



**RETURN BIDS TO:**

**RETOURNER LES SOUMISSIONS À:**

Bid Receiving - PWGSC / Réception des  
soumissions - TPSGC

11 Laurier St. / 11, rue Laurier

Place du Portage, Phase III

Core 0B2 / Noyau 0B2

Gatineau

Quebec

K1A 0S5

Bid Fax: (819) 997-9776

**LETTER OF INTEREST**

**LETTRE D'INTÉRÊT**

Comments - Commentaires

**Vendor/Firm Name and Address**

Raison sociale et adresse du  
fournisseur/de l'entrepreneur

**Issuing Office - Bureau de distribution**

In-Service Support Marine / Soutien en Service Maritime

11 Laurier St. / 11, rue Laurier

Place du Portage, Phase III

6C2

Gatineau

Quebec

K1A 0S5

<b>Title - Sujet</b> DIVING & RECOMPRESSION CHAMBER ISS	
<b>Solicitation No. - N° de l'invitation</b> W8482-182212/D	<b>Date</b> 2023-07-14
<b>Client Reference No. - N° de référence du client</b> W8482-182212	<b>GETS Ref. No. - N° de réf. de SEAG</b> PW-\$ISM-004-29123
<b>File No. - N° de dossier</b> 004ism.W8482-182212	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 03:00 PM</b> Eastern Daylight Saving Time EDT <b>on - le 2023-08-28</b> Heure Avancée de l'Est HAE	
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Morin, Nicolas	<b>Buyer Id - Id de l'acheteur</b> 004ism
<b>Telephone No. - N° de téléphone</b> (873) 354-5300 ( )	<b>FAX No. - N° de FAX</b> ( ) -
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b>  Specified Herein Précisé dans les présentes	

Instructions: See Herein

Instructions: Voir aux présentes

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



## Letter of Interest (LOI)

### 1. Purpose and Nature of this Letter of Interest (LOI)

Public Works and Government Services Canada (PWGSC) is requesting Industry feedback regarding a statement of work (SOW) for the services related to the maintenance of equipment for diving operations for the Government of Canada, Department of National Defence (DND).

The objective of this LOI is to:

- Solicit feedback from Industry on a draft statement of work being considered by Canada

### 2. Background Information

DND diving operations are a specialized capability and an inherently high-risk activity requiring an assortment of equipment to meet specific mission objectives and preserve the safety of personnel. This equipment is considered life support critical and therefore requires stringent maintenance and specialized skillsets.

The current maintenance strategy is based on three groups of equipment and, as described below, most of the maintenance done for the diving operations currently uses DND personnel and facility.

The three groups of diving equipment and current maintenance practices are:

1. Personal diving equipment: used by a diver to conduct diving operations. Maintenance is currently carried out by CAF diving personnel supported by larger DND maintenance facilities.
2. Recompression chambers: used for the medical treatment of divers and the conduct of tests and trials. Maintenance is conducted by DND maintenance facilities.
3. Diving air compressors: used to fill diving cylinders with compressed air. CAF technicians conduct low level maintenance and a contractor provides overhaul maintenance on a five year cycle. Air quality testing is provided through a contractor laboratory.

The diving equipment is located at multiple locations across Canada as diving operations are carried out by all elements of the CAF, including Navy clearance divers and ship's team divers, Naval Reserves port inspection divers, Air Force Search and Rescue technicians, Army combat engineers, and the Special Operations Force.





Due to an increase in operational tempo and reduced personnel the current maintenance strategy is becoming unsustainable. DND is seeking to streamline this strategy through partnership with Industry, to achieve Canada's defence objectives.

This LOI is neither a call for tender nor a Request for Proposal (RFP). No agreement or contract will be entered into based on this LOI. The issuance of this LOI is not to be considered in any way a commitment by the Government of Canada, nor as authority to potential respondents to undertake any work that could be charged to Canada. This LOI is not to be considered as a commitment to issue a subsequent solicitation or award contract(s) for the work described herein.

This LOI follows the previous notice posted on Buy and Sell (W8482-182212/C).

### 3. Requirement

The requirement is for the provision of services for the maintenance of the equipment for diving operations. DND uses stringent maintenance standards that are, for the most part, the same scope as for civilian diving equipment. Most of the diving equipment used for DND's operations is commercially off-the-shelf.

The equipment for maintenance in the three groups includes:

#### Equipment Group 1: Personal diving equipment

- Compressed Air Breathing Apparatus (CABA)
- Ultralight Surface Supplied Diving System (ULSSDS)
- Surface Supplied Breathing Apparatus (SSBA)
- Canadian Underwater Mine-countermeasure Apparatus (CUMA)
- Other Personal Diving Equipment:
  - o Wet Suits
  - o Dry Suits
  - o Hot Water Suits
  - o Enclosed Mine Lift bags

#### Equipment Group 2: Recompression Chambers

- Main Recompression Chambers (fixed in place)
  - o 12 person chamber
  - o 10 person chamber
  - o Dual wet/dry experimental chamber
  - o Unmanned test chamber





- Portable Recompression Chambers
  - o Containerized Diving System (CDS)
  - o Submarine Rescue Chambers (SUBSAR)
  - o Diver Attendant Recompression Transportable (DART)
  - o 6 person chamber onboard a dive tender boat

### **Equipment Group 3: Diving air compressors**

- Portable Dive Cylinder Charging Air Compressors
- Dive Cylinders (all systems, various size)

#### **3.1 Qualifications**

All maintenance work carried out by a contractor is required to be performed by technicians trained and certified by the Original Equipment Manufacturer (OEM), or approved equivalent, as qualified to perform the work. The qualifications are required to be maintained by the contractor(s) and proof of qualifications must be provided to DND upon request.

#### **4. Feedback from Industry**

Public Works and Government Services Canada (PWGSC) is requesting Industry feedback regarding the following draft Statement of Work for Diving and Recompression chambers In Service Sustainment (DRISS).

These draft documents remain a work in progress and Respondents should not assume that new requirements will not be added to any bid solicitation that may ultimately be published by Canada, nor should the Respondents assume that none of the requirements will be deleted or revised.

#### **5. Legislation, Trade Agreements, and Government Policies:**

The following is indicative of some of the legislation, trade agreements and government policies that could impact any follow-on solicitation(s):

- a. Canadian Free Trade Agreement (CFTA)
- b. World Trade Organization – Agreements on Government Procurement (WTO-AGP)
- c. Defence Production Act





d. Industrial and Technological Benefits (ITBs) – Canada may seek to leverage this procurement for economic benefits and, through industry engagement, will assess the applicability of the ITB policy. For more information please visit: <https://www.ic.gc.ca/eic/site/086.nsf/eng/home>

e. Defence Procurement Strategy (DPS)

f. Controlled Goods Program (CGP) – **Article 4.1 b. – Canadian Underwater Mine-countermeasure**

**Apparatus (CUMA) only**

g. Federal Contractors Program for Employment Equity (FCP-EE)

## 6. Important Notes to Respondents:

Interested Respondents may submit their responses to the PWGSC Contracting Authority, identified below, via email:

Name: Nicolas Morin  
Title: Supply Specialist  
Public Works and Government Services Canada  
Marine In-Service Support Division  
E-mail: [Nicolas.Morin@tpsgc-pwgsc.gc.ca](mailto:Nicolas.Morin@tpsgc-pwgsc.gc.ca)

a) Respondents are requested to provide their feedback to the SOW supplied at point 8 below. Respondents are also requested to provide any feedback, comments or concerns they may have on this LOI to the Contracting Authority. Respondents can also provide comments regarding content, format, and/or organization of any draft documents included in this LOI.

b) Respondents are solely responsible for ensuring their responses are delivered to the Contracting Authority on time and to the correct e-mail provided above. The Contracting Authority will confirm receipt.

c) Respondents are to ensure that their name and return address are clearly indicated in their responses.

d) Changes to this LOI may occur and will be posted on the Government Electronic Tendering System. Canada asks Respondents to visit [CanadaBuys.gc.ca](http://CanadaBuys.gc.ca) regularly to check for amendments, if any.





