contractor must have a formalized set of procedures and control measures in place to achieve conformance with the requirements of this Work, while ensuring environmental, health and safety protection and pollution prevention.
- 5.2.3 The Contractor must also make reasonable effort to monitor that all subcontractors are in compliance with applicable environmental laws and regulations.

### **5.3 EHS Packaging Labels and SDS**

- 5.3.1 The Contractor must label and ship goods falling within the Hazardous Products Act, R.S.C. 1985, C. H-3 and regulation(s) there under, in accordance with the said Act and regulation(s).

- 5.3.1.1 The Contractor must ship goods accompanied by the required Safety Data Sheet(s) (SDS), completed in both English and Canadian French.
- 5.3.1.2 The Contractor must clearly identify the contents of the hazardous material with labels, and the SDS must explain what those hazards are.

## 6.0 TECHNICAL REQUIREMENTS

### 6.1 Overview

6.1.1 The Contractor must delivery equipment that meet the specified requirements, for each applicable item listed under the contract, as stated in:

6.1.1.1 A1.0 APPENDIX: Hydraulic Power Unit Technical Specification; and/or

6.1.1.2 A2.0 APPENDIX: Hydraulic Sump Pump Technical Specification

6.2 **Hydraulic Power Unit Deliverable Table**

Item	Item Description	Qty
1	HPU (PARA APPENDIX 1.0) INCLUDING OF: A. 25 FT HYDRAULIC HOSES (PARA APPENDIX 1.1.2)	108

6.3 **Hydraulic Sump Pump Deliverable Table**

Item	Item Description	Qty
1	HYDRAULIC SUMP PUMP (PARA APPENDIX 2.0)	108

## A1.0 APPENDIX: HYDRAULIC POWER UNIT TECHNICAL SPECIFICATION

### A1.1 Equipment Requirements

#### A1.1.1 Performance

- A1.1.1.1 The Hydraulic Power Unit (HPU) must have an output of 8gpm (30lpm) @ 2000psi (140bar).
- A1.1.1.2 The HPU must operate on gasoline.
- A1.1.1.3 The HPU must have pull starter.
- A1.1.1.4 The HPU must be single stage.
- A1.1.1.5 The HPU must have run flat tires or tweel airless tires.
- A1.1.1.6 The HPU must have handle(s) to allow transportation by one person over even and uneven terrains.
- A1.1.1.7 The HPU must operate on biodegradable hydraulic oil.

#### A1.1.2 25 ft Hydraulic Hoses

- A1.1.2.1 The HPU must include a set of 25ft (7.62m) dual detachable hydraulic hose with coupler compatible with Hydraulic Tool Manufacturers Association (HTMA) Type II tools.
- A1.1.2.2 The hydraulic hoses must be fitted and secure with a white nylon sleeve that will provide abrasive protection.
- A1.1.2.3 The hydraulic hoses must meet or exceed specification SAE J517.

#### A1.1.3 Size

- A1.1.3.1 The HPU must be no more than Length x Width x Height (40 inch (1016mm) x 27 inch (685.8mm) x 35 inch (889mm)).

#### A1.1.4 Weight

- A1.1.4.1 The HPU dry weight must be no greater than 130kg (287 lbs).

#### A1.1.5 Deliverable

- A1.1.5.1 The HPU and 25 ft hydraulic hoses must come as a kit.

## A2.0 APPENDIX: HYDRAULIC SUMP PUMP TECHNICAL SPECIFICATION

### A2.1 Requirements

#### A2.1.1 Performance

- A2.1.1.1 The hydraulic Sump Pump (HSP) input flow must be 7-12 gpm (26.5– 45.4 lpm) @ 1500 – 2000 PSI (103 – 138 Bar).
- A2.1.1.2 The HSP must have a pump output performance of 500 gpm (1890 lpm) minimum.
- A2.1.1.3 The HSP must have a discharge connection of 3 inch / 76.2 mm National Pipe Tapered (NPT) or 3 inch / 76.2 mm camlock.
- A2.1.1.4 The HSP must use and include flush face 3/8 inch quick disconnection couplers.
- A2.1.1.5 The HSP must include a 25ft discharge hose with male and female 3 inch camlock couplers.

#### A2.1.2 Weight

- A2.1.2.1 The HSP must weigh no more than 11.3kg (25lbs).

### A3.0 APPENDIX: CONTRACT DATA REQUIREMENTS LIST

#### A3.1 HPU CDRL Item List

CDRL #	Title	DID #
HPU-PM-001	Meeting Agenda	HPU-PM-001
HPU-ILS-201	Top Level Assembly Drawing	HPU-ILS-201
HPU-ILS-203	Identification Labels for Storage & Shipment and Packaging Codes	HPU-ILS-203
HPU-ILS-205	Provisioning Parts Breakdown	HPU-ILS-205
HPU-ILS-207	Supplementary Provisioning Technical Documentation	HPU-ILS-207
HPU-ILS-209	Operator Quick Reference Card	HPU-ILS-209

#### A3.2 HSP CDRL Item List

CDRL #	Title	DID #
HSP-PM-002	Meeting Agenda	HSP -PM-002
HSP-ILS-2022	Top Level Assembly Drawing	HSP-ILS-2032
HSP-ILS-204	Identification Labels for Storage & Shipment and Packaging Codes	HSP-ILS-204
HSP-ILS-206	Provisioning Parts Breakdown	HSP-ILS-206
HSP-ILS-208	Supplementary Provisioning Technical Documentation	HSP-ILS-208
HSP-ILS-2010	Operator Quick Reference Card	HSP-ILS-2010

### A3.3 CDRL Table Definitions

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

#### **BLOCK 1 – SYSTEM / ITEM**

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

#### **BLOCK 2 – ITEM NUMBER**

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

#### **BLOCK 3 - TITLE OR DESCRIPTION OF DATA**

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

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

Indicates the Data Item Description (DID) number to which this CDRL refers.

#### **BLOCK 5 - CONTRACT REFERENCE**

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

#### **BLOCK 6 - FREQUENCY**

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

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

#### **BLOCK 7 – REQUIRING OFFICE**

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

#### **BLOCK 8 – SUBMISSION SCHEDULE**

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

**DATE OF SUBSEQUENT SUBMISSION / EVENT** - The date(s) of subsequent submission(s) or associated constraint(s) of the data item is indicated in this block.



**BLOCK 9 - DISTRIBUTION AND ADDRESSEES**

Indicates the addressees and the respective number of copies (hard copies and soft copies separately), for either the draft or first submissions (Sub-Block "Draft"), and for the final or subsequent submissions (Sub-Block "Final"), for which the data item is required.

**A3.4 CDRL – Meeting Agenda**

CONTRACT DATA REQUIREMENTS LIST																																										
1. SYSTEM / ITEM <b>Hydraulic Power Unit</b>																																										
2. ITEM NUMBER <b>CDRL HPU-PM-001</b>	3. TITLE OR DESCRIPTION OF DATA <b>Meeting Agenda</b>	4. AUTHORITY (Data Item Number) <b>DID HPU-PM-001</b>																																								
5. CONTRACT REFERENCE <b>SOW: PARA 3.1.4.1.1 DID: APP A4.4</b>	6. FREQUENCY <b>ASREQ</b>	7. REQUIRING OFFICE <b>DND TA</b>																																								
8. SUBMISSION SCHEDULE		9. DISTRIBUTION and ADDRESSEES																																								
<p><b>First Submission:</b> The Contractor must provide a draft Meeting Agenda for review no later than <b>seven (7) calendar days</b> prior to each meeting.</p> <p><b>Response Time:</b> Comments on the draft Meeting Agenda, and additions and deletions of discussion items, will be provided by Canada no later than <b>five (5) calendar days</b> after receipt of the soft copy submission.</p> <p><b>Subsequent Submission:</b> The Contractor must provide a revised Meeting Agenda, addressing Canada’s comments, in <u>soft copy</u> <b>one (1) calendar day</b> prior to each meeting, and in <u>hard copy</u> at the meeting.</p>		<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th rowspan="3" style="width: 15%;">A. ADDRESSEE</th> <th colspan="4">B. COPIES</th> </tr> <tr> <th colspan="2">DRAFT</th> <th colspan="2">FINAL</th> </tr> <tr> <th style="font-size: small;">Hard Copy</th> <th style="font-size: small;">Soft Copy</th> <th style="font-size: small;">Hard Copy</th> <th style="font-size: small;">Soft Copy</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">DND TA</td> <td style="text-align: center;">0</td> <td style="text-align: center;">1</td> <td style="text-align: center;">0</td> <td style="text-align: center;">1</td> </tr> <tr> <td style="text-align: center;">DND CA</td> <td style="text-align: center;">0</td> <td style="text-align: center;">1</td> <td style="text-align: center;">0</td> <td style="text-align: center;">1</td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>			A. ADDRESSEE	B. COPIES				DRAFT		FINAL		Hard Copy	Soft Copy	Hard Copy	Soft Copy	DND TA	0	1	0	1	DND CA	0	1	0	1															
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DND CA	0	1	0	1																																						

