JOINT TERMINAL ATTACK CONTROLLER VIRTUAL TRAINING SYSTEM (JTAC VTS)

REQUEST FOR PROPOSAL (RFP)

SOLICITATION:

W8486-228446/A

VOLUME 2

IN-SERVICE SUPPORT AND REPAIR AND OVERHAUL RESULTING CONTRACT

THIS DOCUMENT CONTAINS A SECURITY REQUIREMENT

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PART 8 RESULTING CONTRACT CLAUSES

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

8.1 Statement of Work

The Contractor must perform the Work in accordance with the In-Service Support and Repair and Overhaul Statement of Work at Annex A – including corresponding Appendices and the Contractor's Technical bid entitled _____, dated _____.

8.2 Optional Services

Optional services set out in Annex B – Basis of Payment, will be acquired through Task Authorizations in accordance with the terms and conditions of the Contract.

8.3 Task Authorization

The Work or 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.

8.3.1 Task Authorization Process

The Technical Authority will provide the Contractor with a description of the Work to be performed using the Task Authorization form specified in Annex G, DND 626 Form Task Authorization.

8.3.1.1 The TA will contain the details of the Work 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 (bases) and method(s) of payment as specified in the Contract.

8.3.1.2 The Contractor must provide the Technical Authority, within 5 calendar days of receipt of the TA, 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.

8.3.1.3 The Contractor must not commence Work until an authorized TA has been received by the Contractor. The Contractor acknowledges that any Work performed before an authorized TA has been received will be done at the Contractor's own risk.

8.3.2 Task Authorization Limit

The Procurement Authority may authorize individual task authorizations up to a limit of $_____ (***to be inserted at contract award***), Applicable Taxes included, inclusive of any revisions.

Any task authorization to be issued in excess of that limit must be authorized by the Contracting Authority before issuance.

8.3.3 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.

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

8.3.3.2 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.

8.3.3.3 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.

8.3.3.4 The data must be submitted to the Contracting Authority no later than 30 calendar days after the end of the reporting period.

8.3.4 **Reporting Requirement - Details**

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

8.3.4.1.1 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.

8.3.4.1.2 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
the total amount, exclusive of Applicable Taxes, expended to date against all authorized

8.3.5 **Task Authorization - Department of National Defence**

The administration of the Task Authorization process will be carried out by DLP 6-5. This process includes monitoring, controlling and reporting on expenditures of the contract with task authorizations to the Contracting Authority.

8.4 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) issued by Public Works and Government Services Canada.

8.4.1 **General Conditions**

2030 (2020-05-28), General Conditions - Higher Complexity - Goods, apply to and form part of the Contract.

2035(2021-12-02), General Conditions - Higher Complexity - Services, apply to and form part of the Contract.

Modification 2035 20 (2008-05-12) Copyright is amended as follows:

At Article 20 delete in its entirety

Modification 2035 21 (2008-05-12) Translation of documentation

At Article 21 Insert:

The Contractor agrees that Canada may translate in the other official language any documentation delivered to Canada by the Contractor under the Contract. The Contractor acknowledges that Canada owns the translation and that it is under no obligation to provide any translation to the Contractor. Canada agrees that any translation must include any copyright notice and any proprietary right notice that was part of the original. Canada acknowledges that the Contractor is not responsible for any technical errors or other problems that may arise as a result of the translation.

8.4.2 **Supplemental General Conditions**

The following Supplemental General Conditions apply to and form part of the Contract:
4001 (2015-04-01) Hardware Purchase, Lease and Maintenance
4002 (2010-08-16), Supplemental General Conditions- Software Development or Modification Services, apply to and form part of the Contract.

Modification 4002 15 (2008-05-12) Ownership of Developed Custom Software

At paragraph 2 Insert:

Despite the Contractor’s ownership of all the Intellectual Property Rights in the Foreground Information, if the Developed Custom Software includes or incorporates data or information that belongs to Canada, the Intellectual Property Rights in the Developed Custom Software will belong to Canada and the Contractor’s Intellectual Property Rights in the Foreground Information are restricted to those capable of being exploited without the use of the information or data supplied by Canada. The Contractor grants to Canada 1) a license with respect to the Foreground Information capable of being exploited without the use of the information or data supplied by Canada and 2) a license in the Background Information that is necessary for Canada to exercise fully all of its rights in the Developed Custom Software, all in accordance with the Intellectual Property provisions set out in 4006 (2010-08-16), Supplemental General Conditions- Contractor to Own Intellectual Property Rights in Foreground Information.

4004 (2013-04025), Maintenance and Support Services for Licensed Software

4006 (2010-08-16), Supplemental General Conditions- Contractor to Own Intellectual Property Rights in Foreground Information is amended as follows:

Modification 4006 02 (2008-05-12) Records and disclosure of Foreground Information

At paragraph 1 Insert:

During the performance of the Contract, and for a period of six years after the date the Contract has been terminated in accordance with its terms, the Contractor must keep detailed records of the Foreground Information, including details of its creation, ownership and about any sale or transfer of any right in the Foreground Information. The Contractor must report and fully disclose to Canada all Foreground Information created by marking it as required by this section as required by the Contract. If the Contract does not specifically state when and how the Contractor must do so, the Contractor must provide this information when requested by the Contracting Authority or a representative of the department or agency for which the Contract is performed, whether before or after the completion of the Contract. Notification of Intellectual Property Rights ("Notification") on deliverables and the identification of Intellectual Property within deliverables will be addressed as follows:

i. **For deliverables that contain only Foreground Information**, the Contractor must include a notice of Intellectual Property Rights in or on each deliverable. The Contractor must record that Canada has licensed Intellectual Property Rights as per Contract No.(***to be inserted at contract award***), and must state that the deliverable contains no Background Information, and will identify the Contractor (if applicable) and each applicable grantor to the Contractor of those rights in the Foreground Information.

ii. **For deliverables that contain only Background Information**, the Contractor must include a notice of Intellectual Property Rights in or on each deliverable. The Contractor must record that Canada has licensed Intellectual Property Rights as per Contract No. .(***to be inserted at contract award***), and must state that the deliverable contains only Background Information, and will identify the Contractor (if applicable) and each applicable grantor to the Contractor of those rights in the Background Information.

iii. **For deliverables that consist of Background Information and Foreground Information**, the Contractor must include a notice of Intellectual Property Rights in or on each deliverable, such that the Foreground Information and the Background Information may be distinguished from each other. The Contractor must record that Canada has licensed Intellectual Property Rights as per Contract No. .(***to be inserted at contract award***), and must identify the Contractor (if applicable) and each applicable grantor to the Contractor of those rights in the Background Information and in the Foreground Information.

4010 (2012-07-16) Services Higher Complexity
4012 (2012-07-16) Goods – Higher Complexity, apply to and form part of the Contract.
4013 (2021-11-29), Compliance with on-site measures, standing orders, policies, and rules.

8.5 Security Requirements

8.5..1 The following security requirements (SRCL and related clauses provided by the Contract Security Program) apply and form part of the Contract.

The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer, hold a valid Designated Organization Screening (DOS), issued by the Contract Security Program (CSP), Public Works and Government Services Canada (PWGSC).

1. The Contractor/Offeror personnel requiring access to PROTECTED information, assets or sensitive site(s) must EACH hold a valid RELIABILITY STATUS, granted or approved by the CSP, PWGSC. Until the security screening of the Contractor personnel required by this Contract has been completed satisfactorily by the CSP, PWGSC, the Contractor personnel MAY NOT ENTER sites without an escort.

2. The Contractor/Offeror MUST NOT remove any PROTECTED information or assets from the identified site(s), and the Contractor/Offeror must ensure that its personnel are made aware of and comply with this restriction.

3. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of the CSP, PWGSC.

4. 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).

8.5.2 **Contractor's Sites or Premises Requiring Safeguarding Measures**

8.5.2.1 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

8.5.2.2 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.

8.6 Term of Contract

Period of the Contract

The **"Contract Period"** begins on the date of Contract award, and includes the following:

a) The **"Dormant Period"** which begins on the date of Contract Award and ends upon Canada's acceptance and delivery of the first JTAC VTS under Acquisition Contract W8486-228446/001/QT.

b) The **"In-Service Support Period"** begins upon Canada's acceptance and delivery of the JTAC VTS under Acquisition Contract W8486-228446/001/QT, and ends three (3) years later.

c) The **"Extension Period"** is the period during which the Contract is extended, if Canada chooses to exercise any Option to Extend set out in the Contract.

8.6.1 **Option to Extend the Contract**

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to seven (7) additional one (1) year period(s) under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in Annex B – Basis of Payment, In-Service Support Repair and Overhaul (ISS R&O) .

Canada may exercise this option at any time by sending a written notice to the Contractor at least 30 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.

8.6.2 **Delivery Points**

Delivery of the requirement will be made to delivery points detailed in the Annex B - Statement of Work ***(Specific address will be provided at contract award)***

8.7 Authorities

8.7.1 **Contracting Authority**

The Contracting Authority for the Contract is:

Name: Sophia Edwards-Letellier
Title: Supply Team Leader
Public Works and Government Services Canada
Acquisitions Branch
Directorate: Electronics, Munitions and Tactical Systems Procurement Directorate
Telephone: 343-543-7073
E-mail address: sophia.edwards-letellier@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.

8.7.2 **Procurement Authority (*to be inserted at contract award)***

The Procurement Authority for the Contract is:

Name: _____
Title: _____
Organization: _____
Address: _____

Telephone: ___-___-_____
E-mail address: _____

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.

8.7.3 **Technical Authority (*to be inserted at contract award)***

The Technical Authority for the Contract is:

Name: _____
Title: _____
Organization: _____
Address: _____

Telephone: ___-___-_____

E-mail address: _____

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.

8.7.4 **Contractor's Representative *(bidder to insert)***

Name: _____
Title: _____
Organization: _____
Address: _____

Telephone: ___-___-_____
E-mail address: _____

8.8 Proactive Disclosure of Contracts with Former Public Servants

By providing information on its status, with respect to being a former public servant in receipt of a *Public Service Superannuation Act* (PSSA) pension, the Contractor has agreed that this information will be reported on departmental websites as part of the published proactive disclosure reports, in accordance with Contracting Policy Notice: 2019-01 of the Treasury Board Secretariat of Canada.

8.9 Payment

8.9.1 Basis of Payment- Firm Price (Monthly Management Fees)

8.9.1.1 For the Work described in Annex A - Statement of Work and Appendices to Annex A -Statement of Work the Contractor will be paid in accordance with Annex B - Basis of Payment, Joint Terminal Attack Controller Virtual Training System In-Service Support Repair and Overhaul.

8.9.1.2 In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm price of $ (***to be inserted at contract award***). Customs duties are included and Applicable Taxes are extra.

8.9.1.3 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.

8.9.2 Basis of payment-Taskings

A Basis of Payment will be specified within each DND 626 Task Authorization and may be one, or a combination, of the following:

8.9.2.1 **Basis of payment: Individual task authorizations**

The Contractor will be paid for the Work specified in the authorized task authorization, in accordance with the Annex B – Basis of Payment Joint Terminal Attack Controller Virtual Training System (JTAC VTS) In-Service Support and Repair and Overhaul.

Canada's liability to the Contractor under the authorized task authorization must not exceed the limitation of expenditure or ceiling price specified in the authorized task authorization. Custom duties are included and Applicable Taxes are extra.

No increase in the liability of Canada or in the price of the Work specified in the authorized task authorization resulting from any design changes, modifications or interpretations of the Work will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been authorized, in writing, by the Contracting Authority before their incorporation into the Work.

8.9.2.2 **Basis of Payment - Firm Unit Price(s) or Firm Lot Price - Task Authorizations**

In consideration of the Contractor satisfactorily completing all of its obligations under the authorized Task Authorization (TA), the Contractor will be paid the firm lot price or the firm unit price as s specified in Annex B – Basis of Payment Joint Terminal Attack Controller Virtual Training System (JTAC VTS) ISS . Customs duties are included 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 authorized, in writing, by the Contracting Authority before their incorporation into the Work.

8.9.2.3 **Basis of Payment - Firm Hourly Rates**

The Contractor will be paid firm hourly rates as detailed in annex B, Basis of Payment, Joint Terminal Attack Controller Virtual Training System (JTAC VTS) ISS, for work performed in accordance with the Contract. Customs duties are included and Applicable Taxes are extra.

8.9.3 **Method of Payment – Monthly Management Fee**

8.9.3.1 **Progress Payments**

1. Canada will make progress payments in accordance with the payment provisions of the Contract, no more than once a month, for cost incurred in the performance of the Work if:

   a. an accurate and complete claim for payment using form PWGSC-TPSGC 1111, Claim for Progress Payment, and any other document required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;

   b. the amount claimed is in accordance with the basis of payment;

   d. all certificates appearing on form PWGSC-TPSGC 1111 have been signed by the respective authorized representatives.

2. The balance of the amount payable will be paid in accordance with the payment provisions of the Contract upon completion and delivery of all work required under the Contract if the Work has been accepted by Canada and a final claim for the payment is submitted.

3. Progress payments are interim payments only. Canada may conduct a government audit and interim time and cost verifications and reserves the rights to make adjustments to the Contract from time to time during the performance of the Work. Any overpayment resulting from progress payments or otherwise must be refunded promptly to Canada.

8,9.3.2 **Method of Payment – Taskings**

8.9.3.2.1 **Progress Payments**

1. Canada will make progress payments in accordance with the payment provisions of the Contract, no more than once a month, for cost incurred in the performance of the Work if:

    a. an accurate and complete claim for payment using form PWGSC-TPSGC 1111, Claim for Progress Payment, and any other document required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;

    b. the amount claimed is in accordance with the basis of payment;

    c. all certificates appearing on form PWGSC-TPSGC 1111 have been signed by the respective authorized representatives.

2. The balance of the amount payable will be paid in accordance with the payment provisions of the Contract upon completion and delivery of all work required under the Contract if the Work has been accepted by Canada and a final claim for the payment is submitted.

3. Progress payments are interim payments only. Canada may conduct a government audit and interim time and cost verifications and reserves the rights to make adjustments to the Contract from time to time during the performance of the Work. Any overpayment resulting from progress payments or otherwise must be refunded promptly to Canada.

8.9.4 **Multiple Payments**

Canada will pay the Contractor upon completion and delivery of units in accordance with the payment provisions of the Contract if:

a. an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
b. all such documents have been verified by Canada;
c. the Work delivered has been accepted by Canada.

8.9.5 **Competitive Award:** The Contractor acknowledges that the Contract has been awarded as a result of a competitive process. No additional charges will be allowed to compensate for errors, oversights, misconceptions or underestimates made by the Contractor when bidding for the Contract.

8.9.6 **Professional Services Rates**: In Canada's experience, Contractor from time to time propose rates at the time of bidding for one or more categories of resources that they later refuse to honour, on the basis that these rates do not allow them to recover their own costs and/or make a profit. This denies Canada of the benefit of the awarded contract. If the Contractor refuses, or is unable, to provide an individual with the qualifications described in the Contract within the time described in the Contract (or proposes instead to provide someone from an alternate category at a different rate), whether or not Canada terminates the Contract as a whole, Canada may impose sanctions or take other measures in accordance with the PWGSC Vendor Performance Policy (or equivalent) then in effect, which may include prohibiting the Contractor from bidding on future requirements that include any professional services, or rejecting the Contractor's other bids for professional services requirements on the basis that the Contractor's performance on this or other contracts is sufficiently poor to jeopardize the successful completion of other requirements.

8.9.7 **Purpose of Estimates:** All estimated costs contained in the Contract are included solely for the administrative purposes of Canada and do not represent a commitment on the part of Canada to purchase goods or services in these amounts.

8.9.8 **No Responsibility to Pay for Work not performed due to Closure of Government Offices**

8.9.8.1 Where the Contractor, its employees, subcontractors, or agents are providing services on government premises under the Contract and those premises are inaccessible because of the evacuation or closure of government offices, and as a result no work is performed, Canada is not responsible for paying the Contractor for work that otherwise would have been performed if there had been no evacuation or closure.

8.9.9.2 If, as a result of any strike or lock-out, the Contractor or its employees, subcontractors or agents cannot obtain access to government premises and, as a result, no work is performed, Canada is not responsible for paying the Contractor for work that otherwise would have been performed if the Contractor had been able to gain access to the premises.

8.10 Electronic Payment of Invoices – Contract

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

a. Visa Acquisition Card;
b. MasterCard Acquisition Card;
c. Direct Deposit (Domestic and International);
d. Electronic Data Interchange (EDI);
e. Wire Transfer (International Only);
f. Large Value Transfer System (LVTS) (Over $25M)

8.11 Time Verification

C0711C (2008-05-12) Time Verification- apply to and form part of the Contract.

8.12 Invoicing Instructions- Progress Payment Claim - Supporting Documentation required

1. The Contractor must submit a claim for payment using form PWGSC-TPSGC 1111, Claim for Progress Payment.

   Each claim must show:

   a. all information required on form PWGSC-TPSGC 1111;

   b. all applicable information detailed under the section entitled "Invoice Submission" of the general conditions;

   c. a list of all expenses;

   d. expenditures plus pro-rated profit or fee;

   e. the description and value of the milestone claimed as detailed in the Contract.

   Each claim must be supported by:

   a. a copy of time sheets to support the time claimed (for Taskings);

b. a copy of the invoices, receipts, vouchers for all direct expenses, travel and living expenses (for Taskings);

c. a copy of the monthly progress report.

2. Applicable Taxes must be calculated on the total amount of the claim before the holdback is applied. At the time the holdback is claimed, there will be no Applicable Taxes payable as it was claimed and payable under the previous claims for progress payments.

3. The Contractor must prepare and certify one original of the claim on form PWGSC-TPSGC 1111, and forward it electronically to the Procurement Authority identified under the section entitled "Authorities" of the Contract for appropriate certification after inspection and acceptance of the Work takes place.

   The Procurement Authority will then forward the original of the claim electronically to the Contracting Authority for certification and onward submission to the Payment Office for the remaining certification and payment action.

4. The Contractor must not submit claims until all work identified in the claim is completed.

8.13 Certifications and Additional Information

8.13.1 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.

8.13.2 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.

8.14 Applicable Laws

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

8.15 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 4002 (2010-08-16), Software Development or Modification Services (as amended)
c. the general conditions 2030 (2020-05-28) General Conditions, Higher Complexity – Goods;

d. the general conditions 2035 (2021-12-02), Higher Complexity – Services;
e. the supplemental general conditions 4004 (2013-04025), Maintenance and Support Services for Licensed Software;
f. the supplemental general conditions 4006 (2010-08-16), Contractor to Own Intellectual Property Rights in Foreground Information;
g. the supplemental general conditions 4010 (2012-07-16) Services – Higher Complexity;
h. the supplemental general conditions 4012 (2012-07-16) Goods – Higher Complexity;
i. the supplemental general conditions 4013 (2021-11-29), Compliance with on-site measures, standing orders, policies, and rules;
j. Annex A, Statement of Work including appendices;
    i. A1.0 Appendix 1: List of Items to be Supported
    ii. A2.0: Appendix 2: Contract Data Requirement List
    iii. A3.0 Appendix 3: Data Item Description
    iv. A4.0 Appendix 4: Glossary
    v. Appendix 5: Logistics Statement of Work
k. Annex B, Basis of Payment;
    i. Appendix 1 Economic Price Adjustment
l. Annex C, Security Requirement Check List;
m. the signed Task Authorizations (including all of its annexes, if any); and
n. the Contractor's bid dated _____, (to be inserted at contract award).

8.16 Defence Contract

The following SACC clauses are included by reference and form part of the solicitation:

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

8.17 SACC Manual Clauses

The following SACC clauses are included by reference and form part of the solicitation:

SACC Manual clause A9062C (2011-05-16), Canadian Forces Site Regulations;
SACC Manual clause B1006C (2014-06-26), Condition of Material;
SACC Manual clause B1501C (2018-06-21), Electrical Equipment;
SACC Manual clause B7500C (2006-06-16), Excess Goods;
SACC Manual clause B9028C (2007-05-25), Access to Facilities and Equipment;
SACC Manual clause D2000C (2007-11-30), Marking;
SACC Manual clause D2001C (2007-11-30), Labelling;
SACC Manual clause D3015C (2014-09-25), Dangerous Goods / Hazardous Products - Labelling and Packaging Compliance;
SACC Manual clause D3013C (2007-11-30), Preparation for Delivery – Canadian based Contractor;
SACC Manual clause D3019C (2007-11-30), Preparation for Delivery -United States based Contractor;
SACC Manual clause D6010C (2007-11-30), Palletization; and
SACC Manual clause D9002C (2007-11-30), Incomplete Assemblies.

8.18 ISO 9001:2015 Quality Management Systems - Requirements (Quality Assurance Code Q)

In the performance of the Work described in the Contract, the Contractor must comply with the requirements of:

ISO 9001:2015 - Quality management systems - Requirements, published by the International Organization for Standardization (ISO), current edition at date of submission of Contractor's bid.

It is not intended that the Contractor be registered to ISO 9001; however, the Contractor's quality management system must address all requirements appropriate to the scope of the Work. Only exclusions in accordance with clause A.5 and 4.3 of ISO 9001 are acceptable.

8.18.1 **Assistance for Government Quality Assurance (GQA)**

The Contractor must provide the Quality Assurance Representative (QAR) with the accommodation and facilities required for the proper accomplishment of GQA and must provide any assistance required by the QAR for evaluation, verification, validation, documentation or release of product.

The QAR must have the right of access to any site of the Contractor's, sub-contractors or any sub-tier external providers of goods and/or services where any part of the Work is being carried out. The QAR must be afforded unrestricted opportunity to evaluate and verify Contractor conformity with quality system procedures and to validate product or service conformity with the requirements of the Contract. The Contractor must make available for reasonable use by the QAR the equipment necessary for all validation purposes. Contractor personnel must be made available for operation of such equipment as required.

When the QAR determines that GQA is required at a subcontractors or external provider's facilities, the Contractor must provide for this in the purchasing document or other documented means and forward copies to the QAR, together with relevant technical data as the QAR may request.

The Contractor must notify the QAR of non-conforming product or service received from a subcontractor or external provider when the product or service has been subject to GQA.

For the design, development or maintenance of software, the Contractor must interpret the requirements of *ISO 9001:2015 "Quality management systems - Requirements"*, according to the guidelines of the latest issue (at contract date) of *ISO/IEC 90003:2018 "Software engineering - Guidelines for the application of ISO 9001:2015 to computer software"*.

8.19 Quality Assurance Authority (Department of National Defence) *(To be determined at contract award)*

SACC Manual Clause D5510C (2017-08-17) Quality Assurance Authority (DND): Canadian-based Contractor

OR

SACC Manual Clause D5515C (2010-01-11) Quality Assurance Authority (DND): Foreign-based and United States Contractor

8.20 Release Documents (Department of National Defence*) (To be determined at contract award)*

SACC Manual Clause D5606C (2017-11-28) Release Documents (DND) – Canadian-based Contractor

OR

SACC Manual Clause D5605C (2021-05-20) Release Documents (DND) – United States-based Contractor
OR

SACC Manual Clause D5604C (2008-12-12) Release Documents (DND) – Foreign-based Contractor

8.21 Release Documents – Distribution

The Contractor must prepare the release documents in a current electronic format and distribute them as follows:

a. One (1) copy mailed to consignee marked: "Attention: Receipts Officer";

b. Two (2) copies with shipment (in a waterproof envelope) to the consignee;

c. One (1) copy to the Contracting Authority;

d. One (1) copy to:

National Defence Headquarters
Mgen George R. Pearkes Building
101 Colonel By Drive
Ottawa, ON K1A OK2
Attention: _____

e. One (1) copy to the Quality Assurance Representative;

f. One (1) copy to the Contractor; and

g. For all non-Canadian contractors, one (1) copy to:

DQA/Contract Administration
National Defence Headquarters
Mgen George R. Pearkes Building
101 Colonel By Drive
Ottawa, ON K1A OK2
E-mail: ContractAdmin.DQA@forces.gc.ca.

8.22 Customs Duties - Contractor Importer

1. As the goods to be supplied under the Contract are defence supplies, customs duties on importation to Canada may be remitted under the Tariff Item Number 9982.00.00 of the Schedule to the *Customs Tariff*.

2. Remission of customs duties payable may be granted under the Tariff Item Number 9982.00.00 when the total contract value of the defence supplies is C$250,000 or more. This reflects the import value of the goods plus the duty that would be applicable in the absence of the *Customs Tariff*.

3. The Contractor will be responsible for pre-arranging remission on importation or for paying customs duties on importation and applying to Canada Border Services Agency for a refund. The Contractor is also responsible for applying to Public Works and Governments Services Canada in good time for the certification required by the *Customs Tariff*.

8.23 Shipping instructions- Delivered Duty Paid

The Contractor must ship the goods prepaid DDP - Delivered Duty Paid to locations detailed in the SOW **(specific address will be inserted at contract award)**. Unless otherwise directed, delivery must be made by the most economical means. Shipping charges must be shown as a separate item on the Contractor's invoice. The Contractor is responsible for all delivery charges, administration, costs and risks of transport and customs clearance, including the payment of customs duties and Applicable Taxes.

8.24 Inspection and Acceptance

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

8.25 Foreign Nationals (Canadian Contractor *OR* Foreign Contractor) *(To be determined at contract award)*

Foreign Nationals (Canadian Contractor OR Foreign Contractor)

8.23.1SACC Manual clause A2000C (2006-06-16) Foreign Nationals (Canadian Contractor)

OR

8.23.1SACC Manual clause A2001C (2006-06-16) Foreign Nationals (Foreign Contractor)

8.26 Insurance

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

8.27 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".

ANNEX A

STATEMENT OF WORK

FOR THE SUPPORT OF THE

JOINT TERMINAL ATTACK CONTROLLER VIRTUAL TRAINING SYSTEM

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.

TABLE OF CONTENTS

1.0 SCOPE

1.1 Purpose

1.1.1 The purpose of this Statement of Work (SOW) is to describe the work to be performed by the Contractor to provide In-Service Support (ISS) to the Joint Terminal Attack Controller Virtual Training System (JTAC VTS. This includes the provision of material and Repair & Overhaul (R&O) that is read in conjunction with the Logistic SOW found at Appendix 5.

1.1.2 Work will be conducted and completed either in Canada at Canadian Armed Forces (CAF) locations: at sites where CAF assets and personnel are operating; or at the Contractor's plant.

1.2 Support Timelines

1.2.1 The work and provision of material within this Support SOW will start after acceptance of the first delivery.

1.3 Background

1.3.1 The JTAC VTS will support the training required to force generate accredited Joint Terminal Attack Controllers (JTAC). In order to achieve accreditation JTAC must meet the requirements identified in JFS ESC AP MOA 2004-01. This document identifies a mix of real life and virtual drills and stipulates the standards to be met for accreditation. It also identifies the required capabilities of any virtual training system to be used in the accreditation process.

1.3.2 JTAC VTS will procure a number of simulators that meet the accreditation criteria and deploy them to units responsible for force generating JTAC. These are:

1.3.2.1 5 Canadian Division Support Base (CDSB) Gagetown;

1.3.2.2 2 CDSB Valcartier;

1.3.2.3 3 CDSB Shilo; and

1.3.2.4 4 CDSB Petawawa.

1.3.3 JTAC VTS will comprise a single configuration: a non-deployable static version that is used in a classroom setting. Canada may seek to procure a mobile version that would be used to enhance other forms of field training and exercises.

1.4 **Concept of Operations.**

1.4.1 It is intended that the JTAC VTS be operated by trained CAF personnel from the holding units. Operators are to be trained to set-up, initiate, operate and close down JTAC VTS systems. All training activities will be led by the CAF operators and all after actions will be completed by them.

1.4.2 The JTAC VTS must include the Strong Secure and Engaged (SSE) missions and scenarios that are compliant with the JTAC MOA. These have been analysed to include the following mission sets:

1.4.2.1 Defend Canada, including responding concurrently to multiple domestic emergencies in support of civilian authorities;

1.4.2.2 Meet its North American Aerospace Defense (NORAD) obligations, with new capacity in some areas;

1.4.2.3 Meet commitments to NATO Allies under Article 5 of the North Atlantic Treaty; and

1.4.2.4 Contribute to international peace and stability.

1.4.3 It must replace the in-service IFFS systems installed in these locations and must be capable of facilitating the specified Joint Mission Tasks (JMT).

1.4.4 The minimum equipment operation requirement must be up to eight (8) hours of continuous operation per day. The JTAC VTS must be able to support continuous operations in support of lengthy command post or computer assisted exercises for up to seven (7) days, and should be able to provide simulation training for longer periods of time. The JTAC VTS interface must be able to provide a realistic and immersive environment for combined JTAC and FOO party operational joint warfare SSE scenarios.

1.5 **Estimated Life Expectancy**

1.5.1 The estimated life expectancy of the JTAC VTS capability is for the duration of time that Canada remains a signatory to the JTAC MOA 2004-01.

1.6 **System Design Life.**

1.6.1 The system design life of the JTAC VTS is 10 years effective from the date of acceptance of first delivery.

1.6.2 It is intended that the initial design life take into consideration the expectation of the design life in addition to a nominal through-life

programme of system modifications and upgrades that meets the evolving criteria for JTAC accreditation, usage life and estimated life expectancy.

1.7 **JTAC VTS Usage**

1.7.1 It is anticipated that each static system will be used for 500 hours per annum. This usage is based on scheduled training events that will see these systems used continuously (as per para 1.4.4) during training for the JTAC Operator, JTAC Instructor and JTAC Examiner courses at 5 Canadian Division Support Base (CDSB) Gagetown, with several weeks of dormancy between these training requirements.

1.7.2 For all the locations listed at para 1.3.2 usage on a day to day, week to week or month to month basis will be dependent upon the units unique training requirements IAW the Managed Readiness Plan (MRP) and the maintenance of certification requirements of the units personnel IAW JFS ESC AP MOA 2004-01.

1.8 **.Concept of Support**

1.8.1 The concept of support is intended to meet two different ends. The first is the immediate need to ensure that the JTAC VTS installations are available and performing as intended to conduct training. The second is longer term. It is imperative that the JTAC VTS retain the capability to force generate accredited JTAC. There is an expectation that software will need periodic patching and that continuous advances in simulation technology will drive changing standards to be met by simulators compliant with JTAC accreditation. For these reasons the JTAC VTS concept of support will address the need for the following maintenance types:

1.8.1.1 Preventive Maintenance: Actions performed as scheduled activities required to assure that the system continues to operate correctly in its environment. Preventive maintenance is normally associated with hardware and includes replacement of items that have reached the end of their specified service life.

1.8.1.2 Adaptive Maintenance: Effort that is initiated by changes in the environment in which the system must operate (e.g. COTS operating system patches and service packs).

1.8.1.3 Corrective Maintenance: Unscheduled maintenance necessitated by unexpected system or component performance (e.g., faults or errors).

1.8.1.4 Perfective Maintenance: All changes, insertions, deletions, modifications, enhancements and extensions made to meet the evolving or expanding needs of the user. This will include changes driven by the need to retain JTAC accreditation.

1.8.2 These maintenance types will be delivered across the following maintenance levels and delivered as System Manuals under the Acquisition Contract IAW CDRL and DID JTAC VTS ILS-209. This will be provided as GFI to be maintained under the ISS contract:

1.8.2.1 First Line Maintenance: This involves inspection of the equipment and simple Preventive and Corrective Maintenance in the operational environment, performed by Operators. First Line Maintenance is performed at this level in accordance with the Original Equipment Manufacturer (OEM) maintenance recommendations including the procedures and schedules as described in and delivered as System Manuals under the Acquisition Contract IAW CDRL and DID JTAC VTS ILS-209. This will be provided as GFI to be maintained under the ISS contract.

1.8.2.2 Second Line Maintenance: This involves Adaptive, Preventive and Corrective Maintenance and removal or replacement of major assemblies at the operational site. Second Line Maintenance covers, but is not limited to major component replacements, installation of software (patches or new releases), mechanical repairs, limited overhaul, alignments and/or calibration Work using stocked spare components. Second Line Maintenance also provides configuration and test support.

1.8.2.3 Third Line Maintenance: This involves extensive overhaul and repair of equipment, or correction of software problems necessary to restore the JTAC VTS to an operational or accredited state. Typically Third Line maintenance is performed at the OEM's facility.

1.9 **Maintenance Concept**

1.9.1 The following provides context necessary to fully understand the SOW.

1.9.2 Operator, First and Second Line Maintenance of the JTAC VTS must be performed on site, at the CAF locations listed in paragraph 1.3.2. Only CAF trained operators and Contractor Field Service Representatives (FSR) will perform maintenance, as directed by the Contractor. The process can be described as follows:

1.9.2.1 When a failure is discovered, the CAF operator will initially refer to a troubleshooting operating booklet, provided by the contractor and delivered as System Manuals under the Acquisition Contract IAW CDRL and DID JTAC VTS ILS-209. This will be provided as GFI to be maintained under the ISS contract. If the CAF operator is unsuccessful at rectifying the problem, the operator will escalate the issue by calling the help desk, via a toll free number, to seek assistance in troubleshooting the problem.

1.9.2.2 The troubleshooting may necessitate replacement of a Line Replaceable Unit (LRU). The LRU will be selected as complete assemblies for replacement requiring minimal disassembly, disconnection, removal, etc. of components (e.g. a rack mounted computer may be considered as a LRU; however, a circuit card within the computer is not a LRU).

1.9.2.3 The Contractor must ship a replacement LRU from DND owned Inventory held by the Contractor using a courier service.

1.9.2.4 The Contractor must guide the operator on the phone in the correct removal and replacement of the affected LRU. If the replacement fails in resolving the failure, a second LRU, if stock available, must be dispatched and replaced with the remote assistance of the Contractor.

1.9.3 JTAC VTS will be maintained by trained CAF personnel supported by the Contractor. Maintenance training, supply support and manuals in both English and French will be tailored to match the maintenance concept.

1.9.3.1 Operator Maintenance. Operators will be required to conduct first line preventive and corrective maintenance. Preventive maintenance tasks will include component cleaning and visual inspection of component condition and cabling. Corrective maintenance tasks may include such activity as system rebooting and replacement of Line Replaceable Units (LRU’s) and peripherals (i.e. simulated military equipment such as binoculars, laser target designators, etc.). Operator maintenance activities do not require the use of Special Tools and Test Equipment (STTE) Tasks will have a duration of less than one (1) hour.

1.9.3.2 Technician Maintenance. CAF operators will be required to conduct first line and limited second line corrective maintenance and limited second line adaptive maintenance. First line corrective maintenance tasks will include the exchange of failed major components. Second line corrective maintenance tasks will

include the replacement of cabling. Limited second line adaptive maintenance tasks will include the installation of software patches and upgrades.

