



National Defence      Défense nationale  
National Defence Headquarters    Quartier général de la Défense nationale  
Ottawa, Ontario      Ottawa (Ontario)  
K1A 0K2      K1A 0K2

## REQUEST FOR QUOTATION DEMANDE DE QUOTATION

### RETURN QUOTATIONS TO:

### RETOURNER LES QUOTATIONS À :

[DapServicesBidReceiving-  
DoaServicesReceptionDesSoumissions@forces.gc.ca](mailto:DapServicesBidReceiving-DoaServicesReceptionDesSoumissions@forces.gc.ca)

Attn : Dany Lebel, DAP 2-2-7

### Proposal To: Department of National Defence

We hereby offer to sell to Her Majesty the Queen 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 : Ministère de la Défense nationale

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 : 2:00 pm Eastern Daylight Time (EDT)  
14:00 Heure avancée de l'Est (HAE)

On - le : 21 March 2023  
21 mars 2023

Title/Titre Publication Management	Solicitation No – N° de l'invitation W8485-226963/A
Date of Solicitation – Date de l'invitation 20 February 2023	
Address Enquiries to – Adresser toutes questions à  Dany Lebel DAP 2-2-7  <a href="mailto:DapServicesBidReceiving-DoaServicesReceptionDesSoumissions@forces.gc.ca">DapServicesBidReceiving- DoaServicesReceptionDesSoumissions@forces.gc.ca</a>	
Telephone No. – N° de téléphone  819-939-5116	FAX No – N° de fax  N/A
Destination  455 Blvd de la Carrière Gatineau, QC, K1A 0K2	

### 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	Delivery offered - Livraison proposée
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 _____

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## **PART 1 GENERAL INFORMATION**

### **1.1 Introduction**

The bid solicitation is divided into seven parts plus attachments and annexes, as follows:

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Bidder Instructions: provides the instructions, clauses and conditions applicable to the bid solicitation;
- Part 3 Bid Preparation Instructions: provides Bidders with instructions on how to prepare their bid;
- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria that must be addressed in the bid, and the basis of selection;
- Part 5 Certifications and Additional Information: includes the certifications and additional information to be provided;
- Part 6 Security, Financial and Other Requirements: includes specific requirements that must be addressed by Bidders; and
- Part 7 Resulting Contract Clauses: includes the clauses and conditions that will apply to any resulting contract.

The Annexes include:

- Annex A – Statement of Work
- Annex B – Basis of Payment
- Annex C – Technical Evaluation Plan
- Annex D – Financial Evaluation
- Annex E – Security Requirements Check List
- Annex F – to Part 3 of the Bid Solicitation – Electronic Payment Instruments
- Annex G – to Part 5 of the Bid Solicitation - Federal Contractors Program for Employment Equity – certification
- Appendix 1 to Annex A, Flow of work
- Appendix 2 to Annex A, Distribution List
- Appendix 3 to Annex A, DVD Label Format
- Appendix 4 to Annex A, List of CAEP Publications
- Appendix 5 to Annex A, Business Rules
- Appendix 6 to Annex A, OPI Contact Information
- Appendix 7 to Annex A, Contract Data Requirements List and Data Item Descriptions
- Appendix 8 to Annex A, Department of National Defence Task Authorization Form (DND 626)

### **1.2 Summary**

1.2.1 The Department of National Defence has a requirement for Publication Management Services (PMS) and Interactive Electronic Technical Manual Services (IETMS).

The contractor must provide the full scope and breadth of services and materials applicable to the management, amendment, preparation and delivery of roughly 1600 publications managed or supported by DAEPM (FT) 6-3.

The requirements are divided into two distinct streams. The contractor must provide:

- a. Publication Management Services; and
- b. Interactive Electronic Technical Manual Services.

Work associated with this requirement will be on an "as and when requested" basis using a DND 626 Task Authorization Form as per Part 7 – Resulting Contract Clauses.

It is intended to result in the award of a contract for three (3) years, plus two (2) one-year irrevocable options allowing Canada to extend the term of the contract.

1.2.2 There are security requirements associated with this requirement. For additional information, consult Part 6 - Security, Financial and Other Requirements, and Part 7 - Resulting Contract Clauses. For more information on personnel and organization security screening or security clauses, Bidders should refer to the Contract Security Program of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website.

1.2.3 This procurement is subject to the Controlled Goods Program. The Defence production Act defines Canadian Controlled Goods as certain goods listed in Canada's Export Control List, a regulation made pursuant to the Export and Import Permits Act (EIPA)."

1.2.4 The Federal Contractors Program (FCP) for employment equity applies to this procurement; see Part 5 – Certifications and Additional Information, Part 7 - Resulting Contract Clauses and the annex titled [Federal Contractors Program for Employment Equity - Certification](#).

### **1.3 Debriefings**

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

### **1.4 epost Connect service**

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

## 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>) 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 (2022-03-29) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation with the following modifications:

- (a) Section 02, Procurement Business Number is deleted in its entirety.
- (b) Section 05, Submission of Bids – Subsection 4 is amended as follows:  
  
Delete: 60 days  
Insert: 90 days
- (c) Section 06, Late Bids is deleted in its entirety and replaced with the following text: for bids submitted electronically, the late bids will be deleted. Records will be kept documenting the transaction history of all late bids.
- (d) Section 07, Delayed Bids is deleted in its entirety and replaced with the following text: It is the Bidder's responsibility to ensure that the Contracting Authority has received the entire submission. Misrouting or other electronic delivery issues resulting in late submission of bids will not be accepted.
- (e) Section 08, Transmission by facsimile or by Canada Post Corporation's (CPC) Connect services, sub-section 1.a and sub-section 2 are deleted in their entirety.

### 2.2 Submission of Bids

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

**Note:** For bidders choosing to submit using epost Connect for bids closing at the Bid Receiving Unit in the National Capital Region (NCR) the email address is:

[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.

### 2.3 Former Public Servant – Competitive Bid (*SACC Manual A3025T*) (2020-05-04)

Contracts awarded to former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny and reflect fairness in the spending of public funds. In order to comply with Treasury Board policies and directives on contracts awarded to FPSs, bidders must provide

the information required below before contract award. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of bids is completed, Canada will inform the Bidder of a time frame within which to provide the information. Failure to comply with Canada's request and meet the requirement within the prescribed time frame will render the bid non-responsive.

## Definitions

For the purposes of this clause,

"former public servant" is any former member of a department as defined in the [Financial Administration Act](#), R.S., 1985, c. F-11, a former member of the Canadian Armed Forces or a former member of the Royal Canadian Mounted Police. A former public servant may be:

- a. an individual;
- b. an individual who has incorporated;
- c. a partnership made of former public servants; or
- d. a sole proprietorship or entity where the affected individual has a controlling or major interest in the entity.

"lump sum payment period" means the period measured in weeks of salary, for which payment has been made to facilitate the transition to retirement or to other employment as a result of the implementation of various programs to reduce the size of the Public Service. The lump sum payment period does not include the period of severance pay, which is measured in a like manner.

e.

"pension" means a pension or annual allowance paid under the [Public Service Superannuation Act](#) (PSSA), R.S., 1985, c. P-36, and any increases paid pursuant to the [Supplementary Retirement Benefits Act](#), R.S., 1985, c. S-24 as it affects the PSSA. It does not include pensions payable pursuant to the [Canadian Forces Superannuation Act](#), R.S., 1985, c. C-17, the [Defence Services Pension Continuation Act](#), 1970, c. D-3, the [Royal Canadian Mounted Police Pension Continuation Act](#), 1970, c. R-10, and the [Royal Canadian Mounted Police Superannuation Act](#), R.S., 1985, c. R-11, the [Members of Parliament Retiring Allowances Act](#), R.S. 1985, c. M-5, and that portion of pension payable to the [Canada Pension Plan Act](#), R.S., 1985, c. C-8.

## Former Public Servant in Receipt of a Pension

As per the above definitions, is the Bidder a FPS in receipt of a pension? **Yes ( ) No ( )**

If so, the Bidder must provide the following information, for all FPSs in receipt of a pension, as applicable:

- a. name of former public servant;
- b. date of termination of employment or retirement from the Public Service.

By providing this information, Bidders agree that the successful Bidder's status, with respect to being a former public servant in receipt of a pension, will be reported on departmental websites as part of the published proactive disclosure reports in accordance with [Contracting Policy Notice: 2019-01](#) and the [Guidelines on the Proactive Disclosure of Contracts](#).

## **Work Force Adjustment Directive**

Is the Bidder a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive? **Yes** ( ) **No** ( )

If so, the Bidder must provide the following information:

- a. name of former public servant;
- b. conditions of the lump sum payment incentive;
- c. date of termination of employment;
- d. amount of lump sum payment;
- e. rate of pay on which lump sum payment is based;
- f. period of lump sum payment including start date, end date and number of weeks;
- g. number and amount (professional fees) of other contracts subject to the restrictions of a work force adjustment program.

## **2.4 Enquiries - Bid Solicitation**

All enquiries must be submitted in writing to the Contracting Authority no later than fifteen (15) 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.

## **2.5 Applicable Laws**

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

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

## **2.6 Improvement of Requirement During Solicitation Period**

Should bidders consider that the specifications or Statement of Work contained in the bid solicitation could be improved technically or technologically, bidders are invited to make suggestions, in writing, to the Contracting Authority named in the bid solicitation. Bidders must clearly outline the suggested improvement as well as the reason for the suggestion. Suggestions that do not restrict the level of competition nor favour a particular bidder will be given consideration provided they are submitted to the Contracting Authority at least 15 days before the bid closing date. Canada will have the right to accept or reject any or all suggestions.

## **2.7 Basis for Canada's Ownership of Intellectual Property**

The Department of National Defence (DND) has determined that any intellectual property rights arising from the performance of the Work under the resulting contract will belong to Canada, for the following



reasons, as set out in the [Policy on Title to Intellectual Property Arising Under Crown Procurement Contracts](#): statutes, regulations or prior obligations of Canada to a third party or parties preclude Contractor ownership of the Intellectual Property Rights in Foreground Information.

## **2.8 List of Proposed Subcontractors**

If the bid includes the use of subcontractors, the Bidder agrees, upon request from the Contracting Authority, to provide a list of all subcontractors including a description of the things to be purchased, a description of the work to be performed and the location of the performance of that work. The list should not include the purchase of off-the-shelf items, software and such standard articles and materials as are ordinarily produced by manufacturers in the normal course of business, or the provision of such incidental services as might ordinarily be subcontracted in performing the Work.

## **2.9 Bid Challenge and Recourse Mechanisms**

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

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

### **3.1 Bid Preparation Instructions**

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

The bid must be gathered per section and separated as follows:

Section I: Technical Bid  
Section II: Financial Bid  
Section III: Certifications

If the Bidder chooses to submit its bid in hard copies, Canada requests that the Bidder submits its bid in separately bound sections as follows:

Section I: Technical Bid: 5 hard copies  
Section II: Financial Bid: 1 hard copy  
Section III: Certifications: 1 hard copy

If there is a discrepancy between the wording of the soft copy on electronic media and the hard copy, the wording of the hard copy will have priority over the wording of the soft copy.

If the Bidder is simultaneously providing copies of its bid using multiple acceptable delivery methods, and if there is a discrepancy between the wording of any of these copies and the electronic copy provided through epost Connect service, the wording of the electronic copy provided through epost Connect service will have priority over the wording of the other copies.

**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:

- 1) use 8.5 x 11 inch (216 mm x 279 mm) and/or 8.5 x 14 inch (226 x 356 mm) paper or page size;
- 2) use a numbering system that corresponds to the bid solicitation; and
- 3) Include page numbers for each page of Sections I, II and III.

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 (<https://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=32573>). To assist Canada in reaching its objectives, bidders should:

- 4) use paper containing fibre certified as originating from a sustainably-managed forest and containing minimum 30% recycled content; and
- 5) 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.

## **Section I: Technical Bid**

In their technical bid, Bidders should demonstrate their understanding of the requirements contained in the bid solicitation and explain how they will meet these requirements. Bidders should demonstrate their capability and describe their approach in a thorough, concise and clear manner for carrying out the work. The technical bid should address clearly and in sufficient depth the points that are subject to the evaluation criteria against which the bid will be evaluated. Simply repeating the statement contained in the bid solicitation is not sufficient. In order to facilitate the evaluation of the bid, Canada requests that Bidders address and present topics in the order of the evaluation criteria under the same headings. To avoid duplication, Bidders may refer to different sections of their bids by identifying the specific paragraph and page number where the subject topic has already been addressed.

## **Section II: Financial Bid**

**3.1.1** Bidders must submit their financial bid in accordance with the Financial Evaluation at Annex "D". The total amount of Applicable Taxes must be shown separately.

### **3.1.2 Electronic Payment of Invoices – Bid**

If you are willing to accept payment of invoices by Electronic Payment Instruments, identify which ones are accepted. Bidder to select:

- ☐ Direct Deposit (Domestic and International);
- ☐ Electronic Data Interchange (EDI);
- ☐ Wire Transfer (International Only);

If no Electronic Payment Instruments option was selected, 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.

## **Section III: Certifications**

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

## **PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION**

### **4.1 Evaluation Procedures**

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

The Phased Bid Compliance Process will apply only to the Mandatory technical criteria identified by the superscript <sup>(PB)</sup>. Mandatory technical criteria not identified by the superscript <sup>(PB)</sup> will not be subject to the Phased Bid Compliance Process.

#### **4.1.1 Phased Bid Compliance Process**

##### **4.1.1.1 (2018-07-19) General**

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

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

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

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

- (c) Canada may, in its discretion, request and accept at any time from a Bidder and consider as part of the Bid, any information to correct errors or deficiencies in the Bid that are clerical or administrative, such as, without limitation, failure to sign the Bid or any part or to checkmark a box in a form, or other failure of format or form or failure to acknowledge; failure to provide a procurement business number or contact information such as names, addresses and telephone numbers; inadvertent errors in numbers or calculations that do not change the amount the Bidder has specified as the price or of any component thereof that is subject to evaluation. This shall not limit Canada's right to request or accept any information after the bid solicitation closing in circumstances where the bid solicitation expressly provides for this right. The Bidder will have the time period specified in writing by Canada to provide the necessary documentation. Failure to meet this deadline will result in the Bid being declared non-responsive.

- (d) The PBCP does not limit Canada's rights under Standard Acquisition Clauses and Conditions (SACC) 2003 (2022-03-29) Standard Instructions – Goods or Services – Competitive Requirements nor Canada's right to request or accept any information during the solicitation period or after bid solicitation closing in circumstances where the bid solicitation expressly provides for this right, or in the circumstances described in subsection (c).
- (e) Canada will send any Notice or Compliance Assessment Report (CAR) by any method Canada chooses, in its absolute discretion. The Bidder must submit its response by the method stipulated in the Notice or CAR. Responses are deemed to be received by Canada at the date and time they are delivered to Canada by the method and at the address specified in the Notice or CAR. An email response permitted by the Notice or CAR is deemed received by Canada on the date and time it is received in Canada's email inbox at Canada's email address specified in the Notice or CAR. A Notice or CAR sent by Canada to the Bidder at any address provided by the Bidder in or pursuant to the Bid is deemed received by the Bidder on the date it is sent by Canada.
- (f) Canada is not responsible for late receipt by Canada of a response, however caused.

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

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

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

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

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

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

- (d) The Bidder's response to the CAR should identify in each case the Eligible Mandatory Criterion in the CAR to which it is responding, including identifying in the corresponding section of the original Bid, the wording of the proposed change to that section, and the wording and location in the Bid of any other consequential changes that necessarily result from such change. In respect of any such consequential change, the Bidder must include a rationale explaining why such consequential change is a necessary result of the change proposed to meet the Eligible Mandatory Criterion. It is not up to Canada to revise the

Bidder's Bid, and failure of the Bidder to do so in accordance with this subparagraph is at the Bidder's own risk. All submitted information must comply with the requirements of this solicitation.