### A3.5 CDRL – Meeting Agenda

CONTRACT DATA REQUIREMENTS LIST								
1. SYSTEM / ITEM <b>Hydraulic Sump Pump</b>								
2. ITEM NUMBER <b>CDRL HSP-PM-002</b>		3. TITLE OR DESCRIPTION OF DATA <b>Meeting Agenda</b>		4. AUTHORITY (Data Item Number) <b>DID HSP-PM-002</b>				
5. CONTRACT REFERENCE <b>SOW: PARA 3.1.4.1.1 DID: APP A4.4</b>		6. FREQUENCY <b>ASREQ</b>		7. REQUIRING OFFICE <b>DND TA</b>				
8. SUBMISSION SCHEDULE  <b>First Submission:</b> The Contractor must provide a draft Meeting Agenda for review no later than <b>seven (7) calendar days</b> prior to each meeting.  <b>Response Time:</b> Comments on the draft Meeting Agenda, and additions and deletions of discussion items, will be provided by Canada no later than <b>five (5) calendar days</b> after receipt of the <u>soft copy submission</u> .  <b>Subsequent Submission:</b> The Contractor must provide a revised Meeting Agenda, addressing Canada's comments, in <u>soft copy</u> <b>one (1) calendar day</b> prior to each meeting, and in <u>hard copy</u> at the meeting.			9. DISTRIBUTION and ADDRESSEES					
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			DND TA		0	1	0	1
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### A3.6 CDRL – Top Level Assembly Drawing

CONTRACT DATA REQUIREMENTS LIST							
1. SYSTEM / ITEM <b>Hydraulic Power Unit</b>							
2. ITEM NUMBER <b>CDRL HPU-ILS-201</b>		3. TITLE OR DESCRIPTION OF DATA <b>TLAD</b>		4. AUTHORITY (Data Item Number) <b>DID HPU-ILS-201</b>			
5. CONTRACT REFERENCE <b>SOW: PARA 3.1.2.2 DID: APP A4.6</b>		6. FREQUENCY <b>ONE/R</b>		7. REQUIRING OFFICE <b>DND TA</b>			
8. SUBMISSION SCHEDULE  <b>First Submission:</b> The Contractor must provide a draft TLAD for review by Canada during the Kick-Off Meeting.  <b>Response Time:</b> Comments on the draft TLAD will be provided by Canada no later than <b>seven (7) calendar days</b> after receipt of the <u>hard and soft copy submission</u> .  <b>Subsequent Submission(s):</b> The Contractor must provide a revised TLAD, addressing Canada's comments, for review and possible acceptance no later than <b>seven (7) calendar days</b> after the receipt of Canada's comments.  <b>Response Time:</b> Comments or acceptance of the revised TLAD will be provided by Canada no later than <b>seven (7) calendar days</b> after receipt of the <u>hard and soft copy submission</u> .			9. DISTRIBUTION and ADDRESSEES				
			A. ADDRESSEE	B. COPIES			
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				Hard Copy	Soft Copy	Hard Copy	Soft Copy
			<b>DND TA</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>1</b>

A3.7 CDRL – Top Level Assembly Drawing

CONTRACT DATA REQUIREMENTS LIST							
1. SYSTEM / ITEM <b>Hydraulic Sump Pump</b>							
2. ITEM NUMBER <b>CDRL HSP-ILS-202</b>		3. TITLE OR DESCRIPTION OF DATA <b>TLAD</b>		4. AUTHORITY (Data Item Number) <b>DID HSP-ILS-202</b>			
5. CONTRACT REFERENCE <b>SOW: PARA 3.1.2.2 DID: APP A4.6</b>		6. FREQUENCY <b>ONE/R</b>		7. REQUIRING OFFICE <b>DND TA</b>			
8. SUBMISSION SCHEDULE <b>First Submission:</b> The Contractor must provide a draft TLAD for review by Canada during the Kick-Off Meeting.  <b>Response Time:</b> Comments on the draft TLAD will be provided by Canada no later than <b>seven (7) calendar days</b> after receipt of the <u>hard and soft copy submission</u> .  <b>Subsequent Submission(s):</b> The Contractor must provide a revised TLAD, addressing Canada's comments, for review and possible acceptance no later than <b>seven (7) calendar days</b> after the receipt of Canada's comments.  <b>Response Time:</b> Comments or acceptance of the revised TLAD will be provided by Canada no later than <b>seven (7) calendar days</b> after receipt of the <u>hard and soft copy submission</u> .			9. DISTRIBUTION and ADDRESSEES				
			A. ADDRESSEE	B. COPIES			
				DRAFT		FINAL	
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			DND TA	0	1	0	1

**A3.8 CDRL – Identification Labels for Storage & Shipment and Packaging Codes**

CONTRACT DATA REQUIREMENTS LIST							
1. SYSTEM / ITEM <b>Hydraulic Power Unit</b>							
2. ITEM NUMBER <b>CDRL HPU-ILS-203</b>		3. TITLE OR DESCRIPTION OF DATA <b>Identification Labels for Storage &amp; Shipment and Packaging Codes</b>		4. AUTHORITY (Data Item Number) <b>DID HPU-ILS-203</b>			
5. CONTRACT REFERENCE <b>SOW: PARA 4.4.3 DID: APP A4.8</b>		6. FREQUENCY <b>ONE/R</b>		7. REQUIRING OFFICE <b>DND TA</b>			
8. SUBMISSION SCHEDULE  <b>First Submission (Labels):</b> The Contractor must provide draft Identification Labels for Storage & Shipment designs for review by Canada no later than 42 calendar days after the Kick-off Meeting.  <b>Response Time:</b> Comments on the draft Identification Labels for Storage & Shipment designs will be provided by Canada no later than 14 calendar days after receipt of the <u>soft copy submission</u> .  <b>Subsequent Submission(s):</b> The Contractor must provide revised Identification Labels for Storage & Shipment designs, addressing Canada's comments, for review and possible acceptance no later than 14 calendar days after receipt of Canada's comments.  <b>Response Time:</b> Comments or acceptance of the revised Identification Labels for Storage & Shipment designs will be provided by Canada no later than 14 calendar days after receipt of the <u>soft copy submission</u> .  <b>First Submission (Codes):</b> The Contractor must provide draft Packaging Codes forms for review by Canada no later than 35 calendar days after Canada provides the item's NATO Stock Number.  <b>Response Time:</b> Comments on the draft Packaging Codes forms will be provided by Canada no later than 21 calendar days after receipt of the <u>soft copy submission</u> .  <b>Subsequent Submission(s):</b> The Contractor must provide revised Packaging Codes forms, addressing Canada's comments, for review and possible acceptance no later than 14 calendar days after receipt of Canada's comments.  <b>Response Time:</b> Comments or acceptance of the revised Packaging Codes forms will be provided by Canada no later than 14 calendar days after receipt of the <u>soft copy submission</u> .			9. DISTRIBUTION and ADDRESSEES				
			A. ADDRESSEE	B. COPIES			
				DRAFT		FINAL	
				Hard Copy	Soft Copy	Hard Copy	Soft Copy
			<b>DND TA</b>	0	1	0	1

### A3.9 CDRL – Identification Labels for Storage & Shipment and Packaging Codes

CONTRACT DATA REQUIREMENTS LIST								
1. SYSTEM / ITEM <b>Hydraulic Sump Pump</b>								
2. ITEM NUMBER <b>CDRL HSP-ILS-204</b>		3. TITLE OR DESCRIPTION OF DATA <b>Identification Labels for Storage &amp; Shipment and Packaging Codes</b>		4. AUTHORITY (Data Item Number) <b>DID HSP-ILS-204</b>				
5. CONTRACT REFERENCE <b>SOW: PARA 4.4.3 DID: APP A4.8</b>		6. FREQUENCY <b>ONE/R</b>		7. REQUIRING OFFICE <b>DND TA</b>				
8. SUBMISSION SCHEDULE  <b>First Submission (Labels):</b> The Contractor must provide draft Identification Labels for Storage & Shipment designs for review by Canada no later than 42 calendar days after the Kick-off Meeting.  <b>Response Time:</b> Comments on the draft Identification Labels for Storage & Shipment designs will be provided by Canada no later than 14 calendar days after receipt of the <u>soft copy submission</u> .  <b>Subsequent Submission(s):</b> The Contractor must provide revised Identification Labels for Storage & Shipment designs, addressing Canada's comments, for review and possible acceptance no later than 14 calendar days after receipt of Canada's comments.  <b>Response Time:</b> Comments or acceptance of the revised Identification Labels for Storage & Shipment designs will be provided by Canada no later than 14 calendar days after receipt of the <u>soft copy submission</u> .  <b>First Submission (Codes):</b> The Contractor must provide draft Packaging Codes forms for review by Canada no later than 35 calendar days after Canada provides the item's NATO Stock Number.  <b>Response Time:</b> Comments on the draft Packaging Codes forms will be provided by Canada no later than 21 calendar days after receipt of the <u>soft copy submission</u> .  <b>Subsequent Submission(s):</b> The Contractor must provide revised Packaging Codes forms, addressing Canada's comments, for review and possible acceptance no later than 14 calendar days after receipt of Canada's comments.  <b>Response Time:</b> Comments or acceptance of the revised Packaging Codes forms will be provided by Canada no later than 14 calendar days after receipt of the <u>soft copy submission</u> .			9. DISTRIBUTION and ADDRESSEES					
			A. ADDRESSEE		B. COPIES			
					DRAFT		FINAL	
					Hard Copy	Soft Copy	Hard Copy	Soft Copy
			DND TA		0	1	0	1