1.9.3.3 Contractor Maintenance. The Contractor will provide third line corrective and adaptive maintenance. Third line corrective maintenance will include the repair of major components and selected LRUs. Third line adaptive maintenance will include the preparation of software service packs for on-site installation by CAF technicians. Evolving JTAC accreditation requirements will also require the Contractor to undertake Perfective maintenance tasks as and when requested by Canada.

1.10 **Roles and Responsibilities.**

1.10.1 The following paragraphs identify the key roles with responsibility for delivery, operation and support of the JTAC VTS:

1.10.1.1 Operational Authority. Canadian Army Doctrine and Training Centre is the Operational Authority (OA). As such it is responsible for monitoring JTAC accreditation requirements as they develop, in order to provide direction to the Technical Authority and user communities with the intent of keeping JTAC VTS fit for purpose.

1.10.1.2 Technical Authority. Director Combat Support Equipment Management 7 (DCSEM 7) is the Technical Authority (TA). As such, it is responsible Life Cycle Material Manager (LCMM) for the through life in-service support of JTAC VTS.

1.10.1.3 Contracting Authority. PSPC is the Contracting Authority (CA). As such, it is responsible for all aspects of the management of this contract.

1.10.1.4 ISS Contractor. The ISS Contractor is responsible for:

1.10.1.4.1 Maintenance. JTAC VTS maintenance as further defined in this SOW. The Contractor should note:

1.10.1.4.1.1 Land Equipment Management System. The Contractor should be familiar with the Land Equipment Management System (LEMS) that is documented in B-GL-342-001/FP-000, which describes the DND approach to the management of land equipment.

1.10.1.4.1.2 Contractors Performing R&O. Some of the work performed by the Contractor will be repair and overhaul of equipment. The attached Logistics SOW outlines the requirements for contractors performing R&O. Further to this, contractor R&O is detailed within Special Instructions Repair and Overhaul Contractors (A-LM-184-001/JS-001) which describes the instructions and procedures governing civilian Contractors engaged in the R&O of material on behalf of the DND.

1.10.1.4.2 Training. Train-the-Trainer training as and when requested by DND.

1.10.1.4.3 Sparing. Maintenance and replenishment of a sufficient stock of spares to maintain the JTAC VTS.

1.10.1.4.4 Software. Maintenance of all JTAC VTS software currency and licenses.

1.11 **Core Work vs. Work Performed Under Task Authorization.**

1.11.1 Core Work found in Section 3.0

1.11.1.1 All Work outlined in the “Requirements” section of this SOW is Core Work unless there is a specific statement identifying the activity as Work to be performed as and when requested under a Task Authorization.

1.11.2 Task Authorized Work found in Section 5.0

1.11.2.1 All Work to be performed under Task Authorizations is identified in this SOW by a specific statement identifying it as work to be performed under a Task Authorization. The statement will include the phrase “on an as and when requested basis if issued a Task Authorization by DND."

1.11.2.2 The Contractor must perform work in response to a Task Authorization initiated by DND, through the DND 626 Task Authorization form.

1.11.2.3 Recommendations for Work performed under Task Authorization can be initiated by Canada or by the Contractor. If initiated by the Contractor, the following information must be provided:

1.11.2.3.1 Justification of the need for the Work;

1.11.2.3.2 Estimated duration;

1.11.2.3.3 Reporting frequency and format;

1.11.2.3.4 Level of effort;

1.11.2.3.5 ILS impact, and

1.11.2.3.6 Estimated cost.

1.12 **Acronyms and Abbreviations**

1.12.1 A detailed list of all acronyms and abbreviations are detail in Appendix A4.0.

2.0 APPLICABLE DOCUMENTS

2.0 References

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

2.0.2 A detailed list of all references are in Appendix A4.0

2.1 Order of Precedence

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

3.0 CORE REQUIREMENTS

3.0 General

3.0.1 Logistics Statements of Work

3.0.1.1 The Logistics Statement of Work is attached herein and forms part of this SOW, and is listed as Annex B.

3.0.2 Environmental Management and Assessment

3.0.2.1 General

3.0.2.1.1 IAW the Substances listed under Prohibition of Certain Toxic Substances Regulations (SOR/2012-285), the substances listed under this regulation must not be incorporated in any part of the equipment.

3.0.2.1.2 IAW the Canadian Centre for Occupational Health and Safety Prohibition of Asbestos and Products Containing Asbestos Regulations under the Canadian Environmental Protection Act (1999), asbestos and asbestos containing products must not be incorporated in any part of the equipment, IAW the Prohibition of Asbestos and Products containing Asbestos Regulations (PAPCAR): (SOR/2018-196).

3.0.2.1.3 IAW the Federal Halocarbon Regulations (SOR/2003-289) and the Ozone-depleting Substances and Halocarbon Alternatives Regulations (SOR/2016-137), any halocarbons that are incorporated into the design of equipment, must comply with regulations (SOR/2003-289) and (SOR/2016-137). If such substances must be used, the Contractor must:

3.0.2.1.3.1 Inform the Technical Authority by identifying the substance(s).

3.0.2.1.3.2 Identify the specific location within the equipment and its concentration.

3.0.2.1.4 IAW 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 mercury is present in any part of the equipment, the Mercury content limit must comply with the regulation (SOR/2014-254). If such substances must be used, the Contractor must:

3.0.2.1.4.1 Inform the Technical Authority by identifying the substance(s).

3.0.2.1.4.2 Identify the specific location within the equipment and its concentration.

3.0.2.1.5 IAW the Polychlorinated Biphenyls (PCBs) that are present in any part of the equipment, must comply with the PCB Regulations (SOR/2008-273), if PCBs are present in any part of the equipment, they must comply with the regulation. If such substances must be used, the Contractor must:

3.0.2.1.5.1 Inform the Technical Authority by identifying the substance(s).

3.0.2.1.5.2 Identify the specific location within the equipment and its concentration.

3.0.2.1.6 The Contractor must use low-risk chemical products for equipment maintenance and repair where feasible. Low-risk chemical products are defined as those that do not contain substances regulated under the Canadian Environmental Protection Act, 1999 (CEPA) and listed on Schedule 1 of CEPA.

3.0.2.1.7 The Contractor is responsible for ensuring that all work carried out on DND equipment by staff, or duly appointed sub-Contractors, is:

3.0.2.1.7.1 Completed using personnel qualified and certified in the scope of work that they are undertaking and,

3.0.2.1.7.2 In compliance with all applicable municipal, territorial, provincial, federal environmental protection statutes and regulations.

3.0.2.1.8 In accordance with the Federal Halocarbon Regulations (SOR/2003-289) and the Ozone-depleting Substances and Halocarbon Alternatives Regulations (SOR/2016-137), any halocarbons that are incorporated into the equipment, must comply with regulations SOR/2003-289 and SOR/2016-137. If such substances must be used, the Contractor must:

3.0.2.1.8.1 Inform the Technical Authority by identifying the substance(s).

3.0.2.1.8.2 Identify the specific location within the equipment and the quantity.

3.0.2.1.9 In accordance with the Products Containing Mercury Regulations (SOR/2014-254), if mercury is present in any part of the equipment, the mercury content limit must comply with the regulation SOR/2014-254. If such substances must be used, the Contractor must:

3.0.2.1.9.1 Inform the Technical Authority by identifying the substance(s).

3.0.2.1.9.2 Identify the specific location within the equipment and the quantity.

3.0.2.1.10 In accordance with the Polychlorinated Biphenyls (PCBs) Regulations (SOR/2008-273), if PCBs are present in any part of the equipment, they must comply with the regulation. If such substances must be used, the Contractor must:

3.0.2.1.10.1 Inform the Technical Authority by identifying the substance(s).

3.0.2.1.10.2 Identify the specific location within the equipment and the quantity

3.0.2.2 The Contractor must provide and ensure the use of up-to-date (no older than three (3) years) Material Safety Data Sheets IAW CDRL JTAC VTS-ILS-201 at Appendix A2.2 to Annex A, and the associated DID JTAC VTS-ILS-201 at Appendix A3.3 to this Annex A.

3.0.2.3 Environmental Management System

3.0.2.3.1 The Contractor must implement and maintain an Environmental Management System which is consistent with the principles presented in ISO 14001. Certification to this standard is preferred but not mandatory.

3.0.2.3.2 The Contractor must have a formalized set of procedures and control measures in place to demonstrate environmental compliance and minimize environmental impact of the work.

3.0.2.3.3 The Contractor must update the Equipment Environmental Assessment (EEA) that was delivered as part of the acquisition contract regarding any changes to the JTAC VTS

and if there are any environment impacts IAW JTAC ISS SOW section 3.6.2.10 which outlines change notification requirements.

3.1 **Program Management**

3.1.1 General

3.1.1.1 Contractor Test Facilities

3.1.1.1.1 The Contractor must possess or have access to testing facilities required to confirm serviceability of the equipment after repair or upgrade work on the JTAC VTS or its equipment.

3.1.1.2 Contractor Publication Resources

3.1.1.2.1 The Contractor, or their sub-Contractor, must have office resources necessary to produce electronic manuals, technical drawings, and other logistics and engineering documentation.

3.1.2 Management Capabilities

3.1.2.1 The Contractor must provide and maintain a management capability for the duration of the ISS Contract to manage the schedule, cost, scope, risk and quality, and to provide data and administer the delivery requirements for each of deliverables identified in this SOW.

3.1.3 Support Management

3.1.3.1 The Contractor must provide a Support Management Plan (SMP) IAW CDRL JTAC VTS-PM-001 at Appendix A2.2 and the associated DID JTAC VTS-PM-001 at Appendix A3.3.

3.1.3.1.1 The Contractor must review the accuracy of the SMP following the Contract Status Report Meeting (see Annex A paragraph 3.2.6.3), addressing issues identified in this meeting and in the Contract Status Reports (see Annex A paragraph 3.2.4.1) submitted over the previous six (6) months, make revisions if applicable, and then re-submit.

3.1.4 Contract Reporting

3.1.4.1 The Contractor must provide a Standard Report Format IAW CDRL JTAC VTS-PM-002 at Appendix A2.2 to Annex A and the associated DID JTAC VTS-PM-002 at Appendix A3.4 to Annex A.

3.1.4.2 The Contractor must provide a Contract Status Report (CSR) in accordance with (IAW) Contract Data Requirement List (CDRL) JTAC VTS-PM-003 at Appendix A2.2 and the associated Data Item Delivery (DID) JTAC VTS-PM-003 at Appendix A3.5.

3.1.4.3 The Contractor must, upon request, provide supporting data for the CSR to the DND EMT and PSPC CA.

3.1.5 Risk Management

3.1.5.1 The Contractor must establish a Risk Management process and Risk Register to report on the status of identified risks in the CSR. Risk requirements will be in accordance with the Acquisition Contract IAW CDRL and DID JTAC VTS SE-101. This will be provided as GFI to be maintained under the ISS contract. As well this will meet the requirements identified the DND Defence Administration Orders Directive (DAOD) 3035-0 (Material Assurance) that details the following:

3.1.5.1.1 establishing materiel assurance to ensure that defence systems and equipment throughout their life cycle:

3.1.5.1.1.1 are safe;

3.1.5.1.1.2 are fit for purpose;

3.1.5.1.1.3 are available and serviceable; and

3.1.5.1.1.4 comply with applicable statutes, regulations, policies, instructions and directives;

3.1.5.1.2 must establish materiel assurance that:

3.1.5.1.2.1 assesses and documents safety, fit for purpose, availability and serviceability of defence systems and equipment, and their level of compliance with applicable statutes, regulations, policies, instructions and directives;

3.1.5.1.2.2 includes processes to deliver materiel assurance within enterprise resource planning tools and other systems;

3.1.5.1.2.3 applies a risk management approach;

3.1.5.1.2.4 investigates issues and formulates preventive measures;

3.1.5.1.2.5 ensures that applicable investigative authorities conduct technical investigations if significant defence system or equipment failures or accidents occur;

3.1.5.1.2.6 ensures the acquisition and support of authentic and conforming materiel by:

3.1.5.1.2.6.1 preventing counterfeit and non-conforming materiel from entering into the Defence Supply Chain; and

3.1.5.1.2.6.2 detecting, quarantining and eliminating counterfeit and non-conforming materiel from inventory;

3.1.5.1.2.7 includes cyber materiel assurance for the delivery of:

3.1.5.1.2.7.1 platform protection program;

3.1.5.1.2.7.2 systems security engineering discipline; and

3.1.5.1.2.7.3 cyber supply chain risk management framework;

3.1.5.1.2.8 regulates current and future manufacturing technologies.

3.1.6 Program Meetings

3.1.6.1 Meeting Organization and Coordination

3.1.6.1.1 The Contractor must ensure that the necessary data, personnel and facilities are available for each meeting.

3.1.6.1.2 The Contractor must hold and chair, along with Canada, ISS Contract Status Review Meetings at intervals of no greater than annually or as otherwise agreed to with DND/PSPC, or on request by DND/PSPC.

3.1.6.1.3 As appropriate, meetings may be held at the Contractor’s or DND facilities at the discretion of the DND EMT.

3.1.6.1.4 The Contractor’s Program Manager must be present at all meetings. If the Program 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 at all meetings.

3.1.6.2 Kick-off Meeting

3.1.6.2.1 The Contractor must hold and chair, along with Canada, a Kick-off Meeting no later than 28 calendar days after system delivery under the Acquisition Contract delivery, to review and secure a common understanding of the requirements expressed in this contract.

3.1.6.3 Contract Status Report (CSR) Meetings

3.1.6.3.1 The Contractor must hold and chair, along with Canada, CSR Meetings at intervals of no greater than six (6) months or as otherwise agreed to with DND/PSPC.

3.1.6.3.2 The Contractor must address the following topics at each CSR Meeting:

3.1.6.3.2.1 Discuss contract status, management, and financial aspects of the contract, also drawing information from the CSR DID Section A: Contract Status, Appendix A3.5;

3.1.6.3.2.2 Discuss the status of the JTAC VTS and its associated equipment, the extent of its usage, and all anticipated surges in operations.

3.1.6.3.2.3 A Support Summary Review to discuss the Support delivered since the last reporting period, drawing information from the CSR DID Section B: Support Summary, Appendix A3.5.

3.1.6.3.2.4 Address all external changes impacting contract performance, such as commitments for the domestic movement of the static systems from one location to another as determined by DND, and

3.1.6.3.2.5 Identify and determine the actions required for longer-term planning of contract management activities and the provision of support.

3.1.6.4 Maintenance Coordination Meetings

3.1.6.4.1 The Contractor must hold an annual JTAC VTS Maintenance Coordination meeting between Contractor maintainers, Technical Authority and Operations Authority.

3.1.6.4.2 The Contractor must address the following items in the Maintenance Coordination meeting:

3.1.6.4.2.1 Review previous year maintenance activities;

3.1.6.4.2.2 Include planning of the coming year maintenance schedule; and

3.1.6.4.2.3 Review equipment obsolescence forecasts.

3.1.6.4.3 The Contractor must initiate and participate in JTAC VTS Maintenance Coordination teleconferences when required by the Technical Authority.

3.1.6.4.4 The Contractor must participate the JTAC VTS System Configuration Control Board meetings when required by the Technical Authority.

3.1.6.5 Other meetings

3.1.6.5.1 The Contractor and the DND EMT may schedule informal reviews, such as conference calls, webinars (conference calls augmented by simultaneous PowerPoint presentations on the Internet), video conferences, briefings and technical interchange meetings, as required to help achieve the requirements of the contract.

3.1.6.6 Meeting Documentation

3.1.6.6.1 The Contractor must provide Meeting Agendas IAW CDRL JTAC VTS-PM-004 at Appendix A2.2 and the associated DID JTAC VTS-PM-004 at Appendix A3.6.

3.1.6.6.2 The Contractor must provide a Presentation Materials IAW CDRL JTAC VTS-PM-005 at Appendix A2.2 to Annex A and the associated DID JTAC VTS-PM-005 at Appendix A3.7 to Annex A.

3.1.6.6.3 The Contractor must record and provide the Meeting Minutes IAW CDRL JTAC VTS-PM-006 at Appendix A2.2 and the associated DID JTAC VTS-PM-006 at Appendix A3.9.

3.1.6.6.4 No change in the interpretation of the program management, SOW, cost, or schedule, as defined in the contract, may be authorized by the minutes of a meeting. Such change must require formal contract amendment by the CA.

3.1.7 Government Property

3.1.7.1 All equipment, spares, parts that may be provided to the Contractor in support of the JTAC VTS, including those purchased during the contract, must be considered DND-owned, regardless of being held at the Contractor's facility.

3.1.7.1.1 Government-owned and DND-owned must be considered as interchangeable terms.

3.1.7.2 The Contractor must provide suitable protections, such as a separated secure storage facility and insurance, to protect all Government Supplied Materials, including equipment, spares, parts, Technical Data Package (TDP), documentation, software, and Special Tools & Test Equipment.

3.1.8 Hazardous Materials

3.1.8.1 The Contractor must be solely responsible for the handling, transportation and disposal of all waste, and hazardous waste material generated as a result of the work in this SOW.

3.1.9 Intellectual Property Management Plan & List

3.1.9.1 The Contractor must maintain the Intellectual Property Plan & List delivered under the Acquisition Contract IAW CDRL and DID JTAC VTS PM 003. This will be provided as GFI to be maintained under the ISS contract.

3.1.9.1.1 The Contractor must continue to manage the list throughout the contract term.

3.2 **Operating Support**

3.2.1 In-Service Support.

3.2.1.1 The Contractor must provide an In-Service Support Plan IAW CDRL JTAC VTS-ILS-202 at Appendix A2.2 to Annex A, and the associated DID JTAC VTS-ILS-201 at Appendix A3.19 to this Annex A.

3.2.1.2 The Contractor must detail the Contractor Management Organization (CMO) in the Support Management Plan (SMP) IAW CDRL JTAC VTS-PM-007 at Appendix A2.2 and the associated DID JTAC VTS-PM-007 at Appendix A3.3.

3.2.1.3 The Contractor must appoint one person to be the Point of Contact (POC) with the DND Technical Authority for all Management Support activities. Normal day-to-day activities must be conducted between the CMO POC and the DND Technical Authority. The name and contact information of the CMO POC must be supplied to the DND Technical Authority upon Contract Award.

3.2.1.4 Changes to the CMO POC must be communicated to the DND Technical Authority within five (5) working days of the change occurring.

3.2.2 Help Desk Support

3.2.2.1 The Contractor must provide Help Desk Support and staff the Help Desk with qualified technical personnel, to assist DND/CAF users in the resolution of their hardware and software operational queries and to assist DND/CAF personnel in the performance of their duties when using the JTAC VTS.

3.2.2.2 The Contractor must provide Help Desk Support during 0800 to 1600 hours, Eastern Standard Time, Monday to Friday.

3.2.2.2.1 Help Desk Support outside these ‘standard hours’ must be provided by the Contractor as a (separate) TASKING when requested by the DND EMT.

3.2.2.3 The Contractor must provide a free-call phone number, e-mail address, and facsimile number for use by DND/CAF to communicate / correspond with the Contractor’s help desk.

3.2.2.4 The Contractor Help Desk Support must provide a response during normal operating hours to queries by the following business day.

3.2.2.5 Range of Help Desk Services

3.2.2.5.1 The Contractor must provide help desk services including:

3.2.2.5.1.1 Provision of technical operation and maintenance advice/procedures and direction to DND/CAF personnel on matters relating to the equipment, firmware and software function and performance, and all equipment supported under this SOW;

3.2.2.5.1.2 Provision of direct user support for the pre-deployment/pre-mission preparation and post-deployment and post-mission-reconstitution for the JTAC VTS.

3.2.3 Operators and Technical Personnel

3.2.3.1 In order to provide satisfactory operators and technical personnel (Field Service Representatives), the Contractor must provide the following:

3.2.3.1.1 Operators and technical personnel that can provide training on the JTAC VTS.

3.2.3.1.2 Operators and technical personnel that can perform in-depth maintenance on the JTAC VTS.

3.2.3.1.3 Operators and technical personnel that can mentor and advise CAF operators and technicians in the performance of their tasks using the JTAC VTS.

3.2.3.1.4 Operators and technical personnel that are knowledgeable of the Contractor's engineering and support organization and able to obtain a quick response to queries regarding technical concerns and material status.

3.3 **Engineering Support**

3.3.1 General

3.3.1.1 The Contractor must provide Engineering Support for the JTAC VTS, its equipment and all associated items as listed in the Acquisition Contract Technical Specification Appendix A1.0 and SEMP IAW CDRL and DID JTAC VTS SE 101. This will be provided as GFI to be maintained under the ISS contract.

3.3.1.2 The Contractor must possess or have access to the testing facilities required to confirm serviceability of the equipment after repair or upgrade Work on the JTAC VTS system or its components.

3.3.1.3 The Contractor must maintain a System Engineering Management Plan for the life of the JTAC VTS capability as listed in the Acquisition Contract Technical Specification Appendix A1.0 and SEMP IAW CDRL and DID JTAC VTS SE 101. This will be provided as GFI to be maintained under the ISS contract.

3.3.1.4 The SEMP must include provision for an annual review of the JTAC VTS Technical Specification found in the Acquisition Contract Technical Specification found in Appendix A1.0 that will be provided as GFI to be maintained under the ISS contract, and all

other technical documents associated with the operation and maintenance of the JTAC VTS.

3.3.2 Configuration Management

3.3.2.1 The Contractor must control changes to the configuration of the JTAC VTS and its equipment, and identify and maintain a record of the configuration of the JTAC VTS, its equipment and all associated items.

3.3.2.2 The Contractor must provide a Configuration Management Plan IAW CDRL JTAC VTS-SE-102 at Appendix A2.2 to Annex A and the associated DID JTAC VTS-SE-102 at Appendix A3.12 to Annex A.

3.3.2.3 The Contractor must seek approval from the Technical Authority before making changes to the JTAC VTS System configuration as a result of:

3.3.2.3.1 DND issued Task Authorizations;

3.3.2.4 To propose changes to the configuration of the JTAC VTS, the Contractor must submit an Engineering Change Proposal (ECP) in Contractor format, following the guidance in SAE ANSI/EIA-649C.

3.3.2.5 The Contractor must provide an Engineering Change Proposals IAW CDRL JTAC VTS-SE-103 at Appendix A2.2 to Annex A and the associated DID JTAC VTS-SE-103 at Appendix A3.13 to Annex A.

3.3.2.6 The Contractor must inform the Technical Authority of configuration changes to the JTAC VTS System as part of the Maintenance Report IAW CDRL JTAC VTS-ILS-218 at Appendix A1 to this SOW and the associated DID JTAC VTS-ILS-218 at Appendix A2 to this SOW.

3.3.2.7 The Contractor must deliver up-to-date system configuration documentation to DND within 30 days when changes are made and or when requested by the Technical Authority.

3.3.2.8 The Contractor must establish a Configuration Control Board (CCB) to provide ongoing management of the system configuration and control of changes to the system. The CCB will be chaired by the Technical Authority.

3.3.2.9 The Contractor must maintain currency of system configuration documentation, including:

3.3.2.9.1 The Contractor must provide a System Data Packages & Equipment List IAW CDRL JTAC VTS-SE-104 at Appendix A2.2 to Annex A and the associated DID JTAC VTS-SE-104 at Appendix to Annex A.

3.3.2.10 The Contractor must provide a Material Change Notice IAW CDRL JTAC VTS-ILS-202 at Appendix A2.2 to Annex A, and the associated DID JTAC VTS-ILS-202 at Appendix A3.14 to this Annex A.

3.3.3 Software Management

3.3.3.1 The Contractor must provide a Software Version Description Document IAW CDRL JTAC VTS-SE-105 at Appendix A2.2 to Annex A and the associated DID JTAC VTS-SE-105 at Appendix A3.15 to Annex A.

3.3.3.2 To propose changes to the software of the JTAC VTS, the Contractor must submit a Software Change Request IAW CDRL JTAC VTS-SE-106 at Appendix A2.2 to Annex A and the associated DID JTAC VTS-SE-106 at Appendix A3.16 to Annex A.

3.3.4 Technical Data Management

3.3.4.1 The Contractor must log, store, protect, and control the distribution of technical data in all media formats received from DND, sub-Contractors, OEMs, vendors, or other sources.

3.3.4.2 The Contractor must maintain records of historical and current technical and configuration data and provide DND access to these records when required.

3.3.4.3 The Contractor must maintain the publications identified in the Technical Data table of Appendix A1.0 to Annex A, and incorporate DND-issued amendments and OEM amendments that have been approved by the DND EMT, and update the publications after obsolescence and configuration management changes.

3.3.4.3.1 The Contractor must provide a Technical Data Plan & List IAW CDRL JTAC VTS-PM-008 at Appendix A2.2 and the associated DID JTAC VTS-PM-008 at Appendix A3.10he

Contractor must continue to manage the list throughout the contract term.

3.3.4.3.2 Along with the Technical Data List, the Contractor must provide CD/DVD(s) of the electronic versions of the Technical Data on the list, as per CDRL JTAC VTS-PM-008 at Appendix A2.2 and the associated DID JTAC VTS-PM-008 at Appendix A3.10

3.3.4.4 The Contractor must provide electronic copies of the Technical Data publications, within forty-eight (48) hours, after revisions/amendments are made and quality is assured, if the revisions/amendments made are:

3.3.4.4.1 For aspects of health, safety or security of personnel who will use the equipment.

3.3.4.4.2 For proper operation or maintenance of equipment or the JTAC VTS.

3.3.4.5 The Contractor must implement document revisions, updating the document’s change page and ensuring correct and current data is issued for use.

3.3.4.6 The Contractor must have Technical Data publications translated as per Annex A section 3.4.5.

3.3.4.7 The Contractor must provide a means of disaster recovery, including maintaining and keeping current an off-site, secure backup of all technical data.

3.3.5 Official Language Requirements

3.3.5.1 The Contractor must keep both the English and Canadian French versions of bilingual technical publications up to date and make changes simultaneously to both versions.

3.3.5.2 The Contractor must have publications translated by certified translators, such as members of an authorized provincial association of translators, to ensure the quality of translated text.

3.3.5.3 The Contractor must ensure all translations are consistent with approved DND terminology. Approved terminology sources, in order of priority, are as follows:

3.3.5.3.1 Canadian Oxford Dictionary Second Edition (for English);

3.3.5.3.2 Le Petit Robert Edition 2017 (for French); and

3.3.5.3.3 Termium, PSPC Translation Bureau Linguistic Data Bank (http://www.termiumplus.gc.ca/);

3.3.5.4 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.

3.3.6 Technical Problem Management

3.3.6.1 The Contractor must, no later than 28 calendar days after contract award, establish a Technical Problem Management (TPM) database and associated management procedures to identify, investigate and resolve technical problems with the JTAC VTS.

3.3.6.2 This database must enable technical problem reports to be generated and continuously monitored, and be summarized in the Maintenance Reports. The Contractor must provide a Maintenance Reports IAW CDRL JTAC VTS-ILS-203 at Appendix A2.2 to Annex A, and the associated DID JTAC VTS-ILS-203 at Appendix A3.21 to this Annex A.

3.3.6.3 The Contractor must ensure that:

3.3.6.3.1 Detected problems (such as equipment defects, publication deficiencies, and unsatisfactory conditions, software faults or viruses, discrepancies in inventory, process inadequacies, excessive repair turn-around times, and parts obsolescence issues) are recorded in problem reports.

3.3.6.3.2 Problems are classified by category and priority.

3.3.6.3.3 Problems are analyzed to determine their root cause, including potential system, hardware and software failures, faults, and errors in publications, inadequate training, procedure inadequacies, and unresponsiveness of supporting organizations.

3.3.6.3.4 Corrective action undertaken to resolve the problem(s) is tracked and documented.

3.3.6.4 The Contractor must bring urgent (e.g. Health & safety, time-sensitive, costly) technical problems to the immediate attention of the DND EMT via email and, if necessary, telephone call.

3.3.6.5 The Contractor must make recommendations regarding ways to reduce costs, product improvement, and failure investigations, submitted in proposal format to DND, and must include cost of the work proposed, justification for the work, and the business case to support the work. (If implemented, this will be done through a TASKING.)

3.3.6.6 The Contractor must provide DND with access to TPM data upon request.

3.4 **Maintenance Support**

3.4.1 Maintenance Information Database

3.4.1.1 The Contractor must maintain a Maintenance Information Database.

3.4.1.2 The Contractor must include within the Maintenance Information Database:

3.4.1.2.1 The serial numbers used for each item of JTAC VTS equipment.

3.4.1.2.2 The modification status of each serial numbered item of equipment.

3.4.1.2.3 Forecast requirements for scheduled maintenance, based on preventive maintenance requirements and accumulated historical maintenance data over the life of the JTAC VTS.

3.4.1.2.3.1 If available, the DND EMT will provide the Contractor with system level estimates of operating hours of usage, bearing in mind the potential range of circumstances from storage to surge.

3.4.1.2.3.2 These estimates will be reviewed every six (6) months at the Contract Status Report Meetings as per Annex A paragraph 3.2.6.3 (if they have been provided by the DND EMT).

3.4.1.2.4 Detailed invoices for each serial-numbered equipment received for R&O.

3.4.1.3 The Contractor must use the Maintenance Information Database to manage its maintenance activities and to prepare summary information to be included in the CSR.

3.4.2 Corrective Maintenance.

3.4.2.1 The Contractor must perform Corrective Maintenance Work (third line repair of a system component) on an as and when requested basis if issued a Task Authorization by DND.

3.4.2.2 The Contractor must conduct Corrective Maintenance Work in accordance with the procedures and schedules found in the follow references:

3.4.2.2.1 the JTAC VTS System Manual and delivered as System Manuals under the Acquisition Contract IAW CDRL and DID JTAC VTS PM 003. This will be provided as GFI to be maintained under the ISS contract.

3.4.2.2.2 the procedures and schedules as described in the System Manuals under the Acquisition Contract IAW CDRL and DID JTAC VTS PM 003. This will be provided as GFI to be maintained under the ISS contract.

3.4.2.3 The Contractor must complete repairs within ninety (90) calendar days from receipt of the failed component.

3.4.2.4 The Contractor must maintain a record of all completed corrective maintenance Work in a tracking tool for recording and tracking maintenance issues.

3.4.2.5 The Contractor must provide DND data from the maintenance tracking tool information when requested.

3.4.3 Adaptive Maintenance.

3.4.3.1 Software Patching.

3.4.3.1.1 The Contractor must perform Adaptive Maintenance in order to maintain the security and currency of the JTAC VTS (i.e. provide security and operating system/software patches for system hardware and software).

3.4.3.1.2 The Contractor must provide a Regular Interval Patching Report IAW CDRL JTAC VTS-ILS-204 at Appendix A2.2 to Annex A, and the associated DID JTAC VTS-ILS-204 at Appendix A3.22 to this Annex A every six months.

3.4.3.1.3 The Contractor must provide a JTAC VTS system software update patching to address issues identified in the Regular

Interval Patching Report in consultation with the Technical Authority.

3.4.3.1.4 The JTAC VTS system software patching update must be provided in a physical format (e.g. disk, memory stick, memory card) compatible with JTAC VTS design.

3.4.3.1.5 The JTAC VTS system software patching update must include clear user instructions detailing the steps to be taken to apply the update.

3.4.3.1.6 The JTAC VTS system software patching update must be delivered IAW the Technical Authority's instructions.

3.4.3.1.7 The Contractor must record all software configuration changes IAW the Configuration Management Plan at CDRL JTAC VTS-SE-101 at Appendix A2 to this SOW and the associated DID JTAC VTS-SE-101 at Appendix A3 to this SOW.

3.4.3.2 The Contractor must perform all other adaptive maintenance separate from above on an as and when requested basis if issued a Task Authorization by DND.

3.4.4 System Betterment, Modification, Refresh and Disposal.

3.4.4.1 DND intends to retain the ability to achieve JTAC accreditation in-house for the design life of the JTAC VTS. During the term of the contract DND may opt to pursue system betterment, require a system refresh or wish to dispose of certain capabilities. The Contractor must perform such activities on an as and when requested basis if issued a Task Authorization by DND. IAW CDRL JTAC VTS-ILS-205 at Appendix A2.2 to Annex A, and the associated DID JTAC VTS-ILS-205 at Appendix A3.28 to this Annex A.

3.4.5 Logistics Support Analysis.

3.4.5.1.1 The Contractor must apply Logistics Support Analysis (LSA) methodology on an ongoing basis in order to assess the supportability of the JTAC VTS LSA will include:

3.4.5.1.2 The review of Maintenance Reports commencing from contract award in order to identify critical issues and propose solutions for reducing and/or rectifying those issues (e.g.,

updates to operational procedures, training, spares management program or the system hardware/ software).

3.4.5.1.3 Assessment of the Integrated Logistics Support (ILS) elements, including system support, preventive maintenance, corrective maintenance, training, spare management, and configuration management, and provide recommendations to make the operations and maintenance of the JTAC VTS more cost effective and optimize the reliability and availability of the system.

3.4.5.1.4 The Contractor must include any recommendations resulting from Logistic Support Analysis on the agenda of the annual JTAC VTS Maintenance Coordination meeting described at para. 3.2.6.4.1.

3.4.6 Care of Fleet Support Spares

3.4.6.1 The Contractor must ensure that the items in the FSS, as defined in Appendix A1.0 List of Items to be Supported are maintained in a serviceable state and are preserved and packaged for long term storage.

3.5 **Supply Support**

3.5.1 Contractor Warehouse Resources

3.5.1.1 The Contractor must have personnel, secured space, shelving, fixtures, storage aids, material handling and other resources necessary to provide inventory management and supply services.

3.5.2 Inventory Management

3.5.2.1 Contractor must review the inventory (potentially comparing it to provisioning data, and the subsequent usage data) to meet the needs of on-going operations, anticipated surges, possible FSRs, and R&O activities and report concerns in the CSR.

3.5.2.2 The Contractor must replenish all spares consumed during maintenance activities on an as and when requested basis if issued a Task Authorization by DND.

3.5.2.3 The Contractor must replenish (i.e., repair or replace) equipment consumed during maintenance activities within one month of their consumption. Spares must be replaced as required IAW the Recommended Spare Parts List (RSPL) in the Provisioning and

Spares Support Plan (PSSP) IAW CDRL JTAC VTS-ILS-206 at Appendix A2.2 to Annex A, and the associated DID JTAC VTS-ILS-206 at Appendix to this Annex A. Where this timeline cannot be met the Contractor must inform the Technical Authority and provide a mitigation plan in the event of failure of the replaced part pending replacement.

3.5.2.4 The Contractor must review and update the Recommended Spare Parts List (RSPL) in the Provisioning and Spares Support Plan (PSSP) IAW CDRL JTAC VTS-ILS-207 at Appendix A2.2 to Annex A, and the associated DID JTAC VTS-ILS-207 at Appendix to this Annex A and provide the updated version to the Technical Authority annually.

