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.

DATA ITEM DESCRIPTION	
1. TITLE **Support Management Plan (SMP)**	2. IDENTIFICATION NUMBER **DID-201**
3. DESCRIPTION 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. 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.	
4. RELATED DOCUMENTS	5. CONTRACT REFERENCE **SOW**: **Para 5.3.2.1** **CDRL-201**

6. PREPARATION INSTRUCTIONS

6.1. **FORMAT**

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.

6.2. **CONTENT**

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.

6.3. **ASSUMPTIONS, CONSTRAINTS AND POLICIES**

6.3.1. The SMP must describe all assumptions and constraints and reference all policies that will affect the delivery of the Support Program.

6.4. **SCOPE**

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.

6.4.2. The SMP must cover the scope of core work support services and potential taskings work support services.

6.5. **ORGANIZATION**

6.5.1. The SMP must describe the organizational structure responsible for managing and providing support under the Contract, including:

6.5.1.1. The Contractor's organizational structure, showing applicable business units;

6.5.1.2. The role of each business unit, including all subcontractors, involved in the provision of support or specific functions; and

6.5.1.3. Staff positions with Contract and support responsibilities.

6.6. **CORE AND TASKINGS WORK MANAGEMENT**

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.

6.7. **RISK MANAGEMENT**

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.

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].

DATA ITEM DESCRIPTION	
1. TITLE **WES Operational Standard Operating Procedures (WES Ops SOP)**	2. IDENTIFICATION NUMBER **DID-202**
3. DESCRIPTION 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.	
4. RELATED DOCUMENTS	5. CONTRACT REFERENCE **SOW**: **Para 5.3.2.5** **CDRL-202**

6. PREPARATION INSTRUCTIONS

6.1. FORMAT

6.1.1. The WES Ops SOPs may be in the Contractor's format.

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.

6.1.1.2. The WES Ops SOPs for WES Deployed Training activities must be produced in both official languages.

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.

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.

6.2. CONTENT

6.2.1. The WES Ops SOPs for each WES Static Site must contain, as a minimum, the following information:

6.2.1.1. Process of booking, coordinating and confirming the required use of the WES System at that WES Static Site;

6.2.1.2. Information required to be provided by DND Training Lead (DND TL);

6.2.1.3. Process to prepare WES Static Site equipment for the training activity;

6.2.1.4. Process for issuing, installing and aligning or calibrating WES equipment before the training activity;

6.2.1.5. Process for training users on the use of the WES equipment;

6.2.1.6. Process to provide support to users during the training activity;

6.2.1.7. Process to receive back WES equipment from the users, including removal of vehicle installations;

6.2.1.8. Process to shut down the WES Static Site upon the completion of the training event;

6.2.1.9. Process to address loss of equipment; and

6.2.1.10. Procedures to identify and address any known environmental, occupational health and safety issues.

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:

6.2.2.1. Process for preparation of WES equipment for transportation or shipping;

6.2.2.2. Process for transporting or shipping the WES equipment and Contractor support personnel to and from the training location;

6.2.2.3. Process for requesting and conducting a site reconnaissance.

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 **WES Logistics and Maintenance Standard Operating Procedures (SOPs)**	2. IDENTIFICATION NUMBER **DID-203**
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 **SOW: Para 5.6.1.2** **CDRL-203**

6. PREPARATION INSTRUCTIONS

6.1. CONTENT

6.1.1. The WES Logistics and Maintenance SOPs may be in the Contractor's format.

6.1.1.1. The WES Logistics and Maintenance SOPs for WES Static Sites must be produced in both official languages.

6.1.1.2. The WES Logistics and Maintenance SOPs for WES Deployed Training activities must be produced in both official languages.