## 7. Closing date for the LOI:

Responses to this LOI are to be submitted to the PWGSC Contracting Authority identified above, on or before August 28<sup>th</sup> 2023 at 3PM EST.

The LOI closing date published herein is not the deadline for comments or input. Comments and input will be accepted up to the time when/if a follow-on solicitation is published.

Although the information collected may be provided as commercial-in-confidence (and, if identified as such, will be treated accordingly by Canada), Canada may use the information to assist in drafting performance specifications (which are subject to change) and for budgetary purposes.

Respondents are encouraged to identify, in the information they share with Canada, any information that they feel is proprietary, third party or personal information. Please note that Canada may be obligated by law (e.g. in response to a request under the Access of Information and Privacy Acts) to disclose proprietary or commercially-sensitive information concerning a respondent (for more information: <http://laws-lois.justice.gc.ca/eng/acts/a-1/>).

Respondents are asked to identify if their response, or any part of their response, is subject to the Controlled Goods Regulations. <https://www.tpsgc-pwgsc.gc.ca/pmc-cgp/index-eng.html>

Participation in this LOI is encouraged, but is not mandatory. There will be no short-listing of potential suppliers for the purposes of undertaking any future work as a result of this LOI. Similarly, participation in this LOI is not a condition or prerequisite for the participation in any potential subsequent solicitation.

Respondents will not be reimbursed for any cost incurred by participating in this LOI.





(Include this template with populated information into your email response)

**Company Information**

Name:

Address:

Postal Code:

Point of Contact:

Telephone:

E-mail:

Language of Choice (English or French):

**Feedback Table**

Draft Section	Observed Issue/Concern	Feedback/Recommended Solution



## 8. Statement of Work - Diving and Recompression In Service Sustainment (DRISS)

### ABBREVIATIONS AND ACRONYMS

The following abbreviations/acronyms may be used pursuant to the conduct of the Diving-Recompression In Service Sustainment Project (DRISSP):

ADP	Automated Data Processing
APR	Annual Performance Report
CAD	Canada Assets Distribution
CBM	Condition Based Maintenance
CDRL	Contract Data Requirements List
CF	Canadian Forces
CFB	Canadian Forces Base
CFTO	Canadian Forces Technical Order
CI	Configuration Item
CM	Corrective Maintenance
DA	Design Authority (typically an LCMM with DGMEPM)
DGMEPM	Director General Maritime Equipment Program Management
DID	Data Item Description
DQA	Director Quality Assurance
D Mar P	Director Maritime Procurement
DND	Department of National Defence
FDU	Fleet Diving Unit
FMF	Fleet Maintenance Facility
FSR	Field Service Representative
GFE	Government Furnished Equipment
GSM	Government Supplied Materiel
HAZMAT	Hazardous Material
LCMM	Life Cycle Materiel Manager (equipment and/or system)
MACA	Months After Contract Award
MARLANT	Maritime Forces Atlantic (Halifax, NS)
MARPAC	Maritime Forces Pacific (Esquimalt, BC)
MARPOL	Maritime Pollution International
MMF	Monthly Management Fee
MPR	Monthly Progress Report
NAVRES	Naval Reserve
NAVRESHQ	Naval Reserve Headquarters (Québec City, QC)





- NDHQ National Defence Headquarters (Ottawa, ON)
- NRD Naval Reserve Division
- NSN NATO Stock Number
- OEM Original Equipment Manufacturer
- OR Observation Report
- PM Planned Maintenance
- PRM Progress Review Meeting
- PWGSC Public Work and Government Services Canada
- QA Quality Assurance
- R&O Repair and Overhaul
- RSPL Recommended Spare Parts List
- SOW Statement of Work
- STTE Special Tools and Test Equipment
- UCR Unsatisfactory Condition Report

INTERPRETATION:

“Diving, Recompression In Service Sustainment Project” or “Project” means the Work required to be done by the terms of the Contract including, without limitation, this Statement of Work.

1. DIVING, RECOMPRESSION IN SERVICE SUSTAINMENT PROJECT (DRISSP)

1.1 PURPOSE

1.1.1 This Statement of Work (SOW) defines the requirements of An In service Sustainment Project (ISSP) for the Department’s Diver’s Recompression Chambers and designated Diving systems (hereafter referred to in total as “the equipment”).



## 1.2 INTRODUCTION

1.2.1 This SOW defines the overarching support activities required from the Contractor. Specific support requirements and particulars of the equipment included in the ISSP are defined in the Equipment Dossiers at Annex A. The overarching support activities encompass the areas of project management, documentation, maintenance, logistics, and quality management. Each Equipment Dossier will contain the following:

1.2.1.1 The equipment particulars including description and a list of main components;

1.2.1.2 The equipment uses, frequency of use, and location;

1.2.1.3 The equipment parts breakdown;

1.2.1.4 The equipment maintenance availability schedule;

1.2.1.5 The equipment planned maintenance (PM) routines;

1.2.1.6 The equipment Government Furnished Material (GSM);

1.2.1.7 A listing of applicable publications or documents;

1.2.1.8 A listing of Special tools or test equipment, and

1.2.1.9 Any other specific or particular support requirements pertaining to the equipment.

## 1.3 OBJECTIVES

1.3.1 The objectives of the ISSP are:





1.3.1.1 To maintain the equipment within the designated maintenance periods and within the fiscal constraints of the ISSP's budget.

1.3.1.2 To ensure that the equipment is maintained in accordance with the applicable regulatory requirements and standards as identified in Section 1.7 and the planned maintenance plans defined in the Equipment Dossier; and

1.3.1.3 To obtain goods and services for the equipment in a way that provides best value for money.

#### 1.4 AREA OF OPERATIONS

1.4.1 The major fixed equipment designated under this contract is located at Esquimalt BC, Halifax NS, and Toronto ON. Other portable equipment is also held at these locations and in various Ships, Naval Reserve, Air Force and Army units across Canada. These Designated Units are listed in Annex B.

#### 1.4 EQUIPMENT AVAILABILITY

1.4.2 Some equipment, primarily fixed systems, will be made available to the Contractor for maintenance during a specified number of work periods each year. Work periods will include any test and trials required for work acceptance. If applicable, the number of work periods and work period duration is defined in the relevant Equipment Dossier.

1.4.3 For the purpose of these work periods, a week is defined as five consecutive calendar days. Contractor accessibility to equipment is normally 0800-1600 hrs. Monday through Friday or as alternatively arranged by the Contractor with Canada on a case by case basis.

1.4.4 Other equipment, due to the maintenance requirement and location may not have dedicated work periods. This will require the Contractor to consolidate and coordinate work on a case-by-case basis with the Designated Unit Coordinator.





1.4.5 The Contactor must remain flexible to changes in equipment availability due to events that will impact the work of the Contractor and the subcontractors. Many of these events cannot be forecasted in advance such as, emergencies or emergency exercises within the Unit or urgent operational requirements. Only costs attributable to delay and disruption to work impacted by these changes is allowed to be arising to the approved emergent work. The Contractor must manage all changes to the work, including the re-planning and coordination of the work, under the Monthly Management Fee.

## 1.5 CANADA'S DRISSP ORGANIZATION

1.5.1 Canada has designated a Technical Authority (TA), a Quality Assurance Manager (QA), a Requisition Authority (RA) to administer the Project, and a Contract Authority (CA) to administer this contract.

1.5.2 The TA resides within the organization of the Director Marine Equipment Programme Management for Non-Combatants (DMEPM (NC)) within the organization of the Director General Maritime Equipment Program Management (DGMEPM) in National Defence Headquarters (NDHQ). The TA carries out Canada's internal roles of Equipment Manager and Project Manager for the DRISSP.

1.5.3 The Designated Unit Coordinator will function as the Contractor point of contact for the local scheduling of maintenance and support of the equipment held at the Unit level.

1.5.4 The QA resides within the organization of the Director of Quality Assurance (DQA) within the organization of the Director General Material Systems and Supply Chain (DGMSSC), and will be responsible for the quality assurance inspection and audit aspects of the Project.

1.5.5 The RA resides within the organization of the Director Maritime Procurement 3 (D Mar P 3) within DGMEPM in NDHQ and will be responsible for managing DND's financial administration of the Project.

