



**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**

Detection, Simulation and Optical Systems Division

Place du Portage III, 8C2

11 rue Laurier Street

Gatineau

Quebec

K1A 0S5

<b>Title - Sujet</b> WES LOI/RFI SEA LI/DDR	
<b>Solicitation No. - N° de l'invitation</b> W8486-217384/B	<b>Date</b> 2023-12-14
<b>Client Reference No. - N° de référence du client</b> W8486-217384	<b>GETS Ref. No. - N° de réf. de SEAG</b> PW-\$\$QT-004-29240
<b>File No. - N° de dossier</b> 004qt.W8486-217384	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> Eastern Standard Time EST <b>on - le 2024-01-22</b> Heure Normale de l'Est HNE	
<b>F.O.B. - F.A.B.</b> Specified Herein - Précisé dans les présentes <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input type="checkbox"/> <b>Other-Autre:</b> <input checked="" type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Eddy (QT Div), Kathie	<b>Buyer Id - Id de l'acheteur</b> 004qt
<b>Telephone No. - N° de téléphone</b> (873) 353-9727 ( )	<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>

**STATEMENT OF WORK  
FOR THE SUPPORT OF THE  
WEAPON EFFECTS SIMULATION (WES)  
INTERIM IN-SERVICE SUPPORT (ISS)  
SERVICE SUPPORT CONTRACTOR (SSC)**

**APPENDIX 5  
LOGISTICS STATEMENT OF WORK (LOG SOW)  
FOR  
REPAIR CONTRACTS**

*Issued on authority of the Assistant Deputy Minister (Material) (ADM (Mat))*

**OPI: DMPP 9-6 17/01/2019**

**Version: 02**

RECORD OF CHANGES

Date of change	Chapter
17 Jan 19	Entire document updated

## **FOREWORD**

The purpose of this Logistics Statement of Work (LOG SOW) is to provide special instructions and procedures required by the Contractor to provide Repair, Supply Support, Sustainment Support and related activities. The standard Department of National Defence (DND) LOG SOW has been adjusted to fit the scope of the WES contract.

The Contractor must read this LOG SOW in conjunction with the A-LM-184-001/JS-001 as it provides important information to assist the Contractor in managing government-owned materiel.

This LOG SOW is distributed on the authority of the Assistant Deputy Minister (Material) (ADM (Mat)).

It is important to understand the system of record (DRMIS) being used in DND and the various account structures in place. All of this information is located in Chapter 1.1 of the A-LM-184-001/JS-001.

**ACRONYMS AND ABBREVIATIONS**

<b>Abbreviation</b>	<b>Description</b>
CA	Contracting Authority
DND	Department of National Defence
NDQAR	National Defence Quality Assurance Representative
PA	Procurement Authority
SOW	Statement of Work

Figure A-1 List of Acronyms and Abbreviations

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## **1.0 OVERVIEW OF PUBLICATION**

### **1.1 System of Record**

- 1.1.1. DRMIS: **Defence Resource Management Information System (DRMIS)** provides total asset visibility of all Canadian Forces (CF) materiel, whether it is in use, in stock, or on a repair line. The Contractor's responsibilities related to management of the accounts in DRMIS are explained and outlined below. The Contractor, having access to DRMIS, must process required transactions as instructed in this publication.
- 1.1.2. The Contractor must obtain a PKI (Public Key Infrastructure) card in accordance with the recently implemented Two-Factor Authentication to access DRMIS.
- 1.1.3. The Contractor must refer to Chapter 1.1 of A-LM-184-001/JS-001 for further information on the System of Record.

### **1.2 Supply Accounts**

- 1.2.1. CRPA (Contractor Repair Parts Account) is a **DRMIS** provisioning account (\_P) with a serviceable and an unserviceable storage location.
- 1.2.2. SLOC (Storage Locations) are used to manage and warehouse National Spares.
- 1.2.3. The Contractor must refer to Chapter 8.2 of A-LM-184-001/JS-001 for further information on Supply Accounts.

### **1.3 Spares**

- 1.3.1. CIS (Contract Issue Spares) are government-owned materiel issued for incorporation into DND equipment undergoing repair and modification.
- 1.3.2. GFOS (Government-Furnished Overhaul Spares) are non-catalogued spare parts that are salvaged by the Contractor, on PA/NDQAR authority, from DND materiel undergoing repair, overhaul, re-life, or modification
- 1.3.3. AAS (Accountable Advance Spares) are spared that are purchased by the Contractor using DND funds, in order to support DND equipment.

### **1.4 GFE/GFI**

- 1.4.1. Government-Furnished Equipment (GFE) is government-owned equipment provided by DND to the Contractor, on a loan agreement, to be used during the contract period and returned in essentially the same condition at the end of the contract.
- 1.4.2. Government-Furnished Information (GFI) is any information that DND will provide to the Contractor to enable contract fulfillment.
- 1.4.3. The Contractor must refer to Chapter 1.3 of A-LM-184-001/JS-001 for further information on Spares.

**1.5. Extent of work/Types of equipment**

- 1.5.1. The Contractor must maintain and repair only those items for which they have received authorization.
- 1.5.2. The Contractor must refer to the Maintenance Concept, Appendix 3, for further information on the types of DND Equipment that are authorized for maintenance and repair.

**1.6. Repair process**

- 1.6.1. The Contractor must refer to Maintenance Concept flowchart, Appendix 3.

**2.0 RECEIPTS**

**2.1. Receipts**

- 2.1.1. The Contractor must receive, identify, inspect and distribute all incoming material, as well as process receipt documentation.
- 2.1.2. The Contractor must refer to Ch. 2.0 of A-LM 184 for complete instructions on how to process receipts.

**2.2. Selection notice observation message (SNOM)**

- 2.2.1. The Contractor must use a SNOM to report any or all observations to the Supply Manager or the DND Contract Manager.
- 2.2.2. The Contractor must refer to Chapter 2.1 of A-LM-184-001/JS-001 for further information on SNOMs.

**2.3. Discrepancies in shipments**

- 2.3.1. The Contractor must contact their supporting NDQAR/OCRS to report and action discrepancies in shipments.
- 2.3.2. The Contractor must act in accordance with Chapter 2.1 of A-LM-184-001/JS-001.

**2.4. Initial inspection of repairable material**

- 2.4.1. The Contractor may be authorized by DND TA to strip the equipment to assess its repair potential and to estimate costs.
- 2.4.2. The Contractor must refer to Chapter 2.3 of A-LM-184-001/JS-001 for further instructions on inspection of repairable material.

**2.5. Hazardous material and controlled goods**

- 2.5.1. The Contractor must exercise due diligence when carrying out duties and responsibilities associated with hazardous material and controlled goods.

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2.5.2. The Contractor must refer to Chapter 2.4 of A-LM-184-001/JS-001 for further information on HAZMAT and controlled goods.

**2.6. Work control**

2.6.1. The Contractor must ensure that the repair of all DND equipment is controlled by an internal serial numbered work order in accordance with Chapter 3.0 of A-LM-184-001/JS-001.

**3.0 COMPLETION OF WORK**

**3.1. Completion of work**

3.1.1. On completion of Repair, the Contractor must transfer the material from unserviceable Storage Location or Work Order to the serviceable Storage Location.

3.1.2. The Contractor must refer to Chapter 3.1 of A-LM-184-001/JS-001 for further information on completion of work.

**4.0 COST CONTROL**

4.1.1. The Contractor must monitor the cost of each repair to ensure that total repair costs remain within approved limits. While undergoing repair, total cost will be monitored by DND TA to determine whether or not to continue the repair.

4.1.2. The Contractor must refer to Chapter 5.0 of A-LM-184-001/JS-001 for more information on cost control.

**5.0 COSTING RECORDS**

**5.1. Costing Records**

5.1.1. The Contractor must prepare forms and maintain records in accordance with Chapter 6.0 of A-LM-184-001/JS-001.

**6.0 ENGINEERING & MAINTENANCE SERVICES**

**6.1. Engineering & maintenance services**

6.1.1. The Contractor must refer to Chapter 7.0 of A-LM-184-001/JS-001 for more information on engineering and maintenance services.

**6.2. DND 626 task authorization**

6.2.1. The Contractor must refer to Chapter 7.1 of A-LM-184-001/JS-001 for further information on DND 626 Task Authorizations.

**7.0 SUPPLY SUPPORT/SUSTAINMENT SUPPORT**

**7.1. Transaction documentation**

- 7.1.1. The Contractor must use the DND 2227 supply document when performing supply-related transactions. The Contractor may use their own templates, provided all of the same information appears on their templates.
- 7.1.2. The Contractor must refer to Chapter 8.1 of A-LM-184-001/JS-001 for more information.

**7.2. Stocktaking**

- 7.2.1. The PA, working with the supporting NDQAR, will initiate and have the Contractor carry out a 100% manual stocktaking. Additionally, the Contractor must perform a stocktaking at a minimum of once every two years or as indicated by Cycle Count Indicator.
- 7.2.2. The Contractor must refer to Chapter 8.5 of the A-LM-184-001/JS-001 for more information and the processes for Stocktaking.

**7.3. Warehousing**

- 7.3.1. The Contractor must provide appropriate warehousing and storage of government-owned materiel.
- 7.3.2. The Contractor must refer to Chapter 8.7 of A-LM-184-001/JS-001 for further information on Warehousing.

**7.4. Loss or damage to DND materiel**

- 7.4.1. The Contractor must report to the DND TA all instances of loss or damage to government-owned materiel in their custody within 2 working days of confirmation of its discovery.
- 7.4.2. The Contractor must refer to Chapter 8.8 of A-LM-184-001/JS-001 for further explanation and detail.

**7.5. Scrap - custody & disposal**

- 7.5.1. The Contractor must safeguard, control, and dispose of scrap material.
- 7.5.2. The Contractor must refer to Chapter 8.9 of A-LM-184-001/JS-001 for further explanation and detail on scrap materiel.

**7.6. Packaging**

- 7.6.1. The Contractor must adhere to commercial packaging best practices to assure maximum life, utility, and performance of materiel.
- 7.6.2. The Contractor must refer to Chapter 8.10 of A-LM-184-001/JS-001 for further explanation and detail on packaging.

**7.7. Transportation**

- 7.7.1. If the Contractor is required to return equipment back to DND, they must follow the terms and

conditions of the contract in place.

- 7.7.2. The Contractor must refer to Chapter 8.12 of the A-LM-184-001/JS-001 for more information pertaining to transportation.

## **8.0 PUBLICATIONS**

### **8.1 Publications**

- 8.1.1. The Contractor must document requirements for publications and submit to the PA. The Contractor must develop procedures to control all DND publications in their possession.

- 8.1.2. The Contractor must refer to Chapter 11.0 of A-LM-184-001/JS-001 for more information.

### **8.2 Disposal of publications**

- 8.2.1. When the Contractor no longer needs a publication, they must request disposal instructions from the CA and take action as directed.

- 8.2.2. The Contractor must refer to Chapter 11.2 of A-LM-184-001/JS-001 for more information.

## **9.0 OFFICE SERVICES**

- 9.1.1. The Contractor must perform the secretarial and clerical work necessary to carry out the terms of this contract with respect to the preparation, filing, and transmission of all forms, reports, and correspondence relating to the movement, accounting, storage, repair, overhaul, quality control, and investigation of materiel covered by this contract.

- 9.1.2. The Contractor must refer to Chapter 12.0 of A-LM-184-001/JS-001 for further explanation.

## **10.0 REPORTS**

### **10.1 Materiel management reports**

- 10.1.1. Reports are available to the Contractor in DRMIS or from their supporting NDQAR.

- 10.1.2. The Contractor must refer to Chapter 15.1 of A-LM-184-001/JS-001 for a complete list of reports available to the Contractor.

**1 GOVERNMENT FURNISHED INFORMATION LISTING**

**1.1 General**

- 1.1.1 DND will provide the Contractor with relevant documentation that relates to the WES equipment and other work that must be carried out by the Contractor.
  - 1.1.1.1 The Contractor will be provided with the latest versions of each of the documents listed in this Appendix.
  - 1.1.1.2 A soft copy version of all the documents will be provided by DND to the Contractor.
  - 1.1.1.3 An initial set of hard copy versions of all WES equipment field guides will be provided by DND to the Contractor.
- 1.1.2 The Contractor must use the information provided in the documentation when kitting personnel and installing or removing WES equipment from vehicles and weapon systems.
- 1.1.3 The Contractor must use the information provided in the documentation when training users in the operation of WES equipment.
- 1.1.4 Recommendations to modify any content of the documentation must be made by the Contractor to the DND WES TA.

**1.2 Documents**

- 1.1.5 The documents listed below can be broken down into the following categories:
  - 1.1.5.1 WES user training materials;
  - 1.1.5.2 WES soldier worn equipment manual;
  - 1.1.5.3 WES vehicle equipment installation and removal procedures manual; and
  - 1.1.5.4 WES equipment field guides and inventory cards.

<b>Subject</b>	<b>Document names</b>
WES Training Plan	WES Training Plan
WES Syllabi	001 Soldier Systems
	002 Non-shooter Vehicles
	003 Shooter Vehicles
	004 Observer Controller Trainers (OCT)
	005 Support Weapons
	006 Improvised Explosive Devices (IED)
	007 Portable Test Suite (PTS)
WES Lesson Plans (LP) and Enabling Objectives (EO)	LP-001 Soldier Systems Lesson Plan
	EO-03 Civilian Vest
	EO-04 Soldier Borne IED (SBIED)
	EO-06 Grenade

<b>Subject</b>	<b>Document names</b>
	EO-08 Integrated Harness Kit (IHK)
	EO-09 IHK Small Arms Transmitter (SAT)
	EO-10 Mirror Alignment Jig Assembly (MAJIK)
	LP-002 B-Fleet Vehicle training
	EO-01 Precision Gunnery System (PGS) B-Fleet Vehicles
	EO-01 Annex A MSVS
	LP-003 Shooter Vehicles
	EO-01 PGS Shooter Vehicles
	EO-01 Annex A Tactical Armoured Patrol Vehicle (TAPV)
	EO-02 PGS Non-shooter Vehicles
	LP-004 Observer Controller Trainers (OCT) Lesson Plan Overview
	EO-01 WES Equipment and Operations Lesson Plan
	EO-02 OCT equipment Lesson Plan
	EO-04 OCT Field After Action Report (AAR) Kit devices Lesson Plan
	EO-05 Field AAR Facility Equipment Lesson Plan
	EO-06 Universal Control Gun (UCG)
	WES-LP005 Support Weapons Lesson Plan
	EO-01 Carl Gustav Lesson Plan
	EO-01 Carl Gustav Handout
	EO-02 C16 Lesson Plan
	WES-LP006 IED Lesson Plan
	EO-01 Roadside IED Lesson Plan
	WES-LP-007 Portable Test Suite (PTS) Lesson Plan
	EO-01 PTS Equipment Start Up
	EO-02 PTS Shut Down
	EO-03 PTS Exercise Operations
	PTS Setup Handout

<b>Subject</b>	<b>Document Names</b>
PowerPoint (PPT) slide decks for the relevant lesson plans and EOs	LP01 EO-03 Civilian Vest PPT
	LP01 EO-04 SBIED PPT
	LP01 EO-06 Grenade PPT
	LP01 EO-08 IHK Harness PPT
	LP01 EO-09 IHK SAT PPT
	LP01 EO-10 MAJIK PPT
	LP02 EO-01 PGS B-Fleet Vehicle Training PPT

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	LP02 EO-01 Annex A MSVS PPT
	LP03 EO-01 PGS Shooter Vehicle PPT
	LP03 EO-01 Annex A TAPV EO PPT
	LP03 EO-02 PGS Non-Shooter Vehicle PPT
	LP04 EO-01 OCT WES Equipment and Operation PPT
	LP04 EO-02 OCT Equipment PPT
	LP04 EO-04A OCT Field AAR PPT
	LP04 EO-04B OCT Field AAR Devices PPT
	LP04 EO-05 OCT Field AAR Facility Equipment PPT
	LP04 EO-06 Universal Control Gun (UCG) PPT
	LP05 EO-01 Carl Gustav PPT
	LP05 EO-02 C16 PPT
	LP05 EO-03 Sniper Weapons PPT
	LP05 WES Familiarization PPT - OCT Course
	LP05 WES Overview PPT - OCT Course
	LP07 PTS setup PPT

<b>Subject</b>	<b>Document names</b>
WES Soldier Worn Equipment Manual	OM3136-1 Player Kit
	OM3136-1 Player Kit French
WES Vehicle Kitting and Dekitting Manual	MM3136-1 Vehicle Kit
	MM3136-1 Vehicle Kit French
WES System Overview Manual	System Overview Manual
	System Overview Manual French

<b>Subject</b>	<b>Document names</b>
WES Equipment Field Guides	07SBVE Person-worn Suicide Bomber Card
	07SBVF Person-worn Suicide Bomber Card French
	08SBVE Person-worn Suicide Bomber Card
	08SBVF Person-worn Suicide Bomber Card French
	BR001E LAV Vehicle Activation briefing
	BR005E Tank Vehicle Activation briefing
	IC30E MSVS/WUI User Card English
	IC30F MSVS/WUI User Card French
	IC3136-345210-3 TAPV Crew Comd WES User Interface (WUI) Card

<b>Subject</b>	<b>Document names</b>
	IC3136-345210-4 TAPV Crew Comd WUI Card French
	IC3136-345210-5 TAPV Loader WUI Card
	IC3136-345210-6 TAPV Loader WUI Card French
	IC3136-345210-7 TAPV WUI/Wireless Vehicle Kit (WVK) Setup Card
	ITAPV Gunner Card
	Leo2A4 Boresight Procedures
	OM03E Control Unit
	OM03F Control Unit French
	OM3136 IHK01E Person-worn Kit
	OM3136 IHK01F Person-worn Kit French
	OM3136 IHK02BIL Soldier Troubleshooting Bilingual
	OM3136 IHK03E MAJiK System
	OM3136 IHK03F MAJiK system French
	OM3136-04B MGSS Card Bilingual
	OM3136-04E Shooter Control Unit (CU)
	OM3136-04F Shooter CU French
	OM3136-09E UCG part 1
	OM3136-09E UCG Part 2
	OM3136-09F UCG part 1 French
	OM3136-09F UCG part 2 French
	OM3136-13E AAR equipment
	OM3136-13F AAR equipment French
	OM3136-14E Grenade Simulator Card
	OM3136-14F Grenade Simulator Card French
	OM3136-C16E C16 Alignment
	OM3136-C16F C16 Alignment French
	OM3136-RSB-01E Roadside Bomb Part 1
	OM3136-RSB-01F Roadside Bomb Part 1 French
	OM3136-RSB-02E Roadside Bomb Part 2
	OM3136-RSB-02F Roadside Bomb Part 2 French
	OM3136-RSB-03E Roadside Bomb Part 3
	OM3136-RSB-03F Roadside Bomb Part 3 French
	OM3136-RSB-04E Roadside Bomb Part 4
	OM3136-RSB-04F Roadside Bomb Part 4 French
	OM3136-RSB-05E Roadside Bomb Part 5
	OM3136-RSB-05F Roadside Bomb Part 5 French
	OM3136-RSB-06E Roadside Bomb Part 6
	OM3136-RSB-06F Roadside Bomb Part 6 French

Subject	Document names
	PTS Trailer Setup and Operation

Subject	Document name
Vehicle and Weapon Kit Inventory Cards with Basic Troubleshooting	IC01E LSVW Boxtop
	IC01F LSVW Boxtop French
	IC02E LSVW Soft Top
	IC02F LSVW Soft Top French
	IC03E LSVW Cable Layer
	IC03F LSVW Cable Layer French
	IC06E HLVW
	IC06F HLVW French
	IC07E HLVW Extended
	IC07F HLVW Extended French
	IC08E PUT Kit
	IC08F PUT Kit French
	IC09E HLVW PLS
	IC09F HLVW PLS French
	IC10E LAV-3/Coyote
	IC10F LAV-3/Coyote French
	IC10AE LAV-6
	IC10AF LAV-6 French
	IC11E MTVL/E/R
	IC11F MTVL/E/R French
	IC13E M577
	IC13F M577 French
	IC15E Leo2A4/A4M
	IC15F Leo2A4/2A4M French
	IC16E Bison
	IC16F Bison French
	IC18E LEO2 ARV
	IC18F LEO2 ARV French
	IC19E LEO2 AEV
	IC19F LEO2 AEV French
	IC20E LUVW C&R
	IC20F LUVW C&R French
	IC24E MPEV
	IC24F MPEV French
	IC28E EROC
	IC28F EROC French
	IC29E MSVS English

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	IC29F MSVS French
	IC3136-345210-1 TAPV
	IC3136-345210-2 TAPV French
	OM3136-C16E C16
	OM3136-C16F C16 French

## 1.0 GOVERNMENT FURNISHED EQUIPMENT LISTING

### 1.1 General

- 1.1.1 The Department of National Defence (DND) will provide the Contractor with relevant Government Furnished Equipment (GFE) that relates to work that must be carried out by the Contractor.
- 1.1.2 During the Transition-in period, the Contractor must sign a Loan Agreement that lists all GFE that will be on loan to the Contractor. The GFE must be physically counted and verified on-site by both the Contractor and representatives from DND. Once both parties have agreed upon the count, the Annex H - Loan Agreement (herein after referred to as the Loan Agreement) will be completed by DND and it must be signed by both the Contractor and DND.
- 1.1.3 After the Loan Agreement has been signed by both parties, DND will enter the list of GFE on the Loan Agreement into the Defence Resource Information Management System (DRMIS). The electronic record of the Loan Agreement on DRMIS will be live and kept up to date by the Directorate of Quality Assurance (DQA). It will be the record against which future inventory stocktaking will be performed.
- 1.1.3.1 For items being added to the Loan Agreement, the Contractor will confirm the items and quantity received, with a DND representative, and paperwork will be initiated by DND to add those items to the Loan Agreement on DRMIS.
- 1.1.3.2 For items being removed from the Loan Agreement, DND will initiate the paperwork necessary for the Contractor to return the items to Base Supply. The Contractor must then bring those items to Base Supply. After those items have been verified and received by Base Supply, DQA will remove them from the Loan Agreement on DRMIS.

### 1.2 Stocktaking

- 1.2.1 Manual stocktaking must be conducted by the Contractor in accordance with Article 10 of the Loan Agreement. The frequency of this stocktaking is based upon the Cycle Count Indicator code of each individual item as listed in DRMIS. The codes are included in Table A-9-1 below.
- 1.2.1.1 The Cycle Count Indicator codes found in Table A-9-1 mean the following:
- 1.2.1.1.1 E – stocktaking every year;
- 1.2.1.1.2 G – stocktaking every four years; and
- 1.2.1.1.3 H – random stocktaking, with a minimum of one year between an item's inventory stocktaking date. When required, the DND WES TA will provide an equipment list to the Contractor and a mutually agreeable stocktaking due date will be set.
- 1.2.1.2 The final date of signatures on the Loan Agreement at the start of the Contract will be the date used for calculating the yearly inventory cycle.

- 1.2.2 The Contractor must submit a report to the DND WES TA within 30 days of the date that a stocktaking was due. This signed report may be in the Contractor's format. The report must contain the following information as a minimum for each item being inventoried:
- 1.2.2.1 Storage location (SLOC in DRMIS);
  - 1.2.2.2 NATO stock number;
  - 1.2.2.3 Nomenclature;
  - 1.2.2.4 Manufacturer or OEM part number;
  - 1.2.2.5 Descriptive nomenclature;
  - 1.2.2.6 Quantity counted; and
  - 1.2.2.7 Date of the count.
- 1.2.3 The DRMIS listing of the Loan Agreement at the time of Contract close out will be the record of all accountable GFE which the Contractor must return to DND. This stocktaking will be conducted by both the Contractor and DND.
- 1.2.4 All items procured by the Contractor with DND funds throughout the term of the Contract become the property of DND. This includes items that would not normally be listed on the Loan Agreement such as batteries, office supplies, minor tools, tape, Velcro, and cleaning supplies. The Contractor must return all remaining stock of these items to DND at Contract close out.

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**Table A-9-1 GFE listing**

NSN	Material Description	QTY	CCI	OEM/MFG part no	Descriptive Nomenclature
2330-ECC153220:35907	TRAILER,VAN	1	E	ECC153220:22693	Trailer Van - PTS - A-20-T-ITESS II
8145-21-9107796:NSN	SHIPPING AND STORAGE CONTAINER,MISCELLAN	1	E	8145-21-910-7796	Shipping and Storage Container - SEACAN
NSN	Material Description	QTY	CCI	OEM/MFG part no	Descriptive Nomenclature
1240-01-6982491:NSN	RANGE FINDER,LASER	432	G	10011748	Veh HSD Module
1265-01-6918600:NSN	TRANSMITTER,LASER	420	G	94987-347138-1	IHK SAT C- Long Range
2330-20-A0Q7397:NSN	DCS TRAILER	5	G	CVG4439W	2008 Cargo Trailer Utility - Wells Fargo
3920-01-5528753:NSN	TRUCK,LIFT,HAND	1	G	SCNLU511 (272941)	HYDRAULIC FORK LIFT STACKER
3920-20-A0W3726:NSN	ALL-WELDED HAND TRUCK	1	G	SCNMH301/ MH301	HAND TRUCK DOLLY
4010-01-7072477:NSN	WIRE ROPE ASSEMBLY,SINGLE LEG	128	G	C5340-00388	Veh WJI Lanyard Wire Rope -TAPV
4010-01-7072484:NSN	WIRE ROPE ASSEMBLY,SINGLE LEG	84	G	10016134	VEH HSD MAST LANYARD- MSVS
4110-20-A0X5541:NSN	REFRIGERATOR	1	G	SCNOP819 (RMF-282W)	7.6 CU FT REFRIGERATOR STAINLESS
4235-20-A0X5529:NSN	SPILL PALLET	1	G	JUS28656 (28656)	SPILL PALLET 49 X 49 X 5.5 49US GAL
4933-12-1873076:NSN	BORESIGHTING EQUIPMENT,WEAPON	2	G	4933-12-187-3076	Leopard 2A4/2A4M Veh Boreight Kit
5130-01-7071719:NSN	SHEARS,METAL CUTTING,ELECTRIC	2	G	KD-480	KETT ELECTRIC SCISSORS SHEAR
5130-20-0091002:NSN	DRILL-DRIVER,ELECTRIC,PORTABLE	1	G	MKTDDF458RFE	MAKITA DRILL DRIVER 1/2 IN 18V LXT
5130-20-A0X4924:NSN	DRILL,PORTABLE 18VDC,1/2IN	1	G	MKTDDF4825YE	MAKITA DRILL DRIVER KIT
5130-20-A0X5828:NSN	MASTERCRAFT BANDSAW	2	G	055-6748-6	MASTERCRAFT BANDSAW 120V 9 IN
5140-20-0137992:NSN	CABINET,TOOL,MOBILE	4	G	GRA93250 - X1751	PRO+ 5 DR ROLLER CABINET 26" X19" - Rousseau
5340-01-5948772:NSN	BRACKET,ANGLE	392	G	295238-7	Metal Angle Bracket KSI Mount
5340-01-5968991:NSN	PLATE,MOUNTING	16	G	295292-1	Veh Mounting Plate Speaker MTFV/C
5340-01-5969041:NSN	BRACKET,MOUNTING	12	G	295284-1	Veh Mount Assembly LDU MPEV
5340-01-5969043:NSN	BRACKET,MOUNTING	12	G	295124-1	Veh Mount Assy Extender PLS HLWV
5340-01-5969047:NSN	BRACKET,MOUNTING	2	G	295165-2	VEH MOUNT,LDU-M577 CP
5340-01-5970532:NSN	BRACKET,MOUNTING	28	G	295155-1	VEH MOUNTING BASE,KSI/SPEAKER - M113
5340-01-6868545:NSN	BRACKET,MOUNTING	130	G	345330-1	Mount Assy Veh LDU - TAPV
5340-01-6883014:NSN	BRACKET,MOUNTING	236	G	295394-1	Veh Mount Assembly KSI/Speaker - LAV 6
5340-01-7072744:NSN	SNAP HOOK	84	G	10015878	Veh Snaphook - MSVS
5340-20-A0Q7292:NSN	SPACER LG OPENING FOR LAV 6 LASER DETECT	118	G	295396-1	Veh Spacer Large Opening LAV 6

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NSN	Material Description	QTY	CCI	OEM/MFG part no	Descriptive Nomenclature
5342-01-6841612:NSN	BRACKET,MOUNTING	4	G	295389-1	AEV LDU Veh Mount Assy Right
5342-01-6918603:NSN	CLAMP,LOOP	30	G	324261-1	IHK Sat Clamp 84MM - MK 2
5410-20-0093360:NSN	SHELTER,LIGHTWEIGHT MAINTENANCE ENCLOSUR	25	G	H16	AAR Tent (FOC/OCT kit)
5440-20-A015094:NSN	LADDER,WHEELED,SAFETY STEP,72	1	G	SCNMA622/ MA622	8 STEP ROLLING LADDER
5820-01-6443520:NSN	RECEIVER-TRANSMITTER,RADIO	29	G	H98QDF9PW6BN	Radio APX6000 UHF R1 Radio
5820-01-6823991:NSN	RECEIVER-TRANSMITTER SET,RADIO	4,419	G	347200-1	Player Pouch Assembly - IHK
5820-01-6825273:NSN	RADIO SET	4,534	G	347215-1	IHK Player unit
5820-01-6830843:NSN	RECEIVER-TRANSMITTER,RADIO	10	G	H52QDH9PW7AN	APX2000 UHF MODEL 3 RADIO (INCLUDES RADIO, 1X BATTERY, 1 ANTENNA)
5820-01-6830940:NSN	RECEIVER-TRANSMITTER,RADIO	20	G	H52KDH9PW7AN	APX2000 VHF Hand Held Radio
5820-01-6854259:NSN	RECEIVER-TRANSMITTER SUBASSEMBLY	6	G	57039-250300-2	Receiver Transmitter Sub Assembly, HITSv4
5820-20-A0Q7299:NSN	LITHIUM ION BATTERY	6,624	G	290494-2	TOTEX Lithium Battery - IHK Vest
5825-01-6981100:NSN	DIRECTION FINDER GROUP	67	G	10001534	Barrel Orientation Adapter -BOA TAPV
5860-98-2083370:NSN	RETROREFLECTOR,IASE	10	G	73113	Retro Alignment Reflector C16
5895-01-5894848:NSN	PROCESSOR,SIGNAL DATA	3,440	G	325015-4	WES Player Unit
5895-01-6823997:NSN	TRANSMITTER SUBASSEMBLY	4,145	G	94987-347130-1	IHK SAT A - Short Range
5895-01-6824061:NSN	DECODER-RECEIVER SET	4,427	G	94987-347150-1	Harness Assy IHK
5895-01-6918595:NSN	TRANSMITTER SUBASSEMBLY	658	G	94987-347134-1	IHK SAT B- Medium Range
5895-01-6981094:NSN	PROCESSOR,COMMUNICATION GATEWAY	109	G	10002490	Vehicle Kill Controller - VKC
5895-01-6982190:NSN	USER INTERFACE GROUP	172	G	10002522	WIRELESS USER INTERFACE - WUI TAPV
5895-20-0074008:NSN	COMMUNICATIONS SELECTOR	195	G	5895-20-007-4008	Communications Selector Box Veh CSB LAV 6
5975-01-6982485:NSN	CABINET,ELECTRICAL EQUIPMENT	109	G	10002503	Audio Veh WES Assy
5985-01-6245324:NSN	ANTENNA	5	G	PMAE4065	Antenna - Motorola Handheld (Spares)
5985-20-A0X0452:NSN	GPSI ANTENNAS	128	G	C5985-02158	Veh GPS Antenna - Multi-GNSS - TAPV
5995-01-5933414:NSN	CABLE ASSEMBLY,RADIO FREQUENCY	663	G	295340-1	ANTENNA ASSY,RF/GPS-VEHICLE
5995-01-6851755:NSN	CABLE ASSEMBLY,SPECIAL PURPOSE,ELECTRICA	4	G	295388-2	CABLE ASSY VEH EXT AEV 2A4
5995-01-6851759:NSN	CABLE ASSEMBLY,SPECIAL PURPOSE,ELECTRICA	4	G	295386-2	CABLE ASSY VEH POWER AEV 2A4
5995-01-6851761:NSN	CABLE ASSEMBLY,SPECIAL PURPOSE,ELECTRICA	4	G	295387-1	CABLE ASSY VEH INT AEV 2A4
5995-01-6872448:NSN	CABLE ASSEMBLY,POWER,ELECTRICAL	65	G	295132-3	TAPV Cable Assy Veh Int - J1
5995-01-6872470:NSN	CABLE ASSEMBLY,POWER,ELECTRICAL	65	G	295133-9	CABLE ASSY - VEH TAPV LDU EXT
5995-20-0077120:NSN	CABLE ASSEMBLY,SPECIAL PURPOSE,ELECTRICA	6	G	5995-20-007-7120	Cable Assembly External Video C16
5995-20-0080893:NSN	CABLE ASSEMBLY,SPECIAL PURPOSE,ELECTRICA	128	G	5995-20-008-0893	CSB Veh Cable Assembly ELAN 333 LAV 6
5995-20-0092472:NSN	CABLE ASSEMBLY,SPECIAL PURPOSE,ELECTRICA	4	G	6150-20-009-2472	Cable Assembly Veh- TAPV
5995-20-0108087:NSN	CABLE ASSEMBLY,SPECIAL PURPOSE,ELECTRICA	4	G	6150-20-010-8087	Cable Assembly Veh- TAPV
5995-20-0108471:NSN	CABLE ASSEMBLY,SPECIAL PURPOSE,ELECTRICA	4	G	6150-20-010-8471	Cable Assembly Veh- TAPV
5995-20-A0R2644:NSN	C-16 CABLE ASSEMBLY	86	G	348120-1	C16 Cable Assembly Power

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5998-01-0931991:NSN	CIRCUIT CARD ASSEMBLY	315	G	146430-1	MICROPHONE, COAX
6115-01-5524994:NSN	GENERATOR,ALTERNATING CURRENT-DIRECT CUR	27	G	EU2000i	Honda 2000 2K Generator
6115-01-6559411:NSN	GENERATOR,ALTERNATING CURRENT	5	G	PC0601000	Coleman Powermate Pro10KW Portable Generator
6130-01-6637324:NSN	CHARGER,BATTERY	30	G	PMPN4174A	1 x Single Unit Radio Battery Charger
6130-01-6868998:NSN	CHARGER,BATTERY	6	G	PMPN4284A	Multi Bank Radio Charger
6130-20-A0Q7300:NSN	TOTEX 32 BAY BATTERY CHARGER	47	G	290491-2	32 Bay Charger TOTEX - IHK Vest Battery
6130-20-A0X0508:NSN	HSD BATTERY CHARGER	8	G	C6130-00139	Charger Lithium Ion - 8 Bay
6145-20-A0R3133:NSN	CABLE ASSEMBLY,FIRE CONTROL UNIT	28	G	149104-1	Veh MGSS FCU Cable Assembly - Leopard
6145-20-A0R3135:NSN	CABLE ASSEMBLY,DC POWER,MGSS	28	G	148765-1	Veh Cable Assy MGSS DC Power - Leopard
6145-20-A0R3139:NSN	CARL GUSTAV DRY FIRE CABLE	81	G	71085	Carl Gustav Dry Fire Cable
6145-20-A0X0450:NSN	CABLE BOA COAX LONG	67	G	C5995-05585	Veh BOA Cable Coax Long - TAPV
6145-20-A0X0451:NSN	CABLE BOA COAX SHORT	67	G	C5995-05584	Veh BOA Cable Coax Short - TAPV
6145-20-A0X0456:NSN	CABLE ASSEMBLY,HSD	42	G	C5995-05657	Veh Cable Assy HSD - MSVS
6145-20-A0X0457:NSN	CABLE ASSEMBLY,PU4	42	G	C5995-05591	Veh Cable Assy PU4 Cable - MSVS
6145-20-A0X0504:NSN	CABLE HSD	67	G	C5995-05587	Veh HSD Cable - TAPV
6150-01-5932471:NSN	CABLE ASSEMBLY,SPECIAL PURPOSE,ELECTRICA	10	G	295204-2	Veh Cable Power EROC/MSVS
6150-01-5932473:NSN	CABLE ASSEMBLY,SPECIAL PURPOSE,ELECTRICA	10	G	324422-6	Veh Cable Assy - Adapter Power EROC
6150-01-5932477:NSN	CABLE ASSEMBLY,SPECIAL PURPOSE,ELECTRICA	4	G	295109-3	Veh Cable Assy Internal EROC
6150-01-5933415:NSN	CABLE ASSEMBLY,SPECIAL PURPOSE,ELECTRICA	177	G	295102-1	VEH CABLE INTERNAL-PUTS
6150-01-5933416:NSN	CABLE ASSEMBLY,SPECIAL PURPOSE,ELECTRICA	176	G	295104-10	VEHICLE CABLE - POWER PUTS
6150-01-5933444:NSN	CABLE ASSEMBLY,SPECIAL PURPOSE,ELECTRICA	10	G	295204-1	Veh Cable Assembly Power ELAV
6150-01-5989680:NSN	CABLE ASSEMBLY,SPECIAL PURPOSE,ELECTRICA	273	G	295132-1	HARNES,VEH,INTERNAL-LAV3/LAV6/COYOTE
6150-01-5989683:NSN	CABLE ASSEMBLY,SPECIAL PURPOSE,ELECTRICA	278	G	295133-4	Cable Assy Veh Ext - LAV3/LAV6/Coyote
6150-01-5989687:NSN	WIRING HARNES	287	G	295174-1	HARNES,VEHICLE,LTU - LAV3/LAV6/COYOTE
6150-01-5989691:NSN	CABLE ASSEMBLY,SPECIAL PURPOSE,ELECTRICA	175	G	295104-6	HARNES,VEHICLE POWER LAV 3/COYOTE
6150-01-5989695:NSN	CABLE ASSEMBLY,SPECIAL PURPOSE,ELECTRICA	52	G	295182-2	HARNES,VEH,INT - BISON/GRIZZLY
6150-01-5989933:NSN	CABLE ASSEMBLY,POWER,ELECTRICAL	76	G	295102-2	HARNES,VEHICLE,INTERNAL-PUTS HLWW
6150-01-5989944:NSN	CABLE ASSEMBLY,POWER,ELECTRICAL	49	G	295109-1	Harness Vehicle Int LUVW
6150-01-5989945:NSN	CABLE ASSEMBLY,POWER,ELECTRICAL	6	G	295104-12	Veh Harness Wiring Power MPEV
6150-01-5990171:NSN	CABLE ASSEMBLY,SPECIAL PURPOSE,ELECTRICA	34	G	295133-2	HARNES,VEHICLE,EXTERNAL BISON/GRIZZLY
6150-01-5990544:NSN	CABLE ASSEMBLY,SPECIAL PURPOSE,ELECTRICA	253	G	295133-1	HARNES,VEHICLE,EXTERNAL,PUTS
6150-01-5991758:NSN	CABLE ASSEMBLY,SPECIAL PURPOSE,ELECTRICA	175	G	295131-1	HARNES,VEH,)/F-LAV3/COYOTE
6150-01-5991772:NSN	CABLE ASSEMBLY,SPECIAL PURPOSE,ELECTRICA	45	G	295133-8	Harness Vehicle Ext LUVW
6150-01-5992699:NSN	CABLE ASSEMBLY,SPECIAL PURPOSE,ELECTRICA	76	G	295104-1	HARNES,VEHICLE POWER HLWW
6150-01-5992856:NSN	CABLE ASSEMBLY,SPECIAL PURPOSE,ELECTRICA	43	G	295104-11	Harness Vehicle Ext LUVW
6150-01-5992859:NSN	CABLE ASSEMBLY,SPECIAL PURPOSE,ELECTRICA	45	G	295109-2	HARNES,VEHICLE INT LUVW

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NSN	Material Description	QTY	CCI	OEM/MFG part no	Descriptive Nomenclature
6150-01-5992861:NSN	CABLE ASSEMBLY,SPECIAL PURPOSE,ELECTRICA	6	G	295133-7	Harness Vehicle External MPEV
6150-01-5992863:NSN	CABLE ASSEMBLY,SPECIAL PURPOSE,ELECTRICA	16	G	295133-5	Harness Vehicle Ext MTVF/C
6150-01-5992928:NSN	CABLE ASSEMBLY,SPECIAL PURPOSE,ELECTRICA	67	G	295104-5	HARNSS,VEHICLE POWER-M113
6150-01-5992934:NSN	CABLE ASSEMBLY,SPECIAL PURPOSE,ELECTRICA	50	G	295133-3	HARNSS,VEHICLE,EXTERNAL M113
6150-01-5992938:NSN	CABLE ASSEMBLY,SPECIAL PURPOSE,ELECTRICA	35	G	295104-3	HARNSS,VEHICLE POWER BISON/GRIZZLY
6150-01-5992991:NSN	CABLE ASSEMBLY,SPECIAL PURPOSE,ELECTRICA	27	G	295182-1	HARNSS,VEH,INT-M113
6150-01-5992993:NSN	CABLE ASSEMBLY,SPECIAL PURPOSE,ELECTRICA	22	G	295182-3	Harness Vehicle External MTVF-EROC
6150-01-5993003:NSN	CABLE ASSEMBLY,SPECIAL PURPOSE,ELECTRICA	6	G	295102-3	Veh Cable Assembly MPEV
6150-01-5997333:NSN	CABLE ASSEMBLY,POWER,ELECTRICAL	7	G	295104-9	HARNSS,VEHICLEPOWER-HLVW STANDALONE (PUTS TARGET)
6150-01-6872471:NSN	CABLE ASSEMBLY,POWER,ELECTRICAL	65	G	295104-14	CABLE ASSY - VEH TAPV POWER
6150-20-0124004:NSN	CABLE ASSEMBLY,SPECIAL PURPOSE,ELECTRICA	125	G	CSTTE-1000695 6140-20-012-4004	Cable Assembly Veh Power- LAV 6
6150-20-A0R2641:NSN	CABLE ASSEMBLY,VEHICLE,//F	115	G	295131-2	Veh Cable Assembly I/F LAV 6
6150-20-A0R2642:NSN	CABLE ASSEMBLY,VEHICLE POWER	118	G	295104-13	Veh Cable Assy Power LAV 6
6150-20-A0R2643:NSN	C-16 CABLE ASSEMBLY	76	G	348130-1	C16 Switch Assembly Dry Fire Trigger
6150-20-A0X0455:NSN	CABLE ASSEMBLY,EXT POWER	42	G	C5995-05658	Veh Cable Assy Ext Power - MSVS
6150-20-A0X0505:NSN	CABLE BOA TO PU4	67	G	C5995-05590	Veh BOA/PU4 Cable - TAPV
6150-20-A0X0506:NSN	CABLE EVAL POWER	67	G	C5995-05589	Veh Eval Power Cable - TAPV
6150-20-A0X0507:NSN	CABLE EVAL ETHERNET	67	G	C5995-05588	Veh EVAL Ethernet CABLE - TAPV
6150-20-A0X0509:NSN	CABLE EXTERNAL POWER	67	G	C5995-05592	Veh Ext Power Cable - TAPV
6230-20-0093330:NSN	LIGHT SET,GENERAL ILLUMINATION	19	G	T-12	Light & Wiring Harness AAR Shelter Tent
6350-01-6703816:NSN	TAG,ELECTRONIC IDENTIFICATION	83	G	D4FLAT31	Ubisense Tag - C16
6350-01-6801564:NSN	TAG,ELECTRONIC IDENTIFICATION	7,632	G	D4FLAT33	Ubisense Tag- IHK
6350-20-A0W9818:NSN	SENSOR	3,110	G	D4SENSOR31IP69K	D4 UBISENSE SENSOR WITH IP69K UPGRADE PRE-FITTED
6625-01-6421309:NSN	METER,AUDIO LEVEL	4	G	SDL600-NIST-SP	SOUND LEVEL METER/DATALOGGER
6625-20-A0R1380:NSN	BULK STORAGE & SHIPPING CONTAINER	5	G	BB78483402	Bulk Storage & Shipping Plastic Container
6650-20-A0R2843:NSN	GRIZZILY SAT	42	G	90682	Legacy GPMG Flex SAT C6 GRIZZY
6650-20-A0R2844:NSN	C6 SAT,ARV	3	G	90681	Machine Gun GPMG Flex SAT C6 ARV
6650-20-A0R2846:NSN	C6 SAT,RWS	6	G	90683	Machine Gun GPMG Flex SAT C6 RWS
6650-20-A0R2852:NSN	MATAS ACCESSORY KIT	42	G	90597	MATAS Accessory Kit WES
6650-20-A0R2868:NSN	MOUNT ASSEMBLY TBU GNNR DAY COYOTE	64	G	295331-2	Veh Mount Assy TBU Coyote - Old
6650-20-A0R2869:NSN	MOUNT ASSEMBLY,TBU,GNNR,DAY	115	G	295330-2	Veh Mount Assy TBU LAV3 - LAV 6
6650-20-A0R2871:NSN	WINDOW,CABLE ENTRY HLWW	76	G	295127-1	Veh Plastic Window Cable Entry HLWW
6650-20-A0R3131:NSN	SAT MRSW .338	24	G	90588	Legacy SAT Medium Range Sniper Weapon .338
6650-20-A0R3852:NSN	FIRE CONTROL UNIT,MGGS	26	G	295629-1	Veh MGSS Fire Control Unit - Leopard
6650-20-A0R3853:NSN	FIRING UNIT,MGGS	23	G	295626-1	Veh MGSS Firing Unit - Leopard
6650-20-A0R4256:NSN	SAT AND MOUNTING BKT,CARL GUSTAV	90	G	90601	Legacy SAT-84MM SRAAW Carl Gustav

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6680-01-4490887:NSN	PARTS KIT,SIGHT INDICATOR	6	G	6680-01-449-0887	Boresight Kit LAV3/LAV6/Coyote
6910-01-6414461:NSN	MIRROR ALIGNMENT JI	59	G	57039-184550-1	IHK Mirror Alignment Jig Assy - MAIJK
6920-20-A0Q7288:NSN	LAV 6 LDU MOUNT ASSEMBLY - RIGHT	118	G	295395-1	Veh LDU Mount Assy Right LAV 6
6920-20-A0Q7295:NSN	LAV 6 LDU LEFT	118	G	295395-2	Veh LDU Mount Assy Left LAV 6
6920-20-A0R2833:NSN	MATAS DRIVE UNIT	42	G	90596	MATAS Drive Unit WES
6920-20-A0R2848:NSN	LDU MOUNT	356	G	295135-1	VEH MOUNT,LDU-LAV3/COYOTE
6930-01-5940207:NSN	HEADPIECE ASSEMBLY	12	G	71349	Headpiece Assy - Legacy Civ Grey
6930-01-5940208:NSN	VEST ASSEMBLY	12	G	71346	Vest Assy - Legacy Civ Grey
6930-20-A0M5126:NSN	CHARGER	1	G	PC6800	8 Station Legacy Vest Battery Charger - Patco
6930-20-A0M5127:NSN	REPLICA,GRENADE	1,110	G	90600	WES Legacy Grenade Battery Charger Case
6930-20-A0M5128:NSN	CARRY CASE	100	G	90600	WES Legacy Grenade Battery Charger Case
6930-20-A0M5130:NSN	REPLICA EXPLOSIVE	10	G	295611-1	WES Legacy IED Suicide Vest
6930-20-A0M5132:NSN	TRANSMITTER ALIGNMENT	42	G	90590	MATAS Target Unit
6930-20-A0M5133:NSN	CONTROL GUN	189	G	94987-90664	Universal Control Gun (UCG)
6930-20-A0M5135:NSN	SAT	375	G	90582	Legacy SAT C8
6930-20-A0M5142:NSN	RECEIVER	15	G	295910-1	UTRAP-IED
6930-20-A0M5146:NSN	SAT	12	G	90589	Legacy SAT, Long Range Sniper C15 (LRSW)
6930-20-A0M5147:NSN	SAT	20	G	92152	Legacy SAT C14 (MRSW)
6930-20-A0M5148:NSN	SAT	610	G	90584	Legacy SAT C9A1 MG Light 5.56
6930-20-A0M5149:NSN	SAT	260	G	90585	Legacy SAT C6 MG Flex
6930-20-A0M5152:NSN	SAT	3,131	G	90583	Legacy SAT C7
6930-20-A0M5153:NSN	SAT	55	G	90587	Legacy SAT 50 Cal Machine Gun Heavy Flex
6930-20-A0M5242:NSN	MOUNT	415	G	295349-1	VEH MOUNT ASSY PCU PLATE
6930-20-A0M5246:NSN	INDICATOR	675	G	271105-2	Veh Kill Status Indicator (KSI)
6930-20-A0M5247:NSN	DETECTOR	1,360	G	291108-2	Veh Laser Detector Unit (LDU)
6930-20-A0M5248:NSN	CABLE	324	G	BB13-22-036	VEH CABLE,COAXIAL,GPS - 036" Long
6930-20-A0M5250:NSN	CABLE	324	G	FF13-22-036	VEH CABLE,COAXIAL,RF - 036" Long
6930-20-A0M5253:NSN	POWER CONTROL	681	G	295350-1	Veh Power Control Unit (PCU)
6930-20-A0M5258:NSN	CAGE	73	G	295125-1	VEH MOUNT ASSY BOX HLWV
6930-20-A0M5259:NSN	ADAPTER	384	G	295277-1	VEH ADAPTER KSI/LDU MOUNTING - FULL SIZE
6930-20-A0M5262:NSN	ADAPTER	298	G	295277-2	VEH ADAPTER KSI/LDU MOUNTING 1/2 SIZE
6930-20-A0M5263:NSN	SPEAKER	678	G	295344-1	VEH SPEAKER ASSY EXTERNAL
6930-20-A0M5266:NSN	MOUNT	412	G	295346-2	MOUNTING BASE SPEAKER ARMoured VEH
6930-20-A0M5268:NSN	CABLE	186	G	BB13-22-336	VEH CABLE COAXIAL GPS - 336" LONG
6930-20-A0M5269:NSN	CABLE	186	G	FF13-22-336	VEH CABLE COAXIAL RF - 336 " LONG
6930-20-A0M5272:NSN	ADAPTER	17	G	295126-1	VEH MOUNT BOX EXTENDER HLWV

