

**APPENDIX A4  
TO ANNEX A**

**LAND C4ISR  
INTELLIGENCE, SURVEILLANCE, TARGET ACQUISITION, AND  
RECONNAISSANCE (ISTAR)  
SUSTAINMENT SERVICES**

**CONTRACT DATA REQUIREMENTS LIST**

**AND**

**DATA ITEM DESCRIPTIONS**

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# **1 Scope**

This document identifies the requirements for each data item required by DND and provides an explanation of the forms used to define those requirements.

The main body of the document provides explanations of both the Contract Data Requirements List (CDRL) and Data Item Description (DID) forms and provides general submission instructions.

## **1.1 Introduction**

Each data item is specified in two parts: an entry in the CDRL and the DID.

The specific requirements detailed in each CDRL item, and its associated DID, are contractual requirements.

Because the CDRLs and DIDs have been prepared using standard forms, some blocks on the form are not applicable to this contract or not included.

Additional data requirements pertinent to a specific task may be called up in the tasking and the requirements for that data stated in the tasking SOW, including CDRL information and DID information.

## 2 General Submission Requirements

### 2.1 Precedence

The requirements in Blocks 7 through 16 of the CDRL line items take precedence over any such requirements that may be specified in the associated DIDs.

### 2.2 Inspection and Data Acceptance

Receipt of data does not constitute acceptance.

### 2.3 Submission Schedule

- a. Unless otherwise specified, all numbers of days expressed herein are calendar days; and
- b. Date of submission means date of receipt of covering letter at PSPC or DND.

### 2.4 Abbreviations

The following is a list of acronyms that may be found in the CDRL:

ANPLY	Once every year
ASGEN	As generated
ASREQ	As required
BI-MO	Once every two months
EOC	End of Contract
EOM	End of Month
EPAR	End-Product Acceptance Review
FAU	First Article Unit
MTHLY	Monthly
n DAC	Number of days after contract start
n MAC	Number of months after contract start
OTIME	One time only
R/ASR	Revised as required
SEMIA	Once every six months

### 2.5 Format

Where a data item specifies that the contractor's own format is acceptable, Canada reserves the right to approve the format. Once the format has been approved, the Contractor must not change the format without Canada's approval. Format in this context applies to the format of the contents, rather than the file structure or media.

## 3 General Format Requirements

- a. These general formatting and content instructions apply to all data items.

- b. The format and contents instructions apply to all data items and are not repeated in the DIDs provided for specific CDRL items.
- c. Cover Page. In Contractor's format, but must be consistent with every other CDRL Item delivered under the contract and must contain the following data elements:
- 1) Document identification number;
  - 2) Title of document;
  - 3) Version/revision number;
  - 4) Date of Issue;
  - 5) Identification of Addressee;
  - 6) Identification of contractor responsible for the delivery of the data item;
  - 7) Contract number; and
  - 8) CDRL Item number.

The cover page must contain Intellectual Property markings must be in accordance with the Terms and Conditions.

- d. Page Header. Applies to every page in the data item, except the Cover Page, and must contain the following data elements:
- 1) document identification number;
  - 2) page number;
  - 3) volume number (if more than one volume in the data item); and
  - 4) Security classification.
- e. Page Footer. Applies to every page in the data item, except the Cover Page, and must contain the following data elements:
- 1) horizontal line delineating the boundary between the main body of the page and the footer;
  - 2) the caveat "USE OR DISCLOSURE OF THIS DATA IS SUBJECT TO THE RESTRICTION OF THE TITLE PAGE OF THIS DOCUMENT";
  - 3) document name;

- 4) security classification;
  - 5) Task/Core program identification;
  - 6) Version/Revision number; and
  - 7) Date of issue.
- f. Authorization and Approval Page. In Contractor's format, consistent with every other data item delivered under the contract and must contain the following data elements:
- 1) an entry for each authorizing contractor signature including, name, project position (responsibility title), signature, and date signed; and
  - 2) as a minimum the following personnel must sign on behalf of the Contractor: manager responsible for creation and maintenance of the document, quality assurance manager, project manager. Other Contractor personnel may also sign off on the document at the discretion of the contractor.
- g. Table of Contents. In Contractor's format, consistent with every other data item delivered under the contract and must contain the following data elements for each section and subsection in the document:
- 1) section/subsection number;
  - 2) section/subsection title; and
  - 3) page number.
- h. List of Figures. In Contractor's format, consistent with every other data item delivered under the contract and must contain the following data elements for each figure in the document:
- 1) figure number;
  - 2) figure title; and
  - 3) page number.
- i. List of Tables. In Contractor's format, consistent with every other data item delivered under the contract and must contain the following data elements for each table in the document:
- 1) table number;
  - 2) table title; and
  - 3) page number.

- j. Body.
- 1) Each section and paragraph must be numbered using a standard convention (e.g., legal) for all data items to be delivered under the contract;
  - 2) Pages must be sequentially numbered;
  - 3) use of full colour when such use aids clarity and understanding of the information being presented, is desirable;
  - 4) All attachments must be identified and referenced in the text and the table of contents;
  - 5) Each section and paragraph must be numbered;
  - 6) Classified data must be separated and cross-referenced to the applicable portion of the main CDRL item; and
  - 7) In the event that a required section or subsection has been tailored out, a statement to that effect must be added directly following the heading of each such subsection. If a section and all of its subsections are tailored out, only the highest-level section heading needs to be included.
- k. Media. Unless otherwise specified by a specific CDRL or DID, all data items must be delivered electronically. Documents must be printable, on standard 8 1/2 by 11 inch paper, suitable for reproduction. As necessary, tables, graphs, figures etc. may be formatted for printing on larger (e.g., 11 by 17 inch) paper. If larger pages are required to clearly present the required material, they must be clearly identified with header and footer information consistent with their parent document and may use separate and applicable document formats (e.g., for large charts, diagrams, spreadsheets, etc.) provided the electronic delivery package clearly groups all related parts of any given document together and their place within the parent document remains clear. Documents must be delivered in a format free of Digital Rights Management systems and with full edit, search, select and clipboard functionality enabled. Documents must not contain embedded passwords.
- l. Date Format. Where dates form a component of electronic metadata or filenames, they must be in ISO 8601 format.

## 4 CDRL Items

The following section provides a description of each of the fields of the CDRL.

The Land C4ISR sustainment CDRL items have been prepared in accordance with the DND standard for the preparation of CDRL items. The specific CDRL item for each data item identifies the requirements for the data item. Each CDRL item contains the following information:

- a. Identification of the CDRL item and reference to the SOW;
- b. Responsible office in DND;
- c. Location for submission and acceptance of data by DND;
- d. Review Cycle for submission(s);
- e. Identification of addressees and number of copies; and
- f. DND preparation and acceptance block.

#### 4.1 CDRL FORMAT

A description of each block of the CDRL as it is used on this contract is as follows

a) SYSTEM/ITEM

This block contains the system name – Land C4ISR sustainment.

b) CONTRACT / RFP No.