3.5.2.5 The Contractor must hold an inventory of spares as specified in the Recommended Spare Parts List (RSPL) in the Provisioning and Spares Support Plan (PSSP) IAW CDRL JTAC VTS-ILS-208 at Appendix A2 to this SOW and the associated DID JTAC VTS-ILS-208 at Appendix A3 to this SOW.

3.5.2.6 The Contractor must comply with the spares handling, packaging, delivery, and transfer/receipt of replacements spares to and from JTAC VTS locations, OEMs or other suppliers, and calibration services IAW Identification Shipping and Packaging Data CDRL JTAC VTS-ILS-208 at Appendix A2.2 to Annex A, and the associated DID JTAC VTS-ILS-208 at Appendix A3.24 to this Annex A.

3.5.2.7 The Contractor must review and update the JTAC VTS System Data Packages and Equipment List IAW CDRL JTAC VTS-SE-103 at Appendix A2 to this SOW and the associated DID JTAC VTS-SE-103 at Appendix A3 to this SOW and provide the updated version to the Technical Authority annually.

3.5.2.8 The Contractor must review and update the JTAC VTS System Provisioning and Spares Support Plan IAW CDRL JTAC VTS-ILS-208 at Appendix A1 to this SOW and the associated DID JTAC VTS-ILS-208 at Appendix A2 to this SOW and provide the updated version to the Technical Authority annually.

3.5.2.9 The Contractor must provide the Technical Authority with the information that is required for cataloguing with NATO Stock Numbering for new JTAC VTS System components (to the LRU level) by submitting Supplementary Provisioning Technical Documentation IAW CDRL JTAC VTS-ILS-209 at Appendix A2.2

to Annex A, and the associated DID JTAC VTS-ILS-209 at Appendix to this Annex A.

3.5.2.10 The Contractor must provide the Technical Authority with any modifications to the System Environmental Assessment IAW CDRL JTAC VTS-ILS-210 at Appendix A2.2 to Annex A, and the associated DID JTAC VTS-ILS-210 at Appendix to this Annex A as a result of the addition of new JTAC VTS System components.

3.5.2.11 During the term of the contract DND may wish to dispose of certain capabilities. The Contractor must arrange and perform disposal of unwanted spares if requested by the Technical Authority, in accordance with applicable DND regulations, the Defence Production Act, and with applicable environmental laws and regulations on an as and when requested basis if issued a Task Authorization by DND.

3.5.2.12 During the term of the contract DND may opt to pursue system betterment or require a system refresh. The Contractor must acquire new JTAC VTS related spares and materiel on an as and when requested basis if issued a Task Authorization by DND.

3.5.2.13 The Contractor must have access to, sufficient inventory for support of its R&O work, as defined in Appendix A1.0 List of Items to be Supported based on the required Repair Turn-Around-Time defined at Annex A section 4.1.4.1 or as otherwise indicated in the Appendix A1.0 List of Items to be Supported;

3.5.2.14 The Contractor must manage FSS holdings, as defined in Appendix A1.0 List of Items to be Supported;

3.5.3 Catalogue for the Provision of Repairable and Consumable Items

3.5.3.1 The Contractor must provide the Catalogue of Repairable and Consumable Items IAW CDRL JTAC VTS-ILS-211 at Appendix A2.2 and the associated DID JTAC VTS-ILS-211 at Appendix A3.27

3.5.3.1.1 DND will use this catalogue, through TASKING(s), for the provision of repairable and consumable items.

3.5.3.1.2 The Contractor must update the Catalogue for the Provision of Repairable and Consumable Items if parts become obsolete, see Annex A para. 3.6.4.1.

3.5.4 Obsolescence Management

3.5.4.1 In the event that system hardware and/or software fails during the Design Life of the JTAC VTS, and it is found that the system hardware and/or software has become obsolete, the Contractor must endeavor to maintain the system as designed using compatible replacements. A compatible replacement is a replacement that may require installation (directly or with existing or new connectors) and configuration (of the part or software being replaced, and/or of its environment within the JTAC VTS system) to be implemented, but not design changes to achieve compatibility with the JTAC VTS.

3.5.4.1.1 The Contractor must work with Original Equipment Manufacturers (OEMs) and vendors to maintain awareness of what parts are becoming obsolete, and determine a source of supply for repairable and consumables items.

3.5.4.2 The Contractor must monitor all hardware and software products against the OEM and Vendor support list for vendor equipment end-of-life notifications.

3.5.4.3 The Contractor must notify the Technical Authority when it becomes aware of changes to the current or future availability of vendor support or to availability of system spares (e.g., via vendor equipment end-of-life notifications).

3.5.4.4 The Contractor must perform an analysis to determine the potential impact to system operations and, based on the analysis, provide a recommendation to the Technical Authority on solution options.

3.5.4.5 The Contractor must provide System Obsolescence Reports IAW CDRL JTAC VTS-ILS-212 at Appendix A2.2) to Annex A, and the associated DID JTAC VTS-ILS-212 at Appendix A3.28 to this Annex A.

3.5.4.6 Obsolete part replacement will be handled as a TASKING request, further described in Annex A para. 5.4.2.1.

3.5.5 DND Material Supply Logistics

3.5.5.1 The Contractor must refer to the Logistics SOW in Annex B and A-LM-184-001/JS-001, for further requirements for equipment logistics for DND-owned equipment.

3.5.5.2 Supply Accounts for DND-owned Material

3.5.5.2.1 The Contractor will be allocated a Repairable Material Account (RMA). All material (generally prime equipment and Line Replaceable Units that are DND-owned) shipped to the Contractor must be identified in the Defence Resource Management Information System (DRMIS) against the assigned RMA.

3.5.5.3 Contract Issue Spares

3.5.5.3.1 The Contractor must maintain visibility of DND-owned material, classified as Contract Issue Spares (CIS).

3.5.5.3.1.1 To account for these CIS, the Contractor will be allocated a Contractor Repair Parts Account (CRPA) and a Repair Shop Account (RSA).

3.5.5.4 Stock Control and Stock Taking (DND-owned Material)

3.5.5.4.1 The Contractor will be allocated a Repairable Material Account (RMA). All DND material shipped to the Contractor must be identified in the Defence Resource Management Information System (DRMIS) against the assigned RMA.

3.5.5.4.2 The Contractor must perform stock control and stocktaking of DND-owned Contractor held inventory, including:

3.5.5.4.2.1 Institute, maintain and apply a system for inventory accounting, control, storage and handling, preservation, protection and maintenance.

3.5.5.4.2.2 Designate, allocate and prepare a storage area in its facility specifically to accommodate DND-owned stock.

3.5.5.4.2.3 As a risk mitigation measure, in case of a strike or lockout action, ensure that DND has continued access to, and protection of, inventory that it requires in support of operations.

3.5.5.4.2.4 Initiate and complete a one hundred per cent (100%) manual stocktaking (visual confirmation) of RMA, RSA, CRPA (CIS) and all material listed in the Contractor Held Inventory Report, one (1) time every two (2) years.

3.5.5.4.2.5 The Contractor must provide a Government Property Report IAW CDRL JTAC VTS-ILS-213 at Appendix A2.2 to Annex A, and the associated DID JTAC VTS-ILS-213 at Appendix A3.29 to this Annex A.

3.5.5.4.2.6 The Contractor must promptly conduct investigations into every discrepancy arising from stocktaking of Contractor managed DND-owned material, and must immediately notify DND of all deficiencies that are discovered.

3.6 **Personnel Support Resources**

3.6.1 Plant Shutdown and Vacation Period

3.6.1.1 Prior to plant shutdown and vacation periods, the Contractor must arrange for adequate facilities and personnel to be available to ensure the satisfaction of urgent TASKING(s).

3.6.1.2 If the Contractor personnel are not on-site during shutdown, a list of names and contact numbers, of those Contractor personnel to be contacted during plant closure, must be provided to the DND EMT and National Defence Quality Assurance Region.

3.6.1.3 The Contractor must continue to meet the requirements and timelines within this SOW regardless of Plant Shutdown and Vacation Periods.

3.7 **System Security**

3.7.1 Security Requirements.

3.7.1.1 The Contractor must provide a System Security program that meets the following objectives:

3.7.1.2 The JTAC VTS must be a PROTECTED B system IAW Annex X Security Requirements Checklist.

3.7.1.3 The Contractor must not dispose of any medium having been contained within or attached to the JTAC VTS that has held JTAC VTS data (e.g., hard drives, tapes, CDs and DVDs) without prior authorization and direction from the TA.

3.7.1.4 The Contractor must establish and update procedures as required and use these procedures for the handling of Controlled Goods in accordance with the directives of the Controlled Goods Program and DND.

3.7.1.5 Ensure the DND's security obligations are met as they pertain to the confidentiality, availability, and integrity of information processed, stored, and communicated electronically or by similar means by the JTAC VTS;

3.7.1.6 Ensure the DND's security obligations and compliance requirements are met as they pertain to the protection of information, control of access to information, and providing an audit trail of access to the information contained within the JTAC VTS;

3.7.1.7 The Contractor must establish and use procedures for deployment of hardware and software updates to avoid negatively impacting the security posture of the deployed system.

3.7.1.8 The Contractor must only procure hardware and software for JTAC VTS maintenance from approved sources.

3.7.1.9 The Contractor must address planning for and management of the System Security program in the SEMP.

3.7.1.10 The Contractor must conduct the System Security program IAW the approved SEMP.

3.7.1.11 The Contractor must evaluate proposed equipment for security vulnerabilities. Where possible, the Communications Security Establishment (CSE)'s Common Criteria approved products should be used. New hardware or software additions to the JTAC VTS baseline must be assessed for Security Risk and approved for implementation by the Configuration Control Board IAW the JTAC VTS System Configuration Management Plan CDRL JTAC VTS-SE-106 at Appendix A1 to this SOW and the associated DID JTAC VTS-SE-106 at Appendix A2 to this SOW.

3.7.2 System Cybersecurity

3.7.2.1 The Contractor must maintain a Cybersecurity Architectural Design Document IAW CDRL JTAC VTS-SE-107 at Appendix A2.2 (page 62) to ANNEX A and the associated DID JTAC VTS-SE-107 at Appendix A3.17 (page 126) to ANNEX A.

4.0 R&O REQUIREMENTS

4.0 Maintenance Support

4.0.1 General

4.0.1.1 The terms ‘repair’ and ‘overhaul’ are defined as follows:

4.0.1.1.1 Repair - The identification and correction of those specific defects which degrade the performance of an item, causing it to function below its specification or not as described in its operations manual.

4.0.1.1.2 Overhaul - The restoration of an item to its original condition and life expectancy. It includes the replacement of worn, damaged or life expired parts; the incorporation of approved modifications; and the rework of components as necessary.

4.0.1.2 The Contractor must provide Maintenance Support, including Repair and Overhaul (R&O), for the repairable items listed in A1.0 List of Items to be supported

4.0.1.3 The Contractor must perform R&O in accordance with the Logistic SOW in Annex B, as well as A-LM-184-001/JS-001 Special Instructions Repair and Overhaul Contractors, and the Quality Assurance requirements stated in para 4.1.3 below, such that the CAF will be provided with functional, safe and reliable JTAC VTS.

4.0.1.4 The Contractor must use parts and materials as per the most recent or OEM design configuration.

4.0.1.4.1 Routine changes to the parts, equipment configuration, or design that relate to system design and function and that are not influenced by changes to the MOA must be approved by the TA, and executed in accordance with the SOW.

4.0.2 Extent of R&O Maintenance

4.0.2.1 The Contractor must provide R&O Maintenance support to the extent listed here:

4.0.2.1.1 Materials - All equipment system components must be inspected and repaired as required. Defective components shall be repaired or replaced.

4.0.2.1.2 Mechanical - All mechanical systems must be inspected and repaired as required. Defective components must be repaired or replaced.

4.0.2.1.3 Electrical - All electrical components must be inspected, tested and repaired as required. Defective components must be repaired or replaced.

4.0.2.1.4 Safety - All systems and components affecting the safety of the users and operators or those affecting hazardous operation of the equipment must be inspected and tested for correct operation. Defective components must be replaced. All warning decals, labels, data plates must be clear and legible.

4.0.3 Quality Assurance

4.0.3.1 Quality of R&O Work

4.0.3.1.1 The R&O must be performed in accordance with this SOW and the Quality Assurance requirements stated herein, such that the CAF will be provided with functional, safe and reliable equipment. In the case of differences among these references, this SOW takes precedence.

4.0.3.2 Quality Assurance Representative

4.0.3.2.1 All stages of the R&O procedures will be subject to inspection by a Canadian Government DND Quality Assurance Representative unless DND authorizes otherwise. The representative will monitor for best industrial practices and will have the authority to stop work if poor practices or dangerous conditions are noted and cannot be resolved on-site.

4.0.3.3 Testing and Inspection

4.0.3.3.1 The Contractor must perform testing to confirm serviceability for each piece of repaired and overhauled equipment.

4.0.3.3.2 The Contractor must prepare a test report in the Contractor’s format. A copy of the report must be retained by the Contractor and a copy forwarded electronically to the TA.

4.0.3.3.3 The Contractor must visually inspect all completed equipment for security of components and hazardous conditions, and all deficiencies must be noted and repaired.

4.0.4 Repair Turn-Around-Time (TAT)

4.0.4.1 The Contractor must complete repairs within ninety (90) calendar days from receipt, unless otherwise indicated in Appendix A1.0 List of Items to be Supported or by the DND EMT.

4.0.4.1.1 The repair TAT includes all the time that the item requiring repair is in the custody of the Contractor, from receipt at the handover point to return to the handover point.

4.0.4.2 In the case of a priority repair request, system-level refurbishment, or battle damage repair, the DND EMT will provide a SOW defining the scope of work and new schedule, as a TASKING.

4.0.5 Repair Cost Estimates (RCE)

4.0.5.1 Upon receipt of the Repairable Items indicating an RCE, as shown items in Appendix A1.0 List of Items to be Supported and IAW the Logistic SOW found in Annex B, the Contactor must provide an RCE including all labour, sub-contracting and shipping, materiel costs and administration fees to the TA for approval before the repair can proceed.

4.0.5.2 If DND provides spare parts to the Contractor, or spare parts are already Contractor Held and Managed, the Contractor must deduct the value of the parts from the RCE of the item for which the parts are intended.

4.0.6 Maximum Repair Cost

4.0.6.1 The Maximum Repair Cost (MRC) is defined in the Logistic SOW found in Annex B, as “The maximum amount authorized that includes all labour and material costs, to be expended to repair an item.” It is a guard against the possibility of an item being repaired at a cost that exceeds its value to DND, and **should not** be interpreted as the amount that DND necessarily intends to pay.

4.0.6.2 For each Repairable Item indicating an MRC, as shown in Appendix A1.0 List of Items to be Supported the Contractor must not exceed the MRC without authorization from the DND EMT.

4.0.6.3 If DND provides spare parts to the Contractor, or spare parts are already Contractor Held and Managed, the Contractor must deduct the value of the parts from the MRC of the item for which the parts are intended.

4.0.7 Condemnation and Scrapping Considerations

4.0.7.1 If it is decided not to repair the equipment, the DND EMT will provide guidance on scrapping procedures to the Contractor at that time.

4.0.7.2 If the equipment contains embedded software (and possibly data) it may be necessary to erase the stored software and data prior to disposing of the equipment. In such cases, the Contractor must seek direction from the DND EMT.

4.0.7.3 When DND-owned equipment is to be scrapped, the Contractor must take care to comply with all International Traffic in Arms Regulations (ITAR) regarding the disposal method used and record keeping.

4.0.7.3.1 Guidance on disposal is available through assigned Demilitarization Codes.

4.0.8 Calibration Requirements

4.0.8.1 The Contractor must ensure that all items and equipment they receive for maintenance, requiring calibration, are calibrated by an accredited organization for the class of testing appropriate to the equipment.

4.0.9 Software Maintenance

4.0.9.1 The Contractor must perform routine software maintenance including software installation, data load and unload, backup and recovery, release replication and distribution.

4.0.10 Provision of Material (R&O)

4.0.10.1 The Contractor must obtain the parts (repairable and consumable items) required for the R&O Maintenance Support, including locating sources of supply.

4.0.10.2 The Contractor must obtain and make available parts for **'Repair by Replacement'** (RbR) situations, where the repair can be done at the operator's location

4.0.10.2.1 During the JTAC VTS initial deployment process the Contractor must maintain a stock of spares adequate to provide interim support to each installed system as it comes on-line.

4.0.10.2.2 RbR situations also apply to parts that are required so rarely that they would never be stocked in depot, and the cost is minimal compared to the transport cost of shipping the JTAC VTS back for R&O Maintenance Support at the Contractor's site.

4.0.10.2.3 Parts listed in **Annex D** and RbR parts would be requested on an as and when required basis that will be detailed in a DND 626 Task Authorization.

5.0 TASKING REQUIREMENTS

5.0 General

5.0.1 A TASKING request defines the scope and objectives and may be initiated by either Canada or by the Contractor. If initiated by the Contractor, the following information must be provided:

5.0.1.1 Estimated duration;

5.0.1.2 Reporting frequency and format;

5.0.1.3 Level of effort, and

5.0.1.4 Estimated cost.

5.1 Operating Support

5.1.1 Operators and Technical Personnel

5.1.1.1 The Contractor must provide operators and technical personnel that have the security clearance necessary to participate in CAF training exercises at military field environments within Canada

5.2 Engineering Support

5.2.1 Technical Investigation and Engineering Support

5.2.1.1 The Contractor must provide TIES, when and as requested by DND. Such tasks could include:

5.2.1.1.1 Conducting specialized testing;

5.2.1.1.2 Performing specialist engineering studies, such as human factors, survivability, electromagnetic interference and compatibility, safety and health, reliability and maintainability;

5.2.1.1.3 Providing engineering assessments and recommendations (for example, regarding trends, failures (including repetitive failures), defects, safety hazards, corrosion, and technology insertion);

5.2.1.1.4 Developing alternate or supplementary operating, maintenance, and supply procedures;

5.2.1.1.5 Rationalizing the preventive maintenance requirements in areas where there is a potential for significant improvements in maintenance effectiveness or efficiency;

5.2.1.1.6 Preparing technical bulletins and preparing supporting technical data;

5.2.1.1.7 Developing repair schemes for potential repairs not covered in maintenance manuals;

5.2.1.1.8 Preparing additional publications or amendments to existing publications;

5.2.1.1.9 Translating technical publications into either Canadian official language (English or Canadian French);

5.2.1.1.10 Performing post battle damage assessments, and determine how to return equipment to a serviceable state, or if it can be cannibalized for parts;

5.2.1.1.11 Designing and developing modifications, upgrades and conversions, updating drawings, preparing modification installation instructions and providing modification installation kits;

5.2.1.1.12 Investigating software faults, and viruses, and develop solutions. Update software embedded in the system or its associated equipment;

5.2.1.1.13 Assessing regulatory compliance, especially regarding safety and protection of the environment;

5.2.1.1.14 Obtain CSA/UL or equivalent safety certifications for the equipment that has been modified or repaired through the work under this contract.

5.2.1.2 On completion of the TIES, the Contractor must report its findings to the DND TA within 14 calendar days, or another timeframe agreed to by the DND TA.

5.3 **Supply Support**

5.3.1 Provision of Material (Fleet Support Spares)

5.3.1.1 The Contractor must acquire and replenish FSS holdings in the inventory when requested by DND.

5.3.2 Provision of Material (DND request)

5.3.2.1 The Contractor must obtain spare parts (repairable and consumable items) or software, and provide them to DND for Operator or Technician Maintenance activities when requested. The Contractor must purchase replacement parts, for those parts that have become obsolete, for use in the JTAC VTS.

5.3.3 Packaging and Shipping

5.3.3.1 All parts and equipment supplied by the Contractor must be packaged and packed as per D-LM-008-001/SF-001.

5.3.3.1.1 The Contractor must select Preservation and Packaging Levels (Level A, Level B, or Level C) based on criteria set out in the referenced specification.

5.3.3.2 Packaging produced by the Contractor must be labeled as per D-LM-008-002/SF-001, using D-LM-008-011/SF-001 to prepare the required packaging and preservation codes.

5.3.4 Disposal of DND-owned Stock

5.3.4.1 The Contractor, when authorized by the DND EMT, must arrange and perform disposal of an equipment item.

5.3.4.2 The Contractor must conduct disposals, under the DND EMT authority, in accordance with applicable DND regulations, the Defence Production Act, and with applicable environmental laws and regulations.

5.3.4.3 Further requirements are stated in Annex A section 4.1.7, Condemn and Scrapping Considerations.

5.4 **Training Support**

5.4.1 Training Sessions

5.4.1.1 The Contractor must provide Training Sessions when requested by the DND EMT.

5.4.1.1.1 Scheduling of the Training Sessions will be jointly planned between the DND and the Contractor.

5.4.1.2 The Contractor must provide Training Sessions consisting of:

5.4.1.2.1 JTAC-I Training Training Session (train-the-trainer type) given to from one (1) to 10 students per course.

5.4.1.2.2 The JTAC-I Training must be delivered by the Contractor IAW para 3.7.2 of this SOW.

5.4.1.2.3 JTAC-I Training Session (train-the-trainer type) given to one (1) to ten (10) students per course identified in the Acquisition Contract IAW CDRL and DID JTAC VTS ILS 208. This will be provided as GFI to be maintained under the ISS contract, for the Training Sessions.

5.4.1.3 The Contractor must provide the Training Session(s) in English, by a bilingual instructor or with assistance from a bilingual Subject Matter Expert (SME), in order for them to understand and answer questions from the class in both official languages; English and Canadian French.

5.4.1.4 The Contractor must provide Instructor(s) that are SMEs on the JTAC VTS equipment.

5.4.1.5 The Contractor must use the approved and accepted Training Packages, as identified in the Acquisition Contract and will be provided as GFI to be maintained under the ISS Contract. This will be IAW with CDRL and DID JTAC VTS-ILS-208, for the Training Sessions, and course lessons must follow the content found within those training packages.

5.4.1.5.1 The Contractor must supply the course material, specifically a Soft Copy on a USB of the training package for each student, and all course material must be provided in English and Canadian French.

5.4.2 Training Material

5.4.2.1 During the provision of JTAC VTS JTAC-I Train-the-Trainer Course, the Contractor must setup, provide additional training material, and use the JTAC VTS(s) as identified in the Acquisition Contract IAW CDRL and DID JTAC VTS PM 003. This will be provided as GFI to be maintained under the ISS contract.

5.4.3 Update of Training Package

5.4.3.1 The Contractor must update or improve the training package, when requested by DND and IAW the Acquisition Contract which will be

provided as GFI to be maintained under the ISS Contract. This will be IAW with the Acquisition Contract CDRL and DID JTAC VTS-ILS-208. Changes will be required to address comments received during Training Sessions or the development of additional operational scenarios making the delivered training more relevant to how the equipment is actually used in an operation.

6.0 CONTRACT DELIVERABLES

6.0 Repaired Material

6.0.1 The Contractor will store and maintain in serviceable condition, repaired material in their facility if not immediately required to support a repair in preparation for follow on support to the JTAC VTS as required. If the material is to be moved or stored in an alternate location, direction will be provided from the TA for the final delivery destination of all repaired materiel on an individual basis.

6.0.2 The Contractor must include a properly completed and signed CF942/CF942A Materiel Condition Label, when applicable, IAW C-02-005-009/AM-000 Inspection and Condition of Materiel Returned to and Held in the Supply System, for all returned items.

6.0.2.1 The CF942/CF942A Labels are to be directly attached to the materiel returned after repair and overhaul IAW C-02-005-009/AM-000, and will be provided by DND Quality Assurance Representative.

6.1 R&O Service Record and Test Report

The Contractor must provide an R&O Service Record and Test Report with each piece of equipment for shipment, returning from R&O

APPENDICES TO ANNEX A STATEMENT OF WORK

FOR IN-SERVICE SUPPORT AND REPAIR AND OVERHAUL

LIST OF ITEMS TO BE SUPPORTED

Table of Contents

A1.0 APPENDIX: LIST OF ITEMS TO BE SUPPORTED

A1.1 Supported Equipment and Spares

A1.1.1 The Contractor must provide support for the equipment and spare items specified in Table 1 (below) in accordance with the SOW. An explanation of each column is detailed below: Note: Column 1 through 5 are standard, and will apply to all Support SOWs, columns 6 through 8 are optional and should be tailored or removed as needed once the Support concept and Support SOW is written.

A1.1.1.1 System Identifier MRN/OEM Part No – A unique identifier for the Item, as used in the applicable technical manuals or supply management system.

A1.1.1.2 Item Nomenclature – The name of the Item that may include Item class and group categories and functional descriptors.

A1.1.1.3 NATO Stock Number (NSN) – The 13-digit identifier used in NATO and allied cataloguing systems. The NSN will be included if the Item is to be ordered by DND.

A1.1.1.4 Regular or Free-Flow R&O by Item

A1.1.1.4.1 Repair Cost Estimate (RCE) – Identifies that the item will require a cost estimate before repairs or overhaul can begin.

A1.1.1.4.1.1 This is used for regular R&O when equipment is more complex so the TA requires more visibility on what is being proposed, has not yet reached steady-state and is therefore harder to predict typical repair costs and requirements, and repairs occur at a low rate.

A1.1.1.4.2 Maximum Repair Cost (MRC) – Identifies the maximum amount authorized that includes all labour and material costs, to be expended to repair an item. Repairs above the MRC must be approved by DND before any repair or overhaul work commences. Standard Selection Notice Observation Message procedures as detailed in A-LM-184-001/JS-001 must apply.

A1.1.1.4.2.1 This is used for free-flow R&O when equipment repairs are well understood or are less complex, and are used for repairs that occur at a high rate.

A1.1.1.5 Repair TAT – Identifies the Repair TAT, if different from the general Repair TAT, as defined in the Support SOW at para. 4.1.4, indicating that this item is of greater importance to the operation of the JTAC VTS and therefore requires a faster turn-around. Repair

TAT is indicated in calendar days; if left blank, then general Repair TAT is followed.

A1.1.1.6 FSS quantity to hold – Describes the quantity of each item that the Contractor will hold and maintain, or left blank, if item does NOT have a required sparing level quantity or category isn't applicable.

A1.1.1.6.1 FSS are used to support the fleet, both domestically or while on deployment, and can be used by the Contractor FSRs during repair tasks, for faster TAT during R&O.

A1.1.1.6.2 FSS are also used in RbR situations, where the repair can be done in the field or when parts are required so rarely that they would not be stocked in depot, and the cost is minimal compared to the transport cost of shipping equipment back for R&O Maintenance Support at the Contractor's site.

A1.1.1.7 Detailed Inspection & Maintenance and Detailed Inspection & Equipment Rotation – Indicates which items will require a detailed inspection and maintenance and detailed inspection & equipment rotation, performed by the Contractor, following the manufacturer's instructions for use and inspection.

A1.1.1.7.1 Detailed Inspection & Maintenance (Insp. Maint.)

A1.1.1.7.1.1 'Y – JTAC VTS Equip. QTY' = yes, detailed inspection & maintenance required for the listed quantity of JTAC VTS Equipment.

A1.1.1.7.2 Detailed Inspection & Equipment Rotation (Insp. Rotat.)

A1.1.1.7.2.1 'Y – JTAC VTS Equip. QTY' = yes, detailed inspection & equipment rotation required at the CAF unit for the listed quantity of JTAC VTS equipment.

A1.1.1.7.3 'N' or blank = no.

Table 1: Supported Equipment and Spares

NOTE: INFORMATION IN THIS TABLE WILL BE FINALIZED DURING THE ACQUISITION CONTRACT

Item Identifier MRN/OEM Part No. (1)	Item Nomenclature (2)	NSN (if item can be ordered) (3)	Regular or Free-Flow RCE/MRC (4)	Repair TAT (cal. Days) (5)	FSS (Qty. to hold) (6)	Insp. Maint. (Y – JTAC VTS Equip. QTY) Insp. Rotat. (Y – JTAC VTS Equip. QTY) (8)
			RCE/$####			Insp. Maint. Y – Qty # in 25 CFSD Insp. Rotat. Y – Qty # in CAF unit
			RCE/$####			Insp. Maint. Y – Qty # in 25 CFSD Insp. Rotat. Y – Qty # in

Item Identifier MRN/OEM Part No. (1)	Item Nomenclature (2)	NSN (if item can be ordered) (3)	Regular or Free-Flow RCE/MRC (4)	Repair TAT (cal. Days) (5)	FSS (Qty. to hold) (6)	Insp. Maint. (Y – JTAC VTS Equip. QTY) Insp. Rotat. (Y – JTAC VTS Equip. QTY) (8)
						CAF unit

A1.2 **Supported Software Items**

A1.2.1 The Contractor must provide support for the software Items specified in Table 2 (below) in accordance with the SOW. An explanation of each column is detailed below: Note: Column 1 through 3 are standard, and will apply if there is software to support, columns 4 through 5 are optional and should be tailored or removed as needed once the Support concept and Support SOW is written.

A1.2.1.1 Identifier MRN/OEM Part No – A unique identifier for the Item of software, or the hardware that it is hosted on.

A1.2.1.2 Item Nomenclature – The name of the Item that may include Item class and group categories and functional descriptors.

A1.2.1.3 Software version number – The version or revision number of the software item.

A1.2.1.4 SW Update – Requires software updates to CAF (e.g., may be part of regular upgrade program or to incorporate third party updates) in accordance with the Support SOW ('Y' = yes, 'N' or blank = no).

A1.2.1.5 Help Desk – Included with Help Desk support for CAF, in accordance with the Support SOW, for this software ('Y' = yes, 'N' or blank = no).

Table 2: Software Items

NOTE: INFORMATION IN THIS TABLE WILL BE FINALIZED DURING THE ACQUISITION CONTRACT

Identifier MRN/OEM Part No. (1)	**Item Nomenclature (2)**	**Software Version Number (3)**	**SW Update (Y/N) (4)**	**Help Desk (Y/N) (5)**

A1.3 **Technical Data – Support Requirements**

A1.3.1 The Contractor must provide support for the publications specified in Table 3 (below), including updated versions and editions of the Technical Data, in accordance with the SOW. An explanation of each column is detailed below: Note: include all the technical publications and other relevant ILS documents from the SOW that you want the Support Contractor to maintain up to date after configuration management changes or obsolescence.

A1.3.1.1 Publication Number – The unique identifier for the published Item of Technical Data.

A1.3.1.2 Title – The title of the item of Technical Data.

Table 3: Technical Data

NOTE: INFORMATION IN THIS TABLE WILL BE FINALIZED DURING THE ACQUISITION CONTRACT

Publication Identifier **(1)**	**Title** **(2)**

A2.0 APPENDIX: 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 (e.g., 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 **SOW Para Ref** – This field shows the paragraph in the SOW where the data item is stipulated. There may be multiple references to the data item in the SOW, 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 (i.e., draft, final).

A2.1.2.5 **Delivery Schedule** – This field specifies the date(s) and 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.

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. If the action period states 'by MSR' for a data item delivered prior to a Mandated System Review (MSR), the action period ends when the minutes for that MSR are approved.

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 R – to enable it to be considered at each MSR set out in the System Engineering program;

A2.1.2.11.3 SA – to enable it to be provided for the purposes of conducting Acceptance of each System;

A2.1.2.11.4 FA – to enable it to be provided for the purposes of Final Acceptance; and

A2.1.2.11.5 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.