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NSN	Material Description	QTY	CCI	OEM/MFG part no	Descriptive Nomenclature
6930-20-A0M5274:NSN	MOUNT	31	G	295106-1	VEH MOUNT LDU/KSI-LSVW SOFT TOP
6930-20-A0M5276:NSN	MOUNT	147	G	295347-1	MOUNTING BASE RF/GPS ANTENNA - ARMoured VEH
6930-20-A0M5467:NSN	MOUNT	3	G	295107-1	VEH MOUNT ASSY PLATE - LSVW CABLE LAYER
6930-20-A0M5480:NSN	MAST	35	G	295186-1	VEH MAST ASSY LDU/KSI - BISON/GRIZZLY
6930-20-A0M5483:NSN	ADAPTER	10	G	295199-1	Veh Plate Adapter - Veh to Mast- ELAV
6930-20-A0M5484:NSN	MAST	10	G	295198-1	Veh Mast Assy LDU KSI - ELAV
6930-20-A0M5486:NSN	SPACER	254	G	295337-1	Veh Metal Spacer Short Veh Cable Entry
6930-20-A0M5488:NSN	MOUNT	168	G	295137-1	VEH MOUNT LDU-LAV6/LAV3/COYOTE
6930-20-A0M5491:NSN	CABLE	319	G	BB13-22-204	VEH CABLE COAXIAL GPS- 204" LONG
6930-20-A0M5497:NSN	CABLE	319	G	FF13-22-204	VEH CABLE COAXIAL RF - 204" LONG
6930-20-A0M5541:NSN	MAST	38	G	295335-1	VEH MAST ASSY, KSI - M113 VARIANTS
6930-20-A0M5545:NSN	LOADER	53	G	295630-1	Veh Loader Unit - Leopard
6930-20-A0M5552:NSN	CABLE	65	G	BB13-22-444	VEH CABLE COAXIAL GPS - 444" LONG
6930-20-A0M5553:NSN	CABLE	65	G	FF13-22-444	VEH CABLE COAXIAL RF - 444" LONG
6930-20-A0M5554:NSN	ABSTRACTION LAYER	52	G	295815-1	VEHICLE ABSTRACTION LAYER (VAL) - LEOPARD
6930-20-A0M5572:NSN	MOUNT	16	G	295349-2	Veh Mount PCU Plate M-113 Variant
6930-20-A0M5579:NSN	MOUNT	2	G	295165-1	VEH MOUNT LDU-M577 CP VARIANT
6930-20-A0M5591:NSN	SPACER	65	G	295339-1	Veh Metal Spacer Offset on Vehicle- M113 Variant
6930-20-A0M5592:NSN	MOUNT	76	G	295296-1	Veh Plate Assembly LDU MTVE Left & Right
6930-20-A0M5593:NSN	MAST	36	G	295146-1	VEH MAST EXTENSION, KSI - M113 VARIANT
6930-20-A0M5603:NSN	MOUNT	13	G	295142-1	Veh Mast Adapter LDU M113 A3 MRT Variant
6930-20-A0M5613:NSN	TRACER	283	G	295650-1	Veh Trace Burst Unit (TBU)
6930-20-A0M5620:NSN	BRACKET	8	G	295384-9	Veh Bracket LDU Mount - EROC - Husky Variant
6930-20-A0M5621:NSN	BRACKET	4	G	295384-8	Veh Bracket LDU Mount - EROC - Husky Variant
6930-20-A0M5622:NSN	BRACKET	4	G	295384-7	Veh Bracket LDU Mount - EROC - Husky Variant
6930-20-A0M5623:NSN	MAST	4	G	295186-2	Veh Mast Assembly LDU/KSI EROC- Husky Variant
6930-20-A0M5624:NSN	JAMMER	30	G	RT0060J	Electronic Jammer Transmitter- IED
6930-20-A0M5625:NSN	TRANSMITTER	262	G	291200-1	VEH LASER TRANSMITTER UNIT (LTU)
6930-20-A0M5631:NSN	CONTROL	681	G	295620-1	Veh Control Unit (CU)
6930-20-A0M5632:NSN	CABLE	57	G	295192-1	CABLE ASSY VEH EXTERNAL - LEOPARD 2A4
6930-20-A0M5634:NSN	CABLE	57	G	BB13-22-048	VEH CABLE COAXIAL GPS - LEOPARD 2A4
6930-20-A0M5635:NSN	CABLE	57	G	FF13-22-048	VEH CABLE COAXIAL RF - LEOPARD 2A4
6930-20-A0M5636:NSN	CABLE	57	G	295194-1	VEH CABLE ASSY VAL TO VEH LEOPARD 2A4
6930-20-A0M5637:NSN	CABLE	57	G	295193-1	VEH CABLE ASSY VAL TO PCU LEOPARD 2A4
6930-20-A0M5638:NSN	MOUNT	32	G	295191-1	VEH MOUNT ASSY MGSS LEOPARD 2A4
6930-20-A0M5639:NSN	MOUNT	57	G	295203-1	VEH TBU MOUNT GUNNER LEOPARD 2A4

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6930-20-A0M5640:NSN	CABLE	57	G	295206-1	VEH CABLE ASSY LTV LEOPARD 2A4
6930-20-A0M5641:NSN	MOUNT	54	G	291580-1	VEH MOUNT ASSY LTV 120MM LEOPARD 2A4
6930-20-A0M5642:NSN	CABLE	57	G	295187-1	VEH CABLE ASSY INTERNAL LEOPARD 2A4
6930-20-A0M5645:NSN	MAST	6	G	295186-3	Veh Mast Assy LDU/KSI EROC - Buffalo & Cougar Variant
6930-20-A0M5647:NSN	CABLE	57	G	295108-1	Veh Cable Assy Power Leopard 2A4
6930-20-A0Q7291:NSN	MATAS TRIPOD	42	G	90669	MATAS Tripod Assembly
6930-20-A0R1377:NSN	C16 SURROGATE BARREL ASSEMBLY	83	G	348060-1	Surrogate Barrel Assy C16 (OM ) w/Bag
6930-20-A0R1382:NSN	LARGE FORMAT TRANSMITTER	83	G	92035	LFT Assembly C16
6930-20-A0R1384:NSN	C-16 REPLICA AMMO CAN ASSEMBLY	82	G	348030-1	Replica Ammo Can Assy C16 w/Bag (SHAC)
6930-20-A0R1392:NSN	SHORT RANGE RF RADIO - SRRF	345	G	90665	Veh Short Range RF Radio (SRRF)
6930-20-A0R2834:NSN	KSI MOUNT ASSEMBLY	179	G	295139-1	VEH MOUNT KSI-LAV3/COYOTE
6930-20-A0R2838:NSN	MOUNT ASSEMBLY,LDU,LEFT AND RIGHT	114	G	295189-3	VEH MOUNT ASSY LDU LEOPARD 2A4
6930-20-A0R2899:NSN	IED RECEIVER	15	G	RT01K42	IED Triggering Transmitter
6930-20-A0R2900:NSN	IED TRANSMITTER	13	G	RT01K41	IED Triggering Receiver
6930-20-A0R2901:NSN	(IED) ROAD SIDE BOMB SIMULATOR	15	G	T155FT	Large Roadside Bomb Simulator IED
6930-20-A0S0282:NSN	VISION BLOCK COVER	2	G	A-091	Veh Vision Block Cover - ARV Leo 2A4
6930-20-A0S0283:NSN	MAST TO VEHICLE ADAPTER	2	G	295392-1	Veh Mast to Veh Adapter - ARV Leo 2A4
6930-20-A0S0284:NSN	CABLE ASSEMBLY,VEHICLE EXTERNAL	2	G	295388-1	VEH CABLE ASSY EXT ARV LEO 2A4
6930-20-A0S0285:NSN	CABLE ASSEMBLY,VEHICLE INTERNAL	2	G	295182-4	VEH CABLE ASSY INT ARV LEO 2A4
6930-20-A0S0286:NSN	CABLE ASSEMBLY,VEHICLE POWER	2	G	295386-1	VEH CABLE ASSY POWER ARV LEO 2A4
6940-01-6981107:NSN	INTERFACE UNIT,COMMUNICATION EQUIPMENT	67	G	10011178	Ethernet Vehicle Abstraction Layer EVAL TAPV
7021-01-6895027:NSN	COMPUTER,DIGITAL	6	G	48M68JUT#ABA	HP Computer EliteDesk 800 G4
7025-01-5822359:NSN	PRINTER,AUTOMATIC DATA PROCESSING	3	G	P3301 Zebra	Printer Automatic Data Processing- Zebra P3301 Card Printer
7025-01-6317726:NSN	KEYBOARD,DATA ENTRY	17	G	QY776AA	HP - KEYBOARD
7025-01-6922157:NSN	MOUSE,DATA ENTRY	8	G	X001WFZJ0Z	TSMINE WIRELESS MOUSE
7025-01-6986135:NSN	OPTICAL READER,DATA ENTRY	12	G	1902GHD-2USB-5N	Honeywell Xenon 1902 Barcode Scanner
7025-01-6986142:NSN	OPTICAL READER,DATA ENTRY	8	G	1952GHD-2USB-5N	Honeywell Xenon 1952 Barcode Scanner
7025-20-0110826:NSN	PRINTER,AUTOMATIC DATA PROCESSING	3	G	CF394A#BGJ	HP Color LaserJet HPM452 - CF394A#BJGM775F
7025-26-3018249:NSN	PRINTER,AUTOMATIC DATA PROCESSING	15	G	C7435-00134 - C31CA85A8690	Epson TM T88V - receipt printer - monochrome - thermal line
7050-20-A0R2842:NSN	KEY FOB POCKET CONTROLLER	73	G	1310012	Pocket Controller-Battery Key FOB
7105-20-A0T1663:NSN	TABLE,FOLDING LEGS	1	G	SCNON599/ON599	72" POLYETHYLENE FOLDING TABLE
7110-20-0138113:NSN	DESK,SHOP	1	G	740/LG2104C-CBLU (LG2104C)	Electronic Workbench W/Cabinet 60"W X 30"D X 34" H - Rousseau
7125-01-5859832:NSN	CABINET,STORAGE	1	G	SCNSDN645	Cabinet Storage Flammable
7125-20-A0V8372:NSN	HARDWOOD TOP	1	G	SWSHT72	Hardwood top 72 x 30 x 1-3/4
7125-20-A0X5544:NSN	LOCKER	1	G	SCNFJ912 (FJ912)	ALL WELDED DELUXE GEAR LOCKER 24"D X 36"W X 72"H
7125-20-A0X5545:NSN	STORAGE LOCKER	1	G	GGM1UEU7	STORAGE LOCKER COMBINATION

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7195-01-7071565:NSN	TABLE,WORK	6	G	DURWBF-TH3060-95 (WBF-TH-3060-95)	DURHAM MFG 30X60 FOLDING LEG WORKBENCH
7195-20-A0X5547:NSN	WORKBENCH	2	G	SWSBL155/BLFR72 (723036BN-BB)	Desk 30x72
7220-20-A0X5548:NSN	FLOOR MAT	2	G	SCNSEE635 (WD1223BK)	2X3 CUSHIONED FLOOR MAT
7240-20-A0X5542:NSN	ROUND CONTAINER,32 GA	1	G	RUB2632YW (FG263200GRAY)	32GA ROUND BRUTE CONTAINER YELLOW
7310-01-7070264:NSN	OVEN,MICROWAVE	1	G	SCNOP450 (RMW700-20W)	MICROWAVE WHITE 0.7CU FT
7490-15-0168349:NSN	EMBOSSING MACHINE,IDENTIFICATION TAPE	4	G	1868815	DYMO XTL 500 - KIT
7910-20-A079324:NSN	VACUUM,WET/DRY	1	G	SCNSDN116/ SDN116	8 US GAL INDUSTRIAL WET/DRY VAC
7920-20-A0X5549:NSN	MOP BUCKET	1	G	SCNIG952 (JG952)	MOP BUCKET AND WRINGER
8105-20-A0R3130:NSN	SOLDIER SYSTEM KIT BAG	2,290	G	F-3425	Soldier worn WES Kit Bag - Zippered
8140-20-A0R1379:NSN	BULK STORAGE COVER	5	G	CHDR17848-SF	Flexcon Shipping Container Plastic Lid
8145-21-9210858:NSN	SHIPPING AND STORAGE CONTAINER,MISCELLAN	1	G	9776280-1	SHIPPING AND STORAGE CONTAINER,MISCELLANEOUS EQUIPMENT
8465-20-0039064:NSN	BALLISTIC EYEWEAR LASER SHIELD	45	G	8465-20-003-9064	Ballistic Eyewear Laser Shield - Medium
8465-20-0039065:NSN	BALLISTIC EYEWEAR LASER SHIELD	20	G	8465-20-003-9065	Ballistic Eyewear Laser Shield - Large

NSN	Material Description	QTY	CCI	OEM/MFG part no	Descriptive Nomenclature
1005-01-6860158:NSN	EXTENSION,TRIGGER	3	H	348185-2	Extension Veh Trigger Cable Bradley - US
4730-01-6901158:NSN	COUPLING,CLAMP,PIPE	3	H	295545-1	Mount Assy SAT M2HB Stryker - US
5120-01-6984990:NSN	RAM,BATTERING	4	H	FHU-KAYO-SP	ONE OR TWO PERSON BATTERING RAM
5120-20-A0R7669:NSN	TORQUE SCREWDRIVER	55	H	TL50406	Universal SAT Clamp Torque Wrench Gold - IHK
5120-99-1413243:NSN	WRENCH,TORQUE	55	H	TL51360	Universal SAT Clamp Torque Wrench Green - IHK
5130-01-1915899:NSN	DRILL-DRIVER,ELECTRIC,PORTABLE	1	H	DCD710S2	DEWALT 12V MAX 3/8 IN DRILL/DRIVER
5130-99-8451649:NSN	SCREWDRIVER,BATTERY POWERED	2	H	MKTFD001DW	MAKITA CORDLESS SCREWDRIVER KIT 1/4" Drive
5340-01-5945439:NSN	BRACKET,MOUNTING	23	H	295234-2	Mount Assy LDU_KSI LUVV C & R
5340-01-5945440:NSN	BRACKET,MOUNTING	41	H	295265-2	MOUNTING BASE, LDU LSVW
5340-01-5945441:NSN	BRACKET,MOUNTING	18	H	295234-1	Mount Assy LDU_KSI LUVV SMP
5340-01-5945442:NSN	BRACKET,MOUNTING	357	H	295136-1	MOUNT,RF/GPS/SPKR-LAV3/COYOTE
5340-01-5945448:NSN	BRACKET,MOUNTING	67	H	295147-1	MOUNT,RF/GPS-M113/M577
5340-01-6882633:NSN	COLLAR,SHAFT	15	H	295355-1	Veh Mount Assembly TBU Gunner - Coyote New
5340-01-6901099:NSN	CLAMP,SYNCHRO	59	H	57039-184520-1	CLAMP SAT IHK - 50 HMG
5340-01-6901108:NSN	CLAMP,SYNCHRO	4,502	H	290442-1	Clamp Assy, Adjustable SAT, 16.5M - IHK
5340-01-6918403:NSN	CLAMP,BLOCK	354	H	290480-1	IHK SAT Clamp C6
5340-01-6981086:NSN	BRACKET,MOUNTING	67	H	10002987	Veh Bracket Mounting - GPS Antenna TAPV
5340-01-6981140:NSN	BRACKET,MOUNTING	67	H	10017256	Bracket Assy Left Side HSD - TAPV
5340-01-6981157:NSN	BRACKET,MOUNTING	65	H	10001536	Bracket Mounting - BOA TAPV

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5340-01-6982184:NSN	BRACKET,MOUNTING	67	H	10015119	Bracket Veh Mounting HSD TAPV
5340-01-6982186:NSN	BRACKET,MOUNTING	107	H	10002492	BRACKET VEH MOUNTING VKC TAPV
5340-01-6982193:NSN	BRACKET,MOUNTING	67	H	10015124	Bracket Veh Mounting HSD TAPV
5340-01-6982484:NSN	BRACKET,MOUNTING	67	H	10015112	Bracket Veh Assy Rear Side HSD TAPV
5342-01-6841598:NSN	BRACKET,MOUNTING	4	H	295389-7	AEV LDU Veh Mount Assy Left
5342-01-6841606:NSN	BRACKET,MOUNTING	4	H	295391-1	AEV Veh Plate Assy Mast
5342-01-6862753:NSN	BRACKET,MOUNTING	3	H	295535-1	Bracket Veh Mounting Assy Bradley - US
5342-01-6862754:NSN	BRACKET,MOUNTING	3	H	348198-1	Bracket Veh Mount TBU Bradley - US
5342-01-6862755:NSN	BRACKET,MOUNTING	3	H	295533-1	Bracket Veh Forward LTU Bradley - US
5342-01-6862757:NSN	BRACKET,MOUNTING	3	H	295532-1	Bracket Veh Rear LTU Bradley - US
5342-01-6862905:NSN	BRACKET,MOUNTING	3	H	72310	Mount Veh TBU Abrams - US
5342-01-6918404:NSN	CLAMP,LOOP	60	H	295990-2	IHK Sat Clamp 84MM - MK 3
5895-01-6824600:NSN	DECODER-RECEIVER SET	4,428	H	94987-347175-1	Helmet Detector Assy IHK - HALO
5895-01-6855418:NSN	CASE,ELECTRONIC COMMUNICATIONS EQUIPMENT	40	H	PMLN7182A	Leather Carry Case for APX2000/4000 Radio
5930-01-6917259:NSN	SWITCH,TRIGGER	206	H	293040-3	IHK DRY FIRE TRIGGER ASSY
5975-01-6882700:NSN	PROTECTOR,ELECTRICAL CABLE	4	H	C5340-00284	AEV 2A4 Veh Cover Cable Entry
5975-01-6981111:NSN	CABINET,ELECTRICAL EQUIPMENT	42	H	10002539	HSD Veh Mast Assy - MSVS
5985-01-6982182:NSN	SWITCH,RADIO FREQUENCY TRANSMISSION LINE	106	H	10003236	SMRFI Veh Assy TAPV
5995-20-0090072:NSN	CABLE ASSEMBLY,SPECIAL PURPOSE,ELECTRICAL	4	H	6150-20-009-0072	Cable Assembly Veh- TAPV
6140-01-4904316:NSN	BATTERY,STORAGE	10	H	BB-2590/U	WVK Rechargeable Lithium-Ion Battery
6140-20-0124229:NSN	BATTERY,STORAGE	30	H	PMINN4488AR	IMPRES Li-Ion Battery - Radio
6140-20-A0M5035:NSN	BATTERY	100	H	295604-1	Legacy WES Vest Battery - PATCO
6145-01-6862861:NSN	CABLE,RADIO FREQUENCY	6	H	348185-4	Cable Coax Veh Bradley/Abrams - US
6145-01-6862869:NSN	CABLE,RADIO FREQUENCY	3	H	348185-3	Cable Veh Ammo Select Abrams - US
6145-01-6862893:NSN	CABLE,RADIO FREQUENCY	3	H	348185-1	Cable Veh Trigger Abrams - US
6145-01-6862900:NSN	CABLE,RADIO FREQUENCY	3	H	348195-1	Cable Veh Power Abrams - US
6150-01-6863859:NSN	CABLE ASSEMBLY,POWER,ELECTRICAL	3	H	348195-2	Cable Veh Power Bradley - US
6150-01-6870839:NSN	CABLE ASSEMBLY,POWER,ELECTRICAL	65	H	295102-4	TAPV Veh CU Extension Cable - J1 Ext
6150-20-0085674:NSN	CABLE ASSEMBLY,POWER,ELECTRICAL,BRANCHED	4	H	6150-20-008-5674	Cable Assembly Veh Power - TAPV
6150-20-0090168:NSN	CABLE ASSEMBLY,POWER,ELECTRICAL,BRANCHED	4	H	6150-20-009-0168	Cable Assembly Veh- TAPV
6150-20-0138285:NSN	POWER STRIP,ELECTRICAL OUTLET	4	H	SCNXH162 (XH162)	WORKSHOP POWER BAR BOX 8 OUTLET
6150-20-0138297:NSN	CABLE ASSEMBLY,POWER,ELECTRICAL	3	H	SCNXC730 (XC631)	LD EXTENSION CORD 3 OUTLET 15'
6650-20-A0R2853:NSN	BOOT WINDOW,CABLE ENTRY MLVW	96	H	295117-2	Veh Boot Window Cable Entry MLVW
6650-20-A0R2854:NSN	BOOT WINDOW,CABLE ENTRY LSVW BOX TOP	72	H	295117-1	Veh Boot Window Cable Entry LSVW

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6920-01-6858700:NSN	TRAINER SUBASSEMBLY	6	H	348181-1	LEO/LAV Veh Trigger Box Bradley/Abrams - US
6930-20-A0M5245:NSN	MOUNT	192	H	295118-1	VEH MOUNT ASSY LDU MLVW L left or Right Side
6930-20-A0M5251:NSN	MOUNT	96	H	295115-1	VEH MOUNT ASSY . PCU/RF/GPS ANT/SPKR MLVW
6930-20-A0M5252:NSN	MOUNT	96	H	295115-2	Veh Metal Mount Assy MLVW
6930-20-A0M5482:NSN	MOUNT	34	H	295185-1	VEH MOUNT RF/GPS-BISON/GRIZZLY
6930-20-A0R1376:NSN	C16 LFT CLAMP ASSEMBLY	166	H	348090-1	LFT Clamp Assy C16
7025-01-5922381:NSN	INTERFACE UNIT,DATA TRANSFER	22	H	T-LBK462-HSB-R - C7025-00134	Topaz Signature Pad
7025-01-6946819:NSN	OPTICAL READER,DATA ENTRY	16	H	C7025-00058	Swipe Card Reader - Magtek 21040145
7045-01-6957644:NSN	CASE,COMPUTER	5	H	25C66UT	HP Business Notebook Carrying Case - 15.6in - black
7110-20-0138114:NSN	CHAIR, ROTARY	3	H	381/NPN-02-12 (WB240146)	Black Vinyl Swivel, Stool 25" x 29"
7110-20-0138115:NSN	CHAIR, ROTARY	2	H	SCNOC816 (HZ2150)	ERGO INDUSTRIAL SHOP SEATING PNEUMATIC HEIGHT ADJ
7110-20-0138123:NSN	CHAIR, STRAIGHT	4	H	SCNOP318 (MVL2747)	Stacking Chairs Charcoal
7125-20-0138122:NSN	SHELVING, STORAGE AND DISPLAY	4	H	SCNRM458	HD Boltless Shelving 24"DX48"w x 72"H
7195-20-A0L1956:NSN	WORKBENCH	6	H	SCNFF656	MAPLE TOP WORK BENCH 72" X 30" X 34"H
7520-01-5589738:NSN	EASEL, DISPLAY AND TRAINING	2	H	SKU67E	Whiteboard/Easel
8115-20-A0R1378:NSN	STACKABLE METAL MESH CONTAINER	25	H	SCE-S-GW2	Steel Stacking Cage Blue
8465-01-6949835:NSN	BAG, INDIVIDUAL EQUIPMENT, CARRIER	4,419	H	347205-2	Fabric Instrumentation IHK Pouch Adapter
8465-01-6982487:NSN	PATCH POCKET, UTILITY	172	H	10004868	Veh Fabric Assy Pouch WUI
8465-01-6982723:NSN	BAG, RADIO, CARRIER	109	H	10005965	Veh Fabric Assy Pouch PU
8465-20-0049336:NSN	FRAME ASSEMBLY	45	H	8465-20-004-9336	Ballistic Eyewear Frame Assembly - Medium
8465-20-0049337:NSN	FRAME ASSEMBLY	20	H	8465-20-004-9337	Ballistic Eyewear Frame Assembly - Large
8465-21-8887111:NSN	BELT, INDIVIDUAL EQUIPMENT	50	H	8465-21-888-7111	Web Belt Size Small
8465-21-8887112:NSN	BELT, INDIVIDUAL EQUIPMENT	150	H	8465-21-888-7112	Web Belt Size Medium
8465-21-8887113:NSN	BELT, INDIVIDUAL EQUIPMENT	148	H	8465-21-888-7113	Web Belt Size Large

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W8486-217384/B  
Client Ref. No. - N° de réf. du client  
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Amd. No. - N° de la modif.  
File No. - N° du dossier  
W8486-217384

Buyer ID - Id de l'acheteur  
004QT  
CCC No./N° CCC - FMS No./N° VME

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# **Weapon Effects Simulation (WES) Interim**

## **In-Service Support (ISS)**

### **Service Support Contractor**

#### **Request for Information (RFI)**

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**ATTACHMENT A – Requirements for Indigenous Procurement Plan**

**ATTACHMENT B – Weapon Effects Simulation Interim In-Service Support Service Support Contractor Request for Proposal, including all relevant available Annexes.**

## 1. Purpose

The Department of National Defence (DND) has a requirement for the continuation of the In-Service Support (ISS) for the Weapon Effects Simulation (WES) System. The Service Support Contractor (SSC) will be responsible for warehouse operations, site management, WES Equipment level 1 maintenance, kitting and de-kitting of soldiers and vehicles, soldier briefs, and exercise operations support. The proposed contract is expected to be for a period of 6 years plus 8 one year option periods.

The intent of this Request for Information (RFI) is to seek industry feedback on their level of interest and capability in participating in a future Request for Proposal (RFP) that potentially may contain an Indigenous Participation Plan (IPP).

Details of the IPP can be found at Attachment A to this RFI.

The most recent draft RFP and all relevant available documentation for the WES Interim ISS SSC requirement are included with this RFI as Attachment B for reference for the questions surrounding the IPP.

## 2. Trade Agreements

This requirement is classified as Federal Supply Classification JX6910B (Training Aids – Operation & Maintenance) which is subject to the Canadian Free Trade Agreement (CFTA), Canada - European Union Comprehensive Economic and Trade Agreement (CETA); World Trade Organization Agreement on Government Procurement (WTO-AGP); Comprehensive and Progressive Agreement for Trans-Pacific Partnership (CPTPP) and the Canada - Korea Free Trade Agreement (CKFTA).

## 3. Comprehensive Land Claims Agreements (CLCA)

This procurement is not subject to the Comprehensive Land Claims Agreements (CLCA) as the final delivery points of the goods and services required are not within the Comprehensive Land Claims Settlement Areas.

## 4. Enquiries

All enquiries and other communication related to this RFI shall be directed exclusively to the PWGSC Contracting Authority. All enquiries must be submitted to the Contracting Authority no later than **5** calendar days before the RFI closing date. Enquiries received after that time may not be answered.

Care should be taken by suppliers to explain each question in sufficient detail in order to enable Canada to provide an accurate answer. Technical enquiries that are of a proprietary nature must be clearly marked "proprietary" at each relevant item. Items identified as "proprietary" will be treated as such except where Canada determines that the enquiry is not of a proprietary nature. Canada may edit the questions or may request that the respondent do so, so that the proprietary nature of the question is eliminated, and the enquiry can be answered with copies to all suppliers. Enquiries not submitted in a form that can be distributed to all suppliers may not be answered by Canada.

Changes to this RFI may occur and will be advertised through an RFI amendment on the Government Electronic Tendering System (Buy and Sell).

## 5. PWGSC Contracting Authority

Kathie Eddy  
Public Works and Government Services Canada  
Land and Aerospace Equipment Procurement and Support Sector  
Detection, Simulation and Optical Systems Division - QT

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Phone: 873-353-9727  
kathie.eddy@tpsgc-pwgsc.gc.ca

## 6. Notes to Interested Suppliers

This is neither a call for tender nor an RFP, and no agreement or contract for the goods and services stated herein will be entered into solely as a result of this RFI. This announcement does not constitute a commitment by Canada. Canada does not intend to award a contract on the basis of the notice or otherwise pay for the information solicited. Any and all expenses incurred by industry in pursuing this opportunity, including the provision of information and potential visits, are at industry's sole risk and expense.

Any discussions on this subject with project staff representing DND or PWGSC, or any other Government of Canada representative, or other personnel involved in project activities, shall not be construed as an offer or commitment by DND, PWGSC or the Government of Canada as a whole.

Although the documents, information and data collected may be provided as commercial-in-confidence and will not be provided to a third party outside of Canada, Canada reserves the right to use the information to assist them in drafting technical requirements and for budgetary purposes.

Requirements are subject to change, which may be as a result of information provided in response to this RFI.

Suppliers are advised that any information submitted to Canada in response to this RFI may, or may not, be used by Canada in the development of the potential subsequent RFP. The issuance of this RFI does not create an obligation for Canada to issue a subsequent RFP, and does not bind Canada legally or otherwise, to enter into any agreement or to accept or reject any suggestions.

There will be no short-listing of Suppliers for the purposes of undertaking any future work, as a result of this RFI. Similarly, participation in this RFI is not a condition or prerequisite for the participation to any RFP.

Respondents to this RFI should identify any submitted information that is to be considered as either company confidential, proprietary or if the response contains controlled goods.

**\*Note: The Annex J – Infrastructure Licensing Agreements are not available for the RFI phase. These documents will be included with the final RFP package.**

## 7. Security Requirements

There are security requirements associated with this requirement.

## 8. Non-Disclosure Agreement

There is a Non-Disclosure Agreement requirement associated with the RFI, potential future RFP and potential future resulting Contract. See RFP article 2.8 for further details.

## 9. IPP Industry Engagement Questions

1. How can your company maximize Indigenous participation in the WES Interim ISS SSC requirement?  
For instance:

- Incorporating Indigenous businesses within your supply chain
- Hiring Indigenous employees
- Training and skills development opportunities for Indigenous people

- Other relevant measures intended to support Indigenous socio-economic development including, but not limited to scholarships, grants and bursaries

2. Where does your company see an opportunity for Indigenous participation within the WES Interim ISS SSC requirement? Such as:

- WES Equipment Transportation
- WES Equipment Operations
- Warehouse Operations

3. What percentage of the value of the contract do you see as attainable and achievable for the Indigenous Participation Plan (IPP)? Is 5% of the contract value achievable? Within the value of the IPP, is there an optimal percentage for direct versus indirect benefits?

4. Does your business have a history of employing Indigenous persons or sub-contracting with Indigenous businesses?

5. What incentive strategies have you encountered in previous contracts to encourage Indigenous engagement resulting in skills development and industrial capacity?

6. Is your business located within a modern treaty area? If yes, please specify.

7. Is your business an Indigenous business eligible under the Government of Canada's Procurement Strategy for Indigenous Business (PSIB)?

8. What additional information would help you to achieve the 5% contract value target?

9. Would the inclusion of a mandatory IPP preclude you from bidding on this requirement?

Please provide your written feedback to these questions and any other comments regarding Indigenous Participation Plan (IPP) to the PSPC Contracting Authority by the RFI deadline.

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## ATTACHMENT A

### INDIGENOUS PARTICIPATION PLAN (IPP)

Canada is considering the inclusion of an Indigenous Participation Plan (IPP) as part of the Weapon Effects Simulation (WES) Interim In-Service Support (ISS) Service Support Contractor (SSC) requirement in order to meet the Government of Canada's commitments of advancing Indigenous socio-economic development through federal contracting opportunities.

The IPP is a portion of the value of a contract that is allocated for Indigenous participation, which can be direct or indirect (or both).

#### Direct Benefits and Indirect Benefits

##### (a) Direct Benefits

Direct Benefits can be any one of the following:

i. Indigenous Business Development: The Contractor must demonstrate it builds and develops viable Indigenous business capacity (refer below to Indigenous Business Capacity). The Contractor must contribute and invest in the development and viability of Indigenous businesses by procuring goods and services from qualified Indigenous firms. The Contractor is also encouraged to demonstrate how it intends to maximize the use of Indigenous businesses, such as identifying the work intended to be carried out by Indigenous businesses, including contract and supply chain management.

ii. Indigenous Employment: The Contractor must demonstrate its Indigenous employment potential/capacity. The Contractor may include details pertaining to Indigenous recruitment and retention strategies and related job activities such as the work to be carried out by each position.

iii. Indigenous Training and Skills Development: The Contractor must demonstrate the training opportunities and skills development for its Indigenous employees, such as on-the job training, in-house training, as well as succession plans.

##### (b) Indirect Benefits

Indirect Benefits include specialized training, career development, scholarships, grants, and community outreach to help local and Indigenous communities in meeting their economic development needs.

#### Identifying Indigenous Business Capacity

Early engagement with Indigenous communities and businesses may help the Contractor meet the desired outcomes outlined in the Indigenous Participation Plan. Early engagement can benefit by:

- enhancing relationships;
- ensuring a common understanding of the project requirements;
- determining Indigenous business capacity for the procurement of goods and services; and
- identifying skills and training gaps for employment of Indigenous peoples.

The following list is provided to assist in the identification of Indigenous business capacity:

- Canadian Council for Aboriginal Business: <https://www.ccab.com/>
- Indigenous Business and Investment Council: Indigenous Business and Investment Council | Small Business Accelerator ([ubc.ca](http://ubc.ca))
- Canadian Aboriginal and Minority Supplier Council: [www.camsc.ca](http://www.camsc.ca)
- Province of Manitoba: <https://www.gov.mb.ca/inr/>

- Province of Ontario: <https://www.ontario.ca/page/aboriginal-businesses-bidding-government-contracts>
- Indigenous Women's Business Directory: <https://www.nwac.ca/womens-business-directory/>

### **Identifying Indigenous Employment Opportunities**

Industry respondents may wish to contact Employment and Social Development Canada (ESDC) to learn more about their Indigenous Labour Programs that may help support the Indigenous Participation Plan. ESDC's Indigenous Skills and Employment Training Program is designed to help Indigenous people improve their skills and find employment, visit their website for more information:

<https://www.canada.ca/en/employment-social-development/programs/indigenous-skills-employment-training.html>

In addition to ESDC, there are numerous provincial and non-profit Indigenous employment and skills development programs. For more information contact: [indigenousprocurement@canada.ca](mailto:indigenousprocurement@canada.ca)

### **Definitions related the Indigenous Participation Plan**

The IPP compliments the objectives of the Procurement Strategy for Indigenous Business (PSIB), which was established to increase Indigenous businesses development through the federal government procurement process. The PSIB is a federal policy that reserves, or "sets-aside" certain contracts exclusively for competition among Indigenous businesses where capacity exists. The WES Interim ISS SSC requirement is not a set aside for Indigenous businesses under the PSIB, but would contain an IPP to encourage contracting with Indigenous suppliers, as well as other measures to help close socio-economic gaps. For more information on PSIB, visit: Chapter 9.40 of the Supply Manual version 2023-2 - Procurement Information on Buyandsell.gc.ca.

The following definitions are based on the PSIB policy, which uses the term 'Aboriginal', which now should be interpreted as 'Indigenous', for the purposes of this RFI.

**Aboriginal Firm** - "Aboriginal firm" means an entity which complies with the criteria set out in the PSAB. According to the PSAB, "Aboriginal firms" include sole proprietorships, limited companies, co-operatives, partnerships, or not-for-profit organizations. To be considered an Aboriginal business, a firm must meet the following criteria:

- (1) At least 51 percent of the firm is owned and controlled by Aboriginal people; and,
- (2) At least one third of the firm's employees, if it has six or more full-time staff, are Aboriginal. If a firm is starting a joint venture or consortium, at least 51 percent of the joint venture or consortium must be controlled and owned by an Aboriginal business or businesses, as defined above.

**Aboriginal Person** - An Aboriginal person is defined as a Status or Non-Status Indian, Metis or Inuit person who is a Canadian citizen and resident in Canada.

**Aboriginal Content** - "Aboriginal content" refers to the amount (e.g. dollar value or percentage of total value) of Aboriginal participation that will be created through this project. Aboriginal participation will include both labour force participation (i.e. value of salary and non-salary committed to employment and development of Aboriginal people), business participation (i.e. value of contracts awarded to Aboriginal subcontractors) and other measures.

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File No. - N° du dossier  
004qtW8486-217384

Buyer ID - Id de l'acheteur  
004qt  
CCC No./N° CCC - FMS No./N° VME

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ANNEX I Non-Disclosure Agreement  
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**THIS DOCUMENT CONTAINS A SECURITY REQUIREMENT**

**PART 1 - GENERAL INFORMATION**

**1.1 Introduction**

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

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

The annexes include the Statement of Work, the Basis of Payment, the Security Requirements Checklist, the Electronic Payment Instruments, the Federal Contractors Program for Employment Equity - Certification, the insurance requirements, the DND 626 Task Authorization Form, the Loan Agreement, the Infrastructure Licensing Agreements and any other annexes.

This solicitation contains mandatory requirements. All elements of this solicitation that are mandatory requirements are identified with the words "shall", "must" or "mandatory". An entire section of this solicitation may be designated as mandatory.

Bids must comply with each and every mandatory requirement. Whether or not expressly stated for each mandatory requirement in this solicitation, if a bid does not comply with a mandatory requirement, the bid will be considered non-responsive and will receive no further consideration.

**1.2 Summary**

- 1.2.1** The Department of National Defence (DND) has a requirement for an In-Service Support (ISS) contract which includes warehouse operations, site management, Weapon Effects Simulation (WES) equipment level one maintenance, kitting and de-kitting of soldiers and vehicles, soldier briefs and exercise operations support at the four Canadian Forces Bases across Canada.

PWGSC intends to put in place a six (6) year contract, with eight (8) additional one (1) year option periods, for the WES Interim ISS - Service Support Contractor (SSC) requirement.

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- 1.2.2** The Federal Contractors Program (FCP) for employment equity applies to this procurement; refer to Part 5 – Certifications and Additional Information, Part 7 – Resulting Contract Clauses and the Annex E titled Federal Contractors Program for Employment Equity - Certification.
- 1.2.3** This procurement is not subject to national security exceptions.
- 1.2.4** This requirement is classified as Federal Supply Classification JX6910B (Training Aids – Operation & Maintenance) which is subject to the Canadian Free Trade Agreement (CFTA); Canada - European Union Comprehensive Economic and Trade Agreement (CETA); World Trade Organization Agreement on Government Procurement (WTO-AGP); Comprehensive and Progressive Agreement for Trans-Pacific Partnership (CPTPP) and the Canada - Korea Free Trade Agreement (CKFTA).
- 1.2.5** There are security requirements associated with this requirement. For additional information, consult Part 6 - Security, Financial and Other Requirements, and Part 7 - Resulting Contract Clauses. For more information on personnel and organization security screening or security clauses, the Bidder should refer to the [Contract Security Program](http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html) of PWGSC (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website.
- 1.2.6** This bid solicitation is to establish a contract with task authorizations for the delivery of the requirement detailed in the bid solicitation to the Identified Users across Canada, excluding locations within Yukon, Northwest Territories, Nunavut, Quebec, and Labrador that are subject to Comprehensive Land Claims Agreements (CLCAs). Any requirement for deliveries within CLCAs areas within Yukon, Northwest Territories, Nunavut, Quebec, or Labrador shall be treated as a separate procurement, outside the resulting contract.
- 1.2.7** This procurement is subject to the Controlled Goods Program. The [Defence Production Act](#) provides a list of controlled goods.
- 1.2.8** There is an optional site visit associated with this requirement. Consult Part 2 – Bidder Instructions.
- 1.2.9** This bid solicitation allows bidders to use the Canada Post Corporation (CPC) Connect service provided by CPC to transmit their bid electronically. Bidders must refer to Part 2 entitled Bidder Instructions, and Part 3 entitled Bid Preparation Instructions, of the bid solicitation, for further information.
- 1.2.10** This document provides details on the Crown's requirements for Indigenous Benefits. The Bidder must refer to Part 2 – Bidder Instructions, Part 3 – Bid Preparation Instructions and Part 7 – Resulting Contract Clauses for further information.
- 1.2.11** The Bidder should meet the environmentally preferable packaging specifications as indicated in the Statement of Work (SOW).

### **1.3 Debriefings**

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

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004qt  
CCC No./N° CCC - FMS No./N° VME

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#### **1.4 Phased Bid Compliance Process**

The Phased Bid Compliance Process (PBCP) applies to this requirement.

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## **PART 2 - BIDDER INSTRUCTIONS**

### **2.1 Standard Instructions, Clauses and Conditions**

All instructions, clauses and conditions identified in the bid solicitation by number, date and title are set out in the Standard Acquisition Clauses and Conditions Manual (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by PWGSC

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

The 2003 (2023-06-08) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

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

Delete: 60 days  
Insert: 360 days

- b) Insert:

#### **Technical Difficulties of Bid Transmission**

This section applies despite anything to the contrary in this solicitation or the Standard Instructions.

Where a Bidder has commenced transmission of its bid through an electronic submission method (such as facsimile or Canada Post Corporation's (CPC) Connect service, or other online service) in advance of the bid solicitation closing date and time, but due to technical difficulties, Canada was unable to receive or decode the entirety of the Bid by the deadline, Canada may nonetheless accept the entirety of the Bid received after the bid solicitation closing date and time, provided that the Bidder can demonstrate the following:

- (i) The bidder contacted Canada in advance of the bid solicitation closing date and time to attempt to resolve its technical difficulties; OR
- (ii) The electronic properties of the Bid documentation clearly indicate that all components of the Bid were prepared in advance of the bid solicitation closing date and time.

#### **Completeness of the Bid**

After the closing date and time of this bid solicitation, Canada will examine the Bid to determine completeness. The review for completeness will be limited to identifying whether any information submitted as part of the bid can be accessed, opened, and/or decoded. This review does not constitute an evaluation of the content, will not assess whether the Bid meets any standard or is responsive to all solicitation requirements, but will be solely limited to assessing completeness. Canada will provide the Bidder with the opportunity to submit information found to be missing or incomplete in this review within two business days of notice.

Specifically, the bid will be reviewed and deemed to be complete when the following elements have been submitted by the bidder:

1. That certifications and securities required at bid closing are included.
2. That bids are properly signed, that the bidder is properly identified.
3. Acceptance of the terms and conditions of the bid solicitation and resulting contract.
4. That all documents created prior to bid closing but due to technical difficulties Canada was unable to receive them, have been properly submitted and received by Canada.
5. All certifications, declarations and proofs created prior to bid closing but due to technical difficulties Canada was unable to receive them, have been properly submitted and received by Canada.

For any questions, please contact PA Politiques / AP Policy (TPSGC/PWGSC)  
[TPSGC.PAPolitiques-APPolicy.PWGSC@tpsgc-pwgsc.gc.ca](mailto:TPSGC.PAPolitiques-APPolicy.PWGSC@tpsgc-pwgsc.gc.ca).

## 2.2 Submission of Bids

Bids must be submitted only to PWGSC Bid Receiving Unit, by CPC Connect service, by the date, time and place indicated in the bid solicitation.

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

[tpsgc.pareceptiondessomissions-apbidreceiving.pwgsc@tpsgc-pwgsc.gc.ca](mailto:tpsgc.pareceptiondessomissions-apbidreceiving.pwgsc@tpsgc-pwgsc.gc.ca)

Note: Bids will not be accepted if emailed directly to this email address. This email address is to be used to open a CPC Connect conversation, as detailed in Standard Instructions [2003](#), or to send bids through a CPC Connect message if the bidder is using its own licensing agreement for CPC Connect service.

It is the Bidder's responsibility to ensure the request for opening an epost Connect conversation is sent to the email address above at least six days before the solicitation closing date.

In case of incompatibility or inability to transmit by CPC Connect service, transmission by facsimile to the Bid Receiving Unit, as identified on the front page of this solicitation, in addition to CPC Connect service is permitted.

## 2.3 Former Public Servant

Contracts awarded to former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny, and reflect fairness in the spending of public funds. In order to comply with Treasury Board policies and directives on contracts awarded to FPSs, bidders must provide the information required below before contract award. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of bids is completed, Canada will inform the Bidder of a time frame within which to provide the information. Failure to comply with Canada's request and meet the requirement within the prescribed time frame will render the bid non-responsive.

### Definitions

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

- a. an individual;
- b. an individual who has incorporated;

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

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

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

#### **Former Public Servant in Receipt of a Pension**

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

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

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

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

#### **Work Force Adjustment Directive**

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

If so, the Bidder must provide the following information:

- a. name of former public servant;
- b. conditions of the lump sum payment incentive;
- c. date of termination of employment;
- d. amount of lump sum payment;
- e. rate of pay on which lump sum payment is based;

- f. period of lump sum payment including start date, end date and number of weeks;
- g. number and amount (professional fees) of other contracts subject to the restrictions of a work force adjustment program.

## **2.4 Enquiries - Bid Solicitation**

All enquiries must be submitted in writing to the Contracting Authority no later than 10 calendar days before the bid closing date. Enquiries received after that time may not be answered.

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

## **2.5 Applicable Laws**

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

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

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

Should bidders consider that the Statement of Work contained in the bid solicitation could be improved technically or technologically, bidders are invited to make suggestions, in writing, to the Contracting Authority named in the bid solicitation. Bidders must clearly outline the suggested improvement as well as the reason for the suggestion. Suggestions that do not restrict the level of competition nor favour a particular bidder will be given consideration provided they are submitted to the Contracting Authority at least 10 calendar days before the bid closing date. Canada will have the right to accept or reject any or all suggestions.

## 2.7 Optional Site Visit

It is recommended that the Bidder or a representative of the Bidder visit the work site.

Arrangements have been made for the site visit to be held at \_\_\_\_\_ (insert address) on \_\_\_\_\_ (insert date). The site visit will begin at \_\_\_\_\_ (insert time [for e.g. 14:00 EST or EDT]), in \_\_\_\_\_ (insert location/room number).

Bidders are requested to communicate with the Contracting Authority no later than \_\_\_\_\_ (insert date and time) to confirm attendance and provide the name(s) of the person(s) who will attend. Bidders may be requested to sign an attendance sheet. Bidders who do not attend or do not send a representative will not be given an alternative appointment but they will not be precluded from submitting a bid. Any clarifications or changes to the bid solicitation resulting from the site visit will be included as an amendment to the bid solicitation.

## 2.8 Data to be Provided to the Contractor as Government Furnished Information (GFI)

The Annex A – Statement of Work, Appendix 6 - Data to be Provided to the Contractor as Government Furnished Information (GFI) is not included in the downloadable Request for Proposal (RFP) package on the buyandsell website. During the solicitation period, DND publications that are referenced in the RFP and are not commercially available can be issued to Bidders under separate cover upon request from the Bidder.

**Step 1:** Bidders must obtain from its employee(s) and subcontractor(s) the completed and signed Non-Disclosure Agreement found at Annex I, and provide it to the Contracting Authority before receiving an electronic copy of the Annex A – Statement of Work, Appendix 6 - Data to be provided to the Contractor as Government Furnished Information (GFI).

**Step 2:** This information requires access to Controlled Goods that are subject to the *Defence Production Act*, R.S. 1985, c. D-1. Within Canada, only persons who are registered exempt or excluded under the Controlled Goods Program (CGP) are lawfully entitled to examine, possess or transfer controlled goods. Bidders must provide the Contracting Authority with proof of compliance with the Controlled Goods Program prior to receiving the Annex A – Statement of Work, Appendix 6 - Data to be provided to the Contractor as Government Furnished Information (GFI). The Contracting Authority will verify the Controlled Goods compliance prior to releasing the supporting documentation.

Details on how to register under the CGP are provided at the following link:

[Register in the Controlled Goods Program – Register to examine, possess or transfer controlled goods – Controlled goods: Examining, possessing or transferring – Canada.ca \(tpsgc-pwgsc.gc.ca\).](#)

**Step 3:** It is imperative that the Bidder's request for Annex A – Statement of Work, Appendix 6 - Data to be Provided to the Contractor as Government Furnished Information (GFI) be made as soon as possible to ensure timely receipt of the associated publications. Bidders are required to submit their request to the Contracting Authority.

**Step 4:** The Supporting documentation will be issued electronically through epost Connect.

## 2.9 Bid Challenge and Recourse Mechanisms

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

## 2.10 Indigenous Benefits Plan

The Government of Canada is committed to reconciliation and meaningful engagement with Indigenous Businesses Peoples. Bidders are required to include a plan for meaningful employment, sub-contracting, training, skills development/apprenticeship opportunities for Indigenous Businesses and Peoples throughout the duration of the Contract.

Meaningful engagement with Indigenous peoples across Canada is a priority of the Federal government and our Departments. Public Works and Government Service Canada has worked successfully in the past to leverage training opportunities, employment, sub-contracting and capacity building for Indigenous Businesses and Peoples and is pleased to continue working collaboratively with Indigenous communities and stakeholders on Federal projects. In particular, the Contractor is expected to:

- Assist in the development of Indigenous workers and businesses that will contribute to the economic development of Indigenous communities.
- Help stimulate Indigenous employment and business development.
- Provide opportunity for Indigenous businesses through sub-contracting and/or joint ventures with the general business community when bidding on tenders.
- Build Indigenous capacity by providing on the job training, skills development/apprenticeship and mentorship.

The Bidder must provide as part of their proposal, a draft Indigenous Participation Plan as detailed in Annex L.

## 2.11 Environmentally Preferable Packaging

The Bidder should meet the environmentally preferable packaging specifications for this procurement as indicated in the Statement of Work (SOW).

In accordance with the Policy on Green Procurement and the Government of Canada actions on plastic waste in federal operations, the Government of Canada is committed to supporting the procurement of environmentally preferable plastic products and the reduction of associated plastic packaging waste to protect the environment by integrating environmentally preferable packaging specifications.

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All packaging material related to this requirement, except for excluded material and specialized packaging as defined below, must be reusable, returnable, or recyclable in accordance with the definitions set forth in the Supply Manual Glossary.

