



RETURN BIDS TO:

RETOURNER LES SOUMISSIONS À:

Bid Receiving - PWGSC / Réception des soumissions
→ TPSGC

11 Laurier St. / 11, rue Laurier

Place du Portage, Phase III

Core 0B2 / Noyau 0B2

Gatineau

Quebec

K1A 0S5

Bid Fax: (819) 997-9776

**SOLICITATION AMENDMENT
MODIFICATION DE L'INVITATION**

The referenced document is hereby revised; unless otherwise indicated, all other terms and conditions of the Solicitation remain the same.

Ce document est par la présente révisé; sauf indication contraire, les modalités de l'invitation demeurent les mêmes.

Comments - Commentaires

Vendor/Firm Name and Address

Raison sociale et adresse du
fournisseur/de l'entrepreneur

Issuing Office - Bureau de distribution

Detection, Simulation and Optical Systems Division
Place du Portage III, 8C2

11 rue Laurier Street

Gatineau

Quebec

K1A 0S5

Title - Sujet Désignateur de cible laser compact	
Solicitation No. - N° de l'invitation W6399-21LG21/A	Amendment No. - N° modif. 002
Client Reference No. - N° de référence du client W6399-21LG21	Date 2022-02-18
GETS Reference No. - N° de référence de SEAG PW-\$\$QT-012-28517	
File No. - N° de dossier 012qt.W6399-21LG21	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM Eastern Daylight Saving Time EDT on - le 2022-03-22 Heure Avancée de l'Est HAE	
F.O.B. - F.A.B.	
Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Rousselle, Raphaël	Buyer Id - Id de l'acheteur 012qt
Telephone No. - N° de téléphone (819) 664-8364 ()	FAX No. - N° de FAX () -
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction:	

Instructions: See Herein

Instructions: Voir aux présentes

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

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002
File No. - N° du dossier
012qt.W6399-21LG21

Buyer ID - Id de l'acheteur
012qt
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Solicitation Amendment 002 had been raised to extend the closing date, to add the Contract Security Program Application For Registration (AFR) form and to answer industry questions.

Updated documents attached.

- 1) Solicitation Closing Date has been extended to 22 March 2022
- 2) Contract Security Program Application For Registration (AFR) form (Attached)
- 3) Questions and Answers

QUESTIONS AND ANSWERS

Question 1: Our concern goes to the exceptionally short response period (just 3 weeks) to prepare a complex submission.

Answer: The response period will be extended to a total of 40 days.

Question 2: Would it be possible for you to sponsor our company to obtain the required Designated Organization Screening (DOS) through the Contract Security Program?

Answer: Starting September 1, 2021

- The CSP will only register suppliers that are participating in a federal government procurement process.
 - To sponsor a supplier for an organization security clearance or for an upgrade to their existing clearance, contracting departments will need to demonstrate with solid evidence that the supplier has bid on a tender, request for standing offer or request for supply arrangement with security requirements, or will be awarded a contract with security requirements.

Contract Security Program Application For Registration (AFR) was added to Solicitation Documents.

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- [Appendix 1 – ~~CLTD~~ Technical Specification](#)
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- [Appendix 3 – Data Item Description](#)
- [Appendix 4 – Contract End Items List](#)
- [Appendix 5 – Delivery Schedule](#)

List of Appendices to Annex B

- [Appendix 1 – Bidder's Financial Sheet](#)

List of Attachments

- [Attachment 1 – Contract Security Program Application for Registration](#)

PART 1 - GENERAL INFORMATION

1.1 Security Requirements

1. Before award of a contract, the following conditions must be met:
 - (a) the Bidder must hold a valid organization security clearance as indicated in Part 6 - Resulting Contract Clauses;
 - (b) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work sites must meet the security requirements as indicated in Part 6 - Resulting Contract Clauses;
 - (c) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;
 - (d) the Bidder's proposed location of work performance and document safeguarding must meet the security requirements as indicated in Part 6 - Resulting Contract Clauses;
 - (e) the Bidder must provide the addresses of proposed sites or premises of work performance and document safeguarding as indicated in Part 3 - Section IV Additional Information.
2. Bidders are reminded to obtain the required security clearance promptly. Any delay in the award of a contract to allow the successful Bidder to obtain the required clearance will be at the entire discretion of the Contracting Authority.
3. For additional information on security requirements, Bidders should refer to the [Contract Security Program](http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html) of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website.

1.2 Requirement

DND has a requirement for the acquisition of Compact Laser Targeting devices. This requirement includes the acquisition of 12 Compact Laser Marker Kit (CLM), 24 Compact Targeting Optic Kit (CTO), manuals, reports, Contract Data Requirements List (CDRL), training, and, on a as and when requested basis, spare parts.

The CLTD fleet will be used in all operations; from responding to a major terrorist attack to participating in the conduct of a major international operation for an extended period of time. Accordingly, the CLTD fleet will provide CAF specialists with a lightweight, compact ability to accurately identify, geo-locate and provide laser target marking to potential and known close air support targets for forces deployed worldwide in support of Counter Terrorism and High Value Task Operations.

The requirement is detailed under Annex 'A' Requirement of the resulting contract clauses.

1.3 Debriefings

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 or by telephone.

1.4 epost Connect service

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Bidders must use the epost Connect service provided by Canada Post Corporation to transmit their bid electronically. Bidders must refer to Part 2 entitled Bidder Instructions, and Part 3 entitled Bid Preparation Instructions, of the bid solicitation, for further information.

1.5 COVID-19 vaccination requirement

This requirement is subject to the COVID-19 Vaccination Policy for Supplier Personnel. Failure to complete and provide the COVID-19 Vaccination Requirement Certification as part of the bid will render the bid non-responsive.

1.6 Phased Bid Compliance Process

The Phased Bid Compliance Process applies to this requirement.

PART 2 - BIDDER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

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

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.

The [2003](#) (2020-05-28) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

2.2 Submission of Bids

Bids must be submitted only to Public Works and Government Services Canada (PWGSC) Bid Receiving Unit by the date, time and place indicated in the bid solicitation.

The email address for the Bid Receiving Unit is:

tpsgc.dgareceptiondessomissions-abbidreceiving.pwgsc@tpsgc-pwgsc.gc.ca

Note: Bids will not be accepted if emailed directly to this email address. This email address is to be used to open an epost Connect conversation, as detailed in Standard Instructions [2003](#), or to send bids through an epost Connect message if the bidder is using its own licensing agreement for epost Connect.

Due to the nature of the bid solicitation, bids transmitted by facsimile to PWGSC will not be accepted.

2.3 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than ten (10) calendar days before the bid closing date. Enquiries received after that time may not be answered.

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

Any resulting contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario.

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.

2.5 Bid Challenge and Recourse Mechanisms

- (a) Several mechanisms are available to potential suppliers to challenge aspects of the procurement process up to and including contract award.
- (b) Canada encourages suppliers to first bring their concerns to the attention of the Contracting Authority. Canada's [Buy and Sell](#) website, under the heading "[Bid Challenge and Recourse Mechanisms](#)" contains information on potential complaint bodies such as:
- Office of the Procurement Ombudsman (OPO)
 - Canadian International Trade Tribunal (CITT)
- (c) Suppliers should note that there are **strict deadlines** for filing complaints, and the time periods vary depending on the complaint body in question. Suppliers should therefore act quickly when they want to challenge any aspect of the procurement process.

2.6 Financial Capability

SACC Manual Clause [A9033T](#) (2012-07-16), Financial Capability

PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

- The Bidder must submit its bid electronically, Canada requests that the Bidder submits its bid in accordance with section 08 of the 2003 standard instructions. The epost Connect system has a limit of 1GB per single message posted and a limit of 20GB per conversation.

The bid must be gathered per section (one PDF per section, if possible) and separated as follows:

Section I: Technical Bid
Section II: Financial Bid
Section III: Certifications
Section IV: Additional Information

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

Section I: Technical Bid

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

Section II: Financial Bid

Bidders must submit their financial bid in accordance with the Basis of Payment.

3.1.1 Electronic Payment of Invoices – Bid

If you are willing to accept payment of invoices by Electronic Payment Instruments, complete Annex “D” Electronic Payment Instruments, to identify which ones are accepted.

If Annex “D” Electronic Payment Instruments is not completed, it will be considered as if Electronic Payment Instruments are not being accepted for payment of invoices.

Acceptance of Electronic Payment Instruments will not be considered as an evaluation criterion.

3.1.2 Exchange Rate Fluctuation

SACC Manual Clause [C3011T](#) (2013-11-06), Exchange Rate Fluctuation

3.1.3 SACC Manual Clauses

Section III: Certifications

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

Section IV: Additional Information

3.1.4 Bidder’s Proposed Sites or Premises Requiring Safeguarding Measures

- ##### **3.1.4.1**
- As indicated in Part 1 under Security Requirements, the Bidder must provide the full addresses of the Bidder’s and proposed individuals sites or premises for which safeguarding measures are required for Work Performance:

Street Number / Street Name, Unit / Suite / Apartment Number
City, Province, Territory / State
Postal Code / Zip Code

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Country

- 3.1.4.2** The Company Security Officer must ensure through the [Contract Security Program](#) that the Contractor and individuals hold a valid security clearance at the required level, as indicated in Part 1, clause 1.1, Security Requirements.

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.
- (c) Canada will use the Phased Bid Compliance Process described below.

4.1.1 Phased Bid Compliance Process

4.1.1.1 (2018-07-19) General

- (a) Canada is conducting the PBCP described below for this requirement.
- (b) Notwithstanding any review by Canada at Phase I or II of the PBCP, Bidders are and will remain solely responsible for the accuracy, consistency and completeness of their Bids and Canada does not undertake, by reason of this review, any obligations or responsibility for identifying any or all errors or omissions in Bids or in responses by a Bidder to any communication from Canada.

THE BIDDER ACKNOWLEDGES THAT THE REVIEWS IN PHASE I AND II OF THIS PBCP ARE PRELIMINARY AND DO NOT PRECLUDE A FINDING IN PHASE III THAT THE BID IS NON-RESPONSIVE, EVEN FOR MANDATORY

REQUIREMENTS WHICH WERE SUBJECT TO REVIEW IN PHASE I OR II AND NOTWITHSTANDING THAT THE BID HAD BEEN FOUND RESPONSIVE IN SUCH EARLIER PHASE. CANADA MAY DEEM A BID TO BE NON-RESPONSIVE TO A MANDATORY REQUIREMENT AT ANY PHASE.

THE BIDDER ALSO ACKNOWLEDGES THAT ITS RESPONSE TO A NOTICE OR A COMPLIANCE ASSESSMENT REPORT (CAR) (EACH DEFINED BELOW) IN PHASE I OR II MAY NOT BE SUCCESSFUL IN RENDERING ITS BID RESPONSIVE TO THE MANDATORY REQUIREMENTS THAT ARE THE SUBJECT OF THE NOTICE OR CAR, AND MAY RENDER ITS BID NON-RESPONSIVE TO OTHER MANDATORY REQUIREMENTS.

- (c) Canada may, in its discretion, request and accept at any time from a Bidder and consider as part of the Bid, any information to correct errors or deficiencies in the Bid that are clerical or administrative, such as, without limitation, failure to sign the Bid or any part or to checkmark a box in a form, or other failure of format or form or failure to acknowledge; failure to provide a procurement business number or contact information such as names, addresses and telephone numbers; inadvertent errors in numbers or calculations that do not change the amount the Bidder has specified as the price or of any component thereof that is subject to evaluation. This shall not limit Canada's right to request or accept any information after the bid solicitation closing in circumstances where the bid solicitation expressly provides for this right. The Bidder will have the time period specified in writing by Canada to provide the necessary documentation. Failure to meet this deadline will result in the Bid being declared non-responsive.
- (d) The PBCP does not limit Canada's rights under Standard Acquisition Clauses and Conditions (SACC) 2003 (2020-05-28) Standard Instructions – Goods or Services – Competitive Requirements nor Canada's right to request or accept any information during the solicitation period or after bid solicitation closing in circumstances where the bid solicitation expressly

provides for this right, or in the circumstances described in subsection (c).

- (e) Canada will send any Notice or CAR by any method Canada chooses, in its absolute discretion. The Bidder must submit its response by the method stipulated in the Notice or CAR. Responses are deemed to be received by Canada at the date and time they are delivered to Canada by the method and at the address specified in the Notice or CAR. An email response permitted by the Notice or CAR is deemed received by Canada on the date and time it is received in Canada's email inbox at Canada's email address specified in the Notice or CAR. A Notice or CAR sent by Canada to the Bidder at any address provided by the Bidder in or pursuant to the Bid is deemed received by the Bidder on the date it is sent by Canada. Canada is not responsible for late receipt by Canada of a response, however caused.

4.1.1.2 (2018-03-13) Phase I: Financial Bid

- (a) After the closing date and time of this bid solicitation, Canada will examine the Bid to determine whether it includes a Financial Bid and whether any Financial Bid includes all information required by the solicitation. Canada's review in Phase I will be limited to identifying whether any information that is required under the bid solicitation to be included in the Financial Bid is missing from the Financial Bid. This review will not assess whether the Financial Bid meets any standard or is responsive to all solicitation requirements.
- (b) Canada's review in Phase I will be performed by officials of the Department of Public Works and Government Services.
- (c) If Canada determines, in its absolute discretion that there is no Financial Bid or that the Financial Bid is missing all of the information required by the bid solicitation to be included in the Financial Bid, then the Bid will be considered non-responsive and will be given no further consideration.
- (d) For Bids other than those described in c), Canada will send a written notice to the Bidder ("Notice") identifying where the Financial Bid is missing information. A Bidder, whose Financial Bid has been found responsive to the requirements that are reviewed at Phase I, will not receive a Notice. Such Bidders shall not be entitled to submit any additional information in respect of their Financial Bid.
- (e) The Bidders who have been sent a Notice shall have the time period specified in the Notice (the "Remedy Period") to remedy the matters identified in the Notice by providing to Canada, in writing, additional information or clarification in response to the Notice. Responses received after the end of the Remedy Period will not be considered by Canada, except in circumstances and on terms expressly provided for in the Notice.
- (f) In its response to the Notice, the Bidder will be entitled to remedy only that part of its Financial Bid which is identified in the Notice. For instance, where the Notice states that a required line item has been left blank, only the missing information may be added to the Financial Bid, except that, in those instances where the addition of such information will necessarily result in a change to other calculations previously submitted in its Financial Bid, (for example, the calculation to determine a total price), such necessary adjustments shall be identified by the Bidder and only these adjustments shall be made. All submitted information must comply with the requirements of this solicitation.

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- (g) Any other changes to the Financial Bid submitted by the Bidder will be considered to be new information and will be disregarded. There will be no change permitted to any other Section of the Bidder's Bid. Information submitted in accordance with the requirements of this solicitation in response to the Notice will replace, in full, **only** that part of the original Financial Bid as is permitted above, and will be used for the remainder of the bid evaluation process.
- (h) Canada will determine whether the Financial Bid is responsive to the requirements reviewed at Phase I, considering such additional information or clarification as may have been provided by the Bidder in accordance with this Section. If the Financial Bid is not found responsive for the requirements reviewed at Phase I to the satisfaction of Canada, then the Bid shall be considered non-responsive and will receive no further consideration.
- (i) Only Bids found responsive to the requirements reviewed in Phase I to the satisfaction of Canada, will receive a Phase II review.

4.1.1.3 (2018-03-13) Phase II: Technical Bid

- (a) Canada's review at Phase II will be limited to a review of the Technical Bid to identify any instances where the Bidder has failed to meet any Eligible Mandatory Criterion. This review will not assess whether the Technical Bid meets any standard or is responsive to all solicitation requirements. Eligible Mandatory Criteria are all mandatory technical criteria that are identified in this solicitation as being subject to the PBCP. Mandatory technical criteria that are not identified in the solicitation as being subject to the PBCP, will not be evaluated until Phase III.
- (b) Canada will send a written notice to the Bidder (Compliance Assessment Report or "CAR") identifying any Eligible Mandatory Criteria that the Bid has failed to meet. A Bidder whose Bid has been found responsive to the requirements that are reviewed at Phase II will receive a CAR that states that its Bid has been found responsive to the requirements reviewed at Phase II. Such Bidder shall not be entitled to submit any response to the CAR.
- (c) A Bidder shall have the period specified in the CAR (the "Remedy Period") to remedy the failure to meet any Eligible Mandatory Criterion identified in the CAR by providing to Canada in writing additional or different information or clarification in response to the CAR. Responses received after the end of the Remedy Period will not be considered by Canada, except in circumstances and on terms expressly provided for in the CAR.
- (d) The Bidder's response must address only the Eligible Mandatory Criteria listed in the CAR as not having been achieved, and must include only such information as is necessary to achieve such compliance. Any additional

information provided by the Bidder which is not necessary to achieve such compliance will not be considered by Canada, except that, in those instances where such a response to the Eligible Mandatory Criteria specified in the CAR will necessarily result in a consequential change to other parts of the Bid, the Bidder shall identify such additional changes, provided that its response must not include any change to the Financial Bid.

