

# **Light Tactical Vehicles (LTV)**

**Request for Proposal  
W8476-246786/C**

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**THIS REQUEST FOR PROPOSAL HAS NO  
SECURITY REQUIREMENTS**

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**Part 1 – GENERAL INFORMATION**

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## PART 1 – GENERAL INFORMATION

### 1. Introduction

- 1.1. This Request for Proposal (RFP) is divided into seven parts plus attachments and annexes, as follows:
- Part 1 General Information: provides a general description of the requirement.
  - Part 2 Bidder Instructions: provides the instructions, clauses and conditions applicable to the bid solicitation.
  - Part 3 Bid Preparation Instructions: provides Bidders with instructions on how to prepare their bid.
  - Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria that must be addressed in the bid, and the basis of selection.
  - Part 5 Certifications and Additional Information: includes the certifications and additional information to be provided.
  - Part 6 Security, Financial and Other Requirements: includes specific requirements that must be addressed by Bidders.
  - Part 7 Resulting Contract – Contract Clauses: this part includes the clauses and conditions that will apply to any resulting Contract.
- 1.2. It is Canada's intent that the Contractor provides ITBs including a Value Proposition, related to the acquisition of the Light Tactical Vehicles to maximize economic benefits to Canada.

### 2. Summary

- 2.1. The Department of National Defence (DND) has a requirement for new light tactical personnel and cargo carrying capabilities. These capabilities will move soldiers and equipment across complex terrain which currently can only be reached on foot. It will lighten CAF soldiers' on-person combat burden by carrying additional equipment and supplies, and will cover a larger area of operation through increased speed, range, and duration. This powerful, lightweight solution is expected to operate in domestic and expeditionary deployments, up to and including high threat environments.
- 2.2. This RFP is issued on behalf of the Department of National Defense. The requirement is for the procurement of new Light Tactical Vehicles (LTV), ancillary equipment, and Integrated Logistics Support (ILS). The intent is to select one company to supply the LTV fleet. *One (1) Contract will be awarded to the winning bidder with the Contract Period for the acquisition estimated at approximately one (1) year.*
- 2.3. The LTV fleet will be composed of:
- 2.3.1. Thirty-six (36) Initial Operating Capability (IOC) vehicles in the Contractor's available configuration representing either a Personnel or a Cargo variant; and
  - 2.3.2. Fifty-four (54) vehicles configured to meet all the requirements detailed in Part 7, Annex A, Appendix A1 – LTV System Requirements Specification. The quantity of each variant will be determined as follows:

- 2.3.2.1. If the IOC vehicles are of a Personnel configuration, the quantities will be as follow:
    - 18 LTV-Personnel; and
    - 36 LTV-Cargo.
  - 2.3.2.2. If the IOC vehicles are of a Cargo configuration, the quantities will be as follow:
    - 54 LTV-Personnel; and
    - 0 (zero) LTV-Cargo.
- 2.4. This procurement is subject to the Controlled Goods Program. The Defence Production Act defines Canadian Controlled Goods as certain goods listed in Canada's Export Control List, a regulation made pursuant to the Export and Import Permits Act (EIPA).
- 2.5. The national security exceptions provided for in the trade agreements have been invoked; therefore, this procurement is excluded from all of the obligations of all the trade agreements
- 2.6. The Federal Contractors Program (FCP) for employment equity applies to this procurement; refer to Part 5 – Certifications and Additional Information, Part 5, Annex A – Federal Contractors Program for Employment Equity – Certification and Part 7 – Resulting Contract.
- 2.7. Bidders should meet the environmentally preferable packaging specifications for this procurement, as indicated in Part 7, Annex A – Statement of Work.
- 2.8. There will be no Security Requirements as part of the LTV procurement.
- 2.9. This bid solicitation allows bidders to use the Canada Post Corporation (CPC) Connect service provided by Canada Post Corporation to transmit their bid electronically. Bidders must refer to Part 2 entitled Bidder Instructions, and Part 3 entitled Bid Preparation Instructions, of the bid solicitation, for further information.
- 2.10. This procurement is subject to the *Standard on the Disclosure of Greenhouse Gas Emissions and the Setting of Reduction Targets*. Bidders must refer to Part 7 – Resulting Contract for further information.
- 2.11. The evaluation process includes a Phased Bid Compliance Process and will be used as required following the process described in Part 4.
- 2.12. Bidders may request a debriefing on the results of the bid solicitation process. Bidders should make the request to the Contracting Authority within 15 working days from receipt of the results of the bid solicitation process. The debriefing may be in writing, by telephone or in person.



# **Light Tactical Vehicle (LTV)**

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**Part 2 – BIDDER INSTRUCTIONS**

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## PART 2 - BIDDER INSTRUCTIONS

### 1. Standard Instructions, Clauses and Conditions

- 1.1 All instructions, clauses and conditions identified in the bid solicitation by number, date and title are set out in the Standard Acquisition Clauses and Conditions Manual (<https://canadabuy.ca/en/how-procurement-works/policies-and-guidelines/supply-manual>) issued by Public Works and Government Services Canada.
- 1.2 Bidders who submit a bid agree to be bound by the instructions, clauses and conditions of the bid solicitation and accept the clauses and conditions of the resulting contract.
- 1.3 The 2003 (2023-06-08) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated in this document as Part 2, Annex 1 and form part of the bid solicitation.
- 1.3.1 Subsection 5.4 of 2003 (2023-06-08) Standard Instructions - Goods or Services - Competitive Requirements, is amended as follows:

**Delete:** 60 days

**Insert:** 90 days

### 2. Technical Difficulties of Bid Transmission

- 2.1 This section applies despite anything to the contrary in this solicitation or the Standard Instructions.
- 2.2 Where a Bidder has commenced transmission of its bid through bid through an electronic submission method (such as facsimile or Canada Post Corporation's (CPC) Connect service, CanadaBuys (SAP Ariba) or other online service) in advance of the bid solicitation closing date and time, but due to technical difficulties, Canada was unable to receive or decode the entirety of the Bid by the deadline, Canada may nonetheless accept the entirety of the Bid received after the bid solicitation closing date and time, provided that the Bidder can demonstrate the following:
- (i) The bidder contacted Canada in advance of the bid solicitation closing date and time to attempt to resolve its technical difficulties; OR
- (ii) The electronic properties of the Bid documentation clearly indicate that all components of the Bid were prepared in advance of the bid solicitation closing date and time.

### 3. Completeness of the Bid

- 3.1 After the closing date and time of this bid solicitation, Canada will examine the Bid to determine completeness. The review for completeness will be limited to identifying whether any information submitted as part of the bid can be accessed, opened, and/or decoded. This review does not constitute an evaluation of the content, will not assess whether the Bid meets any standard or is responsive to all solicitation requirements, but will be solely limited to assessing completeness. Canada will provide the Bidder with the opportunity to submit information found to be missing or incomplete in this review within two business days of notice.
- 3.2 Specifically, the bid will be reviewed and deemed to be complete when the following elements have been submitted by the bidder:
1. That certifications and securities required at bid closing are included.
  2. That bids are properly signed, that the bidder is properly identified.

3. Acceptance of the terms and conditions of the bid solicitation and resulting contract.
4. That all documents created prior to bid closing but due to technical difficulties Canada was unable to receive them, have been properly submitted and received by Canada.
5. All certifications, declarations and proofs created prior to bid closing but due to technical difficulties Canada was unable to receive them, have been properly submitted and received by Canada.

#### **4. Submission of Bids**

- 4.1 Bids must be submitted only to Public Works and Government Services Canada (PWGSC) Bid Receiving Unit by the date, time and place indicated in the bid solicitation.

Note 1: For bidders choosing to submit using Canada Post Corporation's (CPC) Connect service for bids closing at the Bid Receiving Unit in the National Capital Region (NCR) the email address is:

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

Note 2: Bids will not be accepted if emailed directly to this email address. This email address is to be used to open a CPC Connect conversation, as detailed in Standard Instructions 2003, or to send bids through a CPC Connect message if the bidder is using its own licensing agreement for CPC Connect service.

- 4.2 Due to the nature of the bid solicitation, bids transmitted by facsimile or email to PWGSC will not be accepted.

#### **5. Enquiries – Bid Solicitation**

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

- 5.2 The Contracting Authority:

Riccardo Panarella

Team Leader

[SPAC.PAVTL-APLTV.PSPC@tpsgc-pwgsc.gc.ca](mailto:SPAC.PAVTL-APLTV.PSPC@tpsgc-pwgsc.gc.ca)

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

#### **6. Applicable Laws**

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

- 6.2 Bidders may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their bid, by deleting the name of the Canadian province or territory specified and inserting the name of the Canadian province or territory of their

choice. If no change is made, it acknowledges that the applicable laws specified are acceptable to the Bidders.

## **7. Improvement of Requirement During Solicitation Period**

- 7.1 Should Bidders consider that the specifications or Statement of Work contained in the bid solicitation could be improved technically or technologically, Bidders are invited to make suggestions, in writing, to the Contracting Authority named in the bid solicitation. Bidders must clearly outline the suggested improvement as well as the reason for the suggestion. Suggestions that do not restrict the level of competition nor favour a particular bidder will be given consideration provided they are submitted to the Contracting Authority at least 15 calendar days before the bid closing date. Canada will have the right to accept or reject any or all suggestions.

## **8. Bid Challenge and Recourse Mechanisms**

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

# **Light Tactical Vehicle (LTV)**

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**Part 2 – BIDDER INSTRUCTIONS**

**Annex 1 – 2003 – Standard Instructions**

## **Annex 1 – 2003 (2023-06-08) Standard Instructions – Goods or Services – Competitive Requirements**

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5. Submission of bids
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### **01 (2016-04-04) Integrity provisions—bid**

1. The *Ineligibility and Suspension Policy* (the “Policy”) in effect on the date the bid solicitation is issued, and all related Directives in effect on that date, are incorporated by reference into, and form a binding part of the bid solicitation. The Bidder must comply with the Policy and Directives, which can be found at *Ineligibility and Suspension Policy*.
2. Under the Policy, charges and convictions of certain offences against a Supplier, its affiliates or first tier subcontractors, and other circumstances, will or may result in a determination by Public Works and Government Services Canada (PWGSC) that the Supplier is ineligible to enter, or is suspended from entering into a contract with Canada. The list of ineligible and suspended Suppliers is contained in PWGSC's Integrity Database. The Policy describes how enquiries can be made regarding the ineligibility or suspension of Suppliers.
3. In addition to all other information required in the bid solicitation, the Bidder must provide the following:
  - a. by the time stated in the Policy, all information required by the Policy described under the heading “Information to be Provided when Bidding, Contracting or Entering into a Real Property Agreement”; and
  - b. with its bid, a complete list of all foreign criminal charges and convictions pertaining to itself, its affiliates and its proposed first tier subcontractors that, to the best of its knowledge and belief, may be similar to one of the listed offences in the Policy. The list of foreign criminal charges and convictions must be submitted using an Integrity Declaration Form, which can be found at *Declaration form for procurement*.
4. Subject to subsection 5, by submitting a bid in response to this bid solicitation, the Bidder certifies that:
  - a. it has read and understands the *Ineligibility and Suspension Policy*;

- b. it understands that certain domestic and foreign criminal charges and convictions, and other circumstances, as described in the Policy, will or may result in a determination of ineligibility or suspension under the Policy;
  - c. it is aware that Canada may request additional information, certifications, and validations from the Bidder or a third party for purposes of making a determination of ineligibility or suspension;
  - d. it has provided with its bid a complete list of all foreign criminal charges and convictions pertaining to itself, its affiliates and its proposed first tier subcontractors that, to the best of its knowledge and belief, may be similar to one of the listed offences in the Policy;
  - e. none of the domestic criminal offences, and other circumstances, described in the Policy that will or may result in a determination of ineligibility or suspension, apply to it, its affiliates and its proposed first tier subcontractors; and
  - f. it is not aware of a determination of ineligibility or suspension issued by PWGSC that applies to it.
5. Where a Bidder is unable to provide any of the certifications required by subsection 4, it must submit with its bid a completed Integrity Declaration Form, which can be found at [Declaration form for procurement](#).
6. Canada will declare non-responsive any bid in respect of which the information requested is incomplete or inaccurate, or in respect of which the information contained in a certification or declaration is found by Canada to be false or misleading in any respect. If Canada establishes after award of the Contract that the Bidder provided a false or misleading certification or declaration, Canada may terminate the Contract for default. Pursuant to the Policy, Canada may also determine the Bidder to be ineligible for award of a contract for providing a false or misleading certification or declaration.

## **02 (2020-05-28) Procurement Business Number**

Suppliers are required to have a Procurement Business Number (PBN) before contract award. Suppliers may register for a PBN online at [Supplier Registration Information](#).

## **03 (2007-05-25) Standard instructions, clauses and conditions**

Pursuant to the *Department of Public Works and Government Services Act* (S.C. 1996, c.16), the instructions, clauses and conditions identified in the bid solicitation and resulting contract by number, date, and title are incorporated by reference into and form part of the bid solicitation and resulting contract as though expressly set out in the bid solicitation and resulting contract.

## **04 (2007-11-30) Definition of Bidder**

"Bidder" means the person or entity (or, in the case of a joint venture, the persons or entities) submitting a bid to perform a contract for goods, services or both. It does not include the parent, subsidiaries or other affiliates of the Bidder, or its subcontractors.

## **05 (2018-05-22) Submission of bids (amended)**

1. Canada requires that each bid, at solicitation closing date and time or upon request from the Contracting Authority, be signed by the Bidder or by an authorized representative of the Bidder. If a bid is submitted by a joint venture, it must be in accordance with section 17.
2. It is the Bidder's responsibility to:
  - a. obtain clarification of the requirements contained in the bid solicitation, if necessary, before submitting a bid;
  - b. prepare its bid in accordance with the instructions contained in the bid solicitation;
  - c. submit by solicitation closing date and time a complete bid;



- d. send its bid only to the specified Bid Receiving Unit of Public Works and Government Services Canada (PWGSC) specified in the bid solicitation or, to the address specified in the bid solicitation, as applicable;
  - e. ensure that the Bidder's name, return address, bid solicitation number, and solicitation closing date and time are clearly visible on the bid; and,
  - f. provide a comprehensible and sufficiently detailed bid, including all requested pricing details, that will permit a complete evaluation in accordance with the criteria set out in the bid solicitation.
3. Canada will make available Notices of Proposed Procurement (NPP) through the Government Electronic Tendering Service (GETS) and bid solicitations and related documents for download through the GC Collab site <https://gccollab.ca>. Canada is not responsible and will not assume any liabilities whatsoever for the information found on websites of third parties. In the event an NPP would be amended, Canada will not be sending notifications. Bidders will be notified when a bid solicitation, related documentation or solicitation amendments will be available for download, including enquiries received and their replies, using the above GC Collab site.
  4. Bids will remain open for acceptance for a period of not less than 60 days from the closing date of the bid solicitation, unless specified otherwise in the bid solicitation. Canada reserves the right to seek an extension of the bid validity period from all responsive bidders in writing, within a minimum of 3 days before the end of the bid validity period. If the extension is accepted by all responsive bidders, Canada will continue with the evaluation of the bids. If the extension is not accepted by all responsive bidders, Canada will, at its sole discretion, either continue with the evaluation of the bids of those who have accepted the extension or cancel the solicitation.
  5. Bid documents and supporting information may be submitted in either English or French.
  6. Bids received on or before the stipulated bid solicitation closing date and time will become the property of Canada and will not be returned. All bids will be treated as confidential, subject to the provisions of the Access to Information Act ( R.S. 1985, c. A-1) and the Privacy Act ( R.S., 1985, c. P-21).
  7. Unless specified otherwise in the bid solicitation, Canada will evaluate only the documentation provided with a bidder's bid. Canada will not evaluate information such as references to Web site addresses where additional information can be found, or technical manuals or brochures not submitted with the bid.
  8. A bid cannot be assigned or transferred in whole or in part.

#### **06 (2022-03-29) Late bids**

PWGSC will return or delete bids delivered after the stipulated solicitation closing date and time, unless they qualify as a delayed bid as described in section 07.

For late bids submitted using means other than the Canada Post Corporation's Connect service, the paper bid will be returned.

For bids submitted electronically, the late bids will be deleted. As an example, bids submitted using Canada Post Corporation's Connect service, conversations initiated by the Bid Receiving Unit via the CPC Connect service pertaining to a late bid, will be deleted. Records will be kept documenting the transaction history of all late bids submitted using CPC Connect service.

#### **07 (2022-03-29) Delayed bids**

1. A bid delivered to the specified Bid Receiving Unit after the solicitation closing date and time but before the contract award date may be considered, provided the bidder can prove the delay is due solely to a delay in delivery that can be attributed to the Canada Post Corporation (CPC) (or

national equivalent of a foreign country). Private courier (Purolator Inc., Fedex Inc., etc.) is not considered to be part of CPC for the purposes of delayed bids.

- a. The only pieces of evidence relating to a delay in the CPC system that are acceptable to PWGSC are:

- i. a CPC cancellation date stamp;
- ii. a CPC Priority Courier bill of lading;
- iii. a CPC Xpresspost label;

that clearly indicates that the bid was sent before the solicitation closing date.

- b. The only piece of evidence relating to a delay in the CPC Connect service provided by CPC system that is acceptable to PWGSC is a CPC Connect service date and time record indicated in the CPC Connect conversation history that clearly indicates that the bid was sent before the solicitation closing date and time.

- 2. Misrouting, traffic volume, weather disturbances, labour disputes or any other causes for the late delivery of bids are not acceptable reasons for the bid to be accepted by PWGSC.
- 3. Postage meter imprints, whether imprinted by the Bidder, the CPC or the postal authority outside Canada, are not acceptable as proof of timely mailing.

**08 (2023-06-08) Transmission by facsimile or by Canada Post Corporation's (CPC) Connect service**

**1. Facsimile**

- a. Unless specified otherwise in the bid solicitation, bids may be submitted by facsimile.
  - i. PWGSC, National Capital Region: The only acceptable facsimile number for responses to bid solicitations issued by PWGSC headquarters is 819-997-9776 or, if applicable, the facsimile number identified in the bid solicitation.
  - ii. PWGSC regional offices: The facsimile number for responses to bid solicitations issued by PWGSC regional offices is identified in the bid solicitation.
- b. For bids transmitted by facsimile, Canada will not be responsible for any failure attributable to the transmission or receipt of the faxed bid including, but not limited to, the following:
  - i. receipt of garbled, corrupted or incomplete bid;
  - ii. availability or condition of the receiving facsimile equipment;
  - iii. incompatibility between the sending and receiving equipment;
  - iv. delay in transmission or receipt of the bid;
  - v. failure of the Bidder to properly identify the bid;
  - vi. illegibility of the bid; or
  - vii. security of bid data.
- c. A bid transmitted by facsimile constitutes the formal bid of the Bidder and must be submitted in accordance with section 05.

**2. Canada Post Corporation's Connect service**

- a. Unless specified otherwise in the bid solicitation, bids may be submitted by using the Connect service provided by Canada Post Corporation.
  - i. PWGSC, National Capital Region: The only acceptable email address to use with CPC Connect for responses to bid solicitations issued by PWGSC headquarters is: [tpsgc.pareceptiondessomissions-apbidReceiving.pwgsc@tpsgc-pwgsc.gc.ca](mailto:tpsgc.pareceptiondessomissions-apbidReceiving.pwgsc@tpsgc-pwgsc.gc.ca), or, if applicable, the email address identified in the bid solicitation.
  - ii. PWGSC regional offices: The only acceptable email address to use with CPC Connect for responses to bid solicitations issued by PWGSC regional offices is identified in the bid solicitation.
- b. To submit a bid using CPC Connect service, the Bidder must either:
  - i. send directly its bid only to the specified PWGSC Bid Receiving Unit, using its own licensing agreement for CPC Connect provided by Canada Post Corporation; or
  - ii. send as early as possible, and in any case, at least six business days prior to the solicitation closing date and time, (in order to ensure a response), an email that includes the bid solicitation number to the specified PWGSC Bid Receiving Unit requesting to open a CPC Connect conversation. Requests to open a CPC Connect conversation received after that time may not be answered.
- c. If the Bidder sends an email requesting CPC Connect service to the specified Bid Receiving Unit in the bid solicitation, an officer of the Bid Receiving Unit will then initiate a CPC Connect conversation. The CPC Connect conversation will create an email notification from Canada Post Corporation prompting the Bidder to access and action the message within the conversation. The Bidder will then be able to transmit its bid afterward at any time prior to the solicitation closing date and time.
- d. If the Bidder is using its own licensing agreement to send its bid, the Bidder must keep the CPC Connect conversation open until at least 30 business days after the solicitation closing date and time.
- e. The bid solicitation number should be identified in the CPC Connect message field of all electronic transfers.
- f. It should be noted that the use of CPC Connect service requires a Canadian mailing address. Should a bidder not have a Canadian mailing address, they may use the Bid Receiving Unit address specified in the solicitation in order to register for the CPC Connect service.
- g. For bids transmitted by CPC Connect service, Canada will not be responsible for any failure attributable to the transmission or receipt of the bid including, but not limited to, the following:
  - i. receipt of a garbled, corrupted or incomplete bid;
  - ii. availability or condition of the CPC Connect service;
  - iii. incompatibility between the sending and receiving equipment;
  - iv. delay in transmission or receipt of the bid;
  - v. failure of the Bidder to properly identify the bid;
  - vi. illegibility of the bid;
  - vii. security of bid data; or,
  - viii. inability to create an electronic conversation through the CPC Connect service.

- h. The Bid Receiving Unit will send an acknowledgement of the receipt of bid document(s) via the CPC Connect conversation, regardless of whether the conversation was initiated by the supplier using its own license or the Bid Receiving Unit. This acknowledgement will confirm only the receipt of bid document(s) and will not confirm if the attachments may be opened nor if the content is readable.
- i. Bidders must ensure that they are using the correct email address for the Bid Receiving Unit when initiating a conversation in CPC Connect or communicating with the Bid Receiving Unit and should not rely on the accuracy of copying and pasting the email address into the CPC Connect system.
- j. A bid transmitted by CPC Connect service constitutes the formal bid of the Bidder and must be submitted in accordance with section 05.

#### **09 (2010-10-07) Customs clearance**

It is the responsibility of the Bidder to allow sufficient time to obtain Customs clearance, where required, before the bid closing date and time. Delays related to the obtaining of Customs clearance cannot be construed as "undue delay in the mail" and will not be accepted as a delayed bid under section 07.

#### **10 (2007-05-25) Legal capacity**

The Bidder must have the legal capacity to contract. If the Bidder is a sole proprietorship, a partnership or a corporate body, the Bidder must provide, if requested by the Contracting Authority, a statement and any requested supporting documentation indicating the laws under which it is registered or incorporated together with the registered or corporate name and place of business. This also applies to bidders submitting a bid as a joint venture.

#### **11 (2007-11-30) Rights of Canada**

Canada reserves the right to:

- a. reject any or all bids received in response to the bid solicitation;
- b. enter into negotiations with bidders on any or all aspects of their bids;
- c. accept any bid in whole or in part without negotiations;
- d. cancel the bid solicitation at any time;
- e. reissue the bid solicitation;
- f. if no responsive bids are received and the requirement is not substantially modified, reissue the bid solicitation by inviting only the bidders who bid to resubmit bids within a period designated by Canada; and,
- g. negotiate with the sole responsive Bidder to ensure best value to Canada.

#### **12 (2014-09-25) Rejection of bid**

1. Canada may reject a bid where any of the following circumstances is present:

- a. the Bidder is subject to a Vendor Performance Corrective Measure, under the Vendor Performance Corrective Measure Policy, which renders the Bidder ineligible to bid on the requirement;
- b. an employee, or subcontractor included as part of the bid, is subject to a Vendor Performance Corrective Measure, under the Vendor Performance Corrective Measure Policy, which would render that employee or subcontractor ineligible to bid on the requirement, or the portion of the requirement the employee or subcontractor is to perform;
- c. the Bidder is bankrupt or where, for whatever reason, its activities are rendered inoperable for an extended period;

- d. evidence, satisfactory to Canada, of fraud, bribery, fraudulent misrepresentation or failure to comply with any law protecting individuals against any manner of discrimination, has been received with respect to the Bidder, any of its employees or any subcontractor included as part of the bid;
  - e. evidence satisfactory to Canada that based on past conduct or behavior, the Bidder, a subcontractor or a person who is to perform the Work is unsuitable or has conducted himself/herself improperly;
  - f. with respect to current or prior transactions with the Government of Canada:
    - i. Canada has exercised its contractual remedies of suspension or termination for default with respect to a contract with the Bidder, any of its employees or any subcontractor included as part of the bid;
    - ii. Canada determines that the Bidder's performance on other contracts, including the efficiency and workmanship as well as the extent to which the Bidder performed the Work in accordance with contractual clauses and conditions, is sufficiently poor to jeopardize the successful completion of the requirement being bid on.
2. Where Canada intends to reject a bid pursuant to a provision of subsection 1. (f), the Contracting Authority will so inform the Bidder and provide the Bidder 10 days within which to make representations, before making a final decision on the bid rejection.
3. Canada reserves the right to apply additional scrutiny, in particular, when multiple bids are received in response to a bid solicitation from a single bidder or a joint venture. Canada reserves the right to:
- a. reject any or all of the bids submitted by a single bidder or joint venture if their inclusion in the evaluation has the effect of prejudicing the integrity and fairness of the process, or;
  - b. reject any or all of the bids submitted by a single bidder or joint venture if their inclusion in the procurement process would distort the solicitation evaluation, and would cause a result that would not reasonably have been expected under prevailing market conditions and/or would not provide good value to Canada.

### **13 (2014-03-01) Communications—solicitation period**

To ensure the integrity of the competitive bid process, enquiries and other communications regarding the bid solicitation must be directed only to the Contracting Authority identified in the bid solicitation. Failure to comply with this requirement may result in the bid being declared non-responsive.

To ensure consistency and quality of information provided to bidders, significant enquiries received and their replies will be posted on the Government Electronic Tendering Service (GETS). For further information, consult subsection 3 of the Submission of bids section.

### **14 (2007-11-30) Price justification**

In the event that the Bidder's bid is the sole responsive bid received, the Bidder must provide, on Canada's request, one or more of the following price justification:

- a. a current published price list indicating the percentage discount available to Canada; or
- b. a copy of paid invoices for the like quality and quantity of the goods, services or both sold to other customers; or
- c. a price breakdown showing the cost of direct labour, direct materials, purchased items, engineering and plant overheads, general and administrative overhead, transportation, etc., and profit; or
- d. price or rate certifications; or

- e. any other supporting documentation as requested by Canada.

**15 (2007-05-25) Bid costs**

No payment will be made for costs incurred in the preparation and submission of a bid in response to the bid solicitation. Costs associated with preparing and submitting a bid, as well as any costs incurred by the Bidder associated with the evaluation of the bid, are the sole responsibility of the Bidder.

**16 (2008-05-12) Conduct of evaluation**

1. In conducting its evaluation of the bids, Canada may, but will have no obligation to, do the following:
  - a. seek clarification or verification from bidders regarding any or all information provided by them with respect to the bid solicitation;
  - b. contact any or all references supplied by bidders to verify and validate any information submitted by them;
  - c. request, before award of any contract, specific information with respect to bidders' legal status;
  - d. conduct a survey of bidders' facilities and/or examine their technical, managerial, and financial capabilities to determine if they are adequate to meet the requirements of the bid solicitation;
  - e. correct any error in the extended pricing of bids by using unit pricing and any error in quantities in bids to reflect the quantities stated in the bid solicitation; in the case of error in the extension of prices, the unit price will govern.
  - f. verify any information provided by bidders through independent research, use of any government resources or by contacting third parties;
  - g. interview, at the sole costs of bidders, any bidder and/or any or all of the resources proposed by bidders to fulfill the requirement of the bid solicitation.
2. Bidders will have the number of days specified in the request by the Contracting Authority to comply with any request related to any of the above items. Failure to comply with the request may result in the bid being declared non-responsive.

**17 (2010-01-11) Joint venture (amended)**

1. A joint venture is an association of two or more parties who combine their money, property, knowledge, expertise or other resources in a single joint business enterprise, sometimes referred as a consortium, to bid together on a requirement. Bidders who bid as a joint venture must indicate clearly that it is a joint venture and provide the following information:
  - a. the name of each member of the joint venture;
  - b. the Procurement Business Number of each member of the joint venture;
  - c. the name of the representative of the joint venture, i.e. the member chosen by the other members to act on their behalf, if applicable;
  - d. the name of the joint venture, if applicable.
2. If the information is not clearly provided in the bid, the Bidder must provide the information on request from the Contracting Authority.
3. The bid and any resulting contract must be signed by all the members of the joint venture being jointly and severally liable unless one member has been appointed to act on behalf of all members of the joint venture. The Contracting Authority may, at any time, require each member of the joint venture to confirm that the representative has been appointed with full authority to act as its representative for the purposes of the bid solicitation and any resulting contract. If a contract is

awarded to a joint venture, all members of the joint venture will be jointly and severally or solidarily liable for the performance of any resulting contract.

**18 (2012-03-02) Conflict of interest—unfair advantage**

1. In order to protect the integrity of the procurement process, bidders are advised that Canada may reject a bid in the following circumstances:
  - a. if the Bidder, any of its subcontractors, any of their respective employees or former employees was involved in any manner in the preparation of the bid solicitation or in any situation of conflict of interest or appearance of conflict of interest;
  - b. if the Bidder, any of its subcontractors, any of their respective employees or former employees had access to information related to the bid solicitation that was not available to other bidders and that would, in Canada's opinion, give or appear to give the Bidder an unfair advantage.
2. The experience acquired by a bidder who is providing or has provided the goods and services described in the bid solicitation (or similar goods or services) will not, in itself, be considered by Canada as conferring an unfair advantage or creating a conflict of interest. This bidder remains however subject to the criteria established above.
3. Where Canada intends to reject a bid under this section, the Contracting Authority will inform the Bidder and provide the Bidder an opportunity to make representations before making a final decision. Bidders who are in doubt about a particular situation should contact the Contracting Authority before bid closing. By submitting a bid, the Bidder represents that it does not consider itself to be in conflict of interest nor to have an unfair advantage. The Bidder acknowledges that it is within Canada's sole discretion to determine whether a conflict of interest, unfair advantage or an appearance of conflict of interest or unfair advantage exists.

**19 (2007-11-30) Entire requirement**

The bid solicitation documents contain all the requirements relating to the bid solicitation. Any other information or documentation provided to or obtained by a bidder from any source are not relevant. Bidders should not assume that practices used under previous contracts will continue, unless they are described in the bid solicitation. Bidders should also not assume that their existing capabilities meet the requirements of the bid solicitation simply because they have met previous requirements.

**20 (2017-04-27) Further information**

1. For further information, bidders may contact the Contracting Authority identified in the bid solicitation.
2. For bid solicitations issued out of PWGSC headquarters, enquiries concerning receipt of bids may be addressed to the Bid Receiving Unit, Procurement Operational Support Division, telephone 819-420-7200. For bid solicitations issued out of PWGSC regional offices, enquiries concerning receipt of bids may be addressed to the Contracting Authority identified in the bid solicitation.

**21 (2022-01-28) Code of Conduct for Procurement—bid**

The *Code of Conduct for Procurement* provides that Bidders must respond to bid solicitations in an honest, fair and comprehensive manner, accurately reflect their capacity to satisfy the requirements set out in the bid solicitation and resulting contract, submit bids and enter into contracts only if they will fulfill all obligations of the Contract. By submitting a bid, the Bidder is certifying that it is complying with the *Code of Conduct for Procurement*. Failure to comply with the *Code of Conduct for Procurement* may render the bid non-responsive.

# **Light Tactical Vehicle (LTV)**

**Request for Proposal  
W8476-246786/C**

**Part 3 – BID PREPARATION INSTRUCTIONS**



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## **PART 3 – BID PREPARATION INSTRUCTIONS**

### **1. Bid Preparation Instructions**

- 1.1 If the Bidder chooses to submit its bid electronically, Canada requests that the Bidder submits its bid in accordance with section 08 of the 2003 standard instructions. The CPC Connect system has a limit of 1GB per single message posted and a limit of 20GB per conversation.
- 1.2 Canada requests that the Bidder submits its bid as follows:
- |             |                                                                                                                           |
|-------------|---------------------------------------------------------------------------------------------------------------------------|
| Section I   | Executive Summary – Soft copy delivered via CPC Connect and/or two (2) soft copies on DVD/CD. Facsimile are not accepted. |
| Section II  | Technical Bid – Soft copy delivered via CPC Connect and/or two (2) soft copies on DVD/CD. Facsimile are not accepted.     |
| Section III | ITBs and VP Bid – Soft copy delivered via CPC Connect and/or two (2) soft copies on DVD/CD. Facsimile are not accepted.   |
| Section IV  | Financial Bid – Soft copy delivered via CPC Connect and/or two (2) soft copies on DVD/CD. Facsimile are not accepted.     |
| Section V   | Certifications – Soft copy delivered via CPC Connect and/or two (2) soft copies on DVD/CD. Facsimile are not accepted.    |
- 1.3 If the Bidder is simultaneously providing copies of its bid using multiple acceptable delivery methods, and if there is a discrepancy between the wording of any of these copies and the electronic copy provided through CPC Connect service, the wording of the electronic copy provided through CPC Connect service will have priority over the wording of the other copies.

### **2. Section I – Executive Summary**

- 2.1 This Section serves as a stand-alone overview of Bidder's plan to produce, deliver and support the LTV for the duration of the life of the vehicle. There are no mandatory criteria in this Section.
- 2.2 Section I is for information purposes and will not be evaluated. Bidders should provide the following information as part of Section I, or upon request from the CA:
- The identity of the person(s) authorized to clarify/address any aspects of the Bidder's proposal;
  - The identity of the person(s) that will act as the Contractor's representative(s);
  - A list of all key personnel of the Bidder's team, including a description of the project management team and the identity of the project manager and other key personnel;
  - A list of all major subcontractors, and their intended roles.
  - A summary of the Bidder's approach for meeting the requirements of the bid solicitation.
  - Bidder's background information and a summary of the team's capability and experience. The information should be clear and concise;

- A high level summary of the areas of the Bidder's program for this procurement which will involve significant risk management, together with the Bidder's approach to mitigate those risks;
- An outline of the proposal layout, including any instructions on its use;
- Draft Milestone Project Schedule overview that identifies the key dates for accomplishing the proposed bid solicitation requirements.

### **3. Section II – Technical Bid**

- 3.1 In their technical bid, Bidders should demonstrate their understanding of the requirements contained in the bid solicitation and explain how they will meet these requirements. Bidders should demonstrate their capability and describe their approach in a thorough, concise and clear manner for carrying out the work.
- 3.2 The technical bid should address clearly and in sufficient depth the points that are subject to the evaluation criteria against which the bid will be evaluated. Simply repeating the statement contained in the bid solicitation is not sufficient. In order to facilitate the evaluation of the bid, Canada requests that Bidders address and present topics in the order of the evaluation criteria under the same headings. To avoid duplication, Bidders may refer to different sections of their bids by identifying the specific paragraph and page number where the subject topic has already been addressed.
- 3.3 By submitting a bid, Bidders certify that their proposal meets all the requirements indicated as Statement of Compliance (SOC) throughout this RFP. Bidders should also indicate "Comply" in their response column against each mandatory SOC requirement as summarized in Part 7 Annex A, Appendix A1.
- 3.4 Bidders must provide supporting documentation to demonstrate their compliance with mandatory requirements identified as Proof of Compliance (POC) and with the rated requirements. The information provided must be suitable for the intended purpose and must include all information, methodology, and assumptions required for independent verification.
- 3.5 In each area of their proposal, the use of descriptive and/or illustrative material is encouraged. Descriptive/illustrative material may include but is not necessarily limited to:
- a. design data such as layout diagrams, block diagrams, flowcharts, functional flow diagrams, photographs, videos (in digital format if possible) and sketches showing system architecture, organization, equipment configuration and equipment breakdown structure; and
  - b. any other information considered by Bidders to be pertinent to the applicable area of their proposal.

### **4. Section III – Industrial and Technological Benefits (ITBs) and Value Proposition (VP) Bid**

- 4.1 This Section will be used to determine compliance with the ITB requirements described in Part 4, Annex B.
- 4.2 The ITBs and VP Bids must be detailed in Section III.
- 4.3 The information to be provided in Section III is detailed at Part 3, Annex 3.

**5. Section IV – Financial Bid**

- 5.1 This Section will be used to evaluate the Financial Bid.
- 5.2 Bidders must include all financial evaluation sheets as detailed in Part 4, Annex A.
- 5.3 Bidders must provide all pricing either FCA or DDP (as indicated in Part 7, Annex B) in accordance with Incoterms 2000.
- 5.4 Electronic Payment of Invoices – Bid
  - 5.4.1 If you are willing to accept payment of invoices by Electronic Payment Instruments, complete Part 3, Annex 1 – Electronic Payment Instruments, to identify which ones are accepted.
  - 5.4.2 If Part 3, Annex 1 – Electronic Payment Instruments is not completed, it will be considered as if Electronic Payment Instruments are not being accepted for payment of invoices.
  - 5.4.3 Acceptance of Electronic Payment Instruments will not be considered as an evaluation criterion.
- 5.5 Exchange Rate Fluctuation – Risk Mitigation
  - 5.5.1 The requirement does not offer exchange rate fluctuation risk mitigation. Requests for exchange rate fluctuation risk mitigation will not be considered. All bids including such provision will render the bid non-responsive.

**6. Section V – Certifications**

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

# **Light Tactical Vehicle (LTV)**

**Request for Proposal  
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**Part 3 – BID PREPARATION INSTRUCTIONS**

**Annex 1 – Electronic Payment Instruments**

## **1. ELECTRONIC PAYMENT INSTRUMENTS**

*As indicated in Part 3, clause 5.3, the Bidder must complete the information requested below, to identify which electronic payment instruments are accepted for the payment of invoices.*

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

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

# **Light Tactical Vehicle (LTV)**

**Request for Proposal  
W8476-246786/C**

**Part 3 – BID PREPARATION INSTRUCTIONS**

**Annex 2 – Technical Proposal Preparation Instructions**

## **1. Information for Bidders**

- 1.1 This annex describes what is required from Bidders in order to prepare their Technical bid accordingly as part of this evaluation.
- 1.2 Bidders should demonstrate their understanding of the requirements contained in the bid solicitation and explain how they will meet these requirements. Bidders should demonstrate their capability and describe their approach in a thorough, concise, and clear manner for carrying out the Work.
- 1.3 In each area of their bid, the use of descriptive and/or illustrative material is encouraged.
- 1.4 Descriptive/illustrative material may include but is not necessarily limited to:
  - a. design data such as layout diagrams, block diagrams, flowcharts, functional flow diagrams, photographs, videos and sketches showing system architecture, organization, equipment configuration and equipment breakdown structure; and
  - b. any other information considered by Bidders to be pertinent to the applicable area of their bid.

## **2. Technical Requirements**

- 2.1 Technical requirements for the LTV are found in Part 7, Annex A, Appendix A1.
- 2.2 Bidders must respond to all technical requirements in Part 7, Annex A, Appendix A1 – LTV Systems Requirements Specifications (SRS) in accordance with the “Means of Compliance” and “Proof of Compliance Details” (POC Details) columns. The “Means of Compliance” column identifies the type of compliance and “Proof of Compliance Details” column identifies the type of response required in the proposal to satisfy requirements. There are two types of compliance methods in the “Means of Compliance” column as follows:
  - 2.2.1. Statement of Compliance: Bidders must provide a signed copy of their proposal certification (Part 5, Article 2.4 – Certificate of Compliance) to indicate compliance to all requirements identified as Statement of Compliance;
  - 2.2.2. Proof of Compliance: Bidders must provide sufficient information to prove compliance. When indicated, Bidders must provide, as a minimum, the specific information that is identified in the “Proof of Compliance Details” column in order to satisfy the requirement. If specific information is not indicated, the onus is on Bidders to provide sufficient information to prove compliance. This information can include, but is not limited to:
    - a. Test reports;
    - b. Detailed drawings;
    - c. 3D CAD models;
    - d. Photographs;
    - e. Calculations and analysis; and
    - f. Published specifications in product literature.
- 2.3 It is not mandatory for Bidders to propose a response to any of the rated requirements in Part 7, Annex A, Appendix A1 as “Means of Compliance”. However, if Bidders wish to be awarded points for any of those identified rated requirement, they must clearly respond to that rated requirement indicating the level of performance proposed along with any supporting proof of compliance.



# **Light Tactical Vehicle (LTV)**

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**Part 3 – BID PREPARATION INSTRUCTIONS**

**Annex 3 – Industrial and Technological Benefits (ITB)**

**Bidder Instructions**

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Appendix A - Mandatory requirements certificate

Appendix B – Rated criteria certificate

## **1. INTRODUCTION**

- 1.1. On February 5, 2014, the Government of Canada announced the Defence Procurement Strategy (DPS). One of the objectives of the DPS is to leverage purchases of defence equipment to create jobs and economic growth in Canada. The Industrial and Technological Benefits (ITB) policy has objectives that will be achieved through a weighted and rated Value Proposition (VP) that will form part of the evaluation plan to award the Contract.
- 1.2. The strategic VP objective for the Light Tactical Vehicle project (the Project) is to encourage long-term investments and partnerships with Canadian industry, including Small and Medium Businesses, and encourage direct work opportunities on the LTV platforms. Additionally, the VP encourages investments in Research and Development and Skills Development and Training. This objective has been informed by extensive industry engagement and consultation, as well as by in-depth analyses of capabilities related to the procurement.
- 1.3. The Bidder must submit a responsive ITB Proposal (Proposal) at bid closing. The Proposal will be deemed responsive by the ITB Authority if it meets i) the Mandatory Requirements outlined in Section 4; and ii) the Minimum Assessment Values outlined in Section 3 of the ITB Evaluation Plan (Evaluation Plan). Should the Proposal be deemed responsive, it will then be evaluated related to the rated criteria outlined in Section 6 and receive points as outlined in Section 4 of the Evaluation Plan.
- 1.4. The ITB evaluation results will be conveyed to the Contracting Authority, who will then integrate them into the overall bid evaluation results, as outlined in Part 4 of the procurement's evaluation plan.
- 1.5. It is the responsibility of the ITB Authority, in cooperation with the regional development agencies and subject matter experts, to ensure that Proposals are evaluated as outlined in the Evaluation Plan.

## **2. GENERAL INSTRUCTIONS**

- 2.1. In preparing its Proposal, the Bidder should be guided by these Bidder Instructions, as well as by the Evaluation Plan and the ITB Terms and Conditions. All three documents provide important guidance, definitions and/or contractual provisions related to the ITB policy. Defined terms not otherwise defined in this document have the meaning given to them in the ITB Terms and Conditions and the Request for Proposal, including appendices, to which these Bidder Instructions are attached.
- 2.2. The Proposal must be submitted in a separate, self-contained volume. Only the Proposal is reviewed during the evaluation. In order to facilitate the evaluation process, any material contained in another section of the Bid but relevant to the Proposal should be repeated in the Proposal.
- 2.3. One electronic copy of the Proposal is required.
- 2.4. The Proposal, and its receipt, storage and protection by the ITB Authority, is governed by applicable federal laws and processes.

## **3. CANADA'S ITB OBJECTIVES**

- 3.1. Canada wishes to ensure that its investments in defence-related goods and services generate economic benefit to Canada and have long-term and high-value impacts on Canadian industry, in advanced technology areas. The Proposal should clearly indicate how proposed business activities support Canada's ITB objectives set out below, and how they will be achieved if the Bidder wins the ensuing Contract.

- 3.2. Defence Sector: A core objective of the ITB policy is to ensure that defence procurement supports the economic development and long-term sustainment of Canada's Defence Sector. The Bidder is encouraged to propose a maximum amount of business activities in Canada involving Work directly on the procurement, and work in the Defence Sector more broadly.
- 3.3. Supplier Development: The development of supplier productivity and competitiveness among Canadian-based suppliers is a key objective of the ITB policy. The Bidder is encouraged to propose meaningful opportunities for growth and supply chain integration to suppliers across Canada.
- 3.4. Research and Development (R&D): An important objective of the ITB policy is to encourage innovation, as R&D can position Canadian Companies to move up the value chain and capture market opportunities. The Bidder is encouraged to propose R&D investments in Canada and locate high value research and engineering work in Canada, positioning Canadian companies to benefit from its subsequent commercialization.
- 3.5. Skills Development and Training: Support the development, growth, and sustainment of a diverse, talented, and innovative Canadian workforce. The Bidder is encouraged to propose transactions that will enhance or address any gaps in Canadian workforce skills and training capability.
- 3.6. Exports: Canada's Defence Sector is export intensive, and a key ITB objective is to strengthen Canada's success in tapping traditional and non-traditional export markets to share in long-term jobs and growth that result from success in foreign markets. The Bidder is encouraged to demonstrate that it and its suppliers can leverage the Project into future export success from Canada.
- 3.7. Regional Development: The regional development objectives of the ITB policy are to encourage long-term quality improvements to the capability, capacity, international competitiveness and growth potential of Canadian Companies in those regions where Canada has established specific initiatives to promote economic growth and diversification through procurement. Canadian Companies in all the Designated Regions of Canada should have the opportunity to participate in the Project.
- 3.8. Small and Medium Businesses (SMB): It is an objective of Canada to encourage the participation of SMB as suppliers on major federal procurements and to increase their competitiveness and export market access. Canadian SMB should have the opportunity to participate in the Project.

#### **4. MANDATORY REQUIREMENTS**

- 4.1. There are 6 mandatory requirements that the Bidder must meet in its Proposal. The omission of any part of the following 6 requirements will result in the Proposal being deemed not responsive:
  - 4.1.1. Requirement One: The Bidder must commit to achieving Transactions, measured in Canadian Content Value (CCV), valued at not less than 100% of the Contract Price, to be achieved within the Achievement Period. For the winning Bidder, its commitment to not less than 100% will become an Obligation that must be achieved under the Contract.
  - 4.1.2. Requirement Two: The Bidder must commit to achieving not less than 15% of the Contract Price in Transactions involving SMBs, measured in CCV.
  - 4.1.3. Requirement Three: In its Proposal, the Bidder must:
    - 4.1.3.1. specify its Bid Price, not including taxes and rounded to the nearest dollar;
    - 4.1.3.2. identify Transactions that are detailed, fully described and equal in total to not less than 15% of the Bid Price, measured in CCV;

- 4.1.3.3. commit to identifying, 1 year after the effective date of the Contract award, additional Transactions that are detailed, fully described and bring the cumulative total of identified Transactions to not less than 30% of the Contract Price, measured in CCV; and,
- 4.1.3.4. commit to identifying, 2 years after the effective date of the Contract award, additional Transactions that are detailed, fully described and bring the cumulative total of identified Transactions to not less than 40% of the Contract Price, measured in CCV; and,
- 4.1.3.5. commit to identifying, 4 years after the effective date of the Contract award, additional Transactions that are detailed, fully described and bring the cumulative total of identified Transactions to 100% of the Contract Price, measured in CCV.
- 4.1.4. Requirement Four: The Bidder must accept and agree to comply with all of the ITB Terms and Conditions.
- 4.1.5. Requirement Five: The Proposal must contain the following components, each of which is more particularly described in Section 5:
  - 4.1.5.1. Company business plan;
  - 4.1.5.2. ITB management plan;
  - 4.1.5.3. Regional development plan;
  - 4.1.5.4. Small and Medium business development plan;
  - 4.1.5.5. Gender and diversity overview
  - 4.1.5.6. Detailed Transaction sheets for proposed Transactions being submitted by the Bidder, accompanied by a summary chart of them;
  - 4.1.5.7. Mandatory requirements certificate, as set out in Appendix A to these instructions, signed by a duly authorized company official, and,
  - 4.1.5.8. Rated criteria certificate, as set out in Appendix B to these instructions, signed by a duly authorized company official.
- 4.1.6. Requirement Six: The Bidder's plans must achieve a Minimum Assessment Value of 32 out of a possible 64, as described in Section 5.1 to 5.7 of this document and Section 3 of the Evaluation Plan.

## **5. ASSESSMENT OF MANDATORY REQUIREMENTS**

- 5.1. The following section details the content that is expected to be in each of the components of the mandatory requirements referred to above in Section 4.1.5. The plans will be assessed and scored during the evaluation, based on quality and risk, as outlined in Section 3.1 of the Evaluation Plan.
- 5.2. Each Plan should respond to all of the requested items outlined below. Responses should be detailed and, wherever appropriate, provide an indication of how items will contribute to the Bidder meeting Canada's ITB objectives.
- 5.3. Each plan should address, wherever appropriate, the Bidder's approach to the following risk areas:
  - 5.3.1. Experience (i.e. practise elsewhere);
  - 5.3.2. Capability (i.e. know-how and tools in place);
  - 5.3.3. Planning (i.e. organized, proactive);
  - 5.3.4. Resources (i.e. team, facilities, information); and
  - 5.3.5. Engagement (i.e. interaction with stakeholders)

#### 5.4. Company business plan

- 5.4.1. The purpose of the company business plan is to demonstrate the ability of the Bidder to assemble, plan and describe its proposed team to complete the Work on the Project. The plan should also demonstrate the ability of the Bidder and its team to meet the ITB objectives. The anticipated length of the plan is approximately 7 to 10 pages, depending on the size of the Bidder's team.
- 5.4.2. The Bidder's company business plan should contain the following information:
  - 5.4.2.1. An outline of the structure, conduct and performance of the business operations of the Bidder and each of its proposed Eligible Donors that are performing Work on the Project;
  - 5.4.2.2. A detailed overview of the proposed role of each company in delivering the Work on the Project, the proposed location of that Work, and the key personnel in each company who would be responsible for delivering that Work;
  - 5.4.2.3. An organizational chart for each company outlining its worldwide corporate operations, that clearly states the corporate family structure, parent and subsidiary relationships, and the location of key responsibility centres (i.e. headquarters, manufacturing, service centres, R&D, marketing);
  - 5.4.2.4. A list of each company's existing Canadian facilities, including the location, date of establishment, nature of operations, number of employees, and place within the worldwide corporate structure; and
  - 5.4.2.5. A description of the broad and long-term impacts of the Work on the Canadian economy and how these respond to the ITB objectives in Section 3.

#### 5.5. ITB management plan

- 5.5.1. The purpose of the ITB management plan is to demonstrate the Bidder's ability to develop, implement, manage and report on the Obligations for the full duration of the Achievement Period. It is also the place for the Bidder to formally list its proposed Eligible Donors. The anticipated length of the Plan is approximately 6 to 8 pages.
- 5.5.2. The ITB management plan should include the following information:
  - 5.5.2.1. A description of the ITB management functions and associated organization that the Bidder envisions necessary to successfully meet the Obligations. It should include a summary of the methods, processes and procedures that the Bidder will use to identify, submit, track, record keep and report on ITB activities. The summary should be presented in a level of detail sufficient to demonstrate that the Bidder fully understands its obligations;
  - 5.5.2.2. The name, contact details and biographical information of the Bidder's ITB official(s) assigned to the Project and/or job descriptions for the proposed positions;
  - 5.5.2.3. An explanation of the Bidder's internal processes for ITB organization, advocacy and awareness, both specific to the Project and in general. The Bidder should include a description of how ITB considerations will be factored into the company's broader decision-making processes, along with how these decisions will be documented and tracked;

- 5.5.2.4. A description of any previous ITB/IRB/offset obligations that have been undertaken by the Bidder over the past 10 years, in Canada and elsewhere, along with a brief overview of the achievement status of each project; and
- 5.5.2.5. A list of the Bidder's proposed Eligible Donors and contact details for each, along with details and documentation justifying how each company meets the Eligible Donor criteria outlined in the ITB Terms and Conditions.
  - All proposed Eligible Donors are subject to review and approval by the ITB Authority during evaluation. Only those proposed Eligible Donors that are found to meet the criteria will be included on the list of Eligible Donors in the ensuing Contract. Any proposed Transaction with a company not meeting the Eligible Donor criteria will be rejected.

5.6. Regional development plan

- 5.6.1. The purpose of the Regional development plan is to demonstrate the Bidder's Commitment to providing opportunities and assistance for businesses in the Designated Regions of Canada. The anticipated length of the Plan is approximately 5 to 7 pages.
- 5.6.2. The Regional development plan should include the following information:
  - 5.6.2.1. Identification and description of the Bidder's proposed Transactions in the Designated Regions of Canada, the total of which will become Obligations to be achieved under Article 3 of the ITB Terms and Conditions. The plan may also identify any higher regional Commitment target to which the Bidder is prepared to commit contractually;
  - 5.6.2.2. A description of the Bidder's business rationale for its regional approach;
  - 5.6.2.3. A description of the activities and approaches undertaken to date by the Bidder and its proposed Eligible Donors that have resulted in the distribution of proposed Transactions to the Designated Regions of Canada;
  - 5.6.2.4. A description of the activities and approaches that will be undertaken after Contract award until the end of the Achievement Period to improve the opportunities available to the Designated Regions of Canada; and
  - 5.6.2.5. A description of how regional considerations are factored into the Bidder's ITB decision-making processes.

5.7. Small and Medium Business (SMB) development plan

- 5.7.1. The purpose of the SMB development plan is to demonstrate the Bidder's Commitment to providing opportunities, assistance and encouragement to SMB in Canada. The anticipated length of the plan is approximately 5 to 7 pages.
- 5.7.2. The SMB development plan should include the following information:
  - 5.7.2.1. Identification and description of the Bidder's proposed Transactions involving SMB in Canada, the total of which, or 15% of the Contract Price, whichever is higher will become Obligations to be achieved under Article 3 of the ITB Terms and Conditions;

- 5.7.2.2. A description of the activities and approaches undertaken to date by the Bidder and its proposed Eligible Donors that have resulted in the proposed distribution of SMB Transactions;
- 5.7.2.3. A description of the activities and approaches that will be undertaken after Contract award until the end of the Achievement Period to improve the opportunities available to SMB;
- 5.7.2.4. A description of how SMB considerations are factored into the Bidder's ITB decision-making processes; and
- 5.7.2.5. A description of any initiatives and/or assistance (at a broad corporate level or specific to the Project) that would be provided to SMB to help stimulate and promote them, both as potential suppliers to the Project and for their capability to pursue and undertake new business activities. Examples could include financing or special payment provisions.

#### 5.8. Gender and diversity overview

- 5.8.1. The purpose of the gender and diversity overview is to demonstrate the Bidder's approach to increasing diversity by improving the proportion of designated groups as defined in the Employment Equity Act in a firm's senior management structure, working level, and supply chains. The anticipated length of this plan is 1 to 3 pages.
- 5.8.2. The gender and diversity overview may include, but is not limited to, the following items:
  - 5.8.2.1. Any public statements that the Bidder has released promoting diversity, inclusion, and equality within its organizations;
  - 5.8.2.2. Any of the Bidder's existing corporate no-tolerance policies related to discrimination against designated groups as defined in the Employment Equity Act;
  - 5.8.2.3. Any of the Bidder's existing or planned training to educate its workforce on diversity and inclusion;
  - 5.8.2.4. Any of the Bidder's other planned corporate activities to increase or promote diversity and inclusion in its workforce;
  - 5.8.2.5. Any available statistics on the proportion of designated groups employed in the Bidder's firm at the senior management and working level; and
  - 5.8.2.6. The Bidder's approach for factoring gender and diversity into its supplier selection methods, with consideration for businesses that are predominantly led by designated groups as defined in the Employment Equity Act.

#### 5.9. Detailed Transaction sheets

- 5.9.1. The Proposal will provide a separate and detailed Transaction sheet for each Transaction that the Bidder proposes and for which it is prepared to commit contractually. A template of the Transaction sheet is attached as Appendix B to the ITB Terms and Conditions. The Bidder is encouraged to use this template, to promote administrative consistency and ease.
- 5.9.2. In addition to the individual Transaction sheets, the Bidder will include a summary chart



of all of its proposed Transactions. The summary chart should clearly identify each Transaction and provide a breakdown, with appropriate sub-totals and percentages, by: direct, indirect, region, SMB and rated criteria. The summary chart should provide a very brief description of how each proposed Transaction aligns with the rated criteria, to compliment the more detailed justifications located in the Transaction sheet. The Bidder may use a format of its choice for the summary chart.

- 5.9.3. The Bidder should include a forecast plan for the Transactions due 1 and 3 years following the effective date of the Contract award, respectively. The forecast plan should include such information as, but not limited to: a list of any Canadian Companies being considered; and/or, the specific capabilities being sought from Canadian suppliers.
- 5.9.4. The Bidder is strongly encouraged to fully complete every section of the Transaction sheet, as outlined below, so that the proposed Transaction can be properly evaluated. The Bidder should also provide details and documentation within its Proposal, as indicated, in support of Transaction eligibility. Failure to adequately describe and/or document the proposed Transaction may result in it being rejected as not meeting the Transaction eligibility criteria.
- 5.9.5. Identifying a Transaction for the purposes of Section 4.1.3.2 means presenting a signed Transaction sheet to the ITB Authority, which names both a specific Eligible Donor and a specific Recipient, describes the business activity in detail, provides valuation information, and complies with the Bidder Instructions and the ITB Terms and Conditions with respect to eligibility criteria, valuation, Transaction types, banking and pooling.
- 5.9.6. In the event that the Bidder identifies Transactions in its Proposal valued at more than any minimum requirement stated in the Bidder Instructions:
- 5.9.6.1. the Obligation values in Article 3 of the Terms and Conditions will be increased to match the total value of those Transactions.
- 5.9.7. Instructions for Transaction sheets:
- 5.9.7.1. Overview
- Select 'Transaction Sheet'
  - Title and number (*provide a brief title identifying the activity and a unique number in simple, sequential order, for reference purposes*)
  - Date of submission (*date of Proposal*)
  - Tranche (*the Proposal is tranche 1*)
- 5.9.7.2. Contractor information (information regarding the proposed Contractor on the Project)
- 5.9.7.3. Donor information (information regarding the proposed Eligible Donor on the Project)
- 5.9.7.4. Recipient information (Notes: i) the company or organization description should include locations, business history and core capabilities; ii) see Article 8.1.5 of the Terms and Conditions for other Recipient requirements.)
- 5.9.7.5. Grouped Transactions- Complete only for Direct Transactions.

5.9.7.6. Valuation and time phasing (specify the overall CCV values as applicable, plus the detailed Commitment schedule broken out by 12 month periods, which mirror the Reporting Periods)

- For the purposes of the evaluation process, the multiplied or enhanced value of a proposed Transaction involving a credit multiplier, future sales achievement or CCV enhancement, as described in Article 7 of the Terms and Conditions, will not be considered. For banked or pooled Transactions, only the gross value or initial investment with the CCV% applied, as seen on the bank statement, will be considered. For proposed Transactions, only the total of Transaction or initial investment with the CCV% applied will be considered. Any multiplied credit values, future sales achievements or enhanced CCV will be counted after the effective date of the Contract award.

5.9.7.7. Transaction details

- Type of Transaction (*Direct or Indirect Transaction, pooled, banked*)
  - For further mandatory instructions for Transactions that are banked or pooled portions, see below under Section 7 of these instructions.
- Description of Transaction – Clearly indicate the Transaction type from Article 7 of the ITB Terms and Conditions that you are proposing. Provide a detailed description of the proposed activity, including: how it meets the Transaction type criteria from Article 7 of the ITB Terms and Conditions, the nature of work; location of work in Canada, estimated quantities and timelines; any end-use market, platform or program; and, other relevant information.
- Activity type – choose from the list of 8 types provided (*i.e. purchase, investment framework, consortium*)
- Industrial activity type: Pick one business activity type that applies best. If none apply, use the 'specify here' box to provide details.
- Investment framework (*if applicable*)
  - Allowable investment type (*i.e. cash grant, cash purchase of shares, licence for brand or trademark, licence for IP, loan of employee, transfer of equipment, transfer of software, or transfer of systems*)
  - Type of R&D or commercialization activity (*i.e. test analysis, applied research, business planning, feasibility studies*)
  - Business Plan (*template in Appendix D of Terms and Conditions*)
  - Valuation documentation included (*agreement or in-kind valuation report, as appropriate*)

5.9.7.8. Consortium member information (*if applicable*);

5.9.7.9. Transaction eligibility criteria: Be as specific and detailed as possible in addressing how a proposed Transaction meets each eligibility criteria, which are outlined in Article 8 of ITB Terms and Conditions. Include all details, documentation and certificates in the Proposal.

5.9.7.10. Other

- Canadian government assistance (*describe the date and details of any assistance provided -- either to the specific activity, the Eligible Donor, or the Recipient -- from any level of government in Canada*)
- CCV overview (*indicate which CCV calculation method was used*)
- Level of technology (*for Indirect Transactions, indicate whether the level of technology is the same or higher than the Project*)

5.9.7.11. VP Report: Complete the VP report as seen on the second worksheet of the Transaction sheet:

- Insert values in VP sections for the Transaction and provide justification for the VP classification. Refer to the definitions for VP pillars as seen in Article 1 of the ITB Terms and Conditions.
- Complete the VP Commitment schedule. Specify the CCV in dollar value broken out by VP pillar over the 12 month periods, which mirror the Reporting Periods.

5.9.7.12. Signature (an authorized official at the Bidder's or proposed Eligible Donor's company)

5.10. Mandatory certificates

5.10.1. The Bidder must submit with its Proposal the mandatory requirements certificate (Appendix A to these instructions), completed with their company name and Bid Price, and signed and dated by a company official duly authorized to bind the company.

5.10.2. The Bidder must submit with its Proposal the rated criteria certificate (Appendix B to these instructions), completed with their company name, signed and dated by a company official duly authorized to bind the company.

**6. RATED CRITERIA**

6.1. Value Proposition: The Bidder should provide information and details on its VP Commitments, which will be rated as described in Section 4 of the Evaluation Plan. The rated criteria certificate (Appendix B) will be used in the rated evaluation.

6.1.1. The Bidder should input "0" in the rated criteria certificate for any Commitment that is zero (0).

6.2. There are four rated VP Commitments:

6.2.1. Rated Criterion 1 – Direct Transactions – The Proposal may include the Bidder's Commitment to achieve Direct Transactions. The Direct Transactions Commitment should be expressed as a percentage of the Contract Price, measured in CCV. This Commitment will become an Obligation to be completed within the Achievement Period.

6.2.1.1. The Bidder's Direct Transactions Commitment should not exceed 35% of the Contract Price, measured in CCV. No points will be awarded for Commitments above 35% of the Contract Price.

6.2.2. Rated criterion 2 – Research and Development – The Proposal may include the Bidder's Commitment to achieve Transactions involving Research and Development. The

Research and Development Commitment should be expressed as a percentage of the Contract Price, measured in CCV. This Commitment will become an Obligation to be completed within the Achievement Period.

6.2.2.1. The Bidder's Commitment to achieve Transactions involving Research and Development should not exceed 25% of the Contract Price, measured in CCV. No points will be awarded for Commitments above 25% of the Contract Price.

6.2.3. Rated criterion 3 – Supplier Development or Exports – The Proposal may include the Bidder's Commitment to achieve Transactions involving Supplier Development or Exports. The Supplier Development or Exports Commitment should be expressed as a percentage of the Contract Price, measured in CCV. This Commitment will become an Obligation to be completed within the Achievement Period.

6.2.3.1. The Bidder's Commitment to achieve Transactions involving Supplier Development or Exports should not exceed 40% of the Contract Price, measured in CCV. No points will be awarded for Commitments above 40% of the Contract Price.

6.2.4. Rated criterion 4 – Skills Development and Training – The Proposal may include the Bidder's Commitment to achieve Transactions involving Skills Development and Training. The Skills Development and Training Commitment should be expressed as a dollar value, measured in CCV. This Commitment will become an Obligation to be completed within the Achievement Period.

6.2.4.1. The Bidder should also clearly identify the portion of its Skills Development and Training Commitment, expressed as a dollar value, involving a contribution for Indigenous Peoples or majority Indigenous-controlled educational or training facilities.

6.2.4.2. The Bidder's Skills Development and Training Commitment involving a contribution for Indigenous Peoples or majority Indigenous-controlled educational or training facilities should not exceed the overall Skills Development and Training Commitment.

6.2.4.3. The Bidder's Commitment to achieve Transactions involving Skills Development and Training should not exceed \$1,500,000, measured in CCV. No points will be awarded for Commitments above \$1,500,000.

6.2.4.4. The Bidder's Skills Development and Training Commitment with Indigenous Peoples should not exceed \$1,500,000, measured in CCV. No points will be awarded for Commitments above \$1,500,000.

## **7. BANKING AND POOLING**

7.1. The Bidder may use bank Transactions, or a pooled portion thereof, as part of its Proposal.

7.1.1. The Bidder submitting a bank Transaction in its Proposal must include the most recent annual bank statement, authorized by the ITB Authority and dated before the release date of the Request for Proposal (RFP) to which the Proposal responds.

7.1.2. The Bidder submitting a pooled portion of a bank Transaction must include the most recent bank statement for that portion, authorized by the ITB Authority and dated before the release date of the RFP to which the Proposal responds.

- 7.1.3. In all cases, the value on the bank statement will be the one used during the evaluation process. The value considered by evaluators will conform to 5.9.7.6.
  - 7.1.4. A pooled Transaction portion may only be included in the Proposal if it originates from the bank. Pooled portions must be submitted individually and accompanied by a Transaction sheet for each pooled portion.
- 7.2. If a bank or pooled Transaction portion is used as part of a Proposal, the evaluation committee will consider the Transaction as accepted for meeting the Transaction eligibility criteria, with the exception of Eligible Donor.
  - 7.2.1. The Transaction will be evaluated to confirm that it meets the Eligible Donor criteria for the Project, outlined in Article 8 of the Terms and Conditions.
- 7.3. Acceptance of a Transaction in the bank does not guarantee Value Proposition points. All bank or pooled Transaction portions will be evaluated to determine Value Proposition scoring, if applicable, as outlined in the Evaluation Plan.
- 7.4. The Bidder may submit bank or pooled Transaction portions of any CCV value in its Proposal. The entire CCV value of these Transactions submitted in the Proposal will become an Obligation to be achieved under Article 3 of the ITB Terms and Conditions of the ensuing Contract. However, any CCV value of bank or pooled Transaction portions that exceeds 50% of the total for all Transactions identified in the Proposal will not be counted in the evaluation.
- 7.5. The Bidder is encouraged to submit any proposed bank Transactions to the ITB bank well in advance of RFP release. Any bank Transaction, or pooled portion thereof, included in the Proposal where the date of the authorized bank statement falls after the RFP release date for the Project will not be considered in the mandatory or rated evaluation. Further, that bank Transaction will not become a Commitment to be achieved under the ensuing Contract.

**Appendix A - Mandatory requirements certificate**

The Bidder, \_\_\_\_\_, declares and certifies that through this Proposal for the Project, the Bidder satisfies the following requirements:

<b>Mandatory Requirement</b>	<b>Specific ITB Terms and Conditions Reference</b>
1. Commits to achieving Transactions valued at not less than 100% of the Contract Price measured in Canadian Content Value (CCV), to be achieved within the Achievement Period.	Article 3.1.1
2. Commits to achieving not less than 15% of the Contract Price in Transactions involving Small and Medium Business, measured in CCV.	Article 3.1.4
3. Identifies its Bid Price (not including taxes and rounded to the nearest dollar) \$ _____	
3(a) Identifies Transactions equal in total to not less than 15% of its Bid Price, measured in CCV;	
3(b) Commits to identifying, 1 year after the effective date of the Contract award, additional Transactions that bring the cumulative total of identified Transactions to at least 30% of the Contract Price, measured in CCV;	Article 3.2.2.1
3(c) Commits to identifying, 2 years after the effective date of the Contract award, additional Transactions that bring the cumulative total of identified Transactions to 40% of the Contract Price, measured in CCV; and	Article 3.2.2.2
3(d) Commits to identifying, 4 years after the effective date of the Contract award, additional Transactions that bring the cumulative total of identified Transactions to 100% of the Contract Price, measured in CCV.	Article 3.2.2.3
4. Accepts and agrees to comply with all of the ITB Terms and Conditions.	All articles and appendices.
5. Has submitted all the following required components of a Proposal: <ul style="list-style-type: none"> <li>• Company business plan;</li> <li>• ITB management plan;</li> <li>• Regional development plan;</li> <li>• Small and medium business development plan;</li> <li>• Gender and diversity overview;</li> <li>• Detailed Transaction sheets, accompanied by a summary chart of all of them; and</li> <li>• This mandatory requirements certificate, and the rated criteria certificate both duly completed, signed and dated.</li> </ul>	Appendix A

IN WITNESS THEREOF THIS MANDATORY REQUIREMENTS CERTIFICATE HAS BEEN SIGNED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ BY A SENIOR COMPANY OFFICIAL WHO IS DULY AUTHORIZED TO BIND THE COMPANY.

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
NAME AND TITLE OF SENIOR COMPANY OFFICIAL

**Appendix B - Rated criteria certificate**

The Bidder, \_\_\_\_\_, declares and certifies that, through this Proposal for the Light Tactical Vehicle Project, the Bidder makes the following Commitments, in response to the rated criteria outlined in section 6:

<b>Rated Criteria</b>	<b>Bidder Commitment</b>	<b>Maximum Points Available</b>	<b>Terms and Conditions Commitment</b>
<b>Direct Transactions</b>			
Direct Transaction Commitment	%	35	Article 3.1.2.1.
<b>Research and Development</b>			
Research and Development Commitment	%	25	Article 3.1.2.2.
<b>Supplier Development or Exports</b>			
Supplier Development or Exports Commitment	%	30	Article 3.1.2.3.
<b>Skills Development and Training</b>			
Skills Development and Training Commitment	\$	10	Article 3.1.2.4.
Skills Development and Training involving Indigenous Peoples or majority Indigenous-controlled educational or training facilities Commitment	\$		Article 3.1.2.4.1

IN WITNESS THEREOF THIS RATED CRITERIA CERTIFICATE HAS BEEN SIGNED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ BY A SENIOR COMPANY OFFICIAL WHO IS DULY AUTHORIZED TO BIND THE COMPANY.

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
NAME AND TITLE OF SENIOR COMPANY OFFICIAL

# **Light Tactical Vehicle (LTV)**

**Request for Proposal  
W8476-246786/C**

**Part 4 – EVALUATION PROCEDURES AND BASIS OF SELECTION**



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## 1. Introduction

- 1.1. The following document forms part of Part 4:
  - 1.1.1. Annex A: Financial Bid Presentation Sheets; and
  - 1.1.2. Annex B: Value Proposition Evaluation.
- 1.2. Bids will be evaluated in accordance with the entire requirement of the bid solicitation including the financial, technical and value proposition evaluation criteria.
- 1.3. An evaluation team or teams composed of representatives of Canada will evaluate the Bids.

## 2. Evaluation Process

- 2.1. Each Bid will be evaluated solely on its contents. The documentation provided must be in sufficient detail to clearly demonstrate compliance with the requirements. If Bidders do not possess certain documentation or test results required under the method of compliance, then it is the Bidders' responsibility to perform the necessary testing or analysis to obtain the required documentation or test results prior to Bid closing.
- 2.2. **Clarifications.** During the proposal evaluation process, it may be necessary for the Contracting Authority to seek clarifications from Bidders in order to gain a better understanding of their proposals. A clarification is an explanation of some existing aspect of the proposal. If a clarification is requested, the Bidder must provide the information requested, in writing, within the period specified in the written clarification request.
- 2.3. **Mandatory Requirements.** The mandatory requirements of this solicitation are signified by the words "must", "mandatory" or by the phrase "Canada requires". Whether these words are in bold, underlined or straight text character, they carry the same weight. Bidders must comply with every mandatory requirement of this RFP.
- 2.4. **Rated Requirements.** Rated requirements are used to assess various elements of the technical Bid so that relative merit of each Bid can be used to distinguish one Bid from another. The rated requirements are signified by the word "rated".
- 2.5. Canada will use the Phased Bid Compliance Process described below.
  - 2.5.1. Phased Bid Compliance Process (PBCP)
    - a) Canada is conducting the PBCP described below for this RFP.
    - b) Notwithstanding any review by Canada at Phase I or II of the PBCP, Bidders are and will remain solely responsible for the accuracy, consistency and completeness of their Bids and Canada does not undertake, by reason of this review, any obligations or responsibility for identifying any or all errors or omissions in Bids or in responses by a Bidder to any communication from Canada.

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

DEEM A BID TO BE NON-RESPONSIVE TO A MANDATORY REQUIREMENT AT ANY PHASE.

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

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

2.5.1.1. Phase I: Financial Bid

- a) After the closing date and time of this bid solicitation, Canada will examine the Bid to determine whether it includes a Financial Bid and whether it includes all information required by the solicitation. Canada's review in Phase I will be limited to identifying whether any information that is required under the bid solicitation to be included in the Financial Bid is missing from the Financial Bid. This review will not assess whether the Financial Bid meets any standard or is responsive to all solicitation requirements.
- b) Canada's review in Phase I will be performed by officials of the Department of Public Works and Government Services.
- c) If Canada determines, in its absolute discretion that there is no Financial Bid or that the Financial Bid is missing all of the information required by the bid solicitation to be included in the Financial Bid, then the Bid will be considered non-responsive and will be given no further consideration.
- d) For Bids other than those described in c), Canada will send a written notice to the Bidder ("Notice") identifying where the Financial Bid is missing information. A Bidder, whose Financial Bid has been found responsive to the requirements that are reviewed at Phase I, will not receive a Notice. Such Bidders shall not be entitled to submit any additional information in respect of their Financial Bid.
- e) Bidders who have been sent a Notice shall have the time period specified in the Notice (the "Remedy Period") to remedy the matters identified in the Notice by providing to Canada, in writing, additional information in response to the Notice. Responses received after the end

of the Remedy Period will not be considered by Canada, except in circumstances and on terms expressly provided for in the Notice.

- f) In its response to the Notice, the Bidder will be entitled to remedy only that part of its Financial Bid which is identified in the Notice. For instance, where the Notice states that a required line item has been left blank, only the missing information may be added to the Financial Bid, with the exception of those instances where the addition of such information will necessarily result in a change to other calculations previously submitted in its Financial Bid, (for example, the calculation to determine a total price), such necessary adjustments shall be identified by the Bidder and only these adjustments shall be made. All submitted information must comply with the requirements of this solicitation.
- g) Any other changes to the Financial Bid submitted by the Bidder will be considered to be new information and will be disregarded. There will be no change permitted to any other Section of the Bidder's Bid. Information submitted in accordance with the requirements of this solicitation in response to the Notice will replace, in full, only that part of the original Financial Bid as is permitted above, and will be used for the remainder of the bid evaluation process.
- h) Canada will determine whether the Financial Bid is responsive to the requirements reviewed at Phase I, considering such additional information or clarification as may have been provided by the Bidder in accordance with this Section. If the Financial Bid is not found responsive for the requirements reviewed at Phase I to the satisfaction of Canada, then the Bid shall be considered non-responsive and will receive no further consideration.
- i) Only Bids found responsive to the requirements reviewed in Phase I to the satisfaction of Canada, will receive a Phase II review.

2.5.1.2. Phase II: Technical Bid (1) and Value Proposition Bid (2)

- a) Canada's review at Phase II will be limited to a review of the Technical Bid (1) and Value Proposition Bid (2) to identify any instances where the Bidder has failed to meet any Mandatory Criterion. The process detailed in this section (2.5.1.2 Phase II) will be applied separately for the technical bid (1) and the value proposition bid (2).
- b) This review will not assess whether the Technical Bid (1) and Value Proposition Bid (2) meet any standard or are responsive to all solicitation requirements. Eligible Mandatory and Point-Rated Criteria are all technical (Article 2.6 below) and VP (Article 2.7 below) criteria that are identified in this solicitation as being subject to the PBCP. Mandatory and point-rated technical and VP criteria that are not identified in the solicitation as being subject to the PBCP, will not be evaluated until Phase III.
- c) Canada will send a written notice to the Bidder (Compliance Assessment Report or "CAR") identifying any Eligible Mandatory Criteria that the Bid has failed to meet. A Bidder whose Bid has been found responsive to the requirements that are reviewed at Phase II will receive a CAR that states that its Bid has been found responsive to the requirements reviewed at Phase II. Such Bidder shall not be entitled to submit any response to the CAR.
- d) A Bidder shall have the period specified in the CAR (the "Remedy Period") to remedy the failure to meet any Eligible Mandatory Requirement identified in the CAR by providing to Canada in writing additional or different information in response to the CAR. Responses received after the end of the Remedy Period will not be considered by Canada, except in circumstances and on terms expressly provided for in the CAR.

