

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

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AVIS

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**VERSION/AMENDMENT HISTORY**

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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 CMT C 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 CMT C 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 CMT C 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 CMT C 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.