



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

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**SOLICITATION AMENDMENT  
MODIFICATION DE L'INVITATION**

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

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

**Comments - Commentaires**

**Vendor/Firm Name and Address  
Raison sociale et adresse du  
fournisseur/de l'entrepreneur**

**Issuing Office - Bureau de distribution**  
Detection, Simulation and Optical Systems Division  
Place du Portage III, 8C2  
11 rue Laurier Street  
Gatineau  
Quebec  
K1A 0S5

<b>Title - Sujet</b> RFI For AIEDDD	
<b>Solicitation No. - N° de l'invitation</b> W8476-226486/B	<b>Amendment No. - N° modif.</b> 001
<b>Client Reference No. - N° de référence du client</b> 6000542498	<b>Date</b> 2022-08-15
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$\$QT-006-28774	
<b>File No. - N° de dossier</b> 006qt.W8476-226486	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> Eastern Standard Time EST <b>on - le 2023-11-08</b> Heure Normale du l'Est HNE	
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Martyn (QT Div), Melanie	<b>Buyer Id - Id de l'acheteur</b> 006qt
<b>Telephone No. - N° de téléphone</b> (819) 420-1745 ( )	<b>FAX No. - N° de FAX</b> (819) 956-5650
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b>	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

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

*If there is any discrepancy between the English and French document, the English document takes precedence.*

**W8476-226486/B**

**Advanced Improvised Explosive Device Detection and Defeat (AIEDDD) Project  
Request for Information (RFI) Process**

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UNCLASSIFIED - NON CLASSIFIÉ

**Solicitation Amendment 001** has been raised to add a document that was missing from the English language version of original posting. The French language version remains unchanged.

1. **Annex B – MAUS** is missing from the original Solicitation posting, and has been added. See attached. (Annex B – MUGV was put in its place erroneously).

***All other terms and conditions remain unchanged.***

**ANNEX B**

**STATEMENT OF WORK**

**FOR THE SUPPORT OF THE**

**MINI UNMANNED GROUND VEHICLE 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.

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## Version/Amendment History

Version/Amendment	Date	Notes
Original	July 18 2022	

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## 1.0 SCOPE

### 1.1 Purpose

- 1.1.1 The purpose of this Statement of Work (SOW) is to describe DND's requirements for work to be carried out by the Contractor, including the provision of material and Repair & Overhaul (R&O), in support of the Mini Unmanned Ground Vehicle System (MUGVS).
- 1.1.2 Work will be conducted and completed either in Canada at Canadian Armed Forces (CAF) locations, at operational sites where CAF are deployed, or at the Contractor's plant.

### 1.2 Concept of Operations & Support

- 1.2.1 The Concept of Operations provides context necessary to fully understand the SOW.

Aspect	Description
Anticipated service life	10 to 15 years
Annual operating hours	Difficult to predict because of intermittent usage. Continuous operation when in use.
DND Responsibilities for Maintenance	<p>The MUGVS will be maintainable by CAF operators and technicians in a field environment as prescribed for each item of equipment:</p> <p><b>Operator Maintenance</b> – consisting of maintenance that will not require Special Tools and Test Equipment (STTE) to complete, as well as equipment cleaning. Task duration generally less than one (1) hour.</p> <p><b>Technician Maintenance, First Line</b> – consisting of preventive and minor corrective maintenance tasks by repair or replacement of parts, and could require STTE to complete this maintenance. Task duration generally less than four (4) hours.</p> <p><b>Technician Maintenance, Second Line</b> – consisting of corrective maintenance requiring additional tools, specialized personnel, STTE, or controlled environmental conditions. Task duration generally between four (4) and 24 hours.</p>
Contractor Responsibilities for Maintenance	The more in-depth maintenance tasks, consisting of corrective maintenance tasks, reconditioning of assemblies and component rebuilds, will be done through this support contract.
Contractor Training Responsibility	Contractor will provide Operator and Technician training as and when required. Training material is being provided through the Acquisition Contract.

### 1.3 Land Equipment Management System

- 1.3.1 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.

### 1.4 Contractors Performing R&O

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- 1.4.1 Some of the work performed by the Contractor will be repair and overhaul of equipment. The *Special Instructions Repair and Overhaul Contractors* (A-LM-184-001/JS-001) describes the instructions and procedures governing civilian contractors engaged in the R&O of material on behalf of the DND.