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- (e) The Bidder's response to the CAR should identify in each case the Eligible Mandatory Criterion in the CAR to which it is responding, including identifying in the corresponding section of the original Bid, the wording of the proposed change to that section, and the wording and location in the Bid of any other consequential changes that necessarily result from such change. In respect of any such consequential change, the Bidder must include a rationale explaining why such consequential change is a necessary result of the change proposed to meet the Eligible Mandatory Criterion. It is not up to Canada to revise the Bidder's Bid, and failure of the Bidder to do so in accordance with this subparagraph is at the Bidder's own risk. All submitted information must comply with the requirements of this solicitation.
- (f) Any changes to the Bid submitted by the Bidder other than as permitted in this solicitation, will be considered to be new information and will be disregarded. Information submitted in accordance with the requirements of this solicitation in response to the CAR will replace, in full, **only** that part of the original Bid as is permitted in this Section.
- (g) Additional or different information submitted during Phase II permitted by this section will be considered as included in the Bid, but will be considered by Canada in the evaluation of the Bid at Phase II only for the purpose of determining whether the Bid meets the Eligible Mandatory Criteria. It will not be used at any Phase of the evaluation to increase any score that the original Bid would achieve without the benefit of such additional or different information. For instance, an Eligible Mandatory Criterion that requires a mandatory minimum number of points to achieve compliance will be assessed at Phase II to determine whether such mandatory minimum score would be achieved with such additional or different information submitted by the Bidder in response to the CAR. If so, the Bid will be considered responsive in respect of such Eligible Mandatory Criterion, and the additional or different information submitted by the Bidder shall bind the Bidder as part of its Bid, but the Bidder's original score, which was less than the mandatory minimum for such Eligible Mandatory Criterion, will not change, and it will be that original score that is used to calculate any score for the Bid
- (h) Canada will determine whether the Bid is responsive for the requirements reviewed at Phase II, considering such additional or different information or clarification as may have been provided by the Bidder in accordance with this Section. If the Bid is not found responsive for the requirements reviewed at Phase II to the satisfaction of Canada, then the Bid shall be considered non-responsive and will receive no further consideration.
- (i) Only Bids found responsive to the requirements reviewed in Phase II to the satisfaction of Canada, will receive a Phase III evaluation.

4.1.1.4 (2018-03-13) Phase III: Final Evaluation of the Bid

- (a) In Phase III, Canada will complete the evaluation of all Bids found responsive to the requirements reviewed at Phase II. Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria.
- (b) A Bid is non-responsive and will receive no further consideration if it does not meet all mandatory evaluation criteria of the solicitation.

4.1.2 Technical Evaluation

4.1.2.1 Mandatory Technical Criteria

The Phased Bid Compliance Process will apply to all mandatory technical criteria.

Mandatory criteria are assessed on a simple pass/fail basis. Bids that fail to meet any of the mandatory criteria will be considered non-responsive.

Evaluation Compliance Matrices (annex H) must be completed when providing an alternative item as per section "A1.2.1.1" and "A1.2.2.1" of the Requirement.

Evaluation Compliance Matrices (annex H) will be considered met when providing the CTAM Block 2 (Part Number: 16011-3000-02, CAGE Code: 1YWM6) as the Compact Laser Marker (CLM) component, and the JIM Compact (Part Number: JIMC3KT, CAGE Code: FAQ15) as the Compact Targeting Optic (CTO) component.

4.1.3 Financial Evaluation

SACC Manual Clause [A0220T](#) (2014-08-26), Evaluation of Price-Bid

4.2 Basis of Selection

4.2.1 Mandatory Technical Criteria

SACC Manual Clause [A0031T](#) (2010-08-16), Basis of Selection - Mandatory Technical Criteria

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

Bidders must provide the required certifications and additional information to be awarded a contract.

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.

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 Certifications Required with the Bid

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

5.1.1 Integrity Provisions - Declaration of Convicted Offences

In accordance with the Integrity Provisions of the Standard Instructions, all bidders must provide with their bid, **if applicable**, the 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.

5.1.2 Additional Certifications Required with the Bid

5.1.2.1 COVID-19 vaccination requirement certification

In accordance with the COVID-19 Vaccination Policy for Supplier Personnel, all Bidders must provide with their bid, the COVID-19 Vaccination Requirement Certification attached to this bid solicitation, to be given further consideration in this procurement process. This Certification incorporated into the bid solicitation on its closing date is incorporated into, and forms a binding part of any resulting Contract.

5.2 Certifications Precedent to Contract Award and Additional Information

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 provided will render the bid non-responsive.

5.2.1 Integrity Provisions – Required Documentation

In accordance with the section titled Information to be provided when bidding, contracting or entering into a real property 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.

5.2.2 Federal Contractors Program for Employment Equity - Bid Certification

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" list available at the bottom of the page of the [Employment and Social](#)

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[Development Canada \(ESDC\) - Labour's website \(https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#\)](https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#).

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.

Canada will also have the right to terminate the Contract for default if a Contractor, or any member of the Contractor if the Contractor is a Joint Venture, appears on the "[FCP Limited Eligibility to Bid](#)" list during the period of the Contract.

The Bidder must provide the Contracting Authority with a completed annex titled Federal Contractors Program for Employment Equity - Certification, before contract award. If the Bidder is a Joint Venture, the Bidder must provide the Contracting Authority with a completed annex Federal Contractors Program for Employment Equity - Certification, for each member of the Joint Venture.

5.3 Controlled Goods Program- Bid

SACC Manual clause A9130T (2019-11-28) Controlled Goods Program- Bid

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

6.1.1 The following security requirements (SRCL and related clauses provided by the Contract Security Program) apply and form part of the Contract.

1. The Contractor/Offeror must, at all times during the performance of the Contract, hold a valid Designated Organization Screening (DOS), with approved Document Safeguarding at the level of NATO RESTRICTED, issued by the Contract Security Program (CSP), Public Works and Government Services Canada (PWGSC).
2. The Contractor personnel requiring access to NATO RESTRICTED information or assets **must be citizens of a NATO member country or a permanent resident of Canada** and EACH hold a valid RELIABILITY STATUS or its equivalent, granted or approved by the appropriate delegated NATO Security Authority.
3. Processing of PROTECTED materiel electronically at the Contractor/Offeror's site is NOT permitted under this Contract/Standing Offer.
4. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of the CSP, PWGSC.
5. The Contractor/Offeror must comply with the provisions of the:
 - (a) Security Requirements Check List and security guide (if applicable), attached at Annex C;
 - (b) *Contract Security Manual* (Latest Edition).

6.1.2 Contractor's Sites or Premises Requiring Safeguarding Measures

6.1.2.1 Where safeguarding measures are required in the performance of the Work, the Contractor must diligently maintain up-to-date, the information related to the Contractor's and proposed individuals' sites or premises for the following addresses:

Street Number / Street Name, Unit / Suite / Apartment Number
City, Province, Territory / State
Postal Code / Zip Code
Country

6.1.2.2 The Company Security Officer must ensure through the [Contract Security Program](#) that the Contractor and individuals hold a valid security clearance at the required level of document safeguarding capability.

6.2 Requirement

The Contractor must provide the items detailed under the "Requirement" at Annex "A".

6.2.1 Optional purchase of Spares

During the period of the Contract, there may be a requirement for DND to purchase additional spare parts and Line Replaceable Units (LRUs). The Contractor must provide a cost estimate breakdown for the LRUs and spare parts based on a request from the DND TA. Formal purchases of spare parts and LRUs must be made through a "DND 626 Task authorization form" submitted to the Contractor.

6.2.2 Task Authorization

A portion of the Work to be performed under the Contract will be on an "as and when requested basis" using a Task Authorization (TA). The Work described in the TA must be in accordance with the scope of the Contract.

6.2.2.1 Task Authorization Process

1. The Procurement Authority will provide the Contractor with a description of the task using the DND 626, Task Authorization Form attached in Annex "G"
2. The Task Authorization (TA) will contain the details of the activities to be performed, a description of the deliverables, and a schedule indicating completion dates for the major activities or submission dates for the deliverables. The TA will also include the applicable basis and methods of payment as specified in the Contract.
3. The Contractor must provide the Technical Authority, within five calendar days of its receipt, the proposed total estimated cost for performing the task and a breakdown of that cost, established in accordance with the Basis of Payment specified in the Contract.
4. The Contractor must not commence work until a TA authorized by the Procurement Authority or the Contracting Authority has been received by the Contractor. The Contractor acknowledges that any work performed before a TA has been received will be done at the Contractor's own risk.

6.2.2.2 Task Authorization Limit

- a) The Procurement Authority may authorize individual task authorizations up to a limit of **\$40,000.00**, Applicable Taxes included, inclusive of any revisions.
- b) Any task authorization to be issued in excess **of \$40,000.00** (applicable taxes included) must be authorized by the Contracting Authority before issuance to the Contractor.

6.2.2.3 Canada's Obligation - Portion of the Work - Task Authorizations

Canada's obligation with respect to the portion of the Work under the Contract that is performed through task authorizations is limited to the total amount of the actual tasks performed by the Contractor.

6.2.2.4 Periodic Usage Reports - Contracts with Task Authorizations

The Contractor must compile and maintain records on its provision of services to the federal government under authorized Task Authorizations issued under the Contract.

The Contractor must provide this data in accordance with the reporting requirements detailed below. If some data is not available, the reason must be indicated. If services are not provided during a given period, the Contractor must still provide a "nil" report.

The data must be submitted on a quarterly basis to the Contracting Authority.

The quarterly periods are defined as follows:

1st quarter: April 1 to June 30;
2nd quarter: July 1 to September 30;
3rd quarter: October 1 to December 31; and
4th quarter: January 1 to March 31.

The data must be submitted to the Contracting Authority no later than five calendar days after the end of the reporting period.

Reporting Requirement- Details

A detailed and current record of all authorized tasks must be kept for this contract with a task authorization process. This record must contain:

For each authorized task:

- i. the authorized task number or task revision number(s);
- ii. a title or a brief description of each authorized task;
- iii. the total estimated cost specified in the authorized Task Authorization (TA) of each task, exclusive of Applicable Taxes;
- iv. the total amount, exclusive of Applicable Taxes, expended to date against each authorized task;
- v. the start and completion date for each authorized task; and
- vi. the active status of each authorized task, as applicable.

For all authorized tasks:

- i. the amount (exclusive of Applicable Taxes) specified in the contract (as last amended, as applicable) as Canada's total liability to the contractor for all authorized TAs; and
- ii. the total amount, exclusive of Applicable Taxes, expended to date against all authorized TAs.

6.2.2.5 Task Authorization - Department of National Defence

The administration of the Task Authorization process will be carried out by Department of National Defence designation, i.e. Procurement Authority. This process includes monitoring, controlling and reporting on expenditures of the contract with task authorizations to the Contracting Authority.

6.3 Standard Clauses and Conditions

All clauses and conditions identified in the Contract by number, date and title are set out in the [Standard Acquisition Clauses and Conditions Manual](https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual) (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

[2010A](#) (2020-05-28), General Conditions - Goods (Medium Complexity), apply to and form part of the Contract.

6.3.1.1 Warranty Period

Section 09 Warranty of General Conditions 2010A (2020-05-28) is amended by replacing the period of 12 months by 24 months.

All other provisions of the warranty section remain in effect.

6.3.2 Supplemental General Conditions

6.3.2.1 SACC Manual clause 4009 - Professional Services - Medium Complexity

6.3.2.2 SACC Manual clause 4013 - Compliance with on-site measures, standing orders, policies, and rules

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.

6.3.2.3 SACC Manual clause 4014 – Suspension of the work

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) *Default by the Contractor* or *Termination for convenience* of general conditions 2010A - Goods (Medium Complexity).
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 Term of Contract

6.4.1 Period of the Contract

The period of the Contract is from date of Contract award to _____ inclusive (to be determined).

6.4.2 Delivery Date

Items 1 to 4 of the Basis of Payment must be received as per Delivery Schedule – Appendix 5 of the Requirement.

6.4.3 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to four (4) additional one (1) year period(s) under the same conditions. The Contractor agrees that, during the

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extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

Canada may exercise this option at any time by sending a written notice to the Contractor at least five (5) calendar days before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

6.5 Authorities

6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Raphaël Rousselle
Title: Supply Officer
Public Works and Government Services Canada
Acquisitions Branch
Directorate: EMTSPD
Address: 11 rue Laurier, Portage III 8C2, Gatineau, QC
Telephone: 819- 664-8364
E-mail address: Raphael.Rousselle@tpsgc-pwgsc.gc.ca

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 Procurement Authority

The Procurement Authority for the Contract will be inserted upon Contract Award:

Name: _____
Title: _____
Organization: _____
Address: _____
Telephone: ____ - ____ - ____
E-mail: _____

The Procurement Authority is the representative of the department or agency for whom the Work is being carried out under the Contract. The Procurement Authority is responsible for the implementation of tools and processes required for the administration of the Contract. The Contractor may discuss administrative matters identified in the Contract with the Procurement Authority however the Procurement Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of Work can only be made through a contract amendment issued by the Contracting Authority.

6.5.3 Technical Authority

The Technical Authority for the Contract will be inserted upon Contract Award:

Name: _____
Title: _____
Organization: _____

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Address: _____

Telephone: ____ - ____ - ____

E-mail: _____

The Technical Authority named above 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.

6.5.4 Contractor's Representative

Name: _____

Title: _____

Organization: _____

Address: _____

Telephone: ____ ____ _____

E-mail address: _____

6.6 Payment

6.6.1 Basis of Payment

The contractor will be paid as per the details in Annex "B" Basis of Payment upon delivery and acceptance of products within the Requirement.

6.6.2 Basis of Payment - Firm Price, Firm Unit Price(s) or Firm Lot Price(s)

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm unit price(s) , as specified in Annex B – Basis of Payment for a cost of \$ _____ [insert the amount at contract award](#)). Customs duties are excluded and Applicable Taxes are extra.

Canada will not pay the Contractor for any design changes, modifications or interpretations of the Work, unless they have been approved, in writing, by the Contracting Authority before their incorporation into the Work.

6.6.3 Method of Payment – Multiple Payment

SACC Manual clause [H1001C](#) (2008-05-12) Multiple Payments

6.6.4 SACC Manual Clauses

[To be determined at Contract Award.](#)

SACC Manual clause [C2608C](#) (2020-07-01) Canadian Customs Documentation

SACC Manual clause [C2610C](#) (2007-11-30) Customs Duties - Department of National Defence - Importer

6.6.5 Electronic Payment of Invoices – Contract

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

- a. Visa Acquisition Card;
- b. MasterCard Acquisition Card;
- c. Direct Deposit (Domestic and International);
- d. Electronic Data Interchange (EDI);
- e. Wire Transfer (International Only);

6.7 Invoicing Instructions

1. 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.

Each invoice must be supported by a copy of the release document and any other documents as specified in the Contract;

2. Invoices must be distributed as follows:

- a. The original and one (1) copy must be submitted electronically to the following address for certification and payment.

_____ (*Insert the name of the organization*)

_____ (*Insert the address of the organization*)

- b. One (1) copy must be forwarded electronically to the Contracting Authority identified under the section entitled "Authorities" of the Contract.

6.8 Certifications and Additional Information

6.8.1 Compliance

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.

6.8.2 Federal Contractors Program for Employment Equity - Default by the Contractor

The Contractor understands and agrees that, when an Agreement to Implement Employment Equity (AIEE) exists between the Contractor and Employment and Social Development Canada (ESDC)-Labour, the AIEE must remain valid during the entire period of the Contract. If the AIEE becomes invalid, the name of the Contractor will be added to the "[FCP Limited Eligibility to Bid](#)" list. The imposition of such a sanction by ESDC will constitute the Contractor in default as per the terms of the Contract.

6.9 Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in _____.

6.10 Priority of Documents

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.

- (a) the Articles of Agreement;
- (b) the supplemental general conditions 4009, Professional Services - Medium Complexity; 4013, Compliance with on-site measures, standing orders, policies, and rules; and 4014, Suspension of the work;
- (c) the general conditions [2010A](#) (2020-05-28), General Conditions - Goods (Medium Complexity);
- (d) Annex A, Requirement;
- (e) Annex C, Security Requirements Check List;
- (f) the Contractor's bid dated _____ (*insert date of bid*) (*If the bid was clarified or amended, insert at the time of contract award: “, as clarified on _____” or “, as amended on _____” and insert date(s) of clarification(s) or amendment(s)*)

6.11 Defence Contract

SACC Manual clause [A9006C](#) (2012-07-16) Defence Contract

6.12 SACC Manual Clauses

6.12.1 Canadian Forces Site Regulations

SACC Manual clause [A9062C](#) (2011-05-16) Canadian Forces Site Regulations

6.12.2 Controlled Goods Program - Contract

SACC Manual clause A9131C (2020-11-19) Controlled Goods Program – Contract

6.12.3 Controlled Goods

SACC Manual clause B4060C (2011-05-16) Controlled Goods

6.12.4 Excess Goods

SACC Manual clause B7500C (2006-06-16) Excess Goods

6.13 Dispute Resolution

- (a) The parties agree to maintain open and honest communication about the Work throughout and after the performance of the contract.
- (b) The parties agree to consult and co-operate with each other in the furtherance of the contract and promptly notify the other party or parties and attempt to resolve problems or differences that may arise.
- (c) If the parties cannot resolve a dispute through consultation and cooperation, the parties agree to consult a neutral third party offering alternative dispute resolution services to attempt to address the dispute.
- (d) Options of alternative dispute resolution services can be found on Canada's Buy and Sell website under the heading "[Dispute Resolution](#)".

