



National Defence

National Defence Headquarters  
Ottawa, Ontario  
K1A 0K2

Défense nationale

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

**REQUEST FOR PROPOSAL  
DEMANDE DE PROPOSITION**

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

Bid Receiving – PWGSC /  
Réception des soumissions - TPSGC  
11 Laurier St. / 11 rue Laurier  
Place du Portage, Phase III  
Core 0B2 / Noyau 0B2  
Gatineau, Québec  
Canada  
K1A 0S5

Or By/ Ou par Fax To/A: 819-997-9776

**Proposal To: National Defence Canada**

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

**Proposition à : Défense nationale Canada**

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

**Solicitation Closes –  
L’invitation prend fin**

At – à : 14 :00  
Eastern Standard Time (EST) - Heure normale  
de l'Est (HNE)

On - le : 26 January/ janvier 2023

<b>Title/Titre</b> B3 Survey Compass repair and overhaul B3 Survey Compass réparation et révision		<b>Solicitation No – N° de l’invitation</b> W8485-237376
<b>Date of Solicitation – Date de l’invitation</b> 19 December / Décembre 2022		
<b>Address Enquiries to – Adresser toutes questions à</b> National Defense Headquarters 101 Colonel By Drive Ottawa ON K1A 0K2 Attn: Mr. Mac Davis-Kelly Email: <a href="mailto:Mac.davis-kelly2@forces.gc.ca">Mac.davis-kelly2@forces.gc.ca</a>		
<b>Telephone No. – N° de téléphone</b> 819-939-6101	<b>FAX No – N° de fax</b> 819-939-4448	
<b>Destination</b> Specified Herein Précisé dans les présentes		

**Instructions:**

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

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

Delivery required - Livraison exigée N/A	Delivery offered - Livraison propose N/A
Vendor Name and Address - Raison sociale et adresse du fournisseur	
Name and title of person authorized to sign on behalf of vendor (type or print) - Nom et titre de la personne autorisée à signer au nom du fournisseur (caractère d'imprimerie)	
Name/Nom _____	Title/Titre _____
Signature _____	Date _____



## TABLE OF CONTENTS

<b>PART 1 - GENERAL INFORMATION .....</b>	<b>4</b>
1.1 SECURITY REQUIREMENTS .....	4
1.2 STATEMENT OF REQUIREMENT.....	4
1.3 DEBRIEFINGS.....	4
<b>PART 2 - BIDDER INSTRUCTIONS .....</b>	<b>5</b>
2.1 STANDARD INSTRUCTIONS, CLAUSES AND CONDITIONS.....	5
2.1.1 SACC MANUAL CLAUSES .....	5
2.2 SUBMISSION OF BIDS.....	5
2.3 ENQUIRIES - BID SOLICITATION.....	5
2.4 APPLICABLE LAWS .....	6
<b>PART 3 - BID PREPARATION INSTRUCTIONS.....</b>	<b>6</b>
3.1 BID PREPARATION INSTRUCTIONS .....	6
3.2 SECTION I: TECHNICAL BID.....	6
3.3 SECTION II: FINANCIAL BID .....	6
3.3.1 SACC MANUAL CLAUSE.....	7
3.4 SECTION III: CERTIFICATIONS .....	7
3.5 SECTION IV: ADDITIONAL INFORMATION .....	7
3.5.1 BEST DELIVERY DATE - BID.....	7
3.5.2 ELECTRONIC PAYMENT OF INVOICES .....	7
3.5.3 BIDDER'S REPRESENTATIVES.....	7
<b>PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION .....</b>	<b>7</b>
4.1 EVALUATION PROCEDURES.....	7
4.2 TECHNICAL EVALUATION.....	7
4.2.1 MANDATORY TECHNICAL CRITERIA.....	7
4.3 FINANCIAL EVALUATION.....	7
4.3.1 EVALUATION OF PRICE .....	7
4.4 BASIS OF SELECTION - MULTIPLE ITEMS.....	8
<b>PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION .....</b>	<b>8</b>
5.1 CERTIFICATIONS REQUIRED WITH THE BID .....	8
5.1.1 INTEGRITY PROVISIONS - DECLARATION OF CONVICTED OFFENCES .....	8
5.2 CERTIFICATIONS PRECEDENT TO CONTRACT AWARD AND ADDITIONAL INFORMATION .....	8
5.2.1 INTEGRITY PROVISIONS – REQUIRED DOCUMENTATION.....	8
5.2.2 FEDERAL CONTRACTORS PROGRAM FOR EMPLOYMENT EQUITY - BID CERTIFICATION.....	8
<b>PART 6 - RESULTING CONTRACT CLAUSES.....</b>	<b>9</b>
6.1 SECURITY REQUIREMENTS .....	9
6.2 STATEMENT OF REQUIREMENT.....	9
6.2.1 TECHNICAL CHANGES, SUBSTITUTES AND ALTERNATIVES .....	9
6.3 STANDARD CLAUSES AND CONDITIONS.....	9
6.3.1 GENERAL CONDITIONS .....	9
6.4 TERM OF CONTRACT .....	9
6.4.1 PERIOD OF CONTRACT - A9022C (2007-05-25).....	9
6.5 AUTHORITIES.....	10
6.5.1 CONTRACTING AUTHORITY .....	10
6.5.2 TECHNICAL AUTHORITY .....	10
6.5.3 CONTRACTOR'S REPRESENTATIVE .....	10

6.6	BASIS OF PAYMENT .....	11
6.6.1	SACC MANUAL CLAUSES .....	11
6.7	ELECTRONIC PAYMENT OF INVOICES - CONTRACT - H3027C (2016-01-28).....	11
6.8	CERTIFICATIONS AND ADDITIONAL INFORMATION .....	12
6.9	APPLICABLE LAWS .....	12
6.10	PRIORITY OF DOCUMENTS .....	12
6.11	PREPARATION FOR DELIVERY .....	12
6.11.1	PACKAGING REQUIREMENT USING SPECIFICATION D-LM-008-036/SF-000 - D3018C (2014-09-25) .....	12
6.11.2	SHIPPING INSTRUCTIONS - FREE ON BOARD DESTINATION AND DELIVERED DUTY PAID.....	12
6.12	QUALITY ASSURANCE.....	13
6.12.1	ISO 9001:2015 - QUALITY MANAGEMENT SYSTEMS - REQUIREMENTS (QAC C) – D5545C (2019- 05-30) .....	13
6.12.2	ISO 9001:2015 QUALITY MANAGEMENT SYSTEMS - REQUIREMENTS (QUALITY ASSURANCE CODE Q) - D5540C (2019-05-30).....	13
6.12.3	ADDITIONAL QUALITY ASSURANCE SACC MANUAL CLAUSES'.....	13
6.12.4	RELEASE DOCUMENTS – DISTRIBUTION – D5620C (2012-07-16) .....	13
6.13	ADDITIONAL SACC MANUAL CLAUSES	
<b>ANNEX “A” STATEMENT OF WORK .....</b>		<b>15</b>
<b>ANNEX “B” LOGISTIC SOW.....</b>		<b>24</b>
<b>ANNEX “C” TO PART 3 OF THE BID SOLICITATION .....</b>		<b>36</b>

## **PART 1 - GENERAL INFORMATION**

### **1.1 Security Requirements**

As per attached SRCL document.

### **1.2 Statement of Requirement**

As per the Statement of Work in Annex "A"

### **1.3 Debriefings**

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

## PART 2 - BIDDER INSTRUCTIONS

### 2.1 Standard Instructions, Clauses and Conditions

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

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

The [2003](#) (2019-03-04) Standard Instructions - Goods and Services – Competitive Requirements, are incorporated by reference into and form part of the bid solicitation, with the following modifications:

- a) Subsection 5.4 of 2003, Standard Instructions - Goods or Services - Competitive Requirements, is amended as follows:

Delete: 60 days,  
Insert: 90 days

- b) The text under subsection 20.2 - Further Information - is deleted in its entirety.

#### 2.1.1 SACC Manual Clauses

<a href="#">2003ACB</a>	CanadaBuys Standard Instructions – Goods or Services	2022-09-01

### 2.2 Submission of Bids

Bids must be submitted only to Public Works and Government Services Canada (PWGSC) -- via epost Connect only due to COVID-19 -- by the date, time and place indicated in the bid solicitation.

Note: Bidders using epost Connect for this bid closing at the Bid Receiving Unit in the National Capital Region (NCR) must use the following email address:

[tpsgc.dgareceptiondessoumissions-abbidreceiving.pwgsc@tpsgc-pwgsc.gc.ca](mailto:tpsgc.dgareceptiondessoumissions-abbidreceiving.pwgsc@tpsgc-pwgsc.gc.ca)

Note: Bids will not be accepted if emailed directly to this email address. This email address is to be used to open an epost Connect conversation, as detailed in Standard Instructions 2003, or to send bids through an epost Connect message if the Bidder is using its own licensing agreement for epost Connect. Step one of the two-step epost Connect process is to send an email to the above address and this first step should be initiated a few days in advance of any submission deadline.

### 2.3 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than five (5) calendar days before the bid closing date. Enquiries received after that time may not be answered.