## 1.5 Acronyms and Abbreviations

AAS	Accountable Advance Spares
AEFC	Army Equipment Fielding Center
AWR	Additional Work Request
CA	Contracting Authority
CAF	Canadian Armed Forces
CER	Combat Engineer Regiment
CDRL	Contract Data Requirements List
CFB	Canadian Forces Base
CFSD	Canadian Forces Supply Depot
CFSME	Canadian Forces School of Military Engineering
CGCS	Canadian Government Cataloguing System
CIS	Contract Issue Spares
CORE	Designates CORE (fixed price basis) requirements
CRPA	Contractor Repair Parts Account
CRCI	Catalogue of Repairable and Consumable Items
CSA	Canadian Standards Association
CSR	Contract Status Report
DGLEPM	Director General Land Equipment Program Management
DID	Data Item Description
DND	Department of National Defence
DRMIS	Defence Resources Management Information System
DSCO	Director Supply Chain Operations
EMT	Equipment Management Team
ESR	Engineer Support Regiment
FSR	Field Service Representative
GFOS	Government Furnished Overhaul Spares
IAW	In Accordance With
ILS	Integrated Logistic Support
IP	Intellectual Property
ITAR	International Traffic in Arms Regulations
LEMS	Land Equipment Maintenance System
MRC	Maximum Repair Cost
NATO	North Atlantic Treaty Organization
NCAGE	NATO Commercial and Government Entity
NSN	NATO Stock Number

NTM	Notice to Move
OEM	Original Equipment Manufacturer
PA	Procurement Authority
PDF	Portable Document Format
PM	Program Management
PSPC	Public Service and Procurement Canada
R&O	Repair and Overhaul
RbR	Repair by Replacement
RCE	Repair Cost Estimate
RGC	Régiment de génie de combat
RMA	Repair Material Account
RSA	Repair Shop Account
SMP	Support Management Plan
SNAPS	Selection Notice and Priority Summary
SOW	Statement of Work
SPTD	Supplementary Provisioning Technical Documentation
STTE	Special Tools and Test Equipment
TA	Technical Authority
TASKING	Designates TASKING (as and when needed) requirements
TAT	Turn-around-time
TDP	Technical Data Package
TDPL	Technical Data Plan & List
TIES	Technical Investigation and Engineering Support
TPM	Technical Problem Management

## 2.0 APPLICABLE DOCUMENTS

### 2.1 References

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

<u>REFERENCE NUMBER</u>	<u>PROMULGATION DATE</u>	<u>REFERENCE TITLE</u>
A-LM-184-001/JS-001	2019-05-06	SPECIAL INSTRUCTIONS REPAIR AND OVERHAUL CONTRACTORS
SAE ANSI/EIA-649C	2019	CONFIGURATION MANAGEMENT STANDARD
B-GL-342-001/FP-000	2001-09-10	LAND EQUIPMENT MANAGEMENT SYSTEM (LEMS)
C-02-005-009/AM-000	2019-10-31	INSPECTION AND CONDITIONING OF MATERIAL RETURNED TO AND HELD IN THE SUPPLY SYSTEM
D-01-100-214/SF-000	2020-09-30	SPECIFICATION - PREPARATION OF PROVISIONING DOCUMENTATION FOR CANADIAN FORCES EQUIPMENT
D-01-400-001/SG-000	2021-09-30	STANDARD - ENGINEERING DRAWING PRACTICES
D-LM-008-001/SF-001	1983-02-03	METHODS OF PACKAGING
D-LM-008-002/SF-001	1991-08-01	SPECIFICATION FOR MARKING FOR STORAGE AND SHIPMENT
D-LM-008-011/SF-001	1988-11-10	PREPARATION AND USE OF PACKAGING REQUIREMENTS CODES
SOR/2003-289		FEDERAL HALOCARBON REGULATIONS
SOR/2008-273		PCB REGULATIONS
SOR/2014-254		PRODUCTS CONTAINING MERCURY REGULATIONS
SOR/2016-137		OZONE-DEPLETING SUBSTANCES AND HALOCARBON ALTERNATIVES REGULATIONS

### 2.2 Order of Precedence

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

### **3.0 R&O 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 MUGVS 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 Program Meetings**

###### **3.1.2.1 Meeting Organization and Coordination**

- 3.1.2.1.1 The Contractor must ensure that the necessary data, personnel and facilities are available for each meeting.
- 3.1.2.1.2 As appropriate, meetings may be held at the Contractor's or DND facilities at the discretion of the DND EMT.
- 3.1.2.1.3 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.

###### **3.1.2.2 Kick-off Meeting**

- 3.1.2.2.1 The Contractor must hold and chair, along with Canada, a Kick-off Meeting no later than 21 calendar days after contract award, to review and secure a common understanding of the requirements expressed in this contract.

###### **3.1.2.3 Other meetings**

- 3.1.2.3.1 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.