- e) The Bidder's response must address only the Eligible Mandatory Criteria listed in the CAR as not having been achieved, and must include only such information as is necessary to achieve such compliance. Any additional information provided by the Bidder which is not necessary to achieve such compliance will not be considered by Canada, except that, in those instances where such a response to the Eligible Mandatory Criteria specified in the CAR will necessarily result in a consequential change to other parts of the Bid, the Bidder shall identify such additional changes, provided that its response must not include any change to the Financial Bid.
- f) The Bidder's response to the CAR should identify in each case the Eligible Mandatory Criterion in the CAR to which it is responding, including identifying in the corresponding section of the original Bid, the wording of the proposed change to that section, and the wording and location in the Bid of any other consequential changes that necessarily result from such change. In respect of any such consequential change, the Bidder must include a rationale explaining why such consequential change is a necessary result of the change proposed to meet the Eligible Mandatory Criterion. It is not up to Canada to revise the Bidder's Bid, and failure of the Bidder to do so in accordance with this subparagraph is at the Bidder's own risk. All submitted information must comply with the requirements of this solicitation.
- g) Any changes to the Bid submitted by the Bidder other than as permitted in this solicitation, will be considered to be new information and will be disregarded. Information submitted in accordance with the requirements of this solicitation in response to the CAR will replace, in full, only that part of the original Bid as is permitted in this Section.
- h) Additional or different information submitted during Phase II permitted by this section will be considered as included in the Bid, but will be considered by Canada in the evaluation of the Bid at Phase II only for the purpose of determining whether the Bid meets the Eligible Mandatory Criteria. It will not be used at any Phase of the evaluation to increase any score that the original Bid would achieve without the benefit of such additional or different information. For instance, an Eligible Mandatory Criterion that requires a mandatory minimum number of points to achieve compliance will be assessed at Phase II to determine whether such mandatory minimum score would be achieved with such additional or different information submitted by the Bidder in response to the CAR. If so, the Bid will be considered responsive in respect of such Eligible Mandatory Criterion, and the additional or different information submitted by the Bidder shall bind the Bidder as part of its Bid, but the Bidder's original score, which was less than the mandatory minimum for such Eligible Mandatory Criterion, will not change, and it will be that original score that is used to calculate any score for the Bid.
- i) Canada will determine whether the Bid is responsive for the requirements reviewed at Phase II, considering such additional or different information as may have been provided by the Bidder in accordance with this Section. If the Bid is not found responsive for the requirements reviewed at Phase II to the satisfaction of Canada, then the Bid shall be considered non-responsive and will receive no further consideration.
- j) Only Bids found responsive to the requirements reviewed in Phase II to the satisfaction of Canada, will receive a Phase III evaluation.

2.5.1.3. Phase III: Final Evaluation of the Bid.

- a) In Phase III, Canada will complete the evaluation of all Bids found responsive to the requirements reviewed at Phase II. Bids will be assessed in accordance with the entire

requirement of the bid solicitation including the technical, value proposition and financial evaluation criteria.

- b) A Bid is non-responsive and will receive no further consideration if it does not meet all mandatory evaluation criteria of the solicitation.

## 2.6. Technical Evaluation

### 2.6.1. Mandatory Technical Criteria

- 2.6.1.1. The Phased Bid Compliance Process applies to all mandatory technical requirements listed at article 2.6.1.2 below.

- 2.6.1.2. Mandatory technical requirements (Reference: Part 7, Annex A, Appendix A1 – SRS)

Requirement ID	SRS ID	Requirement
M1	LTV-SRS-016	LTV-P Seating
M2	LTV-SRS-018	LTV-C Seating
M3	LTV-SRS-020	Availability
M4	LTV-SRS-021	IOC Vehicles
M5	LTV-SRS-023	IOC Vehicles – Deliverables
M6	LTV-SRS-049	LTV-P Curb Weight
M7	LTV-SRS-050	LTV-C Curb Weight
M8	LTV-SRS-092	Ground Clearance

**Table 1** – Mandatory Technical Requirements – Proof of Compliance (POC) as “Means of Compliance”

### 2.6.2. Point Rated Technical Criteria

- 2.6.2.1. The Phased Bid Compliance Process applies to all point rated technical requirements listed at article 2.6.2.2 below..

- 2.6.2.2. Point rated technical requirements (Reference: Part 7, Annex A, Appendix A1 – SRS)

Requirement ID	SRS ID	Requirement	Points Allocation
MR1	LTV-SRS-017	LTV-P Seating	20
MR2	LTV-SRS-022	IOC Vehicles	10
MR3	LTV-SRS-029	LTV-P Payload	10
MR4	LTV-SRS-032	LTV-C Payload	10
<b>TOTAL</b>			<b>50</b>

**Table 2** – Point Rated Technical Requirements

2.7. Value Proposition

- 2.7.1. The Phased Bid Compliance Process applies to all mandatory VP requirements listed in Part 4, Annex B.
- 2.7.2. Innovation, Science and Economic Development Canada (ISED) will conduct the evaluation, as outlined in Part 4, Annex B.

2.8. Financial Evaluation

- 2.8.1. Public Service and Procurement Canada (PSPC) will conduct the evaluation of the Financial Bid, as outlined below.
- 2.8.2. Mandatory Financial Criteria
  - 2.8.2.1. Bidders must provide in their financial bid all the information requested at Part 4, Annex A – Financial Bid Presentation Sheets.
  - 2.8.2.2. For Section 3 – *Vehicles, Ancillary Equipment, STTE and Ready Pack Evaluated Price*, Bidders must only complete **one** of the scenarios. If the proposed IOC vehicle is of a personnel configuration, complete Scenario A. If the proposed IOC vehicle is of a cargo configuration, complete Scenario B.
- 2.8.3. Total Evaluated Bid Price
  - 2.8.3.1. The total evaluated bid price for evaluation purposes will be determined in accordance with Part 4, Annex A.

**3. Basis of Selection**

- 3.1. To be declared responsive, a bid must:
  - (a) comply with all the requirements of the bid solicitation; and
  - (b) meet all mandatory criteria.
- 3.2. Bids not meeting (a) and (b) will be declared non-responsive.
- 3.3. The selection will be based on the highest responsive combined rating of technical merit, price and value proposition. The ratio will be 55 % for the technical merit, 35% for the price and 10 % for Value Proposition.
- 3.4. To establish the technical merit score, the overall technical score for each responsive bid will be determined as follows: total number of points obtained / maximum number of points available multiplied by the ratio of 55%.
- 3.5. To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of 35%.

- 3.6. To establish the value proposition score, the overall VP score for each responsive bid will be determined as follows: total number of points obtained / maximum number of points available multiplied by the ratio of 10%
- 3.7. For each responsive bid, the technical merit, price and value proposition scores will be added to determine its combined rating.
- 3.8. Neither the responsive bid obtaining the highest technical score nor the one with the lowest evaluated price will be necessarily be accepted. The responsive bid with the highest combined rating of technical merit, price and value proposition will be recommended for award of a contract.

**Example**

The table below illustrates an example where all three bids are responsive and the selection of the contractor is determined by a 55/35/10 ratio of technical merit, price and value proposition, respectively. The total available technical points equals 50, the lowest evaluated price is \$45,000,000.00 (45) and the total available value proposition points equals to 100.

**Basis of Selection – Highest Combined Rating Technical Merit (55%), Price (35%) and Value Proposition (10%).**

		<b>Bidder 1</b>	<b>Bidder 2</b>	<b>Bidder 3</b>
Overall Technical Score		48/50	50/50	40/50
Bid Evaluation Price		\$55,000,000.00	\$50,000,000.00	\$45,000,000.00
Value Proposition Score		100/100	60/100	40/100
Calculations	Technical Merit Score	$48/50 \times 55 = 52.80$	$50/50 \times 55 = 55.00$	$40/25 \times 55 = 44.00$
	Pricing Score	$45/55 \times 35 = 28.64$	$45/50 \times 35 = 31.50$	$45/45 \times 35 = 35.00$
	VP Score	$100/100 \times 10 = 10.00$	$60/100 \times 10 = 6.00$	$40/100 \times 10 = 4.00$
Combined Rating		91.44	92.50	83
Overall Rating		2 <sup>nd</sup>	1 <sup>st</sup>	3 <sup>rd</sup>

**4. Modification of the Resulting Contract Prior to Award**

- 4.1. Before issuance of the Contracts, the resulting Contract (Part 7) will be updated to take into account:
  - 4.1.1. any modifications resulting from the bid solicitation amendments will be incorporated;
  - 4.1.2. the columns "Type of Requirement", "Means of Compliance", "POC Details", "Scoring Method" and "Allocation" will be deleted; and
  - 4.1.3. the rated requirements become mandatory once offered in the bidder's proposal. The offered rated requirement identified as "Rated Criteria" will be moved to their respective Mandatory paragraph in the various Annexes and Appendices. The examples below are provided to assist bidders in understanding how the offered point-rated criteria will form part of the resulting Contracts. These examples are for explanation purposes and are not all encompassing.

**Example 1:**

In Part 7, Annex A, Appendix A1, for the Seating requirement, the Mandatory criteria is identified in Article 2.1 (LTV-SRS-016) and the Rated criteria in (LTV-SRS-017).



If a bidder offers 5 seats under LTV-SRS-017, "The LTV-P should have at least five (5) seats up to a maximum of nine (9), then, Canada will change LTV-SRS-016 prior to Contract award to read "The LTV-P must have five (5) seats in two (2) rows of seating."

**Example 2:**

In Part 7, Annex A, Appendix A1, for the Delivery requirements Article 2.2, the mandatory criteria is identified in LTV-SRS-021 and the point-rated criteria in LTV-SRS-022.

If a bidder offers to deliver 36 IOC vehicles no later than 5 weeks after Contract Award under requirement LTV-SRS-022, then Canada will, prior to Contract award, delete LTV-SRS-022 entirely and change LTV-SRS-021 to read "The Bidder must deliver 36 IOC vehicles (configured as a personnel or cargo vehicle) FCA no later than five (5) weeks after Contract award (WACA).


# **Light Tactical Vehicle (LTV)**

**Request for Proposal  
W8476-246786/C**


**Part 4 – EVALUATION PROCEDURES AND BASIS OF SELECTION**

**Annex A – Financial Bid Presentation Sheets**

## 1. Financial Bid Presentation Sheets Instructions

- 1.1 Bidders must submit their financial bid in accordance with this Annex. The amount of the financial bid is exclusive of applicable taxes as defined in Section 01 of the General Conditions 2030 (2022-12-01). Bidders are not required to state the Applicable Taxes as part of their financial bid. If stated, they must be shown separately from the amount of the financial bid without the taxes.
- 1.2 When preparing their financial bid, Bidders must review Part 7 – Terms and Conditions, Part 7, Annex B – Price and Delivery and Part 4 – Evaluation Procedures and Basis of Selection.
- 1.3 The cells highlighted in blue  identify the quantities for evaluation purposes only and are not be considered as a contract guarantee.

## 2. Financial Bid Presentation Sheets

- 2.1 The cells highlighted yellow  identify the mandatory information that the Bidder must provide in its financial bid. Bidders must submit their financial information using these presentation sheets.

## 3. Vehicles, Ancillary Equipment, STTE and Ready Pack Evaluated Price – Bidders to submit only one Scenario : A or B.

**Scenario A – This table is only applicable in the event the proposed IOC Vehicle is of a Personnel configuration**

Deliverable End Item (DEI)	Quantity	Unit of Issue	Unit Price \$CAD	Extended Price \$CAD	Delivery Destinations
	<b>A</b>		<b>B</b>	<b>AxB=C</b>	
LTV-IOC	36	EA			FCA
LTV-P	18	EA			25 CFSD
LTV-C	36	EA			25 CFSD
M2 Weapon Mount Assembly (IOC)	5	EA			25 CFSD
C9 Weapon Mount Assembly (IOC)	5	EA			25 CFSD
C6 Weapon Mount Assembly (IOC)	5	EA			25 CFSD
C16 Weapon Mount Assembly (IOC)	5	EA			25 CFSD
LTV STTE Kit (IOC)	2	KT			FCA
LTV STTE Kit	4	KT			25 CFSD
LTV Ready Pack (IOC)	4	LOT			FCA
<b>TOTAL EXTENDED EVALUATED PRICE</b>					

Table 1A – Vehicles, Ancillary Equipment, STTE and Ready Pack

**Scenario B – This table is only applicable in the event the proposed IOC Vehicle is of a Cargo configuration.**

Deliverable End Item (DEI)	Quantity	Unit of Issue	Unit Price \$CAD	Extended Price \$CAD	Delivery Destinations
	A		B	AxB=C	
LTV-IOC	36	EA			FCA
LTV-P	54	EA			25 CFSD
M2 Weapon Mount Assembly (IOC)	5	EA			25 CFSD
C9 Weapon Mount Assembly (IOC)	5	EA			25 CFSD
C6 Weapon Mount Assembly (IOC)	5	EA			25 CFSD
C16 Weapon Mount Assembly (IOC)	5	EA			25 CFSD
LTV STTE Kit (IOC)	2	KT			FCA
LTV STTE Kit	4	KT			25 CFSD
LTV Ready Pack (IOC)	4	LOT			FCA
<b>TOTAL EXTENDED EVALUATED PRICE</b>					

Table 1B – Vehicles, Ancillary Equipment, STTE and Ready Pack

#### 4. Training Evaluated Price

Deliverable End Item (DEI)	Quantity	Unit of Issue	Unit Price \$CAD	Extended Price \$CAD	Delivery Destinations
	A		B	AxB=C	
ICT – Operator Training Session	1	EA			CFB Edmonton
ICT – Vehicle Technician Training Session	1	EA			CFB Edmonton
ICT – Weapon Technician Training Session	1	EA			CFB Edmonton
<b>TOTAL EXTENDED EVALUATED PRICE</b>					

Table 2 – Training

## 5. Options Evaluated Price

Deliverable End Item (DEI)	Quantity	Unit of Issue	Unit Price \$CAD	Extended Price \$CAD	Delivery Destinations
	A		B	AxB=C	
LTV-P	10	EA			25 CFSD
LTV-C (or LTV-IOC)	10	EA			25 CFSD
LTV STTE Kit	2	KT			25 CFSD
LTV Ready Pack	2	EA			25 CFSD
ICT – Operator Training Session(s)	1	EA			25 CFSD
ICT – Vehicle Technician Training Session(s)	1	EA			25 CFSD
ICT – Weapon Technician Training Session(s)	1	EA			25 CFSD
<b>TOTAL EXTENDED EVALUATED PRICE</b>					

Table 3 – Options

## 6. Labour Rates Evaluated Price

- 6.1 The Bidder must provide the following labour rates for all categories of labour listed in accordance with Part 7, Annex B, Table 4. Nil value will render the bid non-responsive. Additional labour categories will not be considered.

Category of Labour	Firm Hourly Rate (Includes Mark-up) 0 to 12 MACA	Estimated Evaluated Quantity (hours) \$CAD	Extended Price \$CAD
	A	B	AxB=C
Engineer		200	
Senior Engineer		75	
Field Service Representative (FSR)		250	
<b>TOTAL EXTENDED EVALUATED PRICE</b>			

Table 4 – Labour Rates

## 7. Mark-Up Evaluated Price

- 7.1 The Bidder must provide the mark-up rate applicable to material (including spare parts) not listed in Part 7, Annex B, tables 1 and 3. The rate must be in accordance with Part 7, Annex B. **Only one rate can apply.**

Mark-Up Rate 0 to 12 MACA	Estimated Value of Laid-Down Cost \$CAD	Evaluated Price \$CAD
E	B	AxB=C
%	500,000.00	

Table 5 – Mark-Up Rate

## 8. TOTAL EVALUATED BID PRICE

Vehicles, Ancillary Equipment, STTE and Ready Pack (Table 1A or 1B) \_\_\_\_\_ +  
 Training (Table 2) \_\_\_\_\_ +  
 Options (Table 3) \_\_\_\_\_ +  
 Labour Rates (Table 4) \_\_\_\_\_ +  
 Mark-Up (Table 5) \_\_\_\_\_

**TOTAL EVALUATED BID PRICE** = \_\_\_\_\_ **CAD \$**

# **Light Tactical Vehicle (LTV)**

**Request for Proposal  
W8476-246786/C**

**Part 4 – EVALUATION PROCEDURES AND BASIS OF SELECTION**

**Annex B – Industrial and Technological Benefits (ITB)**

**Evaluation Plan**

## **TABLE OF CONTENTS**

1. INTRODUCTION
2. MANDATORY REQUIREMENTS
3. MINIMUM ASSESSMENT VALUES
4. RATED EVALUATION
5. PROCESS



## 1. INTRODUCTION

- 1.1. The purpose of the ITB Evaluation Plan (Evaluation Plan) is to describe the methodology that will be used to evaluate the ITB Proposal (Proposal) submitted by the Bidder.
- 1.2. The Proposal will be evaluated as either responsive or not responsive. The Proposal will be deemed responsive if it: i) meets all of the mandatory requirements outlined in Section 2; and, ii) meets the Minimum Assessment Values outlined in Section 3 of this document.
- 1.3. All responsive bids will then be evaluated based on rated criteria, as outlined in Section 4 of this document.
- 1.4. The results of the evaluation will be conveyed to the Contracting Authority. The results will then be integrated into the overall bid evaluation results, as outlined in Part 4 of the Light Tactical Vehicle project's (the Project) evaluation plan.
- 1.5. The Bidder is strongly encouraged to closely review the entire Bidder Instructions document.
- 1.6. Defined terms not otherwise defined in this document have the meaning given to them in the ITB Terms and Conditions and the Request for Proposal, including appendices, to which this Evaluation Plan is attached.

## 2. MANDATORY REQUIREMENTS

- 2.1. The chart below details each mandatory requirement and how the ITB Authority will assess whether it has been met. The Proposal will be assessed as responsive or not responsive. To be considered responsive, all mandatory requirements must be met.

Mandatory Requirement	Method to Confirm
1. Bidder commits to achieving Transactions, measured in Canadian content value (CCV), valued at not less than 100% of the Contract Price <i>[100% or the total CCV of identified Transactions, whichever is higher]</i> , to be achieved within the Achievement Period.	Mandatory requirements certificate is duly signed and submitted.
2. Bidder commits to achieving not less than 15% of the Contract Price in Transactions involving Small and Medium Business, measured in CCV.	Mandatory requirements certificate is duly signed and submitted.
3. Bidder has specified its Bid Price, not including taxes and rounded to the nearest dollar.	Mandatory requirements certificate is duly signed and submitted, with Bid Price provided.
3a. Bidder has identified Transactions which are detailed, fully described and equal in total to not less than 15% of the Bid Price, measured in CCV.	CCV value of each Transaction in the Proposal is totalled, then compared against the Bid Price. Mandatory requirements certificate is duly signed and submitted.
3b. Bidder commits to identifying 1 year after Contract award, Transactions that are detailed, fully described and bring the cumulative total of identified Transactions to not less than 30% of the Contract Price, measured in CCV.	Mandatory requirements certificate is duly signed and submitted.

3c. Bidder commits to identifying 2 years after Contract award, Transactions that are detailed, fully described and bring the cumulative total of identified Transactions to not less than 40% of the Contract Price, measured in CCV.	Mandatory requirements certificate is duly signed and submitted.
3d. Bidder commits to identifying 4 years after Contract award, Transactions that are detailed, fully described and bring the cumulative total of identified Transactions to 100% of the Contract Price, measured in CCV	Mandatory requirements certificate is duly signed and submitted.
4. Bidder accepts and agrees to comply with all of the ITB Terms & Conditions.	Mandatory requirements certificate is duly signed and submitted.
5. Bidder submits all the required components in its Proposal: <ul style="list-style-type: none"> <li>• Company business plan</li> <li>• ITB management plan</li> <li>• Regional development plan</li> <li>• Small and Medium Business development plan</li> <li>• Gender and diversity overview</li> <li>• Detailed Transaction sheets, accompanied by a summary chart of all Transactions</li> <li>• Signed Mandatory requirements certificate and signed Rated criteria certificate</li> </ul>	Presence of each required component in the Proposal and the Mandatory requirements certificate and Rated criteria certificates are duly signed and submitted.
6. The Bidder's plans must achieve a Minimum Assessment Value of 32 out of a possible 64 as described in section 3.1 of this document and section 5.1 to 5.7 of the Bidder Instructions.	Achieve or exceed plans assessment value of 32 out of a possible 64 for the following Plans: company business plan, ITB management plan, regional development plan, and Small and Medium Business plan

**Table 2-1, Mandatory Requirements Evaluation Chart**

### **3. MINIMUM ASSESSMENT VALUES**

**3.1.** The Plans will be evaluated during the mandatory evaluation to confirm that they are present in the Proposal. The company business plan, ITB management plan, regional development plan, and Small and Medium Business development plan will be evaluated to determine if they meet the Minimum Assessment Values to fulfill the mandatory requirement from Section 4.1.6 of the Bidder Instructions.

**3.1.1.** The company business plan, ITB management plan, regional development plan, and Small and Medium Business development plan are assessed and scored for quality and for risk, using the assessments in Tables 3-1 and 3-2.

**3.1.2.** Quality will be assessed as to whether the plans respond to the requested components outlined in Section 5 of the ITB Bidder Instructions, the level of detail in the component, and how well the content of the plan meets the ITB Objectives outlined in Section 3 of the ITB Bidder Instructions.

**3.1.3.** Quality will be assessed on a scale of one (1) to four (4), using the values below in Table 3-1.

VALUE	PLAN – QUALITY ASSESSMENTS
4	<b>SUPERIOR</b> Plan contains detailed responses to four or more of the requested items in Section 5.4 to 5.7, both inclusive, as applicable, of the ITB Bidder Instructions. The Plan demonstrates that many of Canada's ITB Objectives will be met.
3	<b>GOOD</b> Plan contains detailed responses to three of the requested items in Section 5.4 to 5.7, both inclusive, as applicable, of the ITB Bidder Instructions. The Plan demonstrates that several of Canada's ITB Objectives will be met.
2	<b>POOR</b> Plan contains detailed responses to two of the requested items in Section 5.4 to 5.7, both inclusive, as applicable, of the ITB Bidder Instructions. The Plan demonstrates that some of Canada's ITB Objectives will be met.
1	<b>VERY WEAK</b> Plan contains detailed response to one or less of the requested items in the Section 5.4 to 5.7, both inclusive, as applicable, of the ITB Bidder Instructions. The Plan does not demonstrate that Canada's ITB Objectives will be met.

**Table 3-1, Plan Quality Assessments**

**3.1.4.** Risk will be assessed as to whether the plans respond to the risk areas outlined in Section 5.3 of the ITB Bidder Instructions and the level of detail provided.

**3.1.5.** Risk will be assessed on a scale of one (1) to four (4), using the values below in Table 3-2.

VALUE	PLAN - RISK ASSESSMENTS
4	<b>SUPERIOR</b> Plan contains a detailed response to four or more of the risk areas in Section 5.3 of the ITB Bidder Instructions, such that the probability of failure to achieve is extremely low.
3	<b>GOOD</b> Plan contains a detailed response to three of the risk areas in Section 5.3 of the ITB Bidder Instructions, such that the probability of failure to achieve is low.
2	<b>POOR</b> Plan contains a detailed response to two of the risk areas in Section 5.3 of the ITB Bidder Instructions, such that the probability of failure to achieve is moderate.
1	<b>VERY WEAK</b> Plan contains a detailed response to one or less of the risk areas in Section 5.3 of the ITB Bidder Instructions, such that the probability of failure to achieve is significant.

**Table 3-2, Plan Risk Assessments**

**3.1.6.** The Quality and Risk assessments agreed to by evaluators will be multiplied

together and the sums added together to determine the final scored plans assessment value for the Proposal.

- 3.1.7.** The Bidder must achieve or exceed a final plans Minimum Assessment Value of 32 out of a possible 64.

**EXAMPLE:**

Plan	Quality (A)	Risk (B)	Assessment Value (C) (C) = (A) x (B)
Company business plan	4	3	12
ITB management plan	2	3	6
Regional development plan	4	4	16
SMB development plan	4	2	8
<b>Final plans assessment value</b>			<b>42</b>

**Table 3-3 - Example**

**3.2.** Evaluation of proposed Transactions

- 3.2.1.** The Bidder's proposed Transactions will be evaluated to determine whether they comply with the ITB Bidder Instructions and with the ITB Terms and Conditions, with respect to eligibility criteria, valuation, banking, pooling and criteria for Transaction types.
- 3.2.2.** If a proposed Transaction does not meet the criteria outlined in 3.2.1, it will be considered non-responsive and will receive no further consideration during the mandatory evaluation, or in the Contract.
- 3.2.3.** If a proposed Transaction meets the criteria outlined in 3.2.1 it will be considered in the mandatory evaluation for the requirement to identify Transactions equal in total to not less than 15% of the Bid Price, measured in CCV. The Transaction will become an Obligation to be achieved under article 3 of the ITB Terms and Conditions.

**4. RATED EVALUATION**

- 4.1.** The Bidder's proposed Commitments will be evaluated against the rated criteria as described below.
- 4.1.1.** Rated criterion 1 – Direct Transactions: The Bidder may identify a Commitment to achieve Direct Transactions, measured in CCV, as described in Section 6.2 of the ITB Bidder Instructions. The Bidder will be scored on this Commitment as follows.
- 4.1.1.1.** The maximum available points for the Bidder's Commitment in Direct Transactions are 35 points, and will be calculated based on Table 4-1 below:

Interval	Point Awarded
1% - 35%	1.0 point per each 1% of Contract Price committed, up to a maximum of 35 points

**Table 4-1 – Direct Transactions Scoring Framework**

- 4.1.1.2.** No points will be awarded for the Bidder's Commitment in Direct Transactions above 35% of Contract Price.

Direct Work Scoring Example	
Bidder's Direct Work Commitment	25%
<b>Total point rating for Direct Work</b>	$(25 \times 1.0) = 25$

**Table 4-2 – Direct Transactions Scoring Example**

- 4.1.2.** Rated criterion 2 – Research and Development: The Bidder may identify a Commitment to achieve Transactions involving Research and Development, measured in CCV, as described in Section 6.2 of the ITB Bidder Instructions. The Bidder will be scored on its Commitment involving Research and Development as follows.

- 4.1.2.1.** The Bidder's Research and Development Commitment will receive 1 point for every 1% of Contract Price.

- 4.1.2.2.** The Bidder with the highest total Research and Development score, up to a maximum of 25% of Contract Price, measured in CCV, will receive 25 points. All other Bidders will receive a pro-rated score against the highest total Research and Development Score.

- 4.1.2.3.** No points will be awarded for the Bidder's Commitment in Research and Development above 25% of Contract Price.

Research and Development Scoring Example				
Research and Development	VP Points	Bidder 1 Contractual Commitment	Bidder 2 Contractual Commitment	Bidder 3 Contractual Commitment
R&D Commitment	1 x multiplier	22%	20%	15%
<b>R&amp;D Total Score</b>		22	20	15
<b>Pro-Rated VP Score for Research and Development</b>		$(22/22) \times 25 = 25$	$(20/22) \times 25 = 22.73$	$(15/22) \times 25 = 17.05$

**Table 4-3 - Research and Development Scoring Example**

- 4.1.3.** Rated Criterion 3 – Supplier Development or Exports: The Bidder may identify a Commitment to achieve Transactions involving Supplier Development or Exports, measured in CCV, as described in Section 6.2 of the ITB Bidder Instructions. The Bidder will be scored on its Commitment involving Supplier Development or Exports as follows.

- 4.1.3.1.** The maximum available points for the Bidder's Commitment in Supplier Development or Exports are 30 points, and will be calculated based on Table 4-4 below:

Interval	Point Awarded
1% - 25%	0.828 points per each 1% of Contract Price committed, up to a maximum of 20.7 points
26% - 40%	0.62 points per each 1% of Contract Price committed, up to a maximum of 9.3 points

**Table 4-4 – Supplier Development or Exports Scoring Framework**

- 4.1.3.2.** No points will be awarded for the Bidder's Commitment in Supplier Development or Exports above 40% of Contract Price.

Supplier Development or Exports Scoring Example	
Bidder's Supplier Development or Exports Commitment	32%
<b>Total point rating for Supplier Development or Exports</b>	$(30 \times 0.828) + (2 \times 0.62) = 26.08$

**Table 4-5 – Supplier Development or Exports Scoring Example**

- 4.1.4.** Rated Criterion 4 – Skills Development and Training The Bidder may identify 2 Commitments to achieve Transactions involving Skills Development and Training, measured in CCV, as described in Section 6.2 of the ITB Bidder Instructions. The Bidder will be scored on its Commitment involving Skills Development and Training as follows.

- 4.1.4.1.** The maximum available points for the Bidder's Commitment in Skills Development and Training are 10 points, and will be calculated based on Table 4-6 below.

Commitment	Interval	Point Awarded
Overall Skills Development and Training Commitment	\$0 - \$1,500,000	0.6 points per \$150,000 committed, up to a maximum of 6 points
Of the overall Skills Development and Training Commitment: A Commitment for a contribution for Indigenous Peoples or majority Indigenous-controlled educational or training facilities	\$0 - \$1,500,000	0.4 points per \$150,000 committed, up to \$1,500,000, up to a maximum of 4 points

**Table 4-6 – Skills Development and Training Scoring Framework**

- 4.1.4.2.** No points will be awarded for the Bidder's Commitment in Skills Development and Training above \$1,500,000.

- 4.1.4.3.** No points will be awarded for the Bidder's Commitment in Skills Development and Training involving a contribution for Indigenous Peoples or majority Indigenous-controlled educational or training facilities above \$1,500,000.

<b>Skills Development and Training Scoring Example</b>	
Bidder's overall Skills Development and Training Commitment	\$1,200,000
Of the overall Skills Development and Training Commitment, the amount that is with Indigenous Peoples or majority Indigenous-controlled educational or training facilities	\$900,000
<b>Total point rating for Skills Development and Training Development</b>	$[(1,200,000/150,000) \times 0.6] + [(900,000/150,000) \times 0.4] = 7.2$

**Table 4-7 – Skills Development and Training Scoring Example**

- 4.2.** Table 4-8 below summarizes the rated evaluation scoring:

<b>Criteria</b>	<b>Available Points</b>	<b>Basis of Evaluation</b>
<b>Direct Transactions</b>	35	
Commitment	x	Commitment percentage on signed Rated criteria certificate (Appendix B to ITB Bidder Instructions)
<b>Research and Development</b>	25	
Commitment	x	Commitment percentage on signed Rated criteria certificate (Appendix B to ITB Bidder Instructions)
<b>Supplier Development or Exports</b>	30	
Commitment	x	Commitment percentage on signed Rated criteria certificate (Appendix B to ITB Bidder Instructions)
<b>Skills Development and Training</b>	10	
Commitment	x	Commitment percentage on signed Rated criteria certificate (Appendix B to ITB Bidder Instructions)
<b>Total Points</b>	100	

**Table 4-8 – Rated Evaluation Scoring**

- 4.3.** Total VP Score: The Bidder's scores for commitments will be totalled to reach a Total VP Score, which will then be weighted at 10% percent of the total available score for the Project's overall bid evaluation.

## **5. PROCESS**

- 5.1.** The evaluation is led by the ITB Authority, with participation from representatives of the regional development agencies, and, if required, other subject matter experts.
- 5.2.** Evaluation assessments and scoring will be carried out by consensus, wherein the Bidder's Proposal will be read, discussed and each evaluator will agree to a score for each rated element. Consensus on broader issues will be sought, such that evaluators agree on the need for and nature of any clarifying questions or advice sought from outside experts. Where consensus on scoring, issues or other questions cannot be reached following discussion, the ISED Evaluation Lead will make the final decision.
- 5.3.** The ITB Authority will hold overall responsibility for ensuring that the members of the evaluation team carry out their responsibilities. The ITB Authority will act as the liaison between the evaluation team and outside officials.



# **Light Tactical Vehicle (LTV)**

**Request for Proposal  
W8476-246786/C**

**Part 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION**

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

### **1. Certifications**

- 1.1 Bidders must provide the required certifications and additional information to be awarded a contract.
- 1.2 The certifications provided by Bidders to Canada are subject to verification by Canada at all times. Unless specified otherwise, Canada will declare a bid non-responsive, or will declare a contractor in default if any certification made by the Bidder is found to be untrue, whether made knowingly or unknowingly, during the bid evaluation period or during the contract period.
- 1.3 The Contracting Authority will have the right to ask for additional information to verify the Bidder's certifications. Failure to comply and to cooperate with any request or requirement imposed by the Contracting Authority will render the bid non-responsive or constitute a default under the Contract.

### **2. Certifications Required with the Bid**

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

#### **2.1.1 Integrity Provisions - Declaration of Convicted**

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

#### **2.1.2 Additional Certifications Required with the Bid**

##### **2.1.2.1 ITB Requirements Compliance Certificates**

- 2.1.2.1.1 The Bidder must provide with their ITB Proposal signed certificates as detailed in Part 7, Annex C.

##### **2.1.2.2 Certificate of Compliance**

- 2.1.2.2.1 By submitting a Bid, the Bidder certifies that they have thoroughly reviewed and understood the requirements of the complete Solicitation (Parts 1 through 7) and if selected, agree to comply with all requirements detailed therein.
- 2.1.2.2.2 The Bidder certifies that they will satisfy all contract requirements and the products to be delivered against the contracts will comply with all contract requirements and will be fit for use as defined in the Resulting Contract.

### **3. Certifications Precedent to Contract Award and Additional Information**

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

### **3.2 Integrity Provisions – Required Documentation**

- 3.2.1 In accordance with the section titled Information to be provided when bidding, contracting or entering into a real property agreement of the Ineligibility and Suspension Policy (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>), the Bidder must provide the required documentation, as applicable, to be given further consideration in the procurement process.
- 3.2.2 Bidders are reminded to obtain the required security clearance and, as applicable, security capabilities promptly. As indicated above, bidders who do not provide all the required information at bid closing will be given the opportunity to complete any missing information from the AFR form within a period set by the Contracting Authority. If that information is not provided within the timeframe established by the Contracting Authority (including any extension granted by the Contracting Authority in its discretion), or if Canada requires further information from the Bidder in connection with assessing the request for security clearance (i.e., information not required by the AFR form), the Bidder will be required to submit that information within the time period established by the Contracting Authority, which will not be less than 48 hours. If, at any time, the Bidder fails to provide the required information within the timeframe established by the Contracting Authority, its bid will be declared non-compliant.

### **3.3 Federal Contractors Program for Employment Equity – Bid Certification**

- 3.3.1 By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "FCP Limited Eligibility to Bid" list available at the bottom of the page of the Employment and Social Development Canada (ESDC) - Labour's website.
- 3.3.2 Canada will have the right to declare a bid non-responsive if the Bidder, or any member of the Bidder if the Bidder is a Joint Venture, appears on the "FCP Limited Eligibility to Bid list at the time of contract award.
- 3.3.3 Canada will also have the right to terminate the Contract for default if a Contractor, or any member of the Contractor if the Contractor is a Joint Venture, appears on the "FCP Limited Eligibility to Bid" list during the period of the Contract.
- 3.3.4 The Bidder must provide the Contracting Authority with a completed annex titled Federal Contractors Program for Employment Equity – Certification (Part 4, Annex A), before contract award. If the Bidder is a Joint Venture, the Bidder must provide the Contracting Authority with a completed annex Federal Contractors Program for Employment Equity - Certification, for each member of the Joint Venture.

# **Light Tactical Vehicle (LTV)**

**Request for Proposal  
W8476-246786/C**

**Part 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION**

**Annex 1 – Federal Contractors Program for Employment Equity –  
Certification**

## FEDERAL CONTRACTORS PROGRAM FOR EMPLOYMENT EQUITY – CERTIFICATION

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

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

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

Complete both A and B.

A. Check only one of the following:

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

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

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

OR

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

B. Check only one of the following:

- ☐ B1. The Bidder is not a Joint Venture.

OR

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

# **Light Tactical Vehicle (LTV)**

**Request for Proposal  
W8476-246786/C**

**Part 6 – SECURITY, FINANCIAL AND OTHER REQUIREMENTS**

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## **PART 6 - FINANCIAL AND OTHER REQUIREMENTS**

### **1. Financial Capability**

- 1.1 **Financial Capability Requirement:** The Bidder must have the financial capability to fulfill this requirement. To determine the Bidder's financial capability, the Contracting Authority may, by written notice to the Bidder, require the submission of some or all of the financial information detailed below during the evaluation of bids. The Bidder must provide the following information to the Contracting Authority within fifteen (15) working days of the request or as specified by the Contracting Authority in the notice:
- 1.1.1 Audited financial statements, if available, or the unaudited financial statements (prepared by the Bidder's outside accounting firm, if available, or prepared in-house if no external statements have been prepared) for the Bidder's last three fiscal years, or for the years that the Bidder has been in business if this is less than three years (including, as a minimum, the Balance Sheet, the Statement of Retained Earnings, the Income Statement and any notes to the statements).
  - 1.1.2 If the date of the financial statements in (a) above is more than five months before the date of the request for information by the Contracting Authority, the Bidder must also provide, unless this is prohibited by legislation for public companies, the last quarterly financial statements (consisting of a Balance Sheet and a year-to-date Income Statement), as of two months before the date on which the Contracting Authority requests this information.
  - 1.1.3 If the Bidder has not been in business for at least one full fiscal year, the following must be provided:
    - a. the opening Balance Sheet on commencement of business (in the case of a corporation, the date of incorporation); and
    - b. the last quarterly financial statements (consisting of a Balance Sheet and a year-to-date Income Statement) as of two months before the date on which the Contracting Authority requests this information.
  - 1.1.4 A certification from the Chief Financial Officer or an authorized signing officer of the Bidder that the financial information provided is complete and accurate.
  - 1.1.5 A confirmation letter from all of the financial institution(s) that have provided short-term financing to the Bidder outlining the total of lines of credit granted to the Bidder and the amount of credit that remains available and not drawn upon as of one month prior to the date on which the Contracting Authority requests this information.
  - 1.1.6 A detailed monthly Cash Flow Statement covering all the Bidder's activities (including the requirement) for the first two years of the requirement that is the subject of the bid solicitation, unless this is prohibited by legislation. This statement must detail the Bidder's major sources and amounts of cash and the major items of cash expenditures on a monthly basis, for all the Bidder's activities. All assumptions made should be explained as well as details of how cash shortfalls will be financed.

- 1.1.7 A detailed monthly Project Cash Flow Statement covering the first two years of the requirement that is the subject of the bid solicitation, unless this is prohibited by legislation. This statement must detail the Bidder's major sources and amounts of cash and the major items of cash expenditures, for the requirement, on a monthly basis. All assumptions made should be explained as well as details of how cash shortfalls will be financed.
- 1.2 If the Bidder is a joint venture, the financial information required by the Contracting Authority must be provided by each member of the joint venture.
- 1.3 If the Bidder is a subsidiary of another company, then any financial information in 1. (a) to (f) above required by the Contracting Authority must be provided by the ultimate parent company. Provision of parent company financial information does not by itself satisfy the requirement for the provision of the financial information of the Bidder, and the financial capability of a parent cannot be substituted for the financial capability of the Bidder itself unless an agreement by the parent company to sign a Parental Guarantee, as drawn up by Public Works and Government Services Canada (PWGSC), is provided with the required information.
- 1.4 **Financial Information Already Provided to PWGSC:** The Bidder is not required to resubmit any financial information requested by the Contracting Authority that is already on file at PWGSC with the Contract Cost Analysis, Audit and Policy Directorate of the Policy, Risk, Integrity and Strategic Management Sector, provided that within the above-noted time frame:
- 1.4.1 the Bidder identifies to the Contracting Authority in writing the specific information that is on file and the requirement for which this information was provided; and
- 1.4.2 the Bidder authorizes the use of the information for this requirement.
- It is the Bidder's responsibility to confirm with the Contracting Authority that this information is still on file with PWGSC.
- 1.5 **Other Information:** Canada reserves the right to request from the Bidder any other information that Canada requires to conduct a complete financial capability assessment of the Bidder.
- 1.6 **Confidentiality:** If the Bidder provides the information required above to Canada in confidence while indicating that the disclosed information is confidential, then Canada will treat the information in a confidential manner as permitted by the [Access to Information Act](#), R.S., 1985, c. A-1, Section 20(1) (b) and (c).
- 1.7 **Security:** In determining the Bidder's financial capability to fulfill this requirement, Canada may consider any security the Bidder is capable of providing, at the Bidder's sole expense (for example, an irrevocable letter of credit from a registered financial institution drawn in favour of Canada, a performance guarantee from a third party or some other form of security, as determined by Canada).

## 2. Controlled Goods Requirement

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

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

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

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

# **Light Tactical Vehicle (LTV)**

**Request For Proposal  
W8476-246786/C**

**Part 7 – RESULTING CONTRACT**

**THIS CONTRACT HAS NO SECURITY REQUIREMENTS**

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

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

### **1. Introduction and Requirement**

#### **1.1. Background**

- 1.1.1. The Department of National Defence (DND) has a requirement for new light tactical personnel and cargo carrying capabilities. These capabilities will move soldiers and equipment across complex terrain which currently can only be reached on foot. It will lighten CAF soldiers' on-person combat burden by carrying additional equipment and supplies, and will cover a larger area of operation through increased speed, range, and duration. This powerful, lightweight solution is expected to operate in domestic and expeditionary deployments, up to and including high threat environments.

#### **1.2. Requirements**

- 1.2.1. This Contract is for the acquisition of Light Tactical Vehicles (LTV), ancillary equipment and ILS Deliverables.
- 1.2.2. The Contractor must perform the Work in accordance with the Statement of Work (SOW) and its Annexes including, but not limited to, the following requirements:
- 1.2.2.1. Perform Project Management in accordance with Annex A;
  - 1.2.2.2. Provide Integrated Logistics Support in accordance with Annex A;
  - 1.2.2.3. Deliver all CLINs in accordance with Annex B – Price and Delivery;
  - 1.2.2.4. Provide the Industrial and Technological Benefits (ITB) in accordance with the commitments set out in Annex C – Industrial and Technological Benefits – Terms and Conditions; and
  - 1.2.2.5. Perform Additional Work Requirements (AWRs) as authorized in accordance with Article 1.7 of the Contract.
- 1.2.3. Definitions
- a) "Deliverable" or "Item" or "Deliverable End-Item (DEI)" or "Contract Line Item Number (CLIN)" means a portion of the Work, that is an item, service or data stipulated in Annex B – Price and Delivery, and which is to be produced, sold and delivered by the Contractor to Canada under this Contract.
  - b) "Must", "Shall", "Is Required" and "Mandatory" denote requirements that the Contractor is contractually obliged to deliver and meet.
  - c) "Should" denotes requirements that are considered ideal or desirable, but not Mandatory.
  - d) "Will" and "May" define actions taken by Canada.
  - e) Unless otherwise specified, a 'day' is considered a calendar day.

### 1.3. Optional Goods and/or service

- 1.3.1. The Contractor grants to Canada the irrevocable option to acquire the goods, services or both described at Annex B – Price and Delivery of the Contract under the same conditions and at the prices and/or rates stated in the Contract. The option may only be exercised by the Contracting Authority and will be evidenced, for administrative purposes only, through a contract amendment.
- 1.3.2. The Contracting Authority may exercise the options no later than six (6) months after contract award by sending a written notice to the Contractor with the exception of the optional vehicles (CLINs 1011 and 1012) which must be exercise no later than four (4) months after contract award.
- 1.3.3. The Contractor acknowledges and agrees that in the event Canada exercises the option to purchase goods, services or both, under this Article, the level of Industrial and Technological Direct (ITB) and Indirect Benefits to be achieved by the Contractor will be correspondingly either increased or decreased as specified in Annex C.

### 1.4. Standard Clauses and Conditions

- 1.4.1. All clauses and conditions identified in the Contract by number, date and title are set out in the Standard Acquisition Clauses and Conditions Manual (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada unless they are identified as being amended and are included in the text or annexed to this Part.
- 1.4.2. General Conditions
  - 1.4.2.1. **2030** (2022-12-01) General Conditions – Higher Complexity – Goods, applies to goods purchased as part of the Contract and form part of the Contract (Annex D).

### 1.5. Security Requirements

- 1.5.1. There is no security requirement applicable to the Contract.

### 1.6. Additional Work Requirement

- 1.6.1. Additional Work Requirements (AWRs) encompass Work that is over and above the current Contract requirements, but within the scope of the Contract. Such Work, can be authorized using a Task Authorization or Contract Amendment.
- 1.6.2. AWRs in the form of one-time only services will be authorized via a Task Authorization (DND 626 Tasking) in accordance with Article 1.7, Task Authorization Process.
- 1.6.3. AWRs of a recurring nature and/or that affect the contract deliverables such as Design Changes and Engineering Change Proposals (ECPs), will be implemented in accordance with Article 1.9, Change in the Work and formalized periodically via Contract Amendment.
- 1.6.4. In the event that modifications, i.e. Design Changes or additional work are introduced, costs and level of effort for this work will be negotiated in accordance with Article 1.11 Pricing of Changes
- 1.6.5. The AWR Work must be carried out only after receipt of written authorization.
- 1.6.6. All AWRs regardless of value must be authorized by the CA. Once approved, the CA will forward a signed copy of the authorized AWR task to the Contractor on a Task Authorization Form (see Annex E).



### **1.7. Task Authorization Process**

- 1.7.1. The Technical Authority will provide the Contractor with a description of the task using the “DND 626, Task Authorization Form” as specified in Annex E.
- 1.7.2. The Task Authorization (TA) will contain the details of the activities to be performed, a description of the deliverables, and a schedule indicating completion dates for the major activities or submission dates for the deliverables. The TA will also include the applicable basis and methods of payment as specified in the Contract.
- 1.7.3. All the terms and conditions of the Contract apply to this TA process and cannot be amended without written authorization by the Contracting Authority.
- 1.7.4. The Contractor must provide the Contracting Authority, within 7 calendar days of its receipt, the proposed total estimated cost for performing the task and a breakdown of that cost, established in accordance with the Basis of Payment specified in the Contract.
- 1.7.5. The Contractor must not commence work until a TA authorized by the Contracting Authority has been received by the Contractor. The Contractor acknowledges that any work performed before a TA has been received will be done at the Contractor's own risk.
- 1.7.6. These procedures must be followed for any AWR.
- 1.7.7. When Canada requests an AWR:
  - a. The Technical Authority will provide the Contracting Authority with written technical instructions detailed in a Task SOW, signed by the Technical Authority in sufficient detail to allow the Contractor to provide the following information:
    - i. any impact of the AWR on the requirement of the Contract;
    - ii. a price breakdown of the cost (increase or decrease) associated with the implementation AWR in accordance with Article 1.11 – Pricing of Changes;
    - iii. a schedule to implement the AWR and the impact on the contract delivery schedule; and
    - iv. Any changes (positive or negative) on the Health and Safety impact of the LTV.
  - b. The Contracting Authority will then forward this information to the Contractor.
  - c. The Contractor will prepare an offer and will send it to the Contracting Authority for Canada's evaluation.
  - d. Once agreement has been reached a signed DND 626 form will constitute the written authorization for the Contractor to proceed with the AWR and will be part of a subsequent Contract amendment.
- 1.7.8. When the Contractor requests an AWR:
  - a. The Contractor must provide the Contracting Authority with a request for an AWR in sufficient detail for review by Canada.
  - b. The Contracting Authority will forward the request to the Technical Authority for review.

- c. If Canada agrees that an AWR is required, then the procedures detailed in Article 1.7.7 are to be followed.
- d. The Contracting Authority will inform the Contractor in writing if Canada determines that the AWR is not required within 15 days or such longer time period as the CA may in writing direct.

### **1.8. Periodic Usage Reports**

- 1.8.1. The Contractor must compile and maintain records on its provision of services under authorized Task Authorizations issued under the Contract.
- 1.8.2. The Contractor must provide this data in accordance with the reporting requirements detailed below. If some data is not available, the reason must be indicated. If services are not provided during a given period, the Contractor must still provide a "NIL" report.
- 1.8.3. The data must be submitted on a quarterly basis to Canada.
- 1.8.4. The quarterly periods are defined as follows:
  - a. 1st quarter: April 1 to June 30;
  - b. 2nd quarter: July 1 to September 30;
  - c. 3rd quarter: October 1 to December 31; and
  - d. 4th quarter: January 1 to March 31.
- 1.8.5. The data must be updated no less than quarterly no later than 10 calendar days after the end of the reporting period. Periodically Canada may request updates more frequently. In such cases, updates must be no later than 10 days from date of request.
- 1.8.6. **Reporting Requirement – Details**
  - 1.8.6.1. A detailed and current record of all authorized tasks must be kept.
  - 1.8.6.2. For each authorized Task:
    - a. the authorized task number or task revision number(s);
    - b. a title or a brief description of each authorized task;
    - c. the total estimated cost specified in the authorized Task Authorization of each task, taxes extra;
    - d. the total amount, taxes extra, expended to date against each authorized task;
    - e. the start and completion date for each authorized task; and
    - f. the active status of each authorized task, as applicable.
  - 1.8.6.3. For all authorized Tasks:

- a. the amount (taxes extra) specified in the Contract (as last amended, as applicable) as Canada's total liability to the Contractor for all authorized Task Authorizations; and
- b. the total amount (taxes extra) expended to date against all authorized Task Authorizations.

### **1.9. Changes in the Work**

- 1.9.1. The Contracting Authority may, by notice, from time to time, request changes (additions, deletions, substitutions) in the Work, if the change is deemed by Canada to be within the general scope of the Contract. Upon receipt of such notice, the Contractor must prepare and submit an Engineering Change Proposal (ECP) as detailed in Annex A. The Contractor may also request changes within the general scope of the Contract by submitting an ECP.
- 1.9.2. If any change causes an increase or decrease in the cost of performing the Work, the time for performance, or other affected provisions of this Contract, then the Contractor must submit a Contract Change Proposal (CCP), in accordance with Article 1.12 - Contract Change Proposal. Any adjustment to the Contract Price must be based on the rates and mark-ups (Overheads and Profit) specified in Annex B – Price and Delivery.
- 1.9.3. Regardless of change in cost, an ECP must be completed to provide a formal reference to the change in Specification.
- 1.9.4. No variation of any nature to this Contract and no representation, agreement, arrangement or other communication will be effective and binding unless it is in writing and made or granted by:
  - 1.9.4.1. An approved ECP, CCP, Deviation or Waiver accepted in writing by the CA; or
  - 1.9.4.2. An amendment executed by the Contracting Authority and the authorized signing officer of the Contractor.
- 1.9.5. No change in the work and no increase in price because of changes in the Work will be recognized under this Contract, except in accordance with the provisions described in this Article.
- 1.9.6. No one other than the CA has the authority to approve any amendments or changes to this Contract. The Contractor must promptly report to the CA any direction given by anyone other than the CA that might result in any such amendments or change.
- 1.9.7. A contract amendment will be issued periodically to incorporate the changes in the Contract.

### **1.10. Waivers and Deviations**

- 1.10.1. Where applicable, the Contractor may submit a Request for Waiver (RFW) or a Request for Deviation (RFD) in accordance with Annex A – Statement of Work.
- 1.10.2. Where an RFW or RFD has an impact on the delivery schedule, the Contract Price or any other aspect of the Contract, it must include all relevant details including a cost proposal in accordance with Article 1.11 - Pricing of Changes where applicable, in these regards and the Contractor must submit a CCP concurrently.
- 1.10.3. The RFW, RFD, and accompanying CCP if applicable, are effective upon their approval in writing by the Contract Authority.

### **1.11. Pricing of Changes**

- 1.11.1. If any change requested under Articles 1.6 – Additional Work Requirements, 1.9 - Changes in the Work or 1.10 – Waivers and Deviations causes an increase or decrease in the cost of performing the Work or the time of performance, then the Contract Price, the time for performance and other affected provisions will be adjusted using the factors set forth in Article 1.9 - Changes in the Work, and the following:
- 1.11.1.1. a forecast of the effect on the delivery schedule; and
  - 1.11.1.2. any other pertinent factors.
- 1.11.2. For pricing of changes, the Contractor must provide a proposal with:
- a) proposed firm price with detailed cost breakdown estimates by labour category using Annex B – Price and Delivery for the period in which the Work is performed; and
  - b) detailed cost breakdown estimates for material and other direct costs using duly supported documentation (supplier, sub-contractor quotations or other appropriate documentation accepted by Canada).
- 1.11.3. For direct Labour, the Contractor must provide proposed direct labour hours expended at the rates plus overheads and profit as set out in Annex B – Price and Delivery, for the period in which the work is performed.
- 1.11.4. For materials and subcontracts, the Contractor must provide proposed Laid Down Cost plus overheads and profits as set out in Annex B – Price and Delivery, for the period in which the materials and subcontracts are incorporated into the Work.
- 1.11.5. For Travel and Living Expenses, the Contractor must provide Authorized expenses in accordance with Article 3.8 – Travel and Living Expenses (for AWRs), reasonably incurred in the performance of the Work, at cost, without any allowance for profit and/or administrative overhead.
- 1.11.6. For AWRs, Canada may elect to authorize the Work with a basis of payment as a ceiling price.

#### **1.12. Contract Change Proposal**

- 1.12.1. A CCP must be submitted with an ECP, RFW or RFD in accordance with Annex A, sub-sections 5.5.2 and 5.5.4 if they have an impact on the delivery schedule, Contract Price or any other provisions of the Contract.
- 1.12.2. A CCP can be submitted without an accompanying ECP, RFW or RFD when a change requested by either Party affects aspects of the Contract not normally covered by an ECP, RFW or RFD.
- 1.12.3. When Canada requests a change and a CCP is required, the following procedures must be followed:
- 1.12.3.1. The Technical Authority will provide the Contracting Authority with a description of the required change in sufficient detail to allow the Contractor to provide the following information:
    - a. any impact of the design change or additional work on the requirement of the Contract,
    - b. a price breakdown of the cost (increase or decrease) associated with the implementation AWR in accordance Article 1.11 – Pricing of Changes;

- c. a schedule to implement the design change or to perform the additional work and the impact on the contract delivery schedule; and
  - d. any impact (positive or negative) on the Environment, Health and Safety of the equipment.
- 1.12.3.2. The Contracting Authority will then forward this information to the Contractor; and
- 1.12.3.3. The Contractor must prepare the Contract Change Proposal form included in Annex E and submit the completed form to the CA for review. Once agreement has been reached, the form must be signed by all parties in the appropriate signature blocks. This constitutes the written authorization for the Contractor to proceed with the work, and the Contract will be amended accordingly.
- 1.12.4. When the Contractor requests the change and a CCP is required, the following procedures must be followed:
  - 1.12.4.1. The Contractor must provide the CA with a completed Contract Change Proposal form, as provided in Annex E, in sufficient detail for review by Canada;
  - 1.12.4.2. The CA will forward the request to the Technical Authority for review; and
  - 1.12.4.3. If Canada agrees that a Contract change is required, then the procedures detailed in paragraph 1.12.3.1 are to be followed.
  - 1.12.4.4. In the event that Canada determines that the requested changes are not required, The CA will inform the Contractor in writing within 30 days.
- 1.12.5. The Contractor must not proceed with any design change where a CCP is requested without the written authorization of the CA. Any work performed without the CA's written authorization will be considered outside the scope of the Contract and no payment will be made for such work.

### **1.13. Other Requirements**

- 1.13.1. The Contractor agrees that should any of the Work involve their employees or agents attending a Canadian Forces Base that such employees and agents will sign whatever form that the base requires third parties to sign to take part in activities on the base. The Contractor acknowledges that the form may cover, but may not be limited to, confidentiality, indemnity in favour of Canada, waivers of rights and acknowledgement that base policy will be followed. Such waivers will override the liability provisions of this Contract to the extent that they provide greater protections to Canada than the terms of this Contract.

### **1.14. Buyback**

- 1.14.1. In the event that the Contractor initiates a change or modification to the Work, thus resulting in a change or replacement of any ordered item set out in Annex A, Section 7.4 – Provisioning Documentation, the following procedure will be followed:
  - a. where an item has not been delivered to Canada, the Contractor will suspend delivery;
  - b. where the item has been delivered to Canada, and it can be used for its intended purpose, the Contractor must notify Canada;

- c. where the item has been delivered to Canada and in the opinion of the Contractor and Canada can be reworked so as to comply with the requirements of the Contract, the Contractor must rework the item at no additional cost to Canada; or
  - d. in all other cases, the Contractor must buy the affected item from Canada, through the issuance of a credit to Canada for such item, and Canada will return or the Contractor must provide disposal instructions to Canada.
- 1.14.2. Canada will return the item to the Contractor, within Canada only, or dispose of it, as per instructions provided by the Contractor. Canada may deduct the price of the affected item for which a credit has been issued from any outstanding invoice received from the Contractor for the Work. The Contracting Authority will amend the Contract so as to include the changed or replacement item. Items being returned at the request of the Contractor will be the Contractor's sole responsibility.

## **1.15. Defence Contract**

- 1.15.1. The Contract is a defence contract within the meaning of the *Defence Production Act*, R.S.C. 1985, c. D-1, and must be governed accordingly.
- 1.15.2. Title to the Work or to any materials, parts, work-in-process or finished work must belong to Canada free and clear of all claims, liens, attachments, charges or encumbrances. Canada is entitled, at any time, to remove, sell or dispose of the Work or any part of the Work in accordance with section 20 of the *Defence Production Act*.

## **2. Authorities**

### **2.1. Contracting Authority**

- 2.1.1. The Contracting Authority for the Contract is:

*To be inserted at Contract Award*

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

### **2.2. Technical Authority**

- 2.2.1. The Technical Authority for the Contract is:

*To be inserted at Contract Award*

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

### **2.3. Procurement Authority**

- 2.3.1. The Procurement Authority for the Contract is:

*To be inserted at Contract Award*

- 2.3.2. The Procurement Authority is the representative of the department or agency for whom the Work is being carried out under the Contract. The Procurement Authority is responsible for the implementation of tools and processes required for the administration of the Contract. The Contractor may discuss administrative matters identified in the Contract with the Procurement Authority however the Procurement Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of Work can only be made through a contract amendment issued by the Contracting Authority.

#### **2.4. Industrial Technological Benefits Authority**

The Industrial Technological Benefits (ITB) Authority for the Contract is:

*To be inserted at Contract Award*

- 2.4.1. The ITB Authority is responsible for all matters concerning the ITB requirements in the Contract. ITB matters should be discussed with the ITB Authority. However, changes to the Contract can only be made through a Contract Amendment issued by the Contracting Authority.

#### **2.5. Quality Assurance Authority**

- 2.5.1. The Quality Assurance (DQA) Authority for the Contract is:

DQA - Directorate Quality Assurance  
National Defence Headquarters  
MGen George R. Pearkes Building  
101 Colonel By Drive  
Ottawa, ON K1A 0K2  
E-mail: [ContractAdmin.DQA@forces.gc.ca](mailto:ContractAdmin.DQA@forces.gc.ca)

- 2.5.2. DQA is the Quality Assurance Authority of the Department of National Defence for whom the work is being carried out under this Contract.
- 2.5.3. DQA is responsible to monitor the Supplier's Quality Management System to provide confidence that the Supplier has the ability to fulfill the quality requirements in the contract.

#### **2.6. Contractor's Representative**

- 2.6.1. The Contractor's Representative for the Contract is:

*To be inserted at Contract Award*

- 2.6.2. The Contractor's Representative is the person delegated by the Contractor who is responsible for the management and all technical and administrative matters relating to the Contract.

#### **2.7. Proactive Disclosure of Contracts with Former Public Servants**

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

### 3. Payment

#### 3.1. Basis of Payment

- 3.1.1. In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid in Canadian funds as follows:
- 3.1.1.1. Firm prices for all Deliverables identified for IOC in accordance with Annex B – Price and Delivery, **FCA Free Carrier** \_\_\_\_\_ (*address of Contractor to be added at Contract Award*) as per Incoterms 2000, unless stated otherwise. Customs duties are not included and Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.
  - 3.1.1.2. Firm prices for Deliverables in accordance with Annex B – Price and Delivery, **DDP (Delivery Duty Paid) (Consignee)** as per Incoterms 2000, unless stated otherwise. Customs duties are included if applicable and Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.
  - 3.1.1.3. Firm Unit/Lot Price and Ceiling Price for authorized Tasks in accordance with Article 1.7 – Additional Work Requirements and priced in accordance with Article 1.11 – Pricing of Changes.
  - 3.1.1.4. The Contractor will be obliged to complete the work within agreed ceiling price; no additional compensation will be paid beyond the amount for the defined work, unless amended by the CA. The ceiling price will be subject to downward adjustment only, so as not to exceed the actual cost incurred as established by government audit. Upon completion of the audit, the price must be adjusted as aforesaid, and if there has been any overpayment must be refunded to Canada.

#### 3.2. Limitation of Expenditure

- 3.2.1. Canada's total liability to the Contractor for the Deliverables under the Contract must not exceed \$ To be inserted at Contract Award . Customs duties are included and applicable Taxes are extra.
- 3.2.2. No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:
- a. when it is 75% committed, or
  - b. four months before the contract expiry date, or
  - c. as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work,
- whichever comes first.
- 3.2.3. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.



**3.3. Electronic Payment of Invoices – Contract (to be completed at Contract Award)**

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

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

**3.4. Terms of Payment**

**3.4.1. Multiple Payments**

- 3.4.1.1. Canada will pay the Contractor upon completion and delivery of units in accordance with the payment provisions of the Contract if:
  - a. an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
  - b. all such documents have been verified by Canada; and
  - c. the Work delivered has been accepted by Canada.

**3.5. Invoicing Instructions**

3.5.1. Further to the above Article 3.4 – Terms of Payment, the Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.

3.5.2. Each invoice must be supported by the following:

- a. For firm price Deliverables:
  - i. a copy of the release document (Certificate of Inspection and Release) and any other documents as specified in the Contract in accordance with Article 4.11 – Release Documents.
- b. For Task Authorizations (AWRs only) (where applicable and outlined in the Task Authorization):
  - i. a copy of time sheets, if applicable, to support the time claimed;
  - ii. a copy of the release document and any other documents as specified in Article 4.12 – Release Documents – Distribution, of the Contract;
  - iii. original invoices, receipts, vouchers for all travel and living expenses; and
  - iv. a copy of the reports as applicable.
- c. Holdback:

- i. A 10% holdback will apply on any due payment of the following deliverables:
    - (1) All Deliverable End Items listed at Annex B, Table 1 – Vehicles, Ancillary Equipment, STTE and Ready Pack.
  - ii. Applicable Taxes must be calculated on the total amount of the claim before the holdback is applied. At the time the holdback is claimed, there will be no Applicable Taxes payable as it was claimed and payable under the previous invoice.
  - iii. Release of the 10% holdback is conditional upon confirmation by the Contracting Authority that :
    - (1) all items identified at Annex B – Price and Delivery, tables 1 and 2, have been delivered and accepted by Canada;
    - (2) all spare parts identified during initial provisioning activities have been delivered and accepted by Canada; and
    - (3) all DIDs identified in the Statement of Work (Annex A) have been delivered to and approved by Canada.
  - iv. Invoicing instructions for the holdback are as detailed for “firm price deliverables”.
- 3.5.3. Invoices must be distributed as follows:
- a. The original and one (1) electronic copy must be forwarded to the Procurement Authority identified under Article 2.3 of the Contract.
  - b. One (1) electronic copy must be forwarded to the Contracting Authority identified under Article 2.1 of the Contract.

### **3.6. Discretionary Audit**

- 3.6.1. The following are subject to government audit before or after payment is made:
- a. The amount claimed under the Contract, as computed in accordance with the Basis of Payment, including time charged.
  - b. The accuracy of the Contractor's time recording system.
  - c. The estimated amount of profit in any firm-priced element, firm time rate, firm overhead rate, or firm salary multiplier, for which the Contractor has provided the appropriate certification. The purpose of the audit is to determine whether the actual profit earned on a single contract if only one exists, or the aggregate of actual profit earned by the Contractor on a series of negotiated contracts containing one or more of the prices, time rates or multipliers mentioned above, during a particular period selected, is reasonable and justifiable based on the estimated amount of profit included in earlier price or rate certification(s).
  - d. Any firm-priced element, firm time rate, firm overhead rate, or firm salary multiplier for which the Contractor has provided a "most favoured customer" certification. The purpose of such audit is to determine whether the Contractor has charged anyone else, including the Contractor's most favoured customer, lower prices, rates or multipliers, for like quality and quantity of goods or services.

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

### **3.7. Taxes - Foreign-based Contractor**

- 3.7.1. Unless specified otherwise in the Contract, the price includes no amount for any federal excise tax, state or local sales or use tax, or any other tax of a similar nature, or any Canadian tax whatsoever. The price, however, includes all other taxes. If the Work is normally subject to federal excise tax, Canada will, upon request, provide the Contractor a certificate of exemption from such federal excise tax in the form prescribed by the federal regulations.
- 3.7.2. Canada will provide the Contractor evidence of export that may be requested by the tax authorities. If, as a result of Canada's failure to do so, the Contractor has to pay federal excise tax, Canada will reimburse the Contractor if the Contractor takes such steps as Canada may require to recover any payment made by the Contractor. The Contractor must refund to Canada any amount so recovered.

### **3.8. Travel and Living Expenses – National Joint Council Travail Directive (for AWRs)**

- 3.8.1. To perform the work, Contractor personnel including sub-contractors may be required to travel to military establishments or other locations as may be designated by the Technical Authority. When required, travel will be authorized specifically on the DND 626 form.
- 3.8.2. The Contractor will be reimbursed its authorized travel and living expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for profit and/or administrative overhead, in accordance with the meal, private vehicle and incidental expenses provided in Appendices B, C and D of the *National Joint Council Travel Directive* (<http://www.njc-cnm.gc.ca/directive/travel-voyage/index-eng.php>), and with the other provisions of the directive referring to "travellers", rather than those referring to "employees".
- 3.8.3. All travel must have the prior authorization of the Contracting Authority.
- 3.8.4. All payments are subject to government audit.

### **3.9. Customs Duties, Excise Taxes and Applicable Taxes – Non-resident**

- 3.9.1. The Contractor is responsible for customs clearance of any tools, equipment or spare parts imported into Canada by its employees or a subcontractor and its employees for use in performing the Work under the Contract. The Contractor is responsible for any customs duties, excise taxes and Applicable Taxes, assessed by the customs officials and payable to the Canada Border Services Agency.

### **3.10. Customs Duties – Department of National Defence – Importer (FCA Deliverables only)**

- 3.10.1. As the goods to be supplied under the Contract are defence supplies, customs duties on importation to Canada may be remitted under the Tariff Item Number 9982.00.00 of the Schedule to the *Customs Tariff*.
- 3.10.2. Remission of customs duties payable may be granted under the Tariff Item Number 9982.00.00 when the total contract value of the defence supplies is C\$250,000 or more. This reflects the import value of the goods plus the duty that would be applicable in the absence of the *Customs Tariff*.

3.10.3. The Department of National Defence (DND) will be responsible for prearranging remission on importation or for paying customs duties on importation and applying to Canada Border Services Agency for a refund. DND is also responsible for applying to Public Works and Government Services Canada in good time for the certification required by the *Customs Tariff*.

**3.11. Customs Duties – Contractor Importer (DDP Deliverables only)**

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

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

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

3.11.4. If required, Canada will provide a Certificate for Defence Supplies to the Contractor, found in Annex F.

**3.12. Priority Rating (only keep 3.12.1. or 3.12.2. at Contract Award)**

**3.12.1. Priority Rating**

3.12.1.1. Canada is a participant in the United States Defense Priorities and Allocations System and this defence contract is eligible for a priority rating. The Defence Priorities and Allocations Officer, Public Works and Government Services Canada, must advise the Contractor as to the appropriate priority rating within sixty (60) days of the date of the Contract.

**3.12.2. Priority Rating: Canadian-based contractors**

3.12.2.1. The Contract concerns a Canadian defence requirement and therefore is eligible to be assigned a "United States Priority Rating" for any materials/services imported from the United States which may be required in the performance of the Work. Accordingly, the Contractor must:

- a. make an application to the Defence Priorities and Allocations Officer, Public Works and Government Services Canada (PWGSC), by email at:  
[TPSGC.PAPrioritesdedefense-APDefencePriorities.PWGSC@tpsgc-pwgsc.gc.ca](mailto:TPSGC.PAPrioritesdedefense-APDefencePriorities.PWGSC@tpsgc-pwgsc.gc.ca)
- b. include this clause in subcontracts with Canadian-based contractors, and quote the PWGSC Contract Number indicated in the Contract.

3.12.2.2. Failure to comply with the above may impact on the Contractor's delivery commitments. Therefore, the Contractor is responsible for any breach of the Contract that arises from such a failure.

### **3.13. T1204 – Direct Request by Customer Department**

- 3.13.1. Pursuant to paragraph 221 (1)(d) of the Income Tax Act, R.S. 1985, c. 1 (5<sup>th</sup> Supp.), payments made by departments and agencies to contractors under applicable services contracts (including contracts involving a mix of goods and services) must be reported on a T1204 Government Service Contract Payments slip.
- 3.13.2. To enable departments and agencies to comply with this requirement, the Contractor must provide Canada, upon request, its business number or Social Insurance Number, as applicable. (These requests may take the form of a general call-letter to contractors, in writing or by telephone).

## **4. Delivery, Quality, Inspection and Acceptance**

### **4.1. Delivery**

- 4.1.1. The Contractor must deliver all Deliverables in accordance with Annex B – Price and Delivery.
- 4.1.2. The delivery of vehicles must be in accordance with Annex A, Appendix A7 – LTV Final Acceptance.
- 4.1.3. In the case of AWRs, the Contractor must deliver the goods/services as per the delivery instructions found in the authorized Task Authorization.
- 4.1.4. The Contractor must comply with all the Packaging, Handling, Shipping and Transportation (PHST) requirements in accordance with Annex A, Sub-Section 7.8.

### **4.2. Special Instructions for Delivery**

- 4.2.1. For items identified as DDP (delivered at 25 CFSD) in Annex B – Price and Delivery, the Contractor shall pre-arrange delivery of each piece of equipment to the EFCC by contacting the OPI at the EFCC and arranging timing suitable to both parties. Should the EFCC not be able to accept delivery of equipment within seven (7) days, the Contractor shall contact the Contracting Authority.

### **4.3. Liquidated Damages**

- 4.3.1. If the Contractor fails to deliver any IOC vehicle within the time specified in the Contract, the Contractor agrees to pay to Canada liquidated damages in the amount of \$50,000.00 CAD per IOC vehicle. The total amount of the liquidated damages must not exceed \$1,800,000.00 CAD.
- 4.3.2. Canada and the Contractor agree that the amount stated above is their best pre-estimate of the loss to Canada in the event of such a failure, and that it is not intended to be, nor is it to be interpreted as, a penalty.
- 4.3.3. Canada will have the right to hold back, drawback, deduct or set off from and against the amounts of any monies owing at any time by Canada to the Contractor, any liquidated damages owing and unpaid under this section.
- 4.3.4. Nothing in this section must be interpreted as limiting the rights and remedies which Canada may otherwise have under the Contract.

#### 4.4. Shipping Instructions – Delivery at Origin

4.4.1. Goods must be consigned to the destination specified in the Contract and delivered:

- a. FCA Free Carrier \_\_\_\_\_ (*to be completed at Contract Award*) Incoterms 2000 for shipments from a commercial contractor.

#### 4.5. Shipping Instructions – Delivery Duty Paid

4.5.1. Goods must be consigned and delivered to the destination specified in the contract:

- a. Incoterms 2000 “DDP Delivery Duty Paid” Consignee.

#### 4.6. Consignees

4.6.1. For the purpose of this Contract the Consignees are as follows, unless otherwise directed by Canada:

<b>AEFC Montreal</b> 25 CFSD EFCC 25 CF Supply Depot Montreal National Fielding Coordination Centre Montreal, QC, H1N 3R9	<b>7 CFSD Edmonton</b> 7 CF Supply Depot Lancaster Park 195 Ave & 82nd St., Bldg 236 Edmonton, Alberta T5J 4J5
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**Table 1 – Consignees**

#### 4.7. Delivery of Dangerous Goods/Hazardous Products

4.7.1. The Contractor must ensure proper labelling and packaging in the supply and shipping of dangerous goods/hazardous products to the Government of Canada.

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

- a. shipping container - in accordance with the Transportation of Dangerous Goods Act, 1992, c. 34; and
- b. immediate product container - in accordance with the Hazardous Products Act, R.S., 1985, c. H-3."

4.7.3. The Contractor must provide bilingual Safety Data Sheets, indicating the NATO Stock Number as follows:

- a. two hard copies:
  - i. one copy to be enclosed with the shipment, and
  - ii. one copy to be mailed to:  
National Defence Headquarters  
MGen George R. Pearkes Building  
101 Colonel By Drive  
Ottawa, Ontario K1A 0K2  
Attention: DSCO 5-4-2

- b. one copy sent in any electronic format to the following address: [MSDS-FS@FORCES.GC.CA](mailto:MSDS-FS@FORCES.GC.CA).

- 4.7.4. The Contractor will be responsible for any damages caused by improper packaging, labelling or carriage of dangerous goods/hazardous products.
- 4.7.5. The Contractor must ensure they adhere to all levels of regulations regarding dangerous goods/hazardous products as set forth by federal, provincial and municipal laws and by-laws.
- 4.7.6. The Contractor must contact the consignee (i.e. Supply Depot Traffic Section) at least 48 hours before shipping dangerous goods/hazardous products in order to schedule a receiving time.
- 4.7.7. The Contractor must clearly mark all merchandise labels with the percentage of volume that is a hazardous item. Failure to do so will result in the Contractor being held responsible for damages caused in the movement of goods/products by government vehicles or government personnel.
- 4.7.8. The Contractor must obtain the authorization from the Department of Transport to transport dangerous goods/hazardous products before the carrier may accept a charter involving the transportation of dangerous goods/hazardous products.

**4.8. Quality** *(only keep 4.8.1. or 4.8.2. at Contract Award)*

- 4.8.1. Quality assurance authority (Department of National Defence) – Canadian-based contractor

- 4.8.1.1. All work is subject to Government Quality Assurance performed at the Contractor's or subcontractor's facility, and at the installation site, by the Director of Quality Assurance, or its designated Quality Assurance Representative (QAR).