6.1.2. The WES Logistics and Maintenance SOPs for each WES Static Site must contain, as a minimum, the following information:

6.1.2.1. Logistic and maintenance duties and responsibilities for warehouse personnel, processes and procedures;

6.1.2.2. Logistic and maintenance duties and responsibilities for level one repair processes and procedures;

6.1.2.3. Logistic and maintenance duties and responsibilities for field support personnel, processes and procedures; and

6.1.2.4. Procedures to identify and address any known occupational health, environment, and safety issues.

6.1.3. The WES Logistics and Maintenance SOPs for WES Deployed Training activities must contain, as a minimum, the following information:

6.1.3.1. Logistic and maintenance duties and responsibilities for warehouse personnel, processes and procedures;

6.1.3.2. Logistic and maintenance duties and responsibilities for field support personnel, processes and procedures; and

6.1.3.3. Procedures to identify and address any known occupational health, environment, and safety issues.

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.

6.2. SOFT COPY FORMAT

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:

6.2.2.1. To Field: As per the related CDRL Table A1-1. Addressee, as identified in the Contract; and

6.2.2.2. Subject Field: DID-203 – WES Log and Maint SOPs – [Rev #] – [Date of Issue].

DATA ITEM DESCRIPTION	
1. TITLE **WES Equipment Master Maintenance Schedule**	2. IDENTIFICATION NUMBER **DID-204**
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 **SOW**: **Para 5.6.1.4** **CDRL-204**

6. PREPARATION INSTRUCTIONS

6.1. FORMAT

6.1.1. The WES Equipment Master Maintenance Schedule may be in the Contractor's format.

6.2. CONTENT

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).

6.3. **SOFT COPY FORMAT**

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].

DATA ITEM DECRIPTION	
1. TITLE **Phase-Out Plan**	2. IDENTIFICATION NUMBER **DID-205**
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 **SOW**: **Para. 6.2.1.2** **CDRL-205**

6. PREPARATION INSTRUCTIONS

6.1. **APPLICABILITY**

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. **CONTENT**

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].

DATA ITEM DESCRIPTION	
1. TITLE **Meeting Agenda**	2. IDENTIFICATION NUMBER **DID-206**
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 **SOW**: **Para. 5.3.5.2.1** **CDRL-206**

6. PREPARATION INSTRUCTIONS

6.1. **APPLICABILITY**

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.

6.2. **CONTENT**

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.

6.2.2. Venue. The meeting agenda must address the venue as follows:

6.2.2.1. Meeting title;

6.2.2.2. Purpose;

6.2.2.3. Date, time and location; and

6.2.2.4. Attendees.

6.2.3. Discussion items. The meeting agenda must address the discussion items through the following sections:

6.2.3.1. Opening remarks;

6.2.3.2. Agenda review;

6.2.3.3. Review of previous minutes and previous action items;

6.2.3.4. Opened discussion items;

6.2.3.5. New discussion items;

6.2.3.6. Review of new action items;

6.2.3.7. Next meeting venue and date; and

6.2.3.8. Closing remarks.

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:

6.2.4.1. Contractual items (changes since last meeting, issues, suggested modifications);

6.2.4.2. Human resources and personnel organization (Contractor and Canada);

6.2.4.3. Budget and planned work scope and schedule changes (revisit and adjust for the planned outcomes for the planning periods);

6.2.4.4. Risk review;

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]

DATA ITEM DESCRIPTION	
1. TITLE **Meeting Minutes**	2. IDENTIFICATION NUMBER **DID-207**
3. DESCRIPTION The Meeting Minutes contains the detailed records of proceedings, discussions, decisions and action items from meetings.	
4. RELATED DOCUMENTS DID-206 - Meeting Agenda DID-208 – Action Item Log	5. CONTRACT REFERENCE **SOW**: **Para. 5.3.5.2.2** **CDRL-207**

6. PREPARATION INSTRUCTIONS

6.1. **APPLICABILITY**

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.

6.2. **CONTENT**

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:

6.2.1.1. General – consisting of meeting name, purpose, date, time and location;

6.2.1.2. Attendees, consisting of the organization each person represents, and the identification of the chairperson(s);

6.2.1.3. Opening remarks;

6.2.1.4. Points of discussion;

6.2.1.5. Action Item Log items that were opened (new) or closed during the meeting;

6.2.1.6. Next venue; and

6.2.1.7. Closing remarks.

6.3. **SOFT COPY FORMAT**

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.