###### **3.1.2.4 Meeting Documentation**

- 3.1.2.4.1 The Contractor must provide Meeting Agendas IAW CDRL MUGVS-PM-001 at Appendix A2.2 (page 24) and its associated DID MUGVS-PM-001 at Appendix A3.3 (page 26).

- 3.1.2.4.2 The Contractor must record and provide the Meeting Minutes IAW CDRL MUGVS-PM-002 at Appendix A2.2 (page 24) and its associated DID MUGVS-PM-002 at Appendix A3.4 (page 28).
- 3.1.2.4.3 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.
- 3.1.3 Government Property
  - 3.1.3.1 All equipment / spares / parts that may be provided to the Contractor in support of the MUGVS, including those purchased during the contract, must be considered DND-owned, regardless of being held at the Contractor's facility.
    - 3.1.3.1.1 Government-owned and DND-owned must be considered as interchangeable terms.
  - 3.1.3.2 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.
- 3.1.4 DND Material Supply Logistics
  - 3.1.4.1 The Contractor must refer to section A4.0 and A-LM-184-001/JS-001, for further requirements for equipment logistics for DND-owned equipment.
  - 3.1.4.2 Supply Accounts for DND-owned Material
    - 3.1.4.2.1 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.
  - 3.1.4.3 Contract Issue Spares
    - 3.1.4.3.1 The Contractor must maintain visibility of DND-owned material, classified as Contract Issue Spares (CIS).
      - 3.1.4.3.1.1 To account for these CIS, the Contractor will be allocated a Contractor Repair Parts Account (CRPA) and a Repair Shop Account (RSA).
  - 3.1.4.4 Stock Control and Stock Taking (DND-owned Material)
    - 3.1.4.4.1 The Contractor must perform stock control and stocktaking of DND-owned Contractor held inventory, including:
      - 3.1.4.4.1.1 Institute, maintain and apply a system for inventory accounting, control, storage and handling, preservation, protection and maintenance.

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- 3.1.4.4.1.2 Designate, allocate and prepare a storage area in its facility specifically to accommodate DND-owned stock.
- 3.1.4.4.1.3 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.
- 3.1.4.4.1.4 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 each year.
- 3.1.4.4.1.5 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.
- 3.1.5 Hazardous Materials
- 3.1.5.1 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.
- 3.1.6 Environmental Management and Assessment
- 3.1.6.1 General
- 3.1.6.1.1 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.
- 3.1.6.1.2 The Contractor is responsible for ensuring that all work carried out on DND equipment by staff, or duly appointed sub-contractors, is:
- 3.1.6.1.2.1 Completed using personnel qualified and certified in the scope of work that they are undertaking and,
- 3.1.6.1.2.2 In compliance with all applicable municipal, territorial, provincial, federal environmental protection statutes and regulations.
- 3.1.6.1.3 The Contractor must provide (when asked) and ensure the use of up-to-date (no older than three (3) years) Material Safety Data Sheets.
- 3.1.6.1.4 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:
- 3.1.6.1.4.1 Inform the Technical Authority by identifying the substance(s).
- 3.1.6.1.4.2 Identify the specific location within the equipment and the quantity.
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- 3.1.6.1.5 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:
  - 3.1.6.1.5.1 Inform the Technical Authority by identifying the substance(s).
  - 3.1.6.1.5.2 Identify the specific location within the equipment and the quantity.
- 3.1.6.1.6 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:
  - 3.1.6.1.6.1 Inform the Technical Authority by identifying the substance(s).
  - 3.1.6.1.6.2 Identify the specific location within the equipment and the quantity
- 3.1.6.2 Environmental Management System
  - 3.1.6.2.1 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.
  - 3.1.6.2.2 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.

## 3.2 Operating, Training & Engineering Support

### 3.2.1 General

- 3.2.1.1 A TASKING request defines the scope / objectives and may be initiated by either Canada or by the Contractor. If initiated by the Contractor, the following information must be provided:
  - 3.2.1.1.1 Estimated duration;
  - 3.2.1.1.2 Reporting frequency and format;
  - 3.2.1.1.3 Level of effort, and
  - 3.2.1.1.4 Estimated cost.

### 3.2.2 Operators and Technical Personnel

- 3.2.2.1 In order to provide satisfactory operators and technical personnel (Field Service Representatives & Mobile Repair Parties are possibly the same resources), the Contractor must provide the following:
  - 3.2.2.1.1 Operators and technical personnel that can provide training on the MUGVS.