Director of Quality Assurance  
National Defence Headquarters  
MGen George R. Pearkes Building  
101 Colonel By Drive  
Ottawa, ON K1A 0K2  
E-mail: [ContractAdmin.DQA@forces.gc.ca](mailto:ContractAdmin.DQA@forces.gc.ca)

- 4.8.1.2. Within 48 hours of contract award, the Contractor must contact the QAR. The name, location and phone number of the QAR can be obtained from the nearest National Defence Quality Assurance Region (NDQAR) listed below:

- Atlantic – Halifax 902-427-7150 / [RDIMSHFXNDQARHALIFAX@forces.gc.ca](mailto:RDIMSHFXNDQARHALIFAX@forces.gc.ca)
- Atlantic – Enfield 902-427-7224 / [rdimshfxndqarenfield@forces.gc.ca](mailto:rdimshfxndqarenfield@forces.gc.ca)
- Atlantic – East Marine 902-427-2354
- Quebec - Lévis 418-564-4728 / [RAQDNQcLevisHCWPC@forces.gc.ca](mailto:RAQDNQcLevisHCWPC@forces.gc.ca)
- Quebec – Montreal 514-732-4401 or 514-732-4477 / [NDQARMtlsvccclient@forces.gc.ca](mailto:NDQARMtlsvccclient@forces.gc.ca)
- Quebec – Quebec City 418-844-5000, ext. 1518 / [RAQDNQcQuebec@forces.gc.ca](mailto:RAQDNQcQuebec@forces.gc.ca)
- National Capital Region – Ottawa 343-549-3073 / [ncr.dqa-rcn.daq@forces.gc.ca](mailto:ncr.dqa-rcn.daq@forces.gc.ca)
- Ontario – Toronto 416-633-6200 ext. 5080 / [NDQAR.GTA.QAM@forces.gc.ca](mailto:NDQAR.GTA.QAM@forces.gc.ca)
- Ontario – London 226-678-0704 / [+NDQAR@forces.gc.ca](mailto:+NDQAR@forces.gc.ca)
- Manitoba/Saskatchewan – Winnipeg 204-833-2500, ext. 6574 / [Joe.Taferner@forces.gc.ca](mailto:Joe.Taferner@forces.gc.ca)
- Alberta – 403-410-2320, ext. 3830 / [Diane.Tupper@forces.gc.ca](mailto:Diane.Tupper@forces.gc.ca)

- British Columbia – Vancouver 604-225-2520, ext. 2461 / [CRNDQA.VAN@forces.gc.ca](mailto:CRNDQA.VAN@forces.gc.ca)
- British Columbia – Victoria 250-363-1900 ext. 60236 / [ESQQAWCVictoriaQAM@forces.gc.ca](mailto:ESQQAWCVictoriaQAM@forces.gc.ca)
- British Columbia – Esquimalt 250-363-1900 ext. 60241 / [ESQQAWCVictoriaQAM@forces.gc.ca](mailto:ESQQAWCVictoriaQAM@forces.gc.ca)

- 4.8.1.3. The Contractor is responsible for performing, or having performed, all inspections and tests necessary to substantiate that the material or services provided conform to the requirements of the Contract.
- 4.8.1.4. The Contractor must provide, at no additional cost, all applicable test data, all technical data, test pieces and samples as may reasonably be required by the QAR to verify conformity to the requirements of the Contract. The Contractor must forward at its expense such technical data, test data, test pieces and samples to such location as the QAR may direct.
- 4.8.1.5. Quality control, inspection and test records that substantiate conformity to the specified requirements, including records of corrective actions, must be retained by the Contractor for three years from the date of completion or termination of the Contract and must be made available to the QAR upon request.
- 4.8.2. Quality Assurance Authority (Department of National Defence) – Foreign-based and United States Contractor
- 4.8.2.1. All work is subject to Government Quality Assurance performed at the Contractor's or subcontractor's facility, and at the installation site, by the Director of Quality Assurance, or its designated Quality Assurance Representative (QAR).
- Director of Quality Assurance  
National Defence Headquarters  
Major-General George R. Pearkes Building  
101 Colonel By Drive  
Ottawa, ON K1A 0K2  
E-mail: [ContractAdmin.DQA@forces.gc.ca](mailto:ContractAdmin.DQA@forces.gc.ca)
- 4.8.2.2. If the Contractor has not been contacted by the QAR performing GQA in the Contractor's facility or area within forty-five (45) working days of award of the Contract, the Contractor must notify the Contracting Authority.
- 4.8.2.3. Where no official arrangements for mutual GQA have been concluded, the Department of National Defence will arrange for the GQA services to be conducted by a National Quality Assurance Authority acceptable to the Director of Quality Assurance. If the GQA services must be provided on a cost-recovery basis, the costs for the services must be accrued against the Contract and be discharged through separate invoicing.
- 4.8.2.4. The Contractor is responsible for performing, or having performed, all inspections and tests necessary to substantiate that the materiel or services provided conform to the requirements of the Contract.
- 4.8.2.5. The Contractor must provide, at no additional cost, all applicable test data, all technical data, test pieces and samples as may reasonably be required by the QAR to verify conformity to the requirements of the Contract. The Contractor must forward at its expense such technical data, test data, test pieces and samples to such location as the QAR may direct.



- 4.8.2.6. Quality control, inspection and test records that substantiate conformity to the specified requirements, including records of corrective actions, must be retained by the Contractor for three (3) years from the date of completion or termination of the Contract and must be made available to the QAR upon request.

#### **4.9. ISO 9001:2015 Quality Management Systems - Requirements (Quality Assurance Code Q)**

- 4.9.1. In the performance of the Work described in the Contract, the Contractor must comply with the requirements of:
  - 4.9.1.1. *ISO 9001:2015 – Quality management systems – Requirements*, published by the International Organization for Standardization (ISO), current edition at date of submission of Contractor's bid.
  - 4.9.1.2. It is not intended that the Contractor be registered to *ISO 9001*; however, the Contractor's quality management system must address all requirements appropriate to the scope of the Work. Only exclusions in accordance with clause A.5 and 4.3 of *ISO 9001* are acceptable.
- 4.9.2. Assistance for Government Quality Assurance (GQA)
  - 4.9.2.1. The Contractor must provide the Quality Assurance Representative (QAR) with the accommodation and facilities required for the proper accomplishment of GQA and must provide any assistance required by the QAR for evaluation, verification, validation, documentation or release of product.
  - 4.9.2.2. The QAR must have the right of access to any site of the Contractor's, sub-contractors or any sub-tier external providers of goods and/or services where any part of the Work is being carried out. The QAR must be afforded unrestricted opportunity to evaluate and verify Contractor conformity with quality system procedures and to validate product or service conformity with the requirements of the Contract. The Contractor must make available for reasonable use by the QAR the equipment necessary for all validation purposes. Contractor personnel must be made available for operation of such equipment as required.
  - 4.9.2.3. When the QAR determines that GQA is required at a subcontractors or external provider's facilities, the Contractor must provide for this in the purchasing document or other documented means and forward copies to the QAR, together with relevant technical data as the QAR may request.
  - 4.9.2.4. The Contractor must notify the QAR of non-conforming product or service received from a subcontractor or external provider when the product or service has been subject to GQA.
  - 4.9.2.5. For the design, development or maintenance of software, the Contractor must interpret the requirements of *ISO 9001:2015 "Quality management systems - Requirements"*, according to the guidelines of the latest issue (at contract date) of *ISO/IEC 90003:2018 "Software engineering - Guidelines for the application of ISO 9001:2015 to computer software"*.

#### **4.10. Inspection and Acceptance**

- 4.10.1. The Technical Authority is the Inspection Authority. All reports, deliverable items, documents, goods and all services rendered under the Contract are subject to inspection by the Inspection

Authority or representative. Should any report, document, good or service not be in accordance with the requirements of the Statement of Work and to the satisfaction of the Inspection Authority, as submitted, the Inspection Authority will have the right to reject it or require its correction at the sole expense of the Contractor before recommending payment.

4.10.2. Inspection by the Inspection Authority will not relieve the Contractor from the responsibility to meet the requirements of the Contract.

4.10.3. Acceptance of deliverables to Canada will be performed in accordance with the procedures detailed in Article 4.10.4. below.

4.10.4. Acceptance

4.10.4.1. Acceptance of Vehicles will be performed in accordance with the procedures detailed in Annex A, Appendix A7 – LTV Final Acceptance.

4.10.4.2. Acceptance of other Deliverables identified in Annex B occur either at plant (FCA) or at the consignee's address (DDP) with Canada completing and signing block 19 of the DND form CF 1280 – Certificate of Release, Inspection and Acceptance.

4.10.4.3. Acceptance of Contract Data will be in accordance with Annex A, Appendix A2 – Contract Data Requirements List (CDRL) and Annex A, Appendix A3 – Data Item Description (DID).

- (1) in the event where a DID only requires acknowledgement, acceptance will be the acknowledgment message; or
- (2) in the event where a DID requires approval, acceptance will occur when the Technical Authority sends an Approval Letter containing the following information:
  - a. the Contract Number;
  - b. the CDRL/DID Number;
  - c. title or description of the document/report;
  - d. revision number;
  - e. deliverable number;
  - f. scheduled delivery date or period covered by the CDRL/DID;
  - g. date and time of the receipt of delivery from the Contractor;
  - h. signature of the Technical Authority or delegated representative; and
  - i. copy of Approval letter is to be sent to the Contract Authority or delegated representative.

**4.11. Release Documents (DND) [\(only keep 4.11.1., 4.11.2. or 4.11.3. at Contract Award\)](#)**

**4.11.1. Release documents (Department of National Defence) – Canadian-based contractor**

4.11.1.1. Unless otherwise directed by the Department of National Defence (DND) Quality Assurance Authority, the signature of the DND Quality Assurance Representative on the release document is not required.

4.11.1.2. Material must be released for shipment using either DND form CF 1280, Certificate of Release, Inspection and Acceptance, or a release document containing the same information. The Contractor must prepare the release document(s).

4.11.1.3. For return of repair and overhaul material to the Defence Supply Chain, use forms DND 2227/DND 2228 in lieu of DND form CF 1280.

**4.11.2. Release Documents (Department of National Defence) – United States-based Contractor**

- 4.11.2.1. Material must be released for shipment using a DD Form 250, Material Inspection and Receiving Report, or a release document containing the same information and acceptable to the Quality Assurance Representative. The Contractor must prepare the release document(s).

**4.11.3. Release Documents (Department of National Defence) – Foreign-based Contractor**

- 4.11.3.1. Material must be released for shipment using a Certificate of Conformity in accordance with NATO STANAG 4107 which must be prepared by the Contractor

**4.12. Release Documents – Distribution**

- 4.12.1. The Contractor must prepare the release documents in a current electronic format and distribute them as follows:

- a. One (1) copy mailed to consignee marked: "Attention: Receipts Officer";
- b. Two (2) copies with shipment (in a waterproof envelope) to the consignee;
- c. One (1) copy to the Contracting Authority;
- d. One (1) copy to:

National Defence Headquarters  
Mgen George R. Pearkes Building  
101 Colonel By Drive  
Ottawa, ON K1A 0K2  
Attention: \_\_\_\_\_

- e. One (1) copy to the Quality Assurance Representative;
- f. One (1) copy to the Contractor; and
- g. For all non-Canadian contractors, one (1) copy to:

DQA/Contract Administration  
National Defence Headquarters  
Mgen George R. Pearkes Building  
101 Colonel By Drive  
Ottawa, ON K1A 0K2

E-mail: [ContractAdmin.DQA@forces.gc.ca](mailto:ContractAdmin.DQA@forces.gc.ca).

**4.13. Palletization**

- 4.13.1. For all shipments exceeding 0.566 m<sup>3</sup> or 15.88 kg (20 ft<sup>3</sup> or 35 lbs), except for those shipped by courier, the following applies:
- a. The Contractor must strap, and if necessary wrap, shipments on standard 1.22 m x 1.02 m (48 in. x 40 in.) wood pallets. The four-way forklift entry pallet must be supplied at no charge to Department of National Defence. Total height, including pallet, must not exceed 1.19 m (47 in.). The pallet load must not extend further than 2.54 cm (1 in.) from any edge of the pallet.

- b. The Contractor must group items by stock number (on the same pallet) within consolidated shipments. Pallet loads composed of more than one stock number must be marked as "**Mixed Items**".
- c. Individual items exceeding 1.22 m (48 in.) in length or 453.6 kg (1000 lbs) must be secured to larger pallets or must have 10.16 cm x 10.16 cm (4 in. x 4 in.) skids securely fastened to the bottom of the item. Skids must be separated by a minimum of 71.12 cm (28 in.).

4.13.2. Any exception requires the prior approval of the Contracting Authority.

#### **4.14. Wood packaging materials**

- 4.14.1. All wood packaging materials used in shipping must conform to the [International Standards for Phytosanitary Measures No. 15: Regulation of Wood Packaging Material in International Trade \(ISPM 15\)](#).
- 4.14.2. Pertinent additional information on Canada's import and export programs is provided in the following Canadian Food Inspection Agency policy directives:
- 4.14.3. D-98-08 - [Entry Requirements for Wood Packaging Materials Produced in All Areas Other Than the Continental United States](#)
- 4.14.4. D-13-01 – [Canadian Heat Treated Wood Products Certification Program \(HT Program\)](#)

#### **4.15. Condition of material**

- 4.15.1. The Contractor must provide material that is new production of current manufacture supplied by the principal manufacturer or its accredited agent. The material must conform to the latest issue of the applicable drawing, specification and part number, as applicable, that was in effect on the bid closing date.

#### **4.16. Full Interchangeability**

- 4.16.1. Unless changes during the production run are expressly authorized pursuant to Article 1.9 – Changes in the Work, or ECPs, as applicable, all Vehicles submitted for delivery pursuant to any Deliverable under this Contract must be of the same make and model and all assemblies, sub assemblies and parts, must be fully interchangeable.

#### **4.17. Total System Responsibility**

- 4.17.1. The Contractor must complete all Work necessary to achieve total system responsibility to permit the Deliverable End-Items to perform in full compliance with the requirements of this Contract. Total System responsibility includes, but is not limited to:
  - a. Total system integration which includes the task of aggregating, interconnecting and making compatible all the Deliverables, including any associated equipment, so as to fulfill the requirements of this Contract;
  - b. Production and integration of all sub-systems;
  - c. Testing and quality assurance;
  - d. Placement and supervision of subcontracts;

- e. Adequacy of training devices and associated training courses to fully train qualified personnel to operate and maintain the Vehicles and Associated Equipment;
- f. Compatibility of all support equipment; and
- g. Compatibility of spare parts with the equipment or component for which they are designed.

4.17.2. The Contractor must do all that is necessary to meet the requirements of this Article without being entitled to any additional payment or extension in delivery time.

## **5. Government Property**

### **5.1. Government Furnished Information (GFI)**

- 5.1.1. Government Furnished Information (GFI) is any information provided by DND, to the Contractor as part of a loan agreement, to enable contract fulfillment. This normally includes items such as DND specifications, NATO (North Atlantic Treaty Organization) codification requirements, and Technical Data Packages (TDP). All Canada's right, title and interest to GFI must remain vested always in Canada and the Contractor must maintain it free and clear of all claims, liens, charges and encumbrances.
- 5.1.2. If, during the course of this Contract, additional requirements for information available from Canada are identified by the Contractor, the Contractor may submit requests for such information to the Technical Authority and he/she will determine and advise the Contractor whether, and the terms upon which, such information can be provided. Canada will endeavour to provide to the Contractor such information at the times and places and upon the terms agreed.
- 5.1.3. Notwithstanding any other provision of this Contract, any failure of Canada to provide GFI by the times or otherwise in accordance with the requirements stated herein will be deemed to be an event described in 2030 Section 11, Excusable Delay.

### **5.2. Contractor and Subcontractor Access to DND**

#### **5.2.1. Canadian Forces Site Regulations**

- 5.2.1.1. The Contractor must comply with all standing orders or other regulations, instructions and directives in force on the site where the Work is performed.

#### **5.2.2. Identification Badge**

- 5.2.2.1. Any person assigned to the performance of any part of the Work that is performed on government premises must wear in a conspicuous place the identification badge issued to that person by Canada.
- 5.2.2.2. When a person is required to wear a safety helmet, the Contractor, if requested to do so by the Contracting Authority, must paint the number appearing on the badge on the front of the safety helmet.

### **5.3. Controlled Goods**

#### **5.3.1. Controlled Goods**

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

### 5.3.2. Controlled Goods Program – Contract

- 5.3.2.1. As the Contract requires production of or access to controlled goods that are subject to the [Defence Production Act](#) R.S. 1985, c. D-1, the Contractor and any subcontractor are advised that, within Canada, only persons who are registered, exempt or excluded under the Controlled Goods Program (CGP) are lawfully entitled to examine, possess or transfer controlled goods. Details on how to register under the CGP are available at the [Controlled Goods Program](#) website.
- 5.3.2.2. When the Contractor and any subcontractor proposed to examine, possess or transfer controlled goods are not registered, exempt or excluded under the CGP at time of contract award, the Contractor and any subcontractor must, within seven (7) working days from receipt of written notification of the contract award, ensure that the required application(s) for registration or exemption are submitted to the CGP. No examination, possession or transfer of controlled goods must be performed until the Contractor has provided proof, satisfactory to the Contracting Authority, that the Contractor and any subcontractor are registered, exempt or excluded under the CGP.
- 5.3.2.3. Failure of the Contractor to provide proof, satisfactory to the Contracting Authority, that the Contractor and any subcontractor are registered, exempt or excluded under the CGP, within thirty (30) days from receipt of written notification of contract award, will be considered a default under the Contract except to the extent that Canada is responsible for the failure due to delay in processing the application.
- 5.3.2.4. The Contractor and any subcontractor must maintain registration, exemption or exclusion from the CGP for the duration of the Contract and in any event for so long as they will examine, possess or transfer controlled goods.

## 6. Environmental Health and Safety

### 6.1. Environmental Health and Safety

- 6.1.1. Environmental Health and Safety (EHS) considerations must be incorporated and documented into the decision making process for the Work performed under this Contract. EHS documentation must be maintained within the Contractor's project file throughout the life of the vehicle/equipment.
- 6.1.2. The Contractor must comply with DND policies, orders, directives and best practices when accessing DND owned or controlled lands, buildings or equipment.
- 6.1.3. The Contractor must comply with all the Environmental, Health and Safety requirements including Controlled Products and disposal of material in accordance with Annex A, Section 8 – Environmental Management and Assessment. The promulgation of new or amended legislations, regulations, policies or directives throughout this Contract period may necessitate changes to support processes and activities. These changes must be incorporated as required to ensure compliance throughout the contract period, as specified at Section 20 of the General Conditions 2030.

### 6.2. Hazardous Waste Disposal – Specific Requirements

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

### **6.3. EHS Compliance**

- 6.3.1. Publications: New or amended publications must incorporate appropriate EHS warnings and instructions in direct relation of the EHS risks presented in the contents.

### **6.4. Radioactive Material**

- 6.4.1. The Contractor must report all radioactive materials, which are in schedule quantities as provided for in the Atomic Energy Control Act and Regulations.

### **6.5. Public Disclosure of Greenhouse Gas Emissions Inventory**

- 6.5.1. The Contractor must publicly disclose its previous calendar year's verified GHG emissions inventory within 30 calendar days of Contract Award. How the GHG emissions reduction results are disclosed is at the discretion of the Contractor. This may include publication on its corporate website, or inclusion in its Annual Report, for example.

## **7. Certifications and Additional Information**

### **7.1. Certifications**

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

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

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

## **8. General Terms and Conditions**

### **8.1. Applicable Laws**

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

### **8.2. Insurance - No Specific Requirement**

- 8.2.1. The Contractor is responsible for deciding if insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any insurance acquired or maintained by the Contractor is at its own expense and for its own benefit and protection. It does not release the Contractor from or reduce its liability under the Contract.

### **8.3. Foreign ([only keep 8.3.1. or 8.3.2. at Contract Award](#))**

- 8.3.1. Foreign Nationals (Canadian Contractor)

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

8.3.2. Foreign Nationals (Foreign Contractor)

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

**8.4. Priority of Documents**

- 8.4.1. If there is a discrepancy between the wording of any documents that appear on the list, the wording of the document that first appears on the list has priority over the wording of any document that subsequently appears on the list.
- a. The Articles of the Agreement;
  - b. Annex C – 2030 (2022-12-02) General Conditions – High Complexity – Goods;
  - c. Annex A – Statement of Work including Appendices;
  - d. NATO standards;
  - e. DND standards;
  - f. U.S. Federal Specifications;
  - g. U.S. Military Specifications;
  - h. Industrial Specifications;
  - i. Annex B – Price and Delivery;
  - j. Annex C – Industrial and Technological Benefits – Terms and Conditions
  - k. Annex E – Forms;
  - l. Annex F – Certificate of Defence Supplies; and
  - m. the Contractor's bid dated \_\_\_\_\_ *(To be inserted at Contract Award)*.

**8.5. Restrictive Practices**

- 8.5.1. Without restricting any other provision of this Contract, the Contractor represents and warrants that it has not, and will not, enter into any agreement or arrangement that, in the Minister's judgement, has the effect of either restraining or restricting the following:
- a) Canada's right to use the Work; and
  - b) Canada's disposition of the Work.

**8.6. Notice of Labour Disputes**

- 8.6.1. Whenever the Contractor or any subcontractor hereunder has knowledge that any actual or potential labour dispute is delaying or threatens to delay the timely performance of this Contract,



the Contractor or the subcontractor through the Contractor must immediately give notice thereof, and shall indicate the nature of the problem and its possible effect on the conduct and performance of the Work.

#### **8.7. Contract closeout**

- 8.7.1. To close out the Contract the Contractor must ensure that the required deliverables have been delivered in accordance with the Contract. There are no outstanding work deficiencies or warranty claims. Invoices have been submitted for payment and any credit notes are issued.

#### **8.8. Third Party Beneficiaries**

- 8.8.1. It is understood and agreed by the Parties that this Contract is for the sole benefit of the Parties and their respective successors and permitted assigns (and will benefit and bind each respective successor in title to the Parties hereto), and that no third parties will have any rights hereunder.

#### **8.9. End User Certificate**

- 8.9.1. Canada certifies that the goods, services or both ordered under the Contract are purchased by Canada for the exclusive use of the Canadian Forces.

### **9. List of Annexes**

<b>Annex A</b>	<b>Statement of Work (SOW)</b>
<b>Annex B</b>	<b>Price and Delivery</b>
<b>Annex C</b>	<b>2030 (2022-12-02) General Conditions – High Complexity – Goods;</b>
<b>Annex D</b>	<b>Forms</b>
<b>Annex</b>	<b>Certificate of Defence Supplies</b>

# Light Tactical Vehicle (LTV)

**Request for Proposal  
W8476-246786/C**

## **Part 7 – RESULTING CONTRACT**

### **Annex A – Statement of Work (SOW)**



#### **NOTICE**

This documentation has been reviewed by the technical authority and does not contain controlled goods. Disclosure notices and handling instructions originally received with the document must continue to apply.

#### **AVIS**

Cette documentation a été révisée par l'autorité technique et ne contient pas de marchandises contrôlées. Les avis de divulgation et les instructions de manutention reçues originalement doivent continuer de s'appliquer.

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## **1.0 SCOPE**

### **1.1 Purpose**

- 1.1.1 This Statement of Work (SOW) defines the work to be performed and managed by the Contractor in fulfillment of the Light Tactical Vehicle (LTV) acquisition, which will be used to equip one Canadian Light Forces (LF) battle group (BG) in support of Operation REASSURANCE in Latvia.
- 1.1.2 The Contractor must deliver all equipment and services listed at Annex B – Price and Delivery and in accordance with this SOW.
- 1.1.3 The Contractor must deliver the scope of work with strict adherence to the LTV schedule as stipulated in the Contract.

### **1.2 Background and Intended Use**

- 1.2.1 As part of a review in support of the Adaptive Dispersed Operations concept, the Canadian LF require light tactical personnel and cargo carrying capabilities. These capabilities will move soldiers and equipment across complex terrain which currently can only be reached on foot. It will lighten CAF soldiers' on-person combat burden by carrying additional equipment and supplies and will cover a larger area of operation through increased speed, range, and duration. This powerful, lightweight solution is expected to operate in domestic and expeditionary deployments, up to and including semi-permissive environments.

### **1.3 Acronyms and Abbreviations**

ABL	Allocated Baseline
ANSI	American National Standards Institute
AWR	Additional Work Requirement
CA	Contracting Authority
CAF	Canadian Armed Forces
CDRL	Contract Data Requirements List
CFB	Canadian Forces Base
CFSD	Canadian Forces Supply Depot
CFTO	Canadian Forces Technical Order
CI	Configuration Item
CM	Configuration Management
CMS	Contract Master Schedule
CNCG	Controlled & Non-Controlled Goods List
CSR	Contract Status Report
DID	Data Item Description
DMC	Demilitarization Code
DND	Department of National Defence
DPA	Defence Product Act
DQA	Directorate of Quality Assurance
DSCO	Director Supply Chain Operations
EBS	Equipment Breakdown Structure
ECL	Export Control List
ECCN	Export Control Classification Number

ECP	Engineering Change Proposal
EEA	Equipment Environmental Assessment
EJR	Equivalence Justification Report
FBL	Functional Baseline
FCA	Functional Configuration Audit
FDA	Final Design Acceptance
GFI	Government Furnished Information
ICT	Initial Cadre Training
ILS	Integrated Logistics Support
ILSM	Integrated Logistics Support Manager
IOC	Initial Operational Capability
IP	Intellectual Property
IPC	Initial Provisioning Conference
ISO	International Organization for Standardization
ITAR	International Traffic in Arms Regulations
LF	Light Forces
LTV	Light Tactical Vehicle
MSR	Mandated System Review
NATO	North Atlantic Treaty Organization
NCAGE	NATO Commercial and Government Entity
NDID	National Defence Index of Documentation
NSN	NATO Stock Number
OEM	Original Equipment Manufacturer
OQRC	Operator Quick Reference Card
PA	Procurement Authority
PBL	Product Baseline
PCA	Physical Configuration Audit
PMP	Project Management Plan
PPB	Provisioning Parts Breakdown
PRM	Progress Review Meeting
PSPC	Public Service and Procurement Canada
QAR	Quality Assurance Representative
QCIR	Quality Conformance Inspection Report
QMS	Quality Management System
RFD/RFW	Request for Deviation / Request for Waiver
ROD	Record of Decisions
RSPL	Recommended Spare Parts List
SAE	Society of Automotive Engineers
SCN	Specification Change Notice
SDS	Safety Data Sheet
SE	Systems Engineering
SEMP	System Engineering Management Plan
SOW	Statement of Work
SPTD	Supplementary Provisioning Technical Documentation
SRS	System Requirements Specification
STTE	Special Tools and Test Equipment
TA	Technical Authority
TDP	Technical Data Package



TPP	Technical Publication Package
UID	Unique Identification
UII	Unique Item Identifier
USML	United States Munitions List
VSDO	Vehicle Systems Design Overview

## 2.0 APPLICABLE DOCUMENTS

### 2.1 References

- 2.1.1 Government Furnished Information (GFI) will be provided to the Contractor upon request.
- 2.1.2 Whereas mentioned, the following Standards must be used for the preparation of deliverables to the extent specified in this SOW.

#### GOVERNMENT FURNISHED INFORMATION

<u>REFERENCE NUMBER</u>	<u>PROMULGATION DATE</u>	<u>REFERENCE TITLE</u>
B-GL-342-002/FP-001	2022-09-12	APPLICATION OF THE LAND EQUIPMENT MANAGEMENT SYSTEM IN STATIC AND DEPLOYED OPERATIONS
C-01-100-100/AG-008	2018-08-01	POLICY/MANAGEMENT PROCEDURES AND GUIDELINES SPECIFICATION WRITER'S GUIDE FOR TECHNICAL DOCUMENTATION
C-02-007-000/AG-001	2016-01-01	CONTROLLED TECHNOLOGY ACCESS AND TRANSFER (CTAT) MANUAL
D-01-100-204/SF-000	2018-08-31	PREPARATION OF PREVENTIVE MAINTENANCE INSTRUCTIONS
D-01-100-205/SF-000	2000-10-31	SPECIFICATION – PREPARATION OF CORRECTIVE MAINTENANCE INSTRUCTION
D-01-100-207/SF-002	1996-07-12	SPECIFICATION – PREPARATION OF INTERIM ILLUSTRATED PARTS MANUALS FOR LAND EQUIPMENTS
D-01-100-211/SF-000	1988-12-07	SPECIFICATION – PRESERVATION, STORAGE AND HANDLING INSTRUCTION
D-01-100-214/SF-000	2020-09-30	CANADIAN FORCES SPECIFICATIONS – PREPARATION OF PROVISIONING DOCUMENTATION FOR CANADIAN ARMED FORCES EQUIPMENT
D-01-400-001/SG-000	2021-09-30	STANDARD – ENGINEERING DRAWING PRACTICES
D-01-400-002/SF-000	2018-07-31	CANADIAN FORCES SPECIFICATIONS – LEVELS OF ENGINEERING DRAWINGS
D-02-002-001/SG-001	2021-06-30	CANADIAN FORCES STANDARD – IDENTIFICATION MARKING OF DEPARTMENT OF NATIONAL DEFENCE MATERIEL
D-02-006-008/SG-001	2020-06-08	STANDARD – THE DESIGN CHANGE, DEVIATION AND WAIVER PROCEDURE

D-LM-008-001/SF-001	1986-06-30	METHODS OF PACKAGING
D-LM-008-002/SF-001	1991-08-01	SPECIFICATION FOR MARKING FOR STORAGE AND SHIPMENT
D-LM-008-011/SF-001	1988-11-10	PREPARATION AND USE OF PACKAGING REQUIREMENTS CODES
D-LM-008-036/SF-000	2020-09-30	CANADIAN FORCES SPECIFICATIONS – DEPARTMENT OF NATIONAL DEFENCE MINIMUM REQUIREMENTS FOR COMMERCIAL PACKAGING

#### COMMERCIALLY AVAILABLE

<u>REFERENCE NUMBER</u>	<u>PROMULGATION DATE</u>	<u>REFERENCE TITLE</u>
AMS-STD-595	LATEST EDITION	COLORS USED IN GOVERNMENT PROCUREMENT
ANSI/EIA-649-C	2019	CONFIGURATION MANAGEMENT STANDARD
ASME Y14.100		ENGINEERING DRAWING PRACTICES
ASME Y14.24		TYPES AND APPLICATIONS OF ENGINEERING DRAWINGS
ASME Y14.34M		ASSOCIATED LISTS
ASTM SI10		AMERICAN NATIONAL STANDARD FOR METRIC PRACTICE
IEEE 15288.1	2014	IEEE STANDARD FOR APPLICATION OF SYSTEMS ENGINEERING ON DEFENSE PROGRAMS
IEEE 15288.2	2014	IEEE STANDARD FOR TECHNICAL REVIEWS AND AUDITS ON DEFENSE PROGRAMS
SAE/GEIA-STD-0007B		LOGISTICS PRODUCT DATA
SOR/86-304	2021-10-01	CANADA OCCUPATIONAL HEALTH AND SAFETY REGULATIONS
SOR/2003-289		FEDERAL HALOCARBON REGULATIONS
SOR/2008-273		PCB REGULATIONS
SOR/2012-285		PROHIBITION OF CERTAIN TOXIC SUBSTANCES REGULATIONS
SOR/2014-254		PRODUCTS CONTAINING MERCURY REGULATIONS
SOR/2016-137		OZONE-DEPLETING SUBSTANCES AND HALOCARBON ALTERNATIVES REGULATIONS
SOR/2018-196		PROHIBITION OF ASBESTOS AND PRODUCTS CONTAINING ASBESTOS REGULATIONS
STANAG 2290/AAITP-08	21 NOV 2019	NATO UNIQUE IDENTIFICATION OF ITEMS
STANAG 2495/AAITP-03	26 APR 2017	NATO DATA FORMATS FOR ASSET TRACKING
STANAG 4281/AAITP-05	EDITION A, VERSION 1	NATO STANDARD MARKING FOR SHIPMENT & STORAGE
STANAG 4329/AAITP-09	17 DEC 2018	NATO STANDARD BAR CODE HANDBOOK

## **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 PROJECT MANAGEMENT**

### **3.1 Project Manager**

- 3.1.1 The Contractor must designate a Project Manager with the responsibilities to coordinate, execute, and manage the Contractor's project management activities for the Contract. The Contractor's Project Manager must have the total responsibility for all works required under the Contract.
- 3.1.2 The Contractor's Project Manager must have recent experience in managing vehicle projects similar in complexity and nature. For this SOW, recent experience is defined as having acquired the experience within the last 5 years.
- 3.1.3 The Contractor's Project Manager must be the primary point of contact between the Contractor, the DND Technical Authority (TA), and the PSPC Contracting Authority (CA) for all issues related to the Contract.

### **3.2 Project Management Plan**

- 3.2.1 The Contractor must prepare, submit and implement a Project Management Plan (PMP) in accordance with Contract Data Requirement List (CDRL) LTV-PM-001 (Appendix A2, Article A2.2) and its associated Data Item Deliverable (DID) LTV-PM-001 (Appendix A3, Article A3.3).

### **3.3 Contract Master Schedule**

- 3.3.1 The Contractor must prepare, submit and maintain a Contract Master Schedule (CMS) in accordance with CDRL LTV-PM-002 (Appendix A2, Article A2.2) and its associated DID LTV-PM-002 (Appendix A3, Article A3.4).
- 3.3.2 The Contractor must use the approved CMS as the primary schedule for managing the project.
- 3.3.3 The Contractor may amend the approved CMS, without first obtaining the TA's and Contracting Authority's approval, as long as:
- 3.3.3.1 Canada is informed in a timely manner;
  - 3.3.3.2 Payments under the contract are not affected;
  - 3.3.3.3 The milestones dates are not affected; and
  - 3.3.3.4 The ability of Canada to meet its obligations under the contract is not affected.

### **3.4 Project Meetings**

- 3.4.1 Meeting Organization and Coordination

- 3.4.1.1 The Contractor's Project Manager must be present at the Kick-off Meeting, and at other meetings when requested by Canada. If the Project Manager does not have final approval authority for decision making and changes, then the person that has that final approval authority must also be present.

#### 3.4.2 Kick-off Meeting

- 3.4.2.1 The Contractor must hold and chair a Kick-off Meeting at the Contractor's facility no later than two (2) weeks after contract award to review and secure a common understanding of the following:
  - 3.4.2.1.1 The requirements of the Contract;
  - 3.4.2.1.2 General overview of the project, risks, schedule and communication channels to follow, and
  - 3.4.2.1.3 Other contractual and programmatic issues associated with the project as agreed between the TA, CA and the Contractor.
- 3.4.2.2 Refer to Meeting Documentation requirements found at Annex A paragraph 3.4.7.
- 3.4.2.3 The Kick-off Meeting should also include an in-person production facility tour.

#### 3.4.3 Systems Engineering (SE) Meeting

- 3.4.3.1 The Contractor must hold and chair the first SE Meeting at the Contractor's facility following the closure of the Kick-off Meeting (see 3.4.2) to:
  - 3.4.3.1.1 Review and secure a common understanding of the requirements expressed in the SE CDRLs and DIDs, the Technical Specification(s), and other referenced specifications, and
  - 3.4.3.1.2 Review the vehicle configuration before delivery by way of Vehicle Systems Design Overview (VSDO).
- 3.4.3.2 Refer to Meeting Documentation requirements found at Annex A paragraph 3.4.7.

#### 3.4.4 Integrated Logistics Support (ILS) Meeting

- 3.4.4.1 The Contractor must hold and chair the first ILS Meeting concurrently with the SE Meeting at the Contractor's facility following the closure of the Kick-off Meeting (see 3.4.2), in order to:
  - 3.4.4.1.1 Review and secure a common understanding of the requirements expressed in the ILS CDRLs and DIDs, DND Canadian Forces Technical Orders (CFTO)s and specifications; and,
  - 3.4.4.1.2 Discuss possible sparing strategies and concepts, lowest replaceable units, and division of maintenance tasks within the CAF.
- 3.4.4.2 Refer to Meeting Documentation requirements found at Annex A paragraph 3.4.7.

- 3.4.4.3 The Contractor must deliver, at a minimum, the Technical Publication Package (TPP) in English, and the Provisioning Documentation seven (7) calendar days following the first ILS meeting.

#### 3.4.5 Progress Review Meeting (PRM)

- 3.4.5.1 The Contractor must hold and chair quarterly PRMs in order to review:

- 3.4.5.1.1 The baseline CMS;
- 3.4.5.1.2 A summary of progress (including progress by major Subcontractors) against the CMS.
- 3.4.5.1.3 Risk Summary Report;
- 3.4.5.1.4 Action Item lists;
- 3.4.5.1.5 A Record of Decisions (RODs) made in the past reporting period;
- 3.4.5.1.6 A summary of significant work activities (including those undertaken by major Subcontractors) undertaken during the reporting period;
- 3.4.5.1.7 A summary of significant work activities (including those undertaken by major Subcontractors) expected to be undertaken before the next PRM.
- 3.4.5.1.8 A narrative detailing progress against milestones, expected date of completion of near milestones, problem areas and work-around plans where required;
- 3.4.5.1.9 A status report on contract data deliverable end items as called up in the CDRLs;
- 3.4.5.1.10 An engineering summary report, giving the status of engineering activity, and
- 3.4.5.1.11 An Integrated Logistic Support (ILS) report, giving the status of ILS activity.

- 3.4.5.2 The PRMs may include specialized Working Groups for ILS and System Engineering Management (SEM) as required.

- 3.4.5.3 Refer to Meeting Documentation requirements found at paragraph 3.4.7.

#### 3.4.6 Other meetings

- 3.4.6.1 The Contractor, and the Technical Authority with the Contracting Authority may schedule informal reviews, such as teleconferences, video conferences, briefings and technical interchange meetings, to help achieve the requirements of the Contract.

#### 3.4.7 Meeting Documentation

- 3.4.7.1 The Contractor must prepare and deliver a meeting agenda for all formal meetings and conferences, and prepare and deliver the meeting minutes afterwards.

- 3.4.7.1.1 The Contractor must prepare and submit the Meeting Agenda(s) CDRL LTV-PM-003 (Appendix A2, Article A2.2) and its associated DID LTV-PM-003 (Appendix A3, Article A3.5).
- 3.4.7.1.2 The Contractor must record, prepare, and provide the Meeting Minutes of each meeting in accordance with CDRL LTV-PM-004 (Appendix A2, Article A2.2) and its associated DID LTV-PM-004 (Appendix A3, Article A3.6).
- 3.4.7.2 No change in the interpretation of the SOW, Technical Specification, cost, and schedule, as defined in the Contract, may be authorized by the minutes of a meeting. Such changes will require formal contract amendment by the CA.

## **4.0 SYSTEMS ENGINEERING**

### **4.1 Overview**

- 4.1.1 The Contractor must use SE processes to define the requirements for the system, to transform the requirements into an effective product providing the required system functionality, and to ensure the product functionality during the production/manufacturing phase.
- 4.1.2 The Contractor must implement a SE process that will transform all system requirements into a set of lower-level performance requirements which define the system, including the following:
  - 4.1.2.1 The SE process must plan, identify, and allocate functional requirements, provide inputs to documentation, and include requirement, design and implementation reviews.
  - 4.1.2.2 The SE effort must integrate all elements of a multifunctional engineering effort to meet system requirements.

### **4.2 Systems Engineering Management**

- 4.2.1 The Contractor must designate a SE Manager with the responsibilities to coordinate, execute, and manage the Contractor's systems engineering activities for the Contract.
- 4.2.2 System Engineering Management Plan
  - 4.2.2.1 The Contractor must prepare, submit, and implement a Systems Engineering Management Plan (SEMP) in accordance with CDRL LTV-SE-101 (Appendix A2, Article A2.2) and its associated DID LTV-SE-101 (Appendix A3, Article A3.7).
- 4.2.3 Engineering Schedule
  - 4.2.3.1 The Contractor must provide a time-based schedule of engineering activities as part of the CMS (see DID – Contract Master Schedule). The Contractor must capture all technical milestones, including system reviews, and their key dependencies in the CMS.

### **4.3 System Design**

#### 4.3.1 Initial Operational Capability (IOC) Acceptance Process

##### 4.3.1.1 IOC Vehicle Design Acceptance

4.3.1.1.1 The IOC vehicles are the first 36 vehicles delivered to Canada in a Contractor's existing configuration and as defined in the Contract.

4.3.1.1.2 In order to respect the IOC delivery constraints, the IOC vehicle will not be assessed to meet all SRS requirements, however it must have, at a minimum:

4.3.1.1.2.1 the same Base LTV components including the frame, engine, drive train, axles, transfer case and chassis in accordance with LTV-SRS-012;

4.3.1.1.2.2 a roof gunner station in accordance with sub-section LTV-SRS-168; and

4.3.1.1.2.3 door weapon mounts in accordance with sub-section LTV-SRS-181.

4.3.1.1.3 To obtain IOC Vehicle Design Acceptance from Canada, the Contractor must deliver, before the first SE Meeting, all the following technical documentation pertaining to the IOC vehicles:

4.3.1.1.3.1 TDP in accordance with A3.8 DID – Technical Data Package (TDP), and

4.3.1.1.3.2 EBS in accordance with A3.10 DID – Equipment Breakdown Structure.

4.3.1.1.4 These deliverables will be reviewed during the first SE Meeting.

4.3.1.1.5 Once Canada has accepted in writing the IOC Vehicle Design, the Contractor must deliver the vehicles to Canada for Final Acceptance as detailed in A7.0 Appendix: LTV Final Acceptance.

##### 4.3.1.2 Roof Weapon Mount Assemblies

4.3.1.2.1 In order to respect the IOC delivery constraints, the proposed Roof Weapon Mount Assemblies as detailed in sub-section LTV-SRS-171 design must be approved by Canada in a timely manner. In order to assist in this review, the Contractor must deliver to Canada, before the first SE Meeting, the following technical documentation pertaining to the Weapon Mount Assemblies and their integration:

4.3.1.2.1.1 Technical Drawings; and/or

4.3.1.2.1.2 OEM Product Datasheets.

4.3.1.2.2 The technical documents supporting the proposed equipment will be reviewed with Canada during the first SE Meeting.

4.3.1.2.3 Following Canada's acceptance of the proposed equipment in writing, the Contractor must deliver these deliverables in accordance Annex B – Price and Delivery simultaneously with the IOC Vehicles.

#### 4.3.2 Vehicle Systems Design Overview (VSDO)

- 4.3.2.1 The VSDO replaces the configuration baseline process which normally takes place during a standard project development.
- 4.3.2.2 The objective of the VSDO is to verify the baseline for both LTV variants against A1.0 Appendix: LTV System Requirements Specification resulting in Final Design Acceptance (FDA).
- 4.3.2.3 The VSDO process must begin during the first SE Meeting.
- 4.3.2.4 The VSDO must include the following:
  - 4.3.2.4.1 A review with Canada demonstrating full compliance with A1.0 Appendix: LTV System Requirements Specification;
  - 4.3.2.4.2 An overview of the vehicle systems which describes the finalized LTV system design in accordance with A3.10 DID – Equipment Breakdown Structure, and
  - 4.3.2.4.3 An overview of the structure of DIDs: A3.11 DID – Configuration Status Accounting and A3.12 DID – Configuration Audit Report.
- 4.3.2.5 VSDO Exit Criteria. The Contractor must meet the following exit criteria before seeking FDA:
  - 4.3.2.5.1 Successful verification of the presented LTV baselines against A1.0 Appendix: LTV System Requirements Specification and
  - 4.3.2.5.2 VSDO presentation materials are available to Canada.

### 4.4 System Implementation

#### 4.4.1 Technical Data Package

- 4.4.1.1 The Contractor must provide a complete set of Level 2 Engineering Drawings and Associated Lists in accordance with CDRL LTV-SE-102 (Appendix A2, Article A2.2) and its associated DID LTV-SE-102 (Appendix A3, Article A3.8) and A4.0 Appendix: Commercial (OEM) Engineering Drawings and Associated Lists.

## 5.0 CONFIGURATION MANAGEMENT

### 5.1 Overview

- 5.1.1 The Contractor must conduct configuration management activities in accordance with ANSI/SAE EIA-649-C, or equivalent standards, to ensure effective configuration identification, configuration control, change control, and configuration audits for the Work, as well as effective management and implementation of engineering changes.

### 5.2 Configuration Management Planning



- 5.2.1 The Contractor must provide a Configuration Management Plan (CMP) in accordance with CDRL LTV-SE-103 (Appendix A2, Article A2.2) and its associated DID LTV-SE-103 (Appendix A3, Article A3.9).

### **5.3 Equipment Breakdown Structure**

- 5.3.1 The Contractor must provide an Equipment Breakdown Structure (EBS) in accordance with CDRL LTV-SE-104 (Appendix A2, Article A2.2) and its associated DID LTV-SE-104 (Appendix A3, Article A3.10).

### **5.4 Configuration Status Accounting**

- 5.4.1 The Contractor must provide a Configuration Status Accounting (CSA) Report in accordance with CDRL LTV-SE-105 (Appendix A2, Article A2.2) and its associated DID LTV-SE-105 (Appendix A3, Article A3.11). The CSA Report stores, correlates, maintains and provides readily available views of all configuration information relating to those items identified as Configuration Items.
- 5.4.2 In preparation for the VSDO and as requested, the Contractor must provide a Configuration Audit Report (CAR) in accordance with CDRL LTV-SE-106 (Appendix A2, Article A2.2) and its associated DID LTV-SE-106 (Appendix A3, Article A3.12).

### **5.5 Configuration Control**

- 5.5.1 The Contractor must manage configuration changes and deviations including:
  - 5.5.1.1 Identification;
  - 5.5.1.2 Request and documentation;
  - 5.5.1.3 For configuration changes only, classification as Class I (major change) or Class II (minor change);
  - 5.5.1.4 Evaluation and coordination; and
  - 5.5.1.5 Implementation and verification of the changes.
- 5.5.2 Engineering Change Proposal (ECP)
  - 5.5.2.1 The Contractor must prepare, submit, and implement Engineering Change Proposals (ECP) to request authorization to make changes to an approved baseline in accordance with CDRL LTV-SE-107 (Appendix A2, Article A2.2) and its associated DID LTV-SE-107 (Appendix A3, Article A3.13).
- 5.5.3 Specification Change Notice (SCN) / Notice of Revision (NOR)
  - 5.5.3.1 The Contractor must prepare, submit, and implement Specification Change Notices (SCN) / Notice of Revision (NOR) for changes to drawings and other documentation with the corresponding ECPs in accordance with CDRL LTV-SE-108 (Appendix A2, Article A2.2) and its associated DID LTV-SE-108 (Appendix A3, Article A3.14).
- 5.5.4 Request for Deviation / Request for Waiver (RFD / RFW)

- 5.5.4.1 The Contractor must provide a Request for Deviation/Waiver (RFD/RFW) to propose a departure from an approved baseline in accordance with CDRL LTV-SE-109 (Appendix A2, Article A2.2) and its associated DID LTV-SE-109 (Appendix A3, Article A3.15).

#### 5.5.5 Equivalence Justification Report

- 5.5.5.1 The Contractor must provide an Equivalence Justification Report to propose the use of an equivalent standard or part in accordance with CDRL LTV-SE-110 (Appendix A2, Article A2.2) and its associated DID LTV-SE-110 (Appendix A3, Article A3.16).

## 6.0 QUALITY MANAGEMENT

### 6.1 Quality Assurance

#### 6.1.1 Quality Assurance Plan

- 6.1.1.1 The Contractor must provide a Quality Assurance Plan in accordance with CDRL LTV-SE-111 (Appendix A2, Article A2.2) and its associated DID LTV-SE-111 (Appendix A3, Article A3.17).

#### 6.1.2 Quality Conformance Inspection Report (QCIR)

- 6.1.2.1 QCIR is the result of the Quality Conformance Inspection (QCI) which is performed by the Contractor at the contractor's facility and is in accordance with the QAP.
- 6.1.2.2 The Contractor must provide a Quality Conformance Inspection Report for each LTV produced for Canada's Acceptance in accordance with CDRL LTV-SE-112 (Appendix A2, Article A2.2) and its associated DID LTV-SE-112 (Appendix A3, Article A3.18).
- 6.1.2.3 Canada will conduct a pre-delivery inspection on each LTV before final acceptance as detailed in A7.0 Appendix: LTV Final Acceptance.

### 6.2 Contractor Quality Responsibilities

- 6.2.1 The Contractor must have a Quality Management System (QMS) based on ISO 9001:2015 'Quality Management Systems – Requirements', or other internationally accepted equivalent standard as agreed by DND Directorate of Quality Assurance (DQA), at Contract Award.
- 6.2.2 The Contractor must maintain and apply the QMS in paragraph 6.2.1 to all phases of the contract.
- 6.2.3 The Contractor must provide access to quality assurance (QA) audits and inspection records when requested by Canada.
- 6.2.4 The Contractor must provide all facilities and assistance reasonably required by the QAR in order for the QAR to perform audit and surveillance activities as described in para 6.2.3.

- 6.2.5 The Contractor must ensure that all Subcontractors have QMS based on ISO 9001:2015 'Quality Management Systems – Requirements', or other internationally accepted equivalent standard that is appropriate to the work required under the Subcontract.
- 6.2.6 The Contractor must ensure that all work performed under a Subcontract meets the requirements of the QMS to be applied by the Contractor under para. 6.2.1.

### **6.3 Non-Conforming Deliveries**

- 6.3.1 If the Contractor seeks to use non-conforming materials or work in the deliveries, the Contractor must follow the prescribed A3.15 DID – Request for Deviation / Request for Waiver (RFD / RFW).
- 6.3.2 Canada may approve or not approve the application for a Waiver or Deviation in its sole and absolute discretion and may provide approval subject to any amendments to, or conditions on, the approval of the application for a Waiver or Deviation which are deemed necessary by Canada.
- 6.3.3 Any approval of an application for a Waiver or Deviation will not release the Contractor from due performance of its obligations under the contract, except to the extent specifically set out in the approved application for a Waiver or Deviation.
- 6.3.4 If an application for a Waiver or Deviation is approved, the Contractor must undertake all actions to rectify the non-conformance in accordance with the timeframes and any other requirements for such rectification, or to meet any conditions specified in the approved application for a Waiver or Deviation.
- 6.3.5 When the Contractor has rectified the non-conformance(s) in an approved application for a Waiver or Deviation, it must notify the QAR and seek closure of the application for a Waiver or Deviation by submitting, with the notice, evidence to demonstrate that the applicable non-conformance(s) have been rectified.

## **7.0 INTEGRATED LOGISTICS SUPPORT (ILS)**

### **7.1 Scope**

- 7.1.1 The ILS concept is based on A5.0 Appendix: Mission Profile and A6.0 Appendix Concept of Support.

### **7.2 Instruments, Decals, Data Plates and Warnings**

- 7.2.1 The Contractor must deliver all instruments, decals and data plates marked in metric units.
- 7.2.2 Where international symbols are not possible, the Contractor must provide bilingual markings in English and Canadian French, as per paragraph 7.3.4.
- 7.2.3 The Contractor must provide warning and precautionary data plates in both official languages of Canada (English and Canadian French) in order to protect personnel and equipment, as per paragraph 7.3.4.

### **7.3 Technical Publication Package**

- 7.3.1 The Contractor must prepare and deliver the following Technical Publications:

- 7.3.1.1 Operator Manual
  - 7.3.1.1.1 The Contractor must provide an Operator Manual in accordance with CDRL LTV-ILS-201 (Appendix A2, Article A2.2) and its associated DID LTV-ILS-201 (Appendix A3, Article A3.19).
- 7.3.1.2 Operator Quick Reference Card
  - 7.3.1.2.1 The Contractor must provide an Operator Quick Reference Card in accordance with CDRL LTV-ILS-202 (Appendix A2, Article A2.2) and its associated DID LTV-ILS-202 (Appendix A3, Article A3.20).
- 7.3.1.3 Repair Manual
  - 7.3.1.3.1 The Contractor must provide a Repair Manual in accordance with CDRL LTV-ILS-203 (Appendix A2, Article A2.2) and its associated DID LTV-ILS-203 (Appendix A3, Article A3.21).
- 7.3.1.4 Permissive Repair Schedule and Standard Repair Times
  - 7.3.1.4.1 The Contractor must provide a Permissive Repair Schedule and Standard Repair Times in accordance with CDRL LTV-ILS-204 (Appendix A2, Article A2.2) and its associated DID LTV-ILS-204 (Appendix A3, Article A3.22).
- 7.3.1.5 Illustrated Parts Manual
  - 7.3.1.5.1 The Contractor must provide an Illustrated Parts Manual in accordance with CDRL LTV-ILS-205 (Appendix A2, Article A2.2) and its associated DID LTV-ILS-205 (Appendix A3, Article A3.23).
  - 7.3.1.5.2 The Illustrated Parts Manual must be provided in French; however does not need to be provided in Canadian French.
- 7.3.1.6 Operator and Technician Training Package
  - 7.3.1.6.1 The Contractor must provide an Operator and Technician Training Package in accordance with CDRL LTV-ILS-206 (Appendix A2, Article A2.2) and its associated DID LTV-ILS-206 (Appendix A3, Article A3.24).
- 7.3.1.7 Stowage, Shipping and Handling Instructions
  - 7.3.1.7.1 The Contractor must provide a Stowage, Shipping and Handling Instructions in accordance with CDRL LTV-ILS-207 (Appendix A2, Article A2.2) and its associated DID LTV-ILS-207 (Appendix A3, Article A3.25).
- 7.3.1.8 SMP Vehicle and Equipment Data Summary
  - 7.3.1.8.1 The Contractor must provide a Standard Military Pattern (SMP) Vehicle and Equipment Data Summary for each vehicle configuration in accordance with CDRL LTV-ILS-208 (Appendix A2, Article A2.2) and its associated DID LTV-ILS-208 (Appendix A3, Article A3.26).
- 7.3.2 Front Matter

7.3.2.1 The Contractor must include the following in each Technical Publication (except in the Operator Quick Reference Card):

7.3.2.1.1 A cover page showing the date the publication was issued and the model/system designation;

7.3.2.1.2 A List of Effective Pages;

7.3.2.1.3 A Revision Control Table;

7.3.2.1.4 A detailed Table of Contents and List of Figures & Tables; and

7.3.2.1.5 An Acronyms and Abbreviations table

### 7.3.3 Supplementary Information

7.3.3.1 The Contractor must provide supplementary information, in the portions of text that require it, with one or more of the following notices, in the order listed:

7.3.3.1.1 **Danger.** The danger advisory will be used to draw attention to an extreme, violent and continuous hazard to life;

7.3.3.1.2 **Warning.** The warning advisory will be used to emphasize an operating or maintenance procedure, practice, condition, statement, which if not strictly observed, could result in injury to or death of personnel;

7.3.3.1.3 **Caution.** The caution advisory will be used to emphasize an operating or maintenance procedure, practice, condition, statement, which if not strictly observed, could result in maintenance, damage to or destruction of equipment, loss of mission effectiveness or long-term health hazards to personnel;

7.3.3.1.4 **Note.** The note will be used to point out a procedure, event or practice that it is desirable to highlight; and,

7.3.3.1.5 **Example.** The example will be used when required to clarify the preceding text.

### 7.3.4 Official Language Requirements

7.3.4.1 The Contractor must deliver all Technical Publications in English and Canadian French (unless indicated above).

7.3.4.2 The Contractor must have all Technical Publications translated by certified translators, such as members of an authorized provincial association of translators, to ensure the quality of translated text.

7.3.4.3 The Contractor must ensure all translations are consistent with approved DND terminology. Approved terminology sources, in order of priority, are as follows:

7.3.4.3.1 Canadian Oxford Dictionary Second Edition (for English);

7.3.4.3.2 Le Petit Robert Edition 2021 or latest (for French);

- 7.3.4.3.3 Termium, PSPC Translation Bureau Linguistic Data Bank (<http://www.termiumpius.gc.ca/>); and
- 7.3.4.4 The Contractor must review and accept responsibility for the validity of all (both their own and all sub-Contractors') information found in the Technical Publications.

## 7.4 Provisioning Documentation

- 7.4.1 Provisioning Documentation is the generic term used to describe the various types of documentation needed by Canada to identify, select, catalogue, procure, and distribute initial support spares.
- 7.4.2 The Contractor must review and accept responsibility for the validity of all (both their own and all sub-Contractors') information found in the Provisioning Documentation.
- 7.4.3 The Contractor must prepare and deliver the following Provisioning Documentation:
  - 7.4.3.1 Provisioning Parts Breakdown (PPB)
    - 7.4.3.1.1 The Contractor must provide a Provisioning Parts Breakdown (PPB) in accordance with CDRL LTV-ILS-209 (Appendix A2, Article A2.2) and its associated DID LTV-ILS-209 (Appendix A3, Article A3.27).
    - 7.4.3.1.2 The PPB must include:
      - 7.4.3.1.2.1 Ready Pack Parts List;
      - 7.4.3.1.2.2 Recommended Spare Parts List (RSPL);
      - 7.4.3.1.2.3 Special Tools & Test Equipment List; and
      - 7.4.3.1.2.4 The following list of accessories:
        - 7.4.3.1.2.4.1 Roof weapon mount assemblies for C6, C9, M2, and C16, and
        - 7.4.3.1.2.4.2 Door weapon mount(s) for C6/C9.
  - 7.4.3.2 Supplementary Provisioning Technical Documentation
    - 7.4.3.2.1 The Contractor must provide Supplementary Provisioning Technical Documentation in accordance with CDRL LTV-ILS-210 (Appendix A2, Article A2.2) and its associated DID LTV-ILS-210 (Appendix A3, Article A3.28).

## 7.5 Initial Provisioning Conference

- 7.5.1 The Contractor must hold and chair an Initial Provisioning Conference (IPC). The IPC must occur within 16 weeks of the first ILS meeting and after which the Contractor has delivered Provisioning Documentation (PD) suitable for a successful IPC as determined by the DND ILS Manager.
- 7.5.2 The purpose of an IPC is to allow DND to verify that the Provisioning Documentation reflects the current and complete configuration of the equipment being procured by

comparing it against the Illustrated Parts Manual and Supplementary Provisioning Technical Documentation. It is also used to select the range of spares required to support the system during an initial period of service of two (2) years. For this purpose, the Contractor must provide:

- 7.5.2.1 A suitable conference facility with projector(s), and three (3) unrestricted, hard-wired, broadband Internet access points through Ethernet (RJ45) connections or wifi;
- 7.5.2.2 Engineering and product Subject Matter Expert (SME) support assistance;
- 7.5.2.3 The equipment for physical examination;
- 7.5.2.4 Engineering, reliability and maintainability data; and
- 7.5.2.5 Modification data, if applicable.

7.5.3 Refer to Meeting Documentation requirements found at paragraph 3.4.7.

## **7.6 Unique Identification (UID)**

- 7.6.1 Unique Identification (UID) is the allocation of a unique number to an individual item using a standard procedure which is globally accepted. UID makes it possible to store and exchange data on an item's usage and maintenance history using national and international systems.
- 7.6.2 The Contractor must create, assign and affix Unique Item Identifiers (UII), or recognized UII-equivalents (Global Individual Asset Identifier; the Global Returnable Asset Identifier when serialized; or a vehicle identification number); in accordance with STANAG 2290 / AAITP-08, on the Identification Plates of the LTV and all variants (UID-subject item), and be of such quality as to remain machine readable for the expected life of the item.
- 7.6.3 The Contractor must provide a UID Data Submission in accordance with CDRL LTV-ILS-211 (Appendix A2, Article A2.2), and its associated DID LTV-ILS-211 (Appendix A3, Article A3.29).

## **7.7 Controlled & Non-Controlled Goods List**

- 7.7.1 The Contractor must provide the Controlled & Non-Controlled Goods List with the Demilitarization Code (DMC) in accordance with LTV-ILS-212 (Appendix A2, Article A2.2) and its associated DID LTV-ILS-212 (Appendix A3, Article A3.30).

## **7.8 Packaging and Identification Labels for Storage & Shipment**

- 7.8.1 The Contractor must supply all parts and equipment packaged in accordance with D-LM-008-036/SF-000.
- 7.8.2 The Contractor must, at a minimum, package and preserve all parts and equipment to Level C requirements as defined in D-LM-008-001/SF-001.
- 7.8.3 The Contractor must label all packaging, produced under 7.8.1 above, as per D-LM-008-002/SF-001.

- 7.8.4 The Contractor must provide Packaging and Identification Labels for Storage and Shipment in accordance with CDRL LTV-ILS-213 (Appendix A2, Article A2.2), and its associated DID LTV-ILS-213 (Appendix A3, Article A3.31).

## 7.9 Training Package

- 7.9.1 The Contractor must schedule Initial Cadre Training serials to be provided in Edmonton, Alberta between August 19<sup>th</sup> to August 30<sup>th</sup> 2024.
- 7.9.2 The Contractor must provide Initial Cadre Training (ICT) sessions consisting of:
- 7.9.2.1 Operator Training Session (train-the-trainer type) for 30 students. The student ratio must be no more than eight (8) students to one (1) instructor.
  - 7.9.2.2 Vehicle Technician Training Session (train-the-trainer type) in one (1) serial for six (6) students with a course length of at least 5 days. The student ratio must be no more than three (3) students to one (1) instructor.
  - 7.9.2.3 Weapon Technician Training Session (train-the-trainer type) in one (1) serial for three (3) students with a course length of two (2) days if the roof gunner's station is equipped with a roof pintle mount and three (3) days if equipped with a turret.
- 7.9.3 The Contractor must provide the Training Sessions in English. The instructor(s) must be bilingual or have assistance from a bilingual Subject Matter Expert in order to understand and answer questions from students in both official languages; English and Canadian French.
- 7.9.4 The Contractor must use the approved and accepted **Operator and Technician Training Packages** for the Training Sessions, and course lessons must follow the content found within those training packages.
- 7.9.5 The Contractor must provide the course material listed within the **Operator and Technician Training Package** CDRLs as being 'Issued to Students at Training Session(s)', and all course material and handouts must be provided in English and Canadian French.
- 7.9.6 The Contractor must use Canada owned LTV(s) and additional training material identified in the **Operator and Technician Training Package Instructor Lesson Plan**, for the Training Session.
- 7.9.6.1 The Contractor must provide the additional training material that is listed in the **Operator and Technician Training Package Instructor Lesson Plan** as 'supplied by the Contractor'.
  - 7.9.6.2 The Contractor must set-up the LTV(s) and additional training material that is listed in the **Operator and Technician Training Package Instructor Lesson Plan** as 'supplied by the Contractor', for the Training Session.

## 8.0 ENVIRONMENTAL MANAGEMENT AND ASSESSMENT

### 8.1 General



- 8.1.1 In accordance with the Prohibition of Certain Toxic Substances Regulations (SOR/2012-285), the Contractor must not incorporate the substances listed under this regulation in any part of the equipment.
- 8.1.2 In accordance with the Prohibition of Asbestos and Products containing Asbestos Regulations (SOR/2018-196), the Contractor must offer asbestos-free equipment.
- 8.1.3 In accordance with the Federal Halocarbon Regulations (SOR/2003-289) and the Ozone-depleting Substances and Halocarbon Alternatives Regulations (SOR/2016-137), for any halocarbons that are incorporated into the equipment, the Contractor must comply with regulations SOR/2003-289 and SOR/2016-137. If such substances must be used, the Contractor must:
  - 8.1.3.1 Inform the Technical Authority by identifying the substance(s).
  - 8.1.3.2 Identify the specific location within the equipment and the quantity.
- 8.1.4 In accordance with the Products Containing Mercury Regulations (SOR/2014-254), if mercury is present in any part of the equipment, the Contractor must comply with the mercury content limit in regulation SOR/2014-254. If such substances must be used, the Contractor must:
  - 8.1.4.1 Inform the Technical Authority by identifying the substance(s).
  - 8.1.4.2 Identify the specific location within the equipment and the quantity.
- 8.1.5 In accordance with the Polychlorinated Biphenyls (PCBs) Regulations (SOR/2008-273), if PCBs are present in any part of the equipment, the Contractor must comply with the regulation, the Contractor must:
  - 8.1.5.1 Inform the Technical Authority by identifying the substance(s).
  - 8.1.5.2 Identify the specific location within the equipment and the quantity.
  - 8.1.5.3 Certify that there is no technically or economically feasible PCB-free alternative.

## 8.2 Environmental Management System

- 8.2.1 The Contractor must implement and maintain an Environmental Management System (EMS) which is consistent with the principles presented in ISO 14001. Certification to this standard is preferred but not mandatory.
- 8.2.2 The Contractor must have a formalized set of procedures and control measures in place to demonstrate environmental compliance and minimize environmental impact of the work.
- 8.2.3 The Contractor must prepare and submit an Equipment Environmental Assessment (EEA) for TA approval. The EEA includes the list of integrated hazardous substances and chemical products incorporated in the equipment design. The EEA must include Safety Data Sheets (SDS) for all hazardous chemical products in accordance with WHMIS 2015 requirements. The Contractor may provide confidential information in a separate document. Note: Proprietary information will be treated with confidentiality.
- 8.2.4 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 and listed on Schedule 1 of the Canadian Environmental Protection Act.

- 8.2.5 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.
- 8.2.6 The Contractor must update the Equipment Environmental Assessment (EEA), after it is delivered, under the following circumstances:
  - 8.2.6.1 There are changes related to the items identified on the Hazardous Substances & Chemical Products table; or
  - 8.2.6.2 New items/components are introduced as a result of configuration changes or modifications that contain hazardous substances and chemical products identified in the EEA.

### 8.3 Environmental Packaging Labels

- 8.3.1 The Contractor must label and ship goods falling within the Hazardous Products Act, R.S.C. 1985, C. H-3 and regulation(s) there under, in accordance with the said Act and regulation(s).
  - 8.3.1.1 The Contractor must clearly identify the contents of the hazardous material with labels, and the Safety Data Sheet must explain what those hazards are.

### 8.4 Environmentally Preferable Packaging

- 8.4.1 In accordance with the [Policy on Green Procurement](#) and the [Greening Government Strategy: A Government of Canada Directive](#), the Government of Canada is committed to promoting the procurement of environmentally preferable plastic products and the reduction of plastic packaging waste by considering environmentally preferable packaging specifications in procurement and contracts. All packaging material related to this requirement should be reusable, returnable or recyclable in accordance with the definitions set forth in A8.0 Appendix: Environmentally Preferable Packaging Definitions. Excluded material can also be found in A8.0.

### 8.5 Equipment Environmental Assessment

- 8.5.1 The Contractor must prepare and submit an EEA in accordance with CDRL LTV-ILS-214 (Appendix A2, Article A2.2), and its associated DID LTV-ILS-214 (Appendix A3, Article A3.32).
- 8.5.2 The Contractor may provide Commercial in Confidence information in a separate document.

## 9.0 TECHNICAL REQUIREMENTS

### 9.1 Overview

9.1.1 The Contractor must comply with all specified requirements for the variants of the LTV stated in:

9.1.1.1 A1.0 Appendix: LTV System Requirements Specification

# **Light Tactical Vehicle (LTV)**

**Request for Proposal  
W8476-246786/C**

**Part 7 – RESULTING CONTRACT**

**Annex A – Statement of Work**

**Appendix A1 – System Requirements Specification for the  
Light Tactical Vehicle (LTV)**

## **A1.0 Appendix: LTV System Requirements Specification**

### **A1.1 Requirements**

ID	System Requirement Specifications	Type of Requirement	Means of Compliance	POC Details	Point Allocation
LTV-SRS-001	1 General	Header			
LTV-SRS-002	1.1 Purpose	Header			
LTV-SRS-003	The purpose of this document is to define the technical specifications and performance parameters required to meet the requirements of the Tactical Mobility Platforms (LTVs) being acquired for use by the Department of National Defence (DND).	Info	N/A	N/A	N/A
LTV-SRS-004	The LTV-Personnel (LTV-P) is a fleet of tactical mobility vehicles designed to rapidly move Light Forces operators equipped with personal protective equipment, personal weapons, and combat supplies in complex terrain.	Info	N/A	N/A	N/A
LTV-SRS-005	LTV-Cargo (LTV-C) is a fleet of tactical mobility vehicles that is configured to carry larger volumes of cargo than the LTV-P in support of operations in complex terrain.	Info	N/A	N/A	N/A
LTV-SRS-006	IOC Vehicle (LTV-IOC) is the LTV configuration that will be delivered to Canada in order to meet the IOC requirement. The LTV-IOC will be delivered based on a Contractor's existing configuration while meeting the IOC acceptance criteria of the SOW (Annex A).	Info	N/A	N/A	N/A
LTV-SRS-007	"LTV", for the purpose of this SRS, refers to both the LTV-P and LTV-C	Info	N/A	N/A	N/A
LTV-SRS-008	1.2 Background	Header			
LTV-SRS-009	The LTVs are required to enhance the tactical manoeuvre capability of the Canadian Army (CA) Light Forces (LF) while conducting assigned missions and tasks. The LTVs will bridge the present tactical manoeuvre capability provided by heavier logistics vehicles and All Terrain Vehicles (ATVs).	Info	N/A	N/A	N/A
LTV-SRS-010	2 Requirements	Header			

ID	System Requirement Specifications	Type of Requirement	Means of Compliance	POC Details	Point Allocation
LTV-SRS-011	2.1 General	Header			
LTV-SRS-012	The Base LTV is defined as the vehicle components including the frame, engine, drive train, axles, transfer case and chassis. The LTV-P and LTV-C variants must share the same Base LTV components.	Mandatory	SOC	N/A	N/A
LTV-SRS-013	All requirements must be met by the LTV equipped with tires of identical width and diameter as proposed in the bid and at highway pressure, unless otherwise specified in this document.	Mandatory	SOC	N/A	N/A
LTV-SRS-014	All requirements must be met by the proposed LTV loaded at a minimum payload of 1000 kg, unless otherwise specified in this document.	Mandatory	SOC	N/A	N/A
LTV-SRS-015	LTV must have an open cabin architecture with roll over protection for all seated occupants.	Mandatory	SOC	N/A	N/A
LTV-SRS-016	The LTV-P must have a minimum of four (4) seats in two (2) rows of seating.	Mandatory	POC	Technical drawings with annotations and optional supporting photographs indicating the number of rows of seats, and the number of seats with 4-point harnesses.	Mandatory - no points allocated
LTV-SRS-017	The LTV-P should have at least five (5) seats up to a maximum of nine (9).	Rated	POC	Technical drawings with annotations and optional supporting photographs indicating the number of rows of seats, and the number of seats with 4-point harnesses.	A maximum of 20 points can be awarded.  0 points will be awarded for an LTV-P accommodating 4 seats. 4 points will be awarded for an LTV-P accommodating 5 seats. 8 points will be awarded for an LTV-P accommodating 6 seats. 12 points will be awarded for an LTV-P accommodating 7 seats. 16 points will be awarded for an LTV-P accommodating 8 seats. 20 points will be awarded for an LTV-P accommodating 9 seats.

ID	System Requirement Specifications	Type of Requirement	Means of Compliance	POC Details	Point Allocation
LTV-SRS-018	The LTV-C must have a minimum of two (2) seats in a single row of seating or up to four (4) seats in two (2) rows of seating.	Mandatory	POC	Technical drawings with annotations and optional supporting photographs indicating the number of rows of seats, and the number of seats with 4-point harnesses.	Mandatory - no points allocated
<b>LTV-SRS-019</b>	<b>2.2 Availability</b>	<b>Header</b>			
LTV-SRS-020	The proposed vehicle must be based off a military vehicle already in service with a North American Treaty Organization (NATO) member country, Australia, or New Zealand.	Mandatory	POC	Bidders must provide a report with the following details about the in-service military vehicle off which its proposed vehicle is based ("In-Service Vehicle"):  A. The make and model of the In-Service Vehicle and a brief history.  B. Which NATO member country(ies), Australia, or New Zealand is/are currently using In-Service Vehicle.  C. The NATO Stock number for the In-Service Vehicle.	Mandatory - no points allocated
LTV-SRS-021	Thirty-six (36) IOC vehicles must be delivered (configured as a personnel or cargo vehicle) FCA no later than seven (7) weeks after Contract award (WACA). (Annex A, paragraph 4.3.1)	Mandatory	POC	Bidders must provide a delivery schedule showing the vehicle availability dates based on number of weeks after Contract Award.	Mandatory – no points allocated
LTV-SRS-022	Thirty-six (36) IOC vehicles should be delivered (configured as a personnel or cargo vehicle) FCA no later than five (5) WACA. (Annex A, paragraph 4.3.1)	Rated	POC	Bidders must provide a delivery schedule showing the vehicle availability dates based on number of weeks after Contract Award  Delivery dates offered as part of this rated requirement will become a mandatory requirement of the Contract.	A maximum of 10 points can be awarded.  0 points will be awarded for complete delivery of the first 36 before the end of the 7th week after Contract Award date. 10 points will be awarded for complete delivery of the first 36 vehicles before the end of the 5 <sup>th</sup> week after Contract award date.