- (e) Any changes to the Bid submitted by the Bidder other than as permitted in this solicitation, will be considered to be new information and will be disregarded. Information submitted in accordance with the requirements of this solicitation in response to the CAR will replace, in full, **only** that part of the original Bid as is permitted in this Section.
- (f) Additional or different information submitted during Phase II permitted by this section will be considered as included in the Bid, but will be considered by Canada in the evaluation of the Bid at Phase II only for the purpose of determining whether the Bid meets the Eligible Mandatory Criteria. It will not be used at any Phase of the evaluation to increase any score that the original Bid would achieve without the benefit of such additional or different information. For instance, an Eligible Mandatory Criterion that requires a mandatory minimum number of points to achieve compliance will be assessed at Phase II to determine whether such mandatory minimum score would be achieved with such additional or different information submitted by the Bidder in response to the CAR. If so, the Bid will be considered responsive in respect of such Eligible Mandatory Criterion, and the additional or different information submitted by the Bidder shall bind the Bidder as part of its Bid, but the Bidder's original score, which was less than the mandatory minimum for such Eligible Mandatory Criterion, will not change, and it will be that original score that is used to calculate any score for the Bid.
- (g) Canada will determine whether the Bid is responsive for the requirements reviewed at Phase II, considering such additional or different information or clarification as may have been provided by the Bidder in accordance with this Section. If the Bid is not found responsive for the requirements reviewed at Phase II to the satisfaction of Canada, then the Bid shall be considered non-responsive and will receive no further consideration.
- (h) Only Bids found responsive to the requirements reviewed in Phase II to the satisfaction of Canada, will receive a Phase III evaluation.

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

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

#### **4.1.2 Technical Bid Evaluation**

- a) **Mandatory Technical Criteria:** Mandatory technical evaluation criteria are included in Annex "C" – Technical Evaluation Plan.
- b) The bid must meet the mandatory technical criteria specified below. For each criterion, the Bidder must provide the necessary information and documentation to substantiate compliance.
- c) Bidders must provide complete details as to where, when, month and year, and how, through which activities, responsibilities, the stated qualifications and experience were obtained.
- d) Besides providing substantiation for compliancy, pertinent cross reference page(s) and

paragraph(s) in the bid must be indicated beside each of the specified mandatory technical criteria.

#### **4.1.2.1 Financial Bid Evaluation**

- a) For bid evaluation and Contractor selection purposes only, the evaluated price of a bid will be determined in accordance with the financial evaluation plan detailed in Annex "D". The total amount of applicable taxes must be shown separately.
- b) The price of the bid will be evaluated in Canadian dollars, Applicable Taxes excluded, Free On-Board (FOB) destination, Canadian customs duties and excise taxes included.

#### **4.2 Basis of Selection**

*SACC Manual Clause A0031T (2010-08-16) Basis of Selection – Mandatory Technical Criteria*

##### **4.2.1 Basis of Selection - Lowest Price Per Point**

- a) To be declared responsive, a bid must:
  - i) comply with all the requirements of the bid solicitation;
  - ii) meet all mandatory technical evaluation criteria;
  - iii) Bids not meeting (i) or (ii) or (iii) will be declared non-responsive. Neither the responsive bid that receives the highest number of points nor the one that proposed the lowest price will necessarily be accepted. The responsive bid with the lowest evaluated price per point will be recommended for award of a contract.



## PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

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

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

### 5.1 Certifications Required with the Bid

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

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

In accordance with the Integrity Provisions of the Standard Instructions, all bidders must provide with their bid, **if applicable**, the Integrity declaration form available on the Forms for the Integrity Regime 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 specified will render the bid non-responsive.

#### 5.2.1 Integrity Provisions – Required Documentation

In accordance with the section titled Information to be provided when bidding, contracting or entering into a real property agreement of the Ineligibility and Suspension Policy (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>), 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 website.

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

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

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

## **PART 6 - SECURITY, FINANCIAL AND OTHER REQUIREMENTS**

### **6.1 Security Requirements**

1. Before award of a contract, the following conditions must be met:
  - (a) the Bidder must hold a valid organization security clearance as indicated in Part 7 - Resulting Contract Clauses;
  - (b) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work sites must meet the security requirements as indicated in Part 7 - Resulting Contract Clauses;
  - (c) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites.
2. For additional information on security requirements, Bidders should refer to the [Contract Security Program](http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html) of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website.

### **6.2 Financial Capability**

*SACC Manual* clause [A9033T](#) (2012-07-16) Financial Capability

### **6.3 Controlled Goods Requirement**

*SACC Manual* clause [A9130T](#) (2019-11-28) Controlled Goods Program – Bid

## PART 7 - RESULTING CONTRACT CLAUSES

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

### 7.1 Statement of Work

The Contractor must perform the Work in accordance with the Statement of Work at Annex "A".

### 7.2 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.

#### 7.2.1 General Conditions

2035 (2022-12-01), General Conditions - Higher Complexity - Services, apply to and form part of the Contract.

### 7.3 Additional Work Requirements (AWR)

Additional Work Requirements (AWR), other than that described in the Statement of Work, may be requested under this contract. Work shall be authorized by 626 Work Authorization. The TA will provide a task description in sufficient detail to enable the Contractor to establish a price for the task using the Basis of Payment and Method of Payment described in the Contract. The Contractor shall submit its proposal, including the price and supporting details, to the DND TA, CA and PA.

#### 7.3.1 Task Authorization or DND 626

The Work or a portion of the Work to be performed under the Contract will be on an "as and when requested basis" using a Task Authorization (DND 626). The Work described in the DND 626 must be in accordance with the scope of the Contract.

##### 7.3.1.1 Task Authorization Process:

- a) The Contractor will receive a task statement of work (SOW) and must confirm receipt within one (1) business day.
- b) The SOW will contain the details of the activities to be performed, a description of the deliverables, and a schedule indicating completion dates for the major activities or submission dates for the deliverables.
- c) Within ten (10) business days of its receipt, the Contractor must provide Canada with the proposed total estimated cost for performing the task and a breakdown of that cost in accordance with PM-005 in Appendix 7 to Annex A and based on the Basis of Payment of the Contract.
- d) If Canada is satisfied with the estimate, the Contractor will receive a Task Authorization form (DND 626) duly signed by the Procurement or Contracting Authority, depending on the value.
- e) The Contractor must not commence work until a signed (authorized) Task Authorization has been received by the Contractor. The Contractor acknowledges that any work performed outside the timeframe specified in the authorized DND 626 will be done at the Contractor's own risk.
- f) No Task Authorizations may be issued after the end date of the contract.

### 7.3.2 Task Authorization - Department of National Defence

The administration of the Task Authorization process will be carried out by the Procurement Authority identified in Section 7.5 Authorities. This process includes monitoring, controlling and reporting on expenditures of the contract with task authorizations to the Contracting Authority.

### 7.3.3 Task Authorization Limit

The Procurement Authority may authorize individual task authorizations up to a limit of \$100,000.00, Applicable Taxes included, inclusive of any revisions.

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

## 7.4 Security Requirements

**7.4.1** The following security requirements (*SRCL and related clauses provided by ISP*) apply and form part of the Contract.

1. The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer, hold a valid Facility Security Clearance at the level of SECRET, and obtain approved Document Safeguarding Capability at the level of SECRET, issued by the Contract Security Program (CSP), Public Works and Government Services Canada (PWGSC).
2. This contract includes access to **Controlled Goods**. Prior to access, the contractor must be registered in the Controlled Goods Program of Public Works and Government Services Canada (PWGSC).
3. The Contractor/Offeror personnel requiring access to CLASSIFIED/PROTECTED information, assets, or sensitive site(s) must EACH hold a valid personnel security screening at the level of SECRET, granted or approved by the CSP, PWGSC.
4. The Contractor/Offeror personnel requiring access to FOREIGN CLASSIFIED/PROTECTED information, assets or sensitive site(s) **must be a citizen of Canada and** must EACH hold a valid personnel security screening at the level of SECRET, granted or approved by the CSP, PWGSC.
5. The Contractor/Offeror personnel requiring access to NATO UNCLASSIFIED information or assets do not require to hold a personnel security clearance; however, the Contractor must ensure that the NATO Unclassified information is not releasable to third parties and that the "need to know" principle is applied to personnel accessing this information.
6. The Contractor/Offeror **MUST NOT** utilize its facilities to process, produce, or store CLASSIFIED/PROTECTED information or assets until the CSP, PWGSC has issued written approval.
7. The Contractor **MUST NOT** utilize its Information Technology systems to electronically process, produce, or store any sensitive CLASSIFIED information until the CSP, PWGSC has issued written approval. After approval has been granted, these tasks may be performed at the level of SECRET, including an IT Link at the level of SECRET.
8. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of the CSP, PWGSC.
9. The Contractor/Offeror must comply with the provisions of the:

- a) Security Requirements Check List and security guide (if applicable), attached at Annex "E";
- b) *Contract Security Manual* (Latest Edition).

## **7.5 Term of Contract**

### **7.5.1 Period of the Contract**

The period of the Contract is from date of Contract award to 31 March 2026 inclusive.

### **7.5.2 Option to Extend the Contract**

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to two additional one year period(s) under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

Canada may exercise this option at any time by sending a written notice to the Contractor at least thirty (30) calendar days before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

## **7.6 Authorities**

### **7.6.1 Contracting Authority**

The Contracting Authority for the Contract is:

Name: Dany Lebel  
Title: Materiel Acquisition and Support Officer  
DGAEPM/DAP/DAP 2-2-7  
Organization: Department of National Defence  
Directorate: Directorate Aerospace Procurement  
Address: 101 Colonel By Drive  
Ottawa, ON  
K1A 0K2  
DAP 2-2-7  
E-mail address: [Dany.Lebel@forces.gc.ca](mailto:Dany.Lebel@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.

### **7.6.2 Technical Authority**

The Technical Authority for the Contract is: [\(to be completed in resulting contract\)](#)

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

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

### **7.6.3 Procurement Authority**

The Procurement Authority for the Contract is: [\(to be completed in resulting contract\)](#)

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

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

### **7.6.4 Contractor's Representative [\(to be completed in resulting contract\)](#)**

Name:  
Title:  
Telephone:  
Email address:

## **7.7 Proactive Disclosure of Contracts with Former Public Servants**

By providing information on its status, with respect to being a former public servant in receipt of a [Public Service Superannuation Act](#) (PSSA) pension, the Contractor has agreed that this information will be reported on departmental websites as part of the published proactive disclosure reports, in accordance with [Contracting Policy Notice: 2012-2](#) of the Treasury Board Secretariat of Canada.

## **7.8 Payment**

### **7.8.1 Basis of Payment**

For the Work described in the Statement of Work in Annex "A";

The Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of the Work, as determined in accordance with the Basis of Payment in Annex "B".

### **7.8.2 Limitation of Expenditure – Task Authorization**

The Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of the Work specified in the authorized Task Authorization, as determined in accordance with the Basis of Payment in Annex B.

Canada's liability to the Contractor under the authorized task authorization must not exceed the 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.

### **7.8.3 Limitation of Expenditure - Contract**

1. Canada's total liability to the Contractor under the Contract must not exceed \$ (to be completed in resulting contract). Customs duties are included and Applicable Taxes are extra.
2. No increase in the total liability of Canada or in the price of the Work 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 approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:
  - a. when it is 75% committed, or
  - b. four (4) months before the contract expiry date, or
  - c. as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work, whichever comes first.
3. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

### **7.8.4 Method of Payment**

Canada will pay the Contractor on a monthly basis for work performed during the month covered by the invoice in accordance with the payment provisions of the Contract if:

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

### **7.8.5 Monthly Payment**

*SACC Manual Clause H1008C (2008-05-12) Monthly Payment*

### **7.8.6 T1204 – Direct Request by Customer Department**

*SACC Manual Clause A9117C (2007-11-30) T1204 – Direct Request by Customer Department*



### **7.8.7 Taxes – Foreign-based Contractors**

*SACC Manual Clause C2000C (2007-11-30) Taxes – Foreign-based Contractors*

### **7.8.8 Travel and Living Expenses**

1. The Contractor will be reimbursed its authorized travel and living expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for profit and/or administrative overhead, in accordance with the meal and private vehicle expenses provided in Appendices B, C and D of *the National Joint Council Travel Directive* and with the other provisions of the directive referring to "travellers", rather than those referring to "employees". Canada will not pay the Contractor any incidental expense allowance for authorized travel.
  - a. All travel must have the prior written approval of the Technical Authority and be finalized by an authorized DND 626; and
  - b. All payments are subject to government audit.

### **7.8.9 Electronic Payment of Invoices – Contract**

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

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

### **7.9 Invoicing Instructions**

The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions along with the Monthly Progress Report described in DID-PM-001 of Appendix 7 to the Statement of Work at Annex "A".

Invoices cannot be submitted until all work identified in the invoice has been completed and that all maintenance service call reports related to the Work identified in the invoice have been received by the Technical Authority.

The Contractor must distribute the invoices and reports as follows:

- a. One (1) softcopy of the invoice and Monthly Progress Report must be forwarded to the Procurement Authority and Technical Authority (via e-mail or CD-ROM) identified under the section entitled "Authorities" of the Contract.

### **7.10 Certifications and Additional Information**

#### **7.10.1 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.

### 7.10.2 Federal Contractors Program for Employment Equity - Default by the Contractor

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

### 7.11 Applicable Laws

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

### 7.12 Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the General Conditions 2035 (2022-12-01) General Conditions – Higher Complexity - Services;
- (c) Annex A – Statement of Work
- (d) Annex B – Basis of Payment
- (e) Annex E – Security Requirements Check List
- (f) the Contractor's bid dated \_\_\_\_\_, (*insert date of bid*) (*If the bid was clarified or amended, insert at the time of contract award:*", as clarified on \_\_\_\_\_ " *or* ", as amended on \_\_\_\_\_ " *and insert date(s) of clarification(s) or amendment(s)*).

### 7.13 Defence Contract

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

### 7.14 Insurance

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

### 7.15 Controlled Goods Program

SACC Manual clause A9131C (2014-11-27) Controlled Goods Program - Contract  
SACC Manual clause B4060C (2011-05-16) Controlled Goods

### 7.16 Publications – Specifications and Standards

SACC Manual clause B4058C (2014-06-26) Publications – Specifications and Standards

### 7.17 Performance of the Work

SACC Manual clause B4078C (2008-05-12) Performance of the Work

### 7.18 Access to Facilities and Equipment

SACC Manual clause B9028C (2007-05-25) Access to Facilities and Equipment

## **7.19 Quality Levels for Printing**

*SACC Manual* clause P1010C (2010-01-11) Quality Levels for Printing

## **7.20 Quality Assurance**

*SACC Manual* clause D5510C (2022-05-12) Quality assurance authority (Department of National Defence): Canadian-based contractor

*OR*

*SACC Manual* clause D5515C (2010-01-11) Quality assurance authority (Department of National Defence): Foreign-based and United States contractor

*SACC Manual* clause D5540C (2021-05-20) ISO 9001:2008 Quality Management Systems - Requirements (Quality Assurance Code Q)

## **7.21 Release Documents**

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

*OR*

*SACC Manual* Clause D5605C (2021-05-20) - Release documents (DND) – United States-based Contractor;

*OR*

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

## ANNEX "A" – STATEMENT OF WORK

### NOTICE

This documentation has been reviewed by the technical authority and does not contain controlled goods. Disclosure notices and handling instructions originally received with the document shall continue to apply.



### AVIS

Cette documentation a été révisée par l'autorité technique et ne contient pas de marchandises contrôlées. Les avis de divulgation et les instructions de manutention reçues originalement doivent continuer de s'appliquer.