A2.2 **CDRL Item List**

CDRL #	CDRL Title	SOW Para Ref	Version	Delivery Schedule	Qty	Addressee	DID # and Ref	DND Action Period	DND Action Required	Maint	Notes
JTAC VTS-PM-001	Support Management Plan	Para. 3.2.3.1	Draft	KO+28	1S	TA	JTAC VTS-PM-001	14	Review		
			Revised or Final	DND Comments + 14	1S	TA	App. A3.3	7	Review or Acceptance	6M	Revisions are possible following the Contract Status Report Meetings.
JTAC VTS-PM-002	Standard Report Format	Para. 3.2.4.1	NA	NA	NA	NA	JTAC VTS-PM-002 App, A3.4	NA	NA	NA	NA
JTAC VTS-PM-003	Contract Status Report	Para. 3.2.4.1	Draft	KO+28	1S	TA	JTAC VTS-PM-003	14	Review		
			Revised or Final	DND Comments + 7	1S	TA, CA, PA	App. A3.5	7	Review or Acceptance		
			Updates	Monthly	1S	TA, CA, PA			Review		
JTAC VTS-PM-004	Meeting Agenda	Para. 3.2.6.6.1	Draft	Meeting Date - 7	1S	CA, TA, PA	JTAC VTS-PM-004	5	Review		
			Revised	Meeting Date - 1	1S	CA, TA, PA	App. A3.6				

CDRL #	CDRL Title	SOW Para Ref	Version	Delivery Schedule	Qty	Addressee	DID # and Ref	DND Action Period	DND Action Required	Maint	Notes
			Final	Meeting Date	1H	CA, TA, PA		7	Review or Acceptance		
JTAC VTS-PM-005	Presentation Materials	Para. 3.2.6.6.1	Final	As Required	1S	CA, TA, PA	JTAC VTS-PM-005 App. A3.7				
JTAC VTS-PM-006	Meeting Minutes	Para. 3.2.6.6.3	Draft	Meeting Date + 7	1S	CA, TA, PA	JTAC VTS-PM-006	7	Review		
			Revised or Final	DND Comments + 7	1S	CA, TA, PA	App. A3.9	7	Review or Acceptance		
Acquisition Contract IAW with CDRL and DID **JTAC VTS-PM-003**	Intellectual Property Management Plan & List	Para. 3.2.9.1	Draft	KO+42	1S	CA, TA	**Acquisition Contract** IAW with CDRL and DID **JTAC VTS-PM-003**	14	Review		
			Revised or Final	DND Comments + 14	1S	CA, TA	**Acquisition Contract** IAW with CDRL and DID **JTAC VTS-PM-003**	7	Review or Acceptance	6M	Semi-annual submission of the IPMPL (Section B – Intellectual Property List) throughout the contract.
JTAC VTS-PM-007	Technical Data Plan & List	Para. 3.4.4.4	Draft	KO+42	1S	TA	JTAC VTS-PM-007	14	Review		

CDRL #	CDRL Title	SOW Para Ref	Version	Delivery Schedule	Qty	Addressee	DID # and Ref	DND Action Period	DND Action Required	Maint	Notes
			Revised or Final	DND Comments + 14	1S	TA	App. A3.10	7	Review or Acceptance	6M	Semi-annual submission of the TDPL (Section B – Technical Data List) throughout the contract. Semi-annual submission of a CD/DVD(s) of the up-to-date electronic versions of the Technical Data on the list (TDPL Section B), and all Software Updates, throughout the contract.
JTAC VTS-SE-101	System Engineering Management Plan	Para. 3.4.1.3	Draft	KO (+) 28	1S	TA	JTAC VTS-SE-101	21	Review		
			Revised or Final	DND Comments (+) 14	1S	TA, CA		7	Review or Acceptance	3M	
JTAC VTS-SE-102	Configuration Management Plan	Para. 3.4.2.2	Draft	KO (+) 28	1S	TA	JTAC VTS-SE-102 App. A3.12				
			Revised or Final	DND Comments (+) 14	1S	TA					

CDRL #	CDRL Title	SOW Para Ref	Version	Delivery Schedule	Qty	Addressee	DID # and Ref	DND Action Period	DND Action Required	Maint	Notes
JTAC VTS-SE-103	Engineering Change Proposals	Para. 3.4.2.5	Draft	As required	1S	TA, CA	JTAC VTS-SE-103 App. A3.13	14	Review		
			Revised or Final	DND Comments (+) 7	1S	TA, CA		7	Review or Acceptance		
JTAC VTS-SE-104	System Data Packages & Equipment List	Para. 3.4.2.9.1	Final	KO (+) 60	1S	TA	JTAC VTS-SE-104 App. A3.14	14	Acceptance		
JTAC VTS-SE-105	Software Version Description Document	Para 3.4.3.1	Draft	KO (+) 28	1S	TA	JTAC VTS-SE-105 App. A3.15	14	Review		
			Revised or Final	DND Comments (+) 14	1S	TA		7	Review or Acceptance		
			Updated	As required	1S	TA		7			
JTAC VTS-SE-106	Software Change Request	Para. 3.4.3.2	Draft	As required	1S	TA, CA	JTAC VTS-SE-106 App. A3.16	14	Review		

CDRL #	CDRL Title	SOW Para Ref	Version	Delivery Schedule	Qty	Addressee	DID # and Ref	DND Action Period	DND Action Required	Maint	Notes
			Revised or Final	DND Comments (+) 7	1S	TA		7	Review or Acceptance		
JTAC VTS-SE-107	Cybersecurity Architectural Design Document	Para. 3.9.2.1	Draft	KO (+) 28	1S	TA	JTAC VTS-SE-107	21	Review		
			Revised or Final	DND Comments (+) 14	1S	TA		7	Review or Acceptance		
JTAC VTS-ILS-201	Material Safety Data Sheets	Para. 3.1.2.2	Final	KO (+) 60	1S	TA	JTAC VTS-ILS-201 App. A3.18	7	Acceptance		
JTAC VTS-ILS-202	In-Service Support Plan	Para. 3.3.1.1	Draft	KO/KO (+) 28	1S	TA	JTAC VTS-ILS-202 App. A3.19	14	Review		
			Revised or Final	DND Comments (+) 14	1S	TA		14	Review or Acceptance		
JTAC VTS-ILS-203	Material Change Notice	Para. 3.4.2.10	As required	As required	1S	TA	JTAC VTS-ILS-203 App. A3.20	7	Acceptance		
JTAC VTS-ILS-204	Maintenance Reports	Para 3.4.6.2 (pg, 30)	Monthly	CA (+) 30	1S	TA	JTAC VTS-ILS-204 App. A3.21	14	Acceptance		

CDRL #	CDRL Title	SOW Para Ref	Version	Delivery Schedule	Qty	Addressee	DID # and Ref	DND Action Period	DND Action Required	Maint	Notes
Acquisition Contract IAW with CDRL and DID **JTAC VTS-ILS-209**	System Maintenance Manuals	Para. 3.5.2.2	Final	KO (+) 60	1S	TA	**Acquisition Contract** IAW with CDRL and DID **JTAC VTS-ILS-209**				
Acquisition Contract IAW with CDRL and DID **JTAC VTS-ILS-210**	Vendor Manuals	Para. 3.5.2.2		[KO (+) 28	1S		**Acquisition Contract** IAW with CDRL and DID **JTAC VTS-ILS-210**				
JTAC VTS-ILS-205	Regular Interval Patching Report	Para. 3.5.3.1.2	Final	As Required	1S	TA	JTAC VTS-ILS-205 App. A3.22				
JTAC VTS-ILS-206	Provisioning and Spares Support Plan (PSSP)	Para. 3.6.2.4	KO (+) 60	1S	TA		JTAC VTS-ILS-206 App. A3.23	14	Acceptance		
JTAC VTS-ILS-207	Identification Shipping and Packaging Data	Para. 3.6.2.6	As required	DND (+) 7	1S	TA	JTAC VTS-ILS-207 App. A3.24	7	Acceptance		

CDRL #	CDRL Title	SOW Para Ref	Version	Delivery Schedule	Qty	Addressee	DID # and Ref	DND Action Period	DND Action Required	Maint	Notes
JTAC VTS-ILS-208	Supplementary Provisioning Technical Documentation	Para. 3.6.2.9	Final	KO (+) 60	1S	TA	JTAC VTS-ILS-208 App. A3.25	14	Acceptance		
JTAC VTS-ILS-209	System Environmental Assessment	Para.3.6.2.9	Draft	KO (+) 28	1S	TA	JTAC VTS-ILS-209 App. A3.26	14	Review		
			Revised or Final	DND Comments (+) 30	1S	TA		7	Review or Acceptance		
JTAC VTS-ILS-210	Catalogue of Repairable and Consumable Items	Para. 3.6.3.1	Draft	KO+63	1S	TA	JTAC VTS-PM-007 App. A3.27	14	Review		
			Revised or Final	DND Comments + 14	1S	TA	App. A3.27	7	Review or Acceptance	6M	Semi-annual submission throughout the contract.
JTAC VTS-ILS-211	System Obsolescence Reports	Para. 3.6.4.5	Final	Annually	1S	TA	JTAC VTS-ILS-211 App. A3.28	14	Review or Acceptance		

CDRL #	CDRL Title	SOW Para Ref	Version	Delivery Schedule	Qty	Addressee	DID # and Ref	DND Action Period	DND Action Required	Maint	Notes
JTAC VTS-ILS-212	Government Property Report	Para. 3.6.5.4.2.5	Draft	KO (+) 28	1S	TA	JTAC VTS-ILS-212 App. A3.29	60	Review		
			Revised or Final	DND Comments (+) 30	1S	TA		30	Review or Acceptance		
Acquisition Contract CDRL and DID JTAC VTS-ILS-208	JTAC VTS JTAC-I Train-the-Trainer Course	Para. 3.7.2	Draft	[KO (+) 28	1S	TA	Acquisition Contract CDRL and DID JTAC VTS-ILS-208	60	Review		
			Revised or Final	DND Comments (+) 60	1S	TA		30	Review or Acceptance		

A3.0 APPENDIX: 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 Edge 2019;

A3.1.1.3 MS Office Professional Plus 2013 (Word, Excel, Access, PowerPoint and Outlook); and

A3.1.1.4 Foxit PhantomPDF version 10;

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 Program 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 Program Management

"SE" for Systems Engineering

"ILS" for Integrated Logistics Support

BLOCK 3 - DESCRIPTION

Provides a general description of the data content requirements.

BLOCK 4 – RELATED DOCUMENT(S)

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

BLOCK 5 - CONTRACT REFERENCE

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

BLOCK 6 - PREPARATION INSTRUCTIONS

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

A3.3 **DID – Support Management Plan**

DATA ITEM DESCRIPTION	
1. TITLE **Support Management Plan (SMP)**	2. IDENTIFICATION NUMBER **DID JTAC VTS-PM-001**
3. DESCRIPTION The Support Management Plan (SMP) is the top-level plan that describes the Contractor's strategy, plans, methodologies and processes for meeting the requirements of the Contract, showing how the processes fit together to form a totally integrated management system for the provision of support services. The SMP will be used to provide the DND EMT insight into the Contractor's planning, approach to managing the scope of the work, and interfaces with the Contractor's organization.	
4. RELATED DOCUMENTS	5. CONTRACT REFERENCE **SOW**: **Para. 3.2.3.1** **CDRL**: **App. A2.2**

6. PREPARATION INSTRUCTIONS

6.1. **CONTENT**

6.1.1. The SMP must describe the management processes, administrative procedures and organizational structure that will be used to manage the work of the Contractor.

6.1.2. **Assumptions, Constraints and Policies**

6.1.2.1. The SMP must describe all assumptions and constraints and reference all policies that will affect the delivery of the Support Program.

6.1.3. **Scope**

6.1.3.1. The SMP must summarise the scope of work to be undertaken under the Contract, including the activities to be undertaken by the Contractor and sub-Contractors.

6.1.3.2. The SMP must cover both the scope of CORE & R&O work support services and potential TASKING work support services.

6.1.4. **Organization**

6.1.4.1. The SMP must describe the Contractor Management Organization (CMO) structure responsible for managing and providing support under the Contract, including:

6.1.4.1.1. The Contractor's organizational structure, showing applicable business units;

6.1.4.1.2. The role of each business unit, including all sub-Contractors, involved in the provision of support or specific functions, and

6.1.4.1.3. Staff positions with contract and support responsibilities.

6.1.5. **CORE, R&O Work and TASKING(s) Management**

6.1.5.1. The SMP must describe the Contractor's processes for the management of CORE, R&O work and TASKING(s), including the mechanisms to ensure clean boundaries between them.

6.1.6. **Risk Management**

6.1.6.1. The SMP must describe the risk management processes and tools to be used in managing risk associated with performance of the Contract, including the procedures to be used for identifying, capturing, analysing, assessing, prioritising, treating, reporting, monitoring and reviewing risks.

6.1.7. **Customer Interface**

6.1.7.1. The SMP must describe the interfaces between DND and PSPC and the Contractor that are necessary to meet the requirements of the Contract.

6.1.7.2. The SMP must describe the Contractor's expectations, with respect to DND and PSPC support and resources, to enable the Contractor to meet its obligations under the Contract, including an indication of resource types, quantities and time scales.

6.1.8. **Contract Status Report Meetings**

6.1.8.1. The SMP must describe how the Contractor proposes to conduct meetings to enable the Contractor to present results regarding the performance of support delivered in the reporting period, and to plan for the provision of support in the future.

6.1.9. **Environmental Health and Safety Management**

6.1.9.1. For work done at the Contractor's facility, or by the Contractor on DND and CAF premises, the SMP must describe how the Contractor will ensure that the performance of the work will meet Environmental Health and Safety considerations.

6.1.10. **Operating Support Management**

6.1.10.1. The SMP must describe the management arrangements and processes to be used by the Contractor to ensure that the Operating Support

requirements of the contract are satisfied, including the Operating Support for:

6.1.10.1.1. Providing operators and technical personnel; and

6.1.10.1.2. Achieving the Notice to Move for FSRs.

6.1.11. **Engineering Management**

6.1.11.1. The SMP must describe the management arrangements and processes to be used by the Contractor to ensure that the Engineering Support requirements of the contract are satisfied, including the Engineering Support for:

6.1.11.1.1. Configuration Management;

6.1.11.1.2. Technical Data Management, including:

6.1.11.1.2.1. The processes for updating and developing Technical Data;

6.1.11.1.2.2. The processes for ensuring its completeness and validity; and

6.1.11.1.2.3. The management of the technical information and data delivery to DND.

6.1.11.1.3. Software Updates – if applicable;

6.1.11.1.4. Official Language Requirements;

6.1.11.1.5. Technical Problem Management, and

6.1.11.1.6. Technical Investigation and Engineering Support.

6.1.12. **Maintenance Management**

6.1.12.1. The SMP must describe the management arrangements and processes to be used by the Contractor to ensure that the Maintenance Support requirements of the Contract are satisfied, including the Maintenance Support for:

6.1.12.1.1. Maintenance Information Database;

6.1.12.1.2. Care of Fleet Support Spares;

6.1.12.1.3. Detailed Inspection and Maintenance;

6.1.12.1.4. Detailed Inspection and Equipment Rotation;

6.1.12.1.5. Performance of R&O in accordance with this SOW, A-LM-184-001/JS-001 Special Instructions Repair and Overhaul Contractors, and the Quality Assurance requirements stated in Annex A section 4.1.3, including:

6.1.12.1.5.1. R&O Invoicing;

6.1.12.1.5.2. QA Testing, Inspection and Certification

6.1.12.1.5.3. Extent of R&O Maintenance; and

6.1.12.1.5.4. Meeting Repair Turn-Around-Time

6.1.13. **Supply Management**

6.1.13.1. The SMP must describe the management arrangements and processes to be used by the Contractor to ensure that the Supply Support requirements of the Contract are satisfied, including the Supply Support for:

6.1.13.1.1. Supply Support organisational arrangements;

6.1.13.1.2. Inventory Management;

6.1.13.1.3. Fleet Support Spare procurement;

6.1.13.1.4. Usage of the Catalogue for the Provision of Repairable and Consumable Items

6.1.13.1.5. Process for Obsolescence Management

6.1.13.1.6. Process for DND-Owned Stock - Supply Logistics

6.1.13.1.7. Forecasting the need for repairable and consumable items;

6.1.13.1.8. Sourcing and the provision of parts, with particular attention to parts obsolescence, and long lead time items;

6.1.13.1.9. Packaging and shipping of parts, and

6.1.13.1.10. Disposal of DND-owned stock.

6.1.14. **Training Management**

6.1.14.1. The SMP must describe the management arrangements and processes to be used by the Contractor to ensure that the Training Support requirements of the contract are satisfied, including the Training Support for:

6.1.14.1.1. Maintenance of the Training Packages;

6.1.14.1.2. Providing Training Resources;

6.1.14.1.3. How the Training Sessions will be scheduled and the lead times for those Training Sessions, and

6.1.14.1.4. The Training Equipment required to deliver the Training Sessions.

6.2. **SOFT COPY FORMAT**

6.2.1. The SMP must be submitted as a PDF file type.

6.2.2. **Soft Copy format submission size below 7MB** – The SMP PDF 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: JTAC VTS-PM-001 – SMP – [Rev #] – [Date of Issue]

6.2.3. **Soft Copy format submission size at or above 7MB** – The SMP PDF must be submitted on a USB media and be labelled as follows:

6.2.3.1. Joint Terminal Attack Controller Virtual Training System

6.2.3.2. SMP;

6.2.3.3. JTAC VTS-PM-001;

6.2.3.4. The Revision number, and

6.2.3.5. The date of issue.

A3.4 **DID – Standard Report Format**

DATA ITEM DESCRIPTION	
1. TITLE **Standard Report Format**	2. IDENTIFICATION NUMBER **DID JTAC VTS-PM-002**
3. DESCRIPTION The Standard Report Format describes the structure for formal reports that the Contractor prepares.	
4. RELATED DOCUMENTS	5. CONTRACT REFERENCE **SOW**: **Para. 3.2.4.1** **CDRL**: **App. A2.2**

6. PREPARATION INSTRUCTIONS

6.1. **CONTENT**

6.1.1. The Contractor must use a standard format for reports prepared for Canada.

6.1.2. The Contractor's report must consist of the following:

6.1.2.1. Title Page. The title contain the following information:

6.1.2.2. Title: list the name of the report

6.1.2.3. Contract No: state the contract number

6.1.2.4. CDRL No: identify the CDRL

6.1.2.5. Prepared For: state the name of the Project Management Office

6.1.2.6. Prepared By: state the Contractor's name and address

6.1.2.7. Approved by: provide a signature block for the Project Management Office

6.1.2.8. Authenticated By: provide a signature block for Contractor approval signature(s)

6.1.3. Table of Contents. The Table of Contents must list the title and of each titled paragraph and subparagraph, figure, table, and appendix.

6.1.4. Document Control Log. The Document Control Log must contain three columns: Revision, Date, and Reason for the Change.

6.1.5. Revision Record. The Revision Record must contain a listing of pages and their revision status.

6.1.6. Subject Matter. This part contains the subject matter of the report.

6.1.7. Notes.

6.1.7.1. This part should contain any general information that aids in understanding the document, such as background information and a glossary.

6.1.7.2. This part should include an alphabetical listing of all acronyms, abbreviations, and their meanings as used in the report.

6.1.8. Appendices.

6.1.8.1. Each appendix must be referenced in the report's main body where the data would normally have been provided.

6.1.8.2. Appendices may be used to provide information published separately for convenience in document maintenance, such as charts and classified data.

6.1.8.3. Appendices may be bound as separate documents for ease of handling.

A3.5 **DID – Contract Status Report**

DATA ITEM DESCRIPTION	
1. TITLE **Contract Status Report (CSR)**	2. IDENTIFICATION NUMBER **DID JTAC VTS-PM-003**
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 summarise the Contractor's progress and activities in relation to the support program schedule and contract data deliverables.	
4. RELATED DOCUMENTS	5. CONTRACT REFERENCE **SOW**: **Para. 3.2.4.1** **CDRL**: **App. A2.2**

6. PREPARATION INSTRUCTIONS

6.1. **CONTENT**

6.1.1. **SECTION A: Contract Status**

6.1.1.1. 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’).

6.1.1.2. The CSR must include the following information:

6.1.1.2.1. A summary of work activities (to be covered in detail in the Support Summary Report of the CSR) undertaken during the reporting period;

6.1.1.2.2. A summary of work activities expected to be undertaken in the next reporting period and all significant forthcoming events likely to influence the provision of Support or contract management activities, as applicable.

6.1.1.2.3. A list of correspondence that requires a response from the DND and PSPC, but for which no response has been received; and

6.1.1.2.4. A list of DND and PSPC correspondence to the Contractor for which a response is outstanding, and an estimate of the response date.

6.1.1.3. Risk Register

6.1.1.3.1. The CSR must include a Risk Register that reflects the current status of risk for the contract, including risks in TASKING(s).

6.1.1.3.2. The Risk Register information provided must include:

6.1.1.3.2.1. Identification of each risk (sequence number, name and description);

6.1.1.3.2.2. Its likelihood and potential severity;

6.1.1.3.2.3. Who is assigned to manage the risk;

6.1.1.3.2.4. The planned risk response should the event occur; and

6.1.1.3.2.5. The risk mitigation (actions taken in advance to reduce probability and impact.

6.1.1.3.3. Once individual identified risks have been resolved, they can be removed from the active Risk Register.

6.1.1.4. Contract Status Accounting Report (CSAR)

6.1.1.4.1. The CSAR must include the following information:

6.1.1.4.1.1. The start date for the work activity undertaken during the reporting period.

6.1.1.4.1.2. A classification of the activity type such as Repair, TIES, FSR & Travel.

6.1.1.4.1.3. A description of the activity.

6.1.1.4.1.4. The estimated completion date of the activity.

6.1.1.4.1.5. The estimated cost of the activity.

6.1.1.4.1.6. The amount invoiced against the activity.

6.1.1.4.1.7. A summary of work activities expected to be undertaken in the next reporting period and all significant forthcoming events likely to influence the provision of Support or Contract management activities, as applicable.

Contract Status Accounting Report (CSAR)

Information current as of: ***Date***
Reporting Period: ***1 April XXXX - 31 March XXXX***

				Sub-Total	0	0	
Item	Start Date	Activity Type	Description	Estimated Completion Date	Estimated Expense (Euro, CAD, USD, GBP)	Invoiced (Euro, CAD, USD, GBP)	Comments
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							

Next reporting period activities				Estimated Completion Date	Estimated Amount for next FY		
1							
2							

6.1.2. SECTION B: Support Summary

6.1.2.1. The CSR must include a Support Summary that describes the applicable support provided during the reporting period.

6.1.2.2. Operating Support

6.1.2.2.1. The Operating Support sub-section must include, for the reporting period and as required by the Contract, details of:

6.1.2.2.1.1. Operators and technical personnel deployments, quantifying the level of effort related to the various activities;

6.1.2.2.1.2. Help Desk Support provided (if applicable), and summary of assistance given;

6.1.2.3. Engineering Support

6.1.2.3.1. The Engineering Support sub-section must include, for the reporting period and as required by the Contract, details of:

6.1.2.3.1.1. Configuration Management changes;

6.1.2.3.1.2. Technical Data Management activities;

6.1.2.3.1.3. Software Updates (if applicable);

6.1.2.3.1.4. Technical Investigation and Engineering Support (TIES) activities undertaken, including all significant outcomes or recommendations resulting from them. TIES requirements are read in conjunction with the Logistic SOW found at Annex B.

6.1.2.3.1.5. Technical Problem Reports including the following information:

6.1.2.3.1.5.1. Category, priority, and title;

6.1.2.3.1.5.2. Date originated and originated by;

6.1.2.3.1.5.3. Assigned Contractor subject matter expert, and date assigned;

6.1.2.3.1.5.4. Technical problem corrective action plan;

6.1.2.3.1.5.5. Corrective action approval authority, if known;

6.1.2.3.1.5.6. Forecast completion date;

6.1.2.3.1.5.7. Reasons for delays;

6.1.2.3.1.5.8. Technical problem workarounds, if needed, and

6.1.2.3.1.5.9. Links to related technical reports.

6.1.2.3.2. The Support Summary must include a Configuration Management Equipment List (originally based on Appendix A1.0 List of Items to be Supported to this SOW), showing the most current configuration of the JTAC VTS, its equipment and all associated items. The list must be provided in a table format including:

6.1.2.3.2.1. Serial numbers of the equipment installed in each instance of the JTAC VTS and also variances in configuration among instances of the system.

6.1.2.3.2.2. For each listed item, basic information must be recorded, including:

6.1.2.3.2.2.1. Item name;

6.1.2.3.2.2.2. Part number;

6.1.2.3.2.2.3. Model number (if applicable);

6.1.2.3.2.2.4. Original equipment manufacturer;

6.1.2.3.2.2.5. Commercial and Government Entity (CAGE) Code, and

6.1.2.3.2.2.6. NATO Stock Number (NSN), if available.

6.1.2.3.2.3. Software items must be identified by name, software identification number and version number.

6.1.2.4. **Maintenance Support**

6.1.2.4.1. The Maintenance Support sub-section must include, for the reporting period and as required by the Contract, details of:

6.1.2.4.1.1. The number and type of Maintenance activities undertaken and all significant delays or issues encountered;

6.1.2.4.1.2. Maintenance Report, summarizing:

6.1.2.4.1.2.1. The number and nature of the defects or unexpected failure modes;

6.1.2.4.1.2.2. The NSN and MRN, name, make and model (if applicable), quantity and serial number, if any, of item(s) repaired;

6.1.2.4.1.2.3. For each item undergoing R&O, provide details of the work performed and indicate what was found wrong with the item;

6.1.2.4.1.2.4. The repair cost;

6.1.2.4.1.2.5. In the instances when the Contractor can find nothing wrong with an item sent for repair, this must be indicated so the root cause can be investigated.

6.1.2.4.1.2.6. The measures that can be (or already has been) undertaken to avoid future defects or failure modes of a similar nature, and

6.1.2.4.1.2.7. Those defects and unexpected failure modes remaining without resolution or pending DND EMT action.

6.1.2.4.1.3. Each Repairable Item, by item name and quantity that has been identified as beyond physical repair or beyond economic repair, must be listed.

6.1.2.5. **Supply Support**

6.1.2.5.1. The Supply Support sub-section must include, for the reporting period and as required by the Contract, details of:

6.1.2.5.1.1. All issues or concerns with Inventory Management and stock item levels, such as stock item levels being low and needing replenishment;

6.1.2.5.1.2. Fleet Support Spares replenishments;

6.1.2.5.1.3. Obsolescence Management activities;

6.1.2.5.1.4. The numbers of stock movements, and cost of procurement, under:

6.1.2.5.1.4.1. Provision of Material (Fleet Support Spares);

6.1.2.5.1.4.2. Provision of Material (DND request), and

6.1.2.5.1.4.3. Disposal of DND-owned Stock;

6.1.2.5.1.5. All significant problems either encountered or envisaged with obtaining particular stock items, and

6.1.2.5.1.6. Disposals of DND-owned Stock.

6.1.2.6. **Training Support**

6.1.2.6.1. The Training Support sub-section must include, for the reporting period and as required by the Contract, details of:

6.1.2.6.1.1. The name and quantity of each Training Session conducted;

6.1.2.6.1.2. Activities to review and update the Training Package; and

6.1.2.6.1.3. Recommended changes for the training program, materials and equipment.

6.1.2.7. **Other Observations and Opportunities**

6.1.2.7.1. The Support Summary must include other details of other events, or on-going activities that the Contractor believes to be significant to the performance of the support services during the reporting period.

6.1.2.7.2. The Support Summary must include a description of opportunities identified by the Contractor that could improve the effectiveness and efficiency of the support provided.

6.2. **SOFT COPY FORMAT**

6.2.1. The CSR must be submitted as a PDF file type.

6.2.2. The CSR PDF must be submitted via email (submission size not to exceed 7MB) 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: JTAC VTS-PM-003 – CSR – [Rev #] – [Date of Issue]

A3.6 **DID – Meeting Agenda**

DATA ITEM DESCRIPTION	
1. TITLE **Meeting Agenda**	2. IDENTIFICATION NUMBER **DID JTAC VTS-PM-004**
3. DESCRIPTION The Meeting Agenda contains the venue information and identifies the discussion items to be covered at meetings.	
4. RELATED DOCUMENTS	5. CONTRACT REFERENCE **SOW**: **Para. 3.2.6.6.1** **CDRL**: **App. A2.2**

6. PREPARATION INSTRUCTIONS

6.1. **CONTENT**

6.1.1. The Meeting Agenda must set forth the venue, identify all requirements and list the discussion items to be covered at the meeting.

6.1.2. Venue. The Meeting Agenda must address the venue as follows:

6.1.2.1. Meeting Identification Number;

6.1.2.2. Purpose;

6.1.2.3. Date, time and location; and

6.1.2.4. Attendees.

6.1.3. Discussion items. The Meeting Agenda must address the discussion items through the following sections:

6.1.3.1. Opening Remarks;

6.1.3.2. Agenda Review;

6.1.3.3. Review of Previous Minutes;

6.1.3.4. Opened Discussion Items;

6.1.3.5. New Discussion Items;

6.1.3.6. Review of Action Items;

6.1.3.7. Next Venue; and

6.1.3.8. Closing Remarks.

6.2. **SOFT COPY FORMAT**

6.2.1. The Meeting Agenda must be submitted as a PDF file type.

6.2.2. The Meeting Agenda PDF must be submitted via email (submission size not to exceed 7MB) 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: JTAC VTS-PM-004 – Meeting Agenda – [Rev #] – [Date of Issue]

A3.7 **DID – Presentation Materials**

DATA ITEM DESCRIPTION	
1. TITLE **Presentation Materials**	2. IDENTIFICATION NUMBER **DID JTAC VTS-PM-005**
3. DESCRIPTION The Presentation Materials must consist of handouts or slides to be used as supplementary or supporting material during meetings.	
4. RELATED DOCUMENTS	5. CONTRACT REFERENCE **SOW**: **Para. 3.2.6.6.1** **CDRL**: **App. A2.2**

6. PREPARATION INSTRUCTIONS

6.1. **CONTENT**

6.1.1. This document must contain the presentation material, assembled by the Contractor, for all meetings where the Contractor is required to present or lead any portion of the meeting.

6.1.2. This document must normally consist appropriately formatted material to be used to convey information effectively and efficiently during meetings.

6.1.3. Specific presentation material content is subject to discussion between Canada and Contractor.

6.2. **SOFT COPY FORMAT**

6.2.1. The Meeting Presentation Materials may be prepared in the Contractor's preferred format as a PDF file type.

6.2.2. **Soft Copy format submission size below 7MB** – The Presentation Materials PDF 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: JTAC VTS-PM-005 – Presentation Materials – [Rev #] – [Date of Issue]

6.2.3. **Soft Copy format submission size at or above 7MB** - The Presentation Materials PDF must be submitted on a USB media and be labelled as follows:

6.2.3.1. Joint Terminal Attack Controller Virtual Training System

6.2.3.2. Presentation Materials;

6.2.3.3. JTAC VTS-PM-005;

6.2.3.4. The Revision number, and

6.2.3.5. The date of issue.

A3.9 **DID – Meeting Minutes**

DATA ITEM DESCRIPTION	
1. TITLE **Meeting Minutes**	2. IDENTIFICATION NUMBER **DID JTAC VTS-PM-006**
3. DESCRIPTION The Meeting Minutes contains the detailed records of proceedings, discussions, decisions and action items from meetings.	
4. RELATED DOCUMENTS	5. CONTRACT REFERENCE **SOW**: **Para. 3.2.6.6.3** **CDRL**: **App. A2.2**

6. PREPARATION INSTRUCTIONS

6.1. **CONTENT**

6.1.1. The Meeting Minutes must contain the detailed records of proceedings, discussions, decisions and action items from the meeting and be presented through the following sections:

6.1.1.1. General – consisting of meeting identification number, purpose, date, time and location;

6.1.1.2. Attendees, consisting of the organization each person represents, and the identification of the Chairperson(s);

6.1.1.3. Opening Remarks;

6.1.1.4. **Action Item Report** - used to monitor issues, assign responsibility, direct action and track status, history, and progress, and must consisting of:

6.1.1.4.1. Item #; date initiated; required action; assigned actionee; target completion date; cross-reference to all related action items.

6.1.1.4.2. Action Item Report must be **updated** with each meeting and must consisting of:

6.1.1.4.2.1. Action Item current status and the actual date completed;

6.1.1.5. Next Venue;

6.1.1.6. Closing Remarks;

6.2. **SOFT COPY FORMAT**

6.2.1. The Meeting Minutes must be submitted as a PDF file type.

6.2.2. The Meeting Minutes PDF must be submitted via email (submission size not to exceed 7MB) 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: JTAC VTS-PM-006 – Meeting Minutes – [Rev #] – [Date of Issue]

A3.10 **DID – Technical Data Plan & List**

DATA ITEM DESCRIPTION	
1. TITLE **Technical Data Plan & List**	2. IDENTIFICATION NUMBER **DID JTAC VTS-PM-007**
3. DESCRIPTION The Technical Data Plan & List (TDPL) describes the Contractor's strategy, plans, methodology, and processes for meeting the Contract requirements for the identification, control, update, validation and support of Technical Data. The TDPL also identifies and defines the Contractor's and sub-Contractor's Technical Data associated with the Contract. The configuration of the TDPL is managed to keep track of changes to the list of Technical Data throughout the period of the Contract.	
4. RELATED DOCUMENTS	5. CONTRACT REFERENCE **SOW**: **Para. 3.4.4.4** **CDRL**: **App. A2.2**
6. PREPARATION INSTRUCTIONS 6.1. **CONTENT** 6.1.1. **Section A – Technical Data Organization & Management** 6.1.1.1. **Technical Data Organization** 6.1.1.1.1. The TDPL must describe the Contractor's organizational arrangements for meeting the Technical Data requirements of the Contract, including: 6.1.1.1.1.1. The Contractor's Technical Data manager and the organizational units primarily involved in managing Technical Data; and 6.1.1.1.1.2. The Contractor's and approved sub-Contractor's management positions with responsibilities for Technical Data (e.g., configuration managers, managers of technical information libraries, and quality managers). 6.1.1.2. **Technical Data Management** 6.1.1.2.1. The TDPL must describe the Contractor's strategy, methodology, and processes for managing Technical Data, including:	

6.1.1.2.1.1. Distribution of Technical Data and distribution of updates to Technical Data, within the Contractor's and sub-Contractors' organizations and, where applicable, DND units;

6.1.1.2.1.2. Configuration Control of Technical Data, including:

6.1.1.2.1.2.1. Version control;

6.1.1.2.1.2.2. Matching Technical Data, including publications, with equipment configurations where multiple configurations exist, and

6.1.1.2.1.2.3. Storage, backup and recovery of electronic Technical Data.

6.1.1.2.2. The TDPL must the Contractor's processes for controlling and enabling access to Technical Data that is subject to restrictions or caveats associated with security, export licences, Technical Assistance Agreements, escrow arrangements, or IP rights.

6.1.1.2.3. The TDPL must describe the Contractor's expectations of the DND with respect to the management of Technical Data.

6.1.1.3. **Technical Data Development**

6.1.1.3.1. The TDPL must describe:

6.1.1.3.1.1. The Contractor's typical activities associated with the identification, design, development, review, and delivery of new Technical Data and updates to existing Technical Data;

6.1.1.3.1.2. The standards and specifications to be applied for the development of new Technical Data and for updates to existing Technical Data;

6.1.2. **Section B – Technical Data List (TDL)**

6.1.2.1. The TDL must list all of the Technical Data:

6.1.2.1.1. Used by the Contractor and sub-Contractors in the provision of the support services; and

6.1.2.1.2. Generated by the Contractor and approved sub-Contractors as an outcome of providing the support services.

6.1.2.2. The TDL must list software separately from the other types of Technical Data.

6.1.2.3. The TDL must include the following information for each Item of Technical Data:

6.1.2.3.1. The name or title of the Technical Data;

6.1.2.3.2. The Item's reference number or document number for the Technical Data, including revision and amendment status;

6.1.2.3.3. A brief description of the Technical Data, including the purpose of the Technical Data;

6.1.2.3.4. The developmental status of the Technical Data (e.g., existing and not to be modified, existing and to be modified, and new);

6.1.2.3.5. The source of the Technical Data (e.g., name of sub-Contractor);

6.1.2.3.6. If not electronic Technical Data, delivery information, including location (to include the details of the escrow agent, if applicable, and the support organizations), quantity, and delivery date;

6.1.2.3.7. Security classification;

6.2. **SOFT COPY FORMAT**

6.2.1. The TDPL must be submitted as a PDF file type.

6.2.2. **Soft Copy format submission size below 7MB** – The TDPL PDF 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: JTAC VTS-PM-007 – TDPL – [Rev #] – [Date of Issue]

6.2.3. **Soft Copy format submission size at or above 7MB** – The TDPL PDF must be submitted on a USB media and be labelled as follows:

6.2.3.1. Joint Terminal Attack Controller Virtual Training System

6.2.3.2. TDPL;

6.2.3.3. JTAC VTS-PM-007;

6.2.3.4. The Revision number, and

6.2.3.5. The date of issue.

A3.11 **DID – Systems Engineering Management Plan**

DATA ITEM DESCRIPTION	
1. TITLE **Systems Engineering Management Plan**	2. IDENTIFICATION NUMBER **DID JTAC VTS-SE-101**
3. DESCRIPTION The SEMP describes the Contractor's strategy, plans, methodologies, and processes to manage a fully integrated engineering program IAW the contract. The SEMP describes the relationships between concurrent and sequential activities to demonstrate that a fully integrated engineering program has been achieved.	
4. RELATED DOCUMENTS IEEE 15288.1, IEEE Standard for Application of Systems Engineering on Defense Programs IEEE 15288.2, IEEE Standard for Technical Reviews and Audits on Defense Programs ANSI/EIA-649-C, Configuration Management Standard	5. CONTRACT REFERENCE **SOW**: **Para. 3.4.1.3** **CDRL**: **App. A2.2**

6. PREPARATION INSTRUCTIONS

6.1. **CONTENT**

6.1.1. **Engineering Management**

6.1.1.1. The SEMP must define the engineering organization for the contract, including the key engineering positions and the partitioning of engineering efforts between the various Contractor and subcontractor organizations.