Bidders should reference as accurately as possible the numbered item of the bid solicitation to which the enquiry relates. Care should be taken by Bidders to explain each question in sufficient detail in order to enable Canada to provide an accurate answer. Technical enquiries that are of a proprietary nature must be clearly marked "proprietary" at each relevant item. Items identified as "proprietary" will be treated as such except where Canada determines that the enquiry is not of a proprietary nature. Canada may edit the question(s) or may request that the Bidder do so, so that the proprietary nature of the question(s) is

eliminated, and the enquiry can be answered to all Bidders. Enquiries not submitted in a form that can be distributed to all Bidders may not be answered by Canada.

## **2.4 Applicable Laws**

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

Bidders may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their bid, by deleting the name of the Canadian province or territory specified and inserting the name of the Canadian province or territory of their choice. If no change is made, it acknowledges that the applicable laws specified are acceptable to the Bidders.

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

### **3.1 Bid Preparation Instructions**

Canada requests that bidders provide their bids in separate bound sections as follows:

First page of the Request for Proposal signed by the Bidder or an authorized representative of the Bidder (1 signed copy).

Section I: Technical Bid (one (1) hard copy)

Section II: Financial Bid (one (1) hard copy)

Section III: Additional Information (one (1) hard copy)

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

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

- a) use 8.5 x 11 inch (216 mm x 279 mm) paper;
- b) use a numbering system that corresponds to the bid solicitation.

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process [Policy on Green Procurement](http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html>). To assist Canada in reaching its objectives, Bidders should:

- 1) use 8.5 x 11 inch (216 mm x 279 mm) paper containing fibre certified as originating from a sustainably-managed forest and containing minimum 30% recycled content; and
- 2) use an environmentally-preferable format including black and white printing instead of colour printing, printing double sided/duplex, using staples or clips instead of cerlox, duotangs or binders.

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

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

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

Bidders must submit their financial bid in accordance with the Basis of Payment specified in Part 6, section 6.6.1.

Conditional prices will not be accepted.

### 3.3.1 SACC Manual Clause

<u>C3011T</u>	Exchange Rate Fluctuation	2013-11-06
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### 3.4 Section III: Certifications

Bidders must submit the certifications required under Part 5.

### 3.5 Section IV: Additional Information

Canada requests that Bidders submit the information identified at Annex "C", Additional Information:

#### 3.5.1 Electronic Payment of Invoices

If Bidders are willing to accept payment of invoices by Electronic Payment Instruments, complete Annex "C", Additional Information, Electronic Payment Instruments, to identify which ones are accepted.

If Annex "C", Additional Information, Electronic Payment Instruments is not completed, it will be considered as if Electronic Payment Instruments are not being accepted for payment of invoices.

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

#### 3.5.2 Bidder's Representatives

Canada requests that Bidders complete the Bidder's Representatives section in Annex "C", Additional Information.

## PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

### 4.1 Evaluation Procedures

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

### 4.2 Technical Evaluation

All bids must be completed in full and provide all of the information requested in the bid solicitation to enable full and complete evaluation.

#### 4.2.1 Mandatory Technical Criteria

The following mandatory factors will be taken into consideration in the evaluation of each bid:

- M1. Comply with all details described at Annex "A". Bidders must clearly indicate the estimated repair time and estimated repair cost for the item stated in SOW; and
- M2. Accept all terms and conditions as outlined in the bid solicitation and resulting Contract document.

### 4.3 Financial Evaluation

#### 4.3.1 Evaluation of Price

For bid evaluation and contractor selection purposes only, the evaluation of price will be determined in accordance with Annex "A".

The price of the bid will be evaluated in Canadian dollars,.

Bids submitted in foreign currency will be converted to Canadian currency for evaluation purposes. The rate given by the Bank of Canada in effect on the bid solicitation closing date will be applied as a conversion factor to the bids submitted in foreign currency.

#### **4.4 Basis of Selection - Multiple Items**

A bid must comply with the requirements of the bid solicitation and meet all mandatory technical evaluation criteria to be declared responsive. The responsive bid with the lowest evaluated price per compass maintained will be recommended for award of a contract.

One contract or multiple contracts may be awarded in response to this bid solicitation.

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

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

The certifications provided by bidders to Canada are subject to verification by Canada at all times. Canada will declare a bid non-responsive, or will declare a contractor in default if any certification made by the Bidder is found to be untrue whether made knowingly or unknowingly, during the bid evaluation period or during the contract period.

The Contracting Authority will have the right to ask for additional information to verify the Bidder's certifications. Failure to comply and to cooperate with any request or requirement imposed by the Contracting Authority will render the bid non-responsive or constitute a default under the contract.

#### **5.1 Certifications Required with the Bid**

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

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

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

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

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

##### **5.2.1 Integrity Provisions – Required Documentation**

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

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



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

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

## **PART 6 - RESULTING CONTRACT CLAUSES**

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

### **6.1 Security Requirements**

As per attached SRCL document.

### **6.2 Statement of Requirement**

As per the Statement of Work in Annex "A"

#### **6.2.1 Technical Changes, Substitutes and Alternatives**

Any technical changes, equivalent products and alternatives proposed by the Contractor must be evaluated for acceptance by the Technical Authority. Any equivalent products and alternatives must be equivalent in form, fit, function and performance. Equivalent products and alternatives that are offered as equivalent will only be acceptable once they are approved by the Technical Authority as an equivalent. A contract amendment or a completed Design Change/Deviation form will be issued.

Should the Technical Authority not accept the equivalent product or the alternative and the Contractor is unable to meet the technical requirement, Canada may terminate the contract for default in accordance with the general conditions stated in the contract

### **6.3 Standard Clauses and Conditions**

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

## **6.4 Term of Contract**

### **6.4.1 Period of Contract - A9022C (2007-05-25)**

The period of the Contract is from date of Contract to \_\_\_\_\_ inclusive. (*To be inserted by the Contracting Authority*).

## 6.5 Authorities

### 6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Mr. Mac Davis-Kelly  
Title: Director Aerospace Procurement (DAP) 8-2-2-2  
Organization: Department of National Defence (DND)  
Directorate: Director Aerospace Procurement (DAP)  
Address: 101 Colonel By Drive  
Ottawa, ON, K1A 0K2  
Telephone: (819) 939-6101  
E-mail: [Mac.davis-kelly2@forces.gc.ca](mailto:Mac.davis-kelly2@forces.gc.ca)

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

### 6.5.2 Technical Authority

The Technical Authority for the Contract is: *(To be inserted by the Contracting Authority)*.

Name:  
Title:  
Organization:  
Directorate:  
Address:  
Telephone:  
Facsimile:  
E-mail:

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

### 6.5.3 Contractor's Representative

#### General Enquiries

Name: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Facsimile: \_\_\_\_\_  
E-mail: \_\_\_\_\_

## **6.6 Basis of Payment**

The Contractor will be paid for the Work specified in Annex A and the authorized task authorization, in accordance with the Basis of payment.

Canada's liability to the Contractor under the authorized task authorization must not exceed the firm price, ceiling price or limitation of expenditure 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.

### **6.6.1 Basis of Payment – Hourly Rates [C0212C \(2018-04-17\)](#)**

In consideration of the Contractor satisfactorily completing all of its obligations under the Task Authorization, the Contractor will be paid for the actual hours worked at the firm hourly rates as specified in the basis of payment.

#### **Labour**

The Contractor will be paid for the actual hours worked at the firm hourly rates as proposed by the contractor in the bid submission. Hourly rates will include material costs and equipment requirements.

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

### **6.6.2 Basis of Payment Task Authorizations**

Depending on the requirement, each task authorization will stipulate whether the task authorization is a firm price task authorization or a ceiling price task authorization.

#### **6.6.3 Firm 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 unit price(s) in accordance with the basis of payment in Annex B, as specified in the authorized TA. 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.

#### **6.6.4 Ceiling Price Task Authorizations**

The Contractor will be paid for the Work specified in the authorized task authorization, in accordance with the basis of payment in Annex B.

actor under the authorized task authorization must not exceed the 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.

#### **6.6.5 Material and Replacement Parts**

In consideration of the Contractor satisfactorily completing all of its obligations under the Task Authorization, the Contractor will be paid Firm Fixed Price(s) for the material and replacement parts in accordance with the latest PWGSC Price Support Directorate certified price list at the time the Work is invoiced, or lower in accordance with the Contractor's certification.

Customs Duties are excluded and Applicable Taxes are extra.

#### 6.6.6 SACC Manual Clauses

<u>C2000C</u>	Taxes – Foreign-based Contractor	2007-11-30
<u>C2605C</u>	Canadian Customs Duties and Sales Tax – Foreign-based	2008-05-12
<u>H1000C</u>	Single Payment	2008-05-12
<u>H1001C</u>	Multiple Payment	2008-05-12

#### 6.7 Electronic Payment of Invoices - Contract - H3027C (2016-01-28)

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

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

#### 6.8 Certifications and Additional Information

##### 6.8.1 Compliance

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

## 6.9 Applicable Laws

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

## 6.10 Priority of Documents

If there is a discrepancy between the wording of any documents that appear on the list, the wording of the document that first appears on the list has priority over the wording of any document that subsequently appears on the list.