# DEPARTMENT OF NATIONAL DEFENCE

## Statement of Work

for

The Director Aerospace Equipment Program  
Management (DAEPM) Fighters and Trainers (FT)

6-3 Common Aviation Equipment Publication

Management Services

and

Interactive Electronic Manual Services

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## 1.0 SCOPE

### 1.1 Purpose

- 1.1.1 This Statement of Work defines the Department of National Defence (DND)'s requirement for the full scope and breadth of Publication Management Services including the provision of Interactive Electronic Technical Manuals (IETM) for distributing Common Aviation Equipment Publications (CAEP).

### 1.2 Background

- 1.2.1 The DAEPM (FT) 6-3 Common Aviation Equipment team is responsible for managing roughly 1600 publications of which approximately 660 are S1000D compliant XML and the remainder are PDF. These publications cover a wide variety of Common Aviation Equipment used within the Canadian Armed Forces (CAF). These include Aviation Life Support Equipment (ALSE), Search and Rescue (SAR) equipment, Aerial Delivery Equipment (AD), Aircraft Maintenance Support Equipment (AMSE) and Tactical Parachutes used by the CAF Land Forces.

### 1.3 Acronyms

- 1.3.1 The following acronyms are used throughout this SOW:

Acronym	Description
AD	Aerial Delivery Equipment
ALSE	Aviation Life Support Equipment
AMSE	Aircraft Maintenance Support Equipment
CA	Contracting Authority
CAEP	Common Aviation Equipment Publications
CD	Compact Disc
CDRL	Contract Data Requirements List
CAF	Canadian Armed Forces
CFTO	Canadian Forces Technical Order
DAEPM	Directorate of Aerospace Equipment Project Management
DID	Data Item Description
DIN	Defence Internal Network
DM	Data Module
DND	Department of National Defence
DSCO	Directorate of Supply Chain Operations
DWAN	Defence Wide Area Network
FT	Fighters and Trainers
GFI	Government Furnished Information
IAW	In Accordance With
IETM	Interactive Electronic Technical Manual
ISO	International Organization for Standardization
ITSREQ	Information Technology Security Requirements Document
LCMM	Life Cycle Material Manager
NDID	National Defence Index of Documentation
OPI	Office Primary Interest
PA	Procurement Authority
PDF	Portable Document Format
PRM	Progress Review Meeting
QAA	Quality Assurance Authority
SAR	Search and Rescue

SOW	Statement of Work
TA	Technical Authority
TAC	Translation Accuracy Check
XML	extensible Mark-up Language

Table 1 Acronyms

#### 1.4 Terminology

- 1.4.1 Archiving: To store backup files and any associated publications, usually for a given period of time.
- 1.4.2 Master Copy: An original creation (i.e., an audio recording) from which copies can be made. Clean up-to-date copy of DND, commercial, or foreign government published works maintained for reprint action.
- 1.4.3 S1000D: International Specification for the Procurement and Production of Technical Publications.
- 1.4.4 Data Module: A standalone information unit that contains descriptive, procedural or operational data for a system or a component. It is stored and retrieved from a Common Source Data Base by using the data module code as the identifier.
- 1.4.5 DWAN: Defence Wide Area Network is the DND and CAF internal electronic network that uses a common communication protocol to enable DND and CAF computers of all kinds to directly and transparently communicate and share services.
- 1.4.6 Publication Amendment: A temporary Correction made by message.
- 1.4.7 Publication Change: A correction or addition made to a publication.
- 1.4.8 Controlled Publications: Publications which are distributed in limited quantity and under controlled conditions for reasons outlined in the Controlled Technology Access and Transfer Manual.
- 1.4.9 Reproducible: Final "camera-ready" copy, Synonymous with Master Copy.
- 1.4.10 Publishing: The process of converting a manuscript to a finished publication. The process includes editing, translation, formatting, layout, composing or typesetting, illustrating and artwork, arranging for printing and/or microfilming, and eventual distribution.
- 1.4.11 Working Copy: A publication marked up for future change.
- 1.4.12 IETM: Software package for making publications accessible via a network. Format of documents will include S1000D compliant XML, and PDF.
- 1.4.13 DND 570: This form accompanies any publication change and forms the authorization for the publications contractor to initiate work on the change.
- 1.4.14 DND 626: This form is the authority to perform additional tasks.
- 1.4.15 Leaflets: Smaller publications released to convey information on one-time inspections, modification, or amplifications to other publications that require little to no amendments. i.e. Special inspection instructions, Modification leaflet, supplements.

- 1.4.16 Books: Large publications with a frequent need for amendments or changes due to their long service life. i.e. Canadian Forces Technical Orders.

## 2.0 APPLICABLE DOCUMENTS

### 2.1 References

- 2.1.1 The following documents form part of this SOW as they are the overarching policy documents which must be adhered to in the production of Canadian Forces publications. Unless otherwise specified, the latest revision, issue or amendment of documents effective for this SOW shall be those in effect.

REF	INSTRUCTION	TITLE	PROMULGATION
A	A-AD-100-100/AG-000	National Defence Publishing Policy and Administration Procedures	1993-09-22
B	A-DS-100-100/AG-002	Writing, Production and Format Guide of Administrative, Operational and Tactical (AOT) Publications;	1994-09-14
C	C-01-100-100/AG-005	Adoption of Commercial and Foreign Government Commercial Publications	2019-06-30
D	C-01-100-100/AG-006	Writing, Format and Production of Technical Publications	2018-08-31
E	D-01-000-100/SF-000	Specification for Procurement of Publishing Services and Published Works;	2018-08-31
F	D-01-100-220/SF-000	Specification – Preparation of Modification Instructions;	1992-02-11
G	D-01-100-221/SF-000	Specification - Preparation of Special Information Instructions;	1992-06-01
H	D-01-100-222/SF-000	Specification - Preparation of Special Inspection Instructions;	1991-06-01
I	C-05-005-P09/AM-000	Maintenance Program Implementation - Support Activities;	2022-07-05
J	D-LM-008-022/SG-000	Standard For Packaging of Documentation	1981-01-16
K	D-LM-008-002/SF-001	Specification for Marking for Storage and Shipment	1991-08-01
L	S1000D-B6865-01000-00	S1000D Issue 4.1 Specification;	2016-12-31
M	Work Instruction FT05.002-06	DAEPM(FT) 6-3 Publication change management	2021-08-17
N	Work Instruction FT05.002-07	DAEPM(FT) 6-3 External publications management	2021-05-05

Table 2 References



## **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 must take precedence.

## **3.0 GENERAL REQUIREMENTS**

### **3.1 Scope of Work**

- 3.1.1 The contractor must provide the full scope and breadth of services and materials applicable to the management, amendment, preparation and delivery of roughly 1600 publications managed or supported by DAEPM(FT) 6-3. These publications are divided into three (3) library identifiers: Aviation Life Support Equipment (ALSE), Aircraft Maintenance Support Equipment (AMSE), and Common.
- 3.1.2 The contractor must provide Publication Management Services.
- 3.1.3 The contractor must provide Interactive Electronic Technical Manual (IETM) Services.
- 3.1.4 The contractor must perform changes to the publications, to include but not limited to deletions, additions and corrections.
- 3.1.5 The contractor must provide the library of Common Equipment publications to end users through the following means:
- 3.1.5.1 Establishment and maintenance of an Interactive Electronic Technical Manual (IETM) for Defence Wide Area Network (DWAN) users; and
- 3.1.5.2 Through distribution of DVDs containing updated publications to non-DWAN users (contractors, etc.);
- 3.1.6 The contractor must perform the authoring of new publications, associated with new equipment introduced by DAEPM(FT) 6-3. This includes technical authoring to Canadian Forces Technical Order (CFTO) format based on source documents provided by DND in a variety of potential formats (i.e., authored by Life Cycle Material Managers (LCMMs), Original Equipment Manufacturer (OEM) manuals and technical drawings, foreign manuals such as US Navy NAVAIRs or USAF Technical Orders (TOs), etc.).

### **3.2 Tasks**

#### **3.2.1 Publication Management Services**

- 3.2.1.1 Flow of work and DND Interface for the creation and amendment of publications:
- 3.2.1.1.1 DND will provide either a publication amendment message, or a Contract Publication Change Transmittal Form (DND 570) describing the scope of the requested change.
- 3.2.1.1.2 The generation and submission of DND 570s is conducted within DAEPM (FT) 6-3 in accordance with the document Ref M process.
- 3.2.1.1.3 Publication Amendment by Military Message: Urgent requirements for publication change will be initiated via Military Message. The Technical Authority will issue the message to equipment users as well as the publications contractor, who will adhere to the Publication Amendment Process at Appendix 1 to Annex A.

- 3.2.1.1.4 Publication Change by DND 570: This process defines how routine changes to publications will be staffed and processed. This process is identified in Appendix 1 to Annex A.
- 3.2.1.1.5 Unless otherwise specified by the TA, the contractor must publish changes to bilingual publications in both official languages simultaneously.
- 3.2.1.1.6 Unless otherwise specified by the TA, the contractor must ensure the look and feel format of all publications, in any format of delivery (IETM, PDF, etc.), conforms to the specifications outlined in applicable References A through I.
- 3.2.1.1.7 The contractor must ensure all pages contained in the PDF files shall be oriented such that they do not require rotation when viewing on the IETM or in .pdf format.
- 3.2.1.1.8 Unless otherwise specified by the TA, the contractor must ensure the paragraph numbers and figure numbers for all publications must be the same across format types (e.g. The content of a paragraph labelled 25 in IETM must be the same as the content of para 25 in .pdf or in print.)
- 3.2.2 Publication and Distribution in formats other than IETM
  - 3.2.2.1 The contractor must produce and distribute publications after amendments or changes.
  - 3.2.2.2 The contractor must have the capability to produce and distribute publication in formats other than S1000D compliant XML when requested by DND.
  - 3.2.2.3 The contractor must perform publication distribution outside the IETM using the addresses provided in Appendix 2 to Annex A.
  - 3.2.2.4 The contractor must perform publication distribution in the format as per Appendix 2 to Annex A.
  - 3.2.2.5 The contractor will maintain lists of publications by NDID for each recipient listed in Appendix 2 to Annex A. Requirements to amend these lists will be initiated by DND.
  - 3.2.2.6 The contractor must publish publications in electronic/ non IETM format using .pdf file formats on a DVD.
    - 3.2.2.6.1 The contractor must only place one publication per DVD. Labelling of the DVD shall be per the format at Appendix 3 to Annex A.
    - 3.2.2.6.2 Distribution of DVDs shall be performed with tracking and reported in MAT-001 such that receipt by the receiving organization listed in Appendix 2 to Annex A can be confirmed.
    - 3.2.2.6.3 The Contractor must provide the electronic/ non IETM format files on removable storage media written in accordance with ISO 9660. Files must not be compressed or zipped other than as specified herein.
    - 3.2.2.6.4 The Contractor must provide the electronic/ non IETM format files clearly labelled with the NDID number, publication title, corresponding file number(s) and type, contract number, task or requisition number and controlled goods status.
    - 3.2.2.6.5 The Contractor must ensure that the electronic/ non IETM format files contain the Table of Contents (TOC) and the List of Effective Pages (LOEP).
- 3.2.3 Custody and Control of publications

- 3.2.3.1 The contractor will be provided the existing collection of DND publications defined by Appendix 4 to Annex A in either PDF or S1000D compliant .xml format. In the case of S1000D compliant .xml, the data modules will be provided along with accompanying graphics files. The contract will require introduction and authoring of new publications as new equipment is added to DAEPM (FT) 6-3's collection. The source documentation may be provided in a variety of formats as per para 3.1.6, for which the contractor will have to modify to an approved format and file type.
- 3.2.3.2 The contractor must perform primary authoring and management of the publications using an S1000D compliant system that results in a published format that is approved by the TA in TD-001.
- 3.2.3.3 The contractor must comply with the CAEP IETM S1000D business rules defined in Appendix 5 to Annex A.
- 3.2.3.4 The contractor must perform version control and data module management in accordance with the standard of the S1000D issue/version in use at the time.
- 3.2.3.5 The contractor must retain an up-to-date electronic back-up of all DND reproducible publications and their source files in either S1000D format or PDF as specified in Appendix 4 to Annex A.
- 3.2.3.6 The contractor must store the electronic back up on a separate media system (different server/DVDs/Separate hard drives etc.) from the main reproducible. The contractor is responsible for provision, safeguarding and compliance with DND policy for this separate media system.
- 3.2.3.7 The contractor must maintain three separate copies of each publication.
- 3.2.3.7.1 One Master copy of the approved publication used in production and distribution
- 3.2.3.7.2 One back up copy of the master stored on a separate media storage platform as per Information Technology Security Requirements Document (ITSREQ).
- 3.2.3.7.3 Working copy/copies, not yet approved edited versions, and source files of all publications. The contractor may utilize multiple versions of working copies but must ensure strict version control rules are applied.
- 3.2.3.8 The contractor must implement additional storage requirements in accordance with C-01-100-100/AG-006 (Reference D).
- 3.2.3.9 The contractor must implement a publication change/ amendment control system that links the changes in the publications to the DND 570 and/or message identification numbers, and dates.
- 3.2.3.10 The contractor must maintain up to date versions of the following Appendixes:
  - 3.2.3.10.1 Appendix 4 to Annex A – List of CAEP Publications: To be updated by the contractor to reflect any changes and provided to DND in March of each year as a minimum, or when requested by DND.
  - 3.2.3.10.2 Appendix 2 to Annex A - Distribution List: To be updated by the contractor at DND's request and provided to DND in March of each year as a minimum, or when requested by DND.

3.2.3.10.3 Business Rules: To be updated as agreed by the contractor and DND whenever a need for change is identified by either organization. This will include updates based on new versions of the DND baseline S1000D Business Rules currently being developed.

Note: Appendix 6 to Annex A will be updated as required by DND and provided to the contractor to notify of personnel changes to the OPI list.

Note: project activity requires distinct identification in monthly reports accompanying the invoice as per PM-001.

3.2.3.11 The contractor must ensure that all documents, except when controlled or classified, that are used to carry out the work associated with this SOW shall be held and properly stored in accordance with C-01-100-100/AG-006 (Reference D) until such time they are returned to the DND TA. Upon completion of the contract, all materials as defined above shall be returned to the DND TA. The materials shall be suitably packaged and protected by the Contractor, in accordance with D-LM-008-022/SG-000 (Reference J). The package shall be clearly marked and include the Contract number, DND 570 (or other relevant, agreed upon) identification number, and NDID Identification.

3.2.3.12 The contractor must always protect electronic media from data distortion or inadvertent erasure by external electromagnetic/x-ray forces by using protective packaging in accordance with A-DS-100-100/AG-002 (Reference B). The Contractor shall clearly mark on all electronic media, and on all packaging the internal content/structure of the electronic media in accordance with D-LM-008-002/SF-001 (Reference K).

3.2.3.13 At the end of the contract, the contractor must provide DND with unencrypted hard drives or through a suitable, approved file transfer means containing the complete master and back up publications, in the format used throughout the contract. This must be accomplished as and when requested by DND, and finally as per the agreed upon contract close-out plan PM-004.

3.2.3.14 The contractor must deliver the master and backups on separate hard drives.

#### 3.2.4 **Maintenance of S1000D Compliant XML**

3.2.4.1 Maintenance of existing DAEP(FT) 6-3 publications is to be done in the final formats listed in Appendix 4 to Annex A.

3.2.4.2 Where the contractor finds DND has submitted a publication for management in another format, not against an existing DND 570, the contractor must notify DND and recommend that a DND 570 be raised for the conversion, such that the work can be tracked properly in accordance with the procedures outlined in this SOW.

3.2.4.3 DND may also purchase new systems for which publications may be provided in a format other than S1000D compliant XML. DND will submit these publications along with a DND 570 for the conversion of these publications.