6.3.2. The Meeting Minutes document 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-207 – Meeting Minutes – [Name of Meeting] - [Rev #] – [Date of Issue].

DATA ITEM DESCRIPTION	
1. TITLE **Action Item Log (AIL)**	2. IDENTIFICATION NUMBER **DID-208**
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.	
4. RELATED DOCUMENTS DID-206 - Meeting Agenda DID-207 - Meeting Minutes	5. CONTRACT REFERENCE **SOW**: **Para. 5.3.5.5.2** **CDRL-208**

6. PREPARATION INSTRUCTIONS

6.1. **CONTENT**

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:

6.1.1.1. Action item identification, number, and title;

6.1.1.2. Description;

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);

6.1.1.4. Date opened;

6.1.1.5. Action addressee(s);

6.1.1.6. Status;

6.1.1.7. Date required to be closed;

6.1.1.8. Date closed; and

6.1.1.9. Resolution or decision reached.

6.2. **SOFT COPY FORMAT**

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.

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:

6.2.2.1. To Field: As per the related CDRL Table A1-1. Addressee, as identified in the Contract; and

6.2.2.2. Subject Field: DID-208 – AIL – [Date of Issue].

DATA ITEM DESCRIPTION	
1. TITLE **WES Quarterly Report**	2. IDENTIFICATION NUMBER **DID-209**
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.	
4. RELATED DOCUMENTS	5. CONTRACT REFERENCE **SOW: Para. 5.3.8.2** **CDRL-209**

6. PREPARATION INSTRUCTIONS

6.1. **CONTENT**

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.

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:

6.1.2.1. Annex A – Gagetown site (Urban site and warehouse combined);

6.1.2.2. Annex B – Valcartier site; and

6.1.2.3. Annex C – Petawawa site.

6.1.3. The main report and annexes must be combined together into one single PDF document when submitted.

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.

6.2. **SUMMARY HEADINGS (Main Report and Annexes A to C to the WES Quarterly Report)**

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.

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:

6.2.2.1. Name of training event (exercise or course name);

6.2.2.2. Unit(s) being supported;

6.2.2.3. Location of the training event;

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.);

6.2.2.5. Quantity of Contractor personnel that supported the training event; and

6.2.2.6. Quantity of soldier and vehicle kits issued out.

6.2.3. Testing and integration support. A summary of any support given to testing and integration activities.

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 receipted 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].

DATA ITEM DESCRIPTION	
1. TITLE **WES System Post Exercise Report (PXR)**	2. IDENTIFICATION NUMBER **DID-210**
3. DESCRIPTION The WES System PXR must provide to DND the capability to monitor the usage and performance of WES System support.	
4. RELATED DOCUMENTS	5. CONTRACT REFERENCE **SOW**: **Para. 5.3.8.3** **CDRL-210**

6. PREPARATION INSTRUCTIONS

6.1. **APPLICATION**

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:

6.1.1.1. The activity involves more than 250 players (sum total of personnel and vehicles) fitted with WES equipment; or

6.1.1.2. The activity involves the use of the Portable Test Suite (PTS) Mobile EXCON trailer; or

6.1.1.3. The activity involves the use of an Exportability mobile radio tower trailer.

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.

6.2. **CONTENT**

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.

6.3. **WES System PXR**

6.3.1. The WES System PXR must contain the following information for the activity supported:

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;

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;

6.3.1.3. Contractor personnel support details – how many personnel by main task, their 'home site', whether full time or temporary hires;

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;

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

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.

6.4. **Annex A to WES System PXR**

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].

DATA ITEM DESCRIPTION	
1. TITLE **WES Logistic Management Software (LMS)**	2. IDENTIFICATION NUMBER **DID-211**
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.	
4. RELATED DOCUMENTS	5. CONTRACT REFERENCE **SOW**: **Para. 5.6.2.3.1.1** **CDRL-211**

6. PREPARATION INSTRUCTIONS

6.1. **CONTENT**

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).

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.

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.

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:

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.

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).

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.