6.1.1.2. The SEMP must describe how technical effort will be coordinated to meet cost, schedule, and performance objectives.

6.1.1.3. The SEMP must summarise planned personnel needs, applicable to the various phases of the contract, by discipline and level of expertise.

6.1.1.4. The SEMP must identify the standards (e.g., IEEE 15288 and ANSI/EIA-649-C) to be utilized by the Contractor and subcontractors to undertake the Systems Engineering, software, Configuration Management (CM), and Verification activities, including the proposed tailoring of those standards to meet requirements of the contract.

6.1.1.5. The SEMP Management/Organization portion must describe the Contractor's systems engineering organization, responsibilities, terms of reference, internal operating relationships within the company, external working relationships with subcontractors, management relationships, management procedures, and supporting and tracking system.

6.1.2. **Systems Engineering Process**

6.1.2.1. The SEMP must define the tailored application of the Contractor's Systems Engineering process to the activities of the contract, including:

6.1.2.1.1. the major products and increments to be delivered;

6.1.2.1.2. the major outcomes to be achieved;

6.1.2.1.3. the major Systems Engineering tools that will be used for the Contract;

6.1.2.1.4. the methods for documentation and control of engineering and technical information, including expected specifications and Configuration Baselines;

6.1.2.1.5. the methods and tools for analysis and validation of system requirements;

6.1.2.1.6. the required implementation tasks, including the integration and assembly of the system; and

6.1.2.1.7. the approach, methods, procedures, and tools for systems analysis and control, including establishing and maintaining requirements traceability.

6.1.3. **Technical Risk Management**

6.1.3.1. The SEMP must describe the risk-management strategies associated with any global, engineering-related risks.

6.1.4. **Software Development and Management**

6.1.4.1. The SEMP must define the tailored application of the Contractor's software processes to the activities of the Contract, including:

6.1.4.1.1. the management of software development activities undertaken by subcontractors; and

6.1.4.1.2. the development of software being undertaken by the Contractor.

6.1.5. **System Reviews**

6.1.5.1. The SEMP must describe the approach planned to establish and conduct all System Reviews (i.e., Mandated System Reviews and Internal System Reviews) required under the contract.

6.1.5.2. For each engineering-related System Review, the SEMP must describe the relationship between the System Review and other engineering program activities.

6.1.5.3. Based on the SOW requirements for System Reviews and the Contractor's internal processes, the SEMP must detail the following information for each of the engineering-related System Reviews:

6.1.5.3.1. organizations and individuals involved in the review and their specific review responsibilities;

6.1.5.3.2. proposed review venue;

6.1.5.3.3. review objectives;

6.1.5.3.4. pre-requisites for the conduct of the review (i.e., entry criteria);

6.1.5.3.5. actions to be addressed during the System Review, including the documentation to be reviewed;

6.1.5.3.6. essential review completion criteria (i.e., exit criteria); and

6.1.5.3.7. applicable Milestone criteria specified in the contract.

6.1.6. **Growth, Evolution, and Obsolescence**

6.1.6.1. The SEMP must, for the Contractor's growth, evolution, and Obsolescence program:

6.1.6.1.1. describe the technical measures and methods to be used to identify and assess candidate elements, including hardware and software items, and the primary candidate elements to be addressed under by program;

6.1.6.1.2. describe the application of design aspects (e.g., modularity and 'open architectures') to improve system growth, facilitate evolution, and counter Obsolescence;

6.1.6.1.3. identify the steps to be undertaken during the acquisition phase to balance technological maturity and Obsolescence risks, and solutions to minimize the complexity (and cost) of through-life upgrades; and

6.1.6.1.4. identify the steps to be undertaken during the support phase to maintain effective and supportable equipment configurations and the expected need for upgrades.

6.1.7. **Human Engineering**

6.1.7.1. The SEMP must, for the Contractor's Human Engineering program:

6.1.7.1.1. identify the standards to be used and that have been used for COTS / MOTS items, and describe the application of those standards to meet the Human Engineering requirements of the system;

6.1.7.1.2. the activities, including system functional requirements analysis, equipment design, and procedures development activities, to be undertaken to meet the Human Engineering required under the contract; and

6.1.7.1.3. the verification methods to be applied for the Human Engineering program.

6.1.8. **Electromagnetic Environmental Effects**

6.1.8.1. The SEMP must, for the Contractor's Electromagnetic Environmental Effects (E3) program:

6.1.8.1.1. identify the standards to be used, and describe the application of those standards to meet the E3 program required under the Contract;

6.1.8.1.2. identify the E3-related requirements applicable to the system, including certification and regulatory requirements, and describe the approach to ensure that the requirements are met and to obtain all applicable certifications; and

6.1.8.1.3. describe the V&V methods to be applied for the E3 program.

6.1.9. **System Security**

6.1.9.1. The SEMP must, for the Contractor's system security program:

6.1.9.1.1. identify the security-related requirements applicable to the system;

6.1.9.1.2. describe the approach to ensure that the security-related requirements are met and to obtain any applicable certifications; and

6.1.9.1.3. describe the method(s) to verify that the system security-related requirements have been met.

6.1.10. **Configuration Management**

6.1.10.1. The SEMP must describe the Contractor’s CM methodology, processes, and activities for meeting the CM requirements of the contract, including:

6.1.10.1.1. the approach planned to establish and maintain Configuration Control and audit of identified system products and processes;

6.1.10.1.2. the requirements for establishing Configuration Baselines and the documentation to be used to define each baseline; and

6.1.10.1.3. the approach planned to establish and maintain control of external and internal interfaces.

6.1.10.2. Configuration Identification

6.1.10.2.1. Selection of Configuration Items

6.1.10.2.1.1. The SEMP must define the procedures for selecting CIs and detail the criteria used for their selection. By inclusion or reference, the SEMP must define the list of CIs and their respective specifications and other defining top-level documentation.

6.1.10.2.2. Configuration Baselines

6.1.10.2.2.1. The SEMP must define the requirements for establishing Configuration Baselines and include:

6.1.10.2.2.1.1. the procedures for the establishment of, at least, the Functional, Allocated and Product Baselines; and

6.1.10.2.2.1.2. the documentation to be used to define each Configuration Baseline.

6.1.10.2.3. Engineering Release

6.1.10.2.3.1. The SEMP must define the procedures for issuing approved configuration documentation, and amendments to this documentation, to functional activities (e.g., manufacturing, logistics, and acquisition) within the Contractor's organization.

6.1.10.2.4. Configuration Control

6.1.10.2.4.1. The SEMP must define the procedures, including DND involvement, and associated documentation for processing the following:

6.1.10.2.4.1.1. classification of changes, and the level of authority for change approval/concurrence;

6.1.10.2.4.1.2. Contractual change requests;

6.1.10.2.4.1.3. Major Changes;

6.1.10.2.4.1.4. Minor Changes;

6.1.10.2.4.1.5. requests for Deviations/Waivers; and

6.1.10.2.4.1.6. Specification Change Notices.

6.1.10.3. Configuration Status Accounting (CSA)

6.1.10.3.1. The SEMP must define the procedures for CSA, including:

6.1.10.3.1.1. methods for collecting, recording, processing, and maintaining the data required to provide accounting information status through reports on the CSA database.

6.1.10.3.1.2. a complete description of the CSA database for the areas related to:

6.1.10.3.1.2.1. the identification of the currently approved configuration documentation and configuration identifiers associated with each CI;

6.1.10.3.1.2.2. the status of proposed engineering changes from initiation to implementation;

6.1.10.3.1.2.3. the results of configuration audits, and the status and disposition of discrepancies;

6.1.10.3.1.2.4. the status of requests for deviations;

6.1.10.3.1.2.5. the ability to trace changes from the baseline documentation of each CI; and

6.1.10.3.1.2.6. the effectiveness and installation status of configuration changes to all CI's.

6.1.10.4. Configuration Audits

6.1.10.4.1. The SEMP must:

6.1.10.4.1.1. describe the Contractor's methodology and processes to establish and conduct Physical Configuration Audits (PCA);

6.1.10.4.1.2. describe the plans, procedures, documentation, and schedules for the audits; and

6.1.10.4.1.3. describe the format for reporting results of in-process audits.

6.1.10.5. Subcontractor Control

6.1.10.5.1. The SEMP must define the methods used to ensure that subcontractors comply with the contract's Configuration Management requirements.

6.1.11. **Verification**

6.1.11.1. The SEMP must, for the Contractor's Verification program:

6.1.11.1.1. describe the overall Verification program objectives, activities, and schedule;

6.1.11.1.2. describe the use of the RTVM and the extent to which previous Verification results are proposed to be used for Acceptance Verification purposes;

6.1.11.1.3. describe the process for recording Failure reporting and analysis and the approach to regression testing; and

6.1.11.1.4. identify the requirements for DND Personnel and other resources to conduct the Verification program.

6.1.11.2. Verification Activities

6.1.11.2.1. The SEMP must describe the verification activities to demonstrate that the system offered for acceptance complies with the contract requirements.

6.1.11.2.2. The SEMP must describe all test activities to be included in the verification of the system.

6.1.11.2.3. The SEMP must detail requirements and procedures for the DND provision of resources for and involvement in or witness verification activities.

6.1.11.2.4. Where the Contractor proposes to claim previous verification results as precluding the need for specific verification activities within the Verification program, the SEMP must summarise:

6.1.11.2.4.1. the scope and context of the previous verification activities;

6.1.11.2.4.2. the reasons why the previous results preclude the need for specific verification activities, including how the previous results are valid for the configuration of the system and the intended operational role and environment; and

6.1.11.2.4.3. how the previous verification results will be integrated into the planned verification activities and the RTVM.

6.1.11.3. Flow Diagram

6.1.11.3.1. The SEMP must include an overall flow diagram of the verification program for the system; this flow must be sequentially arranged to include:

6.1.11.3.1.1. all significant verification milestones and efforts in the development phase associated with each class of verification;

6.1.11.3.1.2. hardware and software integration schedules;

6.1.11.3.1.3. requirements for concurrency of verification activities;

6.1.11.3.1.4. the Contractor/subcontractor or group responsible for each verification event; and

6.1.11.3.1.5. any additional information that clarifies the description of the test program.

6.1.11.3.2. The flow diagram must reflect predicted dates for significant milestones.

6.1.11.4. Verification Objectives

6.1.11.4.1. The SEMP must specify the broad objective for each verification phase for the system, and objectives must be specified to verify part or all the system or lower-level specifications (e.g., subsystem specifications).

6.1.11.5. Test Readiness Reviews

6.1.11.5.1. The SEMP must outline the procedures for conducting Test Readiness Reviews (TRRs).

6.1.11.6. Failure and Corrective Action Management

6.1.11.6.1. The SEMP must describe the Problem Resolution System used to collect Failure data for the system and identify when it will be established.

6.1.11.6.2. The SEMP must identify the process used to, analyze failures and track the corrective action taken due to a failure and the interaction with the engineering development groups, logistic organization, subcontractors, and the DND.

6.1.11.6.3. The SEMP must identify how regression testing for the system will be managed following test failure or design change throughout the Verification program.

6.2. **SOFT COPY FORMAT**

6.2.1. The SEMP must be submitted as a PDF file type.

6.2.2. **Soft Copy format submission size below 7MB** – The SEMP PDF 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: JTAC VTS-SE-101 – SEMP – [Rev #] – [Date of Issue]

6.2.3. **Soft Copy format submission size at or above 7MB** - The SEMP PDF must be submitted on CD or DVD media and be labelled as follows:

6.2.3.1. Joint Terminal Attack Controller Virtual Training System

6.2.3.2. SEMP;

6.2.3.3. JTAC VTS-SE-101;

6.2.3.4. The Revision number, and

6.2.3.5. The date of issue.

A3.12 **DID – Configuration Management Plan**

DATA ITEM DESCRIPTION	
1. TITLE **Configuration Management Plan**	2. IDENTIFICATION NUMBER **DID JTAC VTS-SE-102**
3. DESCRIPTION The System Configuration Management Plan must define the management process used by the Contractor to record and track any approved configuration changes to JTAC VTS documents or component baselines and any resulting changes are approved in accordance with the Contractor Change Management Process. Configuration Items (CI) must be identified in the System Configuration Management Plan and must be tracked against the Contract Work Schedule (CDRL) baselines.	
4. RELATED DOCUMENTS	5. CONTRACT REFERENCE **SOW**: **Para. 3.4.2.2** **CDRL**: **A2.2**

6. PREPARATION INSTRUCTIONS

6.1. **CONTENT**

6.1.1. The System Configuration Management Plan must include, at a minimum, the following information:

6.1.1.1. Management Process statement;

6.1.1.2. Relationship with the SEMP (CDRL);

6.1.1.3. Definition of the Configuration Status Accounting Report (CDRL);

6.1.1.4. Progress Reporting;

6.1.1.5. Change Priorities;

6.1.1.6. Change Categories;

6.1.1.7. Configuration Control mechanisms (including configuration item inventory and logs); and

6.1.1.8. Escalation Processes.

6.2. **GENERAL FORMAT**

6.2.1. The Configuration Management Plan may be prepared in the Contractor's preferred format must be prepared as a PDF.

6.3. **SOFT COPY FORMAT**

6.3.1. The Configuration Management Plan must be submitted as a PDF file type.

6.3.2. **Soft Copy format submission size below 7MB** – The Configuration Management Plan PDF 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: JTAC VTS-SE-102 – Configuration Management Plan – [Rev #] – [Date of Issue]

6.3.3. **Soft Copy format submission size at or above 7MB** - The [BLANK] PDF must be submitted on a USB media and be labelled as follows:

6.3.3.1. Joint Terminal Attack Controller Virtual Training System

6.3.3.2. Configuration Management Plan;

6.3.3.3. JTAC VTS-SE-102;

6.3.3.4. The Revision number, and

6.3.3.5. The date of issue.

A3.13 **DID – Engineering Change Proposals**

DATA ITEM DESCRIPTION	
1. TITLE **Engineering Change Proposals**	2. IDENTIFICATION NUMBER **DID JTAC VTS-SE-103**
3. DESCRIPTION An ECP is a request for authorization to make changes to an approved baseline. An ECP includes the documentation both to describe and to substantiate the engineering change.	
4. RELATED DOCUMENTS ACMP-2009 – Guidance on Configuration Management	5. CONTRACT REFERENCE **SOW**: **Para. 3.4.2.5** **CDRL**: **A2.2**

6. PREPARATION INSTRUCTIONS

6.1. **CONTENT**

6.1.1. The following refers to the ECP form following this DID.

6.1.2. Block 1. The Contractor must enter the submittal date of the ECP.

6.1.3. Block 2. The Contractor must enter the originating organization's name, address and contact information.

6.1.4. Block 3. The Contractor must classify the ECP IAW ACMP-2009 and enter the class of ECP as either "Class I" or "Class II".

6.1.5. Block 4. The Contractor must use at least one of the following codes to classify the ECP:

6.1.5.1. B – Functional Baseline, Allocated Baseline or Product Baseline changed from established baseline;

6.1.5.2. C – Compatibility with interfacing items;

6.1.5.3. D – Delivered operational or maintenance manuals require change;

6.1.5.4. G – Government Furnished Equipment affected;

6.1.5.5. I – Interchangeability or replaceabililty affected;

6.1.5.6. O – Operational or logistics support change;

6.1.5.7. P – Personnel skills, manning, training or human factors engineering consideration;

6.1.5.8. S – Safety or security; or

6.1.5.9. Z – Contractual item such as cost or schedule.

6.1.6. Block 5. The Contractor must recommend the priority for processing the ECP from the following:

6.1.6.1. E - Emergency. Vital modification is required to rectify a condition that may result in a serious hazard to personnel or equipment or seriously compromise national security. ECP to be actioned within 24 hours.

6.1.6.2. U - Urgent. Urgent modification is required to rectify a condition that results in degraded mission effectiveness. ECP to be actioned within five (5) days.

6.1.6.3. R - Routine. ECP to be actioned within 30 days.

6.1.7. Block 6. The Contractor must describe the ECP with the following:

6.1.7.1. No. A unique number consisting of “ECP-Y-NNN”, where:

6.1.7.1.1. Y – C (Contractor) or P (Project Office – DND) indicating ECP originator, and

6.1.7.1.2. NNN - Unique serial number for the ECP;

6.1.7.2. Type – P (Preliminary) or F (Final);

6.1.7.3. Revision – Enter revision indicator to identify version; and

6.1.7.4. SYSTEM DESIGNATION – Identify and describe the system and sub-system affected by the ECP. Include reference to affected configuration identifier(s).

6.1.8. Block 7.

6.1.8.1. The Contractor must list all specifications affected by the ECP.

6.1.8.2. The Contractor must list all documents affected by the ECP.

6.1.8.3. The Contractor must submit copies of the affected specifications and documents with the ECP.

6.1.9. Block 8.

6.1.9.1. The Contractor must list all drawings affected by the change.

6.1.9.2. The Contractor must submit copies of the affected drawings with the ECP.

6.1.10. Block 9. The Contractor must enter a brief title that identifies the ECP.

6.1.11. Block 10.

6.1.11.1. The Contractor must describe the engineering change.

6.1.11.2. Supplementary information may be attached to the ECP to describe the proposed change.

6.1.12. Block 11.

6.1.12.1. The Contractor must explain the need for the engineering change.

6.1.12.2. The Contractor must explain the benefit to Canada, such as enhanced performance, range, reliability, or maintainability.

6.1.13. Block 12.

6.1.13.1. The Contractor must state the contract number affected by the ECP.

6.1.13.2. The Contractor must identify the contract line item number affected by the proposed engineering change.

6.1.14. Block 13.

6.1.14.1. The Contractor must indicate the estimated date when change can be incorporated into the production.

6.1.14.2. The Contractor must indicate the planned serial number or lot number upon which the change will be implemented.

6.1.15. Block 14.

6.1.15.1. The Contractor must provide the delivery schedule of items incorporating the engineering change.

6.1.15.2. The Contractor must identify if the change is a variance from the current established production and delivery schedule.

6.1.16. Block 15.

6.1.16.1. Block 15a. The Contractor must indicate the lot numbers or serial numbers to be retrofitted due to the change.

6.1.16.2. Block 15b. The Contractor must enter details of delivery schedule, quantities, and locations for completing the retrofit due to the change.

6.1.17. Block 16. The Contractor must estimate the total cost or savings that results if the ECP is approved.

6.1.18. Block 17. The Contractor must identify which configuration items (CI) will change due to the ECP's approval.

6.1.19. Block 18. The Contractor must indicate which other CI will be affected by the ECP's approval.

6.1.20. Block 19. The Contractor must state whether other Contractors or Government activities will be affected by the ECP.

6.1.21. Block 20.

6.1.21.1. The Contractor must describe the performance change that results if the ECP is approved.

6.1.21.2. The Contractor must describe the impact upon performance specifications, including the defined functional and physical interfaces, which would be affected by the ECP.

6.1.22. Block 21. The Contractor must describe other effects, such as the effect upon health and safety if the ECP is approved.

6.1.23. Block 22. The Contractor must describe the effects of the proposed change upon performance in quantitative terms related to the defence system and CI specifications.

6.1.24. Block 23.

6.1.24.1. The Contractor must print the name of the individual authorized to submit the ECP.

6.1.24.2. The Contractors' authorized individual must sign and date the ECP.

6.1.25. Block 24.

6.1.25.1. The Contractor must indicate the effects of the proposed engineering change upon configuration identification and contract reference by checking the corresponding box at 24a through 24e.

6.1.25.2. The Contractor must describe the effects upon the product configuration identification and contract specifications with reference to Specification Change Notices (SCNs), Notices of Revision (NORs), or other enclosure(s).

6.1.25.3. The Contractor must identify the enclosures and their relevant paragraph numbers within the space adjacent to blocks 24a through 24e.

6.1.26. Block 25.

6.1.26.1. The Contractor must indicate the effects of the proposed engineering change upon operational employment by checking the corresponding boxes at blocks 25a through 26j.

6.1.26.2. The Contractor must explain these effects within enclosures.

6.1.26.3. The Contractor must identify the enclosures and their relevant paragraph numbers within the space adjacent to blocks 25a through 25j.

6.1.26.4. The Contractor must use quantitative values when reliability and service life are affected. Survivability includes nuclear survivability.

6.1.27. Block 26.

6.1.27.1. The Contractor must indicate the effects of the proposed engineering change upon Integrated Logistics Support (ILS) by checking the corresponding boxes at blocks 26a through 26n.

6.1.27.2. The Contractor must explain these effects within enclosures.

6.1.27.3. The Contractor must identify the enclosures and their relevant paragraph numbers within the space adjacent to blocks 26a through 26n.

6.1.27.4. The Contractor must indicate the method used to determine ILS plans and items required to support the new configuration.

6.1.28. Block 27.

6.1.28.1. The Contractor must indicate other considerations of the proposed engineering change by checking the boxes at blocks 27a through 27i.

6.1.28.2. The Contractor must explain the effects within enclosures.

6.1.28.3. The Contractor must identify the enclosures and their relevant paragraph numbers within the space adjacent to blocks 27a through 27i.

6.1.29. Block 28.

6.1.29.1. The Contractor must summarize the alternative solutions considered, such as revisions of operation, maintenance procedures, inspections, servicing requirements, or part replacement schedules.

6.1.29.2. The Contractor must analyze the alternatives and identify the advantages and disadvantages inherent to each alternative.

6.1.29.3. The Contractor must present supporting data with the proposal to authenticate the trade-off analysis if the analysis addresses new concepts or new technology.

6.1.29.4. The Contractor shows the reasons for adopting the alternative proposed by the ECP.

6.1.30. Block 29.

6.1.30.1. The Contractor must recommend additional tests, trials, installations, prototypes, fit checks, or other verification that proves the proposed engineering change performs as expected.

6.1.30.2. The Contractor must recommend the test objective, test vehicle(s), and GFE to be used for the verification.

6.1.31. Block 30.

6.1.31.1. The Contractor must recommend whether or not to retrofit the engineering change into accepted items.

6.1.31.2. The Contractor must substantiate the retrofit recommendation with data and a brief description of the action required.

6.1.32. Block 31. The Contractor must show the work-hours, material costs, and subcontract costs to retrofit the defence system.

6.1.33. Block 32. The Contractor must show the work-hours required to test the defence system following retrofit.

6.1.34. Block 33. The Contractor must state whether to incorporate the proposed change before, after, or concurrently with other approved engineering changes.

6.1.35. Block 34.

6.1.35.1. The Contractor must indicate whether one or more Contractor field service representatives (FSR) are required for the retrofit.

6.1.35.2. If “yes” to FSR, then the Contractor must attach a proposed program for Contractor participation.

6.1.36. Block 35. The Contractor must estimate the total time period a defence system must be removed from operational service for the retrofit.

6.1.37. Block 36.

6.1.37.1. The Contractor must summarize the cumulative effect upon this ECP's performance and previously approved ECPs when design limitations are being approached or exceeded.

6.1.37.2. Consequences of ECP disapproval may be stated within Block 36 or a referenced enclosure.

6.1.38. Block 37. The Contractor must request a date for approval by the contracting authority to implement the change.

6.2. **GENERAL FORMAT**

6.2.1. The ECP must be submitted using the ECP Forms below.

6.3. **SOFT COPY FORMAT**

6.3.1. The ECP must be submitted as a PDF file type.

6.3.2. **Soft Copy format submission size below 7MB** – The ECP PDF 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: JTAC VTS-SE-103 – ECP – [Rev #] – [Date of Issue]

6.3.3. **Soft Copy format submission size at or above 7MB** - The ECP PDF must be submitted on a USB media and be labelled as follows:

6.3.3.1. Joint Terminal Attack Controller Virtual Training System

6.3.3.2. ECP;

6.3.3.3. JTAC VTS-SE-103;

6.3.3.4. The Revision number, and

6.3.3.5. The date of issue.

A3.14 **DID – System Data Packages & Equipment List**

DATA ITEM DESCRIPTION	
1. TITLE **System Data Packages & Equipment List**	2. IDENTIFICATION NUMBER **DID JTAC VTS-SE-104**
3. DESCRIPTION The System Data Packages and Equipment List must be comprised of all the technical details for hardware, software and data to be delivered for the JTAC VTS and a full list of all equipment procured for the JTAC VTS as a matter of record denoting which items in the equipment list are sensitive or controlled items as well as which are consumables.	
4. RELATED DOCUMENTS	5. CONTRACT REFERENCE **SOW**: **Para. 3.4.2.9.1** **CDRL**: **A2.2**

6. PREPARATION INSTRUCTIONS

6.1. **CONTENT**

6.1.1. The System Data Packages must contain all information required to develop NATO Stock Numbers (NSN) for entry into the Canadian Forces Supply System (CFSS) for cataloguing. The exact information required will be determined by the Life Cycle Materiel Manager (LCMM) during the design and will include, at a minimum, the following information for each item :

6.1.1.1. Sensitive or Controlled Good;

6.1.1.2. Item Name;

6.1.1.3. Manufacturer;

6.1.1.4. CAGE Code

6.1.1.5. Model Number;

6.1.1.6. Part Number;

6.1.1.7. Serial Number;

6.1.1.8. Options associated with the equipment;

6.1.1.9. Description;

6.1.1.10. Physical dimensions (H x W x L);

6.1.1.11. Weight;

6.1.1.12. Physical location;

6.1.1.13. Replacement Cost;

6.1.1.14. Drawings and photographs; and

6.1.1.15. High-level assembly drawings.

6.2. **GENERAL FORMAT**

6.2.1. The System Data Packages & Equipment List may be in the Contractor's preferred format must be prepared as a PDF.

6.3. **SOFT COPY FORMAT**

6.3.1. The System Data Packages & Equipment List may be in the Contractor's preferred format must be prepared as a PDF.

6.3.2. **Soft Copy format submission size below 7MB** – The System Data Packages & Equipment List PDF 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: JTAC VTS-SE-104 – System Data Packages & Equipment List – [Rev #] – [Date of Issue]

6.3.3. **Soft Copy format submission size at or above 7MB -** The System Data Packages & Equipment List PDF must be submitted on a USB media and be labelled as follows:

6.3.3.1. Joint Terminal Attack Controller Virtual Training System

6.3.3.2. System Data Packages & Equipment List;

6.3.3.3. JTAC VTS-SE-104;

6.3.3.4. The Revision number, and

6.3.3.5. The date of issue.

A3.15 **DID – Software Version Description Document**

DATA ITEM DESCRIPTION	
1. TITLE **Software Version Description Document**	2. IDENTIFICATION NUMBER **DID JTAC VTS-SE-105**
3. DESCRIPTION The Software Version Description Document (SVDD) identifies and describes a software version comprising one or more Computer Software Configuration Items (CSCI). It is used to release, track and control software versions. The SVDD applies to the software's initial release, subsequent Block Changes or releases, and any site-specific variants of the software.	
4. RELATED DOCUMENTS	5. CONTRACT REFERENCE **SOW**: **Para 3.4.3.1** **CDRL**: **A2.2**

6. PREPARATION INSTRUCTIONS

6.1. **CONTENT**

6.1.1. This DID is not meant to be restrictive and may be tailored by the Contractor with the Technical Authority's agreement. The document shall contain sufficient detail to address the following subjects fully:

6.1.2. Identification

6.1.2.1. Software system title

6.1.2.2. Variant ID – Identify the applicable software system variant or adaptation (e.g., French or English)

6.1.2.3. Block Change or release number – Identify the software Block Change or release number applicable to the above variant

6.1.2.4. Release date

6.1.3. Security Classification – State the security level of the software version.

6.1.4. Applicability – Identify the system to which the software version applies.

6.1.4.1. Applicable System – Copy the System Abstract paragraph from the System Overview (SOV) document to establish the system context and applicability

6.1.4.2. Target platform – Identify the specific computing platform or class of platforms to which the relevant Block Change or version is applicable

6.1.5. Version Description

6.1.5.1. Inventory of materials released – List all physical distribution media and associated documentation for the software being released. Use titles, identifying numbers, dates, version numbers, and release numbers, as applicable. Indicate any applicable restrictions regarding licensing, duplication, and security considerations

6.1.5.2. Inventory of software contents – For each physical distribution medium, list the computer files contained thereon. Include the file names, versions, dates, and any other pertinent information

6.1.5.3. Target platform configuration – Specify the required configuration of the target platform before this software version can be installed and executed, or reference a hardware specification document

6.1.5.4. Adaptation data – For the initial software release, describe the site-specific data or customizations featured in this software version, corresponding to the target platform above. For subsequent releases, describe any changes to the site-specific data

6.1.6. Installation and check-out instructions – Give detailed instructions on:

6.1.6.1. How to install this software release on the target platform

6.1.6.2. How to determine whether the installed software is working properly

6.1.6.3. Point-of-contact in case difficulties are encountered with the software installation

6.1.6.4. Applicable security, privacy, or safety precautions

6.1.7. Disposal instructions – What to do with the previously released software version after this version has been successfully installed. Include security considerations if applicable

6.1.8. Changes installed – Describe the changes, which have been implemented in the current software version as compared to the previous one. These software changes may include both enhancements as well as fault fixes. This paragraph does not apply to the initial release of the software

6.1.9. Possible problems and known errors – Identify any possible problems or known errors in the software version, including:

6.1.9.1. How to avoid the relevant errors

6.1.9.2. How to recognize and recover from the consequences of the errors

6.1.9.3. What is being done to correct the problems permanently, and when a resolution can be expected

6.1.10. Related documents – List any other documents, which apply to the software version being released, but which are physically not included in this release. Indicate the document titles, document numbers, version numbers, version dates, and publication source

6.1.11. Supplementary Notes – Any additional information about the software version, which may facilitate installer or user understanding (e.g. acronyms, definitions, background information, and rationale).

6.2. **GENERAL FORMAT**

6.2.1. The Software Version Description Document (SVDD) may be prepared in the Contractor's preferred format must be prepared as a PDF.

6.3. **SOFT COPY FORMAT**

6.3.1. The Software Version Description Document (SVDD) may be prepared in the Contractor's preferred format must be prepared as a PDF.

6.3.2. **Soft Copy format submission size below 7MB** – The SVDD PDF 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: JTAC VTS-SE-105 – SVDD – [Rev #] – [Date of Issue]

6.3.3. **Soft Copy format submission size at or above 7MB** - The SVDD PDF must be submitted on a USB media and be labelled as follows:

6.3.3.1. Joint Terminal Attack Controller Virtual Training System

6.3.3.2. SVDD;

6.3.3.3. JTAC VTS-SE-105;

6.3.3.4. The Revision number, and

6.3.3.5. The date of issue.

A3.16 **DID – Software Change Request**

DATA ITEM DESCRIPTION	
1. TITLE **Software Change Request**	2. IDENTIFICATION NUMBER **DID JTAC VTS-SE-106**
3. DESCRIPTION This DID provides guidance on how to prepare and use a Software Change Request (SCR) form.	
4. RELATED DOCUMENTS	5. CONTRACT REFERENCE **SOW**: **Para. 3.4.3.2** **CDRL**: **A2.2**

6. PREPARATION INSTRUCTIONS

6.1. **CONTENT**

6.1.1. This DID is not meant to be restrictive and may be tailored by the Contractor with the Technical Authority's agreement. The document must be consistent with the organization’s applicable Configuration Management (CM) processes.

6.1.2. Change Identification – Record the essential administrative information about the proposed change, such as:

6.1.2.1. SCR identification number allocated;

6.1.2.2. SCR initiation date;

6.1.2.3. SCR title – A descriptive title identifying the objective of the SCR;

6.1.2.4. The SCR originator’s name, organization, phone number, and e-mail address;

6.1.2.5. SCR status – This is dependent on the applicable CM process and may have values such as Initiated, Authorized, Implemented, Tested, and Closed Out. The SCR status will change with time;

6.1.2.6. STR identifier – References the System Trouble Report (STR) or similar document, which spawned the relevant SCR;

6.1.2.7. Affected software application name;

6.1.2.8. Affected component name(s) – Identifies all of the software components, which may change if the SCR is approved and implemented;

6.1.2.9. SCR type – Identifies the aspects of the system which may be affected by the proposed changes: Requirements, Software, Hardware, Documentation, System;

6.1.2.10. Priority – Indicates the operational importance of the proposed changes. Values can be: Emergency, High, Medium, Low; and

6.1.2.11. The number of attached sheets – Gives the number of attached sheets containing information for which there was insufficient room on the SCR form.

6.1.3. Requested Change and Justification – Describes the proposed change and the underlying reasons. Attach additional sheets if required.

6.1.4. Logged by Change Control – Identifies the Change Control person who received and logged the relevant SCR.

6.1.5. Impact Analysis

6.1.5.1. Assessment of technical impacts of implementing the proposed changes;

6.1.5.2. Assessment of managerial impacts of implementing the proposed changes (i.e., project schedule, cost, and risk); and

6.1.5.3. Summarizes the above impacts as Minor, Moderate, Major.

6.1.6. CCB Decision – Records the Configuration Control Board (CCB) decision on how to proceed with the relevant SCR.

6.1.6.1. Possible values can be: Reject, Authorized, Temporary Fix, Defer

6.1.6.2. Decision maker’s signature and date

6.1.7. Record of Software Change Request Implementation

6.1.7.1. Records the software release in which the proposed change was implemented

6.1.7.2. Describes the implemented changes in detail

6.1.7.3. Developer’s signature and date

6.1.8. Test and Evaluation Verification

6.1.8.1. Records and describes the results of testing the implemented SCR (i.e., pass or fail)

6.1.8.2. Test Engineer’s signature and date

6.1.9. Closeout by Configuration Management

6.1.9.1. CM authorized signature and date

6.1.9.2. A controlled electronic equivalent of the signature is acceptable to facilitate full automation

6.2. **GENERAL FORMAT**

6.2.1. The Software Change Request may be prepared in the Contractor's preferred format must be submitted as a PDF file type.

6.3. **SOFT COPY FORMAT**

6.3.1. The Software Change Request may be prepared in the Contractor's preferred format must be submitted as a PDF file type.