- (a) The Articles of Agreement;
- (b) **2010A** (2022-01-28) General Conditions – Goods (Medium Complexity);
- (c) Annex “A”;
- (d) The Contractor's bid dated (to be inserted by the Contracting Authority), as amended (to be inserted by the Contracting Authority).

## 6.11 Preparation for Delivery

### 6.11.1 Packaging Requirement using Specification D-LM-008-036/SF-000 - **D3018C** (2014-09-25)

The Contractor must prepare the item(s) marked “Packaging: D-LM-008-036/SF-000” in Annex “A”, for delivery in accordance with the latest issue of the Canadian Forces Packaging Specification *D-LM-008-036/SF-000*, DND Minimum Requirements for Manufacturer's Standard Pack.

The Contractor must package items in quantities of one (1) by package.

### 6.11.2 Shipping Instruction (Department of National Defence) – Canadian-based Contractor – **D0037C** (2016-01-28)

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

Inbound Logistics Co-ordination Center (ILCC)  
Telephone: 1-877-877-7423 (toll free)  
Facsimile: 1-877-877-7409 (toll free)  
E-mail: [ILHQOttawa@forces.gc.ca](mailto:ILHQOttawa@forces.gc.ca)

3. The Contractor must provide the following information to the DND Inbound Logistics Coordination Center when arranging for shipment:
  - a. the Contract number;
  - b. consignee address (for multiple addresses, items must be packaged and labelled separately with each consignee address);
  - c. description of each item;
  - d. the number of pieces and type of packaging (i.e., carton, crate, drum, skid);
  - e. actual weight and dimensions of each piece type, including gross weight;
  - f. full details of dangerous goods/hazardous products, as required for the applicable mode of transportation, signed certificates for dangerous goods/hazardous products as required for shipment by the International Maritime Dangerous Goods Code, the International Air Transport Association

regulations or the applicable Canadian [Transportation of Dangerous Goods Regulations](#), and a copy of the safety data sheet in English and French.

4. Following receipt of this information by Canada, Canada will provide the appropriate shipping instructions, which may include the requirement for specific consignee address labelling, and the marking of each piece with a Transportation Control Number.
5. The Contractor must not ship the goods before receiving shipping instructions from the DND Inbound Logistics contact.
6. If the Contractor delivers the goods at a place and time which are not in accordance with the given delivery instructions or fail to fulfill reasonable delivery instructions given by Canada, the Contractor must reimburse Canada any additional expenses and costs incurred.
7. If Canada is responsible for delays in delivering the goods, ownership and risk will be transferred to Canada upon expiry of either 30 days following the date on which a duly completed shipping application is received by Canada or by its appointed forwarding agent, or 30 days following the delivery date specified in the Contract, whichever is later.

## 6.12 Quality Assurance

### 6.12.1 ISO 9001:2015 - Quality Management Systems - Requirements (Quality Assurance Code C) – [D5545C](#) (2019-05- 30)

For item(s) marked “ISO 9001:2015 QUALITY ASSURANCE: C” in Annex “A”.

### 6.12.2 Additional Quality Assurance SACC Manual Clauses

<a href="#">D5510C</a>	Quality Assurance Authority (Department of National Defence) - Canadian-based Contractor	2017-08-17
<a href="#">D5515C</a>	Quality Assurance Authority (Department of National Defence) - Foreign-based and United States Contractor	2010-01-11
<a href="#">D5604C</a>	Release Documents (Department of National Defence) - Foreign-based Contractor	2008-12-12
<a href="#">D5605C</a>	Release Documents (Department of National Defence) - United States-based Contractor	2010-01-11
<a href="#">D5606C</a>	Release Documents (Department of National Defence) - Canadian-based Contractor	2017-11-28
<a href="#">D5620C</a>	Release document - Distribution	2012-07-16

**6.13 Additional SACC Manual Clauses**

<a href="#"><u>A0301C</u></a>	Military Aviation Replacement Parts – Maintenance of Records	2007-05-25
<a href="#"><u>A9006C</u></a>	Defence Contract	2012-07-16
<a href="#"><u>B7500C</u></a>	Excess Goods	2006-06-16
<a href="#"><u>B1000T</u></a>	Condition of Material - Bid	2014-06-26

<a href="#"><u>C2800C</u></a>	Priority Rating	2013-01-28
<a href="#"><u>C2801C</u></a>	Priority Rating - Canadian-based Contractors	2017-08-17
<a href="#"><u>D2000C</u></a>	Marking	2007-11-30
<a href="#"><u>D2001C</u></a>	Labelling	2007-11-30
<a href="#"><u>D2016C</u></a>	Additional Package Markings – Identical	2010-01-11
<a href="#"><u>D2015C</u></a>	Additional Package Markings – Different	2010-01-11
<a href="#"><u>D2025C</u></a>	Wood Packaging Materials	2017-08-17
<a href="#"><u>D3015C</u></a>	Dangerous Goods / Hazardous Products – Labelling and Packaging Compliance	2014-09-25
<a href="#"><u>D6010C</u></a>	Palletization	2007-11-30
<a href="#"><u>D9002C</u></a>	Incomplete Assemblies	2007-11-30
<a href="#"><u>G1005C</u></a>	Insurance - No Specific Requirement	2016-01-28
<a href="#"><u>D3018C</u></a>	Packaging Requirement using Specific D-M	2014-09-25

**ANNEX "A"**

**STATEMENT OF WORK FOR THE  
REPAIR AND OVERHAUL B3 MAGNETIC SURVEY COMPASS**



**CONTENTS**

	<b>PAGE</b>
1.0	SCOPE ..... A-3
1.1	Purpose ..... A-3
1.2	Background ..... A-3
1.3	Intended Use ..... A-3
1.4	List of Acronyms and Abbreviations ..... A-3
2.0	APPLICABLE DOCUMENTS ..... A-4
2.1	References ..... A-4
2.2	Order of Precedence ..... A-4
3.0	GENERAL REQUIREMENTS ..... A-5
3.1	Scope of Work ..... A-5
3.2	Tasks ..... A-5
3.3	Constraints ..... A-5
4.0	TECHNICAL INVESTIGATIONS AND ENGINEERING SERVICES (TIES) ..... A-6
4.1	General ..... A-6

**LIST OF APPENDICES:**

Appendix 1: Survey Ancillary Equipment R&O Forecast (Yearly) – SNAPS list

## 1.0 SCOPE

### 1.1 Purpose.

1.1.1 This Statement of Work (SOW) describes the work to be performed by the Contractor to provide Repair and Overhaul (R&O) services to Canadian Government owned B3 Magnetic Survey Compass. The particular equipment included in this SOW is identified in Appendix 1.

### 1.2 Background

1.2.1 The B3 Survey Magnetic Compass has been in-service with the Department of National Defence since the late 1970's. The equipment is expected to be in-service for at least the next four years and R&O services are required for this period to ensure the goods remain serviceable.

### 1.3 Intended Use

1.3.1 Equipment will be used to verify the calibration for mounted aircraft compass.

### 1.4 List of Acronyms and Abbreviations

Abbreviation	Description
CA	Contracting Authority
CAGE	Commercial and Government Entity
CAF	Canadian Armed Forces
CFB	Canadian Forces Base
DND	Department of National Defence
NDQAR	National Defence Quality Assurance Representative
GSM	Government Supplied Materiel
SOW	Statement of Work
TA	Technical Authority

Figure A-1 List of Acronyms and Abbreviations

## 2.0 APPLICABLE DOCUMENTS

### 2.1 References

2.1.1 The following references are provided with the Request for Proposal. Where mentioned, the following Standards must be used for the preparation of deliverables to the extent specified in this SOW:

#### 2.1.1.1 DND Specifications, Standards, and Publications:

REFERENCE	PROMULGATION	REFERENCE TITLE
A-AD-100-100/AG-000	1991-10-15	NATIONAL DEFENCE PUBLISHING POLICY AND ADMINISTRATION PROCEDURES
A-LM-184-001/JS-001	2016-01-30	SPECIAL INSTRUCTIONS FOR REPAIR AND OVERHAUL CONTRACTORS
A-LM-007-100/AG-001	2016-11-30	SUPPLY ADMINISTRATION MANUAL
DAOD 3003-1	2011-08-23	MANAGEMENT, SECURITY AND ACCESS REQUIREMENTS RELATING TO CONTROLLED GOODS
C-02-005-009/AM-000	2013-06-01	INSPECTION AND CONDITIONING OF MATERIEL RETURNED TO AND HELD IN THE SUPPLY SYSTEM
C-02-015-001/AG-000	2004-01-30	POLICYPROCEDURES AND GUIDELINES, UNSATISFACTORY CONDITION REPORTING
D-02-002-001/SG-001	2003-04-01	IDENTIFICATION MARKING OF CANADIAN MILITARY PROPERTY
MIL-STD-721	1988-06-12	DEFINITIONS OF TERMS FOR RELIABILITY AND MAINTAINABILITY

Figure A-2 DND Specifications, Standards, and Publications

#### 2.1.1.2 Other Standards and Publications

NEMA IEC 60529 DEGREES OF PROTECTION PROVIDED BY ENCLOSURES - IP CODE

### 2.2 Order of Precedence

2.2.1 In the event of a conflict between the content in this SOW and the referenced documents, the content of this SOW takes precedence.