1.5.6 The CA resides in the Acquisitions Branch of Public Work and Government Services Canada (PWGSC) and will be responsible for the management of the contractual aspects of the Project.





## 1.6 CONTRACTOR RESPONSIBILITIES

1.6.1 The Contractor must provide the following management and support functions in order to meet the objectives of the DRISSP:

1.6.1.1 Project Management: The management of all Project activities and administrative requirements as detailed in Section 2 of this SOW;

1.6.1.2 Documentation Support: The control, custody, maintenance, upkeep, production, and distribution of all Project documentation as detailed in Section 3 of this SOW;

1.6.1.3 Maintenance Support: The management and provision of planned and corrective maintenance to the equipment as detailed in Section 4 of this SOW;

1.6.1.4 Logistic Support: The management and provision of materiel required for support of maintenance activities as detailed in Section 5 of this SOW;

1.6.1.5 Quality Management: The development, implementation, maintenance and management of a Quality Management System applicable to all Contractor and Sub-contractor activities as detailed in Section 6 of this SOW

1.6.2 The Contract Data Requirements List (CDRL) is located in Annex C and the Data Item Deliverables (DID) are located in Annex D. The Contractor must develop plans for each of the responsibilities listed in paras 1.6.1.1 through 1.6.1.5 in accordance with CDRLs. The Contractor must carry out their work in accordance with these plans. These plans must be reviewed and updated each year, as required.

1.6.3 The Contractor must have one or more offices in Canada at locations optimised to support operations Canada wide. The Contractor must ensure that a designated representative is available as a contact point for Canada during business hours (0800 hrs-1800 hrs) EST, Monday to Friday.





1.6.4 The Contractor must be responsible for addressing urgent support requirements in a manner and time frame acceptable to Canada.

1.6.5 The Contractor must be responsible for scheduling and performing maintenance and all test or trial activities within the maintenance availability schedule defined by Canada or, for equipment without defined maintenance availability, within dates as agreed between the TA and Contractor.

1.6.6 The Contractor must provide support as defined in this SOW and all Equipment dossiers.

1.6.7 The Contractor must perform the clerical work necessary to carry out the terms and conditions of this Contract with respect to the preparation, filing, and transmission of all forms, reports and correspondence, relating to the movement, accounting for, storage, repair, overhaul and quality control of materiel covered by this contract. The Contractor must keep all publications provided current by inserting all published amendments necessary for the performance of this contract.

1.6.8 The Contractor, must:

1.6.8.1 Ensure that the equipment meets the operational availability requirements as outlined in Annex E;

1.6.8.2 Ensure that the equipment is maintained in accordance with the applicable regulatory and classification society requirements as detailed in the Equipment Dossiers;

1.6.8.3 Ensure that the equipment is maintained in the approved configuration as detailed in the Equipment Dossiers;

1.6.8.4 Support the equipment in the most cost effective manner (quality, performance and price);

1.6.8.5 Ensure Contractor personnel and subcontractors are qualified to do the work for which they are responsible, and in accordance with the safety and environmental requirements, to ensure their personnel or subcontractors are competent to do the work on the equipment. This includes on-site audits of





suppliers as well as documentation audits for training records, Workman's Compensation records, policies, and work procedures for health and safety issues; and

1.6.8.6 Have Contractor and Sub-contractor personnel cleared to the required Security Requirements to perform the work, and to administrate Visit Clearances as emergent work.

## 1.7 REGULATORY, CLASSIFICATION AND RELATED REQUIREMENTS

1.7.1 This section lists regulatory, classification, and related requirements applicable to work carried out under the ISSP.

1.7.2 The Contractor must be responsible for contacting jurisdictional authorities and ensuring that all regulatory and legislative requirements are identified and satisfied throughout the life of the Project.

1.7.3 Other applicable Canadian Federal requirements include, but are not limited to:

1.7.3.1 Canada Labour Code;

1.7.3.2 Safety and Health Committees and Representatives Regulations;

1.7.3.3 Canadian Environmental Assessment Act (CEAA);

1.7.3.4 Canada Water Act and Regulations;

1.7.3.5 Canadian Centre For Occupational Health And Safety Act;

1.7.3.6 Canadian Environmental Protection Act (CEPA);

1.7.3.7 Federal Halocarbon Regulations;



1.7.3.8 Ozone-Depleting Substances Regulations, 1998;

1.7.3.9 Hazardous Material Information Review Act;

1.7.3.10 Hazardous Products Act;

1.7.3.11 Transportation of Dangerous Goods Act.

1.7.4 The Contractor must be responsible for identifying and complying with all applicable provincial, territorial, local, and municipal requirements.

1.7.5 Where applicable, Classification Society requirements are identified in each Equipment Dossier.

1.7.6 Compliance with the following common requirements where applicable:

1.7.6.1 Canadian Forces Technical Order (CFTO) C-67-010-091/MS-001 Oxygen Enriched Breathing Gas Distribution System Instruments Precision Cleaning Procedures;

1.7.6.2 CFTO C-87-010-000/TB-001 Fire hazards in High Pressure Oxygen Systems;

1.7.6.3 CFTO C-87-010-000/TB-003 Technical Bulletin (marine) Cleaning Method for Small Parts in Diver Support Systems Containing Less than 34.5 Bar Oxygen;

1.7.6.4 CFTO C-67-010-091/MS-002 Cleaning Requirements and Procedures for Pressure Gauges in Breathing Air Systems;

1.7.6.5 CFTO C-87-010-000/TB-004 Technical Bulletin (Marine) Cleaning Policy for CF Diving and Breathing Gas System, Equipment and Parts.





1.7.7 Naval materiel assurance standards may be developed and implemented as Emergent Work.

## 1.8 CANADA'S RIGHTS AND RESPONSIBILITIES

1.8.1 Canada will retain responsibility for the Government Furnished Equipment (GFE) and supplies listed in the Equipment Dossiers.

1.8.2 Canada will normally provide the following services in the Designated Units for work on site:

1.8.2.1 Appropriate electrical power supply;

1.8.2.2 High Pressure (HP) Air meeting diver air quality standards;

1.8.2.3 Potable water;

1.8.2.4 The disposal of domestic garbage;

1.8.2.5 A work area comprising work bench and lighting, and

1.8.2.6 A change area and washroom facilities.

1.8.3 Canada also reserves the right at any time during the Project:

1.8.3.1 To seek advice and assistance from Canada's technical agencies;

1.8.3.2 To perform or have performed technical investigations and engineering studies by Canada's internal or third party agencies;





1.8.3.3 To have any work or inspections described in the SOW performed by the Fleet Maintenance Facilities, a Fleet Diving Unit or another third party. The Contractor must remain responsible for Management of the Project by maintaining records and updating the Management documentation to reflect work performed under these circumstances. Advance notification by Canada, to the extent reasonably possible under the circumstances at the time, will be provided;

1.8.3.4 To modify at short notice an equipment's operational or maintenance profile and to amend or change the duration of any work period as dictated by operational requirements. Actual costs associated with any such change will be reimbursed by Work Order or amendment to an existing Work Order.

## 1.9 DEFINITION OF ITEMS NOT INCLUDED IN THE MONTHLY MANAGEMENT FEE (MMF)

1.9.1 The following work elements are not part of the MMF and are emergent work conditional upon approval by Canada. All elements not included in this list must be part of the MMF.

### 1.9.1.1 SOW Section 1.0 Introduction

1.9.1.1.1 Only Contractor or Sub-contractor work impacted by changes to the Equipment's availability are allowed to be arisings. (SOW reference para 1.6.5).

1.9.1.1.2 The Contractor must have Contractor and Sub-contractor personnel cleared to the required Security Requirements to perform the work, and to administrate Visit Clearances as Emergent Work. (SOW reference para 1.6.8.6).