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| 3.2.2.1.2 | Operators and technical personnel that can work extended hours and during holidays.  |
| 3.2.2.1.3 | Operators and technical personnel that can perform in-depth maintenance on the MUGVS.  |
| 3.2.2.1.4 | Operators and technical personnel that can mentor and advise CAF operators and technicians in the performance of their tasks using the MUGVS.  |
| 3.2.2.1.5 | 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. |
- 3.2.3      Technical Investigation and Engineering Support
- |            |  |
|------------|--|
| 3.2.3.1    | The Contractor must provide TIES, when and as requested by DND. Such tasks could include:  |
| 3.2.3.1.1  | Conducting specialized testing;  |
| 3.2.3.1.2  | Performing specialist engineering studies, such as human factors, survivability, electromagnetic interference/compatibility, safety and health, reliability and maintainability;               |
| 3.2.3.1.3  | Providing engineering assessments and recommendations (for example, regarding trends, failures (including repetitive failures), defects, safety hazards, corrosion, and technology insertion); |
| 3.2.3.1.4  | Developing alternate or supplementary operating, maintenance, and supply procedures;   |
| 3.2.3.1.5  | Rationalizing the preventive maintenance requirements in areas where there is a potential for significant improvements in maintenance effectiveness or efficiency;                             |
| 3.2.3.1.6  | Preparing technical bulletins and preparing supporting technical data;   |
| 3.2.3.1.7  | Developing repair schemes for potential repairs not covered in maintenance manuals;  |
| 3.2.3.1.8  | Preparing additional publications or amendments to existing publications;  |
| 3.2.3.1.9  | Translating technical publications into either Canadian official language (English or Canadian French);  |
| 3.2.3.1.10 | Performing post battle damage assessments, and determine how to return equipment to a serviceable state, or if it can be cannibalized for parts;   |
| 3.2.3.1.11 | Designing and developing modifications/upgrades/conversions, updating drawings, preparing modification installation instructions and providing modification installation kits;                 |
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- 3.2.3.1.12 Investigating software faults, and viruses, and develop solutions. Update software embedded in the system or its associated equipment;
- 3.2.3.1.13 Assessing regulatory compliance, especially regarding safety and protection of the environment;
- 3.2.3.1.14 Obtain CSA/UL or equivalent safety certifications for the equipment that has been modified or repaired through the work under this contract.
- 3.2.3.2 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.

### 3.3 Maintenance Support

#### 3.3.1 General

- 3.3.1.1 The terms 'repair' and 'overhaul' are defined as follows:
  - 3.3.1.1.1 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.
  - 3.3.1.1.2 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.
- 3.3.1.2 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 (page 20).
- 3.3.1.3 The Contractor must perform 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 para. 3.3.4, such that the CAF will be provided with functional, safe and reliable MUGVS.
- 3.3.1.4 The Contractor must use parts and materials as per the most recent or OEM design configuration.
  - 3.3.1.4.1 Changes to the parts, equipment configuration, or design must be approved by the TA, and executed in accordance with the SOW.

#### 3.3.2 Minimum and Forecasted Repairs

- 3.3.2.1 The minimum number of items that may be processed through the R&O facility may be zero.
- 3.3.2.2 The Current Year Forecast and Next Year Forecast quantity is dependent upon the quantity in service and operational urgency, and is defined in Appendix A1.0 List of Items to be Supported (page 20).
- 3.3.2.3 Updates to the Current Year Forecast and Next Year Forecast will be provided through the Selection Notice and Priority Summary (SNAPS) Report as detailed in A-LM-184-001/JS-001.

### 3.3.3 Extent of R&O Maintenance

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

- 3.3.3.1.1 Materials - All equipment system components must be inspected and repaired as required. Defective components shall be repaired or replaced.
- 3.3.3.1.2 Mechanical - All mechanical systems must be inspected and repaired as required. Defective components must be repaired or replaced.
- 3.3.3.1.3 Electrical - All electrical components must be inspected, tested and repaired as required. Defective components must be repaired or replaced.
- 3.3.3.1.4 Safety - All systems/components affecting the safety of the user/operator 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.

### 3.3.4 Quality Assurance

3.3.4.1 Quality of R&O Work

- 3.3.4.1.1 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.

3.3.4.2 Quality Assurance Representative

- 3.3.4.2.1 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.

3.3.4.3 Testing and Inspection

- 3.3.4.3.1 The Contractor must perform testing to confirm serviceability for each piece of repaired/overhauled equipment.
- 3.3.4.3.2 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.
- 3.3.4.3.3 The Contractor must visually inspect all completed equipment for security of components and hazardous conditions, and all deficiencies must be noted and repaired.

### 3.3.5 Repair Turn-Around-Time (TAT)

- 3.3.5.1 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 (page 20) or by the DND EMT.