### 3.0 GENERAL REQUIREMENTS

#### 3.1 Scope of Work

3.1.1 The contractor must provide R&O services including labour, material and parts as required in support of the equipment identified in Appendix 1 to Annex A and in accordance with this Statement of Work and the Logistics Statement of Work (LOG SOW) at Annex B.

#### 3.2 Tasks

3.2.1 The complete overhaul of all authorized equipment is not permitted under the terms of this SOW. The intent of this SOW is that repair work will be done where feasible and complete overhaul will be resorted to only where such is economically and technically justifiable or where required by technical specifications. For this SOW, the following definitions shall apply:

- a. Repair: As defined in A-LM-184-001/JS-001, the maintenance or replacement of equipment in order to return it to a serviceable condition;
- b. Overhaul: As defined in A-LM-184-001/JS-001, the complete restoration of an item of equipment entailing replacement of both worn and damaged parts or parts whose service life has expired;
- c. Serviceable/Serviceability: The condition of an equipment which allows it to be available for immediate use, shipped or held in storage without being subjected to any limitation not applicable to new equipment;
- d. Interchangeability: Following repair, the article must remain fully interchangeable (form, fit and function) with articles catalogued under the same reference number, part number and of the same modification status; and,
- e. Reliability and Maintainability: The definitions of MIL-STD-721 will apply.

3.2.2 Performance of Work: All work performed is to be in accordance with the OEM publications, specifications and drawings. Further, the procedures outlined in the LOG SOW must be adhered to.

3.2.3 Minimum Repair Services: minimum repair on every repairable must include:

- a. Removing dust, dirt and lint, which will impair the electrical or mechanical performance of the equipment by cleaning or blowing out with clean, dry compressed air. Special effort should be made to ensure that closely grouped electrical connections are free from foreign material, which could cause electrical leakage, shorts or arcing. Grease or oil smudges must be removed. All equipment must be free from loose or splattered solder, excess resin, metal chips or filings and other foreign material;
- b. Inspection of all connectors and displays (if applicable) on the equipment;
- c. Inspection of mechanical or electrical repairable must be performed in accordance with those particular standards which the Contractor must submit to the TA for approval.
- d. Fault rectification must ensure that every repairable meets the electrical and mechanical test criteria of specified standards which the Contractor must submit to the TA; and,
- e. Testing as necessary to locate and isolate defects and deficiencies.

3.2.4 For all Government Supplied Materiel (GSM) as listed in Appendix 1 to Annex A:

3.2.4.1 The Contractor must perform preventive maintenance, and provide secured and covered storage for all GSM in its possession in order to prevent corrosion, mold and mildew, damage, and malfunction to systems and sub-systems.

3.2.4.2 If not needed for the performance of the Work, the Contractor must dispose of scrap materiel that is not a controlled item in accordance with Section 8.9 of A-LM-184-001/JS-001.

3.2.4.3 The Contractor must demilitarize all scrap controlled parts and assemblies. Demilitarization involves the total destruction of an item by actions such as mutilation, smelting, cutting, tearing, scratching, breaking, punching, and neutralizing. Total destruction means that an item cannot be restored or repaired to a useable condition and that no information on the characteristics, performance or manufacturing of the item can be extracted.

3.2.4.4 The Contractor must advise Canada and contact the National Defence Quality Assurance Representative (NDQAR) at least 10 calendar days in advance of demilitarization of Controlled Goods as per DAOD 3003-1, Management, Security and Access Requirements Relating to Controlled Goods.

3.2.4.5 The Contractor must dispose of all residues resulting from demilitarization.

3.2.5 Condition of Materials: Shelf life of materials embodied in equipment repaired, overhauled or modified are subject to the terms, conditions and specifications contained in the specific documents applicable to the equipment being repaired, overhauled or modified. (C-02-005-013/AM- 000 referenced at para 2.2 -d).

3.2.6 Identification Marking, Seals and Labels

3.2.6.1 After overhaul or reconditioning, the Contractor must identify all equipment, assemblies and components IAW D-02-002-001/SG-001 (referenced at para 2.2 - c).

### 3.3 Constraints

3.3.1 The Contractor must provide all spares, components, other materials, supplies and consumables required as part of the R&O work.

3.3.2 The Contractor at their cost is responsible to obtain and maintain, including their calibration and repair, all tools and equipment required for R&O activities of equipment listed in appendix 1.

#### 4.0 TECHNICAL INVESTIGATIONS AND ENGINEERING SERVICES (TIES)

##### 4.1 General

4.1.1 When authorized by the Contract Authority, the Contractor must provide Technical Investigations and/or Engineering Services and must provide relevant data as and when required. The scope of work normally covered under TIES is to cater for equipment not meeting specification standards or due to repetitive failures. Refer to Chapter 7.6 of A-LM-184-001/JS-001 for more information.

#### DELIVERABLES:

Delivery Table (Example only, fill out based on the final SOW Deliverables):

Item	Item Description	Qty	Delivery date
1	Serviceable equipment	As required in Appendix 1	On average 90 days after reception at Contractor's site
2	Itemized list of material requested to be scrapped	1 copy to DND QAR and 1 copy to the TA	Before disposal

**APPENDIX 1 TO ANNEX A**  
**Survey Ancillary Equipment R&O Forecast (Yearly) - SELECTION NOTICE AND PRIORITY**  
**SUMMARY (SNAPS) LIST**

<b>NSN</b>	6675-14-214-6356
<b>Description</b>	Compass, Magnetic B3
<b>Contractor's Repair Cost (ea)</b>	
<b>Reference Number</b>	B3 - 90180
<b>DMC</b>	A
<b>Manufacture NCage: S3890</b>	LEICA GEOSYSTEMS AG HEINRICH-WILD-STRASSE
<b>QAC</b>	C
<b>Markings on Compass</b>	MFG. OCT. 1961 Ref. No. 6E/6675-21- 801-3305
<b>Forecasted Annual R&amp;O Requirement (1 April to 31 March)</b>	1st Year: 20 ea Subsequent Years (2 <sup>nd</sup> to 4 <sup>th</sup> ): 8 ea

**LEGEND:**

1. NSN: NATO Stock Number
3. DMC: De-Militarization Code
4. QAC: Quality Assurance Code

\*The Yearly Forecast is only an estimate as to how much work may be anticipated under this contract. The forecast does not provide any guarantee that all of the items detailed above, in the quantities detailed, will be sent for repair in any given year. All items will be sent to the Repair & Overhaul line as they become unserviceable.

**ANNEX B  
LOGISTICS  
STATEMENT OF WORK (LOG SOW)  
FOR THE  
REPAIR AND OVERHAUL  
B3 MAGNETIC SURVEY COMPASS**



## Contents

1.0 GENERAL INTRODUCTION .....	28
1.1 AIM .....	28
1.2 EXTENT OF WORK/TYPES OF EQUIPMENT.....	28
1.3 REPAIR &OVERHAUL (IN AND OUT OF COUNTRY) PROCESS.....	31
2.0 RECEIPTS .....	31
2.1 DISCREPANCIES IN SHIPMENTS.....	31
3.0 WORK CONTROL .....	31
3.1 COMPLETION OF WORK .....	32
3.2 STOP REPAIR ACTION .....	32
4.0 ANNUAL REPAIR FORECAST - SNAPS .....	33
5.0 COST CONTROL .....	33
6.0 COSTING RECORDS .....	34
7.0 EQUIPMENT TURN AROUND TIME (TAT) .....	34
7.1 PRIORITY REPAIR REQUEST (PRR) .....	34
7.2 CONTRACT CLOSE OUT .....	35
8.0 SUPPLY SUPPORT/SUSTAINMENT SUPPORT .....	35
8.1 TRANSACTION DOCUMENTATION .....	35
8.2 CONTRACTOR SUPPLY ACCOUNTING .....	35
8.3 STOCKTAKING .....	36
8.4 SELECTION NOTICE OBSERVATION MESSAGE (SNOM) .....	37
8.5 LOSS OR DAMAGE TO DND MATERIEL .....	37
8.6 SCRAP - CUSTODY & DISPOSAL .....	37
8.7 DOCUMENTATION AND RECORDS .....	38
9.0 CONTRACTOR USE OF DND EQUIPMENT AND PUBLICATIONS .....	38
10.0 PUBLICATIONS .....	38
11.0 AVAILABILITY OF PUBLICATIONS .....	38
11.1 DISPOSAL OF PUBLICATIONS .....	39

## **1.0 GENERAL INTRODUCTION**

### **1.1 AIM**

The Department of National Defence (DND) has a requirement for the R&O Contact of B3 Magnetic Survey Compass as detailed in the Annex A, Technical Statement of Work (SOW). The Contractor must repair and overhaul only those items for which he has received authorization IAW the Selection Notice and Priority Summary (SNAPS) for Repairable Materiel Account (RMA) code(s) TBD for the NSNs as identified in Appendix 1 to Technical SOW. The Contractor must conform to such supply procedures as are advised in this Logistical Statement of Work (SOW) related to the management of DND equipment and stores in his possession. Repair and Overhaul priorities will be maintained as advised in the SNAPS.

**This LOG SOW is to be read in conjunction with the A-LM-184-001/JS-001 for additional information.**

This section will describe the system of record for use by DND (DRMIS). It will explain the various Supply Accounts/Plants/ Storage Locations (SLOCs) that all contractors must use and the different types of spares involved.