1.9.1.1.3 Naval materiel assurance standards may be developed and implemented as Emergent Work (SOW reference para 1.7.7)

1.9.1.1.4 Parking charges will be paid as emergent work.

1.9.1.1.5 Translation work.



#### 1.9.1.2 SOW Section 2.0 Project Management

1.9.1.2.1 Additional plans required for the disposal of obsolete equipment or parts (SOW reference para 2.1.2)

1.9.1.2.2 Changes to the Safety Management Plan due to changes in DND internal regulations (not mandated by national or international regulatory agencies), the Contractor or Sub-contractor participation in any safety drills, and the training of DND staff due to changes in the Safety Management Plan are all considered emergent work. (SOW reference para 2.4.4)

1.9.1.2.3 Changes to the Environmental Management Plan due to changes in DND internal regulations alone (not mandated by regulatory agencies outside of DND), Contractor or Sub-contractor participation in any environmental drills and training of DND staff and changes to onboard documentation as a result of changes to the Environmental Management Plan are all considered emergent work. (SOW reference para 2.5.4)

#### 1.9.1.3 SOW Section 4.0 Maintenance Support

1.9.1.3.1 Classification Society work must be considered emergent work. (SOW reference para 4.3.5)

1.9.1.3.2 Contractor or Subcontractor activities in support of Air quality tests are emergent work, including any sample testing costs. (SOW reference 4.3.6)

1.9.1.3.3 Actual Contractor or subcontractor costs for Preventive and Corrective work (SOW reference paras 4.4.1, 4.5.1)

1.9.1.3.4 Only new PM amendments due to changes in DND policy or change of equipment will be emergent work authorized through the use of a Work Order.(SOW reference para 4.4.2),

1.9.1.3.5 The replacement of equipment or provision of new Special Tools and Test Equipment (STTE) is the responsibility of Canada and may be purchased through a Work Order (SOW reference para 4.7.1)



#### 1.9.1.4 SOW Section 5.0 Logistic Support

1.9.1.4.1 The Contractor must be responsible for managing and providing all materials including all parts, equipment, oils, greases and lubricants required for the complete logistic support of the equipment. Actual costs for all materials, parts and consumables are billable through a Work Order. (SOW reference para 5.2.1)

1.9.1.4.2 Replacement cost of Designated Unit held spares. (SOW reference para 5.3.2)

#### 1.9.1.5 SOW Section 5.5 Disposal

1.9.1.5.1 Only the movement of disposal items requiring special handling as defined in para 5.6.2 is emergent work. (SOW reference para 5.6.2)

1.9.1.5.2 Hazardous materials removed that cannot be returned to Base Supply. (SOW reference para 5.6.2)

1.9.1.5.3 Where Canada has declared equipment or material as surplus, the Contractor must conduct documentation, maintenance and logistics activities required to prepare the equipment or material for transfer to Crown Assets Distribution or direct disposal as tasked by Canada. This work will be initiated and authorized in accordance with the Work Request Administrative Procedures as described in the Contract. (SOW reference para 5.6.1)

#### 1.9.1.6 SOW Section 6.4 Tests and Trials

1.9.1.6.1 Special equipment that must be borrowed or leased that is required for tests and trials (SOW reference para 6.4.4)



## 2. PROJECT MANAGEMENT

### 2.1 GENERAL

2.1.1 Project management for the DRISSP encompasses the activities and administrative requirements for initiating, planning, executing, controlling, and closing-out all work including procurements performed under the DRISSP by the Contractor and its Sub-contractors. This work is detailed in the Project Management Plan. The Contractor must produce, implement, maintain and update a Project Management Plan, in accordance with CDRL.

2.1.2 The Contractor must provide all project management at no additional cost to Canada including the various projects that will be managed by the Contractor and its Sub-contractors which include, but are not limited to: corrective maintenance repair specifications, procurements; and disposal of obsolete equipment and parts.

2.1.3 All projects as described in para 2.1.2 will have a Project Management Plan separate from the DRISSP Project Management Plan, but will contain only those items that are relevant to the planning, implementation and completion of the project.

2.1.4 The Contractor must produce a Contract Master schedule, in accordance with CDRL.

2.1.5 The Contractor must produce a Risk Management plan, in accordance with CDRL.

### 2.2 PROJECT MANAGEMENT ORGANIZATION

2.2.1 As part of this overall Project Management Organization the Contractor must employ, as a minimum, a different person for each of the following key personnel:

2.2.1.1 One (1) Project Manager;





2.2.1.2 One (1) Logistics Manager;

2.2.1.3 One (1) Quality Assurance Manager

2.2.1.4 One (1) Support Supervisor to manage maintenance and conduct day-to-day business with Canada's offices and Designated Units.

2.2.2 The Project Manager must have a minimum of five (5) years of experience in project management in the last ten (10) years.

2.2.3 The Logistics Manager must have a minimum of five (5) years of experience in logistic management in the past ten (10) years.

2.2.4 The Quality Assurance Manager must have a minimum of five (5) years of experience in a quality assurance field in the past 10 years. Experience should be in one or more of the following: Diving equipment, medical compressed gas systems or compressed gas breathing systems.

2.2.5 The Support Supervisor(s) must have a minimum of five (5) years of experience in the last ten (10) years in the management and technical maintenance of diving equipment.

2.2.6 The Contractor may designate additional key personnel. The position, function, and work description for any additional key personnel must be clearly defined and reflected in the organization's description. The work descriptions for all additional key personnel must include specific levels of post-secondary school education or trade certification. Key persons must not be named to more than one (1) position (no one can be double-hatted).





2.2.7 The Contractor must ensure that back-up personnel of equivalent qualification and experience are available to replace key personnel during absences without disruption to the Project.

2.2.8 The Personnel Categories and qualifications for persons who are not Key Personnel are located in Annex F.

### 2.3 PROJECT WORK BREAKDOWN STRUCTURE

2.3.1 The Contractor must produce and deliver a work breakdown structure (WBS) for the Project, in accordance with CDRL.

### 2.4 SAFETY MANAGEMENT

2.4.1 The Contractor must produce, implement, maintain, and update a Safety Management Plan, in accordance with CDRL . Significant or urgent matters must be reported immediately to the TA and relevant Designated Unit Coordinators operating the equipment of interest.

2.4.2 The Contractor must be responsible for all activities associated with safety management including but not limited to participation in Joint Committees or Working Groups, and the conduct of any safety drills planned and executed by the Contractor.

2.4.3 The Contractor must also be responsible to update their Safety Management Plan as new rules (regulatory changes) are introduced. This includes all Contractor training.

2.4.4 Changes to the Safety Management Plan due to changes in DND internal regulations alone (not mandated by regulatory agencies outside of DND), the updating of Unit safety documentation, Contractor or Sub-contractor participation in any safety drills, and the training of DND staff due to changes in the Safety Management Plan are all considered emergent work.



## 2.5 ENVIRONMENTAL MANAGEMENT

2.5.1 The Contractor must produce, implement, maintain, and update an Environmental Management Plan, in accordance with CDRL.

2.5.2 The Contractor must be responsible for all activities associated with environmental management including but not limited to participation in Joint Committees or Working Groups, and the conduct of any environmental drills planned and executed by the Contractor. This includes all Contractor training.

2.5.3 The Contractor must also be responsible to update their Environmental Management Plan as new rules (regulatory changes) are introduced.

2.5.4 Changes to the Environmental Management Plan due to changes in DND internal regulations alone (not mandated by regulatory agencies outside of DND), the updating of Unit environmental documentation, Contractor or Sub-contractor participation in any environmental drills, and the training of DND staff due to changes in the Environmental Management Plan are all considered emergent work.

## 2.6 MONTHLY PROGRESS REPORTS

2.6.1 The Contractor must prepare and submit a Monthly Progress Report (MPR), in accordance with CDRL.

## 2.7 ANNUAL PROGRESS REPORTS

2.7.1 The Contractor must prepare and submit to Canada an Annual Progress Report, in accordance with CDRL.





## 2.8 OBSERVATION REPORTS

2.8.1 The Contractor must prepare and submit Observation Reports (OR), conveying information similar to a DND Unsatisfactory Condition Reports (UCR), to the TA in accordance with CDRL.

