APPENDIX 4

W8485-23SL01/A

CONTRACT DATA REQUIREMENT LIST
&
DATA ITEM DESCRIPTIONS

FOR

IN-SERVICE SUPPORT OF

PARACHUTES AND RELATED EQUIPMENT

Table of Contents

1 Introduction

1.0 This Contract Data Requirements List (CDRL) contains the deliverable data requirements for this Contract.

1.1 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 Data Submission

2.1 Deliverable Format. The format requirement for each deliverable is as stated at paragraph 10.1 of each DID.

2.2 Delivery Location. Data must be emailed to the Equipment Management Team (EMT) through the R&O Coordination Email Account (ROCEA). 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 the EMT does not constitute acceptance

2.3 Review of Data. 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. 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. Subject to Paragraph 2.1, and unless otherwise specified within a DID:

2.5.1 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).

2.5.2 All data items delivered in final copy must be submitted in PDF format in addition to Microsoft Office product format.

2.6 Format Instructions. 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.

2.6.1 When data is delivered in the form of a document, it must include the following identification information:

2.6.1.1 The document reference number;

2.6.1.2 The document title and date of issue;

2.6.1.3 The volume number (only applicable to multi-volume data items);

2.6.1.4 The version number/revision indicator;

2.6.1.5 The security markings or other restrictions, as applicable;

2.6.1.6 Requirements on the handling of the document;

2.6.1.7 The Contract number;

2.6.1.8 The CDRL line number, if the data is a data item; and

2.6.1.9 The name and address of the preparing organization.

2.6.2 Any data delivered in the form of a document with a body larger than 5 pages in length must contain a table of contents.

2.6.3 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 <u>Document Revisions</u>. 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:

2.7.1 Revisions must be in the form of either replacement pages or re-issues of the complete document.

2.7.2 A “revision” page must be provided in the front of each revision, which must contain, as a minimum:

a. A brief description of the reason for the revision, including applicable authority;

b. Revision identification number or letter and date of revision; and

c. Appropriate administrative instructions, such as revision instructions, security information or other instructions.

2.7.3 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.

2.7.4 Each revised page must contain the revision number or letter in the upper right hand corner of the page.

2.7.5 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 CDRL Layout

3.1 <u>Precedence of CDRL</u>.

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 <u>CDRL Layout</u>.

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 Performance Work Statement (PWS) 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 - PWS Reference – denotes the specific PWS 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 (e.g. PM-003).
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 (e.g. PM-001).
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

***Note**: Revisions as required when materiel changes to the document occur and when scheduled with the Contractor.*

S/ANNLY	Semi-Annually
WKLY	Weekly

Block 14 - Distribution and addresses – unless otherwise indicated, since all deliverables are to be sent to the email address indicated in Para 2.2, this block indicates the Office that is responsible for acceptance of the deliverable.

Block 15 – Not Allocated.

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

4 List of Contract Deliverables

#	Data Item Deliverables	CDRL/DID Number	Initial Frequency Block 10	Subsequent Submission Block 12
1	Program Management Plan	PM-001	2&6 MACA	R/ASR
2	Annual Activity Forecast	PM-002	2 MACA	ANNLY
3	Meeting Agenda	PM-003	ASGEN	R/ASR
4	Meeting Minutes	PM-004	ASGEN	R/ASR
5	R&O Estimate	PM-005	ASREQ	R/ASR
6	DND 626 Tasking Estimate	PM-006	ASREQ	R/ASR
7	Change Order	PM-007	ASREQ	R/ASR
8	Contract Close-out Plan	PM-008	6&12 MACA	R/ASR
9	Engineering Reports	ES-001	ASREQ	R/ASR
10	Design Change Technical Data Package	ES-002	ASREQ	R/ASR
11	Engineering Drawings	TD-001	ASREQ	R/ASR
12	Monthly Summary Report	MAT-001	MTHLY	MTHLY
13	R&O Detail Report	MAT-002	ASREQ	R/ASR
14	Disposal Recommendation	MAT-003	ASREQ	R/ASR
15	Contractor Held Inventory Report	LOG-001	ANNLY	R/ASR
16	Stocktaking Plan	LOG-002	2 MACA	R/ASR
17	Stocktaking Summary Report	LOG-003	ANNLY	R/ASR
18	Stocktaking Investigation Report	LOG-004	ASREQ	R/ASR
19	Quality Assurance Plan	QA-001	2&6 MACA	R/ASR

5 Contract Deliverable Requirements

5.1 Program Management Deliverables

CONTRACT DATA REQUIREMENTS LIST (CDRL)								
1. PM-001	2. Program Management Plan (PMP)		6. TA		10. 2 MACA	12. R/ASR	14. EMT
4. DID PM-001	5. See DID	7.	8. ACC	9.	11. N/A	13. See Block 16	15.
16. Must be submitted 2 MACA for review. Final Plan to be submitted at 6 MACA less one week.							

DATA ITEM DESCRIPTION (DID)	
1. Title Program Management Plan (PMP)	**2. Identification Number** PM-001
3. Description/Purpose The Program Management Plan describes the Contractor's service delivery strategy across all lines of service. The Program Management Plan is meant as a steady-state, in-service guidebook to inform Canada's personnel. It is divided into the following parts: Program Management, Engineering Support Services, Maintenance Support Services and Materiel Support Services.	**4. Delivery Date** See CDRL **5. Office of Primary Responsibility** TA **6. Office of Collateral Responsibility** Equipment Management Team (EMT)
7. Application/Interrelationship PWS Para 6	**8. DND Reply Date** See CDRL **9. References** N/A

10. Preparation Instructions

10.1 **Format.** The Contractor must produce and deliver the report in an electronic format that is acceptable to the EMT.

10.2 **Register.** The PMP must be registered in the "PM-001 Program Management Plan" section of "CDRL & Invoice Summary" Tab in the Monthly Report MAT-001 Excel file. Note: The "Due Date" Column D is automatically calculated based on the "Contract Award Date:" in C1 and Column C, as well Column G are calculated based on Column C, D and E. Do not change the calculated fields without written approval from the EMT. The Contractor shall:

a. Enter the date that the CDRL was emailed to ROCEA in Column E.

b. Enter the DND Document Number in Column H when it is received from ROCEA. Comments can also be added to Column L at this point as required.

c. Update Columns J, K and L as the PMP is processed.

10.3 **Details.** In addition to the specific information required below, the Contractor must include additional information as required if it is deemed that it will aid in understanding the Contractor's service delivery strategy.

10.3.1 **Program Management.** The Contractor must describe its approach to managing the programmatic aspects of the Work. The Contractor will submit the following:

a. A description of the Contractor's management structure in support of the Work, including a clear outline of individuals' roles, responsibilities and accountabilities as they relate to the support services outlined in the PWS;

b. A high-level Organizational Chart illustrated down to the individual work stream management level;

c. A Responsibility Matrix that includes a description of the Contractor Program Manager's Qualifications, Responsibilities and Authorities; and

d. Contact information for the relevant Points of Contact

10.3.2 **Maintenance Support Services**

The Contractor must describe its approach to executing the Maintenance Support Services specified in the PWS, as follows:

a. The Contractor must describe its existing maintenance procedures and processes, including maintenance documentation, inspection and repair scheduling, materiel support forecasting/planning, coordination, activity time reporting process and facility requirements planning, and

b. The Contractor must describe its procedures for increasing personnel resources to ensure system availability.

10.3.3 **Engineering Support Services**

The Contractor must describe its approach to executing the Engineering Support Services specified in the PWS in relation to Technical Investigations and Engineering Support. The Contractor must describe its capabilities to support a wide range of technical investigations, engineering studies and flights safety investigations, including reaching out to OEMs or other Contractors for specialized support.

10.3.4 **Materiel Support Services**

The Contractor must describe its approach to executing the Engineering Support Services specified in the PWS in relation to Materiel Support Services. The Contractor must describe how it will manage:

a. Materiel Management;
b. Inventory Management;
c. Materiel Stocktaking;
d. Loss or Damage to DND materiel;
e. GFOS Inventory Analysis;
f. Obsolescence Management;
g. Transportation and Brokerage;
h. Materiel Disposal and Divestment, and
i. Reduction to Spares.

CONTRACT DATA REQUIREMENTS LIST (CDRL)								
1. PM-002	2. Annual Activity Forecast (AAF)		6. TA		10. 2 MACA	12. ANNLY	14. EMT
4. DID PM-002	5. See DID	7.	8. APP	9.	11. N/A	13. See block 16	15.
16. Must be submitted 2 MACA for review. The initial AAF will be based on the data provided in the RFP and the knowledge gained in work completed to date. Following the initial submission, the Contractor must submit an AAF annually, after receipt of the forecasted repairs from the TA.							

DATA ITEM DESCRIPTION (DID)	
1. Title Annual Activity Forecast (AAF)	**2. Identification Number** PM-002
3. Description/Purpose The Annual Activity Forecast (AAF) describes how and when the Contractor plans to deliver the goods and services described in the PWS while meeting the Contracted Outcomes.	**4. Delivery Date** See CDRL **5. Office of Primary Responsibility** TA **6. Office of Collateral Responsibility** EMT
7. Application/Interrelationship Annex A, Appendix 2 Para 2	**8. DND Reply Date** See CDRL **9. References** N/A

10. Preparation Instructions

10.1 **Format.** The Contractor must produce and deliver the report in an electronic format that is acceptable to the EMT.

10.2 **Register.** The AAF must be registered in the “PM-001 Annual Activity Forecast” section of “CDRL & Invoice Summary” Tab in the Monthly Report MAT-001 Excel file.

a. Enter the date that the CDRL was emailed to ROCEA in Column E.

b. Enter the DND Document Number in Column H when it is received from ROCEA. Comments can also be added to Column L at this point as required.

c. Update Columns J, K and L as the PMP is processed.

10.3 **Details.** Canada will provide the input required for the Annual Activity Forecast (AAF) on an annual basis for the upcoming Fiscal Year (FY).

10.3.1 The AAF must provide a forecast of when and how the Contractor plans to deliver the goods and services described in the PWS to meet the Contracted Outcomes.

10.3.2 The AAF structure is at the Contractor’s discretion but must include, as a minimum:

a. Executive Summary;

b. Introduction;

c. Period of the AAF and date of the draft;

d. An overview of the Contracted Services, with an emphasis on upcoming issues and opportunities and challenges that could have an impact on the delivery of services in the upcoming FY or future FYs;

e. Canada’s AAF input;

f. Assumptions;

g. Program Risk;

h. Schedule of Work;

i. What-If Scenarios based on options that have been identified in Canada's AAF input. The What-If Scenarios are to include possible alternatives that Canada may want to consider;

j. Records of revisions and changes based on discussions and negotiations with Canada after release of the draft and prior to release of the final AAF; and

k. A monthly Fiscal Year cash-flow estimate.