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- 3.3.5.1.1 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.
- 3.3.5.2 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.
- 3.3.6 Repair Cost Estimates (RCE)
- 3.3.6.1 Upon receipt of the Repairable Items indicating an RCE, as shown items in Appendix A1.0 List of Items to be Supported (page 20), the Contractor 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.
- 3.3.6.2 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.
- 3.3.7 Condemn/Scrapping Considerations
- 3.3.7.1 If it is decided not to repair the equipment, the DND EMT will provide guidance on scrapping procedures to the Contractor at that time.
- 3.3.7.2 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.
- 3.3.7.3 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.
- 3.3.7.3.1 Guidance on disposal is available through assigned Demilitarization Codes.
- 3.3.8 Software Maintenance
- 3.3.8.1 The Contractor must perform routine software maintenance including software installation, data load and unload, backup and recovery, release replication and distribution.
- 3.3.9 Provision of Material (R&O)
- 3.3.9.1 The Contractor must obtain the parts (repairable and consumable items) required for the R&O Maintenance Support, including locating sources of supply.
- 3.3.9.2 The Contractor must obtain and make available parts for **'Repair by Replacement'** (RbR) situations, where the repair can be done in the field.
- 3.3.9.2.1 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 MUGVS back for R&O Maintenance Support at the Contractor's site.
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3.3.9.2.2

RbR parts would be requested on an as and when required basis that will be detailed in a DND 626 Task Authorization.

## 4.0 CONTRACT DELIVERABLES

### 4.1 Repaired Material

- 4.1.1 The Contractor will receive direction from the TA for the final delivery destination of all repaired materiel on an individual basis; however, if not received the default delivery will be to 7 Canadian Forces Supply Depot.
- 4.1.2 The Contractor must include a properly completed and signed CF942/CF942A Materiel Condition Tag/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.
- 4.1.2.1 The CF942/CF942A Tags/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.

### 4.2 R&O Service Record and Test Report

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

### 4.3 Data Deliverable List

- 4.3.1 The Contractor must prepare and deliver all data deliverables required under the Contract as summarized in para. 4.4.

Note: 'LOT' equates to a varied quantity needed to fulfill the requirements of the CDRL.

### 4.4 List of Support Requirements & Data Deliverables

Item	Item Description	Initial Submission/ Delivery QTY	Subsequent Submissions / Replenishment
1	Program Management – work performed continuously under a fixed price basis.	As defined in section 3.1 within Annex A	-
2	Meeting Agenda (para 3.1.2.4.1)	1	LOT
3	Meeting Minutes (para 3.1.2.4.2)	1	LOT
4	Operator, Training & Engineering Support – work performed through DND 626 Task Authorization process (as-and-when requested work).	As defined in section 3.2 Within Annex A	-
5	R&O Maintenance Requirements – work performed as a pre-authorized R&O repair	As defined in section 3.3 Within Annex A	-
6	R&O Service Record and Test Report	LOT – with the equipment for shipment	LOT – with the equipment for shipment

## **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 in accordance with the SOW. An explanation of each column is detailed below:

- 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/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/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 Turn-Around-Time (TAT) – Identifies the Repair TAT, if different from the general Repair TAT, as defined in Support SOW, indicating that this item is of greater importance to the operation of the MUGVS and therefore requires a faster turn-around. Repair TAT is indicated in calendar days; if left blank, then general Repair TAT of 90 calendar days is followed.
  - A1.1.1.6 Current Year & Next Year Forecasts – Identifies the expected quantity, by fiscal year, of repairable equipment that will be passed through the R&O line.

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Table 1: Supported Equipment and Spares

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)	Current Year Forecast 22/23 (6)	Next Year Forecast 23/24 (7)
	MUGVS		RCE			

## 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 (eg, PM-001, SE-101, & ILS-201).
- A2.1.2.2 **CDRL Title** – This field identifies the title of the data item.
- A2.1.2.3 **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 (ie, draft, final).
- A2.1.2.5 **Delivery Schedule** – This field specifies the date(s) and/or events by which the data item is required to be delivered. The date of delivery applies to all delivery locations and quantities unless otherwise specified. Following are some of the abbreviations and symbols used with this column:
- A2.1.2.5.1 'KO' means the Kick-Off Meeting date;
- A2.1.2.5.2 Numerals indicate the number of Calendar Days, unless specified otherwise;
- A2.1.2.5.3 '+' means after the specified date or event; and
- A2.1.2.5.4 '-' means before the specified date or event.
- A2.1.2.5.5 If a data item is required to be delivered before an event having a duration of greater than one day, delivery date must be calculated from the first day of that event. If a data item is required to be delivered after an event having a duration of greater than one day, the delivery date must be calculated from the last day of that event.
- A2.1.2.6 **Quantity** – This field specifies the total number of data items to be delivered to the associated delivery location(s), including the number of hard (H) and soft (S) copies. When both hard and soft copies are requested, the action copy will be indicated in the notes column.