### A3.10 CDRL – Provisioning Parts Breakdown

CONTRACT DATA REQUIREMENTS LIST							
1. SYSTEM / ITEM <b>Hydraulic Power Unit</b>							
2. ITEM NUMBER <b>CDRL HPU-ILS-205</b>	3. TITLE OR DESCRIPTION OF DATA <b>Provisioning Parts Breakdown</b>	4. AUTHORITY (Data Item Number) <b>DID HPU-ILS-205</b>					
5. CONTRACT REFERENCE <b>SOW: PARA 4.5.3.1.1 DID: APP A4.10</b>	6. FREQUENCY <b>ONE/R</b>	7. REQUIRING OFFICE <b>DND TA</b>					
8. SUBMISSION SCHEDULE		9. DISTRIBUTION and ADDRESSEES					
<p><b>First Submission:</b> The Contractor must provide a draft Provisioning Parts Breakdown for review by Canada no later than 28 calendar days after the kick-off meeting date.</p> <p><b>Response Time:</b> Comments on the draft Provisioning Parts Breakdown will be provided by Canada no later than 14 calendar days after receipt of the <u>soft copy submission</u>.</p> <p><b>Subsequent Submission(s):</b> The Contractor must provide a revised Provisioning Parts Breakdown, addressing Canada's comments, for review and possible acceptance no later than 14 calendar days [after the receipt of Canada's comments / before the Initial Provisioning Conference].</p> <p><b>Response Time:</b> Comments or acceptance of the revised Provisioning Parts Breakdown will be provided by Canada no later than 14 calendar days after receipt of the <u>soft copy submission</u>.</p>		A. ADDRESSEE		B. COPIES			
				DRAFT		FINAL	
				Hard Copy	Soft Copy	Hard Copy	Soft Copy
		<b>DND TA</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>1</b>	



### A3.11 CDRL – Provisioning Parts Breakdown

CONTRACT DATA REQUIREMENTS LIST							
1. SYSTEM / ITEM <b>Hydraulic Sump Pump</b>							
2. ITEM NUMBER <b>CDRL HSP-ILS-206</b>		3. TITLE OR DESCRIPTION OF DATA <b>Provisioning Parts Breakdown</b>	4. AUTHORITY (Data Item Number) <b>DID HSP-ILS-206</b>				
5. CONTRACT REFERENCE <b>SOW: PARA 4.5.3.1.1 DID: APP A4.10</b>		6. FREQUENCY <b>ONE/R</b>	7. REQUIRING OFFICE <b>DND TA</b>				
8. SUBMISSION SCHEDULE <p><b>First Submission:</b> The Contractor must provide a draft Provisioning Parts Breakdown for review by Canada no later than 28 calendar days after the kick-off meeting date.</p> <p><b>Response Time:</b> Comments on the draft Provisioning Parts Breakdown will be provided by Canada no later than 14 calendar days after receipt of the <u>soft copy submission</u>.</p> <p><b>Subsequent Submission(s):</b> The Contractor must provide a revised Provisioning Parts Breakdown, addressing Canada's comments, for review and possible acceptance no later than 14 calendar days [after the receipt of Canada's comments / before the Initial Provisioning Conference].</p> <p><b>Response Time:</b> Comments or acceptance of the revised Provisioning Parts Breakdown will be provided by Canada no later than 14 calendar days after receipt of the <u>soft copy submission</u>.</p>			9. DISTRIBUTION and ADDRESSEES				
			A. ADDRESSEE	B. COPIES			
				DRAFT		FINAL	
				Hard Copy	Soft Copy	Hard Copy	Soft Copy
			DND TA	0	1	0	1

**A3.12 CDRL – Supplementary Provisioning Technical Documentation**

CONTRACT DATA REQUIREMENTS LIST							
1. SYSTEM / ITEM <b>Hydraulic Power Unit</b>							
2. ITEM NUMBER <b>CDRL HPU-ILS-207</b>		3. TITLE OR DESCRIPTION OF DATA <b>Supplementary Provisioning Technical Documentation</b>		4. AUTHORITY (Data Item Number) <b>DID HPU-ILS-207</b>			
5. CONTRACT REFERENCE <b>SOW: PARA 4.5.3.2.1 DID: APP A4.12</b>		6. FREQUENCY <b>ONE/R</b>		7. REQUIRING OFFICE <b>DND TA</b>			
8. SUBMISSION SCHEDULE  <b>First Submission:</b> The Contractor must provide a draft Supplementary Provisioning Technical Documentation for review by Canada at the same time as the draft Provisioning Parts Breakdown submission.  <b>Response Time:</b> Comments on the draft Supplementary Provisioning Technical Documentation will be provided by Canada no later than 14 calendar days after receipt of the <u>soft copy submission</u> .  <b>Subsequent Submission(s)</b> The Contractor must provide a revised Supplementary Provisioning Technical Documentation, addressing Canada's comments for review and possible acceptance no later than 14 calendar days after the receipt of Canada's comments.  <b>Response Time:</b> Comments or acceptance of the revised Supplementary Provisioning Technical Documentation will be provided by Canada no later than 14 calendar days after receipt of the <u>soft copy submission</u> .			9. DISTRIBUTION and ADDRESSEES				
			A. ADDRESSEE	B. COPIES			
				DRAFT		FINAL	
				Hard Copy	Soft Copy	Hard Copy	Soft Copy
			DND TA	0	1	0	1

**A3.13 CDRL – Supplementary Provisioning Technical Documentation**

CONTRACT DATA REQUIREMENTS LIST							
1. SYSTEM / ITEM <b>Hydraulic Sump Pump</b>							
2. ITEM NUMBER <b>CDRL HSP-ILS-208</b>		3. TITLE OR DESCRIPTION OF DATA <b>Supplementary Provisioning Technical Documentation</b>		4. AUTHORITY (Data Item Number) <b>DID HSP-ILS-208</b>			
5. CONTRACT REFERENCE <b>SOW: PARA 4.5.3.2.1 DID: APP A4.12</b>		6. FREQUENCY <b>ONE/R</b>		7. REQUIRING OFFICE <b>DND TA</b>			
8. SUBMISSION SCHEDULE  <b>First Submission:</b> The Contractor must provide a draft Supplementary Provisioning Technical Documentation for review by Canada at the same time as the draft Provisioning Parts Breakdown submission.  <b>Response Time:</b> Comments on the draft Supplementary Provisioning Technical Documentation will be provided by Canada no later than 14 calendar days after receipt of the <u>soft copy submission</u> .  <b>Subsequent Submission(s)</b> The Contractor must provide a revised Supplementary Provisioning Technical Documentation, addressing Canada's comments for review and possible acceptance no later than 14 calendar days after the receipt of Canada's comments.  <b>Response Time:</b> Comments or acceptance of the revised Supplementary Provisioning Technical Documentation will be provided by Canada no later than 14 calendar days after receipt of the <u>soft copy submission</u> .			9. DISTRIBUTION and ADDRESSEES				
			A. ADDRESSEE	B. COPIES			
				DRAFT		FINAL	
				Hard Copy	Soft Copy	Hard Copy	Soft Copy
			DND TA	0	1	0	1





## A4.0 APPENDIX: DATA ITEM DESCRIPTION

### A4.1 HPU DID Item List

DID #	Title	CDRL #
HPU-PM-003	Meeting Agenda	HPU-PM-003
HPU-ILS-204	Top Level Assembly Drawing	HPU-ILS-204
HPU-ILS-203	Identification Labels for Storage & Shipment and Packaging Codes	HPU-ILS-203
HPU-ILS-205	Provisioning Parts Breakdown	HPU-ILS-205
HPU-ILS-207	Supplementary Provisioning Technical Documentation	HPU-ILS-207
HPU-ILS-209	Operator Quick Reference Card	HPU-ILS-209

### A4.2 HSP DID Item List

DID #	Title	CDRL #
HSP-PM-004	Meeting Agenda	HSP-PM-004
HSP-ILS-2052	Top Level Assembly Drawing	HSP-ILS-2062
HSP-ILS-204	Identification Labels for Storage & Shipment and Packaging Codes	HSP-ILS-204
HSP-ILS-206	Provisioning Parts Breakdown	HSP-ILS-206
HSP-ILS-208	Supplementary Provisioning Technical Documentation	HSP-ILS-208
HSP-ILS-2010	Operator Quick Reference Card	HSP-ILS-2010

### A4.3 DID Table Definitions

The following section defines the various blocks of information found on the Data Item Description (DID) forms:

#### **BLOCK 1 – TITLE**

The title of the data item for the DID.