CONTRACT DATA REQUIREMENTS LIST (CDRL)							
1. PM-003	2. Meeting Agenda		6. TA		10. ASGEN	12. R/ASR	14. EMT
4. DID PM-003	5. See DID	7.	8. APP	9.	11. N/A	13. See block 16	15.
16. Draft Meeting Agendas must be submitted electronically to the TA for approval no later than (NLT) 15 days prior to the meeting/review.							

DATA ITEM DESCRIPTION (DID)	
1. Title Meeting Agenda	**2. Identification Number** PM-003
3. Description/Purpose The Meeting Agenda provides an outline of purpose, objectives or problem areas to be discussed at meetings and reviews.	**4. Delivery Date** See CDRL **5. Office of Primary Responsibility** TA **6. Office of Collateral Responsibility** EMT
7. Application/Interrelationship PWS Para 2.3.4	**8. DND Reply Date** See CDRL **9. References** N/A

10. Preparation Instructions

10.1 **Format**. The Contractor must produce and deliver the report in an electronic format that is acceptable to the EMT.

10.2 **Register.** Each Meeting Agenda must be registered in the “PM-003 Meeting Agenda” section of “CDRL & Invoice Summary” Tab in the Monthly Report MAT-001 Excel file. The Contractor shall:

a. Enter or use the next number in the sequence in Column A,
b. Enter the title, date and location of the Meeting in Column B,
c. Enter the date that the Agenda was submitted in Column D,
d. Enter the DND Document Number in Column H when it is received from ROCEA. Comments can also be added to Column L at this point as required.
e. Update Columns E, J, K and L as the Meeting Agenda is processed.

10.3 **Details.** The Contractor must produce Agenda items with input from the Technical Authority, Procurement Authority and the Contracting Authority. The Agenda must include proposed meeting location, date/time and a point form outline of proposed discussion items.

CONTRACT DATA REQUIREMENTS LIST (CDRL)							
1. PM-004	2. Meeting Minutes Plan		6. TA		10. ASGEN	12. R/ASR	14. EMT
4. DID PM-004	5. See DID	7.	8. APP	9.	11. N/A	13. See block 16.	15.
16. Draft Minutes must be submitted electronically for review NLT seven days after the meeting/review. Formal hard/soft copies of Minutes are due eight days after receipt of Canada's comments. Canada commits to a seven day review process.							

DATA ITEM DESCRIPTION (DID)	
1. Title Meeting Minutes	**2. Identification Number** PM-004
3. Description/Purpose The Minutes record significant actions or decisions and all pertinent information necessary to provide a complete and accurate record of the proceedings.	**4. Delivery Date** See CDRL **5. Office of Primary Responsibility** TA **6. Office of Collateral Responsibility** EMT
7. Application/Interrelationship PWS Para 2.3.4	**8. DND Reply Date** See CDRL **9. References** N/A

10. Preparation Instructions

10.1 **Format.** The Contractor must produce and deliver the report in an electronic format that is acceptable to the EMT.

10.2 **Register.** Each of the Meeting Minutes must be registered in the "PM-003 Meeting Minutes" section of "CDRL & Invoice Summary" Tab in the Monthly Report MAT-001 Excel file. The Contactor shall:

a. Enter or use the next number in the sequence in Column A.
b. Enter the title, date and location of the meeting in Column B.
c. Enter the date that the Meeting Minutes were submitted in Column D.
d. Enter the DND Document Number in Column H when it is received from ROCEA. Comments can also be added to Column L as required.
e. Update Columns E, J, K and L as the Meeting Minutes are processed.

10.3 **Details.** The Minutes must define all agreed-to actions, identify responsible parties, and specify target dates for completion of the actions.

a. The Contractor must include copies of reports and presentations used at meeting in the minutes.
b. The Contractor must prepare the Minutes with sign-offs for the authorized representatives of Canada and the Contractor.
c. Minutes must include a legend or footer to reflect that the minutes are strictly records of discussions only and do not constitute approval for contractual changes.

CONTRACT DATA REQUIREMENTS LIST (CDRL)									
1. PM-005	2. R&O Estimate			6. TA		10. ASREQ	12. R/ASR	14. EMT	
4. DID PM-005	5. See DID	7.	8. APP	9.		11. N/A	13. See block 16.	15.	
16. The Repair and/or Overhaul (R&O) Estimate provides an estimate of the total cost (including applicable Taxes) and completion date. It must be submitted for approval within 10 working days of the Contractor receiving approval from ROCEA for each item.									

DATA ITEM DESCRIPTION (DID)	
1. Title R&O Estimate	**2. Identification Number** PM-005
3. Description/Purpose The R&O Estimate provides an overview of the planned Repair and/or Overhaul (R&O) for each item that the Contractor has received approval to proceed with the estimate.	**4. Delivery Date** See CDRL **5. Office of Primary Responsibility** TA **6. Office of Collateral Responsibility** EMT
7. Application/Interrelationship Annex A, Appendix 2 Managed R&O Process Para 2.01 g) and j) and Annex I	**8. DND Reply Date** See CDRL **9. References** N/A

10. Preparation Instructions

10.1 **Format.** The Contractor must produce and deliver the report in an electronic format, using the Microsoft Excel template provided in Annex I.

a. The filename must include; the Contract Number, CRDL number, Stock Code format 99-9999999, Serial Number and the Version Number of the item separated by underscores;

Example: “W8485-19SJ01_CDRL_PM-005 _NSN99-9999999_SN999_V1.XLSX”.

b. Blue Column titles are calculated fields and Green are pick lists, and

c. The formulas and formatting in this file shall not be changed by the Contractor without and approved CDRL PM-007 Change Order.

10.2 **Register.** The DND Document Number is registered in the “R&O and Taskings” Tab in the Monthly Report MAT-001 Excel file as directed in CDRL MAT-001.

10.3 **General.** Each report documents the planned work and estimated cost to Repair and/or Overhaul each item that is received at the Contractor. The data in each report must match the summary in the MAT-001 Monthly Report. The file has the following 7 Tabs:

a. “**Summary**” provides a summary of this CDRL. The totals in this Tab must match the totals in the MAT-001 Monthly Report;

b. “**Internal Labour Details**” provides a summary of the estimated planned costs of all internal labour, including cleaning, repairing, repainting and refinishing and any other recurring Engineering Support Services (i.e. certification) required to Repair and/or Overhaul the item. This is intended to capture the recurring costs for the future repair of this specific stock code for business planning purposes.

c. “**Materiel Details**” lists the materiel and costs, including markup, that the Contractor and/or Subcontractor(s) plan to use in the repair;

d. “**Tech & Eng Details**” provides a summary of the planned costs of internal, non-recurring Technical and Engineering Support Services in support of this repair. The outcomes from these Services may be applied to future repairs of the same stock code. These costs can include identification and sourcing of alternate parts and certification of design changes.

e. "**Subcontracting Details**" provides a summary of the costs of the planned subcontracting, including shipping to and from the Subcontractor, and any applicable markup;

f. "**Shipping Details**" provides a summary of the costs to the return of the item to DND, excluding shipping to and from Subcontractors, and

g. **"Pick Lists"** provides the pick lists that are used in this file.

10.4 **Summary:** The Summary Tab contains the following Columns that must be completed as detailed:

A. DRMIS Work Order Number: The Defence Resource Management Information System (DRMIS) Work Order Number for the item,

B. Contractor Work Order (WO No): The Contractor's Work Order Number for the item;

C. **Estimated Completion Date:** The estimated date that the Contractor plans to return the item to DND;

D. Actual Completion Date: This field is not applicable for the PM-005 R&O Estimate;

Note: The data in the four fields above (A, B, C and D) must match the information in MAT-001 Monthly Report;

E. Unserviceability: A detailed description of the unserviceability. It must include but is not limited to:

1. A description of the unserviceability that was indicated in the paperwork that was received with the item,
2. A description of the unserviceability based on the Preliminary Evaluation performed by the Contractor,
3. Any additional information about the unserviceability that was discovered after the initial CDRL PM-005 was approved. This area shall be left blank on the initial estimate (version one) of the report and shall be updated with additional information in subsequent versions of the document; and
4. All references to publications that are planned to be used during the repair with their version number or publication dates.

F. Rectification: A detailed description of the work planned to rectify the unserviceability and return the item to service;

G. **Internal Labour:** **(Calculated)** The total cost of all the planned Internal Labour costs , including applicable Taxes, from the Labour Details Tab;

H. **Materiel**: **(Calculated)** The planned total cost (including applicable Taxes) of all parts used in support of the repair, from the Materiel Details Tab;

I. **Technical & Engineering Support:** **(Calculated)** The planned total cost (including applicable Taxes) of all Technical and Engineering in support of the repair, from the Tech & Eng. Support Details Tab;

J. **Subcontracting:** **(Calculated)** The planned total cost (including applicable Taxes) of Subcontracting, from the Subcontracting Details Tab;

K. Shipping: **(Calculated)** The planned total cost (including applicable taxes) of shipping, from the Shipping Details Tab, and

L. Total Cost: **(Calculated)** The total planned cost (Labour + Materiel + Tech & Eng. Support + Sub Contracting + Shipping).

10.5 **Internal Labour Details:** This Tab provides the following Columns that must be completed as detailed:

- **A. WO No:** **(Calculated)** This field is linked to Contractor Work Order in the Summary Tab and cannot be edited;
- **B. Date:** The date that the labour was completed. Not required for the estimate;
- **C. Description:** A summary of the planned internal labour to return the item to service for each labour Type (below);
- **D. BOP Type:** **(Pick List)** The type of Labour provided as noted in the Description and should match the Basis of Payment (BOP) type. **Note:** If Engineer or P. Engineer is selected, the Description Column must include the publication reference that specifies that this is required for all repairs of this stock code. If this is a unique requirement for the repair of this specific item it shall only be entered in the Tech & Eng. Details Tab and not in this Tab;
- **E. Labour Type:** **(Pick List)** The type of Labour that was summarized in the description;
- **F. Hours:** The number of hours planned for this Type of labour;
- **G. Hourly Rate:** The hourly rate for this Type of labour;
- **H. Sub Total:** **(Calculated)** The Total estimated cost of the internal labour for this task before Taxes. (Hours x Hourly Rate);
- **I. % Taxes:** The tax rate for this task;
- **J. Taxes:** **(Calculated)** The cost of Taxes (Sub Total x % Taxes), and
- **K. Total Cost:** **(Calculated)** The Total cost of the internal labour for this task with Taxes. (Taxes + Sub Total).