**DRMIS** Defence Resource Management Information System: provides total asset visibility of all Canadian Forces (CF) materiel, whether it is in use, in stock, or on a repair line. As a fundamental policy, all supply transactions and movement of materiel must be visible and traceable. All transactions for goods movements must be supported by appropriate computer transactions. 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. NDQAR must assist those contractors with no DRMIS access and must provide detailed instruction, guidance and training on DRMIS transaction processing and on DRMIS account management to all contractors.

**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. The RMA is represented within the system by a three alpha character format followed by a number "1" e.g. "WAL1". There must be two storage locations (SLOC) allocated. One is a Serviceable storage location and the other being an Unserviceable Storage Location.

**CRPA (Contractor Repair Parts Account):** DRMIS provisioning account with a Serviceable and an Unserviceable storage location. It records all managed spare parts pre-propositioned within that CRPA Plant/Serviceable Storage Location. The spares are located at the Contractor's repair facility and are to be used to assist in the repair of the repairable items contracted out for repair. These spares are called Contract Issue Spares (CIS) because they are DND spares issued to the contractor in order to affect the repair or overhaul of DND equipment.

**GFOS (Government Furnished Overhaul Spares):**

- Non-catalogued spare parts that are salvaged by the contractor, on NDHQ authority, from DND materiel undergoing repair, overhaul, re-life or modification.

Refer to the Supply Support Section 8.2.6 in the A-LM 184-001/JS-001 for more information on GFOS.

### **1.2 EXTENT OF WORK/TYPES OF EQUIPMENT**

The Contractor must repair and overhaul only those items for which they have received authorization. This authority is in accordance with Appendix 1 to Annex A - Survey Ancillary Equipment R&O Forecast (Yearly), being the Selection Notice and Priority Summary (SNAPS).

The DND equipment to be repaired are categorized as:

- **Selected Equipment:** equipment's/components that have received authorization for repair or overhaul and appears on the Selection Notice and Priority Summary (SNAPS) for a Repair Materiel Account (RMA).

The Contractor must monitor and ensure that the total costs of the overhaul remain within the approved Maximum Repair Cost (MRC).

The contractor must ensure that storage and maintenance facilities provide sufficient protection to DND material to minimize the risk of:

- Unauthorized use;

- Theft or misappropriation;
- The elements including special handling requirements for sensitive and shelf-life items;
- An excess of dust and dirt;
- A possible breach of security; and
- Animal droppings and infestation.

### **1.3 REPAIR & OVERHAUL (IN AND OUT OF COUNTRY) PROCESS**

Refer to Annex B in the A-LM-184-001/JS-001 for step by step Process Flowchart. The process flowchart describes who does what in the repair process.

### **2.0 RECEIPTS**

Upon receipt of DND equipment for repair, the Contractor must:

- Identify the equipment and ensure they are authorized to repair (SNAPS or Email);
- Open a separate work order for each reparable Tracking indicator "E" tracked item. For remaining items, a work order is created for each line item reflected by the shipping paperwork;
- Carry out a physical check to ensure that the item is complete and is in accordance with the accompanying vouchers;
- Complete receipt documentation, including any adjustment transactions or work order number;
- Carry out a physical check to ensure that the item is complete according to latest OEM specifications; and
- Action warranty materiel. (If warranty repair required refer to Section 9 in the A-LM-184-001/JS-001).

**Note:** DRMIS Receipt and Work order must be raised within 48 working hours of delivery to plant (see exception for Major Equipment). The contractor with no DRMIS access must contact NDQAR advising that the item has been received for repair and obtain the DND Work Order. The turnaround time begins once the DND Work Order is created.

Based upon available information or inspection of the item, the Contractor must determine the extent of work required, prepare a cost estimate, and if cost to repair is below the Maximum Repair Cost (MRC), proceed with the repair. Whenever the cost to repair threatens to exceed the MRC, the Contractor must request authority using a SNOM (Selection Notice Observation Message)/email to proceed with the repair in accordance with Annex D in the A-LM-184-001/JS-001.

Where it is impossible to determine the cost to repair, the Contractor may be granted authority by the Procurement Authority (PA) to strip the equipment so as to assess its repair or overhaul potential and to estimate the cost. Unless otherwise specified, and regardless of the value of the equipment, the cost of the work involved in estimating repair is chargeable to the item whether or not it is subsequently repaired.

### **2.1 DISCREPANCIES IN SHIPMENTS**

Discrepancies are reported to the NDQAR and they are to contact the consignor. A discrepancy in shipment can consist of any of the following:

- Quantity;
- Serial/Equipment Number;
- Substitute material;
- Improper Packaging;
- Condition

The Contractor must contact their supporting NDQAR to report and action discrepancies in shipments. If the discrepant item is one of the commodities listed below the supporting NDQAR must be contacted within 24 hours.

### **3.0 WORK CONTROL**

The Contractor must ensure that the repair of all DND equipment is controlled by an internal serial numbered work order. Upon completion of work, the work order must include as a minimum the following:

- a contract serial number against which all costs incurred are chargeable;
- the Material Master Record (MMR), description, quantity and serial number, if any, of item repaired;

- a cross reference to all Supply Documents. This includes receipt, issues and returns, including scrap activity, finalization of repair, inspection, and final acceptance;
- reference to the applicable technical data;
- details of the work performed;
- a list of all the parts, by part number and description, found unserviceable and requiring repair or overhaul, ensuring that the repair scheme is referenced;
- a list of parts used in repair, identifying the type of stores from which they were issued (e.g. CIS, GFOS);
- repair cost estimate; and
- the identity of the person opening the work order.

The Contractor must provide to the NDQAR, and as necessary amend, a list of Contractor personnel authorized to open work orders. A work order must be opened for each repairable "E" tracked item (refer to Section 8.5.10 in the A-LM-184-001/JS-001 for the definition.) For remaining items, a work order is created, for each line item reflected by the shipping paperwork.

### **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. The following "Contractor Certification" must be stamped on the Supply Document and the DND 2227 and signed.

#### **Contractor Certification**

**I certify that the item(s) listed above have been inspected, tested and conform to all specifications and requirements detailed in the contract or purchase order.**

Signature \_\_\_\_\_ Date \_\_\_\_\_  
(Contractor QC)

Once the DND 2227 is signed and stamped on completion of work by the contractor it is sent to the NDQAR Supply Tech with the DRMIS job ticket (DRMIS Work order printout) and they finalize the closure of the work order process and the shipping process. The contractor must keep a copy for audit purposes. An additional copy of the DND2227 (signed and stamped) would be required to be attached with the item in the shipment. For Contractors with DRMIS access, they are not required to send the DND 2227 to the NDQAR but are still required to have a copy filed for audit purposes.

### **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. This applies to all stoppage of repairs for:

- SRD (Stop Repair Delete: when an MMR is removed from SNAPS and repair line is closed);
- SRT (Stop Repair Transfer: when an MMR is removed from SNAPS and new repair line is opened; and
- Repairable Reserve (00RR) MMR is not removed from SNAPS and repair line is suspended.

The Contractor/NDQAR must identify all outstanding Work Orders. If the Contractor is authorized by the PA to finish the repair work against the outstanding Work Orders, he must complete these Work Orders. If the contractor is not authorized by the PA to finish the repair work against the outstanding Work Orders, he must close the Work Orders, and return the unserviceable items as per direction on PAL.

**Note:** In the case that work was authorized and the contractor was advised to stop, the contractor must be paid for the work done up to that point.

### **4.0 ANNUAL REPAIR FORECAST - SNAPS**

The Contractor must notify the PA when the receipt for a selected repairable line item exceeds the current (fiscal) year forecast (CYF) in the SNAPS report. The CYF is the quantity of items the contractor is authorized to repair from the 1st of April to the 31st March. The Contractor must not repair the line item until written approval is received from the PA or the SNAPS forecast is amended.

The SNAPS report 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 of arising's. The information on the SNAPS plus the R&O contract provides the contractor with the authority to repair.

NDQAR must distribute the SNAPS for in-country repair facilities on a monthly basis. The contractor must be advised of the selection of a new MMR item or of changes to the current SNAPS.

An MMR annotated with a repair priority code (RPC) "routine" or higher on the SNAPS are to be repaired in accordance with their "Priority" unless otherwise advised. MMRs annotated Repairable Reserve (RR) must not be repaired unless the repair is already in progress. RR items awaiting repairs must be returned to regional depot.

If R&O contractors need to make observations on information contained in the SNAPS, they are to submit their observations to the PA using the Selection Notice Observation Message (SNOM). See Section 8.6 in the A-LM-184-001/JS-001 for reasons to use the SNOM.

The contractor is responsible for scheduling work. Within these categories, the principle of "First in-First out" (FIFO) must apply. To assist in this scheduling, DND must provide each contractor with a copy of the SNAPS report that lists the Repair Priority of each item on the selection list. The Repair Priority

Codes (RPCs) are as follows:

- **C:** Critical 0 - 3 Months of Serviceable assets available
- **U:** Urgent 3 - 6 Months of Serviceable assets available
- **R:** Routine 6 - 24 Months of Serviceable assets available
- **P:** Pending 24+ Months of Serviceable assets available

## **5.0 COST CONTROL**

The Contractor must monitor the cost of each repair to ensure that total repair costs remain within approved limits. Appropriate management control procedures must be in place and records maintained. These control procedures and records must be available for review or audit on request.