6.14 Insurance – No Specific Requirement

SACC *Manual* clause G1005C (2016-01-28) Insurance – No Specific Requirement

6.15 ISO 9001:2015 - Quality Management Systems - Requirements (Quality Assurance Code C)

SACC *Manual* clause D5545C (2019-05-30) ISO 9001:2015 - Quality Management Systems - Requirements (Quality Assurance Code C)

6.16 Condition of Material - Contract

The Contractor must provide material that is new production of current manufacture supplied by the principal manufacturer or its accredited agent. The material must conform to the latest issue of the applicable drawing, specification and part number, as applicable, that was in effect on the bid closing date.

6.17 Delivery, Inspection and Acceptance

6.17.1 Packaging Requirement using Specification D-LM-008-036/SF-000

The Contractor must prepare items for delivery in accordance with the latest issue of the Canadian Forces Packaging Specification *D-LM-008-036/SF-000*, DND Minimum Requirements for Manufacturer's Standard Pack.

6.17.2 Shipping Instructions

Shipping Instructions (Department of National Defence) - Canadian-based Contractor (2016-01-28) D0037C

1. Delivery will be FCA Free Carrier at _____ (*Insert the named place, e.g. Contractor's facility*) Incoterms 2000. The Contractor must load the goods onto the carrier designated by the Department of National Defence (DND). Onward shipment from the delivery point to the consignee will be Canada's responsibility.
2. Before shipping the goods, the Contractor must contact the following DND Contacts (see paragraph 8) by facsimile or e-mail, to arrange for shipment, and provide the information detailed at paragraph 3.
3. The Contractor must provide the following information to the DND Contacts (at paragraph 8) when arranging for shipment:
 - a. the Contract number;
 - b. consignee address (for multiple addresses, items must be packaged and labelled separately with each consignee address);
 - c. description of each item;
 - d. the number of pieces and type of packaging (i.e., carton, crate, drum, skid);
 - e. actual weight and dimensions of each piece type, including gross weight;
 - f. full details of dangerous goods/hazardous products, as required for the applicable mode of transportation, signed certificates for dangerous goods/hazardous products as required for shipment by the International Maritime Dangerous Goods Code, the International Air Transport Association regulations or the applicable Canadian [Transportation of Dangerous Goods Regulations](#), and a copy of the safety data sheet in English and French.

4. Following receipt of this information by Canada, Canada will provide the appropriate shipping instructions, which may include the requirement for specific consignee address labelling, and the marking of each piece with a Transportation Control Number.
5. The Contractor must not ship the goods before receiving shipping instructions from the DND contact (at paragraph 8).
6. If the Contractor delivers the goods at a place and time which are not in accordance with the given delivery instructions or fail to fulfill reasonable delivery instructions given by Canada, the Contractor must reimburse Canada any additional expenses and costs incurred.
7. If Canada is responsible for delays in delivering the goods, ownership and risk will be transferred to Canada upon expiry of either 30 days following the date on which a duly completed shipping application is received by Canada or by its appointed forwarding agent, or 30 days following the delivery date specified in the Contract, whichever is later.
8. The Contractor must deliver the goods to the depot by appointment only. The Contractor or its carrier must arrange delivery appointments by contacting the following persons at the appropriate location shown below. The consignee may refuse shipments when prior arrangements have not been made.

Contacts:

MCpl Gordon,
Franklin.Gordon.Franklin@forces.gc.ca , 613-506-7686;

Sgt Kandie Fee,
Kandie.Fee@forces.gc.ca , 613-506-7683; or

WO Brian Luxton,
Brian.Luxton@forces.gc.ca, 613-506-7683.

Shipping Address:

Department of National Defence
61 Industrial Ave
Petawawa, ON K8H 2W8

Or

Shipping instructions (Department of National Defence): Foreign-based contractors (2020-07-01) D0035C

1. Delivery will be FCA Free Carrier at _____ (**insert the named place, e.g. Contractor's facility**) Incoterms 2000. The Contractor must load the goods onto the carrier designated by the Department of National Defence (DND). Onward shipment from the delivery point to the consignee will be Canada's responsibility
2. Before shipping the goods, the Contractor must contact the following DND Contacts (see paragraph 8) by facsimile or e-mail, to arrange for shipment, and provide the information detailed at paragraph 3.

Instruction to contracting officers: Before contract award, choose either shipping option (a), (b), (c), or (d), and delete the unused options and this instruction.

- a. Insert the following when the Contractor is located in the United States (U.S.):
Inbound Logistics Coordination Center (ILCC):

Telephone: 1-877-447-7701 (toll free)
Facsimile: 1-877-877-7409 (toll free)
E-mail: ILHQOttawa@forces.gc.ca

OR

- b. Insert the following when the Contractor is located in United Kingdom (UK) and Ireland:
Inbound Logistics United Kingdom (ILUK):
Telephone: 011-44-1895-613023, or 011-44-1895-613024, or
Facsimile: 011-44-1895-613046
E-mail: CFSUEDetUKMovements@forces.gc.ca

In addition, the Contractor must send to ILUK the completed form "Shipping Advice and Export Certificate" by e-mail to: CFSUEDetUKMovements@forces.gc.ca.
The shipment of any items above the value of 600 GBP (pound sterling) being exported from the United Kingdom and Ireland will be cleared by DND using Her Majesty's Customs & Excise (HMCE) New Export Systems (NES). The Contractor must comply with HMCE requirements by registering with HMCE or by having a freight forwarder complete the entry. A printed copy of the NES entry Export Declaration clearly displaying the Declaration Unique Consignment Reference Number must be provided by the Contractor and attached to the consignment. The Contractor must ensure that this procedure is carried out for all stores whether they be initial purchase or repair and overhaul export items. HMCE will authorize Canadian Forces Support Unit (Europe) to ship the goods only if the procedure has been adhered to completely and properly by the Contractor. **Note:** To ensure you receive a reply on any contracting information such as Incoterms etc, always include the e-mail address: ILHQcontract-ILHQcontrat@forces.gc.ca in carbon copy (cc).

OR

- c. Insert the following when the Contractor is located in a country other than Canada, the U.S., the UK and Ireland:
Inbound Logistics Europe Area (ILEA):
Telephone: +49-(0)-2203-908-1807 or 2748 or 5304
Facsimile: +49-(0)-2203-908-2746
Email: ILEA@forces.gc.ca

Note: To ensure you receive a reply on any contracting information such as Incoterms etc, always include the e-mail address: ILHQcontract-ILHQcontrat@forces.gc.ca in carbon copy (cc).

3. The Contractor must provide the following information to the DND contacts (at paragraph 8) when arranging for shipment:
- the Contract number;
 - consignee address (if multiple addresses, items must be packaged and labeled separately with each consignee address);
 - description of each item;
 - the number of pieces and type of packaging (e.g. carton, crate, drum, skid);
 - actual weight and dimensions of each piece type, including gross weight;
 - copy of the commercial invoice (in accordance with clause [C2608C](#), section 4, of the [Standard Acquisition Clauses and Conditions Manual](#)) or a copy of the Canada Border Services Agency form CI1 [Canada Customs Invoice](#) (PDF 429KB) - ([Help on File Formats](#));
 - [Schedule B](#) codes (for exports) and the Harmonized Tariff Schedule codes (for imports);
 - Canada-United States-Mexico Agreement Certification of Origin (in accordance with clause [C2608C](#), section 2) for the U.S. and Mexico only;

-
- i. full details of dangerous material, as required for the applicable mode of transportation, signed certificates for dangerous material as required for shipment by the International Maritime Dangerous Goods Code, or International Air Transport Association regulations or the applicable Canadian [Dangerous Goods Shipping Regulations](#) and a copy of the safety data sheet.
 4. Following receipt of this information by Canada, Canada will provide the appropriate shipping instructions, which may include the requirement for specific consignee address labelling, the marking of each piece with a Transportation Control Number and customs documentation.
 5. The Contractor must not ship goods before receiving shipping instructions from the DND contacts (at paragraph 8).
 6. If the Contractor delivers the goods at a place and time that are not in accordance with the given delivery instructions or fail to fulfill reasonable delivery instructions given by Canada, the Contractor must reimburse Canada any additional expenses and costs incurred.
 7. If Canada is responsible for delays in delivering the goods, ownership and risk will be transferred to Canada upon expiry of either 30 days following the date on which a duly completed shipping application is received by Canada or by its appointed forwarding agent, or 30 days following the delivery date specified in the Contract, whichever is later.
 8. The Contractor must deliver the goods to the depot by appointment only. The Contractor or its carrier must arrange delivery appointments by contacting the following persons at the appropriate location shown below. The consignee may refuse shipments when prior arrangements have not been made.

Contacts:

MCpl Gordon,
Franklin.Gordon.Franklin@forces.gc.ca , 613-506-7686;

Sgt Kandie Fee,
Kandie.Fee@forces.gc.ca , 613-506-7683; or

WO Brian Luxton,
Brian.Luxton@forces.gc.ca, 613-506-7683.

Shipping Address:

Department of National Defence
61 Industrial Ave
Petawawa, ON K8H 2W8

6.17.3 Marking

SACC Manual clause D2000C (2007-11-30) Marking

6.17.4 Labelling

SACC Manual clause D2001C (2007-11-30) Labelling

6.17.5 Wood packaging materials

SACC Manual clause D2025C (2017-08-17) Wood packaging materials

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ANNEX "A"

REQUIREMENT (Attached)

ANNEX "B"

BASIS OF PAYMENT

(To be completed upon contract award)

The Contractor will be paid in Canadian Dollars for delivery of each line item as per the prices details below.

Item #	Item Description	Unit	Initial Period (Contract Award 2022 to March 31, 2023)	Optional Period 1 (April 01, 2023 to March 31, 2024)	Optional Period 2 (April 01, 2024 to March 31, 2025)	Optional Period 3 (April 01, 2025 to March 31, 2026)	Optional Period 4 (April 01, 2026 to March 31, 2027)
1	Compact Laser Marker (CLM) (Requirement para. A1.2.1)	EA	\$	\$	\$	\$	\$
2	Compact Targeting Optic (CTO) (Requirement para A1.2.2)	EA	\$	\$	\$	\$	\$
3	Operator Training Session (Requirement para. 4.8.2.1) at CFB Petawawa	LOT	\$	\$	\$	\$	\$
4	Technician Training Session (Requirement para. 4.8.2.2) at CFB Petawawa	LOT	\$	\$	\$	\$	\$

Spares:

Mark-up on Material/Parts, inclusive of G&A, Overhead and Profit, and the cost associated with the procurement of the goods equals: Laid-Down Cost + percentage (%) applied.

Item #	Item Description Unit	Initial Contract Period including Optional Periods 1 to 4
5	Mark up on Spare Parts upon approval from DND.	%

The following interpretations are applicable to this contract:

- a) "Laid-Down Cost" is the cost incurred by a contractor to acquire a specific product. This includes the invoice price (less trade discounts) charged to the contractor plus any applicable charges for incoming transportation, foreign exchange, customs, duty and brokerage, but excludes applicable taxes.
- b) General and Administrative (G & A) overhead expenses and material handling costs that are applicable should be allocated as a cost associated with the embodiment of accountable advance spares in the year when the materials are embodied. When transfers of accountable advance spares inventory, are made to Canada for asset disposal, the general and administrative overhead expenses and material handling costs that are applicable are allocated at the time of transfer.

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ANNEX "C"

SECURITY REQUIREMENTS CHECK LIST (Attached)

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ANNEX "D" to PART 3 OF THE BID SOLICITATION

ELECTRONIC PAYMENT INSTRUMENTS

The Bidder accepts any of the following Electronic Payment Instrument(s):

- VISA Acquisition Card;
- MasterCard Acquisition Card;
- Direct Deposit (Domestic and International);
- Electronic Data Interchange (EDI);
- Wire Transfer (International Only);

ANNEX "E" to PART 5 OF THE BID SOLICITATION

FEDERAL CONTRACTORS PROGRAM FOR EMPLOYMENT EQUITY - CERTIFICATION

I, the Bidder, by submitting the present information to the Contracting Authority, certify that the information provided is true as of the date indicated below. The certifications provided to Canada are subject to verification at all times. I understand that Canada will declare a bid non-responsive, or will declare a contractor in default, if a certification is found to be untrue, whether during the bid evaluation period or during the contract period. Canada will have the right to ask for additional information to verify the Bidder's certifications. Failure to comply with any request or requirement imposed by Canada may render the bid non-responsive or constitute a default under the Contract.

For further information on the Federal Contractors Program for Employment Equity visit [Employment and Social Development Canada \(ESDC\)-Labour's](#) website.

Date: _____(YYYY/MM/DD) (If left blank, the date will be deemed to be the bid solicitation closing date.)

Complete both A and B.

A. Check only one of the following:

- A1. The Bidder certifies having no work force in Canada.
- A2. The Bidder certifies being a public sector employer.
- A3. The Bidder certifies being a [federally regulated employer](#) being subject to the [Employment Equity Act](#).
- A4. The Bidder certifies having a combined work force in Canada of less than 100 permanent full-time and/or permanent part-time employees.

A5. The Bidder has a combined workforce in Canada of 100 or more employees; and

- A5.1. The Bidder certifies already having a valid and current [Agreement to Implement Employment Equity](#) (AIEE) in place with ESDC-Labour.

OR

- A5.2. The Bidder certifies having submitted the [Agreement to Implement Employment Equity](#) (LAB1168) to ESDC-Labour. As this is a condition to contract award, proceed to completing the form Agreement to Implement Employment Equity (LAB1168), duly signing it, and transmit it to ESDC-Labour.

B. Check only one of the following:

- B1. The Bidder is not a Joint Venture.

OR

- B2. The Bidder is a Joint Venture and each member of the Joint Venture must provide the Contracting Authority with a completed annex Federal Contractors Program for Employment Equity - Certification. (Refer to the Joint Venture section of the Standard Instructions)

ANNEX "F" to PART 5 OF THE BID SOLICITATION

COVID-19 Vaccination Requirement Certification

I, _____ (first and last name), as the representative of _____ (name of business) pursuant to _____ (insert solicitation number), warrant and certify that all personnel that _____ (name of business) will provide on call-up(s) issued against the Standing Offer resulting from this Request for Standing Offers who access federal government workplaces where they may come into contact with public servants will be:

- (a) fully vaccinated against COVID-19;
- (b) for personnel that are unable to be vaccinated due to a certified medical contraindication, religion or other prohibited grounds of discrimination under the *Canadian Human Rights Act*, subject to accommodation and mitigation measures that have been presented to and approved by Canada; or
- (c) partially vaccinated against COVID-19 for a period of up to 10 weeks from the date of their first dose and subject to temporary measures that have been presented to and approved by Canada, immediately after which period the personnel will meet the conditions of (a) or (b) or will no longer access federal government workplaces where they may come into contact with public servants under this Contract;

until such time that Canada indicates that the vaccination requirements of the COVID-19 Vaccination Policy for Supplier Personnel are no longer in effect.

I certify that all personnel provided by _____ (name of business) have been notified of the vaccination requirements of the Government of Canada's COVID-19 Vaccination Policy for Supplier Personnel, and that the _____ (name of business) has certified to their compliance with this requirement.

I certify that the information provided is true as of the date indicated below and will continue to be true for the duration of the Standing Offer and any resulting call-ups (contracts). I understand that the certifications provided to Canada are subject to verification at all times. I also understand that Canada will declare an Offeror or contractor in default, if a certification is found to be untrue, whether made knowingly or unknowingly, during the period of the Standing Offer or call-up (contract). Canada reserves the right to ask for additional information to verify the certifications. Failure to comply with any request or requirement imposed by Canada will constitute a default under the Standing Offer and call-up (contract).

Signature: _____
Date: _____

Optional

For data purposes only, initial below if your business already has its own mandatory vaccination policy or requirements for employees in place. Initialing below **is not** a substitute for completing the mandatory certification above.

Initials: _____

Information you provide on this Certification Form and in accordance with the Government of Canada's COVID-19 Vaccination Policy for Supplier Personnel will be protected, used, stored and disclosed in

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accordance with the Privacy Act. Please note that you have a right to access and correct any information on your file, and you have a right to file a complaint with the Office of the Privacy Commissioner regarding the handling of your personal information. These rights also apply to all individuals who are deemed to be personnel for the purpose for the Contract and who require access to federal government workplaces where they may come into contact with public servants.

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ANNEX "G"

TASK AUTHORIZATION FORM DND 626 (Attached)

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ANNEX “H” to PART 4 OF THE BID SOLICITATION

Evaluation Compliance Matrices (Attached)

REQUIREMENT
FOR THE
COMPACT LASER TARGETING DEVICE



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.

a mis en forme : Français (Canada)

a mis en forme : Français (Canada)

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1.0 SCOPE

1.1 Purpose

- 1.1.1 The purpose of this Requirement is to define the work requirements for the Compact Laser Targeting Device (CLTD).

1.2 Background

- 1.2.1 Canadian Armed Forces (CAF) specialists conduct operations utilizing multiple laser markers, optics and geo-location devices that are large, cumbersome and not easily man-portable.
- 1.2.2 In support of Canada's Defence Policy: Strong, Secure, Engaged, the CLTD fleet will serve to enhance integrated soldier system equipment by providing a compact, multi-functional, lightweight equipment solution to increase the effectiveness of CAF specialists.

1.3 Intended Use

- 1.3.1 The CLTD fleet will be used in all operations; from responding to a major terrorist attack to participating in the conduct of a major international operation for an extended period of time. Accordingly, the CLTD fleet will provide CAF specialists with a lightweight, compact ability to accurately identify, geo-locate and provide laser target marking to potential and known close air support targets for forces deployed worldwide in support of Counter Terrorism and High Value Task Operations.