## 2.9 PERIODIC REPORTS

2.9.1 The Contractor must submit the following reports as amplified in the CDRLs:

2.9.1.1 Observation/Unsatisfactory Condition Report: CDRL

2.9.1.2 Monthly Progress Report: CDRL

2.9.1.3 Annual Report: CDRL

2.9.1.4 Project Close-Out Plan: CDRL

2.9.1.5 Monthly PM Report: CDRL

2.9.1.6 Monthly CM Report: CDRL

2.9.1.7 Work Period Schedule: CDRL

2.9.1.8 Work Period Completion: CDRL

2.9.1.9 Inventory Report CDRL

2.9.1.10 Summary of Open Purchase Orders: CDRL





2.9.2 Canada reserves the right to change the periodicity of delivery and to add to or remove from the list of reports through contract amendment.

## 2.10 PROGRESS REVIEW MEETINGS

2.10.1 Progress Review Meetings (PRMs), chaired by the CA, must be conducted between the Contractor and Canada. These meetings must encompass the total Project status as of the review date and must identify all known problem areas. The Contractor must ensure that all necessary Project data, personnel, and facilities are available for each meeting to deal with the agenda items. Any issues left unresolved by the Contractor during the meeting must be addressed within forty-eight (48) hours of the meeting.

2.10.2 PRMs will initially be convened monthly as required for the first 6 (six) months after contract award, on the last Thursday of each month, and will then be convened every fourth month as required for the remainder of the contract. The Kick-off meeting must take place in the next full month after contract award. PRMs must take place at the Contractor's premises or by alternate means acceptable to Canada. The PRM venue and timings may be amended as agreed by both parties.

2.10.3 The Contractor must submit a proposed meeting agenda to Canada, in accordance with CDRL. Canada will issue the final agenda to the meeting participants.

2.10.4 The Contractor must prepare minutes of PRMs in accordance with CDRL.

## 2.11 SUB-CONTRACT MANAGEMENT

2.11.1 The Contractor must be responsible for the selection, engagement, management and quality of all sub-contracted work including that performed by Field Service Representatives (FSR) or a licensed repair agent. An FSR must be a certified representative of the equipment or system manufacturer. Canada may direct the Contractor to use a particular Original Equipment Manufacturer (OEM) or FSR.





## 2.12 INFORMATION MANAGEMENT

2.12.1 The Contractor must utilize an information management system (IMS) capable of the following:

- 2.12.1.1 Cost Control;
- 2.12.1.2 Documentation Management;
- 2.12.1.3 Maintenance and Logistic Management, and
- 2.12.1.4 Configuration Management.

### 2.12.2 Cost Control System

2.12.2.1 The Cost Control System must be capable of identifying, by equipment, Unit and Work Order Number:

- 2.12.2.1.1 Work Order Date;
- 2.12.2.1.2 Work Order description;
- 2.12.2.1.3 Activity type (planned maintenance, corrective maintenance, repair and overhaul, logistic support);
- 2.12.2.1.4 Planned Maintenance Routine Identifier if applicable;
- 2.12.2.1.5 Labour-hours, labour and material costs as applicable;
- 2.12.2.1.6 Related Work Orders;



2.12.2.1.7 Work Order amount committed to and amount paid (Goods and Services Tax/Harmonized Sales Tax included (GST/HST));

2.12.2.1.8 Cumulative Work Order amount committed to and not yet paid;

2.12.2.1.9 Related purchase orders;

2.12.2.1.10 The Contractor personnel or supplier of Sub-contractor performing work, and

2.12.2.1.11 Warranty period and issues if applicable.

2.12.2.2 The Cost Control System must be capable of identifying, by equipment, Unit and Work Order Number by contractor or sub-contractor :

2.12.2.2.1 Purchase Order number and associated Work Order number;

2.12.2.2.2 Purchase Order date;

2.12.2.2.3 Purchase Order description;

2.12.2.2.4 Supplier;

2.12.2.2.5 Purchase Order amount committed (GSTi/HSTi);

2.12.2.2.6 Cumulative Purchase Order amount paid; and

2.12.2.2.7 Contractor or Sub-contract Amount Remaining.

2.12.2.3 The Cost Control System must be capable of performing maintenance cost trend analysis by equipment.

2.12.3 Documentation Management System



2.12.3.1 The Documentation Management System must be capable of managing all technical documentation relating to the equipment. The Documentation Management System must be capable of:

2.12.3.1.1 Tracking the contents and revision status of all Log books, tests and trial agenda, Classification Society reports, surveys, reports, publications, and manuals that make up the supporting documentation for the equipment;

2.12.3.1.2 Indexing by equipment, investigations, test and trial results, certificates, and reports generated by the Contractor or provided by Canada, and

2.12.3.1.3 Providing access to and download through an E-room, FTP site or other electronic method to Canada, all engineering studies, investigations, test and trial results, certificates, and reports generated by the Contractor.

#### 2.12.4 Maintenance and Logistics Management System

2.12.4.1 The Maintenance and Logistics Management system must be capable, as a minimum, of the following:

2.12.4.1.1 Manage, track, schedule and plan all planned maintenance and manage, track and schedule corrective maintenance;

2.12.4.1.2 Coordinate and allocate resources and provide a workload levelling function;

2.12.4.1.3 Manage stock, including consumables and spare parts, inventory management and procurement function;

2.12.4.1.4 Able to use condition based, time based and running hour based scheduling, and

2.12.4.1.5 Produce, edit and store all maintenance routines.





## 2.12.5 Configuration Management System

2.12.5.1 The Configuration Management System must be capable of managing and tracking TA approved changes to the equipment's baseline configuration. The Configuration Management System must be capable of tracking configuration status by:

- 2.12.5.1.1 Equipment name and system;
- 2.12.5.1.2 Authorization for change in configuration
- 2.12.5.1.3 Changes to documentation, parts lists or stock holdings
- 2.12.5.1.4 Work orders used to implement change.

## 2.12.6 Stand-up of the Information Management System (IMS)

2.12.6.1 At contract award, Canada will provide to the Contractor the following material:

- 2.12.6.1.1 Publications, reports, observations and maintenance status of the equipment, and
- 2.12.6.1.2 Stock holdings to be transferred to the Contractor.

2.12.6.2 The Contractor must be responsible for transferring and maintaining all material onto the Contractor's IMS system.





2.12.6.3 The Contractor must demonstrate the IMS for acceptance by Canada, and the IMS must be fully operational and accessible to all Canada users in accordance with Transition Plan, CDRL

2.12.6.4 The Contractor must maintain, and update operating manuals for the IMS as required.

2.12.6.5 The Contractor must provide training for up to six (6) of Canada's personnel in one session per Contract Year, to be held in Ottawa.

2.12.6.6 The Contractor must establish and provide a Help Desk function for IMS software support under the MMF.

2.12.6.7 The Contractor must be responsible for providing software support to Canada for each of the IMS applications under the MMF.

2.12.6.8 The Contractor must protect the IMS against computer viruses and other potential loss or damage. In the event of any such occurrence, the Contractor must be responsible for bringing the affected systems back on line and restoring all lost or damaged data.

2.12.6.9 All IMS software, documentation and data must be the property of Canada and must be turned over to Canada at the close-out of the Contract.

## 2.13 WORK REQUEST ADMINISTRATIVE PROCEDURES

2.13.1 Work to be performed under a Work Order must be authorized in accordance with the following procedures:





2.13.1.1 Step 1-Either the Contractor, the TA or Designated Unit may identify Emergent work. If the Contractor or Designated Unit makes identification, the Work Order must be forwarded to the TA, as applicable, for review and concurrence;

2.13.1.2 Step 2- Upon review, the TA will either cancel the Work Order or forward it to the Contractor to submit a bid price;

2.13.1.3 Step 3- The Basis of Payment for the Work Order must include a ceiling price, through which the Contractor is bound to complete the prescribed work without additional payment whether or not actual costs exceed the Ceiling Price. The price proposal must be computed in accordance with the Contract "Basis of Payment", with acceptable price support and price breakdown, as defined in Contract Article "Price Support and Sourcing".