### **Excluded material**

Environmentally preferable material alternatives in packaging tape are not widely available. As a result, packaging tape is considered to be excluded from the environmentally preferable packaging specifications until the market has progressed and studies become available to determine otherwise.

### **Specialized packaging**

Packaging can be considered "specialized" if the intended use of the packaging requires technical performance specifications with no environmentally preferable alternatives. For example, when transporting hazardous materials, if there is a need for a specific density of materials, or if they must be temperature controlled.

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## PART 3 - BID PREPARATION INSTRUCTIONS

### 3.1 Bid Preparation Instructions

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

Canada requests that the Bidder submits its bid in separately bound sections as follows:

Section I: Technical Bid  
Section II: Indigenous Participation Plan  
Section III: Financial Bid  
Section IV: Certifications

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

Section I: Technical Bid (three hard copies) and two soft copies on USB keys

Section II: Indigenous Participation Plan (three hard copies) and two soft copies on USB keys

Section III: Financial Bid (three hard copies) and two soft copies on USB keys

Section IV: Certifications (three hard copies) and two soft copies on USB keys

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

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

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

Canada requests that bidders follow the format instructions described below in the preparation of hard copy of their bid:

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

In order to assist Canada in meeting the objectives of the [Policy on Green Procurement](#), when feasible bidders should prepare and submit their bid as follows:

- 1) Include all environmental certification(s) relevant to your organization (such as ISO 14001, Leadership in Energy and Environmental Design (LEED), Carbon Disclosure Project, etc.)
- 2) Include all third party environmental certification(s) or Environmental Product Declaration(s) (EPD) specific to your product/service (such as Canadian Standards Association (CSA Group), Underwriters Laboratories (ULSolutions); Forest Stewardship Council (FSC), ENERGYSTAR, etc.)
- 3) Unless otherwise noted, bidders are encouraged to submit bids electronically. If hard copies are required, bidders should:

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- a. use 8.5 x 11 inch (216 mm x 279 mm) paper containing fibre certified as originating from a sustainably managed forest and containing minimum 30% recycled content; and
  - b. use an environmentally preferable format including black and white printing instead of colour printing, printing double sided/duplex, using staples or clips instead of Cerlox, duo tangs, spiral binding or binders, and must not contain any single-use plastics.

Canada is committed to achieving [net zero greenhouse gas \(GHG\) emissions by 2050](#) in an effort to position Canada for success in a green economy and to mitigate climate change impacts. As a result, future solicitations may include the following:

- there may be evaluation criteria or other instructions in the solicitation or contract documents related to measuring and disclosing your company's GHG emissions;
- you may be requested or required to join one of the following initiatives to submit a bid, offer or arrangement or if you are awarded the contract:
  - Canada's Net-Zero Challenge;
  - the United Nations Race to Zero;
  - the Science-based Targets Initiative;
  - the Carbon Disclosure Project;
  - the International Organization for Standardization;
- you may be required to provide other evidence of your company's commitment and actions toward meeting net zero targets by 2050.

Due to the nature of the bid solicitation, bids transmitted by facsimile will not be accepted.

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

In their technical bid, Bidders should demonstrate their understanding of the requirements contained in the bid solicitation and explain how they will meet these requirements. Bidders should demonstrate their capability and describe their approach in a thorough, concise and clear manner for carrying out the work.

The technical bid should address clearly and in sufficient depth the points that are subject to the evaluation criteria against which the bid will be evaluated. Simply repeating the statement contained in the bid solicitation is not sufficient. In order to facilitate the evaluation of the bid, Canada requests that Bidders address and present topics in the order of the evaluation criteria using the same headings. To avoid duplication, Bidders may refer to different sections of their bids by identifying the specific paragraph and page number where the subject topic has already been addressed.

In their technical bid, Bidders must describe their capability, experience, and project management team as well as provide client contact information.

### **Section II: Indigenous Participation Plan**

As part of their Indigenous Participation Plan, Bidders must explain and demonstrate how they propose to incorporate Indigenous Participation in carrying out the Work.

### **Section III: Financial Bid**

Bidders must submit their financial bid in accordance with the Appendix B – Financial Evaluation Tables, attached as separate excel spreadsheets.

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

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If you are willing to accept payment of invoices by Electronic Payment Instruments, complete Annex D - Electronic Payment Instruments, to identify which ones are accepted.

If Annex D - Electronic Payment Instruments is not completed, it will be considered as if Electronic Payment Instruments are not being accepted for payment of invoices.

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

### **3.1.2 Exchange Rate Fluctuation**

The requirement does not offer exchange rate fluctuation risk mitigation. Requests for exchange rate fluctuation risk mitigation will not be considered. All bids including such provision will render the bid non-responsive.

### **Section IV: Certifications**

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

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

### **4.1 Evaluation Procedures**

- (a) Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada and a consultant from Calian Ltd. will evaluate the bids. PWGSC has engaged "Samson" as fairness monitor for this procurement. The fairness monitor will not be part of the evaluation team, but will, among other things, observe the evaluation of the bids with respect to Canada's adherence to the evaluation process described in this bid solicitation.
- (c) Canada will use the Phased Bid Compliance Process described below.

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

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

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

THE BIDDER ACKNOWLEDGES THAT THE REVIEWS IN PHASE I AND II OF THIS PBCP ARE PRELIMINARY AND DO NOT PRECLUDE A FINDING IN PHASE III THAT THE BID IS NON-RESPONSIVE, EVEN FOR MANDATORY REQUIREMENTS WHICH WERE SUBJECT TO REVIEW IN PHASE I OR II AND NOTWITHSTANDING THAT THE BID HAD BEEN FOUND RESPONSIVE IN SUCH EARLIER PHASE. CANADA MAY DEEM A BID TO BE NON-RESPONSIVE TO A MANDATORY REQUIREMENT AT ANY PHASE.

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

- (c) The PBCP does not limit Canada's rights under Standard Acquisition Clauses and Conditions (SACC) 2003 (2023-06-08) Standard Instructions – Goods or Services – Competitive Requirements nor Canada's right to request or accept any information during the solicitation period or after bid solicitation closing in circumstances where the bid solicitation expressly provides for this right, or in the circumstances described in subsection (c).
- (d) Canada will send any Notice or CAR by any method Canada chooses, in its absolute discretion. The Bidder must submit its response by the method stipulated in the Notice or CAR. Responses are deemed to be received by Canada at the date and time they are delivered to Canada by the method and at the address specified in the Notice or CAR. An email response permitted by the Notice or CAR is deemed received by

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Canada on the date and time it is received in Canada's email inbox at Canada's email address specified in the Notice or CAR. A Notice or CAR sent by Canada to the Bidder at any address provided by the Bidder in or pursuant to the Bid is deemed received by the Bidder on the date it is sent by Canada. Canada is not responsible for late receipt by Canada of a response, however caused.

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

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

- (h) Canada will determine whether the Financial Bid is responsive to the requirements reviewed at Phase I, considering such additional information or clarification as may have been provided by the Bidder in accordance with this Section. If the Financial Bid is not found responsive for the requirements reviewed at Phase I to the satisfaction of Canada, then the Bid shall be considered non-responsive and will receive no further consideration.
- (i) Only Bids found responsive to the requirements reviewed in Phase I to the satisfaction of Canada, will receive a Phase II review.

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

- (a) Canada's review at Phase II will be limited to a review of the Technical Bid to identify any instances where the Bidder has failed to meet any Eligible Mandatory Criterion. This review will not assess whether the Technical Bid meet any standard or is responsive to all solicitation requirements. Eligible Mandatory Criteria are all mandatory technical and management criteria that are identified in this solicitation as being subject to the PBCP. Mandatory technical and management criteria that are not identified in the solicitation as being subject to the PBCP, will not be evaluated until Phase III.
- (b) Canada will send a written notice to the Bidder (Compliance Assessment Report or "CAR") identifying any Eligible Mandatory Criteria that the Bid has failed to meet. A Bidder whose Bid has been found responsive to the requirements that are reviewed at Phase II will receive a CAR that states that its Bid has been found responsive to the requirements reviewed at Phase II. Such Bidder shall not be entitled to submit any response to the CAR.
- (c) A Bidder shall have the period specified in the CAR (the "Remedy Period") to remedy the failure to meet any Eligible Mandatory Criterion identified in the CAR by providing to Canada in writing additional or different information or clarification in response to the CAR. Responses received after the end of the Remedy Period will not be considered by Canada, except in circumstances and on terms expressly provided for in the CAR.
- (d) The Bidder's response must address only the Eligible Mandatory Criteria listed in the CAR as not having been achieved, and must include only such information as is necessary to achieve such compliance. Any additional information provided by the Bidder which is not necessary to achieve such compliance will not be considered by Canada, except that, in those instances where such a response to the Eligible Mandatory Criteria specified in the CAR will necessarily result in a consequential change to other parts of the Bid, the Bidder shall identify such additional changes, provided that its response must not include any change to the Financial Bid.
- (e) The Bidder's response to the CAR should identify in each case the Eligible Mandatory Criterion in the CAR to which it is responding, including identifying in the corresponding section of the original Bid, the wording of the proposed change to that section, and the wording and location in the Bid of any other consequential changes that necessarily result from such change. In respect of any such consequential change, the Bidder must include a rationale explaining why such consequential change is a necessary result of the change proposed to meet the Eligible Mandatory Criterion. It is not up to Canada to revise the Bidder's Bid, and failure of the Bidder to do so in accordance with this subparagraph is at the Bidder's own risk. All submitted information must comply with the requirements of this solicitation.

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- (f) Any changes to the Bid submitted by the Bidder other than as permitted in this solicitation, will be considered to be new information and will be disregarded. Information submitted in accordance with the requirements of this solicitation in response to the CAR will replace, in full, **only** that part of the original Bid as is permitted in this Section.
- (g) Canada will determine whether the Bid is responsive for the requirements reviewed at Phase II, considering such additional or different information or clarification as may have been provided by the Bidder in accordance with this Section. If the Bid is not found responsive for the requirements reviewed at Phase II to the satisfaction of Canada, then the Bid shall be considered non-responsive and will receive no further consideration.
- (h) Only Bids found responsive to the requirements reviewed in Phase II to the satisfaction of Canada, will receive a Phase III evaluation.

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

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

#### **4.1.2 Technical Evaluation**

Mandatory technical evaluation criteria are included in Appendix A - Mandatory Technical Evaluation Criteria.

The PBCP will apply to all mandatory technical criteria.

The Bidder must complete the compliance matrix in Appendix A in full and provide the following:

##### *Compliance Demonstration Method*

“D” - The Bidder must provide details as to how the work will be undertaken, or how the stated requirement will be met;

“W” – The Bidder must include the requested information with the bid.

##### *Compliant (Yes/No)*

Yes: Indicates full compliance or acceptance of this clause or terms and conditions in all respects.

No: The Bidder is to specifically indicate all areas with which it shall not comply.

##### *Proposal Reference*

The Bidder must confirm compliance to mandatory requirements and indicate down to the lowest level (e.g. paragraph number and sub paragraph number) of the supporting documentation where the compliance can be clearly identified and proven to the satisfaction of the evaluation team.

To demonstrate experience, the Bidder must include the following information; customer organisation, customer reference (including point of contact information), contract location, type of

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service provided, resources dedicated to the contract, start and end dates of the provision of service.

**Appendix A - Mandatory Technical Evaluation Criteria**

Ser #	SOW Reference	Requirement Description	Compliance Demonstration Method (D,W)	Compliance Verification	Compliant (Yes/No)	Proposal Reference
<b>ORGANIZATION</b>						
1	N/A	Bidder's corporate structure	W	The Bidder must provide their Corporate Structure that will support this Contract including identifying existing staff and-departments that perform procurement, invoicing, contracts, sub-contracting, shipping and payments.		
2		Bidder's corporate experience	W	The Bidder must demonstrate that they have 3 years in the past 5 years' experience contracting with a government organisation.		
3	3.2, 3.3 5.1, 5.3 5.4, 5.5, 5.6	Bidder's Staffing Plan	D	The Bidder must include a Staffing Plan that incorporates the following as a minimum: <ul style="list-style-type: none"> <li>• An organization chart with full time manning levels, and individual job descriptions, to support the Core requirements of this Contract.</li> <li>• Approach to recruitment activities that will be completed in order to: <ul style="list-style-type: none"> <li>○ Recruit the initial resources required at each site;</li> <li>○ Meet temporary hires required for large scale or extended exercises; and</li> <li>○ Replace resources.</li> </ul> </li> </ul>		
4	3.2, 3.3 5.1, 5.3 5.4, 5.5, 5.6	Bidder's Staffing Plan	D	The Bidder must include a plan showing how their proposed organization chart will be able to support both static and deployed training events at the same time.		

Ser #	SOW Reference	Requirement Description	Compliance Demonstration Method (D,W)	Compliance Verification	Compliant (Yes/No)	Proposal Reference
5	3.2.2	The Bidder must identify individuals to fulfill WES SSC PM & WES SSC OpsM	W	<p>The Bidder must provide the Resume of perspective employees for the following two roles:</p> <ul style="list-style-type: none"> <li>WES SSC PM – showing 3 years' experience in the last 7 years as a project manager working on government contracts.</li> <li>WES SSC OpsM – showing 3 years' experience in the last 7 years of providing military stakeholder engagement and customer liaison.</li> </ul>		
<b>CORE AND TASKINGS WORK MANAGEMENT</b>						
6	1.5	Differentiate between 'Core' and 'Tasking' activities	D	The Bidder must demonstrate a clear understanding of what is 'Core Work' and how their proposed staffing will achieve that work under this Statement of Work.		
<b>CANADA INTERFACE</b>						
7	3.1.1	Working with stakeholders	D	The Bidder must describe how the WES SSC PM, WES SSC OpsM, and WES SSC OSR Det Comd intend to work with the stakeholders detailed in Annex A SOW para 3.1.1.		
<b>OEM CONTRACTOR INTERFACE</b>						
8	N/A	Working with other companies to deliver a service	W	The Bidder must demonstrate that they have 3 years within the past 5 years' experience partnering and coordinating with another company to deliver a service to a single client.		
9	1.4.1	Working with OEM	D	The Bidder must detail the steps they will take to work symbiotically with the OEM Contractor to meet Canada's requirement to support WES.		
<b>OPERATIONAL SUPPORT MANAGEMENT</b>						

Ser #	SOW Reference	Requirement Description	Compliance Demonstration Method (D,W)	Compliance Verification	Compliant (Yes/No)	Proposal Reference
10	N/A	Maintenance Operations	W	The Bidder must demonstrate that they have 3 years' experience in the past 5 years' in the management and operation of maintenance.		
11	5.6.1 5.6.2	Maintenance Operations	D	The Bidder must describe the management and processes they will use to ensure that the Maintenance Support requirements of the Contract are satisfied. To include as a minimum: <ul style="list-style-type: none"> <li>Logistic Management Software</li> <li>Inspection and preventative maintenance</li> <li>Restorative maintenance</li> <li>Third party inspections, maintenance and repairs to non-OEM equipment.</li> </ul>		
<b>SUPPLY AND LOGISTICS</b>						
12	N/A	Warehouse Operations	W	The Bidder must demonstrate that they have 3 years' experience in the past 5 years in the management and operation of a warehouse.		
13	5.6.1 5.6.2 5.6.3	Inventory control and tracking experience -- electronic resource tracking system	W	The Bidder must demonstrate that they have 3 years' experience in the past 5 years conducting inventory control and using an electronic management system.		
<b>TRAINING SUPPORT</b>						
14	N/A	Training experience	W	The Bidder must demonstrate that they have 3 years' experience in the past 5 years developing and providing technical training to their own staff and to large groups of clients.		

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Ser #	SOW Reference	Requirement Description	Compliance Demonstration Method (D,W)	Compliance Verification	Compliant (Yes/No)	Proposal Reference
15	1.5.1 4.1	Transition-in Plan	D	The Bidder must explain their plan to Transition-In their employees to fulfil the roles and tasks required by the SOW		
16	1.4.3, 3.6 4.1.1.3 4.1.1.4 5.5.2, 5.5.4 5.5.8 5.5.10.6	Provision of Training on the WES System	D	The Bidder must describe the management arrangements and processes to be used by the Bidder to ensure that the training support requirements of the Contract are satisfied, including: <ul style="list-style-type: none"> <li>• WES User training</li> <li>• Maintenance of the training packages</li> <li>• Provision of training resources</li> </ul>		

### 4.1.3 Financial Evaluation

#### 4.1.3.1 Mandatory Financial Criteria Evaluation of Price - Bid

The price of the bid will be evaluated in Canadian dollars, Applicable Taxes excluded, Delivered Duty Paid (DDP), Canadian customs duties and excise taxes included.

The financial bid evaluation matrix is found in Appendix B attached as separate excel spreadsheets.

Should any financial proposal appear to Canada to be significantly insufficient to cover Costs based on a Bidder's solution or raises material concerns to Canada as to the Bidder's capability to perform the Work for the proposed Price, Canada will conduct a financial evaluation to determine if a Bidder has provided an unrealistic bid as provided in the example below. If the Bidder has provided an unrealistic bid, it will be declared non-responsive and not given any further consideration.

	\$\$
Bid 1	55
Bid 2	50
Bid 3	45
Bid 4	35
Gov. Cost Estimate	46
Average of Bids	46.2
Standard Deviation	7.4
Low Bid threshold	38.8

In the example, the average of all of the bids Total Evaluated Price is \$46,200. The standard deviation of the bid Costs is \$7,400. The Low Bid risk zone would be any Total Evaluated Price below \$38,800 ( $\$46,200 - \$7,400 = \$38,800$ ). In this case the Low Bid (LB) of \$35,000 will be considered an unrealistic bid and given no further consideration.

#### 4.1.3.2 Transition-In Costs

The Transition-In costs/prices will be excluded as part of the overall Total Evaluation Price, however will be evaluated throughout the financial evaluation phase. Should the Transition-In costs appear to Canada to be unrealistically high, incomplete or those costs that are significantly inflated based on the Transition-In requirements, Canada will conduct a financial evaluation to determine if a Bidder has provided an unrealistic bid as provided in the example below. If the Bidder has provided an unrealistic high bid, it will be declared non-responsive and not given any further consideration.

Transition-In (High Bid)	\$\$
Bid 1	5
Bid 2	6
Bid 3	3
Bid 4	14
Gov. Cost Estimate	6
Average of Bids	6.8
Standard Deviation	3.8
**High Bid threshold	10.6

\*\* In this case the High Bid (Transition-In) of \$14,000 will be considered an unrealistic bid and given no further consideration.

#### 4.1.3.3 Phase-Out Period Costs

The costs for the Phase-Out Period as described in paragraph 6.2.1 of Annex A, will be excluded as part of the Total Evaluation Price and won't be evaluated throughout the multi-phased financial evaluation phase as described in Part 4.

### Appendix B to Part 4 – Financial Bid Evaluation Matrix

(Provided in a separate document)

## 4.2 Basis of Selection

### 4.2.1 Mandatory Criteria

A bid must comply with the requirements of the bid solicitation and meet all mandatory criteria and compliance requirements to be declared responsive.

The responsive bid with the lowest evaluated price will be recommended for award of a contract.

Example Bid Evaluation:

	<b>Bidder 1 Year 1 to 6 Totals</b>	<b>Bidder 2 Year 1 to 6 Totals</b>	<b>Bidder 3 Year 1 to 6 Totals</b>	<b>Bidder 4 Year 1 to 6 Totals</b>
Table 2 – General Personnel and Positions	\$5,000,000	\$5,500,000	\$6,000,000	\$6,500,000
Table 3 – Core Requirements	\$25,000,000	\$27,000,000	\$30,000,000	\$20,000,000
Table 4 – Contract Deliverables	\$700,000	\$500,000	\$350,000	\$200,000
Table 5 – Task Authorization Total	\$12,000,000	\$15,000,000	\$13,000,000	\$20,000,000
<b>TOTAL EVALUATION PRICE</b>	<b>\$42,700,000</b>	<b>\$48,000,000</b>	<b>\$49,350,000</b>	<b>\$46,700,000</b>

In this example Bidder 1 is the successful bidder with the lowest total Evaluation Price of \$42,700,000.

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

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

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

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

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

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

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

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

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

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

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

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

#### **5.2.2 Security Requirements – Required Documentation**

In accordance with the requirements of the Contract Security Program of PWGSC (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>), the Bidder must provide a completed Contract Security Program Application for Registration (AFR) form to be given further consideration in the procurement process.

Bidders are reminded to obtain the required security clearance and, as applicable, security capabilities promptly. As indicated above, bidders who do not provide all the required information at bid closing will be given the opportunity to complete any missing information from the AFR form within a period set by the Contracting Authority. If that information is not provided within the timeframe established by the Contracting Authority (including any extension granted by the Contracting Authority in its discretion), or if Canada requires further information from the Bidder in

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connection with assessing the request for security clearance (i.e., information not required by the AFR form), the Bidder will be required to submit that information within the time period established by the Contracting Authority, which will not be less than 48 hours. If, at any time, the Bidder fails to provide the required information within the timeframe established by the Contracting Authority, its bid will be declared non-compliant.

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

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

Canada will have the right to declare a bid non-responsive if the Bidder, or any member of the Bidder if the Bidder is a Joint Venture, appears on the "FCP Limited Eligibility to Bid list at the time of contract award. Canada will also have the right to terminate the Contract for default if a Contractor, or any member of the Contractor if the Contractor is a Joint Venture, appears on the "[FCP Limited Eligibility to Bid](#)" list during the period of the Contract.

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

### **5.2.4 Additional Certifications Precedent to Contract Award**

#### **5.2.4.1 Status and Availability of Resources**

The Bidder certifies that, should it be awarded a contract as a result of the bid solicitation, every individual proposed in its bid will be available to perform the Work as required by Canada's representatives and at the time specified in the bid solicitation or agreed to with Canada's representatives. If for reasons beyond its control, the Bidder is unable to provide the services of an individual named in its bid, the Bidder may propose a substitute with similar qualifications and experience. The Bidder must advise the Contracting Authority of the reason for the substitution and provide the name, qualifications and experience of the proposed replacement. For the purposes of this clause, only the following reasons will be considered as beyond the control of the Bidder: death, sickness, maternity and parental leave, retirement, resignation, dismissal for cause or termination of an agreement for default.

If the Bidder has proposed any individual who is not an employee of the Bidder, the Bidder certifies that it has the permission from that individual to propose his or her services in relation to the Work to be performed and to submit his or her résumé to Canada. The Bidder must, upon request from the Contracting Authority, provide a written confirmation, signed by the individual, of the permission given to the Bidder and of his or her availability. Failure to comply with the request may result in the bid being declared non-responsive.

#### **5.2.4.2 Education and Experience**

The Bidder certifies that all the information provided in the résumés and supporting material submitted with its bid, particularly the information pertaining to education, achievements, experience and work history, has been verified by the Bidder to be true and accurate.

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Amd. No. - N° de la modif.  
File No. - N° du dossier  
004qtW8486-217384

Buyer ID - Id de l'acheteur  
004qt  
CCC No./N° CCC - FMS No./N° VME

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Furthermore, the Bidder warrants that every individual proposed by the Bidder for the requirement is capable of performing the Work described in the resulting contract.

### **5.2.5 Infrastructure Licensing Agreements**

The Contractor must sign, date and deliver to the Contracting Authority the Infrastructure Licensing Agreements found in Annex J, without change, prior to award of the Contract.

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## PART 6 - SECURITY, FINANCIAL AND OTHER REQUIREMENTS

### 6.1 Security Requirements

6.1.1 Before award of a contract, the following conditions must be met:

- (a) the Bidder must hold a valid organization security clearance as indicated in Part 7 - Resulting Contract Clauses;

6.1.2 Before access to sensitive information is provided to the Bidder, the following conditions must be met:

- (a) the Bidder's proposed individuals requiring access to sensitive information, assets or sensitive work sites must meet the security requirements as indicated in Part 7 - Resulting Contract Clauses;
- (b) the Bidder's security capabilities must be met as indicated in Part 7 - Resulting Contract Clauses.

6.1.3 For additional information on security requirements, Bidders should refer to the [Contract Security Program](http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html) of PWGSC (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website.

### 6.2 Financial Capability

**6.2.1 Financial Capability Requirement:** The Bidder must have the financial capability to fulfill this requirement. To determine the Bidder's financial capability, the Contracting Authority may, by written notice to the Bidder, require the submission of some or all of the financial information detailed below during the evaluation of bids. The Bidder must provide the following information to the Contracting Authority within fifteen (15) working days of the request or as specified by the Contracting Authority in the notice:

- (a) Audited financial statements, if available, or the unaudited financial statements (prepared by the Bidder's outside accounting firm, if available, or prepared in-house if no external statements have been prepared) for the Bidder's last three fiscal years, or for the years that the Bidder has been in business if this is less than three years (including, as a minimum, the Balance Sheet, the Statement of Retained Earnings, the Income Statement and any notes to the statements).
- (b) If the date of the financial statements in (a) above is more than five months before the date of the request for information by the Contracting Authority, the Bidder must also provide, unless this is prohibited by legislation for public companies, the last quarterly financial statements (consisting of a Balance Sheet and a year-to-date Income Statement), as of two months before the date on which the Contracting Authority requests this information.
- (c) If the Bidder has not been in business for at least one full fiscal year, the following must be provided:
  - i. the opening Balance Sheet on commencement of business (in the case of a corporation, the date of incorporation); and

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- ii. the last quarterly financial statements (consisting of a Balance Sheet and a year-to-date Income Statement) as of two months before the date on which the Contracting Authority requests this information.
  
  - (d) A certification from the Chief Financial Officer or an authorized signing officer of the Bidder that the financial information provided is complete and accurate.
  
  - (e) A confirmation letter from all of the financial institution(s) that have provided short-term financing to the Bidder outlining the total of lines of credit granted to the Bidder and the amount of credit that remains available and not drawn upon as of one month prior to the date on which the Contracting Authority requests this information.
  
  - (f) A detailed monthly Cash Flow Statement covering all the Bidder's activities (including the requirement) for the first two years of the requirement that is the subject of the bid solicitation, unless this is prohibited by legislation. This statement must detail the Bidder's major sources and amounts of cash and the major items of cash expenditures on a monthly basis, for all the Bidder's activities. All assumptions made should be explained as well as details of how cash shortfalls will be financed.
  
  - (g) A detailed monthly Project Cash Flow Statement covering the first two years of the requirement that is the subject of the bid solicitation, unless this is prohibited by legislation. This statement must detail the Bidder's major sources and amounts of cash and the major items of cash expenditures, for the requirement, on a monthly basis. All assumptions made should be explained as well as details of how cash shortfalls will be financed.

**6.2.2** If the Bidder is a joint venture, the financial information required by the Contracting Authority must be provided by each member of the joint venture.

**6.2.3** If the Bidder is a subsidiary of another company, then any financial information in 1. (a) to (f) above required by the Contracting Authority must be provided by the ultimate parent company. Provision of parent company financial information does not by itself satisfy the requirement for the provision of the financial information of the Bidder, and the financial capability of a parent cannot be substituted for the financial capability of the Bidder itself unless an agreement by the parent company to sign a Parental Guarantee, as drawn up by PWGSC, is provided with the required information.

**6.2.4 Financial Information Already Provided to PWGSC:** The Bidder is not required to resubmit any financial information requested by the Contracting Authority that is already on file at PWGSC with the Contract Cost Analysis, Audit and Policy Directorate of the Policy, Risk, Integrity and Strategic Management Sector, provided that within the above-noted time frame:

- (a) the Bidder identifies to the Contracting Authority in writing the specific information that is on file and the requirement for which this information was provided; and
  
- (b) the Bidder authorizes the use of the information for this requirement.

It is the Bidder's responsibility to confirm with the Contracting Authority that this information is still on file with PWGSC.

**6.2.5 Other Information:** Canada reserves the right to request from the Bidder any other information that Canada requires to conduct a complete financial capability assessment of the Bidder.

**6.2.6 Confidentiality:** If the Bidder provides the information required above to Canada in confidence while indicating that the disclosed information is confidential, then Canada will treat the information in a confidential manner as permitted by the [Access to Information Act](#), R.S., 1985, c. A-1, Section 20(1) (b) and (c).

**6.2.7 Security:** In determining the Bidder's financial capability to fulfill this requirement, Canada may consider any security the Bidder is capable of providing, at the Bidder's sole expense (for example, an irrevocable letter of credit from a registered financial institution drawn in favour of Canada, a performance guarantee from a third party or some other form of security, as determined by Canada).

### 6.3 Controlled Goods Program – Bid

**6.3.1** As the resulting contract will require the production of or access to controlled goods that are subject to the [Defence Production Act](#), R.S. 1985, c. D-1, bidders are advised that within Canada only persons who are registered, exempt or excluded under the Controlled Goods Program (CGP) are lawfully entitled to examine, possess or transfer controlled goods. Details on how to register under the CGP are available at: [Controlled Goods Program](#) and registration is carried out as follows:

- (a) When the bid solicitation includes controlled goods information or technology, the Bidder must be registered, exempt or excluded under the CGP before receiving the bid solicitation. Requests for technical data packages or specifications related to controlled goods should be made in writing to the Contracting Authority identified in the bid solicitation and must contain the CGP registration number or written proof of exemption or exclusion of the Bidder and of any other person to whom the Bidder will give access to the controlled goods.
- (b) When the bid solicitation does not include controlled goods information or technology but the resulting contract requires the production of or access to controlled goods, the successful Bidder and any subcontractor who will be producing or accessing controlled goods must be registered, exempt or excluded under the CGP before examining, possessing or transferring controlled goods.
- (c) When the successful Bidder and any subcontractor proposed to examine, possess or transfer controlled goods are not registered, exempt or excluded under the CGP at time of contract award, the successful Bidder and any subcontractor must, within seven (7) working days from receipt of written notification of contract award, ensure that the required application(s) for registration or exemption are submitted to the CGP. No examination, possession or transfer of controlled goods must be performed until the successful Bidder has provided proof, satisfactory to the Contracting Authority, that the successful Bidder and any subcontractor are registered, exempt, or excluded under the CGP.

Failure to provide proof, satisfactory to the Contracting Authority, that the successful Bidder and any subcontractor are registered, exempt or excluded under the CGP, within thirty (30) days from receipt of written notification of contract award, will be considered a default under the resulting contract except to the extent that Canada is responsible for the failure due to delay in processing the application.

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File No. - N° du dossier  
004qtW8486-217384

Buyer ID - Id de l'acheteur  
004qt  
CCC No./N° CCC - FMS No./N° VME

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**6.3.2** Bidders are advised that all information on the Application for Registration (or exemption) Form will be verified and errors or inaccuracies may cause significant delays and/or result in denial of registration or exemption.

#### **6.4 Insurance – Proof of Availability Prior to Contract Award**

The Bidder must provide a letter from an insurance broker or an insurance company licensed to operate in Canada stating that the Bidder, if awarded a contract as a result of the bid solicitation, can be insured in accordance with the Insurance Requirements specified in Annex K.

If the information is not provided in the bid, the Contracting Authority will so inform the Bidder and provide the Bidder with a time frame within which to meet the requirement. Failure to comply with the request of the Contracting Authority and meet the requirement within that time period will render the bid non-responsive.

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## **PART 7 - RESULTING CONTRACT CLAUSES**

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

### **7.1 Statement of Work**

The Contractor must perform the Work in accordance with the Statement of Work at Annex A and the Infrastructure Licensing Agreements at Annex J.

#### **7.1.1 Task Authorization**

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

##### **7.1.1.1 Task Authorization Process**

The Technical Authority will provide the Contractor, through the Contracting Authority, with a description of the task using the DND 626, Task Authorization Form specified in Annex F.

The Task Authorization (TA) will contain the details of the activities to be performed, a description of the deliverables, and a schedule indicating completion dates for the major activities or submission dates for the deliverables. The TA will also include the applicable basis(bases) and methods of payment as specified in the Contract.

The Contractor must provide the Technical Authority, within 14 calendar days of its receipt, the proposed total estimated cost for performing the task and a breakdown of that cost, established in accordance with the Basis of Payment specified in the Contract.

The Contractor must not commence work until a TA authorized by the Procurement Authority and Contracting Authority has been received by the Contractor. The Contractor acknowledges that any work performed before a TA has been received will be done at the Contractor's own risk.

##### **7.1.1.2 Task Authorization Limit**

The Procurement Authority may authorize individual task authorizations, with a copy to the Technical Authority and Contracting Authority, up to a limit of \$1,500,000.00 CAD, Applicable Taxes included, inclusive of any revisions.

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

##### **7.1.1.3 Canada's Obligation - Portion of the Work - Task Authorizations**

Canada's obligation with respect to the portion of the Work under the Contract that is performed through task authorizations is limited to the total amount of the actual tasks performed by the Contractor.

##### **7.1.1.4 Periodic Usage Reports - Contracts with Task Authorizations**

The Contractor must compile and maintain records on its provision of services to the federal government under authorized Task Authorizations issued under the Contract.

The Contractor must provide this data in accordance with the reporting requirements detailed below. If some data is not available, the reason must be indicated. If services are not provided during a given period, the Contractor must still provide a "nil" report.

The data must be submitted on a quarterly basis to the Contracting Authority.

The quarterly periods are defined as follows:

1st quarter: April 1 to June 30;

2nd quarter: July 1 to September 30;

3rd quarter: October 1 to December 31; and

4th quarter: January 1 to March 31.

The data must be submitted to the Contracting Authority no later than 14 calendar days after the end of the reporting period.

### **Reporting Requirement- Details**

A detailed and current record of all authorized tasks must be kept for each contract with a task authorization process. This record must contain:

#### **For each authorized task:**

- i. the authorized task number or task revision number(s);
- ii. a title or a brief description of each authorized task;
- iii. the total estimated cost specified in the authorized Task Authorization (TA) of each task, exclusive of Applicable Taxes;
- iv. the total amount, exclusive of Applicable Taxes, expended to date against each authorized task;
- v. the start and completion date for each authorized task; and
- vi. the active status of each authorized task, as applicable.

#### **For all authorized tasks:**

- i. the amount (exclusive of Applicable Taxes) specified in the contract (as last amended, as applicable) as Canada's total liability to the contractor for all authorized TAs; and
- ii. the total amount, exclusive of Applicable Taxes, expended to date against all authorized TAs.

#### **7.1.1.5 Task Authorization - Department of National Defence**

The administration of the Task Authorization process will be carried out by the Directorate of Land Procurement 6-5-5. This process includes monitoring, controlling and reporting on expenditures of the contract with task authorizations to the Contracting Authority.

## 7.2 Standard Clauses and Conditions

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

### 7.2.1 General Conditions

1031-2 (2012-07-16), Contract Cost Principles, apply to and form part of the Contract; and

2035 (2023-11-28), General Conditions - Higher Complexity - Services, apply to and form part of the Contract.

### 7.2.2 Supplemental General Conditions

4007 (2022-12-01), Canada to own Intellectual Property Rights in Foreground Information, apply to and form part of the Contract.

## 7.3 Security Requirements

7.3.1 The following security requirements (SRCL and related clauses provided by the Contract Security Program) apply and form part of the Contract.

### 7.3.1.1 Security Requirements for Canadian Supplier

1. The Contractor must, at all times during the performance of the Contract, hold a valid Facility Security Clearance at the level of SECRET, issued by the Contract Security Program (CSP), PWGSC.
2. This contract includes access to **Controlled Goods**. Prior to access, the contractor must be registered in the Controlled Goods Program of PWGSC.
3. The Contractor personnel requiring access to CLASSIFIED/PROTECTED information, assets or sensitive site(s) must EACH hold a valid personnel security screening at the level of SECRET, or RELIABILITY STATUS, as required, granted or approved by the CSP, PWGSC.
4. The Contractor personnel requiring access to COMSEC information/assets must be citizens of Canada, hold a valid security clearance commensurate with the information/assets that will be accessed, have a need-to-know and have undergone a COMSEC briefing and signed a COMSEC Briefing certificate. Access by Canadian permanent residents must be approved by the Head IT Security Client Services at CSEC on a case-by-case basis.
5. The Contractor MUST NOT remove any CLASSIFIED/PROTECTED information or assets from the identified site(s), and the Contractor must ensure that its personnel are made aware of and comply with this restriction.
6. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of the CSP, PWGSC.
7. The winning bidder/contractor must submit the completed FOCI package including the associated documentation as prescribed in the FOCI Guidelines by the due date identified in the email sent by the FOCI Office.

8. The winning bidder/contractor MUST NOT access COMSEC information and assets until they are in possession of a FOCl determination letter and a Communications Security Establishment determination letter specific to this contract.
9. The winning bidder/contractor must implement the risk mitigation measures identified and approved by the FOCl Office prior to accessing any COMSEC Classified information and assets.
10. The winning bidder/contractor must maintain the risk mitigation measures throughout the duration of the contract, including any contract extension(s), if applicable.
11. The winning bidder/contractor may not be able to maintain their organization and personnel clearances if the FOCl evaluation determines that no risk mitigation measures are possible. Under such circumstances, the security requirements of the contract will not be met.
12. The winning bidder/contractor's organization security clearance may be suspended if the winning bidder/contractor does not implement risk mitigation measures required by the CSP.
13. The winning bidder/contractor must inform the FOCl Office immediately of any changes to the organization's corporate or ownership structure as well as any changes in foreign income or foreign debt from what was reported in the initial FOCl assessment. The winning bidder/contractor may be subject to a FOCl re assessment.
14. The Contractor must comply with the provisions of the:
  - (a) Security Requirements Check List and security guide (if applicable), attached at Annex C
  - (b) *Contract Security Manual* (Latest Edition).

NOTE: There are multiple levels of personnel security screenings associated with this file. In this instance, a Security Classification Guide must be added to the SRCL clarifying these screenings. The Security Classification Guide is normally generated by the organization's project authority and/or security authority.

### **7.3.2 Security Requirements for Foreign Suppliers**

1. Canadian persons that examine, possess, or transfer controlled goods (\*refer to Note) that are domestically controlled by PWGSC for Contracts and Subcontracts are required to register with PWGSC's Controlled Goods Program (CGP) before accessing controlled goods, unless excluded from CGP registration as defined by the Controlled Goods Regulations.

Throughout the duration of this Contract and Subcontract, the Foreign recipient Contractor and Subcontractor must adhere to its respective national policies pertaining to the examination, possession, or transfer of controlled goods and must immediately report to its responsible National Security Authority (NSA) all cases in which it is known or there is reason to suspect that controlled goods, furnished or generated pursuant to this Contract and Subcontract have been lost or disclosed to unauthorized persons (entities not registered with the CGP or entities not excluded from CGP registration), including but not limited to a third party government, person, firm, or representative thereof. Controlled goods which are lost or compromised while handled outside of Canada, should be immediately reported, as per the requirements of the Treasury Board of Canada Secretariat's Controlled Goods Directive and Directive on Material Management and to the Canadian Government Authority owner of the controlled goods, for example the

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Canadian Department that issued the controlled goods to the Foreign recipient Contractor and Subcontractor, as part of this Contract and Subcontract. Additionally, controlled goods that are lost or disclosed to unauthorized persons which are subject to the United States of America's (U.S.) the export controls of International Traffic in Arms Regulations of the United States of America International Traffic in Arms Regulations, will require the NSA or the Canadian Government Authority owner to report the situation to the U.S. exporter or the U.S. Department of State's Directorate of Defense Trade Controls (DDTC).

\*Note: Controlled goods are goods, including components and their associated technologies (e.g., blueprints, technical specifications, etc.), that primarily have a military or national security significance, including "defense articles" that are controlled by the United States' International Traffic in Arms Regulations. The list of controlled goods Controlled Goods List contained in the Schedule to the Defence Production Act (section 35) details the specific controlled goods that are domestically controlled by PWGSC.

2. The Foreign recipient Contractor must identify an authorized Contract Security Officer (CSO) to be responsible for the overseeing of the security requirements, as defined in this contract. This individual will be appointed by the proponent Foreign recipient Contractor's Chief Executive Officer or Designated Key Senior Official, defined as an Owner, Officer, Director, Executive, and/or partner who occupies a position which would enable them to adversely affect the organization's policies or practices in the performance of the contract.

3. Until the Foreign recipient's responsible National Security Authority (NSA) or Designated Security Authority (DSA) for industrial security of their country has provided Canadian DSA with the required written Personnel Security Screening assurances, the Foreign recipient Contractor personnel SHALL NOT HAVE ACCESS to CANADA PROTECTED / CLASSIFIED information/assets, and SHALL NOT ENTER "Government of Canada" or "Contractor" sites where such information or assets are kept, without an escort. An escort is defined as "a Government of Canada" or "Contractor" employee who holds the appropriate Personnel Security Clearance at the required level.

4. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of their respective National Security Authority (NSA) or Designated Security Authority (DSA), in accordance with the National legislation, regulations and policies of their country / the Canadian DSA.

5. A Communications Security (COMSEC) account at the SECRET level must be issued and confirmed by the National Communication Security Authority (NCSA) of the contractor and subcontractor's country. The foreign recipient contractor and subcontractor requiring access to either accountable COMSEC material (ACM) or COMSEC information or assets must be citizens of the contractor and subcontractor's country, hold a valid personnel security clearance commensurate with the information or assets that will be accessed, have a need to know, have undergone a COMSEC briefing and signed a COMSEC Briefing Certificate. Access by foreign nationals must be approved by the NCSA of the contractor and subcontractor's country, on a case-by-case basis. Such approvals must be communicated in writing to the Canadian Designated Security Authority of Canada (DSA).

6. The Foreign recipient Contractor shall not use the CANADA PROTECTED / CLASSIFIED information/assets for any purpose other than for the performance of the Contract without the prior written approval of the Government of Canada. This approval must be obtained from the Canadian DSA.

7. The Foreign recipient Contractor visiting Canadian Government or industrial facilities, under this contract, will submit for approval a Request for Visit form to Canada's Designated Security

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Authority (DSA) through their respective National Security Authority (NSA) or Designated Security Authority (DSA).

8. The Foreign recipient Contractor shall immediately report to the Canadian DSA all cases in which it is known or there is reason to suspect that CANADA PROTECTED / CLASSIFIED information/assets pursuant to this Contract has been compromised.

9. The Foreign recipient Contractor shall immediately report to its respective National Security Authority (NSA) or Designated Security Authority (DSA) all cases in which it is known or there is reason to suspect that CANADA PROTECTED / CLASSIFIED information/assets accessed by the Foreign recipient Contractor, pursuant this Contract, have been lost or disclosed to unauthorized persons.

10. The Foreign recipient Contractor shall not disclose CANADA PROTECTED / CLASSIFIED information/assets to a third party government, person, firm or representative thereof, without the prior written consent of the Government of Canada. Such consent shall be sought through the recipient's National Security Authority/ Designated Security Authority (NSA/DSA) / Canadian DSA.

11. The Foreign recipient Contractor must comply with the provisions of the Security Requirements Check List attached at Annex C.

#### **7.4 Term of Contract**

##### **7.4.1 Period of the Contract**

The period of the Contract is from date of Contract to \_\_\_\_\_ inclusive.

The Transition-In Period start date (the date upon which the Contractor must start Transition-In is \_\_\_\_\_. The Transition-In period is the time from \_\_\_\_\_ to \_\_\_\_\_ inclusive. During the Transition-In Period, the Contractor must perform the Work as provided for in paragraph 4.0 of the Annex A - Statement of Work.

##### **7.4.2 Option to Extend the Contract**

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

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

##### **7.4.3 Delivery Points**

Delivery of the requirement will be made to delivery point(s) specified at Annex A of the Contract.

#### **7.5 Authorities**

##### **7.5.1 Contracting Authority**

The Contracting Authority for the Contract is:

Solicitation No. - N° de l'invitation  
W8486-217384/001/QT  
Client Ref. No. - N° de réf. du client  
W8486-217384

Amd. No. - N° de la modif.  
File No. - N° du dossier  
004qtW8486-217384

Buyer ID - Id de l'acheteur  
004qt  
CCC No./N° CCC - FMS No./N° VME

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Name: Kathie Eddy  
Title: Supply Team Leader  
Department: Public Works and Government Services Canada  
Directorate: Land and Aerospace Equipment Procurement and Support Sector  
Telephone: 873-353-9727  
E-mail: kathie.eddy@tpsgc-pwgsc.gc.ca

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

### 7.5.2 Technical Authority

The Technical Authority for the Contract is:

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_

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

In its absence, the Technical Authority is:

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_

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

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

### 7.5.3 Procurement Authority

The Procurement Authority for the Contract is:

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_

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

The Procurement Authority is the representative of the department or agency for whom the Work is being carried out under the Contract. The Procurement Authority is responsible for the

implementation of tools and processes required for the administration of the Contract. The Contractor may discuss administrative matters identified in the Contract with the Procurement Authority however the Procurement Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of Work can only be made through a contract amendment issued by the Contracting Authority.

#### 7.5.4 Contractor's Representative

*To be completed by bidder.*

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_  
  
Telephone: \_\_\_\_-\_\_\_\_-\_\_\_\_\_  
E-mail address: \_\_\_\_\_

#### 7.6 Proactive Disclosure of Contracts with Former Public Servants

By providing information on its status, with respect to being a former public servant in receipt of a [Public Service Superannuation Act](#) (PSSA) pension, the Contractor has agreed that this information will be reported on departmental websites as part of the published proactive disclosure reports, in accordance with [Contracting Policy Notice: 2019-01](#) of the Treasury Board Secretariat of Canada.

#### 7.7 Payment

##### 7.7.1 Basis of Payment

In consideration of the provision of all services, equipment and other requirements outlined in the Contract, the Contractor will be paid in accordance with the Basis of Payment, Annex B.

##### 7.7.2 Profit in the Case of a Contract Amendment

The Contractor acknowledges and agrees that the markup included in the price of any Work added to the Contract by amendment will not exceed the percentages detailed in the Basis of Payment at Annex B – Schedule 3b for which the Contractor is entitled to invoice for the Work.

##### 7.7.3 Limitation of Expenditure – Overall Contract Value

Canada's total liability to the Contractor under the Contract must not exceed \$\_\_\_\_\_ CAD. Customs duties are included and Applicable Taxes are extra.

No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:

- a. when it is 75% committed, or
- b. four months before the contract expiry date, or

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- c. as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work,

whichever comes first.

If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

#### **7.7.4 Method of Payment**

##### **7.7.4.1 Monthly Payments for the Firm Priced Transition-In Period as described in Annex A Statement of Work Section 4.0**

In accordance with Annex B – Schedule 1, Canada will pay the Contractor on a monthly basis for work performed during the month covered by the invoice in accordance with the payment provisions of the Contract if:

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

##### **7.7.4.2 Monthly Payments for the Firm Priced Core Work as described in Annex A Statement of Work Sections 3.2, 3.3, 3.5, 3.6, 5.0 to 5.6, and 7.0 to 7.2**

In accordance with Annex B – Schedule 2, Canada will pay the Contractor on a monthly basis for work performed during the month covered by the invoice in accordance with the payment provisions of the Contract if:

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

##### **7.7.4.3 Payment Methods for Task Authorizations as described in Annex A Statement of Work Sections 3.4, 6.0 to 6.5**

Task Authorizations shall be paid by Canada under one of the following methods as agreed to in the Task Authorization.

Firm or ceiling prices, subject to downward adjustment negotiated by the Procurement Authority, and/or the Contracting Authority, as applicable prior to the Work being authorized, subject to a limitation of expenditure, Costs reasonably and properly incurred, as determined by government audit in accordance with the firm hourly rates and markups detailed in the Basis of Payment, Annex B, Schedules 3a and 3b .

Progress payments, milestone payments or a combination of one or more will be negotiated by the Procurement and/or Contracting Authority prior to issuance of the task and, as applicable, will be incorporated into each Task Authorization, if any.

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For Progress Payments or Milestones Payments:

Canada will make progress payments in accordance with the payment provisions of the Contract, no more than once a month, for Costs incurred in the performance of the Work or Milestone payments in accordance with the negotiated Schedule of Milestones for the Task Authorization in accordance with the Payment Provisions of the Contract, up to 90 percent of the amount claimed and approved by Canada if:

- a. an accurate and complete claim for payment using form PWGSC-TPSGC 1111, Claim for Progress Payment, and any other document required by the Contract has been submitted by the Contractor, including the Monthly Progress Report in accordance with the invoicing instructions provided in the Contract;
- b. the total amount for all progress or milestone Payments paid by Canada does not exceed 90 percent of the total amount to be paid under the Contract;
- c. all the certificates appearing on form PWGSC-TPSGC 1111 have been signed by the respective authorized representatives;
- d. all Work associated with the progress or milestone Payment and as applicable any deliverable(s) required have been completed and accepted by Canada.

The balance of the amount payable for each Task Authorization will be paid upon completion and delivery of all Work required under the Task Authorization if the Work has been accepted by Canada and a final claim for the payment is submitted.

Progress/Milestone payments are interim payments only. Canada may conduct a government audit and interim time and cost verifications and reserves the rights to make adjustments to the Contract from time to time during the performance of the Work. Any overpayment resulting from progress/Milestone payments or otherwise must be refunded promptly to Canada.

#### **7.7.5 Canada's Obligation - Portion of the Work - Task Authorizations**

Canada's obligation with respect to the portion of the Work under the Contract that is performed through task authorizations is limited to the total amount of the actual tasks performed by the Contractor.

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

Pursuant to paragraph 221 (1)(d) of the [Income Tax Act](#), R.S. 1985, c. 1 (5<sup>th</sup> Supp.), payments made by departments and agencies to contractors under applicable services contracts (including contracts involving a mix of goods and services) must be reported on a T1204 Government Service Contract Payments slip.

To enable departments and agencies to comply with this requirement, the Contractor must provide Canada, upon request, its business number or Social Insurance Number, as applicable. (These requests may take the form of a general call-letter to contractors, in writing or by telephone).

#### **7.9 Taxes – Foreign-based Contractor**

Unless specified otherwise in the Contract, the price includes no amount for any federal excise tax, state or local sales or use tax, or any other tax of a similar nature, or any Canadian tax whatsoever. The price, however, includes all other taxes. If the Work is normally subject to federal excise tax, Canada will, upon request, provide the Contractor a certificate of exemption from such federal excise tax in the form prescribed by the federal regulations.