ID	System Requirement Specifications	Type of Requirement	Means of Compliance	POC Details	Point Allocation
LTV-SRS-023	The following deliverables must be delivered simultaneously to the IOC Vehicles: a) quantity two (2) STTE kits (as detailed in Annex A); b) quantity one (4) Ready Pack (as detailed in Annex A); c) Roof Weapon mount assemblies (as detailed in SRS 2.16.1 and Annex A); and d) Door Weapon mounts (as detailed in SRS 2.16.2 and Annex A).	Mandatory	POC	Bidders must provide a delivery schedule supported by evidence to demonstrate that each of the deliverables can be delivered by the proposed dates.	Mandatory – no points allocated
LTV-SRS-024	No more than 15 LTVs must be delivered per month after the initial 36 IOC Vehicles.	Mandatory	SOC	N/A	Mandatory – no points allocated
LTV-SRS-025	<b>2.3 Standard Vehicle Specifications and Features</b>	<b>Header</b>			
LTV-SRS-026	<b>2.3.1 Vehicle weight and payload</b>	<b>Header</b>			
LTV-SRS-027	The LTV-P curb weight must be less than 2500 kg as measured according to TOP 2-2-801 Weight Distribution and Ground Pressure ( <i>Wheeled and Tracked Vehicles</i> ).  The curb weight must include the following items: automotive fluids, full fuel load, driver's controls, driving mirrors, on-road driving lights, half windshield, all seats and safety harnesses, full Roll Over Protection System (ROPS), and winch.	Mandatory	SOC	N/A	Mandatory - no points allocated
LTV-SRS-028	The LTV-P payload capacity must be a minimum of 1000 kg, calculated by subtracting the curb weight in LTV-SRS-027 from the vehicle OEM gross vehicle weight rating.	Mandatory	SOC	N/A	Mandatory – no points allocated

ID	System Requirement Specifications	Type of Requirement	Means of Compliance	POC Details	Point Allocation																				
LTV-SRS-029	The LTV-P payload capacity should be at least 1250 kg.	Rated	POC	<p>Bidders must provide an engineering report or a certification from a government regulatory agency of the In-Service Vehicle in LTV-SRS-020 which lists the Gross Vehicle Weight Rating (GVWR).</p> <p>Bidders must tabulate the proposed LTV-P curb weight in the following order:</p> <ul style="list-style-type: none"><li>a) Curb weight of the proposed In-Service Vehicle including all driving fluids.</li><li>b) Weight of a full fuel load.</li><li>c) The weight of the items in LTV-SRS-027 listed individually including mounting parts and hardware. If any item is already a permanent part of the In-Service Vehicle, indicate Weight: “N/A” and Comment: “Included in empty weight”.</li><li>d) The weight of any items that are essential to the operation of the LTV-P that are not already mentioned.</li></ul> <p>Bidders must present their LTV-P curb weight calculation in the following table format. The weight for each line item must be in kg and rounded to no less than 1 decimal place.</p> <table><tr><th>#</th><th>Item</th><th>Weight (kg)</th><th>Comments</th></tr><tr><td>1</td><td></td><td></td><td></td></tr><tr><td>2</td><td></td><td></td><td></td></tr><tr><td>...</td><td></td><td></td><td></td></tr><tr><td></td><td>Total</td><td></td><td></td></tr></table> <p>Bidders will calculate the payload by subtracting the curb weight from the GVWR then round off to the nearest kg.</p>	#	Item	Weight (kg)	Comments	1				2				...					Total			<p>A maximum of 10 points to be awarded.</p> <p>0 points will be awarded for a payload less than 1250 kg. 1 point will be awarded for a payload equal to or greater than 1250 kg. 2 points will be awarded for a payload equal to or greater than 1300 kg. 3 points will be awarded for a payload equal to or greater than 1350 kg. 4 points will be awarded for a payload equal to or greater than 1400 kg. 5 points will be awarded for a payload equal to or greater than 1450 kg. 6 points will be awarded for a payload equal to or greater than 1500 kg. 7 points will be awarded for a payload equal to or greater than 1550 kg. 8 points will be awarded for a payload equal to or greater than 1600 kg. 9 points will be awarded for a payload equal to or greater than 1650 kg. 10 points will be awarded for a payload equal to or greater than 1700 kg.</p>
#	Item	Weight (kg)	Comments																						
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	Total																								

ID	System Requirement Specifications	Type of Requirement	Means of Compliance	POC Details	Point Allocation
LTV-SRS-030	<p>The LTV-C curb weight must be less than 2500 kg as measured in TOP 2-2-801 Weight Distribution and Ground Pressure (Wheeled and Tracked Vehicles).</p> <p>The curb weight must include the following items: automotive fluids, full fuel load, driver's controls, driving mirrors, on-road driving lights, half windshield, all seats and safety harnesses, full ROPS, winch, spare tire with mount, and tire changing kit.</p>	Mandatory	SOC	N/A	Mandatory - no points allocated
LTV-SRS-031	The LTV-C payload capacity must be a minimum of 1000 kg, calculated by subtracting the curb weight in LTV-SRS-030 from the vehicle OEM gross vehicle weight rating.	Mandatory	SOC	N/A	Mandatory – no points allocated

ID	System Requirement Specifications	Type of Requirement	Means of Compliance	POC Details	Point Allocation																				
LTV-SRS-032	The LTV-C payload capacity should be at least 1250 kg.	Rated	POC	<p>Bidders must provide an engineering report or a certification from a government regulatory agency of the In-Service Vehicle in LTV-SRS-020 which lists the Gross Vehicle Weight Rating.</p> <p>Bidders must tabulate the proposed LTV-C curb weight in the following order:</p> <ul style="list-style-type: none"><li>a) Empty weight of the proposed In-Service Vehicle including all driving fluids.</li><li>b) Weight of a full fuel load.</li><li>c) The weight of the items in LTV-SRS-030 listed individually including mounting parts and hardware. If any item is already a permanent part of the In-Service Vehicle, indicate Weight: “N/A” and Comment: “Included in empty weight”.</li><li>d) The weight of any items that are essential to the operation of the LTV-C that are not already mentioned.</li></ul> <p>Bidders must present their LTV-C curb weight calculation in the following table format. The weight for each line item must be in kg and rounded to no less than 1 decimal place.</p> <table><tr><th>#</th><th>Item</th><th>Weight (kg)</th><th>Comments</th></tr><tr><td>1</td><td></td><td></td><td></td></tr><tr><td>2</td><td></td><td></td><td></td></tr><tr><td>...</td><td></td><td></td><td></td></tr><tr><td></td><td>Total</td><td></td><td></td></tr></table> <p>Bidders will calculate the payload by subtracting the curb weight from the GVWR then round off to the nearest kg.</p>	#	Item	Weight (kg)	Comments	1				2				...					Total			<p>A maximum of 10 points to be awarded.</p> <p>0 points will be awarded for a payload less than 1250 kg. 1 point will be awarded for a payload equal to or greater than 1250 kg. 2 points will be awarded for a payload equal to or greater than 1300 kg. 3 points will be awarded for a payload equal to or greater than 1350 kg. 4 points will be awarded for a payload equal to or greater than 1400 kg. 5 points will be awarded for a payload equal to or greater than 1450 kg. 6 points will be awarded for a payload equal to or greater than 1500 kg. 7 points will be awarded for a payload equal to or greater than 1550 kg. 8 points will be awarded for a payload equal to or greater than 1600 kg. 9 points will be awarded for a payload equal to or greater than 1650 kg. 10 points will be awarded for a payload equal to or greater than 1700 kg.</p>
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LTV-SRS-033	2.4 Air transportability	Header																							

ID	System Requirement Specifications	Type of Requirement	Means of Compliance	POC Details	Point Allocation
LTV-SRS-034	The In-Service Vehicle described in LTV-SRS-020 must have been certified by a NATO member country, Australia, or New Zealand for air transportability within the Royal Canadian Air Force (RCAF) CC-130J equivalent aircraft.	Mandatory	SOC	N/A	Mandatory - no points allocated
LTV-SRS-035	The In-Service Vehicle described in LTV-SRS-020 must have been certified by a NATO member country, Australia, or New Zealand for air transportability within RCAF CC-177 Globemaster III equivalent aircraft.	Mandatory	SOC	N/A	Mandatory - no points allocated
LTV-SRS-036	The In-Service Vehicle described in LTV-SRS-020 must have been certified by a NATO member country, Australia, or New Zealand for air transportability internal to a RCAF CH-147F Chinook helicopter equivalent aircraft.	Mandatory	SOC	N/A	Mandatory - no points allocated
LTV-SRS-037	The In-Service Vehicle described in LTV-SRS-020 must have been certified by a NATO member country, Australia, or New Zealand for air transportability as a sling load under a RCAF CH-147F Chinook helicopter equivalent aircraft.	Mandatory	SOC	N/A	Mandatory - no points allocated
LTV-SRS-038	The In-Service Vehicle described in LTV-SRS-020 must have been certified by a NATO member country, Australia, or New Zealand for air drop from a RCAF CC-130J equivalent aircraft.	Mandatory	SOC	N/A	Mandatory - no points allocated
LTV-SRS-039	The In-Service Vehicle described in LTV-SRS-020 must have been certified by a NATO member country, Australia, or New Zealand for air drop from a RCAF CC-177 Globemaster III equivalent aircraft.	Mandatory	SOC	N/A	Mandatory - no points allocated
LTV-SRS-040	The LTV must be designed for air transportability within RCAF CC-130J equivalent aircraft.	Mandatory	SOC	N/A	Mandatory - no points allocated
LTV-SRS-041	The LTV must be designed for air transportability within RCAF CC-177 Globemaster III equivalent aircraft.	Mandatory	SOC	N/A	Mandatory - no points allocated
LTV-SRS-042	The LTV must be designed for air transportability internal to a RCAF CH-147F Chinook helicopter equivalent aircraft.	Mandatory	SOC	N/A	Mandatory - no points allocated

ID	System Requirement Specifications	Type of Requirement	Means of Compliance	POC Details	Point Allocation
LTV-SRS-043	The LTV must be designed for air transportability as a sling load under a RCAF CH-147F Chinook helicopter equivalent aircraft.	Mandatory	SOC	N/A	Mandatory - no points allocated
LTV-SRS-044	The LTV must be designed for air drop from a RCAF CC-130J equivalent aircraft.	Mandatory	SOC	N/A	Mandatory - no points allocated
LTV-SRS-045	The LTV must be designed for air drop from a RCAF CC-177 Globemaster III equivalent aircraft.	Mandatory	SOC	N/A	Mandatory - no points allocated
<b>LTV-SRS-046</b>	<b>2.5 Exterior Dimensions</b>	<b>Header</b>			
LTV-SRS-047	The maximum LTV-P dimensions are 6 m x 2.032 m x 1.9 m (length x width x height). The maximum height applies at curb weight as described in LTV-SRS-027.	Mandatory	SOC	N/A	Mandatory - no points allocated
LTV-SRS-048	The maximum LTV-C dimensions are 6 m x 2.032 m x 1.9 m (length x width x height). The maximum height applies at curb weight as described in LTV-SRS-030.	Mandatory	SOC	N/A	Mandatory - no points allocated
LTV-SRS-049	The LTV-P, equipped in accordance with LTV-SRS-027 curb weight and prepared for driving on public roads, must be prepared for transportation internal to a CH-147F Chinook helicopter, using only the hand tools from the onboard toolkit. All components affected by the air transportation preparation must remain attached or be secured in the vehicle during flight.	Mandatory	POC	Technical drawings with optional supporting photographs showing: <ul style="list-style-type: none"> <li>a) Exterior dimensions (length x width x height) when prepared for driving on-road;</li> <li>b) Exterior dimensions (length x width x height) when prepared for air transportation; and</li> <li>c) Identify all components that must be stowed for flight and their locations.</li> </ul>	Mandatory - no points allocated
LTV-SRS-050	The LTV-C, equipped in accordance with LTV-SRS-030 curb weight and prepared for driving on public roads, must be prepared for transportation internal to a CH-147F Chinook helicopter using only the hand tools from the onboard toolkit. All components affected by the air transportation preparation must remain attached or be secured in the vehicle during flight.	Mandatory	POC	Technical drawings with optional supporting photographs showing: <ul style="list-style-type: none"> <li>a) Exterior dimensions (length x width x height) when prepared for driving on-road;</li> <li>b) Exterior dimensions (length x width x height) when prepared for air transportation; and</li> <li>c) Identify all components that must be stowed for flight and their locations.</li> </ul>	Mandatory - no points allocated
LTV-SRS-051	The LTV air transportation preparation process must allow the LTV to be driven on and off a Chinook helicopter at a prepared airfield using its own power.	Mandatory	SOC	N/A	N/A

ID	System Requirement Specifications	Type of Requirement	Means of Compliance	POC Details	Point Allocation
LTV-SRS-052	After flight, the LTV must be prepared for driving on public roads with only the use of hand tools from the onboard toolkit.	Mandatory	SOC	N/A	N/A
LTV-SRS-053	2.6 Payload	Header			
LTV-SRS-054	2.6.1 General	Header			
LTV-SRS-055	All seating positions must be equipped with a 4-point safety harness.	Mandatory	SOC	N/A	Mandatory - no points allocated
LTV-SRS-056	All safety harnesses must comply with the government transportation standards from a NATO member country, Australia, or New Zealand.	Mandatory	SOC	N/A	Mandatory - no points allocated
LTV-SRS-057	The LTV must be provided with an onboard toolkit to perform driver maintenance tasks.	Mandatory	SOC	N/A	Mandatory - no points allocated
LTV-SRS-058	The LTV-C must be equipped with a spare tire assembly and onboard toolkit to change a tire.	Mandatory	SOC	N/A	Mandatory - no points allocated
LTV-SRS-059	2.6.2 Personal weapon stowage	Header			
LTV-SRS-060	The LTV must have a personal weapon stowage solution for at least the driver, co-driver, and roof gunner that is within arm's reach of their position.	Mandatory	SOC	N/A	Mandatory - no points allocated
LTV-SRS-061	The personal weapon stowage solution must be compatible with C7A2 and C8A3 equivalent weapons.	Mandatory	SOC	N/A	Mandatory - no points allocated
LTV-SRS-062	2.6.4 Payload LTV-C variant	Header			
LTV-SRS-063	The LTV-C cargo area bed length must be no less than 0.8 m.	Mandatory	SOC	N/A	Mandatory - no points allocated
LTV-SRS-064	The LTV-C cargo area bed width must be no less than 1 m.	Mandatory	SOC	N/A	Mandatory - no points allocated
LTV-SRS-065	2.7 Mobility	Header			
LTV-SRS-066	2.7.1 Operational Mobility	Header			

ID	System Requirement Specifications	Type of Requirement	Means of Compliance	POC Details	Point Allocation
LTV-SRS-067	The LTV must have a sustained top speed of at least 100 km/h, carrying a payload of at least 1000 kg, on level hard surfaced roads.	Mandatory	SOC	N/A	Mandatory - no points allocated
LTV-SRS-068	The LTV must achieve an autonomous range of at least 600 km using the internal fuel tank, cruising 80 km/h, carrying a payload of at least 1000 kg on level hard surfaced roads.	Mandatory	SOC	N/A	Mandatory - no points allocated
<b>LTV-SRS-069</b>	<b>2.7.2 Tactical Mobility</b>	<b>Header</b>			
<b>LTV-SRS-070</b>	<b>2.7.2.1 Braking</b>	<b>Header</b>			
LTV-SRS-071	The LTV must decelerate from 80 km/h to a full stop within 55 m in accordance with SAE J299 <i>Stopping Distance Test Procedure</i> .	Mandatory	SOC	N/A	Mandatory - no points allocated
LTV-SRS-072	The LTV must have a parking brake.	Mandatory	SOC	N/A	Mandatory - no points allocated
LTV-SRS-073	The LTV must have at least an emergency brake system or independent front and rear service brake circuits	Mandatory	SOC	N/A	Mandatory - no points allocated
LTV-SRS-074	The LTV parking brake and emergency brake may be combined into a single driver's control.	Info	N/A	N/A	N/A
LTV-SRS-075	LTVs equipped with an Anti-Lock Braking System (ABS) must include a driver's control to disable the system in preparation for off-road driving.	Mandatory	SOC	N/A	Mandatory - no points allocated
LTV-SRS-076	LTVs equipped with ABS must include a visual indicator on the dashboard that the system has been disabled.	Mandatory	SOC	N/A	Mandatory - no points allocated
<b>LTV-SRS-077</b>	<b>2.7.2.2 Acceleration</b>	<b>Header</b>			
LTV-SRS-078	The LTV must accelerate from a full stop to 200 m in less than 17 seconds in accordance with SAE J1491 <i>Vehicle Acceleration Measurement</i>	Mandatory	SOC	N/A	Mandatory - no points allocated
<b>LTV-SRS-079</b>	<b>2.7.2.3 Turning Diameter</b>	<b>Header</b>			
LTV-SRS-080	The LTV must have a maximum wall-to-wall turning diameter of 14 m as measured in accordance with SAE J695, <i>Turning Ability and Off Tracking – Motor Vehicles</i> .	Mandatory	SOC	N/A	Mandatory - no points allocated



ID	System Requirement Specifications	Type of Requirement	Means of Compliance	POC Details	Point Allocation
<b>LTV-SRS-081</b>	<b>2.7.2.4 Gap crossing</b>	<b>Header</b>			
LTV-SRS-082	The LTV must be able to cross a gap of at least 0.4 m, without preparation.	Mandatory	SOC	N/A	Mandatory – no points allocated
<b>LTV-SRS-083</b>	<b>2.7.2.5 Step Climbing</b>	<b>Header</b>			
LTV-SRS-084	The LTV must have the ability to climb over a hard vertical step of 0.3 m, in forward and reverse directions, while driving perpendicular to the obstacle as defined in NATO AVTP 03-80 <i>Performance Test Methods for Wheeled Military Vehicles – Vertical Step, Trench Crossing</i> .	Mandatory	SOC	N/A	Mandatory - no points allocated
<b>LTV-SRS-085</b>	<b>2.7.2.6 Ramp angles</b>	<b>Header</b>			
LTV-SRS-086	The LTV approach angle must be a minimum of 40 degrees at highway tire pressure.	Mandatory	SOC	N/A	Mandatory - no points allocated
LTV-SRS-087	The LTV departure angle must be a minimum of 40 degrees at highway tire pressure.	Mandatory	SOC	N/A	Mandatory - no points allocated
<b>LTV-SRS-088</b>	<b>2.7.2.7 Fording Capability</b>	<b>Header</b>			
LTV-SRS-089	The LTV must be able to ford a hard bottom water obstacle to a depth of 0.6 m without major modification or preparation as defined in TOP 2-2-612 <i>Fording</i>	Mandatory	SOC	N/A	Mandatory - no points allocated
LTV-SRS-090	The LTV must be able to self-drain after water obstacle fording when parked on level ground.	Mandatory	SOC	N/A	Mandatory - no points allocated
<b>LTV-SRS-091</b>	<b>2.7.2.8 Ground Clearance</b>	<b>Header</b>			
LTV-SRS-092	The LTV ground clearance must be a minimum of 20 cm when measured along the entire longitudinal centre line of the vehicle while carrying a minimum of 1000 kg payload. The tires used for this measurement must have the identical diameter to the tires being offered for LTV. The tires must be inflated to highway pressure.	Mandatory	POC	Technical drawing showing a cutaway side profile of the longitudinal centre line of the vehicle with the expected suspension sag of the proposed configuration with payload. Identify the lowest point(s) along the centre line, the ground clearance at that/those point(s), and the name of the system or component at that/those point(s).	Mandatory - no points allocated

ID	System Requirement Specifications	Type of Requirement	Means of Compliance	POC Details	Point Allocation
LTV-SRS-093	2.7.2.9 Gradients	Header			
LTV-SRS-094	The LTV must be able to ascend and descend, in the forward and reverse directions, up to 60 percent longitudinal grades on a dry, hard paved surface free from loose material in a controlled manner at a minimum 3 km/h, without stalling, leaking, slipping, overheating, upsetting, or hesitation.	Mandatory	SOC	N/A	Mandatory - no points allocated
LTV-SRS-095	Using the service brake, the LTV must be capable of stopping and holding motionless on a 60 percent slope, in the forward and reverse directions, as per TOP 2-2-608, <i>Braking, Wheeled Vehicles</i> .	Mandatory	SOC	N/A	Mandatory - no points allocated
LTV-SRS-096	After stopping and holding motionless, the LTV must be capable of restarting in a forward or reverse motion on a 60 percent slope without slippage.	Mandatory	SOC	N/A	Mandatory - no points allocated
LTV-SRS-097	The LTV must not show any leaks of fuel, lubricants or coolants, no loss of stability, overheating and no loss of fuel to the engine while traversing, both forward and backward, a 30 percent side slope.	Mandatory	SOC	N/A	Mandatory - no points allocated
LTV-SRS-098	2.8 Transportability	Header			
LTV-SRS-099	The LTV fleet must have permanent lifting and tie down points compliant with MIL-STD-209K, for loading and securing for sea, rail, or any other transportation.	Mandatory	SOC	N/A	Mandatory - no points allocated
LTV-SRS-100	2.9 Interoperability	Header			
LTV-SRS-101	The LTV must be free of anti-theft transponder devices.	Mandatory	SOC	N/A	Mandatory - no points allocated
LTV-SRS-102	The LTV must have mounting holes and hardware to mount license plates measuring 15 cm x 30 cm (height x width) on the front and rear of the vehicle.	Mandatory	SOC	N/A	Mandatory - no points allocated
LTV-SRS-103	The LTV must have a driver side and passenger side mirror for driving on public roads.	Mandatory	SOC	N/A	Mandatory - no points allocated

ID	System Requirement Specifications	Type of Requirement	Means of Compliance	POC Details	Point Allocation
LTV-SRS-104	The LTV must have exterior and interior surfaces coloured AMS-STD-595 Green 34094, or a similar colour agreed upon by the Technical Authority.	Mandatory	SOC	N/A	Mandatory - no points allocated
LTV-SRS-105	<b>2.10 Electrical systems</b>	Header			
LTV-SRS-106	<b>2.10.1 General</b>	Header			
LTV-SRS-107	The LTV electrical system must have 28 VDC (nominal) capability.	Mandatory	SOC	N/A	Mandatory - no points allocated
LTV-SRS-108	The LTV 28 VDC (nominal) capability (LTV-SRS-107) must comply with STANAG 2601, Standardization of Electrical Systems in Tactical Land Vehicles, and MIL-STD-1275D - Department of Defense Interface Standard: Characteristics of 28 Volt DC Electrical Systems in Military Vehicles.	Mandatory	SOC	N/A	Mandatory - no points allocated
LTV-SRS-109	The LTV must be fitted with a battery master switch to isolate the batteries from vehicle electrical system	Mandatory	SOC	N/A	Mandatory - no points allocated
LTV-SRS-110	The LTV must be fitted with a STANAG 4074, <i>Auxiliary Power Unit Connections for Starting Tactical Land Vehicles</i> , slave receptacle for jump starting the vehicle using a NATO slave cable.	Mandatory	SOC	N/A	Mandatory - no points allocated
LTV-SRS-111	The LTV must incorporate at least two (2) 12 VDC accessory outlets in the dashboard.	Mandatory	SOC	N/A	Mandatory – no points allocated
LTV-SRS-112	<b>2.10.2 Interior lighting</b>	Header			
LTV-SRS-113	The LTV must be equipped with a lighted instrument panel and driver controls.	Mandatory	SOC	N/A	Mandatory – no points allocated
LTV-SRS-114	The LTV interior lighting must include a mode for full blackout.	Mandatory	SOC	N/A	Mandatory – no points allocated
LTV-SRS-115	<b>2.10.3 External Lighting</b>	Header			
LTV-SRS-116	The LTV must incorporate a blackout drive mode.	Mandatory	SOC	N/A	Mandatory – no points allocated

ID	System Requirement Specifications	Type of Requirement	Means of Compliance	POC Details	Point Allocation
LTV-SRS-117	The LTV must have external lighting appropriate for driving on public roads including as a minimum: two (2) headlights, front and rear turn signals, and two (2) brake lights.	Mandatory	SOC	N/A	Mandatory - no points allocated
LTV-SRS-118	The LTV lighting system must incorporate at least two (2) infrared (IR) headlights for driving while using night vision devices.	Mandatory	SOC	N/A	Mandatory - no points allocated
LTV-SRS-119	The LTV lighting system must incorporate front and rear blackout marker lights that are visible without NVGs.	Mandatory	SOC	N/A	Mandatory - no points allocated
<b>LTV-SRS-120</b>	<b>2.10.4 Warning Horn</b>	<b>Header</b>			
LTV-SRS-121	The LTV must be equipped with an electric warning horn and must be located for use by the driver.	Mandatory	SOC	N/A	Mandatory - no points allocated
<b>LTV-SRS-122</b>	<b>2.11 Petroleum, Oil and Lubricants (POL)</b>	<b>Header</b>			
LTV-SRS-123	The LTV must operate continuously on F34/JP8, F44/JP5 and F54/D2/ULSD or equivalents fuels without any modifications.	Mandatory	SOC	N/A	Mandatory - no points allocated
<b>LTV-SRS-124</b>	<b>2.12 Vehicle Systems</b>	<b>Header</b>			
<b>LTV-SRS-125</b>	<b>2.12.1 All-wheel drive</b>	<b>Header</b>			
LTV-SRS-126	The LTV must have the capability to direct engine torque to all wheels simultaneously in order to achieve maximum off-road traction.	Mandatory	SOC	N/A	Mandatory - no points allocated
LTV-SRS-127	LTVs equipped with electronic driver's aids, such as traction control or stability control, must have a driver's control to disable the system in preparation for off-road driving	Mandatory	SOC	N/A	Mandatory - no points allocated
LTV-SRS-128	LTVs equipped with electronic driver's aids must have visual indicators on the dashboard that the systems have been disabled.	Mandatory	SOC	N/A	Mandatory - no points allocated
<b>LTV-SRS-129</b>	<b>2.12.2 Transmission</b>	<b>Header</b>			

ID	System Requirement Specifications	Type of Requirement	Means of Compliance	POC Details	Point Allocation
LTV-SRS-130	The LTV must be equipped with an automatic transmission.	Mandatory	SOC	N/A	Mandatory - no points allocated
<b>LTV-SRS-131</b>	<b>2.12.3 Tires and Wheels</b>	<b>Header</b>			
LTV-SRS-132	The LTV tires must be an all-terrain design.	Mandatory	SOC	N/A	Mandatory - no points allocated
LTV-SRS-133	All LTV tires and wheel assemblies must be identical.	Mandatory	SOC	N/A	Mandatory - no points allocated
LTV-SRS-134	The LTV tire assemblies, including the spare tire (if equipped), must have run-flat capability installed.	Mandatory	SOC	N/A	Mandatory - no points allocated
<b>LTV-SRS-135</b>	<b>2.12.4 Steering</b>	<b>Header</b>			
LTV-SRS-136	The LTV must be left-hand drive.	Mandatory	SOC	N/A	Mandatory - no points allocated
<b>LTV-SRS-137</b>	<b>2.13 Climatic and Environmental</b>	<b>Header</b>			
<b>LTV-SRS-138</b>	<b>2.13.1 Cold Weather Start</b>	<b>Header</b>			
LTV-SRS-139	The LTV engine must start, unaided when the temperature of the entire drive train is equal to or above an ambient temperature of -19 degrees C.	Mandatory	SOC	N/A	Mandatory - no points allocated
<b>LTV-SRS-140</b>	<b>2.13.2 Windshield</b>	<b>Header</b>			
LTV-SRS-141	The LTV must be equipped with a half windshield which must provide coverage for the full width of the bottom portion of the windshield area to deflect wind, precipitation, and light debris.	Mandatory	SOC	N/A	Mandatory – no points allocated
LTV-SRS-142	The LTV windshield must be constructed from shatterproof plastic.	Mandatory	SOC	N/A	Mandatory – no points allocated
LTV-SRS-143	The installation, removal, and interchanging of windshields must be performed by Initial Cadre Training (ICT) trained drivers using the onboard toolkit only.	Mandatory	SOC	N/A	Mandatory – no points allocated
<b>LTV-SRS-144</b>	<b>2.13.3 Cabin enclosure</b>	<b>Header</b>			
LTV-SRS-145	An LTV-C with only one (1) row of seating must be equipped with a roof that provides coverage for at least the first row of seating.				

ID	System Requirement Specifications	Type of Requirement	Means of Compliance	POC Details	Point Allocation
LTV-SRS-146	An LTV with two (2) or more rows of seating must be equipped with a roof that provides coverage for at least the first two (2) rows of seating.	Mandatory	SOC	N/A	Mandatory - no points allocated
LTV-SRS-147	The LTV roof material must be resistant to the residual heat of ejected ammunition casings.	Mandatory	SOC	N/A	Mandatory - no points allocated
<b>LTV-SRS-148</b>	<b>2.14 Basic protection</b>	<b>Header</b>			
LTV-SRS-149	The LTV internal fuel tank(s) must be protected when driving over objects such as rock and logs, by its/their location or with underbody guards.	Mandatory	SOC	N/A	Mandatory - no points allocated
LTV-SRS-150	The LTV must be equipped with undercarriage protection for the powertrain when traversing rocky terrain.	Mandatory	SOC	N/A	Mandatory - no points allocated
LTV-SRS-151	The LTV must be equipped with a ROPS which provides coverage for all seating positions.	Mandatory	SOC	N/A	Mandatory - no points allocated
LTV-SRS-152	The LTV must be equipped with (a) handheld Class ABC fire extinguisher(s) that is/are mounted on the exterior of the vehicle. The total fire extinguisher capacity must be a minimum of 5 lbs. Each fire extinguisher must have a minimum capacity of 2.5 lbs.	Mandatory	SOC	N/A	Mandatory - no points allocated
<b>LTV-SRS-153</b>	<b>2.15 Towing and Recovery</b>	<b>Header</b>			
<b>LTV-SRS-154</b>	<b>2.15.1 Flat towing</b>	<b>Header</b>			
LTV-SRS-155	The LTV must flat tow another LTV on paved roads for at least 10 km at 25 km/h, both carrying a minimum of 1000 kg payload.	Mandatory	SOC	N/A	Mandatory - no points allocated
LTV-SRS-156	The LTV must be flat towed on paved roads at a minimum of 25 km/h for a minimum of 10 km, while carrying a minimum of 1000 kg payload.	Mandatory	SOC	N/A	Mandatory - no points allocated
<b>LTV-SRS-157</b>	<b>2.15.2 Recovery</b>	<b>Header</b>			
LTV-SRS-158	The LTV must be designed to be suspend towed from the front and rear axles.	Mandatory	SOC	N/A	Mandatory - no points allocated

ID	System Requirement Specifications	Type of Requirement	Means of Compliance	POC Details	Point Allocation
<b>LTV-SRS-159</b>	<b>2.15.3 Vehicle towing capacity</b>	<b>Header</b>			
LTV-SRS-160	The LTV must have a trailer towing capacity of at least 1000 kg.	Mandatory	SOC	N/A	Mandatory - no points allocated
LTV-SRS-161	The LTV must have a trailer hitch tongue weight rating of at least 105 kg.	Mandatory	SOC	N/A	Mandatory - no points allocated
LTV-SRS-162	The LTV must be equipped with a swivel type towing pintle assembly, at the rear of the vehicle capable of accepting a towing eye in accordance with STANAG 4101 <i>Towing Attachments</i> .	Mandatory	SOC	N/A	Mandatory - no points allocated
<b>LTV-SRS-163</b>	<b>2.15.4 Winch</b>	<b>Header</b>			
LTV-SRS-164	The LTV must be equipped with an electric self-recovery winch with a corded remote control.	Mandatory	SOC	N/A	Mandatory - no points allocated
LTV-SRS-165	The winch (LTV-SRS-164) must be mountable at the front of the LTV.	Mandatory	SOC	N/A	Mandatory - no points allocated
LTV-SRS-166	The winch (LTV-SRS-164) must have a minimum straight pull capacity of (1) time the Gross Vehicle Weight (GVW).	Mandatory	SOC	N/A	Mandatory - no points allocated
<b>LTV-SRS-167</b>	<b>2.16 Effects</b>	<b>Header</b>			
<b>LTV-SRS-168</b>	<b>2.16.1 Roof Gunner Station</b>	<b>Header</b>			
LTV-SRS-169	The LTV roof gunner station must be equipped with a single mounting socket or base to support the mounting of a M2 Browning .50 cal heavy machine gun.	Mandatory	SOC	N/A	Mandatory - no points allocated
LTV-SRS-170	The ROPS design and placement of the socket/base (LTV-SRS-169) must enable the roof gunner station to have an unimpeded frontal azimuth of a minimum of 150 degrees.				
<b>LTV-SRS-171</b>	<b>2.16.2 Roof Weapon Mount Assemblies</b>	<b>Header</b>			
LTV-SRS-172	The C9 (Fabrique Nationale Minimi) weapon mount assembly must be provided with all mounts, adapters, and cradles for firing the weapon from the mounting socket/base specified in LTV-SRS-169	Mandatory	SOC	N/A	Mandatory - no points allocated

ID	System Requirement Specifications	Type of Requirement	Means of Compliance	POC Details	Point Allocation
LTV-SRS-173	The C6 (Fabrique Nationale MAG) weapon mount assembly must be provided with all mounts, adapters, and cradles for firing the weapon from the LTV mounting socket/base specified in LTV-SRS-169.	Mandatory	SOC	N/A	Mandatory - no points allocated
LTV-SRS-174	The M2 .50 cal Browning heavy machine gun weapon mount assembly must be provided with all mounts, adapters, and cradles for firing the weapon from the mounting socket/base specified in LTV-SRS-169.	Mandatory	SOC	N/A	Mandatory - no points allocated
LTV-SRS-175	The C16 Close Area Suppression Weapon (Heckler & Koch Grenade Machine Gun) mount assembly must be provided with all mounts and adapters to support the in-service C16 cradle and ammo can holder (NSN: 1005-20-006-9285) for firing the weapon from the mounting socket/base specified in LTV-SRS-169. The in-service C16 cradle utilizes the standard NATO tapered pintle G3 cone.	Mandatory	SOC	N/A	Mandatory - no points allocated
LTV-SRS-176	The weapon mount assemblies must have a continuous frontal azimuth of a minimum 150 degrees.	Mandatory	SOC	N/A	Mandatory - no points allocated
LTV-SRS-177	All traverse and elevation movements of the gun mount assembly must be manually powered by the gunner.	Mandatory	SOC	N/A	Mandatory - no points allocated
LTV-SRS-178	All weapons mount assemblies must include a traverse and elevation lock for travel.	Mandatory	SOC	N/A	Mandatory - no points allocated
LTV-SRS-179	Each weapon mount assembly must include an ammo box carrying tray that is sufficiently robust to carry and retain a full box of ammo during off-road driving.	Mandatory	SOC	N/A	Mandatory - no points allocated
LTV-SRS-180	The weapons mount(s) assemblies for the M2 and C16 must include a traverse and elevation fine adjustment mechanism.	Mandatory	SOC	N/A	Mandatory - no points allocated
LTV-SRS-181	2.16.3 Door Weapon Mounts	Header			
LTV-SRS-182	LTVs equipped with only one (1) row of seating must have a A-pillar swing arm machine gun mount assembly for the passenger.	Mandatory	SOC	N/A	Mandatory - no points allocated



ID	System Requirement Specifications	Type of Requirement	Means of Compliance	POC Details	Point Allocation
LTV-SRS-183	LTVs equipped with two (2) or more rows of seating must have two (2) B-pillar swing arm machine gun mount assemblies, one (1) on each side of the vehicle, to be operated by the occupants in the second row of seating.	Mandatory	SOC	N/A	Mandatory - no points allocated
LTV-SRS-184	The swing arm mount cradle must be universally compatible with both the C6 and C9 machine guns.	Mandatory	SOC	N/A	Mandatory - no points allocated
LTV-SRS-185	The swing arm mounts must be lockable in a travel position.	Mandatory	SOC	N/A	Mandatory - no points allocated
LTV-SRS-186	The swing arm mounts must provide a stable elevated platform for a standing soldier to fire a machine gun in at least a 180 deg arc of fire perpendicular from the side of a parked LTV.	Mandatory	SOC	N/A	Mandatory - no points allocated
LTV-SRS-187	The swing arm mounts must provide a stable platform for a soldier to fire a machine gun in a limited arc while seated in the LTV.	Mandatory	SOC	N/A	Mandatory - no points allocated

# **Light Tactical Vehicle (LTV)**

**Request for Proposal  
W8476-246786/C**

**Part 7 – RESULTING CONTRACT**

**Annex A – Statement of Work**

**Appendix A2 – Contract Data Requirements List**

## A2.0 Appendix: Contract Data Requirements List

### A2.1 Management and Explanation of the CDRL

#### A2.1.1 Management of Data Items

A2.1.1.1 The Contractor must review, update and deliver amendments, or confirm the continuing accuracy of data items annotated with a maintenance period, in accordance with the CDRL.

A2.1.1.2 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.

#### A2.1.2 Explanation of the CDRL

A2.1.2.1 **CDRL Line Number** – This field provides the unique sequential number that identifies each data item within different functional groups (eg, PM-001, SE-101, & ILS-201).

A2.1.2.2 **CDRL Title** – This field identifies the title of the data item.

A2.1.2.3 **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.

A2.1.2.4 **Version** – This field identifies the particular delivery of a data item during its lifecycle (ie, draft, final).

A2.1.2.5 **Delivery Schedule** – This field specifies the date(s) and/or events by which the data item is required to be delivered. The date of delivery applies to all delivery locations and quantities unless otherwise specified. Following are some of the abbreviations and symbols used with this column:

A2.1.2.5.1 'KO' means the Kick-Off Meeting date;

A2.1.2.5.2 Numerals indicate the number of Calendar Days, unless specified otherwise;

A2.1.2.5.3 '+' means after the specified date or event; and

A2.1.2.5.4 '-' means before the specified date or event.

A2.1.2.5.5 If a data item is required to be delivered before an event having a duration of greater than one day, 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.

A2.1.2.6 **Quantity** – This field specifies the total number of data items to be delivered to the associated delivery location(s), including the number of hard (H) and soft (S)

copies. When both hard and soft copies are requested, the action copy will be indicated in the notes column.

- A2.1.2.7 **Addressee** – This field shows the short title of the DND representative to whom the hard and soft copies of the data items must be delivered. The action hard copy of the data item must be delivered to the first nominated location in this field.
- A2.1.2.8 **Data Item Description Reference** – This field provides the identification of the DID with which the data item must comply.
- A2.1.2.9 **DND Action Period** – This field defines the number of Calendar Days available to the DND to action the data item and respond to the Contractor, if that action requires a response.
- A2.1.2.9.1 The period begins upon the date the action copy of the data item is received at the first nominated addressee.
- A2.1.2.9.2 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. If the action period states 'by MSR' for a data item delivered prior to a Mandated System Review (MSR), the action period ends when the minutes for that MSR are approved.
- A2.1.2.10 **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.
- A2.1.2.11 **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:
- A2.1.2.11.1 xM – every x calendar months;
- A2.1.2.11.2 R – to enable it to be considered at each MSR set out in the System Engineering program;
- A2.1.2.11.3 SA – to enable it to be provided for the purposes of conducting Acceptance of each System;
- A2.1.2.11.4 FA – to enable it to be provided for the purposes of Final Acceptance; and
- A2.1.2.11.5 NA or blank – not applicable.
- A2.1.2.12 Notes: Where necessary, additional explanatory information relating to a CDRL data item is provided in this column.

## A2.2 CDRL Item List

CDRL #	CDRL Title	SOW Para Reference	Version	Delivery Schedule	Qty	Addressee	DID # and Reference	DND Action Period	DND Action Required	Maint	Notes
LTV-PM-001	Project Management Plan	Para. 3.2.1	Draft	KO+42	1S	TA, CA	LTV-PM-001	14	Review		
			Revised or Final	DND Comments + 14	1S	TA, CA	App. A3.3	7	Review or Acceptance		
LTV-PM-002	Contract Master Schedule	Para. 3.3.1	Draft	KO	1S	TA, CA	LTV-PM-002	14	Review		Update aligned with Contract Status Report
			Revised or Final	DND Comments + 14	1S	TA, CA, PA, ILSM	App. A3.4	7	Review or Acceptance		
			Updates	With PRMs	1S	TA, CA, PA, ILSM			Review		
LTV-PM-003	Meeting Agenda	Para. 3.4.7.1.1	Draft	Meeting Date - 7	1S	CA, TA, PA	LTV-PM-003	5	Review		
			Revised	Meeting Date - 1	1S	CA, TA, PA	App. A3.5				
			Final	Meeting Date	1S	CA, TA, PA		7	Review or Acceptance		
LTV-PM-004	Meeting Minutes	Para. 3.4.7.1.2	Draft	Meeting Date (end of day)	1S	CA, TA, PA	LTV-PM-004	1	Review and Acceptance		
			Revised or Final	DND Comments + 1(as req'd)	1S	CA, TA, PA	App. A3.6	1	Review and Acceptance		
LTV-SE-101	Systems Engineering Management Plan	Para. 4.2.2.1	Draft	KO+42	1S	TA, CA	LTV-SE-101	14	Review		
			Revised or Final	DND Comments + 14	1S	TA, CA	App. A3.7	7	Review or Acceptance	3M	
LTV-SE-102	Technical Data Package	Para. 4.4.1.1	Draft – Level 1	VSDO Meeting - 21	1S	TA, CA	LTV-SE-102	14	Review		Level 1 – Conceptual and Developmental Design – To confirm the maturity of the system design.
			Revised	VSDO Meeting	1S	TA, CA	App. A3.8	7	Review or Acceptance		Revised package for presentation and discussion at the VSDO Meeting.

CDRL #	CDRL Title	SOW Para Reference	Version	Delivery Schedule	Qty	Addressee	DID # and Reference	DND Action Period	DND Action Required	Maint	Notes
			Draft – Level 2	First PRM - 21	1S	TA, CA		14	Review		Level 2 – Production Prototype and Limited Production.
			Revised	First PRM	1S	TA, CA		7	Review or Acceptance		Revised package for discussion and use during the PRM.
LTV-SE-103	Configuration Management Plan	Para. 5.2.1	Draft	KO+42	1S	TA, CA	LTV-SE-103 App. A3.9	14	Review		
			Revised or Final	DND Comments +14	1S			7	Review or Acceptance		
LTV-SE-104	Equipment Breakdown Structure (EBS)	Para. 5.3.1	Draft	KO-7	1S	TA, CA	LTV-SE-104 App. A3.10	14	Review		
			Revised or Final	DND Comments +14	1S			7	Review or Acceptance		
LTV-SE-105	Configuration Status Accounting	Para. 5.4.1	Draft	KO+3M	1S	TA, CA	LTV-SE-105 App. A3.11	14	Review		
			Revised or Final	DND Comments +14	1S			7	Review or Acceptance	3M	
LTV-SE-106	Configuration Audit Report	Para. 5.4.2	Draft	KO+7	1S	TA, CA	LTV-SE-106 App. A3.12	14	Review	After each Config Audit	
			Revised or Final	DND Comments +14	1S			7	Review or Acceptance		
LTV-SE-107	Engineering Change Proposal (ECP)	Para. 5.5.2.1	Draft	As required	1S	TA, CA	LTV-SE-107 App. A3.13	14	Review		
			Revised or Final	DND Comments +7	1S			7	Review or Acceptance	As required	
LTV-SE-108	Specification Change Notice (SCN)	Para. 5.5.3.1	Draft	As required	1S	TA, CA	LTV-SE-108 App. A3.14	14	Review	As required	
			Revised or Final	DND Comments +7	1S			7	Review or Acceptance		

CDRL #	CDRL Title	SOW Para Reference	Version	Delivery Schedule	Qty	Addressee	DID # and Reference	DND Action Period	DND Action Required	Maint	Notes
LTV-SE-109	Request for Deviation / Request for Waiver (RFD / RFW)	Para. 5.5.4.1	Draft	As required	1S	TA, CA	LTV-SE-109 App. A3.15	14	Review	As required	
			Revised or Final	DND Comments +7	1S			7	Review or Acceptance		
LTV-SE-110	Equivalence Justification Report	Para. 5.5.5.1	Draft	As required	1S	TA, CA	LTV-SE-110 App. A3.16	14	Review	As required	
			Revised or Final	DND Comments +7	1S			7	Review or Acceptance		
LTV-SE-111	Quality Assurance Plan	Para. 6.1.1.1	Draft	KO+30	1S	TA, CA	LTV-SE-111 App. A3.17	14	Review		
			Revised or Final	DND Comments +14	1S			7	Review or Acceptance		
LTV-SE-112	Quality Conformance Inspection Report	Para. 6.1.2.2	Draft	At acceptance of each LTV - 2	1S	TA, CA	LTV-SE-112 App. A3.18	14	Review		
			Revised or Final	DND Comments + 7	1S			7	Review or Acceptance		
LTV-ILS-201	Operator Manual	Para. 7.3.1.1.1	Draft English	KO+7	1S	ILSM, TA, CA	LTV-ILS-201	21	Review and verification after ICT.		One (1) hard copy and one (1) soft copy is required.
			Revised or Final English	DND Comments + 21	1S	ILSM, TA, CA	App. A3.19	14	Review or Acceptance		
			Draft Bilingual	Acceptance of English Operator Manual + 42	1S, 1H	ILSM, TA, CA		14	Review		
			Revised or Final Bilingual	DND Comments + 14	1S	ILSM, TA, CA		14	Review or Acceptance		
LTV-ILS-202	Operator Quick Reference Card	Para. 7.3.1.2.1	Draft English	With English Draft Operator Manual	1S, 1H	ILSM, TA, CA	LTV-ILS-202	14	Review and verification after ICT.		One (1) hard copy per vehicle and one (1) soft copy is required.
			Revised or Final English	DND Comments + 14	1S, 1H	ILSM, TA, CA	App. A3.20	14	Review or Acceptance		

CDRL #	CDRL Title	SOW Para Reference	Version	Delivery Schedule	Qty	Addressee	DID # and Reference	DND Action Period	DND Action Required	Maint	Notes
			Draft Bilingual	With Bilingual Draft Operator Manual	1S, 1H	ILSM, TA, CA		14	Review		
			Revised or Final Bilingual	DND Comments + 14	1S, 1H	ILSM, TA, CA		14	Review or Acceptance		
			Final		1H	Issued with each LTV					
LTV-ILS-203	Repair Manual	Para. 7.3.1.3.1	Draft English	KO + 7	1S	ILSM, TA, CA	LTV-ILS-203	21	Review and verification after ICT.		
			Revised or Final English	DND Comments + 21	1S	ILSM, TA, CA	App. A3.21	14	Review or Acceptance		
			Draft Bilingual	Acceptance of English Repair Manual + 42	1S	ILSM, TA, CA		14	Review		
			Revised or Final Bilingual	DND Comments + 14	1S	ILSM, TA, CA		14	Review or Acceptance		
			Final		1S						
LTV-ILS-204	Permissive Repair Schedule and Standard Repair Times	Para. 7.3.1.4.1	Draft English	With English Draft Repair Manual	1S	ILSM, TA, CA	LTV-ILS-204	21	Review and verification after ICT.		
			Revised or Final English	DND Comments + 21	1S	ILSM, TA, CA	App. A3.22	14	Review or Acceptance		
			Draft Bilingual	With Bilingual Draft Repair Manual	1S	ILSM, TA, CA		14	Review		
			Revised or Final Bilingual	DND Comments + 14	1S	ILSM, TA, CA		14	Review or Acceptance		
LTV-ILS-205	Illustrated Parts Manual	Para. 7.3.1.5.1	Draft	KO + 30	1S	ILSM, TA, CA	LTV-ILS-205	14	Review		
			Revised or Final	DND Comments + 14	1S	ILSM, TA, CA	App. A3.23	14	Review or Acceptance		
			Updates	If required after the IPC Meeting	1S	ILSM, TA, CA		14	Review or Acceptance		



CDRL #	CDRL Title	SOW Para Reference	Version	Delivery Schedule	Qty	Addressee	DID # and Reference	DND Action Period	DND Action Required	Maint	Notes
LTV-ILS-206	Operator and Technician Training Package	Para. 7.3.1.6.1	Draft English	Acceptance of English Operator Manual + 7	1S	ILSM, TA, CA	LTV-ILS-206	21	Review and verification after ICT.		
			Revised or Final English	DND Comments + 14	1S	ILSM, TA, CA	App. A3.24	14	Review or Acceptance		
			Draft Bilingual	Acceptance of Bilingual Operator Manual + 42	1S	ILSM, TA, CA		14	Review		
			Revised or Final Bilingual	DND Comments + 14	1S	ILSM, TA, CA		14	Review or Acceptance		
					1S	Issued to Students at the Training Session(s)					
LTV-ILS-207	Stowage, Shipping and Handling Instructions	Para. 7.3.1.7.1	Draft English	VSDO + 70	1S	ILSM, TA, CA	LTV-ILS-207	14	Review		
			Revised or Final English	DND Comments + 14	1S	ILSM, TA, CA	App. A3.25	14	Review or Acceptance		
			Draft Bilingual	Acceptance of English Stowage, Shipping and Handling Instructions + 28	1S	ILSM, TA, CA		14	Review		
			Revised or Final Bilingual	DND Comments + 14	1S	ILSM, TA, CA		14	Review or Acceptance		
LTV-ILS-208	Standard Military Pattern Vehicle and Equipment Data Summary	Para. 7.3.1.8.1	Draft English	KO + 3M	1S	ILSM, TA, CA	LTV-ILS-208	14	Review		
			Revised or Final English	DND Comments + 14	1S	ILSM, TA, CA	App. A3.26	14	Review or Acceptance		

CDRL #	CDRL Title	SOW Para Reference	Version	Delivery Schedule	Qty	Addressee	DID # and Reference	DND Action Period	DND Action Required	Maint	Notes
			Draft Bilingual	Acceptance of English Standard Military Pattern Vehicle and Equipment Data Summary + 28	1S	ILSM, TA, CA		14	Review		
			Revised or Final Bilingual	DND Comments + 14	1S	ILSM, TA, CA		14	Review or Acceptance		
LTV-ILS-209	Provisioning Parts Breakdown	Para. 7.4.3.1.1	Draft	KO+7	1S	ILSM, TA, CA	LTV-ILS-209	14	Review		
			Revised or Final	DND Comments + 14 / Before the Initial Provisioning Conference	1S	ILSM, TA, CA	App. A3.27	14	Review or Acceptance		
			Updates	If required after the IPC Meeting	1S	ILSM, TA, CA		14	Review or Acceptance		
LTV-ILS-210	Supplementary Provisioning Technical Documentation	Para. 7.4.3.2.1	Draft	Same time as the draft Provisioning Parts Breakdown	1S	ILSM, TA, CA	LTV-ILS-210	14	Review		Revised or Final version must include changes resulting from decisions taken during the IPC Meeting.
			Revised	IPC Meeting	1S	ILSM, TA, CA	App. A3.28	14	Review		
			Revised or Final	DND Comments + 14	1S	ILSM, TA, CA		14	Review or Acceptance		
LTV-ILS-211	UID Data Submission	Para. 7.6.3	Draft	Same time as the draft Provisioning Parts Breakdown	1S	ILSM, TA, CA	LTV-ILS-211	14	Review		
			Revised or Final	DND Comments + 14	1S	ILSM, TA, CA	App. A3.29	14	Review or Acceptance		

CDRL #	CDRL Title	SOW Para Reference	Version	Delivery Schedule	Qty	Addressee	DID # and Reference	DND Action Period	DND Action Required	Maint	Notes
			Updates - For new items only	If Canada purchases additional serialized items (options or spares)	1S	ILSM, TA, CA		14	Review or Acceptance		
LTV-ILS-212	Controlled & Non-Controlled Goods List	Para. 7.7.1	Draft	Same time as the draft Provisioning Parts Breakdown	1S	ILSM, TA, CA	LTV-ILS-212	14	Review		
			Revised or Final	DND Comments + 14	1S	ILSM, TA, CA	App. A3.30	14	Review or Acceptance		
LTV-ILS-213	Packaging and Identification Labels for Storage and Shipment	Para. 7.8.4	Draft Labels	KO+ 42 /at IPC Meeting	1S	ILSM, TA, CA	LTV-ILS-213	28	Review		
			Revised or Final Labels	DND Comments + 14	1S	ILSM, TA, CA	App. A3.31	14	Review or Acceptance		
			Draft Codes	Provision of NSNs + 35	1S	ILSM, TA, CA		21	Review		
			Revised or Final Codes	DND Comments + 14	1S	ILSM, TA, CA		14	Review or Acceptance		
			Updates	If required after a range of spares are chosen by DND	1S	ILSM, TA, CA		14	Review or Acceptance		
LTV-ILS-214	Equipment Environmental Assessment	Para. 8.5.1	Draft	KO+ 84	1S	TA, CA	LTV-ILS-214	56	Review		
			Revised or Final	DND Comments + 28	1S	TA, CA	App. A3.32	14	Review or Acceptance		

# **Light Tactical Vehicle (LTV)**

**Request for Proposal  
W8476-246786/C**

**Part 7 – RESULTING CONTRACT**

**Annex A – Statement of Work**

**Appendix A3 – Data Item Description**

## **A3.0 Appendix: Data Item Description**

### **A3.1 Data Deliverable Format**

A3.1.1 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 the DND as listed:

A3.1.1.1 Microsoft (MS) Windows 10 Enterprise Operating System (OS);

A3.1.1.2 MS Edge release 123;

A3.1.1.3 MS Office 365 (Word, Excel, Access, PowerPoint and Outlook); and

A3.1.1.4 Foxit Phantom PDF version 13;

### **A3.2 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 and prefixed with an abbreviation code, to uniquely identify the DID. Note that the 001-099 series is reserved to Project Management (PM) DIDs, the 101-199 series is reserved to Systems Engineering (SE) DIDs and the 201-299 series is reserved to Integrated Logistics Support (ILS) DIDs. The abbreviation codes used for the prefix are:

“PM” for Project Management

“SE” for Systems Engineering

“ILS” for Integrated Logistics Support

#### **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 Contract 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.

### A3.3 DID – Project Management Plan

DATA ITEM DESCRIPTION	
1. TITLE <b>Project Management Plan (PMP)</b>	2. IDENTIFICATION NUMBER <b>DID LTV-PM-001</b>
3. DESCRIPTION The Project Management Plan (PMP) is the top-level plan that describes the Contractor's strategy, plans, methodologies and processes for meeting the requirements of the Contract.	
4. RELATED DOCUMENTS	5. CONTRACT REFERENCE <b>SOW: Para. 3.2.1</b> <b>CDRL: App. A2.2</b>
6. PREPARATION INSTRUCTIONS	
6.1. <b>CONTENT</b>	
6.1.1. The PMP must describe the management processes, administrative procedures and organizational structure that will be used to manage the work of the Contractor.	
6.1.2. The PMP must further detail the practices and procedures for project scheduling, planning, organizing, directing, executing, communicating, reporting, managing risk, managing quality, managing environmental health and safety issues and impacts, managing information, and closing of action items for all Work required by the Contract.	
6.1.3. The PMP must address in detail the above points through the following:	
6.1.3.1. Overview:	
6.1.3.1.1. Purpose, Background, Scope and Objectives;	
6.1.3.1.2. Assumptions, Constraints and Risks;	
6.1.3.1.3. All Project Deliverables;	
6.1.3.1.4. Organization Summary; and	
6.1.3.1.5. Schedule Summary.	
6.1.3.2. Organization:	
6.1.3.2.1. Project Management Organizational Chart, consisting of internal and external organizations as it pertains to this Contract;	
6.1.3.3. Management Processes:	
6.1.3.3.1. Project Management Approach and Procedures;	
6.1.3.3.2. Schedule Control;	
6.1.3.3.3. Quality Assurance;	
6.1.3.3.4. Reporting;	
6.1.3.3.5. Communications;	
6.1.3.3.6. Risk Management;	
6.1.3.3.7. Environmental, Health and Safety Issues Management;	
6.1.3.3.8. Information Management (IM); and	
6.1.3.3.9. Change Control Processes.	
6.2. <b>SOFT COPY FORMAT</b>	

- 6.2.1. The PMP must be submitted as a PDF file type.
- 6.2.2. **Soft Copy format submission size below 7MB** – The PMP PDF may be submitted via email as follows:
  - 6.2.2.1. To Field: As per the related CDRL section 9.A. Addressee, as identified in the contract.
  - 6.2.2.2. Subject Field: LTV-PM-001 – PMP – [Rev #] – [Date of Issue]
- 6.2.3. **Soft Copy format submission size at or above 7MB** - The PMP PDF must be submitted to GC Collab or via the Contractor's secure electronic portal and be labelled as follows:
  - 6.2.3.1. Light Tactical Vehicle
  - 6.2.3.2. PMP;
  - 6.2.3.3. LTV-PM-001;
  - 6.2.3.4. The Revision number;
  - 6.2.3.5. The date of issue, and
  - 6.2.3.6. Part x of y.

#### A3.4 DID – Contract Master Schedule

DATA ITEM DESCRIPTION	
1. TITLE <b>Contract Master Schedule (CMS)</b>	2. IDENTIFICATION NUMBER <b>DID LTV-PM-002</b>
3. DESCRIPTION The CMS describes the Contractor's planned sequence of activities, milestones and decision points to enable the objectives of the Contract to be met. Additionally, the CMS defines the current Contract schedule status, comparing the current schedule to the contracted schedule. The CMS also compares the current schedule status with any applicable baseline schedule.	
4. RELATED DOCUMENTS The CMS inter-relates with the following data items: <ul style="list-style-type: none"> <li>Project Management Plan (PMP);</li> <li>System Engineering Management Plan (SEMP).</li> </ul>	5. CONTRACT REFERENCE <b>SOW: Para. 3.3.1</b> <b>CDRL: App. A2.2</b>
6. PREPARATION INSTRUCTIONS 6.1. <b>CONTENT</b> 6.1.1. <b>Data to be Included</b> 6.1.1.1. The CMS must graphically depict the contract schedule and progress at the activity level. 6.1.1.2. The CMS must graphically present or otherwise identify: <ul style="list-style-type: none"> <li>6.1.1.2.1. activities and their estimated durations;</li> <li>6.1.1.2.2. milestones, including milestones in the contract;</li> <li>6.1.1.2.3. the relationships and dependencies between activities and milestones to be accomplished by or for the Contractor in the performance of its obligations under the contract;</li> <li>6.1.1.2.4. critical and non-critical paths;</li> <li>6.1.1.2.5. floats available on all activities and milestones;</li> <li>6.1.1.2.6. allocated resources for each activity; and</li> <li>6.1.1.2.7. notes on the use of the CMS, including a glossary of terms and symbols used.</li> </ul> 6.1.1.3. The CMS must include: <ul style="list-style-type: none"> <li>6.1.1.3.1. Major events, as agreed between the Contractor and DND, and</li> <li>6.1.1.3.2. DND tasks, where such tasks interface with, and may affect, Contractor tasks.</li> </ul> 6.2. <b>SOFT COPY FORMAT</b> 6.2.1. The CMS must be submitted as a PDF file type. 6.2.2. The CMS must be displayed in a variety of formats: <ul style="list-style-type: none"> <li>6.2.2.1. Gantt chart;</li> <li>6.2.2.2. Task List, including all tasks together with their planned and actual start and completion dates; and</li> <li>6.2.2.3. Milestone List (including Milestones in the contract), together with their original, rescheduled, forecast and actual completion dates.</li> </ul> 6.2.3. <b>Soft Copy format submission size below 7MB</b> – The CMS PDF may be submitted via email as follows: <ul style="list-style-type: none"> <li>6.2.3.1. To Field: As per the related CDRL section 9.A. Addressee, as identified in the contract.</li> <li>6.2.3.2. Subject Field: LTV-PM-002 – CMS – [Rev #] – [Date of Issue]</li> </ul>	



6.2.4. **Soft Copy format submission size at or above 7MB** - The CMS PDF must be submitted to GC Collab or via the Contractor's secure electronic portal and be labelled as follows:

6.2.4.1. Light Tactical Vehicle

6.2.4.2. CMS;

6.2.4.3. LTV-PM-002;

6.2.4.4. The Revision number;

6.2.4.5. The date of issue, and

6.2.4.6. Part x of y.

### A3.5 DID – Meeting Agenda

DATA ITEM DESCRIPTION	
1. TITLE <b>Meeting Agenda</b>	2. IDENTIFICATION NUMBER <b>DID LTV-PM-003</b>
3. DESCRIPTION The Meeting Agenda contains the venue information and identifies the discussion items to be covered at meetings.	
4. RELATED DOCUMENTS	5. CONTRACT REFERENCE <b>SOW: Para. 3.4.7.1.1</b> <b>CDRL: App. A2.2</b>
6. PREPARATION INSTRUCTIONS 6.1. <b>CONTENT</b> 6.1.1. The Meeting Agenda must set forth the venue, identify all requirements and list the discussion items to be covered at the meeting. 6.1.2. Venue. The Meeting Agenda must address the venue as follows: 6.1.2.1. Meeting Identification Number; 6.1.2.2. Purpose; 6.1.2.3. Date, time and location; and 6.1.2.4. Attendees. 6.1.3. Discussion items. The Meeting Agenda must address the discussion items through the following sections: 6.1.3.1. Opening Remarks; 6.1.3.2. Agenda Review; 6.1.3.3. Review of Previous Minutes; 6.1.3.4. Opened Discussion Items; 6.1.3.5. New Discussion Items; 6.1.3.6. Review of Action Items; 6.1.3.7. Next Venue; and 6.1.3.8. Closing Remarks. 6.2. <b>SOFT COPY FORMAT</b> 6.2.1. The Meeting Agenda must be submitted as a MS Word file type. 6.2.2. The Meeting Agenda MS Word document must be submitted via email (submission size not to exceed 7MB) as follows: 6.2.2.1. To Field: As per the related CDRL section 9.A. Addressee, as identified in the contract. 6.2.2.2. Subject Field: LTV-PM-003 – Meeting Agenda – [Rev #] – [Date of Issue]	

### A3.6 DID – Meeting Minutes

DATA ITEM DESCRIPTION	
1. TITLE <b>Meeting Minutes</b>	2. IDENTIFICATION NUMBER <b>DID LTV-PM-004</b>
3. DESCRIPTION The Meeting Minutes contains the detailed records of proceedings, discussions, decisions and action items from meetings.	
4. RELATED DOCUMENTS	5. CONTRACT REFERENCE <b>SOW: Para. 3.4.7.1.2</b> <b>CDRL: App. A2.2</b>
6. PREPARATION INSTRUCTIONS 6.1. <b>CONTENT</b> 6.1.1. 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: 6.1.1.1. General – consisting of meeting identification number, purpose, date, time and location; 6.1.1.2. Attendees, consisting of the organization each person represents, and the identification of the Chairperson(s); 6.1.1.3. Opening Remarks; 6.1.1.4. <b>Action Item Report</b> - used to monitor issues, assign responsibility, direct action and track status, history, and progress, and must consisting of: 6.1.1.4.1. Item #; date initiated; required action; assigned actionee; target completion date; cross-reference to all related action items. 6.1.1.4.2. Action Item Report must be <b>updated</b> with each meeting and must consisting of: 6.1.1.4.2.1. Action Item current status and the actual date completed; 6.1.1.5. Next Venue; 6.1.1.6. Closing Remarks; 6.2. <b>SOFT COPY FORMAT</b> 6.2.1. The Meeting Minutes must be submitted as a PDF file type. 6.2.2. The Meeting Minutes PDF must be submitted via email (submission size not to exceed 7MB) as follows: 6.2.2.1. To Field: As per the related CDRL section 9.A. Addressee, as identified in the contract. 6.2.2.2. Subject Field: LTV-PM-004 – Meeting Minutes – [Rev #] – [Date of Issue]	

### A3.7 DID – Systems Engineering Management Plan

DATA ITEM DESCRIPTION	
1. TITLE <b>Systems Engineering Management Plan (SEMP)</b>	2. IDENTIFICATION NUMBER <b>DID LTV-SE-101</b>
3. DESCRIPTION The SEMP describes the Contractor's strategy, plans, methodologies, and processes for the management of a fully integrated engineering program in accordance with the contract. The SEMP describes the relationships between concurrent activities as well as between sequential activities to demonstrate that a fully integrated engineering program has been achieved.	
4. RELATED DOCUMENTS <b>IEEE 15288.1</b> , <i>IEEE Standard for Application of Systems Engineering on Defense Programs</i> <b>IEEE 15288.2</b> , <i>IEEE Standard for Technical Reviews and Audits on Defense Programs</i> <b>ANSI/AE EIA-649-C</b> , <i>Configuration Management Standard</i>	5. CONTRACT REFERENCE <b>SOW: Para. 4.2.2.1</b> <b>CDRL: App. A2.2</b>
6. PREPARATION INSTRUCTIONS 6.1. <b>CONTENT</b> 6.1.1. <b>Engineering Management</b> 6.1.1.1. The SEMP must define the engineering organisation for the contract, including the key engineering positions, and the partitioning of engineering effort between the various Contractor and Subcontractor organisations. 6.1.1.2. The SEMP must describe how technical effort will be coordinated to meet cost, schedule, and performance objectives. 6.1.1.3. The SEMP must summarise planned personnel needs, applicable to the various phases of the contract, by discipline and level of expertise. 6.1.1.4. The SEMP must identify the standards (eg, IEEE 15288 and ANSI/EIA-649-C) to be utilised by the Contractor and Subcontractors to undertake the Systems Engineering including the proposed tailoring of those standards to meet requirements of the contract. 6.1.1.5. The SEMP Management/Organization portion must describe the Contractor's systems engineering organization, responsibilities, terms of reference, internal operating relationships within the company, external operating relationships with subcontractors, management relationships, management procedures and supporting and tracking system. 6.1.2. <b>Systems Engineering Process</b> 6.1.2.1. The SEMP must define the tailored application of the Contractor's Systems Engineering process to the activities of the contract, including: 6.1.2.1.1. the major products and/or increments to be delivered; 6.1.2.1.2. the major outcomes to be achieved; 6.1.2.1.3. the major Systems Engineering tools that will be used for the Contract; 6.1.2.1.4. the methods for documentation and control of engineering and technical information, including expected specifications and Configuration Baselines; 6.1.2.1.5. the methods and tools for analysis and validation of system requirements; 6.1.2.1.6. the required implementation tasks, including the integration and assembly of the system; and	

6.1.2.1.7. the approach, methods, procedures, and tools to be used for systems analysis and control, including establishing and maintaining requirements traceability.

**6.1.3. Technical Risk Management**

6.1.3.1. The SEMP must describe the risk-management strategies associated with any global, engineering-related risks.

**6.2. SOFT COPY FORMAT**

6.2.1. The SEMP must be submitted as a PDF file type.

**6.2.2. Soft Copy format submission size below 7MB** – The SEMP may be submitted via email as follows:

6.2.2.1. To Field: As per the related CDRL section 9.A. Addressee, as identified in the contract.

6.2.2.2. Subject Field: LTV-SE-101 – SEMP – [Rev #] – [Date of Issue]

**6.2.3. Soft Copy format submission size at or above 7MB** - The SEMP must be submitted to GC Collab or via the Contractor's secure electronic portal and be labelled as follows:

6.2.3.1. Light Tactical Vehicle

6.2.3.2. SEMP;

6.2.3.3. LTV-SE-101;

6.2.3.4. The Revision number;

6.2.3.5. The date of issue , and

6.2.3.6. Part x of y.

### A3.8 DID – Technical Data Package (TDP)

DATA ITEM DESCRIPTION	
1. TITLE <b>Technical Data Package (TDP)</b>	2. IDENTIFICATION NUMBER <b>DID LTV-SE-102</b>
3. DESCRIPTION <p>The Technical Data Package (TDP) provides all technical data required to acquire, operate, manage and support LTVs in accordance with the Equipment Breakdown Structure (EBS). The TDP provides the configuration documentation used to define each CI for the applicable configuration baseline including drawings, specifications, and test documentation.</p> <p>The TDP also includes all drawings developed under the LTV Acquisition Contract that are foreground information to the EBS.</p>	
4. RELATED DOCUMENTS <b>APPENDIX A8.0:</b> Appendix: Environmentally Preferable Packaging Definitions <b>D-01-400-001/SG-000</b> <i>Standard – Engineering Drawing Practices</i>	5. CONTRACT REFERENCE <b>SOW: Para. 4.4.1.1</b> <b>CDRL: App. A2.2</b>
6. PREPARATION INSTRUCTIONS 6.1. CONTENT 6.1.1. The Engineering Drawings and Associated Lists must be provided in accordance with the requirements described in A4.0 Appendix: Commercial (OEM) Engineering Drawings and Associated Lists 6.1.2. The TDP must contain the pertinent specifications, standards, quality assurance provisions, packaging data, and/or various types of samples, models and/or associated lists that will enable Canada to operate, maintain, modify, manage, and support the LTVs throughout their life cycle. 6.1.3. The TDP must depict the physical and functional characteristics of the Canada approved Final Product Baseline configuration of the LTV, along with subordinate assemblies, subassemblies, and parts thereof. 6.1.4. The TDP elements must include product drawings Level 2 engineering drawings and associated lists, specifications, and software documentation. 6.1.5. The TDP must include General Arrangement Drawings that must include, as a minimum, for each LTV variant, the following: 6.1.5.1. Title, Drawing Number, Date; 6.1.5.2. Front, rear, sides (left and right), and overhead views; 6.1.5.3. Primary vehicle dimensions including length, width, overall height, and cab height (Highway, laden and unladen), axle spacing, angle of approach, angle of departure, breakover angle, turning circle, center to center track width, and ground clearance (under axles and under chassis); 6.1.5.4. Other dimensions: Front of vehicle to first axle, rear of vehicle to last axle, and recovery attachment points dimensions and location to the front and rear axle; and 6.1.5.5. Curb Weight, Gross Axle Weight Ratings, Gross Vehicle Weight Rating, Gross Combined Weight Rating, and Centre of Gravity positioning at Curb Weight and at Gross Vehicle Weight Rating (distance from front axle and height measurements). 6.1.6. The TDP for each CI must include each data item: 6.1.6.1. An identification number and title; 6.1.6.2. A brief description of intended purpose of each data item, delineating its scope and explaining the interface and overlaps with other data items; 6.1.6.3. Describe any copyrights, proprietary rights, or translation rights that apply to the item;	

6.1.6.4. Ownership of the data item; and

6.1.6.5. Engineering release date.

6.2. GENERAL FORMAT

6.2.1. The TDP must be prepared in accordance with the following references:

6.2.1.1. D-01-400-01/SG-000 Standard, Engineering Drawing Practices;

6.2.1.2. D-01-400-02/SF-000 Canadian Forces Specifications Levels of Engineering Drawings; and

6.2.1.3. SAE/GEIA-STD-0007B Logistics Product Data

6.3. SOFT COPY FORMAT

6.3.1. The TDP must be submitted as a PDF file type.

6.3.2. Soft Copy format submission size below 7MB – The Technical Data Package may be submitted via email as follows:

6.3.2.1. To Field: As per the related CDRL section 9.A. Addressee, as identified in the contract.

6.3.2.2. Subject Field: LTV-SE-102 – TDP – [Rev #] – [Date of Issue]

6.3.3. Soft Copy format submission size at or above 7MB - The TDP must be submitted to GC Collab or via the Contractor's secure electronic portal and be labelled as follows:

6.3.3.1. Light Tactical Vehicle

6.3.3.2. Engineering Drawings and Associated Lists;

6.3.3.3. LTV-SE-102;

6.3.3.4. The Revision number;

6.3.3.5. The date of issue , and

6.3.3.6. Part x of y.

### A3.9 DID – Configuration Management Plan

DATA ITEM DESCRIPTION	
1. TITLE <b>Configuration Management Plan</b>	2. IDENTIFICATION NUMBER <b>DID LTV-SE-103</b>
3. DESCRIPTION <p>The CMP describes the Contractor's internal configuration management organization, the responsibilities of the members, the relationship among the several offices/divisions and the policies and procedures for configuration identification, control, accounting, and auditing.</p> <p>This plan provides Canada with an understanding of the Contractor's configuration management program and will be used to guide the configuration management program during the performance of the contract.</p>	
4. RELATED DOCUMENTS <b>D-01-002-007/SG-001</b>	5. CONTRACT REFERENCE <b>SOW: Para. 5.2.1</b> <b>CDRL: App. A2.2</b>
6. PREPARATION INSTRUCTIONS 6.1. <b>CONTENT</b> <p>6.1.1. The CMP must be compliant with SAE EIA-649C and be maintained by the Contractor in accordance with D-01-002-007/SG-001, Requirements for the Preparation of CMP. The CMP does not need to duplicate material contained in the Contractor's policies and procedures. Instead, the Contractor can reference the applicable policies and procedures in the CMP; and provide copies of the referenced policies and procedures, attached to form part of the CMP as Appendices.</p> <p>6.1.2. The content of the CMP must satisfy the detailed requirements in D-01-002-007/SG-001, Section 4 and include the following information to describe the methods, procedures, and controls to provide configuration identification and release, change control, status accounting, and audits:</p> <p>6.1.2.1. General LTV Capabilities system definition and scope;</p> <p>6.1.2.2. Description of CM activities and procedures for each major CM function:</p> <p>6.1.2.2.1. CM Planning;</p> <p>6.1.2.2.2. Configuration Identification and Release;</p> <p>6.1.2.2.3. Configuration Control:</p> <p>6.1.2.2.3.1. Contractor's procedures for processing Engineering Change Proposals and Specification Change Notices; and</p> <p>6.1.2.2.3.2. Contractor's procedures for processing Requests for Deviations and Waivers (RFD/RFW).</p> <p>6.1.2.2.4. Configuration Status Accounting:</p> <p>6.1.2.2.4.1. Methods for collecting, recording, processing and maintaining the integrity of data necessary to provide configuration status accounting information.</p> <p>6.1.2.2.5. Configuration Management Verification.</p> <p>6.1.2.3. Organization, including Configuration Control Board, roles, responsibilities, and resources;</p> <p>6.1.2.4. Programmatic and organizational interfaces;</p> <p>6.1.2.5. Subcontract Management (flow-down of requirements):</p> <p>6.1.2.5.1. Relationship between the Contractor's Subcontractor Configuration controls and its subcontractors Configuration management.</p>	



6.1.2.6. Deliverables, milestones, and schedules, and

6.1.2.7. Definition of terms.

6.2. **GENERAL FORMAT**

6.2.1. The CMP must follow the general requirements and outline provided in D-01- 002-007/SG-001, Section 3; and must be provided in the Contractor's format.

6.3. **SOFT COPY FORMAT**

6.3.1. The CMP must be submitted as a PDF file type.

6.3.2. **Soft Copy format submission size below 7MB** – The CMP PDF may be submitted via email as follows:

6.3.2.1. To Field: As per the related CDRL section 9.A. Addressee, as identified in the contract.

6.3.2.2. Subject Field: LTV-SE-103 – CMP – [Rev #] – [Date of Issue]

6.3.3. **Soft Copy format submission size at or above 7MB** - The CMP PDF must be submitted to GC Collab or via the Contractor's secure electronic portal and be labelled as follows:

6.3.3.1. Light Tactical Vehicle

6.3.3.2. CMP

6.3.3.3. LTV-SE-103;

6.3.3.4. The Revision number;

6.3.3.5. The date of issue , and

6.3.3.6. Part x of y.

### A3.10 DID – Equipment Breakdown Structure

DATA ITEM DESCRIPTION	
1. TITLE <b>Equipment Breakdown Structure</b>	2. IDENTIFICATION NUMBER <b>DID LTV-SE-104</b>
3. DESCRIPTION <p>The Equipment Breakdown Structure (EBS) is the primary configuration control document for the LTV, identifying the part numbers for all Line Replaceable Units (LRUs) and associated software components. It serves as a catalogue of all applicable LTV equipment and Integrated Logistics Support (ILS) Technical Documentation.</p> <p>The EBS decomposes a system into discrete elements for the purpose of:</p> <ul style="list-style-type: none"> <li>a. Identifying candidates for logistics analysis as detailed in the LSA Plan;</li> <li>b. Identifying Configuration Items (CI) as detailed in the Configuration Management Plan (CMP);</li> <li>c. Identifying those items used within another system. This common item list will be used by Canada to rationalize test requirements and to identify common repair parts;</li> <li>d. Identifying the systems, CI and Maintenance Significant Items (MSI) by part numbers;</li> <li>e. Providing a catalogue of all LRUs and associated software;</li> <li>f. Identifying the LTV capabilities system and configuration item documentation;</li> <li>g. Providing supportability engineering, and</li> <li>h. Providing material provisioning.</li> </ul>	
4. RELATED DOCUMENTS	5. CONTRACT REFERENCE <b>SOW: Para. 5.3.1</b> <b>CDRL: App. A2.2</b>
6. PREPARATION INSTRUCTIONS 6.1. <b>CONTENT</b> <ul style="list-style-type: none"> <li>6.1.1. The Contractor must provide the following data for the EBS: <ul style="list-style-type: none"> <li>6.1.1.1. The EBS in a family tree graphic format and an indentured list with: <ul style="list-style-type: none"> <li>6.1.1.1.1. Hardware part numbers for all assemblies comprising the system; and</li> <li>6.1.1.1.2. Tabulation of the applicable documents for each assembly.</li> </ul> </li> <li>6.1.1.2. The relationship of items which combine to perform a function (Functional and Physical Breakdown);</li> <li>6.1.1.3. Items used in other (multiple) systems (common item list);</li> <li>6.1.1.4. All applicable document's version control history; and</li> <li>6.1.1.5. Each listed document's status and current version.</li> </ul> </li> </ul> 6.2. <b>GENERAL FORMAT</b> <ul style="list-style-type: none"> <li>6.2.1. The EBS must be prepared in the Contractor's format. It must include the following: <ul style="list-style-type: none"> <li>6.2.1.1. Title Page;</li> <li>6.2.1.2. Table of Contents;</li> <li>6.2.1.3. Document Control Log;</li> </ul> </li> </ul>	

- 6.2.1.4. Notes that aid in the understanding of the document, such as acronyms or abbreviations; and
- 6.2.1.5. Appendices.

**6.3. SOFT COPY FORMAT**

- 6.3.1. The EBS must be submitted as a PDF file type.
- 6.3.2. **Soft Copy format submission size below 7MB** – The EBS PDF may be submitted via email as follows:
  - 6.3.2.1. To Field: As per the related CDRL section 9.A. Addressee, as identified in the contract.
  - 6.3.2.2. Subject Field: LTV-SE-104 – EBS – [Rev #] – [Date of Issue]
- 6.3.3. **Soft Copy format submission size at or above 7MB** - The EBS PDF must be submitted to GC Collab or via the Contractor's secure electronic portal and be labelled as follows:
  - 6.3.3.1. Light Tactical Vehicle
  - 6.3.3.2. EBS
  - 6.3.3.3. LTV-SE-104;
  - 6.3.3.4. The Revision number;
  - 6.3.3.5. The date of issue , and
  - 6.3.3.6. Part x of y.

### A3.11 DID – Configuration Status Accounting

DATA ITEM DESCRIPTION	
1. TITLE <b>Configuration Status Accounting</b>	2. IDENTIFICATION NUMBER <b>DID LTV-SE-105</b>
3. DESCRIPTION The Configuration Status Accounting (CSA) Report details the information required to effectively manage Configuration Items (CI) and provide visibility of Configuration Management activities, including the status of deviations, waivers and engineering changes.	
4. RELATED DOCUMENTS	5. CONTRACT REFERENCE <b>SOW: Para. 5.4.1</b> <b>CDRL: App. A2.2</b>
6. PREPARATION INSTRUCTIONS 6.1. <b>CONTENT</b> 6.1.1. The CSA Report must provide as a minimum the identification of each Configuration Item (CI), the linkages to the Functional Baseline, and list all new, outstanding and historical ECPs, RFDs, RFWs, SCNs and NORs including their status against each CI. 6.2. <b>GENERAL FORMAT</b> 6.2.1. The CSA must be prepared in the Contractor's format. 6.3. <b>SOFT COPY FORMAT</b> 6.3.1. The CSA must be submitted as a PDF file type. 6.3.2. <b>Soft Copy format submission size below 7MB</b> – The CSA PDF may be submitted via email as follows: 6.3.2.1. To Field: As per the related CDRL section 9.A. Addressee, as identified in the contract. 6.3.2.2. Subject Field: LTV-SE-105 – CSA – [Rev #] – [Date of Issue] 6.3.3. <b>Soft Copy format submission size at or above 7MB</b> - The CSA PDF must be submitted to GC Collab or via the Contractor's secure electronic portal and be labelled as follows: 6.3.3.1. Light Tactical Vehicle 6.3.3.2. CSA; 6.3.3.3. LTV-SE-105; 6.3.3.4. The Revision number; 6.3.3.5. The date of issue , and 6.3.3.6. Part x of y..	