To Be Determined after Contract Award

c) SOW IDENTIFIER

Not applicable as there is only one SOW.

d) DATA CATEGORY

This block defines the category of the data for which the CDRL item has been prepared. The following categories can be used: Management Data, Systems Engineering, Configuration Management, and Quality Assurance.

e) CONTRACTOR

Identifies the Contractor responsible for the delivery of the CDRL. To be determined.

f) Block 1

ITEM NUMBER - A six-digit number uniquely identifying the Data Item.

g) Block 2

TITLE OR DESCRIPTION OF DATA - The title of the Data Item.

h) Block 3

SUBTITLE - A subtitle may be used if the title requires further identification.

i) Block 4

DATA ITEM NUMBER - The number used to identify the associated Data Item Description(s).

j) Block 5

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

k) Block 6

TECHNICAL OFFICE - The technical office of primary interest. This is the technical authority responsible for ensuring the adequacy of the data.

l) Block 7

INSPECTION AND ACCEPTANCE METHOD - This block indicates the requirement for inspection and acceptance of the data. Contains the appropriate code, if applicable:

<u>Code</u>	<u>Inspection</u>	<u>Acceptance</u>
SS	Source	Source
DD	Destination	Destination
SD	Source	Destination
DS	Destination	Source

m) Block 8

APPROVAL CODE - Data requiring approval are identified by placing an "A" in this field. When a preliminary draft is required, Block 16 must show length of time for Canada approval or disapproval and when the final document is to be delivered. Block 16 will also indicate the extent of the approval requirements, i.e., approval of technical content and format. If advanced approval is not required, this block states N/A.

Approval or Acceptance of CDRLs and Reviews by Canada means that the Contractual requirement for the particular deliverable has been fully satisfied. Approval of any deliverable does not relieve the Contractor of its responsibility to meet all of the other requirements of the Contract. However, approval of "Test Description and Procedures" indicates that if the item to be tested successfully passes the test defined with the procedure and test equipment indicated then the item has achieved its Qualification baseline.

n) Block 9

INPUT FROM INTEGRATING ASSOCIATE CONTRACTOR – If data is the integrated results of specific inputs from associated contractors, an "X" is placed in this block. In all other cases,

this block is blank.

o) Block 10

FREQUENCY - This block indicates the frequency of delivery of the data, using the appropriate frequency code from the following:

ANNLY	Annually
ASGEN	As generated
ASREQ	As required
BI-MO	Each 2 months
BI-WE	Each 2 weeks
DAILY	Daily
DFDEL	Deferred delivery
DFREQ	Deferred requisitioning
MNTHY	Monthly
ONE/R	One time with revisions
OTIME	One time
QRTLY	Quarterly
R/ASR	Revision as required
SEMIA	Every six months
WKLY	Weekly

p) Block 11

‘AS OF’ DATE - If the data are submitted only once on a date that may be specified, this block contains the “as of” date in ISO 8601 format (e.g., 2017-06-14). If submission is associated with a specific event or milestone, this constraint is stated. If there is insufficient space in Block 11, this block states “See Block 16” and Block 16 will state “11. [Followed by description of the driving event]” (e.g., “11. 15 days before SDR”). If an “as of” date, or specified delivery constraint is not applicable, this block is left blank.

q) Block 12

DATE OF FIRST SUBMISSION - If the initial submission date may be specified, entered as follows: day/month/year (e.g., “14 June 07”). If submission is associated with a specific event or milestone, this constraint is stated using one of the following:

ATBID	At bid time
ASGEN	As generated
ASREQ	As required
DACA/MACA	Days/Months after Contract Award (Note that in this contract, in the context of tasked work, Contract Award means the date when the contractor has been tasked to provide the data item.)
DFDEL	Deferred delivery
DFREQ	Deferred requisitioning
EOC	End of contract

EOM	End of Month
EOQ	End of quarter
nDPCC	number of Days Prior to Course Commencement
nDACC	number of Days After Course Completion

If there is insufficient space in Block 12 to enter the full text, this block will state “See Block 16” and Block 16 will state “12. [followed by the constraint]” (e.g., “12. 60 days after test”).

r) Block 13

DATE OF SUBSEQUENT SUBMISSION/EVENT - If data are submitted more than once, the date(s) of subsequent submission(s) are stated. If submission is constrained by a specific event or milestone, this constraint is stated (e.g., “15 days after EOQ”).

Abbreviation after the identification of a re-submission will have the following meaning:

Pg: only change page(s) need be re-submitted along with a sign-off sheet.

Add: only addendum supplement need be re-submitted along with a sign-off sheet.

Rv: complete re-submission must be required.

s) Block 14

DISTRIBUTION AND ADDRESSEES - Indicates the addressees and the respective number of copies (hard copies and soft copies separately), for both the initial submission (Sub-Block “Initial”), and for the final submission (Sub-Block “Final”), for which the data item is required. Initial submission requirements are only identified if a Review Cycle is detailed in Block 16.

If reproducible copies are required, Block 16 is used to explain. If the data are not actually to be delivered to the government or associate contractors, this is explained in Block 16.

t) Block 15

TOTAL - The total number of regular/reproducible copies required by Block 14 is entered here.

u) Block 16

REMARKS - This block is used to provide additional or clarifying information for Block 1 through 15. This block is also used to tailor the documents listed in Block 4. Tailoring may be accomplished by stating the deletions (e.g., “delete paragraph 10.4”) or by stating which requirements apply (e.g., “only paragraph 10.4 and 10.5 apply”), whichever is the more efficient. Block 16 may also be used to specify “Contractor format is acceptable”, or to indicate the desired medium for delivery of data.

v) Blocks 17 – 20

These blocks are not applicable.

## 4.2 List of CDRL Items

The following list identifies the CDRL Items to be provided in the sustainment contract by its CDRL item number (Block 1), its Title (Block A), and it's DID number (Block 4):

<b>CDRL Number</b>	<b>DID Number</b>	<b>Title</b>
100.001	100.001	Project Management Plan (PMP)
100.002	100.002	Monthly Progress Report (MPR)
100.003	100.003	Meeting Agenda
100.004	100.004	Meeting Minutes
100.005	100.005	Canada Owned Resources Management Report
100.006	100.006	Task Closure Report
200.001	200.001	Systems Engineering Management Plan (SEMP)
200.002	200.002	Obsolescence Report
300.001	300.001	Integrated Logistics Support Plan (ILSP)
400.001	400.001	Configuration Management and Data Management (CM-DM) Plan
400.002	400.002	Quality Management Plan (QMP)

## 5 DIDs

### 5.1 DID Format

The DID associated with the CDRL item details the content and the format to be included in the submission of the data.

A description of each block of information follows:

a) Block 1 - Title

This is the title of the DID and usually corresponds to the associated CDRL item title, except where a DID is reference by more than one CDRL item.

b) Block 2 - Identification Number

This is the number assigned by the Office of Primary Interest (OPI) to the DID and identifies the area of activity to which the DID is applied. These areas include Project Management (100 series), Systems Engineering (200 series), Integrated Logistics Support (300 series), and Configuration Management – Document Management and Quality Management (QM) (400 series).

c) Block 3 - Description

This provides general information on how the data detailed in the DID is to be used.

d) Block 4 - Approval Date

This is the date that the OPI has approved the content of the DID.

e) Block 5 - Office of Primary Interest

This identifies the DND responsibility center for review, acceptance and approval of the DID.

f) Block 6 – GIDEP Applicable

The GIDEP Applicable block will contain an X when copies of the data are required to be submitted by the contractor to the Government/Industry Data Exchange Program. Otherwise, it will be blank.

g) Block 7 - Application /Interrelationship

This block identifies the scope of the DID and where the DID requirement is defined (i.e.) the applicable portion of the Contract.

h) Block 8 - Originator

This identifies the originator of the DID on behalf of the OPI in Block 5.

i) Block 9 - Applicable Forms

This identifies a published form or template to be used in the completion of the DID if applicable.

j) Block 10 - Preparation Instructions

This provides the preparation details for the format and for the content in the completion of the DID. This item forms the contractual requirement for the Contractor.