2.13.1.4 Step 4- The TA, RA and/or the CA will then review the Work Order and price. Canada may request any clarifications or negotiate any modifications, resulting in a Work Order Amendment from the Contractor. Canada will either (i) notify the Contractor that the proposed Work Order will not be approved or (ii) authorize the Work Order and return it to the Contractor for action;

2.13.1.5 Step 5- The Contractor must complete the work under the Work Order within the time frame and price stated in the approved Work Order;

2.13.1.6 Step 6- Once the work under the Work Order has been performed, the Contractor will return the Work Order to the TA. A determination of work completion will be subject to the TA's acceptance of the completed work.

2.13.1.7 Step 7- If the work is acceptable, the Work Order will then be returned to the Contractor for invoicing and subsequent payment.

2.13.2 Any change(s) in a Work Order must be authorized in writing by the TA using the procedure specified as above, and incorporated as an amendment to the Work Order.

## 2.14 PROJECT CLOSE-OUT





2.14.1 The Contractor must produce a Project Close-out Plan, in accordance with CDRL.

## 2.15 TRANSITION PLAN

2.15.1 The Contractor must create a Transition Plan incorporating the guidance in CDRL for transferring and transitioning existing DND support responsibilities to the Contractor. Equipment operations must not be interrupted during the transition.

2.15.2 Transfer is defined as the change of responsibility for the equipment support from DND to the Contractor. Transition is the physical movement of the Technical Data and materiel owned by Canada to the Contractor after validation by Canada.

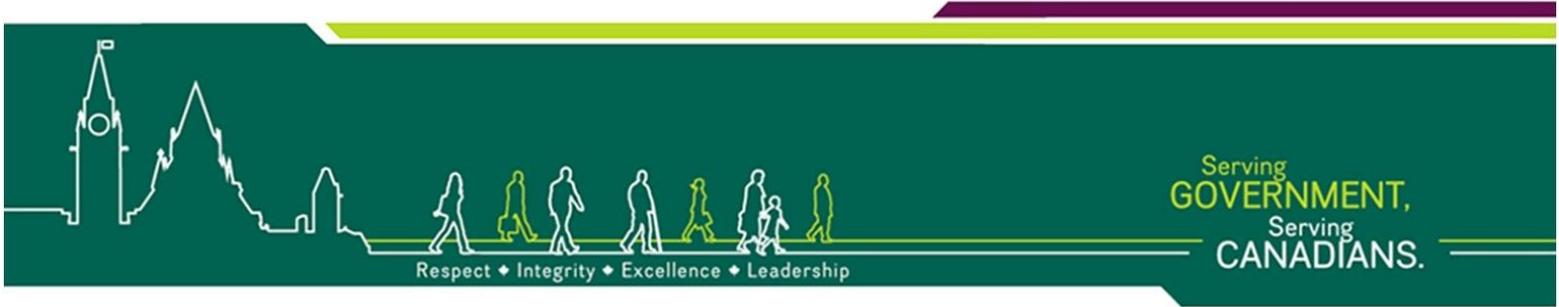
2.15.3 A list of materiel owned by Canada for which the Contractor must take responsibility will be provided to the Contractor in accordance with the Transition Plan and will be audited by the contractor on receipt. Some of this material is considered Hazardous Material. Other material and Government Furnished Equipment lists are detailed in the Equipment Dossiers.

2.15.4 The Contractor's Transition Plan will have the following constraints:

2.15.4.1 Transition must be complete no later than 6 months after Contract Award, and

2.15.4.2 To ensure the Contractor has the planning and procedures in place to safely manage the Contract in accordance with the SOW, no transition or transfer of responsibilities, equipment, materiel, or Data can take place until the plans required in the SOW are accepted by Canada;





2.15.5 The following proposed milestone guidance in Months After Contract Award (MACA) for Transition and Transfer is provided for planning purposes:

MACA Action:

- 0 Contract Award;
- 1.5 All plans delivered to Canada;
- 2 Plans Reviewed by Canada – revisions as required;
  
- 2 Maintenance – First Maintenance Meeting
- 3 Information Management System (IMS) – System populated;
- 3 Maintenance – Second Maintenance Meeting;
- 4 Materiel Procurement – Transition Complete;
- 5 IMS – Baseline Update;
- 5 Warehouse - Transition complete;
- 5 IMS – Update;
- 6 IMS – Fully populated and demonstrated to Canada’s satisfaction.

### 3. DOCUMENTATION SUPPORT

#### 3.1 GENERAL





3.1.1 The Documentation Support function encompasses control, custody, maintenance, upkeep, production, and distribution of all DRISSP documentation.

3.1.2 The Contractor must produce, implement, maintain and update a Documentation Support Plan, in accordance with CDRL.

## 3.2 DOCUMENT CONTROL

3.2.1 The Contractor must manage all data and documents related to this contract. The data and documents to be managed must consist, as a minimum, of the following:

3.2.1.1 Correspondence;

3.2.1.2 Sub-contracts and procurement invoices

3.2.1.3 Cost and financial data;

3.2.1.4 Technical databases;

3.2.1.5 Inventory lists and records;

3.2.1.6 Publications and manuals;

3.2.1.7 Quality assurance records, test and trial records, survey reports and certificates; and

3.2.1.8 Other equipment support related documents.





3.2.2 The Contractor must utilize the IMS Documentation Management module for the management of all documentation of the Project.

3.2.3 The Contractor must be responsible for reproduction and distribution of all documentation and amendments (partial list provided in 3.2.1).

3.2.4 For the duration of this contract, the Contractor must produce all documentation and reports in a format fully compatible with DND's latest version of MS OFFICE software unless otherwise directed.

### 3.3 STORAGE

3.3.1 The Contractor must provide storage and filing cabinet space to accommodate the volume of documentation as specified in each Equipment Dossier. Documentation must be safeguarded in a manner that ensures its physical protection and integrity. Storage, access and control procedures must be included in the Documentation Support Plan.

### 3.4 BILINGUAL DOCUMENTATION

3.4.1 The Contractor must maintain bilingual documentation in a bilingual format. The Contractor must neither produce nor translate documentation unless specifically tasked to do so by Canada. All requests for translation will be emergent work initiated through a work Order.

## 4. MAINTENANCE SUPPORT

### 4.1 GENERAL



4.1.1 The Maintenance Support function encompasses the management and provision of planned and corrective maintenance to the equipment.

4.1.2 The Contractor must produce, implement, maintain and update a Maintenance Support Plan, in accordance with CDRL.

#### 4.2 MAINTENANCE CONCEPT

4.2.1 The maintenance concept for the equipment will be detailed in each Equipment Dossier. Generally, planned maintenance is time based (calendar or hour meter), and corrective maintenance is based on repair by replacement or overhaul methods to restore an equipment or system to its baseline condition.

#### 4.3 MAINTENANCE RESPONSIBILITIES

4.3.1 Each Equipment Dossier will contain instructions and schedules for planned maintenance carried out by the Designated Unit staff. This information is replicated in the IMS described in Section 2.12.4. These maintenance activities will generally be limited to husbandry tasks and routine planned maintenance.

4.3.2 Corrective maintenance carried out by the Designated Units' staff will be limited to replacement of components dependent on the level of training of the operator or technician.

4.3.3 The Designated Units' staff will be responsible for recording completion of staff maintenance and forwarding this information to the Contractor. The Contractor must be responsible for updating the IMS on a monthly basis. The Contractor must obtain any other maintenance data for maintenance performed by Canada or other designated third parties and update the IMS.





4.3.4 The Contractor must be responsible for management and replenishment of Designated Unit spares and maintenance material. Replenishment activities must be reported in the Monthly Progress Report, in accordance with CDRL.

4.3.5 Classification Society work must be considered emergent work.

#### 4.4 PLANNED MAINTENANCE

4.4.1 Planned maintenance routines are emergent work and must be initiated and authorized in accordance with the Work Order Administrative Procedures in the Contract.

4.4.2 The Individual Equipment Dossiers contain the instructions and schedules for planned maintenance that must be conducted by the Contractor. Periodically PM routines will be reviewed by Canada and the Contractor for the purpose of amending or adding/creating as required. Only the work to create a new (did not previously exist) PM routine or the work to update a PM routine caused by a change in DND policy or practice will be emergent work authorized through the use of a Work Order.

4.4.3 Materials used by the Contractor for planned maintenance must be exactly as specified in the maintenance instruction. Substitutes require Canada's authorization before they are used.