- 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.

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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
MUGVS-PM-001	Meeting Agenda	Para. 3.1.2.4.1 (pg. 10)	Draft	Meeting Date - 7	1S	CA, TA, PA	MUGVS-PM-001	5	Review		
			Revised	Meeting Date - 1	1S	CA, TA, PA	App. A3.3 (pg. 26)				
			Final	Meeting Date	1H	CA, TA, PA		7	Review or Acceptance		
MUGVS-PM-002	Meeting Minutes	Para. 3.1.2.4.2 (pg. 11)	Draft	Meeting Date + 7	1S	CA, TA, PA	MUGVS-PM-002	7	Review		
			Revised or Final	DND Comments + 7	1S	CA, TA, PA	App. A3.4 (pg. 28)	7	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 – Meeting Agenda

DATA ITEM DESCRIPTION	
1. TITLE <b>Meeting Agenda</b>	2. IDENTIFICATION NUMBER <b>DID MUGVS-PM-001</b>
3. DESCRIPTION The Meeting Agenda contains the venue information and identifies the discussion items to be covered at meetings.	
4. RELATED DOCUMENTS	5. CONTRACT REFERENCE <b>SOW: Para. 3.1.2.4.1 (pg. 10)</b> <b>CDRL: App. A2.2 (pg. 24)</b>
6. PREPARATION INSTRUCTIONS  6.1. <b>CONTENT</b>  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. <b>HARD COPY FORMAT</b>  6.2.1. The Meeting Agenda must be printed on paper with these characteristics: 6.2.1.1. Weight of no less than 90 gsm; 6.2.1.2. Brightness of no less than 96 ISO brightness;  6.3. <b>SOFT COPY FORMAT</b>  6.3.1. The Meeting Agenda must be submitted as a PDF file type.  6.3.2. The Meeting Agenda PDF must be submitted via email (submission size not to exceed 7MB) as follows: 6.3.2.1. To Field: As per the related CDRL section 9.A. Addressee, as identified in the contract.	

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

### A3.4 DID – Meeting Minutes

DATA ITEM DESCRIPTION	
1. TITLE <b>Meeting Minutes</b>	2. IDENTIFICATION NUMBER <b>DID MUGVS-PM-002</b>
3. DESCRIPTION The Meeting Minutes contains the detailed records of proceedings, discussions, decisions and action items from meetings.	
4. RELATED DOCUMENTS	5. CONTRACT REFERENCE <b>SOW: Para. 3.1.2.4.2 (pg. 11)</b> <b>CDRL: App. A2.2 (pg. 24)</b>
6. PREPARATION INSTRUCTIONS  6.1. <b>CONTENT</b>  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. <b>Action Item Report</b> - 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 <b>updated</b> 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. <b>SOFT COPY FORMAT</b>  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: MUGVS-PM-002 – Meeting Minutes – [Rev #] – [Date of Issue]	

## A4.0 LOGISTICS FOR REPAIR AND OVERHAUL CONTRACTS

### A4.1 GENERAL INTRODUCTION

#### A4.1.1 Aim

A4.1.1.1 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.

A4.1.1.2 This is a common LOG SOW which will entail contract conditions for Repair and Overhaul contracts for:

A4.1.1.2.1 **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.

A4.1.1.2.2 **Major Equipment:** For complete instructions on receipt of Major Equipment, refer to Chapter 2 in the A-LM-184-001/JS-001.

A4.1.1.2.3 **Accountable Advance Spares** For complete instruction on AAS, refer to Chapter 8.2.7 in the A-LM-184-001/JS-001.

A4.1.1.3 This LOG SOW is to be read in conjunction with the A-LM-184-001/JS-001 for additional information. It is to be noted that there are Chapters that are mandatory when using the LOGSOW and must not be removed from the LOGSOW, if the contractor is managing Government Owned Materiel.

A4.1.1.4 It is to be noted that the LOG SOW is to be used primarily as a guide for R&O contracts. It is paramount that this LOG SOW be utilized with minimal changes for reasons of procurement standardization and departmental accountability. However, changes are permissible where there is a need to clarify specific requirements that would apply to equipment/weapon systems undergoing procurement and contract action.

A4.1.1.5 The following Chapters will be identified as mandatory or as applicable.