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Canada will provide the Contractor evidence of export that may be requested by the tax authorities. If, as a result of Canada's failure to do so, the Contractor has to pay federal excise tax, Canada will reimburse the Contractor if the Contractor takes such steps as Canada may require to recover any payment made by the Contractor. The Contractor must refund to Canada any amount so recovered.

#### **7.10 Customs Duties – Contractor Importer**

As the goods to be supplied under the Contract are defence supplies, customs duties on importation to Canada may be remitted under the Tariff Item Number 9982.00.00 of the Schedule to the *Customs Tariff*.

Remission of customs duties payable may be granted under the Tariff Item Number 9982.00.00 when the total contract value of the defence supplies is C\$250,000 or more. This reflects the import value of the goods plus the duty that would be applicable in the absence of the *Customs Tariff*.

The Contractor will be responsible for pre-arranging remission on importation or for paying customs duties on importation and applying to Canada Border Services Agency for a refund. The Contractor is also responsible for applying to PWGSC in good time for the certification required by the *Customs Tariff*.

#### **7.11 Electronic Payment of Invoices**

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

- a. Visa Acquisition Card;
- b. MasterCard Acquisition Card;
- c. Direct Deposit (Domestic and International);
- d. Electronic Data Interchange (EDI);
- e. Wire Transfer (International Only);
- f. Large Value Transfer System (LVTS) (Over \$25M).

#### **7.12 Discretionary Audit – Commercial Goods and/or Services**

The following are subject to government audit before or after payment is made:

- a. The amount claimed under the Contract, as computed in accordance with the Basis of Payment, including time charged.
- b. The accuracy of the Contractor's time recording system.
- c. The estimated amount of profit in any firm-priced element, firm time rate, firm overhead rate, or firm salary multiplier, for which the Contractor has provided the appropriate certification. The purpose of the audit is to determine whether the actual profit earned on a single contract if only one exists, or the aggregate of actual profit earned by the Contractor on a series of negotiated contracts containing one or more of the prices, time rates or multipliers mentioned above, during a particular period selected, is reasonable and justifiable based on the estimated amount of profit included in earlier price or rate certification(s).

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- d. Any firm-priced element, firm time rate, firm overhead rate, or firm salary multiplier for which the Contractor has provided a "most favoured customer" certification. The purpose of such audit is to determine whether the Contractor has charged anyone else, including the Contractor's most favoured customer, lower prices, rates or multipliers, for like quality and quantity of goods or services.

Any payments made pending completion of the audit must be regarded as interim payments only and must be adjusted to the extent necessary to reflect the results of the said audit. If there has been any overpayment, the Contractor must repay Canada the amount found to be in excess.

### **7.13 Time Verification**

Time charged and the accuracy of the Contractor's time recording system are subject to verification by Canada, before or after payment is made to the Contractor. If verification is done after payment, the Contractor must repay any overpayment, at Canada's request.

### **7.14 Time and Contract Price Verification**

Time charged and the contract price of incidental materials used are subject to verification by Canada, before or after payment is made to the Contractor. If verification is done after payment, the Contractor must repay any overpayment, at Canada's request.

### **7.15 Shipping Instructions – Delivery at Destination**

Goods must be consigned to the destination specified in the DND626 Task Authorization and Delivered Duty Paid (DDP) Incoterms 2000 for shipments from a commercial contractor.

### **7.16 Invoicing Instructions – Progress Payment Claim – Supporting Documentation Required**

**7.16.1** The Contractor must submit a claim for payment using form Annex G - PWGSC-TPSGC 1111, Claim for Progress Payment.

Each claim must show:

- a. all information required on form PWGSC-TPSGC 1111;
- b. all applicable information detailed under the section entitled "Invoice Submission" of the General Conditions;
- c. a list of all expenses; and
- d. expenditures plus pro-rated profit or fee.

Each claim must be supported by the following, as applicable:

- a. a copy of time sheets to support the time claimed;
- b. a copy of the invoices, receipts, vouchers for all direct expenses, travel and living expenses;
- c. a copy of the monthly progress report.

For Task Authorizations, each claim must also provide:

- a. a summary of the progress made by the Contractor against the approved Work;
- b. the number of approved labour hours, by skill set, put against each phase of the project;

- c. a breakdown of the number of hours, by skill set, being claimed; and
- d. any other pertinent information required to substantiate the progress of the Work.

**7.16.2** Applicable Taxes must be calculated on the total amount of the claim before the holdback is applied, if applicable. At the time the holdback is claimed, there will be no Applicable Taxes payable as it was claimed and payable under the previous claims for progress payments.

**7.16.3** The Contractor must prepare and certify the claim on form PWGSC-TPSGC 1111 Claim for Progress Payment at Annex G, and forward it to the Project Authority identified under the section entitled "Authorities" of this Contract for appropriate certification after inspection and acceptance of the Work takes place. The Project Authority will then forward the information on to all relevant parties for appropriate signature(s) and onward submission to the Payment Office for the remaining certification and payment action.

**7.16.4** The Contractor must not submit claims until all work identified in the claim is completed.

## **7.17 Certifications and Additional Information**

### **7.17.1 Compliance**

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

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

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

### **7.17.3 Indigenous Business Certification**

The Contractor warrants that its certification of compliance is accurate and complete and in accordance with the "Requirements for the Set-aside Program for Indigenous Business" detailed in Annex 9.4 of the Supply Manual.

The Contractor must keep proper records and documentation relating to the accuracy of the certification provided to Canada. The Contractor must obtain the written consent of the Contracting Authority before disposing of any such records or documentation before the expiration of six years after final payment under the Contract, or until settlement of all outstanding claims and disputes, under the Contract, whichever is later. All such records and documentation must at all times during the retention period be open to audit by the representatives of Canada, who may make copies and take extracts. The Contractor must provide all reasonably required facilities for any audits.

Nothing in this clause must be interpreted as limiting the rights and remedies which Canada may otherwise have pursuant to the Contract.

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## 7.18 Applicable Laws

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

## 7.19 Priority of Documents

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

- a) the Articles of Agreement;
- b) the General Conditions, Higher Complexity – Services 2035 (2023-11-28);
- c) the Contract Cost Principles 1031-2 (2012-07-16);
- d) the Supplemental General Conditions, Canada to Own Intellectual Property Rights in Foreground Information 4007 (2022-12-01);
- e) Annex A, Statement of Work;
- f) Annex B, Basis of Payment;
- g) Annex C, Security Requirements Check List;
- h) Annex L, Indigenous Participation Plan;
- i) Annex I, Non-Disclosure Agreement;
- j) Annex K, Insurance Requirements;
- k) Annex H, Loan Agreement;
- l) Annex J, Infrastructure Licensing Agreements;
- m) the signed Task Authorizations (including all of its annexes, if any);
- n) the Contractor's bid dated \_\_\_\_\_, (*insert date of bid*) (*If the bid was clarified or amended, insert at the time of contract award:* ", as clarified on \_\_\_\_\_ " **or** ", as amended on \_\_\_\_\_ " *and insert date(s) of clarification(s) or amendment(s)*).

Following these Articles of Agreement, Annex J (Infrastructure) will fall second in the priority of documents for the Work to be conducted under the Contract related to infrastructure access, rules and any design or construction.

Following these Articles of Agreement, Annex H (Loan Agreement) will fall second in the priority of documents for the parts of the Work conducted under the Contract related to the Government Furnished Equipment loaned to the Contractor pursuant to a loan agreement entered into under this Contract.

## 7.20 Government Furnished Equipment

In addition to the obligations of the Contractor relating to Government Property found in General Conditions, Higher Complexity – Services 2035 (2023-11-28), the following applies;

The Contractor will be provided with Government Furnished Equipment (GFE) Listing, as Identified in Annex A – Statement of Work - Appendix 9.

Prior to receiving the GFE, the Contractor must sign and date a completed Loan Agreement, as identified in Annex H and return a copy to the Technical Authority with a copy to the Contracting Authority.

If the Contractor requires additional GFE they must make a request to the Technical Authority by email. This includes temporary use GFE, for use in training or testing, or long term use GFE which will be added to the Annex H - Loan Agreement.

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The Contractor must abide by the terms of all signed loan agreements, the terms of which survive the expiry of this Contract. In the event of a conflict between the terms of the Annex H - Loan Agreement, signed by both Parties, and the terms of any other part of this Contract, the terms of the Annex H - Loan Agreement will prevail.

### **7.21 Defence Contract**

The Contract is a defence contract within the meaning of the [Defence Production Act](#), R.S.C. 1985, c. D-1, and must be governed accordingly.

Title to the Work or to any materials, parts, work-in-process or finished work must belong to Canada free and clear of all claims, liens, attachments, charges or encumbrances. Canada is entitled, at any time, to remove, sell or dispose of the Work or any part of the Work in accordance with section 20 of the [Defence Production Act](#).

### **7.22 Government Property**

Canada intends to supply the Contractor with the Government Property as indicated in the Infrastructure Licensing Agreements at Annex J.

The section of the General Conditions entitled "Government Property" also applies to the use of the Government Property by the Contractor.

### **7.23a Foreign Nationals (Foreign Contractor)**

The Contractor must comply with Canadian immigration legislation applicable to foreign nationals entering Canada to work temporarily in fulfillment of the Contract. If the Contractor wishes to hire a foreign national to work in Canada to fulfill the Contract, the Contractor should immediately contact the nearest Canadian Embassy, Consulate or High Commission in the Contractor's country to obtain instructions, information on Citizenship and Immigration Canada's requirements and any required documents. The Contractor is responsible to ensure that foreign nationals have the required information, documents and authorizations before performing any work under the Contract in Canada. The Contractor is responsible for all costs incurred as a result of non-compliance with immigration requirements.

### **7.23b Foreign Nationals (Canadian Contractor)**

The Contractor must comply with Canadian immigration requirements applicable to foreign nationals entering Canada to work temporarily in fulfillment of the Contract. If the Contractor wishes to hire a foreign national to work in Canada to fulfill the Contract, the Contractor should immediately contact the nearest Service Canada regional office to enquire about Citizenship and Immigration Canada's requirements to issue a temporary work permit to a foreign national. The Contractor is responsible for all costs incurred as a result of non-compliance with immigration requirements.

### **7.24 Insurance – Specific Requirements**

The Contractor must comply with the insurance requirements specified in Annex K. The Contractor must maintain the required insurance coverage for the duration of the Contract. Compliance with the insurance requirements does not release the Contractor from or reduce its liability under the Contract.

The Contractor is responsible for deciding if additional insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any additional insurance coverage is at the Contractor's expense, and for its own benefit and protection.

The Contractor must forward to the Contracting Authority within ten (10) days after the date of award of the Contract, a Certificate of Insurance evidencing the insurance coverage and confirming that the insurance policy complying with the requirements is in force. For Canadian-based Contractors, coverage must be placed with an Insurer licensed to carry out business in Canada, however, for Foreign-based Contractors, coverage must be placed with an Insurer with an A.M. Best Rating no less than "A-". The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.

## 7.25 Dispute Resolution

Any dispute between the Parties of any nature arising out of or in connection with this Contract, including a dispute concerning the interpretation of the Statement of Work, will be subject to resolution pursuant to this Section:

**7.25.1** Any such dispute will first be referred to the Contractor's Representative and the Contracting Authority who will attempt to amicably resolve the dispute.

**7.25.2** In the event that the representatives of the Parties specified above are unable to resolve the dispute within five (5) business days, it will be submitted to a progressively higher level of management within the Parties' organizations, as follows.

<b>Government of Canada (GOC)</b>	<b>CONTRACTOR</b>	<b>Period of Time for Resolution **</b>
Manager, PWGSC	One level higher *	10 business days
Director, PWGSC	Director Level	10 business days
Director-General, PWGSC	Vice-President Level	10 business days
Assistant Deputy Minister, PWGSC	President	20 business days

**\*One level higher than the named Contractor's Representative**

**\*\*Unless otherwise mutually agreed by the Contractor and the Government of Canada**

**7.25.3** In the event the representatives of the Parties specified in Section 7.25.2 above are unable to resolve the dispute, the Contracting Authority will, within ten (10) business days after the completion of the dispute resolution procedures outlined above render a written decision which decision will include a detailed description of the dispute and the reasons supporting the Contracting Authority's decision. The Contracting Authority will deliver a signed copy thereof to the Contractor. The decision of the Contracting Authority will be binding for all purposes of this Contract unless the Contractor delivers a written notice disputing it (referred to as a "Notice of Dispute") to the Contracting Authority within twenty (20) business days after receipt of the written decision and advises if it intends to submit the dispute for determination in accordance with Article 7.25.4.

### 7.25.4 Notice

Where the Contractor has delivered a Notice of Dispute in accordance with Section 7.25.3; it will submit the dispute for determination within 160 business days of the delivery of that Notice of Dispute to:

- a. The Federal Court of Canada or to any court having concurrent jurisdiction with the Federal court of Canada with respect to the dispute; or
- b. an Alternate Dispute Resolution such as mediation, but other than arbitration; or
- c. arbitration with the prior consent of Canada;

but in either such event, the Contractor will proceed diligently with the performance of this Contract, including but not limited to the performance of existing Task Authorizations and the acceptance of future Task Authorizations.

Pursuant to Section 7.25.4, if the dispute is submitted for determination through mediation, it will be on the Terms of Mediation set out in Article 7.25.5.

Pursuant to Section 7.25.4, if the Contractor is requesting arbitration, it will be on the Terms of Arbitration set out in Section 7.25.6.

### **7.25.5 Terms of Mediation**

#### **7.25.5.1 Notice:**

The Contractor's notice requesting mediation (referred to as the "Notice of Mediation"), in accordance with Section 7.25.4, will be in writing and will specify the issues in dispute. It will be sent to the Contracting Authority. Sections 7.25.5.2 to 7.25.5.13 below will apply to the mediation.

#### **7.25.5.2 Selection of Mediator:**

The Parties agree to jointly select a mediator. If the Parties cannot agree on the choice of mediator within ten (10) business days from the date of the Notice of Mediation, then a mediator will be chosen, upon application by the Parties by the ADR Institute of Canada.

#### **7.25.5.3 Location:**

The mediation will be held in the City of Ottawa in the province of Ontario, unless the Parties agree otherwise in writing.

#### **7.25.5.4 Language of Mediation:**

The language of the mediation proceedings and reports of the mediator will be English, unless the Parties agree otherwise in writing.

#### **7.25.5.5 Exchange of Information:**

The Parties agree to an exchange of all information upon which they intend to rely in any oral or written presentation during the mediation. This exchange will be completed by the Parties no later than ten (10) business days prior to the date set for the mediation.

#### **7.25.5.6 Costs:**

The parties agree that they will each be responsible for the Costs of their own legal counsel, personal travel and any other costs that may arise in relation to the mediation. Fees and expenses of the mediator and all administrative Costs of the mediation, such as the cost of the mediation room, if any, will be borne equally by the Parties.

#### **7.25.5.7 Schedule:**

The Parties will jointly select a date for the mediation that is no later than twenty (20) business days from the date of the Notice of Mediation.

#### **7.25.5.8 Confidentiality:**

All information exchanged during this mediation will be regarded as "without prejudice" communications for the purpose of settlement negotiations and will be treated as confidential by the Parties and their representatives, unless otherwise required by law. However, evidence that is independently admissible or discoverable will not be rendered inadmissible or non-discoverable by virtue of its use during the mediation.

#### **7.25.5.9 Caucusing:**

The mediator is free to caucus with the Parties individually, to improve the chances of a mediated settlement. Any confidential information revealed to the mediator by one Party during such caucusing may only be disclosed to the other Party with the former Party's express permission.

#### **7.25.5.10 Prohibition against Future Assistance:**

It is agreed that the mediator will neither represent nor testify on behalf of any of the Parties in any subsequent legal proceeding between the Parties or where they are opposed in interest. It is further agreed that the personal notes and written opinions of the mediator in relation to this mediation are confidential and will not be used in any subsequent proceeding between the Parties or where they are opposed in interest.

#### **7.25.5.11 Termination:**

Either Party may terminate the mediation at any time.

#### **7.25.5.12 Mediator's Report:**

In the event that no agreement is reached, or is reached on some issues only, the mediator will promptly provide a report to the Parties stating only that no agreement was reached on some or all of the outstanding issues.

#### **7.25.5.13 No New Steps:**

During the course of the mediation, the Parties agree to take no new steps in any legal proceeding between them, which concerns the same matter, as is the subject of this mediation.

### **7.25.6 Terms of Arbitration**

#### **7.25.6.1 Notice:**

The Contractor's notice requesting arbitration (referred to as the "Notice of Arbitration"), in accordance with Section 7.25, will be in writing and will specify the issues in dispute. It will be sent to the Contracting Authority who can reject or accept such request. If Canada accepts the Contractor's request, the dispute will be submitted to binding arbitration pursuant to the *Commercial Arbitration Act* (R.C.S. 1985, c. 17 (2nd Supp.)), as amended) and the *Commercial Arbitration Code* referred to in the Act. Sections 7.25.5.2 to 7.25.5.13 below will also apply to the arbitration.

#### **7.25.6.2 Commencement of the Proceedings:**

The arbitral proceeding commences on the date of receipt of the Notice of Arbitration.

#### **7.25.6.3 Selection of Arbitrator(s):**

The Parties agree to jointly select either one or three arbitrator(s). If the Parties cannot agree on the choice and number of arbitrator(s) (either one or three) within fifteen (15) days from the date of commencement of the proceedings, then an arbitrator will be chosen, upon application by the Parties, by the ADR Institute of Canada.

#### **7.25.6.4 Location:**

The arbitration will take place in the City of Ottawa in the province of Ontario, unless the Parties agree otherwise in writing.

#### **7.25.6.5 Language of Arbitration:**

The language of the arbitration proceedings and the language of the arbitral decision will be in English, unless the Parties agree otherwise in writing.

#### **7.25.6.6 Costs:**

The Parties agree that they will each be responsible for the Costs of their own legal counsel, travel expenses and any other Costs incurred in preparing each Party's case for arbitration. Fees and expenses of the arbitrators(s) and all the administrative Costs of the arbitration, such as the cost of the hearing room, if any, will be borne equally by the Parties.

#### **7.25.6.7 Statement of Claim:**

Within twenty (20) business days of the selection of the arbitrator(s), the Contractor will submit a written statement of claim to the arbitrator(s) and to the Contracting Authority, containing a statement of facts, issues in dispute and remedies sought.

#### **7.25.6.8 Statement of Defence:**

Within twenty (20) business days following the receipt of the statement of claim, the Contracting Authority will submit a written Statement of Defence to the arbitrator(s) and to the Contractor.

#### **7.25.6.9 Hearing Date:**

The Parties will jointly select a date for the hearing that is no later than twenty (20) business days from the date following the submission of the Contracting Authority's Statement of Defence.

#### **7.25.6.10 Exchange of Information:**

Each Party will deliver to the other Party and to the arbitrator(s) no later than ten (10) business days prior to the date set for the hearing, a copy of all documents and other materials on which the Party intends to rely during the arbitral hearing.

#### **7.25.6.11 Arbitral Award:**

The arbitrator(s) will make every reasonable effort consistent with article 17 of the *Commercial Arbitration Code* to complete the proceedings and render the award within six (6) months of the

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commencement date. The arbitral award will be in writing and will include reasons for the decision.

#### **7.25.6.12 Governing Law Clause:**

The arbitrator(s) will resolve this dispute in accordance with the laws of Ontario.

#### **7.25.6.13 Judgment:**

Judgment upon any arbitral award rendered may be entered in any court having jurisdiction thereof.

#### **7.25.6.14 Final and Binding Award:**

Subject only to the provisions of Chapter VII (Recourse against Award) of the *Commercial Arbitration Code*, the Parties agree that the arbitral award and determination of the arbitrator(s) will be final and binding on both Parties.

#### **7.25.6.15 Prohibition against Future Assistance:**

It is agreed that the arbitrator(s) will neither represent nor testify on behalf of any of the Parties in any subsequent proceeding between the Parties or where they are opposed in interest. It is further agreed that the personal notes and written opinions of the arbitrator(s) made in relation to this arbitration are confidential and may not be used in any subsequent proceeding between the Parties or where they are opposed in interest. Where a dispute relates to monies withheld by Canada pursuant to any provision of this Contract, any amount not in dispute will be paid and the remainder will be so withheld pending final resolution of the dispute and will be disposed of in accordance with its terms.

#### **7.26 Controlled Goods**

The Contract involves controlled goods as defined in the Schedule to the [Defence Production Act](#). The Contractor must identify those controlled goods to the Department of National Defence.

#### **7.27 Controlled Goods Program**

As the Contract requires production of or access to controlled goods that are subject to the [Defence Production Act](#) R.S. 1985, c. D-1, the Contractor and any subcontractor are advised that, within Canada, only persons who are registered, exempt or excluded under the Controlled Goods Program (CGP) are lawfully entitled to examine, possess or transfer controlled goods. Details on how to register under the CGP are available at the [Controlled Goods Program](#) website.

When the Contractor and any subcontractor proposed to examine, possess or transfer controlled goods are not registered, exempt or excluded under the CGP at time of contract award, the Contractor and any subcontractor must, within seven (7) working days from receipt of written notification of the contract award, ensure that the required application(s) for registration or exemption are submitted to the CGP. No examination, possession or transfer of controlled goods must be performed until the Contractor has provided proof, satisfactory to the Contracting Authority, that the Contractor and any subcontractor are registered, exempt or excluded under the CGP.

Failure of the Contractor to provide proof, satisfactory to the Contracting Authority, that the Contractor and any subcontractor are registered, exempt or excluded under the CGP, within thirty (30) days from receipt of written notification of contract award, will be considered a default under

the Contract except to the extent that Canada is responsible for the failure due to delay in processing the application.

The Contractor and any subcontractor must maintain registration, exemption or exclusion from the CGP for the duration of the Contract and in any event for so long as they will examine, possess or transfer controlled goods.

### **7.28 Non-Disclosure Agreement**

The Contractor must obtain from its employee(s) or subcontractor(s) the completed and signed non-disclosure agreement, attached at Annex I and provide it to the Technical Authority, with a copy to the Contracting Authority, before they are given access to information by or on behalf of Canada in connection with the Work.

### **7.29 Hazardous Waste Disposal**

The Contractor must dispose of any hazardous waste removed or uncovered in the performance of the Work in accordance with any applicable law.

### **7.30 Bar Coding – Material Marking**

The Contractor must apply bar code information on items with the Permanent System Control Number (PSCN) or NATO Stock Number (NSN) provided elsewhere in the Contract or by the Department of National Defence (DND), using bar code standard UCC/EAN-128 (Uniform Code Council/EAN International) with Application Identifier 241 for PSCN or 7001 for NSN. Below the bar code symbol, the Contractor must apply the Human-Readable Interpretation (HRI) markings.

These markings must be applied and positioned in accordance with Department of National Defence standard D-02-002-001/SG-001, Identification Marking Of Canadian Military Property (in effect at the closing date of the bid solicitation), and must be of such quality that it will remain readable for the expected life of the item. The bar code must be imprinted upon material which will be compatible with the item to which it is to be attached, which items include, but are not limited to, items constructed of plastic, metal, cloth, synthetics or paper, or a combination of two or more of them.

### **7.31 Wood Packaging Materials**

All wood packaging materials used in shipping must conform to the International Standards for Phytosanitary Measures No. 15: Regulation of Wood Packaging Material in International Trade (ISPM 15).

Pertinent additional information on Canada's import and export programs is provided in the following Canadian Food Inspection Agency policy directives:

D-98-08 - Entry Requirements for Wood Packaging Materials Produced in All Areas Other Than the Continental United States

D-13-01 – Canadian Heat Treated Wood Products Certification Program (HT Program).

### **7.32 Delivery of Dangerous Goods and Hazardous Products**

1. The Contractor must mark dangerous goods/hazardous products which are classed as dangerous/hazardous as follows:

- a. shipping container - in accordance with the Transportation of Dangerous Goods Act, 1992, c. 34; and

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- b. immediate product container - in accordance with the Hazardous Products Act, R.S., 1985, c. H-3.
2. The Contractor must provide bilingual Safety Data Sheets, indicating the NATO Stock Number as follows:
    - a. two hard copies:
      - i. one copy to be enclosed with the shipment, and
      - ii. one copy to be mailed to:  
National Defence Headquarters  
MGen George R. Pearkes Building  
101 Colonel By Drive  
Ottawa, Ontario K1A 0K2  
Attention: DSCO 5-4-2
      - iii. one copy sent in any electronic format to the following address: [MSDS-FS@FORCES.GC.CA](mailto:MSDS-FS@FORCES.GC.CA).
  3. The Contractor will be responsible for any damages caused by improper packaging, labelling or carriage of dangerous goods/hazardous products.
  4. The Contractor must ensure they adhere to all levels of regulations regarding dangerous goods/hazardous products as set forth by federal, provincial and municipal laws and by-laws.

The Contractor must contact the consignee (i.e. Supply Depot Traffic Section) at least 48 hours before shipping dangerous goods/hazardous products in order to schedule a receiving time.

### **7.33 Dangerous Goods and Hazardous Products – Labelling and Packaging Compliance**

1. The Contractor must ensure proper labelling and packaging in the supply and shipping of dangerous goods/hazardous products to the Government of Canada.
2. The Contractor will be held liable for any damages caused by improper packaging, labelling or carriage of dangerous goods/hazardous products.
3. The Contractor must clearly mark all merchandise labels with the percentage of volume that is a hazardous item. Failure to do so will result in the Contractor being held responsible for damages caused in the movement of goods/products by government vehicles or government personnel.
4. The Contractor must adhere to all applicable laws regarding dangerous goods/hazardous products.

### **7.34 Packaging Requirement Using Specification D-LM-008-036/SF-000**

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

The Contractor must package item(s) in quantities of \_\_\_\_\_ (*to be inserted at task award*) by package.

### **7.35 End of Contract Period**

At least ninety (90) days prior to the end of the Contract period (including any extension or option period then in effect), the Contractor shall provide to the Procurement Authority (with a copy to

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the Contracting Authority) a complete list of all work in progress and Task Authorizations in progress, together with a description of the status for each, including percentage completed and estimated time to complete. Any Work which the Contractor believes cannot be completed before the end of the Contract period must be specifically identified and the rationale as to why it cannot be completed must be explained.

### **7.36 Transition Period – End of Contract**

The Contractor acknowledges that the nature of the services provided under the Contract requires continuity and that a transition period may be required at the end of the Contract. The Contractor agrees that Canada may, at its discretion, extend the Contract by a period of 90 days under the same conditions to ensure the required transition. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

The Contracting Authority will advise the Contractor of the extension by sending a written notice to the Contractor at least 30 calendar days before the contract expiry date. The extension will be evidenced for administrative purposes only, through a contract amendment.

### **7.37 Warranty**

Despite inspection and acceptance of the Work by or on behalf of Canada and without restricting any other provision of the Contract or any condition, warranty or provision imposed by law, the Contractor warrants that, for 12 months (or any other period stated in the Contract), the Work will be free from all defects in design, material or workmanship, and will conform to the requirements of the Contract. The warranty period begins on the date of delivery, or if acceptance takes place at a later date, the date of acceptance. With respect to Government Property not supplied by the Contractor, the Contractor's warranty will extend only to its proper incorporation into the Work.

In the event of a defect or non-conformance in any part of the Work during the warranty period, the Contractor, at the request of Canada to do so, must as soon as possible repair, replace or otherwise make good at its own option and expense the part of the Work found to be defective or not in conformance with the requirements of the Contract.

The Work or any part of the Work found to be defective or non-conforming will be returned to the Contractor's plant for replacement, repair or making good. However, when in the opinion of Canada it is not expedient to remove the Work from its location, the Contractor must carry out any necessary repair or making good of the Work at that location. In such cases, the Contractor will be paid the fair and reasonable Cost (including reasonable travel and living expenses) incurred in so doing, with no allowance for profit, less an amount equal to the Cost of rectifying the defect or non-conformance at the Contractor's plant.

Canada must pay the transportation cost associated with returning the Work or any part of the Work to the Contractor's plant pursuant to subsection 3. The Contractor must pay the transportation cost associated with forwarding the replacement or returning the Work or part of the Work when rectified to the delivery point specified in the Contract or to another location directed by Canada.

The Contractor must remedy all data and reports pertaining to any correction or replacement under this section, including revisions and updating of all affected data, manuals, publications, software and drawings called for under the Contract, at no cost to Canada.

If the Contractor fails to fulfill any obligation described in this section within a reasonable time of receiving a notice, Canada will have the right to remedy or to have remedied the defective or non-

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conforming work at the Contractor's expense. If Canada does not wish to correct or replace the defective or non-conforming work, an equitable reduction will be made in the Contract Price.

The warranty period is automatically extended by the duration of any period or periods where the Work is unavailable for use or cannot be used because of a defect or non-conformance during the original warranty period. The warranty applies to any part of the Work repaired, replaced or otherwise made good pursuant to subsection 2, for the greater of:

- a. the warranty period remaining, including the extension, or
- b. 90 days or such other period as may be specified for that purpose by agreement between the Parties.

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## **ANNEX A**

### **STATEMENT OF WORK**

**(Provided in a separate document)**

## **ANNEX B**

### **BASIS OF PAYMENT**

#### **B1. Basis of Payment**

In consideration of the Contractor's satisfactory performance of its obligations under this Contract for the time periods outlined below, the Contractor shall be paid the latest relevant rates, prices and markups as detailed herein.

#### **B3. Transition-In Requirements**

For the Transition-In Requirements as described in Annex A, paragraph 4.0 and effective Contract award to \_\_\_\_\_, the Contractor will be paid firm monthly prices in accordance with the Firm Prices detailed in Annex B - Schedule 1.

#### **B4. Firm Priced Core Work – Contract Years 1 to 6**

For the Work described in sections 3.2, 3.3, 3.5, 3.6, 5.0 to 5.6, and 7.0 to 7.2 of the Annex A - Statement of Work:

In consideration of the Contractor satisfactorily completing its obligations under the Contract, the Contractor will be paid firm monthly prices as outlined in Schedule 2. Customs duties are included and Applicable Taxes are extra.

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

#### **B5. Task Authorizations**

In consideration of the Contractor satisfactorily completing all of its obligations under the authorized Task Authorizations (TA) the Contractor will be paid as detailed below, customs duties are included and Goods and Services Tax or Harmonized Sales Tax (GST/HST) are extra, if applicable.

The Contractor must indicate in its price proposals what portion of the Work, if any, will be completed using personnel for which the Contractor is being reimbursed under the Firm Price portion of the Contract (i.e. contributed labour). The level of effort associated with the contributed labour must be specified in the Contractor's price proposal; however, the contributed labour Costs associated with a Task Authorization will not be billable under the Task Authorizations. Other Costs associated with the work will be negotiated prior to the Task Authorization being authorized (eg: Travel and Living).

The Work will be negotiated between the Procurement Authority and/or Contracting Authority (as applicable) and the Contractor, either as a firm price, or ceiling price subject to downward adjustment prior to the Work being authorized.

##### **B5.1 Labour:**

- (a) For Contract Years 1 to 6, the Contractor will be paid the Firm Hourly Rates inclusive of overhead (labour burden rate) and profit in accordance with Schedule 3a to this Annex B.

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All (direct/indirect) Costs associated with the administration and management to TA work, including but not limited to bid requests, evaluation of the bids, inspection of the Work, invoicing, etc, are to be costed within the firm fixed price of the Contract and will not be reimbursed under any authorized Task Authorization.

**B5.2 Other:**

- (a) For Contract Years 1 to 6, the Contractor will be paid the Firm Markup of \_\_\_\_% on non-labour components in accordance with Schedule 3b to this Annex B.

All (direct/indirect) Costs associated with the administration and management to TA work, including but not limited to bid requests, evaluation of the bids, inspection of the Work, invoicing, etc, are to be costed within the firm fixed price of the Contract and will not be reimbursed under any authorized Task Authorization.

**B6. Travel and Living Expenses**

For the Travel and Living described in paragraph 3.4 of Annex A – Statement of Work:

For commercial travel, the Contractor will be reimbursed its authorized travel and living expenses, reasonably and properly incurred in the performance of the Work, at cost, without any allowance for profit and administrative overhead in accordance with the meal, private vehicle and incidental expenses provided in Appendices B, C and D of the National Joint Council Travel Directive and with the other provisions of the directive referring to "travelers", rather than those referring to "employees".

All travel must have the prior authorization of the Procurement Authority and/or Contracting Authority, as applicable. All payments are subject to government audit.

**B7. Economic Price Adjustment**

For Option Years 7 to 14, as per Schedules 2 and 3a of Annex B, the Contractor will be paid the firm all-inclusive monthly prices adjusted annually in accordance with the Economic Price Adjustment formula detailed below.

The Firm Fixed Prices will be adjusted annually, on January 1 of each year, commencing in Year 7, if any of the Option Years are awarded. The adjustment will be equal to the increase in the average all-items Consumer Price Index, monthly (Statistics Canada. Table 18-10-0004-01 Consumer Price Index, monthly, not seasonally adjusted) for December of that previous year over the same Index for the previous December, for the location where the Costs are incurred, as published by Statistics Canada for the previous year. Where the CPI rate is a negative value, it will be treated as zero for the purposes of this adjustment.

Example:

Contract Year 7 (Firm Fixed Monthly Price \$1,000 – Year 6)

EPA= ((Consumer Price Index, monthly, not seasonally adjusted December 2029 ÷ Consumer Price Index, monthly, not seasonally adjusted December 2028)-1)

= ((151.6 ÷ 149.6) - 1)

= 0.0133

= 1.33%

The Firm Fixed Price for Year 7 would be:

= (Annual Firm Fixed Price of year 6) × (1+ 0.0133)

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= (\$1,000.00 \*1.0133)  
= \$1013.30

Mark-up rates are not subject to escalation or change. The mark-up rates will be equal to the percentage as provided for from the previous Contract Year.

#### **B8. GST/HST**

All prices and amounts of money are exclusive of Goods and Services Tax (GST) or Harmonized Sales Tax (HST), as applicable, unless otherwise indicated.

#### **B9. Definitions**

(a) Calendar Year (CY) – the year for which the period of time is from 01 January to 31 December of the same year.

(b) Hourly Rate - a firm hourly rate to be charged for each hour worked and prorated for any period less than an hour.

(c) Markup – the amount added to cost in determining the selling price to cover overhead and profit.

(d) Ceiling Price - the maximum price to be paid to the Contractor as established in the Contract and the Contractor will not receive additional compensation for the defined Work. As provided in the Contract, the Ceiling Price is subject to downward adjustment only.

(e) Firm Fixed Price (FFP) - the price for the Work which is not subject to any adjustment unless certain provisions (such as a Contract change) is incorporated into the Contract.

#### **B10. Phase-Out Period**

For the Phase-Out Period described in paragraph 6.2.1 of Annex A, (effective \_\_\_\_\_ to \_\_\_\_\_), (to be completed at contract award), the Contractor will be paid monthly for the actual hours worked during the Phase-Out Period and other direct Costs reasonably and properly incurred in accordance with the Firm Monthly Rates and Markups detailed in Schedule 3a and 3b of Annex B. All payments are subject to government audit.

Should any of the optional years be awarded, Canada will adjust the Phase-Out start date accordingly. The monthly billing prices for the final contract year will apply until the Phase-Out Period commences.

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**Schedules**

**Schedule 1 – Firm Price Transition-In**

Firm Price for Month 1	Firm Price for Month 2	Firm Price for Month 3	Firm Price for Month 4
\$	\$	\$	\$

**Schedule 2 - Firm Monthly Prices**

Firm Monthly Price for CY 2024	Firm Monthly Price for CY 2025	Firm Monthly Price for CY 2026	Firm Monthly Price for CY 2027	Firm Monthly Price for CY 2028	Firm Monthly Price for CY 2029
\$	\$	\$	\$	\$	\$

**Schedule 3a – Labour Rates for Task Authorization Work**

LABOUR CATEGORY	Hourly Rates for CY 2024	Hourly Rates for CY 2025	Hourly Rates for CY 2026	Hourly Rates for CY 2027	Hourly Rates for CY 2028	Hourly Rates for CY 2029
WES SSC Program Manager						
WES SSC Operations Manager						
Administrative Support						
IS/IT Support						
WES SSC OSR Det Comd						
WES SSC OSR						

**Notes:**

- (a) All rates above are firm and in Canadian dollars;
- (b) All rates above exclude any and all applicable taxes; and
- (c) All rates above are based on calendar years (CY).

**Schedule 3b – Markup % for Task Authorization Work Categories**

WORK CATEGORY	SOW Paragraph Reference	Markup % for CY 2024	Markup % for CY 2025	Markup % for CY 2026	Markup % for CY 2027	Markup % for CY 2028	Markup % for CY 2029
Purchasing Support	Para 5.3.3 and 5.6.3						

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In Person PRMs	Para 5.3.5.4.1								
Site Management	Para 6.3								
Operational Support	Para 6.4								
Logistics Support	Para 6.5								

**Note:** The markup values in Schedule 3b are to be applied only on non-labour components of Task Authorization proposals. The markup will be applied on material, subcontractor or other direct costs submitted within a Task Authorization proposal.

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## **ANNEX C**

### **SECURITY REQUIREMENTS CHECK LIST**

**(Provided in a separate document)**

**See below for the Security Requirements Checklist (SRCL) Supplemental Security Guide.**

**Security Requirement Checklist (SRCL) Supplemental Security Guide  
W8486-217384 Amendment 2**

<b>Part A - Multiple Release Restrictions: Security Guide</b>							
To be completed in addition to SRCL question 7.b) when release restrictions are therein identified. Indicate to which levels of information release restrictions apply. Make note in the chart if a level of information bears multiple restrictions (e.g. a portion of the SECRET information bears the caveat Canadian Eyes Only while the remainder of the SECRET information has no release restrictions.)							
<b>Canadian Information</b>							
Citizenship Restriction	PROTECTED			CLASSIFIED			
	A	B	C	CONFIDENTIAL	SECRET	TOP SECRET	TOP SECRET (SIGINT)
No Release Restrictions	X	X		X	X		
Not Releasable							
Restricted to: CANADA/USA							
Permanent Residents Included*							
<b>NATO Information</b>							
Citizenship Restriction	NATO UNCLASSIFIED		NATO RESTRICTED	NATO CONFIDENTIAL	NATO SECRET	COSMIC TOP SECRET	
All NATO Countries							
Restricted to:							
Permanent Residents Included*							
<b>Foreign Information</b>							
Citizenship Restriction	PROTECTED			CLASSIFIED			
	A	B	C	CONFIDENTIAL	SECRET	TOP SECRET	TOP SECRET (SIGINT)
No Release Restrictions							
Restricted to :							
Permanent Residents Included*							
<b>COMSEC Information</b>							
Citizenship Restriction	PROTECTED			CLASSIFIED			
	A	B	C	CONFIDENTIAL	SECRET	TOP SECRET	TOP SECRET (SIGINT)
Not Releasable							
Restricted to: CANADA					X		
<b>DND ONLY Embedded Contractor (Access to Controlled Goods)</b>							
Restriction							
SECRET clearance with CEO applies							

\*When release restrictions are indicated, specify if permanent residents are allowed to be included.

**Security Requirement Checklist (SRCL) Supplemental Security Guide**  
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Part B - Multiple Levels of Personnel Screening: Security Classification Guide			
To be completed in addition to SRCL question 10.a) when multiple levels of personnel screening are therein identified. Indicate which personnel screening levels are required for which portions of the work/access involved in the contract.			
Level of Personnel Clearance (e.g. Reliability, Secret)	Position / Description/Task	Access to sites and/or information. Levels of Information to be accessed.	Citizenship Restriction (if any)
Enhanced Reliability	All positions accessing Department of National Defense Facilities on a regular basis.	Minimum requirements for access to Department of National Defense facilities with the exception of sites and information indicated below.	None
Secret	All positions working with Classified or Protected information: <ul style="list-style-type: none"> <li>• Operations Manager</li> <li>• On-Site Representatives</li> </ul>	Commensurate to the level of information.	None
Secret	All positions working in vicinity of communications security (COMSEC) information and assets.	Access to Canadian Army vehicles and facilities that have communications security (COMSEC) information and assets.	Canadian citizens. Requests for exception may be considered by CSE on a case by case basis

Part C – Safeguards / Information Technology (IT) Media – 11d = yes
IT security requirements must be specified in a separate technical document and submitted with the SRCL

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## **ANNEX D to PART 3 OF THE BID SOLICITATION**

### **ELECTRONIC PAYMENT INSTRUMENTS**

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

- VISA Acquisition Card;
- MasterCard Acquisition Card;
- Direct Deposit (Domestic and International);
- Electronic Data Interchange (EDI);
- Wire Transfer (International Only);
- Large Value Transfer System (LVTS) (Over \$25M)

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## ANNEX E to PART 5 OF THE BID SOLICITATION

### FEDERAL CONTRACTORS PROGRAM FOR EMPLOYMENT EQUITY – CERTIFICATION

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

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

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

Complete both A and B.

A. Check only one of the following:

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

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

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

**OR**

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

B. Check only one of the following:

- B1. The Bidder is not a Joint Venture.

**OR**

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

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**ANNEX F**

**DND 626 TASK AUTHORIZATION FORM**

Contract Item no. N° d'article du contrat		Services	Cost Prix
1			
		<b>GST/HST TPS/TVH</b>	
		<b>Total</b>	

**APPLICABLE ONLY TO PWGSC CONTRACTS:** The Contract Authority signature is required when the total value of the DND 626 exceeds the threshold specified in the contract.  
**NE S'APPLIQUE QU' AUX CONTRATS DE TPSC :** La signature de l'autorité contractante est requise lorsque la valeur totale du formulaire DND 626 est supérieure au seuil précisé dans le contrat.

for the Department of Public Works and Government Services  
 pour le ministre des Travaux publics et services gouvernementaux

DND 626 (01-03) Design: Forms Management 903-0202  
 Conception: (Dossier des formulaires) 903-0202

**Instructions for completing  
DND 626 - Task Authorization**

**Contract no.**  
Enter the PWGSC contract number in full.

**Task no.**  
Enter the sequential Task number.

**Amendment no.**  
Enter the amendment number when the original Task is amended to change the scope or the value.

**Increase/Decrease**  
Enter the increase or decrease total dollar amount including taxes.

**Previous value**  
Enter the previous total dollar amount including taxes.

**To**  
Name of the contractor.

**Delivery location**  
Location where the work will be completed, if other than the contractor's location.

**Delivery/Completion date**  
Completion date for the task.

**for the Department of National Defence**  
Signature of the DND person who has delegated Authority for signing DND 626 (level of authority based on the dollar value of the task and the equivalent signing authority in the PAM 1.4). **Note:** the person signing in this block ensures that the work is within the scope of the contract, that sufficient funds remain in the contract to cover this task and that the task is affordable within the Project/Unit budget.

**Services**  
Define the requirement briefly (attach the SOW) and identify the cost of the task using the contractor's quote on the level of effort. The Task must use the basis of payment stipulated in the contract. If there are several basis of payment then list them one(x) that will apply to the task quote (e.g. milestone payments; per item rates/labour category hourly rates; travel and living rates; firm price/costing price, etc.). All the terms and conditions of the contract apply to this Task Authorization and cannot be ignored or amended for this task. Therefore it is not necessary to restate these general contract terms and conditions on the DND 626 Task form.

**Cost**  
The cost of the Task broken out into the individual costed items in **Services**.

**GST/HST**  
The GST/HST cost as appropriate.

**Total**  
The total cost of the task. The contractor may not exceed this amount without the approval of DND indicated on an amended DND 626. The amendment value may not exceed 50% (or the percentage for amendments established in the contract) of the original value of the task authorization. The total cost of a DND 626, including all amendments, may not exceed the funding limit identified in the contract.

**Applicable only to PWGSC contracts**  
This block only applies to those Task Authorization contracts awarded by PWGSC. The contract will include a specified threshold for DND sole approval of the DND 626 and a percentage for DND to approve amendments to the original DND 626. Tasks that will exceed these thresholds must be passed to the PWGSC Contracting Authority for review and signature prior to authorizing the contractor to begin work.

**Note:**  
Work on the task may not commence prior to the date this form is signed by the DA Authority - for tasks within the DND threshold, and by both DND and PWGSC for those tasks over the DND threshold.

**Instructions pour compléter le formulaire  
DND 626 - Autorisation des tâches**

**N° du contrat**  
Inscrivez le numéro du contrat de TPSGC en entier.

**N° de la tâche**  
Inscrivez le numéro de tâche séquentiel.

**N° de la modification**  
Inscrivez le numéro de modification lorsque la tâche originale est modifiée pour en changer la portée.

**Augmentation/Réduction**  
Inscrivez le montant total de l'augmentation ou de la diminution, y compris les taxes.

**Valeur précédente**  
Inscrivez le montant total précédent, y compris les taxes.

**À**  
Nom de l'entrepreneur.

**Expédié à**  
Endroit où le travail sera effectué, si celui-ci diffère du lieu d'affaires de l'entrepreneur.

**Date de livraison/d'achèvement**  
Date d'achèvement de la tâche.

**pour le ministère de la Défense nationale**  
Signature du représentant du MDN auquel on a délégué le pouvoir d'approbation en ce qui a trait à la signature du formulaire DND 626 (niveau d'autorité basé sur la valeur de la tâche et le signataire autorisé équivalent mentionné dans le MAA 1.4). **Note :** la personne qui signe cette attache de signature confirme que les travaux respectent la portée du contrat, que suffisamment de fonds sont prévus au contrat pour couvrir cette tâche et que le budget alloué à l'unité ou pour le projet le permet.

**Services**  
Définissez brièvement le besoin (joindre l'ETJ) et établissez le coût de la tâche à l'aide de la soumission de l'entrepreneur selon le niveau de difficulté de celle-ci. Les modalités de paiement stipulées dans le contrat s'appliquent à la tâche. Si plusieurs d'entre elles sont prévues, énumérez ici celles/celles qui s'appliqueraient à la soumission pour la tâche à accomplir (p.ex. acompte forcé sur les étapes franchies, taux quotidiens ou taux horaires établis selon la catégorie de main-d'œuvre, frais de déplacement et de séjour, prix fixe ou prix plafonné, etc.). Toutes les modalités du contrat s'appliquent à cette autorisation de tâche et ne peuvent être négociées ou modifiées quant à la tâche en question. Il n'est donc pas nécessaire de répéter ces modalités générales afférentes au contrat sur le formulaire DND 626.

**Prix**  
Mentionnez le coût de la tâche en le répartissant selon les frais afférents à chaque item mentionné dans la rubrique **Services**.

**TPS/TVH**  
Mentionnez le montant de la TPS/TVH, s'il y a lieu.

**Total**  
Mentionnez le coût total de la tâche. L'entrepreneur ne peut dépasser ce montant sans l'approbation du MDN, formulaire DND 626 modifié à l'appui. Le coût de la modification ne peut pas être supérieur à 50 p. 100 du montant initial prévu dans l'autorisation de tâche (ou au pourcentage prévu dans le contrat pour les modifications). Le coût total spécifié dans le formulaire DND 626, y compris toutes les modifications, ne peut dépasser le plafond de financement mentionné dans le contrat.

**Ne s'applique qu'aux contrats de TPSGC**  
Le présent paragraphe s'applique uniquement aux autorisations de tâche accordées par TPSGC. On inscrit dans le formulaire DND 626 un plafond précis qui ne pourra être approuvé que par le MDN et un pourcentage selon lequel le MDN pourra approuver des modifications au formulaire DND 626 original. Les tâches dont le coût dépasse ces plafonds doivent être soumises à l'autorité contractante de TPSGC pour examen et signature avant qu'on autorise l'entrepreneur à débiter les travaux.

**Note :**  
Les travaux ne peuvent commencer avant la date de signature de ce formulaire par le responsable du MDN, pour les tâches dont le coût est inférieur au plafond établi par le MDN, et par le MDN et TPSGC pour les tâches dont le coût dépasse le plafond établi par le MDN.

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**ANNEX G**

**PWGSC-TPSGC 1111 – CLAIM FOR PROGRESS PAYMENT**



Public Works and Government Services Canada  
 Travaux publics et Services gouvernementaux Canada

**Claim for Progress Payment  
 Demande de paiement progressif**

*If necessary, use form PWGSC-TPSGC 1112 to record detail costs  
 Si nécessaire, utiliser le formulaire PWGSC-TPSGC 1112 pour inscrire les coûts détaillés*

Contractor's Name and Address Nom et adresse de l'entrepreneur	Claim No. N° de la demande	Date YYYY-MM-DD / AAAA-MM-JJ	Contract Price - Prix
	File No. - N° du dossier		Contract Serial No. N° de série du contrat
Contractor's Procurement Business Number (PBN) Numéro d'entreprise-provisionnement (NEA) de l'entrepreneur		Financial Code(s) - Code(s) financier(s)	

Contractor's Report of Work Progress (if needed, use additional sheets)  
 Compte rendu de l'avancement des travaux par l'entrepreneur (si nécessaire, utiliser des feuilles supplémentaires)

Period of work covered by the claim Période des travaux visée par la demande ▶	Current Claim Demande courante		Previous Claims Demandes précédentes		Total to Date Total à date (A + B)
	(A)	Tax Rate Taux de taxe	(B)	Tax Rate Taux de taxe	
<b>Description:</b> (Expenditures must be claimed in accordance with the basis and/or method of payment of the contract) <b>Description :</b> (Les dépenses doivent être réclamées conformément à la base de paiement et (ou) à la méthode de paiement du contrat).		%		%	
		%		%	
		%		%	
		%		%	
		%		%	
		%		%	
		%		%	
		%		%	
		%		%	
		%		%	
Contractor's GST No. N° de TPS de l'entrepreneur	Subtotal Sous-total				
Contractor's GST No. No. de TVQ de l'entrepreneur	Applicable taxes Taxes applicables				
Total					
Less holdbacks on expenditures only (Applicable taxes excluded) Moins les retenues sur les dépenses uniquement (Taxes applicables en sus)					
Total Amount of Claim (including applicable taxes) Montant total de la demande (incluant les taxes applicables)					
Percentage of the work completed Pourcentage des travaux achevés	%	Current Claim Demande courante	▶ Amount due Montant dû		

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Claim No.  
N° de la demande

Contract Serial No.  
N° de série du contrat

**CERTIFICATE OF CONTRACTOR**

**I certify that:**

- All authorizations required under the contract have been obtained. The claim is consistent with the progress of the work and is in accordance with the contract.
- Indirect costs have been paid for or accrued in the accounts.
- Direct materials and the subcontracted work have been received, accepted and either paid for or accrued in the accounts following receipt of invoice from supplier/subcontractor, and have been or will be used exclusively for the purpose of the contract.
- All direct labour costs have been paid for or accrued in the accounts and all such costs were incurred exclusively for the purpose of the contract;
- All other direct costs have been paid for or accrued in the accounts following receipt of applicable invoice or expense voucher and all such costs were incurred exclusively for the purpose of the contract; and
- No liens, encumbrances, charges or other claims exist against the work except those which may arise by operation of law such as a lien in the nature of an unpaid contractor's lien and in respect of which a progress payment and/or advance payment has been or will be made by Canada.