While undergoing repair, total cost must be monitored to determine whether or not to continue the repair. The terminology associated with cost often varies among different organizations even though the intent may be the same. To ensure better understanding, the following terms are to be used when dealing with DND equipment:

- **Cost Control:** the use of management devices in the performance of any necessary operation so that pre-established objectives of quality, quantity and time may be attained at the lowest possible outlay for goods and services. Such devices include a bill of materials, instructions, standard of performance, competent supervision, cost limits on items and operations, studies, interim reports, and decisions based on these reports;
- **Average Repair Cost:** true cost pro-rated over the number of items produced in a time period;
- **True Cost of Repair:** the total cost of repair or overhaul in plant or by subcontract including all labour charges, overhead, and all materiel spares costs, sub-contracting and shipping (by spares type with their applicable profit mark-ups or embodiment fees);
- **Maximum Repair Cost (MRC):** the MRC is a standard established by DND to guard against the possibility of an item being repaired at a cost that exceeds its replacement value to DND. The MRC is the maximum amount including all labour, sub-contracting and shipping, materiel costs and administration fees that the Contractor or DND repair facility is authorized to spend to repair an item. It is not the cost DND necessarily intends to pay for all repairs.

**Note:** In circumstances where the final cost of repair will exceed the MRC, contractors are required to cease repair and report complete details to the PA using the SNOM via email and informing NDQAR. The SNOM/email must provide full disclosure of all costs where the final cost has exceeded the MRC. DND will not pay costs which exceed the MRC without prior authorization.

## **6.0 COSTING RECORDS**

The Contractor must prepare forms and maintain records which must provide:

- a cost listing, by serial number if applicable, of each item or job lot going through the repair line;
- details of the extent of work carried out, in-process inspections completed and materiel embodied at any stage of the repair process;
- the average cost of repair or overhaul, by MMR; and
- the total repair cost for a MMR, by work order.

**Note:** This data must be provided as requested by the Procurement Authority and/or NDQAR

## **7.0 EQUIPMENT TURN AROUND TIME (TAT)**

Unless specifically identified within the contract, equipment turn-around-time (TAT) to a serviceable state must be achieved in 120 calendar days. TAT is defined as the period of time from date of receipt to date item is reported serviceable. Repair priority is governed by the SNAPS. The principle of first-in/first-out (FIFO) must be observed whenever possible.

### **7.1 PRIORITY REPAIR REQUEST (PRR)**

A Priority Repair Request (PRR) is a direction to the contractor to repair an item on a priority basis. These requests originate from NDHQ/Supply Managers (SM) or PA and are communicated to NDQAR by e-mail. The SM or PA forwards the information to the contractor for action. A sample copy of a PRR format is illustrated in Annex E in the A-LM-184-001/JS-001.

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 or PA at NDHQ with a realistic estimated delivery date (EDD). The format of the e-mail/fax to be forwarded by the contractor is illustrated in Annex E in the A-LM-184-001/JS-001 using the PRR format. Correspondence in response to PRRs is the contractor's responsibility.

Unless otherwise specified in accordance with the contract, overtime may be authorized by applicable EPM through the NDQAR. However, overtime must not be authorized to clear any backlog resulting from unsatisfactory contractor performance.

### **7.2 CONTRACT CLOSE OUT SUPPORT**

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 instruction for the completion of the work already on the repair line and to provide instruction and to coordinate the transfer of DND-owned equipment. The Contracting Authority and DQA/R&O staff must be included in the close out team. The following are some considerations for the close-out plan:

- Repairable material in the custody of the contractor;
- Spares in the custody of the contractor;
- Tooling and test equipment on loan;
- Publications and other documents;
- Perform 100 % stocktaking;
- Set Max/Min to zero (stop automated replenishment) and change MRP setting to non-replenishment;
- Clear all pending DRMIS transactions;
- Issues spares and repairable to new repair contractor Plant/SLOC or depot as per the PA directions; and
- NDQAR to provide all stock on hand/dues and pending transaction reports.

## **8.0 SUPPLY SUPPORT/SUSTAINMENT SUPPORT**

### **8.1 TRANSACTION DOCUMENTATION**

The DND 2227 is the supply document used by all contractors when performing supply related transactions.

The Contractor must file and retain auditable transaction documentations by applicable Storage location/account either by MMR or by Requisition Number.

### **8.2 CONTRACTOR SUPPLY ACCOUNTING**

#### **8.2.1 RMA**

When a Contractor is awarded a contract for the repair or overhaul of DND materiel, a Storage Location (SLOC)/Repairable Materiel Account (RMA) code must be allocated to the Contractor and represented within the system by a three Alpha SLOC character format followed by a Number "1" e.g. "WAL1". It must have a Serviceable and Non-Serviceable Storage Location (SLOC). All pre-authorized repairable materiel shipped to that contractor must be identified and documented on the Selection Notice and Priority Summary (SNAPS) for the associated RMA. This is known as "selected" material.

In many circumstances, a contractor will need spare parts from DND. These spare parts are called Contract Issue Spares (CIS) or GFOS and the contract must specify what spares to be used. To account for the CIS, the contractor must be allocated a Contractor Repair Parts Account (CRPA). Account structure can be found in Annex H in the A-LM-184-001/JS-001.

### **8.3 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 and Loan Accounts must be counted at a minimum of once every two years or as indicated by Cycle Count Indicator. The PA is responsible to monitor all stocktaking activity working with NDQAR. Refer to Annex L in the A-LM-184-001/JS-001 for step by step Process.

In the event of discrepancies between the DRMIS and the Contractor's records, DRMIS is the source record. DGMSSC is responsible for conducting random stock verifications of DND owned materiel and equipment as part of its mandate and in support of OAG audits. In order to carry out these stock verifications the contractor must provide DGMSSC personnel with access to the DND owned materiel and equipment being held.

### 8.3.1 Stocktaking Process

- Verify stock integrity. This is measured by comparing DND Owned material held under the Contractor's responsibility with all records and documentation;
- Adjust the associated records or documents according to the materiel held;
- Investigate discrepancies; and, if required,
- Action write-off reports in accordance with Section 3.5 of the SAM A-LM-100/AG-001.

### 8.3.2 Contractor Responsibilities

- Identify any discrepancies in stockholdings versus stock records;
- Initiate and complete stocktaking IAW the stocktaking plan;  
**Note:** Some repairable items, because of their material types may require stocktaking on a more frequent basis. (Refer to Annex I in the A-LM-184-001/JS-001);
- Contact the NDQAR to adjust stock records ensuring that the quantity on stock records is reconciled with the quantity on hand;
- Investigate discrepancies as requested by NDQAR;
- Conduct investigative stocktaking upon DND's request;
- Verify serial numbers; and
- Hold all transactions from the cut-off date until completion of the stocktaking. Local co-ordination will be required to ensure which transactions were not processed by the cut-off date because of mail delays, machine downtime, etc. in order for them to include these transactions when doing the stocktaking and reconciliation.

Refer to Annex L, in the A-LM-184-001/JS-001 for step by step process to carry out stocktaking at a contractor facility. The supporting NDQAR must assist in the stocktaking process for contractor facilities.

### 8.3.3 Investigative Stocktaking

The Contractor must initiate an investigative stocktaking no later than 48 hours after a discrepancy is found or reported, or is suspected either for a single or a range of MMRs or part numbers. The Contractor must investigate discrepancies identified by the NDQAR and if such discrepancies are not resolved, notify NDQAR for further action. NDQAR must determine the action to be taken to adjust the quantities and to report o v e r a g e s or deficiencies using a write-off report, or request reimbursement from the Contractor for shortages, depending on the circumstances.

In instances where the stocktaking indicates that the Contractor's inventory management system is inadequate, DND must request that improvements be implemented. Failure to rectify these problems over a period of time may result in cancellation of the contract with cause.

**Note:** The contract authority must receive all DND requests for financial recovery or other action against the Contractor.

### 8.3.4 Stocktaking Plan

No later than two (2) months after contract award and every year thereafter, on or before the first of March, the Contractor will be responsible to prepare and submit to the PA and the NDQAR, a two-year stocktaking plan. The stocktaking plan must provide information on the Contractor's planned stocktaking schedule for the next two year period, calculated from the time responsibility of DND Owned material has been assumed. The Contractor must ensure that 100% of the DND Owned material is planned to undergo stocktaking at least one time during this two year period or more frequently as dictated at Annex I in the A-LM-184-001/JS-001. The Stocktaking Plan template is attached at Annex J in the A-LM- 184-001/JS-001.

The Contractor must distribute a copy of the Stocktaking Plan to the Procurement Authority and the NDQAR for review and concurrence. The Contractor must not initiate any 100% stocktaking unless PA approval has been given. Once the approval has been given NDQAR must provide further directions on using the applicable reports to provide visibility of material into Work Orders.