10.6 **Materiel Details:** This Tab provides the following Columns that must be completed as detailed. **Note**: The first record (Seq No 1) must contain the information for the item listed in the MAT-001 Monthly Report for the Contractor Work Order indicated. The subsequent rows can be used to detail each item or can be used to summarize the cost of all of the parts that are planned to be used.

- **A. WO No:** **(Calculated)** This field is linked to the Contractor Work Order in the Summary Tab and cannot be edited;
- **B. Seq No:** The sequence Number for each row;
- **C. Date:** The date that the materiel was installed. Not required for all rows except for Seq No 1;
- **D. Description:** Summary of the materiel that is planned to be used;
- **E. Part Number:** Manufacturer's part number for the materiel. Not required for all rows except for Seq No 1;
- **F. NCAGE:** NATO Commercial and Government Entity Code (NCAGE) for the manufacturer of the Part Number where available. Not required for the estimate;

G. **Stock Code:** Stock Code of the item (Format: 99-9999999:NSN). If not available enter N/A. Not required for all rows except for Seq No 1;

H. **Fault:** **(Pick List)** Fault Code for the materiel, the Description for each code can be found in the Pick list Tab. Not required for the estimate;

I. **Fix:** **(Pick List)** Fix Code for the materiel, the Description for each code can be found in the Pick list Tab. Not required for all rows except for Seq No 1;

J. **Disposal:** **(Pick List)** Disposal Code for the materiel, the Description for each code can be found in the Pick list Tab. Not required for the estimate;

K. **Qty:** The quantity of the materiel;

L. **Removed Serial Number:** The Serial Number of the item that was removed or repaired. If the item was repaired in place and was not removed enter the Serial Number in the Removed Serial Number field and leave the Installed Serial Number blank. Not required for all rows except for Seq No 1;

M. **Installed Serial Number:** The Serial Number of the item that was installed. If the same item was removed and reinstalled enter the same Serial Number in the Removed and Installed fields. Not required for all rows except for Seq No 1.

   Note: 1) Serial Numbers shall be entered as follows, any dashes and/or oblique strokes contained in the serial number will not be entered, and only alphanumeric characters are to be entered; for example, enter RW- 49-691/A as RW49691A. If the serial number consists of more than 10 characters, enter only the last 10 alphanumeric characters, for example, enter 6111V-3123/ 64386 as V312364386. If the serial number consists of more than 10 characters and is composed of the basic serial number plus other characters, indicating overhaul or repair status, the basic serial number shall be entered followed by the last series of status characters which shall complete the balance of 10 characters, for example, a serial number such as DEC4515/R59/R63/R72 would be entered as DEC4515R72.

   Note 2:) If the Removed or Installed item is Serialized and the other does not enter “NOT SER”. If either are not serialized leave both fields blank.

N. **TSO or TSN:** The Time Since Overhaul (TSO) or Time Since New (TSN) for the item; Not required for all rows except for Seq No 1;

O. **Price:** The price that is planned to be paid for the item;

P. **Sub:** **(Pick List)** Indicates if the materiel was used in the repair by the Contractor or a Subcontractor (Yes/No). If Yes is entered, Column Q and S are not required and Columns T and U will not be calculated, as the Cost and Mark Up of materiel used by the Contractor will be totaled in the Subcontracting Detail Tab. **Note:** The Sum of the Sub Total in Column R, where Column P is “Yes” must match the Sum of the Cost in Column I in the Subcontracting Details Tab, where the Type is “Materiel”;

Q. **% Mark Up:** The percent of markup for this item as per the Contract;

R. **Sub Total:** **(Calculated)** The total estimated cost of this item before Taxes. ((Qty * Price) * % Mark Up);

S. **% Taxes:** The tax rate for this item;

T. **Taxes:** **(Calculated)** The cost of Taxes (Sub Total x % Taxes), and

U. **Total Cost:** **(Calculated)** The Total cost of this task with Taxes. (Taxes + Sub Total).

10.7 **Tech & Eng Details**: This Tab comprises the following Columns that must be completed as detailed:

- **A. WO No: (Calculated)** This field is linked to Contractor Work Order in the Summary Tab and cannot be edited;
- **B. Date:** The date that the support was provided. Not required for the estimate;
- **C. Description:** Summary of the planned support that will be provided;
- **D. BOP Type: (Pick List)** The type of Labour provided as noted in the Description and matches the Basis of Payment;
- **E. Hours:** The number of hours of each type of support;
- **F. Hourly Rate:** The hourly rate for this type of support, as per the Contract;
- **G. Sub Total: (Calculated)** The Total estimated cost of this support before Taxes. (Hours x Hourly Rate);
- **H. % Taxes:** The tax rate for this task;
- **I. Taxes: (Calculated)** The cost of Taxes (Sub Total x % Taxes), and
- **J. Total Cost: (Calculated)** The Total cost of this support with Taxes. (Taxes + Sub Total).

10.8 **Subcontracting Details:** This Tab comprises the following Columns that must be completed as detailed:

- **A. WO No: (Calculated)** This field is linked to Contractor Work Order in the Summary Tab and cannot be edited;
- **B. Date Sent:** The planned shipping date from the Contractor to the Subcontractor. If the work is to be done in the Contractor's facility, this is the date that the Subcontractor plans to start the work;
- **C. Date Returned:** The planned return date of the item from the Subcontractor to the Contractor. If the work was done in the Contractor's facility, this is the date that the Subcontractor plans complete the work;
- **D. Company:** The Company Name of the Subcontractor. If this is for shipping, include the reference tracking number;
- **E. Description:** Description of the planned service to be provided;
- **F. Type**: **(Pick List)** The type of Subcontracting;
- **G. Hours**: The number of hours, for Type "Materiel" or "Shipping" enter 0 (zero);
- **H. Hourly Rate:** The hourly rate that the Subcontractor will charge the Contractor. For Type "Materiel" or "Shipping" enter 0 (zero);
- **I. Cost: (Calculated)** The Total estimated cost of Subcontracting before Taxes. (Cost x % Mark Up);
- **J. % Mark Up:** The percentage markup for this item, as per the Contract;
- **K. Sub Total: (Calculated)** The cost of this support before Taxes. (Hours x Hourly Rate);
- **L. % Taxes:** The tax rate for this support;
- **M. Taxes: (Calculated)** The cost of Taxes (Sub Total x % Taxes), and
- **N. Total Cost: (Calculated)** The Total cost of this support, including Taxes. (Taxes + Sub Total).

10.9 **<u>Shipping Details</u>:** This Tab comprises the following Columns that must be completed as detailed below:

- **A. WO No (Calculated)** This field is linked to Contractor Work Order in the Summary Tab and cannot be edited;
- **B. Date:** The date that the item was shipped. Not required for the estimate;
- **C. Description:** Description of the service(s) provided, including any references to the authority received from Canada to ship the item via 3rd party verses DND transport;
- **D. Shipping Company Name:** The Company Name of the shipping company and the reference tracking number. Not required for the estimate;
- **E. Sub Total:** The total estimated amount before Taxes that the Contractor plans to pay for shipping;
- **F. % Taxes:** The tax rate for shipping;
- **G. Taxes: (Calculated)** The cost of Taxes (Sub Total x % Taxes), and
- **H. Total Cost: (Calculated)** The Total cost of shipping with Taxes. (Taxes + Sub Total).

10.10 **<u>Pick Lists:</u>** This Tab comprises the following Columns that must be completed as detailed:

- **A. Fault Code:** The Fault Codes displayed in the Pick List in the Materiel Details Tab;
- **B. English Fault Description:** The English description of the Fault Code;
- **C. French Fault Description:** The French description of the Fault Code;
- **D. Fix Code:** The Fix Codes displayed in the Pick List in the Materiel Details Tab;
- **E. English Fault Description:** The English description of the Fix Code;
- **F. French Fault Description:** The French description of the Fix Code;
- **G. Disposal Code:** The Disposal Codes displayed in the Pick List in the Materiel Details Tab;
- **H. English Fault Description:** The English description of the Disposal Code;
- **I. French Fault Description:** The French description of the Disposal Code;
- **J. Labour Types:** The Labour Types displayed in the Pick List in the Labour Details Tab;
- **K. Technical & Engineering Types:** The Technical & Engineering Types displayed in the Pick List in the Tech & Eng. Details Tab, and
- **L. Subcontracting Types:** The Subcontracting Types displayed in the Pick List in the Subcontracting Details Tab.

<table>
<tr><th colspan="10">CONTRACT DATA REQUIREMENTS LIST (CDRL)</th></tr>
<tr><td>1. PM-006</td><td colspan="3">2. DND 626 Tasking Estimate</td><td colspan="2">6. TA</td><td>10. ASREQ</td><td>12. R/ASR</td><td>14. EMT</td></tr>
<tr><td colspan="2">4. DID PM-006</td><td>5. See DID</td><td>7.</td><td>8. APP</td><td>9.</td><td>11. N/A</td><td>13. See block 16.</td><td>15.</td></tr>
<tr><td colspan="10">16. An estimate submitted for approval within 10 business days of the Contractor receiving Statement of Work (SOW) from the ROCEA for each DND 626 Tasking.</td></tr>
</table>

<table>
<tr><th colspan="2">DATA ITEM DESCRIPTION (DID)</th></tr>
<tr><td>1. Title DND 626 Tasking Estimate</td><td>2. Identification Number PM-006</td></tr>
<tr><td rowspan="3">3. Description/Purpose
Estimates will summarize the task and indicate the estimated cost and time to complete the Task.</td><td>4. Delivery Date See CDRL</td></tr>
<tr><td>5. Office of Primary Responsibility TA</td></tr>
<tr><td>6. Office of Collateral Responsibility EMT</td></tr>
<tr><td rowspan="2">7. Application/Interrelationship
PWS Para 6 and Contract - Task Authorization Process</td><td>8. DND Reply Date See CDRL</td></tr>
<tr><td>9. References N/A</td></tr>
<tr><td colspan="2">10. Preparation Instructions

10.1 <u>Format.</u> The Contractor must produce and deliver the report in an electronic format that is acceptable to the EMT.

10.2 <u>Register.</u> As detailed in CDRL MAT-001.

