

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				AIL reviewed during periodic meetings with the Contractor.
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	X3	

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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					
CDRL-212	WES Contractor Loan Agreement Inventory Report	Para 5.6.2.4.6	DRAFT	Yearly (March 31st)	1S	TA, PA	DID-212 SOW Appx 2 p. A2-21	14	Review or Approval	X12	Annual inventory report
			REVISED	DND comments +7	1S	TA, PA		7	Review or Approval		
			FINAL	Last DND Comments +7	1S	CA, TA, PA		7	Acceptance		
CDRL-213	WES Building Security SOP	Para. 5.4.5.2	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.
			REVISED	DND Comments +7	1S	TA		7	Review or Approval		
			FINAL	Last DND Comments +7	1S	CA, TA		7	Acceptance		
CDRL-214	Certificate of Translation Accuracy Check	Para. 5.3.2.4	FINAL	With submittal of translated document.	1S	CA, TA	DID-214 SOW Appx 2 p. A2-23	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-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