### A3.12 DID – Configuration Audit Report

DATA ITEM DESCRIPTION	
1. TITLE <b>Configuration Audit Report</b>	2. IDENTIFICATION NUMBER <b>DID LTV-SE-106</b>
3. DESCRIPTION The CAR details the results of Functional and Physical Configuration Audits (FCA and PCA) of the Functional, Allocated, and Product Baselines (FBL, ABL, PBL) for the LTV.	
4. RELATED DOCUMENTS	5. CONTRACT REFERENCE <b>SOW: Para. 5.4.2</b> <b>CDRL: App. A2.2</b>
6. PREPARATION INSTRUCTIONS 6.1. <b>CONTENT</b> 6.1.1. The CAR must provide, as a minimum, an overview of the audit procedures followed for the particular audit - whether an FCA or PCA, the results of the audit, and a summary of any outstanding action required to rectify gaps found in the LTVs as a result of the audit. 6.2. <b>GENERAL FORMAT</b> 6.2.1. The CAR must be prepared in the Contractor's format. 6.3. <b>SOFT COPY FORMAT</b> 6.3.1. The CAR must be submitted as a PDF file type. 6.3.2. <b>Soft Copy format submission size below 7MB</b> – The CAR PDF may be submitted via email as follows: 6.3.2.1. To Field: As per the related CDRL section 9.A. Addressee, as identified in the contract. 6.3.2.2. Subject Field: LTV-SE-106 – CAR – [Rev #] – [Date of Issue] 6.3.3. <b>Soft Copy format submission size at or above 7MB</b> - The CAR PDF must be submitted to GC Collab or via the Contractor's secure electronic portal and be labelled as follows: 6.3.3.1. Light Tactical Vehicle 6.3.3.2. CAR; 6.3.3.3. LTV-SE-106; 6.3.3.4. The Revision number; 6.3.3.5. The date of issue, and 6.3.3.6. Part x of y.	

### A3.13 DID – Engineering Change Proposal

DATA ITEM DESCRIPTION	
1. TITLE <b>Engineering Change Proposal (ECP)</b>	2. IDENTIFICATION NUMBER <b>DID LTV-SE-107</b>
3. DESCRIPTION An Engineering Change Proposal (ECP) is a request for authorization to make changes to an approved baseline. An ECP includes the documentation to describe and to substantiate the engineering change.	
4. RELATED DOCUMENTS ACMP-2009 – Guidance on Configuration Management (available in English only)	5. CONTRACT REFERENCE <b>SOW: Para. 5.5.2.1</b> <b>CDRL: App. A2.2</b>
6. PREPARATION INSTRUCTIONS 6.1. <b>CONTENT</b> 6.1.1. The Contractor must complete the ECP form ( <b>Error! Reference source not found. Error! Reference source not found.</b> ) as described below: 6.1.2. <u>Block 1.</u> The Contractor must enter the submittal date of the ECP. 6.1.3. <u>Block 2.</u> The Contractor must enter the originating organization's name, address and contact information. 6.1.4. <u>Block 3.</u> The Contractor must enter the class of ECP as either "Class I" or "Class II". 6.1.4.1. Class I (Major) ECPs may have any combination of the following: 6.1.4.1.1. A change that affects specified and approved requirements including safety, reliability, supportability, and quantitative requirements that result in product attributes that would be outside the specified limits or specified tolerances; 6.1.4.1.2. A change that affects any approved acquisition baseline (i.e., Functional, Allocated, or Product Baselines); 6.1.4.1.3. A change that affects compatibility with interfacing products including such products as test equipment, support equipment, software, firmware, and products furnished by an Acquirer or that affects one or more of the following: 6.1.4.1.3.1. Delivered operation or servicing instructions; 6.1.4.1.3.2. Required calibration to the extent that product identification should be changed; 6.1.4.1.3.3. Interchangeability or substitutability of replaceable products, assemblies, or components; 6.1.4.1.3.4. User skills or user physical attributes; 6.1.4.1.3.5. Operator or maintenance training; 6.1.4.1.3.6. Requires retrofit of delivered products (e.g., by product recall, modification kit installation, attrition, replacement during maintenance using modified spares); 6.1.4.1.3.7. Performance; 6.1.4.1.3.8. Maintainability, durability, or survivability; 6.1.4.1.3.9. Weight, balance, or moment of inertia; 6.1.4.1.3.10. Electromagnetic characteristics; 6.1.4.1.3.11. Impact to logistical support requirements such as training, technical or operational manuals, spares, maintenance procedures or equipment, etc.; 6.1.4.1.3.12. Re-qualification of the item;	

- 6.1.4.1.3.13. Domain certification (e.g., airworthiness, seaworthiness);
  - 6.1.4.1.3.14. Source (supplier of an item) listed on a Source Control Drawing (SCD);
  - 6.1.4.1.3.15. Biomedical factors or human factors engineering;
  - 6.1.4.1.3.16. Personnel manning;
  - 6.1.4.1.3.17. Corrects deficiencies;
  - 6.1.4.1.3.18. Adds or modifies interface or interoperability requirements;
  - 6.1.4.1.3.19. Changes the operational capabilities or logistics supportability of the system or item and the change is significant and measurably changes the effectiveness;
  - 6.1.4.1.3.20. Life cycle costs/savings; and/or
  - 6.1.4.1.3.21. Prevents slippage in an approved production schedule.
- 6.1.4.1.4. A change that does not meet the above criteria but does impact cost/price/delivery to Canada, including incentives and fees, guarantees, warranties, and contracted deliveries or milestones.
- 6.1.4.2. Class II (Minor) ECPs do not impact the criteria above for Class I (Major) changes.
- 6.1.5. Block 4. The Contractor must use at least one of the following codes to classify the ECP:
- 6.1.5.1. B – Functional Baseline, Allocated Baseline or Product Baseline changed from established baseline;
  - 6.1.5.2. C – Compatibility with interfacing items;
  - 6.1.5.3. D – Delivered operational or maintenance manuals require change;
  - 6.1.5.4. G – Government Furnished Equipment affected;
  - 6.1.5.5. I - Interchangeability or replicability affected;
  - 6.1.5.6. O - Operational or logistics support change;
  - 6.1.5.7. P - Personnel skills, manning, training or human factors engineering consideration;
  - 6.1.5.8. S - Safety or security;
  - 6.1.5.9. Z - Contractual item such as cost or schedule.
- 6.1.6. Block 5. The Contractor must recommend a priority for processing the ECP from the following:
- 6.1.6.1. E - Emergency. Vital modification required to rectify a condition which may result in a serious hazard to personnel or equipment or may seriously compromise national security. ECP to be actioned within 24 hours;
  - 6.1.6.2. U - Urgent. Urgent modification required to rectify a condition that results in degraded mission effectiveness. ECP to be actioned within 5 working days; or
  - 6.1.6.3. R - Routine. ECP to be actioned within 30 calendar days.
- 6.1.7. Block 6. The Contractor must describe the ECP with the following:
- 6.1.7.1. No. A unique number consisting of "ECP-Y-NNN", where;
    - 6.1.7.1.1. Y - C (Contractor) or P (Project Office - DND) indicating ECP originator,
    - 6.1.7.1.2. NNN - Unique serial number for the ECP;
  - 6.1.7.2. Type - P (Preliminary) or F (Final);
  - 6.1.7.3. Revision - Enter revision indicator to identify version;
  - 6.1.7.4. SYSTEM DESIGNATION - Identify and describe the system/sub-system affected by the ECP. Include reference to affected configuration identifier(s).
- 6.1.8. Block 7. The Contractor must:
- 6.1.8.1. list all specifications affected by the ECP;

- 6.1.8.2. list all documents affected by the ECP;
- 6.1.8.3. submit copies of the affected specifications and documents with the ECP.
- 6.1.9. Block 8. The Contractor must:
  - 6.1.9.1. list all drawings affected by the change;
  - 6.1.9.2. submit copies of the affected drawings with the ECP.
- 6.1.10. Block 9. The Contractor must enter a brief title that identifies the ECP.
- 6.1.11. Block 10. The Contractor must describe the engineering change. Supplementary information may be attached to the ECP to describe the proposed change.
- 6.1.12. Block 11. The Contractor must explain:
  - 6.1.12.1. the need for the engineering change;
  - 6.1.12.2. the benefit to Canada such as enhanced performance, range, reliability or maintainability.
- 6.1.13. Block 12. The Contractor must:
  - 6.1.13.1. state the contract number affected by the ECP;
  - 6.1.13.2. identify the contract line item number affected by the proposed engineering change.
- 6.1.14. Block 13. The Contractor must indicate the:
  - 6.1.14.1. estimated date when the change can be incorporated into production; and
  - 6.1.14.2. planned serial number or lot number upon which the change will be implemented.
- 6.1.15. Block 14. The Contractor must:
  - 6.1.15.1. provide the delivery schedule of items incorporating the engineering change;
  - 6.1.15.2. identify if the change is a variance from the current established production and delivery schedule.
- 6.1.16. Block 15.
  - 6.1.16.1. Block 15a. The Contractor must indicate the lot numbers or serial numbers to be retrofitted as a result of the change.
  - 6.1.16.2. Block 15b. The Contractor must enter details of delivery schedule, quantities and locations for completing the retrofit as a result of the change.
- 6.1.17. Block 16. The Contractor must estimate the total cost or savings that results if the ECP is approved.
- 6.1.18. Block 17. The Contractor must identify which configuration items (CI) will change as a result of the ECP's approval.
- 6.1.19. Block 18. The Contractor must indicate which other CI will be affected by the ECP's approval.
- 6.1.20. Block 19. The Contractor must state whether other contractors or Government activities will be affected by the ECP.
- 6.1.21. Block 20. The Contractor must describe the:
  - 6.1.21.1. performance change that results if the ECP is approved;
  - 6.1.21.2. impact upon performance specifications, including the defined functional and physical interfaces, which would be affected by the ECP.
- 6.1.22. Block 21. The Contractor must describe other effects, such as the effect upon health and safety, if the ECP is approved.
- 6.1.23. Block 22. The Contractor must describe effects of the proposed change upon performance in quantitative terms as it relates to the defence system and CI specifications.
- 6.1.24. Block 23.
  - 6.1.24.1. The Contractor must print the name of the individual authorized to submit the ECP; 6.1.24.2.



- 6.1.24.2. The Contractors' authorized individual must sign and date the ECP.
- 6.1.25. Block 24. The Contractor must:
- 6.1.25.1. indicate the effects of the proposed engineering change upon configuration identification and contract reference by checking the corresponding box at 24a through 24e;
  - 6.1.25.2. describe the effects upon the product configuration identification and contract specifications with reference to Specification Change Notices (SCNs), Notices of Revision (NORs) or other enclosure(s);
  - 6.1.25.3. identify the enclosures and their relevant paragraph numbers within the space adjacent to blocks 24a through 24e.
- 6.1.26. Block 25. The Contractor must:
- 6.1.26.1. indicate the effects of the proposed engineering change upon operational employment by checking the corresponding boxes at blocks 25a through 25j;
  - 6.1.26.2. explain these effects within enclosures;
  - 6.1.26.3. identify the enclosures and their relevant paragraph numbers within the space adjacent to blocks 25a through 25j;
  - 6.1.26.4. use quantitative values when reliability and service life are affected. Survivability includes nuclear survivability.
- 6.1.27. Block 26. The Contractor must:
- 6.1.27.1. indicate the effects of the proposed engineering change upon Integrated Logistics Support (ILS) by checking the corresponding boxes at blocks 26a through 26n;
  - 6.1.27.2. explain these effects within enclosures;
  - 6.1.27.3. identify the enclosures and their relevant paragraph numbers within the space adjacent to blocks 26a through 26n;
  - 6.1.27.4. indicate the method used to determine ILS plans and items required for the support of the new configuration.
- 6.1.28. Block 27. The Contractor must:
- 6.1.28.1. indicate other considerations of the proposed engineering change by checking the boxes at blocks 27a through 27i;
  - 6.1.28.2. explain the effects within enclosures;
  - 6.1.28.3. identify the enclosures and their relevant paragraph numbers within the space adjacent to blocks 27a through 27i.
- 6.1.29. Block 28. The Contractor must:
- 6.1.29.1. summarize the alternative solutions considered such as revisions of operation, maintenance procedures, inspections, servicing requirements or part replacement schedules;
  - 6.1.29.2. provide an analysis of the alternatives, identify the advantages and disadvantages inherent to each alternative;
  - 6.1.29.3. present supporting data with the proposal to authenticate the trade-off analysis if the analysis addresses new concepts or new technology;
  - 6.1.29.4. show the reasons for adopting the alternative proposed by the ECP.
- 6.1.30. Block 29. The Contractor must recommend:
- 6.1.30.1. additional tests, trials, installations, prototypes, fit checks, or other verification that prove the proposed engineering change performs as expected;
  - 6.1.30.2. the test objective and test vehicle(s) to be used for the verification.
- 6.1.31. Block 30. The Contractor must:

- 6.1.31.1. recommend whether or not to retrofit the engineering change into accepted items;
- 6.1.31.2. substantiate the retrofit recommendation with data and a brief description of the action required.
- 6.1.32. Block 31. The Contractor must show the work-hours, material costs and sub-contract costs to retrofit the defence system.
- 6.1.33. Block 32. The Contractor must show the work-hours required to test the defence system following retrofit.
- 6.1.34. Block 33. The Contractor must state whether to incorporate the proposed change before, after or concurrently with other approved engineering changes
- 6.1.35. Block 34. The Contractor must indicate whether one or more Contractor field service representatives (FSR) are required for the retrofit.
  - 6.1.35.1. If “yes” to FSR, then the Contractor must attach a proposed program for Contractor participation.
- 6.1.36. Block 35. The Contractor must estimate the total time period a defence system must be removed from operational service for the retrofit.
- 6.1.37. Block 36. The Contractor must summarize the cumulative effect upon performance of this ECP and previously approved ECPs when design limitations are being approached or exceeded.
  - 6.1.37.1. Consequences of ECP disapproval may be stated within Block 36 or within a referenced enclosure.
- 6.1.38. Block 37. The Contractor must request a date for approval by the Contracting Authority to implement the change.
- 6.2. **GENERAL FORMAT**
  - 6.2.1. The ECP must be prepared using the table at the end of this DID.
- 6.3. **SOFT COPY FORMAT**
  - 6.3.1. The ECP must be submitted as a PDF file type.
  - 6.3.2. **Soft Copy format submission size below 7MB** – The ECP PDF may be submitted via email as follows:
    - 6.3.2.1. To Field: As per the related CDRL section 9.A. Addressee, as identified in the contract.
    - 6.3.2.2. Subject Field: LTV-SE-107 – ECP – [Rev #] – [Date of Issue]
  - 6.3.3. **Soft Copy format submission size at or above 7MB** - The [BLANK] PDF must be submitted to GC Collab or via the Contractor’s secure electronic portal and be labelled as follows:
    - 6.3.3.1. Light Tactical Vehicle
    - 6.3.3.2. ECP;
    - 6.3.3.3. LTV-SE-107;
    - 6.3.3.4. The Revision number;
    - 6.3.3.5. The date of issue, and
    - 6.3.3.6. Part x of y.

### A3.14 DID – Specification Change Notice / Notice of Revision

DATA ITEM DESCRIPTION	
1. TITLE <b>Specification Change Notice (SCN) / Notice of Revision (NOR)</b>	2. IDENTIFICATION NUMBER <b>DID LTV-SE-108</b>
3. DESCRIPTION The SCN/NOR identifies changes to one or more specifications. The change may be invoked within drawings and other documentation that will be distributed when the corresponding Engineering Change Proposal (ECP) is approved.	
4. RELATED DOCUMENTS	5. CONTRACT REFERENCE <b>SOW: Para. 5.5.3.1</b> <b>CDRL: App. A2.2</b>
6. PREPARATION INSTRUCTIONS 6.1. <b>CONTENT</b> <ul style="list-style-type: none"> <li>6.1.1. The Contractor's SCN / NOR must document all necessary changes to specifications, drawings, and other documentation resulting from approval of the corresponding ECP.</li> <li>6.1.2. The Contractor's SCN / NOR must include the following information: <ul style="list-style-type: none"> <li>6.1.2.1. introduction information to include as a minimum; <ul style="list-style-type: none"> <li>6.1.2.1.1. the originator;</li> <li>6.1.2.1.2. the date;</li> <li>6.1.2.1.3. the SCN / NOR number.</li> </ul> </li> <li>6.1.2.2. related ECP number;</li> <li>6.1.2.3. affected documents;</li> <li>6.1.2.4. affected configuration item;</li> <li>6.1.2.5. description of changes;</li> <li>6.1.2.6. submitting and approving authorities.</li> </ul> </li> <li>6.1.3. The Contractor must attach copies of all documents affected by the SCN / NOR such as specifications, drawings and other documentation.</li> </ul> 6.2. <b>GENERAL FORMAT</b> <ul style="list-style-type: none"> <li>6.2.1. The SCN / NOR must be prepared in the Contractor's format.</li> </ul> 6.3. <b>SOFT COPY FORMAT</b> <ul style="list-style-type: none"> <li>6.3.1. The SCN / NOR must be submitted as a PDF file type.</li> <li>6.3.2. <b>Soft Copy format submission size below 7MB</b> – The SCN PDF may be submitted via email as follows: <ul style="list-style-type: none"> <li>6.3.2.1. To Field: As per the related CDRL section 9.A. Addressee, as identified in the contract.</li> <li>6.3.2.2. Subject Field: LTV-SE-108 – SCN / NOR – [Rev #] – [Date of Issue]</li> </ul> </li> <li>6.3.3. <b>Soft Copy format submission size at or above 7MB</b> - The SCN / NOR PDF must be submitted to GC Collab or via the Contractor's secure electronic portal and be labelled as follows: <ul style="list-style-type: none"> <li>6.3.3.1. Light Tactical Vehicle</li> <li>6.3.3.2. SCN / NOR;</li> <li>6.3.3.3. LTV-SE-108;</li> </ul> </li> </ul>	

6.3.3.4. The Revision number;  
6.3.3.5. The date of issue, and  
6.3.3.6. Part x of y.

### A3.15 DID – Request for Deviation / Request for Waiver (RFD / RFW)

DATA ITEM DESCRIPTION	
1. TITLE <b>Request for Deviation / Request for Waiver (RFD / RFW)</b>	2. IDENTIFICATION NUMBER <b>DID LTV-SE-109</b>
3. DESCRIPTION <p>A Request for Deviation (RFD) and a Request for Waiver (RFW) describe a proposed departure from configuration documentation for a specific number of units or for a specified period of time. The RFD and RFW differ from an engineering change since neither a deviation, nor a waiver require a change to configuration documents.</p> <p>A Request for Deviation (RFD) is only a temporary departure from the configuration documentation and the Contractor shall bring back the affected equipment to its approved configuration once the problem has been solved or a solution has been found. A Request for Waiver (RFW) is a permanent departure from the configuration documentation and where, contrary to the RFD, the Contractor does not need to bring back the affected equipment to its approved configuration once the problem has been solved or a solution has been found. A RFW means that Canada is willing to accept the affected equipment with deficiencies.</p>	
4. RELATED DOCUMENTS <b>D-02-006-008/SG-001</b> Standard The Design Change, Deviation, and Waiver Procedure.	5. CONTRACT REFERENCE <b>SOW: Para. 5.5.4</b> <b>CDRL: App. A2.2</b>
6. PREPARATION INSTRUCTIONS 6.1. <b>CONTENT</b> 6.1.1. The RFD and RFW must be submitted using DND Request for Waiver or Deviation form DND 675. 6.2. <b>GENERAL FORMAT</b> 6.2.1. The Contractor must prepare RFD and RFW in accordance with D-02-006-008/SG-001 Standard The Design Change, Deviation, and Waiver Procedure. 6.3. <b>SOFT COPY FORMAT</b> 6.3.1. The RFD and RFW must be submitted as a PDF file type. 6.3.2. <b>Soft Copy format submission size below 7MB</b> – The RFD and RFW PDF may be submitted via email as follows: 6.3.2.1. To Field: As per the related CDRL section 9.A. Addressee, as identified in the contract. 6.3.2.2. Subject Field: LTV-SE-109 –RFD or RFW – [Rev #] – [Date of Issue] 6.3.3. <b>Soft Copy format submission size at or above 7MB</b> - The RFD or RFW PDF must be submitted to GC Collab or via the Contractor's secure electronic portal and be labelled as follows: 6.3.3.1. Light Tactical Vehicle 6.3.3.2. RFD or RFW 6.3.3.3. LTV-SE-109; 6.3.3.4. The Revision number; 6.3.3.5. The date of issue, and 6.3.3.6. Part x of y.	

### A3.16 DID – Equivalence Justification Report

DATA ITEM DESCRIPTION	
1. TITLE <b>Equivalence Justification Report</b>	2. IDENTIFICATION NUMBER <b>DID LTV-SE-110</b>
3. DESCRIPTION An Equivalence Justification Report justifies the use of a proposed equivalent standard or part, including how it will be used and any impact that its use will have on both the developmental process and life cycle data.	
4. RELATED DOCUMENTS	5. CONTRACT REFERENCE <b>SOW: Para. 5.5.5.1</b> <b>CDRL: App. A2.2</b>
6. PREPARATION INSTRUCTIONS	
6.1. <b>CONTENT</b>	
6.1.1. The report must provide, as a minimum, the following information:	
6.1.1.1. The standards or parts quoted in the appropriate section of the Statement of Work (SOW) or specifications (herein referred to as the "Quoted Standard or Part"), which are the base documents to which the equivalency case justification must be prepared. For standards, their approval dates and dates of any applicable amendments and revisions must be included in this listing.	
6.1.1.2. The standards or parts proposed by the Contractor (herein referred to as the "Equivalent Standard or Part") that would be compared to the Quoted Standard or Part. For standards, their approval dates and dates of any applicable amendments and revisions must be included in this listing.	
6.1.2. The Equivalence Justification Report must compare the Equivalent Standard or Part to the Quoted Standard or Part and must include, as a minimum, the following information:	
6.1.2.1. A rationale and a justification for the use of the Equivalent Standard or Part (i.e. compelling reasons for using the Equivalent Standard or Part as opposed to the Quoted Standard or Part, including other cases where the Equivalent Standard or Part was successfully used);	
6.1.2.2. A clear demonstration that the intended objectives, management, processes, accomplishments and requirements of the Quoted Standard or Part are complied with by the Equivalent Standard or Part;	
6.1.2.3. The document, life cycle related or otherwise, and the data required by the Equivalent Standard or Part and how this data will satisfy the Quoted Standard or Part requirements;	
6.1.2.4. A mapping of the Equivalent Standard or Part requirements to the Quoted Standard or Part requirements that are specified in the Contract; and	
6.1.2.5. An impact analysis of any difference between the Equivalent Standard or Part and the Quoted Standard or Part, including, as a minimum:	
6.1.2.5.1. Method of Compliance;	
6.1.2.5.2. Safety goals;	
6.1.2.5.3. Design requirements; and	
6.1.2.5.4. Qualification requirements.	
6.1.3. For the Equivalent Standard or Part, a copy of the standard or technical information about the part being proposed must be included in this report.	
6.2. <b>GENERAL FORMAT</b>	
6.2.1. The Equivalence Justification Report must be prepared in the Contractor's format.	
6.3. <b>SOFT COPY FORMAT</b>	

- 6.3.1. The Equivalence Justification Report must be submitted as a PDF file type.
- 6.3.2. **Soft Copy format submission size below 7MB** – The Equivalence Justification Report PDF may be submitted via email as follows:
  - 6.3.2.1. To Field: As per the related CDRL section 9.A. Addressee, as identified in the contract.
  - 6.3.2.2. Subject Field: LTV-SE-110 – Equivalence Justification Report – [Rev #] – [Date of Issue]
- 6.3.3. **Soft Copy format submission size at or above 7MB** - The Equivalence Justification Report PDF must be submitted to GC Collab or via the Contractor's secure electronic portal and be labelled as follows:
  - 6.3.3.1. Light Tactical Vehicle
  - 6.3.3.2. Equivalence Justification Report;
  - 6.3.3.3. LTV-SE-110;
  - 6.3.3.4. The Revision number;
  - 6.3.3.5. The date of issue, and
  - 6.3.3.6. Part x of y.

### A3.17 DID – Quality Assurance Plan

DATA ITEM DESCRIPTION	
1. TITLE <b>Quality Assurance Plan (QAP)</b>	2. IDENTIFICATION NUMBER <b>DID LTV-SE-111</b>
3. DESCRIPTION The Quality Assurance Plan describes the Contractor's quality system and how the system will be implemented for the successful completion of the LTV procurement.	
4. RELATED DOCUMENTS	5. CONTRACT REFERENCE <b>SOW: Para. 6.1.1.1</b> <b>CDRL: App. A2.2</b>
6. PREPARATION INSTRUCTIONS	
6.1. <b>CONTENT</b>	
6.1.1. The Quality Assurance Plan must describe the Contractor's quality system and how the system will be implemented for the successful completion of the LTV procurement.	
6.1.2. The QA Plan must be prepared and implemented in accordance with most recent ISO 10005. The QA Plan must be prepared in the Contractor's format and should contain the following information:	
6.1.2.1. Title Page;	
6.1.2.2. Table of Contents;	
6.1.2.3. Document Control Log;	
6.1.2.4. Revision Record;	
6.1.2.5. Plan Subject Matter;	
6.1.2.6. Notes; and,	
6.1.2.7. Appendices.	
6.1.3. The QA Plan must provide details on the methods and organization with which the Contractor will implement an effective Quality Assurance Program. The plan must identify all procedures, processes, and associated planning data necessary for the attainment of the required quality assurance program.	
6.1.4. The Plan Subject Matter must be broken down into the following sections:	
6.1.4.1. <u>Section 1 – General</u> . This section of the plan must define the scope, purpose and application of the QA Plan, related documents, and mechanisms to amend the plan.	
6.1.4.2. <u>Section 2 – Elements In Place</u> . The plan must describe what elements and/or resources of the QA program are already in place, and what is additionally required;	
6.1.4.3. <u>Section 3 – Major Subcontractors</u> . The plan must identify the major subcontractors who are subject to the application of the Contractor's quality assurance system. The plan should include a description of the subcontractor's area of responsibility and to whom it is accountable;	
6.1.4.4. <u>Section 4 - Management/Organization</u> . This section must describe the Contractor's QA organization, subcontractor's QA organisation, management procedures, interfaces and reporting/tracking systems established to control QA activities. The plan should identify the Contractor's QA Manager and support personnel by name in a QA Organizational Chart.	
6.1.4.5. <u>Section 5 - Control of Documents, Data and Records</u> . This section should describe how the documents and data will be identified, and how records are established and maintained. Such records might include design, inspection, and test records.	



- 6.1.4.6. Section 6 – Resources. This section should specify, where needed the particular competences required for defined roles or activities within the specific case.
- 6.1.4.7. Section 7 – Infrastructure and Work Environment. This section must specify the particular requirements of the specific case with regard to the manufacturing facility, workspace, tools and equipment, support services for its successful completion.
- 6.1.4.8. Section 8 - Design and Development Process. This section should take account of applicable codes, standards, specifications, quality characteristics and regulatory requirements, as appropriate. It should identify the criteria by which the design and development inputs and outputs should be accepted, and how, at what stage(s), and by whom the outputs should be reviewed, verified and validated.
- 6.1.4.9. Section 9 – Purchasing. This section should specify how the organization intends to verify purchased products conformity to specified requirements.
- 6.1.4.10. Section 10 – Production and Service Provisions. This section should describe production and service provision, together with the relevant monitoring and measurement processes, commonly form the main part of the quality plan. The processes involved will vary, depending on the nature of the work. For example, a contract may involve manufacturing, installation and other post-delivery processes. The interrelationship between the various processes involved may be effectively expressed through the preparation of process maps or flowcharts.
- 6.1.4.11. Section 11 - Identification and Traceability. Where product identification is appropriate, the quality plan should define the methods to be used. Where traceability is a requirement, the quality plan should define its scope and extent, including how affected products are to be identified.
- 6.1.4.12. Section 12 – Customer Property. This Section should state how products provided by the customer are identified and controlled.
- 6.1.4.13. Section 13 – Meetings and Reviews. The requirements for QA meetings throughout the conduct of the project must be outlined in the QAP. Identify the Lifecycle reviews that will be conducted within the project. Including a schedule of reviews and included how the results of each review will be used on the project.
- 6.1.4.14. Section 14 – Monitoring and Measurements / Tools. This section should define where process and product monitoring and measurements to be applied. Indicate where inspections tests are required to be performed by regulatory authorities and/or customer
- 6.1.4.15. Section 15 – Quality Conformance Inspection (QCI). This section must detail the process that will be implemented in order to carry out the QCIs dictated. It must provide the details of the visual and functional checks that the Contractor intends to perform as part of each QCI. This QCI checklist may have to be amended by the Contractor as the product is further defined and in order to address any quality issues identified by the TA or DQA during the contract.
- 6.1.4.16. Section 16 – Control of Non-Conforming Products. This section should define how nonconforming product will be identified and controlled to prevent misuse, until proper disposal or acceptance by concession is completed. The quality plan may need to define specific limitations such as the degree or type of rework or repair allowed, and how such rework or repair will be authorized

## 6.2. **SOFT COPY FORMAT**

- 6.2.1. The QAP must be submitted as a PDF file type.
- 6.2.2. **Soft Copy format submission size below 7MB** – The QAP PDF may be submitted via email as follows:
- 6.2.2.1. To Field: As per the related CDRL section 9.A. Addressee, as identified in the contract.
- 6.2.2.2. Subject Field: LTV-SE-111 – QAP – [Rev #] – [Date of Issue]
- 6.2.3. **Soft Copy format submission size at or above 7MB** - The QAP PDF must be submitted to GC Collab or via the Contractor's secure electronic portal and be labelled as follows:
- 6.2.3.1. Light Tactical Vehicle
- 6.2.3.2. QAP;
- 6.2.3.3. LTV-SE-111;

6.2.3.4. The Revision number;  
6.2.3.5. The date of issue, and  
6.2.3.6. Part x of y.

### A3.18 DID – Quality Conformance Inspection Report

DATA ITEM DESCRIPTION	
1. TITLE <b>Quality Conformance Inspection Report (QCIR)</b>	2. IDENTIFICATION NUMBER <b>DID LTV-SE-112</b>
3. DESCRIPTION The QCIR details the results of the QCI conducted in accordance with the Quality Assurance Plan (QAP) for each LTV produced for Canada's acceptance.	
4. RELATED DOCUMENTS	5. CONTRACT REFERENCE <b>SOW: Para. 6.1.2.2</b> <b>CDRL: App. A2.2</b>
6. PREPARATION INSTRUCTIONS 6.1. <b>CONTENT</b> 6.1.1. The QCIR must include the following information: 6.1.1.1. title and description of inspection(s)/test(s) performed; 6.1.1.2. methods or procedures used to perform the inspection(s)/test(s); 6.1.1.3. acceptance criteria; 6.1.1.4. results of the inspection(s)/test(s); 6.1.1.5. whether the LTV passed the inspection(s)/test(s) successfully, and if successful a signed declaration page indicating that the LTV is ready for acceptance by Canada; 6.1.1.6. name and signature of the person who conducted the inspection(s)/test(s); 6.1.1.7. the name and signature of the representative of Canada who witnessed the inspection(s)/test(s); and 6.1.1.8. the date on which the inspection(s)/test(s) was conducted. 6.2. <b>GENERAL FORMAT</b> 6.2.1. The QCIR must be prepared in the Contractor's format. 6.2.2. The QCIR title page must contain, as a minimum, the following information: 6.2.2.1. Title; 6.2.2.2. Vehicle description and unique identifier code; and 6.2.2.3. Inspection/test date(s) and location. 6.3. <b>SOFT COPY FORMAT</b> 6.3.1. The QCIR must be submitted as a PDF file type. 6.3.2. <b>Soft Copy format submission size below 7MB</b> – The QCIR PDF may be submitted via email as follows: 6.3.2.1. To Field: As per the related CDRL section 9.A. Addressee, as identified in the contract. 6.3.2.2. Subject Field: LTV-SE-112 – QCIR – [Rev #] – [Date of Issue] 6.3.3. <b>Soft Copy format submission size at or above 7MB</b> - The QCIR PDF must be submitted to GC Collab or via the Contractor's secure electronic portal and be labelled as follows: 6.3.3.1. Light Tactical Vehicle 6.3.3.2. QCIR; 6.3.3.3. LTV-SE-112;	

6.3.3.4. The Revision number;  
6.3.3.5. The date of issue, and  
6.3.3.6. Part x of y.

### A3.19 DID – Operator Manual

DATA ITEM DESCRIPTION	
1. TITLE <b>Operator Manual</b>	2. IDENTIFICATION NUMBER <b>DID LTV-ILS-201</b>
3. DESCRIPTION The Operator Manual contains all the essential information required to describe the safe and correct operative procedures and operator maintenance associated with the equipment.	
4. RELATED DOCUMENTS <b>C-01-100-100/AG-008</b> <i>Writer's Guide for Technical Documentation</i>	5. CONTRACT REFERENCE <b>SOW: Para. 7.3.1.1.1</b> <b>CDRL: App. A2.2</b>
<p>6 PREPARATION INSTRUCTIONS</p> <p>6.1 <b>CONTENT</b></p> <p>6.1.1 The Operator Manual must cover the following topics, and others judged pertinent by the Contractor:</p> <p>6.1.1.1 General Description/Equipment Overview;</p> <p>6.1.1.2 Pre-use testing/inspection;</p> <p>6.1.1.3 Preparation and set up for use;</p> <p>6.1.1.4 Use and operation, including operation under emergency, adverse, or abnormal conditions, when applicable;</p> <p>6.1.1.5 Operator Maintenance, in accordance with A6.0 Appendix Concept of Support;</p> <p>6.1.1.6 Shut-down and post-shut-down actions and precautions;</p> <p>6.1.1.7 Preparation for equipment transit by air, land, and sea;</p> <p>6.1.1.8 Safety/Hazardous material issues;</p> <p>6.1.2 The Operator Manual material covered in 6.1.1 above, must be amplified by colour illustrations, line drawings, and good quality colour pictures.</p> <p>6.2 <b>GENERAL FORMAT</b></p> <p>6.2.1 The Operator Manual must be prepared in the Contractor's format while being in full conformance with the above-stated issue of C-01-100-100/AG-008.</p> <p>6.2.2 The Operator Manual must include the National Defence Index of Documentation (NDID) number (provided to the Contractor by DND) that must be placed on the top right corner of all the pages of the manual.</p> <p>6.3 <b>HARD COPY FORMAT</b></p> <p>6.3.1 The accepted Operator Manual hard copies must be:</p> <p>6.3.1.1 Printed on paper with these characteristics:</p> <p>6.3.1.1.1 Standard US Letter Size (270 mm x 216 mm)</p> <p>6.3.1.1.2 Covers: 290-370 g/m<sup>2</sup> polyester film (such as Pico Film), matt surface and white colour</p> <p>6.3.1.1.3 Pages: 120-170 g/m<sup>2</sup> polyester film (such as Pico Film), matt surface and white colour</p> <p>6.3.1.2 Bound with white or black spiral coil (PLASTIKOIL®)</p> <p>6.4 <b>SOFT COPY FORMAT</b></p>	

- 6.4.1 The Operator Manual must be provided as a PDF file with searchable text that matches the printed publication's format and layout. Links, bookmarks and thumbnails are to be included in the PDF file. All references made to a specific paragraph, figure, appendix must be appropriately linked.
- 6.4.2 Viewing the Operator Manual PDF: pages, regardless of size, containing text and illustrations in landscape, must be rotated for electronic viewing and reading in landscape.
- 6.4.3 **Soft Copy format submission size below 7MB** – The Operator Manual PDF and its native file may be submitted via email as follows:
  - 6.4.3.1 To Field: As per the related CDRL section 9.A. Addressee, as identified in the contract.
  - 6.4.3.2 Subject Field: LTV-ILS-201 – Operator Manual – [Rev #] – [Date of Issue]
- 6.4.4 **Soft Copy format submission size at or above 7MB** - The Operator Manual PDF and its native file must be submitted to GC Collab or via the Contractor's secure electronic portal and be labelled as follows:
  - 6.4.4.1 Light Tactical Vehicle
  - 6.4.4.2 Operator Manual;
  - 6.4.4.3 LTV-ILS-201;
  - 6.4.4.4 The Revision number;
  - 6.4.4.5 The date of issue, and
  - 6.4.4.6 Part x of y.

## A3.20 DID – Operator Quick Reference Card

DATA ITEM DESCRIPTION	
1. TITLE <b>Operator Quick Reference Card</b>	2. IDENTIFICATION NUMBER <b>DID LTV-ILS-202</b>
3. DESCRIPTION Operator Quick Reference Card (OQRC) will allow the trained user to quickly access, and safely use the LTV.	
4. RELATED DOCUMENTS	5. CONTRACT REFERENCE <b>SOW: Para. 7.3.1.2.1</b> <b>CDRL: App. A2.2</b>
6. PREPARATION INSTRUCTIONS	
<p>6.1. <b>CONTENT</b></p> <p>6.1.1. The OQRC must contain the necessary instructions to allow a trained user to quickly, safely and effectively operate the equipment.</p> <p>6.1.2. The OQRC must assume that the equipment's initial state is parked and off and off-loaded from its last transport vehicle (see Technical Specification(s)).</p> <p>6.1.3. The OQRC instructions must be based on pictograms illustrating the sequence of steps required while using only minimal text to assist in the understanding of the document. Desired look and feel would be similar to commercial airline safety pamphlets describing the use of oxygen masks, and emergency exits.</p> <p>6.1.4. The OQRC must not introduce new information and procedures not also described in the Operator Manual, as the Operator Manual is the master document on how to use the equipment.</p> <p>6.1.5. The OQRC cautionary advisory's heading must be determined based on the criteria set out in Annex A SOW para. 7.3.3.1.</p> <p>6.1.6. The OQRC cautionary advisory must read as follows: <b>"This Operator Quick Reference Card is intended solely for experienced users who have been trained on this equipment, and have read and understood its Operator Manual (CFTO# to be supplied by DND). When in doubt, read the Operator Manual before operating this equipment."</b></p> <p>6.1.7. The OQRC cautionary advisory must also have, immediately following this text, a brief description of the consequences of misuse of the equipment, linked to the same criteria listed in 6.1.5 above.</p> <p>6.2. <b>HARD COPY FORMAT</b></p> <p>6.2.1. The accepted OQRC hard copies must:</p> <p>6.2.1.1. Be printed on paper with pages of 290-370 g/m<sup>2</sup> polyester film (such as Pico Film), matt surface and white colour, and bound with white or black spiral coil (PLASTIKOIL®);</p> <p>6.2.1.2. Contain no more than four (4) sheets;</p> <p>6.2.1.3. Be produced and printed exclusively in black and white.</p> <p>6.3. <b>SOFT COPY FORMAT</b></p> <p>6.3.1. The OQRC must be provided as a PDF file with searchable text that matches the printed publication's format and layout. Links, bookmarks and thumbnails are to be included in the PDF file. All references made to a specific paragraph, figure, appendix must be appropriately linked.</p> <p>6.3.2. Viewing the OQRC PDF: pages, regardless of size, containing text and illustrations in landscape, must be rotated for electronic viewing and reading in landscape.</p> <p>6.3.3. <b>Soft Copy format submission size below 7MB</b> – The OQRC PDF and its native file may be submitted via email as follows:</p> <p>6.3.3.1. To Field: As per the related CDRL section 9.A. Addressee, as identified in the contract.</p> <p>6.3.3.2. Subject Field: LTV-ILS-202 – OQRC – [Rev #] – [Date of Issue]</p> <p>6.3.4. <b>Soft Copy format submission size at or above 7MB</b> - The OQRC PDF and its native file must be submitted to GC Collab or via the Contractor's secure electronic portal and be labelled as follows:</p>	

6.3.4.1. Light Tactical Vehicle  
6.3.4.2. OQRC;  
6.3.4.3. LTV-ILS-202;  
6.3.4.4. The Revision number;  
6.3.4.5. The date of issue, and  
6.3.4.6. Part x of y.



### A3.21 DID – Repair Manual

DATA ITEM DESCRIPTION	
1. TITLE <b>Repair Manual</b>	2. IDENTIFICATION NUMBER <b>DID LTV-ILS-203</b>
3. DESCRIPTION The Repair Manual contains all the information required by the Technician to perform preventative and corrective maintenance procedures and troubleshooting of the LTV.	
4. RELATED DOCUMENTS <b>D-01-100-204/SF-000</b> <i>Preparation of Preventive Maintenance Instructions</i> <b>D-01-100-205/SF-000</b> <i>Preparation of Corrective Maintenance Instructions</i> <b>C-01-100-100/AG-008</b> <i>Writer's Guide for Technical Documentation</i>	5. CONTRACT REFERENCE <b>SOW: Para. 7.3.1.3.1</b> <b>CDRL: App. A2.2</b>
6. PREPARATION INSTRUCTIONS	
<p>6.1. <b>CONTENT</b></p> <p>6.1.1. The Repair Manual must provide descriptive essential, preventive and corrective maintenance information on all components, groups of equipment and systems in accordance with the Maintenance Concept, Para. 7.1.</p> <p>6.1.2. The Repair Manual text must be amplified by comprehensive system or component illustration, good quality colour pictures, pictograms and schematics.</p> <p>6.2. <b>GENERAL FORMAT</b></p> <p>6.2.1. The Repair Manual must be prepared in the Contractor's format and be in full conformance with the current issue of C-01-100-100/AG-008, D-01-100-204/SF-000 and D-01-100-205/SF-000.</p> <p>6.2.2. The Repair Manual must include the National Defence Index of Documentation (NDID) number (provided to the Contractor by DND) that must be placed on the right top corner of all the pages of the manual.</p> <p>6.2.3. The Repair Manual should use illustrations, good quality colour pictures and pictograms as much as possible.</p> <p>6.3. <b>HARD COPY FORMAT</b></p> <p>6.3.1. The accepted Repair Manual hard copies must be:</p> <p>6.3.1.1. Printed on paper with these characteristics:</p> <p>6.3.1.1.1. Standard US Letter Size (216 mm x 270 mm)</p> <p>6.3.1.1.2. Covers: 290-370 g/m<sup>2</sup> polyester film (such as Pico Film), matt surface and white colour</p> <p>6.3.1.1.3. Pages: 120-170 g/m<sup>2</sup> polyester film (such as Pico Film), matt surface and white colour</p> <p>6.3.1.2. Bound with white or black spiral PVC coil (such as PLASTIKOIL®)</p> <p>6.4. <b>SOFT COPY FORMAT</b></p> <p>6.4.1. The Repair Manual soft copy format must meet the following:</p> <p>6.4.1.1. Be a PDF file that matches the printed publication's format and layout. Links, bookmarks, and thumbnails are to be included in the PDF file.</p> <p>6.4.1.2. All references made to a specific paragraph, figure, appendix must be appropriately linked.</p> <p>6.4.1.3. Viewing the PDF: pages, regardless of size, containing text and illustrations in landscape, must be rotated for electronic viewing and reading in landscape.</p>	

6.4.2. **Soft Copy format submission size below 7MB** – The Repair Manual PDF and its native file may be submitted via email as follows:

6.4.2.1. To Field: As per the related CDRL section 9.A. Addressee, as identified in the contract.

6.4.2.2. Subject Field: LTV-ILS-203 – Repair Manual – [Rev #] – [Date of Issue]

6.4.3. **Soft Copy format submission size at or above 7MB** - The Repair Manual PDF and its native file must be submitted to GC Collab or via the Contractor's secure electronic portal and be labelled as follows:

6.4.3.1. Light Tactical Vehicle

6.4.3.2. Repair Manual;

6.4.3.3. LTV-ILS-203;

6.4.3.4. The Revision number;

6.4.3.5. The date of issue, and

6.4.3.6. Part x of y.

## A3.22 DID – Permissive Repair Schedule and Standard Repair Times

DATA ITEM DESCRIPTION	
1. TITLE <b>Permissive Repair Schedule and Standard Repair Times</b>	2. IDENTIFICATION NUMBER <b>DID LTV-ILS-204</b>
3. DESCRIPTION The Permissive Repair Schedule and Standard Repair Times (PRS & SRT) provides information for maintenance support and planning of the equipment.	
4. RELATED DOCUMENTS <b>C-04-010-002/AM-000</b> <i>Permissive Repair Schedules (PRSs) and Standard Repair Times (SRTs);</i> <b>C-04-006-001/AM-001</b> <i>Land Maintenance System Lines of Maintenance and Levels of Repair</i>	5. CONTRACT REFERENCE <b>SOW: Para. 7.3.1.4.1</b> <b>CDRL: App. A2.2</b>
6. PREPARATION INSTRUCTIONS 6.1. <b>CONTENT</b> 6.1.1. The PRS & SRT must include a breakdown of all maintenance tasks for Operator, Technician, and those that would be completed at the OEM, and must also include the number of hours required to perform the repair tasks, rounded up to the nearest half hour. 6.1.2. The Levels of Repair and Lines of Maintenance for the PRS & SRT must be determined using the definitions provided in C-04-006-001/AM-001 and in discussions with DND ILS personnel. 6.2. <b>GENERAL FORMAT</b> 6.2.1. The PRS & SRT must be prepared in full conformance with C-04-010-002/AM-000; 6.2.2. The PRS & SRT must have the National Defence Index of Documentation (NDID) number (provided to the Contractor by DND) that must be placed on the top right corner of each page. 6.3. <b>SOFT COPY FORMAT</b> 6.3.1. The PRS & SRT must be provided as a PDF file with searchable text that matches the printed publication's format and layout. Links, bookmarks and thumbnails are to be included in the PDF file. All references made to a specific paragraph, figure, appendix must be appropriately linked. 6.3.2. <b>Soft Copy format submission size below 7MB</b> – The PRS & SRT PDF and its native file may be submitted via email as follows: 6.3.2.1. To Field: As per the related CDRL section 9.A. Addressee, as identified in the contract. 6.3.2.2. Subject Field: LTV-ILS-204 – PRS & SRT – [Rev #] – [Date of Issue] 6.3.3. <b>Soft Copy format submission size at or above 7MB</b> - The PRS & SRT PDF and its native file must be submitted to GC Collab or via the Contractor's secure electronic portal and be labelled as follows: 6.3.3.1. Light Tactical Vehicle 6.3.3.2. PRS & SRT; 6.3.3.3. LTV-ILS-204; 6.3.3.4. The Revision number; 6.3.3.5. The date of issue, and 6.3.3.6. Part x of y.	

### A3.23 DID – Illustrated Parts Manual

DATA ITEM DESCRIPTION	
1. TITLE <b>Illustrated Parts Manual</b>	2. IDENTIFICATION NUMBER <b>DID LTV-ILS-205</b>
3. DESCRIPTION The Illustrated Parts Manual contains all the necessary information to positively identify all parts of the equipment.	
4. RELATED DOCUMENTS <b>D-01-100-207/SF-002</b> <i>Preparation of Interim Illustrated Parts Manuals for Land Equipment.</i>	5. CONTRACT REFERENCE <b>SOW: Para. 7.3.1.5.1</b> <b>CDRL: App. A2.2</b>
6 PREPARATION INSTRUCTIONS	
<p>6.1 <b>CONTENT</b></p> <p>6.1.1 The Illustrated Parts Manual content must be in accordance with D-01-100-207/SF-002, and the drawings must be sequenced as per the PPB breakdown of assemblies, and a major assembly must be fully broken down before the next major assembly is shown.</p> <p>6.1.2 The Illustrated Parts Manual must contain illustrations, exploded views, and drawings and associated lists necessary for the proper identification of all parts, assemblies, and special equipment to the lowest replaceable unit in accordance with A6.0 Appendix Concept of Support.</p> <p>6.1.3 The exploded views contained in the Illustrated Parts Manual must amplify the relationship between all parts and assemblies to facilitate repair of the equipment and the replacement of parts and assemblies down to the lowest replaceable unit.</p> <p>6.1.4 The Illustrated Parts Manual must include the National Defence Index of Documentation (NDID) number (provided to the Contractor by DND) that must be placed on the top right corner of each page of the manual.</p> <p>6.2 <b>GENERAL FORMAT</b></p> <p>6.2.1 The format of the Illustrated Parts Manual must be in accordance with D-01-100-207/SF-002, with the exception that "NCAGE" must be used instead of "NSCM".</p> <p>6.2.2 The Illustrated Parts Manual must <b>not</b> use photographs as illustrations.</p> <p>6.3 <b>SOFT COPY FORMAT</b></p> <p>6.3.1 The Illustrated Parts Manual soft copy format must be PDF, with searchable text, with pages rotated as needed for normal viewing on screen.</p> <p>6.3.2 <b>Soft Copy format submission size below 7MB</b> – The Illustrated Parts Manual PDF may be submitted via email as follows:</p> <p>6.3.2.1 To Field: As per the related CDRL section 9.A. Addressee, as identified in the contract.</p> <p>6.3.2.2 Subject Field: LTV-ILS-205 – Illustrated Parts Manual – [Rev #] – [Date of Issue]</p> <p>6.3.3 <b>Soft Copy format submission size at or above 7MB</b> - The Illustrated Parts Manual PDF and its native file must be submitted to GC Collab or via the Contractor's secure electronic portal and be labelled as follows:</p> <p>6.3.3.1 Light Tactical Vehicle</p> <p>6.3.3.2 Illustrated Parts Manual;</p> <p>6.3.3.3 LTV-ILS-205;</p> <p>6.3.3.4 The Revision number;</p>	

6.3.3.5 The date of issue, and  
6.3.3.6 Part x of y.

## A3.24 DID – Operator and Technician Training Package

DATA ITEM DESCRIPTION	
1. TITLE <b>Operator and Technician Training Package</b>	2. IDENTIFICATION NUMBER <b>DID LTV-ILS-206</b>
3. DESCRIPTION <p>The Operator and Technician Training Package will be used as the reference material during the Training Sessions, and to facilitate future lesson plan preparation on the operation, Operator maintenance and storage of the equipment.</p> <p>The Operator and Technician Training must accommodate up to 30 drivers and 6 maintainers and include train the trainer.</p>	
4. RELATED DOCUMENTS <b>C-01-100-100/AG-008</b> <i>Writer's Guide for Technical Documentation</i>	5. CONTRACT REFERENCE <b>SOW: Para. 7.3.1.6.1</b> <b>CDRL: App. A2.2</b>
6. PREPARATION INSTRUCTIONS 6.1. <b>CONTENT</b> 6.1.1. The Operator Training Package course material must include, in the order judged most appropriate by the Contractor, the following subjects: 6.1.1.1. General Description/Equipment Overview; 6.1.1.2. Pre-use testing/inspection; 6.1.1.3. Preparation and set up for use; 6.1.1.4. Use and operation, including on-road driving, off-road driving techniques, operation under emergency, adverse, or abnormal conditions, weapons installation and weapons mount inspection, and windshield exchange; 6.1.1.5. Preparation for travel and handling including for Chinook internal and sling load transport; 6.1.1.6. Storage, preservation, exercising, and reactivation procedures; 6.1.1.7. Safety and Hazardous material issues; 6.1.1.8. Operator Troubleshooting and testing; 6.1.1.9. Basic diagnosis and fault finding; and, 6.1.1.10. Operator Maintenance in accordance with A6.0 Appendix Concept of Support 6.1.2. The Technician Training Package course material must be structured to align with the current CAF Vehicle Technician training structure as follows: 6.1.2.1. Engine & Brakes 6.1.2.2. Electricity & Transmissions 6.1.2.3. Power Management 6.1.2.4. Active Passive Safety & HVAC 6.1.2.5. Anti-Pollution Systems, Injection & Ignition 6.1.2.6. Advanced Diagnostics & Thermal Management 6.1.3. The Technician Training Package course material must include the following subjects: 6.1.3.1. Data interchange systems for accessing electronic manual updates;	

- 6.1.3.2. Driving techniques;
- 6.1.3.3. Diagnosis;
- 6.1.3.4. Identification of specific driver responsibilities;
- 6.1.3.5. 1st line tasks;
- 6.1.3.6. 2nd line tasks;
- 6.1.3.7. Preservation and reactivation; and
- 6.1.3.8. For Weapon Technicians only: Weapons mount inspection, installation, removal, and calibration.
- 6.1.4. The Operator and Technician Training Package course material must be amplified by colour illustrations, line drawings, and good quality colour pictures.
- 6.1.5. The Operator and Technician Training Package course material must not present any information that cannot also be found in the Technical Publication Package documents; those documents remain the primary reference for the equipment.
- 6.1.6. The Operator and Technician Training Package must include a **Student Handout** that includes the course material described above.
- 6.1.7. The Operator and Technician Training Package must include an **Instructor Lesson Plan** that includes the course material described above, speaker's notes, and outlines the following:
  - 6.1.7.1. Classroom's physical and functional requirements;
  - 6.1.7.2. Field area's physical and functional requirements;
  - 6.1.7.3. Training Session schedule, divided by course material subjects;
  - 6.1.7.4. Instructor/Student ratio for the course material subjects;
  - 6.1.7.5. Training materiel to be supplied by the Contractor;
  - 6.1.7.6. Training material to be supplied by Canada.
- 6.2. **GENERAL FORMAT**
  - 6.2.1. The Operator and Technician Training Package can be prepared in the Contractor's format while using C-01-100-100/AG-008 as guidance.
  - 6.2.2. No Contractor or sub-contractor logo, name, trademark, or other wording or device that may be interpreted as advertising must appear in the publication.
  - 6.2.3. The Operator and Technician Training Package **Student Handout** must have no more than three (3) slides per page of the course material, and have additional space and lines for note taking.
  - 6.2.4. The Operator and Technician Training Package **Instructor Lesson Plan** must have one (1) slide per page of the course material, with the speaker's notes below it.
- 6.3. **SOFT COPY FORMAT**
  - 6.3.1. The Operator and Technician Training Package soft copy format must be MS PowerPoint.
  - 6.3.2. **Soft Copy format submission size below 7MB** – The Operator and Technician Training Package may be submitted via email as follows:
    - 6.3.2.1. To Field: As per the related CDRL section 9.A. Addressee, as identified in the contract.
    - 6.3.2.2. Subject Field: LTV-ILS-206 – Operator and Technician Training Package – [Rev #] – [Date of Issue]
  - 6.3.3. **Soft Copy format submission size at or above 7MB** - The Operator and Technician Training Package file must be submitted to GC Collab or via the Contractor's secure electronic portal and be labelled as follows:
    - 6.3.3.1. Light Tactical Vehicle
    - 6.3.3.2. Operator Training Package;
    - 6.3.3.3. LTV-ILS-206;

6.3.3.4. The Revision number;  
6.3.3.5. The date of issue, and  
6.3.3.6. Part x of y.



### A3.25 DID – Stowage, Shipping, and Handling Instructions

DATA ITEM DESCRIPTION	
1. TITLE <b>Stowage, Shipping, and Handling Instructions</b>	2. IDENTIFICATION NUMBER <b>DID LTV-ILS-207</b>
3. DESCRIPTION The Stowage, Shipping, and Handling Instructions (SSHI) manual provides guidance for the safe stowage, shipping and handling of the equipment.	
4. RELATED DOCUMENTS <b>D-01-100-211/SF-000</b> <i>Preservation, Storage and Handling Instructions</i> <b>C-01-100-100/AG-008</b> <i>Writer's Guide for Technical Documentation</i>	5. CONTRACT REFERENCE <b>SOW: Para. 7.3.1.7.1</b> <b>CDRL: App. A2.2</b>
6. PREPARATION INSTRUCTIONS 6.1. <b>CONTENT</b> 6.1.1. The SSHI must contain the necessary data as outlined in Annex A Part 4 – <i>Handling and Shipping</i> of D-01-100-211/SF-000 for: 6.1.1.1. All standard means of conveyance: 6.1.1.1.1. Stowed on a generic flat trailer; 6.1.1.1.2. Rail transport; 6.1.1.1.3. Maritime transport; and, 6.1.1.1.4. Air Transport. 6.1.1.2. All standard means of handling: 6.1.1.2.1. Cranes; 6.1.1.2.2. Military Mobile Maintenance and Recovery Vehicles; 6.1.2. Data common to all means of conveyance and handling need not be repeated and can be grouped in a general section. 6.2. <b>GENERAL FORMAT</b> 6.2.1. The SSHI must be prepared in the Contractor's format while being in full conformance with the above-stated issue of C-01-100-100/AG-008. 6.2.2. The SSHI must have the National Defence Index of Documentation (NDID) number, provided to the Contractor by DND, on the top right corner of all the pages. 6.3. <b>SOFT COPY FORMAT</b> 6.3.1. The SSHI must be provided as a PDF file with searchable text that matches the printed publication's format and layout. Links, bookmarks, and thumbnails are to be included in the PDF file. All references made to a specific paragraph, figure, appendix must be appropriately linked. 6.3.2. Viewing the PDF version: pages, regardless of size, containing text and illustrations in landscape, must be rotated for electronic viewing, and reading in landscape. 6.3.3. <b>Soft Copy format submission size below 7MB</b> – The SSHI PDF and its native file may be submitted via email as follows: 6.3.3.1. To Field: As per the related CDRL section 9.A. Addressee, as identified in the contract. 6.3.3.2. Subject Field: LTV-ILS-207 – SSHI – [Rev #] – [Date of Issue] 6.3.4. <b>Soft Copy format submission size at or above 7MB</b> - The SSHI PDF and its native file must be submitted to GC Collab or via the Contractor's secure electronic portal and be labelled as follows:	

6.3.4.1. Light Tactical Vehicle  
6.3.4.2. SSHI;  
6.3.4.3. LTV-ILS-207;  
6.3.4.4. The Revision number;  
6.3.4.5. The date of issue, and  
6.3.4.6. Part x of y.

### A3.26 DID – SMP Vehicle and Equipment Data Summary

DATA ITEM DESCRIPTION	
1. TITLE <b>SMP Vehicle and Equipment Data Summary</b>	2. IDENTIFICATION NUMBER <b>DID LTV-ILS-208</b>
3. DESCRIPTION The Standard Military Pattern (SMP) Vehicle and Equipment Data Summary provides vehicle technical specifications and descriptive identification data for the equipment, in abbreviated form, suitable for management or staff planning.	
4. RELATED DOCUMENTS <b>D-01-100-200/SF-015</b> , <i>Preparation of Data Summaries for Standard Military Pattern Vehicles and Equipment</i> ; and, <b>C-01-100-100/AG-008</b> , <i>Writer's Guide for Technical Documentation</i>	5. CONTRACT REFERENCE <b>SOW: Para. 7.3.1.8.1</b> <b>CDRL: App. A2.2</b>
6. PREPARATION INSTRUCTIONS 6.1. <b>CONTENT</b> 6.1.1. The SMP Vehicle and Equipment Data Summary's content must be as outlined in D-01-100-200/SF-015, with the deviation that only line drawings must be used. Only applicable data points need to be included, i.e. the document must not contain "not applicable" or "n/a" markings. 6.2. <b>GENERAL FORMAT</b> 6.2.1. The SMP Vehicle and Equipment Data Summary must be prepared in the Contractor's format while being in full conformance with the above-stated issue of C-01-100-100/AG-008. 6.2.2. The SMP Vehicle and Equipment Data Summary must have the National Defence Index of Documentation (NDID) number, provided to the Contractor by DND, on the top right corner of all the pages. 6.3. <b>SOFT COPY FORMAT</b> 6.3.1. The SMP Vehicle and Equipment Data Summary must be provided as a PDF file with searchable text that matches the printed publication's format and layout. Links, bookmarks and thumbnails are to be included in the PDF file. All references made to a specific paragraph, figure, appendix must be appropriately linked. 6.3.2. <b>Soft Copy format submission size below 7MB</b> – The SMP Vehicle and Equipment Data Summary PDF and its native file may be submitted via email as follows: 6.3.2.1. To Field: As per the related CDRL section 9.A. Addressee, as identified in the contract. 6.3.2.2. Subject Field: LTV-ILS-208 – SMP Vehicle and Equipment Data Summary – [Rev #] – [Date of Issue] 6.3.3. <b>Soft Copy format submission size at or above 7MB</b> - The SMP Vehicle and Equipment Data Summary PDF and its native file must be submitted to GC Collab or via the Contractor's secure electronic portal and be labelled as follows: 6.3.3.1. Light Tactical Vehicle 6.3.3.2. SMP Vehicle and Equipment Data Summary; 6.3.3.3. LTV-ILS-208; 6.3.3.4. The Revision number; 6.3.3.5. The date of issue, and 6.3.3.6. Part x of y.	

### A3.27 DID – Provisioning Parts Breakdown

DATA ITEM DESCRIPTION	
1. TITLE <b>Provisioning Parts Breakdown</b>	2. IDENTIFICATION NUMBER <b>DID LTV-ILS-209</b>
3. DESCRIPTION <p>The Provisioning Parts Breakdown (PPB) is a top-down breakdown of the equipment in the configuration in which it is being procured.</p> <p>The Ready Pack Parts List is a list of essential spares and repair parts to support 10 LTVs with first and second line maintenance tasks for 30 days support.</p> <p>The RSPL includes any spare parts required for servicing, maintaining and repairing the LTVs at the first and second level of maintenance.</p> <p>The Special Tools &amp; Test Equipment (STTE) List provides a list of all Special Tools &amp; Test Equipment that are not in the DND inventory, required to maintain and operate the equipment.</p>	
4. RELATED DOCUMENTS <b>D-01-100-214/SF-000</b> <i>Specification for Preparation of Provisioning Documentation for Canadian Forces Equipment</i>	5. CONTRACT REFERENCE <b>SOW: Para. 7.4.3.1</b> <b>CDRL: App. A2.2</b>
6 PREPARATION INSTRUCTIONS 6.1 <b>CONTENT</b> <ul style="list-style-type: none"> <li>6.1.1 The PPB must be prepared in accordance with D-01-100-214/SF-000, with modifications listed below.</li> <li>6.1.2 The following data fields must be added to the PPB in accordance with the sample found below: <ul style="list-style-type: none"> <li>6.1.2.1 <i>Ready Pack Parts List</i>: This field is used to identify the quantity of essential spares and repair parts to support 10 LTVs with first and second line maintenance tasks for 30 days.</li> <li>6.1.2.2 <i>Recommended Spare Parts List (RSPL) 90 days, and two (2) years</i>: These two (2) fields identify the quantity of recommended spare parts required for servicing, maintaining and repairing the LTVs at the first and second level of maintenance. The first field is for a period of 90 days, and the second field is for a period of two (2) years.</li> <li>6.1.2.3 <i>Special Tools &amp; Test Equipment (STTE) List</i>: This is a list of all STTE that are not in the DND inventory, and are required to maintain and operate the equipment. The STTE List must be included in the PPB and identified under the appropriate header in the top-down breakdown of the equipment.</li> <li>6.1.2.4 <i>Quantity per End Item (QPEI)</i>: Between Fields number 9 and 10, refers to the total number of times the item is used in the whole prime equipment (A-level). This field may contain whatever number of numeric characters needed to show the quantities.</li> <li>6.1.2.5 <i>SPTD filename</i>: As the last Field, must contain the line item's applicable SPTD filename. This field may be whatever size adequate to fully show the data therein.</li> </ul> </li> <li>6.1.3 Common fasteners and hardware (items with "Y" indention code) must have an Item Name that describes their key characteristics so that equivalents can be identified from alternate sources, as possible within the mandated field size. Example: "Hex Head Screw M8 x 1.25mm, 30mm Lg, 18-8 SS".</li> <li>6.1.4 For clarity: <ul style="list-style-type: none"> <li>6.1.4.1 <i>Original Equipment Manufacturer's Part Number</i> refers only to the Contractor which DND has contracted to supply the equipment; data from sub-contractors for items that they did not manufacture or do not control are not permitted. This field may be left blank if no data is available, or if it is the same as the Manufacturer's Reference Number (MRN).</li> </ul> </li> </ul>	

6.1.4.2 *Quantity per Assembly (QPA)* refers to the number of times the item is used in the next higher assembly. For example, a C-level item's QPA will show the number of times it is used in its related B-level assembly, without being multiplied by the number of B-level assemblies.

6.1.4.3 *NATO Commercial and Government Entity (NCAGE)* Codes can be searched and requested through the NATO portal: <https://eportal.nspa.NATO.int/AC135Public/scage/CageList.aspx>.

6.1.5 The Source Maintenance and Recoverability (SMR) Codes are used to communicate maintenance and supply instructions to the various logistic support levels and user organizations for the logistic support of systems, equipment, and end items. The PPB SMR Codes must be chosen from the following list:

SMR Field Position	Code	Application/Explanation
First and Second Position Source Codes	PA	Item procured and stocked for anticipated or known usage. Items are normally considered for replenishment
	PC	Item procured and stocked, but is deteriorative in nature.
	PF	Support equipment which will not be stocked, but which will be centrally procured on demand.
	XA	Item is not procured or stocked because the requirements for the item will result in the replacement of the next higher assembly
	XC	Installation drawing, diagram, instruction sheet, or field Service drawing, that is identified by the manufacturers' part number.
Third Position Maintenance Codes	C	Support item is removed, replaced, used by the operator/crew.
	O	Support item is removed, replaced, or used at the Technician Maintenance level.
	K	Repairable item. Item is removed, replaced, or used at contractor facility.
Fourth Position Repair Codes	C	The lowest maintenance activity capable of complete repair of the support item is the operator/crew.
	O	The lowest maintenance activity capable of complete repair of the support item is the Technician Maintenance level.
	K	Repairable support item. Complete repair capability exists at a designated contractor facility.
	Z	Non-repairable.
Fifth Position Recoverability Codes	C	Repairable item. When uneconomically repairable, condemn and disposed by the operator/crew.
	Z	Non-repairable item. When item becomes unserviceable, condemn and disposed of by authorized activity.
	O	Repairable item. When uneconomically repairable, condemn and dispose at organizational activity.
	K	Repairable item. Condemnation and disposal to be performed at contractor facility.

## 6.2 GENERAL FORMAT

6.2.1 The PPB must be prepared as an MS Excel spreadsheet, formatted in accordance with D-01-100-214/SF-000, taking into account the modifications listed in para 6.1.2 above.

## 6.3 SOFT COPY FORMAT

6.3.1 **Soft Copy format submission size below 7MB** – The PPB may be submitted via email as follows:

6.3.1.1 To Field: As per the related CDRL section 9.A. Addressee, as identified in the contract.

6.3.1.2 Subject Field: LTV-ILS-209 – PPB – [Rev #] – [Date of Issue]

6.3.2 **Soft Copy format submission size at or above 7MB** - The PPB file must be submitted to GC Collab or via the Contractor's secure electronic portal and be labelled as follows:

6.3.2.1 Light Tactical Vehicle

6.3.2.2 Provisioning Parts Breakdown;

6.3.2.3 LTV-ILS-209;

6.3.2.4	The Revision number;
6.3.2.5	The date of issue, and
6.3.2.6	Part x of y.

### A3.28 DID – Supplementary Provisioning Technical Documentation

DATA ITEM DESCRIPTION	
1. TITLE <b>Supplementary Provisioning Technical Documentation</b>	2. IDENTIFICATION NUMBER <b>DID LTV-ILS-210</b>
3. DESCRIPTION The Supplementary Provisioning Technical Documentation (SPTD) fully identifies and describes part(s) that may be catalogued.	
4. RELATED DOCUMENTS <b>D-01-100-214/SF-000</b> <i>Specification for Preparation of Provisioning Documentation for Canadian Forces Equipment</i>	5. CONTRACT REFERENCE <b>SOW: Para. 7.4.3.2.1</b> <b>CDRL: App. A2.2</b>
6. <b>PREPARATION INSTRUCTIONS</b> 6.1. <b>CONTENT</b> 6.1.1. The Supplementary Provisioning Technical Documentation (SPTD) must be provided for each item appearing on the Provisioning Documentation, in accordance with D-01-100-214/SF-000. 6.1.2. The SPTD must include the technical data required for DND to classify and fully describe the item within the NATO codification system, allowing for item identification and cataloguing purposes. 6.2. <b>SOFT COPY FORMAT</b> 6.2.1. The SPTD must be submitted with filenames in the following format: (MRN)_(NCAGE)_(item name).(software extension). 6.2.2. <b>Soft Copy format submission size below 7MB</b> – The SPTD may be submitted via email as follows: 6.2.2.1. To Field: As per the related CDRL section 9.A. Addressee, as identified in the contract. 6.2.2.2. Subject Field: LTV-ILS-210 – SPTD – [Rev #] – [Date of Issue] 6.2.3. <b>Soft Copy format submission size at or above 7MB</b> – The SPTD must be submitted to GC Collab or via the Contractor's secure electronic portal and be labelled as follows: 6.2.3.1. Light Tactical Vehicle 6.2.3.2. SPTD; 6.2.3.3. LTV-ILS-210; 6.2.3.4. The Revision number; 6.2.3.5. The date of issue, and 6.2.3.6. Part x of y.	

### A3.29 DID – UID Data Submission

DATA ITEM DESCRIPTION	
1. TITLE <b>UID Data Submission</b>	2. IDENTIFICATION NUMBER <b>DID LTV-ILS-211</b>
3. DESCRIPTION Describes the required data elements associated with UII Marks and describes the data format required to facilitate data utilization by DND/CAF, and confirmation that UII is not duplicated within the DND Item Unique Identification Registry.	
4. RELATED DOCUMENTS <b>DND UID Submission Template (Error! Reference source not found. Error! Reference source not found.)</b> <b>D-02-002-001/SG-001</b> <i>Canadian Forces Standard – Identification Marking of Department of National Defence Materiel</i> <b>STANAG 2290/AAITP-08</b> <i>NATO Unique Identification of Items</i> <b>STANAG 2495/AAITP-03</b> <i>NATO Data Formats for Asset Tracking</i> <b>STANAG 4281/AAITP-05</b> <i>NATO Standard Marking for Shipment &amp; Storage</i> <b>STANAG 4329/AAITP-09</b> <i>NATO Standard Bar Code Handbook</i>	5. CONTRACT REFERENCE <b>SOW: Para. 7.6.3</b> <b>CDRL: App. A2.2</b>
6. PREPARATION INSTRUCTIONS 6.1. <b>CONTENT</b> 6.1.1. For UID-subject items, the UID Data Submission must include the following data: 6.1.1.1. Description (English); 6.1.1.2. Description (French); 6.1.1.3. NCAGE of item manufacturer; 6.1.1.4. Manufacturer current part number; 6.1.1.5. Manufacturer serial number; 6.1.1.6. Embedded Item (Y/N); 6.1.1.7. If an embedded item, parent item NCAGE of item manufacturer; 6.1.1.8. If an embedded item, parent item manufacturer part number; 6.1.1.9. If an embedded item, parent item manufacturer serial number; 6.1.1.10. If an embedded item, parent item Unique Item Identifier; 6.1.1.11. Unique Item Identifier of item; 6.1.1.12. Unique Item Identifier Type; 6.1.1.13. Issuing Agency Code; 6.1.1.14. Enterprise Identifier of entity assigning UII; 6.1.1.15. Item Original Part number (if UII is serialized within the part number); 6.1.1.16. Item Lot or Batch Number (if UII is serialized within the batch or lot), and 6.1.1.17. Serial number used in UII (if concatenated unique item identifier is used). 6.2. <b>SOFT COPY FORMAT</b>	



- 6.2.1. The UID Data Submission must be provided as a Microsoft Excel Spreadsheet file, with data presented in accordance with the UID Data Submission template (figure 1 below), including character limits shown.
- 6.2.2. **Soft Copy format submission size below 7MB** – The UID Data Submission may be submitted via email as follows:
- 6.2.2.1. To Field: As per the related CDRL section 9.A. Addressee, as identified in the contract.
- 6.2.2.2. Subject Field: LTV-ILS-211 – UID Data Submission – [Rev #] – [Date of Issue]
- 6.2.3. **Soft Copy format submission size at or above 7MB** – The UID Data Submission file must be submitted to GC Collab or via the Contractor's secure electronic portal and be labelled as follows:
- 6.2.3.1. Light Tactical Vehicle
- 6.2.3.2. UID Data Submission;
- 6.2.3.3. LTV-ILS-211;
- 6.2.3.4. The Revision number, and
- 6.2.3.5. The date of issue.

Description English	Description French	NCAGE (Manufacturer)	Manufacturer Current Part Number	Manufacturer Serial Number
CHAR 40	CHAR 40	CHAR 30	CHAR 30	CHAR 18

Embedded Item?	NCAGE (Manufacturer) - Parent Equipment	Manufacturer Part Number - Parent Equipment	Manufacturer Serial Number - Parent Equipment	Parent UII (if an embedded item)	Unique item identifier
(Y / N)	Mandatory if item installed in a parent item				
CHAR 1	CHAR 30	CHAR 30	CHAR 18	CHAR 50	CHAR 50

Unique item identifier type	Issuing agency code	Enterprise identifier of entity assigning UII	Original part number	Lot or batch number	Serial number used in UII
(UID1 / UID2 / VIN / GIAI / GRAI / ESN)	(0-9, LB, UN, D, LH, LD)		Conditional	Conditional	Conditional
CHAR 4	CHAR 4	CHAR 30	CHAR 40	CHAR 30	CHAR 30

**Figure 1: UID Data Submission template (columns across spreadsheet)**

### A3.30 DID – Controlled & Non-Controlled Goods List

DATA ITEM DESCRIPTION	
1. TITLE <b>Controlled &amp; Non-Controlled Goods List (CNCGL)</b>	2. IDENTIFICATION NUMBER <b>DID LTV-ILS-212</b>
3. DESCRIPTION <p><u>Controlled Goods Items</u> – The CNCGL identifies if the controlled goods end items, components and sub-components of the equipment are specifically designed and modified for military purpose, and provides the Demilitarization Instructions if required.</p> <p><u>Non-Controlled Goods Items</u> – The CNCGL still includes non-controlled goods end items, components and sub-components of the equipment, as they will still require a DMC assignment.</p>	
4. RELATED DOCUMENTS <b>C-02-007-000/AG-001</b> <i>Controlled Technology Access and Transfer (CTAT) Manual</i>	5. CONTRACT REFERENCE <b>SOW: Para. 7.7.1</b> <b>CDRL: App. A2.2</b>
6. PREPARATION INSTRUCTIONS 6.1. <b>CONTENT</b> 6.1.1. The CNCGL must identify end items accordingly, in accordance with C-02-007-000/AG-001: 6.1.1.1. For Canadian origin items, Canada's Export Control List (ECL) articles that apply in accordance with the Defence Product Act (DPA); 6.1.1.2. For US origin dual use, the Export Control Classification Number (ECCN) of the Commerce Control List that applies; 6.1.1.3. For US origin controlled goods also known as defence articles, the United States Munitions List (USML) Category and paragraph that apply in accordance with the International Traffic in Arms Regulations (ITAR); 6.1.1.4. For all other countries other than Canada and the USA, the category and article of the Wassenaar Control List that applies, and 6.1.1.5. All items require a Demilitarization Code (DMC). 6.2. <b>GENERAL FORMAT</b> 6.2.1. The CNCGL must be in spreadsheet format with the following columns: 6.2.1.1. Item name; 6.2.1.2. Manufacturer's Reference Part Number; 6.2.1.3. Ref para for Canadian origin items (ECL); 6.2.1.4. Ref para for US origin controlled goods (USML); 6.2.1.5. Demilitarization Code (DMC); 6.2.1.6. Formal Demilitarisation Instructions, if DMC is F; 6.2.1.7. Remarks. 6.3. <b>SOFT COPY FORMAT</b> 6.3.1. The CNCGL must be provided as an MS Excel Spreadsheet file. 6.3.2. <b>Soft Copy format submission size below 7MB</b> – The CNCGL may be submitted via email as follows: 6.3.2.1. To Field: As per the related CDRL section 9.A. Addressee, as identified in the contract.	