## **5.2 List of DIDs**

The list of DIDs sorted by DID number is shown in Table 1. The actual DIDs are attached at section 7 of this volume.

## 6 Detailed CDRLs

CONTRACT DATA REQUIREMENTS LIST (1 DATA ITEM)						
A. SYSTEM / ITEM Land C4ISR Sustainment Contract				B. CONTRACT / RFP NUMBER		
C. SOW IDENTIFIER		D. DATA CATEGORY Management Data		E. CONTRACTOR		
1. ITEM NUMBER 100.001		2. TITLE OR DESCRIPTION OF DATA Project Management Plan (PMP)		3. SUBTITLE		
4. AUTHORITY (DID Number) 100.001		5. CONTRACT REFERENCE		6. REQUIRING OFFICE DLCSPM		
7. INSPECTION DD	9. INPUT	10. FREQUENCY ONE/R	12. DATE OF 1st SUBMISSION ATBID See Block 16	14. DISTRIBUTION and ADDRESSEES		
8. APP CODE A		11. AS OF DATE	13. DATE OF SUBSEQUENT SUBMISSION / EVENT See Block 16	a. ADDRESS	b. COPIES	
16. REMARKS  Block 12. The initial PMP must be the PMP delivered with the Contractor's proposal.  Block 13. Canada may provide comments or request changes on the PMP for update. The Contractor must update the PMP within 14 days after receipt of comments.  Further updates (to reflect changes to the project) must be reviewed at a PRM or any other meeting as specified by Canada; such proposed updates must be provided to Canada at least 14 days before the PRM or any other meeting as specified by Canada where they will be reviewed. Canada may at its sole discretion accept, reject or direct changes to the PMP.					INITIAL	FINAL
					Soft Copy	Soft Copy
				PSPC		1
				DLCSPM		1
PREPARED BY		DATE	APPROVED BY			
17. CONTRACT FILE / DOCUMENT NUMBER		18. ESTIMATED NO OF PAGES	19. ESTIMATED PRICE	15. TOTAL	0	2

CONTRACT DATA REQUIREMENTS LIST (1 DATA ITEM)					
A. SYSTEM / ITEM <b>Land C4ISR Sustainment Contract</b>			B. CONTRACT / RFP NUMBER		
C. SOW IDENTIFIER		D. DATA CATEGORY <b>Management Data</b>		E. CONTRACTOR	
1. ITEM NUMBER <b>100.002</b>		2. TITLE OR DESCRIPTION OF DATA <b>Monthly Progress Report (MPR)</b>		3. SUBTITLE	
4. AUTHORITY (DID Number) <b>100.002</b>		5. CONTRACT REFERENCE		6. REQUIRING OFFICE <b>DLCSPM</b>	
7. INSPECTION <b>N/A</b>	9. INPUT	10. FREQUENCY <b>MTHLY</b>	12. DATE OF 1st SUBMISSION <b>See Block 16</b>	14. DISTRIBUTION and ADDRESSEES	
8. APP CODE <b>N/A</b>		11. AS OF DATE	13. DATE OF SUBSEQUENT SUBMISSION / EVENT	a. ADDRESS	b. COPIES
16. REMARKS  Block 12: The Progress Report must be delivered no later than seven (7) days after the end of each calendar month.  Remarks: All Progress Reports must cover the period from the last report up to the end of the month being reported.				INITIAL	FINAL
				Soft Copy	Soft Copy
			<b>PSPC</b>		<b>1</b>
			<b>DLCSPM</b>		<b>1</b>
PREPARED BY		DATE	APPROVED BY		
17. CONTRACT FILE / DOCUMENT NUMBER		18. ESTIMATED NO OF PAGES	19. ESTIMATED PRICE	15. TOTAL	<b>2</b>

<b>CONTRACT DATA REQUIREMENTS LIST (1 DATA ITEM)</b>					
A. SYSTEM / ITEM <b>Land C4ISR Sustainment Contract</b>			B. CONTRACT / RFP NUMBER		
C. SOW IDENTIFIER		D. DATA CATEGORY <b>Management Data</b>		E. CONTRACTOR	
1. ITEM NUMBER <b>100.003</b>		2. TITLE OR DESCRIPTION OF DATA <b>Meeting Agenda</b>		3. SUBTITLE	
4. AUTHORITY (DID Number) <b>100.003</b>		5. CONTRACT REFERENCE		6. REQUIRING OFFICE <b>DLCSPM</b>	
7. INSPECTION <b>DD</b>	9. INPUT	10. FREQUENCY <b>ASREQ</b>	12. DATE OF 1st SUBMISSION <b>See Block 16</b>	14. DISTRIBUTION and ADDRESSEES	
8. APP CODE <b>A</b>		11. AS OF DATE	13. DATE OF SUBSEQUENT SUBMISSION / EVENT	a. ADDRESS	b. COPIES
16. REMARKS  Block 12. The Meeting Agenda must be submitted for review no later than seven (7) days prior to each meeting.  Comments on the Meeting Agenda, including additions or deletions of discussion items, may be provided by Canada.  Block 13. The revised Meeting Agenda addressing Canada's comments must be submitted for acceptance within three working days of receipt of comments.				INITIAL	FINAL
				Soft Copy	Soft Copy
			<b>PSPC</b>	<b>1</b>	<b>1</b>
			<b>DLCSPM</b>	<b>1</b>	<b>1</b>
PREPARED BY		DATE	APPROVED BY		
17. CONTRACT FILE / DOCUMENT NUMBER		18. ESTIMATED NO OF PAGES	19. ESTIMATED PRICE	15. TOTAL	
				<b>2</b>	<b>2</b>

<b>CONTRACT DATA REQUIREMENTS LIST (1 DATA ITEM)</b>					
A. SYSTEM / ITEM <b>Land C4ISR Sustainment Contract</b>			B. CONTRACT / RFP NUMBER		
C. SOW IDENTIFIER		D. DATA CATEGORY <b>Management Data</b>		E. CONTRACTOR	
1. ITEM NUMBER <b>100.004</b>		2. TITLE OR DESCRIPTION OF DATA <b>Meeting Minutes</b>		3. SUBTITLE	
4. AUTHORITY (DID Number) <b>100.004</b>		5. CONTRACT REFERENCE		6. REQUIRING OFFICE <b>DLCSPM</b>	
7. INSPECTION <b>DD</b>	9. INPUT	10. FREQUENCY <b>ASREQ</b>	12. DATE OF 1st SUBMISSION <b>See Block 16</b>	14. DISTRIBUTION and ADDRESSEES	
8. APP CODE <b>A</b>		11. AS OF DATE	13. DATE OF SUBSEQUENT SUBMISSION / EVENT	a. ADDRESS	b. COPIES
16. REMARKS  Block 12. Minutes must be submitted for review within seven (7) days following each meeting.  Comments on the Meeting Minutes may be provided by Canada.  Block 13. Revised meeting minutes addressing Canada's comments must be submitted for approval within three working days of receipt of comments.				INITIAL	FINAL
				Soft Copy	Soft Copy
			<b>PSPC</b>	<b>1</b>	<b>1</b>
			<b>DLCSPM</b>	<b>1</b>	<b>1</b>
PREPARED BY		DATE	APPROVED BY		
17. CONTRACT FILE / DOCUMENT NUMBER		18. ESTIMATED NO OF PAGES	19. ESTIMATED PRICE	15. TOTAL	
				<b>2</b>	<b>2</b>