10.3 <u>Details.</u> On receipt of a SOW from ROCEA, the Contractor must submit the Task Estimate to the EMT for review and approval. The Task Estimate must, as a minimum, include the following:
a. References;
b. Background Information;
c. Aim/Scope;
d. Task Description;
e. Task Deliverables;
f. Task Schedule, including estimated date of completion; and
g. A cost estimate including Labour Hours and Rates; Materiel, Subcontracting, and Shipping Costs, Travel and Living Expenses; Total Price.</td></tr>
</table>

CONTRACT DATA REQUIREMENTS LIST (CDRL)								
1. PM-007	2. Change Order		6. TA		10.ASREQ	12. R/ASR	14. EMT
4. DID PM-007	5. See DID	7.	8. APP	9.	11. N/A	13. See block 16.	15.
16. Change Orders must be submitted if changes are required to any of the following: PM-001 Program Management Plan, PM-002 Annual Activity Forecast, PM-005 R&O Estimate, PM-006 DND 626 Tasking Estimate. It can also be used for the Contractor to recommend changes to systems, processes and maintenance procedures, and to inform DND of obsolescence issues.							

DATA ITEM DESCRIPTION (DID)	
1. Title Change Order	**2. Identification Number** PM-007
3. Description/Purpose Change Orders exist to allow Canada or the Contractor to request changes to any of the following: PM-001 Program Management Plan, PM-002 Annual Activity Forecast, PM-005 R&O Estimate, PM-006 DND 626 Tasking Estimate. In addition, it can also be used for the Contractor to suggest changes to the DND maintenance plan for an item, system or process.	**4. Delivery Date** See CDRL **5. Office of Primary Responsibility** TA **6. Office of Collateral Responsibility** EMT
7. Application/Interrelationship PWS Para 2.4.1, 2.5.1, 2.6.2, 3.2.3, 3.2.3, 3.2.4, 5.8.2 and Annex A, Appendix 2 Managed R&O Process Para 2.01 d) and l)	**8. DND Reply Date** See CDRL **9. References** N/A

10. Preparation Instructions

10.1 **General.** A Change Order may be requested by either the Contractor or Canada, and can be used for the following:

a. To request changes to CDRL PM-001 Program Management Plan after the final version has been approved;
b. To request in-year changes to CDRL PM-002 Annual Activity Forecast after the final version has been approved;
c. To recommend changes to systems, processes or maintenance procedures;
d. To inform DND of obsolescence issues; and
e. To request changes to a CDRL PM-005 R&O Estimate or CDRL PM-006 DND 626 Tasking Estimate.

NOTE: Changes to these must be submitted prior to the Close of Business (COB) on the Max Change Date from the CDRL MAT-001 Monthly Summary Report;

10.2 **Format.** The Contractor must produce and deliver the report in an electronic format, using the Microsoft Excel template provided in Annex O.

a. The filename must include; the Contractor Number, CRDL Number, Month, Year, Version Number all separated by underscores;

Example: "W8485-19SJ01_CDRL_PM-007_Mar_2021_V1.XLSX";

b. Blue Column titles are calculated fields and Green are pick lists, and

c. The formulas and formatting in this file shall not be changed by the Contractor without and approved CDRL PM-007 Change Order.

10.3 **Register.** Each Change Order must be registered in the "PM-007 Change Order" section of "CDRL & Invoice Summary" Tab in the Monthly Report MAT-001 Excel file. The Contractor shall:

a. Enter or use the next number in the sequence in Column A.
b. Enter the title of the change order in Column B.
c. Enter the date the order was submitted in Column D.
d. Enter the DND Document Number in Column H when it is received from ROCEA. Comments can also be added to Column L at this point as required.
e. Update Columns E, J, K and L as the Change Order is processed.

10.4 **Details.** Change Orders must include but are not limited to:

a. The Contract number;
b. Change Order reference number (from Monthly Report MAT-001 Tab "CDRL & Invoice Summary");
c. For changes related to DND 626 Tasking must include the DND 626 Number and DND 626 name from MAT-001;
d. For changes to items being repaired and overhauled must include the Stock Code and Name from MAT-001;
e. Summary of the issue and the Rationale for the requested change;
f. Detail any financial and delivery impacts that may result from the requested change, and
g. Risks and associated mitigating measures, and potential trade-offs that may be implemented if the Change Order is rejected by Canada.

CONTRACT DATA REQUIREMENTS LIST (CDRL)								
1. PM-008	2. Contract Close-out Plan		6. CA		10. 6 MACA	12. R/ASR	14. EMT
4. DID PM-008	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 (DID)	
1. Title Contract Close-out Plan	**2. Identification Number** PM-008
3. Description/Purpose 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. Delivery Date** See CDRL **5. Office of Primary Responsibility** CA **6. Office of Collateral Responsibility** EMT
7. Application/Interrelationship PWS Para 7.1.1	**8. DND Reply Date** See CDRL **9. References** N/A

10. Preparation Instructions

10.1 **Format.** The Contractor must produce and deliver the report in an electronic format that is acceptable to the EMT.

10.2 **Register.** The CCoP must be registered in the “PM-008 Contract Close-out Plan” section of “CDRL & Invoice Summary” Tab in the Monthly Report MAT-001 Excel file. The Contractor shall:

a. Enter the date that the CDRL was emailed to ROCEA in Column E.

b. Enter the DND Document Number in Column H when it is received from ROCEA. Comments can also be added to Column L at this point as required.

c. Update Columns J, K and L as the CCoP is processed.

10.3 **Details.** 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. objective evidence that the conditions set out in Section “Canada Purchase of Excess Contractor Furnished Materiel (CFM)” of the Contract have been met;

v. the cost to Canada for the buying of the item(s); and

e. The return to Canada or the transfer to the incoming Contractor of the complete inventory of all technical publications, engineering orders, repair and test schemes and any other Canada-owned documents or publications, including costs for consolidation and preparation for shipment;
f. The return of Canada-owned data, including but not limited to:
    i. configuration management data;
    ii. engineering data;
    iii. maintenance data; and
    iv. logistic support data.
g. The return to Canada of any work in progress, such as outstanding purchase orders, work orders, TIES and R&O work, together with marshalling for shipment and documentation;
h. The provision of a plan for dealing with hazardous material (HAZMAT), and
i. The provision of a plan, in the form of draft instructions for the disposition/disposal of Canada-owned materiel, equipment and information.

5.2 Engineering Support Deliverables

CONTRACT DATA REQUIREMENTS LIST (CDRL)							
1. ES-001	2. Engineering Reports		6. TA		10. ASREQ	12. R/ASR	14.EMT
4. DID ES-001	5. See DID	7.	8. ACC	9.	11. N/A	13. R/ASR	15.
16. N/A.							

DATA ITEM DESCRIPTION (DID)	
1. Title Engineering Reports	**2. Identification Number** ES-001
3. Description/Purpose Engineering Reports document the results of the Technical Investigations and Engineering Studies that have been authorized by signed DND 626 Task Authorization Forms.	**4. Delivery Date** See CDRL **5. Office of Primary Responsibility** EMT **6. Office of Collateral Responsibility** NA
7. Application/Interrelationship PWS Para 6	**8. DND Reply Date** See CDRL **9. References** N/A

10. Preparation Instructions

10.1 **Format.** The Contractor must produce and deliver the report in an electronic format that is acceptable to the EMT.

10.2 **Register.** NA

10.3 **Details.** The Contractor must provide an Engineering Report in this format for each completed engineering task.

10.4 Each Engineering Report must contain, at a minimum, the following information:

a. Contract number;

b. Title and document number;

c. Document dates (original and revision);

d. Author and approver of document;

e. Client (“prepared for”) and Contractor (“prepared by”) details;

f. References to contract, specific tasking(s) number, and other documents as applicable;

g. Identification of the affected items (i.e. Stock Code (SC), Part Number (PN), Original Equipment Manufacturer (OEM) information, drawings of applicable item(s) from manuals or Canadian Forces Technical Orders (CFTO);

h. Record of changes and revision history;

i. Executive summary;

j. Introduction;

k. Tasking Scope;

l. Report Body;

m. Conclusion(s), Recommendation(s), and

n. Future Requirements and Basic Engineering Data (in body or supporting annexes) to support the conclusions and recommendations provided; and

o. A summary of all costs incurred in completing the tasking.

CONTRACT DATA REQUIREMENTS LIST (CDRL)								
1. ES-002	2. Design Change Technical Data Package		6. TA		10. ASREQ	12. R/ASR	14.TA
4. DID ES-002	5. PWS Para 3.8.2, 3.9.1	7.	8. ACC	9.	11. N/A	13. R/ASR	15.
16. N/A.							

DATA ITEM DESCRIPTION (DID)	
1. Title Design Change Technical Data Package	**2. Identification Number** ES-002
3. Description/Purpose A Technical Data Package must be prepared for every Design Change activity, where a design change can be a modification, alteration, non-standard repair, amendment to a flight manual or aircraft operating instructions, or an amendment to the approved maintenance program (including preventive maintenance, corrective maintenance, and approved parts lists).	**4. Delivery Date** See CDRL **5. Office of Primary Responsibility** TA **6. Office of Collateral Responsibility** EMT
7. Application/Interrelationship PWS Para 3.2.2	**8. DND Reply Date** See CDRL **9. References** C-05-005-001/AG-001 (Technical Airworthiness Manual)

10. Preparation Instructions

10.1 **Format.** The Contractor must produce and deliver the report in an electronic format that is acceptable to the EMT.

10.2 **Register. NA**

10.3 **Details.** The Contractor must provide Design Change Technical Data Packages that resulted from DND 626 Tasks and must include the following elements:

a. Identification of the affected items (i.e. Stock Code (SC), Part Number (PN), NCAGE, Original Equipment Manufacturer (OEM) information, drawing of applicable item from parts manual);

b. Description of the proposed change, including justification for the change. When alternate parts are proposed, the specifications for both the original part and the proposed part must be provided. The SC, PN and NCAGE (if applicable), cost and OEM information for the proposed part must also be provided;

c. Background information from activities conducted that triggered the initiation of the change proposal (this may include links to the product usage monitoring program);

d. All referenced/relevant supporting technical data (i.e. Flight Safety reports, OEM Service Bulletins, Airworthiness Directives, reliability monitoring data/analysis, findings from Special Inspections, Interim Inspections or engineering/local surveys, component repair and overhaul strip reports, etc.);

e. Results of specialist reviews (if required), including all substantiating technical data (Failure Modes and Effects Analysis (FMEA)/Maintenance Steering Group (MSG)-3 analysis, etc.);
f. Copies of all affected publication pages showing the current version and a draft with the proposed changes included; and
g. An assessment of the impact of the change on other aspects of the approved maintenance programs, such as other corrective or preventive maintenance publications, if applicable.

5.3 Technical Data and Publications Management Deliverables

CONTRACT DATA REQUIREMENTS LIST (CDRL)									
1. TD-001	2. Engineering Drawings			6. TA		10. ASREQ	12. R/ASR	14.EMT
4. DID TD-001	5. See DID	7.		8. ACC	9.	11. N/A	13. R/ASR	15.
16. N/A.								