6.3.2.2. Subject Field: LTV-ILS-212 – CNCGL – [Rev #] – [Date of Issue]

6.3.3. **Soft Copy format submission size at or above 7MB** – The CNCGL file must be submitted to GC Collab or via the Contractor's secure electronic portal and be labelled as follows:

6.3.3.1. Light Tactical Vehicle

6.3.3.2. CNCGL

6.3.3.3. LTV-ILS-212;

6.3.3.4. The Revision number;

6.3.3.5. The date of issue, and

6.3.3.6. Part x of y.

### A3.31 DID – Packaging and Identification Labels for Storage and Shipment

DATA ITEM DESCRIPTION	
1. TITLE <b>Packaging and Identification Labels for Storage and Shipment</b>	2. IDENTIFICATION NUMBER <b>DID LTV-ILS-213</b>
3. DESCRIPTION The Packaging and Identification Labels for Storage and Shipment ensures that the labelling used to identify packages for items procured by DND and shipped to and stored at a Canadian facility comply with CAF specifications.	
4. RELATED DOCUMENTS <b>D-LM-008-011/SF-001</b> <i>Preparation and Use of Packaging Requirements Codes</i> <b>D-LM-008-036/SF-000</b> <i>Department of National Defence Minimum Requirements For Manufacturer's Standard Pack</i> <b>D-LM-008-002/SF-001</b> <i>Specification for Marking for Storage and Shipment</i> <b>D-01-400-002/SF-000</b> <i>Specification - Levels of Engineering Drawings</i> <b>CF271</b> <i>Form (MS Excel version provided by DND after contract award)</i> <b>STANAG 2290 / AAITP-08</b> <i>NATO Unique Identification of Items</i> <b>STANAG 4281 / AAITP-05</b> <i>NATO Standard Marking for Shipment &amp; Storage</i> <b>STANAG 2495 / AAITP-03</b> <i>NATO Data Formats for Asset Tracking</i>	5. CONTRACT REFERENCE <b>SOW: Para. 7.8.4</b> <b>CDRL: App. A2.2</b>
6. PREPARATION INSTRUCTIONS 6.1. <b>CONTENT AND GENERAL FORMAT</b> 6.1.1. The Identification Labels for Storage & Shipment design, populated with the appropriate data, must be provided as Level 1 drawings (see D-01-400-002/SF-000) and include dimensions to show the measurements as defined by D-LM-008-002/SF-001 (example: text size, bar code dimensions). 6.1.2. The Identification Labels for Storage & Shipment for serially managed items must include a UII in accordance with STANAG 2290 / AAITP-08. 6.1.2.1. The Identification Labels for Storage & Shipment must include UII mark data qualifier and data elements. 6.1.3. The Identification Labels for Storage & Shipment must include UII information in a machine-readable PDF417 bar code symbol which contains the UII (unit-level) and UII (bulk-level) contained within the package. 6.1.4. The Identification Labels for Storage & Shipment PDF417 packaging symbol must be in conformance with STANAG 4281 / AAITP-05; 6.1.5. The Identification Labels for Storage & Shipment must utilize syntax and semantics in conformance with STANAG 2495 / AAITP-03. 6.2. <b>SOFT COPY FORMAT</b> 6.2.1. The Identification Labels for Storage & Shipment designs must be provided as PDF files. 6.2.2. The Identification Labels for Storage & Shipment designs PDFs containing text and illustrations in landscape, must be rotated for electronic viewing and reading in landscape. 6.2.3. <b>Soft Copy format submission size below 7MB</b> – The Packaging and Identification Labels for Storage and Shipment may be submitted via email as follows: 6.2.3.1. To Field: As per the related CDRL section 9.A. Addressee, as identified in the contract.	

6.2.3.2. Subject Field: LTV-ILS-213 – Packaging and Identification Labels for Storage and Shipment – [Rev #]  
– [Date of Issue]

6.2.4. **Soft Copy format submission size at or above 7MB** – The Packaging and Identification Labels for Storage and Shipment files must be submitted to GC Collab or via the Contractor's secure electronic portal and be labelled as follows:

6.2.4.1. Light Tactical Vehicle;

6.2.4.2. Packaging and Identification Labels for Storage and Shipment;

6.2.4.3. LTV-ILS-213;

6.2.4.4. The Revision number;

6.2.4.5. The date of issue, and

6.2.4.6. Part x of y.

### A3.32 DID – Equipment Environmental Assessment

DATA ITEM DESCRIPTION	
1. TITLE <b>Equipment Environmental Assessment (EEA)</b>	2. IDENTIFICATION NUMBER <b>DID LTV-ILS-214</b>
3. DESCRIPTION The EEA identifies and documents potential environmental impacts of the equipment over the entire life-cycle and the associated mitigation measures required to reduce or eliminate them.	
4. RELATED DOCUMENTS	5. CONTRACT REFERENCE <b>SOW: Para. 8.5.1</b> <b>CDRL: App. A2.2</b>
6. PREPARATION INSTRUCTIONS 6.1. <b>CONTENT</b> 6.1.1. <b>Title Page</b> 6.1.1.1. Equipment Name and NSN (if available). 6.1.1.2. Assessment Contact: Name, title and company name of the author of the EEA. 6.1.2. <b>Executive Summary</b> 6.1.2.1. Provide a brief summary of potential environmental impacts and recommended mitigation measures for each life-cycle (test and evaluation following production, operation and maintenance, and demilitarization and disposal). 6.1.3. <b>Equipment Description</b> 6.1.3.1. Equipment description: Provide an overview of the equipment and identify each major sub-system as per the Equipment Breakdown Structure. 6.1.3.2. For each major sub-system, identify the following: 6.1.3.2.1. Hazardous substances that are incorporated into the equipment. Provide additional information in tabular form in Table 1. 6.1.3.2.2. Chemical products listed in Table 1. 6.1.3.2.3. Ionizing radiation sources (radioisotopes and x-ray), e.g. uranium, radon, plutonium and tritium etc. in Table 2. 6.1.3.2.4. Non-ionizing radiation sources (radiofrequency and lasers) in Table 2. 6.1.3.3. Provide Safety Data Sheets (SDS) that are less than three years old for all chemical products in accordance with WHMIS 2015 requirements in Annex A for all chemical products. 6.1.4. <b>Environmental Assessment</b> 6.1.4.1. For each lifecycle phase (test and evaluation following production, operation and maintenance, and demilitarization and disposal) discuss the following: 6.1.4.1.1. Lifecycle activities: Describe anticipated activities (including operator and maintenance tasks that are detailed in Contractor provided Technical Documentation) and identify if any of these activities have the potential to: release a polluting substance to air, water or land (e.g. exhaust emissions, hazardous waste, spills, etc.); impact human health; noise or vibration; and/or alter landscape features. Note: The scope of the EEA excludes activities related to the use of munitions. 6.1.4.1.2. Environmental impacts: Describe the potential environmental impacts identified above.	

6.1.4.1.3. Mitigation Measures: Describe mitigation measures to eliminate or reduce identified potential environmental impacts, including those that are part of the design, any warning devices, emission control equipment, spill response, safe handling and disposal procedures, training, PPE, labels on equipment, cautions and warnings in the Technical Documentation, monitoring or inspections, etc.

#### 6.1.5. Conclusions and Recommendations

6.1.5.1. Summarize the main environmental impacts and recommended mitigation measures.

#### 6.1.6. References

6.1.6.1. List references consulted in the completion of the tables (such as Canadian legislation, DND policies and procedures, technical documentation, etc.).

#### 6.1.7. Table 1 - Identification of Hazardous Substances and Chemical Products

Table 1 lists the integrated hazardous substances and chemical products that must be identified, if they are incorporated in the equipment design. The hazardous chemical products must have safety data sheets (SDS) which conform to WHMIS 2015, and must be provided in Annex A.

Integrated Hazardous Substances	NSN	Original OEM Part Number	Item Description	Location	Additional Details
Arsenic, Cadmium, Chromium VI, Cobalt, Lead, Radioactive metals					
Halocarbons – refrigerant and air-conditioning systems					Type and weight (kg). Global Warming Potential of Hydrofluorocarbons used for refrigerant applications.
Mercury and its compounds					Form of mercury (e.g. liquid, vapour) and weight (mg)
Polychlorinated Biphenyl (PCBs)					Form (liquid or solid), quantity (kg), volume (L) and concentration in ppm
Hazardous Chemical Products (SDS Required)	NSN	Original OEM Part Number	Ingredient	Chemical Abstract Service Number (CAS#)	Controls*
Halocarbons – Fire extinguishing systems					
Halocarbons – In aerosol Products					
Paints and related commodities (CARC and non-CARC)					
Fire-fighting Foams					
Cleaner and Degreasers					
POs (Petroleum, Oils, Lubricants)					
Adhesives					
Anti-seize					
Corrosion Inhibitor					
Decontaminant					
Detector Kit Chemical substances					

\*Controls: Identify if the substance is regulated under the Canadian Environmental Protection Act, targeted in Schedule 1, Toxic Substance List under CEPA and/or subject to the reporting requirements under the National Pollutant Release Inventory (NPRI).

#### 6.1.8. Table 2 – Identification of radiation sources and batteries

Table 2 lists the ionizing and non-ionizing radiation sources and batteries.

Categories	NSN	Original OEM Part Number	Item Description	Location *	Additional Details
Non-ionizing radiation					Type of electromagnetic energy (laser, microwave, radio frequency) and strength

Ionizing radiation					Type and quantity or activity level
Batteries					Type

\* Identify the system/sub-system where these items are located.

6.1.9. **Annex A – Safety Data Sheets SDS for all chemical products identified in the EEA**

6.2. **SOFT COPY FORMAT**

6.2.1. The EEA must be provided as a PDF file.

6.2.2. **Soft Copy format submission size below 7MB** – The EEA may be submitted via email as follows:

6.2.2.1. To Field: As per the related CDRL section 9.A. Addressee, as identified in the contract.

6.2.2.2. Subject Field: LTV-ILS-214 – EEA – [Rev #] – [Date of Issue]

6.2.3. **Soft Copy format submission size at or above 7MB** – The EEA file must be submitted to GC Collab or via the Contractor's secure electronic portal and be labelled as follows:

6.2.3.1. Light Tactical Vehicle

6.2.3.2. EEA

6.2.3.3. LTV-ILS-214;

6.2.3.4. The Revision number;

6.2.3.5. The date of issue, and

6.2.3.6. Part x of y.



# **Light Tactical Vehicle (LTV)**

**Request for Proposal  
W8476-246786/C**

**Part 7 – RESULTING CONTRACT**

**Annex A – Statement of Work**

**Appendix A4 – Commercial (OEM) Engineering Drawings and  
Associated Lists**

## **A4.0 Appendix: Commercial (OEM) Engineering Drawings and Associated Lists**

### **A4.1 General**

A4.1.1 The Contractor must provide Engineering Drawings, Associated Lists and Reference Documents in accordance with the following requirements and in the final form specified below.

#### **A4.1.2 Technical Data Action Notice (TDAN) Number**

A4.1.2.1 A TDAN number will be assigned to control the acquisition of all Engineering Drawings and Associated Lists produced under this contract. TDAN numbers will be assigned upon request by Director Supply Chain Operations (DSCO) 4-6 individually as required.

#### **A4.1.3 New and Existing Drawings**

A4.1.3.1 When required, the Contractor must prepare and deliver new Engineering Drawings and Associated Lists which meet the design disclosure and legibility requirements of the specified level as defined by the Canadian Forces Engineering Drawings and Associated Lists specification D-01-400-002/SF-000.

A4.1.3.2 Existing Contractor Drawings being provided as part of the Engineering Drawing Package must meet the requirements of paragraph 3.2 of D-01-400-002/SF-000. In the event that Contractor Drawings do not meet the specified requirements the Contractor must rework the drawings to ensure that the requirements are met.

A4.1.3.3 Drawing Levels

A4.1.3.3.1 Level 1 – Conceptual and Developmental Design

A4.1.3.3.2 Level 2 – Production Prototype and Limited Production

#### **A4.1.4 Drawing Practices**

A4.1.4.1 Drawing practices must be in accordance with ASME Y14.100.

### **A4.2 Data Lists**

A4.2.1 The Contractor must provide Data Lists complete with Cover Sheets, prepared in accordance with ASME Y14.34M and supplied along with the Engineering Drawings. Data Lists must be prepared at the item level of assembly (and/or end item) declared for future production by the Technical Authority. Cover sheets must be prepared as sheet one (1) of the Data List.

### **A4.3 Reference Documents**

A4.3.1 The Contractor must include reference documents called up on the Engineering Drawings (excepting those, which are government, society and readily available industrial specifications or standards) as part of the Engineering Drawings and Associated Lists.

#### **A4.4 TDAN**

- A4.4.1 The Contractor must prepare a TDAN listing all Drawings and Associated Lists delivered as a result of the contract. A sample TDAN can be provided upon request.

#### **A4.5 Drawing System**

- A4.5.1 The Contractor must use a mono-detail drawing system.

#### **A4.6 Drawing Types**

- A4.6.1 The Contractor must provide the necessary types of drawings that will satisfy the sophistication of the specified drawing level. Drawing types selected must be in accordance with ASME Y14.24. Type selection must be subject to the approval of both the DND Technical Authority and DSCO 4-6.

#### **A4.7 Control Drawings**

- A4.7.1 The Contractor must prepare Control Drawings as defined in ASME Y14.24, for commercial items approved for use in the design, which are not defined by Government or nationally recognized industrial specifications and standards.

#### **A4.8 Family-Tree Drawing(s)**

- A4.8.1 When required, the Contractor must prepare Family-Tree Drawing(s) of the complete configuration of the Engineering Drawing Package and it must be subject to the approval of both the DND Technical Authority and DSCO 4-6.

#### **A4.9 Units of Measure**

- A4.9.1 The DND Technical Authority will determine the units of measure (metric or Imperial).
- A4.9.2 Metric drawings produced by the Contractor must comply with ASTM SI10 American National Standard for Metric Practice.

#### **A4.10 Controlled Goods Identification**

- A4.10.1 The Contractor must mark all drawings and Associated Lists with the appropriate Controlled Goods Identification. These e-stamps can be obtained from DSCO 4-6. The DND Technical Authority will determine the Controlled Good status of the drawings and lists.

#### **A4.11 Integration**

- A4.11.1 The Contractor must integrate the new and existing drawings to form a complete Engineering Drawing Package.

#### **A4.12 Quality Assurance Provisions**

- A4.12.1 Quality of the Engineering Drawings and Associated Lists delivered on this contract is the responsibility of the Contractor and subject to the quality requirements of the contract.

#### **A4.12.2 Acceptance**

- A4.12.2.1 Acceptance of the Engineering Drawings, Associated Lists and Reference Documents for technical content requirements will be the responsibility of the DND Technical Authority. Acceptance of the Engineering Drawings, Associated Lists, Reference Documents and Electronic Data Deliverables for format requirements will be DSCO 4-6.

#### **A4.12.3 Interim Deliverables for Acceptance Purposes**

##### **A4.12.3.1 Level 1 – Conceptual and Developmental Design**

- A4.12.3.1.1 The Contractor must provide Level 1 Engineering Drawings, Associated Lists and Reference Documents to the Technical Authority upon completion.

##### **A4.12.3.2 Level 2 – Production Prototype and Limited Production**

- A4.12.3.2.1 Following acceptance of the Level 1 Engineering Drawings, Associated Lists and Reference Documents, the Contractor must provide Level 2 Engineering Drawings, Associated Lists and Reference Documents to the Technical Authority.

### **A4.13 Final Deliverable**

- A4.13.1 Upon acceptance, the Contractor must provide Level 2 Engineering Drawings, Associated Lists and Reference Data in soft copy form as outlined herein.

#### **A4.13.2 Soft Copy Deliverables**

- A4.13.2.1 The Contractor must include the Engineering Drawings, Associated Lists, Reference Data and the associated Metadata in electronic format.

#### **A4.13.3 Engineering Drawings**

- A4.13.3.1 The Contractor must provide Engineering Drawings as a PDF file (Raster) as detailed herein. Multi-sheet drawings must be delivered as one (1) file.

#### **A4.13.4 Associated Lists**

- A4.13.4.1 The Contractor must provide Associated Lists as a PDF file.

#### **A4.13.5 Reference Documents**

- A4.13.5.1 The Contractor must provide Reference Documents as a PDF file.

#### **A4.13.6 TDAN**

- A4.13.6.1 The Contractor must provide the TDAN, complete with contractor's signature, as a PDF file, with the final deliverables.

#### **A4.13.7 Metadata**

- A4.13.7.1 The Contractor must provide Metadata (the data that describes data objects) for all Engineering Drawing, Associated Lists and Reference Data deliverables. Metadata records must contain the information shown in Table: Index Fields below. Metadata must be delivered as a Microsoft Access database shown at Figure 1 and 2 below.

#### A4.13.8 Database Table

- A4.13.8.1 The Contractor must deliver each file with a corresponding database record. Metadata for both Raster and Vector files must be prepared when applicable.
- A4.13.8.2 The Contractor must enter all records into a single Microsoft Access database table. Fields without corresponding information must remain blank.
- A4.13.8.3 The Contractor must name the Microsoft Access database file with the Batch number (see Table: Index Fields).

#### TABLE INDEX FIELDS

Order	Field Name	Max Field Length	Field Definition / Description	Example Entry
1	<b>FILENAME</b> (all one word)	12 (8.3)	Name of electronic file - unique filename for uploading in database. Alpha characters must be uppercase.	<b>L9775457-1.PDF</b>
2	<b>BATCHNO</b> (all one word)	8	Batch number - used for uploading files in database. Batch number will be issued by DSCO 4-6. Alpha characters must be uppercase.	<b>LZ001</b>
3	<b>DOCUMENTNO</b> (all one word)	25	This field must contain the document number.	<b>9775457</b>
4	<b>REVISION</b>	3	Letter or number indicating the revision level. If there is no rev, indicate with dash ("-")	<b>B</b>
5	<b>SHEETNO</b> (all one word)	3	Sheet number x to y.	<b>1-5</b>
6	<b>NOOFSHEETS</b> (all one word)	3	Sheet number x to y. Enter the value of y.	<b>5</b>
7	<b>FRAMENO</b> (all one word)	3	This field must be left blank.	
8	<b>NOOFFRAMES</b> (all one word)	3	This field must be left blank.	
9	<b>NSCM</b>	5	This field must contain the NATO Supply Code for Manufacturers (NSCM) of the Owner of the data. (Also known as FSCM, CAGE or NCAGE code.)	<b>35907</b>
10	<b>SIZE</b>	2	This field contains the document size. -For imperial sizes use A, B, C, D, E, F, G, H, J, K and LE (for legal) -For metric sizes use A4, A3, A2, A1, A0 and B1.	<b>A2</b>

11	<b>ADDITIONALIDENTIFIER</b> (all one word)	10	This open field must be used when two (2) or more documents have the same document number but are different documents.  e.g. Document 12345, Document 12345 DCR 001, then "DCR 001" would be entered in this field. When field is not applicable, leave blank.	<b>DCR-001</b>
12	<b>DATARIGHTS</b> (all one word)	1	The data rights as specified in the contract. "L" for "LIMITED" or "U" for "UNLIMITED"	<b>U</b>
13	<b>DOCUMENTTITLE</b> (all one word)	240	Title of document. (i.e. Drawing title)	<b>BRACKET ASSY</b>
14	<b>TDANNO</b> (all one word)	12	This field must be used to enter the TDAN number assigned for the project.	<b>174471XXX</b>
15	<b>ERN</b>	12	This field must be used for the Equipment Registration Number (ERN).	<b>30-650-000</b>
16	<b>EAC</b>	8	This field must be left blank.	
17	<b>EQUIPMENT</b>	75	Name of the Equipment.	<b>BISON</b>
18	<b>CTAT</b>	1	If the data is "Not Controlled", DM Code "A" must be entered. If the data is "Controlled Goods", DM Code "D" must be entered.	<b>A or D</b>
19	<b>PROJECTNAME</b>	30	This field must be used for "Controlled Goods" data and will be filled in by DSCO 4-6. This field must be left blank.	

#### A4.14 File Formats for Raster Data

A4.14.1 The Contractor must provide raster image data in PDF format, and meet the following requirements:

##### A4.14.2 Image Size

A4.14.2.1 Raster images for drawings/associated lists must retain the sheet size of the Master/Native file.

##### A4.14.3 Image Colour

A4.14.3.1 Images must be black on white background.

##### A4.14.4 File Names/Batch Number Allocation

A4.14.4.1 File names must be made up from the document number by adding a prefix (L for LAND, A for AIR and M for MARITIME). Batch numbers must be requested from DSCO 4-6.

FILENAME	BATCH NO	DOCUMENT NO	REVISION	SHEET NO	NO OF SHEETS	FRA ME NO	NO OF FRAMES	NSCM	SIZE	ADDITIONAL IDENTIFIER	DATA RIGHTS	TDANNO	DOCUMENTTITLE	ERN	EAC	EQUIP	CTAT	PROJECTNAME
LDL-9775457-1.pdf	LZ001	DL-9775457-1	-	1-2	2			35907	A4		U	174471137	BRACKET ASSY				A	
LDL-9775457-1.doc	LZ001	NATDL-9775457-1	-	1-2	2			35907	A4		U	174471137	BRACKET ASSY				A	NATIVE FILES
L9775457.pdf	LZ001	9775457	-	1-5	5			35907	A1		U	174471137	BRACKET ASSY				A	NATIVE FILES
L9775457.dwg	LZ001	NAT9775457	-	1-5	5			35907	A1		U	174471137	BRACKET ASSY				A	NATIVE FILES
L9775458.pdf	LZ001	9775458	-	1	1			35907	A0		U	174471137	BRACKET ASSY				A	NATIVE FILES
*L9775457.zip	LZ001	NAT9775457	-	1	1			35907	1		U	174471137	BRACKET ASSY				A	NATIVE FILES

\*Combine 3D CAD native files (Solid Works, Solid Edge, Inventor...) in .zip file using the top level drawing number as the file name.

### File Naming Convention

File Name	Description
LDL-9775457-1.pdf	Data List no DL-9775457-1, Sheet 1 to 2, Rev -
LDL-9775457-1.doc	Data List no DL-9775457-1, Sheet 1 to 2, Rev -
L9775457.pdf	Drawing no 9775457, Sheet 1 to 5, Rev -
L9775457.dwg	Drawing no 9775457, Sheet 1 of 5, Rev -
L9775458.pdf	Drawing no 9775458, Sheet 1 of 1, Rev -
L9775457.zip	*Native CAD Model Files, all files & sheets, Rev - <input type="checkbox"/>

### Filename Prefixes

A, L or M9775457.pdf [(A)ir, (L)and or (M)aritime + 9775457 = Document Number]

**FIGURE 1 METADATA EXAMPLE (New Drawings & Associated Lists)**

FILENAME	BATCH NO	DOCUMENT NO	REVISION	SHEET NO	NO OF SHEETS	FRAME NO	NO OF FRAMES	NSCM	SIZE	ADDITIONAL IDENTIFIER	DATA RIGHTS	TDANNO	DOCUMENTTITLE	ERN	EAC	EQUIP	CTAT	PROJECTNAME
LDL-9775457-1-A.pdf	LZ001	DL-9775457-1	A	1-2	2			35907	A4		U	174471137	BRACKET ASSY				A	
LDL-9775457-1-A.doc	LZ001	NATDL-9775457-1	A	1-2	2			35907	A4		U	174471137	BRACKET ASSY				A	NATIVE FILES
L9775457-A.pdf	LZ001	9775457	A	1-5	5			35907	A1		U	174471137	BRACKET ASSY				A	
L9775457-A.dwg	LZ001	NAT9775457	A	1-5	5			35907	A1		U	174471137	BRACKET ASSY				A	NATIVE FILES
L9775458-B.pdf	LZ001	9775458	B	1	1			35907	A0		U	174471137	BRACKET ASSY				A	
* L9775457-A.zip	LZ001	NAT9775457	A	1	1			35907	1		U	174471137	BRACKET ASSY				A	NATIVE FILES

\*Combine 3D CAD native files (Solid Works, Solid Edge, Inventor...) in .zip file using the top level drawing number as the file name.

### File Naming Convention

File Name	Description
LDL-9775457-1-A.pdf	Data List no DL-9775457-1, Sheet 1 to 2, Rev A
LDL-9775457-1-A.doc	Data List no DL-9775457-1, Sheet 1 to 2, Rev A
L9775457-A.pdf	Drawing no 9775457, Sheet 1 to 5, Rev A
L9775457-A.dwg	Drawing no 9775457, Sheet 1 of 5, Rev A
L9775458-B.pdf	Drawing no 9775458, Sheet 1 of 1, Rev B
L9775457-A.zip	*Native CAD Model Files, all files & sheets, Rev A

### Filename Prefixes

A, L or M9775457.pdf [(A)ir, (L)and or (M)aritime + 9775457 = Document Number]

**FIGURE 2 METADATA EXAMPLE (Revised Drawings & Associated Lists)**



# **Light Tactical Vehicle (LTV)**

**Request for Proposal  
W8476-246786/C**

**Part 7 – RESULTING CONTRACT**

**Annex A – Statement of Work**

**Appendix A5 – Mission Profile**

## **A5.0 Appendix: Mission Profile**

### **A5.1 Scope**

#### **A5.1.1 Purpose**

- A5.1.1.1 The purpose of this document is to define the Mission Profile of the Light Tactical Vehicle (LTVs) being acquired for use by the Department of National Defence (DND).

#### **A5.1.2 Background**

- A5.1.2.1 The LTVs are required to enhance tactical maneuver capability to DND operators while conducting assigned missions and tasks. The LTVs are a tactical mobility vehicle designed to rapidly move operators equipped with personal protective equipment, personal weapons, and combat supplies in complex terrain.

### **A5.2 Mission Profile**

#### **A5.2.1 General**

- A5.2.1.1 This vehicle will be used in a permissive and a semi-permissive threat environments and is expected to be off-road 70% of the time.
- A5.2.1.2 The LTV is expected to operate in a wide variety of temperatures (-40 C to + 49 C) and climates, from temperate to the extremes found in desert or tropical climates (humidity ranging from 0 to 100 %).
- A5.2.1.3 Furthermore, a combination of urban or rural environments situated within mountainous, plains, jungle and woodland areas should be expected.
- A5.2.1.4 The LTV will operate on roads of varying quality ranging from paved highways, dirt trails and in most cases broken and/or uneven ground.

#### **A5.2.2 Annual Mileage Accumulation**

- A5.2.2.1 It is anticipated that the annual average mileage accumulation per vehicle in a three-year cycle with two years of routine operations (reconstitution and normal training) and one year of high readiness will be 16000 km/year.

#### **A5.2.3 Reconnaissance / Surveillance**

- A5.2.3.1 The LTV will be used 25% of the time for reconnaissance and surveillance, which does not translate to 25% of the annual mileage. The average daily activity levels are:

##### **A5.2.3.1.1 Travelling 20 km sub-divided over the following terrain:**

- A5.2.3.1.1.1 Primary (paved) and secondary roads (convoy speed 100 km/h): 6 km
- A5.2.3.1.1.2 Trails and un-improved roads (average speed 50 km/h): 5 km

- A5.2.3.1.1.3 Medium (gently rolling) cross-country (average speed 35 km/h): 7 km
- A5.2.3.1.1.4 Marginal terrain/severe cross-country (best possible speed): 2 km
- A5.2.3.1.2 Engine Active - 2hrs; Idle - 10 hrs; Off - 12 hrs;
- A5.2.3.1.3 Communication Systems On - 24 hrs;
- A5.2.3.1.4 Navigation System On while travelling only;
- A5.2.3.1.5 Driver's Vision Enhancement On while travelling in periods of darkness, and
- A5.2.3.1.6 Engine Starts Average of 12 engine starts per day.
- A5.2.4 Tactical
  - A5.2.4.1 The LTV will be used 75% of the time for tactical, which does not translate to 75% of the annual mileage. The daily activity levels are:
    - A5.2.4.1.1 Travelling 200 km sub-divided over the following terrain:
      - A5.2.4.1.1.1 Primary (paved) and secondary roads (convoy speed 100 km/h): 60 km
      - A5.2.4.1.1.2 Trails and un-improved roads (average speed 50 km/h): 40 km
      - A5.2.4.1.1.3 Medium (gently rolling) cross-country (average speed 35 km/h): 60 km
      - A5.2.4.1.1.4 Medium cross-country (at minimum speed of 5 km/h): 20 km
      - A5.2.4.1.1.5 Marginal terrain/severe cross-country (best possible speed): 20 km
      - A5.2.4.1.1.6 Shallow fording: 3 times (no preparation required)
      - A5.2.4.1.1.7 Ascend and descend 20 m grade of 60%: 5 times
      - A5.2.4.1.1.8 Stop, shut down and start on 60% grade: once
      - A5.2.4.1.1.9 Traverse a 100m 30% side slope: (each direction) 5 times
      - A5.2.4.1.1.10 Recovery: once / tactical
    - A5.2.4.1.2 Engine Active - 12 hrs; Idle - 8 hrs; Off - 4 hrs.
    - A5.2.4.1.3 Communications on – 24 hrs.
    - A5.2.4.1.4 Navigation System On while travelling only
    - A5.2.4.1.5 Driver Vision Enhancement On while travelling in periods of darkness
    - A5.2.4.1.6 Engine Starts Average of 12 engine starts per day.

A5.2.5 Effects

A5.2.5.1 Roof Weapon Mount Assemblies:

A5.2.5.1.1 M2 0.50 calibre – 1000 rounds total and 600 rounds ready; or

A5.2.5.1.2 C16 40 mm – 128 rounds total and 64 rounds ready

A5.2.5.2 Door Weapon Mounts:

A5.2.5.2.1 C6 7.62 mm and/or C9 5.56 mm – 1760 rounds total 660 rounds ready

# **Light Tactical Vehicle (LTV)**

**Request for Proposal  
W8476-246786/C**

**Part 7 – RESULTING CONTRACT**

**Annex A – Statement of Work**

**Appendix A6 – Concept of Support**

## A6.0 Appendix Concept of Support

### A6.1 General

- A6.1.1 The LTV will be supported by trained Canadian Armed Forces (CAF) personnel at the first and second levels of maintenance for the life of the vehicle.
- A6.1.2 Interim and initial provisioning spare parts will be obtained on an “as and when requested” basis through the AWR process.
- A6.1.3 Contractor support may be required on an “as and when requested” basis through the AWR process for repairs that Canada is unable to complete.

### A6.2 Maintenance Support

- A6.2.1 Canada will be responsible to support the LTV up to second level repairs as defined in B-GL-342-002/FP-001 Land Equipment Management System (LEMS) and tasks that are third and fourth level may require Contractor support on an “as and when requested” basis through the AWR process.
- A6.2.2 In accordance with Section 3 of B-GL-342-002/FP-001, the LTV will be maintainable by CAF operators and technicians in a field environment as prescribed for each item of equipment:
  - A6.2.2.1 **Operator Maintenance** – consisting of maintenance that will not require Special Tools and Test Equipment (STTE) to complete, as well as equipment cleaning. Task duration is generally less than one (1) hour.
  - A6.2.2.2 **Technician Maintenance, First Line** – consisting of preventive and minor corrective maintenance tasks by repair or replacement of parts and could require STTE to complete this maintenance. Task duration is generally less than four (4) hours.
  - A6.2.2.3 **Technician Maintenance, Second Line** – consisting of corrective maintenance requiring additional tools, specialized personnel, STTE, controlled environmental conditions or specific infrastructure requirements. Task duration is generally between four (4) and 24 hours.
  - A6.2.2.4 **Contractor, Third and Fourth Line** – consisting of corrective maintenance tasks, reconditioning of assemblies and component rebuilds.

### A6.3 Provisioning Documentation

- A6.3.1 The Provisioning Documentation (PD) lists and describes in detail the parts that make up the LTV as well as all specialized and specific items required to support the use and maintenance of the LTV. The PD allows the LTV Integrated Logistics Support Manager (ILSM) to plan and implement a sparing and support strategy.
- A6.3.2 Included in the PD are all the procurable parts — either from the Contractor or a third-party — of the LTV to the lowest replaceable unit. Also considered procurable parts are the consumables required to operate and maintain the LTV (chemicals, specific lubricants,

etc.) and specialized equipment (special tools, training aids, transport containers, etc.) specific to the LTV.

## A6.4 Supply Support

A6.4.1 The concept of support includes the supply of repair parts and STTE required to maintain the LTVs.

### A6.4.1.1 Spare Parts

#### A6.4.1.1.1 Ready Packs

A6.4.1.1.1.1 A Ready Pack must contain sufficient spare parts and repair parts to support 10 LTVs with first and second-line maintenance tasks for 30 days.

A6.4.1.1.1.2 The Contractor must deliver four (4) Ready Packs to support the initial deployment of LTVs on operations.

#### A6.4.1.1.2 90 days of Spare Parts

A6.4.1.1.2.1 The 90 days' worth of Spare Parts are required for servicing, maintaining and repairing the LTVs at the first and second level of maintenance during an interim period before Initial Provisioning.

#### A6.4.1.1.3 Initial Provisioning

A6.4.1.1.3.1 Initial Provisioning is the range of spares required to support the LTV during an initial service period of two (2) years.

A6.4.1.1.4 All spare parts provided by the Contractor must have a minimum of 90% of its OEM shelf life remaining before expiration.

### A6.4.1.2 Special Tools and Test Equipment (STTE)

A6.4.1.2.1 STTE is used for technician level maintenance of the LTVs during operations.

A6.4.1.2.2 The Contractor must deliver six (6) sets of STTE. Two (2) sets of STTE must be delivered within 30 days of the contract award.

# **Light Tactical Vehicle (LTV)**

**Request for Proposal  
W8476-246786/C**

**Part 7 – RESULTING CONTRACT**

**Annex A – Statement of Work**

**Appendix A7 – LTV Final Acceptance**



## **A7.0 Appendix: LTV Final Acceptance**

### **A7.1 LTV Final Acceptance**

A7.1.1 Final Design Acceptance (FDA) for a variant must be achieved before that variant can begin the LTV final acceptance process.

A7.1.2 LTV final acceptance of each vehicle is achieved when the following is complete:

A7.1.2.1 Prior to the shipment of LTVs the Contractor must provide DND with an electronic copy of the following documents. A paper copy must be delivered with each LTV:

A7.1.2.1.1 All completed DND 2227 – Supply Document forms (as applicable to each specific vehicle);

A7.1.2.1.2 Contractor's checklist of verification and acceptance procedures, and

A7.1.2.1.3 A copy of all signed inspection reports once completed, including CF-1280 signed upon completion of pre-delivery inspection.

A7.1.2.2 The Contractor must ensure that each LTV contains at least one-quarter tank of commercial fuel at the time of delivery.

A7.1.2.3 The Contractor must ensure that the approved version of the Operator Quick Reference Card, A3.20 DID – Operator Quick Reference Card, is in each vehicle at the time of delivery.

A7.1.2.4 The Contractor must have a Field Service Representative (FSR) present at the point of delivery to witness the unloading and final acceptance procedures by DND. The assigned FSR must have the authority to complete all actions on site as detailed below:

A7.1.2.4.1 The odometer must read less than 50 km for each LTV.

A7.1.2.4.2 The DND personnel at the point of delivery must confirm that the Contractor has signed Block 17 of the CF-1280, Certificate of Release, Inspection, and Acceptance.

A7.1.2.4.3 The DND personnel at the point of delivery must confirm that the DND Quality Assurance Representative (QAR) has signed Block 18 of the CF-1280, Certificate of Release, Inspection, and Acceptance.

A7.1.2.4.4 Upon receipt of the LTVs, the DND personnel must verify each vehicle's VIN and install the Canadian Forces Registration (CFR) plate.

A7.1.2.4.5 The DND personnel must carry out an inspection for each LTV. This includes a total inspection of equipment using a DND 2027 (E/F) – LEMS Equipment Inspection Report – Personnel and Load Carrying Wheeled Vehicles. A completed copy will be provided to the Contractor by DND.

- A7.1.2.4.6 The DND personnel must verify the integrity of each LTV and ensure it fits the expected quality standard.
- A7.1.2.4.7 Any work or corrective actions required to be taken prior to acceptance must be done by the FSR at the point of delivery with support from the DND personnel.
- A7.1.2.4.8 The DND personnel with the appropriate authority will sign Block 19 of the CF-1280, Certificate of Release, Inspection, and Acceptance. This form signifies the transfer of ownership and the start of any applicable warranty period for the equipment.

## A7.2 Exceptional Process

- A7.2.1.1 Due to the urgency of fielding an initial capability for Operation REASSURANCE, Canada may accept delivery of the IOC vehicles before the conclusion of the VDSO process provided they meet the following conditions:
  - A7.2.1.1.1 The vehicles proposed for IOC must have achieved design acceptance as detailed in 4.3.1 Initial Operational Capability (IOC) Acceptance.

# **Light Tactical Vehicle (LTV)**

**Request for Proposal  
W8476-246786/C**

**Part 7 – RESULTING CONTRACT**

**Annex A – Statement of Work**

**Appendix A8 – Environmentally Preferable Packaging  
Definitions**

## **A8.0 Appendix: Environmentally Preferable Packaging Definitions**

### **A8.1 Definitions**

- A8.1.1 Excluded Material: Environmentally preferable material alternatives for packaging tape are not widely available. As a result, packaging tape is excluded from the environmentally preferable packaging specifications until the market has progressed and studies become available to determine otherwise.
- A8.1.2 Recyclable Packaging: Packaging or a packaging component is recyclable if its successful post consumer collection, sorting, and recycling is proven to work in practice and at scale. This means that there is an existing (collection, sorting and recycling) system in place that actually recycles the packaging and that covers significant and relevant geographical areas as measured by population size. (Source: adapted from the [New Plastics Economy Global Commitment](#)) (2023-09-07) (emballage recyclable).
- A8.1.3 Recyclable: Capable of being diverted from the waste stream through available processes and programs and can be collected, sorted, processed and returned to use in the form of raw materials or products. (Source: [CAN/CSA-ISO 14021, Clause 7.7.1](#)) (2023-09-07) (recyclable)
- A8.1.4 Returnable (to the vendor or supplier): There is an existing and functional program in place for the packaging to be returned to the vendor or supplier to reuse, refill, or recycle at no additional cost to the client. (2023-09-07) (consigné (à renvoyer au vendeur ou au fournisseur))
- A8.1.5 Reusable (by the client): Designed to be used multiple times for the same purpose without losing its original functionality, physical capability or quality. A characteristic of a product or packaging that has been conceived and designed to accomplish within its life cycle a certain number of trips, rotations or uses for the same purpose for which it was conceived. (Source: [CAN/CSA-ISO 14021, Clause 7.12.1.1](#)) (2023-09-07) (réutilisable (par le client))

# **Light Tactical Vehicle (LTV)**

**Request For Proposal  
W8476-246786/C**

**Part 7 – RESULTING CONTRACT**

**Annex B – Price and Delivery**

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**Scenario A – This table is only applicable in the event the proposed IOC Vehicle is of a Personnel configuration.**

**Table 1 – Vehicles, Ancillary Equipment, STTE and Ready Pack**

Contract Line Item Number (CLIN)	Deliverable End Item (DEI)	Quantity	Unit of Issue	Unit Price \$CAD	Extended Price \$CAD	Delivery Destinations
1001	LTV-IOC	36	EA	\$xxx,xxx.xx	\$xxx,xxx.xx	FCA
1002	LTV-P	18	EA	\$xxx,xxx.xx	\$xxx,xxx.xx	25 CFSD
1003	LTV-C	36	EA	\$xxx,xxx.xx	\$xxx,xxx.xx	25 CFSD
1004	M2 Weapon Mount Assembly (IOC)	5	EA	\$xxx,xxx.xx	\$xxx,xxx.xx	25 CFSD
1005	C9 Weapon Mount Assembly (IOC)	5	EA	\$xxx,xxx.xx	\$xxx,xxx.xx	25 CFSD
1006	C6 Weapon Mount Assembly (IOC)	5	EA	\$xxx,xxx.xx	\$xxx,xxx.xx	25 CFSD
1007	C16 Weapon Mount Assembly (IOC)	5	EA	\$xxx,xxx.xx	\$xxx,xxx.xx	25 CFSD
1009A	LTV STTE (IOC)	2	KT	\$xxx,xxx.xx	\$xxx,xxx.xx	FCA
1009B	LTV STTE	4	KT	\$xxx,xxx.xx	\$xxx,xxx.xx	25 CFSD
1010	LTV Ready Pack (IOC)	4	LOT	\$xxx,xxx.xx	\$xxx,xxx.xx	FCA
TOTAL – Table 1					\$xx,xxx,xxx.xx	

Note: A Holdback of 10 % will be applied to all deliverables in Table 1. Refer to the Terms and Conditions for more information.

*Prices will be entered by Canada prior to Contract award based on the financial bid.*

**Scenario B – This table is only applicable in the event the proposed IOC Vehicle is of a Cargo configuration.**

**Table 1 – Vehicles, Ancillary Equipment, STTE and Ready Pack**

Contract Line Item Number (CLIN)	Deliverable End Item (DEI)	Quantity	Unit of Issue	Unit Price \$CAD	Extended Price \$CAD	Delivery Destinations
1001	LTV-IOC	36	EA	\$xxx,xxx.xx	\$xxx,xxx.xx	FCA
1002	LTV-P	54	EA	\$xxx,xxx.xx	\$xxx,xxx.xx	25 CFSD
1003	M2 Weapon Mount Assembly (IOC)	5	EA	\$xxx,xxx.xx	\$xxx,xxx.xx	25 CFSD
1004	C9 Weapon Mount Assembly (IOC)	5	EA	\$xxx,xxx.xx	\$xxx,xxx.xx	25 CFSD
1005	C6 Weapon Mount Assembly (IOC)	5	EA	\$xxx,xxx.xx	\$xxx,xxx.xx	25 CFSD
1006	C16 Weapon Mount Assembly (IOC)	5	EA	\$xxx,xxx.xx	\$xxx,xxx.xx	25 CFSD
1007A	LTV STTE Kit (IOC)	2	KT	\$xxx,xxx.xx	\$xxx,xxx.xx	FCA
1008A	LTV STTE Kit	4	KT	\$xxx,xxx.xx	\$xxx,xxx.xx	25 CFSD
1009	LTV Ready Pack (IOC)	4	LOT	\$xxx,xxx.xx	\$xxx,xxx.xx	FCA
TOTAL – Table 1					\$xx,xxx,xxx.xx	

Note: A Holdback of 10 % will be applied to all deliverables in Table 1. Refer to the Terms and Conditions for more information.

*Prices will be entered by Canada prior to Contract award based on the financial bid.*



Table 2 – Training

Contract Line Item Number (CLIN)	Deliverable End Item (DEI)	Quantity	Unit of Issue	Unit Price \$CAD	Extended Price \$CAD	Delivery Destinations
2001	ICT – Operator Training Session	1	EA	\$xxx,xxx.xx	\$xxx,xxx.xx	CFB Edmonton
2002	ICT – Vehicle Technician Training Session	1	EA	\$xxx,xxx.xx	\$xxx,xxx.xx	CFB Edmonton
2003	ICT – Weapon Technician Training Session	1	EA	\$xxx,xxx.xx	\$xxx,xxx.xx	CFB Edmonton
TOTAL – Table 2					\$xx,xxx,xxx.xx	

Note:     Prices will be entered by Canada prior to Contract award based on the financial bid.

**Table 3 – Options**

Contract Line Item Number (CLIN)	Deliverable End Item (DEI)	Unit of Issue	Unit Price \$CAD	Delivery Destinations
			0 to 12 MACA	
1011	LTV-P	EA	\$xxx,xxx.xx	25 CFSD
1012	LTV-C or LTV-IOC	EA	\$xxx,xxx.xx	25 CFSD
1013	STTE Kit	KIT	\$xxx,xxx.xx	25 CFSD
1014	Ready Pack	LOT	\$xxx,xxx.xx	25 CFSD
2011	ICT – Operator Training Session(s)	EA	\$xxx,xxx.xx	25 CFSD
2012	ICT – Vehicle Technician Training Session(s)	EA	\$xxx,xxx.xx	25 CFSD
2013	ICT – Weapon Technician Training Session(s)	EA	\$xxx,xxx.xx	25 CFSD

Note:      *Prices will be entered by Canada prior to Contract award based on the financial bid.*

**Table 4 – Additional Work Requirements (As and When Required Basis)**

*Prices will be entered by Canada prior to Contract award based on the financial bid.*

The following rates and guidelines will be used in the determination of the price for changes to the scope or additional work subject to approval in accordance with the Terms and Conditions of this Contract; Canadian Funds, Goods and Services or Harmonized Sales Taxes (GST/HST) extra, if applicable.

Travel and accommodation will be accordance with the National Joint Council Travel Directive (see Terms and Conditions of this Contract for further details).

The Contractor must not perform any overtime under the Contract unless authorized in advance and in writing by the Contracting Authority. Any request for payment must be accompanied by a copy of the overtime authorization and a report containing the details of the overtime performed pursuant to the written authorization.

1. Hourly Rates

Serial	Category of Labour (see details below)	Units	Firm hourly Rate (includes Mark-up) 0 to 12 MACA
1	Engineer	hour	\$x,xxx.xx
2	Senior Engineer	hour	\$x,xxx.xx
3	Field Service Representative (FSR)	hour	\$x,xxx.xx

2. Mark-Up Rate

The following mark-up rate will be applied to material (including spare parts) not listed in tables 1 and 3 above.

	From Contract Award to 12 MACA
Mark-up rate	x.xx %

**Definitions**

**Fixed Hourly Rate:**

A method of pricing in which the amount payable is determined in accordance with the combined cost of labour, overhead and profit, as expressed by a fixed amount by time period.

**Overhead costs (purposely left “general” – Overhead really means “indirect expenses” to be applied on direct cost (“Laid-down Cost”)):**

Indirect costs or burden; one of many terms given to costs (expenses), which are incurred in the production of a commodity or the rendering of a service, but which cannot conveniently be measured by unit of production or service. These costs are sometimes classified as manufacturing overhead, selling and distributive overhead, and general and administrative (G&A) overhead.

**Laid Down Cost:**

The cost incurred by a supplier to acquire a specific product or service for resale to the government. This includes the supplier's invoice price (less trade discounts), plus any applicable charges for incoming transportation, foreign exchange, customs duty and brokerage, but excludes the Goods and Services Tax and the Harmonized Sales Tax.

**Mark-up:**

The difference between the contractor's laid-down cost for a product and its resale price to Canada, Goods and Services Tax and/or the Harmonized Sales Tax excluded. Mark-up includes applicable purchasing expense, warranty, internal handling and general and administrative expenses and profit.

**Profit:**

A general term for the excess of revenue, proceeds or selling price over related direct & indirect costs.

**Category of Labour Description**

**1. Engineer**

Position Summary:

Works under the direct supervision of the Senior Engineer. Conducts engineering design, development and analysis of components, fixtures and instrumentation test elements. Monitors and provides technical reports concerning assigned tasks. Monitors and provides technical guidance for subordinate engineers in solution to design and technical problems. Understands the procedures and requirements necessary to accomplish complex engineering, technological and analytical advanced and special projects.

Education/Experience:

Masters Degree in Mechanical Engineering or other related field and a minimum of two (2) years experience in the engineering field or Bachelor's Degree in Mechanical Engineering or other related field and a minimum of five (5) years experience in the engineering field.

**2. Senior Engineer**

Position Summary:

Conducts and supervises the design, analysis, testing, and evaluation of systems and subsystems for current and next generation commercial military ground vehicles. Implements modifications and improvements to existing vehicles, in addition to developing complete vehicle prototypes. The Sr. Engineer is at the forefront of developing innovative solutions, incorporating advanced technologies into existing platforms and implementing new processes and approaches to enhance our customer's products.

Education/Experience:

Over 12 years of experience in the engineering field.

**3. Field Service Representative (FSR)**

Position Summary:

- Assist project managers and engineers in the functional and detailed design of systems and sub-systems.
- Collaborate with multidisciplinary team members including engineers, technical staff, planners and administrative support staff.
- Working with production staff to improve and/or design tools, fixtures, and equipment.
- Verifying that product designs are manufacturable, user-friendly, and serve their intended purpose.
- Sourcing suitable COTS components for integration.
- Generating and maintaining BOMs.
- Assisting in designing equipment, processes and systems.
- Compiling data and reports.
- Inspecting projects, conducting test set up, testing and surveying, and preparing estimates
- Troubleshooting, servicing, calibrating and supervising equipment repairs.
- Providing support for quality assurance, production control and maintenance.
- Conducting repairs and modifications, resolving problems.
- Providing support and conducting experiments in laboratories, prototyping.

- Supervising and training other personnel.

Education/Experience:

At least 5 or more years of relevant experience.

All Contractor Technician resources must have a detailed understanding of automotive field and an educational background sufficient to fully carry out the technical and managerial aspects of the work. This background is normally achieved by:

- a) Graduating from a two year technician post-secondary program in Ontario or other provincial equivalents consisting of core mathematics, engineering and science fundamentals including courses in computer applications and technical writing and complemented by hands-on experience gained in labs and projects; and
- b) Supplemented by maintaining membership(s) in recognized and reputable national, provincial, state or international professional organizations and relevant certifications, e.g. C.Tech. from OACETT or other equivalent.

# **Light Tactical Vehicle (LTV)**

**Request For Proposal  
W8476-246786/C**

**Part 7 – RESULTING CONTRACT**

**Annex C – Industrial and Technological Benefits  
Terms and Conditions**

## Industrial and Technological Benefits Terms and Conditions

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## 1. DEFINITIONS

- 1.1. For the purpose of this Industrial and Technological Benefits (ITB) Terms and Conditions Annex to the Contract, the following definitions apply. Terms not otherwise defined in this Annex have the meaning given to them in the Contract.
- 1.1.1. **"Achievement Period"** means the period commencing on November 20<sup>th</sup>, 2023 and ending 3 years after the completion of the Work under this Contract;
- 1.1.2. **"Allowable Investment"** means:
- for cash contributions, a payment to, or purchase of, non-controlling common or preferred shares of a Canadian Company. It does not include either the purchase of debentures or a repayable loan; and
  - for in-kind contributions, a licence for Intellectual Property (e.g. authorization to use the licensed material for commercial use); equipment (e.g. equipment, software, or systems to develop new or improved goods or services); knowledge transfer (e.g. lending of an employee to provide technical or managerial know-how); marketing and sales support (e.g. lending of an employee to undertake marketing or sales activities and share market intelligence, or a licence for brand or trademarks;
- 1.1.3. **"Canadian Company"** means a commercial enterprise that is incorporated pursuant to the federal laws of Canada or the laws of a province or territory of Canada and which has ongoing business activities in Canada;
- 1.1.4. **"Canadian Content Value"** or **"CCV"** has the meaning ascribed thereto in Article 9 of this document;
- 1.1.5. **"Capitalization"** means the total value of a company's issued shares plus the value associated with instruments that can be converted into shares. For publicly traded companies, this is equal to the total number of issued shares multiplied by the market price plus the equity portion of any derivative instrument according to Canadian generally accepted accounting principles. For privately held companies, this is equal to the total number of issued shares multiplied by the most recent price at which they were sold plus the equity portion of any derivative instrument according to Canadian generally accepted accounting principles;
- 1.1.6. **"Collaborative Research"** means a Contractor or Eligible Donor working with one or more Post-Secondary or Public Research Institutions, and in the case of consortium Transactions, with a Canadian Company, under a formal written agreement, and sharing Intellectual Property, technical or scientific expertise, or testing equipment or facilities to achieve the common goal of producing scientific knowledge or intellectual knowledge for the benefit of all parties;
- 1.1.7. **"Commercialization Activity"** means a process through which economic value is extracted from knowledge through the production and sale of new or significantly improved goods and services. It can also include advertising, sales promotion and other marketing activities. Specific Commercialization Activities consist of business and market planning, project feasibility studies, identifying customer needs, market engagement and testing, profitability analysis and financing, and launch advertising;
- 1.1.8. **"Commitment"** means the Contractor's specific undertakings related to its activities, its Plans, and its Transactions, as referenced in Appendix A (Value Proposition



Commitments, Plans and Transactions);

- 1.1.9. “Contract Price”**, for the purposes of ITB Commitments, includes the value of the contract and any exercised options or option periods, but excludes applicable taxes;
- 1.1.10. “Credit”** means the amount attributed to a Transaction, measured in CCV, which has been achieved in whole or in part, as confirmed by written notice from the ITB Authority. All Transactions are subject to annual reporting and verification before Credit is awarded;
- 1.1.11. “Defence Sector”** means businesses engaged in the manufacture and delivery of products and services for use in government defence and security applications including but not limited to the following: ammunition and other munitions; missiles and rockets; firearms and other weapons; military systems deployed in space, space launch vehicles, land-based systems for the operation, command and control of space launch vehicles or systems deployed in space and related components; primarily airborne electro-optical, radar and sonar and other sensor/information collection systems, and fire control, warning and countermeasures systems and related components; primarily land-based or man-portable electro-optical, radar and sonar and other sensor/information collection systems, and fire control, warning and countermeasures systems and related components; primarily airborne communications and navigation systems and other information systems including processing and dissemination, software, electronics and components; primarily land based, man portable or non-platform specific communications and navigation systems and other information systems including processing and dissemination, software, electronics and components; naval ship-borne systems (e.g. mission systems) and components; naval ship fabrication, structures and components; naval ship maintenance, repair and overhaul; combat vehicles and components; combat vehicles maintenance, repair and overhaul; aircraft fabrication, structures and components; military aircraft maintenance, repair and overhaul services; unmanned aerial systems or vehicles and components; simulation systems for aircraft; simulation systems for naval vessels; simulation systems for land vehicles or other applications; live personnel and combat training services; and troop support, all as more particularly described in Appendix I (Defence Sector Definitions);
- 1.1.12. “Designated Regions of Canada”** means the following regions that have been designated by the government of Canada for socio-economic purposes: the Atlantic Region (consisting of the provinces of Newfoundland and Labrador, Prince Edward Island, New Brunswick, and Nova Scotia); the Quebec Region (consisting of the province of Quebec); the Northern Ontario Region (consisting of that part of the province of Ontario as defined by the Federal Economic Development Agency for Northern Ontario’s catchment area and census divisions); the Southern Ontario Region (consisting of that part of the province of Ontario as defined by the Federal Economic Development Agency for Southern Ontario’s catchment area and census division); the Western Region (consisting of the provinces of Manitoba, Alberta, Saskatchewan, and British Columbia); and the Northern Region (consisting of the territories of Yukon, Northwest Territories and Nunavut);
- 1.1.13. “Direct Transaction”** means a Transaction that is entered into for Work under the Contract, as detailed in Annex A – Statement of Work;
- 1.1.14. “Eligible Donor”** means the parent corporation of the Contractor and all of the parent’s subsidiaries, divisions and subdivisions, and the Contractor’s Tier One suppliers related to the performance of the Work, their respective parent corporations, and all of the

parent's subsidiaries, divisions and subdivisions. See Article 8.1.4;

- 1.1.15. **"Export"** means sales of domestic services and goods, produced developed, or manufactured in Canada and leaving the country for a foreign destination;
- 1.1.16. **"Grouped Transaction"** means a Direct Transaction that has more than one Recipient. Grouped Transactions will only include activities involving Canadian suppliers with similar characteristics of one or more of product, size, or region; specify regional and Small and Medium Business content; and will have a total Canadian Content Value (CCV) of not more than 10% of the Obligation contained in Article 3.1.1;
- 1.1.17. **"Indigenous Peoples"** describes a First Nations, Inuit/Inuk, or Métis person, and has the meaning assigned by the definition "Aboriginal Peoples of Canada" in subsection 35(2) of the *Constitution Act, 1982*;
- 1.1.18. **"Indirect Transaction"** means a Transaction that is entered into for a business activity that is not Work under the Contract, as detailed in Annex A – Statement of Work];
- 1.1.19. **"In-Kind Valuation"** means a valuation report, which is satisfactory to the ITB Authority, provided by a qualified party who possesses a professional designation related to business valuation or similar area of expertise. Valuation reports will contain (a) a statement from the qualified party regarding its expertise and adherence with the standards of its professional designation; and (b) a detailed valuation of the proposed in-kind contribution, including supporting assumptions. The ITB Authority reserves the right to request a valuation report prepared by an independent third party that possesses a professional designation related to business valuation or similar area of expertise. The Contractor or Eligible Donor will assume all costs associated with obtaining the In-Kind Valuation report(s);
- 1.1.20. **"Intellectual Property"** or **"IP"** means all patents, inventions, trade-marks, copyrights, industrial designs, trade secrets, technical information, and other Intellectual Property belonging to or licensed to a company;
- 1.1.21. **"ITB Annual Report"** has the meaning set out in Article 4 of this Annex;
- 1.1.22. **"ITB Authority"** means the Minister of Industry or any other person designated by that Minister to act on the Minister's behalf. The ITB Authority is responsible for evaluating, accepting, monitoring, verifying, and crediting ITB, and for assessing the Contractor's ITB performance under these Terms and Conditions;
- 1.1.23. **"Key Industrial Capabilities" or "KICs"** are areas of emerging technology with the potential for rapid growth, established industrial capabilities in Canada, and where domestic capacity is essential to national security. Maintaining and growing these sovereign industrial capabilities helps ensure that Canadian industry can provide our military with the equipment and services they require. A list of KICs is provided as Appendix J.
- 1.1.24. **"Obligation"** means each of the contractual Obligations that the Contractor must meet, as set forth in Article 3, which are collectively referred to as the Obligations, including options;
- 1.1.25. **"Overachievement"** means the amount by which the Contractor's Credits, awarded during the Achievement Period, are greater than the Obligation;

- 1.1.26. **“Plans”** means the Plans prepared by the Contractor, that is the company business Plan, the ITB management Plan, the regional development Plan, the Small and Medium Business development Plan, and the gender and diversity Plan, all dated **xx** and all bearing reference number **xx [from the contractor’s proposal]**;
- 1.1.27. **“Post-Secondary Institution”** means a higher education institution or other organizational entity in Canada that is eligible to receive funding from at least one of the three federal granting councils (the Social Science and Humanities Research Council, the Natural Science and Engineering Research Council, or the Canadian Institutes of Health Research). For informational purposes only: Information on the federal granting councils can be found on the Government of Canada website:  
[http://science.gc.ca/eic/site/063.nsf/eng/h\\_FEE7261A.html](http://science.gc.ca/eic/site/063.nsf/eng/h_FEE7261A.html);
- 1.1.28. **“Proposal”** means the proposal submitted by the Contractor on **day, month, year** bearing reference number **xx**;
- 1.1.29. **“Public Research Institution”** means a federal, provincial, or territorial organization in Canada that: is engaged in research, research training and related activities in Canada; has as its primary goals the conduct of research, peer review, and the dissemination of results by way of publication, technology transfer or training; and is funded primarily from public resources and has established processes, systems, procedures and controls to ensure achievement of public objectives;
- 1.1.30. **“Recipient”** means the Canadian Company or organization that receives, from the Contractor or an Eligible Donor, the commercial or business activity described in a Transaction;
- 1.1.31. **“Reporting Period”** means each twelve (12) month period within the Achievement Period upon which the Contractor’s annual reporting will be based. Notwithstanding the foregoing, the first Reporting Period may include more than twelve (12) months in that it commences on the first day of the Achievement Period and ends on the last day of the twelfth month after the effective date of Contract award. Subsequent Reporting Periods (e.g. Period 2) will follow in consecutive twelve (12) month periods until the end of the Achievement Period;
- 1.1.32. **“Research and Development”** or **“R&D”** means a scientific investigation that explores the development of new goods and services, new inputs into production, new methods of producing goods and services, or new ways of operating and managing organizations. Specific R&D activities consist of standard test, measurement, or analysis; test, measurement, or analysis reports; specific thermo-mechanical analysis methodology development projects; product, process design, or engineering; customized product, process, or technology development project; related evaluation and feasibility studies; applied research projects for new product concepts, new technology platforms and new test, measurement, or analysis; basic scientific research for creating better understanding and insights in new phenomena; research to advance scientific knowledge with or without a specific practical application in view; and support work in engineering, design, operations research, mathematical analysis, computer programming, data collection, testing, or research;
- 1.1.33. **“Research Skills Development”** refers to the knowledge and expertise acquired by students through the conduct of research at a Post-Secondary Institution or through Collaborative Research led or supervised by a faculty member in Canada;

- 1.1.34. **“Semi-processed Goods”** means goods converted from their natural state of a raw material through the use of a specialized process into a state of readiness for use or assembly into a final product;
- 1.1.35. **“Shortfall”** means the amount by which the Contractor's Credits, awarded during the Achievement Period, are less than the Obligation;
- 1.1.36. **“Skills Development and Training”** means a specific activity intended to enhance, or address a gap in, Canadian workforce skills and training capability or capacity through a cash or in-kind contribution (e.g. equipment or a knowledge transfer);
- 1.1.37. **“Small and Medium Business”** or **“SMB”** means a Canadian Company with fewer than two hundred and fifty (250) full-time personnel as of the date of entering into a Transaction. Neither (i) agents nor distributors of foreign goods and services nor (ii) any subsidiaries of the Contractor or any subsidiaries of an Eligible Donor on any contract with Industrial and Regional Benefits (IRB) or ITB obligations qualify as a Small and Medium Business;
- 1.1.38. **“Supplier Development”** means the Contractor or an Eligible Donor undertaking Transactions with Canadian Companies that are neither (i) agents nor distributors of foreign goods and services nor (ii) any subsidiaries of the Contractor or an Eligible Donor;
- 1.1.39. **“Tier One Supplier”** means a company that performs a specific portion of the Work directly for the Contractor, producing or servicing a major subassembly or major component that is installed or used in the platform or system being procured under this Contract;
- 1.1.40. **“Transaction”** means a commercial or business activity involving the Contractor or an Eligible Donor and a Recipient, that is carried out by means of a contract, sales agreement, licence agreement, letter of agreement or other similar instrument in writing, and which has an identified dollar value;
- 1.1.41. **“Value Proposition”** or **“VP”** means the portion of Commitments and Transactions, along with any other information, which was submitted in the Proposal; and
- 1.1.42. **“World Product Mandate”** means a purchase of goods or services from a Canadian Company where there is a long-term supplier relationship between the Contractor or an Eligible Donor and the Canadian Company, pursuant to which the Canadian Company has been legally authorized to carry out and has sole responsibility for specific activities, including the design, development, manufacture, and marketing related to the supply of products, components, modules, or services destined for domestic and world markets.

## 2. CANADA'S INDUSTRIAL AND TECHNOLOGICAL BENEFITS OBJECTIVES

- 2.1. Canada has responsibility to set in place programs and policies that ensure that Canada's significant investments in defence-related goods and services generate long-term and high-value economic benefit to Canadian industry and encourages the growth of industry in emerging technologies, established and globally competitive capabilities, and domestic capacity related to national security issues. Canada's Industrial and Technological Benefits (ITB) Policy objectives include:

- 2.1.1. the economic development and long-term sustainment of Canada's Defence Sector, by maximizing the amount of business activities in Canada involving work directly on the procurement and work in the Defence Sector more broadly;
- 2.1.2. increased productivity and competitiveness among Canadian Companies, through meaningful opportunities for growth and supply chain integration into major global systems suppliers;
- 2.1.3. strengthened innovation and R&D in Canada, which positions Canadian Companies to move up the value chain, capture market opportunities, and benefit from subsequent commercialization opportunities;
- 2.1.4. Canadian Company success in tapping traditional and non-traditional Export markets that have been leveraged from the Project, sharing in long-term jobs and growth;
- 2.1.5. developing, growing, and sustaining a diverse, talented, and innovative Canadian workforce;
- 2.1.6. encouraging the participation of Canadian Companies in the Designated Regions of Canada, assisting with long-term quality improvements to their capability, capacity, international competitiveness, and growth potential; and
- 2.1.7. encouraging the participation of Canadian SMB as suppliers on major federal procurements and increasing their competitiveness and Export market access.

### 3. STATEMENT OF OBLIGATIONS

3.1. By the end of the Achievement Period, the Contractor must:

- 3.1.1. Achieve not less than 100% **[for the total value of its Commitment in the Contractor's Proposal, whichever is higher]** of the Contract Price, including options, in CCV as Transactions, specified in Appendix A (Value Proposition Commitments, Plans and Transactions), as updated from time to time.
- 3.1.2. Achieve the following VP Commitments:
  - 3.1.2.1. achieve not less than **[number] percent (xx%)** of the Contract Price, **[to be inserted from the Contractor's Proposal]** as Direct Transactions, measured in CCV;
  - 3.1.2.2. achieve not less than **[number] percent (xx%)** of the Contract Price **[to be inserted from the Contractor's Proposal]** as Transactions involving Research and Development, measured in CCV;
  - 3.1.2.3. achieve not less than **[number] percent (xx%)** of the Contract Price **[to be inserted from the Contractor's Proposal]** as Transactions involving Supplier Development or Exports, measured in CCV;
  - 3.1.2.4. achieve not less than **[number] dollars (\$xx)** of the Contract Price **[to be inserted from the Contractor's Proposal]** as Transactions involving Skills Development and Training, measured in CCV;
    - 3.1.2.4.1. achieve not less than **[number] dollars (\$xx)**, **[to be inserted**

*from the Contractor's Proposal]* as Transactions involving Skills Development and Training involving a contribution for Indigenous Peoples or majority Indigenous-controlled educational or training facilities, measured in CCV.

- 3.1.3.** Achieve Transactions in the Designated Regions of Canada, as specified in Appendix A (Value Proposition Commitments, Plans and Transactions) and representing no less than the following:

***[Note: Values below are calculated based on the Proposal. If percentage commitments were proposed by the Bidder that are over and above the identified Transaction value, then percentages will be used. Otherwise, the dollar value \$ in CCV of Transactions identified in the Proposal, is used. Note: If percentages are used, they will not change over the life of this Contract, but their corresponding dollar value will scale with changes in Contract Price.]***

- 3.1.3.1.** Atlantic region: \$[value];
- 3.1.3.2.** Quebec region: \$[value];
- 3.1.3.3.** Northern Ontario region: \$[value];
- 3.1.3.4.** Southern Ontario region: \$[value];
- 3.1.3.5.** Western region: \$[value]; and
- 3.1.3.6.** Northern region: \$[value].

- 3.1.4.** Achieve not less than 15% of the Contract Price ***[or the CCV of SMB Transactions identified in Proposal, whichever is higher]*** in CCV for transactions involving SMBs, as specified in Appendix A (Value Proposition Commitments, Plans and Transactions).

- 3.1.5.** Carry out each and every Transaction as set out in the Transaction list attached at Appendix A (Value Proposition Commitments, Plans and Transactions), as amended from time to time.

- 3.2.** The Contractor must:

- 3.2.1.** achieve Credits valued at no less than 30% of the Contract Price by the end of Reporting Period 2;

- 3.2.2.** submit to the ITB Authority proposed new Transactions along the following timeline:

- 3.2.2.1.** at 1 year following the effective date of the Contract award, such that the cumulative total of Transactions is not less than 30% of the Contract Price, including any exercised options, measured in CCV; and
- 3.2.2.2.** at 2 years following the effective date of the Contract award, such that the cumulative total of Transactions is not less than 40% of the Contract Price, including any exercised options, measured in CCV; and
- 3.2.2.3.** at 4 years following the effective date of the Contract award, such that the cumulative total of Transactions is not less than 100% of the Contract Price, including any exercised options, measured in CCV.

- 3.3.** The Contractor must submit to the ITB Authority annually:

- 3.3.1.** ITB Annual Reports describing the performance achieved during each Reporting Period

as outlined in Article 4.

#### **4. ANNUAL REPORTING**

**4.1.** The Contractor must submit ITB Annual Reports to the ITB Authority. These reports must be submitted sixty (60) days after the end of the annual Reporting Period. Each ITB Annual Report must have five parts (Parts A through E), as described below. The Contractor must use the format and electronic template for the ITB Annual Report provided by the ITB Authority.

**4.1.1.** Part A must include:

**4.1.1.1.** Overview and status of the Work on the Project:

- A high-level overview of the Work performed during the reporting period, including major highlights and schedule changes.

**4.1.1.2.** Progress payments:

- A list of all the progress payment claims that have been submitted to the Contracting Authority for Work completed since the effective date of the Contract award, broken down by Reporting Period and including the amount, date submitted and payment status.

**4.1.1.3.** Plans:

- A description of any substantive changes to the Plans, including changes to company officials responsible for administering the Obligation.

**4.1.1.4.** Value Proposition Overview:

- A detailed overview of each of the Contractor's VP Commitments, the related activities during the Reporting Period and a cumulative summary of the achievement status of each.

**4.1.2.** Part B must include the following, for each Transaction being reported:

**4.1.2.1.** an update on any changes to details, such as the CCV percentage or Recipient contact information;

**4.1.2.2.** a description of significant achievements and activities, particularly those associated with Transactions involving multipliers; and

**4.1.2.3.** a description of any delays, problems or achievement Shortfalls, along with a plan of action to resolve them.

**4.1.3.** Part C must include, for each Transaction being reported:

**4.1.3.1.** the CCV of the achievements claimed for the current Reporting Period.

**4.1.4.** Part D must include, for each Transaction reported:

**4.1.4.1.** the CCV of the achievements claimed to date in all the Reporting Periods since the beginning of the Achievement Period.

**4.1.5.** Part E must include:

- 4.1.5.1.** SMB and regional development activities:
  - Overview and highlights of activities undertaken during the Reporting Period.
- 4.1.5.2.** New, changed or cancelled Transactions:
  - A list of Transactions which have been cancelled, added or substantially altered during the Reporting Period with the approval of the ITB Authority.
- 4.1.5.3.** As evidence of the achievement of the Obligations and compliance with the Lobbying Act, a certificate of compliance, using the template attached as Appendix F (Certificate of Compliance) to this Annex, signed by a senior company official with the authority to bind the Contractor. In addition, the Contractor is required to provide certificates of compliance signed by each Eligible Donor.

## **5. CONTRACT PRICE CHANGES**

- 5.1.** In the event that the Contract Price is increased (e.g. options exercised) or decreased, the Contractor's Obligations in Article 3.1 (except 3.1.2.4. and 3.1.3.) will correspondingly be either increased or decreased.
- 5.2.** If the Contract Price increases after the second year following the effective date of the Contract, the Contractor must submit to the ITB Authority Transactions valued at 100% of the increase, measured in CCV, within 1 year of the date of the increase.

## **6. TRANSACTION EXCESS ACHIEVEMENT**

- 6.1.** The Contractor may achieve Credits for any Transaction in excess of its original value. When this excess Credit occurs, it can be applied to Transactions that have not yet met their original value or used to meet identification milestones in Article 3, as long as the relevant regional, SMB and VP Commitments are achieved.

## **7. TRANSACTION TYPES**

- 7.1.** Transactions may be Direct Transactions or Indirect Transactions. The Transaction types listed below describe specific terms and conditions for receiving Credit.
- 7.2.** Purchases: Transactions may involve the purchase of goods or services from a Canadian Company. These Transactions are valued for Credit by calculating the CCV of the goods or services, in accordance with Article 9.
- 7.3.** World Product Mandate: When an Indirect Transaction involves a World Product Mandate and where the CCV of the product is verified to be 70% or greater, the CCV will be deemed to be 100% for reporting and verification purposes.
- 7.4.** Small and Medium Business: Transactions
  - 7.4.1.** Valuation for Credit purposes
    - 7.4.1.1.** A Transaction where an SMB is the Recipient, and the SMB's product or



service has a CCV of at least 70%, will have its Credit awarded as follows:

- 7.4.1.1.1.** the portion of the Transaction's CCV that is equal to or less than \$1,000,000 will be deemed to have 100% CCV for reporting and verification purposes; and
- 7.4.1.1.2.** any portion of the Transaction's CCV that is over \$1,000,000 will use the actual CCV as calculated using Article 9.

**7.5. Cyber Certification Transaction**

**7.5.1.** A cyber certification Transaction will receive Credit for the value of the contribution if it involves:

- 7.5.1.1.** a contribution to the cyber certification of a Canadian Company granted by a governmental or non-governmental provider that provides nationally, internationally, provincially, or territorially recognized cyber certification, which allows Canadian Companies to better access opportunities in Canada and abroad.

**7.5.2.** Valuation for Credit purposes

- 7.5.2.1.** The value will be the cash contribution from a Contractor or Eligible Donor to a Recipient.

**7.6. Skills Development and Training Transactions**

**7.6.1.** A Skills Development and Training Transaction will receive Credit for the value of the cash contribution or in-kind contributions if it involves:

- 7.6.1.1.** donations of equipment or resources intended for skills development or training purposes at current market value (e.g. computers or software);
- 7.6.1.2.** the hourly rate of pay associated with knowledge or technology transfer (e.g. the hourly rate of pay for an employee loaned for teaching or training);
- 7.6.1.3.** salaries of students for work-integrated learning (e.g. co-operative education and work placements);
- 7.6.1.4.** sponsorship costs for apprentices enrolled in a nationally, provincially, or territorially recognized apprenticeship program to obtain the necessary training to complete an apprenticeship program;
- 7.6.1.5.** a contribution to the personal certification of a Canadian citizen or permanent resident (as defined in the Immigration and Refugee Protection Act) granted by a provincially, territorially, nationally, or internationally (if no equivalent Canadian association exists) recognized trade association or representative body of a specific profession;
- 7.6.1.6.** a contribution to skills development programs, including a contribution to a charity registered with the Canada Revenue Agency or a not-for-profit organization incorporated federally under the Canada Not-for-profit Corporations Act or in the province or territory where it operates, for work

related to Skills Development and Training (e.g. science, technology, engineering, or mathematics summer camps); or

**7.6.1.7.** educational costs, including tuition or course fees, and travel expenses incurred in Canada and covered by the Contractor or Eligible Donor to provide employees with new or upgraded skills that are demonstrably different, improved, or expanded as compared to employees' current skills and which will enhance their career or employment potential.

**7.6.2.** The Transaction will receive a Credit multiplier of five (5) times if it involves a contribution to Skills Development and Training for Indigenous Peoples or majority Indigenous-controlled educational or training facilities.

**7.6.3.** The Transaction will be eligible to receive a Credit multiplier of five (5) times if it involves a contribution to Research Skills Development under Article 7.7.1 or 7.8.1.

**7.6.4.** The following will not be eligible for Credit

**7.6.4.1.** any contribution made directly to the Contractor or Eligible Donor by any level of government to cover the cost in whole or in part of the Skills Development and Training activity; and

**7.6.4.2.** the value of an in-kind contribution that involves a licence for Intellectual Property.

**7.6.5.** Valuation for Credit purposes

**7.6.5.1.** the initial value will be the cash contribution from a Contractor or Eligible Donor to a Recipient; and

**7.6.5.2.** the value of any in-kind contributions would then be added.

## **7.7.** Research and Development Transactions

**7.7.1.** A Research and Development Transaction will receive a Credit multiplier of five (5) times if it involves a cash contribution to:

**7.7.1.1.** a Post-Secondary Institution for research;

**7.7.1.2.** a Post-Secondary Institution for the establishment of research chairs; or,

**7.7.1.3.** Collaborative Research undertaken with a Post-Secondary Institution or Public Research Institution.

**7.7.2.** At the discretion of the ITB Authority, Contractors may be asked to submit a copy of the formal Collaborative Research written agreement covering the roles and responsibilities of the parties to the ITB Authority prior to approval of the Transaction.

**7.7.3.** The following will not be eligible for Credit

**7.7.3.1.** The value of an in-kind contribution that involves a licence for Intellectual Property.

**7.7.4.** Valuation for Credit purposes

- 7.7.4.1.** An initial value will be calculated based on the cash contributions;
- 7.7.4.2.** Once the initial value is established, it will be multiplied by five (5); and
- 7.7.4.3.** The value of any in-kind contributions would then be added, based on an In-Kind Valuation.