CONTRACT DATA REQUIREMENTS LIST (1 DATA ITEM)						
A. SYSTEM / ITEM Land C4ISR Sustainment Contract				B. CONTRACT / RFP NUMBER		
C. SOW IDENTIFIER		D. DATA CATEGORY Management Data		E. CONTRACTOR		
1. ITEM NUMBER 100.005		2. TITLE OR DESCRIPTION OF DATA Canada Owned Resources Management Report		3. SUBTITLE		
4. AUTHORITY (DID Number) 100.005		5. CONTRACT REFERENCE		6. REQUIRING OFFICE DLCSPM		
7. INSPECTION DD	9. INPUT	10. FREQUENCY ASREQ	12. DATE OF 1st SUBMISSION 1 MACA	14. DISTRIBUTION and ADDRESSEES		
8. APP CODE A See Block 16		11. AS OF DATE	13. DATE OF SUBSEQUENT SUBMISSION / EVENT EOM Rv	a. ADDRESS	b. COPIES	
16. REMARKS  Block 8: The Contractor's format is subject to approval by Canada. The contractor must submit the format to Canada for approval twenty-one (21) days before the first report is due. Canada may provide direction on the format for incorporation by the contractor. Changes to the format must apply to all deliveries at least twenty-one (21) days after Canada provides such direction.					INITIAL	FINAL
					Soft Copy	Soft Copy
				DLCSPM		1
PREPARED BY		DATE	APPROVED BY			
17. CONTRACT FILE / DOCUMENT NUMBER		18. ESTIMATED NO OF PAGES	19. ESTIMATED PRICE	15. TOTAL	0	1

CONTRACT DATA REQUIREMENTS LIST (1 DATA ITEM)						
A. SYSTEM / ITEM Land C4ISR Sustainment Contract				B. CONTRACT / RFP NUMBER		
C. SOW IDENTIFIER		D. DATA CATEGORY Management Data		E. CONTRACTOR		
1. ITEM NUMBER 100.006		2. TITLE OR DESCRIPTION OF DATA Task closure Report		3. SUBTITLE		
4. AUTHORITY (DID Number) 100.006		5. CONTRACT REFERENCE		6. REQUIRING OFFICE DLCSPM		
7. INSPECTION DD	9. INPUT	10. FREQUENCY ASREQ	12. DATE OF 1st SUBMISSION See Block 16	14. DISTRIBUTION and ADDRESSEES		
8. APP CODE A		11. AS OF DATE	13. DATE OF SUBSEQUENT SUBMISSION / EVENT	a. ADDRESS	b. COPIES	
16. REMARKS  Block 8: The Contractor's format is subject to approval by Canada. The contractor must submit the format to Canada for approval twenty-one (21) days before the first report is due. Canada may provide direction on the format for incorporation by the contractor. Changes to the format must apply to all deliveries at least twenty-one (21) after Canada provides such direction.  Block 12. The initial report must be delivered at task closure unless otherwise specified in the tasking.  Canada's comments will typically be provided within twenty-one (21) days of receipt of the initial report.  Block 13. The Contractor must update the report within fourteen (14) days of receipt of comments.					INITIAL	FINAL
					Soft Copy	Soft Copy
				DLCSPM	1	1
PREPARED BY		DATE	APPROVED BY			
17. CONTRACT FILE / DOCUMENT NUMBER		18. ESTIMATED NO OF PAGES	19. ESTIMATED PRICE	15. TOTAL	1	1

<b>CONTRACT DATA REQUIREMENTS LIST (1 DATA ITEM)</b>						
A. SYSTEM / ITEM Land C4ISR Sustainment Contract				B. CONTRACT / RFP NUMBER		
C. SOW IDENTIFIER		D. DATA CATEGORY Engineering Management Data		E. CONTRACTOR		
1. ITEM NUMBER 200.001		2. TITLE OR DESCRIPTION OF DATA Systems Engineering Management Plan (SEMP)		3. SUBTITLE		
4. AUTHORITY (DID Number) 200.001		5. CONTRACT REFERENCE		6. REQUIRING OFFICE DLCSPM		
7. INSPECTION DD	9. INPUT	10. FREQUENCY ONE/R	12. DATE OF 1st SUBMISSION ATBID See Block 16	14. DISTRIBUTION and ADDRESSEES		
8. APP CODE A		11. AS OF DATE	13. DATE OF SUBSEQUENT SUBMISSION / EVENT See Block 16	a. ADDRESS	b. COPIES	
16. REMARKS Block 12. The initial SEMP must be the SEMP delivered with the Contractor's proposal. Block 13. Canada may provide comments or request changes on the SEMP for update. The contractor must update the SEMP within fourteen (14) days after receipt of comments. Further updates (to reflect changes to the project) must be reviewed at a PRM or any other meeting as specified by Canada; such proposed updates must be provided to DND at least fourteen (14) days before the PRM or any other meeting as specified by Canada where they will be reviewed. Canada may at its sole discretion accept, reject or direct changes to the SEMP.					INITIAL	FINAL
					Soft Copy	Soft Copy
				DLCSPM		1
PREPARED BY		DATE	APPROVED BY			
17. CONTRACT FILE / DOCUMENT NUMBER		18. ESTIMATED NO OF PAGES	19. ESTIMATED PRICE	15. TOTAL		1

CONTRACT DATA REQUIREMENTS LIST (1 DATA ITEM)						
A. SYSTEM / ITEM Land C4ISR Sustainment Contract				B. CONTRACT / RFP NUMBER		
C. SOW IDENTIFIER		D. DATA CATEGORY Systems Engineering		E. CONTRACTOR		
1. ITEM NUMBER 200.002		2. TITLE OR DESCRIPTION OF DATA Obsolescence Report		3. SUBTITLE		
4. AUTHORITY (DID Number) 200.002		5. CONTRACT REFERENCE		6. REQUIRING OFFICE DLCSPM		
7. INSPECTION N/A	9. INPUT	10. FREQUENCY ASGEN	12. DATE OF 1st SUBMISSION	14. DISTRIBUTION and ADDRESSEES		
8. APP CODE A See Block 16		11. AS OF DATE	13. DATE OF SUBSEQUENT SUBMISSION / EVENT	a. ADDRESS	b. COPIES	
16. REMARKS  Block 8: The Contractor's format is subject to approval by Canada. The contractor must submit the format to Canada for approval twenty-one (21) days before the first report is due. Canada may provide direction on the format for incorporation by the contractor. Changes to the format must apply to all deliveries at least twenty-one (21) days after Canada provides such direction.					INITIAL	FINAL
					Soft Copy	Soft Copy
				DLCSPM		1
PREPARED BY		DATE	APPROVED BY			
17. CONTRACT FILE / DOCUMENT NUMBER		18. ESTIMATED NO OF PAGES	19. ESTIMATED PRICE	15. TOTAL		
				0	1	