3.2.4.4 If the contractor employs a proprietary viewer system for S1000D on its IETM, it is imperative, that the S1000D versioned publications and their source data are returned to DND as DND property and in a manner usable by DND with commercial off the shelf viewers.

#### 3.2.5 **Performance management**

- 3.2.5.1 The contractor must publish military message amendments or DND 570s identified as urgent within 24 hours of receipt of the DND Publication amendment message or urgently identified DND 570.

Note: should this 24-hour period encompass weekend hours, the contractor may seek relief from the contract TA to extend this to the next business day. This latitude may not always be possible due to safety and or operational requirements.

- 3.2.5.2 DND will assign priorities to publication changes submitted by DND 570 at its sole discretion. The priorities will be:

- a. Extensive;
- b. Routine; and
- c. Urgent.

Note: The categorization of extensive is likely only to be applied to: reformatting of an entire new publication, expected to be greater than fifty thousand words (approx. one hundred pages) to CFTO format; or revisions changing more than ½ of all text on more than ½ of all paragraphs.

- 3.2.5.3 The follow-on publication changes made after the initial publication of a publication message amendment, must be prioritized as Routine, and completed in accordance with those performance timelines.
- 3.2.5.4 The contractor must submit a manuscript for DND validation, of work categorized as extensive, within 42 calendar days of receipt of the DND 570.
- 3.2.5.5 The contractor must publish completed work, categorized as extensive, within 56 calendar days of receipt of the DND 570. These times will not include time spent by DND on validation but will include time spent by the contractor on any rework based on DND feedback.
- 3.2.5.6 The contractor must submit a manuscript for DND validation, of work categorized as routine, within 14 calendar days of receipt of the DND 570.
- 3.2.5.7 The contractor must publish completed work, categorized as routine, within 21 calendar days of receipt of the DND 570. These times will not include time spent by DND on validation but will include time spent by the contractor on any rework based on DND feedback.
- 3.2.5.8 The contractor must submit a manuscript for DND validation, of work categorized as urgent, within 2 calendar days of receipt of the DND 570.
- 3.2.5.9 The contractor must publish completed work, categorized as urgent, within 7 calendar days of receipt of the DND 570. These times will not include time spent by DND on validation but will include time spent by the contractor on any rework based on DND feedback.
- 3.2.5.10 If publications are requested in hard copy format, the contractor must produce and distribute them via commercial mail within 2 business days of the request.
- 3.2.5.11 When the publications are requested, or required after regular update, in electronic/ non IETM format, the contractor must distribute them to the recipients per Appendix 2 to Annex A via commercial mail within five (5) business days of the request/routine amendment completion.
- 3.2.5.12 The contractor must produce electronic/ non IETM format publications on DVDs within two (2) business days when requested by the TA in response to loss of the primary IETM functionality for any reason, or any other emergency at the discretion of DND.

### 3.2.6 **Meetings and Reporting**

- 3.2.6.1 The contractor must coordinate meetings with DND as requested by DND.
- 3.2.6.2 DND may hold meetings at either a DND facility, or the contractor facility.
- 3.2.6.3 For meetings held at the contractor facility, the contractor must arrange a meeting space, chairs, tables and presentation equipment (computers, projectors, monitors, etc.) suitable for the meeting size and content.
- 3.2.6.4 The contractor must produce agendas for meetings as requested by DND. The agenda must be formatted as per PM-002.
- 3.2.6.5 The contractor must produce minutes for meetings held with DND for all meetings. The minutes must be formatted as per PM-003.
- 3.2.6.6 Organize Program Review Meetings (PRMs) periodically or at the request of the TA/CA/PA; topics to include but are not limited to:
  - 3.2.6.6.1 Discuss in-plant and future work;
  - 3.2.6.6.2 Establish priorities for work to be done;
  - 3.2.6.6.3 Obtain input on change/revision/supplement service and translation requirements;
  - 3.2.6.6.4 Review the quality of released work;
  - 3.2.6.6.5 Advise changes in publications formats;
  - 3.2.6.6.6 Review turnaround times; and
  - 3.2.6.6.7 Participation note: PRMs must include the TA, CA and PA, and optimally include the QAA as well (in reference to 3.2.6.6.4 in particular).
- 3.2.6.7 Organize Technical Review Meetings at the request of the TA; topics to include but not be limited to:
  - 3.2.6.7.1 Discuss in-plant and future work, limited to technical scope and requirements only. Estimate and costing to be discussed in PRMs as per para 3.2.6.6 above;
  - 3.2.6.7.2 Establish priorities for work to be done;
  - 3.2.6.7.3 Obtain input on change/revision/supplement service and translation requirements;
  - 3.2.6.7.4 Review the technical impact of changes to policy documentation and Appendix content and;
  - 3.2.6.7.5 Advise changes in publications formats.
- 3.2.6.8 The contractor must produce the monthly progress report to accompany the Invoice. The report must be formatted as per PM-001.

### 3.2.7 **Interactive Electronic Technical Manual**

- 3.2.7.1 This section covers the main method of distribution. Publishing of the publication on the DWAN as an IETM.

3.2.7.2 The contractor must publish changes to publications produced in accordance with para 3 of this SOW in the IETM environment. All Publications listed in Appendix 4 to Annex A are to be hosted on the IETM in the format specified in the Appendix.

3.2.8 **IETM structure and layout requirements**

3.2.8.1 The contractor must implement IETM to allow on demand printing of user selectable sections of the publication. From as little as a single side heading level up to the full part of the publication.

3.2.8.2 The contractor must implement IETM to allow on demand export of .pdf files of user selectable sections of the publication. From as little as a single side heading level up to the full part of the publication. When printed, all applicable markings shall appear that would be visible in the equivalent electronic view. This capability allows users to print sections for immediate use in working environments.

3.2.8.3 The contractor must implement the IETM such that there can be a deployable system/ version of the IETM that can be used from a laptop that is disconnected from the DND network for periods of up to a year.

3.2.8.4 The contractor must implement the IETM such that the deployable laptop system is manually updatable via periodic connection to the DND network.

3.2.8.5 The contractor must implement the IETM such that the deployable laptop system is updatable via connection to a physical media device such as a CD/ DVD/ Hard Drive that is physically transported to the location of the deployable laptop system.

3.2.8.6 The contractor must implement the IETM such that the deployable laptop system displays its last update date.

3.2.8.7 The contractor must implement the IETM such that there is a root or initial menu of publication groupings. The publications are grouped using the same library breakdown listed in Appendix 4 to Annex A (ALSE, AMSE, Common).

3.2.8.8 The Contractor must implement the IETM such that after selecting a grouping the applicable publications are displayed for selection alphanumerically according to the NDID.

3.2.8.9 The contractor must implement the IETM such that it is possible to view a registry of changes that have occurred over the last month at either the root or group level.

3.2.8.10 The contractor must implement the IETM such that it is possible to view a registry of new, recently released CF, CD, or NS series publications over the last month at either the root or group level.

3.2.8.11 The contractor must implement the IETM such that it is possible to view a selected publication, and simultaneously see and navigate that publication using its table of contents.

3.2.8.12 The contractor must implement IETM to allow the user to identify visually, without additional actions which publications available in the groups of publications are subject to Controlled goods restrictions.

3.2.9 **IETM Publication display requirements**

3.2.9.1 The contractor must implement IETM to allow the display of message amendments in red text.



- 3.2.9.2 The contractor must implement IETM to allow the display of the most recent changes in a different highlighted text (other than red) and/ or with change bars along both sides in the margin.
- 3.2.9.3 The contractor must implement IETM to allow the user to vary the font size of the text.
- 3.2.9.4 The contractor must implement the IETM to allow the user to vary the size of Pictures, Drawings, Diagrams and Illustrations.
- 3.2.9.5 The contractor must implement IETM to allow the user to identify visually, without additional actions if the publication they are reading is subject to Controlled Goods restrictions.
- 3.2.9.6 The contractor must implement the IETM to allow the user to identify the publications Controlled Good status if a publication is printed in part or in whole.
- 3.2.9.7 The contractor must implement the IETM such that when viewing an S1000D compliant xml publication only amounts of text no greater and no less than a single "Part" (as defined by Reference D) of the publication will be viewable/ scrollable in the viewer. The part must be selectable from the table of contents.
- 3.2.9.8 The contractor must implement the IETM such that when viewing an S1000D compliant xml publication, selecting a level below part (center head or side head) in the table of contents should take the view to that point in the text, but the entire part of the publication must remain open and viewable/ scrollable in the viewer.
- 3.2.9.9 The contractor must implement the IETM such that the look and feel/ usage of the deployed IETM must be the same as the content/ publication level of usage.
- 3.2.9.10 The contractor must implement the IETM such that the paragraph numbering system is similar to legacy paper publications IAW C-01-100-100/AG-006 (Reference D).
- 3.2.9.11 The contractor must ensure paragraph numbering is consistent throughout a publication, in all views and methods of access, such that any given segment of text can be uniquely identified by NDID, part number and paragraph number for the purpose of discussion or changes.
- 3.2.9.12 The Contractor must ensure that the paragraph number is the same on the document produced from the "print on demand" feature, as in the IETM publication.
- 3.2.9.13 The Contractor must ensure that when printed, the paragraph and page number is displayed on the print off as it is on the IETM viewer.
- 3.2.9.14 DND will submit, in most instances, message amendments and DND 570s using the part and para number system to reference desired changes.
- 3.2.9.15 The contractor must submit an initial sample IETM publication in S1000D compliant XML, IAW TD-001.
- 3.2.9.16 The contractor must implement the IETM such that it is possible to view the publication as English only or French only documents. As opposed to English and French in columns.
- 3.2.10 **Other IETM requirements**
  - 3.2.10.1 The contractor must implement the IETM to allow Controlled access to Controlled Goods publications on the IETM through active directory management of the server file collections.



- 3.2.10.2 The contractor must implement the IETM to allow an automated minimum 24-hour time expiry on internet cache to ensure that content accessed from the DIN is most current.
- 3.2.10.3 The contractor must implement the IETM in accordance with the CAEP IETM S1000D business rules provided in Appendix 5 to Annex A.
- 3.2.10.4 The contractor must provide troubleshooting support to the IETM and Deployable IETM via phone 8 hours per day between 0800h and 1600h Eastern Standard Time Zone.
- 3.2.10.5 The IETM will include a user guidebook in both English and French and update it as required. Guidebook content shall include, but is not limited to:
  - 3.2.10.5.1 Introduction;
  - 3.2.10.5.2 Description of Features;
  - 3.2.10.5.3 Navigational instructions, including detailed guidance on searching and filtering;
  - 3.2.10.5.4 Overview of annotations, warnings, cautions, and figures;
  - 3.2.10.5.5 Guidance to print sections of publications for immediate use in the working environment; and
  - 3.2.10.5.6 Troubleshooting.
- 3.2.10.6 When requested by DND, the IETM will have specific advisory messages or linked documents added to its homepage, to address specific unforeseen information needs.
- 3.2.10.7 The IETM will contain a module to allow for review of the finalized publication and completion of the Certificate of Validation by DND electronically, to facilitate steps 4 and 5 of the Change process by DND 570 of Appendix 1 to Annex A.
- 3.2.11 **IETM software and system certification for use on the DIN**
  - 3.2.11.1 The contractor must maintain the certification of the IETM for use on the DIN for the duration of the contract.
  - 3.2.11.2 The contractor must request approval from DND to make changes to the IETM system architecture, prior to making any changes.
  - 3.2.11.3 The contractor must submit an IETM concept of operations IAW TD-002.
  - 3.2.11.4 The contractor must submit any drawings, management documents, specifications or other design data that may be required by DND to certify the IETM or changes to the IETM for use on the DIN. The format and timing of these submissions will be as and when requested by DND.
  - 3.2.11.5 The contractor must supply, maintain and upload information to a DND National Baseline Integration Service (NBIS) managed server used to make IETM available on the DIN.
  - 3.2.11.6 The contractor must meet all DND Information Technology design and maintenance requirements to set up and run the server on the DIN on DND's behalf.
  - 3.2.11.7 The IETM must function on current DWAN approved baseline operating systems and internet browsers, current and future, including but not limited to MS Edge and Google Chrome.

### **3.3 Constraints**

- 3.3.1 Authoring of new CFTO's will be completed by the contractor in both English and French.
- 3.3.2 All amendments to current publications must be done in both English and French.
- 3.3.3 As these publications include those that are categorized and specifically identified as containing Controlled Goods, the contractor must maintain a valid Controlled Goods Certificate throughout the Period of Performance of the contract.

## **4.0 ADDITIONAL WORK REQUIREMENTS**

### **4.1 General**

- 4.1.1 The contractor may be required to carry out specific project tasks as determined by DND in support of this contract on an as and when requested basis executed in accordance with a task authorization form (DND 626) Appendix 8 to Annex A and associated SOW. Project type activity include but may not be limited to the following:
  - 4.1.1.1 Update from S1000D current issue version to a newer Issue of S1000D.
  - 4.1.1.2 The improvement to functionality of the IETM platform
  - 4.1.1.3 The addition of functionality or modules to the IETM platform
  - 4.1.1.4 Scoping change impact due to release of new versions of reference policy documentation noted above, and the implementation of follow-on actions as determined by the TA.
  - 4.1.1.5 Any other project type activity related to publications and the means they are distributed and hosted on the IETM as defined throughout this statement of work. Any project activity will have a scoping document provided by the TA to convey project requirements.
- 4.1.2 Upon receipt of a task authorization (DND 626) Appendix 8 to Annex A and associated SOW the contractor must submit the task estimate to the CA for review and approval as per PM-005.

## **5.0 QUALITY MANAGEMENT**

### **5.1 Quality assurance program**

- 5.1.1 The contractor must provide and maintain a written quality plan that meets the requirements of C-01-100-100/AG-006 (Reference D) and QA-001 and is approved by DND.
- 5.1.2 The contractor must establish and maintain a publication review and approval process in accordance with A-AD-100-100/AG-000 (Reference A) within the existing guidelines of this SOW.
- 5.1.3 The QAA or a designated representative, shall be provided with the following for the period of the Contract and any extension thereto:
  - 5.1.3.1 Access to the Contractor's establishments and those of its sub-Contractors as necessary for the performance of their duties as they relate to the Contract; and
  - 5.1.3.2 Access to a closed office facility at the Contractor's establishment, suitably equipped to conduct normal business (desk, chair, phone, computer workstation complete with Internet

access, and the ability to discuss quality issues in privacy both internally and externally). Use of these accommodations will be "as and when requested" by the QAA.

## **6.0 Disposal Plan**

### **6.1 Document disposal plan**

6.1.1 Disposal will occur when:

6.1.1.1 The contract is closing;

6.1.1.2 The publications are being transferred to another contract/contractor/OPI; or

6.1.1.3 The publication becomes obsolete.

6.1.2 Disposal of publications will happen at the TA's request and as per the TA's instruction in accordance with Reference N.

Note: All DND DAEPM (FT) 6-3 issued Publications shall be returned to DND DAEPM (FT) 6-3 for storage, re-distribution or disposal.

## **7.0 CONTRACT CLOSE-OUT**

### **7.1 Contract Close-out Plan**

7.1.1 The contractor must prepare and submit a Close-out Plan in accordance with Contract Close-out Plan (CCOP) (PM-004)

7.1.2 Before contract expiration, Canada will authorize and direct and Contractor to initiate the activities in the most recently approved CCOP with a completed DND 626 Appendix 8 to Annex A.