4.4.4 The Contractor must submit a Monthly Planned Maintenance (PM) Report, in accordance with CDRL.

4.4.5 Lifting appliance testing or pressure vessel inspection by the Contractor requires suitably qualified personnel that meet the provincial experience and knowledge requirements for testing/inspection in the province where the testing or inspection takes place. The Contractor must be responsible for conducting the lifting appliance testing or pressure vessel inspection under the Monthly Management Fee (MMF), which includes inspection, testing, and certification as listed in the applicable Equipment Dossier. The provision of third party assistance to support inspections or tests is emergent work. The Contractor must be responsible for maintaining a current record of test and inspection dates and results. The Contractor must submit a Test and Inspection Status Report in accordance with CDRL. The Contractor must report any serious deficiencies affecting equipment operation and safety by Observation Report.





4.4.6 Repairs or additional work that may arise as a result of planned maintenance will be initiated in accordance with Section 4.5. Canada reserves the right to defer planned maintenance to a later date.

#### 4.5 CORRECTIVE MAINTENANCE

4.5.1 Corrective maintenance is emergent work and must be initiated and authorized in accordance with the Work Order Administrative Procedures in Section 2.13.

4.5.2 The Contractor must submit a Monthly Corrective Maintenance Report in accordance with CDRL.

#### 4.6 WORK PERIODS AND MAINTENANCE SCHEDULING

4.6.1 The work periods for the equipment is defined in its respective Equipment Dossier. Corrective Maintenance arising outside of scheduled work periods must be scheduled as directed by Canada

4.6.2 The Contractor must be responsible for scheduling all maintenance activities.

4.6.3 The Contractor must submit a detailed Work Period Schedule in accordance with CDRL

4.6.4 The Contractor must submit to the TA a Work Period Completion Report, in accordance with CDRL.

4.6.5 The Contractor must utilize the IMS Maintenance and Logistic Management module to manage all maintenance and logistic support activities. The Contractor must maintain and update the IMS on a continuous basis such that the information available to the TA must not be older than three (3) days.

4.6.6 Some equipment does not have dedicated work periods. This will require the Contractor to coordinate work on a case-by-case basis with the Designated Units via the TA.





#### 4.7 SPECIAL TOOLS AND TEST EQUIPMENT

4.7.1 Each Equipment Dossier will identify any special tools and test equipment, including related spares and publications, required for performing maintenance activities. The Contractor must be responsible for the storage, maintenance, calibration, certification, and repair of all special tools and test equipment. Canada owns the special tools and test equipment. .

#### 4.8 REPAIR AND OVERHAUL

4.8.1 Upon completion of a corrective maintenance activity, the Contractor must assess the potential for reuse of any replaced items and advise the TA on the cost effectiveness of repair. A repairable spare is one that may be repaired and returned to service (possible examples could be a circuit card, regulator or motor). A consumable spare is one having a low dollar value or has no repair potential (e.g. gaskets, seals, hoses, fan belts, etc.). The Contractor must be responsible for the repair and overhaul of repairable components as authorized by the TA via a Work Order.

### 5. LOGISTIC SUPPORT

#### 5.1 GENERAL

5.1.1 The Logistics Support function encompasses the management and provision of materiel required for support of maintenance and operational activities.

5.1.2 The Contractor must produce, implement, maintain and update a Logistic Support Plan, in accordance with CDRL.





## 5.2 LOGISTIC SUPPORT RESPONSIBILITIES

5.2.1 The Contractor must be responsible for managing and providing all material including parts, cleaners, gases, oils, greases and lubricants required for the complete logistic support of the equipment. Actual costs for all materials, parts and consumables are billable through a Work Order.

5.2.2 With the exception of GFE listed in each Equipment Dossier, all equipment and materials must be supported by the Contractor in accordance with the Logistic Support Plan.

5.2.3 The Contractor must be responsible for the storage and movement of all material within the Contractor's warehouse facilities.

5.2.4 Materiel and spare parts held by Canada, along with inventory lists, will be turned over to the Contractor in accordance with the Transition Plan, CDRL. The Contractor must assume responsibility for the spares and materiel.

## 5.3 LOGISTIC SUPPORT MANAGEMENT

5.3.1 Nominal sparing levels are included in each equipment Dossier. The Contractor must monitor consumption rates and advise the TA if changes to the sparing levels are required to meet operational availability and regulatory requirements.

5.3.2 The Contractor must ensure that spares required for maintenance are obtained in time to meet the equipment's operational availability requirements and must provide all spares required for maintenance carried out by the Designated Unit's staff.

5.3.3 The Contractor must monitor and replenish Designated Unit spares and stores to authorized levels. Replacement cost of Designated Unit spares and stores is authorized through a Work Order.

5.3.4 The Contractor must adopt the most cost-effective methods of operation to provide logistic support. For example, a spare or stock item must not be maintained or warehoused by the Contractor when it can be obtained readily from local commercial sources. Items maintained in stock are subject to verification by Canada's representatives and must be justifiable in terms of rationale for quantities held, warehousing requirements and physical condition.





5.3.5 The Contractor must utilize the IMS for the cataloguing and inventory control of all items of stock. Each transaction (receipt, issue, and invoice) must be cross-referenced to the appropriate Work Order so that a complete audit trail is maintained.

#### 5.4 WAREHOUSING AND INVENTORY CONTROL

5.4.1 The Contractor must provide segregated warehouse space optimally located to service the Designated Units, Canada wide. The segregated warehouse space must be capable of accommodating internally, the storage of all spares and stock items, the technical documentation, archived material (such as but not limited to: Work Orders and Purchase Orders), and the space required to facilitate handling and movement of the warehoused items. Additionally, sufficient segregated warehouse space will be required for equipment maintenance and remustering of material moving to or from Designated Units and the temporary storage of obsolete equipment for disposal. The Contractor must not store any items outdoors. The Contractor will be responsible for warehousing, handling and transporting HAZMAT. HAZMAT associated with equipment is listed in its respective Equipment Dossier. Typically, the materials involved are limited to Petroleum, Oil and Lubricants (POL), soda lime and cleaning agents.

5.4.2 When warehousing, receiving and issuing spares or stock, the Contractor must ensure that:

5.4.2.1 Identification and control of shelf life, perishable items, repairable stock and hazardous material is established;

5.4.2.2 Appropriate packing and preservation methods are utilized;

5.4.2.3 Receipt and issue procedures are established;

5.4.2.4 Product verification and inspection procedures are established to verify the acceptability of materiel, spare parts and equipment;





5.4.2.5 A stock location system is utilized to ensure efficient stock retrieval, storage and stocktaking;

5.4.2.6 Special tools and test equipment must be identified and controlled; and

5.4.2.7 A stocktaking program is established such that all stock items are inventoried at least annually, and that a complete stocktaking is conducted no later than six months prior to close out of the contract or as directed by Canada. The Contractor is responsible for replacing at its own cost, shortfall of inventory encountered.

5.4.3 The Contractor must monitor consumption rate trends and advise the TA as soon as any unusual activity is noted.

5.4.4 The Contractor must submit an Inventory Report, in accordance with CDRL.

5.4.5 The Contractor must be responsible for all internal warehouse handling and storage requirements.

## 5.5 PURCHASING PLAN

5.5.1 The Contractor must implement a purchasing plan to ensure that:

5.5.1.1 Cost-effective procedures are followed;

5.5.1.2 Documentation is maintained by stock number, identifying quantity, unit price, unit of issue, price extensions, transportation costs, customs and excise taxes, shipping and handling, and foreign currency;





5.5.1.3 The logistic support management system is updated for each item purchased, including anticipated delivery date and vendor;

5.5.1.4 Each purchase order is cross-referenced to the applicable Work Order and inventory control reorder signal, to provide an efficient audit trail; and

5.5.1.5 A summary by line item of open purchase orders is available to Canada upon request, in accordance with CDRL.

5.5.2 The Contractor must not undertake any spares procurement unless authorized by Canada in accordance with Section 2.13 (Work Order). Details of each item to be purchased, the quantities, the reason for purchase and the estimated cost breakdown must be provided.