**ATTESTATION DE L'ENTREPRENEUR**

**J'atteste que :**

- Toutes les autorisations exigées en vertu du contrat ont été obtenues. La demande correspond à l'avancement des travaux et est conforme au contrat.
- Les coûts indirects ont été réglés ou portés aux livres.
- Les matières directes et les travaux de sous-traitance ont été reçus, et le tout a été accepté et payé, ou encore porté aux livres après réception de factures envoyées par le fournisseur ou le sous-traitant; ces matières et ces travaux ont été ou seront utilisés exclusivement aux fins du contrat.
- Tous les coûts de la main-d'oeuvre directe ont été réglés ou portés aux livres et tous ces coûts ont été engagés exclusivement aux fins du contrat.
- Tous les autres coûts indirects ont été réglés ou portés aux livres après réception des factures ou pièces justificatives pertinentes et tous ces coûts ont été engagés exclusivement aux fins du contrat.
- Il n'existe aucun privilège ni demande ou imputation à l'égard de ces travaux sauf ceux qui pourraient survenir par effet de la loi, notamment le privilège d'un entrepreneur non payé à l'égard duquel un paiement progressif et/ou un paiement anticipé a été ou sera effectué par le Canada.

Contractor's Signature - Signature de l'entrepreneur

Title - Titre

Date (YYYY-MM-DD / AAAA-MM-JJ)

Check the box if the claim is being made with respect to advance payment provisions included in the basis of payment of the contract.

Cocher la case si la demande est faite en rapport avec les dispositions relatives aux paiements anticipés qui se trouvent dans la base de paiement du contrat.

Cette demande, ou une partie de cette demande, est pour un paiement anticipé.

This claim, or a portion of this claim, is for an advance payment.

**I certify that:**

- The funds received will be used solely for the purpose of the contract and attached is a complete description of the purpose to which the advance payment will be applied.
- The amount of the payment is established in accordance with the conditions of the contract.
- The contractor is not in default of its obligations under the contract.
- The payment is related to an identifiable part of the contractual work.

**J'atteste que :**

- Les fonds reçus ne serviront uniquement qu'aux fins du contrat; ci-joint est une description complète des fins auxquelles le paiement anticipé sera utilisé.
- Le montant du paiement est établi conformément aux conditions du contrat.
- L'entrepreneur n'a pas manqué à ses obligations en vertu du contrat.
- Le paiement porte sur une partie identifiable des travaux précisés dans le contrat.

Contractor's Signature - Signature de l'entrepreneur

Title - Titre

Date (YYYY-MM-DD / AAAA-MM-JJ)

**CERTIFICATES OF DEPARTMENTAL REPRESENTATIVES**

**Scientific/Project/Inspection Authority:** I certify that the work meets the quality standards required under the contract, and its progress is in accordance with the conditions of the contract.

**ATTESTATIONS DES REPRÉSENTANTS DU MINISTÈRE Autorité scientifique ou responsable du projet / de l'inspection :** J'atteste que les travaux sont conformes aux normes de qualité exigées en vertu du contrat et que leur avancement est conforme aux conditions du contrat.

**Inspection Authority (all other contracts):** I certify that the quality of the work performed is in accordance with the standards required under the contract.

**Responsable de l'inspection (tous les autres contrats) :** J'atteste que la qualité des travaux exécutés est conforme aux normes exigées en vertu du contrat.

Signature of Scientific / Project / Inspection Authority  
Signature de l'autorité scientifique ou responsable du projet / de l'inspection

Date (YYYY-MM-DD / AAAA-MM-JJ)

**PWGS Contracting Authority:** I certify that, to the best of my knowledge, the claim is consistent with the progress of the work and is in accordance with the contract. This claim, however, may be subject to further verification and any necessary adjustment before final settlement.

**Autorité contractante de TPSGC :** J'atteste, au meilleur de ma connaissance, que la demande correspond à l'avancement des travaux et est conforme au contrat. Toutefois, cette demande pourrait faire l'objet d'une autre vérification et de tout rajustement nécessaire avant le règlement final.

Contracting Authority Signature de l'autorité contractante

Title - Titre

Date (YYYY-MM-DD / AAAA-MM-JJ)

**Client's Authorized Signing Officer - (must sign the interim claim):** I certify that the claim is in accordance with the contract.

**Signataire autorisé du client - (doit signer la demande provisoire) :** J'atteste que la demande est conforme au contrat.

Client Signature du client

Title - Titre

Date (YYYY-MM-DD / AAAA-MM-JJ)

**Client's Authorized Signing Officer - (must sign the final claim):** I certify that all goods have been received and all services have been rendered, that the work has been properly performed and that the claim is in accordance with the contract.

**Signataire autorisé du client - (doit signer la demande finale):** J'atteste que tous les biens ont été reçus, que tous les services ont été rendus, que tous les travaux ont été exécutés convenablement, et que la demande est conforme au contrat.

Client Signature du client

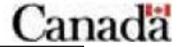
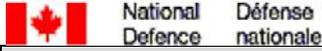
Title - Titre

Date (YYYY-MM-DD / AAAA-MM-JJ)

PWGS TPSGC 1411 (2011-11)

**ANNEX H**

**LOAN AGREEMENT**



**LOAN OF DEFENCE MATERIEL AGREEMENT**

Covering the loan of Department of National Defence (DND) equipment in support of a valid DND contract (Repair & Overhaul and/or other)

**DQA LOAN NUMBER:**

**INSTRUCTION TO CONTRACTOR/BORROWER:**

1. Sign, scan and return to originator.
2. The following items are not to be included in this Agreement: consumable materials, equipment for catering contractors or commercially available equipment.

<b>Contract Number:</b>	<b>Contract Description:</b>
<b>Loan duration:</b>	
<b>Address of Contractor:</b>	<b>Address for equipment delivery:</b>
<b>Contractor/borrower</b>	<b>DND Procurement Authority</b>
<b>Name:</b>	<b>Name and Rank:</b>
<b>Position:</b>	<b>Position:</b>
<b>Phone number:</b>	<b>Phone number:</b>

<b>Purpose of the loan:</b>	<b>Purposes for which the loaned materiel can be used:</b>
-----------------------------	------------------------------------------------------------

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<b>Security arrangements specific to this loan:</b>	<b>Person responsible for the care and custody of this equipment:</b>
-----------------------------------------------------	-----------------------------------------------------------------------

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## LOAN AGREEMENT

### BETWEEN

**HIS MAJESTY THE KING IN RIGHT OF CANADA**, as represented by the Minister of National Defence (hereinafter also referred to as "His Majesty" or "the Lender")

### AND

**XXXXXXXXXXXXXXXXXX**, an entity which has the capacity and the authority to enter into this Loan Agreement, has its head office located at XXXX and is incorporated under the laws of XXX \_\_\_\_\_ (hereinafter referred to as the "Borrower")

**WHEREAS** the Borrower wishes to borrow from His Majesty certain movable public property, other than money, to be used exclusively and solely by the Borrower which is listed and more particularly described in Schedule A to this Loan Agreement and includes any item of it listed in Schedule 'A'; and

**WHEREAS** His Majesty considers that the national interest would be served in loaning the above mentioned public property to the Borrower and, as a result, has decided to enter into an agreement with the Borrower pursuant to, and in accordance with, the terms and conditions hereinafter set forth;

**NOW THEREFORE** this Loan Agreement witnesses that His Majesty and the Borrower have, in consideration of the mutual covenants hereinafter set forth, agree as follows:

### Article 1 – Interpretation

In this Loan Agreement, unless the context otherwise requires:

- a. "Contract" means X contract, dated x, x, 20xx, between X and X;
- b. Loan Agreement means this loan agreement, including its Schedule(s), as amended from time to time;
- c. "Parties" means His Majesty and the Borrower and "Party" means each one of His Majesty and the Borrower; and
- d. "Property" means the public property listed and more particularly described in Schedule A to this Loan Agreement and includes any item of it. Property shall also include all parts, mechanisms and devices and replacement of Property, including any item of it, in accordance with Articles 11 and 12, unless the context otherwise requires.

### Article 2 – Loan

- (1) Subject to the terms and conditions of this Loan Agreement, His Majesty shall loan the Property to the Borrower for the exclusive and sole use of the Borrower for a term commencing on the Effective Date and ending on the date of the linked contract.

- (2) After the Effective Date, before the Property, including each item, will be released by the Lender to the Borrower, the Borrower shall submit a request in writing to the DND Procurement Authority responsible for the Contract.
- (3) The Property shall always remain and be deemed to be personal and movable public property of Her Majesty.

### **Article 3 – Description and Value of Loan Property**

- (1) The Property, and its value, is described in Schedule A to this Loan Agreement.
- (2) His Majesty's loan control number is xxxxxxxxxxxxxxxx and shall be quoted on all correspondence.
- (3) The Unit Price of each individual item of Property is listed in Schedule A to this Loan Agreement. The Borrower acknowledges and agrees that the aggregate value of the Property is \$xxxxxxx as of the date of this Loan Agreement, and may be subject to future adjustment upon request. Any such adjustment shall be made to Schedule A without the need for a formal amendment to this Loan Agreement.

### **Article 4 - Purpose of Loan Agreement**

- (1) Both Parties agree and acknowledge that the purpose of this Loan Agreement is to allow the Borrower to use the Property, as received, in support of the Borrower performing the work for the Department of National Defence under the Contract. The Property is subject to the general terms and conditions of the Contract.
- (2) The Borrower shall not use the Property for commercial work or other work in support of the Department of National Defence without the prior written consent of the Lender.

### **Article 5 – Costs**

- (1) The Borrower shall bear all costs and expenses, including but not limited to labour and materials, associated with this Loan Agreement and the loan of the Property, including but not limited to transportation (including but not limited to packaging, storage and shipping) in taking receipt of and returning the Property, losses and deficiencies, insurance, repairs, maintenance and laundering where applicable.

### **Article 6 – Property Identification**

- (1) The Borrower shall ensure that the Property, including each item, is at all times clearly identified as the property of the Government of Canada.
- (2) The Borrower shall ensure that the Property, including each item, is at all times either tagged or labeled with a clearly visible identification number corresponding to that shown in the Loan Agreement.
- (3) The Borrower shall change the identification number referred to in Article 6 (2) within thirty (30) days of being notified of a change to the number by the Lender.

### **Article 7 – Inspection**

- (1) The Lender shall have the right to inspect the Property, including each item, at the location where it is stored and/or used by the Borrower at any reasonable time and to view its state of repair.
- (2) The Borrower shall provide the Lender, and the Lender's servants, employees, members of Her Majesty's armed forces, agents, contractors and assigns, access to the location(s) stated in Article 7 (1) on the date(s) and time(s) requested by the Lender and shall provide the Lender all reasonable assistance required for that purpose.

### **Article 8 – No Charge for Loan of the Property**

No charge shall be payable by the Borrower to the Lender for the loan of the Property under this Agreement.

### **Article 9 – Safekeeping of the Property**

The Borrower shall be responsible for the proper custody, safe keeping, care and maintenance of the Property while it is in the possession, custody or control of the Borrower or its employees, contractors, agents or assigns.

### **Article 10 - Stocktaking / Disposal**

- (1) The Borrower shall comply with the requirements and responsibilities included in the Department of National Defence Supply Administration Manual, Chapter 6.3 Government Owned Materiel in Contractor Custody, Paragraphs 2.33-2.35, and Chapter 4.3 Stocktaking, all as amended from time to time. The Borrower will carry out a manual stocktaking of all loaned Property at the frequency indicated by each loaned items' cycle count indicator and directed by the Borrower.
- (2) In addition to the requirements in Article 10 (1), the Borrower shall carry out a review of the Property annually to determine if the Property is, in whole or in part, no longer required for the Borrower to perform the work under the Contract.
- (3) The Borrower shall request in writing the Contract Procurement Authority's prior written permission to dispose of and/or transfer the Property, in whole or in part, that meet the criteria in Article 10 (2) and shall prepare and handle the necessary documentation.

### **Article 11 – Repair and Maintenance**

- (1) Subject to Article 12, the Borrower shall, at its own cost and expense, maintain, service and keep the Property in good repair, condition and working order, to the satisfaction of the Lender, including the maintenance and calibration in accordance with Lender standards or instructions, where provided, during the term of this Loan Agreement and shall furnish and install all parts, mechanisms and devices required therefore. All parts, mechanisms and devices so furnished and installed shall immediately become part of the Property for all purposes thereof and all parts, mechanisms and devices which have been replaced or are no longer required shall be returned to the Lender within a reasonable delay.
- (2) The Borrower shall be responsible to the Lender for any loss or damage resulting from the Borrower's failure, in the Lender's opinion, to comply with Article 11(1) and/or Article 12(1), other than loss or damage, as determined by the Lender, caused by ordinary wear and tear.

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## Article 12 – Loss or Damage

- (1) In the event that any item of the Property shall become, for any reason, lost, stolen, or in the Lender's opinion destroyed or damaged beyond repair, or in the event of any condemnation, confiscation, theft or seizure or expropriation of such items, other than a confiscation, seizure or expropriation by His Majesty, the Borrower shall, within two (2) working days of the occurrence of any of the foregoing events, promptly inform the Contract Procurement Authority in writing thereof.
- (2) The Lender may elect to receive a cash payment equal to the replacement value of such item as listed in Schedule A to the Loan Agreement or to direct the Borrower to take immediate steps to cause the replacement of such item with property which is free and clear of all liens and encumbrances and which, in the opinion of the Lender, is similar in condition and value to the item of Property prior to the occurrence of any of the foregoing events. Such replacement shall take place at the Borrower's expense and, upon completion of the replacement, such replacement or part shall be included in the definition of Property in this Loan Agreement. The replaced item of the Property shall be returned by the Borrower to the Lender within a reasonable delay and, once received by the Lender, shall be released from the terms of this Loan Agreement. Schedule A to this Loan Agreement will be updated to reflect this Article 12 without a formal written amendment to the Loan Agreement.
- (3) The Lender agrees not to elect to receive a cash payment if the item of the Property is still required to complete the purpose as specified in Article 4 or if the Borrower's insurance policy precludes the payment of cash instead of replacing the Property, as evidenced to the reasonable satisfaction of the Lender.

## Article 13 - Termination / Return of Equipment

- (1) After twenty-four (24) hours' notice to the Borrower, the Lender may terminate this Loan Agreement or any part thereof at any time, and recall the Property concerned with that termination.
- (2) Unless the Lender otherwise advises the Borrower in writing, the Borrower shall return the Property to the destination designated in the return notice upon the expiration of the Loan Agreement. In the event that the Borrower completes its work under the Contract prior to the expiration of the Loan Agreement, the Borrower shall request return instructions from the Lender. When the Property is ready to be returned to the Lender, the Borrower shall prepare a condition report and advise the Procurement Authority to arrange for any necessary inspection and evaluation of the condition of the Property. The Property shall be properly identified with a condition tag (CF942) duly filled out, cleaned, in good condition and the proper packaging method shall be used. If the property is not returned to the Borrower within 90 calendar days of the termination of the Loan Agreement, the Lender may designate that property as lost and Article 12 of this contract shall apply.

## Article 14 – Capability of the Property upon Return

- (1) Upon the expiry of this Agreement or its earlier termination under Article 11(1), the Borrower guarantees that, on the return of the Property, the Property will be in good repair condition and working order, reasonable wear and tear, as determined by the Lender, excluded.
- (2) The Borrower agrees to fulfill the guarantee in Article 18(1) by demonstrating to the Lender, at the Borrower's cost and expense, the proper operation of the Property as part

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of the Borrower's operating system immediately prior to returning the Property to the Lender.

#### **Article 15 – Condition / Limitation of Liability and Indemnity**

- (1) The Borrower acknowledges and agrees that the Property will be loaned to the Borrower "as is" by the Lender. The Borrower acknowledges and agrees that the Lender has not made or shall be deemed to have made, by virtue of having loaned the Property to the Borrower or otherwise, any representations, warranties or guarantees, whether express or implied, as to:
  - a. the condition, quality, safety, correctness, accuracy or fitness for a particular purpose of the loaned Property; or
  - b. that specific results will be obtained from the use of the Property; or
  - c. that the Property is suitable for the Borrower's purposes.
- (2) The Lender agrees and acknowledges that the Lender shall not assume any liability for the Borrower's results or lack of results achieved or the ability or inability of the Borrower to use the Property arising from any cause.
- (3) The Borrower shall be responsible and liable and agrees that the Lender shall not be responsible or liable, for any loss, claim, action, demand, damage or proceeding of any kind arising out of or related to this Loan Agreement or caused by the Property or the transportation, operation, use of or possession, custody or control of the Property by the Borrower or the Borrower's employees, contractors, agents and assigns, to the Borrower, the Lender or third parties.
- (4) The Borrower shall be responsible and liable, and agrees that the Lender shall not be responsible or liable, for any loss, theft, destruction, damage, condemnation, confiscation, seizure or expropriation or other event to the Property while in the Borrower's or its employees', contractors', agents' and assign's possession, custody or control.
- (5) His Majesty shall not be liable for indirect or consequential damages or for any purely economic loss or loss of profit arising from the performance of, or failure to perform, any provision of this Loan Agreement.
- (6) The Borrower shall at all times indemnify and save harmless His Majesty, His Officers, servants, agents, employees, contractors, assigns and members of His Majesty's armed forces from and against all claims, demands, damages, losses, costs, expenses, actions, causes of action, suits or other proceedings and claims of any kind by whomsoever made, including but not limited to those related to injury to persons (including injuries resulting in death) and loss of or damage to property of the Parties or third parties, brought or prosecuted, in any manner based upon, occasioned by, or attributable to the loan of the Property or as a result of the operation, use, possession, custody, control or transportation of the Property by the Borrower or its employees, contractors, agents and assigns or any action taken or things done by virtue of this Loan Agreement.

#### **Article 16 - Effective Date and Renewal**

- (1) The Effective Date of this Loan Agreement shall be upon the date that the last signing authority executes this Loan Agreement.

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- (2) Upon the written request of the Borrower at least thirty (30) working days before the end date of the Agreement, the Lender may, by way of amendment, extend the term of this Loan Agreement for consecutive periods not to exceed two (2) years for each consecutive period, on the same terms and conditions as herein contained, save and except as to term.

#### **Article 17 – Encumbrance/Assignment**

- (1) The Borrower shall not lease, sell, dispose of or accept any remuneration for the use of, the Property, in whole or in part, or suffer any lien, mortgage, hypothec or pledge upon any interest in the Property.
- (2) This Loan Agreement shall not assigned, in whole or in part, by the Borrower without the prior written consent of His Majesty and any assignment made without such consent shall be of no force or effect in relation to any obligations or liabilities due to His Majesty pursuant to this Loan Agreement.

#### **Article 18 – Governing Law**

This Loan Agreement, including all matters relating to its validity and performance, shall be interpreted, construed and governed by the laws in force in the Province of *Ontario*.

#### **Article 19 – No Agency, Partnership, Employee/Employer, Joint Venture Member**

Neither Party is an agent, partner, employee/employer or joint venture member of or for the other for any purposes of this Loan Agreement and nothing in this Loan Agreement shall be construed to enable either to act or represent themselves as such.

#### **Article 20 – Entire Agreement**

This Loan Agreement shall constitute the entire and sole agreement between the Parties with respect to the loan of the Property and shall supersede all other communications, negotiations, representation or warranty, arrangements and agreements of any nature between them prior to the Effective Date of this Loan Agreement.

#### **Article 21 - Notices**

- (1) When either Party is obligated or entitled to give any notice, request, approval, demand, consent, direction or any other communication, hereinafter referred to as "Notice", to the other, such Party shall first communicate the substance thereof as expeditiously as possible. Such Notice however shall only be effective as stipulated below.
- (2) Any Notice pursuant to this Loan Agreement shall be in writing and shall be given by hand delivery or email to the appropriate official as identified hereinafter.
- (a) If hand delivered, such Notice shall be deemed to have been validly received on the date of its reception and if sent by email on the date of its transmittal.
- (b) Any Notice or correspondence related to this Loan Agreement shall be addressed to the respective Parties at the following addresses:

To the Lender: TBD

To The Borrower: TBD

- (3) Either Party may, by Notice, change any of the above designations.

## Article 22 – Amendments and Waivers

- (1) This Loan Agreement shall not be amended except expressly, in writing, by authorized representatives of the Parties. No variation of any nature to this Loan Agreement and no representation, agreement, arrangement or other communication shall be binding on the Lender or the Borrower unless allowed for in this Loan Agreement or such is expressly contained in writing and executed by authorized representatives of the Parties, as an amendment to this Loan Agreement.
- (2) No waiver shall be valid, binding or affect the rights of the Parties, unless such waiver is given or made by the waiving Party by Notice.
- (3) A waiver by a Party of any provision of this Loan Agreement shall not constitute a continuing waiver nor a waiver of any other provision, unless such waiver expressly provides otherwise.

## Article 23 – Loan Agreement to Ensure

This Loan Agreement shall ensure to the benefit of, and shall be binding upon, the successors and permitted assignees of His Majesty and of the Borrower.

## Article 24 – Language of Choice

This Loan Agreement has been prepared in English in accordance with the wishes of the Parties hereto.

**IN WITNESS WHEREOF, THIS AGREEMENT HAS BEEN DULY EXECUTED ON BEHALF OF THE PARTIES BY THEIR AUTHORIZED REPRESENTATIVES**

Signed for and on behalf of:

**His Majesty the King in Right of Canada acting through and represented by the Minister of National Defence**

Name:

Title:

Date:

Signed for and on behalf of:

**XXXXX acting through and represented by XXX**

Name:

Title:

Date:

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**004QT**  
 CCC No./N° CCC - FMS No./N° VME

## SCHEDULE A

Date: Loan number:
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The Property listed in Schedule "A" includes automated items, which are managed through DRMIS.

Qty	Unit of issue	Nato Stock Number	Description of Property	Cycle Count Indicator code	DMC	Value per unit (\$)	Total value
<b>Total aggregate value of all Property subject to this Loan Agreement</b>					<b>\$0.00</b>		

## ANNEX I

### NON-DISCLOSURE AGREEMENT

#### (To be signed by the commercial entities)

By participating in the Request for Information (RFI) process, and in consideration of the opportunity to participate in defining Canada's Weapon Effects Simulation (WES) Interim In-Service Support (ISS) (WES Interim ISS) procurement process, for being given access to information that is confidential, and for other good and valuable consideration the receipt and sufficiency of which are hereby acknowledged, the participant agrees to the terms of the following non-disclosure agreement (the "**Non-Disclosure Agreement**"):

- a) The participant acknowledges that Canada's security measures and many other aspects of the WES Interim ISS requirement are treated as confidential by Canada.
- b) For the purpose of this Non-Disclosure Agreement "Sensitive Information" means any documents, instructions, guidelines, data, material, advice or any other information relating to or regarding the WES Interim ISS requirement whether received orally, in printed form or otherwise that is identified by Canada as classified, protected, proprietary or sensitive either verbally in the case of oral communications or in writing in all other cases. Sensitive Information does not include any information that:
  - i) was already known to the participant before receiving it from Canada;
  - ii) becomes rightfully known to the participant from a third party not under any confidentiality obligation to Canada;
  - iii) is or becomes publicly available through no fault of or failure to act by the participant that would be a breach of this Non-Disclosure Agreement; or
  - iv) is required to be disclosed by law or regulation, including for a judicial proceeding.
- c) Subject to the provisions of this Non-Disclosure Agreement, the participant agrees not to disclose, nor permit the disclosure of any Sensitive Information to third parties, or use nor permit the use of, directly or indirectly, the Sensitive Information, except to the extent required in order to analyze possible potential designs or solutions as part of the RFI, provided those third parties have the requisite security clearances and have also agreed to keep the information confidential on terms and conditions substantially the same as those in this Non-Disclosure Agreement.
- d) The participants may choose to involve third parties including potential subcontractors in the RFI process provided that these third parties and their representatives must also have the requisite security clearances and have agreed in writing to keep all information confidential on terms and conditions substantially the same as those in this Non-Disclosure Agreement.
- e) If the participant chooses to involve third parties, the participant additionally agrees to immediately provide Canada, upon request, a list of the third parties and a brief description of the information disclosed to those third parties. Canada reserves the right to ask about details regarding the information disclosed.
- f) All Sensitive Information will remain the property of Canada and must be returned to the Contracting Authority or destroyed, at the option of the Contracting Authority, if requested

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by the Contracting Authority, within 30 calendar days following that request. If requested by Canada, the participant must confirm that the information has been destroyed.

- g) Also, the participant must at all times treat information designated as Sensitive Information appropriately and ensure it cannot be accessed by anyone except a person with a "need to know" for the purpose of designing or proposing a solution or performing a resulting contract, provided that person also has the appropriate security clearance and has signed a non-disclosure agreement with terms substantially the same as those contained in this Non-Disclosure Agreement.
- h) The participant agrees that a breach of this Non-Disclosure Agreement may result in disqualification of the participant from any future related procurement(s) at any time, or immediate termination of any resulting contract. The participant also acknowledges that a breach of this Non-Disclosure Agreement may result in a review of the participant's security clearance and/or a review of the participant status as an eligible bidder for other requirements.
- i) The participant further acknowledges and agrees that Canada may be irreparably harmed if the participant breaches its confidentiality obligations under this Non-Disclosure Agreement and that such harm could not be compensated reasonably or adequately in damages. Canada is entitled to take such actions as it deems necessary to enforce this Agreement including injunctive and any other equitable remedies that it may wish to pursue.
- j) This Non-Disclosure Agreement remains in force indefinitely and, unless superseded or replaced in writing by Canada, applies to all information disclosed at any point in the WES Interim ISS procurement process, including, but not limited to, the Request for Information Phase, the Review and Refine Requirements Phase and the Request for Proposal Phase, and the resulting Contract Phase. If the participant wishes to be discharged from its obligations with respect to any records that include the Sensitive Information, the participant may return all the records to an appropriate representative of Canada including the Technical Authority or Contracting Authority as defined under the Contract or any alternative representative of Canada who is designated in writing, together with a reference to this Non-Disclosure Agreement. In that case, all Sensitive Information known to the participant and its personnel (i.e., Sensitive Information that is known, but not committed to writing) would remain subject to this Non-Disclosure Agreement, but there would be no further obligations with respect to the secure storage of the records containing that Sensitive Information (unless the participant created new records containing the Sensitive Information). Canada may require that the Entity provide written confirmation that all hard and soft copies of records that include Sensitive Information have been returned to Canada.
- k) This Non-disclosure Agreement constitutes the entire agreement between the participant and Canada pertaining to the subject matter hereof and supersedes all prior agreements, understandings, negotiations and discussions, whether oral or written, of the participant and Canada pertaining to the subject matter.
- l) If any provision of this Non-Disclosure Agreement is found to be invalid or unenforceable by a court of competent jurisdiction, such provision will be deemed deleted from this Non-Disclosure Agreement and replaced by a valid and enforceable provision which so far as possible achieves the intent in agreeing to the original provision. The remaining provisions of this Non-Disclosure Agreement will continue to be in full force and effect.
- m) A failure to insist upon strict compliance with any of the terms of this Non-Disclosure Agreement in any instance shall not be construed as a waiver of such terms in the future.

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File No. - N° du dossier  
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004QT

CCC No./N° CCC - FMS No./N° VME

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- n) This Non-Disclosure Agreement is governed by the laws in force in the Province of Ontario, including the federal laws applicable therein without regard to any choice of law rules. The courts of the Province of Ontario will have exclusive jurisdiction over all matters arising in relation to this Non-Disclosure Agreement and the participant hereby submits to the jurisdiction of the courts of the Province of Ontario.

Executed this \_\_\_ day of \_\_\_ [insert year] by

[Supplier-Commercial Entity, please insert legal name here], by its Authorized Signatory

**Signature:**

**Title:**

**Print Name:**

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## **ANNEX J**

### **INFRASTRUCTURE LICENSING AGREEMENTS**

**(To be provided at final Request for Proposal release)**

## **ANNEX K**

### **INSURANCE REQUIREMENTS**

#### **K1. Commercial General Liability Insurance**

The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence and in the annual aggregate.

The Commercial General Liability policy must include the following:

- a. Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by PWGSC.
- b. Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.
- c. Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.
- d. Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.
- e. Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
- f. Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
- g. Employees and, if applicable, Volunteers must be included as Additional Insured.
- h. Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)
- i. Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.
- j. Notice of Cancellation: The Contractor will provide the Contracting Authority thirty (30) days prior written notice of policy cancellation or any changes to the insurance policy.
- k. If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
- l. Owners' or Contractors' Protective Liability: Covers the damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor.
- m. Non-Owned Automobile Liability - Coverage for suits against the Contractor resulting from the use of hired or non-owned vehicles.

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- n. Advertising Injury: While not limited to, the endorsement must include coverage piracy or misappropriation of ideas, or infringement of copyright, trademark, title or slogan.
  - o. All Risks Tenants Legal Liability - to protect the Contractor for liabilities arising out of its occupancy of leased premises.
  - p. Sudden and Accidental Pollution Liability (minimum 120 hours): To protect the Contractor for liabilities arising from damages caused by accidental pollution incidents.
  - q. Litigation Rights: Pursuant to subsection 5(d) of the [Department of Justice Act](#), S.C. 1993, c. J-2, s.1, if a suit is instituted for or against Canada which the Insurer would, but for this clause, have the right to pursue or defend on behalf of Canada as an Additional Named Insured under the insurance policy, the Insurer must promptly contact the Attorney General of Canada to agree on the legal strategies by sending a letter, by registered mail or by courier, with an acknowledgement of receipt.

**For the province of Quebec, send to:**

Director Business Law Directorate,  
Quebec Regional Office (Ottawa),  
Department of Justice,  
284 Wellington Street, Room SAT-6042,  
Ottawa, Ontario, K1A 0H8

**For other provinces and territories, send to:**

Senior General Counsel,  
Civil Litigation Section,  
Department of Justice  
234 Wellington Street, East Tower  
Ottawa, Ontario K1A 0H8

A copy of the letter must be sent to the Contracting Authority. Canada reserves the right to co-defend any action brought against Canada. All expenses incurred by Canada to co-defend such actions will be at Canada's expense. If Canada decides to co-defend any action brought against it, and Canada does not agree to a proposed settlement agreed to by the Contractor's insurer and the plaintiff(s) that would result in the settlement or dismissal of the action against Canada, then Canada will be responsible to the Contractor's insurer for any difference between the proposed settlement amount and the amount finally awarded or paid to the plaintiffs (inclusive of costs and interest) on behalf of Canada.

**K2. Automobile Liability Insurance**

The Contractor must obtain Automobile Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence.

The policy must include the following:

- a. Third Party Liability - \$2,000,000 Minimum Limit per Accident or Occurrence;
- b. Accident Benefits - all jurisdictional statutes;
- c. Uninsured Motorist Protection;
- d. Trailer insurance policy or an endorsement added to insurance policy to cover trailers and their contents;

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- e. Notice of Cancellation: The Contractor will provide the Contracting Authority thirty (30) days prior written notice of policy cancellation or any changes to the insurance policy.

### **K3. Warehouseman's Legal Liability Insurance**

The Contractor must obtain Warehouseman's Legal Liability Insurance coverage on Government Property, and maintain it in force while under its care, custody or control for storage, in an amount of not less than \$ \_\_\_\_\_. The Government's Property must be insured on a \_\_\_\_\_ basis. (Contracting officers must insert one of the following basis of valuation: "Replacement Cost (new)"; "Actual Cash Value (depreciated cost)" or "Agreed Value (appraisal)")

Administration of Claims: The Contractor must notify Canada promptly about any losses or damages to Government Property and monitor, investigate and document losses of or damage to Government Property to ensure that claims are properly made and paid.

The following endorsements must be included:

- a. Notice of Cancellation: The Contractor will provide the Contracting Authority thirty (30) days prior written notice of policy cancellation or any changes to the insurance policy.
- b. Settlement of Claims: The insurance proceeds regarding any loss of or damage to Government Property must be payable to the appropriate party as directed by the Contracting Authority.
- c. Loss Payee: Canada as its interest may appear or it may direct.
- d. Waiver of Subrogation Rights: Contractor's Insurer to waive all rights of subrogation against Canada as represented by the Department of National Defence and PWGSC for any and all loss of or damage to the property however caused.

### **K4. All Risk Property Insurance**

The Contractor must obtain All Risks Property insurance while the Government Property is under its care, custody or control, and maintain it in force throughout the duration of the Contract, in an amount of not less than \$ \_\_\_\_\_. The Government's Property must be insured on \_\_\_\_\_ basis. (Contracting officers must insert one of the following basis of valuation: "Replacement Cost (new)"; "Actual Cash Value (depreciated cost)" or "Agreed Value (appraisal)")

Administration of Claims: The Contractor must notify Canada promptly about any losses or damages to Government Property and monitor, investigate and document losses of or damage to ensure that claims are properly made and paid.

The All Risks Property insurance policy must include the following:

- a. Notice of Cancellation: The Contractor will provide the Contracting Authority at least thirty (30) days prior written notice of policy cancellation or any changes to the insurance policy.
- b. Loss Payee: Canada as its interest may appear or as it may direct.
- c. Waiver of Subrogation Rights: Contractor's Insurer to waive all rights of subrogation against Canada as represented by the Department of National Defence and PWGSC for any and all loss of or damage to the property however caused.

## **K5. All Risk in Transit Insurance**

The Contractor must obtain on the Government's Property, and maintain in force throughout the duration of the Contract, All Risk Property in Transit insurance coverage for all applicable conveyances while under its care, custody or control, in an amount of not less than \$ \_\_\_\_\_ per shipment. Government Property must be insured on \_\_\_\_\_ basis. (Contracting officers must insert one of the following basis of valuation: "Replacement Cost (new)"; "Actual Cash Value (depreciated cost)" or "Agreed Value (appraisal)").

Administration of Claims: The Contractor must notify Canada promptly about any losses or damages to Government Property and monitor, investigate and document losses of or damage to ensure that claims are properly made and paid.

The All Risk Property in Transit insurance must include the following:

Notice of Cancellation: The Contractor will provide the Contracting Authority at least thirty (30) days prior written notice of any policy cancellation or any changes to the insurance policy.

Loss Payee: Canada as its interest appears or as it may direct.

Waiver of Subrogation Rights: Contractor's Insurer to waive all rights of subrogation against Canada as represented by the Department of National Defence and PWGSC for any and all loss of or damage to the property however caused.

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## **ANNEX L**

### **L1 INDIGENOUS PARTICIPATION PLAN**

See Attachment A – Indigenous Procurement Plan Template for further details.



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

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE		
1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine		2. Branch or Directorate / Direction générale ou Direction
ADM (Mat) / DGLEPM		DCSEM
3. a) Subcontract Number / Numéro du contrat de sous-traitance	3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant	
N/A	N/A	
4. Brief Description of Work / Brève description du travail		
Weapons Effect Simulation (WES) Program.		
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?		<input type="checkbox"/> No / Non <input checked="" type="checkbox"/> Yes / Oui
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
6. Indicate the type of access required / Indiquer le type d'accès requis <b>Installation of WES equipment on DND Weapon Systems</b>		
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)		<input type="checkbox"/> No / Non <input checked="" type="checkbox"/> Yes / Oui
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès		
Canada <input checked="" type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>
7. b) Release restrictions / Restrictions relatives à la diffusion		
No release restrictions / Aucune restriction relative à la diffusion <input checked="" type="checkbox"/>	All NATO countries / Tous les pays de l'OTAN <input type="checkbox"/>	No release restrictions / Aucune restriction relative à la diffusion <input type="checkbox"/>
Not releasable / À ne pas diffuser <input type="checkbox"/>		
Restricted to: / Limité à : <input checked="" type="checkbox"/>	Restricted to: / Limité à : <input type="checkbox"/>	Restricted to: / Limité à : <input type="checkbox"/>
Specify country(ies): / Préciser le(s) pays : Canada, United States Citizen	Specify country(ies): / Préciser le(s) pays :	Specify country(ies): / Préciser le(s) pays :
7. c) Level of information / Niveau d'information		
PROTECTED A / PROTÉGÉ A <input checked="" type="checkbox"/>	NATO UNCLASSIFIED / NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A / PROTÉGÉ A <input type="checkbox"/>
PROTECTED B / PROTÉGÉ B <input checked="" type="checkbox"/>	NATO RESTRICTED / NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B / PROTÉGÉ B <input type="checkbox"/>
PROTECTED C / PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL / NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C / PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL / CONFIDENTIEL <input checked="" type="checkbox"/>	NATO SECRET / NATO SECRET <input type="checkbox"/>	CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>
SECRET / SECRET <input checked="" type="checkbox"/>	COSMIC TOP SECRET / COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET / SECRET <input type="checkbox"/>
TOP SECRET / TRÈS SECRET <input type="checkbox"/>		TOP SECRET / TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>



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

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?  
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS?  No / Non  Yes / Oui  
If Yes, indicate the level of sensitivity:  
Dans l'affirmative, indiquer le niveau de sensibilité : **SECRET**
9. Will the supplier require access to extremely sensitive INFOSEC information or assets?  
Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate?  No / Non  Yes / Oui
- Short Title(s) of material / Titre(s) abrégé(s) du matériel :  
Document Number / Numéro du document :

**PART B - PERSONNEL (SUPPLIER) / PARTIE B - PERSONNEL (FOURNISSEUR)**

10. a) Personnel security screening level required / Niveau de contrôle de la sécurité du personnel requis
- |                                                                             |                                                                 |                                                      |                                                                  |
|-----------------------------------------------------------------------------|-----------------------------------------------------------------|------------------------------------------------------|------------------------------------------------------------------|
| <input checked="" type="checkbox"/> RELIABILITY STATUS<br>COTE DE FIABILITÉ | <input type="checkbox"/> CONFIDENTIAL<br>CONFIDENTIEL           | <input checked="" type="checkbox"/> SECRET<br>SECRET | <input type="checkbox"/> TOP SECRET<br>TRÈS SECRET               |
| <input type="checkbox"/> TOP SECRET-SIGINT<br>TRÈS SECRET - SIGINT          | <input type="checkbox"/> NATO CONFIDENTIAL<br>NATO CONFIDENTIEL | <input type="checkbox"/> NATO SECRET<br>NATO SECRET  | <input type="checkbox"/> COSMIC TOP SECRET<br>COSMIC TRÈS SECRET |
| <input type="checkbox"/> SITE ACCESS<br>ACCÈS AUX EMPLACEMENTS              |                                                                 |                                                      |                                                                  |
- Special comments:  
Commentaires spéciaux : \_\_\_\_\_
- NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.  
REMARQUE : Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.

10. b) May unscreened personnel be used for portions of the work?  
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail?  No / Non  Yes / Oui  
If Yes, will unscreened personnel be escorted? On DND premises, unscreened pers. may  
Dans l'affirmative, le personnel en question sera-t-il escorté? only access public/reception zones  No / Non  Yes / Oui

**PART C - SAFEGUARDS (SUPPLIER) / PARTIE C - MESURES DE PROTECTION (FOURNISSEUR)**

**INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS**

11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises?  
Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS?  No / Non  Yes / Oui
11. b) Will the supplier be required to safeguard COMSEC information or assets?  
Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC?  No / Non  Yes / Oui

**PRODUCTION**

11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises?  
Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ?  No / Non  Yes / Oui

**INFORMATION TECHNOLOGY (IT) MEDIA / SUPPORT RELATIF À LA TECHNOLOGIE DE L'INFORMATION (TI)**

11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data?  
Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS?  No / Non  Yes / Oui
11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency?  
Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale?  No / Non  Yes / Oui



**PART C - (continued) / PARTIE C - (suite)**

For users completing the form **manually** use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.

Les utilisateurs qui remplissent le formulaire **manuellement** doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form **online** (via the Internet), the summary chart is automatically populated by your responses to previous questions.

Dans le cas des utilisateurs qui remplissent le formulaire **en ligne** (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

**SUMMARY CHART / TABLEAU RÉCAPITULATIF**

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

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?  
 La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?

No / Non  Yes / Oui

**If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".**  
**Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.**

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?  
 La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?

No / Non  Yes / Oui

**If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).**  
**Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquez qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).**



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

13. Organization Project Authority / Chargé de projet de l'organisme

Name (print) - Nom (en lettres moulées) <b>Luc Doré</b>		Title - Titre <b>Live Simulation Team Lead (TA)</b>	Signature <b>DORE, LUC 534</b>	Digitally signed by DORE, LUC 534 Date: 2022.11.24 15:44:17 -05'00'
Telephone No. - N° de téléphone <b>819-665-9731</b>	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel <b>LUC.DORE@forces.gc.ca</b>	Date	

14. Organization Security Authority / Responsable de la sécurité de l'organisme

Name (print) - Nom (en lettres moulées) <b>Sasa Medjovic</b>		Title - Titre <b>Senior security analyst</b>	Signature <b>MEDJOVIC, SASHA 234</b>	Digitally signed by MEDJOVIC, SASHA 234 DN: C=CA, O=GC, OU=DND-MDN, OU=Personnel, OU=INTERN, CN="MEDJOVIC, SASHA 234" Reason: I am the author of this document Location: Date: 2022.12.22 10:03:44-05'00' Foxit PDF Editor Version: 12.0.2
Telephone No. - N° de téléphone <b>613-996-0286</b>	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel <b>sasa.medjovic@forces.gc.ca</b>	Date	

15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached?  No  Yes  
Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes?  Non  Oui

16. Procurement Officer / Agent d'approvisionnement

Name (print) - Nom (en lettres moulées) <b>Rizwan Shah</b>		Title - Titre <b>DLP 6-5</b>	Signature <b>SHAH, RIZWAN 401</b>	Digitally signed by SHAH, RIZWAN 401 Date: 2023.02.10 10:10:43 -05'00'
Telephone No. - N° de téléphone <b>343-574-3148</b>	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel <b>RIZWAN.SHAH@forces.gc.ca</b>	Date	

17. Contracting Security Authority / Autorité contractante en matière de sécurité

Name (print) - Nom (en lettres moulées)		Title - Titre	Signature <b>Everson, Laura</b>	Digitally signed by Everson, Laura Date: 2023.01.05 15:05:01 -05'00'
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date	

STATEMENT OF WORK  
FOR THE SUPPORT OF THE  
WEAPON EFFECTS SIMULATION (WES)  
INTERIM IN-SERVICE SUPPORT (ISS)  
SERVICE SUPPORT CONTRACTOR (SSC)

Version 1.1



NOTICE

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

AVIS

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

**VERSION/AMENDMENT HISTORY**

<b>Version/Amendment</b>	<b>Date</b>	<b>Notes</b>
Original, version 1.0	25 Sep 23	Nil
Version 1.1	23 Nov 23	Updated, after considering comments from industry RFI.

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## **1.0 SCOPE**

### **1.1 Purpose**

- 1.1.1 The purpose of this Statement of Work (SOW) is to describe the Department of National Defence's (DND) requirements for work to be carried out by the Contractor, including the provision of material and personnel, in support of the Weapon Effects Simulation (WES) Interim In-Service Support (ISS).
- 1.1.2 The Contractor must conduct and complete the Work, as described in the Contract, at Canadian Armed Forces (CAF) locations in Canada and at sites where CAF units are deployed for training supported by WES Equipment.

### **1.2 Support Timelines**

- 1.2.1 The provision of support described in this SOW must commence upon Contract Award. The Contractor must continue to provide these services until the services are no longer required by DND.

### **1.3 Background**

- 1.3.1 The CAF requires contractors to support the WES System, which emulates the capabilities and limitations of most currently deployed weapons in an integrated synthetic environment. The WES System permits the conduct of force-on-force training in a manner that provides realistic simulation of the firing and engagement effects of direct fire and area weapons, while providing timely and precise feedback to the units under training. When used with the Exercise Control (EXCON), the WES System tracks actions and events, collects and processes the WES training exercise data, and provides instructional staff with the capability to evaluate the results of WES exercises against objective battle task standards, and to provide trainees with timely After Action Reviews (AARs).
- 1.3.2 The CAF's use of WES in supporting training varies from year to year.
  - 1.3.2.1 The frequency of use of the Urban Sites depends upon the role of units on the base where it is located. As an example, the Infantry School, located in Gagetown, New Brunswick, is the only CAF unit that conducts the Urban Operations Instructor Course.
  - 1.3.2.2 The CAF is currently transitioning from Exercise MAPLE RESOLVE (Ex MR) in the spring in Wainwright, Alberta, which involved over 4,000 personnel and 500+ vehicles, to smaller distributed Ex MRs in CFB Gagetown, Valcartier, Petawawa and Wainwright.
  - 1.3.2.3 Individual units may request WES support to conduct training away from the WES Static Sites. Examples of training locations from the past few years include Comox, British Columbia; Aldershot, Nova Scotia; Belleville, Ontario, and Grand Falls-Windsor, Newfoundland and Labrador.
- 1.3.3 Information on WES Sites and Simulation Equipment is included as Appendix 7 to this SOW. The Appendix contains maps, imagery, and some statistics on WES Sites, WES equipment, and its usage during training events.

**1.4 Concept of Operations and Support**

1.4.1 The overall WES Interim ISS Sustainment Enterprise (SE) comprises 2 commercial contracts:

1.4.1.1 The Contractor is responsible for warehouse operations, site management, WES Equipment level 1 maintenance, kitting and de-kitting of soldiers and vehicles, soldier briefs, and exercise operations support (contract number W8486-217384); and

1.4.1.2 The WES Original Equipment Manufacturer (OEM) (hereafter referred to as the “WES OEM”) is responsible for Intellectual Property (IP)-related tasks such as EXCON operation and maintenance, urban equipment operation and maintenance, and WES Equipment level two maintenance (contract number TBC).

1.4.2 To ensure success of the SE, the Contractor must communicate and coordinate with the WES OEM. Throughout this SOW, efforts are made to identify those areas of interface; however, the Contractor must remain flexible to optimize the efficiency of the overall WES operation.

1.4.3 The concept of operations provides context necessary to fully understand the SOW:

Aspect	Description
Intended Use	The WES System provides the CAF with the flexibility to train using live simulation with any permutation or combination of the following: in a rural, urban or combination of rural and urban environments; at an established WES Static Site; or through the use of WES Portable Equipment at any designated training area. Training can be conducted with or without WES EXCON involving dismounted and/or mechanized forces. The purpose of this SOW is to support DND live trainings using WES by: equipping vehicles, equipping and training users, and maintaining the equipment.
Location of Supported Systems	Wainwright, Alberta Gagetown, New Brunswick Petawawa, Ontario Valcartier, Quebec
Anticipated Service Life	Support for the current in-service WES Equipment is expected to continue under this SOW until the WES Modernization Project has acquired new equipment, and has established new ISS contract(s).
Operating Hours	The Contractor’s full-time employees are expected to work the Provincial standing working week hours during a 7-day period for supporting Core Work.
Contractor Responsibilities for Program Management	Invoicing and periodic reporting; Provision and scheduling of WES support with DND training leads (TL).
Contractor Responsibilities for Site Management	Managing infrastructure for which they are building custodians, liaising with DND Real Property Operations (RP Ops) for maintenance.

Aspect	Description
Contractor Responsibilities for Operational Support	<p>Attaching and aligning WES Equipment to weapons and vehicles.</p> <p>Training soldiers on the use of the WES Equipment that they have been issued and that has been installed on their vehicles, or that will be used in an urban training scenario.</p> <p>Basic troubleshooting and exchanging of faulty WES Equipment out in the field during WES activities (e.g., WES-enabled training, WES testing, WES upgrades, etc).</p> <p>Removing WES Equipment from weapons and vehicles at the conclusion of training.</p>
Contractor Responsibilities for Logistic and Maintenance Support	<p>Warehousing operations.</p> <p>Preparation and issuing of WES Equipment for soldiers and vehicles, and accepting the return of WES Equipment at the conclusion of WES activities.</p> <p>Processing unserviceable WES Equipment into the repair cycle and receipting it back once the work is completed.</p> <p>Preparation of items and packages for shipping.</p> <p>Conducting level 1 inspections and maintenance of WES Equipment.</p> <p>Arranging for inspections and maintenance of infrastructure (through DND Real Property) and non-WES Equipment such as forklifts, generators, etc.</p>

**1.5 Type of Work**

- 1.5.1 **Transition-In.** Transition-In is the opportunity for the Contractor to train their personnel in WES and in the positions they will be filling, as detailed in this SOW. Once completed, the Contractor must progress to support activities required for Core Work and Tasking.
- 1.5.2 **Core.** The Contractor must perform support activities as Core Work (described at section 5.0 CORE REQUIREMENTS within the SOW). Core Work are those activities deemed by the Public Works and Government Services Canada (PWGSC) Contracting Authority (CA) to be work that is performed on a daily basis, throughout the year, in the areas of Program and Site Management, Operational support, and Logistics and Maintenance Support.
- 1.5.3 **Tasking.** The Contractor must perform work in response to Taskings (described at section 6.0 TASKING REQUIREMENTS within the SOW) initiated by DND and PWGSC, through the DND 626 Task Authorization form. Work performed under task authorizations are those activities deemed by Canada to be work that is performed, within the scope of the Contract, on an “as and when requested” basis and is subject to the rates identified in the Contract. Taskings include work where costs can vary greatly from year to year, or when the Core support available is insufficient to meet DND’s requirements. Examples of this include shipping costs and the hiring of incremental operational support for large scale exercises such as Ex MR.

