



National Defence  
National Defence Headquarters  
Ottawa, Ontario  
K1A 0K2

Défense nationale  
Quartier général de la Défense nationale  
Ottawa (Ontario)  
K1A 0K2

**REQUEST FOR PROPOSAL /  
DEMANDE DE PROPOSITION**

**RETURN BIDS TO /  
RETOURNER LES SOUMISSIONS À:**

Via email to / Par courriel à:

Eric Lefebvre  
Contracting Authority / Autorité Contractante  
DLP 4-2-6 / DAAT 4-2-6  
eric.lefebvre@forces.gc.ca

**Proposal To: National Defence Canada**

We hereby offer to sell to His Majesty the King in right of Canada, in accordance with the terms and conditions set out herein, referred to herein or attached hereto, the goods and services listed herein and on any attached sheets at the price(s) set out therefore.

**Proposition à : Défense nationale Canada**

Nous offrons par la présente de vendre à Sa Majesté le Roi du chef du Canada, aux conditions énoncées ou incluses par référence dans la présente et aux annexes ci-jointes, les biens et services énumérés ici et sur toute feuille ci-annexée, au(x) prix indique(s).

<b>Title / Titre:</b> Leopard 2 MBT Chassis Electrical Components R&O	<b>Solicitation No / No de l'invitation:</b> W8486-249318/A
<b>Date of Solicitation / Date de l'invitation:</b> 15 November 2023	
<b>Address Enquiries to – Adresser toutes questions à:</b> Eric Lefebvre Contracting Authority / Autorité Contractante Director Land Procurement (DLP 4-2-6) / Directeur des Acquisitions de l'Armée de Terre (DAAT 4-2-6) Director General Land Equipment Program Management / Directeur Général de la Gestion du Programme d'Équipement Terrestre Assistant Deputy Minister Materiel / Sous-ministre adjoint (Matériels) Department of National Defence / Ministère de la Défense Nationale 101 Colonel By Drive Ottawa, ON, K1A 0K2  Email address / Adresse courriel: eric.lefebvre@forces.gc.ca	
<b>Telephone No. / N° de téléphone:</b> 613-406-1392	<b>FAX No / No de fax:</b> N/A
<b>Destination:</b> see herein / voir à l'intérieur	

**Instructions:**

Municipal taxes are not applicable. Unless otherwise specified herein all prices quoted must include all applicable Canadian customs duties, GST/HST, excise taxes and are to be delivered Delivery Duty Paid including all delivery charges to destination(s) as indicated. The amount of the Goods and Services Tax/Harmonized Sales Tax is to be shown as a separate item.

**Instructions:**

Les taxes municipales ne s'appliquent pas. Sauf indication contraire, les prix indiqués doivent comprendre les droits de douane canadiens, la TPS/TVH et la taxe d'accise. Les biens doivent être livrés «rendu droits acquittés», tous frais de livraison compris, à la ou aux destinations indiquées. Le montant de la taxe sur les produits et services/taxe de vente

<b>Solicitation Closes / L'invitation prend fin:</b>  At / à : 16:00 EST          On / le : 15 December 2023
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<b>Delivery required / Livraison exigée:</b> see herein / voir à l'intérieur	<b>Delivery offered / Livraison proposée:</b>
<b>Vendor Name and Address / Raison sociale et adresse du fournisseur:</b>	
<b>Name and title of person authorized to sign on behalf of vendor (type or print) / Nom et titre de la personne autorisée à signer au nom du fournisseur (caractère d'imprimerie):</b>	
<b>Name / Nom:</b> _____	<b>Title / Titre:</b> _____
<b>Signature:</b> _____	<b>Date:</b> _____



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## **PART 1 - GENERAL INFORMATION**

### **1.1. Security Requirements**

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

- a. the Bidder must hold a valid organization security clearance as indicated in Part 6 - Resulting Contract Clauses;
- b. the Bidder must provide the addresses of proposed sites or premises of work performance and document safeguarding as indicated in Part 3 - Section IV Additional Information.

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

- a. the Bidder's proposed individuals requiring access to sensitive information, assets or sensitive work sites must meet the security requirements as indicated in Part 6 - Resulting Contract Clauses.
- b. the Bidder's security capabilities must be met as indicated in Part 6 - Resulting Contract Clauses;

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

### **1.2. Requirement**

The Work to be performed is detailed under Article [6.2](#) of the resulting contract clauses.