## 5.6 DISPOSAL

5.6.1 The Contractor must supply to Canada, through the TA, their justification for every disposal recommendation. Material to be disposed of must be tagged by the Contractor citing reasons for disposal and then segregated until Canada (normally the TA), advises the Contractor of the disposal action to be followed, including disposal facility and if required, special disposal instructions for any controlled goods.

5.6.2 With the exception of DND catalogued materials or unless otherwise directed by Canada, disposal of all material must be directly through Canada Assets Distribution (CAD). Disposal of all DND catalogued materials must be through the designated Formation Supply Section to CAD. The Contractor must be responsible for delivery to the appropriate disposal facility any material declared obsolete, surplus, scrap, unserviceable or beyond economical repair by Canada. Only the movement of Hazardous Materials that cannot be returned to Base Supply is emergent work.

5.6.3 Handling and disposal of HAZMAT (e.g. used POL) by the Contractor must be handled in accordance with all applicable legislation.





5.6.4 The Controlled Goods Registration Program (CGRP) came into effect April 30, 2001 and is applicable to the DRISSP. Procurement, handling, maintenance and disposal of controlled goods by the Contractor must be in accordance with applicable legislation and procedures. Current requirements are such that the Contractor and any Sub-contractor likely to handle controlled goods must register with the Controlled Goods Registration Program (CGRP). In order to be eligible to obtain controlled goods in the solicitation process, the Contractor or Sub-contractor must provide their CGRP registration number. Details on how to register with the CGRP are available on line through Controlled Goods Canada website. Special disposal instructions for DND catalogued materials identified as a controlled good can be obtained from the Controlled Technology Access and Transfer (CTAT) office through the TA.

## 5.7 CONFIGURATION MANAGEMENT AND REPORTING

5.7.1 The Contractor must manage the baseline configuration of the equipment as defined in its Equipment Dossier. The Contractor must develop and implement configuration management procedures. Configuration management applies to systems, equipment, hardware and firmware.

5.7.2 The Contractor must utilize the Configuration Management module of the IMS to manage and track changes to the equipment baseline configuration. The Contractor must update the IMS within seven (7) days of implementing an authorized change to the equipment baseline configuration.

5.7.3 The Contractor must Update the Equipment Dossiers to incorporate TA authorized baseline configuration changes to the equipment. Update activities will be initiated by the TA and authorized by Work Order.

5.7.4 The Contractor must conduct a configuration audit on fixed and portable recompression chambers every five (5) years to verify conformance between the equipment and configuration reported in the respective Equipment Dossier. The results of the audit must be submitted to the TA in an Equipment Configuration Audit Report, in accordance with CDRL, and the Contractor must be prepared, if required,





to discuss the contents of the report with Canada. Configuration audits requested by Canada, other than the Configuration Audits conducted for fixed and portable recompression chambers, will be emergent work authorized through a Work Order.

## 6. QUALITY MANAGEMENT

### 6.1 GENERAL

6.1.1 Quality Management encompasses development, implementation, maintenance and management of a Quality System applicable to all Contractor and Sub-contractor activities performed under the DRISSP.

6.1.2 The Contractor must produce, implement, maintain and update a Quality Plan in accordance with CDRL.

6.1.3 The Contractor must be responsible for ensuring completed work undergoes a quality assurance process which must include inspection of the work at completion or throughout the work progress as necessary to assure the quality of the work. On completion of the work, the Contractor must observe and ensure the completion of the applicable set-to-work and trials of the equipment. Where that system interacts with other systems, a wider trial is required to ensure the correct function of these systems together.

### 6.2 QUALITY MANAGEMENT SYSTEM

6.2.1 The Contractor must have and implement a Quality Management System (QMS) that addresses all of the sections of ISO9001:2015 Quality Management Systems – Requirements.





6.2.2 ISO certification is not a specific requirement of the SOW. Contractors that are not ISO certified must have an equivalent system that addresses the 9001:2015 requirements.

6.2.3 The Quality Management System stated in Section 6.2.1 must be applied to all activities detailed in this SOW.

6.2.4 Results of the QMS activities must be made available to Canada if and when required.

6.2.5 All documents required by the quality management system must be controlled.

### 6.3 QUALITY MANUAL

6.3.1 The Contractor must submit to Canada a Quality Manual as part of the Quality Plan that describes the Quality Program for the DRISSP in accordance with ISO 9001:2015. The Quality Program must apply to all of the Contractor's and Sub-contractor's activities and must provide for:

6.3.1.1 The scope of the QMS;

6.3.1.2 The documented procedures established for the QMS or reference to them; and

6.3.1.3 A description of the interaction between the processes of the QMS.

### 6.4 TEST AND TRIALS





6.4.1 The Contractor must be responsible for coordinating and ensuring the completion of test and trials as necessary to support completion of maintenance activities and to demonstrate that the performance of the equipment satisfies the performance specified in the Equipment Dossier.

6.4.2 As part of the Test and Trials, the Contractor must also be responsible for:

6.4.2.1 Developing and implementing procedures to plan, schedule, conduct and evaluate test and trials, based upon trial agenda and test sheets;

6.4.2.2 Reporting deficiencies discovered and initiating corrective action;

6.4.2.3 Retaining all trial reports, certificates or certifications generated during this contract;

6.4.2.4 Proposing and identifying the requirement for new trials;

6.4.2.5 Maintaining existing trials agenda;

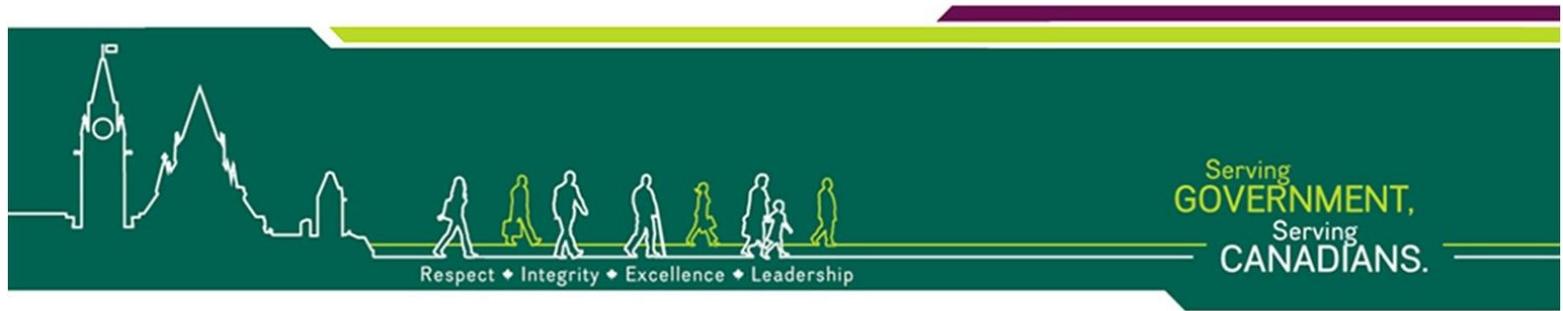
6.4.2.6 Proposing modifications to trials agenda as required; and

6.4.3 The Contractor must provide to the TA written requests and specific timings for the use of Canada's facilities and equipment that are considered essential for test and trials, but are not available commercially. Ninety (90) calendar days written notice is required.

6.4.4 Special equipment that must be leased and subcontracted support that is required for tests and trials are considered emergent work actioned through a Work Order.

6.5 CANADA'S ASSESSMENT OF COMPLIANCE





6.5.1 Canada must have the right to conduct or have conducted by an independent third party of Canada's choosing, Quality System Evaluations (QSE), process audits and product conformity assessments of any or all aspects of the ISS. This requirement does not relieve the Contractor of the QA responsibilities for all work carried out during the Contract. Canada, or its independent third party, must have unrestricted access to any area of the Contractor's or Sub-contractor's facilities in the course of conducting Government Quality Assurance audit and inspections. Canada's QSE may be conducted with a minimum of three working days notice.

6.5.2 For all other aspects on the assessment of conformance to the SOW, the Contractor must provide any assistance required by Canada for evaluation, verification, validation or release of product, as and when required.