1.4 Acronyms and Abbreviations

ATAK	Android Tactical Assault Kit
CA	Contracting Authority
CAF	Canadian Armed Forces
CDRL	Contract Data Requirements List
CFB	Canadian Forces Base
CFTO	Canadian Forces Technical Order
CLTD	Compact Laser Target Designator
CLM	Compact Laser Marker
CNCGL	Controlled & Non-Controlled Goods List
CSR	Contract Status Report
CTO	Compact Targeting Optic
DAGR	Defence Advanced GPS Receiver
DID	Data Item Description
DMC	Demilitarization Code
DND	Department of National Defence
DQA	Directorate of Quality Assurance
DRI	Detection, Recognition, Identification
ECL	Export Control List

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EEA	Equipment Environmental Assessment
EHS	Environmental Health and Safety
FOV	Field of View
GPS	Global Positioning System
IAW	In Accordance With
ILS	Integrated Logistics Support
ILSM	Integrated Logistics Support Manager
IP	Intellectual Property
IR	Infrared
ISO	International Organization for Standardization
ITAR	International Traffic in Arms Regulations
LRU	Lowest Replaceable Unit
MRN	Manufacturer's Reference Number
NATO	North Atlantic Treaty Organization
NCAGE	NATO Commercial and Government Entity
NDID	National Defence Index of Documentation
NFOV	Narrow Field of View
NSN	NATO Stock Number
OEM	Original Equipment Manufacturer
OQRC	Operator Quick Reference Card
PCB	Polychlorobiphenyl
PD	Provisioning Documentation
PPB	Provisioning Parts Breakdown
PRF	Pulse Repetition Frequency
PRS	Permissive Repair Schedule
PSPC	Public Service and Procurement Canada
QAR	Quality Assurance Representative
QMS	Quality Management System
QPA	Quantity Per Assembly
SDS	Safety Data Sheet
SE	Systems Engineering
SPTD	Supplementary Provisioning Technical Documentation
SRT	Standard Repair Times
STTE	Special Tools and Test Equipment
TA	Technical Authority
TLE	Target Location Error
UI	User Interface

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UID	Unique Identification
USB	Universal Serial Bus
USML	United States Munitions List

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 Requirement.

GOVERNMENT FURNISHED INFORMATION

<u>REFERENCE NUMBER</u>	<u>PROMULGATION DATE</u>	<u>REFERENCE TITLE</u>
C-01-100-100/AG-008	2017-11-02	WRITER'S GUIDE FOR TECHNICAL DOCUMENTATION
C-02-007-000/AG-001	2016-01-01	CONTROLLED TECHNOLOGY ACCES AND TRANSFER (CTAT) MANUAL
C-02-040-002/AA-000	1992-04-07	EVALUATION AND CONTROL OF LASER HAZARDS
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-01-100-214/SF-000	2020-09-30	SPECIFICATION - PREPARATION OF PROVISIONING DOCUMENTATION FOR CANADIAN ARMED FORCES EQUIPMENT
D-01-400-001/SG-000	2021-09-30	STANDARD - ENGINEERING DRAWING PRACTICES
D-01-400-002/SF-000	2018-02-23	SPECIFICATION LEVELS OF ENGINEERING DRAWINGS
D-02-002-001/SG-001	2021-06-30	STANDARD – IDENTIFICATION MARKING OF DEPARTMENT OF NATIONAL DEFENCE MATERIEL
D-LM-008-001/SF-001	1986-06-30	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
STANAG 3733 ED. 2	2005-04-01	LASER PULSE REPETITION FREQUENCIES (PRF) USED FOR TARGET DESIGNATION AND WEAPON GUIDANCE

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COMMERCIALLY AVAILABLE

<u>REFERENCE NUMBER</u>	<u>PROMULGATION DATE</u>	<u>REFERENCE TITLE</u>
AMS-STD-595	LATEST EDITION	COLORS USED IN GOVERNMENT PROCUREMENT
ANSI Z136.1	2014	AMERICAN NATIONAL STANDARD FOR SAFE USE OF LASERS
IEC 60529	N/A	DEGREES OF PROTECTION PROVIDED BY ENCLOSURES - IP CODE
R.S.C., 1985, C. H-3	1985	HAZARDOUS PRODUCTS ACT
SOR/2003-289		FEDERAL HALOCARBON REGULATIONS
SOR/2008-273		PCB REGULATIONS
SOR/2012-285		PROHIBITION OF CERTAIN TOXIC SUBSTANCES REGULATIONS
SOR/2014-254		PRODUCTS CONTAINING MERCURY REGULATIONS
SOR/2016-137		OZONE-DEPLETING SUBSTANCES AND HALOCARBON ALTERNATIVES REGULATIONS
SOR/2018-196		PROHIBITION OF ASBESTOS AND PRODUCTS CONTAINING ASBESTOS REGULATIONS
STANAG 2290 ED. 2	2010-11-18	NATO UNIQUE IDENTIFICATION OF ITEMS

2.2 Order of Precedence

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

3.0 PROJECT MANAGEMENT

3.1 Project Management Program

- 3.1.1 The Contractor must designate a Project Manager with the responsibilities to coordinate, execute, and manage the Contractor's project management activities for the Contract. The Contractor's Project Manager must have the total responsibility for all works required under the Contract.
- 3.1.2 The Contractor's Project Manager must be the primary point of contact between the Contractor, the DND Technical Authority (TA), and the Public Service and Procurement Canada (PSPC) Contracting Authority for all issues related to the Contract.

3.2 Contract Status Report

- 3.2.1 The Contractor must provide a Contract Status Report (CSR) IAW CDRL CLTD-PM-001 at Appendix A2.2 of the Requirement and its associated DID CLTD-PM-001 at Appendix A3.3 of the Requirement.

3.3 Project Meetings

- 3.3.1 Meeting Organization and Coordination
- 3.3.1.1 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.
- 3.3.1.2 Meetings will be convened at the Contractor's facility or at an alternate location as agreed to by the contractor and CA at no extra cost to Canada. The meetings will be co-chaired by Canada and the Contractor, unless specified otherwise. The Contractor or Canada, by mutual agreement, can convene video or telephone conferences in lieu of face to face meetings.
- 3.3.2 Kick-off Meeting
- 3.3.2.1 The Contractor must hold and chair a Kick-off Meeting no later than 21 calendar days after contract award to review and secure a common understanding of the following:
- 3.3.2.1.1 The requirements of the Contract;
- 3.3.2.1.2 The requirements of the Requirement;
- 3.3.2.1.3 General overview of the project, risks, schedule and communication channels to follow, and
- 3.3.2.1.4 Other contractual and programmatic issues associated with the project as agreed between the TA, CA and the Contractor.
- 3.3.2.2 Refer to Meeting Documentation requirements found at Requirement para. 3.3.5.
- 3.3.3 Integrated Logistics Support (ILS) Meeting

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- 3.3.3.1 The Contractor must hold and chair an ILS Meeting on the same day as and immediately following the closure of the Kick-Off Meeting (see 3.3.2), in order to:
 - 3.3.3.1.1 Review and secure a common understanding of the requirements expressed in the ILS CDRLs and DIDs, DND Canadian Forces Technical Orders (CFTO)s and specifications; and,
 - 3.3.3.1.2 Discuss possible sparing strategies and concepts, Lowest Replaceable Units (LRUs), and lines of maintenance.
- 3.3.3.2 Refer to Meeting Documentation requirements found in the Requirement para. 3.3.5.
- 3.3.4 Other meetings
 - 3.3.4.1 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.
- 3.3.5 Meeting Documentation
 - 3.3.5.1 The Contractor must prepare and deliver a meeting agenda no later than five (5) business days prior to all meetings and conferences, and prepare and deliver the draft meeting minutes no later than five (5) business days afterwards.
 - 3.3.5.2 Government feedback on each meeting agenda and each set of meeting minutes must be incorporated into the final version and delivered no later than three (3) business days after receiving Government feedback.
 - 3.3.5.3 No change in the interpretation of the Requirement, 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 Maintenance Concept

- 4.1.1 The CLTD will be maintainable by CAF operators and technicians in a field environment as prescribed for each item of equipment:
- 4.1.1.1 **Operator Maintenance** – consisting of maintenance that will not require Special Tools and Test Equipment (STTE) to complete, as well as equipment cleaning. Task duration generally less than one (1) hour when completed by a qualified operator.
 - 4.1.1.2 **Technician Maintenance, First Line** – consisting of preventive and minor corrective maintenance tasks by repair or replacement of parts, and could require STTE to complete this maintenance. Task duration generally less than four (4) hours when completed by a qualified technician.
- 4.1.2 3rd line maintenance tasks consisting of corrective maintenance tasks, reconditioning of assemblies and component rebuilds will be carried out by the Contractor.

4.2 Instruments, Decals, Data Plates and Warnings

- 4.2.1 The Contractor must deliver all instruments, decals and data plates marked in metric units.
- 4.2.2 Where international symbols are not possible, the Contractor must provide bilingual markings in English and Canadian French, as per paragraph 4.3.5.
- 4.2.3 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 4.3.5.

4.3 Technical Publication Package

- 4.3.1 The Contractor must prepare and deliver the following Technical Publications:
- 4.3.1.1 Operator Manual
 - 4.3.1.1.1 The Contractor must provide an Operator Manual for the CLTD IAW CDRL CLTD-ILS-201 at Appendix A2.2 and its associated DID CLTD-ILS-201 at Appendix A3.4 to this Requirement.
 - 4.3.1.2 Operator Quick Reference Card
 - 4.3.1.2.1 The Contractor must provide an Operator Quick Reference Card for the CLTD IAW CDRL CLTD-ILS-202 at Appendix A2.2 and its associated DID CLTD-ILS-202 at Appendix A3.5 of the Requirement.
 - 4.3.1.3 Maintenance and Parts Handbook
 - 4.3.1.3.1 The Contractor must provide a Maintenance and Parts Handbook for the CLTD IAW CDRL CLTD-ILS-203 at Appendix A2.2 and its associated DID CLTD-ILS-203 at Appendix A3.6 of the Requirement.
 - 4.3.1.4 Permissive Repair Schedule and Standard Repair Times

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- 4.3.1.4.1 The Contractor must provide a Permissive Repair Schedule and Standard Repair Times for the CLTD IAW CDRL CLTD-ILS-204 at Appendix A2.2 and its associated DID CLTD-ILS-204 at Appendix A3.7 to the Requirement.
- 4.3.2 Front Matter
 - 4.3.2.1 The Contractor must include the following in each Technical Publication (except in the Operator Quick Reference Card):
 - 4.3.2.1.1 A cover page (a template will be provided by the Integrated Logistics Support Manager (ILSM)) at the ILS meeting showing the date the publication was issued and the model/system designation;
 - 4.3.2.1.2 A List of Effective Pages;
 - 4.3.2.1.3 A Revision Control Table;
 - 4.3.2.1.4 A detailed Table of Contents and List of Figures & Tables; and
 - 4.3.2.1.5 An Acronyms and Abbreviations table
- 4.3.3 Supplementary Information
 - 4.3.3.1 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:
 - 4.3.3.1.1 **Danger.** The danger advisory will be used to draw attention to an extreme, violent and continuous hazard to life;
 - 4.3.3.1.2 **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;
 - 4.3.3.1.3 **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;
 - 4.3.3.1.4 **Note.** The note will be used to point out a procedure, event or practice that it is desirable to highlight; and,
 - 4.3.3.1.5 **Example.** The example will be used when required to clarify the preceding text.
- 4.3.4 Copyright - Foreground and Background Information
 - 4.3.4.1 The Contractor must incorporate the copyright symbol and one of the following notices into the Technical Publications, for all Foreground and Background information that is subject to copyright regardless of the form or medium upon which it is recorded:
 - 4.3.4.1.1 Intellectual Property (IP) in Foreground that belongs to the Contractor: "© (insert year) (insert IP owner). This deliverable was delivered under

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- 4.3.4.1.2 Intellectual Property (IP) in Background Information: "© (insert year) (insert IP owner). This deliverable was delivered under Contract no. XXXX and contains Background Intellectual Property (IP). Her Majesty the Queen in Right of Canada has a royalty-free and perpetual license to the Background IP for the purpose of exercising its rights in the Contract deliverables and Foreground Information. The license includes the rights to use, reproduce, modify, and translate this deliverable, and further includes the right to authorize others to use, reproduce, modify, and translate, in whole or in part the deliverable for all government purposes including competitive tendering. Refer to the contract terms for additional details as required."

4.3.5 Official Language Requirements

- 4.3.5.1 The Contractor must deliver all Technical Publications in English and Canadian French and all Provisioning Documentation, and Project Management deliverables in English.
- 4.3.5.2 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.
- 4.3.5.3 The Contractor must ensure all translations are consistent with approved DND terminology. Approved terminology sources, in order of priority, are as follows:
- 4.3.5.3.1 Canadian Oxford Dictionary Second Edition (for English);
- 4.3.5.3.2 Le Petit Robert Edition 2017 (for French); and
- 4.3.5.3.3 Termium, PSPC Translation Bureau Linguistic Data Bank (<http://www.termiumplus.gc.ca/>);
- 4.3.5.4 The translation accuracy check (TAC) is the means by which the content specialist ensures that the translation perfectly mirrors the original text in its content as well as its grammar. The Contractor must ensure all bilingual documentation's accuracy and must submit an attestation with each bilingual document that a Translation Accuracy Check (TAC) was completed.
- 4.3.5.5 The Contractor must review and accept responsibility for the validity of all (both their own and all sub-Contractors) information found in the Technical Publications.

4.4 Provisioning Documentation

- 4.4.1 The Provisioning Documentation (PD) lists and describes in detail the parts that make up the CLTD as well as all specialized and specific items required to support the use and

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maintenance of the CLTD. The PD allows the CLTD's Integrated Logistics Support Manager (ILSM) to plan and implement a sparing and support strategy.

4.4.2 Included in the PD are all the procurable parts — either from the Contractor or a third-party — of the CLTD to the Lowest Replaceable Unit (LRU). Also considered procurable parts are the consumables required to operate and maintain the CLTD (chemicals, specific lubricants, etc.) and specialized equipment (special tools, training aids, transport containers, etc.) specific to the CLTD.

4.4.3 The Contractor must prepare and deliver the following Provisioning Documentation:

4.4.3.1 Provisioning Parts Breakdown

4.4.3.1.1 The Contractor must provide a Provisioning Parts Breakdown IAW CDRL CLTD-ILS-205 at Appendix A2.2 and its associated DID CLTD-ILS-205 at Appendix A3.8 to this Requirement.

4.4.3.2 Supplementary Provisioning Technical Documentation

4.4.3.2.1 The Contractor must provide Supplementary Provisioning Technical Documentation IAW CDRL CLTD-ILS-206 at Appendix A2.2 and its associated DID CLTD-ILS-206 at Appendix A3.9 to this Requirement.

4.4.3.3 Special Tools & Test Equipment List

4.4.3.3.1 The Contractor must provide a Special Tools & Test Equipment List IAW CDRL CLTD-ILS-207 at Appendix A2.2 and its associated DID CLTD-ILS-207 at Appendix A3.10 to this Requirement.

4.5 Warranty Support

4.5.1 The Contractor must prepare, submit and implement the final approved Warranty Support Plan IAW CDRL CLTD-ILS-208 at Appendix A2.2 and its associated DID CLTD-ILS-208 at Appendix A3.11 to this Requirement, identifying and documenting the elements which compose the warranty support and coverage for the MFPM and providing the framework and strategy to comply with its obligations to affect warranty support.

4.6 Identification Plates

4.6.1 The Contractor must attach Identification Plates in accordance with the requirements of D-02-002-001/SG-001 to the following components for ease of tracking within the Canadian Forces Supply System:

4.6.1.1 Prime Equipment;

4.6.1.2 Spares;

4.6.1.3 STTE;

4.6.1.4 Training Equipment;

4.6.1.5 Transportation, Shipping, Storage Containers that are not single-use;

4.6.1.6 Support Equipment (excluding common tools), and

4.6.1.7 Automatic Test Equipment.

4.6.2 Unique Identification (UID) is the allocation of a unique number to an individual item using a standard procedure which is globally accepted. UID makes it possible to store and exchange data on an item's usage and maintenance history using national and international systems. UID can be used in the logistics chain to track and trace materiel more effectively. Implementing UID-marking will lead to the optimization of the logistical footprint.

4.6.3 The Contractor must generate and affix Unique Item Identifier(s), in accordance with STANAG 2290 Edition 2 - NATO UNIQUE IDENTIFICATION OF ITEMS, on the Identification Plates of the following serially managed items, and be of such quality as to remain machine readable for the expected life of the item:

4.6.3.1 Compact Laser Target Marker

4.6.3.2 Compact Targeting Optic

4.7 **Controlled & Non-Controlled Goods List**

4.7.1 The Contractor must provide the Controlled & Non-Controlled Goods List with the Demilitarization Code (DMC) IAW CLTD-ILS-209 at Appendix A2.2 and its associated DID CLTD-ILS-209 at Appendix A3.11 to this Requirement.

4.8 **Training Sessions**

4.8.1 The Contractor must provide Training Sessions after delivery of the CLTDs.

4.8.1.1 All training sessions will be conducted at CFB Petawawa. In the event local public health restrictions prohibit in-person training the Contractor must deliver the training via video conference. Scheduling of Training Sessions will be done after contract award, and jointly planned between the DND and the Contractor.