DATA ITEM DESCRIPTION (DID)	
1. Title Engineering Drawings	**2. Identification Number** TD-001
3. Description/Purpose Engineering Drawings record the configuration of an item and allow for configuration control and production activities.	**4. Delivery Date** See CDRL **5. Office of Primary Responsibility** TA **6. Office of Collateral Responsibility** EMT
7. Application/Interrelationship PWS Para 6	**8. DND Reply Date** N/A. **9. References** N/A.

10. Preparation Instructions

10.1 **Format.** Engineering Drawings, Associated Lists and Reference Documents must be provided policy and procedures. These policies and procedures are listed in the References above.

10.2 **Register. NA**

10.3 **Details.** The Contractor must produce and maintain updated, accurate engineering drawings, associated lists and references.

5.4 Materiel Support Deliverable

CONTRACT DATA REQUIREMENTS LIST (CDRL)								
1.MAT-001	2. Monthly Summary Report		6. PA		10. 1 MACA	12. MTHLY	14. EMT
4. DID MAT-001	5. See DID	7.	8. ACC	9.	11.5th day of each month	13. R/ASR	15.
16. The Monthly Summary Report provides an overview of the work in progress and completed repairs and taskings to date for the current Fiscal Year, and must be submitted with each monthly invoice.							

DATA ITEM DESCRIPTION (DID)	
1. Title Monthly Summary Report	**2. Identification Number** MAT-001
3. Description/Purpose The Monthly Summary Report provides a record of the status of R&O and DND 626 Taskings.	**4. Delivery Date** See CDRL. **5. Office of Primary Responsibility** DND (PA) **6. Office of Collateral Responsibility** EMT
7. Application/Interrelationship Annex A, Appendix 2 Managed R&O Process Para 2.01 d), k), l), m), n) vii and o).	**8. DND Reply Date** N/A. **9. References**

10. Preparation Instructions:

10.3 **Format.** The Contractor must produce and deliver the report in an electronic format, using the Microsoft Excel template provided in Annex H.

d. The filename must include; the Contract Number, CRDL Number, Month, Year, Version Number all separated by underscores;

Example: “W8485-19SJ01_CDRL_MAT-001_Mar_2021_V1.XLSX”;

e. Blue Column titles are calculated fields and Green are pick lists, and

f. The formulas and formatting in this file shall not be changed by the Contractor without and approved CDRL PM-007 Change Order.

10.4 **Register.** The Monthly Summary Report must be registered in the “MAT-001 Monthly Summary Report” section of “CDRL & Invoice Summary” Tab in the Monthly Report MAT-001 Excel file. The Contractor shall:

a. Enter the date that the CDRL was emailed to ROCEA in Column E.

b. Enter the DND Document Number in Column H when it is received from ROCEA. Comments can also be added to Column L at this point as required.

c. Update Columns J, K and L as the Monthly Summary Report is processed.

10.5 **General**. The report documents the Contractor’s R&O, DND 626 and CDRL activities in progress and completed in the current Fiscal Year (FY). At the beginning of the contract and each FY thereafter, an electronic (Excel) copy of the file will be emailed from the ROCEA to the Contractor. The Columns with Blue descriptions are calculated fields and the ones with Green descriptions are pick lists. The file will have the following four tabs:

a. “**Summary**” Provides a summary of the information in “R&O, Taskings” and “CDRL & Invoice Summary” tabs;

b. “**R&O and Taskings**” Provides a summary of each item Repaired and/or Overhauled and DND 626 Taskings;

c. “**CDRL & Invoice Summary**” Provides a summary of most of the CDRL/DID. The details on how to complete this tab can be found in the relevant CDRL/DID, and

d. “**All R&O Items**” Lists all the items that are authorized to be Repaired and/or Overhauled under this contract.

10.3.1 “**<u>Summary” Tab.</u>** All of the information in this tab is calculated based on information in the other tabs in this file. Note: The information in this Tab shall not be changed without approval via a CDRL PM-007 Change Order, with the exception of the Title. The Title can be changed by the user as required and will be mirrored on all of the other Tabs in this file.

10.3.2 “**<u>R&O and Taskings” Tab</u>**. When the Contractor receives the first repairable item under a specific Stock Code (SC), they will copy the Sparing Groups, Stock Code and Item Name from “All R&O Items” Tab to the “R&O and Taskings” Tab and update the row for that SC with the information for the first item, as detailed below. As subsequent repairable items of the same SC are received, the Contractor shall add a new row under the original record by copying the Sparing Group, Stock Code and Item Name to the new row and adding the information for the repairable. They will repeat this process for each repairable item that is received with the Sparing Groups grouped together and ordered by the date received. When the Contractor receives a Statement of Work (SOW) for a DND 626, they will create a new row for each tasking and update the relevant information as detailed below (10.4). Further, if the contract has monthly Management Support Services (MSS) the amount that is Pending to be paid shall be entered in the Estimated Total Cost (including Taxes) for each applicable month and when the MSS fee has been invoiced the cost (without Taxes) shall be entered into the Actual Costs of Internal Labour Column and the applicable Taxes in the Taxes column.

Note 1: If an item that was Repaired and/or Overhauled is returned for warranty or a DND 626 tasking is rejected, the original row will be updated as described below and a new row will be created for the corrective actions. At the beginning of the second and subsequent Fiscal Years of the Contract, the Contractor will add the records of items that were not completed in the previous Fiscal Year to the new file.

Note 2: Row 3 contains the formulas for calculated cells. This row can be hidden but shall not be deleted and should be used to copy any formulas to the new rows.

10.3.3 “**<u>CDRL & Invoice Summary” Tab.</u>** When the Contractor is processing some of the CDRLs they will be instructed to enter the relevant information into this Tab. Note: For CDRL PM-001, PM-003, PM-007, PM-008, QA-001, LOG-001, LOG-002, LOG-003 and MAT-001.

Note 1: The “Due Date” Column D is automatically calculated based on the “Contract Award Date:” in C1 and data in Column C. Column G is calculated based on Columns C, D and E. These Columns and Rows shall not be changed without approval via a CDRL PM-007 Change Order.

10.3.4 **"All R&O Items" Tab.** Items can only be added or removed via a CDRL PM-007 Change Order. Once approved, the Contractor will manually update the applicable record.

10.4 **R&O and Taskings Tab Details.** The R&O and Taskings Tab comprises the following Columns that must be completed as detailed:

A. Type: (Pick List) The record type **R&O:** for items received for Repair and/or Overhaul, **Tasking:** for DND 626 Tasking;

Note: This field is a pick list and the selections available in Column I (Job Type) will change based on the value in this field;

B. Sparing Group or DND 626 No.: The Sparing Group code is used to group like Stock Codes (SC) together. It can be a SC, a number of SCs, a Work Unit Code (WUC) from the Aircraft Maintenance Record Set (MRS) or a number of WUCs. For DND 626s, enter the unique DND 626 Number for each tasking;

C. **RMA Code**: Repairable Materiel Account Code for the RMA assigned to this contract (3 letters and a number);

D. Stock Code: Stock Code of the item being Repaired and/or Overhauled (Format: 99-9999999:NSN), or the SC effected by the DND 626. If the DND 626 is for more than one SC then all relevant SCs shall be listed;

E. Item or DND 626 Name: For R&O items, enter the item description. For DND 626s, enter the name of the tasking;

F. Serial Number: The serial number of the item (if there is none enter NOT SER);

Note: Serial numbers shall be entered as follows, any dashes and/or oblique strokes contained in the serial number will not be entered, and only alphanumeric characters are to be entered; for example, enter RW- 49-691/A as RW49691A. If the serial number consists of more than 10 characters, enter only the last 10 alphanumeric characters, for example, enter 6111V-3123/ 64386 as V312364386. If the serial number consists of more than 10 characters and is composed of the basic serial number plus other characters, indicating overhaul or repair status, the basic serial number shall be entered followed by the last series of status characters which shall complete the balance of 10 characters, for example, a serial number such as DEC4515/R59/R63/R72 would be entered as DEC4515R72.

G. DRMIS Work Order Number: The DRMIS Work Order Number for the item or DND 626 Tasking;

H. Contractor Work Order: The Contractor's Work Order Number for the item or DND 626 Tasking;

I. **Job Type: (Pick List)** The code for the type of work to be performed at 3rd line:

Note: This field is a pick list and the selections will change based on the value in Column A (Type).

1. **R&O Codes – RI**: Repair/Inspect - this is the code that is used for most repairs, **RW**: - this code is to be used when the SC will be reworked to another SC (indicate the SC that it will be reworked to in the Comments Column), **WA**: Warranty - this code is to be used for all items that are received at the Contractor for warranty action;
2. **DND 626 Tasking Codes – CFTO:** This code covers all changes to Canadian Forces Technical Orders (CFTO) and other publications, **TI**: This code is used for all Technical Investigations, **Mod**: This code is used for all tasks for Modification

Leaflets, **SI**: This code is used for all tasks for Special Inspection Leaflets**, MRP:** This code is for all Mobile Repair Party taskings, **Other**: This code is used for all other 626 taskings.

J. **Repair Priority Code (RPC): (Pick List)** The Repair Priority Code indicated in the email from ROCEA approving the repair. **C**: Critical, **U**: Urgent, **R**: Routine, **P**: Pending.

K. **Date Declared U/S:** The date that the item was declared Unserviceable (U/S) at the Wing or Unit. This date can be found on the CF942 tag attached to the item or other paperwork received with the item. (Not Applicable to DND 626 Taskings);

L. **Date of Email from DND:** The date that the email was received from the ROCEA indicating that the item is being sent to the Contractor or when the DND 626 Tasking Statement of Work was received from ROCEA;

M. **Date Received by Contractor:** The date that the item was received at the Contractor's facility. (Not Applicable to DND 626 Taskings);

N. **Date Estimate was sent to DND:** This is the date that the Contractor sent the initial estimate to DND;

O. **Date Received Approval from DND:** The date that the email was received by the Contractor from ROCEA approving the work to be carried out;

P. **Current Status**: The current status of the work. **Pending** (waiting for approval from DND), **In Progress** (work in progress) or **Complete**;

Q. **Percent Complete**: A number between 0 and 100 that indicates how close the work is to being completed (100 = Complete);

R. **Estimate - Total Cost**: The estimated total amount that will be charged to DND for this work. This includes the cost of labor, parts, Subcontracting and other shop costs such as plating, heat treating etc. This will be the same total cost indicated in the email sent to ROCEA as per the Managed R&O or DND 626 Process. **Note:** It does not include the cost of parts supplied by DND or Accountable Advance (AA) spares;

S. **Estimate - Total Cost Change Number**: A number that indicates the amount of times that the "Estimated Total Cost" has changed (0 = no changes have been made to the original "Estimated Total Cost");

T. **Estimate - Completion Date:** The date that the work is estimated to be completed as indicated in the email sent to ROCEA, in accordance with the Managed R&O Process or DND 626 Process;

U. **Estimate - Max Change Date: (Calculated Cell)** – The last date that the estimated Cost or estimated Completion date can be changed. This date is 75% of the number of days between the "Date Received Approval from DND" and the "Estimated Completion Date";

V. **Estimate - Completion Date Change Number:** A number that indicates the amount of times that the "Estimated Completion Date" has changed (0 = no changes have been made to the original "Estimated Completion Date");

W. Preliminary Inspection & Estimate (including Taxes): The cost for the Preliminary Inspection & Estimate for items received for Repair and/or Overhaul including the Taxes where applicable).