## **8.0 DELIVERABLES**

8.1 Publications as outlined in para 3 of this SOW, and amplified in Appendix 4 to Annex A.

8.2 PM-001, Monthly Progress Report;

8.3 PM-002, Agenda;

8.4 PM-003, Meeting Minutes; and

8.5 PM-004, Contract Close-out Plan

8.6 PM-005, DND 626 Tasking Estimate

8.7 QA-001, Quality Plan

8.8 MAT-001, Shipping Log

8.9 TD-001, IETM Document Sample

8.10 TD-002, IETM Concept of Operations

8.11 IETM architecture and specification information as outlined in para 3 of this SOW.

8.12 Publications converted to the S1000D format from another source document as outlined in para 3 of this SOW.

Related Documents:

Appendix 1 to Annex A  
Appendix 2 to Annex A  
Appendix 3 to Annex A  
Appendix 4 to Annex A  
Appendix 5 to Annex A  
Appendix 6 to Annex A  
Appendix 7 to Annex A  
Appendix 8 to Annex A

Flow of work  
Distribution List  
DVD Label Format  
List of CAEP Publications  
Business Rules (to be provided to the winning bidder)  
OPI Contact Information  
Contract Data Requirements List and Data Items Description  
Department of National Defence Task Authorization Form  
(DND 626)

## ANNEX “B” – BASIS OF PAYMENT

### NOTICE



This documentation has been reviewed by the technical authority and does not contain controlled goods. Disclosure notices and handling instructions originally received with the document shall continue to apply.

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# DEPARTMENT OF NATIONAL DEFENCE

## BASIS OF PAYMENT

for

### The Director Aerospace Equipment Program Management (DAEPM) Fighters and Trainers (FT) 6-3 Common Aviation Equipment Publication Management Services And Interactive Electronic Manual Services

## ANNEX “B” - BASIS OF PAYMENT

For work duly authorized and performed in accordance with the terms of this contract, the Contractor will be paid the following firm, all-inclusive rates and mark-ups at the time of performance, HST extra, FOB Destination.

	<b>From date of Contract Award to 31 March 2024</b>	<b>1 April 2024 to 31 March 2025</b>	<b>1 April 2025 to 31 March 2026</b>	<b>1 April 2026 to 31 March 2027 (Option Year 1)</b>	<b>1 April 2027 to 31 March 2028 (Option Year 2)</b>
<b>a. For Publications Labour</b> , a firm \$...hourly rate of:	/hr	/hr	/hr	/hr	/hr
<b>b. For translation services</b> , a firm \$...price per page of: *page is defined as 250 words/page and for billing purposes, where less than a page, translation work will be pro-rated based on:	/pg.  /word	/pg.  /word	/pg.  /word	/pg.  /word	/pg.  /word
<b>c. For Reproduction Services:</b> i) A Firm \$... /page using photocopy technology printing minimum 600 dpi:	/pg.	/pg.	/pg.	/pg.	/pg.
ii) Digital Laser printing (minimum 600 dpi), exclusive of foldouts, a Firm \$... Per page based on the following:					
Up to 50 original pages:	0-250 copies: /pg.  251-500 copies: /pg.	0-250 copies: /pg.  251-500 copies: /pg.	0-250 copies: /pg.  251-500 copies: /pg.	0-250 copies: /pg.  251-500 copies: /pg.	0-250 copies: /pg.  251-500 copies: /pg.

	<b>From date of Contract Award to 31 March 2024</b>	<b>1 April 2024 to 31 March 2025</b>	<b>1 April 2025 to 31 March 2026</b>	<b>1 April 2026 to 31 March 2027 (Option 1)</b>	<b>1 April 2027 to 31 March 2028 (Option 2)</b>
51-100 original pages:	0-250 copies: /pg. 251-500 copies: /pg.	0-250 copies: /pg. 251-500 copies: /pg.	0-250 copies: /pg. 251-500 copies: /pg.	0-250 copies: /pg. 251-500 copies: /pg.	0-250 copies: /pg. 251-500 copies: /pg.
101-200 original pages:	0-250 copies: /pg. 251-500 copies: /pg.	0-250 copies: /pg. 251-500 copies: /pg.	0-250 copies: /pg. 251-500 copies: /pg.	0-250 copies: /pg. 251-500 copies: /pg.	0-250 copies: /pg. 251-500 copies: /pg.
<b>d. CD productions</b>	0-50 copies: 51-250 copies: /CD	0-50 copies: 51-250 copies: /CD	0-50 copies: 51-250 copies: /CD	0-50 copies: 51-250 copies: /CD	0-50 copies: 51-250 copies: /CD
<b>e. For any Direct Materiel</b> , laid down cost plus a firm mark-up of:	%	%	%	%	%
<b>f. For authorized subcontractor work</b> , excluding translation and reproduction services, including lithographic printing where applicable actual cost plus a firm mark-up of:	%	%	%	%	%
<b>g. For shipping of deliverables</b> , actual cost plus a firm mark-up of:	%	%	%	%	%

#### **h. Travel and Living Expense:**

The Contractor will be paid for authorized reasonable and proper travelling and living expense incurred by the personnel directly engaged in the performance of the Work, in accordance with current Treasury Board Guidelines, without any allowance thereon for overhead or profit. All payments are subject to government audit. Local travel will not be authorized.

#### **DEFINITION: Actual Cost**

The price paid for anything, outlay, expense. When a RFP/contract refers to actual cost, the term means the amount, not including any profit, which will be/was paid out for materials and for labour. In the event that GST/HST is to be applied to an invoice where the Actual Cost includes an amount for taxes, then the taxes are to be “backed out” of the Actual Cost; so that Canada is not paying tax on taxes



## ANNEX “C” – TECHNICAL EVALUATION PLAN



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## DEPARTMENT OF NATIONAL DEFENCE

# Technical Evaluation Plan for The Director Aerospace Equipment Program Management (DAEPM) Fighters and Trainers (FT) 6-3 Common Aviation Equipment Publication Management Services and Interactive Electronic Manual Services

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## **1.0 EVALUATION CONCEPT**

### **1.1. Evaluation Methodology**

- 1.1.1. The evaluation will take place in two parts.
- 1.1.2. The technical evaluation will be completed by confirming the information provided by the bidders and reporting the status of the resulting evaluation criteria as Pass/ Fail.
- 1.1.3. The Financial evaluation will be completed by evaluating the cost quotes and ranking them highest to lowest.

## **2.0 SCORING THE PROPOSALS**

### **2.1. Mandatory Requirements**

- 2.1.1. The technical evaluation includes 12 mandatory data format requirements.

### **2.2. Methodology**

- 2.2.1. The bidder will be required to provide a sample S1000D compliant XML IETM solution running on a stand-alone laptop or viewing portal. The evaluators evaluate the sample using the compliance matrix within the enclosed Technical Evaluator Bid Evaluation Form to determine if the bidder is Compliant or Not Compliant. The lowest cost compliant bidder will win the bid evaluation.

## **3.0 EVALUATION INSTRUCTIONS**

### **3.1. Data to be provided by the bidders:**

- 3.1.1. A standalone laptop version (on a laptop provided by the contractor) or a DWAN compatible viewing portal of the S1000D compliant IETM must be provided;
- 3.1.2. The Sample IETM must contain a minimum of two sample publications in the IETM format as outlined in TD-001/DID-TD-001.
- 3.1.3. The two sample publications must be technical in nature and include figures, part numbers and parts lists.
- 3.1.4. To provide a proper look and feel to the IETM Sample, include a minimum of two selectable groups at the root menu level of the IETM (I.E., fixed wing, helicopters) and a minimum of 20 NDID publications per group. Publications other than the two sample publications for review do not need to be linked to actual publications but must be included to show the alphabetical listings of publications within the groups.
- 3.1.5. A “user guide” must be provided along with the IETM. This must highlight any functionality and the meaning of any icons.
- 3.1.6. A .pdf format version of two sample publications displayed in IETM must also be submitted as separate files on individual DVDs in accordance with SOW Para 3.2.2.

Note: Laptops will be returned to the bidder's post contract award and post any legal challenges

#### 4.0 Technical Evaluation Form

Evaluation of IETM systems for use in support of CAE PMS and IETM

Date:

Evaluator:

Bidder:

##### IETM Structure and Layout

No.	Mandatory Technical Criterion	Evaluation Criteria	Confirmed/ Not Found
MT-1 <sup>(PB)</sup>	SOW 3.2.8.2 The contractor must implement IETM to allow on demand export of .pdf files of user selectable sections of the publication. From as little as a single set of work instruction steps, up to an entire publication	User can identify the functionality and cause a .pdf file of the desired publication to be created when desired.	
MT-2 <sup>(PB)</sup>	SOW 3.2.8.7 The contractor must implement the IETM such that there is a root or initial menu of publication groupings with at least two groups present.	Publication groupings are easily identified.  For the purpose of the bid evaluation, only the sample publications must have working links. Any number of publications could be listed to provide a proper "look and feel".	
MT-3 <sup>(PB)</sup>	SOW 3.2.8.8 The Contractor must implement the IETM such that after selecting a grouping the applicable publications are displayed for selection alphanumerically according to the NDID.	Each publication grouping is listed in alphanumeric order by NDID.	
MT-4 <sup>(PB)</sup>	SOW 3.2.8.9 The contractor must implement the IETM such that it is possible to view a registry of changes that have occurred over the last month at either the root or group level.	A change register must be present.  The register does not have to be populated with changes but must be present.	
MT-5 <sup>(PB)</sup>	SOW 3.2.8.10 The contractor must implement the IETM such that it is possible to view a registry of new, recently released CF, CD, or NS series publications over the last month at either the root or group level.	A modification and special inspection register must be present.  The register does not have to be populated with changes but must be present.	
MT-6 <sup>(PB)</sup>	SOW 3.2.8.11 The contractor must implement the IETM such that it is possible to view a selected publication, and simultaneously see and navigate that publication using its table of contents.	It must be possible to select a section from the table of contents while viewing a different section of text in the document.	

Publication Display

No.	Mandatory Technical Criterion	Evaluation Criteria	Confirmed/ Not Found
MT-7 <sup>(PB)</sup>	SOW 3.2.9.3 The contractor must implement IETM to allow the user to vary the font size of the text.	It must be possible to both increase and decrease the size of text at any time.	
MT-8 <sup>(PB)</sup>	SOW 3.2.9.4 The contractor must implement the IETM to allow the user to vary the size of Pictures, Drawings, Diagrams and Illustrations.	It must be possible to both increase and decrease the size of pictures (zoom) at any time.	
MT-9 <sup>(PB)</sup>	SOW 3.2.9.5 The contractor must implement IETM to allow the user to identify visually, without additional actions if the publication they are reading is subject to Controlled goods restrictions.	It must be possible to find controlled good markings on the publication when open. They could be text or symbol.	
MT-10 <sup>(PB)</sup>	SOW 3.2.9.7 The contractor must implement the IETM such that when viewing an S1000D compliant xml publication only amounts of text no greater than a single "Part" of the publication will be displayed. The part must be selectable from the table of contents.	If different a "part" is opened and another "part" is selected from the table of contents, the visible text should change to that part and it should no longer possible to "scroll" to the other part.	
MT-11 <sup>(PB)</sup>	SOW 3.2.9.10 The contractor must implement the IETM such that the paragraph numbering system is similar to legacy paper publications IAW C-01-100-100/AG-006.	Para number must restart in different "parts". Para number must remain constant (paragraph 3 is always paragraph 3) if a different level of the same part is selected in the table of contents.	
MT-12 <sup>(PB)</sup>	SOW 3.2.9.16 The contractor must implement the IETM such that it is possible to view the publication as English only or French only documents. As opposed to English and French in columns.	It must be possible to view the publication in either English or French.	

Outcome

Evaluator Signature

## ANNEX “D” – FINANCIAL EVALUATION



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# DEPARTMENT OF NATIONAL DEFENCE

## FINANCIAL EVALUATION

for

### The Director Aerospace Equipment Program Management (DAEPM) Fighters and Trainers (FT) 6-3 Common Aviation Equipment Publication Management Services and Interactive Electronic Manual Services

## ANNEX D – FINANCIAL EVALUATION

Total cost to Canada over a five-year period will be evaluated using the following estimates:

NOTE: the estimates provided hereunder are for price evaluation purposes only and are **not to be construed as a guaranteed future workload**.

### A. Publications Labour

Period	No. of hours		Firm hourly Rate		Total
Contract Award to 31 March 2024	15,000	X	\$	=	\$
1 April 2024 to 31 March 2025	15,000	X	\$	=	\$
1 April 2025 to 31 March 2026	15,000	X	\$	=	\$
1 April 2026 to 31 March 2027 (Option 1)	15,000	X	\$	=	\$
1 April 2027 to 31 March 2028 (Option 2)	15,000	X	\$	=	\$

### B. Translation Services - Page is defined as 250 words/page. Where less than a page, the work shall be prorated at cents/word

Period	No. of pages		Firm \$ / Page		Total
Contract Award to 31 March 2024	175	X	\$	=	\$
1 April 2024 to 31 March 2025	350	X	\$	=	\$
1 April 2025 to 31 March 2026	350	X	\$	=	\$
1 April 2026 to 31 March 2027 (Option 1)	150	X	\$	=	\$
1 April 2027 to 31 March 2028 (Option 2)	150	X	\$	=	\$

### C. Reproduction Services

#### i) Photocopy technology, printing minimum 600 dpi

Period	No. of pages		Firm \$ / Page		Total
Contract Award to 31 March 2024	13,000	X	\$	=	\$
1 April 2024 to 31 March 2025	16,000	X	\$	=	\$
1 April 2025 to 31 March 2026	16,000	X	\$	=	\$
1 April 2026 to 31 March 2027 (Option 1)	16,000	X	\$	=	\$
1 April 2027 to 31 March 2028 (Option 2)	16,000	X	\$	=	\$

#### ii) Digital Laser printing (minimum 600 dpi), exclusive of foldouts for the following:

##### Contract Award to 31 March 2024

0-50 original pages	0-250 copies	50 x 250	\$_____/page	=	\$
	251-500 copies	50 x 500	\$_____/page	=	\$
51-100 original pages	0-250 copies	100 x 250	\$_____/page	=	\$
	251-500 copies	100 x 500	\$_____/page	=	\$
101-200 original pages	0-250 copies	200 x 250	\$_____/page	=	\$
	251-500 copies	200 x 500	\$_____/page	=	\$

##### 1 April 2024 to 31 March 2025

0-50 original pages	0-250 copies	50 x 250	\$_____/page	=	\$
	251-500 copies	50 x 500	\$_____/page	=	\$
51-100 original pages	0-250 copies	100 x 250	\$_____/page	=	\$
	251-500 copies	100 x 500	\$_____/page	=	\$
101-200 original pages	0-250 copies	200 x 250	\$_____/page	=	\$
	251-500 copies	200 x 500	\$_____/page	=	\$

##### 1 April 2025 to 31 March 2026

0-50 original pages	0-250 copies	50 x 250	\$_____/page	=	\$
	251-500 copies	50 x 500	\$_____/page	=	\$
51-100 original pages	0-250 copies	100 x 250	\$_____/page	=	\$
	251-500 copies	100 x 500	\$_____/page	=	\$
101-200 original pages	0-250 copies	200 x 250	\$_____/page	=	\$
	251-500 copies	200 x 500	\$_____/page	=	\$



1 April 2026 to 31 March 2027 (Option 1)

0-50 original pages	0-250 copies	50 x 250	\$ _____/page	=	\$
	251-500 copies	50 x 500	\$ _____/page	=	\$
51-100 original pages	0-250 copies	100 x 250	\$ _____/page	=	\$
	251-500 copies	100 x 500	\$ _____/page	=	\$
101-200 original pages	0-250 copies	200 x 250	\$ _____/page	=	\$
	251-500 copies	200 x 500	\$ _____/page	=	\$

1 April 2027 to 31 March 2028 (Option 2)

0-50 original pages	0-250 copies	50 x 250	\$ _____/page	=	\$
	251-500 copies	50 x 500	\$ _____/page	=	\$
51-100 original pages	0-250 copies	100 x 250	\$ _____/page	=	\$
	251-500 copies	100 x 500	\$ _____/page	=	\$
101-200 original pages	0-250 copies	200 x 250	\$ _____/page	=	\$
	251-500 copies	200 x 500	\$ _____/page	=	\$