**7.8.** Consortium Transactions

- 7.8.1.** A consortium Transaction involves investments for R&D or Collaborative Research that must include:
  - 7.8.1.1.** the Contractor or an Eligible Donor;
  - 7.8.1.2.** a minimum of one (1) Canadian Company as a Recipient; and
  - 7.8.1.3.** a minimum of one (1) Post-Secondary Institution or Public Research Institution as a Recipient.
- 7.8.2.** The Contractor or Eligible Donor must demonstrate how its contribution leveraged the other consortium members to contribute and how all contributions will benefit the Recipient consortium members.
- 7.8.3.** At the discretion of the ITB Authority, Contractors may be asked to submit a copy of the formal consortium written agreement covering the roles and responsibilities of the parties to the ITB Authority prior to approval of the Transaction.
- 7.8.4.** The following will not be eligible for Credit
- 7.8.5.** any contribution made to the consortium by Post-Secondary Institutions or Public Research Institutions; and
- 7.8.6.** any contribution made directly into the consortium by any level of government.
- 7.8.7.** Valuation for Credit purposes
  - 7.8.7.1.** An initial value will be calculated and will be the sum of the value of the cash contributions from the Contractor or an Eligible Donor to the consortium and the combined value of contributions from all other consortium members, up to a maximum value equal to that of the contribution of the Contractor or an Eligible Donor, which have been leveraged by the Contractor or Eligible Donor's participation in the consortium;
  - 7.8.7.2.** once the cash value is established, it will be multiplied by five (5); and
  - 7.8.7.3.** the value of any in-kind contributions are then added, based on an In-Kind Valuation. In-kind contributions will not be eligible for a Credit multiplier.
- 7.8.8.** Other consortium criteria

- 7.8.8.1.** The combined total investment of non-Canadian Companies in the consortium will not exceed 50% of the total investment in the consortium.
- 7.8.8.2.** In cases where an Eligible Donor participates in the same consortium as the Contractor, separate transaction sheets will be submitted that describe the Contractor's and the Eligible Donor's respective contributions to the consortium.
- 7.8.8.3.** The Contractor and the Eligible Donor may only claim the Credits associated with the contributions that each has made or leveraged into the consortium.

## **7.9. Investment Framework Transactions**

- 7.9.1.** An investment framework Transaction is a long-term, innovation-related contribution made directly to an SMB. Investment framework Transactions must meet the following criteria:
  - demonstrated link to either R&D activities, Commercialization Activities, or both, in Canada;
  - the Recipient is an SMB;
  - the Eligible Donor and Recipient cannot be the same company;
  - the Transaction eligibility criteria, as outlined in Article 8;
  - be an Allowable Investment;
  - have a duration of at least five (5) continuous years, beginning at the date the investment is made; and
  - A business plan must be submitted to the ITB Authority, in the form attached in Appendix D (Template – Investment Framework Business Plan).
- 7.9.2.** Valuation for Credit purposes
  - 7.9.2.1.** Contributions made in cash will be valued based on the actual amount of money that has been invested. In-kind investments will be subject to an In-Kind Valuation.
  - 7.9.2.2.** The following Credit multipliers will be applied to the value of the contribution:
    - cash for R&D activities or licence for IP: nine (9)
    - cash to purchase, or in-kind transfer of, equipment: seven (7)
    - in-kind transfer of knowledge or marketing/sales support: four (4)
  - 7.9.2.3.** The total issued Credits associated with investment framework Transactions will not exceed 25% of the Obligation, specified in Article 3.1.1.
- 7.9.3.** Timeline for Credit award
  - 7.9.3.1.** 50% of Credits will be awarded once the Allowable Investment is made according to the business plan, then reported to and verified by the ITB Authority. The remaining 50% of Credits will be apportioned over the remaining years of the Transaction, as annual reporting requirements are

achieved.

- 7.9.3.2.** The entire investment must remain with the SMB for at least five (5) continuous years and be used for the purposes outlined in the business plan in order for Credit to be awarded each year.

**7.10.** Venture Capital Fund Transactions

- 7.10.1.** Venture Capital Fund (VCF) Transactions involve those instances where the Contractor or an Eligible Donor provides funds to a VCF to assist the growth of SMBs.

**7.10.2.** VCF criteria

- 7.10.2.1.** Only VCF investments disbursed to SMBs involved in the development, manufacture, or commercialization of advanced technology products or services will be eligible for Credit.
- 7.10.2.2.** As part of the initial Transaction assessment, the Contractor or Eligible Donor must provide the ITB Authority with information about the composition of the VCF in terms of SMB participation.
- 7.10.2.3.** The Contractor or Eligible Donor must also commit to a specific percentage of their investment to be disbursed to SMBs. This percentage will form the CCV of the Transaction.

**7.10.3.** Valuation for Credit purposes

- 7.10.3.1.** An initial value will be the sum of the cash contributions' CCV from the Contractor or an Eligible Donor to the VCF.
- 7.10.3.2.** Once the initial value is established, it will be multiplied by five (5).
- 7.10.3.3.** 50% of the resulting multiplied value as per 7.10.3.2 will be awarded in Credit once the Contractor or Eligible Donor's investment is deposited into the VCF.
- 7.10.3.4.** Contractors or Eligible Donors are required to submit claims once per year as part of their ITB Annual Reports.
- 7.10.3.5.** The remaining 50% of Credits will be apportioned over the years of the Transaction, as funds are disbursed to Recipient companies and annual reporting requirements are achieved.
- 7.10.3.6.** The multiplied Credit related to the VCF investments will not exceed 5% of the overall Obligation value in Article 3.1.1.

**7.10.4.** The following will not be eligible for Credit:

- 7.10.4.1.** In the event that an SMB decides to make an initial public offering (IPO), no further Credit will be granted by the ITB Authority for that SMB within the VCF Transaction as of the date of the IPO.

**7.11.** ITB Investments for Future Sales

- 7.11.1.** Transactions may take the form of an Allowable Investment to a Canadian Company for its business purposes, including research, design, development, sales, or support of products or services.
- 7.11.2.** The full CCV of any Allowable Investment, including for future sales Credits and the initial investment are part of the Obligations.
- 7.11.3.** Valuation for Credit purposes
- 7.11.3.1.** Credit is first awarded on the CCV of future sales achieved by the Recipient as a result of the Allowable Investment:
- 7.11.3.1.1.** Eligible future sales are limited to work that is not associated with this Contract and to work that is not counted for Credit on any other IRB or ITB contract or agreement.
- 7.11.3.1.2.** Eligible future sales will be pro-rated, to establish attribution of the Allowable Investment, using the ratio of the value of the Allowable Investment, relative to either:
- the Recipient's Capitalization at the time the investment was made (in cases of the purchase of non-controlling shares); or
  - the combined total contributions made by all parties in the activity (in all other cases).
- 7.11.3.2.** In the case of an Allowable Investment made via cash contribution, the value of the Allowable Investment itself may receive Credit, once the Recipient's future sales achievement surpasses the amount of the Allowable Investment.
- 7.11.3.3.** In the case of an Allowable Investment made via in-kind contributions, the value of reasonable transfer costs, as determined by the ITB Authority, will receive Credit, once the Recipient's future sales achievement surpasses the amount of the costs. Reasonable transfer costs include infrastructure set-up to exploit technology. The value of the Allowable Investment itself will not be credited.
- 7.11.4.** The Allowable Investment will remain with the Recipient for a minimum of three (3) years, starting from the date the investment is placed with the Recipient. Failure to do so will result in the immediate deduction of all Credits for the Transaction.
- 7.11.5.** Allowable Investments will be assessed as to whether they:
- help provide a capability that does not already exist in Canada;
  - develop strategic partnerships with Canadian Companies that contribute to their long-term viability and increase sales; and
  - do not result in overcapacity, shutdowns of existing companies or losses of prospective sales by existing companies in Canada.

- 7.11.6. The capital associated with the purchase of a Canadian Company that is considered a “going concern” is not an Allowable Investment for Credit. If the investment is for a Canadian Company that is insolvent, or has initiated, or had initiated in respect of it, any proceeding seeking relief under any bankruptcy or insolvency law, or similar law affecting creditors’ rights, then the investment can be considered for ITB purposes.

## 8. TRANSACTION ELIGIBILITY CRITERIA

- 8.1. Each proposed Transaction is assessed by the ITB Authority against all of the eligibility criteria outlined below.
- 8.1.1. Causality: Each Transaction must be one which was brought about by either the Contractor or an Eligible Donor, due in part to a current or anticipated IRB or ITB obligation to Canada. It will not be one that probably would have been entered into if an Obligation had not existed or been anticipated. Causality may be demonstrated for a specific project or more broadly to a company’s obligations in general.
- 8.1.1.1. The Contractor or an Eligible Donor must demonstrate causality by providing a detailed statement on causality using the space provided in the transaction sheet template attached at Appendix B (Template – Transaction Sheet) ***[a transaction sheet with project-specific requirements will be generated by the ITB Authority and included in the final RFP as Appendix B].*** The statement must outline the steps and timelines involved in its decision about a business activity and clearly show the link between the steps and decision on that business activity and Canada’s ITB Policy.
- 8.1.1.2. The Contractor or an Eligible Donor must also provide evidence that will certify causality, in support of its detailed statement referred to in Article 8.1.1.1. A certification template is found in Appendix E (Certificate of Causality).
- 8.1.2. Timing: Transactions must be implemented within the Achievement Period.
- 8.1.2.1. Transactions that are identified after the effective date of Contract award must only involve work occurring after the date that the Transaction was proposed to the ITB Authority.
- 8.1.3. Incrementality: Transactions must involve new work in Canada.
- 8.1.3.1. Should an Indirect Transaction involve the purchase of goods or services from an existing Canadian supplier to the Contractor or an Eligible Donor, the incremental method of calculating the Credits will apply, as follows:
- a three-year average of previous purchases is calculated, based on the three years immediately preceding the date that the Transaction was proposed to the ITB Authority; and
  - Credit will be awarded only for the amounts that exceed the three (3) year average, in each of the Reporting Periods.
- 8.1.3.2. The incremental method of calculation outlined in Article 8.1.3.1 does not apply in cases where the product or service being purchased in the

Transaction:

- involves a Direct Transaction;
- is substantially different than what was previously purchased;
- involves a different end use (e.g. Export market sale or commercial application) for what was previously purchased; or
- follows a competitive process to re-select the Canadian supplier.

**8.1.3.3.** The Contractor or an Eligible Donor must demonstrate incrementality by providing a statement on incrementality for every proposed Indirect Transaction, using the document attached at Appendix H (Incrementality Checklist). The Contractor or an Eligible Donor must provide supporting evidence of incrementality as indicated in the document.

**8.1.4.** Eligible Donor: Transactions must be undertaken by the Contractor or an Eligible Donor.

**8.1.4.1.** For proposed Eligible Donors that are Canadian Companies with less than five hundred (500) employees, the Canadian Company must certify that it understands and has the capacity to undertake Obligations with respect to this Contract. Capacity includes factors such as: company size, product offerings, market conditions, corporate ownership, management processes, and level of Canadian content. A certification template is attached in Appendix G (Certificate of Eligible Donor). At the discretion of the ITB Authority, Contractors or Eligible Donors that have signed the eligible donor certificate may be asked to submit additional information to confirm their status.

**8.1.4.2.** For Transactions proposed after the effective date of the Contract award, Contractors must clearly demonstrate that the Canadian Company has the capacity to undertake ITB Obligations with respect to this Contract and the ITB Authority may seek additional information confirming Canadian Company capacity.

**8.1.4.3.** The Contractor, and not the Eligible Donors, will be fully responsible to Canada for all Obligations related to this Contract, regardless of any subcontracting arrangements with Eligible Donors.

**8.1.4.4.** The Contractor must include in the subcontract with each Eligible Donor the consents, authorities and approvals that it requires to meet its Obligations under these Terms and Conditions.

**8.1.4.5.** A list of approved Eligible Donors for the Contract is found in Article 22.

**8.1.5.** Other Eligibility Criteria

**8.1.5.1.** Transaction Recipient: Transactions will have one Recipient, unless it is a Grouped Transaction. Government organizations cannot be Recipients, unless it is a Public Research Institution.

**8.1.5.2.** Level of Technology: Indirect Transactions will involve a level of technology that is the same or higher than that of the Project, with applications in Canadian advanced technology industries.



**8.1.5.3.** CCV: Indirect Transactions will have a CCV of no less than 30% of the total value of the Transaction.

**8.1.5.4.** Alignment with policy features: Transactions will comply with any specific criteria and valuation features outlined within these Terms and Conditions.

**8.2.** The ITB Authority will assess eligibility prior to a proposed Transaction becoming an Obligation in the Contract. Contractors should note that all Transactions are subject to annual reporting and verification before Credits are confirmed.

**8.3.** One Transaction may be used to meet more than one of the Obligations in Article 3. Credits will be awarded based on how much of the Transaction value is attributable to each Obligation.

**8.4.** Failure to provide the information and certifications outlined in the above Articles may result in a proposed Transaction being rejected. Further, the provision of this information and certification should not be seen as limiting the discretion of the ITB Authority in any decisions related to the eligibility of proposed Transactions.

## **9. CANADIAN CONTENT VALUE**

**9.1.** CCV means that portion of the value of a product or service that involves Canadian costs. The CCV of any Direct and Indirect Transaction will be determined by the net selling price method or the cost aggregate method, described below.

**9.1.1.** Net selling price method: This method is used when a product or service included in a Transaction has a substantiated selling price. This method of calculating CCV is as follows:

- begin with the total selling price of the product or service;
- minus the applicable customs duties, excise taxes, Goods and Services Taxes, Harmonized Sales Taxes and all provincial sales taxes;
- minus any ineligible costs, as detailed in Article 9.2; and
- the remaining value is the CCV.

**9.1.2.** Cost aggregate method: This method is used where a product or service contained in a Transaction cannot be assigned a substantiated selling price (e.g. in-house production). This method of calculating CCV is the aggregate of the following items:

- 9.1.2.1.** the cost of parts produced in Canada and the cost of materials, to the extent that they are of Canadian origin, that are incorporated in the product in the factory of the manufacturer in Canada;
- 9.1.2.2.** the cost of parts or materials of Canadian origin, in that they have been exported from Canada and subsequently imported into Canada as parts or finished goods;
- 9.1.2.3.** transportation costs, including insurance charges, incurred in transporting parts and materials from a Canadian supplier or frontier port of entry to the factory of the manufacturer in Canada for incorporation in the product, to the extent that such costs are not included in the foregoing paragraph; and

- 9.1.2.4.** such part of the following costs, as are reasonably attributable to the production or implementation of the product, service or activity:
- 9.1.2.4.1** wages and salaries paid for direct and indirect production and non-production labour, paid to employees residing and working in Canada, who are Canadians or Permanent Residents, as defined in the *Immigration and Refugee Protection Act 2001*, c.27;
  - 9.1.2.4.2** materials of Canadian origin used in the work but not incorporated in the final products;
  - 9.1.2.4.3** utilities paid in Canada, such as light, heat, power and water;
  - 9.1.2.4.4** workers compensation, employment insurance and group insurance premiums, pension contributions and similar expenses incurred with respect to wages and salaries of Canadians or Permanent Residents referred to above;
  - 9.1.2.4.5** taxes on land and buildings in Canada;
  - 9.1.2.4.6** fire and other insurance premiums relative to the production plant, its equipment and production inventories, paid to a company authorized by the laws of Canada or any province or territory to carry on business in Canada or such province;
  - 9.1.2.4.7** rental for factory or office premises in Canada paid to a Canadian Company;
  - 9.1.2.4.8** maintenance and repairs that are executed in Canada to buildings, machinery and equipment used for production purposes;
  - 9.1.2.4.9** tools, dies, jigs, fixtures and other similar plant equipment items of a non-permanent nature that have been designed, developed or manufactured in Canada;
  - 9.1.2.4.10** engineering and professional services, experimental work and product or process development work executed and completed in Canada by Canadians or permanent residents;
  - 9.1.2.4.11** miscellaneous factory and office expenses paid in Canada, such as: administrative and general expenses; depreciation with respect to production machinery and permanent plant equipment and the installation costs of such machinery and equipment; and a capital allowance not exceeding 5% of the total capital outlay incurred for buildings in Canada owned by the producer of the work;
  - 9.1.2.4.12** R&D activities performed in Canada;
  - 9.1.2.4.13** Canadian citizen and permanent resident travel expenses specifically associated with Direct Transactions on the Project

and incurred in Canada, including transportation, meals, and accommodations;

**9.1.2.4.14** fees paid for services performed by Canadians or Permanent Residents in Canada not elsewhere specified; and

**9.1.2.4.15** pre-tax net profit upon which Canadian taxes are paid or are payable.

**9.2.** Costs or business activities that are ineligible for Credit:

- 9.2.1.** non-repayable funding from any level of government (municipal, provincial, territorial, or federal);
- 9.2.2.** the value of materials, labour and services imported into Canada;
- 9.2.3.** in the case of an Indirect Transaction, the value of raw materials and Semi-processed Goods exported from Canada;
- 9.2.4.** the value of any remuneration, living costs, travel expenses and relocation costs paid to non-Canadians for work on the Project;
- 9.2.5.** the amount of all Excise Taxes, Import Duties, Federal and Provincial Sales Taxes, Goods and Services Taxes, Harmonized Sales Taxes and other duties;
- 9.2.6.** the value of any royalties and licence fees paid by the Contractor or an Eligible Donor to a person, company or entity outside of Canada;
- 9.2.7.** the value of goods and services with respect to which Credits have been received or are being claimed by the Contractor or an Eligible Donor as a Transaction to Canada under any other obligation or agreement;
- 9.2.8.** any proposal or bid preparations costs;
- 9.2.9.** all transportation or travel costs not covered under Article 9.1.2;
- 9.2.10.** the cost of government furnished equipment (equipment supplied by Canada to be used in the production process; for example, tooling, jigs, dies, production equipment);
- 9.2.11.** licence fees paid by the Recipient and any on-going royalty payments;
- 9.2.12.** Transactions claimed by a Contractor that pertain to its influence or that of an Eligible Donor over any country's purchasing agent/department;
- 9.2.13.** interest costs associated with letters of credit or other financial instruments to support Transactions;
- 9.2.14.** fees paid to lobbyists (as per the *Lobbying Act*, R.S.C. 1985, c. 44 (4th Supp.)); and
- 9.2.15.** fees paid to third-party consultants or agents for work related to obtaining Credit against this Contract. This includes, but is not limited to, providing advice on the ITB/IRB policy; preparation of proposed Transactions or reports; representing the interests of the Contractor to the ITB Authority; or searching for potential Recipients.

## **10. STRATEGIC PLANS**

- 10.1.** Contractors are encouraged to address their ITB Obligations in a strategic manner, considering how the Contractor's broad corporate plans and vision for Canada might translate in Transactions.
- 10.2.** At the discretion of the ITB Authority, Contractors that hold IRB/ITB Obligations in Canada may be asked to submit a strategic plan to the ITB Authority and to meet to review, discuss, or update it. The Contractor's strategic plan should include:
- a description of the Contractor's broad corporate plans and overarching strategic vision for its business in Canada over the medium term (3–5 years) and long term (5+ years);
  - how these corporate plans and vision may translate into Transactions;
  - an overview of the Contractor's current and anticipated obligations to Canada;
  - ITB relationships with Eligible Donors and other major Contractors; and
  - notice of potential Transactions that may be submitted for approval to be pooled.
- 10.3.** If the Contractor has multiple ITB Obligations totaling less than 1 billion dollars, it may also submit a Strategic Plan to the ITB Authority; however, neither the ITB Authority nor the Contractor will be required to meet to discuss the Strategic Plan.

## **11. POOLING**

- 11.1.** Pooling refers to the act of splitting the Credits achieved on a single Transaction and applying each portion to one of two or more ITB obligations.
- 11.2.** Pooled Transactions must meet the following criteria:
- 11.2.1.** meet all of the Transaction eligibility criteria as described in Article 8 (Transaction Eligibility Criteria) of this Annex and align with this Annex;
  - 11.2.2.** have a value of not less than \$50,000,000, measured in CCV; and
  - 11.2.3.** have strategic and long-term impacts on the Recipient, including but not limited to R&D support; first purchase of innovative Canadian technologies; World Product Mandate; global value chain activities; consortium activities; SMB activities; and technology advancement.
- 11.3.** The Contractor must describe and document how any proposed Transaction for pooling meets the criteria in Article 11.2.
- 11.4.** A portion of a pooled Transaction may be applied to this Contract. The Contractor will report on the pooled Transaction through the annual reporting process and schedule agreed to with the ITB Authority at the time of pooled Transaction approval.
- 11.5.** If a portion of a pooled Transaction originates in the bank and Credits have already been confirmed, the value of those Credits will transfer to this Contract, if the Eligible Donor criterion is met. In addition, any uncredited Transaction value, measured in CCV, will also be transferred to this Contract and be subject to the annual reporting and verification processes and the remedies in these Terms and Conditions.

- 11.6.** For informational purposes only: Pooling guidelines are available on the ITB website ([www.canada.ca/itb](http://www.canada.ca/itb)).

## **12. BANKING**

- 12.1.** The Contractor may apply Transactions from the ITB bank (bank) to this Contract up to a total value of 50% of the Obligation cited in Article 3.1.1, measured in CCV.
- 12.1.1.** Any bank Transaction applied to this Contract, or portion thereof, must clearly state that it originated from the bank and be the same in description and details as the approved bank Transaction. The Transaction must meet the Eligible Donor criteria outlined in Article 8.1.4.
- 12.2.** The Contractor may submit certain Overachievements to the bank arising from Transactions in this Contract. In order to submit these Overachievements to the bank, the Contractor must:
- 12.2.1.** complete all of its Obligations in Article 3.1.1. through 3.1.4. at least one Reporting Period before the end of the Achievement Period;
- 12.2.2.** elect to continue business activities on selected Indirect Transactions and to continue its annual reporting process until the end of the Achievement Period; and
- 12.2.3.** apply to bank, within one (1) year after the final notification of Credits from the ITB Authority, those overachieved portions of the selected Indirect Transactions. Overachieved portions are those Credits that were achieved between the start date of the first Reporting Period after all Obligations were completed and the end date of the Achievement Period.
- 12.2.4.** With respect to a pooled Transaction, all portions of a pooled Transaction must be achieved before any Overachievement can be applied to the bank.
- 12.2.5.** With respect to any Transaction involving an Overachievement, the bank account holder is deemed to be the donor for the purposes of assessing the Eligible Donor criteria.
- 12.2.6.** A Transaction involving an Overachievement that is banked, or any portion thereof, can only be banked once. It is not eligible to be re-banked at a later date as part of a subsequent Overachievement.
- 12.3.** Trading and transfer between companies of bank Transactions is not permitted.
- 12.4.** For informational purposes only: Banking guidelines are available on the ITB website ([www.canada.ca/itb](http://www.canada.ca/itb)).

## **13. PUBLIC COMMUNICATIONS**

- 13.1.** The Contractor, its Eligible Donors, and Recipients are strongly encouraged to be as transparent as possible regarding the Obligations, Commitments and specific Transactions, making them publicly available whenever possible.
- 13.2.** The Contractor and the ITB Authority will jointly coordinate public communications related to the Transactions. The two parties will also collaborate to identify success stories associated with specific Transactions.

- 13.3. The Contractor consents to public announcements regarding the Project, made by or on behalf of the ITB Authority, which are related to Obligations, Commitments and Transactions. These announcements would include company names, general descriptions of the work being proposed and approximations of CCV. In these cases, the ITB Authority will make all reasonable efforts to ensure that the Contractor has the opportunity to participate in the announcement and/or the preparation of any related materials. The Contractor must obtain a similar consent from each of the Eligible Donors and Recipients.
- 13.4. The Contractor consents to allow the ITB Authority to publish and openly disclose the Contractor's track record in fulfilling its Obligations, in a manner that respects commercial confidentiality.
- 13.5. For all other public communications regarding the Transactions, drafts of announcements and their publication schedule will be delivered by either party to the other as soon as is reasonably possible, but in any event prior to the proposed release date. Each party must make every effort to inform the other, and seek resolution of, any objections to the content or timing of a proposed announcement.
- 13.6. Nothing in this Article shall be interpreted as preventing the fulfillment by any company involved in an Obligation or Transaction of its reporting obligations under applicable securities laws.

#### 14. INFORMATION MANAGEMENT

- 14.1. It is understood and agreed that the Contractor will submit detailed corporate and transactional business information to the ITB Authority in the implementation of these Terms and Conditions or through a strategic plan, some of which may contain information that is sensitive and confidential to the Contractor. The ITB Authority will ensure, to the best of its ability, that this information is protected, stored and used according to the Government of Canada's information management and security guidelines.
- 14.2. The Contractor agrees that the overall, aggregate information related to Obligations, Transactions and Credits is considered by the ITB Authority to be information available to Parliament and the public.
- 14.3. Subject to all applicable federal laws and processes, such as the *Access to Information Act*, the *Privacy Act* and the *Library and Archives of Canada Act*, the ITB Authority will not release or disclose outside the Government of Canada any of the Contractor's commercially confidential business information.
  - 14.3.1. Data may be used by the ITB Authority for internal policy analysis purposes. Certain relevant information may also be shared, subject to applicable laws and processes, with other government organizations and agencies with whom the ITB Authority collaborates in the administration of the ITB policy.

#### 15. TRANSACTION ALTERATIONS

- 15.1. The Contractor must not alter the Transactions listed in Appendix A (Value Proposition Commitments, Plans and Transactions) unless:
  - 15.1.1. the Contractor has submitted a proposal to the ITB Authority through the Contracting Authority, with respect to the alteration; and
  - 15.1.2. the ITB Authority through the Contracting Authority has given written approval to the Contractor and requested the Contracting Authority to amend the Contract accordingly.

- 15.2.** The Contractor may propose alterations to or substitutions for any of the Transaction(s) listed in Appendix A (Value Proposition Commitments, Plans and Transactions), and the ITB Authority may accept these requests provided that in the judgment of the ITB Authority:
- 15.2.1.** the circumstances requiring the change are exceptional and likely to result in undue hardship upon the Contractor if a change is not made;
  - 15.2.2.** the Obligations in Article 3 of these Terms and Conditions are maintained;
  - 15.2.3.** the proposed alterations or substitutions meet the eligibility criteria stated in these Terms and Conditions;
  - 15.2.4.** the proposed substitute Transaction is not less than the Transaction to be replaced as to the level of technological sophistication of the work to be performed, the CCV, and the extent to which it meets the original Proposal submitted by the Contractor. For example:
    - 15.2.4.1.** if the Contractor fails to achieve a Transaction involving an Allowable Investment or Credit multiplier, the full CCV of this Obligation at the multiplied value must be made up with other Transactions;
    - 15.2.4.2.** a Transaction in one VP evaluation criteria area must be replaced by a new Transaction under the same VP evaluation criteria area; and
    - 15.2.4.3.** the proposed substitute Transaction(s) would not have lowered the Contractor's VP score as determined in the original selection process.
- 15.3.** Mutual Abatement and Trading
- 15.3.1.** Mutual abatement is the reduction of the Contractor's Obligation in exchange for the reduction of a Canadian Company's obligations to a foreign offset authority and is not permitted. Trading of Obligations, or of Credits, is also not permitted.

## **16. VERIFICATION AND ACCESS TO RECORDS**

- 16.1.** The Contractor must implement the procedures and practices as described in the ITB management plan.
- 16.2.** The Contractor must keep proper records and all documentation relating to the Transactions attached to this Contract, including invoices and proof of payments. The Contractor must not, without the prior written consent of the ITB Authority, dispose of any such records or documentation until the expiration of two (2) years after final payment under this Contract, until settlement of all outstanding claims and disputes, or the end of the Achievement Period, whichever is later.
- 16.3.** All such records and documentation will, during the aforementioned retention period, be open to verification, inspection and examination by the ITB Authority, through access at reasonable times, and within thirty (30) calendar days of being notified by the ITB Authority. The Contractor must obtain similar undertakings in the subcontracts of all Eligible Donors and arrange for the same in respect of work performed by such Eligible Donors for which Credits are claimed. The Contractor and its Eligible Donors must ensure through its subcontracts and arrangements that Recipients keep pertinent records.

- 16.4.** Where, subsequent to the verification action taken pursuant to this Article, the ITB Authority determines that the records are insufficient to verify the Contractor's achievements in respect of any ITB Obligation or Commitment, the Contractor must provide such additional information as may be required by the ITB Authority.
- 16.5.** Where it cannot be verified that a Transaction has been achieved as claimed, that portion of the Transaction which cannot be verified will be considered as not having been achieved and the ITB Authority will give notice to the Contractor of the verification results through the Contracting Authority.
- 16.6.** If the ITB Authority determines that a significant deficiency in the Contractor's achievements exists such that the ITB Authority believes that the Contractor will not meet its Obligations, the ITB Authority may give, through the Contracting Authority, notice to the Contractor and request the Contractor to submit a proposal showing how the Contractor plans to correct the deficiency. The Contractor must submit its proposal within sixty (60) calendar days of receipt of such notice. If the proposal is not provided within this time period or is not acceptable to the ITB Authority, the ITB Authority may exercise its remedies under Article 18.

## **17. CONFLICT RESOLUTION**

- 17.1.** The ITB Authority and the Contractor acknowledge that they have entered into a long-term relationship, with the goal that the Contractor achieves the Obligations and Commitments stated herein, delivers long-term economic benefits to Canada and carries out these Terms and Conditions.
- 17.2.** Guiding this long-term relationship are common values and approaches, such as mutual accountability, open communication, mutual respect and effective collaboration. The relationship will involve officials at the project level (e.g. ITB and contract managers) and at the management level (e.g. departmental and executive officials). Discussions will be frequent and ongoing over the life of the Contract.
- 17.3.** In the event that a disagreement arises between the ITB Authority and the Contractor regarding an ITB matter, each party will bring their concerns forward to the other for discussion and resolution. Parties are encouraged to raise concerns first at the project level. Should discussions at the project level fail to resolve the issue, the parties are then encouraged to engage at the management level.

## **18. REMEDIES**

- 18.1.** The long-term relationship between the Contractor and ITB Authority is supported by several processes aimed at promoting regular, ongoing engagement between the two parties. These processes include the Transaction identification schedule outlined in Article 3 and the annual reporting process outlined in Article 4. Taken together, these and other monitoring measures are aimed at encouraging positive engagement, use of best practices and the successful completion of the Contractor's Obligations in this Contract.
- 18.2.** Notwithstanding the terms of this Contract that provide remedies in the event of default by the Contractor, one or more of the following remedies may be exercised in the event of default under these Terms and Conditions. Some or all remedies may apply, but combined will not exceed 10% of the overall Contract Price. In the event of a default by the Contractor of its obligations pursuant to these Terms and Conditions, the remedies contained in this Article are in addition to, and not in substitution for, any remedies provided elsewhere in the Contract.



**18.3. Holdback/Stop Payment**

**18.3.1.** If the contractor has failed to meet any of its Obligations contained in Article 3.2, the ITB Authority will notify the Contractor in writing of such deficiency and Canada may apply a holdback (the Holdback) from any claim for payment then due or payable under the contract.

**18.3.2.** With respect to the Holdback, a cure period of sixty (60) calendar days (the Cure Period), beginning on the date of notification to the Contractor by the ITB Authority, will apply before the Holdback takes effect.

**18.3.2.1.** Within the Cure Period, the Contractor may take corrective action by providing to the ITB Authority a corrective action plan to remedy the deficiency. If the plan is accepted by the ITB Authority, no Holdback will be made.

**18.3.2.2.** If, after the Cure Period, the plan has not been accepted pursuant to Article 18.3.2, the accrual of the Holdback will be equal to 10% (profit) of subsequent contract milestone payments and will accrue until it reaches the amount of the deficiency, or until the Contractor submits a plan that is approved by the ITB Authority, whichever occurs first.

**18.3.2.3.** The Holdback will be released progressively as the deficiency is extinguished. During the Holdback period, the ITB Authority will confirm the amount of Credits achieved or Transactions identified within a reasonable amount of time from when the claims for Credit or proposed Transactions are submitted by the Contractor. The corresponding amount of the Holdback will be released when the next payment under the Contract is made.

**18.4. Liquidated Damages**

**18.4.1.** If the Contractor fails to achieve any of the Obligations in Article 3.1.1, 3.1.3, 3.1.4, or 3.1.5 by the end of the Achievement Period, after taking into account the provisions of Article 6, Canada may in its sole discretion elect to require the Contractor to pay to Canada as liquidated damages 10% percent of the total deficiency, less the amount of any Holdback.

**18.4.1.1.** In the event that a deficiency is comprised of more than one of the Obligations in Articles 3.1.1., 3.1.3, 3.1.4, and 3.1.5 the Contractor will be liable only for the deficiency that arises under the Obligation that results in the highest liquidated damages.

**18.4.2.** If the Contractor fails to achieve any of the VP Obligations in Article 3.1.2 by the end of the Achievement Period, after taking into account the provisions of Article 6, Canada may in its sole discretion require the Contractor to pay to Canada as liquidated damages 20% of the total deficiency, less the amount of any Holdback.

**18.4.3.** In the event that a deficiency is comprised of more than one of the Obligations in Article 3.1.2 the Contractor will be liable in respect to Article 18.4.2 under all deficiencies on an additive basis.

- 18.4.4.** The obligation of the Contractor to pay liquidated damages, if such obligation exists, pursuant to Article 18.4.1 or 18.4.2, will be triggered by notice by either the Minister or the Deputy Minister of Public Works and Government Services to the Contractor, stating that the Contractor is in default under the Contract for failure to achieve the identified Obligations within the Achievement Period and that Canada is demanding payment of liquidated damages in accordance with this Article.

**18.5.** Contract Termination

- 18.5.1.** In the event that the Contract is terminated for default pursuant to Section 31 of General Conditions 2030, the ITB Authority will notify the Contractor and the Contractor must identify Transactions within 3 months of the date of termination equal to 100% of the value of Contract Price.
- 18.5.2.** The Contractor must then, within 90 days of the date of termination, in its sole discretion, elect either:
- 18.5.2.1.** to take action to achieve all identified Transactions within xx years; or
- 18.5.2.2.** to pay Canada as liquidated damages the amount calculated in accordance with Article 18.4, less the amount of any Holdback, after taking into account the provisions of Article 6.
- 18.5.3.** For the purposes of Article 18.5.1, the amount of liquidated damages will be calculated on the basis of the Contract Price. If the Contractor fails to identify the Transactions within the time period in Article 18.5.1, then the requirement to pay liquidated damages as set out in Article 18.4.1 will apply.
- 18.5.4.** The parties agree that Canada's right under Section 31 of General Conditions 2030 to terminate this Contract for default will not apply to a failure to meet the Contractor's Obligations under these Terms and Conditions, unless the Contractor fails or neglects, within 60 days of the ITB Authority's demand to do so, to satisfy any of the material Obligations listed below:
- 18.5.4.1.** pay the liquidated damages amounts required by Article 18.4; and
- 18.5.4.2.** satisfy its VP Obligations described in Article 3.1.2.
- 18.5.5.** The Parties agree that:
- 18.5.5.1.** the Obligations contained in Article 18.5.1 constitute material obligations under the Contract; and
- 18.5.5.2.** the Obligations contained in Article 18.5.1 will survive termination of this Contract.
- 18.5.6.** In the event that the Contract is terminated for convenience pursuant to Section 32 of General Conditions 2030, the Contractor will have no further obligations and liabilities under these Terms and Conditions.
- 18.5.7.** In the event of partial termination of the Contract under Section 32 of General Conditions 2030, the Contractor will be released from the terminated portions of the Obligations and from the provisions of Article 3 as it relates to such terminated portions.

**18.6.** Letter of Credit

**18.6.1.** In the event that the Contractor has not completed its Obligations at the time of completing the Work under the Contract and being entitled to receipt of the final progress payment from Canada, the Contractor may be required to provide to Canada a guarantee for completion of the Obligations prior to the expiration of the Achievement Period in the form of a letter of credit. The letter of credit will be in the amount of monies that would be owing by way of liquidated damages should the Contractor not achieve any further Credits after the date of the final progress payment.

**18.6.2.** The letter of credit will be:

- issued by a financial institution which is a member of the Canadian Payment Association;
- in form and substance satisfactory to the ITB Authority;
- solely at the cost of the Contractor;
- abated as set forth below;
- unconditional and irrevocable; and
- subject to the Uniform Customs and Practice for Documentary Credits, as set out in Publication No. 600, July 2007.

**18.6.3.** The letter of credit will remain in force until the earliest of:

- the achievement of the Obligations; and
- six (6) months following the submission of the ensuing final Annual Report at which time the letter of credit will be abated in full and will be returned by Canada to the Contractor. Provided that, if the Obligations have not been achieved, Canada will draw down on the letter of credit in the amount of the outstanding Obligations prior to returning it to the Contractor.

**18.6.4.** The obligation of the financial institution to pay under the letter of credit will be triggered by notice executed by the ITB Authority to the issuing bank, stating that the Contractor is in default under this Contract for failure to achieve the Obligations within the Achievement Period, that Canada has made a demand by notice for payment of liquidated damages in accordance with the liquidated damages Articles and that the Contractor has failed to pay Canada such liquidated damages. No other event will trigger payment under the letter of credit.

**18.7.** Performance Incentives

**18.7.1.** If, during the term of this Contract, a change in the Work is initiated by Canada which results in the Contractor no longer being able to source from a Canadian Company and, as a consequence, Obligations may not be met, the Contractor must immediately notify the ITB Authority through the Contracting Authority. The Contractor must fully describe the issue and provide all supporting data, including a complete record of attempts to purchase from Canadian sources and Canadian suppliers' responses, together with an analysis of specific technical, commercial or other factors which result in the inability to source from a Canadian Company. In such instances, the Obligations will be reduced to the extent the CCV associated with the change differs from the CCV of the original Work. Notwithstanding the foregoing, the Obligation in Article 3.1.1 will remain.

- 18.7.2.** The Contracting Authority in accordance with this Article, will have the right to holdback, drawback, deduct and set off from and against the monies owing at any time by Canada to the Contractor, any amounts owing under this Contract.
- 18.7.3.** Nothing in this Article shall be interpreted as limiting the rights and remedies that the Contracting Authority may otherwise have, in law or in equity, in relation to any breach of the Contract by the Contractor.
- 18.7.4.** Actual damages which would be sustained by Canada in the event of a breach by the Contractor of the Obligations in this Contract would be commercially impracticable or extremely difficult to compute or ascertain and, therefore, the provisions for liquidated damages are agreed to be a fair and reasonable best estimate of such actual damages, and the manner provided herein for the enforcement and collection of liquidated damages is agreed to be fair and reasonable.

## **19. RESPONSIBILITIES OF THE PARTIES**

- 19.1.** The award of this Contract to the Contractor resulted from a procurement process in which the Contractor committed to fulfill the Obligations.
- 19.2.** It is the responsibility of the Contractor to ensure that it can complete the Transactions and that these are not limited by applicable laws, regulations, policies or standards.

## **20. COMPLIANCE WITH THE *LOBBYING ACT***

- 20.1.** The Contractor represents, warrants, and undertakes that it and the Eligible Donors are and will remain in compliance with Canada's *Lobbying Act* with respect to these Terms and Conditions.

## **21. CONTINGENCY AND SUCCESS FEES**

- 21.1.** The Contractor represents warrants and undertakes that neither it nor an Eligible Donor will make or agree to make any payment to an individual, company or entity that is contingent on the approval of Credit by the ITB Authority under these Terms and Conditions or upon the entity's success in arranging meetings with public office holders.
- 21.2.** The ITB Authority acknowledges that the Contractor, for the purposes of making the representation and warranties in Articles 20.1 and 21.1 on behalf of the Eligible Donors, has relied on a representation provided by each of them to it.

## **22. LIST OF APPROVED ELIGIBLE DONORS**

- 22.1.** The Eligible Donors to this Contract include the companies and coordinates listed below:

***[List to be included at Contract Award.]***

## APPENDIX A: VALUE PROPOSITION COMMITMENTS, PLANS AND TRANSACTIONS

### Value Proposition Commitments:

*[To be referenced from Contractor's Proposal.]*

### Plans:

*[To be referenced from Contractor's Proposal.]*

### Transactions:

*[Detailed list and tabular chart, as outlined below, based on the Contractor's Proposal and updated throughout the Achievement Period.]*

Transaction number	Title	Description	Donor	Recipient	CCV\$
					<i>[Sub-totals for direct, indirect, regional, SMB and VP criteria.]</i>

**APPENDIX B: TEMPLATE – TRANSACTION SHEET**

*(Electronic copy available from the ITB Authority)*

*[A transaction sheet with project-specific requirements will be generated by the ITB Authority and included in the final RFP as Appendix B.]*

*Protected B (when completed)*

## **APPENDIX C: TEMPLATE – ANNUAL REPORT**

*(Electronic copy available on ITB website)*

***Protected B (when completed)***

### **GENERAL INFORMATION**

Project Name:  
Contractor Name:  
ITB Manager:  
Currency  
Contract Award  
Total # of Reporting Periods  
Period #  
Report Due Date  
Date of Report

### **CONTRACTUAL OBLIGATIONS**

Total Obligation:  
Direct:  
SMB:  
Atlantic  
N Ontario:  
Ontario  
Quebec  
West  
North

### **PART A – Overview**

#### **An overview and status of Work on the Project:**

*Please provide a very high level overview of the project over the past year, including any Annual Report highlights and the project schedule. Proposed length of response is 5-10 lines.*

#### **Progress Payments:**

*Please provide a brief written overview of the progress payment activities since contract award. Proposed length of response is 5-10 lines. In addition, please populate the Progress Payments Tab below.*

*[Progress Payments chart on excel]*

**Plans:**

*Please provide an overview of any substantive changes to the Plans, including changes to ITB officials working on the project. Please indicate if no changes are proposed. Proposed length of response is 5-10 lines.*

**Value Proposition Overview:**

*Please provide a detailed overview of each VP Commitment and related activity during the Reporting Period, along with a cumulative summary of the achievement status of each.*

*Proposed length of response is 4-5 lines for each item, accompanied by the documentation as indicated.*

**PART B, C and D – Transactions**

*Please fill in all of the information requested in a chart format.*

**PART E – Additional Information**

**SMB and Regional Development Activities:**

*Please provide an overview of the activities that were undertaken on this project with Small and Medium Businesses. Include highlights of work activities undertaken during this period. Proposed length of response is 5-10 lines.*

**New, Changed or Cancelled Transactions:**

*Please provide a brief overview of any changes (listed by Transaction) including any cancelled, new or altered Transaction in the last Reporting Period. Ensure these changes are reflected in the Transaction Tab by highlighting in red all changes indicated below. Proposed length of response if dependent on the number of applicable Transactions.*

**Certificate of compliance:**

*Submission of this Annual Report should be accompanied by the completed and signed certificate of compliance. The template is available below.*



## APPENDIX D: TEMPLATE – INVESTMENT FRAMEWORK BUSINESS PLAN

*(Electronic copy available from ITB Authority)*

The investment framework (IF) business plan describes the proposed IF project, details the specific activities, goals and duration, outlines how an investment will be used by the SMB, includes a market assessment and provides company information.

Template IF Business Plan	
	<i>Protected B (when completed)</i>
IF Transaction title:	
Donor:	
SMB Recipient:	
Date:	
<p><b>Description of IF activity:</b>  <i>Provide a detailed description of the IF activity, including but not limited to: specific activities to be undertaken; goals; duration; value of the investment and how it will be used by the SMB; the anticipated impacts/outcomes for the SMB; and key IF activity assumptions and risks.</i></p> <p><i>Anticipated length: 8-10 paragraphs.</i></p>	
<p><b>Market Assessment:</b>  <i>Provide an outline of the opportunity, market size, key competitors, sales strategy and the donor/SMB Recipient's competitive advantage.</i></p> <p><i>Anticipated length: 3-5 paragraphs</i></p>	
<p><b>Company profile of SMB:</b>  <i>Provide a description of the SMB's operations, product lines, corporate structure and ownership.</i></p> <p><i>Anticipated length: 2-3 paragraphs + organizational chart</i></p>	
<b>Certification and signatures</b>	

WHEREAS the ITB policy requires that a proposed IF Transaction be accompanied by a business plan outlining the IF activity in detail;

NOW THEREFORE, we the undersigned, in our capacities as senior officers of the Contractor or Eligible Donor and SMB Recipients, do hereby declare and certify that the information included in and attached to this business plan is complete, accurate and can be relied upon by the ITB Branch for the purposes of monitoring the compliance of the proposed IF Transaction.

IN WITNESS THEREOF THIS CERTIFICATION HAS BEEN SIGNED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_ BY A SENIOR OFFICER WHO IS DULY AUTHORIZED IN THAT BEHALF.

**Contractor or Eligible Donor**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name and Title of Senior Officer

**SMB Recipient**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name and Title of Senior Officer

**APPENDIX E: CERTIFICATE OF CAUSALITY  
INDUSTRIAL AND TECHNOLOGICAL BENEFITS (ITB)**

WHEREAS the ITB policy requires that, as evidence of causality, the Contractor must provide a detailed statement on causality and submit a signed certificate of causality as supporting evidence to the ITB Authority;

NOW THEREFORE, I \_\_\_\_\_, in my capacity as a senior officer of the (*donor company*), do hereby declare and certify as follows:

- i) I am aware of the meaning of causality, as outlined in the Terms and Conditions;
- ii) The information contained in the Transaction sheet(s) appended herewith provides a detailed statement on causality, which outlines the steps and timelines involved in the decision about a procurement or investment activity and which clearly shows the link between the steps and decision on a business activity and Canada's ITB or IRB policy;
- iii) The information contained in the Transaction sheet(s) noted below and appended herewith, is to the best of our knowledge and ability complete, true and accurate;
- iv) Failure to provide a detailed statement on causality and this certificate may result in the proposed Transaction being rejected pursuant to the Terms and Conditions. Provision of this causality information should not be seen as limiting the discretion of the ITB Authority in decisions related to the eligibility of specific Transactions submitted for approval.

IN WITNESS THEREOF THIS CERTIFICATE OF CAUSALITY HAS BEEN SIGNED THIS \_\_\_\_\_ DAY  
OF \_\_\_\_\_ BY THE SENIOR OFFICER WHO IS DULY AUTHORIZED IN THAT BEHALF.

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
NAME AND TITLE OF SENIOR OFFICER

AT: \_\_\_\_\_

Project and Transaction number(s): \_\_\_\_\_

Title(s): \_\_\_\_\_

Recipient Company(ies): \_\_\_\_\_

**APPENDIX F: CERTIFICATE OF COMPLIANCE**  
*For Annual Reporting Purposes*

WHEREAS His Majesty the King in right of Canada as represented by the Minister of Public Works and Government Services (referred to herein as the Minister) on the \_\_\_\_ day of \_\_\_\_ has entered into contract with \_\_\_\_\_ for the Contract.

AND WHEREAS Such Contract requires that, as evidence of the achievement of Canadian Content Value (CCV) of Transactions and compliance with the *Lobbying Act*, the Contractor will submit a certificate of compliance to that effect to the ITB Authority;

NOW THEREFORE, The Contractor declares and certifies as follows:

- The information contained in the documents appended herewith, which applies to the reporting of the Transaction periods, is to the best of our knowledge and ability complete, true and correct;
- The information contained in the documents appended herewith is compliant with information contained in certificates of compliance submitted to the Contractor by Eligible Donors;
- The CCV shown in documents appended herewith have been determined in accordance with Article 9 of the Contract;
- The Contractor and all Eligible Donors are, subject to Article 20, in compliance with Canada's *Lobbying Act* with respect to this Contract.

IN WITNESS THEREOF THIS CERTIFICATE OF COMPLIANCE HAS BEEN SIGNED THIS \_\_\_\_\_  
DAY OF \_\_\_\_\_ BY THE SENIOR COMPTROLLER WHO IS DULY AUTHORIZED IN THAT  
BEHALF.

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
NAME AND TITLE OF SENIOR COMPTROLLER

AT:\_\_\_\_\_

**APPENDIX G: CERTIFICATE OF ELIGIBLE DONOR  
INDUSTRIAL AND TECHNOLOGICAL BENEFITS (ITB)**

WHEREAS the ITB policy requires Transactions be undertaken by an Eligible Donor, as outlined in the Terms and Conditions;

AND WHEREAS, the ITB policy requires that when a proposed Eligible Donor is a Canadian Company with less than 500 employees, it has the capacity to undertake Obligations with respect to this Contract;

NOW THEREFORE, I \_\_\_\_\_, in my capacity as an officer of (*Canadian Company name*), do hereby declare and certify as follows:

- i) I am familiar with Canada's ITB policy, goals and objectives.
- ii) I am aware of the meaning of Eligible Donor, as defined in Article 8 of the Terms and Conditions;
- iii) I understand and accept the responsibilities associated with acting as an Eligible Donor and strategic partner in the delivery of the Obligation on the (*insert project name*) project. These responsibilities may include sharing a portion of the Obligation, remedies, planning and undertaking Direct and Indirect Transactions, record keeping and supporting the prime contractor in the areas of annual reporting and verification.
- iv) My company has the capability and resources to undertake the role of Eligible Donor on this project.
- v) Failure to provide a certificate of Eligible Donor may result in the proposed Transaction being rejected pursuant to the Terms and Conditions. Provision of this certificate should not be seen as limiting the discretion of the ITB Authority in decisions related to the overall eligibility of specific Transactions submitted for approval.

IN WITNESS THEREOF THIS CERTIFICATE OF ELIGIBLE DONOR HAS BEEN SIGNED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ BY THE SENIOR OFFICER WHO IS DULY AUTHORIZED IN THAT BEHALF.

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
NAME AND TITLE OF OFFICER

AT: \_\_\_\_\_

#### APPENDIX H: INCREMENTALITY CHECKLIST

*For Indirect Transactions, complete this checklist and attach supporting documentation*

Incremental work is the purchase of a good or service that represents new or additional purchases from a Canadian supplier. These new or additional purchases may take various forms. They may involve:	Please check the appropriate box
i) purchase of a new product or service from a new Canadian supplier on an Indirect Transaction	<input type="checkbox"/> Written statement attesting the Canadian Recipient is a new supplier + Purchase Order (or PO equivalent if the order has not taken place)
ii) purchase of a new product or service from an existing Canadian supplier on an Indirect Transaction	<input type="checkbox"/> Written statement attesting the product/service has not previously been purchased + Purchase Order (or PO equivalent if the order has not taken place)
iii) purchase of an existing product or service from an existing Canadian supplier on an Indirect Transaction, but which involves a new application or end use of the product (see example below)	<input type="checkbox"/> Written statement detailing the new application or end use of the product/service + New part number (where applicable) + Purchase Order (or PO equivalent if the order has not taken place)
iv) purchase of an existing product or service from an existing Canadian supplier on an Indirect Transaction, but where there has been a new competitive process to re-select the supplier	<input type="checkbox"/> Written statement detailing the Request for Quote (or equivalent) proving a new competition has taken place + Purchase Order (or PO equivalent if the order has not taken place)
v) purchase of an existing product or service from an existing Canadian supplier on an Indirect Transaction, but where none of the above circumstances apply. (in these cases, a three-year average of previous purchases will be calculated, based on the three years immediately preceding the date of identification of the Transaction to the ITB Authority, and Credit may be awarded on those purchase amounts which exceed the three year average, in each of the ensuing Reporting Periods)	<input type="checkbox"/> Written statement detailing the three-year average calculation
vi) other: _____	<input type="checkbox"/> Written statement detailing the activity + other evidence
<i>An example of a new application or end use: The Contractor has previously purchased military tripods from a Canadian supplier that mount to Gun A for sale to Country A. The new application or end use could be the purchase of the same military tripods from the Canadian supplier, but instead of mounting to Gun A for sale to Country A, they are mounted to Gun A for sale to Country B, or they are mounted to Gun B for sale to Country B.</i>	<i>The ITB Authority at its discretion will determine if the proposed Transaction is incremental taking the information provided into account.</i>

## APPENDIX I: DEFENCE SECTOR DEFINITIONS

**Ammunition and Other Munitions:** This category includes sales related to production as well as research, development, design, engineering, testing and evaluation services, and disposal activities such as relating to:

- Conventional ammunition in small/medium/large calibers, artillery and mortar rounds, bombs, grenades, torpedoes, mines, other munitions and related precision manufacturing;
- Related propellants and explosives like explosive plastics, gels, liquids, and powders; and nuclear, biological and chemical warheads.

Excluded are sales of missiles, rockets and other related parts and components which should be reported under the category for, 'Missiles and Rockets'.

**Missiles and Rockets:** This category includes sales related to production as well as research, development, design, engineering, testing and evaluation services relating to military missiles and rockets, including advanced missiles used by anti-ballistic missile (ABM) systems.

Excluded here are sales relating to:

- Space launch vehicles,
- Munitions/sub-munitions and other types of warheads carried on, or delivered by missiles and rockets.

Those are to be reported under either the categories for 'Ammunition and Other Munitions' or for military space systems as appropriate.

**Firearms and Other Weapons:** This category includes military sales related to production as well as research, development, design, engineering, testing and evaluation services relating to technologies aggressively used to gain or defend a tactical advantage over an adversary; to attack, defend and protect assets and personnel. This includes lethal and non-lethal kinetic and non-kinetic weapon systems like:

- Light/medium/heavy firearms;
- Vehicle-based or mobile weapons like tank guns, howitzers, mortars and missile *launchers*;
- Acoustic, laser, and other electromagnetic based weapon systems.

**Military Systems Deployed in Space, Space Launch Vehicles, Land-based Systems for the Operation, Command and Control of Space Launch Vehicles or Systems Deployed in Space; and Related Components:** This category includes sales related to production as well as research, development, design, engineering, testing and evaluation services:

- Relating to primarily military systems deployed in space (e.g. satellites, spacecraft, and space robotic systems) and their sub-systems and components; as well as space launch vehicles.
- Related design, engineering and production of earth-based systems used for the operation, Command & Control of military systems deployed in space and space launch vehicles (e.g. ground stations, satellite tracking systems, and launch facilities).

**Primarily Airborne Electro-Optical, Radar, Sonar and Other Sensor/Information Collection Systems; Fire Control, Warning and Countermeasures Systems, and Related Components:** This category includes sales related to production as well as research, development, design, engineering, testing and evaluation services relating to Primarily Airborne:

- Electro-optical systems (e.g. image intensification night-vision systems, thermal imaging systems, lasers), radars, dipping sonar, other sensors, and fire-control systems used to aid weapons in target acquisition, tracking and engagement;
- Warning systems (e.g. technologies that detect enemy radars, enemy laser targeting systems, and approaching threats such as missiles); and
- Countermeasures (e.g. electronic jamming equipment, smoke screens, flares to counter heat-seeking missiles).
- Other related aircraft avionics systems.

**Note:** sales relating to similar systems, parts and components but which are integrated into naval vessels should be reported under the category for “Naval Vessel-Borne Systems (i.e., Mission Systems) and Components”.

**Primarily Land-Based or Man-Portable Electro-Optical, Radar, Sonar and Other Sensor/Information Collection Systems; Fire Control, Warning and Countermeasures Systems, and Related Components:** This category includes sales related to production as well as research, development, design, engineering, testing and evaluation services relating to Primarily Land-based or Man-Portable:

- Electro-optical systems (e.g. image intensification night-vision systems, thermal imaging systems, lasers), radars, sonar, other sensors, and fire-control systems used to aid weapons in target acquisition, tracking and engagement;
- Warning systems (e.g. technologies that detect enemy radars, enemy laser targeting systems, and approaching threats such as missiles); and
- Countermeasures (e.g. electronic jamming equipment, smoke screens, flares to counter heat-seeking missiles).

**Note:** sales relating to similar systems, parts and components but which are integrated into naval vessels should be reported under the category for: “Naval Vessel-Borne Systems (i.e., Mission Systems) and Components”.

**Primarily Airborne Communications and Navigation Systems; and Other Information Systems (Including Processing and Dissemination), Software, Electronics and Components:** This category includes sales related to production as well as research, development, design, engineering, testing and evaluation services relating to Primarily Airborne:

- Military communications systems, secure cyber/information systems, and other military Information Technologies (including software);
- Navigation and guidance systems (e.g. Global Positioning System [GPS] based systems, gyroscopes, accelerometers) and other geomatics related systems and services (e.g. geographic information system (GIS) products and services for military applications, remote sensing services for military applications);
- Other technologies for the receipt, exchange/disseminating, processing, synthesizing, analysis and integration of multiple types of data;
- Display technologies, digital control systems and other avionics;
- Other mission system avionics, computers and electronics; and other aircraft avionics for military aircraft not elsewhere specified.

**Note:** sales relating to similar systems but which are integrated into naval vessels should be reported under the category for: “Naval Vessel-Borne Systems (i.e., Mission Systems) and Components”.

**Primarily Land-Based, Man-Portable or Non-Platform Specific Communications and Navigation Systems; and Other Information Systems (Including Processing and Dissemination), Software, Electronics and Components:** This category includes sales related to production as well as research, development, design, engineering, testing and evaluation services relating to Land-Based or Man-Portable:



- Military communications systems, secure cyber/information systems and other military Information Technologies (including software);
- Navigation and guidance systems (e.g. Global Positioning System [GPS] based systems, gyroscopes, accelerometers) and other geomatics related systems and services (e.g. geographic information system (GIS) products and services for military applications, remote sensing services for military applications);
- Other technologies for the receipt, exchange/disseminating, processing, synthesizing, analysis and integration of multiple types of data;
- Display technologies and digital control systems;
- Other defence computer and electronics related products not elsewhere specified.

Note: sales relating to similar systems but which are integrated into naval vessels should be reported under the category for: "Naval Vessel-Borne Systems (i.e., Mission Systems) and Components".

**Naval Ship-Borne Systems (i.e., Mission Systems) and Components:** This category includes sales related to production as well as research, development, design, engineering, testing and evaluation services relating to such systems as:

- Naval vessel mission/combat systems: command, control, and communications; radar, sonar, electro-optical and other sensors, navigation systems, displays, other Information Technologies (including Software) and electronics, countermeasures; guns, and missile or torpedo *launchers*.

Excluded from this category are sales related to the actual missiles, torpedoes and other munitions or projectiles launched or fired from/by naval vessels' weapon systems; as well as associated warheads.

Such sales are to be reported under either the category for 'Missiles and Rockets' or the category for 'Ammunition and Other Munitions' as appropriate.

**Naval Ship Fabrication, Structures and Components:** This category includes sales related to production as well as research, development, design, engineering, testing and evaluation services relating to:

- Naval surface and subsurface (e.g., submarines) marine vessels (platforms specifically designed or modified for use in combat or the transportation of military goods and personnel), related vessel structures, and associated sub-systems and components (e.g. ship assembly, manufacture of hull sections, bulkheads, ship propulsion and electrical power systems, ship machinery control systems, damage control systems and ballistic protection materials, air ventilation and water treatment systems, hydraulics, plumbing etc.).

Excluded from this category are sales related to naval vessels' combat systems such as command, control, and communications systems; radars, sonar, electro-optical systems, naval countermeasures, navigation systems, displays and other sensors and electronics, naval guns and missile launchers.

Those are to be reported under the category for:

- 'Naval Vessel-Borne Systems (i.e., Mission Systems) and Components.

Similarly, sales related to maintenance, repair and overhaul services for naval vessels are to be reported under the separate category for such activities.

**Naval Ship Maintenance, Repair and Overhaul:** This category includes sales, carried out under contract, related to the provision of services for maintenance, repair, and overhaul of naval surface and subsurface marine vessels (e.g., submarines); as well as for related training activities.

**Combat Vehicles and Components:** This category includes sales related to production as well as research, development, design, engineering, testing and evaluation services relating to:

- Land-based vehicles designed for use in combat and to transport and protect soldiers, and the systems, sub-systems and components of such vehicles (e.g. vehicle structures, electrical systems, armour, engines, transmission systems, heating/cooling systems, engineering).

Excluded are sales relating to combat vehicle-based weapons systems such as guns and missiles launchers as such sales should be reported under the 'Firearms and Other Weapons' category.

Sales relating to associated projectiles like tank gun rounds or missiles should be reported separately under the 'Ammunition and Other Munitions' or 'Missiles and Rockets' categories as appropriate.

Combat vehicle communication systems, electronics, sensors, fire-control and navigation systems sales should be reported under either the appropriate categories for:

- *'[Primarily Land-Based or Man-Portable] Electro-Optical, Radar, Sonar and Other Sensor/Information Collection Systems; Fire Control, Warning and Countermeasures Systems; and Related Components';*
- *'[Primarily Land-Based, Man-Portable or Non-Platform Specific] Communications and Navigation Systems; and Other Information Systems (Including Processing and Dissemination), Software, Electronics, and Components'.*

Similarly, sales relating to maintenance, repair, overhaul (MRO) and/or training services relating to combat vehicles should also be reported separately in the category for:

- 'Combat Vehicles Maintenance, Repair and Overhaul'.

**Combat Vehicles Maintenance, Repair and Overhaul:** This category includes sales, carried out under contract, related to the provision of services for maintenance, repair, and overhaul of land-based vehicles designed for use in combat and to transport and protect soldiers; as well as for related training activities.

**Aircraft Fabrication, Structures and Components:** This category includes sales related to production as well as research, development, design, engineering, testing and evaluation services relating to:

- Military aircraft, and military aircraft structural elements, control surfaces, systems, sub-systems, parts and components of manned military aerial platforms, and complete manned military aerial platforms, intended for use in combat and military transport. This includes things like landing gear (e.g. wheels, shock absorbers and related parts for the retraction and extension of aircraft landing gear, helicopter pontoons); flight control actuators; and propulsion and power systems for military aircraft (e.g. aircraft gas turbine engines, compressors, fuel systems, etc.).

Excluded from this category are sales related to military aircraft maintenance, repair and overhaul (MRO) services; aircraft communication systems; navigation systems; avionics; air-borne sensors; missiles, rockets and projectiles made to be fired from aerial platforms; display units; and other electronics for manned military aerial platforms—these are to be reported under separate defence product and service categories as appropriate

**Military Aircraft Maintenance, Repair and Overhaul Services:** This category includes sales relating to maintenance, repair and overhaul activities (carried out under contract) in relation to military aircraft, engines and accessories; as well as for related training activities.

**Unmanned Aerial Systems/Vehicles (UAS/V) and Components:** This category includes sales related to production, research, development, design, engineering, testing and evaluation services relating to:

- Military unmanned aerial vehicles/systems and drones, and related sub-systems, parts, components and accessories (including related ground control systems and launchers).

Excluded are sales relating to missiles; or to weapon systems (e.g., guns, missile launchers) and ammunition, munitions, and missiles carried on/delivered by unmanned aerial systems/vehicles.

Such sales should be reported under either the category for: 'Firearms and Other Weapons' or under the category for 'Missiles & Rockets'.

**Simulation Systems for Aircraft:** This category includes sales related to production as well as research, development, design, engineering, testing and evaluation services for the hardware and software technologies used by military and security forces to develop, experiment and test operational doctrines and to train personnel using situational scenarios (e.g. intelligent software, visual systems, network simulations, real-time simulators, etc.) as primarily related to aircraft and operations in the air-domain.

**Simulation Systems for Naval Vessels:** This category includes sales related to production as well as research, development, design, engineering, testing and evaluation services for the hardware and software technologies used by military and security forces to develop, experiment and test operational doctrines and to train personnel using situational scenarios (e.g. intelligent software, visual systems, network simulations, real-time simulators, etc.) as primarily related to naval vessels and operations in the maritime-domain.

**Simulation Systems for Land Vehicles or Other Applications:** This category includes sales related to production as well as research, development, design, engineering, testing and evaluation services for the hardware and software technologies used by military and security forces to develop, experiment and test operational doctrines and to train personnel using situational scenarios (e.g. intelligent software, visual systems, network simulations, real-time simulators, etc.) as primarily related to land vehicles/ground-based systems and operations; or for other applications not elsewhere specified.

**Live Personnel and Combat Training Services:** This category includes sales related to the provision by operations in Canada of live training services to *military personnel* such as in relation to combat training, including military airborne training services and any similar land or maritime training services; and military marksmen and sniper training.

Excluded are sales of products and services related to:

- Simulated or virtual training activities;
- Training related to the maintenance, repair and overhaul (MRO) of military platforms and systems, as this should be reported under appropriate MRO categories under the survey; and/or to the basic operation of newly acquired or modernized military platforms and systems.

**Troop Support:** This category includes sales related to production as well as research, development, design, engineering, testing and evaluation services in support of soldiers at home or abroad.

Primarily covered are activities (not elsewhere captured) that relate to systems and services like:

- Camp facilities and military shelters;
- Bomb handling, and bomb/explosive/hazmat detection devices and equipment;
- Military clothing, and personal body armour, hazmat and other protective clothing and devices and equipment;
- Logistics and transportation support services;

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Excluded are sales related to 'Live Personnel and Combat Training Services' which should be reported under that respective category.

## **APPENDIX J: KEY INDUSTRIAL CAPABILITIES**

### **Emerging Technologies include the following:**

#### **Advanced Materials**

Includes a range of materials and related production processes that yield significant advances in operational capability and/or cost-efficiency of equipment used in military operations. These advances include reduced weight, increased strength and resilience, lower observability, and other attributes. The materials envisioned span a wide range of technologies, including (but not limited to) composite structures (includes aerostructures), textiles, metals, plastics, ceramics, and advanced feedstocks for additive manufacturing. The related production processes used in generating the materials include additive manufacturing, 3-D printing, advanced machining, and others. The materials have broad application across military aerospace, land, marine and space domains, as well as in commercial sectors.

#### **Artificial Intelligence**

Artificial Intelligence (AI) spans a range of technologies that allow machines to execute tasks that normally require human intelligence, such as pattern and speech recognition, translation, visual perception, and decision-making. AI develops or draws on disciplines such as search and mathematical optimization, machine learning, deep learning, self-learning, and neural networks. AI can reduce operator workload and automate easily repeatable tasks that otherwise require significant human involvement. AI promises enhanced efficiency in the use of trained personnel, less exposure of humans to dangerous environments, and more rapid responses to changes in the military operating environment. It can also permit the analysis of large volumes of data in support of intelligence analysis, mission planning and rehearsal, logistics and business management, cyber security and resilience, and many other activities. AI is relevant across a broad set of both defence and non-defence domains.

#### **Clean Technology**

“Clean Technology” means design, development, engineering, manufacturing or integration of: energy-efficient or emissions-reducing propulsion systems (e.g., hybrid electric, electric), power distribution and management systems, and low-carbon intensity fuel sources (e.g., hydrogen, biofuels) for vehicle platforms; energy storage systems (e.g., pumped hydro storage, flywheel energy storage, zinc-ion batteries, lithium-ion batteries, flow batteries); renewable energy generation (i.e., solar, wind, hydropower, geothermal, wave energy, tidal current energy, river hydrokinetic energy, small modular reactors for nuclear fission, nuclear fusion); energy management & distribution systems (e.g., power system automation, automatic generation control, smart grids, microgrids) that improve energy efficiency, energy security, or reduce emissions; software and equipment used to measure, monitor and analyze the environmental impacts of pollution (e.g., particulates), waste (e.g., solid waste, waste heat, waste water), noise, or emissions; equipment and processes that directly reduce or eliminate pollution, waste, noise, or emissions; and, equipment and processes for water purification, water re-use, or that result in more efficient water-usage on vehicle platforms, or in forward operating bases, deployed camps, or other remote locations. These technologies have broad application across military domains, as well as in commercial sectors. For the purposes of this definition, the term ‘emissions’ refers to the following greenhouse gases: carbon dioxide (CO<sub>2</sub>), methane (CH<sub>4</sub>), nitrous oxide (N<sub>2</sub>O), sulphur hexafluoride, perfluorocarbons, hydrofluorocarbons, and nitrogen trifluoride.

#### **Cyber Resilience**

Cyber resilience spans every element of the domestic commercial, civil and national security sectors and addresses the vulnerabilities created by the expansion of information technology and the knowledge economy. Activities in this segment include design, integration and implementation of solutions that secure information and communications networks. These and other technologies should focus on achieving effective development of the following cyber capabilities:

- Information security: The practice of defending electronic and digital data and information from unauthorized access/intrusion, use, disclosure, disruption, modification, perusal, inspection, recording or destruction;

- IT security: Secure content and threat management (endpoint, messaging, network, web, cloud), security, vulnerability and risk management, identity and access management and other products (e.g. encryption/tokenization toolkits and security product verification testing), and education, training services and situational awareness;
- Operational technology (OT) security: Monitoring, measuring and protecting industrial automation, industrial process control and related systems. Cyber resilience may involve the development of tools and the integration of systems and processes that permit hardening of tactical systems or broader networks, encryption, cyber forensics, incident response, and others. Capabilities developed in this domain may increasingly draw on AI as an enabling technology; for example, networks may autonomously and dynamically defend against intrusions and repair themselves if disrupted.

### **Remotely-piloted Systems and Autonomous Technologies**

These are platforms and systems which make use of autonomous machine operations, including whole unmanned aerial, marine, or ground vehicle systems, and employ AI technologies to enable increasingly autonomous operations in both the military and commercial domains. These technologies rely on various forms of artificial intelligence, including (but not limited to) machine learning, self-learning, and neural networks, in order to increase operational speed or duration, reduce operator exposure to dangerous environments, and enhance overall mission effectiveness.

### **Space Systems**

- Earth Observation Software Applications Software and value-added services leveraging terrestrial satellite imagery and geospatial information. These solutions may be developed for a variety of applications, including navigation, surveillance and intelligence gathering, mapping, climate observation, or other military or civil purposes. These solutions may increasingly draw on capabilities contained in the AI domain to autonomously process data and execute preliminary analysis.
- Satellite Systems: Design and manufacture of a wide array of satellite and other spacecraft sub-systems encompassing both space and ground segments. These include (but are not limited to) satellite buses, communications or imagery payloads, propulsion and power systems. Critically, this category also spans the ground control infrastructure needed to operate satellites and manage the data they produce.

### **Leading Competencies and Critical Industrial Services include the following:**

#### **Aerospace Systems and Components**

Design, fabrication, assembly, and integration of aircraft structural elements, control surfaces, systems, sub-systems, parts and components of manned aerial platforms, and complete manned aerial platforms. This includes the following systems and components: landing gear (e.g. wheels, shock absorbers and related parts for the retraction and extension of aircraft landing gear, helicopter pontoons); flight control actuators; avionics; and propulsion and power systems for military aircraft (e.g. aircraft gas turbine engines, compressors, fuel systems).

#### **Armour**

Metal, ceramic, composite, or other material solutions used for both vehicle and individual soldier protection. This includes both the development and manufacture of underlying materials, and the design and manufacture of armour solutions for specific military, security, and law enforcement applications.

#### **Defence Systems Integration**

Design and integration of complex military systems that hinge on the seamless linking together of multiple sub-systems to yield an effective operational capability. These capabilities span various military platforms and enable the operation and management of weapons, defensive systems, command and control systems, sensors, decision support systems, electronic warfare devices and a platform's core sub-systems in a tightly coordinated fashion essential under highly stressing combat conditions. These systems need to present information to their operators stemming from multiple sources in a manner that is understandable, secure, and supports decision-

making in a complex environment. This definition does not include the various constituent systems (e.g., missile launching systems, radars, electronic warfare systems) that the work of defence systems integration aims to combine into a cohesive whole. Rather, the definition focuses on the skills and other capabilities needed to perform the integration work, and to create the user interface that is needed in such complex mission systems.

### **Electro-Optical / Infrared (EO/IR) Systems**

Design, manufacture and integration of electro-optical and infrared systems for surveillance, reconnaissance, night vision, and targeting. This category also includes components and assemblies that significantly drive system capability, as well as software that enhances system performance or contributes to superior exploitation of collected sensor information. Applications for these systems are either military or civil, and feature in multiple media, including airborne platforms, satellites, ground vehicles, ships and submarines, or in fixed infrastructure.

### **Ground Vehicle Solutions**

Design, engineering, advanced manufacturing, integration, and testing of sophisticated combat and combat support vehicles.

### **In-Service Support**

This represents a set of capabilities needed to operate and sustain a range of military platforms and systems operating in all domains across their lifespans. In this context, the phrase "operate and sustain" includes a wide array of activities, including maintenance, repair and overhaul; diagnostic, prognostic and health management; spares and supply chain management; configuration management; system and software modification and upgrade for both capability enhancement and life extension; and overall product support integration (PSI).

### **Marine Ship-Borne Mission and Platform Systems**

Design, engineering, development, manufacturing, testing and evaluation services related to:

- Marine Vessel Mission/Combat Systems including command, control, and communications; data link; replenishment at sea; combat management systems; integrated navigation systems; countermeasures; and helicopter haul-down and rapid securing devices.
- Platform Systems including bridge and platform management systems; propulsion, battle damage and machinery control systems, climate control/ventilation (HVAC) systems; and electrical systems.

### **Munitions**

This is defined as encompassing the full range of activities covered in Canada's Munitions Supply Program (MSP).

### **Shipbuilding, Design and Engineering Services**

This spans the range of capabilities required to build, integrate, and sustain naval and other marine vessels. This includes engineering and process management capabilities crucial to shipbuilding and integration.

### **Sonar and Acoustic Systems**

This includes the design, manufacture and integration of sonar and/or acoustic systems used for navigation, surveillance, fire control, survey, scientific and other purposes, both military and civil. This spans both the "dry side" signal processing and system management capabilities, and the "wet side" sensor arrays.

### **Training and Simulation**

End-to-end training and simulation capabilities that span the full breadth of live, virtual and constructive training solutions. These include simulator design, manufacture, integration and modification, training courseware development, design and integration of targets and training aids, and the provision of live, virtual, and classroom-based training services.

# **Light Tactical Vehicle (LTV)**

**Request For Proposal  
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**Part 7 – RESULTING CONTRACT**

**Annex D – 2030 (2022-12-01) General Conditions –  
Higher Complexity – Goods**



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## 2030 01 (2022-12-01) Interpretation

### 1.1. In the Contract, unless the context otherwise requires:

"Applicable Taxes"

means the Goods and Services Tax (GST), the Harmonized Sales Tax (HST), and any provincial tax, by law, payable by Canada such as, the Quebec Sales Tax (QST) as of April 1, 2013;

"Articles of Agreement"

means the clauses and conditions incorporated in full text or incorporated by reference from the *Standard Acquisition Clauses and Conditions Manual* to form the body of the Contract; it does not include these general conditions, any supplemental general conditions, annexes, the Contractor's bid or any other document;

"Canada", "Crown", "His Majesty" or "the Government"

means His Majesty the King in right of Canada as represented by the Minister of Public Works and Government Services and any other person duly authorized to act on behalf of that minister or, if applicable, an appropriate minister to whom the Minister of Public Works and Government Services has delegated his or her powers, duties or functions and any other person duly authorized to act on behalf of that minister;

"Contract"

means the Articles of Agreement, these general conditions, any supplemental general conditions, annexes and any other document specified or referred to as forming part of the Contract, all as amended by agreement of the Parties from time to time;

"Contracting Authority"

means the person designated by that title in the Contract, or by notice to the Contractor, to act as Canada's representative to manage the Contract;

"Contractor"

means the person, entity or entities named in the Contract to supply goods, services or both to Canada;

"Contract Price"

means the amount stated in the Contract to be payable to the Contractor for the Work, exclusive of Applicable Taxes;

"Cost"

means cost determined according to Contract Cost Principles 1031-2 as revised to the date of the bid solicitation or, if there was no bid solicitation, the date of the Contract;

"Government Property"

means anything supplied to the Contractor by or on behalf of Canada for the purposes of performing the Contract and anything acquired by the Contractor in any manner in connection with the Work, the cost of which is paid by Canada under the Contract;

"Party"

means Canada, the Contractor, or any other signatory to the Contract and "Parties" means all of them;

"Specifications"

means the description of the essential, functional or technical requirements of the Work in the Contract, including the procedures for determining whether the requirements have been met;

"Total Estimated Cost", "Revised Estimated Cost", "Increase (Decrease)"

on page 1 of the Contract or Contract Amendment means an amount used for internal administrative purposes only that comprises the Contract Price, or the revised Contract Price, or the amount that would increase or decrease the Contract Price and the Applicable Taxes as evaluated by the Contracting Authority, and does not constitute tax advice on the part of Canada;

"Work"

means all the activities, services, goods, equipment, matters and things required to be done, delivered or performed by the Contractor under the Contract.