CONTRACT DATA REQUIREMENTS LIST (1 DATA ITEM)						
A. SYSTEM / ITEM Land C4ISR Sustainment Contract				B. CONTRACT / RFP NUMBER W8486-184104		
C. SOW IDENTIFIER		D. DATA CATEGORY Management Data		E. CONTRACTOR		
1. ITEM NUMBER 300.001		2. TITLE OR DESCRIPTION OF DATA Integrated Logistics Support Plan (ILSP)		3. SUBTITLE		
4. AUTHORITY (DID Number) 300.001		5. CONTRACT REFERENCE		6. REQUIRING OFFICE DLCSPM		
7. INSPECTION DD	9. INPUT	10. FREQUENCY ONE/R	12. DATE OF 1st SUBMISSION ATBID See Block 16	14. DISTRIBUTION and ADDRESSEES		
8. APP CODE A		11. AS OF DATE	13. DATE OF SUBSEQUENT SUBMISSION / EVENT See Block 16	a. ADDRESS	b. COPIES	
16. REMARKS  Block 12. The initial ILSP must be the ILSP must be submitted by the Contractor after Contract award.  Block 13. Canada may provide comments on the ILSP for update. The Contractor must update the ILSP within fourteen (14) days after receipt of comments.  Further updates (to reflect changes to the project) must be reviewed at a PRM or any other meeting as specified by Canada; such proposed updates must be provided to Canada at least fourteen (14) days before the PRM or any other meeting as specified by Canada where they will be reviewed. Canada may at its sole discretion accept, reject or direct changes to the ILSP.					INITIAL	FINAL
				PSPC		1
				DLCSPM		1
PREPARED BY		DATE	APPROVED BY			
17. CONTRACT FILE / DOCUMENT NUMBER		18. ESTIMATED NO OF PAGES	19. ESTIMATED PRICE	15. TOTAL	0	2

CONTRACT DATA REQUIREMENTS LIST (1 DATA ITEM)						
A. SYSTEM / ITEM Land C4ISR Sustainment Contract				B. CONTRACT / RFP NUMBER		
C. SOW IDENTIFIER		D. DATA CATEGORY Management Data		E. CONTRACTOR		
1. ITEM NUMBER 400.001		2. TITLE OR DESCRIPTION OF DATA Configuration Management and Data Management Plan (CM-DM Plan)		3. SUBTITLE		
4. AUTHORITY (DID Number) 400.001		5. CONTRACT REFERENCE		6. REQUIRING OFFICE DLCSPM		
7. INSPECTION DD	9. INPUT	10. FREQUENCY ONE/R	12. DATE OF 1st SUBMISSION ATBID See Block 16	14. DISTRIBUTION and ADDRESSEES		
8. APP CODE A		11. AS OF DATE	13. DATE OF SUBSEQUENT SUBMISSION / EVENT See Block 16	a. ADDRESS	b. COPIES	
16. REMARKS  Block 12. The initial CM-DM Plan must be the CM-DM Plan must be submitted by the Contractor after Contract award.  Block 13. Canada may provide comments on the CM-DM Plan for update. The Contractor must update the CM-DM Plan within fourteen (14) days after receipt of comments.  Further updates (to reflect changes to the project) must be reviewed at a PRM; such proposed updates must be provided to Canada at least fourteen (14) days before the PRM where they will be reviewed. Canada may at its sole discretion accept, reject or direct changes to the CM-DM Plan.					INITIAL	FINAL
					Soft Copy	Soft Copy
				PSPC		1
				DLCSPM		1
PREPARED BY		DATE	APPROVED BY			
17. CONTRACT FILE / DOCUMENT NUMBER		18. ESTIMATED NO OF PAGES	19. ESTIMATED PRICE	15. TOTAL	0	2

CONTRACT DATA REQUIREMENTS LIST (1 DATA ITEM)						
A. SYSTEM / ITEM <b>Land C4ISR Sustainment Contract</b>				B. CONTRACT / RFP NUMBER		
C. SOW IDENTIFIER		D. DATA CATEGORY <b>Management Data</b>		E. CONTRACTOR		
1. ITEM NUMBER <b>400.002</b>		2. TITLE OR DESCRIPTION OF DATA <b>Quality Management Plan (QMP)</b>		3. SUBTITLE		
4. AUTHORITY (DID Number) <b>400.002</b>		5. CONTRACT REFERENCE		6. REQUIRING OFFICE <b>DLCSPM</b>		
7. INSPECTION <b>DD</b>	9. INPUT	10. FREQUENCY <b>ONE/R</b>	12. DATE OF 1st SUBMISSION <b>ATBID See Block 16</b>	14. DISTRIBUTION and ADDRESSEES		
8. APP CODE <b>A</b>		11. AS OF DATE	13. DATE OF SUBSEQUENT SUBMISSION / EVENT <b>See Block 16</b>	a. ADDRESS	b. COPIES	
16. REMARKS  Block 12. The initial QMP must be the QMP delivered with the Contractor's proposal.  Block 13. Canada may provide comments and request changes on the QMP for update. The contractor must update the QMP within fourteen (14) days after receipt of comments.  Further updates (to reflect changes to the project) must be reviewed at a PRM or any other meeting as specified by Canada; such proposed updates must be provided to Canada at least fourteen (14) days before the PRM or any other meeting as specified by Canada where they will be reviewed. Canada may at its sole discretion accept, reject or direct changes to the QMP.					INITIAL	FINAL
				<b>PSPC</b>		<b>1</b>
				<b>DLCSPM</b>		<b>1</b>
PREPARED BY		DATE	APPROVED BY			
17. CONTRACT FILE / DOCUMENT NUMBER		18. ESTIMATED NO OF PAGES	19. ESTIMATED PRICE	15. TOTAL	<b>0</b>	<b>2</b>

## 7 Data Item Descriptions

DATA ITEM DESCRIPTION		
1. TITLE  Project Management Plan (PMP)	2. IDENTIFICATION NUMBER  100.001	
3. DESCRIPTION  The PMP describes how the contractor will structure the organization, and implement and employ the integrated project management practices, processes, procedures and tools required to successfully manage the Land C4ISR Sustainment Contract and meet its contractual obligations.		
4. APPROVAL DATE	5. OFFICE OF PRIMARY INTEREST  DLCSPM	6. GIDEP APPLICABLE
7. APPLICATION / INTERRELATIONSHIP  7.1 The PMP is the highest-level plan for the project. All other plans are subordinate to the PMP.  7.2 The PMP has interrelationships with the DLCSPM-System Engineering Process (SEP) 2021 standard and System Engineering Management Plan (SEMP) provided by the contractor.		
8. ORIGINATOR	9. APPLICABLE FORMS	
10. PREPARATION INSTRUCTIONS  10.1 Format  The Contractor's own format is acceptable.  10.2 General  The plan must be an all-encompassing plan for the project. Where further detail for a section of the PMP is covered by a subordinate plan, the PMP will present an overview in the PMP section of the material specified in these preparation instructions and reference the subordinate plan.  10.3 Content  The plan must include the following information:  a. Introduction. Introduces the plan including scope, purpose, and maintenance of the plan.  b. Applicable Documents. Identifies all documents applicable to this plan including, as a minimum, other CDRL items, MIL-STDs, CFTO's, etc., including identifier, title, version number and date of issue.  c. Approach. Presents an overview of the project management organization, methodology and processes		

that integrates project planning, directing, monitoring and reporting. As a minimum, this plan must contain the following:

- (1) Organization breakdown structure and interfaces;
- (2) Establishment and maintenance of Project management monitoring and control;
- (3) Establishment and maintenance of task management control;
- (4) Establishment and maintenance of risk management control;
- (5) Establishment and maintenance of a quality management system;
- (6) Establishment and maintenance of Canada owned resource (including controlled goods) management control;
- (7) Establishment of a resource and facilities activation plan;
- (8) Establishment and maintenance of security management control;
- (9) Establishment and maintenance of engineering management control;
- (10) Establishment and maintenance of configuration management control;
- (11) Establishment and maintenance of data management control; and
- (12) Establishment and maintenance of quality management control.