**D. CD Production**

No. of CDs	Contract Award to 31 March 2024	1 April 2024 to 31 March 2025	1 April 2025 to 31 March 2026	1 April 2026 to 31 March 2027 (Option 1)	1 April 2027 to 31 March 2028 (Option 2)
0-50	\$ _____/CD	\$ _____/CD	\$ _____/CD	\$ _____/CD	\$ _____/CD
51-250	\$ _____/CD	\$ _____/CD	\$ _____/CD	\$ _____/CD	\$ _____/CD

**E. Direct Material**

Period	Material Value		Mark-up (%)	Mark-up (\$)		Total
Contract Award to 31 March 2024	\$1,500.00	X	%	\$	=	\$
1 April 2024 to 31 March 2025	\$1,000.00	X	%	\$	=	\$
1 April 2025 to 31 March 2026	\$1,000.00	X	%	\$	=	\$
1 April 2026 to 31 March 2027 (Option 1)	\$1,000.00	X	%	\$	=	\$
1 April 2027 to 31 March 2028 (Option 2)	\$1,000.00	X	%	\$	=	\$

### F. Sub-contract Work

Period	Sub-contract Value		Mark-up (%)	Mark-up (\$)		Total
Contract Award to 31 March 2024	\$1,500.00	X	%	\$	=	\$
1 April 2024 to 31 March 2025	\$1,000.00	X	%	\$	=	\$
1 April 2025 to 31 March 2026	\$1,000.00	X	%	\$	=	\$
1 April 2026 to 31 March 2027 (Option 1)	\$1,000.00	X	%	\$	=	\$
1 April 2027 to 31 March 2028 (Option 2)	\$1,000.00	X	%	\$	=	\$

### G. Shipping

Period	Shipping Value		Mark-up (%)	Mark-up (\$)		Total
Contract Award to 31 March 2024	\$3,000.00	X	%	\$	=	\$
1 April 2024 to 31 March 2025	\$2,000.00	X	%	\$	=	\$
1 April 2025 to 31 March 2026	\$2,000.00	X	%	\$	=	\$
1 April 2026 to 31 March 2027 (Option 1)	\$2,000.00	X	%	\$	=	\$
1 April 2027 to 31 March 2028 (Option 2)	\$2,000.00	X	%	\$	=	\$


### H. Travel and Living

For evaluation purposes, travel and living (T&L) will not be assessed.

Total cost over five (5) years: \$\_\_\_\_\_

**EACH BIDDER IS REQUIRED TO PROVIDE THEIR TOTAL COST FOR THE FIVE (5) YEAR PERIOD.**

## ANNEX “E” - SECURITY REQUIREMENTS CHECK LIST

 Government of Canada Gouvernement du Canada	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;">Contract Number / Numéro du contrat <b>W8485-226963</b></td> </tr> <tr> <td style="text-align: center;">Security Classification / Classification de sécurité <b>UNCLASSIFIED</b></td> </tr> </table>	Contract Number / Numéro du contrat <b>W8485-226963</b>	Security Classification / Classification de sécurité <b>UNCLASSIFIED</b>
Contract Number / Numéro du contrat <b>W8485-226963</b>			
Security Classification / Classification de sécurité <b>UNCLASSIFIED</b>			

**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 Defense</b>	2. Branch or Directorate / Direction générale ou Direction <b>ADM (Mat) DGAEPM (FT) 6-3</b>	
3. a) Subcontract Number / Numéro du contrat de sous-traitance <b>N/A</b>	3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant	
4. Brief Description of Work / Brève description du travail  <b>Publication Management Services and Interactive Electronic Technical Manual Publication Services for Common Aviation Equipment</b>		
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées? <span style="float: right;"><input type="checkbox"/> No / Non <input checked="" type="checkbox"/> Yes / Oui</span>		
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? <span style="float: right;"><input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui</span>		
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) <span style="float: right;"><input type="checkbox"/> No / Non <input checked="" type="checkbox"/> Yes / Oui</span>		
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. <span style="float: right;"><input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui</span>		
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? <span style="float: right;"><input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui</span>		
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès		
Canada <input checked="" type="checkbox"/>	NATO / OTAN <input checked="" type="checkbox"/> Foreign / Étranger <input checked="" type="checkbox"/>	
7. b) Release restrictions / Restrictions relatives à la diffusion		
No release restrictions Aucune restriction relative à la diffusion <input checked="" 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 :	All NATO countries Tous les pays de l'OTAN <input checked="" type="checkbox"/>   Restricted to: / Limité à : <input type="checkbox"/> Specify country(ies): / Préciser le(s) pays :	
No release restrictions Aucune restriction relative à la diffusion <input checked="" type="checkbox"/>   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 type="checkbox"/> PROTECTED B / PROTÉGÉ B <input checked="" type="checkbox"/> PROTECTED C / PROTÉGÉ C <input type="checkbox"/> CONFIDENTIAL / CONFIDENTIEL <input checked="" type="checkbox"/> SECRET <input type="checkbox"/> TOP SECRET <input type="checkbox"/> TRÈS SECRET <input type="checkbox"/> TOP SECRET (SIGINT) <input type="checkbox"/> TRÈS SECRET (SIGINT) <input type="checkbox"/>	NATO UNCLASSIFIED / NATO NON CLASSIFIÉ <input checked="" type="checkbox"/> NATO RESTRICTED / NATO DIFFUSION RESTREINTE <input type="checkbox"/> NATO CONFIDENTIAL <input type="checkbox"/> NATO SECRET <input type="checkbox"/> COSMIC TOP SECRET <input type="checkbox"/> COSMIC TRÈS SECRET <input type="checkbox"/>	PROTECTED A / PROTÉGÉ A <input type="checkbox"/> PROTECTED B / PROTÉGÉ B <input checked="" type="checkbox"/> PROTECTED C / PROTÉGÉ C <input type="checkbox"/> CONFIDENTIAL / CONFIDENTIEL <input checked="" type="checkbox"/> SECRET <input type="checkbox"/> TOP SECRET <input type="checkbox"/> TRÈS SECRET <input type="checkbox"/> TOP SECRET (SIGINT) <input type="checkbox"/> TRÈS SECRET (SIGINT) <input type="checkbox"/>

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité  
**UNCLASSIFIED**





Contract Number / Numéro du contrat <b>W8485-226963</b>
Security Classification / Classification de sécurité <b>UNCLASSIFIED</b>

**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 ☐ Yes  
Non 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 ☐ Yes  
Non 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 type="checkbox"/> RELIABILITY STATUS COTE DE FIABILITÉ	<input type="checkbox"/> CONFIDENTIAL CONFIDENTIEL	<input checked="" type="checkbox"/> SECRET SECRET	<input type="checkbox"/> TOP SECRET TRÈS SECRET
<input type="checkbox"/> TOP SECRET- SIGINT TRÈS SECRET - SIGINT	<input type="checkbox"/> NATO CONFIDENTIAL NATO CONFIDENTIEL	<input type="checkbox"/> NATO SECRET NATO SECRET	<input type="checkbox"/> COSMIC TOP SECRET COSMIC TRÈS SECRET
<input type="checkbox"/> SITE ACCESS ACCÈS AUX EMBLEMES			

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? On DND premises, unscreened pers. may only access public/reception zone.  
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail? ☐ No ☒ Yes  
Non Oui  
If Yes, will unscreened personnel be escorted?  
Dans l'affirmative, le personnel en question sera-t-il escorté? ☒ No ☐ Yes  
Non 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 ☒ Yes  
Non 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 ☐ Yes  
Non 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 ☐ Yes  
Non 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 ☒ Yes  
Non 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 ☒ Yes  
Non Oui

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité  
**UNCLASSIFIED**

Canada



Contract Number / Numéro du contrat

W8485-226963

Security Classification / Classification de sécurité

UNCLASSIFIED

**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	SECRET	TOP SECRET	NATO RESTRICTED	NATO CONFIDENTIAL	NATO SECRET	COMSEC TOP SECRET	PROTECTED PROTÉGÉ			CONFIDENTIAL	SECRET	TOP SECRET
				CONFIDENTIEL	TRÈS SECRET	NATO DIFFUSION RESTREINTE	NATO CONFIDENTIEL		COMSEC TRÈS SECRET	A	B	C	CONFIDENTIEL		TRÈS SECRET	
Information / Assets Renseignements / Biens Production				X												
IT Media / Support TI				X												
IT Link / Lien électronique				X												

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 indiquer qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).

(SRCL with signature page (page 4) to be inserted here in the resulting contract)

**ANNEX “F” to PART 3 OF THE BID SOLICITATION**  
**ELECTRONIC PAYMENT INSTRUMENTS**

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

- ☐ Direct Deposit (Domestic and International);
- ☐ Electronic Data Interchange (EDI);
- ☐ Wire Transfer (International Only);



## ANNEX “G” to PART 5 OF THE BID SOLICITATION

### FEDERAL CONTRACTORS PROGRAM FOR EMPLOYMENT EQUITY – CERTIFICATION

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

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

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

Complete both A and B.

A. Check only one of the following:

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

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

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

OR

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

B. Check only one of the following:

- ☐ B1. The Bidder is not a Joint Venture.

OR

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



## APPENDIX 1 TO ANNEX A, FLOW OF WORK

### NOTICE



This documentation has been reviewed by the technical authority and does not contain controlled goods. Disclosure notices and handling instructions originally received with the document shall continue to apply.

### AVIS

Cette documentation a été révisée par l'autorité technique et ne contient pas de marchandises contrôlées. Les avis de divulgation et les instructions de manutention reçues originalement doivent continuer de s'appliquer.

# DEPARTMENT OF NATIONAL DEFENCE

## STATEMENT OF WORK

### APPENDIX 1

Flow of work and DND Interface for the creation and  
amendment of publications

for

The Director Aerospace Equipment Program  
Management (DAEPM) Fighters and Trainers (FT)

6-3 Common Aviation Equipment Publication

Management Services

and

Interactive Electronic Manual Services

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## 1.0 GENERAL

- 1.1 This document covers aspects of updating publications including translation and creating supporting illustrations, artwork and tables. The end product of the publication amendment process will be an up-to-date publication that is uploaded to the IETM. DND will provide either a publication amendment message, or a DND 570 describing the scope of the requested change.

## 1.2 Acronyms

- 1.2.1 The following acronyms are used throughout this document:

Acronym	Description
CA	Contracting Authority
CAEP	Common Aviation Equipment Publications
CD	Compact Disc
CDRL	Contract Data Requirements List
CFTO	Canadian Forces Technical Order
DWAN	Defence Wide Area Network
IETM	Interactive Electronic Technical Manual
TA	Technical Authority
TAC	Translation Accuracy Check
XML	extensible Mark-up Language

Table 1 Acronyms

## 1.3 Terminology

- 1.3.1 S1000D: International Specification for the Procurement and Production of Technical Publications.
- 1.3.2 Publication Amendment: A temporary Correction made by message.
- 1.3.3 Publication Change: A correction or addition made to a publication.
- 1.3.4 IETM: Software package for making publications accessible via a network. Format of documents will include S1000D compliant XML, and PDF.
- 1.3.5 DND570: This form accompanies any publication change and forms the authorization for the publications contractor to initiate work on the change.
- 1.3.6 DND 626: This form is the authority to perform additional tasks.
- 1.3.7 Leaflets: Smaller publications released to convey information on one time inspections, modification, or amplifications to other publications that require little to no amendments. i.e. Special inspection instructions, Modification leaflet, supplements.
- 1.3.8 Books: Large publications with a frequent need for amendments or changes due to their long service life. i.e. Canadian Forces Technical Orders.

## 2.0 APPLICABLE DOCUMENTS

### 2.1 References

REF	INSTRUCTION	TITLE	PROMULGATION
A	A-AD-100-100/AG-000	National Defence Publishing Policy and Administration Procedures	1993-09-22
B	A-DS-100-100/AG-002	Writing, Production and Format Guide of Administrative, Operational and Tactical (AOT) Publications;	1994-09-14
C	C-01-100-100/AG-005	Adoption of Commercial and Foreign Government Commercial Publications	2019-06-30
D	C-01-100-100/AG-006	Writing, Format and Production of Technical Publications	2018-08-31
E	D-01-000-100/SF-000	Specification for Procurement of Publishing Services and Published Works;	2018-08-31
F	D-01-100-220/SF-000	Specification – Preparation of Modification Instructions;	1992-02-11
G	D-01-100-221/SF-000	Specification - Preparation of Special Information Instructions;	1992-06-01
H	D-01-100-222/SF-000	Specification - Preparation of Special Inspection Instructions;	1991-06-01
I	C-05-005-P09/AM-000	Maintenance Program Implementation - Support Activities;	2022-07-05

Table 2 References

### **3.0 CHANGE PROCESS**

#### **3.1 DND570**

3.1.1 Publication Change by DND 570. This process defines how routine changes to publications will be staffed and processed.

3.1.2 Step 1. The contractor must process the work using the applicable reference documents listed in Para 2.1 (references A through I) for style and format guidance. Processing includes:

- a) Drafting text in S1000D-compliant XML;
- b) Conversion of other format text to S1000D-compliant XML
- c) Creating of drawings;
- d) Creating of diagrams;
- e) Creating of illustrations;
- f) Creating of tables;
- g) Editing spelling and format; and
- h) Identifying other publication series (if any) which have been affected by the original publication management activity, determine actions required and submit recommendations to the Technical Authority;

3.1.3 Drawings, Diagrams, Illustrations and Pictures

3.1.3.1 The contractor must create Drawings, Diagrams and Illustrations in a vector format.

3.1.3.2 The contractor must publish the Drawings, Diagrams and Illustrations in XML in a vector format.

3.1.3.3 The contractor must publish Pictures in a Raster format

3.1.4 Step 2. The contractor must translate the text of the changes in order for the changes to be available in both official languages.

3.1.5 Step 3. The contractor must have a person, who was not involved in the initial translation, perform a Translation Accuracy Check (TAC) of the changed text.

3.1.6 Step 4. Based on the file format specified in Appendix 4 to Annex A, the contractor must submit the changed manuscript to the publications manager and contact officer identified on the cover page of the publication, along with a Certificate of Validation to DND for review and acceptance.

3.1.7 Step 5. DND will respond with a completed Certificate of Validation, and additional comments if rework is required.

3.1.8 Step 5A. If rework is required the contractor must repeat steps 1-4.

3.1.9 Step 5B. If rework is not required, the contractor must publish the changed publication in the final format(s) requested in Appendix 4 to Annex A.

3.1.10 Step 6. Upon completion of publication in all applicable formats the contractor must notify DND via the submission of the following documents by email:

- a. TAC Certificate;
- b. Certificate of Compliance; and
- c. Certificate of Reproducible if applicable.

### **3.2**      **MILLITARY MESSAGE**

- 3.2.1      Publication Amendment by Military message, Urgent requirements for publication change will be initiated via Military Message. The Technical Authority will issue the message to equipment users as well as the publications contractor, who will adhere to the following process:
- 3.2.2      Step 1. The contractor must translate the provided amendment if necessary, so it is available in both official languages.
- 3.2.3      Step 2. Implement the amendment into the publication, using the location and wording (within the confines of step 1) indicated in the message, by striking out words to be removed, and inserting new words in red font as indicated in applicable documents Reference I.
- 3.2.3.1      The contractor must implement the amendment without performing a TAC.
- 3.2.3.2      The contractor must incorporate the amendment without submitting the revised work for validation.
- 3.2.4      Step 3. The contractor must publish the amendment in the file format outlined in Appendix 4 to Annex A.
- 3.2.5      Step 4. Upon publication the contractor must provide DND with:
- a.    Certificate of Compliance; and
  - b.    Certificate of Reproducible if applicable.
- 3.2.6      Step 5. On completion of the above steps for expedited publication of the urgently required change, the contractor must undertake the work outlined in para 3.1 to incorporate the amendment as a publication change.