### **1.3. Debriefings**

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

### **1.4. Trade Agreements**

The requirement is subject to the provisions of the Canada-Chile Free Trade Agreement (CCFTA), Canada-Columbia Free Trade Agreement (CCoIFTA), Canada-European Union Comprehensive Economic and Trade Agreement (CETA), Canada-Honduras Free Trade Agreement (CHFTA), Canada-Korea Free Trade Agreement (CKFTA), Canada-Panama Free Trade Agreement (CPanFTA), Canada-Peru Free Trade Agreement (CPFTA), Canada-Ukraine Free Trade Agreement (CUFTA), Canada-United Kingdom Trade Continuity Agreement (Canada-UK TCA), World Trade Organization Agreement on Government Procurement (WTO-AGP), the Canadian Free Trade Agreement (CFTA), the Comprehensive and Progressive Agreement for Trans-Pacific Partnership (CPTPP).

## **PART 2 - BIDDER INSTRUCTIONS**

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

All instructions, clauses and conditions identified in the bid solicitation by number, date and title are set out in the [Standard Acquisition Clauses and Conditions Manual](https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/3/2010A/22) (https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/3/2010A/22) issued by Public Works and Government Services Canada.

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

The [2003](#) (2023-06-08) Standard Instructions – Goods or Services – Competitive Requirements, are incorporated by reference into and form part of the bid solicitation, with the following modifications:

- a. Section 02, Procurement Business Number is deleted in its entirety;
- b. Section 20(2), Further Information is deleted in its entirety;
- c. Subsection 2.d. of Section 05, Submission of Bids, is deleted in its entirety and replaced with the following:

Send its bid only to the address specified in the bid solicitation.

- d. Section 06, Late Bids, is deleted in its entirety;
- e. The text under Section 07, Delayed Bids, is deleted in its entirety;
- f. Subsection 1 of Section 08, Transmission by Facsimile, is deleted in its entirety; and
- g. Add the following sections:

#### Technical Difficulties of Offer Transmission

Despite anything to the contrary in (05), (06) or (08) of the Standard Instructions, where an Offeror has commenced transmission of its offer through an electronic submission method (such as facsimile or Canada Post Corporation's (CPC) Connect service, or other online service) in advance of the offer solicitation closing date and time, but due to technical difficulties, Canada was unable to receive or decode the entirety of the Offer by the deadline, Canada may nonetheless accept the entirety of the Offer received after the offer solicitation closing date and time, provided that the Offeror can demonstrate the following:

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

#### Completeness of the Offer

After the closing date and time of this offer solicitation, Canada will examine the Offer to determine completeness. The review for completeness will be limited to identifying whether any information submitted as part of the offer can be accessed, opened, and/or decoded. This review does not constitute an evaluation of the content, will not assess whether the Offer meets any

standard or is responsive to all solicitation requirements, but will be solely limited to assessing completeness. Canada will provide the Offeror with the opportunity to submit information found to be missing or incomplete in this review within two business days of notice.”

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

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

## 2.2. SACC Manual Clauses

SACC Manual clause [D5401T](#) (2007-11-30), Quality Plan – Solicitation

SACC Manual clause [A9130T](#), (2019-11-28) Controlled Goods Program - Bid

## 2.3. Electronic Submission of Bids

- a. Bids must be submitted only to the Department of National Defence' Contracting Authority by the date, time and place indicated on page 1 of the bid solicitation. Bids must be received electronically as noted in subparagraph b).
- b. Electronic Submissions: Individual e-mails exceeding five (5) megabytes, or that includes other factors such as embedded macros and/or links, may be rejected by the DND e-mail system and/or firewall(s) without notice to the Bidder or Contracting Authority. Larger bids may be submitted through more than one e-mail. The Contracting Authority will confirm receipt of documents. It is the Bidder's responsibility to ensure that the Contracting Authority has received the entire submission. Bidders should not assume that all documents have been received unless the Contracting Authority confirms receipt of each document. In order to minimize the potential for technical issues, Bidders are requested to allow sufficient time before the closing time and date to confirm receipt. Technical and financial documents received after the closing time and date will not be accepted.

## 2.4. Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than five (5) calendar days before the bid closing date. Enquiries received after that time may not be answered.

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

eliminated, and the enquiry can be answered to all Bidders. Enquiries not submitted in a form that can be distributed to all Bidders may not be answered by Canada.

## 2.5. **Applicable Laws**

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

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

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

- a. Several mechanisms are available to potential suppliers to challenge aspects of the procurement process up to and including contract award.
- b. Canada encourages suppliers to first bring their concerns to the attention of the Contracting Authority. [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)

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.