6.3.2. **Soft Copy format submission size below 7MB** – The [BLANK] PDF 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: JTAC VTS-SE-106 – [BLANK] – [Rev #] – [Date of Issue]

6.3.3. **Soft Copy format submission size at or above 7MB** - The [BLANK] PDF must be submitted on a USB media and be labelled as follows:

6.3.3.1. Joint Terminal Attack Controller Virtual Training System

6.3.3.2. [BLANK];

6.3.3.3. JTAC VTS-SE-106;

6.3.3.4. The Revision number, and

6.3.3.5. The date of issue.

A3.17 **DID – Cybersecurity Architecture Description**

DATA ITEM DESCRIPTION	
1. TITLE **Cybersecurity Architecture Description**	2. IDENTIFICATION NUMBER **DID JTAC VTS-SE-107**
3. DESCRIPTION The purpose of the Cybersecurity Architecture Description (CSAD) is to describe the Cybersecurity Architecture required to meet the System Cybersecurity Requirements for the JTAC VTS.	
4. RELATED DOCUMENTS A) NIST 800-160 Vol 1 version 2 B) DNDAFv1.8.1 C) UAFv1.1 D) NAFv4 E) ISO/IEC/IEEE 42010:2011 Systems and software engineering — Architecture description F) ISO/IEC/IEEE 15288.1:2014 Standard for Application of Systems Engineering on Defense Programs G) ISO/IEC/IEEE 15288.2:2014 Standard for Technical Reviews and Audits on Defense Programs Additional information to assist in the application of the data item and potential interdependencies with other DIDs. System Architecture, views and viewpoints (where available) Architecture, views and viewpoints (where available) System Requirements System Cybersecurity Requirements	5. CONTRACT REFERENCE **SOW**: **Para. 3.9.2.1** **CDRL**: **A2.2**
6. PREPARATION INSTRUCTIONS 6.1. **CONTENT** 6.1.1. The Cybersecurity Architecture Description (CSAD) document describes the representative cybersecurity architecture of the system. The CSAD may be included as part of the SEMP DID - JTAC VTS-SE-107. 6.1.2. The CSAD must include an overview with a summary of the purpose of this document including security or privacy considerations. 6.1.3. System Scope 6.1.3.1. The CSAD must refer to or include system identification information which may include: 6.1.3.1.1. Identification numbers;	

6.1.3.1.2. Titles;

6.1.3.1.3. Version numbers; and

6.1.3.1.4. Release numbers.

6.1.3.2. The CSAD must refer to or include the following content as applicable:

6.1.3.2.1. conceptual and logical System Breakdown Structure identifying functional elements needing protection;

6.1.3.2.2. threat model used in defining CS threat context;

6.1.3.2.3. system context diagram clearly identifying external connections and interfaces, and considerations for related vulnerability mitigations;

6.1.3.2.4. System Internal Interfaces Description;

6.1.3.2.5. HW and Network diagram;

6.1.3.2.6. SW to HW host allocation;

6.1.3.2.7. Communications Links (description and diagram);

6.1.3.2.8. functional flow block diagram; end-to-end data flow or ICD;

6.1.3.2.9. data schemas for messaging and persistence and identification of data needing to be protected, partitioned or segregated;

6.1.3.2.10. system use cases to illustrate the behavioural aspects of the System;

6.1.3.2.11. state models identifying, when applicable, secure modes of the system and where applicable the need to isolate parts of the system in different runtime elements;

6.1.3.2.12. the trust relationships between system elements and between the system and external systems as may be applicable; and

6.1.3.2.13. CS Architectural Views and Models at the logical level.

6.1.3.3. System Overview

6.1.3.3.1. The CSAD must specify which Architectural Frameworks and Architecture Description Languages (e.g. UML, SysML) will be used to specify the Security Architecture Views and Models. The Architectural Frameworks selected may be a hybrid of more than one framework such as DNDAF, UAF, NAF, etc.

6.1.3.3.2. The CSAD must specify which Architectural tool(s) and reporting format will be used to maintain the CSAD views and models.

6.1.3.3.3. In the development of the CSAD, the output from ref A, section 3.4.4 Architecture Definition Process activities and tasks must be considered and tailored to the level of details that System Architecture is performed on the project.

6.1.3.3.4. The CSAD must include consideration of cybersecurity concerns listed at Ref. A, Table F-1: Taxonomy of Security Design Principles.

6.1.3.3.5. The CSAD must identify additional Cybersecurity System Requirements resulting from the architecture definition process.

6.2. **GENERAL FORMAT**

6.2.1. The Cybersecurity Architecture Description may be prepared in the Contractor‘s format following a Cybersecurity Architecture Definition process as defined in NIST 800-160 v1.

6.2.2. Change History

6.2.2.1. Cybersecurity Architecture Description must include a change history summary section which contains the following:

6.2.2.1.1. a clear and unique version and revision identifier for each submission or resubmission CSAD;

6.2.2.1.2. clear identification of revisions or amendments within the document from its previous submission; and

6.2.2.1.3. rationale for the revisions and amendments.

6.2.2.2. All the above revisions and amendments must be clearly identified within the document by using suitable change tracking features or configuration management such as "Track Changes", side bars, etc.

6.3. **SOFT COPY FORMAT**

6.3.1. The CSAD must be submitted as a PDF file type.

6.3.2. **Soft Copy format submission size below 7MB** – The CSAD PDF 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: JTAC VTS-SE-107 – CSAD – [Rev #] – [Date of Issue]

6.3.3. **Soft Copy format submission size at or above 7MB** - The CSAD PDF must be submitted on a USB media and be labelled as follows:

6.3.3.1. Joint Terminal Attack Controller Virtual Training System

6.3.3.2. CSAD;

6.3.3.3. JTAC VTS-SE-107;

6.3.3.4. The Revision number, and

6.3.3.5. The date of issue.

A3.18 **DID – Material Safety Data Sheets**

DATA ITEM DESCRIPTION	
1. TITLE **Material Safety Data Sheets**	2. IDENTIFICATION NUMBER **DID JTAC VTS-ILS-201**
3. DESCRIPTION A Safety Data Sheet (SDS) provides information and instructions on the chemical and physical characteristics of a substance, its hazards and risks, the safe handling requirements, and actions to be taken in the event of a fire, spill, overexposure, or other risks.	
4. RELATED DOCUMENTS	5. CONTRACT REFERENCE **SOW**: **Para. 3.1.2.2** **CDRL**: **App. A2.2**

6. PREPARATION INSTRUCTIONS

6.1. **CONTENT**

6.1.1. The SDS is a document containing data relative to a specific product.

6.1.2. The SDS must contain the types of information detailed in the Hazardous Products Act, Hazardous Products Regulations (HPR);

6.1.3. The Hazardous Products Regulations (HPR) specifies 16 sections and their content for the SDS. Schedule 1 within the HPR outlines the section number and heading that must be presented in the specified order.

6.1.4. NOTE: The Canadian Center for Occupational Health and Safety web site provided below (https://www.ccohs.ca/oshanswers/chemicals/whmis_ghs/sds.html) explains and outlines the requirements for the WHMIS – Safety Data Sheet (SDS)

6.2. **GENERAL FORMAT**

6.2.1. The Safety Data Sheet may be prepared in the Contractor's preferred format must be prepared as a PDF

6.3. **SOFT COPY FORMAT**

6.3.1. The SDS must be provided as

6.3.2. **Soft Copy format submission size below 7MB** – The SDS 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: JTAC VTS-ILS-201 – SDS – [Rev #] – [Date of Issue]

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

6.3.3.1. Joint Terminal Attack Controller Virtual Training System

6.3.3.2. SDS

6.3.3.3. JTAC VTS-ILS-201;

6.3.3.4. The Revision number, and

6.3.3.5. The date of issue.

A3.19 **DID – In-Service Support Plan**

DATA ITEM DESCRIPTION	
1. TITLE **In-Service Support Plan**	2. IDENTIFICATION NUMBER **DID JTAC VTS-ILS-202**
3. DESCRIPTION The JTAC VTS ISSP must define the policies and procedures required to provide in-service support for the JTAC VTS.	
4. RELATED DOCUMENTS	5. CONTRACT REFERENCE **SOW**: **Para. 3.3.1.1**

6. PREPARATION INSTRUCTIONS

6.1. **CONTENT**

6.1.1. The JTAC VTS In-Service Support Plan must include, at a minimum, the following information:

6.1.1.1. System ISS requirements;

6.1.1.2. System ISS tasks;

6.1.1.3. System ISS management;

6.1.1.4. Controlled Goods management;

6.1.1.5. Warranty expiry information;

6.1.1.6. Routine maintenance roles and responsibilities with SOPs;

6.1.1.7. System refresh plan System assuming 10 years of operations;

6.1.1.8. Supplies and spares management;

6.1.1.9. Response and resolution timelines:

6.1.1.10. Configuration Control and Configuration Control Board

6.1.1.11. Hazardous material (HazMat) management;

6.1.1.12. System disposal plan; and

6.1.1.13. Health and safety during performance of work.

6.2. **GENERAL FORMAT**

6.2.1. The ISP may be prepared in the Contractor’s preferred format must be prepared as a PDF.

6.3. **SOFT COPY FORMAT**

6.3.1. The ISP may be prepared in the Contractor's preferred format must be prepared as a PDF.

6.3.2. **Soft Copy format submission size below 7MB** – The ISP 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: JTAC VTS-ILS-202 – ISP – [Rev #] – [Date of Issue]

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

6.3.3.1. Joint Terminal Attack Controller Virtual Training System

6.3.3.2. ISP

6.3.3.3. JTAC VTS-ILS-202;

6.3.3.4. The Revision number, and

6.3.3.5. The date of issue.

A3.20 **DID – Material Change Notice**

DATA ITEM DESCRIPTION	
1. TITLE **Material Change Notice**	2. IDENTIFICATION NUMBER **DID JTAC VTS-ILS-203**
3. DESCRIPTION The Material Change Notice (MCN) provides the information required whenever there is a change to provisioning documentation.	
4. RELATED DOCUMENTS  DND 2357m.pdf	5. CONTRACT REFERENCE **SOW**: **Para. 3.4.2.10**

6. PREPARATION INSTRUCTIONS

6.1. **CONTENT**

6.1.1. The Contractor must submit a completed Form DND 2357 whenever there is a change to provisioning documentation.

6.2. **GENERAL FORMAT**

6.2.1. The Material Change Notice must be prepared on the identified form.

6.3. **SOFT COPY FORMAT**

6.3.1. The Material Change Notice must be prepared on the identified form.

6.3.2. **Soft Copy format submission size below 7MB** – The MCN 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: JTAC VTS-ILS-203 – MCN – [Rev #] – [Date of Issue]

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

6.3.3.1. Joint Terminal Attack Controller Virtual Training System

6.3.3.2. MCN

6.3.3.3. JTAC VTS-ILS-203;

6.3.3.4. The Revision number, and

6.3.3.5. The date of issue.

A3.21 **DID – Maintenance Reports**

DATA ITEM DESCRIPTION	
1. TITLE **Maintenance Reports**	2. IDENTIFICATION NUMBER **DID JTAC VTS-ILS-204**
3. DESCRIPTION The Maintenance Reports must be provided semi-annually to the Technical Authority. The Maintenance Reports must contain information pertaining to maintenance activities occurring during the reporting period and planned for the next reporting period.	
4. RELATED DOCUMENTS	5. CONTRACT REFERENCE **SOW**: **Para 3.4.6.2 (pg, 30)** **CDRL**: **App.**

6. PREPARATION INSTRUCTIONS

6.1. **CONTENT**

6.1.1. The Maintenance Reports must contain, at a minimum, the following information:

6.1.1.1. Maintenance summary;

6.1.1.2. All completed maintenance;

6.1.1.3. Maintenance log including the date, site, system affected, time to resolve, details of the issue and problem;

6.1.1.4. Configuration management activities;

6.1.1.5. Operating system and software patches.

6.2. **GENERAL FORMAT**

6.2.1. The Maintenance Reports may be in the Contractor’s preferred format as a PDF.

6.3. **SOFT COPY FORMAT**

6.3.1. The Maintenance Reports may be in the Contractor’s preferred format as a PDF.

6.3.2. **Soft Copy format submission size below 7MB** – The Maintenance Reports 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: JTAC VTS-ILS-204 – Maintenance Reports – [Rev #] – [Date of Issue]

6.3.3. **Soft Copy format submission size at or above 7MB** – The Maintenance Reports file must be submitted on a USB media and be labelled as follows:

6.3.3.1. Joint Terminal Attack Controller Virtual Training System

6.3.3.2. Maintenance Reports

6.3.3.3. JTAC VTS-ILS-204;

6.3.3.4. The Revision number, and

6.3.3.5. The date of issue.

A3.22 **DID – Regular Interval Patching Report**

DATA ITEM DESCRIPTION	
1. TITLE **Regular Interval Patching Report**	2. IDENTIFICATION NUMBER **DID JTAC VTS-ILS-205**
3. DESCRIPTION The purpose of this report to provide a summary of available patches and their impact, for the JTAC VTS software.	
4. RELATED DOCUMENTS	5. CONTRACT REFERENCE **SOW**: **Para. 3.5.3.1.2** **CDRL**: **App.**

6. PREPARATION INSTRUCTIONS

6.1. **CONTENT**

6.1.1. The report should include:

6.1.1.1. A Patching Log spreadsheet detailing:

6.1.1.2. Serial ID

6.1.1.3. Status within the JTAC VTS system

6.1.1.4. Operating System affected

6.1.1.5. Applicable Hosts and Applications

6.1.1.6. Common Vulnerabilities and Exposure (CVE) number associated with the patch

6.1.1.7. Severity

6.1.1.8. Applicability to JTAC VTS

6.1.1.9. Manufacturer Software version ID

6.1.1.10. Patch ID

6.1.1.11. Patch Implementation Details

6.1.1.12. Workaround Required

6.1.1.13. Known Issues

6.1.1.14. Patching Interval

6.1.1.15. Summary of Findings

6.2. **GENERAL FORMAT**

6.2.1. The Regular Interval Patching Report must be in the Vendor's preferred format prepared as a PDF.

6.3. **SOFT COPY FORMAT**

6.3.1. 6.2.1. The Regular Interval Patching Report must be in the Vendor's preferred format prepared as a PDF.

6.3.2. **Soft Copy format submission size below 7MB** – The Regular Interval Patching Report 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: JTAC VTS-ILS-205 Regular Interval Patching Report – [Rev #] – [Date of Issue]

6.3.3. **Soft Copy format submission size at or above 7MB** – The Regular Interval Patching Report file must be submitted on a USB media and be labelled as follows:

6.3.3.1. Joint Terminal Attack Controller Virtual Training System

6.3.3.2. Regular Interval Patching Report

6.3.3.3. JTAC VTS-ILS-205;

6.3.3.4. The Revision number, and

6.3.3.5. The date of issue.

A3.23 **DID – Provisioning and Spares Support Plan (PSSP)**

DATA ITEM DESCRIPTION	
1. TITLE **Provisioning and Spares Support Plan (PSSP)**	2. IDENTIFICATION NUMBER **DID JTAC VTS-ILS-206**
3. DESCRIPTION The JTAC VTS PSSP must define the policies and procedures required to provide the provisioning and spares support plan for the JTAC VTS.	
4. RELATED DOCUMENTS	5. CONTRACT REFERENCE **SOW**: **Para. 3.6.2.4** **CDRL**: **App.**

6. PREPARATION INSTRUCTIONS

6.1. **CONTENT**

6.1.1. The Provisioning and Spares Support Plan must contain, at a minimum, the following information:

6.1.1.1. Provisioning Parts Breakdown and Recommended Spare Parts List;

6.1.1.2. Maintenance Concept and analysis;

6.1.1.3. Provisioning support;

6.1.1.4. Hardware support;

6.1.1.5. Software support;

6.1.1.6. Supplier management;

6.1.1.7. Spares management;

6.1.1.8. Test and repair equipment management;

6.1.1.9. Consumables management;

6.1.1.10. Progress reporting; and

6.1.1.11. Supplementary Provisioning Technical Documentation.

6.2. **GENERAL FORMAT**

6.2.1. The Provisioning and Spares Support Plan must be the in the Vendor’s preferred format must be prepared as a PDF.

6.3. **SOFT COPY FORMAT**

6.3.1. The PSSP must be provided as

6.3.2. **Soft Copy format submission size below 7MB** – The PSSP 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: JTAC VTS-ILS-206 – PSSP – [Rev #] – [Date of Issue]

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

6.3.3.1. Joint Terminal Attack Controller Virtual Training System

6.3.3.2. PSSP

6.3.3.3. JTAC VTS-ILS-206;

6.3.3.4. The Revision number, and

6.3.3.5. The date of issue.

A3.24 **DID – Identification Shipping and Packaging Data**

DATA ITEM DESCRIPTION	
1. TITLE **Identification Shipping and Packaging Data**	2. IDENTIFICATION NUMBER **DID JTAC VTS-ILS-207**
3. DESCRIPTION To identify packaging requirements for items to be shipped to or stored at a DND facility.	
4. RELATED DOCUMENTS	5. CONTRACT REFERENCE **SOW**: **Para. 3.6.2.9** **CDRL**: **App.**

6. PREPARATION INSTRUCTIONS

6.1. **CONTENT**

6.1.1. The MCN must contain the following information:

6.1.1.1. Item Identification;

6.1.1.1.1. Item Name (DED 182 or GEIA 2790);

6.1.1.1.2. Reference (Manufacturer's Part) Number (DED 337 or GEIA 4400);

6.1.1.1.3. NSCM and CAGE code (DED 046 or GEIA 1520);

6.1.1.1.4. NATO Stock Number (if assigned) (DED 253 or GEIA 2280);

6.1.1.2. Packaging Data;

6.1.1.2.1. Unit Pack Size (length, width, depth) (inches) (DED 496 or GEIA 2890);

6.1.1.2.2. Unit Pack Weight (pounds) (DED 497 or GEIA 3190);

6.1.1.2.3. Packing Code (A, B, C) (DED 283 or GEIA 3410);

6.1.1.2.4. Hazardous Code (Regulated or Non-regulated) (DED 154 or GEIA 2370); and

6.1.1.2.5. Special packaging instruction (for items on Special PHST Consideration Items List) (DED 396 or GEIA 4920)

6.1.2. Notes:

6.1.2.1. In the listings above, for each data element, the information within parenthesis is the Data Element Type number as per MIL-STD-1388- B and GEIA-STD-0007-B.

6.1.2.2. To reduce the need for redundant data, similar items may be grouped with the same packaging data applying to the group

6.1.3. The Canadian Forces Supply System requires size in meters and weight in kilograms.

6.1.4. To use the special packaging instruction number, the Contractor will need to prepare an enumerated list of instructions, consistent as possible with MIL-STD-2073-1 and -2.

6.1.5. The Equipment Identification Plate Data shall be prepared IAW Canadian Forces specification D-02-002-001/SG-001, Identification Marking of Canadian Military Property.

6.1.6. The D-02-002-001/SG-001 describes a serial number that a person can read; it does not require machine-readable information (MRI) such as a bar code or radio-frequency identifiers. Therefore, the DID author may want to add a requirement for MRI such as the following: (OPTIONAL – may be filled in if required). The identification plate must be machine-readable using a Data Matrix symbol compliant with ISO/IEC 15438. This paraphrases NATO's AAITP-08 NATO Unique Identification of Items. If not invoking STANAG 2290 and its AAITP-08, then state the MRI technology and standard for your deliverable.

6.1.7. FORMAT

6.1.8. The Identification Shipping and Packaging Data may be prepared in the Contractor's preferred format acceptable to DND.

6.2. **GENERAL FORMAT**

6.2.1. The Identification Shipping and Packaging Data may be prepared in the Contractor's preferred format must be prepared as a PDF.

6.3. **SOFT COPY FORMAT**

6.3.1. 6.2.1. The Identification Shipping and Packaging Data may be prepared in the Contractor's preferred format must be prepared as a PDF.

6.3.2. **Soft Copy format submission size below 7MB** – The Identification Shipping and Packaging Data 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: JTAC VTS-ILS-207 – Identification Shipping and Packaging Data – [Rev #] – [Date of Issue]

6.3.3. **Soft Copy format submission size at or above 7MB** – The Identification Shipping and Packaging Data file must be submitted on a USB media and be labelled as follows:

6.3.3.1. Joint Terminal Attack Controller Virtual Training System

6.3.3.2. Identification Shipping and Packaging Data

6.3.3.3. JTAC VTS-ILS-207;

6.3.3.4. The Revision number, and

6.3.3.5. The date of issue.

A3.25 **DID – Supplementary Provisioning Technical Documentation**

DATA ITEM DESCRIPTION	
1. TITLE **Supplementary Provisioning Technical Documentation**	2. IDENTIFICATION NUMBER **DID JTAC VTS-ILS-208**
3. DESCRIPTION Supplementary Provisioning Technical Documentation (SPTD) uniquely identifies, for cataloguing purposes, each item in each provisioning list that has not already been assigned a NATO Stock Number.	
4. RELATED DOCUMENTS	5. CONTRACT REFERENCE **SOW**: **Para. 3.6.2.9** **CDRL**: **App.**

6. PREPARATION INSTRUCTIONS

6.1. **CONTENT**

6.1.1. The SPTD must contain all information required to develop NATO Stock Numbers (NSN) for entry into the Canadian Forces Supply System (CFSS) for cataloguing. The exact information required will be determined by the Life Cycle Materiel Manager (LCMM) during the design and will include, at a minimum, the following information for each item:

6.1.1.1. Sensitive or Controlled Good;

6.1.1.2. Item Name;

6.1.1.3. Manufacturer;

6.1.1.4. Manufacturer’s CAGE Code

6.1.1.5. Model Number;

6.1.1.6. Part Number;

6.1.1.7. Serial Number;

6.1.1.8. Options associated with the equipment;

6.1.1.9. Description;

6.1.1.10. Physical dimensions (H x W x L);

6.1.1.11. Weight;

6.1.1.12. Physical location;

6.1.1.13. Replacement Cost;

6.1.1.14. Drawings and photographs; High-level assembly drawings.

6.2. **GENERAL FORMAT**

6.2.1. The SPTD must be prepared in the Contractor's preferred format must be prepared as a PDF.

6.3. **SOFT COPY FORMAT**

6.3.1. The SPTD must be prepared in the Contractor's preferred format must be prepared as a PDF.

6.3.2. **Soft Copy format submission size below 7MB** – The SPTD 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: JTAC VTS-ILS-208 – SPTD – [Rev #] – [Date of Issue]

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

6.3.3.1. Joint Terminal Attack Controller Virtual Training System

6.3.3.2. SPTD

6.3.3.3. JTAC VTS-ILS-208;

6.3.3.4. The Revision number, and

6.3.3.5. The date of issue.

A3.26 **DID – System Environmental Assessment**

DATA ITEM DESCRIPTION	
1. TITLE **System Environmental Assessment**	2. IDENTIFICATION NUMBER **DID JTAC VTS-ILS-209**
3. DESCRIPTION The EEA identifies and documents all integrated hazardous substances and hazardous chemical products in the equipment design.	
4. RELATED DOCUMENTS	5. CONTRACT REFERENCE **SOW**: **Para.3.6.2.9** **CDRL**: **App.**

6. PREPARATION INSTRUCTIONS

6.1. **CONTENT**

6.1.1. As a minimum, the EEA must contain the following information:

6.1.1.1. Assessment Contact: Name, title, and company name of the author of the EEA

6.1.1.2. A summary of potential environmental impacts and recommended mitigation measures for each life cycle phase (post production test and evaluation, operation and maintenance, and disposal) of the system.

6.1.1.3. For each element of the system identify the following:

6.1.1.3.1. Ionizing radiation sources;

6.1.1.3.2. Non-ionizing radiation sources (radiofrequency and lasers); and

6.1.1.3.3. Identify hazardous substances that are incorporated into the equipment design. Provide additional information in tabular form in Annex A.

6.1.1.4. Identify hazardous products that are:

6.1.1.4.1. Used during manufacturing (i.e., paints and surface treatments, adhesives, lubricants, consumables such as batteries, etc.);

6.1.1.4.2. Recommended by the Contractor during the in-service life-cycle phase (i.e., lubricants, cleaners, decontaminants, etc.) or included in the Technical Documentation; and

6.1.1.4.3. Provide information in tabular form in Annex B.

6.1.1.5. Provide Safety Data Sheets SDS that is less than three years old for all Chemical Products IAW WHMIS 2018 requirements in Annex C for all hazardous products.

6.1.1.6. The Contractor must update the Equipment Environmental Assessment (EEA) delivered as part of the acquisition contract under any the following circumstances:

6.1.1.7. There are changes related to the items identified on the Hazardous Substances & Chemical Products table; or

6.1.1.8. New items/components are introduced as a result of configuration changes or modifications that contain any hazardous substances and/or chemical products identified in the EEA.

6.1.1.9. For each lifecycle phase discuss the following:

6.1.1.9.1. Lifecycle activities: Describe anticipated activities (including operator and maintenance tasks 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.); affect human health; noise or vibration; and alter landscape features.

6.1.1.9.2. Environmental impacts: Describe the potential environmental impacts identified above.

6.1.1.9.3. Mitigation Measures: Describe mitigation measures to eliminate or reduce identified potential environmental impacts, including those that are part of the design, any warning devices, 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.

6.1.1.10. A Summary of the major environmental impacts and recommended mitigation measures.

6.1.1.11. References

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

Annex A - Identification of Hazardous Substances and Chemical Products

Integrated Hazardous Substances	**NSN**	**Original OEM Part Number**	**Item Description**	**Location**	**Additional Details**
Arsenic, Cadmium, Chromium VI, Cobalt, Lead, Radioactive metals					

Halocarbons – refrigerant and air-conditioning systems					Type and weight (kg). Global Warming Potential of Hydro fluorocarbons used for refrigerant applications.	
Mercury and its compounds					Form of mercury (e.g. liquid, vapour) and weight (mg)	
Polychlorinated Biphenyl (PCBs)					Form (liquid or solid), quantity (kg), volume (L) and concentration in ppm	
Hazardous Chemical Products (SDS Required)	**NSN**	**Original OEM Part Number**	**Ingredient**	**Chemical Abstract Service Number (CAS#)**	**Controls***	
Halocarbons – Fire extinguishing systems						
Halocarbons – In aerosol Products						
Paints and related commodities (CARC and non-CARC)						
Fire-fighting Foams						
Cleaner and Degreasers						
POLs (Petroleum, Oils, Lubricants)						

Adhesives					
Anti-seize					
Corrosion Inhibitor					
Decontaminant					
Detector Kit Chemical substances					

* Note: Provide information on the presence of other metals, metal coatings, surface treatments, etc., if available and even if regulations are not in existence at the time of the assessment.

Annex B – Identification of radiation sources and batteries

Categories	**NSN**	**Original OEM Part Number**	**Item Description**	**Location***	**Additional Details**
Non-ionizing radiation					Type of electromagnetic energy (laser, microwave, radio frequency) and strength
Ionizing radiation					Type and quantity or activity level
Batteries					Type

Identify the system and sub-system where these items are located. Controls: Identify if the substance is regulated under the Canadian Environmental Protection Act, 1999; targeted in Schedule 1, Toxic Substance List under CEPA and subject to the reporting requirements under the National Pollutant Release Inventory (NPRI).

Annex C – For all hazardous chemical products identified in Table 1, ensure SDS are provided as per WHMIS 2015.

6.2. **GENERAL FORMAT**

6.2.1. The Environmental Equipment Assessment may be prepared in the Contractor's preferred format must be prepared as a PDF.

6.3. **SOFT COPY FORMAT**

6.3.1. The Environmental Equipment Assessment may be prepared in the Contractor's preferred format must be prepared as a PDF.

6.3.2. **Soft Copy format submission size below 7MB** – The Environmental Equipment Assessment 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: JTAC VTS-ILS-209 – Environmental Equipment Assessment – [Rev #] – [Date of Issue]

6.3.3. **Soft Copy format submission size at or above 7MB** – The Environmental Equipment Assessment file must be submitted on a USB media and be labelled as follows:

6.3.3.1. Joint Terminal Attack Controller Virtual Training System

6.3.3.2. Environmental Equipment Assessment

6.3.3.3. JTAC VTS-ILS-209;

6.3.3.4. The Revision number, and

6.3.3.5. The date of issue.

A3.28 **DID – Catalogue of Repairable and Consumable Items**

DATA ITEM DESCRIPTION	
1. TITLE **Catalogue of Repairable and Consumable Items**	2. IDENTIFICATION NUMBER **DID JTAC VTS-ILS-210**
3. DESCRIPTION The Catalogue of Repairable and Consumable Items (CRCI) will be used by the DND EMT to potentially order additional Fleet Support Spares and as such, will also include the necessary NATO codification cataloguing information to allow receipt at depot and movement within the world.	
4. RELATED DOCUMENTS **D-01-100-214/SF-000** *Specification for Preparation of Provisioning Documentation for Canadian Forces Equipment* **D-01-400-001/SG-000** *Standard – Engineering Drawing Practices for Class 1 Drawings and Technical Data List*	5. CONTRACT REFERENCE **SOW**: **Para. 3.6.3.1** **CDRL**: **App. A2.2**

6. PREPARATION INSTRUCTIONS

6.1. **CONTENT**

6.1.1. The CRCI must include:

6.1.1.1. Basic ordering data including item identification, prices, and lead times for Fleet Support Spares

6.1.1.2. Information regarding the content of the Operational Spares Kits, needed by the DRMIS and DND Transportation, such as: items included, weight and dimensions, and identification of all hazardous material or dangerous goods.

6.1.1.3. Supplementary Provisioning Technical Documentation (SPTD), for each item of the Fleet Support Spares and Operational Spares Kits, and must include the technical data required for DND to classify and fully describe the item within the NATO codification system, allowing for item identification and cataloguing purposes;

6.1.1.3.1. Key elements of good SPTD:

6.1.1.3.1.1. Displays the true manufacturer company logo & address (or NCAGE), and MRN (see D-01-100-214/SF-000 for definitions.).

6.1.1.3.1.2. Lists characteristic data of the item:

6.1.1.3.1.2.1. Configuration;

6.1.1.3.1.2.2. Physical characteristics, such as dimensions, tolerances, material, mandatory processes, surface finish, and protective coatings;

6.1.1.3.1.2.3. Electrical Characteristics;

6.1.1.3.1.2.4. Performance data;

6.1.1.3.1.2.5. Special features which contribute to the uniqueness of the item, especially for common items modified to a particular standard of performance.

6.1.1.3.1.3. Clearly shows the item in question.

6.1.1.3.1.4. Show where the item fits in the next higher assembly (if practical)

6.2. **GENERAL FORMAT**

6.2.1. The SPTD must be prepared as black and white line drawing(s) or with good quality photograph(s) within a Technical Datasheet.

6.2.1.1. If prepared as a drawing, the SPTD must follow the drawing format of D-01-400-001/SG-000 section 7.4, with attached parts lists (for assemblies), so that DND can ensure that the Provisioning Documentation reflects the current and complete configuration of the equipment being produced.

6.3. **SOFT COPY FORMAT**

6.3.1. The CRCI must be submitted as a PDF file type.

6.3.2. The SPTD must be submitted in PDF file type, with filenames in the following format: (MRN) _ (NCAGE) _ (item name).pdf.

6.3.3. **Soft Copy format submission size below 7MB** – The CRCI & SPTD PDFs may be submitted via email as follows:

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

6.3.3.2. Subject Field: JTAC VTS-ILS-210 – CRCI – [Rev #] – [Date of Issue]

6.3.4. **Soft Copy format submission size at or above 7MB** - The CRCI & SPTD PDFs must be submitted on a USB media and be labelled as follows:

6.3.4.1. Joint Terminal Attack Controller Virtual Training System

6.3.4.2. CRCI;

6.3.4.3. JTAC VTS-ILS-210;

6.3.4.4. The Revision number, and

6.3.4.5. The date of issue.

A3.29 **DID – System Obsolescence Report**

DATA ITEM DESCRIPTION	
1. TITLE **System Obsolescence Report**	2. IDENTIFICATION NUMBER **DID JTAC VTS-ILS-211**
3. DESCRIPTION The Equipment Obsolescence Report is intended to inform DND of JTAC VTC items that are to be made obsolescent or where support to the item by the OEM is to be withdrawn. The report is to be provided to the Technical Authority.	
4. RELATED DOCUMENTS	5. CONTRACT REFERENCE **SOW**: Para. 3.6.4.5 **CDRL**: **App. A2.2**

6. PREPARATION INSTRUCTIONS

6.1. **CONTENT**

6.1.1. The report must contain sufficient detail to allow the Technical Authority to plan a mitigation strategy for items, both hardware and software, which are forecast to become obsolescent. Details include:

6.1.1.1. Identification – Provide a full description of the item being declared obsolete.

6.1.1.2. Security Classification – State the security level of the item.

6.1.1.3. Applicability – Identify the system and sub-systems to which the item applies.

6.1.1.4. Possible Solutions and Alternatives – Identify any possible solutions or known alternatives.

6.1.1.5. Adaptation Data – Identify all the ILS items that will be impacted by the identified solutions and alternatives.

6.1.1.6. Disposal – Identify possible disposal options for the obsolescent item

6.1.2. The report must be raised as soon as the Contractor becomes aware that an item integral to the JTAC VTS is to be made obsolescent or support to the item by the OEM is to be withdrawn.

6.2. **GENERAL FORMAT**

6.2.1. The System Obsolescence Reports must be the in the Vendor’s preferred format and must be prepared as a PDF.

6.3. **SOFT COPY FORMAT**

6.3.1. The System Obsolescence Reports must be the in the Vendor's preferred format and must be prepared as a PDF.

6.3.2. **Soft Copy format submission size below 7MB** – The System Obsolescence Reports 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: JTAC VTS-ILS-211 – System Obsolescence Reports – [Rev #] – [Date of Issue]

6.3.3. **Soft Copy format submission size at or above 7MB** – The [BLANK] file must be submitted on a USB media and be labelled as follows:

6.3.3.1. Joint Terminal Attack Controller Virtual Training System

6.3.3.2. System Obsolescence Reports

6.3.3.3. JTAC VTS-ILS-211;

6.3.3.4. The Revision number, and

6.3.3.5. The date of issue.

A3.30 **DID – Government Property Report**

DATA ITEM DESCRIPTION	
1. TITLE **Government Property Report**	2. IDENTIFICATION NUMBER **DID JTAC VTS-ILS-212**
3. DESCRIPTION The Government Property Report provides records and tracks all Government Furnished Equipment (GFE) and Government Furnish Information (GFI) within the Contractors' possession. The report also details the management of disposition and disposal of the Government Property on Closure of the Contract.	
4. RELATED DOCUMENTS	5. CONTRACT REFERENCE **SOW**: **Para. 3.6.5.4.2.5** **CDRL**: **App. A2.2**

6. PREPARATION INSTRUCTIONS

6.1. **CONTENT**

6.1.1. The Government Property Report may be prepared in the Contractor’s preferred format containing sufficient detail to fully address the acceptable information requirements to DND.