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.

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.

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].

DATA ITEM DESCRIPTION	
1. TITLE **WES Contractor Loan Agreement Inventory Report**	2. IDENTIFICATION NUMBER **DID-212**
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 **SOW**: **Para. 5.6.2.4.6** **CDRL-212**

6. PREPARATION INSTRUCTIONS

6.1. **CONTENT**

6.1.1. The Contractor Loan Agreement Inventory Report must detail the inventory verification of DND Owned equipment held by the Contractor.

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.

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.

6.1.4. The serviceability of an item is irrelevant for this report.

6.2. Format – Accountable items on the Loan Agreement held by Contractor.

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:

6.2.1.1. NSN or PSCN of the item

6.2.1.2. MPN of the item

6.2.1.3. Description or name of the item

6.2.1.4. Inventory count

6.2.1.5. Date of the most recent inventory count

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.

6.4. **SOFT COPY FORMAT**

6.4.1. The WES Contractor Loan Agreement Inventory Report draft version must be submitted as an Excel file type.

6.4.2. The WES Contractor Loan Agreement Inventory Report final version must be submitted as a pdf file type.

6.4.3. The WES Contractor Loan Agreement Standard Report must be submitted via email as follows:

6.4.3.1. 'To' Field: As per the related CDRL Table A1-1. Addressee, as identified in the Contract; and

6.4.3.2. 'Subject' Field: DID-212 – WES Contractor LA Inventory Report – [Date of Report] - [Rev #].

DATA ITEM DESCRIPTION	
1. TITLE **WES Building Security Standard Operating Procedures (SOP)**	2. IDENTIFICATION NUMBER **DID-213**
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.	
4. RELATED DOCUMENTS A-SJ-100-001/AS-000 National Defence Security Orders and Directives	5. CONTRACT REFERENCE **SOW: Para. 5.4.5.2** **CDRL-213**

6. PREPARATION INSTRUCTIONS

6.1. **CONTENT**

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:

6.1.1.1. Identification of all buildings and/or facilities covered by the WES Building Security SOP;

6.1.1.2. Identification of roles and responsibilities for the security of these buildings and facilities;

6.1.1.3. Procedures to be followed upon securing the buildings and facilities; and

6.1.1.4. Procedures to be followed if a security breach is suspected.

6.1.2. The existing version of the WES Building Security SOP will be provided to the Contractor as a basis for their submission.

6.2. **SOFT COPY FORMAT**

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.

6.2.2. The WES Building Security SOP must be submitted via email as follows:

6.2.2.1. To Field: As per the related CDRL Table A1-1. Addressee, as identified in the Contract; and

6.2.2.2. Subject Field: DID-214 – WES Building Security SOP – [Rev #] – [Date of Issue].

DATA ITEM DESCRIPTION	
1. TITLE **Certificate of Translation Accuracy Check (CTAC)**	2. IDENTIFICATION NUMBER **DID-214**
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.	
4. RELATED DOCUMENTS CFTO C-01-100-100/AG-006 (Writing, Format and Production of Technical Publications)	5. CONTRACT REFERENCE **SOW**: **Para. 5.3.2.4** **CDRL-214**

6. PREPARATION INSTRUCTIONS

6.1. **APPLICABILITY**

6.1.1. This DID is intended for documents and reports that must be translated into either official language.

6.2. **CONTENT**

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:

6.2.1.1. Contractor name and address

6.2.1.2. Publication title or document translated

6.2.1.3. Date and version of original document

6.2.1.4. Language of original document

6.2.1.5. Language of translated document

6.2.1.6. Statement certifying to the technical accuracy and adequacy of the translated version of the document.

6.2.1.7. Signature, name and date

6.3. **SOFT COPY FORMAT**

6.3.1. The signed CTAC PDF must be submitted via email as follows:

6.3.1.1. To Field: As per the related CDRL Table A1-1. Addressee, as identified in the contract; and

6.3.1.2. Subject Field: DID-214 – Certificate of Translation – [Translated Document Title] – [Date of Issue].

DATA ITEM DESCRIPTION

1. TITLE	2. IDENTIFICATION NUMBER
WES Urban Site Daily Usage Report	**DID-215**

3. DESCRIPTION

The WES Urban Site Daily Usage Report contains information on the usage of an Urban Site on a daily basis when an activity is being supported at the site.