**APPENDIX 2 TO ANNEX A, DISTRIBUTION LIST**

(TO BE PROVIDED TO THE WINNING BIDDER)

**APPENDIX 3 TO ANNEX A, DVD LABEL FORMAT**

(TO BE PROVIDED TO THE WINNING BIDDER)



**APPENDIX 4 TO ANNEX A, LIST OF CAEP PUBLICATIONS**

(THIS DOCUMENT IS TO BE PROVIDED SEPARATELY AS AN EXCEL FILE.)

**APPENDIX 5 TO ANNEX A, BUSINESS RULES**

(TO BE PROVIDED TO THE WINNING BIDDER)

**APPENDIX 6 TO ANNEX A, OPI CONTACT INFORMATION**

(TO BE PROVIDED TO THE WINNING BIDDER)

## APPENDIX 7 TO ANNEX A, CDRL & DID

### NOTICE



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### AVIS

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# DEPARTMENT OF NATIONAL DEFENCE

## STATEMENT OF WORK APPENDIX 7

### CONTRACT DATA REQUIREMENT LIST & DATA ITEM DESCRIPTIONS for

The Director Aerospace Equipment Program  
Management (DAEPM) Fighters and Trainers (FT)

6-3 Common Aviation Equipment Publication

Management Services

and

Interactive Electronic Manual Services

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## **1.0 Introduction**

- 1.1 This Contract Data Requirements List (CDRL) contains the deliverable data requirements for this Contract.
- 1.2 The Contractor must submit the Contract deliverables listed in the CDRL, as detailed in the Data Item Deliverables (DIDs), for acceptance, approval, or information.

## **2.0 Data Submission**

### **2.1 Deliverable Format**

- 2.1.1 The format requirement for each deliverable is delivered electronically in .xls, .xlsx, .doc, .docx or .pdf format

### **2.2 Delivery Location**

- 2.2.1 Data must be emailed to the Contracting Authority (CA), Technical Authority (TA) and Procurement Authority (PA) found in Appendix 6 to Annex A. The subject line of each email must contain, as a minimum, the Contract Number, the CDRL Item Number and Title. The prime Contractor has responsibility for the delivery of all data including any relating to subcontracted services or procurements. Receipt of the email by DND does not constitute acceptance

### **2.3 Review of Data**

- 2.3.1 DND has a maximum of forty-five (45) calendar days to review and accept or reject submitted data from the Contractor. If, at the conclusion of this period, the Contractor has not received a notice of acceptance or rejection, a request for further information or a request for extension of the review period, the data submitted data will be deemed to have been accepted by DND.

### **2.4 Use of Existing Data**

- 2.4.1 Data required under the Contract may currently exist in a different format or use a different content structure than that specified in this Appendix. In such cases, the data may be acceptable, provided that it contains the specified information and meets the requirement(s) for its intended use. Where the Contractor wishes to submit existing data that does not meet the format or content structure requirements contained in this Appendix, the Contractor must seek Canada's approval in sufficient time for the data to be reformatted or restructured prior to the required delivery date, should approval be denied.

### **2.5 Data Item Media**

- 2.5.1 Subject to Paragraph 2.1, and unless otherwise specified within a DID:

- 2.5.1.1 All data items delivered in soft copy must be submitted using software products compatible with the software in current use within DND (Microsoft Office 2013 products are presently being used).
- 2.5.1.2 All data items delivered in final copy must be submitted in PDF format in addition to Microsoft Office product format.

### **2.6 Format Instructions**

- 2.6.1 Subject to paragraph 2.1, the format instructions contained in this paragraph must be applied to all data items prepared under the Contract for delivery to Canada, unless otherwise specified in the appropriate DID or otherwise agreed upon, in writing, by Canada.

- 
- 2.6.2 When data is delivered in the form of a document, it must include the following identification information:
- 2.6.2.1 The document reference number;
- 2.6.2.2 The document title and date of issue;
- 2.6.2.3 The volume number (only applicable to multi-volume data items);
- 2.6.2.4 The version number/revision indicator;
- 2.6.2.5 The security markings or other restrictions, as applicable;
- 2.6.2.6 Requirements on the handling of the document;
- 2.6.2.7 The Contract number;
- 2.6.2.8 The CDRL line number if the data is a data item; and
- 2.6.2.9 The name and address of the preparing organization.
- 2.6.3 Any data delivered in the form of a document with a body larger than 5 pages in length must contain a table of contents.
- 2.6.4 When data is delivered in the form of a document, each page must contain a unique page number and preferably display the document number, version, volume, and date of issue, as applicable.
- 2.7 Document Revisions
- 2.7.1 The following requirements apply to the revision of all documents delivered as Data Item Deliverables. The data must be revised, if necessary, to reflect approved changes:
- 2.7.2 Revisions must be in the form of either replacement pages or re-issues of the complete document.
- 2.7.3 A “revision” page must be provided in the front of each revision, which must contain, as a minimum:
- 2.7.3.1 A brief description of the reason for the revision, including applicable authority;
- 2.7.3.2 Revision identification number or letter and date of revision; and
- 2.7.3.3 Appropriate administrative instructions, such as revision instructions, security information or other instructions.
- 2.7.4 Each revised page must have the specific changes identified by a vertical line in the margin and include appropriate identification to the applicable revision number or letter. If a revision constitutes complete re-issuance of the document, no vertical lines must be in the margin except those lines identifying changes made by that revision.
- 2.7.5 Each revised page must contain the revision number or letter in the upper right-hand corner of the page.

- 2.7.6 Any time a revision is submitted, the title page of the document must indicate the number or letter and the date of that revision.

### 3.0 CDRL Description

#### 3.1 Precedence of CDRL

- 3.1.1 The requirements stated in Blocks 8 through 16 of the CDRL take precedence over any requirements that may have been identified in the DIDs.

#### 3.2 CDRL Layout

- 3.2.1 CDRL Blocks must be interpreted as follows, noting that Block 16 is used for notes where other Blocks have insufficient room:

**Block 1 - Item Number** – denotes the CDRL Number assigned to the required data. Data Item Requirements are numbered using their corresponding CDRL Number. The “Alpha” identifiers on the CDRL/DID indicate the functional area to which the CDRL/DID applies. Identifiers are as follows:

- a) PM Program Management;
- b) ES Engineering Support;
- c) TD Technical Data;
- d) MAT Materiel Support;
- e) LOG Logistics Support, and
- f) QA Quality Support.

**Block 2 - Title** – denotes the title of the data required, corresponding to the title used both in the main body of the Statement of Work (SOW) and in the relevant DID.

**Block 3 - Subtitle** – a subtitle is used only if the title requires further identification.

**Block 4 - Data Item Number** – denotes the number of the DID that describes the data to be submitted. DID Identification Numbers that correspond to CDRL Numbers.

**Block 5 - SOW Reference** – denotes the specific SOW paragraph(s) that require(s) the data.

**Block 6 - Technical Office** – denotes Canada's office responsible for review of the Data Item to determine its adequacy.

- a) CA Contracting Authority
- b) PA Procurement Authority
- c) TA Technical Authority, and
- d) NDQAR National Defence Quality Assurance Representative.

**Block 7 - DND Response Time** – denotes the number of days DND has to review and accept or reject submitted data from the Contractor. After this time, if the Contractor has not received a request for extension from DND, the deliverable will be deemed to have



been accepted by DND. DND response time will be as per paragraph 2.3, unless indicated otherwise.

**Block 8 - Approval Code** – denotes whether the data is to be submitted for approval, acceptance, or information:

- a) An “APP” in Block 8 means that the Deliverable End Item must be submitted for approval. An “Approve” deliverable requires Canada’s endorsement. In some cases, Canada’s approval is required before the Contractor can move forward.
- b) An “ACC” in Block 8 means that the Deliverable End Item must be submitted for acceptance. An “Accept” deliverable will be accepted by Canada with or without comments; comments may drive additional action but do not constitute a rejection.
- c) Unless otherwise specified in Block 16 of the CDRL, an “I” or a blank in Block 8 means that the deliverable will be reviewed by Canada for format, clarity, and completeness. Once reviewed, the Deliverable must be considered for information only.

**Block 9** – Not Allocated.

**Block 10 - Frequency** – denotes the frequency of delivery of the data (to be read in conjunction with Block 11).

**Block 11 - As of Date** – denotes the “as of” or “cut-off” date for the data submitted within the deliverable (to be read in conjunction with Block 10).

**Block 12 - Date of First Submission** – specifies the date on which the data must first be submitted (to be read in conjunction with Block 13).

**Block 13 - Date of Subsequent Submission** – specifies the required delivery date(s) for any subsequent data deliveries, if data is submitted more than once (to be read in conjunction with Block 12).

**Note:** For Blocks 8 to 16, the date(s) and frequencies may be expressed as day/month/year or in relation to specific events using the following codes:

ANNLY	Annually
ASGEN	As generated
ASREQ	As required
BID	At Time of Proposal Submission
CA	Contract Award
MACA	Months After Contract Award
MTHLY	Monthly
QRTLY	Quarterly
R/ASR	Revisions as required
S/ANNLY	Semi-Annually
WKLY	Weekly

**Block 14 - Distribution and addresses** – unless otherwise indicated, all deliverables are to be sent to the recipients in Para 2.2.

**Block 15** – Not Allocated.

**Block 16 - Remarks** – provides additional or clarifying information for Blocks 1 through 15.

#### 4.0 List of Contract Deliverables

#	Data Item Deliverables	CDRL/DID Number	Initial Frequency	Subsequent Submission
			Block 10	Block 12
1	Monthly Progress Report	PM-001	1 MACA	MTHLY
2	Meeting Agenda	PM-002	ASGEN	R/ASR
3	Meeting Minutes	PM-003	ASGEN	R/ASR
4	Contract Close-out Plan	PM-004	6 MACA	R/ASR
5	DND 626 Tasking Estimate	PM-005	ASREQ	R/ASR
6	Quality Plan (QP)	QA-001	2 MACA	R/ASR
7	Shipping Log	MAT-001	1 MACA	MTHLY
8	IETM Document Sample	TD-001	1 MACA	R/ASR
9	IETM Concept of Operation	TD-002	1 MACA	R/ASR

## 5.0 Contract Deliverable Requirements

CONTRACT DATA REQUIREMENTS LIST (CDRL)					
1. PM-001	2. Monthly Progress Report	6. TA	10. MTHLY	12. 1 MACA	14.
4. DID-PM-001	5. see DID	7.	8. ACC	9. 11. N/A	13. See Block 16
15.					
16. The Report must be delivered within 5 working days of the last calendar day of the preceding month					

DATA ITEM DESCRIPTION		
1. TITLE  Monthly Progress Report		2. IDENTIFICATION NUMBER  PM-001
3. DESCRIPTION  To inform DND of the status of work over the period of the previous month.		
4. APPROVAL DATE  The originator's approval date. <i>N/A</i>	5. OFFICE OF PRIMARY INTEREST  The originator's office designation. DND TECHNICAL AUTHORITY (TA).	6. ORIGINATOR  DAEPM(FT) 6-3
7. APPLICATION / INTERRELATIONSHIP  SOW Para 3.2.6.8		8. APPLICABLE FORMS
9. PREPARATION INSTRUCTIONS  9.1 The Report must be delivered within 5 working days of the last calendar day of the preceding month. It shall accompany the monthly invoice to provide amplification on expenditures  9.2 The Progress Report must contain the following information in a tabular format:  <ul style="list-style-type: none"> <li>a. Item number;</li> <li>b. NDID number;</li> <li>c. Request type (Message or DND 570);</li> <li>d. Request Tracking number (message number or DND 570 serial number AND OPI)</li> <li>e. Date Request was received by the contractor;</li> <li>f. Hours Estimated to be required to complete the work;</li> <li>g. Hours expended on the work since the last monthly report;</li> <li>h. Total hours expended on the request to date;</li> <li>i. Percentage complete;</li> <li>j. Target Date for submission of the manuscript to the OPI (to be updated if a second submission is required);</li> <li>k. Actual Date of submission to the OPI (to be updated if a second submission is required);</li> <li>l. Date DND returned the Certificate of Validation (to be updated if a second submission is required);</li> <li>m. Outcome of the Validation (rework required yes/ no);</li> <li>n. Number of manuscripts submitted for validation against this request;</li> <li>o. Anticipated date of publication;</li> <li>p. Publication formats;</li> <li>q. Date Translation Accuracy Certificate was submitted to DND;</li> <li>r. Date Certificate of Compliance was submitted to DND;</li> <li>s. Date Certificate of Reproducible was submitted to DND;</li> <li>t. Shipping costs;</li> </ul>		

- u. Total Costs; and
- v. Contractor Comments.

**NOTE 1**

For the tasks presently being worked on, an estimate of percentage completed must be provided. When a task has been completed, the percentage completed will be 100%.

**NOTE 2**

In the event that rework is required after the DND validation, the anticipated manuscript submittal date shall be amended. The actual submission date shall be amended only once resubmitted. The Date DND returned the certificate of Validation shall be updated only once it occurs again.

CONTRACT DATA REQUIREMENTS LIST (CDRL)					
1. PM-002	2. Meeting Agenda	6. TA	10. ASGEN	12. R/ASR	14.
4. DID-PM-002	5. see DID	7.	8. APP	9. 11. Box 16	13. 15.
16. Agendas shall be submitted for approval a minimum of ten (10) working days prior to the meeting. DND will review and reply within five (5) working days.					

DATA ITEM DESCRIPTION		
1. TITLE		2. IDENTIFICATION NUMBER
Meeting Agenda		PM-002
3. DESCRIPTION		
An agenda is to be promulgated for all Project Meetings and Conferences to provide an outline of items for discussion.		
4. APPROVAL DATE	5. OFFICE OF PRIMARY INTEREST	6. ORIGINATOR
	DND TECHNICAL AUTHORITY (TA).	DAEPM(FT) 6-3
7. APPLICATION / INTERRELATIONSHIP		8. APPLICABLE FORMS
SOW Para 3.2.6.4		
9. PREPARATION INSTRUCTIONS		
9.1. The Contractor must propose the Meeting Agenda format for approval by DND.		
9.2. The content of each agenda for project meetings, reviews and conferences must include:		
9.2.1. purpose of the meeting;		
9.2.2. time, date, location and expected duration of review, meeting, or conference;		
9.2.3. a list of attendees;		
9.2.4. the name and phone number of the meeting coordinator;		
9.2.5. the following agenda items:		
(1) Item 1 - Review of the minutes of the previous meeting; and		
(2) Item 2 – Progress review. This item would include a brief description of progress on actions or problems, if any, identified at the last review.		
9.2.6. New agenda items to be addressed:		
(1) the name and position of the sponsor of the item;		
(2) the objectives to be achieved; and		
(3) a brief background of the subject.		
9.3. Any administration such as security requirements and accommodations must be identified and arranged prior to each meeting.		
9.4. Agendas shall be submitted for approval a minimum of ten (10) working days prior to the meeting. DND will review and reply within five (5) working days.		

CONTRACT DATA REQUIREMENTS LIST (CDRL)					
1. PM-003	2. Meeting Minutes	6. TA	10. ASGEN	12. R/ASR	14.
4. DID-PM-003	5. see DID	7.	8. ACC	9. 11. Box 16	13. 15.
16. Minutes must be submitted electronically for review NLT Five days after the meeting/review. Formal copies of Minutes are due eight days after receipt of DND's comments.					