6.1.2. The report must provide an inventory of GFE and GFI.

6.1.3. The report must include the following information for Government Property in the Contractor's possession:

6.1.3.1. For each item of GFE:

6.1.3.2. GFE item number;

6.1.3.3. The Contractor's assigned serial number (if applicable);

6.1.3.4. A narrative description of the item;

6.1.3.5. Manufacturer's Part Number and Manufacturer's Reference Number;

6.1.3.6. NSCM;

6.1.3.7. NSN;

6.1.3.8. Nomenclature;

6.1.3.9. The estimated value of the item;

6.1.3.10. Location of the item;

6.1.3.11. The status and condition of the item; and

6.1.3.12. The expected date of the next required re-calibration or overhaul (if required).

6.1.4. For each item of GFI:

6.1.5. GFI item number; and

6.1.6. A narrative description of the item.

6.1.7. The report must provide a listing of any shortages in the supply of Government Property. The listing must include Government Property type and item number, quantity short or overdue, and due date.

6.2. **GENERAL FORMAT**

6.2.1. The Government Property Report may be prepared in the Contractor's preferred format must be prepared as a PDF.

6.3. **SOFT COPY FORMAT**

6.3.1. The Government Property Report may be prepared in the Contractor's preferred format must be prepared as a PDF.

6.3.2. **Soft Copy format submission size below 7MB** – The Government Property Report 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: JTAC VTS-ILS-212 – Government Property Report – [Rev #] – [Date of Issue]

6.3.3. **Soft Copy format submission size at or above 7MB** – The Government Property Report file must be submitted on a USB media and be labelled as follows:

6.3.3.1. Joint Terminal Attack Controller Virtual Training System

6.3.3.2. Government Property Report

6.3.3.3. JTAC VTS-ILS-212;

6.3.3.4. The Revision number, and

6.3.3.5. The date of issue.

A4.0 APPENDIX: GLOSSARY

A4.1 General

A4.2 GOVERNMENT FURNISHED INFORMATION

REFERENCE NUMBER	DATED	REFERENCE TITLE
A-FD-005-000/AG-001	2019-08-01	Future Integrated Training Environment Concept Paper (FITE)
A-SJ-100-001/AS-000	2020-02-20	National Defence Security Orders and Directives Chapter 6: Security of Information
B-GL-300-008/FP-001	2010-07-20	Training for Land Operations.
B-GL-371-002/FP-001-	1998-11-30	Duties of the Battery Commander and the Observer
B-GL-371-004/FP-001	1998-12-30	The Duties at the Regimental Headquarters and Gun Position
CAO 24-05	2020-09-11	Canadian Army Order (CAO) 24-05 - Joint Terminal Attack Controller.
C-01-100-100/AG-008	2018-08-31	Writer's Guide For Technical Documentation
C-02-007-000/AG-001	2016-01-01	Controlled Technology Access And Transfer (CTAT) Manual
D-01-100-204/SF-000	2018-08-31	Specification - Preparation Of Preventive Maintenance Instructions
D-01-100-205/SF-000	2000-10-31	Specification - Preparation Of Corrective Maintenance Instruction
D-01-100-207/SF-002	1996-07-12	Specification - Preparation Of Interim Illustrated Parts Manuals For Land Equipment
D-01-100-211/SF-000	1988-12-07	Specification – Preservation, Storage And Handling Instruction
D-01-100-214/SF-000	2020-09-30	Specification - For Preparation Of Provisioning Documentation For Canadian Forces Equipment
D-01-400-001/SG-000	2020-02-28	Standard - Engineering Drawing Practices

REFERENCE NUMBER	DATED	REFERENCE TITLE
D-01-400-002/SF-000	2018-07-31	Specification Levels Of Engineering Drawings
D-02-002-001/SG-001	2003-04-01	Canadian Forces Standard Identification Marking Of Canadian Military Property
D-02-006-008/SG-001	2020-06-08	The Design Change, Deviation And Waiver Procedure
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
D-LM-008-036/SF-000	2013-12-01	DND Minimum Requirement For Manufacturer's Standard Pack
DACAS JT TTP	2018-06-	Digitally Aided Close Air Support (DACAS) Joint Test (JT) Tactics, Techniques and Procedures (TTP)
		RCAS Naval Fire Support (NFS) Précis ATP-4E Allied Naval Gunfire Support.
	2017-08-09	Simulation System Accreditation for CAF Indirect Fires and Forward Air Control (FAC) Training System that is used by the Royal Canadian Artillery School (RCAS) Joint Terminal Attack Controller (JTAC) Cell for JTAC Training.

A4.3 **COMMERCIALLY AVAILABLE**

REFERENCE NUMBER	PROMULGATION DATE	REFERENCE TITLE
ACMP-2009	2017-03-06	Guidance On Configuration Management
ANSI/EIA-649-C	2019-02-07	Configuration Management Standard
ASME Y14.100	2017	Engineering Drawing Practices
ASME Y14.24	2020	Types And Applications Of Engineering Drawings

REFERENCE NUMBER	PROMULGATION DATE	REFERENCE TITLE
ASME Y14.34M	1996	Associated Lists
ASTM SI10	2017	American National Standard For Metric Practice
ATP 3-09.3	10 June 2019	Joint Publication Close Air Support
ATP 3-09.32	2019-10-01	JFIRE - Multi-Service Tactics, Techniques, And Procedures For Joint Application Of Firepower
ATP-3.3.2.2	2018 -01	Joint Terminal Attack Controller Program
ATP-4F	2014-10-10	Allied Naval Fire Support
DoD T&E V2	2020-02-10	Department of Defense Cybersecurity Test & Evaluation Guidebook
GEIA-STD-0007-B	2013	Logistics Product Data
HQ AIRCOM FAC FST SOP	2017-01-17	HQ AIRCOM FAC Standardization Team (FST} Standard Operating Procedure (SOP)
IEEE 1012	2016	Standard for System, Software, and Hardware Verification and Validation
IEEE 15288.1	2014-12-10	IEEE Standard For Application Of Systems Engineering On Defense Programs
IEEE 15288.2	2014-12-10	IEEE Standard For Technical Reviews And Audits On Defense Programs
IEEE 15288: [4], Section 6.4.3	2015	System requirements definition process.”
IEEE 29148	2018	International Standard - Systems and software engineering -- Life cycle processes -- Requirements engineering
ISO/IEC 25021	2016	Systems and software engineering - Systems and software Quality Requirements and

REFERENCE NUMBER	PROMULGATION DATE	REFERENCE TITLE
		Evaluation (SQuaRE) - Quality measure elements
ISO/IEC 25022		Systems and software engineering - Systems and software quality requirements and evaluation (SQuaRE) - Measurement of quality in use
ISO/IEC 25023		Software engineering - Software product Quality Requirements and Evaluation (SQuaRE) - Measurement of system and software Product Quality
ISO/IEC 25024	2015	Systems and software engineering. Systems and software Quality Requirements and Evaluation (SQuaRE). Measurement of data quality
JTAC MOA	2021-03-04	Joint Terminal Attack Controller (JTAC) (Ground) Memorandum Of Agreement (MOA) 2020
MIL-STD-2045-47001D1.		Connectionless Data Transfer Application Layer Standard
MIL-STD-188-220D1.		Digital Message Transfer Device Subsystems
Mil-HDBK 759C		Department of Defense Design Criteria Standard: Design Guidelines. (Notice-2).
MIL-STD-1472G		Department of Defense - Design Criteria Standard - Human Engineering.
MIL-STD-1472G		Department of Defense - Design Criteria Standard - Noise Limits.
MIL-STD-1472G		Department of Defense Human Engineering Design Guidelines.
MIL-STD-461G		Department of Defense Interface Standard Requirements for the Control Of Electromagnetic Interference.

REFERENCE NUMBER	PROMULGATION DATE	REFERENCE TITLE
MIL-STD-6017B.		Variable Message Format (VMF)
SH/OPI/J3/SAO/16-310996/1	2016-01-18	NATO Joint Terminal Attack Controller Accreditation Programme
NEMA IEC 60529	2021-01-01	Degrees Of Protection Provided By Enclosures - IP Code
R.S.C., 1985, C. H-3	1985	Hazardous Products Act
SOR/2003-289	2003	Federal Halocarbon Regulations
SOR/2008-273	2008	PCB Regulations
SOR/2012-285	2012	Prohibition Of Certain Toxic Substances Regulations
SOR/2014-254	2014	Products Containing Mercury Regulations
SOR/2016-137	2016	Ozone-Depleting Substances And Halocarbon Alternatives Regulations
SOR/2018-196	2018	Prohibition Of Asbestos And Products Containing Asbestos Regulations
STANAG 2290 ED. 2	2010-11-18	NATO Unique Identification Of Items
		NATO HQ AIRCOM FAC Standardization Team (FST} Standard Operating Procedure (SOP) Simulator Assessment Checklist.
	2011-01-01	United States Joint Fire Support (JFS) Executive Steering Committee (ESC) Coordinated Implementation (CI) Change Control Board (CCB) Engineering Change Proposals (ECP) 1.
	2011-01-01	United States Joint Fire Support (JFS) Executive Steering Committee (ESC) Coordinated Implementation (CI) Change Control Board (CCB) Engineering Change Proposals (ECP) 2.

A4.4 **Acronyms and Abbreviations**

Acronyms	Description
2D	Two-Dimensional
3D	Three-Dimensional
AAR	After-Action Review
ABCANZ	American, British, Canadian, Australian, and New Zealand Armies Program
ABL	Allocated Baseline
AGL	Automatic Grenade Launcher
AH	Attack Helicopter
ASCM	Airspace Coordination Measures
ATACMS	Army Tactical Missile System
ATP&P	Acceptance Test Plan and Procedure
ATR	Acceptance Test Report
AV&V	Acceptance Verification and Validation
BIT	Built In Test
BOC	Bombs on Coordinate
CA	Contracting Authority
CADTC	Canadian Army Doctrine and Training Centre
CAF	Canadian Armed Forces
CAGE	Commercial and Government Entity
CAS	Close Air Support
CCA	Close Combat Attack
CDR	Critical Design Review
CDRL	Contract Data Requirements List
CDSB	Canadian Division Support Base
CFB	Canadian Forces Base
CFF	Call for Fire
CFTO	Canadian Forces Technical Order
CI	Configuration Item
CM	Configuration Management
CMS	Contract Master Schedule
COT	Cursor on Target
COTS	Commercial Off-the-shelf
CSA	Configuration Status Accounting
CSAD	Cybersecurity Architecture Description
DACAS	Digitally Aided Close Air Support
DAGR	Defence Advanced GPS Receiver

Acronyms	Description
DCSEM	Director Combat Support Equipment Management
DGLEPM	Director General Land Equipment Program Management
DID	Data Item Description
DLCSPM	Director Land Command Systems Program Management
DND	Department of National Defence
DPICM	Dual-Purpose Improved Conventional Munition
DQA	Directorate of Quality Assurance
E3	Electromagnetic Environmental Effects
EBS	Equipment Breakdown Structure
ECP	Engineering Change Proposal
EEA	Environmental Equipment Assessment
EHS	Environmental Health and Safety
ESC	Executive Steering Committee
FAC	Forward Air Controller
FAC(A)	Forward Air Controller (Airborne)
FPAI	First Production Article Inspection
FPAT	First Production Article Test
FBL	Functional Baseline
FCA	Functional Configuration Audit
FITE	Future Integrated Training Environment
FOC	Full Operational Capability
FOO	Forward Observation Officer
FOW	Family of Weapons
FSCM	Fire Support Coordination Measure
FST	FAC Standardization Team
FVEY	Five Eyes Intelligence Alliance (AUS, CAN, NZ, UK, and USA)
GBA+	Gender Based Analysis Plus
GFE	Government Furnished Equipment
GFI	Government Furnish Information
GoC	Government of Canada
GPMG	General Purpose Machine Gun
GPS	Global Positioning System
GSM	Government Supplied Material
GURF	Guns Up Ready to Fire
HazMat	Hazardous material
HE	High Explosive
HOTAS	Hands On Throttle and Stick

Acronyms	Description
IAW	In Accordance With
ICM	Improved Conventional Munitions
IED	Improvised Explosive Device
IFFS	Interim Forward Observer Officer/Forward Air Controller System
ILS	Integrated Logistics Support
IOC	Initial Operational Capability
IP	Intellectual Property
IPMPL	Intellectual Property Management Plan & List
IR	Infrared
ISO	International Organization for Standardization
ISS	In-Service Support
ISSP	In-Service Support Plan
IUT	Item Under Test
JFS	Joint Fires Support
JFS ESC	Joint Fire Support Executive Steering Committee
JTAC	Joint Terminal Attack Controller
JTAC VTS	Joint Terminal Attack Controller Virtual Training System
JTAC - I	Joint Terminal Attack Controller - Instructor
LAV	Light Armoured Vehicle
LAW	Light Anti-Armour Weapon
LMG	Light Machine Gun
LRF	Laser Range Finder
LRU	Line Replacement Unit
LSA	Logistics Support Analysis
LTL	Laser-Target-Line
MCN	Material Change Notice
MGRS	Military Grid Reference System
MLRS	Multiple Launch Rocket System
MOA	Memorandum of Agreement
MOTS	Military off the Shelf
MSR	Mandated System Review
NATO	North Atlantic Treaty Organization
NCAGE	NATO Commercial and Government Entity
NDID	NATO Defence Index of Documentation
NEW	Network Enable Weapon
NFS	Naval Fire Support
NSFS	Naval Surface Fire Support

Acronyms	Description
NSN	NATO Stock Number
NVD	Night Vision Device
OEM	Original Equipment Manufacturer
PA	Procurement Authority
PBL	Product Baseline
PCA	Physical Configuration Audit
PDR	Preliminary Design Review
PGM	Precision Guided Munition
PMP	Project Management Plan
PSPC	Public Service and Procurement Canada
PW	Personal Weapon
QAR	Quality Assurance Representative
QMS	Quality Management System
R&M	Reliability and Maintainability
R&O	Repair & Overhaul
RAAMS	Remote Anti-Armor Mine System
RCA	Royal Canadian Artillery
RCAF	Royal Canadian Air Force
RCAS	Royal Canadian Artillery School
RCHA	Royal Canadian Horse Artillery
RCN	Royal Canadian Navy
Reg F	Regular Force
RFD	Request for Deviation
RFP	Request for Proposal
RPAS	Remotely Piloted Aerial System
RTVM	Requirements Traceability Verification Matrix
RFW	Request for Waiver
SCR	Software Change Request
SDS	Safety Data Sheet
SE	Systems Engineering
SEAD	Suppression of Enemy Air Defence
SEMP	System Engineering Management Plan
SME	Simulated Military Equipment
SOP	Standard Operating Procedure
SOV	System Overview
SOW	Statement of Work
SPTD	Supplementary Provisioning Technical Documentation

Acronyms	Description
STR	System Trouble Report
STTE	Special Tools and Test Equipment
SVDD	Software Version Description Document
SVP	System Verification Plan
TA	Technical Authority
TAPV	Tactical Armoured Patrol Vehicle)
TDWG	Training Development Working Group
TIO	Thermal Imaging Optic
TOT	Time on Target
TPRL	Technical Publications Requirements List
TRR	Test Readiness Review
TTP	Tactics, Techniques, and Procedures
TTT	Time to Target
V&V	Verification and Validation
VDL	Video Downlink
VMF	Variable Message Format
WinTAK	Windows Tactical Assault Kit
WP	White Phosphorus

LOGISTICS
STATEMENT OF WORK

For the

In-Service Support and the Repair and Overhaul Contract

Joint Terminal Attack Controller Virtual Training System (JTAC VTS)

Including the Repair, Major Equipment and Accountable Advance Spares

Issued on authority of the Assistant Deputy Minister (Material) (ADM (Mat))

OPI: DMPP 9-6 17/01/2019

Version: 02

RECORD OF CHANGES

DATE OF CHANGE	CHAPTER
17 Jan 19	Entire document updated
19 Feb 2021	Revised for JTAC VTS Trainers

FOREWORD

The purpose of this Statement of Work (SOW) is to provide special instructions and procedures required for all in and out of country Contractors engaged in the Repair and Overhaul (including refit) on behalf of the Department of National Defence (DND).

This LOG SOW is to be read in conjunction with the Repair and Overhaul Contracts publication A-LM-184-001/JS-001 for detailed information. There is mandatory information in this LOG SOW and must not be removed. The information is important to assist the contractor when managing government owned materiel.

This LOG SOW is to be used primarily as a guide for R&O contracts. It is important that this LOG SOW be utilised with minimal changes for reasons of procurement standardization and departmental accountability. Changes are permissible where there is a need to clarify specific requirements that would apply to equipment/weapon systems undergoing procurement and contract action.

This Logistic Statement of Work (LOG SOW) is distributed on the authority of the Assistant Deputy Minister (Material) (ADM (Mat)). It will be distributed, as required, internally to ADM (Mat) staff engaged in creating Repair and Overhaul (R&O) Contracts and Procurement Instruments (PI) and those who manage Repair and Overhaul Contracts.

This is a common LOG SOW which will entail contract conditions for Repair and Overhaul contracts for:

- In and out of country: For step by step instruction on in and out of country repair process refer to Annex B in the A-LM-184-001/JS-001. This model will describe the roles and responsibilities in the end to end repair process.
- Major Equipment: For complete instructions on receipt of Major Equipment, refer to Chapter 2 in the A-LM-184-001/JS-001.
- Accountable Advance Spares For complete instruction on AAS, refer to Chapter 8.2.7 in the A-LM-184-001/JS-001.

It is important to understand the system of record (DRMIS) being used in DND and the various account structures in place. All of this information is located in Chapter 1.1 of the A-LM-184-001/JS-001.

List of Acronyms and Abbreviations

Abbreviation	Description
CA	Contracting Authority
CAF	Canadian Armed Forces
CFB	Canadian Forces Base
DND	Department of National Defence
DRIMS	Defence Resource Management Information System
FSR	Field Service Representative
GFOS	Government Furnished Overhaul Spares
GOCC	Government Owned Materiel in Contractor Custody
GOM	Government Owned Materiel
JTAC VTS	Joint Terminal Attack Controller Virtual Training System
NDQAR	National Defence Quality Assurance Representative
OCRS	Out of Country Repair Section
PA	Procurement Authority
R&O	Repair & Overhaul
SOW	Statement of Work
TA	Technical Authority
WHMIS	Workplace Hazardous Materials Information System

Figure A-1 List of Acronyms and Abbreviations

TABLE OF CONTENTS

1.0 OVERVIEW OF PUBLICATION

1.1 SYSTEM OF RECORD

DRMIS: **Defence Resource Management Information System** (DRMIS) provides total asset visibility of all Canadian Forces (CF) materiel, whether it is in use, in stock, or on a repair line. The contractors' responsibilities related to management of the accounts in DRMIS are explained and outlined below. Contractors having access to DRMIS must process required transactions as instructed in this publication.

Contractors requiring access to DRMIS must obtain a PKI (Public Key Infrastructure) card in accordance with the recently implemented Two-Factor Authentication.

Refer to Chapter 1.1 of A-LM-184-001/JS-001 for further information on the System of Record.

1.2 SUPPLY ACCOUNTS

RMA (Repairable Material Account): is an account that must be allocated to the contractor to hold the authorized material for repair that is approved on the contract.

CRPA (Contractor Repair Parts Account): DRMIS provisioning account (_P) with a Serviceable and an Unserviceable storage location.

SLOC (Storage Locations): are used to manage and warehouse National Spares.

Refer to Chapter 1.2 of A-LM-184-001/JS-001 for further information on Supply Accounts.

1.3 SPARES

CIS (Contract Issue Spares): CIS are government owned materiel issued to R&O contractor facilities for incorporation into DND equipment undergoing repair, overhaul and modification.

AAS (Accountable Advance Spares): are purchased by the contractor using DND funds, in order to support DND equipment on the repair line.

GFOS (Government Furnished Overhaul Spares): GFOS are non-catalogued spare parts that are salvaged by the Contractor, on PA/NDQAR authority, from DND materiel undergoing repair, overhaul, re-life or modification.

GFE/GFI:

- **Government Furnished Equipment (GFE)** is government owned equipment provided by DND to a contractor, on a loan agreement, to be used during the contract period and returned in essentially the same condition (subject to fair wear & tear) at the end of the contract.
- **Government Furnished Information (GFI)** is any information that DND will provide, on a loan agreement, to the contractor to enable contract fulfillment.

Refer to Chapter 1.3 of A-LM-184-001/JS-001 for further information on Spares.

1.4 EXTENT OF WORK/TYPES OF EQUIPMENT

The Contractor must repair or overhaul only those items for which they have received authorization. This authority is in accordance with the Selection Notice and Priority Summary (SNAPS). Stores Removal Request (SRR), an approved Repairable Materiel Request (RMR) for a Repairable Materiel Account or Task Authorization/DND 626.

Different types of DND equipment to be repaired are categorized as either:
a) Selected Equipment,
b) Non Selected Equipment,
c) Major Equipment, and
d) Repair of sub-components and accessories.

Refer to Chapter 1.4 of A-LM-184-001/JS-001 for further information on the different types of DND Equipment that are authorized for repair and the category types.

1.5 REPAIR & OVERHAUL PROCESS

Refer to Chapter 1.5 of A-LM-184-001/JS-001 for the process flowchart. Please note the following changes for annex B1: The Contractor to provide Integrated Logistics Support (ILS), first and second line maintenance at all sites. With support for first line work done by contacting the Contractor using a 1-800 line. A Field Service Representative (FSR) will support second line and third line at DND locations when required, and utilize contractor personnel at their business location. Once the material is repaired, it will not be shipped to CFSS location as it will remain at the contractor's location. All other steps apply.

1.6 REPAIR & OVERHAUL (IN AND OUT OF COUNTRY) PROCESS

Please note the following changes for annexe B1: The first process performed by the R&D Supply technician will not apply as this step will be performed by the Supply Technician at SPSS (Maintenance Organisation) as described in step 8 in the JTAC VTS ISS SOW, appendix A 4.0. Also, once the material is repaired, it will not be shipped to depot and will remain at the contractor's location. All other steps apply.

Refer to Chapter 1.5 of A-LM-184-001/JS-001 for the process flowchart.

2.0 RECEIPTS

The Contractor is responsible for the receipt, identification, inspection and distribution of all incoming materiel, as well as the processing of receipt documentation.

Refer to Ch. 2.0 of A-LM 184 for complete instruction on how to process receipts.

2.1 SELECTION NOTICE OBSERVATION MESSAGE (SNOM)

Contractors must use a SNOM to report any or all observations to the Supply Manager or the DND Contract Manager for contracts. Contractors can use their own templates, provided all of the same information appears on their templates.

Refer to Chapter 2.1 of A-LM-184-001/JS-001 for further information on SNOMs.

2.2 DISCREPANCIES IN SHIPMENTS

The Contractor must contact their supporting NDQAR to report and action discrepancies in shipments.

The Contractor must act in accordance with Chapter 2.1 of A-LM-184-001/JS-001.

2.3 INITIAL INSPECTION OF REPAIRABLE MATERIAL

The Contractor may be granted authority by the TA, to strip the equipment to assess its repair or overhaul potential and to estimate costs.

Refer to Chapter 2.3 of A-LM-184-001/JS-001 for further instruction on inspection of repairable material.

2.4 HAZARDOUS MATERIEL AND CONTROLLED GOODS

Due diligence must be exercised when carrying out duties and responsibilities associated with hazardous material and controlled goods. The Contractor must have a WHMIS program in place within its facility.

The Contractor must certify that it meets all of the current Federal and Provincial environmental standards for the handling, transportation and disposal of waste and hazardous wastes.

The Contractor must be solely responsible for the handling, transportation and disposal of all waste, and hazardous waste material generated as a result of the work in this Statement of Work.

Refer to Chapter 2.4 of A-LM-184-001/JS-001 for further information on HAZMAT and controlled goods.

3.0 WORK CONTROL

The Contractor must ensure that the repair of all DND equipment is controlled by a DRIMS internal serialized or numbered work order in accordance with Chapter 3.0 of A-LM-184-001/JS-001.

3.1 COMPLETION OF WORK

On completion of Repair or Overhaul, the Contractor must transfer the material from unserviceable Storage Location or Work Order to the serviceable Storage Location within DRIMS.

Refer to Chapter 3.1 of A-LM-184-001/JS-001 for further information on completion of work.

3.2 STOP REPAIR ACTION

Upon receipt of an updated SNAPS indicating Stop Repair Action, the Contractor must action the Repairable as per the Instructions supplied.

The Contractor must comply immediately with all stop repair instructions.

Refer to Chapter 3.2 of A-LM-184-001/JS-001 for detailed procedures.

4.0 SELECTION NOTICE AND PRIORITY SUMMARY (SNAPS)

The SNAPS is a report found in the DRMIS BI Portal application and is designed to show all MMRs which are selected for repair to that RMA/SLOC, the Maximum Repair Cost (MRC) and the 24-month forecast. The information on the SNAPS plus the R&O contract provides the Contractor with the authority to repair.

Refer to Chapter 4 of A-LM-184-001/JS-001 for further information on Annual Repair Forecasts.

5.0 COST CONTROL

The Contractor must monitor the cost of each repair to ensure that total repair costs remain within approved limits. While undergoing repair, total cost must be monitored to determine whether or not to continue with the repair.

Refer to Chapter 5.0 of A-LM-184-001/JS-001 for more information on cost control.

6.0 COSTING RECORDS

The Contractor must prepare forms and maintain records in the Contractors preferred format. Contractors can use their own templates, provided all of the same information appears on their templates, refer to Chapter 5.0 of A-LM-184-001/JS-001 for more information on costing records.

The Contractor must prepare forms and maintain records in accordance with Chapter 6.0 of A-LM-184-001/JS-001.

7.0 ENGINEERING & MAINTENANCE SERVICES

Refer to Chapter 7.0 of A-LM-184-001/JS-001 for more information on engineering and maintenance services.

7.1 DND 626 TASK AUTHORIZATION

Each Task will only be performed by the Contractor when a duly authorized Task Authorization has been issued by the Purchase Authority or the Contracting Authority, in accordance with the Contract sub-article entitled “Task Authorization Limitations” using a DND 626, entitled “Task Authorization”.

Refer to Chapter 7.1 of A-LM-184-001/JS-001 for further information on DND 626 Task Authorizations.

7.2 EQUIPMENT TURN AROUND TIME (TAT)

Unless specifically identified within the Contract, the equipment Turn Around Time (TAT) to a serviceable state must be achieved in 90 Calendar days.

Refer to Chapter 7.3 of A-LM-184-001/JS-001 for more information on TAT.

7.3 PRIORITY REPAIR REQUEST (PRR)

On receipt of a PRR, the contractor is to determine whether DND's required delivery date (RDD) can be met. If not, the contractor is required to provide to the appropriate Supply Manager (SM), Technical Authority (TA) and the consignee designated on the PRR format with a realistic estimated delivery date (EDD).

Refer to Chapter 7.4 of A-LM-184-001/JS-001 for more information on PRR.

7.4 SPECIAL INVESTIGATIONS TECHNICAL STUDIES (SITS)

When authorized by the Procurement Authority via a Task Authorization/DND 626, the Contractor must open a work order to undertake Special Investigation and Technical Studies must provide relevant data to these investigations as and when required.

Refer to Chapter 7.6 of A-LM-184-001/JS-001 for more information.

7.5 TERMINATION OF CONTRACT

When an R&O contract is not extended, or cancelled by mutual consent or terminated for convenience or by default. The Procurement Authority must form a Contract close-out planning team to provide the contractor with instructions for the completion of the work already on the repair line and to provide instruction and to coordinate the transfer of DND-owned equipment at Contractors expense.

Refer to Chapter 7.7 of A-LM-184-001/JS-001.

8.0 SUPPLY SUPPORT/SUSTAINMENT SUPPORT

8.1 TRANSACTION DOCUMENTATION

The DND 2227 and accompanying DND 2228 extension are forms the supply documents used by all Contractors when performing supply related transactions. Contractors can use their own templates, provided all of the same information appears on their templates, but all material must tracked and transactions captured in DRMIS

Refer to Chapter 8.1 of A-LM-184-001/JS-001 for more information.

8.2 CONTRACTOR SUPPLY ACCOUNTING

Prime Contractors will be provided an RMA and CRPA for holding spare parts for repair and overhaul of DND materiel. Total National holdings of government owned materiel are not to be held on an RMA or CRPA.

Refer to Ch. 8.2 of A-LM-184-001/JS-001 for more information.

8.3 MANAGEMENT OF GOVERNMENT OWNED SPARES

All government owned materiel (CIS, AAS, and GFOS) must be brought on charge to ensure total asset visibility.

Refer to Chapter 8.3 of A-LM-184-001/JS-001 for more information.

8.4 SPARES REVIEW

In conjunction with the two year stocktaking schedule, the Contractor must carry out a review of CIS, AAS (must be done on a yearly basis), and GFOS. This will ensure all of the material is brought on charge on completion of the stocktaking.

Refer to Chapter 8.4 of A-LM-184-001/JS-001 for more information.

8.5 STOCKTAKING

The PA, working with the supporting NDQAR must initiate and have the contractor carry out a one hundred per cent (100%) manual stocktaking of in country RMAs, and CRPAs, as well as, CIS, GFOS, AAS and Loan Accounts must be counted at a minimum of once every two years or as indicated by Cycle Count Indicator.

Refer to Chapter 8.5 of the A-LM-184-001/JS-001 for more information and the processes for Stocktaking.

8.6 EMBODIMENT FEES

Embodiment fees must be negotiated by PSPC and must be charged against the specific R&O work.

Refer to Chapter 8.6 of A-LM-184-001/JS-001 for further explanation and detail.

8.7 WAREHOUSING

The Contractor must be responsible for the appropriate warehousing and storage of government owned materiel.

Refer to Chapter 8.7 of A-LM-184-001/JS-001 for further information on Warehousing.

8.8 LOSS OR DAMAGE TO DND MATERIEL

The Contractor must report to the supporting NDQAR/OCRS all instances of loss or damage to government owned materiel in his custody within two (2) working days of confirmation of its discovery.

Refer to Chapter 8.8 of A-LM-184-001/JS-001 for further explanation and detail.

8.9 SCRAP - CUSTODY & DISPOSAL

The Contractor must safeguard, control and dispose of scrap material as prescribed by the DMC code assigned to the item. The Contractor must safeguard, control, and dispose of scrap materiel only when directed by the Technical Authority.

Refer to Chapter 8.9 of A-LM-184-001/JS-001 for further explanation and detail on scrap materiel.

8.10 PACKAGING

Specific packaging instructions must be adhered to by the Contractor in order to assure maximum life, utility and performance of materiel.

Refer to Chapter 8.10 of A-LM-184-001/JS-001 for further explanation and detail on packaging.

8.11 TRANSPORTATION

The Contractor shall transport all JTAC VTS equipment, spares, repair parts and consumables, including batteries, chargers and special effects generators (if used), to and within the training areas as directed by DND LCMM or DND POC.

The Contractor shall comply with all federal and provincial transport regulations including but not limited to Transportation of Dangerous Goods.

Refer to Chapter 8.12 of the A-LM-184-001/JS-001 for more information pertaining to transportation.

9.0 WARRANTY CONSIDERATION

Upon receipt of equipment or materiel returned by DND for warranty consideration, the Contractor must follow the procedures as outlined in Chapter 9.0 of A-LM-184-001/JS-001.

9.1 WARRANTY REVIEW BOARD (WRB)

Each time an item is received by the Contractor for warranty consideration and there is a dispute as to responsibility, a WRB must be established.

Refer to Chapter 9.1 of A-LM-184-001/JS-001 for more detail on the Warranty Review Board.

10.0 PLANT SHUTDOWN/VACATION PERIOD

During plant shutdown and/or vacation periods, the Contractor must ensure that adequate facilities/personnel are available to ensure the satisfaction of High Priority Requirements (HPRs).

Refer to Chapter 14.0 of A-LM-184-001/JS-001 for further explanation.

11.0 PUBLICATIONS

The Contractor must document requirements for publications and submit to the PA. The Contractor must develop procedures to control all DND publications in their possession and be responsible for amending all DND publications in their custody. The record of amendments must be maintained as indicated in the applicable area of each publication.

Refer to Chapter 11.0 of A-LM-184-001/JS-001 for more information.

11.1 AVAILABILITY OF PUBLICATIONS

The Contractor must provide the PA with a list of all DND publications obtained from the Contract Authority prior to signing the contract.

Refer to Chapter 11.1 of A-LM-184-001/JS-001 for more information.

11.2 DISPOSAL OF PUBLICATIONS

When a publication is no longer required, the Contractor must request disposal instructions and take action as directed.

Refer to Chapter 11.2 of A-LM-184-001/JS-001 for more information.

12.0 REPORTS

12.1 MATERIEL MANAGEMENT REPORTS

Reports are available to the Contractor in DRMIS or from their supporting NDQAR.

Refer to Chapter 15.1 of A-LM-184-001/JS-001 for a complete list of reports available to Contractors.

12.2 TECHNICAL INVESTIGATION AND ENGINEERING STUDIES (TIES) REPORTS

TIES may only be authorized by the Procurement Authority. The Contractor must complete the report as stipulated under a DND 626 task.

Refer to Chapter 15.3 of A-LM-184-001/JS-001 for more information.

12.3 ANNUAL GOVERNMENT OWNED INVENTORY REPORT

The Contractor must provide an Annual Report to the value of all government owned materiel.

Refer to Chapter 15.4 of A-LM-184-001/JS-001 for further information.

ANNEX B

BASIS OF PAYMENT

SCHEDULE A

Joint Terminal Attack Controller Virtual Training System (JTAC VTS) Acquisition Pricing

1. In consideration of the Contractor satisfactorily completing all of its obligations under this contract, the Contractor will be paid the following firm prices, applicable taxes excluded.

2. Acquisition Pricing

2.1 General – Shipment terms are Delivered Duty Paid (DDP), customs duties are included and Goods and Services Tax (GST) or Harmonized Sales Tax (HST), if applicable, is extra. In the event of a discrepancy between the unit and extended unit prices, the unit prices will apply.

2.2 Currency- All prices provided in Schedule A, Joint Terminal Attack Controller Virtual Training System (JTAC VTS) Acquisition Pricing, are provided in the following currency: ***To be entered by Canada***.