#### **BLOCK 2 - IDENTIFICATION NUMBER**

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

“PM” for Project Management  
“SE” for Systems Engineering  
“ILS” for Integrated Logistics Support

#### **BLOCK 3 - DESCRIPTION**

Provides a general description of the data content requirements.

#### **BLOCK 4 – RELATED DOCUMENT(S)**

Provides a listing of the related documents and specifications associated with and required to produce this DID.

#### **BLOCK 5 - CONTRACT REFERENCE**

The specific paragraph numbers from the Contract Statement of Work and CDRL to assist in identifying the work effort associated with the data item.

#### **BLOCK 6 - PREPARATION INSTRUCTIONS**

Provides the preparation instructions for the content and format requirements for the DID.

#### A4.4 DID – Meeting Agenda

DATA ITEM DESCRIPTION	
1. TITLE <b>Meeting Agenda</b>	2. IDENTIFICATION NUMBER <b>DID HPU-PM-001</b>
3. DESCRIPTION The Meeting Agenda contains the venue information and identifies the discussion items to be covered at meetings.	
4. RELATED DOCUMENTS	5. CONTRACT REFERENCE <b>SOW: PARA 3.1.4.1.1</b> <b>CDRL: APP A3.4</b>
6. PREPARATION INSTRUCTIONS	
<p>6.1. <b>CONTENT</b></p> <p>6.1.1. The Meeting Agenda must set forth the venue, identify all requirements and list the discussion items to be covered at the meeting.</p> <p>6.1.2. Venue. The Meeting Agenda must address the venue as follows:</p> <p style="margin-left: 20px;">6.1.2.1. Meeting Identification Number;</p> <p style="margin-left: 20px;">6.1.2.2. Purpose;</p> <p style="margin-left: 20px;">6.1.2.3. Date, time and location; and</p> <p style="margin-left: 20px;">6.1.2.4. Attendees.</p> <p>6.1.3. Discussion items. The Meeting Agenda must address the discussion items through the following sections:</p> <p style="margin-left: 20px;">6.1.3.1. Opening Remarks;</p> <p style="margin-left: 20px;">6.1.3.2. Agenda Review;</p> <p style="margin-left: 20px;">6.1.3.3. Review of Previous Minutes;</p> <p style="margin-left: 20px;">6.1.3.4. Opened Discussion Items;</p> <p style="margin-left: 20px;">6.1.3.5. New Discussion Items;</p> <p style="margin-left: 20px;">6.1.3.6. Review of Action Items;</p> <p style="margin-left: 20px;">6.1.3.7. Next Venue; and</p> <p style="margin-left: 20px;">6.1.3.8. Closing Remarks.</p> <p>6.2. <b>HARD COPY FORMAT</b></p> <p>6.2.1. The Meeting Agenda must be printed on paper with these characteristics:</p> <p style="margin-left: 20px;">6.2.1.1. Weight of no less than 90 gsm;</p> <p style="margin-left: 20px;">6.2.1.2. Brightness of no less than 96 ISO brightness;</p> <p>6.3. <b>SOFT COPY FORMAT</b></p> <p>6.3.1. The Meeting Agenda must be submitted as a MS Word file type.</p> <p>6.3.2. The Meeting Agenda MS Word document must be submitted via email (submission size not to exceed 7MB) as follows:</p>	



6.3.2.1. To Field: As per the related CDRL section 9.A. Addressee, as identified in the contract.

6.3.2.2. Subject Field: HPU-PM-001 – Meeting Agenda – [Rev #] – [Date of Issue]

## A4.5 DID – Meeting Agenda

DATA ITEM DESCRIPTION	
1. TITLE <b>Meeting Agenda</b>	2. IDENTIFICATION NUMBER <b>DID HSP-PM-002</b>
3. DESCRIPTION The Meeting Agenda contains the venue information and identifies the discussion items to be covered at meetings.	
4. RELATED DOCUMENTS	5. CONTRACT REFERENCE <b>SOW: PARA 3.1.4.1.1</b> <b>CDRL: APP A3.4</b>
7. PREPARATION INSTRUCTIONS	
7.1. <b>CONTENT</b>	
7.1.1. The Meeting Agenda must set forth the venue, identify all requirements and list the discussion items to be covered at the meeting.	
7.1.2. Venue. The Meeting Agenda must address the venue as follows:	
7.1.2.1. Meeting Identification Number;	
7.1.2.2. Purpose;	
7.1.2.3. Date, time and location; and	
7.1.2.4. Attendees.	
7.1.3. Discussion items. The Meeting Agenda must address the discussion items through the following sections:	
7.1.3.1. Opening Remarks;	
7.1.3.2. Agenda Review;	
7.1.3.3. Review of Previous Minutes;	
7.1.3.4. Opened Discussion Items;	
7.1.3.5. New Discussion Items;	
7.1.3.6. Review of Action Items;	
7.1.3.7. Next Venue; and	
7.1.3.8. Closing Remarks.	
7.2. <b>HARD COPY FORMAT</b>	
7.2.1. The Meeting Agenda must be printed on paper with these characteristics:	
7.2.1.1. Weight of no less than 90 gsm;	
7.2.1.2. Brightness of no less than 96 ISO brightness;	
7.3. <b>SOFT COPY FORMAT</b>	
7.3.1. The Meeting Agenda must be submitted as a MS Word file type.	
7.3.2. The Meeting Agenda MS Word document must be submitted via email (submission size not to exceed 7MB) as follows:	
7.3.2.1. To Field: As per the related CDRL section 9.A. Addressee, as identified in the contract.	

7.3.2.2. Subject Field: HSP-PM-002 – Meeting Agenda – [Rev #] – [Date of Issue]

#### A4.6 DID – Top Level Assembly Drawing

DATA ITEM DESCRIPTION	
1. TITLE <b>Top Level Assembly Drawing (TLAD)</b>	2. IDENTIFICATION NUMBER <b>DID HPU-ILS-201</b>
3. DESCRIPTION The TLAD describes the assembled relationship of all the parts of the system.	
4. RELATED DOCUMENTS <b>D-01-400-001/SG-000</b> <i>Standard - Engineering Drawing Practices</i> <b>D-01-400-002/SF-000</b> <i>Specification - Levels of Engineering Drawings</i>	5. CONTRACT REFERENCE <b>SOW: PARA 3.1.2.2</b> <b>CDRL: APP A3.6</b>
6. PREPARATION INSTRUCTIONS	
6.1. <b>CONTENT</b>	
6.1.1. The TLAD must contain all information necessary to identify all the components of the hydraulic power unit.	
6.2. <b>GENERAL FORMAT</b>	
6.2.1. The TLAD must be prepared IAW D-01-400-001/SG-000, Engineering Drawing Practices, PARA 7.4, and D-01-400-002/SF-000: Levels of Engineering Drawings, PARA 3.3.2 (Level 2).	
6.3. <b>HARD COPY FORMAT</b>	
6.3.1. The TLAD must be printed on paper with these characteristics:	
6.3.1.1. Standard US Ledger size (432 mm x 279 mm)	
6.3.1.2. Weight of no less than 90 gsm;	
6.3.1.3. Brightness of no less than 96 ISO brightness;	
6.4. <b>SOFT COPY FORMAT</b>	
6.4.1. The TLAD must be submitted as a PDF file type, and match the printed format and layout.	
6.4.1.1. Viewing the PDF version: pages, regardless of size, containing text and illustrations in landscape, must be rotated for electronic viewing and reading in landscape.	
6.4.2. <b>Soft Copy format submission size below 7MB</b> – The TLAD PDF may be submitted via email as follows:	
6.4.2.1. To Field: As per the related CDRL section 9.A. Addressee, as identified in the contract.	
6.4.2.2. Subject Field: HPU-ILS-201 – TLAD – [Rev #] – [Date of Issue]	
6.4.3. <b>Soft Copy format submission size at or above 7MB</b> - The TLAD PDF must be submitted on CD or DVD media and be labelled as follows:	
6.4.3.1. HYDRAULIC POWER UNIT	
6.4.3.2. TLAD;	
6.4.3.3. HPU-ILS-201;	
6.4.3.4. The Revision number, and	
6.4.3.5. The date of issue.	