**Changes to the stocktaking plan must be submitted to the PA and CA, through the NDQAR, for approval.**

### **8.3.5 Scheduled Stocktaking Notice**

Two weeks prior to the planned stocktaking start date, the Contractor must send a Stocktaking Notice to the NDQAR, advising of the scheduled stocktaking. The Stocktaking Notice must also direct the NDQAR to produce Count Sheets for the materiel maintained and held in the (serviceable and unserviceable storage locations) for the RMA, CRPA and, Loan storage location.

The Stocktaking Notice submitted to the NDQAR must include the following:

- Storage location (Serviceable or unserviceable);
- Date the first stock count must be completed; (must be 15 days , refer to Section 8.5.7 in the ALM- 184-001/JS-001);
- Range of MMRs to be counted.

If the materiel is not on charge (GFOS) in DRMIS the Contractor must also include the following details with the Stocktaking Notice:

- Date information extracted;
- Account Type (GFOS, Loans);
- MMR;
- Part Number;
- Description;
- Unit of Issue;
- Unit Price;
- Qty. (held in Contractor accounting system);
- Inventory Category Code;
- Location; and
- Serial Number if directed by NDQAR.

Stock movements and stock transactions that could affect computer or manual record balances must be stopped or reduced to the minimum from the time the count sheets are produced by DRMIS until the count sheets are populated and confirmed; or any other system used by the Contractor to manage its inventory. If during the stocktaking, stock transactions that affect computer or manual record balances cannot be stopped, the Contractor is required to keep track of all transactions on a separate register.

### **8.3.6 Count Sheets**

One day prior to the start date reported on the Stocktaking Notice the Contractor must receive count sheets from the NDQAR for inventory recorded in DRMIS.

For GFOS (inventory not recorded in DRMIS) the Contractor must produce count sheets using their own system. The Contractor must provide a copy of the count sheets to the NDQAR. The count sheets must, at a minimum, contain the following:

- MMR or/and Part Number;
- Description;
- Stock location;
- Condition/Status recorded; and
- Qty. counted (to be filled-out on materiel count).

### **8.3.7 Stock Count**

The Contractor must carry out the first stock count of all materiel and report quantity on first count sheets within fifteen days. Materiel found not listed on the count sheets must be identified and reported on a separate count sheet.

The Contractor must submit a copy of each completed first stock count sheets to NDQAR. Refer to Annex K in the A-LM-184-001/JS-001 for count sheet template.



### **8.3.8 Report and Resolve Stocktaking Discrepancies**

#### **8.3.8.1 For inventory recorded in DRMIS**

The NDQAR is responsible for entering the stocktaking counts into the system of record. They must confirm all the counts, in accordance with the count sheets. For discrepancies, the NDQAR must submit to the Contractor a list of all MMRs and identify the materiel requiring a second count. If necessary, this process can be repeated for a third count which is physically performed by NDQAR at the Contractor's location(s).

#### **8.3.8.2 Third Count Investigations**

For in country Contractors the investigation may include an onsite visit from the supporting NDQAR to review supply related Contractor records and carry out physical stock checks. This may be carried out by the PA or a delegated DND representative for out of country Contractors.

#### **8.3.8.3 For inventory not recorded in DRMIS**

The Contractor must compare the count results with the actual quantities recorded in the Contractor's local system, immediately adjust their records and forward to the NDQAR on a Stock Discrepancy Report. The NDQAR must notify the latter to proceed in identifying the materiel that requires a second count.

The Contractor is responsible to:

- Provide an explanation/justification for each discrepancy;
- List referenced documents, referenced computer transactions, corrective actions taken and where possible, the reasons for surpluses or deficiencies;
- Adjust, when possible, computer balances or inventory control cards when the discrepancy is the result of an error that can be corrected locally; and
- Prepare a Supply Document when a stock balance requires adjustment for approval by the NDQAR.

Once all investigations have been completed for each discrepancy found at the first count, the Contractor must submit to the NDQAR, a Stocktaking Investigation Report within one month. The report must contain the following information:

- Inventory materiel type;
- MMR/Part Number;
- Description;
- Unit price
- Stock balance before stocktaking (First Count);
- Stock quantity counted (First Count);
- Stock quantity adjusted;
- Stock balance after adjustment;
- Stock balance before (Second count);
- Stock counted (Second count);
- Stock quantity adjusted (if required); and
- Corrective actions, reference transaction and justification.

Prices for deficiencies and surpluses must be entered and extended. Netting is not authorized.

The Contractor must prepare a Stocktaking Summary Report for each account type, template in Annex N in the A-LM-184-001/JS-001.

NDQAR on behalf of the Contractor must submit the original copy of the Write-off Report CF 152 and the Stocktaking Summary Report to the R&O Support cell for vetting prior to R&O Support cell forwarding to PA.

### **8.3.9 GFOS Stocktaking**

Contractors and their subcontractors must use the following procedures for GFOS stocktaking:

- Post all transactions to the Inventory Control Card (Non-Catalogued) (ICC) prior to stocktaking as per Annex Q in the A-LM-184-001/JS-001;
- List the part number and description of each line item on the count sheets normally used. The quantity on the ICCs must not be transcribed to the count sheet at this time;

- Ensure issues from stock are not discontinued unless it is essential to do so;
- Quarantine all receipts of spares and suspend posting action for a maximum period of four working days from the time of receipt;
- Conduct a physical count and show the quantity counted in one column of the count sheets. The person counting the stock must add to the list items found in stock for which there is no entry on the count sheets;
- Enter the quantity on the ICC's the appropriate column of the count sheets after the physical count takes place;
- Check for issues, receipts, etc., when quantities do not agree. Re-count the items if quantities still do not agree;
- Compare the quantity shown as "actual count" and the quantity on stock records and the discrepancies indicated on Form CF 152;
- Forward the CF 152 and any adjusting vouchers to the NDQAR under a covering letter;
- Identify surplus and obsolete items for disposal, in accordance with the contract; and
- Ensure that items with a MMR are identified for transfer to the CRPA warehouse.

### **8.3.10 Write off Report - CF 152**

NDQAR on behalf of the Contractor must perform all adjustment transactions, then raise and submit the original copy of the CF 152 including the Stocktaking Summary Report to the R&O Support cell for vetting and furtherance to applicable EPMs. The NDQAR must include a covering letter with their submission. Refer to Annex L in the A-LM-184-001/JS-001 for the step by step Process.

### **8.4 SELECTION NOTICE OBSERVATION MESSAGE (SNOM)**

The SNOM is used by Contractors to report any observation for:

- MRC exceeded on SNAPS;
- Forecast exceeded/suspended on SNAPS;
- Item under repair found Beyond Economical Repair (BER); and
- MMRs received at the repair facility that is not authorized for repair:
  - o not selected on SNAPS;
  - o without an RMR; or
  - o Without a tasking authorization.

In country Contractors submit their observations to the appropriate supply manager; out-of-country Contractors submit their observations to the PA, who must pass it to the appropriate SM for action

Refer to Annex D in the A-LM-184-001/JS-001 for the SNOM template. It is understood that a SNOM can be an email with all the pertinent information enclosed.

### **8.5 LOSS OR DAMAGE TO DND MATERIEL**

The Contractor must report to the NDQAR all instances of loss or damage to DND owned materiel in his custody within two (2) working days of confirmation of its discovery. If the discrepant item is one of the commodities listed below the supporting NDQAR must be contacted immediately. The supporting NDQAR must then take immediate reporting action.

Controlled Goods/CTAT (Controlled Technology Access Transfer) include:

- Weapons, Ammunition, Explosive Ordinance, Self-Contained Weapons Systems, and Guided Missiles;
- Classified Equipment including Crypto and accountable COMSEC Materiel;
- Deficient Controlled Goods as defined in DAOD 3003-0; and
- Night Vision Devices (NVD)

### **8.6 SCRAP - CUSTODY & DISPOSAL**

The Contractor must safeguard, control, and dispose of the scrap materiel in accordance with section 6.2 of SAM and A-LM-007-100/AG-001. For all instructions pertaining to disposal NDQAR can ensure the Contractor has a copy of SAM Chapter 6.2.

See EP 18 Disposal Model Annex R in the A-LM-184-001/JS-001 for step by step instruction in conjunction with the above publications.

## **8.7 DOCUMENTATION AND RECORDS**

Contractors are required to maintain records of all shipments. A Transportation Control Number (TCN) located on the CARF and WSBL must be issued for each shipment by the appropriate ILCC.

## **9.0 CONTRACTOR USE OF DND EQUIPMENT AND PUBLICATIONS**

The Contractor must not use DND publications, tools, test-equipment, or jigs and fixtures for commercial work without the written consent of DND. In instances where DND has provided such consent, the contract authority must negotiate suitable compensation for DND. All requests must be directed to the Procurement Authority through the contract authority.

## **10.0 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 his custody. The record of amendments must be maintained as indicated in the applicable area of each publication.

Unless otherwise specified, publications may be copied or have extracts taken from them. As these copies/extracts are not subject to follow-up amendment action, they are not valid for use as a reference document and must be stamped "FOR INFORMATION ONLY".

The Contractor must respond to any request for "verification of publication holdings" which may be requested periodically by DND. DND must, upon request from the Contractor, supply the necessary forms and certain stationery. However, because of the limited use of certain forms, it is neither practical nor economical to provision for and stock all forms. Therefore, where appropriate, forms are to be reproduced locally by the Contractors.