Table 1- Joint Terminal Attack Controller Virtual Training System (JTAC VTS) Acquisition Requirements Pricing

Item Number	Description	Quantity	Unit of Issue	Firm Unit Price	Extended Unit Price
1	**Joint Terminal Attack Controller Virtual Training System (JTAC VTS) Static** One (1) Static Joint Terminal Attack Controller Virtual Training Systems as defined in Annex A Acquisition Statement of Work and appendices	1	Each	$	$
2	**Project Management, System Engineering, Configuration Management, Integrated Logistic Support, Environmental Management (not including Training)** Generate, deliver and execute all aspects of Project Management, Systems Engineering, Configuration Management, Integrated Logistics Support, Environmental Management, Conduct Meetings and Provide Minutes in accordance with Annex A Acquisition Statement of Work and appendices	1	Lot	$	$
3	**Manuals, Publications, Contract Data Requirements List and Data Item Descriptions** Provide Publications, provide Operator, Maintenance, Vendor, Instruments, Decals, Data Plates and Warnings Manuals, provide Contract Data Requirements List and Data Item Deliverables as defined in Annex A Acquisition Statement of Work and appendices.	1	Lot	$	$
4	**Installation**	1	Lot	$	$

Item Number	Description	Quantity	Unit of Issue	Firm Unit Price	Extended Unit Price
	Delivery and Installation of JTAC VTS to the delivery locations in accordance with Annex A Acquisition Statement of Work				
5	**Training** Generate Train-the-Trainer Training Package and provide initial training in accordance with Annex A Acquisition Statement of Work and appendices.	1	Lot	$	$

4. Optional Acquisition

The Government of Canada reserves the right to purchase up to three additional Static Joint Terminal Attack Controller Virtual Training System (JTAC VTS) in accordance with the price outlined in table 2 for delivery to any of the following locations:

i. 5 CDSB Gagetown
ii. 2 CDSB Valcartier
iii. 3 CDSB Shilo
iv. 4 CDSB Petawawa

Options will be exercised within two (2) years after contract award, with delivery to be completed within six (6) months after exercising the options.

Table 2- Joint Terminal Attack Controller Virtual Training System (JTAC VTS) Optional Acquisition Requirements Pricing

Item Number	Description	Quantity	Unit of Issue	Firm Unit Price	Extended Unit Price
1	**Joint Terminal Attack Controller Virtual Training System (JTAC VTS) Static** One (1) Static Joint Terminal Attack Controller Virtual Training Systems as defined in Annex A Acquisition Statement of Work and appendices	1	Each	$	$
2	**Joint Terminal Attack Controller Virtual Training System (JTAC VTS) Portable** Three (3) Portable Joint Terminal Attack Controller Virtu al Training Systems as defined in Annex A Acquisition Statement of Work and appendices	3	Each	$	$
3	**Manuals and Publications** Provide Publications, provide Operator, Maintenance, Vendor, Instruments, Decals, Data Plates and Warnings Manuals as defined in Annex A Acquisition Statement of Work and appendices.	1	Lot	$	$

Item Number	Description	Quantity	Unit of Issue	Firm Unit Price	Extended Unit Price
4	**Installation** Delivery and Installation of JTAC VTS to the delivery locations in accordance with Annex A Acquisition Statement of Work	1	Lot	$	$
5	**Training** Provide additional initial training in accordance with Annex A Statement of Work and appendices.	1	Lot	$	$

5. Additional Work Requests (AWRs) via Task Authorization

5.1 If and when requested by Canada, Additional Work Requests will only be authorized by the Procurement Authority (PA) on an "as and when requested basis", utilizing a DND 626 Task Authorization form.

5.2 For all authorized Technical Investigation and Engineering Support (TIES) and Field Services Representatives (FSR), the Contractor personnel will be paid the latest relevant hourly rates for the actual direct hours worked during the periods below as specified in Table 3.

No premium for overtime rates will be considered.

Table 3- Additional Work Request (AWR) Pricing Rates

Labour Category	Firm Ceiling Hourly Rate		
	Year 1	Year 2	Year 3
Senior Engineer	$	$	$
Junior Engineer	$	$	$
Systems Engineer	$	$	$
Software Engineer	$	$	$
Field Services Representatives (FSR)	$	$	$
Training Instructor	$	$	$
Other[1]	$	$	$

[1] Note 1:
Other category is for labour categories that are not captured above but are required to perform the tasks.
Other category must be a function of the categories above and cannot exceed the rate of a Junior Engineer. Any additional Other labour categories proposed should not encompass functions included within the Statement of Work (SOW) that is captured as part of other contract line items within the basis of payment.

Should options be exercised the rates used will be from the completed installation date.

5.4 Travel and Living

The Contractor will be reimbursed its authorized travel and living expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for profit and/or administrative overhead, in accordance with the meal, and private vehicle allowances specified in Appendices B, C and D of the National Joint Council Travel Directive, and with the other provisions of the directive referring to "travellers", rather than those referring to "employees". Canada will not pay the Contractor any incidental expense allowance for authorized travel.

All travel and living expenses must be authorized in advance by DND Procurement Authority, must be supported by receipts and are subject to government audits and verifications.

6. Firm Mark-up Rates

6.1 Mark-up on Materials for Additional Work Requests - the Contractor will be paid at the actual laid down cost plus applicable percentage as identified in Table 4.

Laid-down cost: The cost incurred by a supplier to acquire a specific product or service for resale to the government. This includes the supplier's invoice price (less trade discounts), plus any applicable charges for incoming transportation, foreign exchange, customs duty and brokerage, but excludes the Sales Tax.

Table 4- Material Mark-up

Material	Year 1 Mark-up (%)	Year 2 Mark-up (%)	Year 3 Mark- up (%)
Material Mark-up rate			

7. Spare Parts

7.1 Spare parts pricing will be negotiated after contract award.

7.2 Once the initial spare parts list has been approved and accepted at the Initial Provisioning Conference, a formal purchase of the spares will be initiated through a Task Authorization process.

7.3 Price Certification Commercial Goods and/or Services

The Contractor certifies that the price proposed:

a) is not in excess of the lowest price charged anyone else, including the Contractor's most favoured customer, for the like quality and quantity of the goods, services or both; and

b) does not include an element of profit on the sale in excess of that normally obtained by the Contractor on the sale of goods, services or both of like quality and quantity.

7.4 Price Justification

The Contractor must provide, on Canada's request, one or more of the following price justification:

a) Current published price list indicating the percentage discount available to Canada; Or a copy of paid invoices for the like quality and quantity of the goods, services or both sold to other customers, or

b) a price breakdown showing the cost of direct labour, direct materials, purchased items, engineering and plant overheads, general and administrative overhead, transportation, etc., and profit; or

c) any other supporting documentation as requested by Canada.

SCHEDULE B

Joint Terminal Attack Controller Virtual Training System (JTAC VTS)

Acquisition Milestone Payments

1. Acquisition Requirements

1.1 Payment for the completion of Milestones for the JTAC VTS Acquisition contract will be a firm price based on the percentage of the overall contract value as detailed below in Schedule B; Table 1 - Acquisition Milestone Payment Schedule.

1.2 Individual numbered milestones will be paid to the Contractor based on their percentage of total contract value as defined in table 1- Acquisition Milestone Payment Schedule, upon satisfactory completion and acceptance by the DND Technical Authority.

1.3 The schedule of milestones payments which claims must be made on Schedule A, Joint Terminal Attack Controller Virtual Training System (JTAC VTS) Acquisition Pricing items N°1 through N°12, are as follows:

Table 1 - Acquisition Milestone Payment Schedule

Milestone Number	Milestone	Deliverable	Percentage of Total Contract Value	Milestone/Progress Value (populated at Contract Award)
1	Meetings	Kick-off Meeting Completion of the Kick-off Meeting and approval of the final copy of Meeting Minutes in accordance with Annex A Acquisition SOW Article 3.9 and Article 3.9.2	5%	$
		Systems Engineering Meeting Completion of the Systems Engineering Meeting and approval of the final copy of Meeting Minutes in accordance with Annex A Acquisition SOW Article 3.9 and Article 3.9.3. Delivery and acceptance of the following CDRLs and DIDs (SE-101, SE-102, SE-103, SE-104, SE-107, SE-108, SE-109, ILS-201 and ILS-208) in accordance with Annex A Acquisition SOW and appendices.	10%	$
2	Project Management Plan	Completion of the Project Management Plan in accordance with Annex A Acquisition SOW Article 3.2	10%	$
3	Preliminary Design Review	Completion and acceptance of the Mandated System Review and Preliminary Design Review including required action plans and resolutions and final copy of Meeting Minutes in accordance with Annex A Acquisition SOW Article 4.2.5 and Article 4.3.1. Delivery and acceptance of the following CDRL and DID (SE-105)	5%	$
4	Critical Design Review	Completion and acceptance of the Mandated System Review and Critical Design Review including required action plans and resolutions and final copy of Meeting Minutes in accordance with Annex A Acquisition SOW	5%	$

Milestone Number	Milestone	Deliverable	Percentage of Total Contract Value	Milestone/Progress Value (populated at Contract Award)
		Article 4.2.5 and Article 4.3.2. Delivery and acceptance of the following CDRLs and DIDs (SE-106, SE-110 and SE-113)		
5	Integrated Logistics Support	Completion of Integrated Logistics Support Meeting and the Initial Provisioning Conference. Approval of the final copy of Meeting Minutes in accordance with Annex A Acquisition SOW Article 3.9, Article 3.9.4 and Article 3.9.5. Delivery and acceptance of CDRLs and DIDs (ILS-208, ILS-209)	5%	$
6	Configuration Audits	Completion of the Functional Configuration Audit (FCA) and Physical Configuration Audit (PCA). Approval of test procedures, reports. Approval of the final copy of Meeting Minutes and all other FCA and PCA entry and exit requirements in accordance with Annex A Acquisition SOW Article 5.6.4 and Article 5.6.5	5%	$
7	Test Readiness Review	Completion and approval of the Test Readiness Review including action items and plans successfully addressed and approved in accordance with Annex A Acquisition SOW Article 6.1.3. Delivery and acceptance of the following CDRLs and DIDs (SE-114, SE-115)	5%	$
8	Acceptance Verification and Validation, Delivery and Installation	Completion of Acceptance Verification and Validation. Delivery and Installation of quantity 2 JTAC VTS to 5 CDSB Gagetown including approval of all test reports and Operator, Maintenance and Vendor Manuals in accordance with Annex A Acquisition SOW Article 6.2 and Article 10	15%	$
9	Training Package	Completion and approval of Train-the-Trainer Training Package in accordance with Annex A Acquisition SOW and appendices.	5%	$
10	Initial Training	Completion and approval of the Initial Training in accordance with Annex A Acquisition SOW and appendices.	5%	$
11	Technical Publications	Completion and delivery of all Technical Publications Data in accordance with Annex A Acquisition SOW and appendices.	15%	$
12	Hold back	Completion of the final review of the system to ensure all requirements have been met and all deliverables have been accepted in accordance with Annex A Acquisition SOW and appendices	10%	$

2. JTAC VTS Optional Acquisition Requirements

Should items N°1, N°2, N°3, N°4, and N°5 of Schedule A, Article 4 Table 2 JTAC VTS Optional Acquisition Requirements be exercised, the schedule of milestones which claims must be made, are as follows:

(To be negotiated if options are exercised)

Appendix 1 to Annex B – Basis of Payment

Schedule A

Optional Contract Extensions for Joint Terminal Attack Controller Virtual Training System (JTAC VTS) In-Service Support (ISS) and Repair and Overhaul (R&O)

ECONOMIC PRICE ADJUSTMENT

ECONOMIC PRICE ADJUSTMENT

1.0 GENERAL INFORMATION

In the 6th year or third option year each of the rates in the basis of payment Tables 1, 2 and 3 will be adjusted, subject to annual economic price adjustment in accordance with a set of blended escalation indices. The process for calculating the blended escalation indices price adjustment is indicated in Article 2.0 below.

No Economic Price Adjustment will be considered to any markup percentages applied to the direct material.

2.0 BLENDED ESCALATION INDICES ADJUSTMENT METHODOLOGY

2.1 The blended escalation indices adjustment will be based on the following composite:

60% of Statistics Canada, Table: 18-10-0061-01 (formerly CANSIM 331-0009) Commercial Software Price Index, change in the annual average index for the 12 months ended 4 months immediately prior to the new contract year

Commercial software price index, monthly
Frequency: Monthly
Table: 18-10-0061-01 (formerly CANSIM 331-0009)
Release date: 2021-04-28
Geography: Canada

40% of Statistics Canada, Table: 18-10-0266-01 Industrial Product Price Indexes, Electronic and electrical parts [371] by North American Product Classification System (NAPCS) change in the annual average index for the 12 months ended 4 months immediately prior to the new contract year

Electronic and electrical parts [371]

Industrial product price index, by product, monthly
Frequency: Monthly
Table: 18-10-0266-01
Release date: 2021-11-29
Geography: Canada

2.2 The following methodology will be used to calculate the blended rate:
Blended Escalation Indices Adjustment Formula:

$$R = \left(60\% \left(\frac{Ao - A}{A} \right) + 40\% \left(\frac{Bo - B}{B} \right) \right) \times 100$$

Where,
R = Escalation percentage from a 12 month period commencing 16 months immediately prior to the new year start date and ending 4 months prior to the new year start date. (The new year start date represents the year for which prices/rates are being revised.)

A = Annual Average Index for the 12 months ended 16 months immediately prior to the new contract year start date based on Statistics Canada, Table: 18-10-0061-01 (formerly CANSIM 331-0009) Commercial Software Price Index, Commercial Software monthly (Index, 2007=100)

Ao = Annual Average Index for the 12 months ended 4 months immediately prior to the new contract year start date based on Statistics Canada, Table: 18-10-0061-01 (formerly CANSIM 331-0009)Commercial Software

B = Annual Average Index for the 12 months ended 16 months immediately prior to the new contract year start date based on Statistics Canada, Table: 18-10-0266-01 Industrial Product Price Indexes, Electronic and electrical parts [371] by North American Product Classification System (NAPCS)

Bo = Annual Average Index for the 12 months ended 4 months immediately prior to the new contract year start date based on Statistics Canada, Table: 18-10-0266-01 Industrial Product Price Indexes, Electronic and electrical parts [371] by North American Product Classification System (NAPCS)

The applicable year (new contract year) Prices, on an annual basis, will be determined by multiplying the percentage increase in the EPA escalation (R), using the EPA Escalation Formula provided above, by all applicable Prices as stated in Annex B – Basis of Payment.

For each 12 month period, applicable Prices will be adjusted commencing (START DATE OF CONTRACT YEAR) each new year.

The Offeror must notify the Contracting Authority in writing of the applicable calculated escalation percentage, and the Contracting Authority will in turn verify the calculated escalated prices and rates and amend the contract accordingly to reflect the revised Prices.

Until such time as the price adjustments are made through a contract amendment, the prices valid for the last 12 month period will be used on an interim basis.

If any of the Statistics Canada Economic Price Adjustment indexes set out in the contract are discontinued, the parties shall immediately thereafter negotiate in good faith to agree on replacement indexes consistent with those set forth in the standing offer.

The Contractor and Canada are entitled to adjustments for any retroactive change to the published values of any index used to determine rate(s) beyond the first year of the Contract. Notification of, and retroactive adjustments are to be made in a timely manner.
Only changes to already established firm rate(s) resulting from retroactive changes to any index value occurring within a period of twelve (12) months from its 'first published date' are allowable. In such case, one Party to the Contract is to advise the other Party of the revised index and the resulting revised rate(s). The Contractor shall then use the revised rate(s) for invoicing and promptly settle, within three (3) months from the date the revised rates are accepted by the second Party, any amount(s) previously invoiced if applicable.

All calculations shall be performed to the limits of the computer (i.e., no limit on the number of significant decimals).

EPA Example: (Amounts and dates are not actual)
In the year commencing January 1, 2021, the 6th year of program delivery, the Prices subject to escalation, as stated in Annex A Basis of Payment would be adjusted as follows:

Assumptions:
R = Escalation percentage from a 12 month period commencing 16 months immediately prior to the new contract year start date (September 2019) and ending 4 months immediately prior to the contract year start date (September 2020).

A= Annual Average Index for the 12 months ended 16 months immediately prior to the new Contract year start date (September 2019) based on Statistics Canada, Table 18-10-0061-01 (formerly CANSIM 331-0009) Commercial Software Price Index, -Commercial Software monthly (Index, 2007=100)

Oct-18	115.2		
Nov-18	115.8		
Dec-18	116.7		
Jan-19	116.5		
Feb-19	116.4		
Mar-19	116.6		
Apr-19	116.7		
May-19	117.7		
Jun-19	116.9		
Jul-19	116.4		
Aug-19	116.5		
Sep-19	116.3	Average	116.475

Ao = Annual Average Index for the 12 months ended 4 months immediately prior to the new contract year start date (September 2020) based on Statistics Canada, Table 18-10-0061-01 (formerly CANSIM 331-0009) Commercial Software Price Index, -Commercial Software monthly (Index, 2007=100)

Oct-19	115.6		
Nov-19	116.1		
Dec-19	115.9		
Jan-20	115.5		
Feb-20	115.9		
Mar-20	119.3		
Apr-20	119.4		
May-20	119.3		
Jun-20	117.3		
Jul-20	117.4		
Aug-20	116.4		
Sep-20	119.3	Average	117.2833

B = Annual Average Index for the 12 months ended 16 months immediately prior to the new Contract year start date (September 2019) based on Statistics Canada, Table 18-10-0266-01 Industrial Product Price Indexes, Electronic and electrical parts [371] by North American Product Classification System (NAPCS)

18-Oct	101.9		
18-Nov	103.4		
18-Dec	104.5		
19-Jan	102.9		
19-Feb	102.2		
19-Mar	103.4		
19-Apr	103.7		
19-May	102.7		
19-Jun	101.4		
19-Jul	100		
19-Aug	101.5		
19-Sep	101.3	Average	102.41

Bo = Annual Average Index for the 12 months ended 4 months immediately prior to the new contract year start date (September 2020) based on Statistics Canada, Table 18-10-0266-01 Industrial Product Price Indexes, Electronic and electrical parts [371] by North American Product Classification System (NAPCS)

19-Oct	101.4		
19-Nov	101.7		
19-Dec	102.2		
20-Jan	100		
20-Feb	101.3		
20-Mar	108		
20-Apr	107.4		
20-May	106.7		
20-Jun	103.8		
20-Jul	103.6		
20-Aug	101.4		
20-Sep	101.6	Average	103.26

R=	(	60%	(	(Ao-A) / A	)	+	40%	(	(Bo-B) / B	)	)	x	100
R=	(	0.60	(	(117.28-116.48) / 116.48	)	+	0.40	(	(103.26-102.41) / 102.41	)	)	x	100
R=	(	0.60	(	0.0069	)	+	0.40	(	0.0083	)	)	x	100
R=			(	0.0041	)	+		(	0.0033	)		x	100
R=						0.0074						x	100
R=						0.74%							

The annual increase to the applicable prices would be 0.74% effective the first day of the next contract year.

Government of Canada / Gouvernement du Canada

Contract Number / Numéro du contrat
W8486-228446
Security Classification / Classification de sécurité UNCLASSIFIED

ANNEX C

SECURITY REQUIREMENTS CHECK LIST (SRCL)
LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE

1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine: **Department of National Defence**	2. Branch or Directorate / Direction générale ou Direction: DGLEPM/DCSEM 7
3. a) Subcontract Number / Numéro du contrat de sous-traitance	3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant: N/A

4. Brief Description of Work / Brève description du travail

Acquisition and In-service support of the Joint Terminal Attack Controller Virtual Training System.

5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?	☑ No Non ☐ Yes Oui
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?	☑ No Non ☐ Yes Oui
6. Indicate the type of access required / Indiquer le type d'accès requis	
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)	☐ No Non ☑ Yes Oui
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.	☑ No Non ☐ Yes Oui
6. c) Is this a commercial courier or delivery requirement with **no** overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale **sans** entreposage de nuit?	☑ No Non ☐ Yes Oui

7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès

Canada ☑	NATO / OTAN ☐	Foreign / Étranger ☐

7. b) Release restrictions / Restrictions relatives à la diffusion

Canada	NATO / OTAN	Foreign / Étranger
No release restrictions / Aucune restriction relative à la diffusion ☑	All NATO countries / Tous les pays de l'OTAN ☐	No release restrictions / Aucune restriction relative à la diffusion ☐
Not releasable / À ne pas diffuser ☐		
Restricted to: / Limité à : ☐	Restricted to: / Limité à : ☐	Restricted to: / Limité à : ☐
Specify country(ies): / Préciser le(s) pays :	Specify country(ies): / Préciser le(s) pays :	Specify country(ies): / Préciser le(s) pays :

7. c) Level of information / Niveau d'information

Canada	NATO	Foreign / Étranger
PROTECTED A / PROTÉGÉ A ☐	NATO UNCLASSIFIED / NATO NON CLASSIFIÉ ☐	PROTECTED A / PROTÉGÉ A ☐
PROTECTED B / PROTÉGÉ B ☑	NATO RESTRICTED / NATO DIFFUSION RESTREINTE ☐	PROTECTED B / PROTÉGÉ B ☐
PROTECTED C / PROTÉGÉ C ☐	NATO CONFIDENTIAL / NATO CONFIDENTIEL ☐	PROTECTED C / PROTÉGÉ C ☐
CONFIDENTIAL / CONFIDENTIEL ☐	NATO SECRET / NATO SECRET ☐	CONFIDENTIAL / CONFIDENTIEL ☐
SECRET / SECRET ☐	COSMIC TOP SECRET / COSMIC TRÈS SECRET ☐	SECRET / SECRET ☐
TOP SECRET / TRÈS SECRET ☐		TOP SECRET / TRÈS SECRET ☐
TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) ☐		TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) ☐

Government of Canada / Gouvernement du Canada

Contract Number / Numéro du contrat
W8486-228446
Security Classification / Classification de sécurité UNCLASSIFIED

PART A *(continued)* / PARTIE A *(suite)*

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets? ☑ No / Non ☐ Yes / Oui
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS?
If Yes, indicate the level of sensitivity:
Dans l'affirmative, indiquer le niveau de sensibilité :

9. Will the supplier require access to extremely sensitive INFOSEC information or assets? ☑ No / Non ☐ Yes / Oui
Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate?

Short Title(s) of material / Titre(s) abrégé(s) du matériel :
Document Number / Numéro du document :

PART B - PERSONNEL (SUPPLIER) / PARTIE B - PERSONNEL (FOURNISSEUR)

10. a) Personnel security screening level required / Niveau de contrôle de la sécurité du personnel requis

☑ RELIABILITY STATUS COTE DE FIABILITÉ	☐ CONFIDENTIAL CONFIDENTIEL	☐ SECRET SECRET	☐ TOP SECRET TRÈS SECRET
☐ TOP SECRET– SIGINT TRÈS SECRET – SIGINT	☐ NATO CONFIDENTIAL NATO CONFIDENTIEL	☐ NATO SECRET NATO SECRET	☐ COSMIC TOP SECRET COSMIC TRÈS SECRET
☐ SITE ACCESS ACCÈS AUX EMPLACEMENTS			

Special comments:
Commentaires spéciaux : _____

NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.
REMARQUE : Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.

10. b) May unscreened personnel be used for portions of the work? ☑ No / Non ☐ Yes / Oui
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail?
If Yes, will unscreened personnel be escorted? ☐ No / Non ☐ Yes / Oui
Dans l'affirmative, le personnel en question sera-t-il escorté?

PART C - SAFEGUARDS (SUPPLIER) / PARTIE C - MESURES DE PROTECTION (FOURNISSEUR)

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises? ☑ No / Non ☐ Yes / Oui
Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS?

11. b) Will the supplier be required to safeguard COMSEC information or assets? ☑ No / Non ☐ Yes / Oui
Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC?

PRODUCTION

11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises? ☑ No / Non ☐ Yes / Oui
Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ?

INFORMATION TECHNOLOGY (IT) MEDIA / SUPPORT RELATIF À LA TECHNOLOGIE DE L'INFORMATION (TI)

11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data? ☑ No / Non ☐ Yes / Oui
Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS?

11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency? ☑ No / Non ☐ Yes / Oui
Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale?

PART C - *(continued)* / PARTIE C - *(suite)*

For users completing the form **manually** use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.
Les utilisateurs qui remplissent le formulaire **manuellement** doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form **online** (via the Internet), the summary chart is automatically populated by your responses to previous questions.
Dans le cas des utilisateurs qui remplissent le formulaire **en ligne** (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

SUMMARY CHART / TABLEAU RÉCAPITULATIF

Category Catégorie	PROTECTED PROTÉGÉ			CLASSIFIED CLASSIFIÉ			NATO				COMSEC					
	A	B	C	CONFIDENTIAL CONFIDENTIEL	SECRET	TOP SECRET TRÈS SECRET	NATO RESTRICTED NATO DIFFUSION RESTREINTE	NATO CONFIDENTIAL NATO CONFIDENTIEL	NATO SECRET	COSMIC TOP SECRET COSMIC TRÈS SECRET	PROTECTED PROTÉGÉ A	 B	 C	CONFIDENTIAL CONFIDENTIEL	SECRET	TOP SECRET TRES SECRET
Information / Assets Renseignements / Biens																
Production																
IT Media / Support TI																
IT Link / Lien électronique																

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?
La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?

☑ No / Non ☐ Yes / Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".
Dans l'affirmative, classifier le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?
La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?

☑ No / Non ☐ Yes / Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).
Dans l'affirmative, classifier le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquer qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).

ANNEX D

ELECTRONIC PAYMENT INSTRUMENTS

As indicated in Part 3, clause 3.3.3 of the bid solicitation, the Bidder must complete the information requested below, to identify which electronic payment instruments are accepted for the payment of invoices.

The Bidder accepts to be paid by 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);

( ) Large Value Transfer System (LVTS) (Over $25M)

ANNEX E to VOLUME 1 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

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 the resulting Contract who access federal government workplaces where they may come into contact with public servants will be:

(a) fully vaccinated against COVID-19 with Health Canada-approved COVID-19 vaccine(s); or
(b) for personnel that are unable to be vaccinated due to a certified medical contraindication or a disability, religious grounds, or other prohibited grounds of discrimination as defined in applicable human rights legislation only, subject to accommodation and mitigation measures that have been presented to and approved by Canada;
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 Contract. I understand that the certifications provided to Canada are subject to verification at all times. I also understand that Canada will declare a contractor in default, if a certification is found to be untrue, whether made knowingly or unknowingly, during the bid or contract period. 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 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 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.

ANNEX G

National Defence / Défense nationale

TASK AUTHORIZATION
AUTORISATION DES TÂCHES

All invoices/progress claims must show the reference Contract and Task numbers. Toutes les factures doivent indiquer les numéros du contrat et de la tâche.	Contract no. – N° du contrat Task no. – N° de la tâche

Amendment no. – N° de la modification	Increase/Decrease – Augmentation/Réduction	Previous value – Valeur précédente

To – À

Delivery location – Expédiez à

Delivery/Completion date – Date de livraison/d'achèvement

TO THE CONTRACTOR

You are requested to supply the following services in accordance with the terms of the above reference contract. Only services included in the contract shall be supplied against this task.

Please advise the undersigned if the completion date cannot be met. Invoices/progress claims shall be prepared in accordance with the instructions set out in the contract.

À L'ENTREPRENEUR

Vous êtes prié de fournir les services suivants en conformité des termes du contrat mentionné ci-dessus. Seuls les services mentionnés dans le contrat doivent être fournis à l'appui de cette demande.

Prière d'aviser le signataire si la livraison ne peut se faire dans les délais prescrits. Les factures doivent être établies selon les instructions énoncées dans le contrat.

Date

for the Department of National Defence
pour le ministère de la Défense nationale

Contract item no. N° d'article du contrat	Services	Cost Prix
	GST/HST TPS/TVH	
	Total	

APPLICABLE ONLY TO PWGSC CONTRACTS: The Contract Authority signature is required when the total value of the DND 626 exceeds the threshold specified in the contract.

NE S'APPLIQUE QU'AUX CONTRATS DE TPSGC : La signature de l'autorité contractante est requise lorsque la valeur totale du formulaire DND 626 est supérieure au seuil précisé dans le contrat.

for the Department of Public Works and Government Services
pour le ministère des Travaux publics et services gouvernementaux

Instructions for completing DND 626 - Task Authorization

Contract no.
Enter the PWGSC contract number in full.

Task no.
Enter the sequential Task number.

Amendment no.
Enter the amendment number.when the original Task is amended to change the scope or the value.

Increase/Decrease
Enter the increase or decrease total dollar amount including taxes.

Previous value
Enter the previous total dollar amount including taxes.

To
Name of the contractor.

Delivery location
Location where the work will be completed, if other than the contractor's location.

Delivery/Completion date
Completion date for the task.

for the Department of National Defence
Signature of the DND person who has delegated **Authority** for signing DND 626 (level of authority based on the dollar value of the task and the equivalent signing authority in the PAM 1.4). **Note:** the person signing in this block ensures that the work is within the scope of the contract, that sufficient funds remain in the contract to cover this task and that the task is affordable within the Project/Unit budget.

Services
Define the requirement briefly (attach the SOW) and identify the cost of the task using the contractor's quote on the level of effort. The Task must use the basis of payment stipulated in the contract. If there are several basis of payment then list here the one(s) that will apply to the task quote (e.g. milestone payments; per diem rates/labour category hourly rates; travel and living rates; firm price/ceiling price, etc.). All the terms and conditions of the contract apply to this Task Authorization and cannot be ignored or amended for this task. Therefore it is not necessary to restate these general contract terms and conditions on the DND 626 Task form.

Cost
The cost of the Task broken out into the individual costed items in **Services**.

GST/HST
The GST/HST cost as appropriate.

Total
The total cost of the task. The contractor may not exceed this amount without the approval of DND indicated on an amended DND 626. The amendment value may not exceed 50% (or the percentage for amendments established in the contract) of the original value of the task authorization. The total cost of a DND 626, including all amendments, may not exceed the funding limit identified in the contract.

Applicable only to PWGSC contracts
This block only applies to those Task Authorization contracts awarded by PWGSC. The contract will include a specified threshold for DND sole approval of the DND 626 and a percentage for DND to approve amendments to the original DND 626. Tasks that will exceed these thresholds must be passed to the PWGSC Contracting Authority for review and signature prior to authorizing the contractor to begin work.

Note:
Work on the task may not commence prior to the date this form is signed by the DA Authority - for tasks within the DND threshold; and by both DND and PWGSC for those tasks over the DND threshold.

Instructions pour compléter le formulaire DND 626 - Autorisation des tâches

Nº du contrat
Inscrivez le numéro du contrat de TPSGC en entier.

Nº de la tâche
Inscrivez le numéro de tâche séquentiel.

Nº de la modification
Inscrivez le numéro de modification lorsque la tâche originale est modifiée pour en changer la portée.

Augmentation/Réduction
Inscrivez le montant total de l'augmentation ou de la diminution, y compris les taxes.

Valeur précédente
Inscrivez le montant total précédent, y compris les taxes.

À
Nom de l'entrepreneur.

Expédiez à
Endroit où le travail sera effectué, si celui-ci diffère du lieu d'affaires de l'entrepreneur.

Date de livraison/d'achèvement
Date d'achèvement de la tâche.

pour le ministère de la Défense nationale
Signature du représentant du MDN auquel on a délégué le **pouvoir d'approbation** en ce qui a trait à la signature du formulaire DND 626 (niveau d'autorité basé sur la valeur de la tâche et le signataire autorisé équivalent mentionné dans le MAA 1.4). **Nota :** la personne qui signe cette attache de signature confirme que les travaux respectent la portée du contrat, que suffisamment de fonds sont prévus au contrat pour couvrir cette tâche et que le budget alloué à l'unité ou pour le projet le permet.

Services
Définissez brièvement le besoin (joignez l'ET) et établissez le coût de la tâche à l'aide de la soumission de l'entrepreneur selon le niveau de difficulté de celle-ci. Les modalités de paiement stipulées dans le contrat s'appliquent à la tâche. Si plusieurs d'entre elles sont prévues, énumérez ici celle/celles qui s'appliquera/ront à la soumission pour la tâche à accomplir (p.ex. acompte fondé sur les étapes franchies; taux quotidien ou taux horaire établi selon la catégorie de main-d'œuvre; frais de déplacement et de séjour; prix fixe ou prix plafond; etc.). Toutes les modalités du contrat s'appliquent à cette autorisation de tâche et ne peuvent être négligées ou modifiées quant à la tâche en question. Il n'est donc pas nécessaire de répéter ces modalités générales afférentes au contrat sur le formulaire DND 626.

Prix
Mentionnez le coût de la tâche en le répartissant selon les frais afférents à chaque item mentionné dans la rubrique **Services**.

TPS/TVH
Mentionnez le montant de la TPS/TVH, s'il y lieu.

Total
Mentionnez le coût total de la tâche. L'entrepreneur ne peut dépasser ce montant sans l'approbation du MDN, formulaire DND 626 modifié à l'appui. Le coût de la modification ne peut pas être supérieur à 50 p. 100 du montant initial prévu dans l'autorisation de tâche (ou au pourcentage prévu dans le contrat pour les modifications). Le coût total spécifié dans le formulaire DND 626, y compris toutes les modifications, ne peut dépasser le plafond de financement mentionné dans le contrat.

Ne s'applique qu'aux contrats de TPSGC
Le présent paragraphe s'applique uniquement aux autorisations de tâche accordées par TPSGC. On inscrira dans le formulaire DND 626 un plafond précis qui ne pourra être approuvé que par le MDN et un pourcentage selon lequel le MDN pourra approuver des modifications au formulaire DND 626 original. Les tâches dont le coût dépasse ces plafonds doivent être soumises à l'autorité contractante de TPSGC pour examen et signature avant qu'on autorise l'entrepreneur à débuter les travaux.

Nota :
Les travaux ne peuvent commencer avant la date de signature de ce formulaire par le responsable du MDN, pour les tâches dont le coût est inférieur au plafond établi par le MDN, et par le MDN et TPSGC pour les tâches dont le coût dépasse le plafond établi par le MDN.

ANNEX H - NON-DISCLOSURE AGREEMENT

I, _____ , recognize that in the course of my work as an employee or subcontractor of _____ , I may be given access to information by or on behalf of Canada in connection with the Work, pursuant to Contract Serial No. **W8486-228446/A** between Her Majesty the Queen in right of Canada, represented by the Minister of Public Works and Government Services and _____ , including any information that is confidential or proprietary to third parties, and information conceived, developed or produced by the Contractor as part of the Work. For the purposes of this agreement, information includes but not limited to: any documents, instructions, guidelines, data, material, advice or any other information whether received orally, in printed form, recorded electronically, or otherwise and whether or not labeled as proprietary or sensitive, that is disclosed to a person or that a person becomes aware of during the performance of the Contract.

I agree that I will not reproduce, copy, use, divulge, release or disclose, in whole or in part, in whatever way or form any information described above to any person other than a person employed by Canada on a need to know basis. I undertake to safeguard the same and take all necessary and appropriate measures, including those set out in any written or oral instructions issued by Canada, to prevent the disclosure of or access to such information in contravention of this agreement.

I also acknowledge that any information provided to the Contractor by or on behalf of Canada must be used solely for the purpose of the Contract and must remain the property of Canada or a third party, as the case may be.

I agree that the obligation of this agreement will survive the completion of the Contract Serial No.: **W8486-228446/A**

_____

Signature

_____

Date