#### A4.7 DID – Top Level Assembly Drawing

DATA ITEM DESCRIPTION	
1. TITLE <b>Top Level Assembly Drawing (TLAD)</b>	2. IDENTIFICATION NUMBER <b>DID HSP-ILS-202</b>
3. DESCRIPTION The TLAD describes the assembled relationship of all the parts of the system.	
4. RELATED DOCUMENTS <b>D-01-400-001/SG-000</b> <i>Standard - Engineering Drawing Practices</i> <b>D-01-400-002/SF-000</b> <i>Specification - Levels of Engineering Drawings</i>	5. CONTRACT REFERENCE <b>SOW: PARA 3.1.2.2</b> <b>CDRL: APP A3.6</b>
7. PREPARATION INSTRUCTIONS	
7.1. <b>CONTENT</b>	
7.1.1. The TLAD must contain all information necessary to identify all the components of the hydraulic sump pump.	
7.2. <b>GENERAL FORMAT</b>	
7.2.1. The TLAD must be prepared IAW D-01-400-001/SG-000, Engineering Drawing Practices, PARA 7.4, and D-01-400-002/SF-000: Levels of Engineering Drawings, PARA 3.3.2 (Level 2).	
7.3. <b>HARD COPY FORMAT</b>	
7.3.1. The TLAD must be printed on paper with these characteristics:	
7.3.1.1. Standard US Ledger size (432 mm x 279 mm)	
7.3.1.2. Weight of no less than 90 gsm;	
7.3.1.3. Brightness of no less than 96 ISO brightness;	
7.4. <b>SOFT COPY FORMAT</b>	
7.4.1. The TLAD must be submitted as a PDF file type, and match the printed format and layout.	
7.4.1.1. Viewing the PDF version: pages, regardless of size, containing text and illustrations in landscape, must be rotated for electronic viewing and reading in landscape.	
7.4.2. <b>Soft Copy format submission size below 7MB</b> – The TLAD PDF may be submitted via email as follows:	
7.4.2.1. To Field: As per the related CDRL section 9.A. Addressee, as identified in the contract.	
7.4.2.2. Subject Field: HSP-ILS-202 – TLAD – [Rev #] – [Date of Issue]	
7.4.3. <b>Soft Copy format submission size at or above 7MB</b> - The TLAD PDF must be submitted on CD or DVD media and be labelled as follows:	
7.4.3.1. HYDRAULIC SUMP PUMP	
7.4.3.2. TLAD;	
7.4.3.3. HSP-ILS-202;	
7.4.3.4. The Revision number, and	
7.4.3.5. The date of issue.	

## A4.8 DID – Identification Labels for Storage & Shipment and Packaging Codes

DATA ITEM DESCRIPTION	
1. TITLE <b>Identification Labels for Storage &amp; Shipment and Packaging Codes</b>	2. IDENTIFICATION NUMBER <b>DID HPU-ILS-203</b>
3. DESCRIPTION The Identification Labels for Storage & Shipment and Packaging Codes (CF271 forms) ensures that the labelling used to identify packages for items procured by DND and shipped to and stored at a Canadian facility comply with CAF specifications. As well, this will allow DND to obtain a complete record of packaging codes for catalogued items of the equipment.	
4. RELATED DOCUMENTS <b>D-LM-008-011/SF-001</b> <i>Preparation and Use of Packaging Requirements Codes</i> <b>D-LM-008-002/SF-001</b> <i>Specification for Marking for Storage and Shipment</i> <b>D-01-400-002/SF-000</b> <i>Specification - Levels of Engineering Drawings</i> <b>CF271 Form</b> (MS Excel version provided by DND after contract award)	5. CONTRACT REFERENCE <b>SOW: PARA 4.4.3</b> <b>CDRL: APP A3.8</b>
6. PREPARATION INSTRUCTIONS 6.1. <b>CONTENT AND GENERAL FORMAT</b> 6.1.1. The Identification Labels for Storage & Shipment design, populated with the appropriate data, must be provided as Level 1 drawings (see D-01-400-002/SF-000) and include dimensions to show the measurements as defined by D-LM-008-002/SF-001 (example: text size, bar code dimensions). 6.1.2. A separate Packaging Code (CF271 Form) must be provided electronically for each item that: 6.1.2.1. Requires special packaging, packing, or preservation considerations to meet the required protection level (see 4.4.1 of the SOW), as per D-LM-008-011/SF-001 (see Table 1 below); and, 6.1.2.2. Has a NATO Stock Number (NSN). 6.1.3. The CF271 forms' file name must correspond to the item listed within, either by its part number or NSN (example: CF271 9422-01-552-8836.xls). 6.2. <b>HARD COPY FORMAT</b> 6.2.1. The Identification Labels for Storage & Shipment designs must be printed on paper with these characteristics: 6.2.1.1. Standard US Ledger size (432 mm x 279 mm) 6.2.1.2. Weight of no less than 90 g/m <sup>2</sup> ; 6.2.1.3. Brightness of no less than 96 ISO brightness; 6.3. <b>SOFT COPY FORMAT</b> 6.3.1. The Identification Labels for Storage & Shipment designs must be provided as PDF files. 6.3.2. The Identification Labels for Storage & Shipment designs PDFs containing text and illustrations in landscape, must be rotated for electronic viewing and reading in landscape. 6.3.3. The Packaging Codes (CF271 forms) must be provided as MS Excel Spreadsheet files. 6.3.4. <b>Soft Copy format submission size below 7MB</b> – The Identification Labels for Storage & Shipment and Packaging Codes may be submitted via email as follows: 6.3.4.1. To Field: As per the related CDRL section 9.A. Addressee, as identified in the contract. 6.3.4.2. Subject Field: HPU-ILS-203 – Identification Labels for Storage & Shipment and Packaging Codes – [Rev #] – [Date of Issue]	

6.3.5. **Soft Copy format submission size at or above 7MB** – The Identification Labels for Storage & Shipment and Packaging Codes files must be submitted on CD or DVD media and be labelled as follows:

6.3.5.1. hydraulic power unit

6.3.5.2. Identification Labels for Storage & Shipment and Packaging Codes

6.3.5.3. HPU-ILS-203;

6.3.5.4. The Revision number, and

6.3.5.5. The date of issue.

## A4.9 DID – Identification Labels for Storage & Shipment and Packaging Codes

DATA ITEM DESCRIPTION	
1. TITLE <b>Identification Labels for Storage &amp; Shipment and Packaging Codes</b>	2. IDENTIFICATION NUMBER <b>DID HSP-ILS-204</b>
3. DESCRIPTION The Identification Labels for Storage & Shipment and Packaging Codes (CF271 forms) ensures that the labelling used to identify packages for items procured by DND and shipped to and stored at a Canadian facility comply with CAF specifications. As well, this will allow DND to obtain a complete record of packaging codes for catalogued items of the equipment.	
4. RELATED DOCUMENTS <b>D-LM-008-011/SF-001</b> <i>Preparation and Use of Packaging Requirements Codes</i> <b>D-LM-008-002/SF-001</b> <i>Specification for Marking for Storage and Shipment</i> <b>D-01-400-002/SF-000</b> <i>Specification - Levels of Engineering Drawings</i> <b>CF271 Form</b> (MS Excel version provided by DND after contract award)	5. CONTRACT REFERENCE <b>SOW: PARA 4.4.3</b> <b>CDRL: APP A3.8</b>
7. PREPARATION INSTRUCTIONS <p>7.1. <b>CONTENT AND GENERAL FORMAT</b></p> <p>7.1.1. The Identification Labels for Storage &amp; Shipment design, populated with the appropriate data, must be provided as Level 1 drawings (see D-01-400-002/SF-000) and include dimensions to show the measurements as defined by D-LM-008-002/SF-001 (example: text size, bar code dimensions).</p> <p>7.1.2. A separate Packaging Code (CF271 Form) must be provided electronically for each item that:</p> <p>7.1.2.1. Requires special packaging, packing, or preservation considerations to meet the required protection level (see 4.4.1 of the SOW), as per D-LM-008-011/SF-001 (see Table 1 below); and,</p> <p>7.1.2.2. Has a NATO Stock Number (NSN).</p> <p>7.1.3. The CF271 forms' file name must correspond to the item listed within, either by its part number or NSN (example: CF271 9422-01-552-8836.xls).</p> <p>7.2. <b>HARD COPY FORMAT</b></p> <p>7.2.1. The Identification Labels for Storage &amp; Shipment designs must be printed on paper with these characteristics:</p> <p>7.2.1.1. Standard US Ledger size (432 mm x 279 mm)</p> <p>7.2.1.2. Weight of no less than 90 g/m<sup>2</sup>;</p> <p>7.2.1.3. Brightness of no less than 96 ISO brightness;</p> <p>7.3. <b>SOFT COPY FORMAT</b></p> <p>7.3.1. The Identification Labels for Storage &amp; Shipment designs must be provided as PDF files.</p> <p>7.3.2. The Identification Labels for Storage &amp; Shipment designs PDFs containing text and illustrations in landscape, must be rotated for electronic viewing and reading in landscape.</p> <p>7.3.3. The Packaging Codes (CF271 forms) must be provided as MS Excel Spreadsheet files.</p> <p>7.3.4. <b>Soft Copy format submission size below 7MB</b> – The Identification Labels for Storage &amp; Shipment and Packaging Codes may be submitted via email as follows:</p> <p>7.3.4.1. To Field: As per the related CDRL section 9.A. Addressee, as identified in the contract.</p> <p>7.3.4.2. Subject Field: HSP-ILS-204 – Identification Labels for Storage &amp; Shipment and Packaging Codes – [Rev #] – [Date of Issue]</p>	