## **1.6 Terminology**

- 1.6.1 The term “must” is used herein to identify requirements that Canada considers to be mandatory. Sentences containing the auxiliary verb "must" indicate a provision that is binding and which the Contractor must carry out fully to satisfy the Contract.
- 1.6.2 The term “will” is used to indicate an intention or an intended action on the part of Canada.
- 1.6.3 The terms “should”, “preferred” and “may” are used herein to identify requirements that Canada considers to be of added benefit or value. The Contractor may propose how they will address and deliver such added benefit or value, for consideration by Canada. Sentences containing the auxiliary verb "should", “preferred” or "may" express non-mandatory provisions. However, if a solution is proposed by the Contractor and authorized by Canada, the deliverable will then be considered mandatory.
- 1.6.4 The term “WES” refers to all elements of the WES program including but not limited to: all vehicle kits, soldier kits, EXCON, deployable equipment, test equipment, and the instrumentation and infrastructure of the Urban Sites. Usage of WES includes with or without an EXCON; employed in a rural or urban location, or combination of both; at a WES Static Site; or deployed to another training area, or any other location, and involving dismounted and/or mechanized forces.
- 1.6.5 The term “WES Activity” refers to any activity that is supported by WES Equipment or personnel. This includes tactical training exercises, demonstrations, equipment integration, testing, and maintenance activities.
- 1.6.6 The term “WES Static Site” refers to the 4 specific garrison locations, with fixed WES infrastructure, where WES activities will occur. Currently WES Static Sites are located in Wainwright, Alberta; Gagetown, New Brunswick; Valcartier, Quebec; and Petawawa, Ontario.
- 1.6.7 The term “WES Deployed Training” refers to WES training activities that are not conducted at a WES Static Site. These could be done in other areas of the training area away from the WES Static Site, at other DND properties, or on non-DND lands (where arrangements have been made to conduct the training), or potentially outside of Canada.
- 1.6.8 The term “WES Equipment” can be split into the following sub-groups, which are not exclusive and have some commonality with each other. As an example, the WES harnesses issued to soldiers (WES Field Equipment) can also be shipped or transported by vehicle to a training location (WES Portable Equipment).
  - 1.6.8.1 The term “WES Field Equipment” refers to any WES Equipment that is used during WES activities to permit the simulation of weapon effects. It includes the WES Equipment that is worn by soldiers, installed on weapons, and installed on vehicles. It includes the WES Equipment necessary for the calibration or alignment of WES Equipment to the actual weapon system sights. It includes the radios that are issued to soldiers or mounted on vehicles that communicate on the Data Communications Network (DCN).
  - 1.6.8.2 The term “WES Urban Equipment” refers to any WES Equipment designed to operate within the WES Urban Sites. It includes all instrumentation devices that are attached to the urban building simulators, such as universal outlets, dummy electrical panels, microphones, speakers, breachable doors, cameras and the high-fidelity tracking system. It includes all portable instrumented components that are designed to operate within the Urban Sites, such as smoke generators, aroma generators, improvised explosive devices, fragmentation grenade simulators, and automatic targets.

- 1.6.8.3 The term “WES EXCON Equipment” refers to any WES Equipment that is necessary for the operation of an EXCON. It includes the DCN system, computers, servers, monitors, and workstations that are necessary to run the EXCON software for display of up-to-date field activities.
- 1.6.8.4 The term “WES Portable Equipment” refers to any WES Equipment that can be transported and operated in a different location than where it is normally employed or stored. The WES Portable Equipment may be used with or without an EXCON, as part of WES Deployed Training, or at a WES Static Site.
- 1.6.9 The term “Urban Site” refers to all WES Equipment, building simulators, EXCON facilities, and rural area within the coverage zone of the DCN in the vicinity of the urban training villages. Currently, Urban Sites are located in Wainwright, Alberta; Gaagetown, New Brunswick; Valcartier, Quebec; and Petawawa, Ontario.
- 1.6.10 The term “Incremental Support” in this SOW means any Contractor personnel support required that is over and above what is normally available for Core Work at the WES Site. This could mean additional personnel brought in from other sites or temporary hires.
- 1.6.11 The term “WESification” refers to the integration of a new weapon platform or vehicle into WES.
- 1.6.12 The term “Cannibalization” refers to the use of parts from a Line Replaceable Unit (LRU) deemed beyond economical repair, as a source of spare parts for another LRU.

## **1.7 Land Equipment Management System**

- 1.7.1 The Contractor must be familiar with the Land Equipment Management System (LEMS) that is documented in B-GL-342-001/FP-000, which describes the DND approach to the management of land equipment.

## **1.8 Acronyms and Abbreviations**

AIL	Action Item Log
CA	Contracting Authority
CAF	Canadian Armed Forces
CDRL	Contract Data Requirements List
CMTC	Canadian Manoeuvre and Training Center
DCN	Data Communications Network
DID	Data Item Description
DND	Department of National Defence
EPP	Exercise Planning and Preparation
EXCON	Exercise Control
Ex MR	Exercise MAPLE RESOLVE
GFE	Government Furnished Equipment
GFI	Government Furnished Information

ISO	International Organization for Standardization
ISS	In-Service Support
LCMM	Life Cycle Materiel Manager
LEMS	Land Equipment Management System
LRU	Line Replaceable Unit
OCT	Observer Controller Trainer
OEM	Original Equipment Manufacturer
OpsM	Operations Manager
OSR	On-Site Representative
PA	Procurement Authority
PM	Program Manager
POC	Point of Contact
PRM	Program Review Meeting
PWGSC	Public Works and Government Services Canada
RP Ops	Real Property Operations
SOPs	Standing Operating Procedures
SOW	Statement of Work
TA	Technical Authority
TL	Training Lead
WES	Weapon Effects Simulation

## 2.0 APPLICABLE DOCUMENTS

### 2.1 References

2.1.1 The documents referenced in this SOW and its appendices are listed below. Additional standards and specifications may be included within specific Tasking directives, and the Contractor must comply with these additional standards and specifications. The Contractor may request assistance from Canada in obtaining DND originated documents that are not commercially available.

REFERENCE NUMBER	PROMULGATION DATE	REFERENCE TITLE
A-SJ-100-001/AS-000		NATIONAL DEFENCE SECURITY POLICY (NDSP)
B-GL-342-001/FP-000	2001-09-10	LAND EQUIPMENT MANAGEMENT SYSTEM (LEMS)

REFERENCE NUMBER	PROMULGATION DATE	REFERENCE TITLE
C-01-100-100/AG-006	2018-08-31	WRITING, FORMAT AND PRODUCTION OF TECHNICAL PUBLICATIONS
DAOD 3035-0		MATERIEL ASSURANCE
A-LM-184-001/JS-001	2021-09-16	SPECIAL INSTRUCTIONS FOR: REPAIR AND OVERHAUL CONTRACTORS

**2.2 Order of Precedence**

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

**3.0 GENERAL - PERSONNEL AND POSITIONS**

**3.1 DND Positions**

3.1.1 All positions starting with DND refer to Government of Canada employees or delegates. The Government of Canada will identify individuals to fulfill the following roles in support of this SOW.

- 3.1.1.1 DND Equipment Management Team (EMT) - the team of individuals, led by the DND WES Technical Authority (TA), handling all issues with respect to the management of the WES System and supporting contracts.
- 3.1.1.2 DND WES Life Cycle Materiel Manager (DND WES LCMM) - DND-assigned individual responsible for the day-to-day management of the WES System.
- 3.1.1.3 DND Point of Contact (DND POC) - DND will identify a DND POC at each of the WES Static Sites (Wainwright, Valcartier, Gagetown, and Petawawa). This position will be the primary POC for the on-site Contractor personnel at that location. The DND POC will establish the processes and procedures that will be followed at that location for the scheduling and support of WES activities. The DND POC will determine the type and level of support required to facilitate the training at that location. Issues that cannot be resolved at the DND POC level will be forwarded to TA for resolution.
- 3.1.1.4 The DND POC at the Canadian Manoeuvre and Training Center (CMTC) in Wainwright has some additional responsibilities, such as coordinating and scheduling WES Deployed Training activities and de-conflicting the scheduled use of all Urban Sites. The DND POC at Wainwright will liaise and coordinate directly with the WES SSC Operations Manager (WES SSC OpsM).
- 3.1.1.5 DND TL - There will be a DND TL for each training event supported by WES Equipment. They will liaise with the WES Static Site Contractor personnel to identify training objectives and design the training Main Events List.
- 3.1.1.6 DND Observers, Controllers Trainers (DND OCT) - DND may at times designate military or civilian DND personnel for the function of Observer, Controller Trainers during a WES Activity. These individuals will be identified as DND OCTs.

## **3.2 Contractor Positions**

- 3.2.1 The Contractor must provide personnel to fulfill the following roles in support of the Core Work of this SOW:
- 3.2.1.1 WES SSC Program Manager (WES SSC PM) (NOTE: not reflected in the organization chart above in Figure 1 – Contractor positions). The Contractor must appoint a WES SSC PM who must function as the contractual POC for the PWGSC CA, the DND WES Procurement Authority (PA), and the TA. The WES SSC PM must ensure that:
    - 3.2.1.1.1 All work performed has appropriate authorization from DND and PWGSC;
    - 3.2.1.1.2 Facilities, equipment, and handling of work by-products are in accordance with National Defence Security Policy (NDSP); and
    - 3.2.1.1.3 Personnel comply with all regulations of the establishment(s) to which they are assigned.
  - 3.2.1.2 The WES SSC PM must have, within the past 7 years, 3 years' experience as a project manager working with national- or provincial/territorial-level government contracting authorities.
  - 3.2.1.3 WES SSC Operations Manager (WES SSC OpsM)
    - 3.2.1.3.1 The Contractor must appoint a WES SSC OpsM who must be responsible for the over-sight of the day-to-day operations at all 4 WES Static Sites and who must be the main POC for DND in regards to the normal operation and support of the WES System. The Contractor has the option of amalgamating this role as part of the responsibilities of the WES SSC PM.
    - 3.2.1.3.2 The WES SSC OpsM must meet weekly, at a minimum, with the DND CMTC POC and work hand in hand to identify requirements and to facilitate support to upcoming WES activities.
    - 3.2.1.3.3 The WES SSC OpsM must have, within the past 7 years, 3 years' experience in providing military stakeholder engagement and customer liaison.
  - 3.2.1.4 WES SSC On-Site Representatives Detachment Commander (WES SSC OSR Det Comd):
    - 3.2.1.4.1 The Contractor must designate 1 position as the WES SSC OSR Det Comd at each of the 4 WES Static Sites.
    - 3.2.1.4.2 The Contractor must ensure that this position is always filled and that the contact information for the incumbent is identified to the TA and DND POC.
    - 3.2.1.4.3 The WES SSC OSR Det Comd must directly liaise with the local DND POC to facilitate the scheduling, preparation for, and execution of WES activities.
    - 3.2.1.4.4 Once the DND TL has been identified for a specific training event, the WES SSC OSR Det Comd must liaise directly with the DND TL to clarify WES capabilities, training requirements, and scheduling issues.
    - 3.2.1.4.5 The WES SSC OSR Det Comd must co-ordinate and control the work task assignment of all local WES OSRs without reference to external agencies such

that daily employment, shift control, overtime, and task assignment are under their immediate control.

3.2.1.4.6 For the Petawawa and Valcartier sites, the WES SSC OSR Det Comd must also perform the tasks of a WES SSC OSR.

3.2.1.5 WES SSC On-Site Representatives (WES SSC OSR)

3.2.1.5.1 The WES SSC OSRs must provide the operational, logistics, and training support services as required and defined within this SOW.

3.2.1.5.2 The Contractor must provide the following numbers of WES SSC OSR:

3.2.1.5.2.1 Seven (7) in Wainwright;

3.2.1.5.2.2 Five (5) in Gagetown;

3.2.1.5.2.3 Two (2) in Valcartier; and

3.2.1.5.2.4 Two (2) in Petawawa.

3.2.2 Language Requirements

3.2.2.1 All Contractor personnel employed in support of this Contract must be fluent in at least 1 of Canada's 2 official languages (English or French). Bilingual means the Contractor's personnel must be fluent in both official languages. The language requirements for each site are as follows:

3.2.2.1.1 Gagetown. At least 1 of the WES SSC OSR must be bilingual;

3.2.2.1.2 Valcartier. The WES SSC OSR Det Comd must be bilingual;

3.2.2.1.3 Petawawa. At least 1 of the WES SSC OSR must be bilingual; and

3.2.2.1.4 Wainwright. Either the WES SSC OpsM or the WES SSC OSR Det Comd must be bilingual. In addition, at least 1 other of the full-time WES SSC OSR must be bilingual.

**3.3 WES SSC OSR Working Hours**

3.3.1 Members of the WES SSC OSR team must ensure that the simulation equipment is ready and available for training within Core working hours of 0800 hours to 1600 hours, Monday to Friday local time.

3.3.2 These Core hours may be adjusted as mutually agreed upon by the WES SSC OSR Det Comd and the DND TL to meet the requirements for each scheduled training event.

3.3.3 Subject to section 3.3.4 below, WES SSC OSRs must not work more than the Provincial standing working week hours during a 7-day period. It is the responsibility of the WES SSC OSR Det Comd to arrange shifts and daily working hours in order to stay within the weekly hourly limit and to meet the support requirements for approved training events.

- 3.3.4 Overtime must be managed by the Contractor in accordance with Canadian and provincial labour laws.
  - 3.3.4.1 The Contractor must identify and communicate, in advance, any anticipated need to work overtime to the TA for consideration. If approved by the TA, the TA will authorize the overtime through a DND 626 Task Authorization.
  - 3.3.4.2 Any completed overtime that was not previously authorized by the TA must be brought to the attention of the TA, along with substantiation for the completed overtime. If the TA accepts the substantiation, the TA will approve the overtime through a DND 626 Task Authorization.
- 3.3.5 Extended Exercises - WES SSC OSR must support exercises that extend over several days and nights, such as Ex MR in Wainwright. In order to support these exercises, the Contractor may need to hire additional support staff to address planned training requirements. DND will attempt to provide 90 calendar days' notice of an extended exercise, and DND will authorize such support through a DND 626 Task Authorization.
- 3.3.6 The WES SSC OSR Det Comd must assign WES SSC OSR personnel to shifts as required to meet the planned training, maintenance, and support services tasks at hand. Work may occur on statutory holidays if training exercises are expected to overlap with some holidays.
- 3.3.7 The Contractor must manage shift assignments and tasks to reduce or eliminate the requirement for overtime wherever possible.
- 3.3.8 The normal place of work for WES SSC OSRs must be at the WES Static Sites.
- 3.3.9 Travel time from range control or a WES warehouse to an Urban Site is considered to be part of the work day.

### **3.4 Travel and Living Expenses**

- 3.4.1 If required by Canada, Contractor personnel must travel away from their normal place of work for periods of time in support of this work, including deployed exercises. These travel and living expenses must be authorized by DND in advance through a DND 626 Task Authorization.

### **3.5 Government Facilities and Equipment**

- 3.5.1 DND reserves the right to use the WES Equipment without the support of the Contractor.
- 3.5.2 DND reserves the right to have the WES Equipment, services, and support identified in this SOW used by a third party as approved by the TA. For example, a civilian law enforcement agency may conduct training at an Urban Site, wear WES soldier harnesses, and use urban training equipment as part of their training scenarios.
- 3.5.3 DND will provide on-site workshop facilities; tools and test equipment; office space and furniture; and storage space for spares, equipment, and on-site documentation at each WES Static Site. A formal Infrastructure Licensing Agreement will be set in place to document this arrangement between the Contractor and the host base.
- 3.5.4 DND will provide the WES equipment necessary to perform the work in this SOW under a Loan Agreement at the start of the Contract. This is further described in para 5.6.2.3 of this SOW.

- 3.5.5 If the Contractor identifies a requirement for additional GFE, they must make this request to the TA. This could be temporary items for use in training or testing, or items to be added to the Loan Agreement for permanent use.
- 3.5.6 The Contractor must establish and maintain internet connectivity at each WES Static Site to enable communications between DND and the Contractor personnel.
- 3.5.7 The Contractor is authorized to establish and maintain proprietary computer, fax, and phone service accounts at the work site in order to maintain secure business links between the WES SSC OSR and the Contractor's headquarters or external corporate services.

### **3.6 Government Furnished Information**

- 3.6.1 DND will provide equipment information to the Contractor as Government Furnished Information (GFI). Examples include the vehicle kitting processes, soldier field guides, and WES Equipment lesson plans. A list of these documents is included as Appendix 6 to this SOW.
- 3.6.2 DND will provide WES Equipment Publications and Technical Documentation to the Contractor as the basis for further training and system utilization work. If the Contractor needs to make amendments to these documents, the Contractor must send any proposed amendments to the TA for review. The TA will then send the proposed amendments to the OEM for the OEM's approval. The OEM will decide whether or not to amend the documentation.
- 3.6.3 The WES manuals and user guides are applicable to the 2 main user groups as follows:
  - 3.6.3.1 Soldiers undergoing training using WES Equipment. The aim of the equipment field guides is to provide a quick reference for users with regards to the operation and troubleshooting of WES Equipment and ancillaries.
  - 3.6.3.2 Contractor Employees. The aim of the installation, kitting, and de-kitting manuals is to provide a reference to Contractor employees on the approved procedures for installing, calibrating, aligning, and removing WES Equipment from DND vehicles and weapon systems.
- 3.6.4 DND maintains the right to have military personnel assist with the kitting or de-kitting of DND vehicles and weapons in preparation for an exercise.

## **4.0 TRANSITION-IN REQUIREMENTS**

### **4.1 Transition-In Plan**

- 4.1.1 The Contractor must prepare and implement a Transition-In Plan, to assume the responsibilities detailed in this SOW. The Contractor must complete the transition by no later than 120 days after Contract Award and must include:
  - 4.1.1.1 Acceptance, at all sites, of the WES Equipment that will be loaned to the Contractor as Government Furnished Equipment (GFE). See Appendix 8 – Government Furnished Equipment Listing for a complete list of GFE;
  - 4.1.1.2 Acceptance, at all sites, of WES spares, computer workstations, generators, forklift, vehicle trailers, and special tools and test equipment assigned by DND to install, maintain, repair, and operate WES Equipment;

- 4.1.1.3 Training their personnel, on WES devices, equipment, and facilities that they will be required to use as detailed in this SOW; and
- 4.1.1.4 Training their personnel to complete the rest of the Core Work as detailed in this SOW.

## **5.0 CORE REQUIREMENTS**

### **5.1 General Core Requirements**

- 5.1.1 The term “Core Work” refers to activities regularly performed by the Contractor on a daily and monthly basis to provide support to the WES System in the areas of:
  - 5.1.1.1 Environmental management and assessment;
  - 5.1.1.2 Program management;
  - 5.1.1.3 Site management;
  - 5.1.1.4 Operational support; and
  - 5.1.1.5 Logistics and maintenance support.

### **5.2 Environmental Management and Assessment**

- 5.2.1 The Contractor must use low-risk chemical products for equipment maintenance and repair where feasible. Low-risk chemical products are defined as those that do not contain substances regulated under the *Canadian Environmental Protection Act, 1999* (SC 1999, c 33) (CEPA) and listed on Schedule 1 of CEPA.
- 5.2.2 The Contractor must ensure that all work carried out on DND equipment by staff, or duly appointed sub-contractors, is:
  - 5.2.2.1 Completed using personnel qualified and certified in the scope of work that they are undertaking; and
  - 5.2.2.2 In compliance with all applicable municipal, territorial, provincial, and federal environmental protection statutes and regulations.
- 5.2.3 The Contractor must provide (when requested by the WES TA) and ensure the use of up-to-date (no older than 3 years old) Material Safety Data Sheets.
- 5.2.4 Prior to the commencement of work the Contractor must have in place an Emergency / Spill Response Plan and also processes and procedures for the identification, management, handling and disposal of all substances, pollutants and material covered by the applicable municipal, territorial, provincial, federal environmental protection statutes and regulations.
- 5.2.5 In accordance with *Canadian Environmental Protection Act, 1999*, the Contractor must not incorporate any asbestos or asbestos-containing products in any part of the equipment.
- 5.2.6 Any halocarbons that are incorporated into the equipment must comply with the *Federal Halocarbon Regulations, 2022* (SOR/2022-110) and the *Ozone-depleting Substances and*

*Halocarbon Alternatives Regulations (SOR/2016-137) under the Canadian Environmental Protection Act, 1999. If such substances must be used, the Contractor must:*

- 5.2.6.1 Inform the TA by identifying the substance(s); and
- 5.2.6.2 Identify the specific location within the equipment and the quantity.
- 5.2.7 If mercury is present in any part of the equipment, the mercury content limit must comply with the *Products Containing Mercury Regulations (SOR/2014-254) under the Canadian Environmental Protection Act, 1999. If such substances must be used, the Contractor must:*
  - 5.2.7.1 Inform the TA by identifying the substance(s); and
  - 5.2.7.2 Identify the specific location within the equipment and the quantity.
- 5.2.8 Environmental Management System
  - 5.2.8.1 The Contractor must implement and maintain an Environmental Management System which is consistent with the principles presented in ISO 14001. Certification to this standard is preferred but not mandatory.
  - 5.2.8.2 The Contractor must have a formalized set of procedures and control measures in place to demonstrate environmental compliance and to minimize the environmental impact of the work.

### **5.3 Program Management**

- 5.3.1 Contractor Publication Resources
  - 5.3.1.1 The Contractor must generate and reproduce electronic manuals, technical drawings, and other logistics, training, and engineering documentation.
  - 5.3.1.2 All drawings, reports, documents, intellectual data, and materials are provided to the Contractor by DND with the understanding that the Contractor must comply with all rights, regulations, or restrictions imposed by the OEM, DND, or other agencies, such as the United States Army.
  - 5.3.1.3 The Contractor must use the supplied data only in support of DND requirements and must not release such data to any third party without the express written permission of the PWGSC CA.
- 5.3.2 Support Management
  - 5.3.2.1 The Contractor must produce, deliver, and execute the SSC Support Management Plan (SMP) in accordance with CDRL-201 and its associated DID.
  - 5.3.2.2 The Contractor must provide the management and administrative support services necessary to plan, coordinate, and implement all of the work to be performed at all 4 of the WES Static Sites and during WES deployments.
  - 5.3.2.3 The Contractor must ensure that all documentation and status reports originating from the WES Static Sites are standardized, co-ordinated, and controlled through a designated

individual or their representative in order to ensure consistency for all reports in the CDRL and DIDs.

- 5.3.2.4 The Contractor must prepare Certificates of Translation Accuracy Check for all requested documents or reports that are required to be bilingual, in accordance with CDRL-214 and its associated DID.
- 5.3.2.5 The Contractor must produce and maintain their own WES Operational Standard Operating Procedures (SOPs) (CDRL-202) and WES Logistics and Maintenance SOPs (CDRL-203) to ensure safe and effective equipment operation and support.

### 5.3.3 Purchasing Support

- 5.3.3.1 The Contractor must purchase goods, consumables, and third-party support services that are essential to the operation and maintenance of the WES System and ancillary equipment such as vehicles, portable generators, and forklifts. As part of the **Core Work**, the Contractor must obtain estimates and firm fixed, level of effort, or ceiling price quotes for goods and services.
- 5.3.3.2 Upon receipt of a DND 626 Task Authorization, the Contractor must ensure the placement of procurement orders, the shipping and receipt of deliverable items, and the invoicing and tracking of the procurement progress in accordance with an agreed task implementation schedule.

### 5.3.4 Problem Identification

- 5.3.4.1 The Contractor must identify the development or existence of problems (or potential problems) that affect the safety of personnel, equipment, or the environment, or that significantly affect the WES training schedule, the technical quality of deliverables, or the level of performance of planned WES Exercises.
- 5.3.4.2 The Contractor must identify the problems to the PWGSC CA and the TA within 48 hours of the problem being identified.

### 5.3.5 Meeting Organization and Coordination

#### 5.3.5.1 Contractor Led Meetings

- 5.3.5.1.1 The Contractor must, at a minimum, plan and coordinate PRMs and periodic meetings as detailed below and within their respective CDRLs and associated DIDs.
- 5.3.5.1.2 The Contractor must ensure that the necessary data, personnel, and facilities are available for each meeting.
- 5.3.5.1.3 As a default, meetings will be held virtually. As appropriate, meetings may be held at the Contractor's or DND facilities at the discretion of the PWGSC CA.
- 5.3.5.1.4 The Contractor's PM or designated delegate must be present at all meetings.
- 5.3.5.1.5 Meeting Documentation
  - 5.3.5.1.5.1 The Contractor must provide meeting agendas to the WES TA in accordance with CDRL-206 and its associated DID.

5.3.5.1.5.2 The Contractor must record and provide the meeting minutes to the WES TA in accordance with CDRL-207 and its associated DID.

5.3.5.1.6 Kick-off Meeting

5.3.5.1.6.1 The Contractor must arrange and co-chair, along with PWGSC CA, a kick-off meeting no later than 21 calendar days after contract award, to plan the way forward. This meeting will be held in person and in the Ottawa or Gatineau area.

5.3.5.1.7 Program Review Meetings (PRM)

5.3.5.1.7.1 The Contractor must annually plan and coordinate 2 PRMs to be held at the discretion of the TA and PWGSC CA. By default, these meetings will be held virtually. If the need arises to conduct a PRM in person, the Contractor will be tasked accordingly through a DND 626 Task Authorization. The in-person PRM can be held at any location as approved by the PWGSC CA.

5.3.5.1.7.2 At a minimum, the Contractor must be represented at these meetings by the WES SSC PM and the WES SSC OpsM.

5.3.5.1.7.3 The Contractor must schedule these meetings with a minimum of 30 calendar days' notice. These meetings will be chaired by the PWGSC CA representative.

5.3.5.1.7.4 The Contractor must prepare the main PowerPoint presentation that will follow the agenda of the PRM. Canada will provide slides related to their points for inclusion in the PRM slide deck.

5.3.5.1.8 Periodic Issue Review Meetings

5.3.5.1.8.1 The Contractor must schedule, with the TA, virtual periodic issue review meetings as required using an agreed upon video conferencing meeting software application.

5.3.5.1.8.2 The Contractor must maintain an Action Item Log (AIL), in accordance with CDRL-208 and its associated DID, which will be reviewed by both parties during these meetings.

5.3.5.2 Canada Led Meeting

5.3.5.2.1 The Contractor(s) must be prepared to attend the WES ISS Enterprise meeting to collaboratively define common goals whilst ensuring open and timely communication. Examples of topics that may be included at these meetings are roles, responsibilities, principles, and processes, that are involved in delivering the WES ISS.

5.3.5.2.2 The frequency will initially be as-and-when required, but at any point may be revisited, if all parties agree that additional or less frequent meetings are required, at any point during the contract(s).

- 5.3.5.2.3 The first WES ISS Enterprise meeting must occur no later than four months after the contract(s) are awarded. The first meeting will be in-person at a DND building in the Ottawa, ON or Gatineau, QC area.
- 5.3.5.2.4 The following representatives or their designated replacement are considered core representatives and must attend the WES Enterprise Meeting:
  - 5.3.5.2.4.1 Contract Authority (s) for WES ISS contract(s);
  - 5.3.5.2.4.2 Technical Authority (s) for WES ISS contract(s); and
  - 5.3.5.2.4.3 PM of Support Contract(s).
- 5.3.5.2.5 Canada will be responsible to draft the agenda, meeting minutes, maintain and update an issues log, and coordinate the location (virtual or in-person) of the WES ISS Enterprise Meeting.
- 5.3.5.2.6 Subject matter experts, with the approval of the core members, may attend a WES ISS Enterprise Meeting to discuss or present on agenda items.

#### 5.3.6 Proposals

- 5.3.6.1 If requested by Canada, the Contractor must submit proposals for any work outside of the Core Work.

#### 5.3.7 Risk Management

- 5.3.7.1 The Contractor must report to the TA of any risks they observe with respect to the operation and level 1 maintenance of WES.
- 5.3.7.2 The Contractor must advise the TA of the details of the risks and identify possible mitigation strategies to enable DND to initiate appropriate action in accordance with DAOD 3035-0 Materiel Assurance.
- 5.3.7.3 The Contractor must report on Risk Management within their WES Quarterly Report and during PRMs in accordance with CDRL-201 and the associated DID.

#### 5.3.8 WES System Reports

- 5.3.8.1 Concept of Reporting - The Contractor must consolidate and forward all reports to the TA or PWGSC CA in accordance with applicable CDRLs at Appendix 1 to this SOW.
- 5.3.8.2 WES Quarterly Reports - The Contractor must submit Quarterly reports in accordance with CDRL-209 and its associated DID.
- 5.3.8.3 WES System Post Exercise Report – Following the conclusion of applicable training events as described in the DID, the Contractor must submit a report in accordance with CDRL-210 and its associated DID.
- 5.3.8.4 WES Urban Site Daily Usage Report – The Contractor must submit a report in accordance with CDRL-215 and its associated DID.

## **5.4 Site Management**

- 5.4.1 Within the established garrisons of Gagetown and Wainwright, DND will provide the Contractor with warehousing facilities including storage, office, and maintenance work space.
- 5.4.2 DND will be responsible for preventative and corrective maintenance of these facilities. DND will also be responsible for the services, such as exterior garbage and recycling pick-up for the facility, road and parking lot snow removal, and utilities.
- 5.4.3 The Contractor must be the custodian for the buildings listed below. These buildings will remain the property of DND, with the Contractor having responsibilities as described further below.
  - 5.4.3.1 Wainwright – WES (southern) half of building 670, and the work trailers beside building 670 (Building 736).
  - 5.4.3.2 Gagetown – warehouse building K13A.
- 5.4.4 As building custodian, the Contractor must perform the following tasks:
  - 5.4.4.1 Sign an Infrastructure Licencing Agreement provided by Base Real Property Operations (RO Ops);
  - 5.4.4.2 Provide the names and contact information of the WES SSC OSR Det Comds to the local DND POC and other relevant agencies, such as military police, fire hall, and RP Ops;
  - 5.4.4.3 Bring forward any observations made with regards to the building safety, security, or maintenance requirements to the local DND POC and RP Ops;
  - 5.4.4.4 Support DND in the provision of building security and access control;
  - 5.4.4.5 Institute and control procedures to manage access to the building and its internal spaces to protect against unauthorized access;
  - 5.4.4.6 Ensure all doors, windows, gates, and other shutters are closed and locked after daily activities within and around the buildings;
  - 5.4.4.7 Notify local military police and the DND POC immediately if any signs of theft, vandalism, unauthorized access, or damages to the buildings are observed;
  - 5.4.4.8 Provide access, escort, and supervision for all third-party personnel authorized to work in the buildings;
  - 5.4.4.9 Repair any damages to the buildings or other infrastructure resulting from work being done by the Contractor;
  - 5.4.4.10 Provide snow removal and sanding or salting in the immediate vicinity of the facility doors; and
  - 5.4.4.11 Arrange for garbage disposal and washroom cleaning inside the buildings.
- 5.4.5 WES Facilities Documentation
  - 5.4.5.1 For facilities for which they are custodians, the Contractor must manage and maintain facility services records and documentation.

- 5.4.5.2 The Contractor must prepare and submit the WES Building Security SOPs in accordance with CDRL-213 and its associated DID.

## **5.5 Operational Support**

- 5.5.1 As part of the Core Work, the Contractor must provide designated operational support services on a daily basis to ensure the serviceability and availability of the WES Equipment, including the Urban Sites, to satisfy the training requirements of the CAF.

### **5.5.2 WES Ops SOPs**

- 5.5.2.1 The Contractor must develop, maintain, and execute WES Ops SOPs for each of the 4 WES Static Sites and for WES training activities in accordance with CDRL-202 and its associated DID.

### **5.5.3 Support to WESifications**

- 5.5.3.1 As part of the Core Work, the Contractor must support the WES OEM as required in integrating new WESifications. This support must include, but is not limited to: equipment issue, kit assembly, kitting, assisting with testing, and de-kitting.

- 5.5.3.2 The Contractor must identify any support that is required beyond Core Work and communicate this to the TA for consideration. If approved, additional support will be authorized by PWGSC CA through a DND 626 Task Authorization.

### **5.5.4 WES Activities**

- 5.5.4.1 Taking into account the specific exercise objectives, the number of participants, and the quantity and type of WES Equipment required, the WES SSC OSR Det Comd, or designated representative, must plan and prepare for WES exercises, including but not limited to the following:

- 5.5.4.1.1 Assisting the DND POC or DND TL in the development of the plan for the WES kitting and de-kitting of the vehicles designated to participate in the exercise;

- 5.5.4.1.2 Assisting the DND POC or DND TL in the development of the plan to issue the applicable WES kit to the exercise participants, conducting the issue process for all participants, and providing appropriate kitting information for soldiers and vehicles to the EXCON operators;

- 5.5.4.1.3 Advising the DND POC or DND TL on the capabilities of available WES Equipment that is most suitable in meeting the training objectives;

- 5.5.4.1.4 Producing and administering training-related documentation as required;

- 5.5.4.1.5 Assisting in the evaluation of training-related materials and practices; and

- 5.5.4.1.6 Providing safety recommendations for the conduct of training and operation of WES Equipment.

### **5.5.5 Exercise Planning and Preparation (EPP)**

- 5.5.5.1 This is the time period in advance of a training activity, where schedules, objectives, and other requirements are coordinated between the Contractor and the DND TL or DND POC. Depending upon the scale and scope of the activity being supported, this period could vary in length from a few days to several months.
  - 5.5.5.2 The DND CMTc POC will provide the Contractor with an exercise forecast detailing planned WES activities for the following year. While major exercises will normally be part of this forecast, not all exercises or training events will be included. When possible, the anticipated number of vehicle and soldier system WES Equipment requirements will be identified, but the level of detail will evolve as the exercise approaches. The Contractor's delegate must attend EPP meetings as requested by the DND POC.
  - 5.5.5.3 Scheduling - The DND CMTc POC will coordinate WES usage and will provide the final decision on the scheduling of the WES Equipment in the event of schedule conflict.
  - 5.5.5.4 WES Static Sites - The local DND POC will identify to the WES SSC OSR Det Comd the authorized training events and their specific requirements for the WES Equipment through a locally produced process. It is possible that these processes will be site specific. The Contractor must document this process within the local WES Ops SOPs as identified in CDRL-202 and its associated DID.
  - 5.5.5.5 The WES SSC OSR Det Comd or their representative must attend Range Control scheduling meetings as requested by the DND POC and provide technical and capacity information to the DND POC and any identified DND TLs to assist in the exercise planning process.
  - 5.5.5.6 The WES SSC OSR Det Comd or their representative must keep the DND POC or DND TL informed of the Contractor's progress and capability in fulfilling the requirements of the planned WES activity.
- 5.5.6 Deployed Training
- 5.5.6.1 For WES Deployed Training activities requiring the movement of WES Equipment and WES OSRs outside of the WES Static Sites, the Contractor must provide a submission to DND outlining the WES equipment movement and WES OSR travel and living costs to satisfy the training objectives.
  - 5.5.6.2 Scheduling of WES Deployed Training activities, including the deployment of WES soldier systems equipment, portable EXCON, or any other WES Equipment required to support the designated training event, must be coordinated by the DND CMTc POC and WES SSC OpsM or their designated representatives.
  - 5.5.6.3 The Contractor must conduct scheduling, planning, designation of responsibility, and execution of WES support to Deployed Training activities in accordance with the processes documented in the WES Ops SOPs for WES Deployed Training activities as required in CDRL-202 and its associated DID.
  - 5.5.6.4 The Contractor must coordinate with the DND CMTc POC as to which WES Static Site's personnel will support the scheduled Deployed Training activity.
  - 5.5.6.5 Movement and use of the WES Equipment for WES Deployed Training activities must be approved by the TA.
- 5.5.7 Equipment Support

- 5.5.7.1 Once a WES training event has been scheduled, the WES SSC OSR Det Comd must confirm with the DND TL, through a process documented in the local WES Ops SOPs, the details of WES support required for the training activity. These details must include, but are not limited to, training objectives, location, dates, timings, and the numbers of personnel, weapons, or vehicles taking part.
- 5.5.7.2 Based upon the requirements of the exercise, the WES SSC OSR Det Comd must ensure the Contractor's plan for technical support includes all WES Equipment used for supporting the exercise; including but not limited to (as applicable):
  - 5.5.7.2.1 WES vehicle kits;
  - 5.5.7.2.2 WES Soldier Systems kits (harnesses, small arms transmitters, etc.);
  - 5.5.7.2.3 Other WES Equipment (grenades, Improvised Explosive Device (IED) simulators, etc.); and
  - 5.5.7.2.4 Support equipment and consumables (spare batteries and chargers, control guns, tools, Velcro, twist ties, tape, etc.).
- 5.5.7.3 For local WES training events, the WES SSC OSR Det Comd must confirm to the DND POC or DND TL the level of equipment support that will be provided.
- 5.5.7.4 For Deployed Training Events, the WES SSC OpsM must also confirm to the DND CMTC POC in Wainwright and the TA the level of equipment support that will be provided.
- 5.5.8 Level of Effort for supporting WES activities
  - 5.5.8.1 The following are examples of the level of support the Contractor must provide for soldier WES Field Equipment:
    - 5.5.8.1.1 Issue WES Field Equipment and perform WES user training for up to 150 personnel, in no more than 3 hours;
    - 5.5.8.1.2 Support continuous WES activity of up to 48 hours for up to 150 personnel;
    - 5.5.8.1.3 Support WES activity lasting 12 hours per day for up to 5 consecutive days; and
    - 5.5.8.1.4 Conduct return of WES Field Equipment for 150 personnel in no more than 1 hour.
  - 5.5.8.2 The following is the level of support the Contractor must provide for vehicle WES Field Equipment:
    - 5.5.8.2.1 Issue, kit, calibrate, and perform WES user training at the following rates:
      - 5.5.8.2.1.1 12 armoured vehicles (Armoured Engineer Vehicle, Armoured Recovery Vehicle, Light Armoured Vehicle-6, M113/Tracked Light Armoured Vehicle, Bison, Tactical Armoured Patrol Vehicle and variants) per 4 hours; or
      - 5.5.8.2.1.2 6 tanks (Leopard2 and variants) per 4hours; or

5.5.8.2.1.3 16 unarmoured vehicles (Light Utility Vehicle Wheeled, Logistic Support Vehicle Wheeled, Heavy Logistic Vehicle Wheeled, Medium Support Vehicle System and variants) per 4hours;

5.5.8.2.2 Support continuous WES activity of up to 48 hours for up to 20 vehicles.

5.5.8.2.3 Support WES activity lasting 12 hours per day for up to 5 consecutive days for up to 20 vehicles.

5.5.8.2.4 Conduct return of WES for 20 vehicles in no more than 4 hours.

5.5.9 Number of Contractor's personnel required for a WES Activity

5.5.9.1 Based upon the requirements of the WES activity, the Contractor must develop plans, in conjunction with the DND TL, for the number of the Contractor's personnel required to support the WES activity. The development of these plans must consider these factors:

5.5.9.1.1 Location of the WES activity;

5.5.9.1.2 Quantity of personnel to be issued, fitted, and trained with WES Equipment;

5.5.9.1.3 Quantity and types of weapons being fitted with WES Equipment;

5.5.9.1.4 Quantity and types of vehicles being kitted;

5.5.9.1.5 Time available for kit issue, fitting, training, and alignment;

5.5.9.1.6 Availability of Contractor personnel during the WES activity for basic troubleshooting and equipment exchange out in the field where the WES activity is taking place;

5.5.9.1.7 Method of contacting the Contractor to resolve WES Equipment issues during the WES activity (i.e. – 'trouble calls');

5.5.9.1.8 Frequency and method of consumable replenishment during longer WES activities (for example, the exchange of batteries for the soldier-worn WES Equipment);

5.5.9.1.9 Time available to remove WES Equipment from vehicles and weapon systems; and

5.5.9.1.10 Time available for the return of issued WES Equipment by users to the Contractor.

5.5.9.2 The Contractor must retain flexibility to adapt to changes made with the plans developed during the EPP, while still remaining within the scope of the Contract. It is highly likely that there will be changes and amendments made to kitting or training plans and schedules once the activity participants have actually arrived at the WES activity location.

5.5.9.3 If requested by the DND TL during the EPP, the Contractor must provide information related to the general capabilities and limitations of the WES Equipment that is available for use. This may be provided by slide deck, responding to email requests, or assisting with a site reconnaissance of the training location.

5.5.9.4 The Contractor must ensure that its personnel are trained in the installation, alignment, operation, and troubleshooting of the WES Equipment that will be used during the upcoming WES activity.

5.5.10 Pre-Exercise Support.

5.5.10.1 This is the time period where the soldiers and vehicles have arrived at the training location, but have not started their training activities. It includes WES Equipment issue, installation, alignment, and training of the soldiers on the use of the WES Equipment. WES support activities may take place around the battle procedure activities being conducted by the unit that will be undergoing training.

5.5.10.2 The Contractor must ensure that all necessary WES Equipment, based upon the WES activity's requirements, is serviceable and ready for issue in advance of the WES activity.

5.5.10.3 Based upon the distribution plan developed during the EPP, the Contractor must issue and track the assignment of WES Equipment to exercise participants. All WES exercise participants will be identified by Canada within the Order of Battle being used in the EXCON;

5.5.10.4 Based upon the kitting plan and schedule developed during the EPP, the Contractor must install and align the WES Equipment on the agreed upon number of weapons and vehicles prior to the start of the exercise.

5.5.10.4.1 The Contractor must verify that all WES devices attached to weapons, including those weapons mounted on vehicles, are calibrated and aligned to the sighting system of that weapon.

5.5.10.4.2 The Contractor must verify that WES Equipment is correctly installed and functioning properly.

5.5.10.4.3 If the WES DCN is available, the Contractor must verify that the WES Equipment has connectivity to the network.

5.5.10.5 The Contractor must, during the kitting and installation process, pass information to the EXCON identifying the vehicles or exercise participants to whom the WES kit has been assigned. This information will be used by the WES OEM in the construction of the exercise Order of Battle.

5.5.10.6 Provision of Training on the WES System

5.5.10.6.1 Based upon the WES training plan and schedule developed during the EPP, the Contractor must, using the Training Plan, Course Syllabus, Lesson Plans, and Student Training Documentation provided as GFI, prepare and deliver the training requirements identified below:

5.5.10.6.1.1 The Contractor must provide information and demonstrations to instructors, military leadership, and DND OCTs on the general capabilities and limitations of the WES Equipment;

5.5.10.6.1.2 The Contractor must provide practical training and assistance to instructors and DND OCTs on WES devices, equipment, and facilities that they will be required to use in support of the exercise training objectives;

- 5.5.10.6.1.3 The Contractor must provide practical training and assistance to exercise participants, students, and other users in the operation of WES Equipment (soldier-worn, personal weapon, crew served weapons, vehicles, etc.) relevant to the WES Equipment being used; and
- 5.5.10.6.1.4 The Contractor must provide hardcopies of applicable training reference material (e.g. PowerPoint presentation(s), manuals, equipment field guides, etc.) to all students in French or English (as applicable to the language of the student).

#### 5.5.11 Support During the WES Activity.

- 5.5.11.1 This is the time period where the activity being supported by the WES Equipment and the Contractor's personnel takes place. This could be a force-on-force exercise, an equipment demonstration, individual skills training, etc.
- 5.5.11.2 Based upon the field support plan developed during the EPP, the Contractor must respond to WES Equipment trouble calls from WES users and return the soldier or vehicle to full WES operating capability as quickly as possible. This may be accomplished by exchanging the faulty equipment and restarting the WES kit on the vehicle or soldier. If necessary, the Contractor must perform weapon alignment procedures prior to the soldier or vehicle returning to training.
  - 5.5.11.2.1 The Contractor's personnel must have a vehicle to enable their moving to an agreed upon location in order to respond to the trouble calls.
  - 5.5.11.2.2 The Contractor's trouble call personnel must be pre-positioned close to the WES users in order to ensure rapid resolution of any issues.
  - 5.5.11.2.3 The Contractor's vehicle must carry the necessary tools and typical replacement items for the WES Equipment that was issued during the pre-exercise activities.
  - 5.5.11.2.4 The Contractor's trouble call personnel must be proactive while they are providing support. Not all WES users will notice or report malfunctioning equipment. Examples of this include:
    - 5.5.11.2.4.1 While responding to a trouble call, the Contractor's trouble call personnel must check if any other nearby WES users, who are not actively using their WES system within the exercise at that time, require assistance or have questions about their equipment; and
    - 5.5.11.2.4.2 While not otherwise occupied with a trouble call, the Contractor's trouble call personnel must check if assistance is needed by groups of WES users that they may come across, and who are not actively using their WES system within the exercise at that time.

#### 5.5.12 Post Exercise.

- 5.5.12.1 This is the time period at the end of the WES activity once training has concluded. It includes the de-kitting of vehicles and personnel, and the return of all issued WES Equipment to the Contractor.

- 5.5.12.2 Based upon the de-kitting plan and schedule developed during the EPP, the Contractor must execute the plan to accomplish all post-exercise WES support activities, including but not limited to:
  - 5.5.12.2.1 The Contractor must assist the process of removal of WES Equipment from weapons and weapon systems;
  - 5.5.12.2.2 The Contractor must accept the return of all WES Equipment that was issued to exercise participants;
  - 5.5.12.2.3 The Contractor must remove all WES equipment mounted on vehicles, and
  - 5.5.12.2.4 The Contractor must return vehicles to their pre-WES configuration;
- 5.5.12.3 The Contractor must note and segregate any equipment that was identified as malfunctioning or requiring maintenance during the equipment return process.
- 5.5.12.4 The Contractor must note any equipment that was lost or missing and pass this information to the DND TL, the Wainwright DND POC, and the WES TA.
- 5.5.12.5 To assist in the long-term viability of the WES System, the Contractor must track all technical support provided for the exercise, and identify, monitor, and report failure trends to DND in accordance with the WES Ops SOPs as identified in CDRL-202 and its associated DID.

#### 5.5.13 WES Trailers.

- 5.5.13.1 This section describes the tasks that the Contractor must complete with regards to WES Thirty Foot Trailers that may be approved by the WES TA for use in support of WES activities.
- 5.5.13.2 They are used for moving WES Equipment from WES Static Sites to deployed training locations. These trailers can hold up to 300 soldier-worn systems as well as the required ancillary equipment (batteries, chargers, tools, alignment devices, etc.). The WES SSC Contractor must:
  - 5.5.13.2.1 Load and secure sufficient WES and ancillary equipment that is required to support a deployed WES activity into the trailers;
  - 5.5.13.2.2 Tow the trailers to and from the training location;
  - 5.5.13.2.3 Inspect and maintain the trailers; and
  - 5.5.13.2.4 Licence and insure the trailers.

### **5.6 Logistics Support**

#### 5.6.1 WES Logistics and Maintenance

- 5.6.1.1 The Contractor must refer to and comply with the Logistics SOW, Appendix 5.
- 5.6.1.2 The Contractor must produce and submit the WES Logistics and Maintenance SOPs in accordance with CDRL-203 and its associated DID.

- 5.6.1.3 At a minimum, the Contractor must develop individual WES Logistics and Maintenance SOPs for each WES Static Site and for a WES Deployed Training activity.
- 5.6.1.4 The Contractor must produce and submit the WES Equipment Master Maintenance Schedule in accordance with CDRL-204 and its associated DID.
- 5.6.1.5 The Contractor must use the Defence Resource Management Information System to manage, report, and record all maintenance activities completed on WES Field Equipment and Non-WES Equipment under its responsibility.

#### 5.6.2 Supply Support

- 5.6.2.1 The Contractor must provide all equipment and personnel required for the supply support of the WES Equipment. Tasks that must be conducted by the Contractor include:
  - 5.6.2.1.1 Preparing equipment prior to a WES activity;
  - 5.6.2.1.2 Issuing equipment to users for WES activities;
  - 5.6.2.1.3 Receipting equipment returned at the end of a WES activity;
  - 5.6.2.1.4 After an exercise, preparing in a timely manner the WES Equipment for the next exercise or transporting it to the Contractor's storage facility as serviceable stock;
  - 5.6.2.1.5 Inspecting equipment;
  - 5.6.2.1.6 Cleaning and reconditioning equipment so it is ready for the next activity;
  - 5.6.2.1.7 Moving equipment within the Static Site or warehouse utilizing floor jacks, forklifts, and other devices;
  - 5.6.2.1.8 Loading WES Equipment onto vehicles for transportation;
  - 5.6.2.1.9 Unloading WES Equipment from vehicles;
  - 5.6.2.1.10 Preparing equipment and packages for shipping out;
  - 5.6.2.1.11 Receiving equipment and packages that have been shipped in;
  - 5.6.2.1.12 Utilizing an electronic inventory management system;
  - 5.6.2.1.13 Conduct stocktaking;
  - 5.6.2.1.14 Identifying and marking equipment that requires repair or maintenance;
  - 5.6.2.1.15 Arranging for equipment to be repaired, maintained, calibrated, or inspected;
  - 5.6.2.1.16 Managing battery recharging; and
  - 5.6.2.1.17 Procuring spare parts and consumables.
- 5.6.2.2 The Contractor must conduct the activities listed in para 5.6.2.1 at a WES Static Site or when deployed in support of WES Deployed Training Events, as determined by Canada.