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

### 3.1. **Bid Preparation Instructions**

Canada requests that Bidders provide their bid in separately bound sections as follows:

- Section I:        Technical Bid (1 soft copy by email)
- Section II:       Financial Bid (1 soft copy by email)
- Section III:      Certifications (1 soft copy by email)
- Section IV:      Additional Information (1 soft copy by email)

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

Canada requests that Bidders follow the format instructions described below in the preparation of their bid:

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

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

In their technical bid, Bidders should explain and demonstrate how they propose to meet the requirements and how they will carry out the Work.

## **Section II: Financial Bid**

Bidders must submit their financial bid as follows:

- 1) Bidders must submit firm prices, Free Carrier at (*Contractor's shipping point*) Incoterms 2010, custom duties not included, and Applicable Taxes excluded. The total amount of Applicable Taxes must be shown separately. Bidders must provide the address of the Contractor's shipping point at which the Requirement as noted in Annex A will be made available.

Bids must be submitted in Canadian dollars.

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

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

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

## **Section III: Certifications**

Bidders must submit the certifications and additional information required under [Part 5](#).

## **Section IV: Additional Information**

### **3.1.2. Bidder's Proposed Site(s) or Premises Requiring Safeguarding Measures**

- 3.1.2.1. As indicated in Part 1 under Security Requirements, the Bidder must provide the full address(es) of the Bidder's and proposed individual(s) site(s) or premises for which safeguarding measures are required for Work Performance:

Street Number / Street Name, Unit / Suite / Apartment Number  
City, Province, Territory / State  
Postal Code / Zip Code  
Country

- 3.1.2.2. The Company Security Officer (CSO) must ensure through the Industrial Security Program (ISP) that the Contractor and individuals hold a valid security clearance at the required level, as indicated in Part 1, clause 1.1, Security Requirements.

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

### **4.1. Evaluation Procedures**

Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria.

An evaluation team composed of representatives of Canada will evaluate the bids.



#### 4.1.1. **Technical Evaluation**

##### 4.1.1.1. Mandatory Technical Criteria

In their proposals, bidders must demonstrate they meet the Mandatory Criteria in accordance with [Annex F](#) Evaluation Plan. Failure to meet any of the Mandatory Criteria will render the bid non-compliant, and it will be given no further consideration.

##### 4.1.1.2. Point Rated Technical Criteria

Point Rated Technical Criteria will be evaluated in accordance with [Annex F](#) Evaluation Plan.

#### 4.2. **Financial Evaluation**

The price of the bid will be evaluated in Canadian dollars, Free Carrier at (*Contractor's shipping point*) Incoterms 2010, custom duties not included, and Applicable Taxes excluded.

#### 4.3. **Basis of Selection - Highest Combined Rating of Technical Merit and Price**

To be declared responsive, a bid must:

- a. comply with all the requirements of the bid solicitation; and
- b. meet all mandatory criteria; and
- c. obtain the required minimum of 24 points overall for the technical evaluation criteria which are subject to point rating. The rating is performed on a scale of 40 points.

Bids not meeting (a) or (b) or (c) will be declared non-responsive.

The selection will be based on the highest responsive combined rating of technical merit and price. The ratio will be 50 % for the technical merit and 50 % for the price.

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 50 %.

To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of 50 %.

For each responsive bid, the technical merit score and the pricing score will be added to determine its combined rating.

Neither the responsive bid obtaining the highest technical score nor the one with the lowest evaluated price will necessarily be accepted. The responsive bid with the highest combined rating of technical merit and price will be recommended for award of a contract.

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

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

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

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

## **5.1. Certification Required with the Bid**

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

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

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

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

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

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

In accordance with the [Ineligibility and Suspension Policy](http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>), the Bidder must provide the required documentation, as applicable, to be given further consideration in the procurement process.

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

In accordance with the [requirements of the Contract Security Program](http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html) of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>), the Bidder must provide a completed [Contract Security Program Application for Registration \(AFR\)](#) form to be given further consideration in the procurement process. Foreign bidders must complete the [Initial International Security Screening \(IISS\)](#) form, instead of an AFR. Otherwise the process for foreign suppliers is the same as for domestic suppliers.

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.

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

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "[FCP Limited Eligibility to Bid](#)" list available at the bottom of the page of the [Employment and Social](#)

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[Development Canada \(ESDC\) - Labour's website](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml)  
([http://www.labour.gc.ca/eng/standards\\_equity/eq/emp/fcp/list/inelig.shtml](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml)).

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

Canada will also have the right to terminate the Contract for default if a Contractor, or any member of the Contractor if the Contractor is a Joint Venture, appears on the "[FCP Limited Eligibility to Bid](#)" list during the period of the Contract.

The Bidder must provide the Contracting Authority with a completed annex titled [Federal Contractors Program for Employment Equity - Certification](#), before contract award. If the Bidder is a Joint Venture, the Bidder must provide the Contracting Authority with a completed annex Federal Contractors Program for Employment Equity - Certification, for each member of the Joint Venture.