X.**Actual Costs – Internal Labour:** The total costs of all Internal Labour, including cleaning, repairing, repainting and refinishing and any other recurring Engineering Support Services (i.e. certification) required to Repair and/or Overhaul each item.

Y. **Actual Costs - Materiel**: The total costs of the materiel that the Contractor and/or Subcontractor(s) have used in each repair, including markups;

Z. **Actual Costs - Technical & Engineering Support:** The total costs of internal, non-recurring Technical and Engineering Support Services in support of each repair. These costs can include identification and sourcing of alternate parts and certification of design changes;

AA. **Actual Costs - Subcontracting:** The total costs of subcontracting, including shipping to and from the Subcontractor and any applicable markup;

AB. **Actual Costs - Shipping:** The total costs charged to Canada to ship the item back to DND;

AC. **Actual Costs – Taxes:** The Total amount of Taxes charges to Canada with respect to Labour + Materiel + Technical & Engineering Support + Sub Contracting + Shipping

AD. Actual Costs - Total Cost: **(Calculated)** – The Total Cost (Labour + Materiel + Technical & Engineering Support + Sub Contracting + Shipping + Taxes);

AE. **Final Disposition - Status:** **(Pick List)** The code that indicates the final disposition of the item; **Note:** This field is a pick list and the selections will change based on the value in Column A (Type);

1. **R&O Codes – "Serviceable"** for items returned to DND in a Serviceable state, "**Scrap**" for items that were scrapped on site or returned to DND to be scrapped, or "**RR"** for items that were returned to DND and placed in Repairable Reserve,
2. **DND 626 Tasking Codes – "Pending"** the task is in work or is compete but awaiting acceptance by DND**, "Accepted"** by DND**,** or **"Rejected"** by DND**.**

AF. **Final Disposition - Date Completed:** The date that the tasking or item was returned to DND or tasking canceled or item scrapped;

AG. **Final Disposition - Delta Days Estimate vs Actual:** **(Calculated) –**The difference in the Date Completed compared to the estimated Completion Date;

AH. **Percent Delta Estimate vs Actual:** That shows the percent difference in the Actual Total Cost compared to the Estimated Total Cost;

AI. **Final Disposition - Delta Cost Estimate vs Actual**: **(Calculated) –** The difference in the Actual Total Cost compared to the Estimated Total Cost;

AJ. **Final Disposition - Current Fiscal Year:** **(Calculated)** DND fiscal year that the items were invoiced in, this is calculated based on the Date Completed. (DND Fiscal Year 31 Mar - 1 April - EG if the date is 10 Jun 2019 the Fiscal year will be 2019);

AK. **Comments:** Any relevant comments with respect to this item. Where applicable include the SC the item was or will be reworked to;

AL. **DND Doc No for the Estimate PM-005 or PM-006:** The document number used in DNDs electronic record keeping systems for the R&O Estimate PM-005 or the DND 626 Estimate PM-006. This number will be provided by DND in the reply email from ROCEA that confirms receipt of one of the document, and

AM. **DND Doc No for the Final Report MAT-002 or 626 Deliverable**: The document number used in DNDs electronic record keeping systems for the R&O Detailed Report MAT-002 or the DND 626 final Report. This number will be provided by DND in the reply email from ROCEA that confirms receipt of one of the document.

CONTRACT DATA REQUIREMENTS LIST (CDRL)									
1.MAT-002	2. R&O Detail Report			6. TA		10. ASREQ	12. R/ASR	14. EMT
4. DID MAT-002	5. See DID	7.	8. APP	9.	11. N/A	13. See block 16.	15.	
16. The Repair and/or Overhaul (R&O) Detail will provide the details for the repairs that have been completed and are being invoiced that month. It must be submitted with the monthly invoice.								

DATA ITEM DESCRIPTION (DID)	
1. Title R&O Detail Report	**2. Identification Number** MAT-002
3. Description/Purpose The purpose of the Repair and/or Overhaul Detail Report is to provide DND with the details of the work carried out on each Repair and/or Overhauled item.	**4. Delivery Date** As per CDRL. **5. Office of Primary Responsibility** TA **6. Office of Collateral Responsibility** EMT
7. Application/Interrelationship Annex A, Appendix 2 Managed R&O Process Para 2.01 n) iv and Annex I	**8. DND Reply Date** N/A. **9. References**

10. Preparation Instructions:

10.1 **Format.** The Contractor must produce and deliver the report in an electronic format, using the Microsoft Excel template provided in Annex I.

a. The filename must include; the Contract Number, CRDL Number, Stock Code format 99-9999999, Serial Number of the item and the Version Number of the report separated by underscores.

Example: “W8485-19SJ01_CDRL_MAT-002 _NSN99-9999999_SN999_V1.XLSX”.

b. Blue Column titles are calculated fields and Green are pick lists, and

c. The formulas and formatting in this file shall not be changed by the Contractor without and approved CDRL PM-007 Change Order.

10.2 **Register.** The DND Document Number is registered in the “R&O and Taskings” Tab in the Monthly Report MAT-001 Excel file as directed in CDRL MAT-001.

10.3 **General.** Each report documents the details of the items that were Repair and/or Overhaul. The data in the report must match the summary in the MAT-001 Monthly Report, and shall be sent to ROCEA with the monthly invoice billing for the work. The file has the following 7 Tabs:

a. **“Summary”** provides a summary of this CDRL. The totals in this Tab must match the totals in MAT-001 Monthly Report;

b. **“Internal Labour Details”** provides a summary of the costs of all internal labour, including cleaning, repairing, repainting and refinishing and any other recurring Engineering Support Services (i.e. certification) required to Repair and/or Overhaul of this item. This is intended to capture the recurring costs for the future repair of each specific stock code for business planning purposes.

c. **"Materiel Details"** a summary of the materiel that the Contractor and/or Subcontractor(s) have used in each repair, including applicable markups;

d. **"Tech & Eng Details"** provides a summary of the costs of internal, non-recurring Technical and Engineering Support Services in support of this repair. The outcomes from these Services may be applied to future repairs of the same stock code. These costs can include identification and sourcing of alternate parts and certification of design changes.

e. **"Subcontracting Details"** provides costing information about subcontracting, including shipping to and from the Subcontractor and any applicable markup;

f. **"Shipping Details"** contains the detailed information about shipping the item back to DND. Excluding shipping to and from Subcontractors, and

g. **"Pick Lists"** contains the pick lists that are used in this file.

10.4 **Summary:** The Summary Tab comprises the following Columns that must be completed as detailed:

A. DRMIS Work Order Number: The DRMIS Work Order Number for the item,

B. Contractor Work Order (WO No): The Contractor's Work Order Number for the item;

C. Estimated Completion Date: The estimated date that the Contractor planned to return the item to DND;

D. Actual Completion Date: The actual date that work was completed on the item and was returned to DND;

Note: The data in the four fields above (A, B, C and D) must match the information in MAT-001 Monthly Report;

E. Unserviceability: A detailed description of the unserviceability, it must include but is not limited to;

1. A description of the unserviceability that was indicated in the paperwork that was received with the item;
2. A description of the unserviceability that was on the estimate sent to DND CDRL PM-005;
3. Any additional information about the unserviceability that was discovered after the CDRL PM-005 was approved, and
4. All references to publications that were used during the repair with their version number or publication dates.

F. Rectification: A detailed description of what was done to rectify the unserviceability and return the item to service;

G. Internal Labour: **(Calculated)** The total cost (excluding applicable Taxes) of all internal labour from the Labour Details Tab;

H. Materiel: **(Calculated)** The total cost (excluding applicable Taxes) of all parts used in support of the repair from the Materiel Details Tab;

I. Technical & Engineering Support: **(Calculated)** The total cost (excluding applicable Taxes) of all Technical and Engineering in support of the repair from the Tech & Eng. Support Details Tab;

J. **Subcontracting:** **(Calculated)** The total cost (excluding applicable Taxes) Subcontracting from the Subcontracting Details Tab;

K. **Shipping:** **(Calculated)** The total cost (excluding applicable Taxes) of shipping from the Shipping Details Tab,

L. Taxes: **(Calculated)** The total amount of Taxes from the Labour + Materiel + Tech & Eng. Support + Sub Contracting + Shipping Tabs, and

M. **Total Cost:** **(Calculated)** The Total Cost (Labour + Materiel + Tech & Eng. Support + Sub Contracting + Shipping + Taxes).

10.5 **Internal Labour Details:** This Tab comprises the following Columns that must be completed as detailed below:

- **A. WO No:** **(Calculated)** This field is linked to Contractor Work Order in the Summary Tab and cannot be edited.
- **B. Date:** The date that the labour was completed.
- **C. Description:** A description of the internal labour to return the item to service.
- **D. BOP Type:** **(Pick List)** The type of Labour provided as noted in the Description and should match the Basis of Payment (BOP) type. **Note**: If Engineer or P. Engineer is selected, the Description Column must include the publication reference that specifies that this is required for all repairs of this stock code. If this is a unique requirement for the repair of this specific item it shall only be entered in the Tech & Eng. Details Tab and not in this Tab;
- **E. Type:** **(Pick List)** The type of Labour that was detailed in the description.
- **F. Hours:** The number of hours for this task.
- **G. Hourly Rate:** The hourly rate for this Type of labour.
- **H. Sub Total:** **(Calculated)** The Total cost of the internal labour for this task before Taxes. (Hours x Hourly Rate).
- **I. % Taxes:** The tax rate for this task;
- **J. Taxes:** **(Calculated)** The cost of Taxes (Sub Total x % Taxes), and
- **K. Total Cost:** **(Calculated)** The Total cost of the internal labour for this task with Taxes. (Taxes + Sub Total).