- 5.6.2.3 The WES System Equipment will be loaned by the DND Directorate of Quality Assurance to the Contractor as GFE on a Loan of Defence Materiel Agreement (loan agreement). As well as the WES Equipment, the loan agreement will include DND-owned WES spares, computer workstations, generators, vehicle trailers, and special tools and test equipment to install, maintain, repair, and operate WES Equipment. The Contractor must ensure that all required WES Equipment, components, and facilities required for each training event are serviceable when issued and at the start of each particular WES activity.
- 5.6.2.3.1 The Contractor must use an electronic inventory management system that is capable of providing up-to-date reports of all GFE, equipment serviceability, quantity, and location.
- 5.6.2.3.1.1 The electronic inventory management system must provide reports as described in CDRL-211 and its associated DID.
- 5.6.2.3.1.2 It is preferred that the Contractor provide DND the capability to remotely monitor the electronic inventory management system (i.e. 'read-only' access).
- 5.6.2.3.2 The Contractor must perform inventory control of all WES Equipment that has been provided as GFE in a Loan Agreement. This includes accounting and tracking of items issued to units and personnel undergoing training in the WES environment. It includes accounting for items that are in the process of being repaired by other parties or awaiting disposal.
- 5.6.2.3.3 If requested by Canada, the Contractor must move equipment from the WES Static Sites to field locations where it can be issued to or returned from the users.
- 5.6.2.3.4 The Contractor must seek direction and approval from the DND WES LCMM before initiating any action in regards to cannibalizations, disposal, and write-off of any GFE.
- 5.6.2.4 Stocktaking and WES Contractor Loan Agreement Inventory Reporting
- 5.6.2.4.1 At the beginning of the Contract, the Contractor must conduct an initial 100% stocktaking of all equipment that will be on a Loan Agreement from DND.
- 5.6.2.4.2 The Contractor must conduct this initial stocktaking at all locations where the Contractor will have DND equipment on loan to them (Wainwright, Petawawa, Gagetown, and Valcartier).
- 5.6.2.4.3 The Contractor must conduct this initial stocktaking concurrently with DND personnel in order to validate the stock counts.
- 5.6.2.4.4 The Contractor must complete this initial stocktaking no later than 90 calendar days after Contract Award.
- 5.6.2.4.5 The Contractor must abide by the terms and conditions of the Loan Agreement.
- 5.6.2.4.6 The Contractor must prepare and deliver a WES Loan Agreement Inventory Report in accordance with CDRL-212 and its associated DID.
- 5.6.2.4.7 The Contractor must report any lost GFE immediately to the TA.

### 5.6.3 Consumables Procurement

- 5.6.3.1 The Contractor will be provided with an initial stock of consumables by the WES TA at the beginning of the Contract. This stock should be enough for the first year of operations. The Contractor must monitor usage and replenish the consumables necessary to support WES activities. The consumables include, but are not limited to, duct tape, glue, Velcro, zip ties, spray paint, batteries, nuts, bolts, and disposable gloves. The Contractor must submit all consumables procurement requests to the TA for approval prior to making purchases. If approved, these requests will be authorized by DND using a DND 626 Task Authorization.

### 5.6.4 Hazardous Materials

- 5.6.4.1 The Contractor must abide by base, federal, provincial, and municipal laws concerning Hazardous Material handling, storage, transportation, shipping, usage, and disposal, including active participation in the Workplace Hazardous Materials Information System (WHMIS) program.
- 5.6.4.2 The Contractor must control and cleanup any of their spills involving environmentally hazardous substances. The contractor must have in place an Emergency Spill Response Plan, as well as processes and procedures for the identification, management, handling, and disposal of all substances, pollutants, and material covered by the applicable municipal, territorial, provincial, and federal environmental protection statutes and regulations.
- 5.6.4.3 The Contractor must, at the WES Static Sites, bring products containing hazardous materials to the attention of the Base Hazmat or Environmental Officer through the DND POC of that base.

### 5.6.5 Maintenance Concept

- 5.6.5.1 The Contractor must conduct all maintenance activities in accordance with Appendix 3 - Maintenance Concept and Appendix 4 - Maintenance Responsibilities of this SOW.

### 5.6.6 Transportation

- 5.6.6.1 The Contractor must provide all equipment and services required to transport WES Equipment and Contractor personnel.
- 5.6.6.2 The Contractor must transport Contractor personnel within the base area to carry out day-to-day activities in support of WES. The Contractor will not be required to transport any DND personnel, including exercise support staff, and will not be required to provide vehicles for this purpose.
- 5.6.6.3 Contractor Furnished Vehicles and Related Services
  - 5.6.6.3.1 The Contractor must rent or lease (whichever is more economical for DND for the vehicle's purpose and usage frequency), insure, fuel, maintain, and replace all vehicles required to transport WES Equipment and Contractor personnel within and between DND training locations.
  - 5.6.6.3.2 The Contractor must supply all vehicle operators.
- 5.6.6.4 Transportation Responsibilities

- 5.6.6.4.1 The Contractor must transport all WES Equipment, spares, repair parts, and consumables, including batteries, chargers, and special effects generators (if used), to and within the training areas as directed by DND WES LCMM or DND POC.
- 5.6.6.4.2 The Contractor's movement of WES Equipment must be timely, in that the equipment must be at the required location to allow for issue, set-up, and testing prior to the planned exercise start.
- 5.6.6.4.3 The Contractor must transport Contractor personnel between and within training areas and bases.
- 5.6.6.4.4 The Contractor must comply with all federal and provincial transport regulations; including but not limited to the *Transportation of Dangerous Goods Regulations* (SOR/2001-286)

#### 5.6.7 Communications

- 5.6.7.1 DND will provide hand-held radios as GFE for the duration of this Contract. The Contractor must manage these resources to provide communications support for WES activities. DND may also issue these radios to units undergoing training in order to provide communications between the unit and the Contractor's personnel.
- 5.6.7.2 When within training areas, the Contractor must maintain 2-way communications with their dispatcher, range control, and EXCON, in accordance with requirements identified by the DND POC and within base orders and procedures.

### 6.0 TASKING REQUIREMENTS

#### 6.1 General Tasking Requirements

- 6.1.1 The Contractor must perform work in response to Taskings initiated by DND and PWGSC, as authorized by the DND 626 Task Authorization form. The Work to be performed by the Contractor under such task authorization are those activities deemed by Canada to be work that is performed, within the scope of the Contract, on an "as and when requested" basis, which does not form part of the Core Work required by this SOW.

#### 6.2 Program Management

##### 6.2.1 Phase-Out Plan

- 6.2.1.1 In order to ensure a smooth transition to DND or to another service provider at the end of the Contract period, the Contractor must provide DND with a detailed Phase-Out Plan, when requested by DND. This is expected to occur at least 12 months prior to the end of the Contract and will be tasked using a DND 626 Task Authorization.
- 6.2.1.2 The plan must include any and all information necessary to ensure a seamless transition of the WES System operations and maintenance and WES facility operations and maintenance to another service provider and all information necessary for the transfer of the WES Equipment in accordance with CDRL-205 and its associated DID.

### **6.3 Site Management**

- 6.3.1 For Site Management Activities that require support beyond the local Core Work capability or capacity, the Contractor must confirm to the TA, DND CMTC POC, and the local DND POC the additional level of support that will be required to conduct that activity.

### **6.4 Operational Support**

- 6.4.1 For WES activities that require WES support beyond the local Core Work capability or capacity, the Contractor must confirm to the TA, DND CMTC POC and the local DND POC the additional level of support that will be required for the training event.

### **6.5 Logistics Support**

- 6.5.1 The Contractor must identify to the DND WES LCMM by email any equipment that should be considered for replacement, or where there is a requirement for additional equipment. If approved, these items will be addressed through a DND 626 Task Authorization.
- 6.5.2 The Contractor must arrange for all shipping of equipment, as required, that is listed on their Loan Agreement(s), as well as the consumables that are required for the operation of WES. All shipping must be approved by the TA or their delegated representative, and invoiced against a DND 626 Task Authorization.

## **7.0 CONTRACT DELIVERABLES**

### **7.1 Contract Data Requirements List (CDRL)**

- 7.1.1 The CDRL is attached as Appendix 1 to this SOW.

### **7.2 Data Content and Format**

- 7.2.1 The Contractor must ensure that the content and format of data deliverables required by this SOW comply with their respective Data Item Descriptions (DIDs), which are appended to this SOW as Appendix 2.
- 7.2.2 The Contractor must prepare all data delivered as part of this SOW, other than those with specific requirements, in the Contractor's own format. The Contractor must submit all documentation in electronic format using software that is authorized by the DND.
- 7.2.3 Unless otherwise specified as a specific requirement, the Contractor must deliver all of the soft copies of data deliverables in formats compatible with the office software currently in use by DND.
- 7.2.4 Those compatible formats must allow the files to be recognized, opened, and viewed or read in their intended form and format using DND's office software as specified in Appendix 2 to this SOW, para A2.1. The compatible formats must also allow the user to modify, select, copy, and paste information from the files to other DND office software files.

## A1.0 APPENDIX 1: CONTRACT DATA REQUIREMENTS LIST

### A1.1 Management and Explanation of the CDRL

#### A1.1.1 Management of Data Items

A1.1.1.1 The Contractor must review, update and deliver amendments, and confirm the continuing accuracy of data items annotated with a maintenance period, in accordance with the CDRL.

A1.1.1.2 The Contractor must deliver amended, reissued or resubmitted data items to the location(s) and in the format and quantities specified in the CDRL for the initial submission of the data items.

#### A1.1.2 Explanation of the CDRL Table

A1.1.2.1 **CDRL Line Number** – This field provides the unique sequential number that identifies each data item.

A1.1.2.2 **CDRL Title** – This field identifies the title of the data item.

A1.1.2.3 **SOW Para Ref** – This field shows the paragraph in the SOW where the data item is stipulated. There may be multiple references to the data item in the SOW, but generally only the first (or one) reference is shown in the CDRL.

A1.1.2.4 **Version** – This field identifies the particular delivery of a data item during its lifecycle (i.e. draft, final).

A1.1.2.5 **Delivery Schedule** – This field specifies the date(s) and/or events by which the data item must be delivered by the Contractor. The date of delivery applies to all delivery locations and quantities unless otherwise specified. The following are some of the abbreviations and symbols used with this column:

A1.1.2.5.1 'KO' means the Kick-Off Meeting date;

A1.1.2.5.2 'ENDEX' means the date of end of exercise or training activity that was supported by the WES System;

A1.1.2.5.3 Numerals indicate the number of calendar days, unless specified otherwise;

A1.1.2.5.4 '+' means after the specified date or event; and

A1.1.2.5.5 '-' means before the specified date or event.

A1.1.2.5.6 If a data item is required to be delivered before an event having a duration of greater than one day, the delivery date must be calculated from the first day of that event. If a data item is required to be delivered after an event having a duration of greater than one day, the delivery date must be calculated from the last day of that event.

A1.1.2.6 **Quantity** – This field specifies the total number of data items that must be delivered by the Contractor to the associated delivery location(s), including the number of hard (H) and soft (S) copies. The only hard copies required are for CDRL-213 – WES Equipment Field Guides. The quantity of hardcopies will be dependent upon the quantity of equipment being fielded.

A1.1.2.7 **Addressee** – This field shows the short title of the PWGSC and DND representatives to whom the soft copies of the data items must be delivered by

the Contractor. The hard copies of the CDRL-213 - WES Equipment Field Guides and CDRL-216 WES Equipment Manuals that must be delivered by the Contractor to each of the static sites that require that specific field guide or manual.

- A1.1.2.8      **Data Item Description Reference** – This field provides the identification of the DID with which the data item must comply.
- A1.1.2.9      **DND Action Period** – This field defines the number of calendar days in which DND intends to action the data item and respond to the Contractor, if that action requires a response.
- A1.1.2.9.1      The period begins upon the date the copy of the data item is received at the first nominated addressee.
- A1.1.2.9.2      The action period applies to all deliveries, including first deliveries, amendments and re-issues. If a data item is delivered earlier than the first delivery date shown in the CDRL, the DND is not obliged to action it until after that date.
- A1.1.2.10      **DND Action Required** – This field indicates the purpose for which the data item is being submitted to the DND, which will either be for Review, Approval or Acceptance. These are defined as follows:
- A1.1.2.10.1      Review – The draft document will be reviewed by those interested parties. A document review form will be returned to the Contractor with observations, comments, and requests for clarification to which the Contractor must respond or correct as required.
- A1.1.2.10.2      Approval – The draft document has been reviewed by the DND TA and there are no further comments or observations that require action on the part of the Contractor. The document may now be submitted in its final version (usually as a PDF).
- A1.1.2.10.3      Acceptance – The final version of the document has been accepted by DND and the CA. The CA will notify the Contractor when a document has been accepted.
- A1.1.2.11      **Maintenance** – This field specifies either the timings or the time intervals, after each delivery, at which the data item must be reviewed by the Contractor and either have its continuing accuracy status confirmed in writing, or be updated and reissued. The Maintenance column does not apply to draft or preliminary versions of data items. The following abbreviations and codes are applicable to this column:
- A1.1.2.11.1      xM – every x calendar months;
- A1.1.2.11.2      NA or blank – not applicable.
- A1.1.2.12      **Notes:** Where necessary, additional explanatory information relating to a CDRL data item is provided in this column.

A1.2 CDRL Item List Table A1-1

CDRL #	CDRL Title	SOW Para Ref	Version	Delivery Schedule	Qty	Addressee	DID # and Ref	DND Action Period	DND Action Required	Maint	Notes
CDRL-201	Support Management Plan	Para 5.3.2.1	DRAFT	KO +60	1S	TA	DID-201 SOW Appx 2 p. A2-02	14	Review or Approval	X12	
			REVISED	DND Comments +7	1S	TA		7	Review or Approval		
			FINAL	Last DND Comments +7	1S	CA, TA		7	Acceptance		
CDRL-202	WES Operational SOP	Para 5.3.2.5	DRAFT	KO +60	1S	TA	DID-202 SOW Appx 2 p. A2-05	14	Review or Approval	X12	The current version will be given as GFI as a basis for the Contractor's submission.
			REVISED	DND Comments +7	1S	TA		7	Review or Approval		
			FINAL	Last DND Comments +7	1S	CA, TA		7	Acceptance		
CDRL-203	WES Logistics and Maintenance SOP	Para 5.6.1.2	DRAFT	KO +90	1S	TA	DID-203 SOW Appx 2 p. A2-07	14	Review or Approval	X12	The current version will be given as GFI as a basis for the Contractor's submission.
			REVISED	DND Comments +7	1S	TA		7	Review or Approval		
			FINAL	Last DND Comments +7	1S	CA, TA		7	Acceptance		
CDRL-204	WES Equipment Master Maintenance Schedule	Para 5.6.1.4	DRAFT	KO +90	1S	TA	DID-204 SOW Appx 2 p. A2-08	14	Review or Approval	X12	The current version will be given as GFI as a basis for the Contractor's submission.
			REVISED	DND Comments +7	1S	TA		7	Review or Approval		
			FINAL	Last DND Comments +7	1S	CA, TA		7	Acceptance		

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CDRL #	CDRL Title	SOW Para Ref	Version	Delivery Schedule	Qty	Addressee	DID # and Ref	DND Action Period	DND Action Required	Maint	Notes
CDRL-205	Program Phase Out Plan	Para 6.2.1.2	DRAFT	DND Request +30	1S	TA	DID-205 SOW Appx 2 p. A2-09	14	Review or Approval	n/a	DND will request this Plan from the Contractor at the appropriate time prior to the forecasted end of the Contract. It is expected that this will be at least 12 months' notice.
			REVISED	DND Comments +7	1S	TA		7	Review or Approval		
			FINAL	Last DND Comments +7	1S	CA, TA		7	Acceptance		
CDRL-206	Meeting Agendas	Para 5.3.5.2.1	DRAFT	Meeting date -14	1S	CA, TA	DID-206 SOW Appx 2 p. A2-11	7	Review or Approval		
			REVISED	Meeting Date -3	1S	CA, TA		1	Review or Approval		
			FINAL	Meeting Date -1	1S	CA, TA		1	Acceptance		
CDRL-207	Meeting Minutes	Para 5.3.5.2.2	DRAFT	Meeting Date +7	1S	CA, TA	DID-207 SOW Appx 2 p. A2-13	7	Review or Approval		
			REVISED	DND Comments +7	1S	CA, TA		7	Review or Approval		
			FINAL	Last DND Comments +7	1S	CA, TA		7	Acceptance		
CDRL-208	Action Item Log	Para 5.3.5.5.2		IAW Periodic meetings between DND and the Contractor	1S	TA	DID-208 SOW Appx 2 p. A2-14				All reviewed during periodic meetings with the Contractor.
				Quarterly	1S	CA, TA, PA		7	Acceptance	X3	
CDRL-209	WES Quarterly Reports	Para 5.3.8.2	FINAL	Quarterly	1S	CA, TA, PA	DID-209 SOW Appx 2 p. A2-15	7	Acceptance		

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CDRL #	CDRL Title	SOW Para Ref	Version	Delivery Schedule	Qty	Addressee	DID # and Ref	DND Action Period	DND Action Required	Maint	Notes
CDRL-210	WES System Post Exercise Report (PXR)	Para 5.3.8.3	DRAFT	ENDEX +10	1S	TA	DID-210 SOW Appx 2 p. A2-17	7	Review or Approval		
			REVISED	DND Comments +7	1S	TA		7	Review or Approval		
			FINAL	Last DND Comments +7	1S	CA, TA		7	Acceptance		
CDRL-211	WES electronic inventory management	Para 5.6.2.3.1.1	Initial Log Data	KO + 60 all inventory entered into LMS	n/a	TA, LCMM	DID-211 SOW Appx 2 p. A2-19				The reports are run as needed. DND's request for a report must be fulfilled by the Contractor by the end of the next working day.
			Reports	DND Request +1	1S	Requestor					
			DRAFT	Yearly (March 31st)	1S	TA, PA	DID-212 SOW Appx 2 p. A2-21	14	Review or Approval	X12	Annual inventory report
CDRL-212	WES Contractor Loan Agreement Inventory Report	Para 5.6.2.4.6	REVISED	DND comments +7	1S	TA, PA		7	Review or Approval		
			FINAL	Last DND Comments +7	1S	CA, TA, PA		7	Acceptance		
			DRAFT	KO +60	1S	TA	DID-213 SOW Appx 2 p. A2-22	14	Review or Approval	X12	The current version will be given as GFI as a basis for the Contractor's submission.
CDRL-213	WES Building Security SOP	Para. 5.4.5.2	REVISED	DND Comments +7	1S	TA		7	Review or Approval		
			FINAL	Last DND Comments +7	1S	CA, TA		7	Acceptance		
			FINAL	With submittal of translated document.	1S	CA, TA	DID-214 SOW Appx 2 p. A2-23	7	Acceptance		
CDRL-214	Certificate of Translation Accuracy Check	Para. 5.3.2.4	FINAL								

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CDRL #	CDRL Title	SOW Para Ref	Version	Delivery Schedule	Qty	Addressee	DID # and Ref	DND Action Period	DND Action Required	Maint	Notes
CDRL-215	WES Urban Site Daily Usage Report	Para 5.3.8.4	FINAL	Monthly	1S	CA, TA	DID-215 SOW Appx 2 p. A2-24	7	Acceptance	X1	Submitted monthly

Table A1-1 CDRL Item List

## **A2.0 APPENDIX 2: DATA ITEM DESCRIPTION**

### **A2.1 Data Deliverable Format**

A2.1.1 Unless otherwise specified as a specific requirement, the Contractor must deliver all of the soft copies of data deliverables and any other documents, in formats that are compatible with the office software currently in use by the DND as listed:

- A2.1.1.1 Microsoft (MS) Windows 10 Enterprise Operating System (OS);
- A2.1.1.2 MS Edge 2019;
- A2.1.1.3 MS Office Professional Plus 2013 (Word, Excel, Access, PowerPoint and Outlook);
- A2.1.1.4 MS Photos 2020, for photographs or other imagery in .jpg/jpeg (preferred), .bmp, or .png format;
- A2.1.1.5 MS Windows Media Player for video in .mp4 or .wmv format; and
- A2.1.1.6 Foxit PhantomPDF version 10;

### **A2.2 DID Table Definitions**

The following section defines the various blocks of information found on the Data Item Description (DID) forms:

#### **BLOCK 1 – TITLE**

The title of the data item for the DID.

#### **BLOCK 2 - IDENTIFICATION NUMBER**

The Data Item Description (DID) number, consisting of a sequential three-digit number.

#### **BLOCK 3 - DESCRIPTION**

Provides a general description of the data content requirements.

#### **BLOCK 4 – RELATED DOCUMENT(S)**

Provides a listing of the related documents and specifications associated with and required to produce this DID.

#### **BLOCK 5 - CONTRACT REFERENCE**

The specific paragraph numbers from the Statement of Work and CDRL to assist in identifying the work effort associated with the data item.

#### **BLOCK 6 - PREPARATION INSTRUCTIONS**

Provides the preparation instructions for the content and format requirements for the DID.

<b>DATA ITEM DESCRIPTION</b>	
<p>1. TITLE</p> <p><b>Support Management Plan (SMP)</b></p>	<p>2. IDENTIFICATION NUMBER</p> <p><b>DID-201</b></p>
<p>3. DESCRIPTION</p> <p>The Support Management Plan (SMP) is the top-level plan that describes the Contractor's strategy, plans, methodologies, and processes for meeting the requirements of the Contract and showing how the processes fit together to form a totally integrated management system for the provision of support services.</p> <p>The SMP will be used to provide the DND EMT insight into the Contractor's planning, approach to managing the scope of the work, and interfaces with the Contractor's organization.</p>	
<p>4. RELATED DOCUMENTS</p>	<p>5. CONTRACT REFERENCE</p> <p><b>SOW: Para 5.3.2.1</b></p> <p><b>CDRL-201</b></p>
<p>6. PREPARATION INSTRUCTIONS</p> <p><b>6.1. FORMAT</b></p> <p>6.1.1. The Support Management Plan (SMP) must be in the Contractor's format, addressing the content identified below. In particular there must be a main body of the document that addresses all items below.</p> <p><b>6.2. CONTENT</b></p> <p>6.2.1. The SMP must detail how the Contractor will perform the fixed work required within this SOW and explain the concepts of how they will perform work that is tasked to them through an authorized DND 626 Task Authorization. The SMP must consolidate the management processes, administrative procedures, and organizational structure that will be used to manage the Contractor's work and activities for this SOW.</p> <p><b>6.3. ASSUMPTIONS, CONSTRAINTS AND POLICIES</b></p> <p>6.3.1. The SMP must describe all assumptions and constraints and reference all policies that will affect the delivery of the Support Program.</p> <p><b>6.4. SCOPE</b></p> <p>6.4.1. The SMP must summarize the scope of work to be undertaken under the Contract, including the activities to be undertaken by the Contractor and subcontractors.</p> <p>6.4.2. The SMP must cover the scope of core work support services and potential taskings work support services.</p> <p><b>6.5. ORGANIZATION</b></p> <p>6.5.1. The SMP must describe the organizational structure responsible for managing and providing support under the Contract, including:</p> <p style="margin-left: 20px;">6.5.1.1. The Contractor's organizational structure, showing applicable business units;</p> <p style="margin-left: 20px;">6.5.1.2. The role of each business unit, including all subcontractors, involved in the provision of support or specific functions; and</p> <p style="margin-left: 20px;">6.5.1.3. Staff positions with Contract and support responsibilities.</p> <p><b>6.6. CORE AND TASKINGS WORK MANAGEMENT</b></p> <p>6.6.1. The SMP must describe the Contractor's processes for the management of core and taskings work, and indicate a clear understanding of the differentiation between the two classifications of work under this SOW.</p> <p><b>6.7. RISK MANAGEMENT</b></p> <p>6.7.1. The SMP must describe the risk management processes and tools to be used in managing risk associated with performance of the Contract, including the procedures to be used for identifying, capturing, analyzing, assessing, prioritizing, mitigating, reporting, monitoring, and reviewing risks.</p>	

**6.8. CUSTOMER INTERFACE**

- 6.8.1. The SMP must describe the interfaces between the Contractor and Canada that are necessary to meet the requirements of the Contract.
- 6.8.2. The SMP must describe the Contractor's expectations, with respect to DND support and resources, to enable the Contractor to meet its obligations under the Contract, including an indication of resource types, quantities and time scales.

**6.9. OEM CONTRACTOR INTERFACE**

- 6.9.1. The SMP must describe the interfaces between the Contractor and the OEM Contractor that are necessary to meet the requirements of the Contract.
- 6.9.2. The SMP must describe the Contractor's expectations, with respect to the OEM Contractor role, support, and resources, to enable the Contractor to meet its obligations under the Contract, including an indication of resource types, quantities and time scales.

**6.10. CONTRACT PROGRAM REVIEW MEETINGS**

- 6.10.1. The SMP must describe how the Contractor proposes to conduct meetings to enable the Contractor to present results regarding the performance of support delivered in the reporting period, and to plan for the provision of support in the future.

**6.11. ENVIRONMENTAL HEALTH AND SAFETY MANAGEMENT**

- 6.11.1. For work done at the Contractor's facility, or by the Contractor on DND premises, the SMP must describe how the Contractor will ensure that the performance of the work will meet Environmental Health and Safety considerations.

**6.12. OPERATING SUPPORT MANAGEMENT**

- 6.12.1. The SMP must describe the management arrangements and processes to be used by the Contractor to ensure that the Operating Support requirements of the Contract are satisfied, including the Operating Support for:
  - 6.12.1.1. Providing personnel for all WES Static Sites;
  - 6.12.1.2. Achieving the Core Work; and
  - 6.12.1.3. Achieving the Level of Service necessary to support the projected training plans of DND.

**6.13. MAINTENANCE MANAGEMENT**

- 6.13.1. The SMP must describe the management arrangements and processes to be used by the Contractor to ensure that the Maintenance Support requirements of the Contract are satisfied, including:
  - 6.13.1.1. Logistic Management Software;
  - 6.13.1.2. Detailed inspection and preventative maintenance requirements of the WES System;
  - 6.13.1.3. Restorative maintenance requirements of the WES System;
  - 6.13.1.4. Detailed inspection and equipment rotation to and from the OEM contractor; and
  - 6.13.1.5. Third party inspections, maintenance and repairs to non-OEM equipment as required.

**6.14. SUPPLY MANAGEMENT**

- 6.14.1. The SMP must describe the management arrangements and processes to be used by the Contractor to ensure that the supply support requirements of the Contract are satisfied, including:
  - 6.14.1.1. Supply support organizational arrangements;
  - 6.14.1.2. Inventory management and reporting;
  - 6.14.1.3. Process for obsolescence management;
  - 6.14.1.4. Process for DND-owned stock - supply logistics;

6.14.1.5. Forecasting the need for repairable and consumable items; and

6.14.1.6. Disposal of DND-owned stock.

**6.15. TRAINING MANAGEMENT**

6.15.1. Initial Cadre Employee Training. The Contractor must detail the planned process to train employees to enable them to fulfill their roles within the WES support organization, and elaborate on the progress toward achieving that goal.

6.15.2. The SMP must describe the management arrangements and processes to be used by the Contractor to ensure that the training support requirements of the Contract are satisfied, including:

6.15.2.1. Maintenance of the training packages;

6.15.2.2. Providing training resources;

6.15.2.3. How the training sessions will be scheduled and the lead times for those sessions; and

6.15.2.4. The training equipment required to deliver the training sessions.

**6.16. SOFT COPY FORMAT**

6.16.1. Draft versions of the SMP must be submitted in Microsoft Word format. Final versions must be submitted in PDF format.

6.16.2. The SMP must be submitted via email as follows:

6.16.2.1. To Field: As per the related CDRL Table A1-1. Addressee, as identified in the Contract; and

6.16.2.2. Subject Field: DID-201 – Support Management Plan – [Rev #] – [Date of Issue].

<b>DATA ITEM DESCRIPTION</b>	
<p>1. TITLE</p> <p><b>WES Operational Standard Operating Procedures (WES Ops SOP)</b></p>	<p>2. IDENTIFICATION NUMBER</p> <p><b>DID-202</b></p>
<p>3. DESCRIPTION</p> <p>WES Ops SOPs will document the local processes and procedures for the Operational Support at each WES Static Site and for WES Deployed Training activities.</p>	
<p>4. RELATED DOCUMENTS</p>	<p>5. CONTRACT REFERENCE</p> <p><b>SOW: Para 5.3.2.5</b></p> <p><b>CDRL-202</b></p>
<p>6. PREPARATION INSTRUCTIONS</p> <p><b>6.1. FORMAT</b></p> <p>6.1.1. The WES Ops SOPs may be in the Contractor's format.</p> <p style="padding-left: 20px;">6.1.1.1. As a minimum, the WES Ops SOPs for WES Static Sites operations must be produced in both official languages when located on bases designated as bilingual; otherwise they must be in the official language of the supporting base.</p> <p style="padding-left: 20px;">6.1.1.2. The WES Ops SOPs for WES Deployed Training activities must be produced in both official languages.</p> <p style="padding-left: 20px;">6.1.1.3. The WES Ops SOPs must be produced for each static site, taking into account local conditions and resources available at each of the sites.</p> <p>6.1.2. The existing version of the WES Ops SOPs will be provided to the Contractor to use as a basis for their submission.</p> <p><b>6.2. CONTENT</b></p> <p>6.2.1. The WES Ops SOPs for each WES Static Site must contain, as a minimum, the following information:</p> <p style="padding-left: 20px;">6.2.1.1. Process of booking, coordinating and confirming the required use of the WES System at that WES Static Site;</p> <p style="padding-left: 20px;">6.2.1.2. Information required to be provided by DND Training Lead (DND TL);</p> <p style="padding-left: 20px;">6.2.1.3. Process to prepare WES Static Site equipment for the training activity;</p> <p style="padding-left: 20px;">6.2.1.4. Process for issuing, installing and aligning or calibrating WES equipment before the training activity;</p> <p style="padding-left: 20px;">6.2.1.5. Process for training users on the use of the WES equipment;</p> <p style="padding-left: 20px;">6.2.1.6. Process to provide support to users during the training activity;</p> <p style="padding-left: 20px;">6.2.1.7. Process to receive back WES equipment from the users, including removal of vehicle installations;</p> <p style="padding-left: 20px;">6.2.1.8. Process to shut down the WES Static Site upon the completion of the training event;</p> <p style="padding-left: 20px;">6.2.1.9. Process to address loss of equipment; and</p> <p style="padding-left: 20px;">6.2.1.10. Procedures to identify and address any known environmental, occupational health and safety issues.</p> <p>6.2.2. The WES Ops SOPs for WES Deployed Training activities must contain, in addition to those listed in para 6.2.1, the following information:</p> <p style="padding-left: 20px;">6.2.2.1. Process for preparation of WES equipment for transportation or shipping;</p> <p style="padding-left: 20px;">6.2.2.2. Process for transporting or shipping the WES equipment and Contractor support personnel to and from the training location;</p> <p style="padding-left: 20px;">6.2.2.3. Process for requesting and conducting a site reconnaissance.</p>	

**6.3. SOFT COPY FORMAT**

6.3.1. Draft versions of the WES Ops SOPs must be submitted in Microsoft Word format. Final versions are to be submitted in PDF format.

6.3.2. The WES Ops SOPs must be submitted via email as follows:

6.3.2.1. To Field: As per the related CDRL Table A1-1. Addressee, as identified in the Contract; and

6.3.2.2. Subject Field: DID-202 – WES Ops SOPs – [Rev #] – [Date of Issue].

DATA ITEM DESCRIPTION	
1. TITLE <b>WES Logistics and Maintenance Standard Operating Procedures (SOPs)</b>	2. IDENTIFICATION NUMBER <b>DID-203</b>
3. DESCRIPTION The WES Logistics and Maintenance SOPs must be generated by the Contractor to detail all of the procedures in regards to the logistics and maintenance support to the WES System. The Contractor must provide a WES Logistics and Maintenance SOP for each WES Static Site and one for the WES Deployed Training activities with WES Portable equipment.	
4. RELATED DOCUMENTS	5. CONTRACT REFERENCE <b>SOW: Para 5.6.1.2 CDRL-203</b>
6. PREPARATION INSTRUCTIONS <b>6.1. CONTENT</b> 6.1.1. The WES Logistics and Maintenance SOPs may be in the Contractor's format. <ul style="list-style-type: none"> <li>6.1.1.1. The WES Logistics and Maintenance SOPs for WES Static Sites must be produced in both official languages.</li> <li>6.1.1.2. The WES Logistics and Maintenance SOPs for WES Deployed Training activities must be produced in both official languages.</li> </ul> 6.1.2. The WES Logistics and Maintenance SOPs for each WES Static Site must contain, as a minimum, the following information: <ul style="list-style-type: none"> <li>6.1.2.1. Logistic and maintenance duties and responsibilities for warehouse personnel, processes and procedures;</li> <li>6.1.2.2. Logistic and maintenance duties and responsibilities for level one repair processes and procedures;</li> <li>6.1.2.3. Logistic and maintenance duties and responsibilities for field support personnel, processes and procedures; and</li> <li>6.1.2.4. Procedures to identify and address any known occupational health, environment, and safety issues.</li> </ul> 6.1.3. The WES Logistics and Maintenance SOPs for WES Deployed Training activities must contain, as a minimum, the following information: <ul style="list-style-type: none"> <li>6.1.3.1. Logistic and maintenance duties and responsibilities for warehouse personnel, processes and procedures;</li> <li>6.1.3.2. Logistic and maintenance duties and responsibilities for field support personnel, processes and procedures; and</li> <li>6.1.3.3. Procedures to identify and address any known occupational health, environment, and safety issues.</li> </ul> 6.1.4. The existing version of the WES Logistics and Maintenance SOPs will be provided to the Contractor to use as a basis for their submission.	
<b>6.2. SOFT COPY FORMAT</b> 6.2.1. Draft versions of the WES Logistics and Maintenance SOPs must be submitted in Microsoft Word format. Final versions are to be submitted in PDF format. 6.2.2. The WES Logistics and Maintenance SOPs must be submitted via email as follows: <ul style="list-style-type: none"> <li>6.2.2.1. To Field: As per the related CDRL Table A1-1. Addressee, as identified in the Contract; and</li> <li>6.2.2.2. Subject Field: DID-203 – WES Log and Maint SOPs – [Rev #] – [Date of Issue].</li> </ul>	



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DATA ITEM DESCRIPTION	
1. TITLE <b>WES Equipment Master Maintenance Schedule</b>	2. IDENTIFICATION NUMBER <b>DID-204</b>
3. DESCRIPTION The WES Equipment Master Maintenance Schedule must be generated by the Contractor to detail the planned preventative maintenance schedule for the WES System equipment.	
4. RELATED DOCUMENTS	5. CONTRACT REFERENCE <b>SOW: Para 5.6.1.4 CDRL-204</b>
6. PREPARATION INSTRUCTIONS <b>6.1. FORMAT</b> 6.1.1. The WES Equipment Master Maintenance Schedule may be in the Contractor's format. <b>6.2. CONTENT</b> 6.2.1. The WES Equipment Master Maintenance Schedule must identify the planned preventative maintenance schedule for the WES System equipment. 6.2.2. The Contractor must identify their planned maintenance schedule for each WES Static Site, including the WES Portable System equipment held at that WES Static Site. 6.2.3. The WES Equipment Master Maintenance Schedule must indicate the frequency of preventative maintenance for all WES equipment. It must indicate the scope of the planned maintenance – for example whether 100% of the kit annually, or only the equipment that was used after each training event. 6.2.4. The WES Equipment Master Maintenance Schedule must indicate who is intended to perform the preventative maintenance, whether it is Contractor personnel, or a third party (for example - inspection of generators or fork lifts by qualified third party personnel). <b>6.3. SOFT COPY FORMAT</b> 6.3.1. Draft versions of the WES Equipment Master Maintenance Schedule must be submitted in Microsoft Word format. Final versions must be submitted in PDF format. 6.3.2. The WES Equipment Master Maintenance Schedule must be submitted via email as follows: 6.3.2.1. To Field: As per the related CDRL Table A1-1. Addressee, as identified in the Contract; and 6.3.2.2. Subject Field: DID-204 – WES Eqpt Master Maint Schedule – [Rev #] – [Date of Issue].	

<b>DATA ITEM DESCRIPTION</b>	
1. TITLE <b>Phase-Out Plan</b>	2. IDENTIFICATION NUMBER <b>DID-205</b>
3. DESCRIPTION The Phase Out Plan must identify and describe the actions required to be taken prior to the completion of the WES Contract. The Phase Out Plan must identify the responsibility by position for each action.	
4. RELATED DOCUMENTS	5. CONTRACT REFERENCE <b>SOW: Para. 6.2.1.2 CDRL-205</b>
6. PREPARATION INSTRUCTIONS	
6.1. <b>APPLICABILITY</b>	
6.1.1. DND will request that the Contractor produce the Phase-Out Plan at a point in the future when it is known when the Contract (including Option years) will cease. It is expected that this will be at least one year prior to the forecasted end of the Contract.	
6.2. <b>CONTENT</b>	
6.2.1. The Phase-Out Plan must identify and describe the steps required to phase out and transfer responsibilities and GFE upon the completion of the Contract. In particular, the Phase Out Plan will include as a minimum:	
6.2.1.1. Part 1 – Introduction:	
6.2.1.1.1. Background;	
6.2.1.1.2. Purpose;	
6.2.1.1.3. Scope; and	
6.2.1.1.4. Approach.	
6.2.1.2. Part 2 - Scheduling factors:	
6.2.1.2.1. General considerations;	
6.2.1.2.2. WES Contract Data Deliverables;	
6.2.1.2.3. WES System infrastructure;	
6.2.1.2.4. WES System equipment and spares – GFE and Contractor-owned;	
6.2.1.2.5. WES System maintenance plans;	
6.2.1.2.6. The state of preventive and corrective maintenance work;	
6.2.1.2.7. The functional state of the WES System and supporting infrastructure and the transfer of responsibility;	
6.2.1.2.8. The state of approved additional tasks;	
6.2.1.2.9. Payment and finance issues;	
6.2.1.2.10. Returning of Government Furnished Information;	
6.2.1.2.11. Assets owned by the Contractor that are used in support of the WES System;	
6.2.1.2.12. Vacating the premises;	
6.2.1.2.13. Loan agreement considerations; and	
6.2.1.2.14. Termination of insurance coverage.	

6.2.1.3. Phase Out schedule

6.2.1.4. Phase Out training:

6.2.1.4.1. Training plans;

6.2.1.4.2. Course syllabi; and

6.2.1.4.3. Lesson plans.

**6.3. SOFT COPY FORMAT**

6.3.1. Draft versions of the Phase out plan must be submitted in Microsoft Word format. Final versions are to be submitted in PDF format.

6.3.2. The Phase Out Plan must be submitted via email as follows:

6.3.2.1. To Field: As per the related CDRL Table A1-1. Addressee, as identified in the Contract; and

6.3.2.2. Subject Field: DID-205 – Phase Out Plan – [Rev #] – [Date of Issue].

<b>DATA ITEM DESCRIPTION</b>	
1. TITLE <b>Meeting Agenda</b>	2. IDENTIFICATION NUMBER <b>DID-206</b>
3. DESCRIPTION The Meeting Agenda contains the venue information and identifies the discussion items to be covered at meetings.	
4. RELATED DOCUMENTS DID-207 - Meeting Minutes DID-208 - Action Item Log	5. CONTRACT REFERENCE <b>SOW: Para. 5.3.5.2.1</b> <b>CDRL-206</b>
6. PREPARATION INSTRUCTIONS	
<p><b>6.1. APPLICABILITY</b></p> <p>6.1.1. The Contractor must produce meeting agendas for formal meetings such as Kick-Off or Program Review Meetings. They are not expected to be produced for periodic progress or coordination meetings.</p> <p><b>6.2. CONTENT</b></p> <p>6.2.1. The meeting agenda must set forth the venue, identify all requirements and list the discussion items to be covered at the meeting.</p> <p>6.2.2. Venue. The meeting agenda must address the venue as follows:</p> <ul style="list-style-type: none"> <li>6.2.2.1. Meeting title;</li> <li>6.2.2.2. Purpose;</li> <li>6.2.2.3. Date, time and location; and</li> <li>6.2.2.4. Attendees.</li> </ul> <p>6.2.3. Discussion items. The meeting agenda must address the discussion items through the following sections:</p> <ul style="list-style-type: none"> <li>6.2.3.1. Opening remarks;</li> <li>6.2.3.2. Agenda review;</li> <li>6.2.3.3. Review of previous minutes and previous action items;</li> <li>6.2.3.4. Opened discussion items;</li> <li>6.2.3.5. New discussion items;</li> <li>6.2.3.6. Review of new action items;</li> <li>6.2.3.7. Next meeting venue and date; and</li> <li>6.2.3.8. Closing remarks.</li> </ul> <p>6.2.4. Program Review Meetings (PRMs). The main goal of this type of meeting is to ensure the outcomes of the WES program have and are being met. The meeting agenda for PRMs must, in addition to the above discussion items, also include as a minimum:</p> <ul style="list-style-type: none"> <li>6.2.4.1. Contractual items (changes since last meeting, issues, suggested modifications);</li> <li>6.2.4.2. Human resources and personnel organization (Contractor and Canada);</li> <li>6.2.4.3. Budget and planned work scope and schedule changes (revisit and adjust for the planned outcomes for the planning periods);</li> <li>6.2.4.4. Risk review;</li> </ul>	

- 6.2.4.5. Equipment status report;
- 6.2.4.6. Configuration management (changes/progress since last meeting, issues, suggested modifications);
- 6.2.4.7. Obsolescence identification;
- 6.2.4.8. Health and safety issues, risks, or observations;
- 6.2.4.9. WES System modifications and anomalies;
- 6.2.4.10. Updates or presentations from Canada or the Contractor.

**6.3. SOFT COPY FORMAT**

- 6.3.1. Draft versions of the meeting agenda must be submitted as a Word file type. The final meeting agenda must be submitted as a PDF file type.
- 6.3.2. The meeting agenda must be submitted via email as follows:
  - 6.3.2.1. 'To' Field: As per the related CDRL Table A1-1. Addressee, as identified in the Contract; and
  - 6.3.2.2. 'Subject' Field: DID-206 – Meeting Agenda – [Name of Meeting] - [Rev #] – [Date of Issue]

<b>DATA ITEM DESCRIPTION</b>	
<p>1. TITLE <b>Meeting Minutes</b></p>	<p>2. IDENTIFICATION NUMBER <b>DID-207</b></p>
<p>3. DESCRIPTION The Meeting Minutes contains the detailed records of proceedings, discussions, decisions and action items from meetings.</p>	
<p>4. RELATED DOCUMENTS DID-206 - Meeting Agenda DID-208 – Action Item Log</p>	<p>5. CONTRACT REFERENCE <b>SOW: Para. 5.3.5.2.2</b> <b>CDRL-207</b></p>
<p>6. PREPARATION INSTRUCTIONS</p> <p>6.1. <b>APPLICABILITY</b></p> <p>6.1.1. The Contractor must produce meeting minutes for formal meetings such as Kick-Off or Program Review Meetings. They are not expected to be produced for periodic progress or coordination meetings, where the Action Item Log (DID-208) is intended to contain the record of decisions taken or advice sought.</p> <p>6.2. <b>CONTENT</b></p> <p>6.2.1. The Meeting Minutes must contain the detailed records of proceedings, discussions, decisions and action items from the meeting and be presented through the following sections:</p> <p>6.2.1.1. General – consisting of meeting name, purpose, date, time and location;</p> <p>6.2.1.2. Attendees, consisting of the organization each person represents, and the identification of the chairperson(s);</p> <p>6.2.1.3. Opening remarks;</p> <p>6.2.1.4. Points of discussion;</p> <p>6.2.1.5. Action Item Log items that were opened (new) or closed during the meeting;</p> <p>6.2.1.6. Next venue; and</p> <p>6.2.1.7. Closing remarks.</p> <p>6.3. <b>SOFT COPY FORMAT</b></p> <p>6.3.1. Draft versions of the Meeting Minutes must be submitted as a Word file type. The final Meeting Minutes must be submitted as a PDF file type.</p> <p>6.3.2. The Meeting Minutes document must be submitted via email as follows:</p> <p>6.3.2.1. To Field: As per the related CDRL Table A1-1. Addressee, as identified in the Contract; and</p> <p>6.3.2.2. Subject Field: DID-207 – Meeting Minutes – [Name of Meeting] - [Rev #] – [Date of Issue].</p>	

<b>DATA ITEM DESCRIPTION</b>	
<p>1. TITLE <b>Action Item Log (AIL)</b></p>	<p>2. IDENTIFICATION NUMBER <b>DID-208</b></p>
<p>3. DESCRIPTION The Action Item Log (AIL) must consist of itemized, dated and up-to-date records of all approved Contractor, PWGSC and DND action items.</p>	
<p>4. RELATED DOCUMENTS DID-206 - Meeting Agenda DID-207 - Meeting Minutes</p>	<p>5. CONTRACT REFERENCE <b>SOW: Para. 5.3.5.5.2</b> <b>CDRL-208</b></p>
<p>6. PREPARATION INSTRUCTIONS</p> <p><b>6.1. CONTENT</b></p> <p>6.1.1. The Contractor must produce an AIL that must contain the itemized, dated and up-to-date records of all approved Contractor, PWGSC and DND action items. The items must be addressed in detail for each action item through the following:</p> <ul style="list-style-type: none"> <li>6.1.1.1. Action item identification, number, and title;</li> <li>6.1.1.2. Description;</li> <li>6.1.1.3. Reference or source of the action item (to primary document, meeting minutes, post exercise report or other issue or activity that was the source or reason for the creation of the action item);</li> <li>6.1.1.4. Date opened;</li> <li>6.1.1.5. Action addressee(s);</li> <li>6.1.1.6. Status;</li> <li>6.1.1.7. Date required to be closed;</li> <li>6.1.1.8. Date closed; and</li> <li>6.1.1.9. Resolution or decision reached.</li> </ul> <p><b>6.2. SOFT COPY FORMAT</b></p> <p>6.2.1. The AIL must be electronically stored in a searchable, structured database or spreadsheet compatible with the version of Microsoft software in use by DND.</p> <p>6.2.2. It is expected that the AIL will be reviewed virtually by DND and the Contractor during periodic meetings. If it is necessary to email the AIL, then it will be sent as follows:</p> <ul style="list-style-type: none"> <li>6.2.2.1. To Field: As per the related CDRL Table A1-1. Addressee, as identified in the Contract; and</li> <li>6.2.2.2. Subject Field: DID-208 – AIL – [Date of Issue].</li> </ul>	

<b>DATA ITEM DESCRIPTION</b>	
<p>1. TITLE <b>WES Quarterly Report</b></p>	<p>2. IDENTIFICATION NUMBER <b>DID-209</b></p>
<p>3. DESCRIPTION The WES Quarterly Report provides a summary of the Contractor's activities in support of the WES program that have taken place in the reported quarter, as well as upcoming activities.</p>	
<p>4. RELATED DOCUMENTS</p>	<p>5. CONTRACT REFERENCE <b>SOW: Para. 5.3.8.2 CDRL-209</b></p>
<p>6. PREPARATION INSTRUCTIONS</p> <p><b>6.1. CONTENT</b></p> <p>6.1.1. The Contractor must produce a WES Quarterly Report that must summarize activities that have taken place at the Wainwright location. It must also include any observations or other issues that are common across all sites.</p> <p>6.1.2. An annex must be produced for each other location. These annexes must contains a summary of activities that occurred at each specific site. The annexes must be:</p> <p style="padding-left: 40px;">6.1.2.1. Annex A – Gagetown site (Urban site and warehouse combined);</p> <p style="padding-left: 40px;">6.1.2.2. Annex B – Valcartier site; and</p> <p style="padding-left: 40px;">6.1.2.3. Annex C – Petawawa site.</p> <p>6.1.3. The main report and annexes must be combined together into one single PDF document when submitted.</p> <p>6.1.4. Each report will cover a 3-month period as follows: April to June, July to September, October to December, and January to March.</p> <p><b>6.2. SUMMARY HEADINGS (Main Report and Annexes A to C to the WES Quarterly Report)</b></p> <p>6.2.1. The WES Quarterly Report and annexes must contain the following summary headings, for activities and observations that occurred during the reported time period. If applicable, 'Nothing Significant To Report' or 'NSTR' will be noted.</p> <p>6.2.2. Training Support. A summary of training events supported by the site. This does not include any training events that occur at the Urban Site, as those activities are already reported in the WES Urban Site Daily Usage Report DID-217. This summary can be done in a table format. The following information as a minimum must be included:</p> <p style="padding-left: 40px;">6.2.2.1. Name of training event (exercise or course name);</p> <p style="padding-left: 40px;">6.2.2.2. Unit(s) being supported;</p> <p style="padding-left: 40px;">6.2.2.3. Location of the training event;</p> <p style="padding-left: 40px;">6.2.2.4. Dates of Contractor support (not including travel days, but does include days for setup, kit issue, user training, pack-up, etc.);</p> <p style="padding-left: 40px;">6.2.2.5. Quantity of Contractor personnel that supported the training event; and</p> <p style="padding-left: 40px;">6.2.2.6. Quantity of soldier and vehicle kits issued out.</p> <p>6.2.3. Testing and integration support. A summary of any support given to testing and integration activities.</p>	

- 6.2.4. Upcoming planned support. A summary of any known activities that will require WES equipment or Contractor personnel support in the next quarters. Do not include urban training site bookings in this summary.
- 6.2.5. Supply Support. A summary of supply activities that have occurred at the site. This includes the following:
  - 6.2.5.1. New equipment received;
  - 6.2.5.2. Equipment shipped between sites for repair or replacement;
  - 6.2.5.3. WES consumables replenished; and
  - 6.2.5.4. Status or progress of inventory stocktaking.
- 6.2.6. Maintenance support. A summary of maintenance activities that have occurred at the site, including:
  - 6.2.6.1. WES System equipment identified as requiring repair/maintenance during the reporting period;
  - 6.2.6.2. WES System equipment repaired during the reporting period, and returned to service;
  - 6.2.6.3. Third party maintenance work performed (for example - welding, generators, fork lift);
  - 6.2.6.4. Vehicles and trailers – inspections, maintenance, serviceability status;
  - 6.2.6.5. Tools and testing equipment – inspections, calibrations, maintenance; and
  - 6.2.6.6. Infrastructure – inspections and maintenance conducted either by the Contractor or by DND.
- 6.2.7. Human Resources. Any employee staffing activities that occurred during the quarter. This includes the following:
  - 6.2.7.1. Departed personnel (name and position);
  - 6.2.7.2. New permanent hires (name and position);
  - 6.2.7.3. Temporary hires (name, position or task, dates);
  - 6.2.7.4. Any positions currently unfilled, and a progress status in filling that position;
  - 6.2.7.5. Any employee training, recertification etc. that has occurred during the reporting period; and
  - 6.2.7.6. Any employee travel in support of another site's activities.
- 6.2.8. Obsolescence. A summary of any new obsolescence issues that have been noted during the reporting period.
- 6.2.9. Disposal activities. A summary of any disposal activities conducted by the Contractor in accordance with direction from the WES LCMMs. This includes progress in any disassembly, items received by Base Supply, and confirmation that electronic inventories have been updated.
- 6.2.10. Other Points. Any other observations or issues the Contractor decides should be included in the report. This could include risks in supporting upcoming training events, infrastructure, etc.
- 6.2.11. If an issue or observation in the report has already been added onto the WES Action Items List (DID-208), then the Action Items List serial number must be included with the item paragraph.