7.3.5. **Soft Copy format submission size at or above 7MB** – The Identification Labels for Storage & Shipment and Packaging Codes files must be submitted on CD or DVD media and be labelled as follows:

7.3.5.1. hydraulic sump pump

7.3.5.2. Identification Labels for Storage & Shipment and Packaging Codes

7.3.5.3. HSP-ILS-204;

7.3.5.4. The Revision number, and

7.3.5.5. The date of issue.

## A4.10 DID – Provisioning Parts Breakdown

DATA ITEM DESCRIPTION															
<p>1. TITLE</p> <p><b>Provisioning Parts Breakdown</b></p>	<p>2. IDENTIFICATION NUMBER</p> <p><b>DID HPU-ILS-205</b></p>														
<p>3. DESCRIPTION</p> <p>The Provisioning Parts Breakdown (PPB) is a top-down breakdown of the equipment in the configuration in which it is being procured. This breakdown is accomplished by listing all parts included in the end item in a lateral and descending family tree/generation breakdown. In this breakdown, all assemblies, subassemblies and parts are listed in relation to the next higher assembly. This relationship is shown by means of an indention code as illustrated in the top-down breakdown sequence. For example, an assembly with indention code B must be followed by a detailed breakdown of all the subsequent indention codes pertaining to that assembly before the next indention code B assembly (if any) is, in turn, broken down.</p>															
<p>4. RELATED DOCUMENTS</p> <p><b>D-01-100-214/SF-000</b> <i>Specification for Preparation of Provisioning Documentation for Canadian Forces Equipment</i></p>	<p>5. CONTRACT REFERENCE</p> <p><b>SOW: PARA 4.5.3.1.1</b> <b>CDRL: APP A3.10</b></p>														
<p>6. PREPARATION INSTRUCTIONS</p> <p><b>6.1 CONTENT</b></p> <p>6.1.1 The PPB must contain data as per Table 1 below that supersedes Figures 1 and 5 in D-01-100-214/SF-000.</p> <p>6.1.2 The PPB attaching parts and fasteners, given a “Y” indention code, must immediately follow the part which they fasten.</p> <p>6.1.3 The PPB Data Field definitions can be found at section 3.9.4 of the D-01-100-214/SF-000 specification. The following override applies: <i>Expanded Description (SPTD)</i> must contain the line item’s applicable SPTD filename.</p> <p>6.1.4 For clarity:</p> <p>6.1.4.1 <i>Original Equipment Manufacturer’s Part Number</i> refers only to the Contractor which DND has contracted to supply the equipment; data from sub-contractors for items that they did not manufacture or do not control are not permitted. This field may be left blank if no data is available, or if it is the same as the MRN.</p> <p>6.1.4.2 <i>Quantity per Assembly (QPA)</i> refers to the number of times the item is used in the next higher assembly. For example, a C-level item’s QPA will show the number of times it is used in its related B-level assembly, without being multiplied by the number of B-level assemblies.</p> <p>6.1.4.3 <i>Quantity per Equipment (QPE)</i> refers to the total number of times the item is used in the whole prime equipment (A-level). If that quantity exceeds 99999, the figure will show 99999 in the field, with the true quantity (if known) shown in the <i>Expanded Description</i> field.</p> <p>6.1.4.4 <i>NATO Commercial and Government Entity (NCAGE)</i> Codes can be searched and requested through the NATO portal: <a href="https://eportal.nspa.nato.int/AC135Public/scage/CageList.aspx">https://eportal.nspa.nato.int/AC135Public/scage/CageList.aspx</a>.</p>															
<p><b>TABLE 1</b></p> <table border="1" style="margin-left: auto; margin-right: auto; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">Data Fields Required</th> <th style="text-align: center;">Field Length</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">Item Number</td> <td style="text-align: center;">6</td> </tr> <tr> <td style="text-align: center;">Indention Code</td> <td style="text-align: center;">1</td> </tr> <tr> <td style="text-align: center;">Item Name</td> <td style="text-align: center;">32</td> </tr> <tr> <td style="text-align: center;">MRN</td> <td style="text-align: center;">30</td> </tr> <tr> <td style="text-align: center;">NCAGE</td> <td style="text-align: center;">5</td> </tr> <tr> <td style="text-align: center;">OEM’s Part Number</td> <td style="text-align: center;">30</td> </tr> </tbody> </table>		Data Fields Required	Field Length	Item Number	6	Indention Code	1	Item Name	32	MRN	30	NCAGE	5	OEM’s Part Number	30
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Item Number	6														
Indention Code	1														
Item Name	32														
MRN	30														
NCAGE	5														
OEM’s Part Number	30														

NATO Stock Number	16
Quantity Per Assembly (QPA)	4
Quantity Per Equipment (QPE)	5
Standard Unit Price	9
Unit Of Issue	2
Reparability Indicator (REP)	1
Government Supplied Material (GSM)	1
Procurement Lead Time (PLT)	3
Shelf Life	2
Usage Rate	5
Recommended Buy Quantity	8
SMR Code	5
Expanded Description	34
Expanded Description (SPTD)	74

6.1.5 The Source Maintenance and Recoverability (SMR) Codes are used to communicate maintenance and supply instructions to the various logistic support levels and user organizations for the logistic support of systems, equipment, and end items. The PPB SMR Codes must be chosen from the following list:

SMR Field Position	Code	Application/Explanation
First and Second Position Source Codes	PA	Item procured and stocked for anticipated or known usage. Items are normally considered for replenishment
	PC	Item procured and stocked, but is deteriorative in nature.
	PF	Support equipment which will not be stocked, but which will be centrally procured on demand.
	XA	Item is not procured or stocked because the requirements for the item will result in the replacement of the next higher assembly
	XC	Installation drawing, diagram, instruction sheet, or field Service drawing, that is identified by the manufacturers' part number.
Third Position Maintenance Codes	C	Support item is removed, replaced, used by the operator/crew.
	O	Support item is removed, replaced, or used at the Technician Maintenance level.
	K	Repairable item. Item is removed, replaced, or used at contractor facility.
Fourth Position Repair Codes	C	The lowest maintenance activity capable of complete repair of the support item is the operator/crew.
	O	The lowest maintenance activity capable of complete repair of the support item is the Technician Maintenance level.
	K	Repairable support item. Complete repair capability exists at a designated contractor facility.
	Z	Non-repairable.
Fifth Position Recoverability Codes	C	Repairable item. When uneconomically repairable, condemn and disposed by the operator/crew.
	Z	Non-repairable item. When item becomes unserviceable, condemn and disposed of by authorized activity.
	O	Repairable item. When uneconomically repairable, condemn and dispose at organizational activity.
	K	Repairable item. Condemnation and disposal to be performed at contractor facility.

## 6.2 GENERAL FORMAT

6.2.1 The PPB must be prepared as an MS Excel spreadsheet, formatted IAW D-01-100-214/SF-000, except where superseded by Table 1 above.

## 6.3 HARD COPY FORMAT

6.3.1 The PPB must be printed on paper with these characteristics:

6.3.1.1 Standard US Ledger size (432 mm x 279 mm)

6.3.1.2 Weight of no less than 90 g/m<sup>2</sup>;

6.3.1.3 Brightness of no less than 96 ISO brightness;

**6.4 SOFT COPY FORMAT**

6.4.1 The PPB must be provided as an MS Excel Spreadsheet file.

6.4.2 **Soft Copy format submission size below 7MB** – The PPB may be submitted via email as follows:

6.4.2.1 To Field: As per the related CDRL section 9.A. Addressee, as identified in the contract.

6.4.2.2 Subject Field: HPU-ILS-205 – PPB – [Rev #] – [Date of Issue]

6.4.3 **Soft Copy format submission size at or above 7MB** - The PPB file must be submitted on CD or DVD media and be labelled as follows:

6.4.3.1 hydraulic power unit

6.4.3.2 Provisioning Parts Breakdown;

6.4.3.3 HPU-ILS-205;

6.4.3.4 The Revision number, and

6.4.3.5 The date of issue.

## A4.11 DID – Provisioning Parts Breakdown

DATA ITEM DESCRIPTION															
1. TITLE <b>Provisioning Parts Breakdown</b>	2. IDENTIFICATION NUMBER <b>DID HSP-ILS-206</b>														
3. DESCRIPTION The Provisioning Parts Breakdown (PPB) is a top-down breakdown of the equipment in the configuration in which it is being procured. This breakdown is accomplished by listing all parts included in the end item in a lateral and descending family tree/generation breakdown. In this breakdown, all assemblies, subassemblies and parts are listed in relation to the next higher assembly. This relationship is shown by means of an indention code as illustrated in the top-down breakdown sequence. For example, an assembly with indention code B must be followed by a detailed breakdown of all the subsequent indention codes pertaining to that assembly before the next indention code B assembly (if any) is, in turn, broken down.															
4. RELATED DOCUMENTS <b>D-01-100-214/SF-000</b> <i>Specification for Preparation of Provisioning Documentation for Canadian Forces Equipment</i>	5. CONTRACT REFERENCE <b>SOW: PARA 4.5.3.1.1</b> <b>CDRL: APP A3.10</b>														
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NATO Stock Number	16
Quantity Per Assembly (QPA)	4
Quantity Per Equipment (QPE)	5
Standard Unit Price	9
Unit Of Issue	2
Reparability Indicator (REP)	1
Government Supplied Material (GSM)	1
Procurement Lead Time (PLT)	3
Shelf Life	2
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7.1.5 The Source Maintenance and Recoverability (SMR) Codes are used to communicate maintenance and supply instructions to the various logistic support levels and user organizations for the logistic support of systems, equipment, and end items. The PPB SMR Codes must be chosen from the following list:

SMR Field Position	Code	Application/Explanation
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	XA	Item is not procured or stocked because the requirements for the item will result in the replacement of the next higher assembly
	XC	Installation drawing, diagram, instruction sheet, or field Service drawing, that is identified by the manufacturers' part number.
Third Position Maintenance Codes	C	Support item is removed, replaced, used by the operator/crew.
	O	Support item is removed, replaced, or used at the Technician Maintenance level.
	K	Repairable item. Item is removed, replaced, or used at contractor facility.
Fourth Position Repair Codes	C	The lowest maintenance activity capable of complete repair of the support item is the operator/crew.
	O	The lowest maintenance activity capable of complete repair of the support item is the Technician Maintenance level.
	K	Repairable support item. Complete repair capability exists at a designated contractor facility.
	Z	Non-repairable.
Fifth Position Recoverability Codes	C	Repairable item. When uneconomically repairable, condemn and disposed by the operator/crew.
	Z	Non-repairable item. When item becomes unserviceable, condemn and disposed of by authorized activity.
	O	Repairable item. When uneconomically repairable, condemn and dispose at organizational activity.
	K	Repairable item. Condemnation and disposal to be performed at contractor facility.

## 7.2 GENERAL FORMAT

7.2.1 The PPB must be prepared as an MS Excel spreadsheet, formatted IAW D-01-100-214/SF-000, except where superseded by Table 1 above.

## 7.3 HARD COPY FORMAT

7.3.1 The PPB must be printed on paper with these characteristics:

7.3.1.1 Standard US Ledger size (432 mm x 279 mm)

7.3.1.2 Weight of no less than 90 g/m<sup>2</sup>;

7.3.1.3 Brightness of no less than 96 ISO brightness;

**7.4 SOFT COPY FORMAT**

7.4.1 The PPB must be provided as an MS Excel Spreadsheet file.

7.4.2 **Soft Copy format submission size below 7MB** – The PPB may be submitted via email as follows:

7.4.2.1 To Field: As per the related CDRL section 9.A. Addressee, as identified in the contract.

7.4.2.2 Subject Field: HSP-ILS-206 – PPB – [Rev #] – [Date of Issue]

7.4.3 **Soft Copy format submission size at or above 7MB** - The PPB file must be submitted on CD or DVD media and be labelled as follows:

7.4.3.1 hydraulic sump pump

7.4.3.2 Provisioning Parts Breakdown;

7.4.3.3 HSP-ILS-206;

7.4.3.4 The Revision number, and

7.4.3.5 The date of issue.

## A4.12 DID – Supplementary Provisioning Technical Documentation

DATA ITEM DESCRIPTION	
1. TITLE <b>Supplementary Provisioning Technical Documentation</b>	2. IDENTIFICATION NUMBER <b>DID HPU-ILS-207</b>
3. DESCRIPTION The Supplementary Provisioning Technical Documentation (SPTD) fully identifies and describes part(s) that may be catalogued.	
4. RELATED DOCUMENTS <b>D-01-100-214/SF-000</b> <i>Specification for Preparation of Provisioning Documentation for Canadian Forces Equipment</i> <b>D-01-400-001/SG-000</b> <i>Standard - Engineering Drawing Practices</i>	5. CONTRACT REFERENCE <b>SOW: PARA 4.5.3.2.1</b> <b>CDRL: APP A3.12</b>
6. <b>PREPARATION INSTRUCTIONS</b>	
6.1. <b>CONTENT</b>	
6.1.1. The Supplementary Provisioning Technical Documentation (SPTD) must be provided for each item appearing on the Provisioning Documentation as follows:	
6.1.1.1. The SPTD must include the technical data required for DND to classify and fully describe the item within the NATO codification system, allowing for item identification and cataloguing purposes.	
6.1.1.2. Key elements of good SPTD:	
6.1.1.2.1. Displays the true manufacturer company logo & address (or NCAGE), and MRN (see D-01-100-214/SF-000 for definitions.).	
6.1.1.2.2. Lists characteristic data about the item:	
6.1.1.2.2.1. Configuration;	
6.1.1.2.2.2. Physical characteristics, such as dimensions, tolerances, material, mandatory processes, surface finish, and protective coatings;	
6.1.1.2.2.3. Performance data;	
6.1.1.2.2.4. Special features which contribute to the uniqueness of the item, especially for common items modified to a particular standard of performance.	
6.1.1.2.3. Clearly shows the item in question.	
6.1.1.2.4. Shows where the item fits in the next higher assembly (where practical).	
6.2. <b>GENERAL FORMAT</b>	
6.2.1. The SPTD must be prepared as black and white line drawing(s) or with good quality photograph(s) within a Technical Datasheet.	
6.2.1.1. If prepared as a drawing, the SPTD must follow the drawing format of D-01-400-001/SG-000 section 7.4, with attached parts lists (for assemblies), so that DND can ensure that the Provisioning Documentation reflects the current and complete configuration of the equipment being produced.	
6.3. <b>HARD COPY FORMAT</b>	
6.3.1. The SPTD must be printed on Ledger (11x17) paper with these characteristics:	
6.3.1.1. Weight of no less than 90 g/m <sup>2</sup> ;	
6.3.1.2. Brightness of no less than 96 ISO brightness;	
6.4. <b>SOFT COPY FORMAT</b>	
6.4.1. The SPTD must be submitted in PDF file type, with filenames in the following format: (MRN)_(NCAGE)_(item name).pdf.	
6.4.2. <b>Soft Copy format submission size below 7MB</b> – The SPTD PDFs may be submitted via email as follows:	
6.4.2.1. To Field: As per the related CDRL section 9.A. Addressee, as identified in the contract.	



6.4.2.2. Subject Field: HPU-ILS-207 – SPTD – [Rev #] – [Date of Issue]

6.4.3. **Soft Copy format submission size at or above 7MB** – The SPTD PDFs must be submitted on CD or DVD media and be labelled as follows:

6.4.3.1. hydraulic power unit

6.4.3.2. SPTD;

6.4.3.3. HPU-ILS-207;

6.4.3.4. The Revision number, and

6.4.3.5. The date of issue.

## A4.13 DID – Supplementary Provisioning Technical Documentation

DATA ITEM DESCRIPTION	
1. TITLE <b>Supplementary Provisioning Technical Documentation</b>	2. IDENTIFICATION NUMBER <b>DID HPS-ILS-208</b>
3. DESCRIPTION The Supplementary Provisioning Technical Documentation (SPTD) fully identifies and describes part(s) that may be catalogued.	
4. RELATED DOCUMENTS <b>D-01-100-214/SF-000</b> <i>Specification for Preparation of Provisioning Documentation for Canadian Forces Equipment</i> <b>D-01-400-001/SG-000</b> <i>Standard - Engineering Drawing Practices</i>	5. CONTRACT REFERENCE <b>SOW: PARA 4.5.3.2.1</b> <b>CDRL: APP A3.12</b>
7. PREPARATION INSTRUCTIONS	
7.1. CONTENT	
7.1.1. The Supplementary Provisioning Technical Documentation (SPTD) must be provided for each item appearing on the Provisioning Documentation as follows:	
7.1.1.1. The SPTD must include the technical data required for DND to classify and fully describe the item within the NATO codification system, allowing for item identification and cataloguing purposes.	
7.1.1.2. Key elements of good SPTD:	
7.1.1.2.1. Displays the true manufacturer company logo & address (or NCAGE), and MRN (see D-01-100-214/SF-000 for definitions.).	
7.1.1.2.2. Lists characteristic data about the item:	
7.1.1.2.2.1. Configuration;	
7.1.1.2.2.2. Physical characteristics, such as dimensions, tolerances, material, mandatory processes, surface finish, and protective coatings;	
7.1.1.2.2.3. Performance data;	
7.1.1.2.2.4. Special features which contribute to the uniqueness of the item, especially for common items modified to a particular standard of performance.	
7.1.1.2.3. Clearly shows the item in question.	
7.1.1.2.4. Shows where the item fits in the next higher assembly (where practical).	
7.2. GENERAL FORMAT	
7.2.1. The SPTD must be prepared as black and white line drawing(s) or with good quality photograph(s) within a Technical Datasheet.	
7.2.1.1. If prepared as a drawing, the SPTD must follow the drawing format of D-01-400-001/SG-000 section 7.4, with attached parts lists (for assemblies), so that DND can ensure that the Provisioning Documentation reflects the current and complete configuration of the equipment being produced.	
7.3. HARD COPY FORMAT	
7.3.1. The SPTD must be printed on Ledger (11x17) paper with these characteristics:	
7.3.1.1. Weight of no less than 90 g/m <sup>2</sup> ;	
7.3.1.2. Brightness of no less than 96 ISO brightness;	
7.4. SOFT COPY FORMAT	
7.4.1. The SPTD must be submitted in PDF file type, with filenames in the following format: (MRN)_(NCAGE)_(item name).pdf.	
7.4.2. <b>Soft Copy format submission size below 7MB</b> – The SPTD PDFs may be submitted via email as follows:	
7.4.2.1. To Field: As per the related CDRL section 9.A. Addressee, as identified in the contract.	