## 2030 02 (2008-05-12) Standard clauses and conditions

### 2.1. Pursuant to the [Department of Public Works and Government Services Act](#), S.C. 1996, c. 16, the clauses and conditions identified by number, date and title in the Contract are incorporated by reference and form part of the Contract as though expressly set out in the Contract.

## 2030 03 (2008-05-12) Powers of Canada

- 3.1. All rights, remedies, powers and discretions granted or acquired by Canada under the Contract or by law are cumulative, not exclusive.

#### **2030 04 (2008-05-12) Status of the Contractor**

- 4.1. The Contractor is an independent contractor engaged by Canada to perform the Work. Nothing in the Contract is intended to create a partnership, a joint venture or an agency between Canada and the other Party or Parties. The Contractor must not represent itself as an agent or representative of Canada to anyone. Neither the Contractor nor any of its personnel is engaged as an employee or agent of Canada. The Contractor is responsible for all deductions and remittances required by law in relation to its employees.

#### **2030 05 (2008-05-12) Conduct of the Work**

- 5.1. The Contractor represents and warrants that:
- it is competent to perform the Work;
  - it has everything necessary to perform the Work, including the resources, facilities, labour, technology, equipment, and materials; and
  - it has the necessary qualifications, including knowledge, skill, know-how and experience, and the ability to use them effectively to perform the Work.
- 5.2. The Contractor must:
- perform the Work diligently and efficiently;
  - except for Government Property, supply everything necessary to perform the Work;
  - use, as a minimum, quality assurance procedures, inspections and controls generally used and recognized by the industry to ensure the degree of quality required by the Contract; and
  - ensure that the Work is of proper quality, using appropriate material and workmanship and meets all the requirements of the Contract.
- 5.3. Unless the Contracting Authority orders the Contractor to suspend the Work or part of the Work pursuant to section 30, the Contractor must not stop or suspend the Work or part of the Work pending the settlement of any dispute between the Parties about the Contract.
- 5.4. The Contractor must provide all reports that are required by the Contract and any other information that Canada may reasonably require from time to time.
- 5.5. The Contractor is fully responsible for performing the Work. Canada will not be responsible for any negative consequences or extra costs if the Contractor follows any advice given by Canada unless the Contracting Authority provides the advice to the Contractor in writing and includes a statement specifically relieving the Contractor of any responsibility for negative consequences or extra costs that might result from following the advice.

#### **2030 06 (2013-06-27) Subcontracts**

- 6.1. Except as provided in subsection 2, the Contractor must obtain the Contracting Authority's written consent before subcontracting or permitting the subcontracting of any part of the Work. A subcontract includes a contract entered into by any subcontractor at any tier to perform any part of the Work.
- 6.2. The Contractor is not required to obtain consent for subcontracts specifically authorized in the Contract. The Contractor may also without the consent of the Contracting Authority:
- purchase "off-the-shelf" items and any standard articles and materials that are ordinarily produced by manufacturers in the normal course of business;
  - subcontract any incidental services that would ordinarily be subcontracted in performing the Work;

- c. in addition to purchases and services referred to in paragraphs (a) and (b), subcontract any part or parts of the Work to one or more subcontractors up to a total value of 40 percent of the Contract Price; and
  - d. permit its subcontractors at any tier to make purchases or subcontract as permitted in paragraphs (a), (b) and (c).
- 6.3. In any subcontract other than a subcontract referred to in paragraph 2.(a), the Contractor must, unless the Contracting Authority agrees in writing, ensure that the subcontractor is bound by conditions compatible with and, in the opinion of the Contracting Authority, not less favourable to Canada than the conditions of the Contract, with the exception of requirements under the Federal Contractors Program for employment equity which only apply to the Contractor.
- 6.4. Even if Canada consents to a subcontract, the Contractor is responsible for performing the Contract and Canada is not responsible to any subcontractor. The Contractor is responsible for any matters or things done or provided by any subcontractor under the Contract and for paying any subcontractors for any part of the Work they perform.

### **2030 07 (2008-05-12) Specifications**

- 7.1. All Specifications provided by Canada or on behalf of Canada to the Contractor in connection with the Contract belong to Canada and must be used by the Contractor only for the purpose of performing the Work.
- 7.2. If the Contract provides that Specifications furnished by the Contractor must be approved by Canada, that approval will not relieve the Contractor of its responsibility to meet all requirements of the Contract.

### **2030 08 (2008-05-12) Condition of material**

- 8.1. Unless provided otherwise in the Contract, material supplied must be new and conform to the latest issue of the applicable drawing, specifications and part number that is in effect on the bid closing date or, if there was no bid solicitation, the date of the Contract.

### **2030 09 (2008-05-12) Replacement of specific individuals**

- 9.1. If specific individuals are identified in the Contract to perform the Work, the Contractor must provide the services of those individuals unless the Contractor is unable to do so for reasons beyond its control.
- 9.2. If the Contractor is unable to provide the services of any specific individual identified in the Contract, it must provide a replacement with similar qualifications and experience. The replacement must meet the criteria used in the selection of the Contractor and be acceptable to Canada. The Contractor must, as soon as possible, give notice to the Contracting Authority of the reason for replacing the individual and provide:
  - a. the name, qualifications and experience of the proposed replacement; and
  - b. proof that the proposed replacement has the required security clearance granted by Canada, if applicable.
- 9.3. The Contractor must not, in any event, allow performance of the Work by unauthorized replacement persons. The Contracting Authority may order that a replacement stop performing the Work. In such a case, the Contractor must immediately comply with the order and secure a further replacement in accordance with subsection 2. The fact that the Contracting Authority does not order that a replacement stop performing the Work does not relieve the Contractor from its responsibility to meet the requirements of the Contract.

### **2030 10 (2008-05-12) Time of the essence**

- 10.1. It is essential that the Work be delivered within or at the time stated in the Contract.

### **2030 11 (2014-09-25) Excusable delay**

- 11.1. A delay in the performance by the Contractor of any obligation under the Contract that is caused by an event that
- a. is beyond the reasonable control of the Contractor,
  - b. could not reasonably have been foreseen,
  - c. could not reasonably have been prevented by means reasonably available to the Contractor, and
  - d. occurred without the fault or neglect of the Contractor,
- will be considered an "Excusable Delay" if the Contractor advises the Contracting Authority of the occurrence of the delay or of the likelihood of the delay as soon as the Contractor becomes aware of it. The Contractor must also advise the Contracting Authority, within 15 working days, of all the circumstances relating to the delay and provide to the Contracting Authority for approval a clear work around plan explaining in detail the steps that the Contractor proposes to take in order to minimize the impact of the event causing the delay.
- 11.2. Any delivery date or other date that is directly affected by an Excusable Delay will be postponed for a reasonable time that will not exceed the duration of the Excusable Delay.
- 11.3. However, if an Excusable Delay has continued for 30 days or more, the Contracting Authority may, by giving notice in writing to the Contractor, terminate the Contract. In such a case, the Parties agree that neither will make any claim against the other for damages, costs, expected profits or any other loss arising out of the termination or the event that contributed to the Excusable Delay. The Contractor agrees to repay immediately to Canada the portion of any advance payment that is unliquidated at the date of the termination.
- 11.4. Unless Canada has caused the delay by failing to meet an obligation under the Contract, Canada will not be responsible for any costs incurred by the Contractor or any of its subcontractors or agents as a result of an Excusable Delay.
- 11.5. If the Contract is terminated under this section, the Contracting Authority may require the Contractor to deliver to Canada, in the manner and to the extent directed by the Contracting Authority, any completed parts of the Work not delivered and accepted before the termination and anything that the Contractor has acquired or produced specifically to perform the Contract. Canada will pay the Contractor:
- a. the value, of all completed parts of the Work delivered to and accepted by Canada, based on the Contract Price, including the proportionate part of the Contractor's profit or fee included in the Contract Price; and
  - b. the Cost to the Contractor that Canada considers reasonable in respect of anything else delivered to and accepted by Canada.
- 11.6. The total amount paid by Canada under the Contract to the date of termination and any amounts payable under this subsection must not exceed the Contract Price.

### **2030 12 (2014-09-25) Inspection and acceptance of the Work**

- 12.1. All the Work is subject to inspection and acceptance by Canada. Inspection and acceptance of the Work by Canada do not relieve the Contractor of its responsibility for defects or other failures to meet the requirements of the Contract. Canada will have the right to reject any work that is not in accordance with the requirements of the Contract and require its correction or replacement at the Contractor's expense.
- 12.2. The Contractor must provide representatives of Canada access to all locations where any part of the Work is being performed at any time during working hours. Representatives of Canada may make examinations and such tests of the Work as they may think fit. The Contractor must provide all assistance and facilities, test pieces, samples and documentation that the representatives of Canada may reasonably require for the carrying out of the inspection. The Contractor must forward such test pieces and samples to such person or location as Canada specifies.

- 12.3. The Contractor must inspect and approve any part of the Work before submitting it for acceptance or delivering it to Canada. The Contractor must keep accurate and complete inspection records that must be made available to Canada on request. Representatives of Canada may make copies and take extracts of the records during the performance of the Contract and for up to three years after the end of the Contract.

### **2030 13 (2013-03-21) Invoice submission**

- 13.1. Invoices must be submitted in the Contractor's name. The Contractor must submit invoices for each delivery or shipment; invoices must only apply to the Contract. Each invoice must indicate whether it covers partial or final delivery.
- 13.2. Invoices must show:
- a. the date, the name and address of the client department, item or reference numbers, deliverable/description of the Work, contract number, Client Reference Number (CRN), Procurement Business Number (PBN), and financial code(s);
  - b. details of expenditures (such as item, quantity, unit of issue, unit price, fixed time labour rates and level of effort, subcontracts, as applicable) in accordance with the Basis of Payment, exclusive of Applicable Taxes;
  - c. deduction for holdback, if applicable;
  - d. the extension of the totals, if applicable; and
  - e. if applicable, the method of shipment together with date, case numbers and part or reference numbers, shipment charges and any other additional charges.
- 13.3. Applicable Taxes must be specified on all invoices as a separate item along with corresponding registration numbers from the tax authorities. All items that are zero-rated, exempt or to which Applicable Taxes do not apply, must be identified as such on all invoices.
- 13.4. By submitting an invoice, the Contractor certifies that the invoice is consistent with the Work delivered and is in accordance with the Contract.

### **2030 14 (2013-03-21) Taxes**

- 14.1. Federal government departments and agencies are required to pay Applicable Taxes.
- 14.2. Applicable Taxes will be paid by Canada as provided in the Invoice Submission section. It is the sole responsibility of the Contractor to charge Applicable Taxes at the correct rate in accordance with applicable legislation. The Contractor agrees to remit to appropriate tax authorities any amounts of Applicable Taxes paid or due.
- 14.3. The Contractor is not entitled to use Canada's exemptions from any tax, such as provincial sales taxes, unless otherwise specified by law. The Contractor must pay applicable provincial sales tax, ancillary taxes, and any commodity tax, on taxable goods or services used or consumed in the performance of the Contract (in accordance with applicable legislation), including for material incorporated into real property.
- 14.4. In those cases where Applicable Taxes, customs duties, and excise taxes are included in the Contract Price, the Contract Price will be adjusted to reflect any increase, or decrease, of Applicable Taxes, customs duties, and excise taxes that will have occurred between bid submission and contract award. However, there will be no adjustment for any change to increase the Contract Price if public notice of the change was given before bid submission date in sufficient detail to have permitted the Contractor to calculate the effect of the change.
- 14.5. **Tax Withholding of 15 Percent – Canada Revenue Agency.** Pursuant to the [Income Tax Act](#), 1985, c. 1 (5th Supp.) and the [Income Tax Regulations](#), Canada must withhold 15 percent of the amount to be paid to the Contractor in respect of services provided in Canada if the Contractor is not a resident of Canada,

unless the Contractor obtains a valid waiver from the [Canada Revenue Agency](#). The amount withheld will be held on account for the Contractor in respect to any tax liability which may be owed to Canada.

### **2030 15 (2010-01-11) Transportation costs**

- 15.1. If transportation costs are payable by Canada under the Contract and the Contractor makes the transportation arrangements, shipments must be made by the most direct and economical means consistent with normal shipping practice. The costs must be shown as a separate item on the invoice.

### **2030 16 (2010-01-11) Transportation carriers' liability**

- 16.1. The federal government's policy of underwriting its own risks precludes payment of insurance or valuation charges for transportation beyond the point at which ownership of goods passes to the federal government (determined by the FOB point or Incoterms). Where increased carrier liability is available without charge, the Contractor must obtain the increased liability for shipment.

### **2030 17 (2008-05-12) Shipment documentation**

- 17.1. For the shipment of goods, the transportation bill of lading must accompany the original invoice, except for "collect" shipments (if and when stipulated), in which event it must accompany the shipment. In addition, a packing slip must accompany each shipment, showing item, quantity, part or reference numbers, description of the goods and contract number, including the CRN and PBN. If the goods have been inspected at the Contractor's plant, the signed inspection voucher must be attached to the packing slip normally enclosed in the packing note envelope.

### **2030 18 (2014-09-25) Payment period**

- 18.1. Canada's standard payment period is 30 days. The payment period is measured from the date an invoice in acceptable form and content is received in accordance with the Contract or the date the Work is delivered in acceptable condition as required in the Contract, whichever is later. A payment is considered overdue on the 31st day following that date and interest will be paid automatically in accordance with section 19.
- 18.2. If the content of the invoice and its substantiating documentation are not in accordance with the Contract or the Work is not in acceptable condition, Canada will notify the Contractor within 15 days of receipt. The 30-day payment period begins upon receipt of the revised invoice or the replacement or corrected Work. Failure by Canada to notify the Contractor within 15 days will only result in the date specified in subsection 1 to apply for the sole purpose of calculating interest on overdue accounts.

### **2030 19 (2008-12-12) Interest on overdue accounts**

- 19.1. For the purpose of this section:

"Average Rate"

means the simple arithmetic mean of the Bank Rates in effect at 4:00 p.m. Eastern Time each day during the calendar month immediately before the calendar month in which payment is made;

"Bank Rate"

means the rate of interest established from time to time by the Bank of Canada as the minimum rate at which the Bank of Canada makes short term advances to members of the Canadian Payments Association;

"date of payment"

means the date of the negotiable instrument drawn by the Receiver General for Canada to pay any amount under the Contract;



an amount becomes "overdue" when it is unpaid on the first day following the day on which it is due and payable according to the Contract.

- 19.2. Canada will pay to the Contractor simple interest at the Average Rate plus 3 percent per year on any amount that is overdue, from the date that amount becomes overdue until the day before the date of payment, inclusive. The Contractor is not required to provide notice to Canada for interest to be payable.
- 19.3. Canada will pay interest in accordance with this section only if Canada is responsible for the delay in paying the Contractor. Canada will not pay interest on overdue advance payments.

### **2030 20 (2008-05-12) Compliance with applicable laws**

- 20.1. The Contractor must comply with all laws applicable to the performance of the Contract. The Contractor must provide evidence of compliance with such laws to Canada at such times as Canada may reasonably request.
- 20.2. The Contractor must obtain and maintain at its own cost all permits, licenses, regulatory approvals and certificates required to perform the Work. If requested by the Contracting Authority, the Contractor must provide a copy of any required permit, license, regulatory approvals or certificate to Canada.

### **2030 21 (2008-05-12) Ownership**

- 21.1. Unless provided otherwise in the Contract, the Work or any part of the Work belongs to Canada after delivery and acceptance by or on behalf of Canada.
- 21.2. However if any payment is made to the Contractor for or on account of any work, either by way of progress or milestone payments, that work paid for by Canada belongs to Canada upon such payment being made. This transfer of ownership does not constitute acceptance by Canada of the Work or any part of the Work and does not relieve the Contractor of its obligation to perform the Work in accordance with the Contract.
- 21.3. Despite any transfer of ownership, the Contractor is responsible for any loss or damage to the Work or any part of the Work until it is delivered to Canada in accordance with the Contract. Even after delivery, the Contractor remains responsible for any loss or damage to any part of the Work caused by the Contractor or any subcontractor.
- 21.4. Upon transfer of ownership to the Work or any part of the Work to Canada, the Contractor must, if requested by Canada, establish to Canada's satisfaction that the title is free and clear of all claims, liens, attachments, charges or encumbrances. The Contractor must execute any conveyances and other instruments necessary to perfect the title that Canada may require.

### **2030 22 (2014-09-25) Warranty**

- 22.1. Despite inspection and acceptance of the Work by or on behalf of Canada and without restricting any other provision of the Contract or any condition, warranty or provision imposed by law, the Contractor warrants that, for 12 months (or any other period stated in the Contract), the Work will be free from all defects in design, material or workmanship, and will conform to the requirements of the Contract. The warranty period begins on the date of delivery, or if acceptance takes place at a later date, the date of acceptance. With respect to Government Property not supplied by the Contractor, the Contractor's warranty will extend only to its proper incorporation into the Work.
- 22.2. In the event of a defect or non-conformance in any part of the Work during the warranty period, the Contractor, at the request of Canada to do so, must as soon as possible repair, replace or otherwise make good at its own option and expense the part of the Work found to be defective or not in conformance with the requirements of the Contract.

- 22.3. The Work or any part of the Work found to be defective or non-conforming will be returned to the Contractor's plant for replacement, repair or making good. However, when in the opinion of Canada it is not expedient to remove the Work from its location, the Contractor must carry out any necessary repair or making good of the Work at that location. In such cases, the Contractor will be paid the fair and reasonable Cost (including reasonable travel and living expenses) incurred in so doing, with no allowance for profit, less an amount equal to the Cost of rectifying the defect or non-conformance at the Contractor's plant.
- 22.4. Canada must pay the transportation cost associated with returning the Work or any part of the Work to the Contractor's plant pursuant to subsection 3. The Contractor must pay the transportation cost associated with forwarding the replacement or returning the Work or part of the Work when rectified to the delivery point specified in the Contract or to another location directed by Canada.
- 22.5. The Contractor must remedy all data and reports pertaining to any correction or replacement under this section, including revisions and updating of all affected data, manuals, publications, software and drawings called for under the Contract, at no cost to Canada.
- 22.6. If the Contractor fails to fulfill any obligation described in this section within a reasonable time of receiving a notice, Canada will have the right to remedy or to have remedied the defective or non-conforming work at the Contractor's expense. If Canada does not wish to correct or replace the defective or non-conforming work, an equitable reduction will be made in the Contract Price.
- 22.7. The warranty period is automatically extended by the duration of any period or periods where the Work is unavailable for use or cannot be used because of a defect or non-conformance during the original warranty period. The warranty applies to any part of the Work repaired, replaced or otherwise made good pursuant to subsection 2, for the greater of:
- a. the warranty period remaining, including the extension, or
  - b. 90 days or such other period as may be specified for that purpose by agreement between the Parties.

### **2030 23 (2022-05-02) Confidentiality**

- 23.1. The Contractor must keep confidential all information provided to the Contractor by or on behalf of Canada in connection with the Work, including any information that is confidential or proprietary to third parties, and all information conceived, developed or produced by the Contractor as part of the Work when copyright or any other intellectual property rights in such information belongs to Canada under the Contract. The Contractor must not disclose any such information without the written permission of Canada. The Contractor may disclose to a subcontractor any information necessary to perform the subcontract as long as the subcontractor agrees to keep the information confidential and that it will be used only to perform the subcontract.
- 23.2. The Contractor agrees to use any information provided to the Contractor by or on behalf of Canada only for the purpose of the Contract. The Contractor acknowledges that all this information remains the property of Canada or the third party, as the case may be. Unless provided otherwise in the Contract, the Contractor must deliver to Canada all such information, together with every copy, draft, working paper and note that contains such information, upon completion or termination of the Contract or at such earlier time as Canada may require.
- 23.3. Subject to the [Access to Information Act](#), R.S.C. 1985, c. A-1, and to any right of Canada under the Contract to release or disclose, Canada must not release or disclose outside the Government of Canada any information delivered to Canada under the Contract that is proprietary to the Contractor or a subcontractor.
- 23.4. The obligations of the Parties set out in this section do not apply to any information if the information:
- a. is publicly available from a source other than the other Party; or
  - b. is or becomes known to a Party from a source other than the other Party, except any source that is known to be under an obligation to the other Party not to disclose the information; or

- c. is developed by a Party without use of the information of the other Party.
- 23.5. Wherever possible, the Contractor must mark or identify any proprietary information delivered to Canada under the Contract as "Property of (Contractor's name), permitted Government uses defined under Public Works and Government Services (PWGSC) Contract No. (fill in Contract Number)". Canada will not be liable for any unauthorized use or disclosure of information that could have been so marked or identified and was not.
- 23.6. If the Contract, the Work, or any information referred to in subsection 1 is identified as TOP SECRET, SECRET, CONFIDENTIAL, PROTECTED, COSMIC TOP SECRET, NATO SECRET, NATO CONFIDENTIAL, or NATO RESTRICTED by Canada, the Contractor must at all times take all measures reasonably necessary for the safeguarding of the material so identified, including those set out in the PWGSC Contract Security Manual and its supplements and any other instructions issued by Canada.
- 23.7. If the Contract, the Work, or any information referred to in subsection 1 is identified as TOP SECRET, SECRET, CONFIDENTIAL, PROTECTED, COSMIC TOP SECRET, NATO SECRET, NATO CONFIDENTIAL, or NATO RESTRICTED by Canada, representatives of Canada are entitled to inspect the Contractor's premises and the premises of a subcontractor at any tier for security purposes at any time during the term of the Contract. The Contractor must comply with, and ensure that any subcontractor complies with, all written instructions issued by Canada dealing with the material so identified, including any requirement that employees of the Contractor or of any subcontractor execute and deliver declarations relating to reliability screenings, security clearances and other procedures.

#### **2030 24 (2008-05-12) Use and Translation of Written Material**

- 24.1. Unless provided otherwise in the Contract, copyright in any written material used, produced or delivered under the Contract belongs to its author or rightful owner. Canada has the right to use, copy and disclose, for government purposes, the written material related to the Work that is delivered to Canada.
- 24.2. If the Contract does not require the delivery of any written material in both of Canada's official languages, Canada may translate the written material into the other official language. The Contractor acknowledges that Canada owns the rights on the translation and that Canada is under no obligation to provide the translation to the Contractor. Canada agrees that any translation must include any copyright and any proprietary right notice that was part of the original. Canada acknowledges that the Contractor is not responsible for any technical errors or other problems that may arise as a result of the translation.

#### **2030 25 (2008-05-12) Government Property**

- 25.1. All Government Property must be used by the Contractor solely for the purpose of the Contract and remains the property of Canada. The Contractor must maintain adequate accounting records of all Government Property and, whenever feasible, mark it as being the property of Canada.
- 25.2. The Contractor must take reasonable and proper care of all Government Property while it is in its possession or subject to its control. The Contractor is responsible for any loss or damage resulting from its failure to do so other than loss or damage caused by ordinary wear and tear.
- 25.3. All Government Property, unless it is installed or incorporated in the Work, must be returned to Canada on demand. All scrap and all waste materials, articles or things that are Government Property must, unless provided otherwise in the Contract, remain the property of Canada and must be disposed of only as directed by Canada.
- 25.4. At the time of completion of the Contract, and if requested by the Contracting Authority, the Contractor must provide to Canada an inventory of all Government Property relating to the Contract.

#### **2030 26 (2008-05-12) Liability**

- 26.1. The Contractor is liable for any damage caused by the Contractor, its employees, subcontractors, or agents to Canada or any third party. Canada is liable for any damage caused by Canada, its employees

or agents to the Contractor or any third party. The Parties agree that no limitation of liability or indemnity provision applies to the Contract unless it is specifically incorporated in full text in the Articles of Agreement. Damage includes any injury to persons (including injury resulting in death) or loss of or damage to property (including real property) caused as a result of or during the performance of the Contract.

## **2030 27 (2022-05-12) Intellectual property infringement and royalties**

- 27.1. The Contractor represents and warrants that, to the best of its knowledge, neither it nor Canada will infringe any third party's intellectual property rights in performing or using the Work, and that Canada will have no obligation to pay royalties of any kind to anyone in connection with the Work.
- 27.2. If anyone makes a claim against Canada or the Contractor concerning intellectual property infringement or royalties related to the Work, that Party agrees to notify the other Party in writing immediately. If anyone brings a claim against Canada, according to [Department of Justice Act](#), R.S. 1985, c. J-2, the Attorney General of Canada must have the regulation and conduct of all litigation for or against Canada, but the Attorney General may request that the Contractor defend Canada against the claim. In either case, the Contractor agrees to participate fully in the defence and any settlement negotiations and to pay all costs, damages and legal costs incurred or payable as a result of the claim, including the amount of any settlement. Both Parties agree not to settle any claim unless the other Party first approves the settlement in writing.
- 27.3. The Contractor has no obligation regarding claims that were only made because:
- a. Canada modified the Work or part of the Work without the Contractor's consent or used the Work or part of the Work without following a requirement of the Contract; or
  - b. Canada used the Work or part of the Work with a product that the Contractor did not supply under the Contract (unless that use is described in the Contract or the manufacturer's specifications or other documentation); or
  - c. the Contractor used equipment, drawings, specifications or other information supplied to the Contractor by Canada (or by someone authorized by Canada); or
  - d. the Contractor used a specific item of equipment or software that it obtained because of specific instructions from the Contracting Authority; however, this exception only applies if the Contractor has included the following language in its own contract with the supplier of that equipment or software: "[Supplier name] acknowledges that the purchased items will be used by the Government of Canada. If a third party claims that equipment or software supplied under this contract infringes any intellectual property right, [supplier name], if requested to do so by either [Contractor name] or Canada, will defend both [Contractor name] and Canada against that claim at its own expense and will pay all costs, damages and legal fees payable as a result of that infringement." Obtaining this protection from the supplier is the Contractor's responsibility and, if the Contractor does not do so, it will be responsible to Canada for the claim.
- 27.4. If anyone claims that, as a result of the Work, the Contractor or Canada is infringing its intellectual property rights, the Contractor must immediately do one of the following:
- a. take whatever steps are necessary to allow Canada to continue to use the allegedly infringing part of the Work; or
  - b. modify or replace the Work to avoid intellectual property infringement, while ensuring that the Work continues to meet all the requirements of the Contract; or
  - c. take back the Work and refund any part of the Contract Price that Canada has already paid.
- 27.5. If the Contractor determines that none of these alternatives can reasonably be achieved, or if the Contractor fails to take any of these steps within a reasonable amount of time, Canada may choose either to require the Contractor to do (c), or to take whatever steps are necessary to acquire the rights to use the allegedly infringing part(s) of the Work itself, in which case the Contractor must reimburse Canada for all the costs it incurs to do so.

### **2030 28 (2008-05-12) Amendment and waivers**

- 28.1. To be effective, any amendment to the Contract must be done in writing by the Contracting Authority and the authorized representative of the Contractor.
- 28.2. While the Contractor may discuss any proposed modifications to the Work with other representatives of Canada, Canada will not be responsible for the cost of any modification unless it has been incorporated into the Contract in accordance with subsection 1.
- 28.3. A waiver will only be valid, binding or affect the rights of the Parties if it is made in writing by, in the case of a waiver by Canada, the Contracting Authority and, in the case of a waiver by the Contractor, the authorized representative of the Contractor.
- 28.4. The waiver by a Party of a breach of any condition of the Contract will not be treated or interpreted as a waiver of any subsequent breach and therefore will not prevent that Party from enforcing of that term or condition in the case of a subsequent breach.

### **2030 29 (2008-05-12) Assignment**

- 29.1. The Contractor must not assign the Contract without first obtaining the written consent of the Contracting Authority. Any assignment made without that consent is void and will have no effect. The assignment will be effective upon execution of an assignment agreement signed by the Parties and the assignee.
- 29.2. Assignment of the Contract does not relieve the Contractor from any obligation under the Contract and it does not impose any liability upon Canada.

### **2030 30 (2014-09-25) Suspension of the Work**

- 30.1. The Contracting Authority may at any time, by written notice, order the Contractor to suspend or stop the Work or part of the Work under the Contract for a period of up to 180 days. The Contractor must immediately comply with any such order in a way that minimizes the cost of doing so. While such an order is in effect, the Contractor must not remove any part of the Work from any premises without first obtaining the written consent of the Contracting Authority. Within these 180 days, the Contracting Authority must either cancel the order or terminate the Contract, in whole or in part, under section 31 or section 32.
- 30.2. When an order is made under subsection 1, unless the Contracting Authority terminates the Contract by reason of default by the Contractor or the Contractor abandons the Contract, the Contractor will be entitled to be paid its additional costs incurred as a result of the suspension plus a fair and reasonable profit.
- 30.3. When an order made under subsection 1 is cancelled, the Contractor must resume work in accordance with the Contract as soon as practicable. If the suspension has affected the Contractor's ability to meet any delivery date under the Contract, the date for performing the part of the Work affected by the suspension will be extended for a period equal to the period of suspension plus a period, if any, that in the opinion of the Contracting Authority, following consultation with the Contractor, is necessary for the Contractor to resume the Work. Any equitable adjustments will be made as necessary to any affected conditions of the Contract.

### **2030 31 (2014-09-25) Default by the Contractor**

- 31.1. If the Contractor is in default in carrying out any of its obligations under the Contract, the Contracting Authority may, by giving written notice to the Contractor, terminate for default the Contract or part of the Contract. The termination will take effect immediately or at the expiration of a cure period specified in the notice, if the Contractor has not cured the default to the satisfaction of the Contracting Authority within that cure period.

- 31.2. If the Contractor becomes bankrupt or insolvent, makes an assignment for the benefit of creditors, or takes the benefit of any statute relating to bankrupt or insolvent debtors, or if a receiver is appointed under a debt instrument or a receiving order is made against the Contractor, or an order is made or a resolution passed for the winding-up of the Contractor, the Contracting Authority may, to the extent permitted by the laws of Canada, by giving written notice to the Contractor, immediately terminate for default the Contract or part of the Contract.
- 31.3. If Canada gives notice under subsection 1 or 2, the Contractor will have no claim for further payment except as provided in this section. The Contractor will be liable to Canada for any amounts paid by Canada, including milestone payments, and for all losses and damages suffered by Canada because of the default or occurrence upon which the notice was based, including any increase in the cost incurred by Canada in procuring the Work from another source. The Contractor agrees to repay immediately to Canada the portion of any advance payment that is unliquidated at the date of the termination.
- 31.4. Upon termination of the Contract under this section, the Contracting Authority may require the Contractor to deliver to Canada, in the manner and to the extent directed by the Contracting Authority, any completed parts of the Work, not delivered and accepted before the termination and anything the Contractor has acquired or produced specifically to perform the Contract. In such a case, subject to the deduction of any claim that Canada may have against the Contractor arising under the Contract or out of the termination, Canada will pay or credit to the Contractor:
- a. the value, of all completed parts of the Work delivered to and accepted by Canada, based on the Contract Price, including the proportionate part of the Contractor's profit or fee included in the Contract Price; and
  - b. the cost to the Contractor that Canada considers reasonable in respect of anything else delivered to and accepted by Canada.
- 31.5. The total amount paid by Canada under the Contract to the date of the termination and any amount payable under this subsection must not exceed the Contract Price.
- 31.6. Title to everything for which payment is made to the Contractor will, once payment is made, pass to Canada unless it already belongs to Canada under any other provision of the Contract.
- 31.7. If the Contract is terminated for default under subsection 1, but it is later determined that grounds did not exist for a termination for default, the notice will be considered a notice of termination for convenience issued under subsection 1 of section 32.

## **2030 32 (2020-05-28) Termination for convenience**

- 32.1. At any time before the completion of the Work, the Contracting Authority may, by giving notice in writing to the Contractor, terminate for convenience the Contract or part of the Contract. Once such a notice of termination for convenience is given, the Contractor must comply with the requirements of the termination notice. If the Contract is terminated in part only, the Contractor must proceed to complete any part of the Work that is not affected by the termination notice. The termination will take effect immediately or, as the case may be, at the time specified in the termination notice.
- 32.2. If a termination notice is given pursuant to subsection 1, the Contractor will be entitled to be paid, for costs that have been reasonably and properly incurred to perform the Contract to the extent that the Contractor has not already been paid or reimbursed by Canada. The Contractor agrees that it will only be paid the following amounts:
- a. on the basis of the Contract Price, for any part of the Work completed that is inspected and accepted in accordance with the Contract, whether completed before, or after the termination in accordance with the instructions contained in the termination notice;
  - b. the Cost incurred by the Contractor plus a fair and reasonable profit thereon as determined by Canada in accordance with the profit provisions found in PWGSC Supply Manual section [10.65 Calculation of profit on negotiated contracts](#), for any part of the Work commenced, but not completed, prior to the date of the termination notice. The Contractor agrees that it is not entitled to any anticipated profit on any part of the Contract terminated; and

- c. all costs incidental to the termination of the Work incurred by the Contractor but not including the cost of severance payments or damages to employees whose services are no longer required, except wages that the Contractor is obligated by statute to pay.
- 32.3. Canada may reduce the payment in respect of any part of the Work, if upon inspection, it does not meet the requirements of the Contract.
- 32.4. The total of the amounts, to which the Contractor is entitled to be paid under this section, together with any amounts paid, due or becoming due to the Contractor must not exceed the Contract Price. The Contractor will have no claim for damages, compensation, loss of profit, interest, allowance arising out of any termination notice given by Canada under this section except to the extent that this section expressly provides. The Contractor agrees to repay immediately to Canada the portion of any advance payment that is unliquidated at the date of the termination.

### **2030 33 (2022-12-01) Audit**

- 33.1. To enable Canada to determine whether the Work has been performed and the price charged for the Work is in accordance with the Contract terms and whether best value has been achieved for Canada, the Contractor must maintain complete and accurate records of the estimated and actual cost of the Work.
- 33.2. Such records include all tender calls, quotations, contracts, correspondence, source documents for accounting entries such as Excel or other spread sheets in numeric and machine readable form (not PDF copies), books and ledgers of initial accounting entries, work sheets, spreadsheets and other documentation supporting cost allocations, computations, reconciliations and assumptions made by the Contractor in relation to the Contract. Copies are generally not acceptable and can only be used where originals are unavailable due to unusual circumstances, such as fire, flood or theft.
- 33.3. The Contractor must establish and maintain an accounting system that enables Canada to readily identify these records.
- 33.4. These records must be made available on request, for examination by Canada, or by persons designated to act on behalf of Canada during normal business hours at the contractor's office or place of business. In the event that no such location is available, then the financial records, together with the supporting or underlying documents and records, must be made available for examination at a time and location that is convenient for Canada.
- 33.5. The Contractor must maintain such records at all times during the term of this Contract and for a period of seven years after it receives the final payment under the Contract, or until the settlement of all outstanding claims and disputes, whichever is later.
- 33.6. Canada and its authorized representatives have the right to examine, and to make copies of, or extract from, all such records in whatever form they may be kept, relating to or pertaining to this Contract kept by or under the control of the Contractor, including but not limited to those kept by the Contractor, its employees, agents, successors, and subcontractors.
- 33.7. The Contractor must cause all subcontractors at any tier and all other persons directly or indirectly controlled by, or affiliated with the Contractor, to comply with the requirements of this clause as if they were the Contractor.

### **2030 34 (2008-05-12) Right of set-off**

- 34.1. Without restricting any right of set-off given by law, Canada may set-off against any amount payable to the Contractor under the Contract, any amount payable to Canada by the Contractor under the Contract or under any other current contract. Canada may, when making a payment pursuant to the Contract, deduct from the amount payable to the Contractor any such amount payable to Canada by the Contractor which, by virtue of the right of set-off, may be retained by Canada.



### **2030 35 (2008-05-12) Notice**

- 35.1. Any notice under the Contract must be in writing and may be delivered by hand, courier, mail, facsimile or other electronic method that provides a paper record of the text of the notice. It must be sent to the Party for whom it is intended at the address stated in the Contract. Any notice will be effective on the day it is received at that address. Any notice to Canada must be delivered to the Contracting Authority.

### **2030 36 (2008-05-12) Conflict of interest and Values and Ethics Codes for the Public Service**

- 36.1. The Contractor acknowledges that individuals who are subject to the provisions of the [Conflict of interest Act](#), 2006, c. 9, s. 2, the Conflict of interest Code for Members of the House of Commons, the Values and Ethics Code for the Public Service or all other codes of values and ethics applicable within specific organizations cannot derive any direct benefit resulting from the Contract.

### **2030 37 (2008-05-12) No bribe**

- 37.1. The Contractor declares that no bribe, gift, benefit, or other inducement has been or will be paid, given, promised or offered directly or indirectly to any official or employee of Canada or to a member of the family of such a person, with a view to influencing the entry into the Contract or the administration of the Contract.

### **2030 38 (2008-05-12) Survival**

- 38.1. All the Parties' obligations of confidentiality, representations and warranties set out in the Contract as well as the provisions, which by the nature of the rights or obligations might reasonably be expected to survive, will survive the expiry or termination of the Contract.

### **2030 39 (2008-05-12) Severability**

- 39.1. If any provision of the Contract is declared by a court of competent jurisdiction to be invalid, illegal or unenforceable, that provision will be removed from the Contract without affecting any other provision of the Contract.

### **2030 40 (2008-05-12) Successors and assigns**

- 40.1. The Contract is to the benefit of and binds the successors and permitted assignees of Canada and of the Contractor.

### **2030 41 (2008-12-12) Contingency fees**

- 41.1. The Contractor certifies that it has not, directly or indirectly, paid or agreed to pay and agrees that it will not, directly or indirectly, pay a contingency fee for the solicitation, negotiation or obtaining of the Contract to any person, other than an employee of the Contractor acting in the normal course of the employee's duties. In this section, "contingency fee" means any payment or other compensation that depends or is calculated based on a degree of success in soliciting, negotiating or obtaining the Contract and "person" includes any individual who is required to file a return with the registrar pursuant to section 5 of the [Lobbying Act](#), 1985, c. 44 (4th Supplement).

### **2030 42 (2021-12-02) International sanctions**

- 42.1. Persons in Canada, and Canadians outside of Canada, are bound by economic sanctions imposed by Canada. As a result, the Government of Canada cannot accept delivery of goods or services that originate, either directly or indirectly, from the countries or persons subject to [economic sanctions](#).
- 42.2. The Contractor must not supply to the Government of Canada any goods or services which are subject to economic sanctions.



- 42.3. The Contractor must comply with changes to the regulations imposed during the period of the Contract. The Contractor must immediately advise Canada if it is unable to perform the Work as a result of the imposition of economic sanctions against a country or person or the addition of a good or service to the list of sanctioned goods or services. If the Parties cannot agree on a work around plan, the Contract will be terminated for the convenience of Canada in accordance with section 32.

### **2030 43 (2016-04-04) Integrity Provisions – Contract**

- 43.1. The *Ineligibility and Suspension Policy* (the “Policy”) and all related Directives incorporated by reference into the bid solicitation on its closing date are incorporated into, and form a binding part of the Contract. The Contractor must comply with the provisions of the Policy and Directives, which can be found on Public Works and Government Services Canada’s website at [Ineligibility and Suspension Policy](#).

### **2030 44 (2008-05-12) Entire agreement**

- 44.1. The Contract constitutes the entire and only agreement between the Parties and supersedes all previous negotiations, communications and other agreements, whether written or oral, unless they are incorporated by reference in the Contract. There are no terms, covenants, representations, statements or conditions binding on the Parties other than those contained in the Contract.

### **2030 45 (2022-01-28) Code of Conduct for Procurement – Contract**

- 45.1. The Contractor agrees to comply with the [Code of Conduct for Procurement](#) and to be bound by its terms for the period of the Contract.

### **2030 46 (2021-11-04) Anti-forced labour requirements**

- 46.1. The Contractor represents and warrants that the Work is not mined, manufactured or produced wholly or in part by forced labour. Regardless of who acts as an importer, the Contractor must not during the performance of the Contract, directly or indirectly, deliver Work to Canada or import Work into Canada the importation of which is prohibited pursuant to ss. 136(1) of the *Customs Tariff Act* and tariff item No. 9897.00.00 of the [Customs Tariff – Schedule](#) (as amended from time to time), because it is mined, manufactured or produced wholly or in part by forced labour.
- 46.2. If a tariff classification determination is made under the Customs Act and that the importation of the Work, or any part of the Work, is prohibited, the Contractor must immediately inform the Contracting Authority in writing. Canada may terminate the Contract for default in accordance with section 2030 31 - Default by the Contractor if the Work or any part of the Work is classified under tariff item no. 9897.00.00 of the [Customs Tariff – Schedule](#) as mined, manufactured or produced wholly or in part by forced labour. If the Contractor is aware that the Work, or any part of the Work, is being or has been investigated regarding whether it is prohibited from entry pursuant to tariff item No. 9897.00.00, the Contractor must immediately inform the Contracting Authority in writing of that investigation.
- 46.3. Canada may terminate the Contract for default in accordance with section 2030 31- Default by the Contractor if it has reasonable grounds to believe the Work was mined, manufactured or produced in whole or in part by forced labour or linked to human trafficking. Reasonable grounds for making such a determination may include:
- Findings or Withhold Release Orders issued by the United States Customs and Border Protection, under the US [Trade Facilitation and Trade Enforcement Act](#) (TFTEA) of 2015; or
  - Credible evidence from a reliable source, including but not limited to non-governmental organizations.
- 46.4. Canada may terminate the Contract for default in accordance with section 2030 31- Default by the Contractor if the Contractor has, in the past three years been convicted of any of the following offences under the [Criminal Code](#) or the [Immigration and Refugee Protection Act](#).

*Criminal Code*

- i. section 279.01 (Trafficking in persons);
  - ii. section 279.011 (Trafficking of a person under the age of eighteen years);
  - iii. subsection 279.02(1) (Material benefit - trafficking);
  - iv. subsection 279.02(2) (Material benefit - trafficking of person under 18 years);
  - v. subsection 279.03(1) (Withholding or destroying documents - trafficking);
  - vi. subsection 279.03(2) (Withholding or destroying documents - trafficking of person under 18 years);
- or

*Immigration and Refugee Protection Act*

- i. section 118 (Trafficking in persons).

- 46.5. Canada may terminate the Contract for default in accordance with section 2030 31- Default by the Contractor if the Contractor has, in the past three years, been convicted of an offence in a jurisdiction other than Canada that, in Canada's opinion, is similar to any of the offences identified in paragraphs 4(i) to (vii).
- 46.6. For purposes of determining whether a foreign offence is similar to a listed offence, PWGSC will take into account the following factors:
- i. in the case of a conviction, whether the court acted within its jurisdiction;
  - ii. whether the supplier was afforded the right to appear during the court's proceedings or to submit to the court's jurisdiction;
  - iii. whether the court's decision was obtained by fraud; or
  - iv. whether the supplier was entitled to present to the court every defence that the supplier would have been entitled to present had the proceeding been tried in Canada.
- 46.7. Where Canada intends to terminate the Contract under this section, Canada will inform the Contractor and provide the Contractor an opportunity to make written representations before making a final decision. Written representations must be submitted within 30 days from receiving a notice of concern unless Canada establishes a different deadline.

# **Light Tactical Vehicle (LTV)**

**Request For Proposal  
W8476-246786/C**

**Part 7 – RESULTING CONTRACT**

**Annex E – Forms**

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National  
Défense  
Défense  
nationale

1. Purchaser - Acheteur		2. Purchase order or reference file Bon de commande ou N° de dossier		3. Government contract number N° de dossier du gouvernement		4. No. of pages N° de pages	
5. Contractor - Entrepreneur		6. Shipped from (consignor) Lieu d'expédition (expéditeur)		7. Shipped to (consignee) Lieu de destination (destinataire)		8. Shipment no. N° de l'envoi	
Contract item no. N° d'article du contrat  (9)	NATO stock number N° nomenclature OTAN  (10)	Item identification Identification de l'article  (11)	Serial number or size N° de série ou taille  (12)	Quantity Unit of measure Quantité Unité de mesure  (13)	Package number N° de l'emballage  (14)	Undelivered balance Quantité non livrée  (15)	Quantity received Quantité reçue  (16)
<b>17. Contractor certification</b> <b>Attestation de l'entrepreneur</b>  I certify that the item(s) listed above has/have been inspected and tested and conform to all specifications and requirements detailed in the contract or purchase order. J'atteste que l'/les article(s) inscrits ci-haut a/ont été inspecté(s) et mis à l'essai et qu'il(s) est/sont en tous points conformes aux spécifications et exigences du contrat ou du bon de commande.		<b>18. Government quality assurance</b> <b>Assurance officielle de la qualité</b>  I certify that the planned Government Quality Assurance has been performed. This does not constitute acceptance on behalf of the Government of Canada and does not necessarily mean that the items identified herein have been inspected, nor that certification was granted. Je certifie que l'assurance qualité gouvernementale a été effectuée tel que planifié. Ceci ne constitue pas une acceptation pour le compte du gouvernement du Canada et ne signifie pas nécessairement que les différents articles ci-haut identifiés ont été inspectés, ni que la certification a été accordée.			<b>19. Acceptance</b> <b>Acceptation</b>  Quantity/ies shown in block (16) was/were received in apparent good condition. Le(s) quantité(s) indiquée(s) à la case (16) a/ont été reçues, et l'/les article(s) semble/ent être en bon état.		
_____ Print - Imprimer		_____ Print - Imprimer			_____ Print - Imprimer		
_____ Date (yyaa-mm-dd)	_____ Signature (Contractor GC) Signer (CQ de l'entrepreneur)	_____ Date (yyaa-mm-dd)	_____ Signature (GAR) Signer (RAQ)	_____ Date (yyaa-mm-dd)	_____ Signature (Receiving Authority at destination) Signer (Autorité de réception à la destination)		

CF 1280 (04-2019)  
Design: Forms Management 613-901-6396  
Conception : Gestion des formulaires 613-901-6397

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Canada

**Certificate of Release,  
Inspection and Acceptance  
CF 1280**

**USE**

The Certificate of Release, Inspection and Acceptance CF 1280 constitutes:

- Certification by the supplier that all items listed therein have been inspected and tested and conform to the specifications and requirements detailed in the contract or purchase order.
- Certification by the Quality Assurance Representative when applicable; that Government Quality Assurance has been performed during the contract or purchase order.
- Receipt for goods at destination and once signed by the receiving authority, the payment process can be initiated.

**PREPARATION AND DISTRIBUTION**

It is the supplier's responsibility to prepare and distribute the CF 1280. However, whenever STANAG 4107 applies, the QAR must forward one copy to the delegator.

- Nota 1:** All entries other than signatures must be either typewritten or printed.
- 2:** When using more than one CF 1280 per shipment per contract, complete all blocks but only sign Block 17 and have Block 18 signed (when applicable) on the last form.
- Block 1:** Name of the department, country or organization actually ordering the materiel. In the case of PWGSC contracts, they are the purchaser referenced in the contract.
- Block 2:** PWGSC file or supplier purchase order number, as appropriate. For contracts from other North Atlantic Treaty Organisation (NATO) nations, enter date of contract.
- Block 3:** Contract serial number or, if a purchase order, enter the prime contract number.
- Block 4:** Consecutively number the forms used to cover each shipment and enter the total number of pages, (e.g. page 1 of 1, 2 of 6, etc).
- Block 5:** Prime contractor's or sub-contractor's name and complete address.
- Block 6:** Consignor's name; also complete shipping address if different than Block 5.
- Block 7:** Consignee's name and address as contained in the shipping instructions.
- Block 8:** Number for each shipment made under the stated contract commencing at 001.  
**Nota:** For more than one shipment under the same contract; the first shipment would be 001 and the final shipment would have the letter F at the end (e.g. 002F).
- Block 9:** Line item number as shown in the contract or purchase order.
- Block 10:** NATO or national stock number as indicated in the contract.
- Block 11:** Manufacturer's part, model, type, drawing or catalogue number or short description of the item. The brief description is mandatory for clothing or footwear contracts.
- Block 12:** Item serial, size, lot/batch numbers as applicable.  
**Nota:** Size numbers must be included to identify clothing or footwear. If not applicable enter [N/A].
- Block 13:** Quantity being shipped using the unit of measure as indicated in the contract.
- Block 14:** Identify package number in which the line item can be located.
- Block 15:** Balance of items, if any, to be shipped at a later date as per address in Block 7. If not applicable enter [N/A].
- Block 16:** Leave blank; for use by the receiving authority.
- Block 17:** Authorized supplier quality assurance representative.  
See Note 2 under "preparation and distribution".
- Block 18:** Representative responsible for performing Government Quality Assurance (when applicable).  
See Note 2 under "preparation and distribution".
- Block 19:** Leave blank; for use by the receiving authority.

CF 1280 (04-2019) - Instructions

**Certificat de libération,  
d'inspection et de réception  
CF 1280**

**OBJET**

Le Certificat de libération, d'inspection et de réception CF 1280 constitue:

- Certificat de libération du fournisseur pour attester que les articles énumérés ont tous été soumis à une inspection et à des essais et sont jugés conformes aux spécifications et aux exigences du contrat ou de la commande.
- Certification par le Représentant de l'Assurance de la Qualité lorsque prescrit; que l'assurance officielle de la qualité a été effectuée pour le contrat ou pour la commande.
- Certificat de réception à la destination par l'autorité de réception; et une fois signé, le processus de paiement peut être lancé.

**PRÉPARATION ET DISTRIBUTION**

Il revient au fournisseur de remplir et de distribuer le formulaire CF 1280. Toutefois, si les dispositions du STANAG 4107 s'appliquent, le RAQ doit envoyer un exemplaire au délégant.

- Nota 1:** Toutes les inscriptions autres que les signatures doivent être dactylographiées ou écrites en lettres moulées.
- 2:** Si plusieurs formulaires CF 1280 sont utilisés pour le même envoi par contrat, remplir tout les cases mais seulement signer case 17 et faire signé (au besoin) case 18 sur le dernier formulaire.
- Case 1:** Nom du ministère, du pays ou de l'organisme qui a commandé le matériel. S'il s'agit d'un contrat de TPSGC, indiquer le nom du client qui apparaît sur le contrat.
- Case 2:** Numéro de dossier de TPSGC ou de la commande du fournisseur, selon le cas. Pour contrats envoyés à un autre pays membre de l'OTAN, indiquer la date du contrat.
- Case 3:** Numéro de série du contrat ou, s'il s'agit d'une commande, écrire le numéro du contrat principal.
- Case 4:** Numéroté dans l'ordre de formulaires utilisés et indiquer le nombre total de pages pour chaque envoi (1 de 1 ou 2 de 6, par exemple).
- Case 5:** Nom et adresse de l'entrepreneur principal ou du sous-traitant.
- Case 6:** Nom de l'expéditeur; indiquer également l'adresse d'expédition si elle diffère de l'adresse donnée à la case 5.
- Case 7:** Nom et adresse du destinataire qui figure dans les instructions d'expédition.
- Case 8:** Numéroté l'ordre d'envoi effectué en vertu du contrat, à partir de 001.  
**Nota:** Si un contrat prévoit plusieurs envois, les numérotés de la façon suivante : premier envoi 001 et le dernier envoi doit contenir la lettre «F» à la fin numéro (e.g. 002F).
- Case 9:** Numéro de l'article qui figure dans le contrat ou dans la commande.
- Case 10:** Numéro de nomenclature OTAN ou numéro de nomenclature du pays qui figure dans le contrat.
- Case 11:** Numéro de pièce, de modèle, de type, de dessin ou de catalogue du fabricant ou brève description de l'article. Cette brève description est obligatoire dans le cas des vêtements et des chaussures.
- Case 12:** Numéro de série, de taille ou de lot de l'article.  
**Nota:** Les numéros de taille doivent être inscrits si le contrat est pour des vêtements ou des chaussures. Si cette mention ne s'applique, inscrire [néant].
- Case 13:** Quantité expédiée avec l'unité de mesure qui s'applique dans le contrat.
- Case 14:** Numéro de l'emballage où se trouve l'article.
- Case 15:** Articles à livrer à une date ultérieure, à la destination prévue à la case 7. Si tous les articles ont été livrés à cette destination, inscrire (aucun).
- Case 16:** Laisser en blanc; cette case est réservée pour l'autorité de réception.
- Case 17:** Signature d'un représentant autorisé du service de la qualité du fournisseur. Si plusieurs pages sont utilisées, voir Nota 2 dans les « préparation et distribution ».
- Case 18:** Signature du RAQ responsable de l'assurance officielle de la qualité, s'il y a lieu. Si plusieurs pages sont utilisées, voir Nota 2 dans les « préparation et distribution ».
- Case 19:** Laisser en blanc; cette case est réservée à l'autorité de réception.

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National Défense nationale		<b>TASK AUTHORIZATION AUTORISATION DES TÂCHES</b>	
All invoices/progress claims must show the reference Contract and Task numbers. Toutes les factures doivent indiquer les numéros du contrat et de la tâche.		Contract no. - N° du contrat	
		Task no. - N° de la tâche	
Amendment no. - N° de la modification	Increase/Decrease - Augmentation/Réduction	Previous value - Valeur précédente	
To - À	<b>TO THE CONTRACTOR</b> You are requested to supply the following services in accordance with the terms of the above reference contract. Only services included in the contract shall be supplied against this task.  Please advise the undersigned if the completion date cannot be met. Invoices/progress claims shall be prepared in accordance with the instructions set out in the contract.  <b>À L'ENTREPRENEUR</b> Vous êtes prié de fournir les services suivants en conformité des termes du contrat mentionné ci-dessus. Seuls les services mentionnés dans le contrat doivent être fournis à l'appui de cette demande.  Prière d'aviser le signataire si la livraison ne peut se faire dans les délais prescrits. Les factures doivent être établies selon les instructions énoncées dans le contrat.		
Delivery location - Expédié à			
Delivery/Completion date - Date de livraison/d'achèvement	Date _____	for the Department of National Defence pour le ministère de la Défense nationale	
Contract item no. N° d'article du contrat	Services	Cost Prix	
		GST/HST TPS/TVH	
		Total	
<p>APPLICABLE ONLY TO PWGSC CONTRACTS: The Contract Authority signature is required when the total value of the DND 626 exceeds the threshold specified in the contract.</p> <p>NE S'APPLIQUE QU'AUX CONTRATS DE TPSCG : La signature de l'autorité contractante est requise lorsque la valeur totale du formulaire DND 626 est supérieure au seuil précisé dans le contrat.</p>			
<div style="text-align: center;">_____</div> <div style="font-size: small; text-align: center;">for the Department of Public Works and Government Services pour le ministère des Travaux publics et services gouvernementaux</div>			
DND 626 (01-05)		Design: Forma Management 983-4050 Conception: Gestion des formulaires 983-4050	


Instructions for completing DND 626 - Task Authorization	Instructions pour compléter le formulaire DND 626 - Autorisation des tâches
<b>Contract no.</b> Enter the PWGSC contract number in full.	<b>N° du contrat</b> Inscrivez le numéro du contrat de TPSGC en entier.
<b>Task no.</b> Enter the sequential Task number.	<b>N° de la tâche</b> Inscrivez le numéro de tâche séquentiel.
<b>Amendment no.</b> Enter the amendment number when the original Task is amended to change the scope or the value.	<b>N° de la modification</b> Inscrivez le numéro de modification lorsque la tâche originale est modifiée pour en changer la portée.
<b>Increase/Decrease</b> Enter the increase or decrease total dollar amount including taxes.	<b>Augmentation/Réduction</b> Inscrivez le montant total de l'augmentation ou de la diminution, y compris les taxes.
<b>Previous value</b> Enter the previous total dollar amount including taxes.	<b>Valeur précédente</b> Inscrivez le montant total précédent, y compris les taxes.
<b>To</b> Name of the contractor.	<b>A</b> Nom de l'entrepreneur.
<b>Delivery location</b> Location where the work will be completed, if other than the contractor's location.	<b>Expédié à</b> Endroit où le travail sera effectué, si celui-ci diffère du lieu d'affaires de l'entrepreneur.
<b>Delivery/Completion date</b> Completion date for the task.	<b>Date de livraison/d'achèvement</b> Date d'achèvement de la tâche.
<b>for the Department of National Defense</b> Signature of the DND person who has delegated Authority for signing DND 626 (level of authority based on the dollar value of the task and the equivalent signing authority in the PAM 1.4). Note: the person signing in this block ensures that the work is within the scope of the contract, that sufficient funds remain in the contract to cover this task and that the task is affordable within the Project/Unit budget.	<b>pour le ministère de la Défense nationale</b> Signature du représentant du MDN auquel on a délégué le pouvoir d'approbation en ce qui a trait à la signature du formulaire DND 626 (niveau d'autorité basé sur la valeur de la tâche et le signataire autorisé équivalent mentionné dans le MAA 1.4). Note : la personne qui signe cette attache de signature confirme que les travaux respectent la portée du contrat, que suffisamment de fonds sont prévus au contrat pour couvrir cette tâche et que le budget alloué à l'unité ou pour le projet le permet.
<b>Services</b> Define the requirement briefly (attach the SOW) and identify the cost of the task using the contractor's quote on the level of effort. The Task must use the basis of payment stipulated in the contract. If there are several basis of payment then list here the one(s) that will apply to the task quote (e.g. milestone payments; per diem rates/labour category hourly rates; travel and living rates; firm price/celling price, etc.). All the terms and conditions of the contract apply to this Task Authorization and cannot be ignored or amended for this task. Therefore it is not necessary to restate these general contract terms and conditions on the DND 626 Task form.	<b>Services</b> Définissez brièvement le besoin (joignez l'ET) et établissez le coût de la tâche à l'aide de la soumission de l'entrepreneur selon le niveau de difficulté de celle-ci. Les modalités de paiement stipulées dans le contrat s'appliquent à la tâche. Si plusieurs d'entre elles sont prévues, énumérez ici celle/celles qui s'appliqueront à la soumission pour la tâche à accomplir (p.ex. acompte fondé sur les étapes franchies; taux quotidien ou taux horaire établi selon la catégorie de main-d'œuvre; frais de déplacement et de séjour; prix fixe ou prix plafonné; etc.). Toutes les modalités du contrat s'appliquent à cette autorisation de tâche et ne peuvent être négligées ou modifiées quant à la tâche en question. Il n'est donc pas nécessaire de répéter ces modalités générales afférentes au contrat sur le formulaire DND 626.
<b>Cost</b> The cost of the Task broken out into the individual costed items in Services.	<b>Prix</b> Mentionnez le coût de la tâche en la répartissant selon les frais afférents à chaque item mentionné dans la rubrique Services.
<b>GST/HST</b> The GST/HST cost as appropriate.	<b>TPS/TVH</b> Mentionnez le montant de la TPS/TVH, s'il y a lieu.
<b>Total</b> The total cost of the task. The contractor may not exceed this amount without the approval of DND indicated on an amended DND 626. The amendment value may not exceed 50% (or the percentage for amendments established in the contract) of the original value of the task authorization. The total cost of a DND 626, including all amendments, may not exceed the funding limit identified in the contract.	<b>Total</b> Mentionnez le coût total de la tâche. L'entrepreneur ne peut dépasser ce montant sans l'approbation du MDN, formulaire DND 626 modifié à l'appui. Le coût de la modification ne peut pas être supérieur à 50 p. 100 du montant initial prévu dans l'autorisation de tâche (ou au pourcentage prévu dans le contrat pour les modifications). Le coût total spécifié dans le formulaire DND 626, y compris toutes les modifications, ne peut dépasser le plafond de financement mentionné dans le contrat.
<b>Applicable only to PWGSC contracts</b> This block only applies to those Task Authorization contracts awarded by PWGSC. The contract will include a specified threshold for DND sole approval of the DND 626 and a percentage for DND to approve amendments to the original DND 626. Tasks that will exceed these thresholds must be passed to the PWGSC Contracting Authority for review and signature prior to authorizing the contractor to begin work.	<b>Ne s'applique qu'aux contrats de TPSGC</b> Le présent paragraphe s'applique uniquement aux autorisations de tâche accordées par TPSGC. On inscrira dans le formulaire DND 626 un plafond prévu qui ne pourra être approuvé que par le MDN et un pourcentage selon lequel le MDN pourra approuver des modifications au formulaire DND 626 original. Les tâches dont le coût dépasse ces plafonds doivent être soumises à l'autorité contractante de TPSGC pour examen et signature avant qu'on autorise l'entrepreneur à débiter les travaux.
<b>Note:</b> Work on the task may not commence prior to the date this form is signed by the DA Authority - for tasks within the DND threshold; and by both DND and PWGSC for those tasks over the DND threshold.	<b>Note :</b> Les travaux ne peuvent commencer avant la date de signature de ce formulaire par le responsable du MDN, pour les tâches dont le coût est inférieur au plafond établi par le MDN, et par le MDN et TPSGC pour les tâches dont le coût dépasse le plafond établi par le MDN.



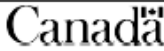
## 3. CF 271 (02-1983) – Packaging Data

NATO STOCK NUMBER (NSN) - NUMÉRO DE NOMENCLATURE DE L'OTAN (NNO)													CARD NO CARTE NO		U.I. U.D.		APPROVAL STAMP SCAU D'APPROBATION																																																														
NSC - CSO				NSC - BNC		NIN - NIA							NO		U.D.																																																																
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17																																																															
<b>PACKAGING DATA</b> <b>DONNÉES D'EMBALLAGE</b>																																																																															
<b>ESSENTIAL PRESERVATION AND PACKAGING DATA - DONNÉES ESSENTIELLES - PRÉSERVATION ET EMBALLAGE</b>																																																																															
SS SUCC	DM ND	CATEGORY CATÉGORIE	METHOD MÉTHODE	QTY UNIT PACK - CODE PAR UNITÉ D'EMBALLAGE	CLEAN - NETTOYAGE	PRESERV. MAT MAT. PRES.	WRAP MAT. MAT. EMB.	CUSHION AND DUNNAGE BOURRAGE ET FARDAGE	CUSH., THICK EPAISS. BOURR.	UNIT CONT. CONT. UNIT	INTER.	LEVEL OF PROT., CODE PROT.	MAX WEIGHT CODE CODE POIDS MAX	MAX CUBE CODE CODE VOLUME MAX	UNIT CONTAINER DIMENSIONS DIMENSIONS DU CONTENANT PAR UNITÉ				CONT. LEVEL CONT.	CODE OPT. PROC. IND. MET. IND. MET. SUPPL.																																																											
															LENGTH LONG.	WIDTH LARG.	DEPTH PROFON.																																																														
18	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76																																											
<b>SEQ. SUCC. SUPPLEMENTAL PACKAGING AND PRESERVATION DATA - DONNÉES SUPPLÉMENTAIRES - PRÉSERVATION ET EMBALLAGE</b>																																																																															
18	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80																																						
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<b>PACKAGING FOR TRANSPORTATION SUPPORT - DONNÉES SPÉCIALES EMBALLAGE POUR TRANSPORT</b>																																																																															
SS SUCC	SHIPPING CONTAINER DIMENSIONS DIMENSIONS DU CONTENANT				SHIPPING CONTAINER WEIGHT POIDS DU CONTENANT				SHIPPING CONTAINER CUBE VOLUME DU CONTENANT				SHIPPING CONTAINER CONT. LEVEL IND. CONT.		TYPE OF CONT. - GENRE DE CONT.																																																																
	LENGTH - INCHES LONGUEUR - POUCHES		WIDTH - INCHES LARGEUR - POUCHES		DEPTH - INCHES PROFONDEUR - POUCHES		WHOLE LBS LIVRES ENTIERES		100 TH 100 E		WHOLE CUBE FT PIED CUBE ENTIER		100 TH 100 E																																																																		
X	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63																																																		
DETAIL - DÉTAIL																		ITEM NAME - NOM DE L'ARTICLE		ORIGINATOR - EXPÉDITEUR		DATE																																																									
METHOD/LEVEL MÉTHODE/NIVEAU																		SPECIAL INSTRUCTIONS - INSTRUCTIONS SPÉCIALES																																																													
CLEANING - NETTOYAGE																																																																															
DRYING - SÉCHAGE																																																																															
PRESERVATION - PRÉSERVATION																																																																															
INITIAL WRAP EMBALLAGE INITIAL																																																																															
CUSH/DUNNAGE BOURRAGE/FARDAGE																																																																															
CONTAINER - CONTENANT																																																																															
CUBE - VOLUME																																																																															
WEIGHT - POIDS																																																																															
QUANTITY - QUANTITÉ																																																																															
CF 271 XLS 4 CFQAR 2004																																																																															


## 4. DND 2227 (05-2022) – Supply Document

		<b>Supply Document</b> <b>Document d'approvisionnement</b>		Customer control no. - N° de contrôle du client Transaction no. - N° de transaction	
<b>Part - Partie A</b>					
Transaction type: <input type="checkbox"/> Requisition <input type="checkbox"/> Return <input type="checkbox"/> Temporary issue <input type="checkbox"/> Adjustment <input type="checkbox"/> Transfer <input type="checkbox"/> Service Type de transaction : Demande Retour Distribution temporaire Rajustement Transfert					
Plant Division	SLOC Magasin	Customer account Compte client	Priority Priorité	Date required Date requise (yyaa-mm-dd)	Return date Date de retour (yyaa-mm-dd)
				Attachment - CI-joint DND 2228 page(s)	
Cost Centre & expense element / Business Activity Code (BAC) / Funds Reservation Centre des coûts & élément de dépense / Code d'activité commerciale (CAG) / Réserve de fonds CC : BAC - CAG : FR - RF :					
<b>Transfer between supply accounts - Transfert entre compte d'approvisionnement</b>					
Issuing account - Compte de distribution		Name - Nom		Date (yyaa-mm-dd)	Signature
Receiving account - Compte de réception		Name - Nom		Date (yyaa-mm-dd)	Signature
<b>Part - Partie B</b>					
Item Article	Quantity Quantité	UOI U de distr	Stock no. / Part no. N° de nomenclature / N° de pièce	Serial no. N° de série	Equipment Check List no. N° de la liste de vérification de l'équipement
Controlled goods Marchandises contrôlées		<input type="checkbox"/> Yes OUI <input type="checkbox"/> No NON	DMC: CDM :	Description	
Hazardous material Matière dangereuse		<input type="checkbox"/> Yes OUI <input type="checkbox"/> No NON			
Substitute acceptable Substitut acceptable		<input type="checkbox"/> Yes OUI <input type="checkbox"/> No NON			
Reoccurring requirement Demande récurrente		<input type="checkbox"/> Yes OUI <input type="checkbox"/> No NON			
Issued by (name) - Distribué par (nom)				Date (yyaa-mm-dd)	Signature
Received by (name) - Reçu par (nom)				Date (yyaa-mm-dd)	Signature
Item Article	Quantity Quantité	UOI U de distr	Stock no. / Part no. N° de nomenclature / N° de pièce	Serial no. N° de série	Equipment Check List no. N° de la liste de vérification de l'équipement
Controlled goods Marchandises contrôlées		<input type="checkbox"/> Yes OUI <input type="checkbox"/> No NON	DMC: CDM :	Description	
Hazardous material Matière dangereuse		<input type="checkbox"/> Yes OUI <input type="checkbox"/> No NON			
Substitute acceptable Substitut acceptable		<input type="checkbox"/> Yes OUI <input type="checkbox"/> No NON			
Reoccurring requirement Demande récurrente		<input type="checkbox"/> Yes OUI <input type="checkbox"/> No NON			
Issued by (name) - Distribué par (nom)				Date (yyaa-mm-dd)	Signature
Received by (name) - Reçu par (nom)				Date (yyaa-mm-dd)	Signature
<b>Special instructions / Substantiation / Additional information - Directives spéciales / Justification / Information supplémentaire</b>					
Expenditure Initiation - Engagement des dépenses : \$					
Originator request: Auteurs de la demande :	Name - Nom	Telephone - Téléphone	Date (yyaa-mm-dd)	Signature	
Certified pursuant to Expenditure Initiation (DoA col.13) and to Section 32 of the Financial Administration Act (DoA col.1) (if required). Certifié conforme à l'Engagement des dépenses (DdP co.13) et à l'article 32 de la Loi sur la gestion des finances publiques (DdP col.1) (si nécessaire).					
Name - Nom		Position - Poste	Date (yyaa-mm-dd)	Signature	
Name - Nom		Position - Poste	Date (yyaa-mm-dd)	Signature	

DND 2227 (05-2022) 7530-21-914-9225  
 Design - Conception :  
 NationalFormsServices-Servicesdeformulairesnationaux@forces.gc.ca

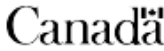


## 5. DND 2228 (01-2022) – Supply Document (Supplementary)

 National Defence Défense nationale		<b>Supply Document (Supplementary)</b> <b>Document d'approvisionnement (supplémentaire)</b>		Customer control no. N° de contrôle du client	Transaction no. N° de transaction
<b>Item:</b> <b>Article :</b>	Quantity Quantité	UOI U de distr	Stock no. / Part no. N° de nomenclature / N° de pièce	Serial no. N° de série	Equipment Check List no. N° de la liste de vérification de l'équipement
Controlled goods Marchandises contrôlées <input type="checkbox"/> Yes Oùl <input type="checkbox"/> No Non           DMC: CDM :			Description		
Hazardous materiel Matière dangereuse <input type="checkbox"/> Yes Oùl <input type="checkbox"/> No Non					
Substitute acceptable Substitut acceptable <input type="checkbox"/> Yes Oùl <input type="checkbox"/> No Non					
Reoccurring requirement Demande récurrente <input type="checkbox"/> Yes Oùl <input type="checkbox"/> No Non					
Issued by (name) - Distribué par (nom)			Date (yyaa-mm-dd)	Issued by (signature) - Distribué par (signature)	
Received by (name) - Reçu par (nom)			Date (yyaa-mm-dd)	Received by (signature) - Reçu par (signature)	
<b>Item:</b> <b>Article :</b>	Quantity Quantité	UOI U de distr	Stock no. / Part no. N° de nomenclature / N° de pièce	Serial no. N° de série	Equipment Check List no. N° de la liste de vérification de l'équipement
Controlled goods Marchandises contrôlées <input type="checkbox"/> Yes Oùl <input type="checkbox"/> No Non           DMC: CDM :			Description		
Hazardous materiel Matière dangereuse <input type="checkbox"/> Yes Oùl <input type="checkbox"/> No Non					
Substitute acceptable Substitut acceptable <input type="checkbox"/> Yes Oùl <input type="checkbox"/> No Non					
Reoccurring requirement Demande récurrente <input type="checkbox"/> Yes Oùl <input type="checkbox"/> No Non					
Issued by (name) - Distribué par (nom)			Date (yyaa-mm-dd)	Issued by (signature) - Distribué par (signature)	
Received by (name) - Reçu par (nom)			Date (yyaa-mm-dd)	Received by (signature) - Reçu par (signature)	
<b>Item:</b> <b>Article :</b>	Quantity Quantité	UOI U de distr	Stock no. / Part no. N° de nomenclature / N° de pièce	Serial no. N° de série	Equipment Check List no. N° de la liste de vérification de l'équipement
Controlled goods Marchandises contrôlées <input type="checkbox"/> Yes Oùl <input type="checkbox"/> No Non           DMC: CDM :			Description		
Hazardous materiel Matière dangereuse <input type="checkbox"/> Yes Oùl <input type="checkbox"/> No Non					
Substitute acceptable Substitut acceptable <input type="checkbox"/> Yes Oùl <input type="checkbox"/> No Non					
Reoccurring requirement Demande récurrente <input type="checkbox"/> Yes Oùl <input type="checkbox"/> No Non					
Issued by (name) - Distribué par (nom)			Date (yyaa-mm-dd)	Issued by (signature) - Distribué par (signature)	
Received by (name) - Reçu par (nom)			Date (yyaa-mm-dd)	Received by (signature) - Reçu par (signature)	
Originator request: Auteur de la demande :		Name - Nom	Date (yyaa-mm-dd)	Tel. - Tél.	Signature

Page /

DND 2228 (01-2022) 7530-21-914-9226  
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NationalFormsService-Servicesdesformulairesnationaux@forces.gc.ca



## 6. LTV Contract Change Proposal (CCP)

**Change Request # & Title:** Enter text

**A. INITIATION:** Originator: [Click here to enter Originator.](#) Date Submitted: [Click here to enter a date.](#)

Contract: \_\_\_\_\_  
Contract Annex/ Appendix/ Attachment \_\_\_\_\_  
No: \_\_\_\_\_

### B. REASON:

ECP: ☐ RFD: ☐  
AWR: ☐ Crown Proposed: ☐  
RFW: ☐ Other  
(Specify): \_\_\_\_\_

**C. PROPOSAL DESCRIPTION:** *(Include description of proposal and rationale. Attach additional pages if necessary.)*

**D. CONTRACT DOCUMENTATION AFFECTED :** (Expand the detail in additional page if needed)

Document	Affected ?	Section #
Statement of Work	No	_____
Performance Specification	No	_____
DID	No	_____
CDRL	No	_____
Other documents	No	Describe: _____

**E. EVALUATION OF CHANGE:**

<u>Impact Analysis</u>		<u>Description of Impact</u>
Scope	No Impact	_____
Cost	Positive Impact	_____
Schedule	Negative Impact	_____
IRBs	No Impact	_____
Support	No Impact	_____

**F. STAKEHOLDER REVIEW**

		<u>Comments</u>
SEM	Not Applicable	_____
ILSM	Recommended	_____
PFM	Not Recommended	_____
CM	Not Applicable	_____
PD	Not Applicable	_____
PSPC	Recommended	_____

**G. APPROVAL**

Change Approved: <input type="checkbox"/>	Change Rejected: <input type="checkbox"/>	Date: _____
Contractor's Authorized Signature: _____		_____/_____/____
Name _____		
Change Approved: <input type="checkbox"/>	Change Rejected: <input type="checkbox"/>	Date: _____
Technical Authority Approval Signature: _____		_____/_____/____
Name _____		
Change Approved: <input type="checkbox"/>	Change Rejected: <input type="checkbox"/>	Date: _____
Contracting Authority Signature: _____		_____/_____/____
Name _____		

## 7. LTV Engineering Change Proposal (ECP)

ENGINEERING CHANGE PROPOSAL (ECP)					
1. DATE (YY/MM/DD)					
2. ORIGINATOR NAME AND ADDRESS					
3. CLASS OF ECP (I or II)		4. CLASSIFICATION CODE (Applicable to Class I Only)		5. PRIORITY	
6. ECP DESIGNATION					
No.		Type		Revision	
SYSTEM DESIGNATION:					
7. SPECIFICATIONS / DOCUMENTS AFFECTED			8. DRAWINGS AFFECTED		
Spec/Doc No.	Title	Rev	Dwg No.	Title	REV
9. TITLE OF CHANGE					
10. DESCRIPTION OF CHANGE					
11. NEED FOR CHANGE					
12. CONTRACT NUMBER AND LINE ITEMS					
13. PRODUCTION EFFECTIVITY			14. EFFECT UPON PRODUCTION DELIVERY SCHEDULE		
15. RETROFIT					
15a. RECOMMENDED ITEM EFFECTIVITY			15b. ESTIMATED KIT DELIVERY SCHEDULE / LOCATIONS		

16. ESTIMATED COSTS / SAVINGS UNDER CONTRACT
<b>IMPACT ANALYSIS / EFFECTS</b>
17. ITEMS / SYSTEMS DIRECTLY AFFECTED
18. OTHER SYSTEMS AFFECTED
19. OTHER CONTRACTORS / ACTIVITIES AFFECTED
20. EFFECTS UPON PERFORMANCE / SYSTEM SPECIFICATIONS
21. EFFECTS UPON EMPLOYMENT, INTEGRATED LOGISTICS SUPPORT, TRAINING, OPERATIONAL EFFECTIVENESS, ENVIRONMENT, HEALTH & SAFETY (EHS) OR SOFTWARE
22. EFFECTS UPON ITEM SPECIFICATIONS
23. SUBMITTING ACTIVITY – Authorized Signature (Print Name and Sign)      Date

# **Light Tactical Vehicle (LTV)**

**Request For Proposal  
W8476-246786/C**

**Part 7 – RESULTING CONTRACT**

**Annex F – Certificate of Defence Supplies**



## **CERTIFICATE OF DEFENCE SUPPLIES**

I certify that the items purchased under contract number W8476-246786/C  
are “defence supplies” as defined in the Defence Production Act,  
pursuant to tariff item 9982.00.00.

Approved by the PWGSC, Senior Director Armoured Vehicle Projects:

---

Signature

---

Title

---

Date