10.6 **Materiel Details:** This Tab comprises the following Columns that must be completed as detailed below: **Note**: The first record (Seq No 1) must contain the information for the item listed in the MAT-001 Monthly Report for the Contractor Work Order indicated.

- **A. WO No:** **(Calculated)** This field is linked to the Contractor Work Order in the Summary Tab and cannot be edited.
- **B. Seq No:** The sequence Number for each row.
- **C. Date:** The date that the materiel was installed.
- **D. Description:** Description of the materiel.
- **E. Part Number:** Manufacturer's part number for the materiel.
- **F. NCAGE/Manufacturer Name:** NATO Commercial and Government Entity (NCAGE) Code and Company Name for the manufacturer of the part. If the NCAGE is not available, the name of the manufacturer is sufficient.

G. **Stock Code:** Stock Code of the item (Format: 99-9999999:NSN), If not available enter N/A.

H. **Fault:** **(Pick List)** Fault Code for the materiel. The Description for each code can be found in the Pick list Tab;

I. **Fix:** **(Pick List)** Fix Code for the materiel. The Description for each code can be found in the Pick list Tab;

J. **Disposal:** **(Pick List)** Disposal Code for the materiel. The Description for each code can be found in the Pick list Tab;

K. **Qty:** The quantity of the materiel;

L. **Removed Serial Number:** The Serial Number of the item that was removed or repaired. If the item was repaired in place and was not removed enter the Serial Number in the Removed Serial Number field and leave the Installed Serial Number blank;

M. **Installed Serial Number:** The Serial Number of the item that was installed. If the same item was removed and reinstalled enter the same Serial Number in the Removed and Installed fields.

Note: 1) Serial Numbers shall be entered as follows, any dashes and/or oblique strokes contained in the serial number will not be entered, and only alphanumeric characters are to be entered; for example, enter RW- 49-691/A as RW49691A. If the serial number consists of more than 10 characters, enter only the last 10 alphanumeric characters, for example, enter 6111V-3123/ 64386 as V312364386. If the serial number consists of more than 10 characters and is composed of the basic serial number plus other characters, indicating overhaul or repair status, the basic serial number shall be entered followed by the last series of status characters which shall complete the balance of 10 characters, for example, a serial number such as DEC4515/R59/R63/R72 would be entered as DEC4515R72.

NOTE: 2) If the Removed or Installed item is Serialized and the other does not enter "NOT SER". If either are Serialized leave both field blank.

N. **TSO or TSN:** The Time Since Overhaul (TSO) or Time Since New (TSN) for the item;

O. **Price:** The price that the Contractor paid for the item;

P. **Sub:** **(Pick List)** Indicates if the materiel was used in the repair by the Contractor or a Subcontractor (Yes/No). If Yes is entered, Column Q and S are not required and Columns T and U will not be calculated, as the Cost and Mark Up of materiel used by the Contractor will be totaled in the Subcontracting Detail Tab. **Note:** The Sum of the Sub Total in Column R, where Column P is "Yes" must match the Sum of the Cost in Column I in the Subcontracting Details Tab, where the Type is "Materiel";

Q. **% Mark Up:** The percent of markup for this item as per the Contract**;**

R. **Sub Total:** **(Calculated)** The total cost of this item before Taxes. ((Qty * Price) * % Mark Up);

S. **% Taxes:** The tax rate for this item;

T. **Taxes:** **(Calculated)** The cost of Taxes (Sub Total x % Taxes), and

U. **Total Cost:** **(Calculated)** The Total cost of this task with Taxes. (Taxes + Sub Total).

10.7 **<u>Tech & Eng Details</u>**: This Tab comprises the following Columns that must be completed as detailed:

A. **WO No:** **(Calculated)** This field is linked to Contractor Work Order in the Summary Tab and cannot be edited;

B. **Date:** The date that the support was provided;

C. **Description:** Description of the support provided;

D. **BOP Type: (Pick List)** The type of Labour provided as noted in the Description and matches the Basis of Payment;

E. **Hours:** The number of hours for this task;

F. **Hourly Rate:** The hourly rate for this Type of support as per the Contract;

G. **Sub Total:** **(Calculated)** The Total cost of this support before Taxes. (Hours x Hourly Rate);

H. **% Taxes:** The tax rate for this task;

I. **Taxes:** **(Calculated)** The cost of Taxes (Sub Total x % Taxes), and

J. **Total Cost:** **(Calculated)** The Total cost of this support before Taxes. (Hours x Hourly Rate).

10.8 **<u>Subcontracting Details</u>:** This Tab comprises the following Columns that must be completed as detailed:

A. **WO No:** **(Calculated)** This field is linked to Contractor Work Order in the Summary Tab and cannot be edited;

B. **Date Sent:** The date that the item was sent to the Subcontractor. If the work was done in the Contractor's facility, this is the date that the Subcontractor started the work;

C. **Date Returned:** The date that the item was returned to the Contractor. If the work was done in the Contractor's facility, this is the date that the Subcontractor completed the work;

D. **Company:** The Company Name of the Subcontractor. If this is for shipping, include the reference tracking number;

E. **Description:** Description of the service provided;

F. **Type**: **(Pick List)** The type of Subcontracting;

G. **Hours**: The number of hours, for Type "Materiel" or "Shipping" enter 1 (One);

H. **Hourly Rate**: The hourly rate that the Subcontractor charged the Contractor. For Type "Materiel" or "Shipping" enter 1 (One);

I. **Cost:** **(Calculated)** The Total cost of Subcontracting before Taxes. (Cost x % Mark Up);

J. **% Mark Up:** The percent of markup for this item as per the Contract;

K. **Sub Total:** **(Calculated)** The Total cost of this support before Taxes. (Hours x Hourly Rate);

L. **% Taxes:** The tax rate for this support;

M. **Taxes:** **(Calculated)** The cost of Taxes (Sub Total x % Taxes), and

N. Total Cost: **(Calculated)** The Total cost of this support with Taxes. (Taxes + Sub Total).

10.9 **Shipping Details:** This Tab comprises the following Columns that must be completed as detailed:

A. WO No: **(Calculated)** This field is linked to Contractor Work Order in the Summary Tab and cannot be edited;

B. Date: The date that the item was shipped;

C. Description: Description of the service provided, it must include a reference to the authority received from Canada to ship the item via 3rd party verses DND transport;

D. Shipping Company Name: The Company Name of the shipping company and the reference tracking number, and

E. Sub Total: The total amount before Taxes that the Contractor paid for shipping;

F. % Taxes: The tax rate for shipping;

G. Taxes: **(Calculated)** The cost of Taxes (Sub Total x % Taxes), and

H. Total Cost: **(Calculated)** The Total cost of shipping with Taxes. (Taxes + Sub Total).

10.10 **Pick Lists:** This Tab comprises the following Columns that must be completed as detailed:

A. Fault Code: The Fault Codes displayed in the Pick List in the Materiel Details Tab;

B. English Fault Description: The English description of the Fault Code;

C. French Fault Description: The French description of the Fault Code;

D. Fix Code: The Fix Codes displayed in the Pick List in the Materiel Details Tab;

E. English Fault Description: The English description of the Fix Code;

F. French Fault Description: The French description of the Fix Code;

G. Disposal Code: The Disposal Codes displayed in the Pick List in the Materiel Details Tab;

H. English Fault Description: The English description of the Disposal Code;

I. French Fault Description: The French description of the Disposal Code;

J. Labour Types: The Labour Types displayed in the Pick List in the Labour Details Tab;

K. Technical & Engineering Types: The Technical & Engineering Types displayed in the Pick List in the Tech & Eng. Details Tab, and

L. Subcontracting Types: The Subcontracting Types displayed in the Pick List in the Subcontracting Details Tab.

CONTRACT DATA REQUIREMENTS LIST (CDRL)									
1.MAT-003	2. Disposal Recommendation			6. TA		10. ASREQ	12. R/ASR	14. EMT
4. DID MAT-003	5. See DID	7.	8. I	9.		11. N/A	13. R/ASR	15.
16. The Disposal Recommendation outlines disposal requirements and the Contractor's proposed method of disposal. The Disposal Recommendation must be submitted to DND for approval prior to any part or systems being disposed.								

DATA ITEM DESCRIPTION (DID)	
1. Title Disposal Recommendation	**2. Identification Number** MAT-003
3. Description/Purpose The Disposal Recommendation CDRL describes DND-owned assets identified for disposal by the Contractor.	**4. Delivery Date** See CDRL **5. Office of Primary Responsibility** TA **6. Office of Collateral Responsibility** EMT
7. Application/Interrelationship PWS Para 5.7.2, 5.10.1, 5.10.3 d)	**8. DND Reply Date** See CDRL **9. References** A. A-LM-184-001/JS-001 B. A-LM-007-100/AG-001 C. C-05-005-001/AG-001 D. A-LM-007-015/AG-001

10. Preparation Instructions

10.1 **Format.** The Contractor must produce and deliver the report in an electronic format that is acceptable to the EMT.

10.2 **Register.** Each Disposal Recommendation must be registered in the "MAT-003 Disposal Recommendation" section of "CDRL & Invoice Summary" Tab in the Monthly Report MAT-001 Excel file. The Contractor shall:

a. Enter the date that the Disposal Recommendation was emailed to ROCEA in Column E.

b. Enter the DND Document Number in Column H when it is received from ROCEA. Comments can also be added to Column L at this point as required.

c. Update Columns J, K and L as the Disposal Recommendation is processed.

10.3 **Details.** The Contractor will notify the EMT via ROCEA, providing the SC, PN, NCAGE, OEM information, drawing of applicable item from parts manual, quantity in the Contractor's custody, and the rationale behind the disposal recommendation.

5.5 Logistics Support Deliverable

CONTRACT DATA REQUIREMENTS LIST (CDRL)								
1.LOG-001	2. Contractor Held Inventory Report		6. PA		10. ANNLY	12. R/ASR	14. EMT
4. DID LOG-001	5. See DID	7.	8. ACC	9.	11. N/A	13. ANNLY	15.
16. N/A.							

DATA ITEM DESCRIPTION (DID)	
1. Title Contractor Held Inventory (CHI) Report	**2. Identification Number** LOG-001
3. Description/Purpose The purpose of the CHI Report is to account for DND-owned items that are not recorded in (DRMIS). The CHI items include (GFOS), and other inventory items not included in the DRMIS. CHI does not include DND loaned equipment.	**4. Delivery Date** See CDRL **5. Office of Primary Responsibility** DND (PA) **6. Office of Collateral Responsibility** EMT
7. Application/Interrelationship PWS Para 6	**8. DND Reply Date** See CDRL. **9. References** N/A.