4.8.2 The Contractor must provide Training Sessions consisting of:

4.8.2.1 Operator Training Sessions

4.8.2.1.1 Operator Training Sessions must be train-the-trainer type for one (1) to ten (10) students per course, with an expected course length of one (1) day.

4.8.2.1.2 Operator Training Sessions must train operators on the capabilities of the CLTD, the operation of all key functions, field repairs, and the use of associated software.

4.8.2.1.3 Operator Training Sessions must include operator maintenance training in accordance with the Operator Maintenance Concept Requirement paragraph 4.1.1.1 to include all preventative maintenance tasks such as external/internal cleaning, adjustments, and replacements using standard tools.

4.8.2.2 Technician Training Sessions

4.8.2.2.1 Technician Training Sessions must be train-the-trainer type for one (1) to three (3) students per course, with an expected course length of one (1) day.

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- 4.8.2.2.2 Technician Training Sessions must train unit level technicians on all first line maintenance tasks in accordance with the Technician Maintenance Concept Requirement paragraph 4.1.1.2, including but not limited to troubleshooting, error code identification, calibration, and bore sighting.
- 4.8.3 The Contractor must provide the Training Sessions in English. The instructor(s) must be bilingual or have assistance from a bilingual Subject Matter Expert in order to understand and answer questions from students in both official languages: English and Canadian French.
- 4.8.4 The Contractor must provide instructor(s) that would objectively be assessed as Subject Matter Experts on the CLTD equipment being provided.
- 4.8.5 The Training Sessions must employ the training principles of Explanation, Demonstration, Imitation, and Practice to effectively train course participants on all procedures described within the approved and accepted Operator Manual and Maintenance and Repair Handbook.
- 4.8.6 The Contractor must provide a copy of all course teaching materials and handouts in electronic format to each course participant at the conclusion of each Training Session.
- 4.8.7 The Contractor must use the CLTD(s) supplied under contract for the Training Sessions.

4.9 Laser Hazard Assessment

- 4.9.1 The Contractor must provide a Laser Hazard Assessment IAW CLTD-ILS-210 at Appendix A2.2 and its associated DID CLTD-ILS-210 at Appendix A3.13 to this Requirement.

5.0 ENVIRONMENTAL HEALTH AND SAFETY

5.1 General

- 5.1.1 Substances listed under Prohibition of Certain Toxic Substances Regulations (SOR/2012-285) must not be incorporated in any part of the equipment.
- 5.1.2 Asbestos and asbestos containing products must not be incorporated in any part of the equipment, in accordance with the Prohibition of Asbestos and Products containing Asbestos Regulations (SOR/2018-196).
- 5.1.3 Halocarbons that are incorporated into the design of equipment, must comply with the Federal Halocarbon Regulations (SOR/2003-289) and the Ozone-depleting Substances and Halocarbon Alternatives Regulations (SOR/2016-137). If such substances must be used, the Contractor must:
- 5.1.3.1 Inform the Technical Authority by identifying the substance(s).
- 5.1.3.2 Identify the specific location within the equipment and its concentration.
- 5.1.4 The Mercury that is present in any part of the equipment, must comply with the mercury content limit as identified in the Products Containing Mercury Regulations (SOR/2014-254). If such substances must be used, the Contractor must:
- 5.1.4.1 Inform the Technical Authority by identifying the substance(s).
- 5.1.4.2 Identify the specific location within the equipment and its concentration.
- 5.1.5 Polychlorobiphenyl (PCBs) that are present in any part of the equipment, must comply with the PCB Regulations (SOR/2008-273). If such substances must be used, the Contractor must:
- 5.1.5.1 Inform the Technical Authority by identifying the substance(s).
- 5.1.5.2 Identify the specific location within the equipment and its concentration.
- 5.1.6 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 National Pollutant Release Inventory (NPRI, <https://www.canada.ca/en/environment-climate-change/services/national-pollutant-release-inventory/substances-list/threshold.html>) and List of Challenge Substances (<https://www.canada.ca/en/health-canada/services/chemical-substances/challenge/list.html>), and also the Toxic substances list (those identified within Schedule 1 of the Canadian Environmental Protection Act: <https://www.canada.ca/en/environment-climate-change/services/canadian-environmental-protection-act-registry/substances-list/toxic/schedule-1.html>) to the technical authority for approval.
- 5.1.7 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.
- 5.1.8 The Contractor must incorporate Environmental Health and Safety (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 monitor that all subcontractors are in compliance with applicable environmental laws and regulations.

5.3 EHS Packaging Labels

- 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 clearly identify the contents of the hazardous material with labels, and the SDS must explain what those hazards are.

5.4 Equipment Environmental Assessment

- 5.4.1 The Contractor must provide an Equipment Environmental Assessment (EEA) IAW CDRL CLTD-ILS-211 at Appendix A2.2 to the Requirement, and its associated DID CLTD-ILS-211 at Appendix A3.14 to the Requirement.
- 5.4.2 The Contractor must include appropriate warnings and instructions to mitigate these risks in technical documents.
- 5.4.3 The Contractor may provide confidential information in a separate document.

6.0 TECHNICAL REQUIREMENTS

6.1 Overview

- 6.1.1 The Contractor must comply with all specified requirements for each component of the CLTD, stated in: A1.0 APPENDIX: CLTD TECHNICAL SPECIFICATION

A1.0 APPENDIX 1: CLTD TECHNICAL SPECIFICATION

A1.1 System Requirements

A1.1.1 General

A1.1.1.1 The CLTD consists of the following components, and is further described in detail under the **System Component Requirements** section:

A1.1.1.1.1 Compact Laser Marker (CLM)

A1.1.1.1.2 Compact Targeting Optic (CTO)

A1.1.1.2 The CLM and CTO components must be operable both independently and together as an assembled unit.

A1.2 System Component Requirements

A1.2.1 Compact Laser Marker

~~A1.2.1.1 The CLM component must be the CTAM Block 2 (Part Number: 16011-3000-02, CAGE Code: 1YWM6) or equivalent.~~

A1.2.1.12 ~~An equivalent.~~ The CLM component is defined as one meeting all requirements defined in the compliance matrix found at Table 1 of the Evaluation Compliance Matrices.

A1.2.1.23 Each CLM must additionally be provided with the following accessories:

A1.2.1.23.1 Two (2) complete sets of disposable batteries for the CLM;

A1.2.1.23.2 One (1) lens cleaning kit;

A1.2.1.23.3 One (1) set of all special tools and test equipment (STTE).

A1.2.1.23.3.1 The STTE set must include all STTE required to setup and maintain the CLM component in accordance with the Operator Maintenance Concept Requirement paragraph 4.1.1.1 and to assemble it for use in conjunction with the CTO;

A1.2.1.23.3.2 The STTE set must include all tools required to engage and disengage all laser safety devices/features on the CTM.

A1.2.1.23.4 One (1) reusable soft-sided carrying case housing the CLM component; and

A1.2.1.23.5 One (1) reusable hard-sided transport case housing the CLM component, all of the above accessories, and all its technical publications without needing to be distorted from flat.

A1.2.1.23.5.1 The hard-sided transport case must have no less than an IP66 rating IAW IEC 60529 or equivalent.

A1.2.2 Compact Targeting Optic

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~~A1.2.2.1~~ — The CTO component must be the JIM Compact (Part Number: JIMC3KT, CAGE Code: FAQ15) or equivalent.

A1.2.2.~~12~~ ~~An equivalent~~The CTO component is defined as one meeting all requirements defined in the compliance matrix found at Table 2 of the Evaluation Compliance Matrices.

A1.2.2.~~23~~ Each CTO must additionally be provided with the following accessories:

A1.2.2.~~23.1~~ Two (2) complete sets of rechargeable batteries for the CTO;

A1.2.2.~~23.2~~ One (1) battery charging system for its rechargeable batteries with the following characteristics:

A1.2.2.~~23.2.1~~ The battery charging system must enable charging from and be supplied with the cable to interface with a universal power input of 110VAC – 220VAC, 50Hz – 60Hz, with a North American plug type.

A1.2.2.~~23.2.2~~ The battery charging system must enable charging from and be supplied with the cable to interface with a 12VDC cigarette lighter type vehicle charging port.

A1.2.2.~~23.2.3~~ The battery charging system must provide visual indications of battery charging in order to indicate when charging is in progress and when it is complete.

A1.2.2.~~23.2.4~~ The battery charging system full re-charge time for one (1) battery set must not exceed eight (8) hours.

A1.2.2.~~23.2.5~~ The battery charging system must be capable of simultaneously recharging two (2) battery sets.

A1.2.2.~~23.2.6~~ The battery charging system must be certified CE, UL or TA approved equivalent.

A1.2.2.~~23.3~~ One (1) cable (1-2 metres in length) for powering the CTO using a BA5590 battery;

A1.2.2.~~23.4~~ One (1) USB cable (1-3 metres in length) for downloading recorded video and still imagery to a PC;

A1.2.2.~~23.5~~ If the CTO thermal camera has a video resolution of less than 0.75 megapixels the CTO must be provided with one (1) telephoto lens attachment for the thermal camera, enabling a minimum 2.5x optical magnification;

A1.2.2.~~23.6~~ One (1) set of all required cables (1-3 metres in length) and software (as applicable) to permit the CTO to integrate the CTO with a Defense Advanced GPS Receiver (DAGR) (NSN: 5825-01-526-4738);

A1.2.2.~~23.7~~ One (1) set of all required cables (1-3 metres in length), mounting hardware, and software (as applicable) to permit the CTO to integrate with a STERNA Target Location System (NSN: 1240-20-008-8338);

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- A1.2.2.23.8 One (1) cable (2-3 metres in length) permitting the CTO to stream live video, azimuth reading, inclination reading, GPS coordinates, and laser range reading to an in-service CAF display over a local area connection.
- A1.2.2.23.9 One (1) lens cleaning kit;
- A1.2.2.23.10 One (1) set of all special tools and test equipment (STTE).
- A1.2.2.23.10.1 The STTE set must include all STTE required to setup and maintain the CTO component in accordance with the Operator Maintenance Concept Requirement paragraph 4.1.1.1 and to assemble it for use in conjunction with the CLM;
- A1.2.2.23.10.2 The STTE set must include all tools required to engage and disengage all laser safety devices/features on the CLM.
- A1.2.2.23.11 One (1) reusable soft-sided carrying case housing the CTO component; and
- A1.2.2.23.12 One (1) reusable hard-sided transport case housing the CTO component, all of the above accessories, and all its technical publications without needing to be distorted from flat.
- A1.2.2.23.12.1 The hard-sided transport case must have no less than an IP66 rating IAW IEC 60529 or equivalent.

A2.0 APPENDIX 2: CONTRACT DATA REQUIREMENTS LIST

A2.1 Management and Explanation of the CDRL

A2.1.1 Management of Data Items

- A2.1.1.1 The Contractor must review, update and deliver amendments, or confirm the continuing accuracy of data items annotated with a maintenance period, in accordance with the CDRL.
- A2.1.1.2 The Contractor must deliver amended, reissued or resubmitted data items to the location(s) and in the format and quantities specified in the CDRL for the initial submission of the data items.

A2.1.2 Explanation of the CDRL

- A2.1.2.1 **CDRL Line Number** – This field provides the unique sequential number that identifies each data item within different functional groups (eg, PM-001, SE-101, & ILS-201).
- A2.1.2.2 **CDRL Title** – This field identifies the title of the data item.
- A2.1.2.3 **Requirement Para Ref** – This field shows the paragraph in the Requirement where the data item is stipulated. There may be multiple references to the data item in the Requirement, but generally only the first (or one) reference is shown in the CDRL.
- A2.1.2.4 **Version** – This field identifies the particular delivery of a data item during its lifecycle (ie, draft, final).
- A2.1.2.5 **Delivery Schedule** – This field specifies the date(s) and/or events by which the data item is required to be delivered. The date of delivery applies to all delivery locations and quantities unless otherwise specified. Following are some of the abbreviations and symbols used with this column:
- A2.1.2.5.1 'KO' means the Kick-Off Meeting date;
- A2.1.2.5.2 Numerals indicate the number of Calendar Days, unless specified otherwise;
- A2.1.2.5.3 '+' means after the specified date or event; and
- A2.1.2.5.4 '-' means before the specified date or event.
- A2.1.2.5.5 If a data item is required to be delivered before an event having a duration of greater than one day, delivery date must be calculated from the first day of that event. If a data item is required to be delivered after an event having a duration of greater than one day, the delivery date must be calculated from the last day of that event.
- A2.1.2.6 **Quantity** – This field specifies the total number of data items to be delivered to the associated delivery location(s), including the number of hard (H) and soft (S) copies. When both hard and soft copies are requested, the action copy will be indicated in the notes column.

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- A2.1.2.7 **Addressee** – This field shows the short title of the DND representative to whom the hard and soft copies of the data items must be delivered. The action hard copy of the data item must be delivered to the first nominated location in this field.
- A2.1.2.8 **Data Item Description Reference** – This field provides the identification of the DID with which the data item must comply.
- A2.1.2.9 **DND Action Period** – This field defines the number of Calendar Days available to the DND to action the data item and respond to the Contractor, if that action requires a response.
- A2.1.2.9.1 The period begins upon the date the action copy of the data item is received at the first nominated addressee.
- A2.1.2.9.2 The action period applies to all deliveries, including first deliveries, amendments and re-issues. If a data item is delivered earlier than the first delivery date shown in the CDRL, the DND is not obliged to action it until after that date.
- A2.1.2.10 **DND Action Required** – This field indicates the purpose for which the data item is being submitted to the DND, which will either be for Review, Approval or Acceptance.
- A2.1.2.11 **Maintenance** – This field specifies either the timings or the time intervals, after each delivery, at which the data item must be reviewed by the Contractor and either have its continuing accuracy status confirmed in writing, or be updated and reissued. The Maintenance column does not apply to draft or preliminary versions of data items. The following abbreviations and codes are applicable to this column:
- A2.1.2.11.1 xM – every x calendar months;
- A2.1.2.11.2 SA – to enable it to be provided for the purposes of conducting Acceptance of each System;
- A2.1.2.11.3 FA – to enable it to be provided for the purposes of Final Acceptance; and
- A2.1.2.11.4 NA or blank – not applicable.
- A2.1.2.12 Notes: Where necessary, additional explanatory information relating to a CDRL data item is provided in this column.

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A2.2 CDRL Item List

CDRL #	CDRL Title	Requirement Para Ref	Version	Delivery Schedule	Qty	Addressee	DID # and Ref	DND Action Period	DND Action Required	Maint	Notes
CLTD-PM-001	Contract Status Report	Para. 3.2.1 (pg. 9)	Draft Revised or Final Updates	KO+28 DND Comments + 7 Monthly	1S 1S 1S	TA, ILSM TA, CA, PA, ILSM TA, CA, PA, ILSM	CLTD-PM-001 App. A3.3 (pg. 29)	14 7	Review Review or Acceptance Review		
CLTD-ILS-201	Operator Manual	Para. 4.3.1.1.1 (pg. 11)	Draft English Revised or Final English Draft Bilingual Final Bilingual	KO + 56 DND Comments + 21 Acceptance of English + 21	1S per comp 1S per comp 1S, 1H per comp 1H	ILSM ILSM Issued with each CLTD comp	CLTD-ILS-201 App. A3.4 (pg. 31)	21 14 14	Review Review or Acceptance Review or Acceptance		Where both are requested, the hard copy is the action copy.
CLTD-ILS-202	Operator Quick Reference Card	Para. 4.3.1.2.1 (pg. 11)	Draft English Revised or Final English Draft Bilingual Final Bilingual	With Draft Operator Manual DND Comments + 21 Acceptance of English + 14	1S per comp 1S per comp 1S, 1H per comp 1H	ILSM ILSM Issued with each CLTD comp	CLTD-ILS-202 App. A3.5 (pg. 33)	14 14 14	Review Review or Acceptance Review or Acceptance		Where both are requested, the hard copy is the action copy.
CLTD-ILS-203	Maintenance and Parts Handbook	Para. 4.3.1.3.1 (pg. 11)	Draft English	KO + 56	1S per comp	ILSM	CLTD-ILS-203	21	Review		Where both are requested, the hard copy is the action copy.