7.4.2.2. Subject Field: HSP-ILS-208 – SPTD – [Rev #] – [Date of Issue]

7.4.3. **Soft Copy format submission size at or above 7MB** – The SPTD PDFs must be submitted on CD or DVD media and be labelled as follows:

7.4.3.1. hydraulic sump pump

7.4.3.2. SPTD;

7.4.3.3. HSP-ILS-208;

7.4.3.4. The Revision number, and

7.4.3.5. The date of issue.

#### A4.14 DID – Operator Quick Reference Card

DATA ITEM DESCRIPTION	
1. TITLE <b>Operator Quick Reference Card</b>	2. IDENTIFICATION NUMBER <b>DID HPU-ILS-209</b>
3. DESCRIPTION Operator Quick Reference Card (OQRC) will allow the trained user to quickly unpack, assemble, and safely use the equipment.	
4. RELATED DOCUMENTS	5. CONTRACT REFERENCE <b>SOW: PARA 4.2.1.1.1</b> <b>CDRL: APP A3.14</b>
6. PREPARATION INSTRUCTIONS	
<p>6.1. <b>CONTENT</b></p> <p>6.1.1. The OQRC must contain the necessary instructions to allow a trained user to quickly, safely and effectively operate the equipment.</p> <p>6.1.2. The OQRC must assume that the equipment's initial state is as off-loaded from its last transport vehicle (see Technical Specification(s)).</p> <p>6.1.3. The OQRC instructions must be based on pictograms illustrating the sequence of steps required while using only minimal text to assist in the understanding of the document. Desired look and feel would be similar to commercial airline safety pamphlets describing the use of oxygen masks, and emergency exits.</p> <p>6.1.4. The OQRC must not introduce new information and procedures not also described in the Operator Manual, as the Operator Manual is the master document on how to use the equipment.</p> <p>6.1.5. The OQRC cautionary advisory's heading must be determined based on the criteria set out in ANNEX A SOW PARA 4.2.2.1.</p> <p>6.1.6. The OQRC cautionary advisory must read as follows: <b>"This Operator Quick Reference Card is intended solely for experienced users who have been trained on this equipment, and have read and understood its Operator Manual (CFTO# to be supplied by DND). When in doubt, read the Operator Manual before operating this equipment."</b></p> <p>6.1.7. The OQRC cautionary advisory must also have, immediately following this text, a brief description of the consequences of misuse of the equipment, linked to the same criteria listed in 6.1.5 above.</p> <p>6.2. <b>HARD COPY FORMAT</b></p> <p>6.2.1. The accepted OQRC hard copies must:</p> <p>6.2.1.1. Be printed on paper with pages of 320-370 g/m<sup>2</sup> polyester film (such as Pico Film), matt surface and white colour, and bound with white or black spiral coil (PLASTIKOIL®);</p> <p>6.2.1.2. Contain no more than four (4) sheets;</p> <p>6.2.1.3. Be produced and printed exclusively in black and white.</p> <p>6.3. <b>SOFT COPY FORMAT</b></p> <p>6.3.1. The OQRC must be provided as a PDF file with searchable text that matches the printed publication's format and layout. Links, bookmarks and thumbnails are to be included in the PDF file. All references made to a specific paragraph, figure, appendix must be appropriately linked.</p> <p>6.3.2. Viewing the OQRC PDF: pages, regardless of size, containing text and illustrations in landscape, must be rotated for electronic viewing and reading in landscape.</p> <p>6.3.3. <b>Soft Copy format submission size below 7MB</b> – The OQRC PDF and its native file may be submitted via email as follows:</p> <p>6.3.3.1. To Field: As per the related CDRL section 9.A. Addressee, as identified in the contract.</p> <p>6.3.3.2. Subject Field: HPU-ILS-208 – OQRC – [Rev #] – [Date of Issue]</p>	

6.3.4. **Soft Copy format submission size at or above 7MB** - The QQRC PDF and its native file must be submitted on CD or DVD media and be labelled as follows:

6.3.4.1. hydraulic power unit

6.3.4.2. QQRC;

6.3.4.3. HPU-ILS-209;

6.3.4.4. The Revision number, and

6.3.4.5. The date of issue.

## A4.15 DID – Operator Quick Reference Card

DATA ITEM DESCRIPTION	
1. TITLE <b>Operator Quick Reference Card</b>	2. IDENTIFICATION NUMBER <b>DID HSP-ILS-210</b>
3. DESCRIPTION Operator Quick Reference Card (OQRC) will allow the trained user to quickly unpack, assemble, and safely use the equipment.	
4. RELATED DOCUMENTS	5. CONTRACT REFERENCE <b>SOW: PARA 4.2.1.1.1</b> <b>CDRL: APP A3.15</b>
7. PREPARATION INSTRUCTIONS	
7.1. <b>CONTENT</b>	
7.1.1. The OQRC must contain the necessary instructions to allow a trained user to quickly, safely and effectively operate the equipment.	
7.1.2. The OQRC must assume that the equipment's initial state is as off-loaded from its last transport vehicle (see Technical Specification(s)).	
7.1.3. The OQRC instructions must be based on pictograms illustrating the sequence of steps required while using only minimal text to assist in the understanding of the document. Desired look and feel would be similar to commercial airline safety pamphlets describing the use of oxygen masks, and emergency exits.	
7.1.4. The OQRC must not introduce new information and procedures not also described in the Operator Manual, as the Operator Manual is the master document on how to use the equipment.	
7.1.5. The OQRC cautionary advisory's heading must be determined based on the criteria set out in ANNEX A SOW PARA 4.2.2.1.	
7.1.6. The OQRC cautionary advisory must read as follows: <b>"This Operator Quick Reference Card is intended solely for experienced users who have been trained on this equipment, and have read and understood its Operator Manual (CFTO# to be supplied by DND). When in doubt, read the Operator Manual before operating this equipment."</b>	
7.1.7. The OQRC cautionary advisory must also have, immediately following this text, a brief description of the consequences of misuse of the equipment, linked to the same criteria listed in 6.1.5 above.	
7.2. <b>HARD COPY FORMAT</b>	
7.2.1. The accepted OQRC hard copies must:	
7.2.1.1. Be printed on paper with pages of 320-370 g/m <sup>2</sup> polyester film (such as Pico Film), matt surface and white colour, and bound with white or black spiral coil (PLASTIKOIL®);	
7.2.1.2. Contain no more than four (4) sheets;	
7.2.1.3. Be produced and printed exclusively in black and white.	
7.3. <b>SOFT COPY FORMAT</b>	
7.3.1. The OQRC must be provided as a PDF file with searchable text that matches the printed publication's format and layout. Links, bookmarks and thumbnails are to be included in the PDF file. All references made to a specific paragraph, figure, appendix must be appropriately linked.	
7.3.2. Viewing the OQRC PDF: pages, regardless of size, containing text and illustrations in landscape, must be rotated for electronic viewing and reading in landscape.	
7.3.3. <b>Soft Copy format submission size below 7MB</b> – The OQRC PDF and its native file may be submitted via email as follows:	
7.3.3.1. To Field: As per the related CDRL section 9.A. Addressee, as identified in the contract.	
7.3.3.2. Subject Field: HSP-ILS-208 – OQRC – [Rev #] – [Date of Issue]	
7.3.4. <b>Soft Copy format submission size at or above 7MB</b> - The OQRC PDF and its native file must be submitted on CD or DVD media and be labelled as follows:	

- 7.3.4.1. hydraulic sump pump
- 7.3.4.2. OQRC;
- 7.3.4.3. HSP-ILS-210;
- 7.3.4.4. The Revision number, and
- 7.3.4.5. The date of issue.