DATA ITEM DESCRIPTION		
1. TITLE Meeting Minutes		2. IDENTIFICATION NUMBER PM-003
3. DESCRIPTION  The meeting minutes records significant discussion and decisions taken at project meetings, reviews and conferences.		
4. APPROVAL DATE	5. OFFICE OF PRIMARY INTEREST  DND TECHNICAL AUTHORITY (TA).	6. ORIGINATOR  DAEPM(FT) 6-3
7. APPLICATION / INTERRELATIONSHIP  SOW Para 3.2.6.5		8. APPLICABLE FORMS
9 PREPARATION INSTRUCTIONS		
9.1	The Contractor must propose the meeting minute’s format for approval by DND.	
9.2	The minutes of all project meetings, reviews and conferences must be delivered to DND for review of completeness and accuracy.	
9.3	The Contractor must forward to DND draft minutes within five (5) working days after the meeting.	
9.4	DND and provide comment/approval to the Contractor for publication will review within five (5) days.	
9.5	The contractor must forward to DND final minutes within eight (8) working days after receipt of DND's comments.	
9.6	Each meeting minutes must:	
	9.6.1.1 Describe the discussion and document the decisions taken for agenda items;	
	9.6.1.2 Include copies of briefing materials and discussion documents	
	9.6.1.3 Document action item responsibility assignments;	
	9.6.1.4 Identify target date for completion of action items;	
	9.6.1.5 Identify the date of the next meeting; and	
	9.6.1.6 Approval signature blocks for both DND and the Contractor.	
9.7	A copy of the tabled agenda is to be attached to the minutes.	

- 9.8 Minutes are only a record of activity and carry no authority. No change in the interpretation of Project, Statement of Work, cost or schedule, as defined in the Contract may be authorized by the minutes of a meeting. Such actions require formal Contract amendment by the Contract Authority.

CONTRACT DATA REQUIREMENTS LIST (CDRL)					
1. PM-004	2. Contract Close-out Plan	6. CA	10. 6 MACA	12. R/ASR	14.TA
4. DID-PM-004	5. See DID	7.	8. APP	9. /	11. N/A
13. See block 16.					
15. /					
16. The first Contract Close-out Plan draft must be submitted 6 MACA. The Final Contract Close-out Plan must be submitted at 12 MACA less one week.					

DATA ITEM DESCRIPTION		
1. TITLE		2. IDENTIFICATION NUMBER
Contract Close-out Plan		PM-004
3. DESCRIPTION		
The Contract Close-out Plan (CCoP) identifies and addresses the tasks to be undertaken for the close-out of the Contract prior to completion/termination.		
4. APPROVAL DATE	5. OFFICE OF PRIMARY INTEREST	6. ORIGINATOR
	DND TECHNICAL AUTHORITY (TA).	DAEPM(FT) 6-3
7. APPLICATION / INTERRELATIONSHIP		8. APPLICABLE FORMS
SOW Para 3.2.3.13 and 7.1.1		
9. Preparation Instructions		
9.1 <b>Format.</b> The Contractor must produce and deliver the report in an electronic format that is acceptable to the TA.		
9.2 <b>Details.</b> The Contractor's CCoP must detail its plan to complete all applicable Contract close-out activities. The plan must include a detailed schedule of required activities and a breakdown of their associated costs, including applicable labour, materiel and mark-up, with respect to, but not limited to, the following activities:		
a. The phase-out of the work associated with the Contract;		
b. The phase-out of Subcontracting arrangements;		
c. The return to Canada or the transfer to the incoming Contractor of all Canada-owned assets. This includes consolidation of materiel, preparation for shipment and completion of required documentation;		
d. The provision of the following information on Contractor Furnished Materiel (CFM):		
i. item description;		
ii. item quantity;		
iii. Stock Code, Part Number and NCAGE where applicable;		
iv. the cost to Canada for the buying of item(s) related to closure; and		
e. The return to Canada or the transfer to the incoming Contractor of the complete inventory of all Canada-owned documents or publications, including costs for consolidation and preparation for shipment;		
f. The return to Canada of any work in progress, such as outstanding work orders.		



<b>CONTRACT DATA REQUIREMENTS LIST (CDRL)</b>					
1. PM-005	2. DND 626 Tasking Estimate	6. TA	10. ASREQ	12. R/ASR	14. TA
4. DID-PM-005	5. See DID	7.	8. APP	9. /	11. N/A
13. See block 16.					
15.					
16. An estimate submitted for approval within 10 business days of the Contractor receiving Statement of Work (SOW) for each DND 626 Tasking.					

<b>DATA ITEM DESCRIPTION (DID)</b>	
<b>1. Title</b> DND 626 Tasking Estimate	<b>2. Identification Number</b> PM-005
<b>3. Description/Purpose</b> Estimates will summarize the task and indicate the estimated cost and time to complete the Task.	<b>4. Delivery Date</b> See CDRL
<b>7. Application/Interrelationship</b> SOW para 4.1.2	<b>5. Office of Primary Responsibility</b> TA
	<b>6. Office of Collateral Responsibility</b> EMT
	<b>8. DND Reply Date</b> See CDRL
	<b>9. References</b> N/A
<p>9. Preparation Instructions</p> <p>9.1 Format. The Contractor must produce and deliver the report in an electronic format that is acceptable to the TA.</p> <p>9.2 Details. On receipt of a SOW from DND, the Contractor must submit the Task Estimate to the CA for review and approval. The Task Estimate must, as a minimum, include the following:</p> <ul style="list-style-type: none"> <li>a. References;</li> <li>b. Background Information;</li> <li>c. Aim/Scope;</li> <li>d. Task Description;</li> <li>e. Task Deliverables;</li> <li>f. Task Schedule, including estimated date of completion; and</li> <li>g. A cost estimate including Labour Hours and Rates; Materiel, Subcontracting, and Shipping Costs, Travel and Living Expenses; Total Price.</li> </ul>	

CONTRACT DATA REQUIREMENTS LIST (CDRL)					
1. QA-001	2. Quality Plan (QP)	6. TA	10. 2 MACA	12. R/ASR	14.
4. DID-QA-001	5. see DID	7.	8.	9. 11. Box 16	13. see box 16
15. 16. Draft of Quality Plan must be submitted at 2 MACA for review. Final Plan to be submitted at 4 months after contract award.					

DATA ITEM DESCRIPTION (DID)	
1. Title Quality Plan (QP)	2. Identification Number QA-001
3. Description/Purpose The QA Plan describes the methodology used by the Contractor to implement their Quality System under the provisions of ISO 9001 Quality Management Systems – Requirements.	4. Delivery Date See CDRL
	5. Office of Primary Responsibility DND(TA)
7. Application/Interrelationship 7.1 ISO 10005: 2018, Quality Management Systems – Guidelines for Quality Plans  7.2 C-01-100-100/AG-006  7.3 SOW Para 5.1.1	6. Office of Collateral Responsibility TA
	8. DND Reply Date See CDRL
	9. References N/A
10. Preparation Instructions	
10.1	<b>Format.</b> The Contractor must produce and deliver the report in an electronic format that is acceptable to the EMT.
10.2	<b>Details.</b> The Contractor must submit a QA Plan that is compliant to ISO 10005 – Quality Management Systems - Guidelines for Quality Plans, and:  a. The procedures referenced in the plan must be made available if requested; and  b. If the paragraphs in the Quality Plan do not follow the structure and numbering of ISO 9001 or ISO 10005, then the Contractor must create a traceability matrix showing how each element relates to those in ISO 9001.  c. The plan must completely describe all aspects of the Contractor's plans to quality management in accordance with ISO 9001.

CONTRACT DATA REQUIREMENTS LIST (CDRL)							
1. MAT-001	2. Shipping Log		6. TA	10. MTHLY	12. 1 MACA	14. TA	
4. DID-MAT-001	5. see DID	7.	8. APP	9. /	11. N/A	13.	15. /
16. Shipping log sent monthly attached with Monthly Progress Report CDRL-001							

DATA ITEM DESCRIPTION		
<b>1. TITLE</b> Shipping Log		<b>2. IDENTIFICATION NUMBER</b> MAT-001
<b>3. DESCRIPTION</b> The shipping log will be used to track all items shipped by the contractor during the month.		
<b>4. APPROVAL DATE</b> N/A	<b>5. OFFICE OF PRIMARY INTEREST</b> DND TECHNICAL AUTHORITY (TA).	<b>6. ORIGINATOR</b> DAEPM(FT) 6-3
<b>7. APPLICATION / INTERRELATIONSHIP</b> SOW para 3.2.2.6.2		<b>8. APPLICABLE FORMS</b>
<b>9. PREPARATION INSTRUCTIONS</b>  9.1 The Contractor must produce and deliver the report in an electronic format attached to CDRL-001 Monthly progress report.  9.2 The Shipping Log must include: <ul style="list-style-type: none"> <li>a. Requested By: OPI and organization the request originated from</li> <li>b. Request Date: The date that the item was requested</li> <li>c. Description: Description of the item(s) provided, including NDID, Title, total number of DVD's</li> <li>d. Shipping Company Name: The Company Name of the shipping company and the reference tracking number.</li> <li>e. Address: the address the shipment was shipped to.</li> <li>f. Date Shipped: Date the item(s) was shipped</li> <li>g. Shipment arrival date Est: Estimated date of arrival for the shipment.</li> <li>h. Shipment receipt: Date shipment was received</li> <li>i. Receipt name: Name of the person who received shipment.</li> </ul>		


CONTRACT DATA REQUIREMENTS LIST (CDRL)						
1. TD-001	2. IETM Document Sample	6. TA	10. R/ASR	12. 1 MACA	14.	
4. DID-TD-001	5. see DID	7.	8.	9. 11.	13. N/A	15.
16.						

DATA ITEM DESCRIPTION		
<b>1. TITLE</b>  <b>IETM Document Sample</b>		<b>2. IDENTIFICATION NUMBER</b> TD-001
<b>3. DESCRIPTION</b> To demonstrate to DND the format, look and feel of publications published in the IETM.		
<b>4. APPROVAL DATE</b>	<b>5. OFFICE OF PRIMARY INTEREST</b> DND TECHNICAL AUTHORITY (TA).	<b>6. ORIGINATOR</b> DAEPM(FT) 6-3
<b>7. APPLICATION/INTERRELATIONSHIP</b> SOW Para 3.2.3.2 and 3.2.9.15		<b>8. APPLICABLE FORMS</b>
<b>9. PREPARATION INSTRUCTIONS</b>  9.1 The document sample must be submitted using a standalone system or a web-based portal accessible via DWAN capable of displaying the S1000D derived xml document in the final viewable format.  9.2 The sample must comply with all the format requirements of the SOW Para 3 plus the reference documents.  9.3 The sample will include two of DNDs technical publications, greater than 20 pages in length that include figures, part numbers and parts lists. This sample must be segregated from the normal reproducible and working copies, to allow incorporation of elements to demonstrate all the sub items from 9.4.  9.4 Without Prejudice to the specific requirements outlined in the SOW, or above, particular attention in the format will be paid to:  9.4.1 How the IETM handles paragraph numbering 9.4.2 How the IETM links parts on figures to parts breakdowns/numbers 9.4.3 How the "Print on demand" feature handles paragraph numbering 9.4.4 How the "Print on demand" feature handles photos 9.4.5 How the English only/ French only and bilingual displays handle photos 9.4.6 How the IETM allows Reading of tasks or sections of the publication separate from the entire document 9.4.7 How the IETM allows printing of tasks or sections of the publication separate from the entire document 9.4.8 How the IETM displays message amendments 9.4.9 How the IETM displays most recent changes		

CONTRACT DATA REQUIREMENTS LIST (CDRL)						
1. TD-002	2. IETM Concept of Operation	6. TA	10. R/ASR	12. 1 MACA	14.	
4. DID-TD-002	5. see DID	7.	8.	9. 11.	13.	15.
16.						


DATA ITEM DESCRIPTION		
<b>1. TITLE</b>		<b>2. IDENTIFICATION NUMBER</b>
IETM Concept of Operations		TD-002
<b>3. DESCRIPTION</b>		
To explain how the IETM will operate technically and programmatically. This information will be used in the process to approve the use of the IETM on the defence network.		
<b>4. APPROVAL DATE</b>	<b>5. OFFICE OF PRIMARY INTEREST</b>	<b>6. ORIGINATOR</b>
	DND TECHNICAL AUTHORITY (TA).	DAEPM(FT) 6-3
<b>7. APPLICATION / INTERRELATIONSHIP</b>		<b>8. APPLICABLE FORMS</b>
SOW Para 3.2.11.3		
<b>9. PREPARATION INSTRUCTIONS</b>		
9.1 This document must be submitted via email.		
9.2 The CONOPS must include:		
<ul style="list-style-type: none"> <li>a) A description of the system, including any external connections, this includes any applicable main and /or alternate contractor offices, construction sites, back-up storage location, partners, all levels of sub-contractor's offices.</li> <li>b) A description of every site used to electronically store/process and create materials related to this contract.</li> <li>c) Data sensitivity information and access limitations to include the way information will be stored and secured both electronically and physically.</li> <li>d) the user communities for specific applications and equipment;</li> <li>e) personnel or positions and their proposed duties or responsibilities for operations,</li> <li>f) administration,</li> <li>g) security</li> <li>h) Maintenance; and Anticipated modification/expansion of the system.</li> </ul>		

## APPENDIX 8 TO ANNEX A, DND 626

 <b>National Défense Defence nationale</b>		Page 1 of 2	
<b>Task Authorization</b>		<b>Autorisation de tâches</b>	
ALL INVOICES/PROGRESS CLAIMS MUST SHOW THE REFERENCE CONTRACT AND TASK NUMBERS TOUTES LES FACTURES DOIVENT INDIQUER LES NUMÉROS DU CONTRAT ET DE LA TÂCHE		Contract No. No du contrat DRMS Doc No. / No doc du SIGRD	
Amendment No. - No de la modification 00:00:00	Increase/Decrease - Augmentation/Réduction	Previous Value/Valeur précédente	Task No. / No de la tâche
To: - A:  ** See Items **  DELIVERY/COMPLETION DATE DATE DE LIVRAISON/DACHÈVEMENT ** See Items **		<b>TO THE CONTRACTOR</b> You are requested to supply the following services in accordance with the terms of the above reference contract. Only services included in the contract shall be supplied against this task.  Please advise the undersigned if the completion date cannot be met. Invoice/progress claims shall be prepared in accordance with the instructions set out in the contract.  <b>À L'ENTREPRENEUR</b> Vous êtes prié de fournir les services suivants en conformité des termes du contrat mentionné ci-dessus. Seuls les services mentionnés dans le contrat doivent être fournis à l'appui de cette demande.  Prière d'aviser le signataire si la livraison ne peut se faire dans délais prescrits. Les factures doivent être établies selon les instructions énoncées dans le contrat.  Date _____ for the Department of National Defence pour le ministère de la Défense nationale	
Contract Item No. No d'article du contrat	Services		Cost/Prix
	<b>REQUIREMENT/BESOIN</b> Reason for order		
<b>APPLICABLE ONLY TO PWGSC CONTRACTS:</b> The Contract Authority signature is required when the total value of the DND626 exceeds the threshold specified in the contract. <b>NE S'APPLIQUE QU'AUX CONTRATS DE TPSGC :</b> La signature de l'autorité contractante est requise lorsque la valeur totale de la DND626 est supérieure au seuil précisé dans le contrat.  _____ for the Department of Public Works and Government Services pour le ministère des Travaux publics et Services gouvernementaux			

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Canada

 National Défense Defence nationale		Page 2 of 2	
Task Authorization		Autorisation de tâches	
Contract Item No. No d'article du contrat	Services	TEST PRINT IMPRESSION TEST	Cost/Prix
<u>REQUIREMENT/BESOIN</u>			
THE CONTRACTOR HEREBY ACCEPTS THE TASK AUTHORIZATION IDENTIFIED ABOVE :			
_____ Contractor Signature			
_____ Date			
Subtotal			
GST/HST TPS/TVH QST TVQ			
Total			