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CDRL #	CDRL Title	Requirement Para Ref	Version	Delivery Schedule	Qty	Addressee	DID # and Ref	DND Action Period	DND Action Required	Maint	Notes
			Revised or Final English Draft Bilingual Final Bilingual	DND Comments + 21 Acceptance of English + 14	1S per comp 1S, 1H per comp 1H	ILSM ILSM Issued with each CLTD comp	App. A3.6 (pg. 35)	14 14	Review or Acceptance Review or Acceptance		
CLTD-ILS-204	Permissive Repair Schedule and Standard Repair Times	Para. 4.3.1.4.1 (pg. 12)	Draft English Revised or Final English Draft Bilingual Final Bilingual	With Draft Maintenance and Parts Handbook DND Comments + 21 Acceptance of English + 14	1S 1S 1S, 1H per comp 1H	ILSM ILSM ILSM Issued with each CLTD comp	CLTD-ILS-204 App. A3.7 (pg. 37)	21 14 14	Review Review or Acceptance Review or Acceptance		Where both are requested, the hard copy is the action copy.
CLTD-ILS-205	Provisioning Parts Breakdown	Para. 4.4.3.1.1 (pg. 14)	Draft Revised or Final	With Draft Maintenance and Parts Handbook DND Comments + 21	1S 1S	ILSM ILSM	CLTD-ILS-205	21 14	Review Review or Acceptance		
CLTD-ILS-206	Supplementary Provisioning Technical Documentation	Para. 4.4.3.2.1 (pg. 14)	Draft Revised or Final	With Draft Maintenance and Parts Handbook DND Comments + 21	1S 1S	ILSM ILSM	CLTD-ILS-206	21 14	Review Review or Acceptance		
CLTD-ILS-207	Special Tools & Test Equipment List	Para. 4.4.3.3.1 (pg. 14)	Draft	With Draft Maintenance and Parts Handbook	1S	ILSM	CLTD-ILS-207	14	Review		

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CDRL #	CDRL Title	Requirement Para Ref	Version	Delivery Schedule	Qty	Addressee	DID # and Ref	DND Action Period	DND Action Required	Maint	Notes
			Revised or Final	DND Comments + 21	1S	ILSM	App. A3.10 (pg. 44)	14	Review or Acceptance		
CLTD-ILS-208	Warranty Support Plan	Para.4.5.1 (pg. 14)	Draft	KO + 42	1S	ILSM	CLTD-ILS-208	28	Review		
			Revised or Final	DND Comments + 14	1S	ILSM	App. A3.11 (pg. 46)	14	Review or Acceptance		
CLTD-ILS-209	Controlled & Non-Controlled Goods List	Para. 4.7.1 (pg. 16)	Draft	Same time as the draft Provisioning Parts Breakdown	1S	ILSM	CLTD-ILS-209	21	Review		
			Revised or Final	DND Comments + 14	1S	ILSM	App. A3.11 (pg. 46)	14	Review or Acceptance		
CLTD-ILS-210	Laser Hazard Assessment	Para. 4.9.1 (pg. 16)	Draft	KO + 56	1S	TA	CLTD-ILS-210	28	Review		
			Revised or Final	DND Comments + 14	1S	TA	App. A3.13 (pg. 50)	14	Review or Acceptance		
CLTD-ILS-	Equipment Environmental Assessment	Para. 5.4.1 (pg. 18)	Draft	KO + 90	1S	TA	CLTD-ILS-211	60	Review		
			Revised or Final	DND Comments + 30	1S	TA	App. A3.14 (pg. 52)	14	Review or Acceptance		

A3.0 APPENDIX 3: DATA ITEM DESCRIPTION

A3.1 Data Deliverable Format

A3.1.1 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:

- A3.1.1.1 Microsoft (MS) Windows 10 Enterprise Operating System (OS);
- A3.1.1.2 MS Internet Explorer (IE) 9.0 with 256 Bit Encryption;
- A3.1.1.3 MS Office Professional Plus 2013 (Word, Excel, Access, PowerPoint and Outlook);
- A3.1.1.4 Adobe Acrobat X; and
- A3.1.1.5 WinZip 8.1 SR-1;

A3.2 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 Requirement 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.

A3.3 DID – Contract Status Report

DATA ITEM DESCRIPTION	
1. TITLE Contract Status Report (CSR)	2. IDENTIFICATION NUMBER DID CLTD-PM-001
3. DESCRIPTION The Contract Status Report (CSR) is the principal statement and explanation of the status of the contract at the end of each reporting period, and will summarize the Contractor's progress and activities in relation to the Project milestones, schedule, and contract data deliverables.	
4. RELATED DOCUMENTS	5. CONTRACT REFERENCE Requirement: Para. 3.2.1 (pg. 9) CDRL: App. A2.2 (pg. 25)
0. PREPARATION INSTRUCTIONS	
<p>6.1. CONTENT</p> <p>6.1.1. The CSR must identify the date at which the CSR is valid, and the time period since the status date of the previous CSR (the 'reporting period').</p> <p>6.1.2. The CSR must include the following information:</p> <p>6.1.2.1. A summary of work activities undertaken during the reporting period;</p> <p>6.1.2.2. A summary of work activities expected to be undertaken in the next reporting period and all significant forthcoming events.</p> <p>6.1.2.3. A narrative detailing progress against milestones, expected date of completion of near milestones, problem areas and work-around plans where required;</p> <p>6.1.2.4. A status report on contract data deliverable end items as called up in the CDRLs;</p> <p>6.1.2.5. A list of correspondence that requires a response from the DND/PSPC, but for which no response has been received; and</p> <p>6.1.2.6. A list of DND/PSPC correspondence to the Contractor for which a response is outstanding, and an estimate of the response date.</p> <p>6.1.3. Risk Register</p> <p>6.1.3.1. The CSR must include a Risk Register that reflects the current status of risk for the contract;</p> <p>6.1.3.2. The Risk Register information provided must include:</p> <p>6.1.3.2.1. Identification of each risk (sequence number, name and description);</p> <p>6.1.3.2.2. Its likelihood and potential severity;</p> <p>6.1.3.2.3. Who is assigned to manage the risk;</p> <p>6.1.3.2.4. The planned risk response should the event occur; and</p> <p>6.1.3.2.5. The risk mitigation (actions taken in advance to reduce probability/impact).</p> <p>6.1.3.3. Once individual identified risks have been resolved, they can be removed from the active Risk Register.</p> <p>6.2. SOFT COPY FORMAT</p> <p>6.2.1. The CSR must be submitted as a PDF file type.</p> <p>6.2.2. The CSR PDF must be submitted via email (submission size not to exceed 7MB) as follows:</p>	

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6.2.2.2. Subject Field: CLTD-PM-001 – CSR – [Rev #] – [Date of Issue]

A3.4 DID – Operator Manual

DATA ITEM DESCRIPTION	
1. TITLE Operator Manual	2. IDENTIFICATION NUMBER DID CLTD-ILS-201
3. DESCRIPTION The Operator Manual contains all the essential information required to describe the safe and correct operative procedures and operator maintenance associated with the equipment.	
4. RELATED DOCUMENTS C-01-100-100/AG-008 <i>Writer's Guide for Technical Documentation</i>	5. CONTRACT REFERENCE Requirement: Para. 4.3.1.1.1 (pg. 11) CDRL: App. A2.2 (pg. 25)
6 PREPARATION INSTRUCTIONS	
6.1 CONTENT	
6.1.1 The Operator Manual must cover the following topics, and others judged pertinent by the Contractor:	
6.1.1.1 General Description/Equipment Overview;	
6.1.1.2 Pre-use testing/inspection;	
6.1.1.3 Assembly and connection procedures with compatible 3 rd party equipment (e.g. DAGR, STERNA, etc.);	
6.1.1.4 Preparation and set up for use;	
6.1.1.5 Use and operation, including operation under emergency, adverse, or abnormal conditions, when applicable;	
6.1.1.6 Operator Maintenance, IAW the Maintenance Concept para 4.1 (pg. 11);	
6.1.1.7 Shut-down and post-shut-down actions and precautions;	
6.1.1.8 Preparation for equipment transit by air, land, and sea;	
6.1.1.9 Safety/Hazardous material issues;	
6.1.2 The Operator Manual material covered in 6.1.1 above, must be amplified by colour illustrations, line drawings, and good quality colour pictures.	
6.2 GENERAL FORMAT	
6.2.1 The Operator Manual must be prepared in the Contractor's format while being in full conformance with the above-stated issue of C-01-100-100/AG-008.	
6.2.2 The Operator Manual must include the National Defence Index of Documentation (NDID) number (provided to the Contractor by DND) that must be placed on the top right corner of all the pages of the manual.	
6.3 HARD COPY FORMAT	
6.3.1 The accepted Operator Manual hard copies must be:	
6.3.1.1 Printed on paper with these characteristics:	
6.3.1.1.1 Standard US Letter Size (270 mm x 216 mm)	
6.3.1.1.2 Covers: 320-370 g/m ² polyester film (such as Pico Film), matt surface and white colour	
6.3.1.1.3 Pages: 150-190 g/m ² polyester film (such as Pico Film), matt surface and white colour	
6.3.1.2 Bound with white or black spiral coil (PLASTIKOIL®)	
6.4 SOFT COPY FORMAT	

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- 6.4.1 The Operator Manual 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.
- 6.4.2 Viewing the Operator Manual PDF: pages, regardless of size, containing text and illustrations in landscape, must be rotated for electronic viewing and reading in landscape.
- 6.4.3 **Soft Copy format submission size below 7MB** – The Operator Manual PDF and its native file may be submitted via email as follows:
 - 6.4.3.1 To Field: As per the related CDRL section 9.A. Addressee, as identified in the contract.
 - 6.4.3.2 Subject Field: CLTD-ILS-201 – Operator Manual – [Rev #] – [Date of Issue]
- 6.4.4 **Soft Copy format submission size at or above 7MB** - The Operator Manual PDF and its native file must be submitted on CD or DVD media and be labelled as follows:
 - 6.4.4.1 Compact Laser Targeting Device
 - 6.4.4.2 Operator Manual;
 - 6.4.4.3 CLTD-ILS-201;
 - 6.4.4.4 The Revision number, and
 - 6.4.4.5 The date of issue.

A3.5 DID – Operator Quick Reference Card

DATA ITEM DESCRIPTION	
1. TITLE Operator Quick Reference Card	2. IDENTIFICATION NUMBER DID CLTD-ILS-202
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 Requirement: Para. 4.3.1.2.1 (pg. 11) CDRL: App. A2.2 (pg. 25)
<p>1. PREPARATION INSTRUCTIONS</p> <p>6.1. CONTENT</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 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>6.1.3. 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>6.1.4. The OQRC cautionary advisory's heading must be determined based on the criteria set out in the Requirement para. 4.3.3.1.</p> <p>6.1.5. The OQRC cautionary advisory must read as follows: "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."</p> <p>6.1.6. 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. HARD COPY FORMAT</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/m² 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. SOFT COPY FORMAT</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. Soft Copy format submission size below 7MB – The OQRC PDF and its native file may be submitted via email as follows:</p>	

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- 6.3.4.2. OQRC;
- 6.3.4.3. CLTD-ILS-202;
- 6.3.4.4. The Revision number, and
- 6.3.4.5. The date of issue.

A3.6 DID – Maintenance and Parts Handbook

DATA ITEM DESCRIPTION	
1. TITLE Maintenance and Parts Handbook	2. IDENTIFICATION NUMBER DID CLTD-ILS-203
3. DESCRIPTION The Maintenance and Parts Handbook will allow a trained technician to effectively maintain and identify parts of the system.	
4. RELATED DOCUMENTS D-01-100-205/SF-000 <i>Specification for Preparation of Corrective Maintenance Instruction;</i> D-01-100-204/SF-000 <i>Specification for Preparation of Preventive Maintenance Instructions;</i> C-01-100-100/AG-008 <i>Writer's Guide for Technical Documentation</i>	5. CONTRACT REFERENCE Requirement: Para. 4.3.1.3.1 (pg. 11) CDRL: App. A2.2 (pg. 25)
6 PREPARATION INSTRUCTIONS 6.1 CONTENT 6.1.1 Maintenance 6.1.1.1 The scope of the Maintenance portion of the Maintenance and Parts Handbook must cover the Technician Maintenance and repair tasks. 6.1.1.2 The maintenance topics must consist of: 6.1.1.2.1 General Description/Equipment Overview; 6.1.1.2.2 Pre-maintenance procedures to make the equipment safe; 6.1.1.2.3 Troubleshooting and testing; 6.1.1.2.4 Basic diagnosis and fault finding; 6.1.1.2.5 Adjustments, maintenance and repairs grouped IAW the Maintenance Concept para 4.1 (pg. 11), and presented IAW D-01-100-205/SF-000 and D-01-100-204/SF-000; 6.1.1.2.6 Safety/Hazardous material issues; 6.1.1.3 The maintenance material must be amplified by colour illustrations, line drawings, and good quality colour pictures. 6.1.2 Parts Handbook 6.1.2.1 The Maintenance and Parts Handbook must have an Illustrated Parts List section that must contain all the necessary information to positively identify and relate, to each other, all the parts of the equipment that are procurable and those involved in all maintenance tasks outlined in 6.1.1.2 above. 6.1.2.2 The Illustrated Parts List must have drawings of the parts and assemblies: line drawings and exploded views in black and white only; and, 6.1.2.3 The Illustrated parts List must have corresponding table(s) containing: 6.1.2.3.1 Item Number (callout in the drawing(s)); 6.1.2.3.2 Item Name; 6.1.2.3.3 Manufacturer's Part Number;	

- 6.1.2.3.6 NATO Stock Number (NSN), if known; and,
- 6.1.2.3.7 Quantity per Assembly (QPA).

6.2 GENERAL FORMAT

- 6.2.1 The Maintenance and Parts Handbook must be prepared in the Contractor's format and must be in full conformance with the above-stated issue of C-01-100-100/AG-008.

6.3 HARD COPY FORMAT

- 6.3.1 The accepted Maintenance and Parts Handbook hard copies must be:
 - 6.3.1.1 Printed on paper with these characteristics:
 - 6.3.1.1.1 Standard US Letter Size (216 mm x 270 mm)
 - 6.3.1.1.2 Covers: 320-370 g/m² polyester film (such as Pico Film), matt surface and white colour
 - 6.3.1.1.3 Pages: 150-190 g/m² polyester film (such as Pico Film), matt surface and white colour
 - 6.3.1.2 Bound with white or black spiral PVC coil (such as PLASTIKOIL®)

6.4 SOFT COPY FORMAT

- 6.4.1 The Maintenance and Parts Handbook must be provided as a PDF file with searchable text that matches the printed publication's format and layout.
 - 6.4.1.1 Links, bookmarks and thumbnails are to be included in the PDF file.
 - 6.4.1.2 All references made to a specific paragraph, figure, appendix must be appropriately linked.
 - 6.4.1.3 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 **Soft Copy format submission size below 7MB** – The Maintenance and Parts Handbook PDF and its native file 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: CLTD-ILS-203 – Maintenance and Parts Handbook – [Rev #] – [Date of Issue]
- 6.4.3 **Copy format submission size at or above 7MB** - The Maintenance and Parts Handbook PDF and its native file must be submitted on CD or DVD media and be labelled as follows:
 - 6.4.3.1 Compact Laser Targeting Device
 - 6.4.3.2 Maintenance and Parts Handbook;
 - 6.4.3.3 CLTD-ILS-203;
 - 6.4.3.4 The Revision number, and
 - 6.4.3.5 The date of issue.

A3.7 DID – Permissive Repair Schedule and Standard Repair Times

DATA ITEM DESCRIPTION	
1. TITLE Permissive Repair Schedule and Standard Repair Times	2. IDENTIFICATION NUMBER DID CLTD-ILS-204
3. DESCRIPTION The Permissive Repair Schedule and Standard Repair Times (PRS & SRT) provides information for maintenance support and planning of the equipment.	
4. RELATED DOCUMENTS C-04-010-002/AM-000 <i>Permissive Repair Schedules (PRSs) and Standard Repair Times (SRTs);</i> C-04-006-001/AM-001 <i>Land Maintenance System Lines of Maintenance and Levels of Repair</i>	0. CONTRACT REFERENCE Requirement: Para. Para. 4.3.1.4.1 (pg. 12) CDRL: App. A2.2 (pg. 25)
2. PREPARATION INSTRUCTIONS	
<p>6.1. CONTENT</p> <p>6.1.1. The PRS & SRT must include a breakdown of all maintenance tasks for Operator, Technician, and those that would be completed at the OEM, and must also include the number of hours required to perform the repair tasks, rounded up to the nearest half hour.</p> <p>6.1.2. The Levels of Repair and Lines of Maintenance for the PRS & SRT must be determined using the definitions provided in C-04-006-001/AM-001 and in discussions with DND ILS personnel.</p> <p>6.2. GENERAL FORMAT</p> <p>6.2.1. The PRS & SRT must be prepared in full conformance with C-04-010-002/AM-000;</p> <p>6.2.2. The PRS & SRT must have the National Defence Index of Documentation (NDID) number (provided to the Contractor by DND) that must be placed on the top right corner of each page.</p> <p>6.3. HARD COPY FORMAT</p> <p>6.3.1. The PRS & SRT hard copies must be:</p> <p>6.3.1.1. Printed on paper with these characteristics:</p> <p style="margin-left: 20px;">6.3.1.1.1. Standard US Letter Size (270 mm x 216 mm)</p> <p style="margin-left: 20px;">6.3.1.1.2. Covers: 320-370 g/m² polyester film (such as Pico Film), matt surface and white colour</p> <p style="margin-left: 20px;">6.3.1.1.3. Pages: 150-190 g/m² polyester film (such as Pico Film), matt surface and white colour</p> <p>6.3.1.2. Bound with white or black spiral coil (PLASTIKOIL®)</p> <p>6.4. SOFT COPY FORMAT</p> <p>6.4.1. The PRS & SRT 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>6.4.2. Soft Copy format submission size below 7MB – The PRS & SRT PDF and its native file may be submitted via email as follows:</p> <p>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: CLTD-ILS-204 – PRS & SRT – [Rev #] – [Date of Issue]</p> <p>6.4.3. Soft Copy format submission size at or above 7MB - The PRS & SRT PDF and its native file must be submitted on CD or DVD media and be labelled as follows:</p>	

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- 6.4.3.3. CLTD-ILS-204;
- 6.4.3.4. The Revision number, and
- 6.4.3.5. The date of issue.