4. RELATED DOCUMENTS	5. CONTRACT REFERENCE
	SOW: Para 5.3.8.2 **CDRL-215**

6. PREPARATION INSTRUCTIONS

6.1. **APPLICABILITY**

6.1.1. The intent of the WES Urban Site Daily Usage Report is to provide a data record of the use of building simulators and equipment at the Urban Site. Examples of activities that must be included on the WES Urban Site Daily Usage Report:

6.1.1.1. Training events utilizing the building simulators;

6.1.1.2. Training events utilizing the EXCON and DCN capabilities;

6.1.1.3. Training events utilizing WES equipment or other urban training equipment within the Urban Site; and

6.1.1.4. Demonstrations being conducted for an audience.

6.1.2. Site reconnaissance, exercise preparations and cleanups, maintenance or inspection visits by Range Control, etc., are not required to be entered on the WES Urban Site Daily Usage Report.

6.1.3. The Contractor must coordinate with the local OEM Maintenance and EXCON Provider personnel in order to get or confirm some of the data required.

6.2. **CONTENT**

6.2.1. The draft WES Urban Site Daily Usage Report template will be provided by DND within 30 days of the start of the Contract. It will be in Microsoft Excel format. Table 6.1 below is a draft version of the WES Urban Site Daily Usage Report with sample data entered.

6.2.2. All Urban Sites must use the worksheet for their specific site.

6.2.3. The WES Urban Site Daily Usage Report must be filled out the same day that the event occurred to indicate the actual numbers and facilities used.

						Equipment issued						Ammunition used				Urban Training Eqpt used - Yes					Urban Training Eqpt - Quantity used or Issued							Buildings Used									
Ser#	Trg Date	Unit	Sub Unit	Trg Level	# of Pers	IHK Harness	SAT-A	SAT-B	SAT-C	Dry Fire Trigger	C-16 Kit	nil	blank	CEASS (paintball)	Live/Frangible	UWB	Cameras	Sound System	Grenades	Shoot thru walls	IED Small	IED Medium	IED Large	Breechable Doors	Smoke Generator	Aroma Generator	Targets	GUO-1 Town Hall	GUO-2 Retail	GUO-3 Business Apt	GUO-4 Bank	GUO-5 Church	GUO-6 House 1	GUO-7 House 2	GUO-8 Townhouse 1	GUO-9 Warehouse	GUO-10 Townhouse 2
G23-001	24-Sep-23	2 RCR	G Coy	Platoon	130	120	95	25	4				Y			Y	Y							2	2			Y	Y	Y	Y		Y		Y		Y
G23-002	25-Sep-23	2 RCR	G Coy	Company	130	120	95	25	6	2	2		Y			Y	Y	Y						1	2				Y	Y		Y	Y	Y	Y		
G23-003	28-Sep-23	Inf Sch	UOIC 2302	Section	65	65	65						Y			Y	Y							3			8	Y	Y		Y	Y		Y	Y	Y	
G23-004	30-Sep-23	2 RNBR	A Coy	Company	120	0								Y			Y	Y						3	3			Y					Y	Y	Y		Y
G23-005	1-Oct-23	Inf Sch	Site Demo	Site Demo	40	5	4		1	1	1		Y			Y	Y	Y	Y		2	2	2	1	1	1	2		Y					Y			Y
G23-006	5-Oct-23	Inf Sch	CAP 2307	Section	65	55	43	12					Y						Y										Y	Y			Y	Y			
G23-007	5-Oct-23	CFSEME	DP3A 2304	Section	40	35	35						Y			Y	Y				5	4		2	2			Y	Y	Y	Y						
G23-008																																					

Table 6.1 – Draft format of the WES Urban Site Daily Usage Report for the Gagetown Urban Site, with sample data entered.

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].