#### 10.4 Organizational Breakdown Structure (OBS) and Interfaces.

The PMP must provide a hierarchical diagram of the Contractor Land C4ISR Sustainment program organization to the cost account manager level. As a minimum the OBS must be decomposed to the Land C4ISR Sustainment core work and task managers.

For each position, the PMP must identify the name and the function of the incumbent and proposed personnel. In addition, it must provide a description of the responsibilities, authorities and reporting lines of the Contractor's Core Work Personnel (CWP), its Key Personnel within the CWP, as well as other team members, resources, and sub-contractors to provide Additional Work Requirements.

The PMP must describe the Contractor's approach, processes and procedures to interface with Canada and the Contractor's Subcontractors. At a minimum, topics must include:

- a. Interactions with Canada:
  - (1) Types of interactions,
  - (2) Reports,
  - (3) Meetings,
  - (4) Concerns and comments,
  - (5) ~~Orientations and instructions,~~
  - (6) Official correspondence,
  - (7) Exchange techniques,

- (8) Unimpeded access to all related work, personnel and data to Canada,
- (9) Bridging and support to Canada.

b. Interactions with Sub-Contractors:

- (1) Project Management,
- (2) Monitoring and control of performance, costs and schedule,
- (3) Quality Management,
- (4) Contracts,
- (5) Problem reporting and resolution,
- (6) Risk management.

10.5 Project Management Monitoring & Control

10.5.1 General

This subsection refers to the description of the organization, management and procedures of the Contractor's Management Control System (MCS) that the contractor has, or will have, in place to manage the Contract, in accordance with this DID.

The Contractor must describe how their Management Control System (MCS) is used to coordinate and integrate project data and information that relates to the planned performance of the work, the actual performance and the variances. The Contractor must explain how it spans issues of schedule, cost and performance and defines the vehicle, which will allow Canada visibility into approved Land C4ISR Sustainment information.

The MCS description must incorporate the following:

- a. A narrative description of the management policies, processes and procedures used for project planning and control including organization, planning and budgeting, scheduling, cost accumulation, human resource management, baseline control, status of progress, variance analysis and reporting; and
- b. A narrative description describing how the progress report data is developed, analyzed, updated, and approved for release including any associated selection criteria.

10.5.2 Subcontractor Flow-Down.

The Contractor must describe its plans for flow down of MCS reporting requirements to subcontractors, including the process for analyzing and incorporating subcontractor problem and risk management data.

10.5.3 Project Management Problem Reporting and Resolution.

The Contractor must describe the tools, processes and procedures proposed to identify, record, analyze and resolve problems both internal and external to the Contractor's project office. The proposed level of access to be provided to Canada, including entry of new problems or resolution to existing problems, must be addressed.

The interface and interaction with the risk management processes, as defined hereunder must be described.

#### 10.5.4 Directing, Monitoring, Controlling and Reporting.

The Contractor must propose approach for external and internal reviews.

As a minimum, the following topics must be addressed:

- a. Formal progress reporting;
- b. Progress review meetings; and
- c. Core Work activities and management

#### 10.6 Additional Work Requirements Activities and Management

The Contractor must present its processes and procedures to support the initiation, planning, estimating, staffing, executing, controlling, reviewing, evaluating and closing & delivering Land C4ISR Sustainment tasks in accordance with Canada's DND 626 task authorization procedure.

The Contractor's task authorization procedures must be described for work authorization within the Contractor's organization and for subcontracted work.

#### 10.7 Risk Management Control

This subsection must: define the procedures and methods to be used in identifying, analyzing and evaluating extraordinary risk, describe the processes to be used in the early prediction of potential problem areas, and describe the procedures and assigned responsibilities for risk mitigation and problem resolution.

Risks may be controllable or uncontrollable within the project work; however, it is essential that all extraordinary risks, whether controllable or uncontrollable, be identified and tracked. Controllable risks must be managed. Contingency Plans must be made for dealing with uncontrollable risk.

#### 10.8 Quality Management

This subsection is the high-level Quality Management Plan and must explain how the quality aspects of programs, products and services are managed in the Contractor's organization and must include the following:

- a. A definition of the organizational quality management policies and procedures;
- b. A definition of the organizational quality goals and objectives;
- c. A definition of the accountability and authority for quality management;
- d. Identification of how the status of customer satisfaction is monitored; and
- e. Identification of the action taken when quality goals are not achieved.

#### 10.9 Government Furnished Resources Management

This subsection must identify the procedures and methods employed by the Contractor to accept, track and manage internally and through their subcontractors, Government property made available to the Contractor by

Canada for use on the Land C4ISR Sustainment Contract.

The description must explain how the controlled goods will be managed and must include the following:

- a. Identification of how the Contractor will ensure that all staff, including that of any Subcontractor, is qualified to carry out the work in compliance with all applicable international and federal controlled goods laws and regulations;
- b. Identification of how the Contractor will ensure that all Work, including the Work of any Subcontractor, is performed in compliance with all applicable international, and federal controlled goods laws and regulations; and

- c. Describe how the Contractor acquires and maintains software licenses of Land C4ISR system elements to support the engineering processes.

#### 10.10 Contractor resource and infrastructure Management Plan

This subsection must identify the approach to establishing and certifying all elements of the required facilities and critical resources in order to ensure the timely execution of work at contract award and to support the timely certification and commissioning of proposed facilities.

This must include:

- a. The plan for certification and commissioning of infrastructure;
- b. A description of onboarding of Core Work Personnel ;
- c. The process and performance measures that will be used to report on and monitor progress.
- d. Mobilization and availability of Core Work Personnel after Contract award; and

#### 10.11 Security Management

This subsection must define the procedures and methods employed by the Contractor to manage the security aspects of the contract including:

- a. Gaining necessary security clearance for new employees;
- b. Physical security of the facilities under Contractor management; and
- c. Electronic security of data, computers and networked resources.