A3.8 DID – Provisioning Parts Breakdown

DATA ITEM DESCRIPTION															
1. TITLE Provisioning Parts Breakdown	2. IDENTIFICATION NUMBER DID CLTD-ILS-205														
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 D-01-100-214/SF-000 <i>Specification for Preparation of Provisioning Documentation for Canadian Forces Equipment</i>	5. CONTRACT REFERENCE Requirement: Para. 4.4.3.1.1 (pg. 14) CDRL: App. A2.2 (pg. 25)														
6 PREPARATION INSTRUCTIONS															
6.1 CONTENT	PPB must contain data as per Table 1 below that supersedes Figures 1 and 5 in D-01-100-214/SF-														
6.1.1 The 000.	PPB attaching parts and fasteners, given a "Y" indention code, must immediately follow the part they fasten.														
6.1.2 The which	PPB Data Field definitions can be found at section 3.9.4 of the D-01-100-214/SF-000														
6.1.3 The SPT D	specification. following override applies: <i>Expanded Description (SPTD)</i> must contain the line item's applicable filename. clarity:														
6.1.4 For	<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.														
6.1.4.1															
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.														
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.														
6.1.4.4	<i>NATO Commercial and Government Entity (NCAGE)</i> Codes can be searched and requested through the NATO portal: https://portal.nspa.nato.int/AC135Public/scage/CageList.aspx .														
TABLE 1															
<table border="1"> <thead> <tr> <th>Data Fields Required</th> <th>Field Length</th> </tr> </thead> <tbody> <tr> <td>Item Number</td> <td>6</td> </tr> <tr> <td>Indention Code</td> <td>1</td> </tr> <tr> <td>Item Name</td> <td>32</td> </tr> <tr> <td>MRN</td> <td>30</td> </tr> <tr> <td>NCAGE</td> <td>5</td> </tr> <tr> <td>OEM's Part Number</td> <td>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
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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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 SOFT COPY FORMAT

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

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

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

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6.3.2.2 Subject Field: CLTD-ILS-205 – PPB – [Rev #] – [Date of Issue]

6.3.3 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:

6.3.3.1 Compact Laser Targeting Device

6.3.3.2 Provisioning Parts Breakdown;

6.3.3.3 CLTD-ILS-205;

6.3.3.4 The Revision number, and

6.3.3.5 The date of issue.

A3.9 DID – Supplementary Provisioning Technical Documentation

DATA ITEM DESCRIPTION	
<p>1. TITLE</p> <p>Supplementary Provisioning Technical Documentation</p>	<p>2. IDENTIFICATION NUMBER</p> <p>DID CLTD-ILS-206</p>
<p>3. DESCRIPTION</p> <p>The Supplementary Provisioning Technical Documentation (SPTD) fully identifies and describes part(s) that may be catalogued.</p>	
<p>4. RELATED DOCUMENTS</p> <p>D-01-100-214/SF-000 <i>Specification for Preparation of Provisioning Documentation for Canadian Forces Equipment</i></p> <p>D-01-400-001/SG-000 <i>Standard - Engineering Drawing Practices</i></p>	<p>5. CONTRACT REFERENCE</p> <p>Requirement: Para. 4.4.3.2.1 (pg. 14)</p> <p>CDRL: App. A2.2 (pg. 25)</p>
<p>3. PREPARATION INSTRUCTIONS</p> <p>6.1. CONTENT</p> <p>6.1.1. The Supplementary Provisioning Technical Documentation (SPTD) must be provided for each item appearing on the Provisioning Documentation as follows:</p> <p>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.</p> <p>6.1.1.2. Key elements of good SPTD:</p> <p>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.).</p> <p>6.1.1.2.2. Lists characteristic data about the item:</p> <p>6.1.1.2.2.1. Configuration;</p> <p>6.1.1.2.2.2. Physical characteristics, such as dimensions, tolerances, material, mandatory processes, surface finish, and protective coatings;</p> <p>6.1.1.2.2.3. Electrical Characteristics;</p> <p>6.1.1.2.2.4. Performance data;</p> <p>6.1.1.2.2.5. Special features which contribute to the uniqueness of the item, especially for common items modified to a particular standard of performance.</p> <p>6.1.1.2.3. Clearly shows the item in question.</p> <p>6.1.1.2.4. Shows where the item fits in the next higher assembly (where practical).</p> <p>6.2. GENERAL FORMAT</p> <p>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.</p> <p>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.</p> <p>6.3. SOFT COPY FORMAT</p> <p>6.3.1. The SPTD must be submitted in PDF file type, with filenames in the following format: (MRN)_(NCAGE)_(item name).pdf.</p> <p>6.3.2. Soft Copy format submission size below 7MB – The SPTD PDFs may be submitted via email as follows:</p> <p>6.3.2.1. To Field: As per the related CDRL section 9.A. Addressee, as identified in the contract.</p> <p>6.3.2.2. Subject Field: CLTD-ILS-206 – SPTD – [Rev #] – [Date of Issue]</p> <p>6.3.3. 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:</p> <p>6.3.3.1. Compact Laser Targeting Device</p>	

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6.3.3.3. CLTD-ILS-206;
6.3.3.4. The Revision number, and
6.3.3.5. The date of issue.

A3.10 DID – Special Tools & Test Equipment List

DATA ITEM DESCRIPTION	
1. TITLE Special Tools & Test Equipment List	2. IDENTIFICATION NUMBER DID CLTD-ILS-207
3. DESCRIPTION The Special Tools & Test Equipment (STTE) List provides a list of all Special Tools & Test Equipment that are not in the DND inventory, required to maintain and operate the equipment.	
4. RELATED DOCUMENTS	5. CONTRACT REFERENCE Requirement: Para. 4.4.3.3.1 (pg. 14) CDRL: App. A2.2 (pg. 25)
<p>4. PREPARATION INSTRUCTIONS</p> <p>6.1. CONTENT</p> <p>6.1.1. The STTE List must include the following for each item listed:</p> <p>6.1.1.1. Item Name;</p> <p>6.1.1.2. Reference (Manufacturer's Part) Number;</p> <p>6.1.1.3. NCAGE;</p> <p>6.1.1.4. NSN (if available) or SPTD of item (if NSN is not available);</p> <p>6.1.1.5. Maintenance Level;</p> <p>6.1.1.6. Recommended Buy Quantity;</p> <p>6.1.1.7. Standard Unit Price;</p> <p>6.1.1.8. Date of First Article Delivery;</p> <p>6.1.1.9. Picture(s) or Drawing(s) of item; and,</p> <p>6.1.1.10. Description and Function of STTE</p> <p>6.1.2. The STTE List may be divided into sub-sections such as:</p> <p>6.1.2.1. Operations Support Equipment;</p> <p>6.1.2.2. Maintenance Support Equipment;</p> <p>6.1.2.3. Calibration Equipment;</p> <p>6.1.2.4. Test, Measurement and Diagnostic Equipment;</p> <p>6.1.2.5. Automatic Test Equipment and its Test Program Set; and</p> <p>6.1.2.6. Computer Resource Support Requirement.</p> <p>6.2. GENERAL FORMAT</p> <p>6.2.1. The STTE List must be prepared as an MS Excel spreadsheet</p> <p>6.3. SOFT COPY FORMAT</p> <p>6.3.1. The STTE List must be provided as an MS Excel Spreadsheet file.</p> <p>6.3.2. Soft Copy format submission size below 7MB – The STTE List may be submitted via email as follows:</p> <p>6.3.2.1. To Field: As per the related CDRL section 9.A. Addressee, as identified in the contract.</p> <p>6.3.2.2. Subject Field: CLTD-ILS-207 – STTE List – [Rev #] – [Date of Issue]</p> <p>6.3.3. Soft Copy format submission size at or above 7MB – The STTE List file must be submitted on</p>	

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- 6.3.3.1. Compact Laser Targeting Device
- 6.3.3.2. Special Tools & Test Equipment List
- 6.3.3.3. CLTD-ILS-207;
- 6.3.3.4. The Revision number, and
- 6.3.3.5. The date of issue.

A3.11 DID – Warranty Support Plan

DATA ITEM DESCRIPTION	
1. TITLE Warranty Support Plan	2. IDENTIFICATION NUMBER DID CLTD-ILS-208
3. DESCRIPTION The warranty support plan identifies/documents the elements that compose the warranty support for the CLTD and provides the framework and strategy whereby the Contractor is going to meet its obligations to affect warranty support.	
4. RELATED DOCUMENTS	5. CONTRACT REFERENCE Requirement: Para. 4.5.1 (pg. 14) CDRL: App. A2.2 (pg. 25)
1. PREPARATION INSTRUCTIONS 6.1. CONTENT <ul style="list-style-type: none"> 6.1.1. The Warranty Support Plan must consist of at minimum the following sections: <ul style="list-style-type: none"> 6.1.1.1. Title Page; 6.1.1.2. Table of Contents; 6.1.1.3. Document Control Log; 6.1.1.4. Revision Record; 6.1.1.5. Plan Subject Matter; 6.1.1.6. Notes; and 6.1.1.7. Appendices. 6.1.2. The plan subject matter must include, but not be limited to, a detailed discussion on the following: <ul style="list-style-type: none"> 6.1.2.1. An introduction with a stated purpose and scope; 6.1.2.2. A description of the warranty section, including interrelationships between the Contractor organizations, policies and procedures and any subcontractors. A key point of contact for warranty matters should be identified; 6.1.2.3. A detailed summary of what is covered under the new CLTD standard warranty including applicable terms and conditions, such as parts and labour, time, usage and maintenance servicing requirements. This section must detail specific components that have a flow through warranty that is valid beyond the new CLTD standard warranty; 6.1.2.4. Complete warranty control procedures including, but not necessarily limited to the following: <ul style="list-style-type: none"> 6.1.2.4.1. Details of the process (detailed steps) to be followed to action a warranty claim for repairs performed by both the Contractor and Canada; 6.1.2.4.2. Interfacing action between Contractor and Canada for initiating warranty action and shipping instruction, including identifications of forms and other documentation requirements; 6.1.2.4.3. Procedures to be used where warranty claims are not substantiated, but Canada elects to have the item repaired and returned for servicing; 6.1.2.4.4. The forming of a Warranty Review Committee; 6.1.2.4.5. Procedures to be followed for evaluation of defective warrantable items; and 6.1.2.4.6. Details relating to disposal of unserviceable warrantable components, necessary forms and financial procedures, including a method of compensating Canada for effecting warranty repairs on the Contractor's behalf. 6.1.3. Each topic of discussion should be addressed in a manner that clearly identifies any documentation 	

6.1.4. Any documentation used in warranty activities must be identified and included as part of the Warranty Support Plan.

6.2. GENERAL FORMAT

6.2.1. The Warranty Support Plan must be provided in the contractor's standard format.

6.2.2. Best commercial practices must be used for charts, tables, matrices, page numbering and document control numbering.

6.3. SOFT COPY FORMAT

6.3.1. The soft copy of the Warranty Support Plan must be provided as a PDF, with searchable text, with pages rotated as needed for normal viewing on screen. All references made to a specific paragraph, figure, appendix must be appropriately hyperlinked within the document.

6.3.2. **Soft Copy format submission size below 7MB** – The Warranty Support Plan may be submitted via email as follows:

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: CLTD-ILS-208 – Warranty Support Plan – [Rev #] – [Date of Issue]

6.3.3. **Soft Copy format submission size at or above 7MB** – The Warranty Support Plan file must be submitted on CD or DVD media and be labelled as follows:

6.3.3.1. Compact Laser Targeting Device

6.3.3.2. Warranty Support Plan

6.3.3.3. CLTD-ILS-208;

6.3.3.4. The Revision number, and

6.3.3.5. The date of issue.

A3.12 DID – Controlled & Non-Controlled Goods List

DATA ITEM DESCRIPTION	
1. TITLE Controlled & Non-Controlled Goods List (CNCGL)	2. IDENTIFICATION NUMBER DID CLTD-ILS-209
3. DESCRIPTION Controlled Goods Items – The CNCGL identifies if the controlled goods end items, components and sub-components of the equipment are specifically designed and modified for military Demilitarization Instructions if required. Non-Controlled Goods Items – The CNCGL still includes non-controlled goods end items, components and sub-components of the equipment, as they will still require a DMC assignment.	
4. RELATED DOCUMENTS C-02-007-000/AG-001 <i>Controlled Technology Access and Transfer (CTAT) Manual</i>	5. CONTRACT REFERENCE Requirement: Para. 4.7.1 (pg. 15) CDRL: App. A2.2 (pg. 25)
5. PREPARATION INSTRUCTIONS	
6.1. CONTENT	
6.1.1. The CNCGL must identify end items accordingly, IAW C-02-007-000/AG-001:	
6.1.1.1. For Canadian origin items, Canada's Export Control List (ECL) articles that apply in accordance with the Defence Product Act;	
6.1.1.2. For US origin dual use, the Export Control Classification Number of the Commerce Control List that applies;	
6.1.1.3. For US origin controlled goods also known as defence articles, the United States Munitions List (USML) Category and paragraph that apply in accordance with the International Traffic in Arms Regulations (ITAR);	
6.1.1.4. For all other countries other than Canada and the USA, the category and article of the Wassenaar Control List that applies, and	
6.1.1.5. All items require a Demilitarization Code (DMC).	
6.2. GENERAL FORMAT	
6.2.1. The CNCGL must be in spreadsheet format with 6 columns:	
6.2.1.1. Item name;	
6.2.1.2. Manufacturer's Reference Part Number;	
6.2.1.3. Ref para for Canadian origin items (ECL);	
6.2.1.4. Ref para for US origin controlled goods (USML);	
6.2.1.5. Demilitarization Code (DMC);	
6.2.1.6. Formal Demilitarisation Instructions, if DMC is F;	
6.2.1.7. Remarks.	
6.3. SOFT COPY FORMAT	
6.3.1. The CNCGL must be provided as an MS Excel Spreadsheet file.	
6.3.2. Soft Copy format submission size below 7MB – The CNCGL may be submitted via email as follows:	
6.3.2.1. To Field: As per the related CDRL section 9.A. Addressee, as identified in the	

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

6.3.3.1. Compact Laser Targeting Device

6.3.3.2. CNCGL

6.3.3.3. CLTD-ILS-209;

6.3.3.4. The Revision number, and

6.3.3.5. The date of issue.

A3.13 DID – Laser Hazard Assessment

DATA ITEM DESCRIPTION	
1. TITLE Laser Hazard Assessment	2. IDENTIFICATION NUMBER DID CLTD-ILS-210
3. DESCRIPTION The Laser Hazard Assessment provides the operating characteristics of all lasers in the system in order to facilitate a safe transition to service.	
4. RELATED DOCUMENTS C-02-040-002/AA-000 <i>Evaluation and Control of Laser Hazards</i>	5. CONTRACT REFERENCE Requirement: Para. 4.9.1 (pg. 16) CDRL: App. A2.2 (pg. 25)
7. PREPARATION INSTRUCTIONS 7.1. CONTENT AND GENERAL FORMAT 7.1.1. The Laser Hazard Assessment must include the following specifications for each laser in the system in accordance with the definitions and calculations provided in C-02-040-002/AA-000. The information must be presented in the order shown. 7.1.1.1. Original Equipment Manufacturer 7.1.1.2. Manufacturer's Reference Number 7.1.1.3. System Parameters 7.1.1.3.1. Laser Type 7.1.1.3.2. Wavelength [nm] 7.1.1.3.3. Minimum/Maximum Energy (Q) [mJ] 7.1.1.3.4. Pulse Duration(s) (t) [ns] 7.1.1.3.5. Emergent Beam Diameter (a) at the exit aperture [mm] 7.1.1.3.6. Beam Divergence (ϕ) [mrad] 7.1.1.4. Nominal Ocular Hazard Distance 7.1.1.4.1. Unaided eye and unfiltered laser [m] 7.1.1.4.2. Aided view (7x50 binoculars) and unfiltered laser [m] 7.1.1.4.3. Unaided eye with laser attenuating filter [attenuation in dB] [distance in m] 7.1.1.4.4. Aided view (7x50 binoculars) with laser attenuating filter [attenuation in dB] [distance in m] 7.1.1.5. Nominal Skin Hazard Distance [m] 7.1.1.6. Diffuse Reflection Hazard [m] 7.1.1.7. Classification 7.1.1.8. Suitable Protective Goggles [NSN] or [OEM and MRN] 7.1.1.9. Minimum Goggle Optical Density 7.1.2. The Contractor must clearly identify any controlled goods information within the Laser Hazard Assessment. 7.2. SOFT COPY FORMAT 7.2.1. The Laser Hazard Assessment must be provided as a PDF file. 7.2.2. Soft Copy format submission size below 7MB – The Laser Hazard Assessment may be	

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

7.2.2.2. Subject Field: CLTD-ILS-210 – Laser Hazard Assessment – [Rev #] – [Date of Issue]

7.2.3. **Soft Copy format submission size at or above 7MB** – The Laser Hazard Assessment file must be submitted on CD or DVD media and be labelled as follows:

7.2.3.1. Compact Laser Targeting Device

7.2.3.2. Laser Hazard Assessment

7.2.3.3. CLTD-ILS-210;

7.2.3.4. The Revision number, and

7.2.3.5. The date of issue.

A3.14 DID – Equipment Environmental Assessment

DATA ITEM DESCRIPTION	
<p>1. TITLE Equipment Environmental Assessment (EEA)</p>	<p>2. IDENTIFICATION NUMBER DID CLTD-ILS-211</p>
<p>3. DESCRIPTION The EEA identifies and documents potential environmental impacts of the equipment over the entire life-cycle and the associated mitigation measures required to reduce or eliminate them.</p>	
<p>4. RELATED DOCUMENTS</p>	<p>2. CONTRACT REFERENCE Requirement: Para. 5.4.1 (pg. 18) CDRL: App. A2.2 (pg. 25)</p>
<p>3. PREPARATION INSTRUCTIONS</p> <p>6.1. CONTENT</p> <p>6.1.1. Title Page</p> <p>6.1.1.1. Equipment Name and NSN (if available).</p> <p>6.1.1.2. Assessment Contact: Name, title and company name of the author of the EEA.</p> <p>6.1.2. Executive Summary</p> <p>6.1.2.1. Provide a brief summary of potential environmental for impacts and recommended mitigation measures each life-cycle (test and evaluation following production, operation and maintenance, and demilitarization and disposal).</p> <p>6.1.3. Equipment Description</p> <p>6.1.3.1. Equipment description: Provide an overview of the equipment and identify each major sub-system as per the Equipment Breakdown Structure.</p> <p>6.1.3.2. For each major sub-system, identify the following:</p> <p>6.1.3.2.1. Ionizing radiation sources (radioisotopes and x-ray). e.g. Uranium, Radon, plutonium and tritium etc.</p> <p>6.1.3.2.2. Non-ionizing radiation sources (radiofrequency and lasers).</p> <p>6.1.3.2.3. Identify toxic substances that are incorporated into the equipment design. Provide additional information in tabular form in Section A.</p> <p>6.1.3.2.4. Identify chemical products listed in Section B.</p> <p>6.1.3.2.5. Provide Safety Data Sheets (SDS) that are less than three years old for all chemical products in accordance with WHMIS 2015 requirements in the Safety Data Sheets SDS for all chemical products identified in the EEA in Section C for all chemical products.</p> <p>6.1.4. Environmental Assessment</p> <p>6.1.4.1. For each lifecycle phase (test and evaluation production, operation and maintenance, and following demilitarization and disposal) discuss the following:</p> <p>6.1.4.1.1. Lifecycle activities: Describe anticipated activities that are detailed in Contractor provided Technical Documentation) and identify if any of these activities have the potential to: release a polluting substance to air, water or land (e.g. exhaust emissions, hazardous waste, spills, etc.); impact human health; noise or vibration; and/or alter landscape features. Note: The scope of the EEA excludes activities related to the use of munitions.</p> <p>6.1.4.1.2. Environmental impacts: Describe the potential environmental impacts identified above.</p> <p>6.1.4.1.3. Mitigation Measures: Describe mitigation measures to eliminate or reduce identified potential environmental impacts, including those that are part of the design, any warning devices,</p>	

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emission control equipment, spill response, safe handling and disposal procedures, training, PPE, labels on equipment, cautions and warnings in the Technical Documentation, monitoring or inspections, etc.