Publications and forms provided to Contractors must be issued, without charge, by DND.

## **11.0 AVAILABILITY OF PUBLICATIONS**

Upon the selection of work, the Contractor must provide the PA with a list of all DND publications obtained from the contract authority prior to signing the contract. The Contractor must request assistance from the PA in determining additional requirements in the CFSS Procedures (based upon current holdings and contract requirements), DND specifications, pamphlets, technical orders, drawings, etc. The Contractor must request the required publications from the PA. It is customary, on transfer of work from one Contractor to another, to include the pertinent publications as part of and DND-owned materiel or equipment being transferred. Transfer of responsibility for the control of the publications may also be required at that time. The factors to be considered in preparing a list of required publications are:

- Estimated use;
- Plant location;
- Possibility of sharing publications;
- Possibility of obtaining information via telephone from a central data or information center;
- Possibility of satisfying requirements by limited distribution only.

The Contractor must request publications in writing from the PA, and once the request is approved, must raise a Supply Document DND 2227. Contractors must acknowledge receipt of publications by signing the accompanying documents.

### **11.1 DISPOSAL OF PUBLICATIONS**

When a publication is no longer needed, the Contractor must request disposal instructions from the PA and take action as directed. In cases where the publication is returned to stock or transferred to another user, the Contractor is to ensure that all the amendments are included or that a deficiency listing (and explanations) accompanies the publication(s).

Forms that have been superseded or cancelled and DND have ordered destroyed, are to be disposed of by the Contractor. No certification is necessary and, since the forms are not on charge, there is no requirement to raise disposal vouchers.

Unused current forms and stationery considered surplus to requirements are to be returned to the issuing agency.

DND office supplies such as DND stamps, seals, labels, markings, etc. If they are surplus to requirements, they are to be returned to the issuing agency.

**ANNEX "C" TO PART 3 OF THE BID SOLICITATION**  
**Additional information**

**1. Electronic Payment of invoices - Bid H3027T (2016-01-28)**

Canada requests that Bidders complete option 1 or 2 below:

1.  Electronic Payment Instruments will be accepted for payment of invoices.  
The following Electronic Payment Instrument(s) are accepted:
  - Direct Deposit (Domestic and International);
  - Electronic Data Interchange (EDI);
  - Wire Transfer (International Only);
  
2.  Electronic Payment Instruments will not be accepted for payment of invoices.

The Bidder is not obligated to accept payment by Electronic Payment Instruments.  
Acceptance of Electronic Payment Instruments will not be considered as an evaluation criterion

**2. Bidder's Representatives**

Canada requests that Bidders provide information for the contact person responsible for:

**General Enquiries**

Name: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Facsimile: \_\_\_\_\_  
E-mail address: \_\_\_\_\_



Contract Number / Numéro du contrat W8485-237138
Security Classification / Classification de sécurité Unclass

**SECURITY REQUIREMENTS CHECK LIST (SRCL)  
LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)**

<b>PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE</b>		
1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine <b>Department of National Defence</b>		2. Branch or Directorate / Direction générale ou Direction <b>DAGEPM (TA &amp; S)</b>
3. a) Subcontract Number / Numéro du contrat de sous-traitance		3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant
4. Brief Description of Work / Brève description du travail The B3 Survey Magnetic Compass has been in-service with the Department of National Defence since the late 1970's. The equipment is expected to be in-service for at least the next four years and R&O services are required for this period to ensure the goods remain serviceable.		
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?		<input type="checkbox"/> No / Non <input checked="" type="checkbox"/> 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?		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> 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)		<input type="checkbox"/> No / Non <input checked="" type="checkbox"/> 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.		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> 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?		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> 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		
<b>Canada</b> <input checked="" type="checkbox"/>	<b>NATO / OTAN</b> <input type="checkbox"/>	<b>Foreign / Étranger</b> <input type="checkbox"/>
7. b) Release restrictions / Restrictions relatives à la diffusion		
No release restrictions Aucune restriction relative à la diffusion <input checked="" type="checkbox"/>	All NATO countries Tous les pays de l'OTAN <input type="checkbox"/>	No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>
Not releasable À ne pas diffuser <input type="checkbox"/>		
Restricted to: / Limité à : <input type="checkbox"/> Specify country(ies): / Préciser le(s) pays :	Restricted to: / Limité à : <input type="checkbox"/> Specify country(ies): / Préciser le(s) pays :	Restricted to: / Limité à : <input type="checkbox"/> Specify country(ies): / Préciser le(s) pays :
7. c) Level of information / Niveau d'information		
PROTECTED A PROTÉGÉ A <input checked="" type="checkbox"/>	NATO UNCLASSIFIED NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A PROTÉGÉ A <input type="checkbox"/>
PROTECTED B PROTÉGÉ B <input type="checkbox"/>	NATO RESTRICTED NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B PROTÉGÉ B <input type="checkbox"/>
PROTECTED C PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>	NATO SECRET NATO SECRET <input type="checkbox"/>	CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>
SECRET SECRET <input type="checkbox"/>	COSMIC TOP SECRET COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET SECRET <input type="checkbox"/>
TOP SECRET TRÈS SECRET <input type="checkbox"/>		TOP SECRET TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>



**PART A (continued) / PARTIE A (suite)**

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?  
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS?  No / Non  Yes / Oui  
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?  
Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate?  No / Non  Yes / Oui
- 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
- |   |   |   |  |
|---|---|---|--|
| <input checked="" type="checkbox"/> RELIABILITY STATUS<br>COTE DE FIABILITÉ | <input type="checkbox"/> CONFIDENTIAL<br>CONFIDENTIEL           | <input type="checkbox"/> SECRET<br>SECRET           | <input type="checkbox"/> TOP SECRET<br>TRÈS SECRET               |
| <input type="checkbox"/> TOP SECRET-SIGINT<br>TRÈS SECRET - SIGINT          | <input type="checkbox"/> NATO CONFIDENTIAL<br>NATO CONFIDENTIEL | <input type="checkbox"/> NATO SECRET<br>NATO SECRET | <input type="checkbox"/> COSMIC TOP SECRET<br>COSMIC TRÈS SECRET |
| <input type="checkbox"/> SITE ACCESS<br>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?  
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail?  No / Non  Yes / Oui  
If Yes, will unscreened personnel be escorted?  
Dans l'affirmative, le personnel en question sera-t-il escorté?  No / Non  Yes / Oui

**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?  
Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS?  No / Non  Yes / Oui
11. b) Will the supplier be required to safeguard COMSEC information or assets?  
Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC?  No / Non  Yes / Oui

**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?  
Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ?  No / Non  Yes / Oui

**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?  
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?  No / Non  Yes / Oui
11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency?  
Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale?  No / Non  Yes / Oui



Contract Number / Numéro du contrat W8485-237138
Security Classification / Classification de sécurité Unclass

**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			CONFIDENTIAL / CONFIDENTIEL	SECRET	TOP SECRET / TRÈS SECRET
											A	B	C			
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, classifiez 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, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquez qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).**



Contract Number / Numéro du contrat W8485-237138
Security Classification / Classification de sécurité Unclass

**PART D - AUTHORIZATION / PARTIE D - AUTORISATION**

<b>13. Organization Project Authority / Chargé de projet de l'organisme</b>			
Name (print) - Nom (en lettres moulées) Sebastien Montreuil	Title - Titre A/DGAEPM (TA&S) 2-2	Signature MONTREUIL, SEBASTIEN 249	Digitally signed by MONTREUIL, SEBASTIEN 249 Date: 2022.11.01 17:38:45 -04'00'
Telephone No. - N° de téléphone 438-863-9588	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel sebastien.montreuil@forces.gc.ca	Date e-signature
<b>14. Organization Security Authority / Responsable de la sécurité de l'organisme</b>			
Name (print) - Nom (en lettres moulées) Mark Erasmo	Title - Titre Senior Security Analyst	Signature ERASMO, MARK 761	Digitally signed by ERASMO, MARK 761 DN: cn=C/CA, o=CSG, ou=IND-MDN, ou=Personnel, ou=INTERN, cn=ERASMO, MARK 761 Reason: I am the author of this document Location: Date: 2022.11.04 10:31:19-04'00' Font PDF Editor Version: 12.0.1
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date
<b>15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached?</b> Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes?			
			<input type="checkbox"/> No / <input type="checkbox"/> Yes <input type="checkbox"/> Non / <input type="checkbox"/> Oui
<b>16. Procurement Officer / Agent d'approvisionnement</b>			
Name (print) - Nom (en lettres moulées) Mac Davis-Kelly	Title - Titre DGAEPM DAP 8-2-2-2	Signature DAVIS-KELLY, MAC 823	Digitally signed by DAVIS-KELLY, MAC 823 Date: 2022.12.16 10:49:18 -05'00'
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date
<b>17. Contracting Security Authority / Autorité contractante en matière de sécurité</b>			
<div style="border: 1px solid blue; padding: 5px;"> <b>Janette Meinert</b>  <b>Contract Security Officer</b>  <b>Janette.Meinert@tpsgc-pwgsc.gc.ca</b> </div>		Title - Titre	Signature Meinert, Janette
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date Digitally signed by Meinert, Janette Date: 2022.11.09 15:21:28 -05'00'