#### 10.12 Overview of Subordinate Plans

<b>DATA ITEM DESCRIPTION</b>		
1. TITLE  Monthly Progress Report	2. IDENTIFICATION NUMBER  100.002	
3. DESCRIPTION  The purpose of the report is to:  <ul style="list-style-type: none"> <li>a. Monitor overall Land C4ISR Sustainment Services Contract performance and task activities;</li> <li>b. Provide the customer (Contract Authority (CA), Procurement Authority (PA), and Technical Authority (TA) with the information necessary to evaluate the progress of the activities; and</li> <li>c. Communicate to the customer any contract or task related concerns and risks identified by the Contractor that might affect either meeting the contract requirements or the performance and system integrity of the Land C4ISR Capability.</li> </ul>		
4. APPROVAL DATE	5. OFFICE OF PRIMARY INTEREST  DLCSPM	6. GIDEP APPLICABLE  N/A
7. APPLICATION / INTERRELATIONSHIP		
8. ORIGINATOR	9. APPLICABLE FORMS	
10. PREPARATION INSTRUCTIONS  <p>10.1 Format</p> <p>The Contractor's own format is acceptable.</p> <p>10.2 Content</p> <p>Progress Reports must include the following information:</p> <p>An executive summary that describes significant elements of the report.</p> <p>Progress Status. An update of progress status for management services, engineering services and tasks.</p> <p>Program Invoice Status report, which identifies for each element of core work and tasks;</p> <ul style="list-style-type: none"> <li>a. Task Number;</li> <li>b. Task Title;</li> <li>c. Total Task Value;</li> <li>d. Billing for this reporting period;</li> <li>e. Previous Total Billing;</li> <li>f. Total Billing to Date; and</li> <li>g. Remaining % Level of Effort.</li> </ul> <p>Project Management Status</p> <ul style="list-style-type: none"> <li>a. Planned Expenditure</li> <li>b. Performance measures status report</li> <li>c. Risk status report.</li> </ul>		

<b>DATA ITEM DESCRIPTION</b>		
1. TITLE  Meeting Agenda	2. IDENTIFICATION NUMBER  100.003	
3. DESCRIPTION  Meeting Agendas set forth the venue and identify the discussion items to be covered at meetings		
4. APPROVAL DATE	5. OFFICE OF PRIMARY INTEREST  DLCSPM	6. GIDEP APPLICABLE  N/A
7. APPLICATION / INTERRELATIONSHIP  This DID integrates with the DID - Meeting Minutes.		
8. ORIGINATOR  DLCSPM	9. APPLICABLE FORMS  N/A	
10. PREPARATION INSTRUCTIONS		
<p>10.1 Format. The Contractor's own format is acceptable</p> <p>10.2 The agenda must address the following:</p> <ul style="list-style-type: none"> <li>a. The scope, purpose and objectives of the meeting;</li> <li>b. Time, date and location;</li> <li>c. Suggested attendees (Contractor, Canada and others);</li> <li>d. Need for any Canada documentation to be presented at the meeting; and</li> <li>e. Security classification of the meeting.</li> </ul> <p>10.3 The following must be the standard agenda items with appropriate details relevant to the specific meeting:</p> <ul style="list-style-type: none"> <li>a. Agenda review;</li> <li>b. Review report items;</li> <li>c. Review meeting action item status;</li> <li>d. Other agenda items;</li> <li>e. New subjects introduced by members of the meeting; and</li> <li>f. Action item generation.</li> </ul> <p>10.4 Special requirements. This section must detail the requirement for visit clearances, security arrangements, facilities, and any other pertinent information.</p>		

<b>DATA ITEM DESCRIPTION</b>		
1. TITLE  Meeting Minutes	2. IDENTIFICATION NUMBER  100.004	
3. DESCRIPTION  Meeting Minutes consist of the detailed records of proceedings, discussions, decisions and action items from a meeting.		
4. APPROVAL DATE	5. OFFICE OF PRIMARY INTEREST	6. GIDEP APPLICABLE
7. APPLICATION / INTERRELATIONSHIP  This DID integrates with DID 100.003 - Meeting Agenda.		
8. ORIGINATOR  DLCSPM	9. APPLICABLE FORMS  N/A	
10. PREPARATION INSTRUCTIONS  10.1 Format  The Contractor's own format is acceptable.  10.2 Content  The minutes of meetings must be presented in the following sections:  a. General - including meeting identification number, purpose, date, time and location; b. Attendees, including their title and responsibility; c. Discussion Items - Including a summary record of proceedings, discussions, decisions, information addressees, action addressees and action completion date, for each item. All agenda items must be covered; d. Next Venue (if applicable); and e. Signatures of the Contractor Authority and DND Technical Authority (TA) or their delegates as may be appropriate for the specific meeting.		

<b>DATA ITEM DESCRIPTION</b>		
1. TITLE Canada Owned Resource Utilization & Status Report	2. IDENTIFICATION NUMBER 100.005	
3. DESCRIPTION The Canada Owned Resource Utilization Status Report provides the status of Government Furnished Information (GFI), Government Furnished Equipment (GFE) and Government furnished Vehicles (GFV) that are provided by Canada to the Contractor, for use on the Contract.		
4. APPROVAL DATE	5. OFFICE OF PRIMARY INTEREST DLCSPM	6. GIDEP APPLICABLE N/A
7. APPLICATION / INTERRELATIONSHIP		
8. ORIGINATOR DLCSPM	9. APPLICABLE FORMS N/A	
10. PREPARATION INSTRUCTIONS  10.1      Format  The Canada Owned Resource Utilization Report must be prepared in the Contractor's format.  10.2      Content  The report must provide an inventory of Government Furnished Information (GFI), Government Furnished Equipment (GFE) and Government Furnished Vehicles (GFV) issued to the Contractor and to Subcontractors.  The report must include, as a minimum, the following information for each item in the Contractor's (and Subcontractor's) possession:  <ul style="list-style-type: none"> <li>a. Item name – e.g. Land C4ISR Checkout Cell Laptop;</li> <li>b. Item Description – e.g. Toshiba Tecra S3 Laptop (Model PTS30C-MT501E) w/power transformer;</li> <li>c. Serial / Registration / License Key or Media Number;</li> <li>d. Contractor/Subcontractor assigned Asset Number;</li> <li>e. NATO Stock Number (where applicable);</li> <li>f. Location (Present location of item);</li> <li>g. Cost (if purchased by the Contractor/Subcontractor on DNDs behalf); and</li> <li>h. Use/Comments.</li> </ul>		

<b>DATA ITEM DESCRIPTION</b>		
1. TITLE  Task Closure Report	2. IDENTIFICATION NUMBER  100.006	
3. DESCRIPTION  This report is the final deliverable for each task and documents activity, results and lessons learned.		
4. APPROVAL DATE	5. OFFICE OF PRIMARY INTEREST  DLCPSM Program Control Office	6. GIDEP APPLICABLE  N/A
7. APPLICATION / INTERRELATIONSHIP  The task closure report is delivered when the task is closed.		
8. ORIGINATOR  DLCPSM	9. APPLICABLE FORMS  N/A	
10. PREPARATION INSTRUCTIONS  10.1 Format  The Contractor's own format is acceptable.  10.2 Content  The task closure report must contain the following as a minimum:  a. Timeline – start and finish dates for the task including major milestones; b. Costs – Actual task cost and forecast at task initiation; c. Work Summary – a brief description of the work; d. Accomplishments – major accomplishment of the task; e. Lessons Learned; and f. Issues/outstanding items.		

DATA ITEM DESCRIPTION		
1. TITLE Systems Engineering Management Plan	2. IDENTIFICATION NUMBER 200.001	
3. DESCRIPTION The Systems Engineering Management Plan (SEMP) describes the Contractor's plans and processes for scheduling, planning, organizing, directing, conducting, controlling and coordinating all engineering efforts under the contract and sets forth the Contractor's engineering plan.		
4. APPROVAL DATE	5. OFFICE OF PRIMARY INTEREST DLCPSM	6. GIDEP APPLICABLE
7. APPLICATION / INTERRELATIONSHIP The SEMP is a subordinate plan of the Contractor's PMP and Canada's SEP, and is interrelated with the Contractor's QMP.		
8. ORIGINATOR	9. APPLICABLE FORMS	

10. PREPARATION INSTRUCTIONS

10.1 Format

The Contractor's own format is acceptable.