A4.1.1.6 It is important to understand the system of record (DRMIS) being used in DND and the various account structures in place. Contractors requiring access to DRMIS must obtain a PKI (Public Key Infrastructure) card in accordance with the recently implemented Two-Factor Authentication. All of this information is located in Chapter 1.1 of the A-LM-184-001/JS-001.

#### A4.1.2 EXTENT OF WORK/TYPES OF EQUIPMENT (Mandatory)

A4.1.2.1 Refer to Chapter 1.2 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.

### A4.2 RECEIPT (Mandatory)

A4.2.1 Refer to Ch. 2.0 of the A-LM 184 for complete instruction on how to process receipts.

**A4.2.2 DISCREPANCIES IN SHIPMENTS (Mandatory)**

A4.2.2.1 The Contractor must action discrepancies in shipments in accordance with Chapter 2.1 of A-LM-184-001/JS-001.

**A4.3 WORK CONTROL (Mandatory)**

A4.3.1 The Contractor must ensure that the repair of all DND equipment is controlled by a serial numbered work order IAW Chap 3 of A-LM-184-001/JS-001.

**A4.3.2 COMPLETION OF WORK (Mandatory)**

A4.3.2.1 Refer to Chapter 3.1 of A-LM-184-001/JS-001.

**A4.3.3 STOP REPAIR ACTION (Mandatory)**

A4.3.3.1 The Contractor must comply immediately with all stop repair instructions. Detailed procedures are contained in Chapter 3.2 of A-LM-184-001/JS-001.

**A4.4 ANNUAL REPAIR FORECAST – SNAPS (As applicable on an exceptional basis)**

A4.4.1 Refer to Chapter 4 of the A-LM-184-001/JS-001 for more information.

**A4.5 COST CONTROL (Mandatory)**

A4.5.1 Refer to Chapter 5.0 of the A-LM-184-001/JS-001 for more information.

**A4.6 COSTING RECORDS (Mandatory)**

A4.6.1 The Contractor must prepare forms and maintain records IAW Chapter 6.0 of the A-LM-184-001/JS-001.

**A4.6.2 INVOICE/CLAIMS FOR PAYMENT (AAS SPARES) (As applicable)**

A4.6.2.1 The Contractor must submit monthly invoices for AA spare parts, IAW Chapter 6.1 of the A-LM-184-001/JS-001.

**A4.7 MAINTENANCE SUPPORT-MINOR REPAIRS (Mandatory)**

A4.7.1 Refer to Chapter 7.0 of the A-LM-184-001/JS-001 for more information.

**A4.7.2 MOBILE REPAIR PARTIES (MRPs) (As Applicable)**

A4.7.2.1 Refer to Chapter 7.1 of the A-LM-184-001/JS-001 for more information.

**A4.7.3 EQUIPMENT TURN AROUND TIME (TAT) (Mandatory)**

A4.7.3.1 Refer to Chapter 7.2 of the A-LM-184-001/JS-001 for more information.



**A4.7.4 PRIORITY REPAIR REQUEST (PRR) (Mandatory)**

A4.7.4.1 Refer to Chapter 7.3 of the A-LM-184-001/JS-001 for more information.

**A4.7.5 SPECIAL INVESTIGATIONS & TECHNICAL STUDIES (SITs) (As applicable)**

A4.7.5.1 Refer to Chapter 7.4 of the A-LM-184-001/JS-001 for more information.

**A4.7.6 TECHNICAL INVESTIGATIONS & ENGINEERING STUDIES (TIES) (As Applicable)**

A4.7.6.1 Refer to Chapter 7.5 of the A-LM-184-001/JS-001 for more information.

**A4.7.7 TERMINATION OF CONTRACT (Mandatory)**

A4.7.7.1 Refer to Chapter 7.6 of A-LM-184-001/JS-001.

**A4.8 SUPPLY SUPPORT/SUSTAINMENT SUPPORT (Mandatory)**

**A4.8.1 TRANSACTION DOCUMENTATION (Mandatory)**

A4.8.1.1 Refer to Chapter 8.1 of A-LM-184-001/JS-001 for more information.

**A4.8.2 CONTRACTOR SUPPLY ACCOUNTING (Mandatory)**

A4.8.2.1 Refer to Ch. 8.2 of A-LM-184-001/JS-001 for explanation of CRPA/CIS.

A4.8.2.2 CONTRACTOR ISSUE SPARES (CIS) MATERIEL RECEIVED OFF CONTRACT/PROCUREMENT (As Applicable)

A4.8.2.2.1 Refer to Chapter 8.2.3 of A-LM-184-001/JS-001 for more information.