6.1.5. Conclusions and Recommendations

6.1.5.1. Summarize the main environmental impacts and recommended mitigation measures.

6.1.6. References

6.1.6.1. List references consulted in the completion of the EEA (such as Canadian legislation, DND policies and procedures, technical documentation, etc.).

6.1.7. Section A - List of Toxic Substances in the Equipment

Toxic Substance	NSN	Original OEM Part Number	Item Description	Location	Additional Details
Antimony, Arsenic, Beryllium, Brass, Bronze, Chromium VI, Cobalt, Copper, Lead, Precious and radioactive metals					
Halocarbons					Type and weight (kg). Global Warming Potential of Hydrofluorocarbons used for refrigerant applications.
Ionizing radiation					Type and quantity or activity level
Mercury and its compounds					Product Category, form of mercury (e.g. liquid, vapour) and weight (mg)
Non-ionizing radiation					Type of electromagnetic energy (laser, microwave, radio frequency) and strength
Polychlorinated Biphenyl					Form (liquid or solid), quantity (kg), volume (L) and concentration in ppm

Note: Provide information on the presence of other metals, metal coatings, surface treatments, etc.

6.1.8. Section B – List of Chemical Products

Chemical Product	NSN	Product Part Number / Manufacturer	Ingredient	Chemical Abstract Service Number	Controls*
Adhesives, anti-seize, batteries, solvents, cleaners and degreasers, compressed gases, corrosion inhibitor, cutting fluid, decontaminant, desiccant, detector kit, fire extinguishing agent, fuel, grease, inspection penetrant, lubricants, paints and related commodities (CARC topcoat, CARC primer, CARC wash-primer, sealants.					

*Controls: Identify if the substance is regulated under the Canadian Environmental Protection Act, 1999; targeted in Schedule 1, Toxic Substance List under CEPA and/or subject to the reporting requirements under the National Pollutant Release Inventory (NPRI).

6.1.9. Section C - Safety Data Sheets SDS for all chemical products identified in the EEA

6.2. SOFT COPY FORMAT

6.2.1. The EEA must be provided as a PDF file.

6.2.2. **Soft Copy format submission size below 7MB** – The EEA may be submitted via email as follows:

6.2.2.1. To Field: As per the related CDRL section 9.A. Addressee, as identified in the contract. 6.2.2.2. Subject Field: CLTD-ILS-211 – EEA – [Rev #] – [Date of Issue]

6.2.3. **Soft Copy format submission size at or above 7MB** – The EEA file must be submitted on CD or DVD

media and be labelled as follows:

6.2.3.1. Compact Laser Targeting Device

6.2.3.2. EEA

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6.2.3.4. The Revision number, and
6.2.3.5. The date of issue.



CONTRACT SECURITY PROGRAM (CSP) APPLICATION FOR REGISTRATION (AFR)

Instructions for completing the Application for Registration (AFR)

Privacy notice

The personal information is collected under the authority of subsection 7(1) of the *Financial Administration Act* and is mandatory in accordance with Treasury Board's *Policy on Government Security* and *Standard on Security Screening* for the purposes of security assessment and registration in the Contract Security Program under the Departmental Oversight Branch of Public Services and Procurement Canada (PSPC). The personal information will be used to assess your eligibility to hold a security clearance or security status and to be registered in the Contract Security Program. The information provided may be disclosed to the Royal Canadian Mounted Police and Canadian Security Intelligence Service to conduct the requisite checks and/or investigation in accordance with the *Policy on Government Security* and *Standard on Security Screening*. Additionally, the information may be disclosed to and used by other federal institutions that may require this information as part of their functions or investigation under Canadian Law or to the industrial security programs of foreign governments (with which Canada has bilateral security instruments) for foreign assurances.

Your personal information is protected, used and disclosed in accordance with the *Privacy Act* and is described in the Info Source under the Personal Information Bank PWGSC PPU 015 (<https://www.tpsgc-pwgsc.gc.ca/aiprp-atip/infosource-eng.html>) and the TBS standard personal information bank Personal Security Screening PSU 917 (<https://www.canada.ca/en/treasury-board-secretariat/services/access-information-privacy/access-information/information-about-programs-information-holdings/standard-personal-information-banks.html#psu917>). Under the *Privacy Act*, you have the right to access and correct your personal information, if erroneous or incomplete. The personal information from paper sources that accompanies an organization registration is retained for five years after the last administrative action, and then destroyed. The personal information from paper sources that accompanies a foreign ownership, control, or influence assessments is kept for five years after the termination of the contract, and then destroyed if there are no changes to the organization that are reported to the foreign ownership, control, or influence evaluation office during this period. The personal information from paper sources that accompanies the personnel security screening process or foreign assurance process will be retained for a minimum period of two years after the last administrative action, and then destroyed. The Contract Security Program's retention period and disposal standards of personal information in electronic format may vary from the above retention period.

If you have concerns or require clarification about this privacy notice, you can contact PSPC's Access to Information and Privacy Directorate by email at TPSGC.ViePrivee-Privacy.PWGSC@tpsgc-pwgsc.gc.ca, or by regular mail at the following address: Access to Information and Privacy Directorate, Place du Portage, Phase III, 3A1, 11 Laurier Street, Gatineau, Quebec, K1A 0S5. If you are not satisfied with the response to your privacy concern or if you want to file a complaint about the handling of your personal information, you may wish to contact the Office of the Privacy Commissioner of Canada.

General:

- In any instance where this form does not allow enough space for a complete answer, please include additional pages and/or table rows as required.
- **Refusal to provide your information, the provision of false statement, misleading information, or concealment and/or failure to disclose of any material fact on this application will result in a denial or revocation of your organization security clearance and registration with the Contract Security Program which will immediately prohibit your eligibility to perform on contracts requiring organization security clearances.**

***Mandatory Requirement: It is the responsibility of the Company Security Officer and/or Key Senior Officials to notify the Contract Security Program of any changes to the organization (such as change of address, phone numbers, change in security officers /key senior officials and ownership).**

Section A - Business information:

- You **must** provide all required documentation in relation to the type of organization.

Legal name of the organization refers to the legal name of the organization as it is registered with federal or provincial authorities.

Business or Trade name refers to the name which a business trades under for commercial purposes, although its registered, legal name, used for contracts and other formal situations, may be another.



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Corporation refers to an entity having the authority under law to act as a single person distinct from the shareholders who own it and having rights to issue stock and exist indefinitely.

Provide the following information to substantiate this "Type of Organization" selection:

- Stock exchange identifier (if applicable);
- Certificate of incorporation, compliance, continuance, etc.
- Organization's Management chart is mandatory.

Partnership refers to a voluntary contract between two or more competent persons to place their money, effects, labor, and skill, or some or all of them, in lawful commerce or business, with the understanding that there shall be a proportional sharing of the profits and losses between them.

Provide the following information to substantiate this "Type of Organization" selection:

- Evidence of legal status: partnership documentation; or
- Organization chart

Sole proprietor refers to the owner of a business who acts alone and has no partners.

Provide the following information to substantiate this "Type of Organization" selection:

- Provincial registration documentation; or
- Other (Master Business License)

Other (letters of patent, universities, financial institutions, unincorporated organizations, Assembly of First Nations, etc.)

Provide the following information to substantiate this "Type of Organization" selection:

- Evidence of legal status;
- Organization chart;
- Acts;
- Charters;
- Bands;

- The provided "Business Civic Address" must be for an entity that is based in Canada.
- The Contract Security Program does not register foreign based firms.
- Canadian subsidiaries of foreign based firms are eligible for registration with the Contract Security Program.

Section B - Security officers:

- Identify the individual(s) you intend to nominate as your organization's Company Security Officer (CSO) and Alternate Company Security Officer(s) (ACSO) who will be responsible for organization and personnel security.
- Security officers **must** meet all of the following criteria:
 - o an employee of the organization;
 - o physically located in Canada;
 - o a Canadian citizen or permanent resident of Canada; and
 - o security screened at the same level as the organization.
- The Company security officers and/or /Key senior officials are responsible to notify the Contract Security Program of any changes within the organization.
- Employee has the same meaning as that used by the Canada Revenue Agency.
- The key senior officials and/or company security officers are responsible to notify the Contract Security Program of any changes within the organization of its listing of key senior officials.



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Section C - Key Senior Officials:

- A Key Senior Official (KSO) is an individual who must be granted a personnel security clearance before an organization will be granted a facility security clearance. This includes the Company Security Officer (CSO) and all owners. As well as any officers, directors (of the board), executives and/or partners who occupy positions of control or influence over a company.
- The organization must list **all** the names and position titles for its Key senior officials. Applicants are to add additional rows to the section if required.
- For the purposes of the Contract Security Program, the term "Country of Primary Residence/National Domicile" refers to the particular country for a person's true, fixed, principal and permanent home, to which that person intends to return and remain even though currently residing elsewhere
- **Citizenship** refers to the status of being a citizen. A **citizen** is a person who, by either birth or naturalization, is a member of a political community, owing allegiance to the community and being entitled to enjoy all the civil rights and protections.

Section D - Board of directors:

- List all members of the organizations' board of directors. Applicants are to add additional rows to the section if required.
- For the purposes of the Contract Security Program, the term "Country of Primary Residence/National Domicile" refers to the particular country for a person's true, fixed, principal and permanent home, to which that person intends to return and remain even though currently residing elsewhere.

Section E - Ownership information:

- For the purposes of the Contract Security Program, the following interpretations are applicable:

Direct (or registered) owners are owners who hold legal title to a property or asset in that owner's name.

Ownership refers to either (1) voting rights attached to the corporation's outstanding voting shares or (2) outstanding shares measured by fair market value.

Parent company refers to a company which owns and/or controls controlling interest (e.g., voting stock) of other firms or companies, usually known as subsidiaries, which may give it control of the operation of the subsidiaries. Is the entity already registered in a security program and does it hold a Facility Security Clearance (FSC) from the Government of Canada or another country?

Note: For the purposes of the Contract Security Program, individuals with 20% or more of ownership of the applicant organization may be designated by the Contract Security Program as key senior officials.

Section F - Certification and consent:

Only an individual identified in Section C may complete this section.



CONTRACT SECURITY PROGRAM (CSP) APPLICATION FOR REGISTRATION (AFR)

NOTE:

The provision of false, misleading information, or concealment and/or failure to disclose of any material fact on this application information will result in a denial or revocation of your organization security clearance and registration with the Contract Security Program which will immediately prohibit your eligibility to perform on contracts requiring organization security clearances. An incomplete form will not be processed and will be returned to you.

SECTION A - BUSINESS INFORMATION						
1. Legal name of the organization						
2. Business or trade name (if different from legal name)						
3. Type of organization - Indicate type of organization and provide the required validation documentation (select one only)						
<input type="checkbox"/> Sole proprietor <input type="checkbox"/> Partnership <input type="checkbox"/> Corporation <table style="margin-left: 20px;"> <tr> <td><input type="checkbox"/></td> <td>Private</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Public</td> </tr> </table> <input type="checkbox"/> Other (specify)			<input type="checkbox"/>	Private	<input type="checkbox"/>	Public
<input type="checkbox"/>	Private					
<input type="checkbox"/>	Public					
4. Provide a brief description of your organization's general business activities.						
5. Business (Head office) civic address in Canada						
6. Mailing address (if different from business civic address)						
7. Organization website (if applicable)						
8. Procurement Business Number (PBN) if applicable	9. Telephone number (include extension number)	10. Facsimile number				
11. Number of employees in your organization		12. Number of employees who required Government of Canada security screenings				



CONTRACT SECURITY PROGRAM (CSP) APPLICATION FOR REGISTRATION (AFR)

SECTION B – SECURITY OFFICERS			
Position title	Surname	Given name	E-mail
Company security officer(CSO)			
Alternate company security officer(ACSO)			
ACSO (if applicable)			
ACSO (if applicable)			
ACSO (if applicable)			

SECTION C – KEY SENIOR OFFICIALS				
Position title-within your organization	Surname	Given name	Citizenship(s)	Country of primary residence/National domicile

SECTION D-LIST OF BOARD OF DIRECTORS (PLEASE INDICATE N/A IF NOT APPLICABLE)				
Position title	Surname	Given name	Citizenship(s)	Country of primary residence/National domicile





CONTRACT SECURITY PROGRAM (CSP) APPLICATION FOR REGISTRATION (AFR)

SECTION E- OWNERSHIP INFORMATION-PLEASE COMPLETE FOR EACH LEVEL OF OWNERSHIP

****Please complete for each level of ownership****
Identify all entities, individuals, public or private corporations that have an ownership stake in your organization being registered. Indicate if the entity has a valid Facility Security Clearance from the Government of Canada or another country. For publicly traded corporations, identify stock exchange.

SECTION E-1

Please identify all individual owner(s) or direct organization(s) ownership below.

Ownership-Level1 (Direct Parent)						
Name of organization or individual	Address	Type of entity (private or public corporation, government)	Stock exchange public or private	Facility security clearances (FSC) Yes/No	Percentage of ownership	Citizenship or country of jurisdiction

SECTION E-2

If there is any ownership for the names listed in the previous section (E-1) please provide the information below. If not, please indicate N/A (not applicable).

Ownership of entries listed in E-1 (Level 2)						
Name of organization or individual	Address	Type of entity (private or public corporation, government)	Stock exchange public or private	Facility security clearances (FSC) Yes/No	Percentage of ownership	Citizenship or country of jurisdiction

SECTION E-3

If there is any ownership for the names listed in the previous section (E-2) please provide the information below. If not, please indicate N/A (not applicable).

Ownership of entries listed in E-2 (Level 3)						
Name of organization or individual	Address	Type of entity (private or public corporation, government)	Stock exchange public or private	Facility security clearances (FSC) Yes/No	Percentage of ownership	Citizenship or country of jurisdiction

Note: The organizational chart with percentages of ownership must be included





CONTRACT SECURITY PROGRAM (CSP) APPLICATION FOR REGISTRATION (AFR)

SECTION F- CERTIFICATION AND CONSENT (ONLY AN INDIVIDUAL IDENTIFIED IN SECTION C MAY COMPLETE THIS SECTION)

I, the undersigned, as the individual authorized by the organization, have read the Privacy Notice to this application and do hereby certify that the information contained in this application is true, complete and correct. I acknowledge and agree to comply with the responsibilities outlined in the Public Services and Procurement Canada's Industrial Security Manual and consent to the collection use and disclosure of my personal information for the purposes as described above. I agree to notify the Contract Security Program of any changes to the organization (such as change of address, phone numbers, change in security officers /key senior officials and ownership).

Surname	Given name
Position title	Telephone number
Facsimile number	Email address
Signature	Date

Note: The Company Security Officer/Key Senior Official is responsible to notify the Contract Security Program of any changes within the organization.

FOR USE BY THE PSPC'S CONTRACT SECURITY PROGRAM

Recommendations		
Initial recommendation by analyst (name)	Signature	Date
Final recommendation by analyst (name)	Signature	Date