10. Preparation Instructions

10.1 **Format.** The Contractor must produce and deliver the report in an electronic format, using the Microsoft Excel template provided in Annex L.

10.2 **Register.** The CHI must be registered in the “LOG-001 Contractor Held Inventory Report (CHI)” section of “CDRL & Invoice Summary” Tab in the Monthly Report MAT-001 Excel file.

a. Enter the date that the CDRL was emailed to ROCEA in Column E.
b. Enter the DND Document Number in Column H when it is received from ROCEA. Comments can also be added to Column L at this point as required.
c. Update Columns J, K and L as the CHI is processed.

10.3 **Details.** The report must contain three tabs; Part A (Summary), Part B (Details, Repairables and Consumables) and Part C (Additional information).

10.3.1 **Part A Tab.**

a. Individual Inventory Holdings reporting is required for Consumable Inventory and Repairable Inventory (see Part B). If the inventory cannot be reported and separated on the basis of Consumable versus Repairable, the Contractor must state what the majority of the inventory would be classified as - Repairable or Consumable based on the following definitions:
   i. Government Furnished Overhaul Spares (GFOS) are non-catalogued inventory spares which are not purchased by the Contractor but arise from: AAS transferred from another Contractor; DND procurement with the US government; Spares salvaged from DND equipment; or non-catalogued CIS spares which are only to be used for third line. GFOS spares are not recorded in the DRMIS;
   ii. Repairable Inventory – An item which is designated as capable of being repaired; and
   iii. Consumable Inventory – An item that is not repairable.

b. The following information should also be provided, if available:
    i. Alternate part numbers or manufacture part numbers in addition to the part number listed above;
    ii. The category of the item (consumable or repairable); and/or
    iii. Any additional information that may help to categorize the item.
c. Loaned equipment from DND is not to be reported.
d. Complete Capital assets are not to be reported to DND. Complete assets are equipment that has been purchased by DND for the Contractor that is not inventory – (i.e. vehicles, test equipment, etc.).

10.3.2 **Part B Tab.**

"Repairable Template Input/output Repairable Inventory Report for the Year Ending 31 March" and "Consumable Template Input/output Consumable Inventory Report for the Year Ending 31 March":

Notes:

a. The closing inventory as of 31 March must be equal to the itemized listings provided in the consumable and repairable reports of "DND Owned Inventory Holdings" as of 31 March.
b. A separate Input/Output Inventory Report is required for Consumable Inventory and Repairable Inventory.
c. It is preferable to provide the data in a part number level format detailing the equipment platform supported, but the summary level report, as outlined in the template, is acceptable.
d. Report in one currency only and specify the currency if it is not Canadian.

10.3.3 **Part C Tab.**

"Additional Information Requested for Year-End Reporting"

The following information is requested:

a. A description of the activities performed under the Repair and/or Overhaul (R&O) contract(s) supported by the inventory holdings if not supplied on the Part A spreadsheet (such as R&O on major assemblies);
b. A description of the activities performed under the Repair and/or Overhaul (R&O) contract(s) supported by the inventory holdings if not supplied on the Part A spreadsheet (such as R&O on major assemblies);
c. How often stocktaking is performed on the Contractor holdings of DND owned inventory;
d. Date of last stocktaking;
e. The accounting method used by the Contractor to value the inventory reported first-in- first-out (FIFO), last-in-first-out (LIFO), historical cost or moving weighted average;
f. Subcontractor name, and
g. DND and Contractor points of contact for the Contractor Held Inventory Report, as of 31 March.

CONTRACT DATA REQUIREMENTS LIST (CDRL)							
1.LOG-002	2. Stocktaking Plan		6. PA, NDQAR		10. 2 MACA	12. R/ASR	14. EMT
4. DID LOG-002	5. See DID	7.	8. ACC	9.	11. N/A	13. Annually	15.
16. Must be submitted 24 MACA and every 24 months thereafter.							

DATA ITEM DESCRIPTION (DID)	
1. Title Stocktaking Plan	**2. Identification Number** LOG-002
3. Description/Purpose The purpose of the Stocktaking Plan is to define the Contractor's plan to account for DND-owned inventory.	**4. Delivery Date** See CDRL **5. Office of Primary Responsibility** DND (PA), NDQAR **6. Office of Collateral Responsibility** DND EMT
7. Application/Interrelationship PWS Para 5.5.1 and Annex M	**8. DND Reply Date** See CDRL. **9. References** A-LM-184-001/JS-001

10. Preparation Instructions

10.1 **Format.** The Contractor must produce and deliver the report in an electronic format, using the Microsoft Excel template provided in Annex M.

10.2 **Register.** The Stocktaking Plan must be registered in the "LOG-002 Stocktaking Plan" section of "CDRL & Invoice Summary" Tab in the Monthly Report MAT-001 Excel file. The Contractor shall:

a. Enter the date that the CDRL was emailed to ROCEA in Column E.

b. Enter the DND Document Number in Column H when it is received from ROCEA. Comments can also be added to Column L at this point as required.

c. Update Columns J, K and L as the Stocktaking Plan is processed.

10.3 **Details:** The Contractor must prepare and submit to ROCEA and the supporting NDQAR, a two-year stocktaking plan no later than two (2) months after contract award and every year thereafter, on or before the first of March. The Plan must be submitted using the Annex M template. Note: The "Estimated Cost to DND" shall be N/A as this is included in the fixed monthly "Management Support Services".

CONTRACT DATA REQUIREMENTS LIST (CDRL)							
1.LOG-003	2. Stocktaking Summary Report		6. PA, NDQAR		10. ANNLY	12. ANNLY	14. EMT
4. DID LOG-003	5. See DID	7.	8. ACC	9.	11. N/A	13. ANNLY	15.
16. N/A.							

DATA ITEM DESCRIPTION (DID)	
1. Title Stocktaking Summary Report	**2. Identification Number** LOG-003
3. Description/Purpose The purpose of the Stocktaking Summary Report is to summarize the results of the Annual stocktaking to DND.	**4. Delivery Date** See CDRL **5. Office of Primary Responsibility** DND (PA), NDQAR **6. Office of Collateral Responsibility** EMT
7. Application/Interrelationship PWS Para 5.5.5 and Annex N	**8. DND Reply Date** See CDRL. **9. References** A-LM-184-001/JS-001.

10. Preparation Instructions

10.1 **Format**. The Contractor must produce and deliver the report in an electronic format, using the Microsoft Excel template provided in Annex N.

10.2 **Register.** The Stocktaking Summary Report must be registered in the “LOG-003 Stocktaking Summary Report” section of “CDRL & Invoice Summary” Tab in the Monthly Report MAT-001 Excel file.

a. Enter the date that the CDRL was emailed to ROCEA in Column E.

b. Enter the DND Document Number in Column H when it is received from ROCEA. Comments can also be added to Column L at this point as required.

c. Update Columns J, K and L as the Stocktaking Summary Report is processed.

10.3 **Details.** Within one month of the completion of stocktaking, the Contractor must submit to ROCEA and the supporting NDQAR the Stocktaking Summary Report.

CONTRACT DATA REQUIREMENTS LIST (CDRL)								
1.LOG-004	2. Stocktaking Investigation Report		6. PA, NDQAR		10. ASREQ	12. R/ASR	14. EMT
4. DID LOG-004	5. See DID.	7.	8. ACC	9.	11. N/A	13. N/A	15.
16. N/A.							

DATA ITEM DESCRIPTION (DID)	
1. Title Stocktaking Investigation Report	**2. Identification Number** LOG-004
3. Description/Purpose The purpose of the Stocktaking Investigation Report is to report any discrepancy in the stocktaking to DND through the NDQAR.	**4. Delivery Date** See CDRL **5. Office of Primary Responsibility** NDQAR, DND (PA) **6. Office of Collateral Responsibility** EMT
7. Application/Interrelationship PWS Para 5.5.5, 5.5.7 d), 5.6.3	**8. DND Reply Date** See CDRL. **9. References** N/A.

10. Preparation Instructions

10.1 **Format**. The Contractor must produce and deliver the report in an electronic format that is acceptable to the EMT.

10.2 **Register.** Each Stocktaking Investigation Report must be registered in the “LOG-004 Stocktaking Investigation Report” section of “CDRL & Invoice Summary” Tab in the Monthly Report MAT-001 Excel file. The Contractor shall:

a. Enter or use the next number in the sequence in Column A.

b. Enter the title and date of the stock taking in Column B.

c. Enter the date that the Stocktaking Investigation Report was submitted in Column D.

d. Enter the DND Document Number in Column H when it is received from ROCEA. Comments can also be added to Column L at this point as required.

e. Update Columns E, J, K and L as the Stocktaking Investigation Report is processed.

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

a. Inventory materiel type;

b. MMR/Part Number;

c. Description;

d. Unit price (Use average price method for AAS);

e. Stock balance before stocktaking (First Count);

f. Stock quantity counted (First Count);

g. Stock quantity adjusted;

h. Stock balance after adjustment;

i. Stock balance before (Second count);

j. Stock counted (Second count);
k. Stock quantity adjusted (if required); and
l. Corrective actions, reference transaction and justification.

NOTE: For each item, prices for deficiencies and surpluses must be entered and extended.

5.6 Quality Support Deliverable

CONTRACT DATA REQUIREMENTS LIST (CDRL)								
1. QA-001	2. Quality Assurance Plan		6. TA		10. 2&6 MACA	12. R/ASR	14. EMT	
4. DID QA-001	5. See DID	7.	8. ACC	~~9.~~	11. N/A	13. See Block 16	~~15.~~	
16. Must be submitted 2 MACA for review. Final Plan must be submitted 6 MACA less one week.								

DATA ITEM DESCRIPTION (DID)	
1. Title Quality Assurance (QA) Plan	**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) **6. Office of Collateral Responsibility** EMT
7. Application/Interrelationship PWS Para 6.	**8. DND Reply Date** See CDRL **9. References** N/A

10. Preparation Instructions

10.1 **Format.** The Contractor must produce and deliver the report in an electronic format that is acceptable to the EMT.

10.2 **Register.** The QA Plan must be registered in the "QA-001 Quality Assurance (QA) Plan" section of "CDRL & Invoice Summary" Tab in the Monthly Report MAT-001 Excel file. The Contactor shall:

a. Enter the date that the CDRL was emailed to ROCEA in Column E.

b. Enter the DND Document Number in Column H when it is received from ROCEA. Comments can also be added to Column L at this point as required.

c. Update Columns J, K and L as the QA Plan is processed.

10.3 **Details.** 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 implement quality management in accordance with ISO 9001.

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