**6.3. SOFT COPY FORMAT**

- 6.3.1. The Quarterly Report must be submitted as a PDF file type.
- 6.3.2. The Quarterly Report PDF must be submitted via email as follows:
  - 6.3.2.1. 'To' Field: As per the related CDRL Table A1-1. Addressee, as identified in the Contract; and
  - 6.3.2.2. 'Subject' Field: DID-209 - Quarterly Report – [Time Period] – [Date of Issue].

<b>DATA ITEM DESCRIPTION</b>	
<p>1. TITLE <b>WES System Post Exercise Report (PXR)</b></p>	<p>2. IDENTIFICATION NUMBER <b>DID-210</b></p>
<p>3. DESCRIPTION The WES System PXR must provide to DND the capability to monitor the usage and performance of WES System support.</p>	
<p>4. RELATED DOCUMENTS</p>	<p>5. CONTRACT REFERENCE <b>SOW: Para. 5.3.8.3 CDRL-210</b></p>
<p>6. PREPARATION INSTRUCTIONS</p> <p><b>6.1. APPLICATION</b></p> <p>6.1.1. The Contractor must produce and submit WES System PXR for training events or activities using the WES equipment when any one of the following three conditions are met:</p> <p style="margin-left: 40px;">6.1.1.1. The activity involves more than 250 players (sum total of personnel and vehicles) fitted with WES equipment; or</p> <p style="margin-left: 40px;">6.1.1.2. The activity involves the use of the Portable Test Suite (PTS) Mobile EXCON trailer; or</p> <p style="margin-left: 40px;">6.1.1.3. The activity involves the use of an Exportability mobile radio tower trailer.</p> <p>6.1.2. Activities where the primary function involves testing or integration do not require a PXR, as they are reported via a Test Report.</p> <p><b>6.2. CONTENT</b></p> <p>6.2.1. There are two components of the PXR. The main document is the PXR itself, describing the activity supported and observations from the Contractor, as described in section 6.3. Annex A to the WES System PXR indicates daily equipment kitting and de-kitting statistics for equipment issued during the activity, as described in Section 6.4.</p> <p><b>6.3. WES System PXR</b></p> <p>6.3.1. The WES System PXR must contain the following information for the activity supported:</p> <p style="margin-left: 40px;">6.3.1.1. Activity Details. Name of activity, Unit(s) supported, and location(s) of WES support. Includes a brief description of the training activity, and the support provided by the Contractor;</p> <p style="margin-left: 40px;">6.3.1.2. High-level schedule of activity, indicating dates of WES support activities (kitting, training, calibration, de-kitting), and the dates of force-on-force activity;</p> <p style="margin-left: 40px;">6.3.1.3. Contractor personnel support details – how many personnel by main task, their 'home site', whether full time or temporary hires;</p> <p style="margin-left: 40px;">6.3.1.4. WES user training statistics – number of personnel trained per day for dismounted soldiers, vehicle crews, C-16 crews, and DND OCTs;</p> <p style="margin-left: 40px;">6.3.1.5. Quantity and type of WES equipment that is exchanged or replaced by the Contractor with the players during the training activity, listed on a daily basis; and</p> <p style="margin-left: 40px;">6.3.1.6. Observations made during the supported activity. Items here could include coordination with DND, WES equipment fitting to foreign nation soldiers, or feedback received from players. Where applicable, include suggestions to improve processes or equipment.</p> <p><b>6.4. Annex A to WES System PXR</b></p>	

- 6.4.1. The Annex A to WES System PXR provides the daily statistics for WES equipment issued to the participants. Its aim is to track usage by DND and identify trends of the various WES equipment available for use in training.
  - 6.4.2. The Annex A to WES System PXR must be completed daily. The full Annex A must be included with the PXR report submitted at the conclusion of the training activity's WES support.
  - 6.4.3. During a training event, DND may request a copy of the Annex A in order to get an appreciation of the support provided up to that point. The Contractor must provide DND with the most current version of the Annex A to WES System PXR at the end of Contractor support for the day the request was received.
  - 6.4.4. The Annex A to WES System PXR must indicate the quantity issued per day of the various types of WES equipment as listed below:
    - 6.4.4.1. Small Arms Transmitters (SATs);
    - 6.4.4.2. SAT brackets;
    - 6.4.4.3. Dry Fire Triggers (DFT);
    - 6.4.4.4. Soldier harnesses;
    - 6.4.4.5. Vehicle kits for each type of vehicle; and
    - 6.4.4.6. Other WES equipment issued as applicable (C-16 kits, Improvised Explosive Devices (IEDs), universal control guns, and key fobs).
  - 6.4.5. A draft template of Annex A will be provided by DND to the Contractor within 30 days of the start of the Contract, for review and comments. Once a finalized template has been agreed upon by the DND WES TA and the Contractor, the template may only be changed with express written permission of the DND WES TA.
- 6.5. SOFT COPY FORMAT**
- 6.5.1. The WES System PXR draft versions must be submitted as Microsoft Word and Excel file types.
  - 6.5.2. The WES System PXR final version must be submitted as a pdf file type, with Annex A in Microsoft Excel format.
  - 6.5.3. The WES System PXR must be submitted via email as follows:
    - 6.5.3.1. 'To' Field: As per the related CDRL Table A1-1. Addressee, as identified in the Contract; and
    - 6.5.3.2. 'Subject' Field: DID-210 – PXR – [Activity name] - [Rev #] – [Date of Issue].

<b>DATA ITEM DESCRIPTION</b>	
<p>1. TITLE <b>WES Logistic Management Software (LMS)</b></p>	<p>2. IDENTIFICATION NUMBER <b>DID-211</b></p>
<p>3. DESCRIPTION The Contractor must produce a WES LMS that must provide to DND the capability to monitor the status of the WES System Equipment through a searchable database that is updated daily.</p>	
<p>4. RELATED DOCUMENTS</p>	<p>5. CONTRACT REFERENCE <b>SOW: Para. 5.6.2.3.1.1 CDRL-211</b></p>
<p>6. PREPARATION INSTRUCTIONS</p> <p>6.1. <b>CONTENT</b></p> <p>6.1.1. All WES System equipment, tools, ancillaries, etc. that are held by the Contractor must be entered into the LMS. This includes all items that are contained on the Loan Agreement and their assigned NATO Stock Number (NSN) or Permanent System Control Number (PSCN).</p> <p>6.1.2. It is desirable that the Contractor provide the DND LCMMs with remote read-access (i.e. – from Ottawa) to the LMS database. If provided, this access must permit DND to look at current inventory, check the status of equipment, and run reports as described in section 6.2 of this DID.</p> <p>6.1.3. When a request for a report has been received, the Contractor must provide a soft copy of the report to the requestor by email, by the end of the following business day.</p> <p>6.2. Specific reports that must be included within the LMS, with a brief description of the aim of the report, are listed below. This list is not exhaustive, and the Contractor may have other reports that serve different inquiries:</p> <p>6.2.1. Equipment Holdings Report: A report that indicates all equipment held by the Contractor, regardless of serviceability, and the total quantity confirmed with the date of last stocktaking, generated or filterable by NSN/PSCN, Manufacturer Part Number (MPN), material description, site or equipment category.</p> <p>6.2.2. Equipment Issued Report: A report that indicates all equipment that has been issued out for a training event or activity, generated or filterable by NSN or PSCN, MPN, material description, serial number, event/exercise or date. DND must be able to generate the report for, any training event or activity which occurred in the past (since the start of the Contract), current training events or activities (in the present) as well as requirements for planned training events or activities (in the future).</p> <p>6.2.3. Equipment Return Report: A report that indicates all equipment that has been returned from a training event or activity, generated or filterable by NSN or PSCN, MPN, material description, serial number, event/exercise or date. DND must be able to generate the report post training event or activity confirming quantities returned.</p> <p>6.2.4. Miscellaneous Lost Report: A report that indicates all equipment that has been lost, damaged or destroyed during a training event or activity, generated or filterable by NSN or PSCN, MPN, material description, serial number, event, exercise or date. DND must be able to generate the report for any training event or activity which occurred in the past indicating inventory that was lost, damaged or destroyed.</p> <p>6.2.5. Serviceability Report: A report that indicates the current serviceability status of specific equipment, generated or filterable by NSN or PSCN, MPN, status or site, and quantities available based on the status. For example – Serviceable: stocked or issued; non-serviceable: Work In Progress, Work Awaiting Repair, and Beyond Economical Repair.</p>	

- 6.2.6. Availability Report: A report that indicates the availability of all equipment held by the Contractor, inventory currently available for issue, currently in-use or currently requiring maintenance action and is not available for issue, generated or filterable by NSN or PSCN, MPN, serial number, material description or Site.
- 6.2.7. Maintenance Report: A report that indicates a maintenance/work history for all equipment held by the Contractor, generated or filterable by NSN or PSCN, MPN, serial number, material description, status, site or date. The report must indicate the dates a piece of equipment was recorded as unavailable due to maintenance and the status throughout the process, date the work request was created (entered the second or third line maintenance process), date the work request was closed (returned to service), and the current status during the process Waiting Call-In, Work In Progress, Work Awaiting Repair, Beyond Economical Repair, serviceable, etc.
- 6.2.8. Spares Report: A report that indicates the spare parts held by the Contractor and the usage. Identifying what the spare items is subordinate to, the date last used and quantity, and future forecasted requirement, generated or filterable by NSN or PSCN, MPN, or higher assembly.
- 6.2.9. Calibration Report: A report that indicates the equipment held by the Contractor requiring annual calibration, generated or filterable by NSN or PSCN, MPN, serial number and calibration date.
- 6.2.10. Serialized Equipment Report: For equipment that can be tracked by a serial number, this report must indicate all activities with dates that have occurred for that piece of equipment during a given time frame. Activities include issues, returns, transfers between sites, and into and out of maintenance.
- 6.2.11. Other reports. The Contractor must have the capability to create other reports as requested by DND, with agreed upon headings and data requirements.

**6.3. SOFT COPY FORMAT**

- 6.3.1. The WES Logistic Management Software reports must be generated in a format that is compatible with Microsoft Excel.
- 6.3.2. 'To' Field: The person that initiated the Report request to the Contractor.
- 6.3.3. 'Subject' Field: DID-211 – WES LMS [Location] - [Report Title] – [Date of Report].

<b>DATA ITEM DESCRIPTION</b>	
1. TITLE <b>WES Contractor Loan Agreement Inventory Report</b>	2. IDENTIFICATION NUMBER <b>DID-212</b>
3. DESCRIPTION The Contractor Loan Agreement Inventory Report must be generated by the Contractor to detail all consumable and repairable inventory held by the Contractor on behalf of the Crown in support of this SOW.	
4. RELATED DOCUMENTS	5. CONTRACT REFERENCE <b>SOW: Para. 5.6.2.4.6 CDRL-212</b>
6. PREPARATION INSTRUCTIONS	
<p><b>6.1. CONTENT</b></p> <p>6.1.1. The Contractor Loan Agreement Inventory Report must detail the inventory verification of DND Owned equipment held by the Contractor.</p> <p>6.1.2. The reports generated by the Contractor's Logistic Management Software may be acceptable for reporting purposes to DND, as long as they contain all the information described in section 6.2 of this DID.</p> <p>6.1.3. A Report must be submitted for each Loan Agreement. If the Loan Agreement equipment is located at multiple sites, then the submitted report will be a single rollup of inventory from all sites where the Contractor has DND-owned equipment listed on that Loan Agreement.</p> <p>6.1.4. The serviceability of an item is irrelevant for this report.</p> <p><b>6.2. Format – Accountable items on the Loan Agreement held by Contractor.</b></p> <p>6.2.1. The report must contain a listing of all Loan Agreement items currently held by the Contractor. The following headings with appropriate data must be contained in the report:</p> <p style="margin-left: 40px;">6.2.1.1. NSN or PSCN of the item</p> <p style="margin-left: 40px;">6.2.1.2. MPN of the item</p> <p style="margin-left: 40px;">6.2.1.3. Description or name of the item</p> <p style="margin-left: 40px;">6.2.1.4. Inventory count</p> <p style="margin-left: 40px;">6.2.1.5. Date of the most recent inventory count</p> <p>6.2.2. The final version of the report must be accompanied by a covering letter with the name and signature of the Contractor person who is certifying that the report is accurate. This person must be the same one who signed the original loan agreement, or their delegated representative.</p> <p><b>6.4. SOFT COPY FORMAT</b></p> <p>6.4.1. The WES Contractor Loan Agreement Inventory Report draft version must be submitted as an Excel file type.</p> <p>6.4.2. The WES Contractor Loan Agreement Inventory Report final version must be submitted as a pdf file type.</p> <p>6.4.3. The WES Contractor Loan Agreement Standard Report must be submitted via email as follows:</p> <p style="margin-left: 40px;">6.4.3.1. 'To' Field: As per the related CDRL Table A1-1. Addressee, as identified in the Contract; and</p> <p style="margin-left: 40px;">6.4.3.2. 'Subject' Field: DID-212 – WES Contractor LA Inventory Report – [Date of Report] - [Rev #].</p>	

<b>DATA ITEM DESCRIPTION</b>	
<p>1. TITLE <b>WES Building Security Standard Operating Procedures (SOP)</b></p>	<p>2. IDENTIFICATION NUMBER <b>DID-213</b></p>
<p>3. DESCRIPTION WES Building Security SOPs will document the local processes and procedures for building security at each WES Static Site plus any other DND facility for which the Contractor is an occupant or is designated as the building custodian.</p>	
<p>4. RELATED DOCUMENTS A-SJ-100-001/AS-000 National Defence Security Orders and Directives</p>	<p>5. CONTRACT REFERENCE <b>SOW: Para. 5.4.5.2 CDRL-213</b></p>
<p>6. PREPARATION INSTRUCTIONS</p> <p>6.1. <b>CONTENT</b></p> <p>6.1.1. The WES Building Security SOP for each WES Static Site, plus any other DND facility for which the Contractor is either an occupant or is designated as the building custodian, must contain, as a minimum, the following information:</p> <ul style="list-style-type: none"> <li>6.1.1.1. Identification of all buildings and/or facilities covered by the WES Building Security SOP;</li> <li>6.1.1.2. Identification of roles and responsibilities for the security of these buildings and facilities;</li> <li>6.1.1.3. Procedures to be followed upon securing the buildings and facilities; and</li> <li>6.1.1.4. Procedures to be followed if a security breach is suspected.</li> </ul> <p>6.1.2. The existing version of the WES Building Security SOP will be provided to the Contractor as a basis for their submission.</p> <p>6.2. <b>SOFT COPY FORMAT</b></p> <p>6.2.1. Draft versions of the WES Building Security SOP must be submitted as a Word file type. The final WES Building Security SOP must be submitted as a PDF file type.</p> <p>6.2.2. The WES Building Security SOP must be submitted via email as follows:</p> <ul style="list-style-type: none"> <li>6.2.2.1. To Field: As per the related CDRL Table A1-1. Addressee, as identified in the Contract; and</li> <li>6.2.2.2. Subject Field: DID-214 – WES Building Security SOP – [Rev #] – [Date of Issue].</li> </ul>	

<b>DATA ITEM DESCRIPTION</b>	
<p>1. TITLE <b>Certificate of Translation Accuracy Check (CTAC)</b></p>	<p>2. IDENTIFICATION NUMBER <b>DID-214</b></p>
<p>3. DESCRIPTION The CTAC is the Contractor's certification that the accuracy and adequacy of the translation has been checked, to ensure that it is correct and can be used without error to perform all the functions intended.</p>	
<p>4. RELATED DOCUMENTS CFTO C-01-100-100/AG-006 (Writing, Format and Production of Technical Publications)</p>	<p>5. CONTRACT REFERENCE <b>SOW: Para. 5.3.2.4 CDRL-214</b></p>
<p>6. PREPARATION INSTRUCTIONS</p> <p>6.1. <b>APPLICABILITY</b></p> <p>6.1.1. This DID is intended for documents and reports that must be translated into either official language.</p> <p>6.2. <b>CONTENT</b></p> <p>6.2.1. The CTAC must be either in the Contractor's format, or as per Figure 12-2-4 of CFTO C-01-100-100/AG-006 (Writing, Format and Production of Technical Publications). The following information as a minimum must be included in the CTAC:</p> <p>6.2.1.1. Contractor name and address</p> <p>6.2.1.2. Publication title or document translated</p> <p>6.2.1.3. Date and version of original document</p> <p>6.2.1.4. Language of original document</p> <p>6.2.1.5. Language of translated document</p> <p>6.2.1.6. Statement certifying to the technical accuracy and adequacy of the translated version of the document.</p> <p>6.2.1.7. Signature, name and date</p> <p>6.3. <b>SOFT COPY FORMAT</b></p> <p>6.3.1. The signed CTAC PDF must be submitted via email as follows:</p> <p>6.3.1.1. To Field: As per the related CDRL Table A1-1. Addressee, as identified in the contract; and</p> <p>6.3.1.2. Subject Field: DID-214 – Certificate of Translation – [Translated Document Title] – [Date of Issue].</p>	



**6.3. COLUMN HEADINGS**

- 6.3.1. The column headings must not be edited or manipulated without the express authorization of the DND WES TA.
- 6.3.2. Serial Number: Unique identifier for each line of data in the report, such as G23-003. The format is:
  - 6.3.2.1. Letter designator for Urban Site location (**G**agetown, **P**etawawa, **V**alcartier, **W**ainwright);
  - 6.3.2.2. Last two years in the calendar year the event takes place; and
  - 6.3.2.3. Three-digit serial number, starting on 01 January with 001, progressing in one-digit increments.
- 6.3.3. Training Date: Date on which the training or event occurred. An exercise spanning multiple days will require a separate row for each day. If two events by different units are occurring the same day, each must get their own row of data.
- 6.3.4. Unit: The unit undergoing training. *Ex: 2RCR, Inf Sch*
- 6.3.5. Subunit: The Company, Squadron, Battery, or course undergoing training. *Ex: G Coy, UOIC 2302*
- 6.3.6. Training Level: The highest level at which training is taking place that day – which may be different from the level of the subunit undergoing training. *Ex: Individual, Section, Platoon, Company*
- 6.3.7. Number of Personnel: Number of personnel involved with the event on the site. It is understood this may be an approximate amount.
- 6.3.8. Soldier-worn harness: Number of soldier-worn harnesses that were issued out.
- 6.3.9. SAT A/B/C: Number of each type of SAT that was issued out.
- 6.3.10. Dry Fire Trigger: Number of dry-fire triggers issued out.
- 6.3.11. C16: Number of C16's fitted with WES kit.
- 6.3.12. Ammunition Used: Indicate with a 'Y' those types of ammunition used during the activity.
- 6.3.13. Urban Training Equipment Used. This is broken into two groups – one being a simple yes or no, the other requiring quantities of equipment used or issued to the training unit. In the appropriate column, indicate with a 'Y', or the quantity used or issued. 'Sound system' refers to pre-recorded sounds played from EXCON, it is not the recording of sounds from within the Urban Site.
- 6.3.14. Buildings Used: Indicate with a 'Y' any and all of the building simulators that were actually used as part of the event.

**6.4. WAINWRIGHT**

- 6.4.1. The use of the Wainwright Rocky Ford Urban Site during large scale training events such as Exercise Maple Resolve represents a special case. Referring to Table 6.1 of this DID:
  - 6.4.1.1. Lines are only to be entered on days where a force-on-force activity takes place at the Urban Site.
  - 6.4.1.2. The 'Soldier-worn harness' column must be an estimate of the peak number of WES-equipped personnel in the vicinity (1 km) of the Urban Site with connectivity to EXCON during the main activity taking place. DND accepts that this is a single snapshot in time for an activity that may span 12 hours or more.
  - 6.4.1.3. The remainder of the 'Equipment issued' columns can be left blank.
  - 6.4.1.4. The 'Ammunition Used' columns can be left blank.

**6.5. SOFTCOPY**

- 6.5.1. Each month the WES Urban Site Daily Usage Report must be submitted by the second working day at the start of the following month. The WES Urban Site Daily Usage Report for each of the four sites must be

combined together by the Contractor, with a worksheet for each location, and sent as one single Microsoft Excel document.

6.5.2. The WES Urban Site Daily Usage Report must be submitted via email as follows:

6.5.2.1. 'To' Field: As per the related CDRL Table A1-1. Addressee, as identified in the Contract; and

6.5.2.2. 'Subject' Field: DID-213 – WES Urban Site Daily Usage Report – [Month-Year].

## **MAINTENANCE CONCEPT**

### **1.0 GENERAL**

- 1.1 The Service Support Contractor (SSC, referred here as the “Contractor”) must manage, conduct and coordinate repair of equipment under its responsibility, as detailed within the maintenance sub-section of the Support Management Plan, DID 201 and Appendix 5 – Maintenance Responsibilities. Equipment must be maintained in accordance with the WES OEM maintenance guidelines. The Contractor must liaise with the TA and DND LCMM to ensure maintenance requirements are factored into WES scheduling considerations.

### **2.0 DEFINITIONS**

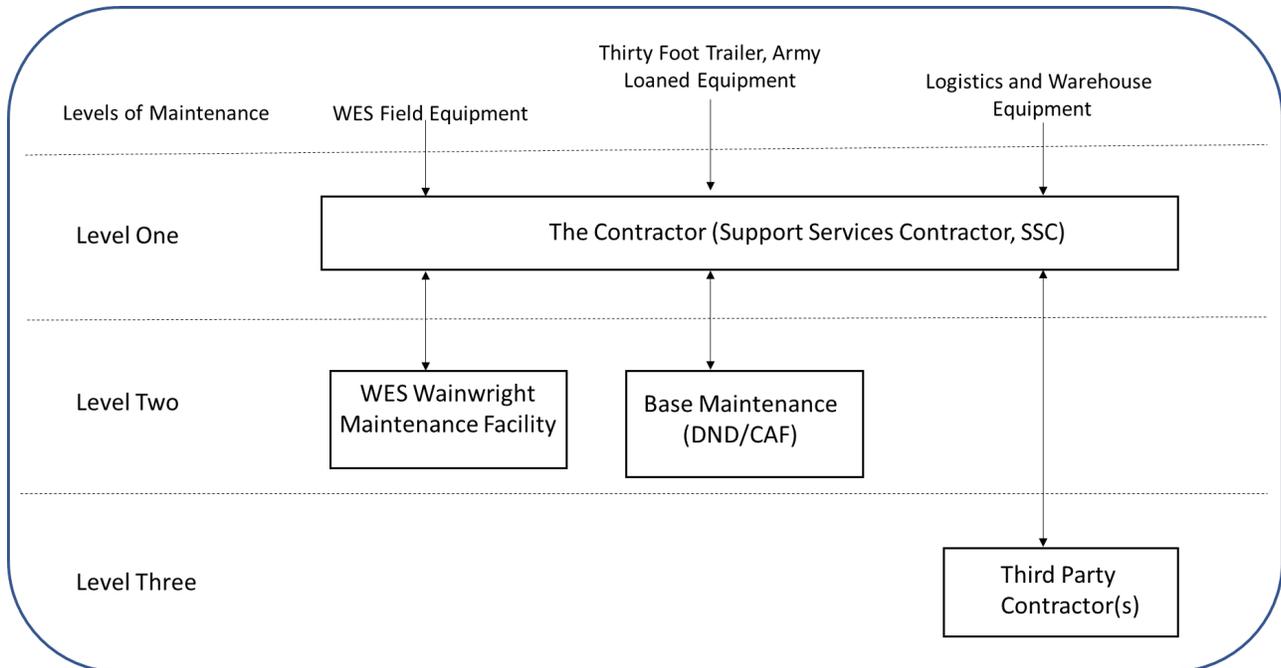
- 2.1 Levels of Maintenance - Levels of maintenance are defined as a measure of the maintenance content and time required to perform a task. Tasks are classified into levels based on the extent and complexity of work that should normally be performed at each level.
- 2.1.1 Level one – Level one maintenance is defined as maintenance tasks that includes regular inspections, servicing, preliminary diagnosis of faults, component replacement, and minor corrective maintenance tasks.
- 2.1.2 Level two – Level two maintenance is defined as corrective maintenance tasks by repair or replacement of parts or assemblies on equipment that are beyond the scope of level one maintenance. It will require some level of special tools and test equipment or a skilled technician to perform the work.
- 2.1.3 Level three – Level three maintenance encompasses activities such as, replacement or restoration of parts, assemblies, or components, rebuild and overhaul of equipment, mid-life improvements, life extension programs and lengthy activities that require specialized facilities to complete.

### **3.0 SUPPORT CONCEPT**

#### **3.1 General**

- 3.1.1 The Contractor must manage, conduct, and coordinate level one maintenance tasks on all WES Field Equipment, as well as the planning, management, and coordination of equipment requiring level two maintenance. WES Field Equipment requiring maintenance and repairs above level one maintenance must be sent to the Wainwright Maintenance Facility.
- 3.1.2 The Contractor must conduct level one maintenance tasks on logistics and warehouse equipment, as well as the planning, management, and coordination of equipment requiring level three maintenance. Logistics and warehouse equipment requiring maintenance and

repairs from a third party must be managed as per level three maintenance and authorized through a DND 626 Task Authorization.



**Figure 1. Levels of Maintenance**

**3.2 The Contractor must react to defects as follows:**

- 3.2.1 **Critical Defects:** These are system level faults that render major portions of the WES System unserviceable such that student training and/or exercises are interrupted, or similar defects that will prevent the conduct of planned and scheduled future training requirements unless they are rectified in advance of the scheduled training start date. These can also be defects identified by the TA as a Critical Defect. The investigative response to this type of problem must be immediate. The initial goal of the investigation must be to identify the cause of the problem and to report the expected time of rectification to the CMTC POC. The CMTC POC will use the information to determine the impact on scheduled training. The contractor must attempt to rectify critical defects immediately, using all locally available resources. If beyond its capacity or capability, the contractor must immediately request support from the WES OEM. The WES OEM will identify to the TA any additional resources or services required to achieve defect rectification that are beyond the scope of those available on-site. The goal must be to resume training at the earliest opportunity, and to restore WES equipment availability in time to protect upcoming scheduled training requirements. Unless otherwise instructed by the TA, the Contractor's response to critical faults must take precedence over any other work and be managed within Core work. When not possible to manage within Core work, the TA, taking

into consideration the results of a defect investigation and the urgency of the scheduled training requirements, may recommend an AWR in order to restore simulation equipment functionality.

- 3.2.2 **Non-Critical Defects:** These are faults that do not disrupt training in progress to a point where training objectives cannot be met. Even a major system level defect on WES equipment that renders major portions of the WES System unserviceable must be considered a non-critical defect if it can be rectified prior to the next scheduled requirement for that equipment. The contractor's investigative response to this type of problem must be immediate. The initial goal of the investigation by the contractor must be to identify the cause of the problem and to report the expected time of rectification to the DND POC or DND TL. If the problem can't be resolved at the DND POC and DND TL level, the involvement of the TA will be required. The TA will use the information to determine the potential for impact on scheduled training. Once a defect has been classified as non-critical, the Contractor must rectify the defect(s) in time to protect upcoming scheduled training requirements. The Contractor must identify any additional resources or services required to achieve defect rectification that are beyond the scope of those available on-site. The goal must be to restore WES equipment functionality and availability in the most cost-effective manner possible, without impacting the training schedule.

#### **4.0 REPAIR PROCESSES**

##### 4.1 WES Field Equipment (see Figure 2);

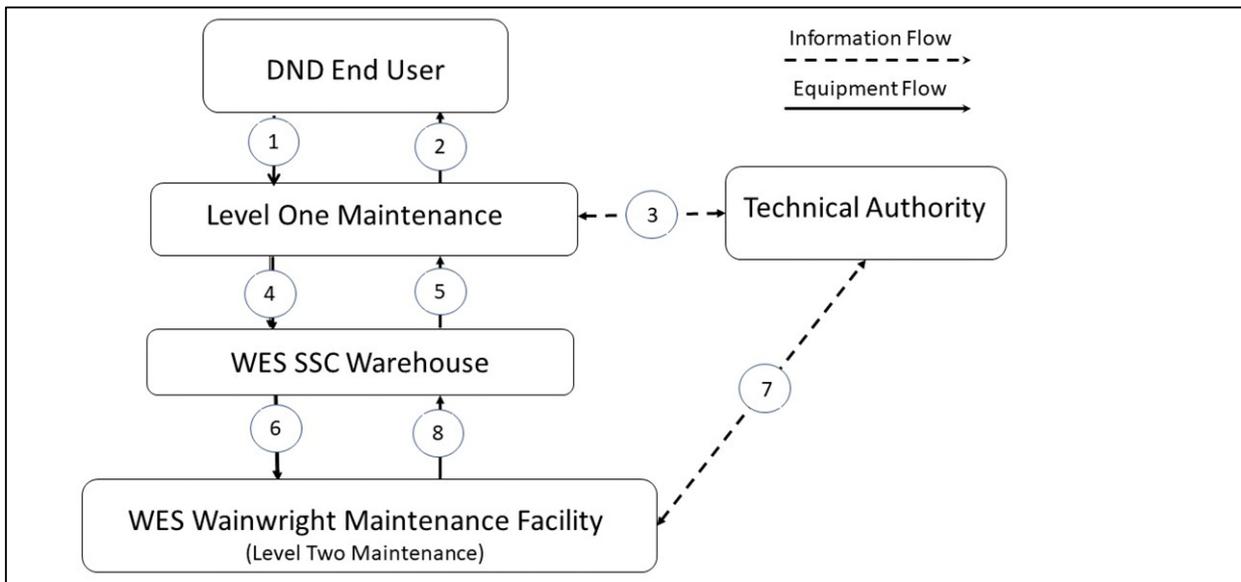
###### 4.1.1 Level one maintenance – Contractor

- 4.1.1.1 When a DND end user reports equipment deficiencies, a replacement item(s) will be provided to the user by the WES SSC from the support stock, and the unserviceable item will be transferred to the WES Wainwright maintenance facility for assessment and repair.

###### 4.1.1.2 If the item(s) require Level two maintenance:

- 4.1.1.2.1 The end user turns in the unserviceable item to the Contractor at the static site (Step 1);
- 4.1.1.2.2 The Contractor at the static site issues a replacement item to the user from serviceable stock. (Step 2);
- 4.1.1.2.3 The Contractor at the static site requests shipping instructions from the WES LCMM (Step 3);
- 4.1.1.2.4 The Contractor at the static site ships the equipment to the WES SSC Warehouse at Wainwright (Step 4);
- 4.1.1.2.5 The Contractor's WES Wainwright warehouse ships a replacement serviceable item to the Contractor's static site (Step 5);
- 4.1.1.2.6 The Contractor will notify the WES Wainwright maintenance facility, by the creation of a corrective or preventive maintenance notification in DRMIS, addressed to the WES Wainwright maintenance facility's main work centre.

- 4.1.1.2.7 A stock transfer order will be created by DND in DRMIS to initiate the item's movement to the WES Wainwright maintenance facility's Repair Material Account (RMA);
- 4.1.1.2.8 The item(s) requiring repair must be handed over to the WES Wainwright maintenance facility (Step 6).
- 4.1.1.2.9 Once repaired or declared BER, the WES Wainwright maintenance facility will close out the work order. A stock transfer order will be created by DND in DRMIS to initiate the item's movement to the Contractor's WES Warehouse (Step 7),
- 4.1.1.2.10 The repaired item(s) must be handed over to the Contractor's WES Warehouse (Step 8).
- 4.1.1.2.11 The Contractor's WES Wainwright warehouse retains the repaired item



**Figure 2. WES Field Equipment maintenance flow**

4.2 Logistics and Warehouse Equipment (see Figure 3);

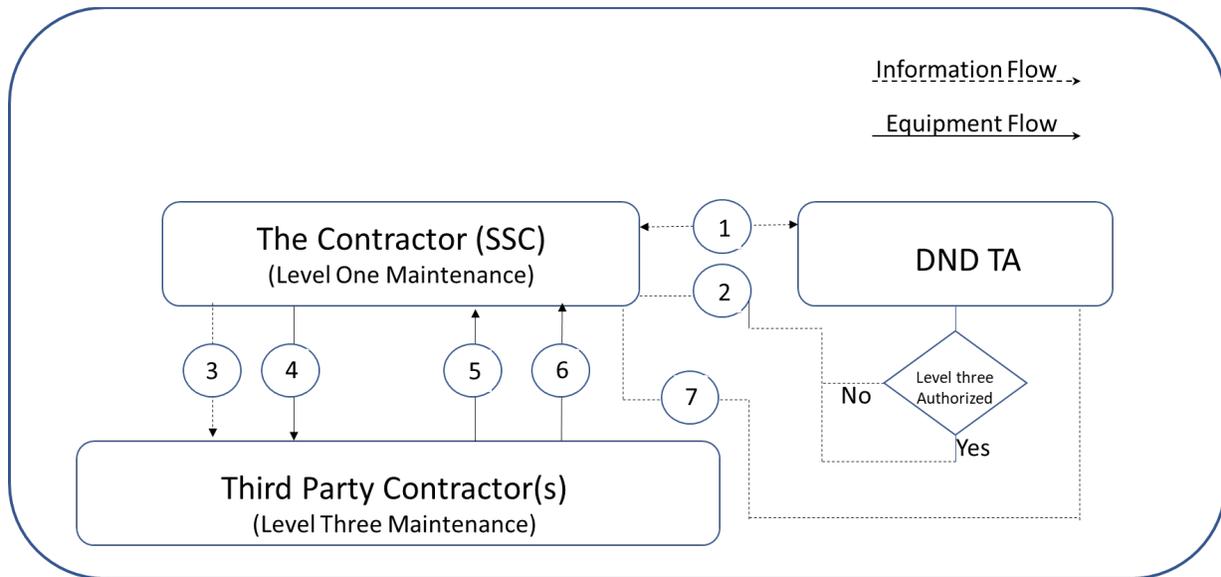
4.2.1 Level one maintenance - Contractor

4.2.1.1 When the Contractor identifies equipment deficiencies or faults:

- 4.2.1.1.1 The Contractor must troubleshoot and repair the item(s), if possible; and
- 4.2.1.1.2 The Contractor must conduct Level one maintenance on the item(s) to determine its state and maintenance requirements.

4.2.1.2 If the item(s) require maintenance from a third-party contractor:

- 4.2.1.2.1 The Contractor must send a message, containing findings and level three maintenance recommendations, to the TA for consideration and decision (Step 1).
  - 4.2.1.2.2 The Contractor must obtain an estimate from a third-party contractor and provide this estimate to the TA for approval. Level three maintenance tasks must be authorized in advance through a DND 626 Task Authorization (Step 2).
  - 4.2.1.2.3 The Contractor must open a work order, in its DRMIS main work centre, for all item(s) requiring Level three maintenance.
  - 4.2.1.2.4 The Contractor must arrange and manage level three maintenance tasks of item(s) requiring maintenance from a third-party contractor (Step 3); and
  - 4.2.1.2.5 If necessary, the Contractor must ship the item(s) to a third-party contractor (Step 4). In some cases, repairs may be arranged with the third-party contractor to take place at the site.
- 4.2.2 Level three maintenance – Third-party contractor
- 4.2.2.1.1 Once all maintenance tasks are completed the repaired and non-repairable item(s) will be returned to the Contractor for future action (Step 5);
  - 4.2.2.1.2 The Contractor must update and close the work order; and
  - 4.2.2.1.3 The third-party contractor will submit invoices for all repair cost to the Contractor (Step 6).
  - 4.2.2.1.4 The Contractor must invoice DND for level three maintenance tasks (Step 7).



**Figure 3. Logistics and Warehouse Equipment flow**

4.3 Army loaned equipment (see Figure 4);

4.3.1 Level one maintenance – Contractor

4.3.1.1 When the Contractor identifies equipment deficiencies:

4.3.1.1.1 The Contractor must conduct Level one maintenance on the item(s) to determine its state and maintenance requirements.

4.3.1.1.2 If the item(s) require Level two maintenance:

4.3.1.1.2.1 The Contractor must notify the local base maintenance facility by creating a corrective or preventive notification, in DRMIS, addressed to the local base maintenance facility's main work centre;

4.3.1.1.2.2 The Contractor must create a stock transfer order in DRMIS to initiate the item's movement to the Local Base Maintenance Facility's Repair Material Account (RMA). The Contractor will receive shipping instructions from DND (Step 1); and

4.3.1.1.2.3 The Contractor must ship the damaged item(s) to the Wainwright maintenance facility (Step 2).

4.3.2 Level two maintenance – Local Base Maintenance Facility

4.3.2.1 The local base maintenance facility will perform goods receipt in DRMIS.

- 4.3.2.2 The local base maintenance facility will create a work order for each line items reflected in the shipping documentation.
- 4.3.2.3 The local base maintenance facility will carry out physical check to ensure that the item(s) are complete and in accordance with accompanying vouchers.
- 4.3.2.4 The local base maintenance facility will complete receipt documentation and return the documentation to DND.
- 4.3.2.5 Once all maintenance tasks are completed:
  - 4.3.2.5.1 The local base maintenance facility will close the work order and create an outbound delivery note in DRMIS. The local base maintenance facility will receive shipping instructions from DND;
  - 4.3.2.5.2 The local base maintenance facility will ship the item(s) back to the Contractor (Step 3);
  - 4.3.2.5.3 The Contractor must carry out physical check to ensure that the item(s) received are complete and in accordance with accompanying vouchers; and
  - 4.3.2.5.4 The Contractor must complete goods receipt in DRMIS.

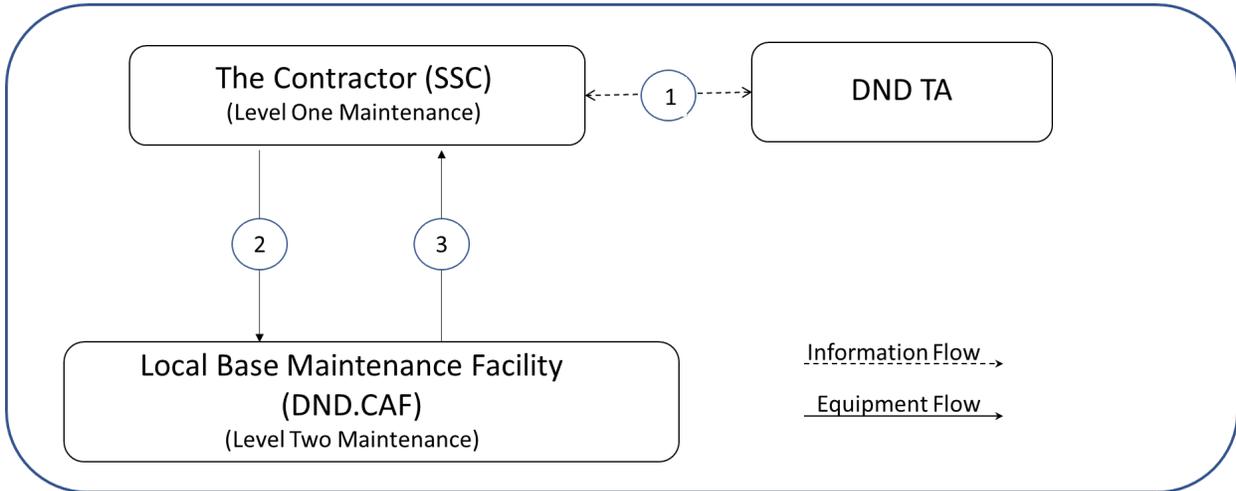


Figure 4. Army loaned equipment flow.

## 1. MAINTENANCE RESPONSIBILITIES

### 1.1. Summary

ITEMS		CONTRACTOR'S RESPONSIBILITIES	
WES Field Equipment	-Soldier Instrumentation (Soldier-worn equipment) -Vehicle Instrumentation (black boxes, Cables) -Weapon Instrumentation (SAT) -Alignment System (MATAS, MAJiK) -OCT Equipment (Control guns, Key fobs)	Level One: Annual/Post use inspection, Built-in tests. Level Two: Handoff unserviceable items to WES OEM contractor.	
WES Vehicle Kit (Masts, brackets)		Level One: Annual/Post use inspection. Level Three: To rectify identified faults, arrange for welding/repair with third party contractor(s).	
Logistic and Warehouse Equipment	-Battery Chargers -Generators -Special Tools and Test Equipment -Other Non-WES Equipment	Level One: Annual inspection/Post use inspection Level 3: As needed, arrange for maintenance/repair with third party contractor(s).	
	-Mobile Support Equipment	-Dismounted Company Suite Trailer (Not CFR)	Level One: Annual inspection/Post use inspection. Level Three: As needed, arrange for servicing/maintenance/repair with third party contractor(s).
		-Trucks/SUVs/Vehicles (Leased or Owned)	Level One: Annual inspection/Post use inspection. Level Three: As required by vehicle servicing/maintenance schedules, arrange for servicing/maintenance/repair with third party contractor(s). Responsibilities depends on if vehicles are leased or owned.
DND/Army loaned equipment (SEARS Radio, LCSS CSB, Cables))		Level One: Annual/Post use inspection. Level Two: As required by equipment inspection and maintenance schedules, arrange for annual inspection, repair at Base Maintenance.	
IS/IT Equipment		Level One: Daily Inspection/Monitoring. Level Three: Repair or Replacement of unserviceable items.	

## 1.2. Items Breakdown Structure

	ITEMS BREAKDOWN STRUCTURE	MANUFACTURER PART NUMBERS	LEVELS OF MAINTENANCE CONTRACTOR'S RESPONSIBILITIES		
			Level 1	Level 2	Level 3
1	<b>SOLDIER INSTRUMENTATION</b>				
1.1	<b>SOLDIER SUB-SYSTEM COMMUNICATIONS</b>				
1.1.1	Vest Assembly Civilian One Size, Grey	295600-7	X		
1.1.2	Civilian Suicide Vest Réplica Explosive	295611-1	X		
1.1.3	Individual Harness Kit (IHK)	347150-1	X		
1.1.4	Headpieces		X		
1.1.5	Soldier System Kit Bag	F-3425	X		
2	<b>VEHICLE INSTRUMENTATION</b>				
2.1	<b>WES VEHICLE KIT</b>				
2.1.1	M577 CP, Instrumented Vehicle Kit	295140-3	X		
2.1.2	BISON, Instrumented Vehicle Kit	295180-1	X		
2.1.3	LUVW SMP, Instrumented Vehicle Kit	295230-1	X		
2.1.4	LUVW CMD&RECCE, Instrumented Vehicle Kit	295230-2	X		
2.1.5	MPEV, Instrumented Vehicle Kit	295280-1	X		
2.1.6	LSVW Box Top, Instrumented Vehicle Kit	295100-1	X		
2.1.7	LSVW Soft Top, Instrumented Vehicle Kit	295100-2	X		
2.1.8	LSVW Cable Layer, Instrumented Vehicle Kit	295100-3	X		
2.1.9	HLVW Standard Cargo, Instrumented Vehicle Kit	295120-1	X		
2.1.10	HLVW Extended, Instrumented Vehicle Kit	295120-2	X		
2.1.11	Standalone - PUTS	295120-3	X		
2.1.12	HLVW PLS, Instrumented Vehicle Kit	295120-4	X		
2.1.13	EROC Husky, Instrumented Vehicle Kit	295380-1	X		
2.1.14	EROC Buffalo, Instrumented Vehicle Kit	295380-2	X		
2.1.15	EROC Cougar, Instrumented Vehicle Kit	295380-3	X		
2.1.16	ELAV, Instrumented Vehicle Kit	295195-1	X		
2.1.17	MTVF/C, Instrumented Vehicle Kit	295290-1	X		
2.1.18	LEO ARV 2A4, Instrumented Vehicle Kit	295385-2	X		
2.1.19	LEO AEV 2A4, Instrumented Vehicle Kit	295385-1	X		
2.1.20	LAV 25 Coyote (All Variants), Instrumented Vehicle Kit	295130-1	X		
2.1.21	LAV 6.0, Instrumented Vehicle Kit	295130-3	X		
2.1.22	Leopard MBT 2A4/M, Instrumented Vehicle Kit	295170-2	X		
2.1.23	TAPV, Instrumented Vehicle Kit		X		
2.1.24	MSVS, Instrumented Vehicle Kit		X		
2.1.25	IED, Instrumented devices		X		
3	<b>WEAPON INSTRUMENTATION</b>				
3.1	<b>SMALL FORMAT TRANSMITTER (SAT)</b>				
3.1.1	SAT Multicode IHK	94987-347130-1	X		
3.1.2	SAT B				
3.1.3	SAT C				
3.1.4	Clamp Assembly Adj SAT	94987-290442-1	X		
3.1.5	Clamp C6				
3.1.6	Clamp .50				
3.1.7	Dry Fire Triggers				
3.2	<b>ANTI-ARMOUR WEAPONS, KIT</b>				
3.2.1	BRACKET M2 CARL G				
3.2.2	BRACKET M3 CARL G				
3.2.3	C16 AGLS, Kit	348000-1	X		
3.3	<b>GRENADE</b>				
3.3.1	Grenade Simulator	90599	X		
4	<b>ALIGNMENT SYSTEM</b>				
4.1	<b>ALIGNMENT SYSTEM</b>				
4.1.1	Mirror Alignment Jig Assembly – MAJiK	57039-184550-1	X		
5	<b>OBSERVER CONTROLLER TRAINER (OCT) EQUIPMENT</b>				
5.1	<b>OCT PERSONAL EQUIPMENT</b>				
5.1.1	UCG, Universal Control Gun	90664	X		

ITEMS BREAKDOWN STRUCTURE		MANUFACTURER PART NUMBERS	LEVELS OF MAINTENANCE CONTRACTOR'S RESPONSIBILITIES		
			Level 1	Level 2	Level 3
5.1.2	Key FOB Pocket Controller	1310012	X		
5.2	<b>FIELD After Action Report (AAR) SUITE</b>				
5.2.1	FAAR Device (laptop)	Toughman 51	X		X
5.2.2	Projector	PB2120	X		X
5.2.3	Screen	Picture King 90 x 90	X		X
5.2.4	Screen	Picture King 60 x 60	X		X
5.2.5	Tent	H16	X		X
5.2.6	Shelter lighting kit	DS1	X		X
5.2.7	Projector table	SQ30LW	X		
5.2.8	Personal 3-man benches	R430-10	X		
5.2.9	Personal folding chairs	K727	X		
5.2.10	Whiteboard/easel	Whiteboard/Easel	X		
5.2.11	Sony handycam	DCR-PC330	X		X
6	<b>LOGISTIC AND WAREHOUSE EQUIPMENT</b>				
6.1	<b>BATTERY CHARGERS</b>				
6.1.1	Battery Charger Vest 8 Bay Battery - PATCO	PC6800	X		X
6.1.2	Battery Charger Vest 32 Bay Battery - PATCO	PC3200	X		X
6.1.3	Battery Charger Totex	290491-2	X		X
6.1.4	Man worn (SFT and UCG Battery Charger)	90617	X		
6.1.5	Grenade Charger/Carry Case 10 Bank	90600	X		
6.1.6	Battery Charger, PCU	RKE-24-50K	X		X
6.2	<b>GENERATORS</b>				
6.2.1	2Kw Generator- Generator alternating current- direct current	EU2000i	X		X
6.2.2	Honda Powermate Generator - Generator alternating current	PC0601000	X		X
6.3	<b>SPECIAL TOOLS/TEST EQUIPMENT</b>				
6.3.1	Oscilloscope Digital - Textronix	TDS1012	X		X
6.3.2	Spectrum Analyzer Handheld	Model N9913A	X		X
6.3.3	Screwdriver Torque Gold 20	TLS0406	X		X
6.3.4	Screwdriver Torque Green 85	TLS1360	X		X
6.4	<b>MOBILE SUPPORT EQUIPMENT</b>				
6.4.1	Dismounted Company Suite Trailer	CVG4439W	X		X
6.4.2	Forklift		X		X
6.4.3	Trucks/SUVs/Vehicles (Rented or Owned)		X		X
6.4.4	Pallet Jacks		X		X
6.5	<b>OTHER EQUIPMENT</b>				
6.5.1	Other Non-WES Equipment		X		X
7	<b>DND/ARMY LOANED EQUIPMENT</b>				
7.1	<b>DND/ARMY LOANED EQUIPMENT (SEARS Radio, LCSS CSB, Cables, etc.)</b>				