A4.8.2.3 SHORTAGE OF CONTRACT ISSUE SPARES (CIS) (As Applicable)

A4.8.2.3.1 Refer to Section 8.2.4 of A-LM-184-001/JS-001 for more information.

A4.8.2.4 ORDERING/RECEIVING CATALOGUED CIS IN DRMIS (As Applicable)

A4.8.2.4.1 Refer to Section 8.2.5 of A-LM-184-001/JS-001 for more information.

A4.8.2.5 GOVERNMENT FURNISHED OVERHAUL SPARES (GFOS) (As Applicable)

A4.8.2.5.1 Refer to Section 8.2.6 of A-LM-184-001/JS-001 for further explanation and detail.

A4.8.2.6 ACCOUNTABLE ADVANCE SPARES (AAS) (As Applicable)

A4.8.2.6.1 Refer to Section 8.2.7 of A-LM-184-001/JS-001 for further explanation and detail.

**A4.8.3 MANAGEMENT OF DND-OWNED SPARES (As Applicable)**

A4.8.3.1 Refer to Chapter 8.3.1 of A-LM-184-001/JS-001 for more information.

**A4.8.4 SPARES REVIEW (As applicable)**

A4.8.4.1 Refer to Chapter 8.4 of A-LM-184-001/JS-001 for more information.

A4.8.4.2 LOAN OF GOVERNMENT FURNISHED INFORMATION/ GOVERNMENT FURNISHED EQUIPMENT (GFI/GFE) (As Applicable)

A4.8.4.2.1 Refer to Section 8.4.1 of A-LM-184-001/JS-001 for further explanation and detail.

**A4.8.5 STOCKTAKING (Mandatory)**

A4.8.5.1 Refer to Section 8.5 of A-LM-184-001/JS-001 for further explanation and detail.

**A4.8.6 SELECTION NOTICE OBSERVATION MESSAGE (SNOM) (Mandatory)**

A4.8.6.1 Refer to Chapter 8.6 of A-LM-184-001/JS-001.

**A4.8.7 EMBODIMENT FEES (As Applicable)**

A4.8.7.1 Refer to section 8.7 of A-LM-184-001/JS-001 for further explanation and detail.

**A4.8.8 LOSS OR DAMAGE TO DND MATERIEL (Mandatory)**

A4.8.8.1 Refer to section 8.8 of A-LM-184-001/JS-001 for further explanation and detail.

**A4.8.9 SCRAP - CUSTODY & DISPOSAL (Mandatory)**

A4.8.9.1 Refer to section 8.9 of A-LM-184-001/JS-001 for further explanation and detail.

**A4.8.10 PACKAGING (Mandatory)**

A4.8.10.1 Refer to section 8.10 of A-LM-184-001/JS-001 for further explanation and detail.

**A4.8.11 REUSABLE CONTAINER (As Applicable)**

A4.8.11.1 Refer to Chapter 8.11 of the A-LM-184-001/JS-001 for more information.

**A4.8.12 TRANSPORTATION/SHIPMENT IDENTIFICATION/MODE OF SHIPMENT/LOSS OR DAMAGE IN TRANSIT/ GENERAL CLAIMS PROCEDURES (Mandatory)**

A4.8.12.1 Refer to Chapter 8.12 of the A-LM-184-001/JS-001 for more information.

**A4.9 WARRANTY CONSIDERATION (Mandatory)**

A4.9.1 Refer to Chapter 9.0 of the A-LM-184-001/JS-001 for more information.

**A4.10 CONTRACTOR USE OF DND EQUIPMENT/PUBLICATIONS (As Applicable)**

A4.10.1 Refer to Chapter 10.0 of the A-LM-184-001/JS-001 for more information.

**A4.11 PUBLICATIONS (As Applicable)**

A4.11.1 Refer to Chapter 11 of A-LM-184-001/JS-001 for more information.

#### **A4.12 OFFICE SERVICES (As Applicable)**

A4.12.1 Refer to Ch. 12 of A-LM-184-001/JS-001 for further explanation.

#### **A4.13 MINUTES OF MEETINGS (Mandatory)**

A4.13.1 Refer to Ch. 13 of A-LM-184-001/JS-001 for further explanation.

#### **A4.14 PLANT SHUTDOWN/VACATION PERIOD (Mandatory)**

A4.14.1 Refer to Ch. 14 of A-LM-184-001/JS-001 for further explanation.

#### **A4.15 REPORTS (Mandatory)**

A4.15.1 Refer to Ch. 15 of A-LM-184-001/JS-001 for a complete list of reports available to contractors.