10.2 Content

The SEMP must be in response to Canada's System Engineering Process (SEP). It must define how the Contractor will align the Contractor's engineering processes to Canada's Engineering Processes defined in Canada's SEP.

The SEMP must contain sufficient detail to allow DND to assess the Contractor's ability to carry out and manage the engineering of the contract.

The SEMP must contain as a minimum the following information aligned with the major headings of Canada's SEP:

- a. Introduction
- b. Organization
- c. Engineering Process Overview
- d. Governance and Management
- e. Roles and Responsibilities
- f. Engineering Process
- g. Integration Process
- h. Verification and Validation Process
- i. Detailed description of how the sustainment Contractor will interact with other sustainment Functional Groupings and stakeholders as outlined in Canada's SEP.

<b>DATA ITEM DESCRIPTION</b>		
1. TITLE  Obsolescence Management Report	2. IDENTIFICATION NUMBER  200.002	
3. DESCRIPTION  The Obsolescence report identifies for current and intended Land C4ISR elements, obsolescence related issues.		
4. APPROVAL DATE	5. OFFICE OF PRIMARY INTEREST  DLCSPM Technical Authority	6. GIDEP APPLICABLE  N/A
7. APPLICATION / INTERRELATIONSHIP		
8. ORIGINATOR  DLCSPM	9. APPLICABLE FORMS  N/A	
10. PREPARATION INSTRUCTIONS  10.1 Format  The contractor's own format is acceptable.  10.2 Content  The Obsolescence Management Report must identify the obsolescence issue for current and intended Land C4ISR elements.  The report must identify options to respond to the issue. Each option must present a complete analysis of the implications of proceeding with that option. Options can include lifetime purchases. The analysis must include (as applicable):		
<ul style="list-style-type: none"> <li>a. An assessment of the current technology capabilities and their suitability;</li> <li>b. Proposed obsolescence related technology insertion strategies which comply with the Land C4ISR Concept of Operations and minimize total life cycle costs;</li> <li>c. Identification, for each item and the system as a whole, optimal sparing and replacement predictions;</li> <li>d. A description of the processes that the Contractor will use to identify/forecast, track, mitigate and correct the impact of obsolescence on the Land C4ISR elements;</li> <li>e. The proposed processes that will be followed for the replacement of obsolete and unsupportable components;</li> <li>f. Identification of new personnel skill sets required;</li> <li>g. Identification of new process and maintenance requirements; and</li> <li>h. All associated costs.</li> </ul> <p>The cost included with each option must include all costs including Engineering, Configuration Management, Procurement, Technical Publications, Logistical Support and any other items identified in the analysis.</p>		

<b>DATA ITEM DESCRIPTION</b>		
1. TITLE  Integrated Logistics Support Plan (ILSP)	2. IDENTIFICATION NUMBER  300.001	
3. DESCRIPTION  This plan describes the Contractor's program for providing integrated logistics support services.		
4. APPROVAL DATE	5. OFFICE OF PRIMARY INTEREST  DLCSPM ILS	6. GIDEP APPLICABLE  N/A
7. APPLICATION / INTERRELATIONSHIP  7.1 The ILSP Plan supports the PMP.  7.2 The quality of the process and outcomes resulting from performing the activities described in the ILSP are assured by the process described in the QMP.  7.3 ILS activities in many cases provide the initial input into engineering investigations.		
8. ORIGINATOR  DLCPSM	9. APPLICABLE FORMS  N/A	
10. PREPARATION INSTRUCTIONS  10.1 Format  The Contractor's own format is acceptable.  10.2 General  The ILSP must describe how the contractor will conduct the Life-Cycle Materiel Management Support Services identified in the SOW.  The ILSP must as a minimum cover the following:  a. Repair and Overhaul Services; b. Obsolescence Management Support Services; c. Sparing Services including Parts Provisioning, Packaging, Handling, Storage and Transportation; d. Training Support; e. ILS Documentation; and f. Maintenance support.		

<b>DATA ITEM DESCRIPTION</b>		
1. TITLE  Configuration Management and Data Management (CM-DM) Plan	2. IDENTIFICATION NUMBER  400.001	
3. DESCRIPTION  3.1 This plan describes the Contractor's CM-DM program.  3.2 The CM-DM Plan describes how the Contractor will perform the CM-DM work specified in the SOW.		
4. APPROVAL DATE	5. OFFICE OF PRIMARY INTEREST  DLCSPM Technical Authority	6. GIDEP APPLICABLE  N/A
7. APPLICATION / INTERRELATIONSHIP  7.1 The CM-DM Plan supports the PMP, SEMP is supported by the QMP.  7.2 The quality of the process and outcomes resulting from performing the activities described in the CM-DM Plan, are assured by the process described in the QMP.		
8. ORIGINATOR  DLCPSM	9. APPLICABLE FORMS  N/A	
10. PREPARATION INSTRUCTIONS  10.1 Format  The Contractor's own format is acceptable.  10.2 General  The CM-DM Plan must comply with the CM plan requirements of ANSI/EIA 649.  The Contractor must consider the guidance of ISO 15846 for software configuration management in the preparation of the plan.  The CM-DM Plan must conform to the information items content requirements as follows:  a. Configuration Management Plan IAW ISO/IEC 15289. b. Documentation Plan IAW ISO/IEC 15289.  The CM-DM Plan must conform to planning requirements of ISO/IEC 12207.  The CM-DM Plan must conform with life cycle data and information items formats of ISO 15289 as specified in section 10 of this DID.  10.3 Specific content  The CM-DM Plan must define the policies and procedures to be used to configuration manage the functional and physical characteristics of Land C4ISR Capability Products, including interfaces and configuration identification documents, for the duration of Contract.		

<b>DATA ITEM DESCRIPTION</b>		
1. TITLE  Quality Management Plan (QMP)	2. IDENTIFICATION NUMBER  400.002	
4. DESCRIPTION  4.1 This plan describes the Contractor's Quality Management program.  4.2 The QMP describes how the Contractor will perform the quality management work specified in the SOW.		
4. APPROVAL DATE	5. OFFICE OF PRIMARY INTEREST  DLCSPM Technical Authority	6. GIDEP APPLICABLE  N/A
7. APPLICATION / INTERRELATIONSHIP  7.1 The QMP is subordinate to PMP, and supports the SEMP, ILS and the CM-DM Plan.  7.2 The quality of the process and outcomes resulting from performing the activities described in the QMP, are assured by the process described in the QMP.		
8. ORIGINATOR  DLCPSM	9. APPLICABLE FORMS  N/A	
10. PREPARATION INSTRUCTIONS  10.1 Format  The Contractor's own format is acceptable.  10.2 General  The QMP must conform to the generic content guidelines for plans of ISO/IEC 9001:2015 Ed 5.  The process descriptions or referenced by the QMP must conform to the generic content guidelines for procedures of ISO/IEC 9001:2015 Ed 5.  10.3 Specific content  The QMP must describe the organizational structure, the training, roles and responsibilities assigned to perform product and process QM work in all areas of work of the SOW.  The QMP must describe the processes, the tools and techniques used to perform QA on Land C4 ISR product and processes.  The QMP must describe the processes, the tools and techniques used to perform QC on Land C4ISR product and processes.  The QMP must also describe the Contractor's approach to the continuous improvement of QMP throughout the life of the Contract.		