## **PART 6 – RESULTING CONTRACT CLAUSES**

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

### **6.1. Security Requirements**

**6.1.1.** The following security requirements (SRCL and related clauses provided by ISP) apply and form part of the Contract.

#### **6.1.1.1. Security Requirements for Foreign Suppliers**

- 6.1.1.1.1. The Foreign recipient Contractor must, at all times during the performance of the Contract, hold a valid Facility Security Clearance (FSC), issued by the National Security Authority (NSA) or Designated Security Authority (DSA) of their country at the equivalent level of **NATO SECRET** and hold an approved Document Safeguarding Capability Clearance.
- 6.1.1.1.2. Document Safeguarding Capability Clearance at the level of **NATO SECRET** and an authorization to produce material or equipment at the foreign recipient Contractor sites, at the level of **NATO SECRET** issued by the National Security Authority (NSA) or Designated Security Authority (DSA) for industrial security of their country in accordance with the National legislation, regulations and policies of their country.
- 6.1.1.1.3. All **CANADA PROTECTED / CLASSIFIED** information/assets provided or generated under this Contract will continue to be safeguarded in the event of withdrawal by the recipient party or upon termination of the Contract, in accordance with the National legislation, regulations and policies of their country.
- 6.1.1.1.4. The Foreign recipient Contractor must provide the **CANADA PROTECTED / CLASSIFIED** information/assets a degree of safeguarding no less stringent than that provided by the Government of Canada in accordance with the National legislation, regulations and policies of, National Security legislation and regulations and as prescribed by the National Security Authority (NSA) or Designated Security Authority (DSA) of their country.
- 6.1.1.1.5. Such **CANADA PROTECTED / CLASSIFIED** information/assets must be released only to foreign recipient Contractor personnel who have a need to know for the performance of the Contract must be a citizen of a NATO member country, and must each hold a valid personnel security screening at the level of **NATO SECRET** as required, granted or

approved by their respective country National Security Authority (NSA) or Designated Security Authority (DSA), in accordance with the National legislation, regulations and policies of their country.

- 6.1.1.1.6. All **CANADA PROTECTED / CLASSIFIED** information/assets provided to the foreign recipient Contractor pursuant to this Contract by the Government of Canada, must be marked by the foreign recipient Contractor with the equivalent security classification utilized by their country and in accordance with the National legislation, regulations and policies of their country.
- 6.1.1.1.7. The Foreign recipient Contractor must, at all times during the performance of this Contract, ensure the transfer of **CANADA PROTECTED / CLASSIFIED** information/assets be facilitated in accordance with the National legislation, regulations and policies of their country, and in compliance with the provisions of the Bilateral Industrial Security Instrument between their country and Canada.
- 6.1.1.1.8. Upon completion of the work, the foreign recipient Contractor must return to the Government of Canada, via government-to-government channels, all **CANADA PROTECTED / CLASSIFIED** information/assets furnished or produced pursuant to this Contract, including all **CANADA PROTECTED / CLASSIFIED** information/assets released to and/or produced by its subcontractors, unless otherwise authorized in writing by the Canadian DSA.
- 6.1.1.1.9. Canadian persons that examine, possess, or transfer controlled goods (\*refer to Note) that are domestically controlled by Public Works and Government Services Canada (PWGSC) for Contracts and Subcontracts are required to register with PWGSC's Controlled Goods Program (CGP) before accessing controlled goods, unless excluded from CGP registration as defined by the Controlled Goods Regulations.
- 6.1.1.1.10. Throughout the duration of this Contract and Subcontract, the Foreign recipient Contractor and Subcontractor must adhere to its respective national policies pertaining to the examination, possession, or transfer of controlled goods and must immediately report to its responsible National Security Authority (NSA) all cases in which it is known or there is reason to suspect that controlled goods, furnished or generated pursuant to this Contract and Subcontract have been lost or disclosed to unauthorized persons (entities not registered with the CGP or entities not excluded from CGP registration), including but not limited to a third party government, person, firm, or representative thereof. Controlled goods which are lost or compromised while handled outside of Canada, should be immediately reported, as per the requirements of the Treasury Board of Canada Secretariat's Controlled Goods Directive and Directive on Material Management and to the Canadian Government Authority owner of the controlled goods, for example the Canadian Department that issued the controlled goods to the Foreign recipient Contractor and Subcontractor, as part of this Contract and Subcontract. Additionally, controlled goods that are lost or disclosed to unauthorized persons which are subject to the United States of America's (U.S.) the export controls of International Traffic in Arms Regulations of the United States of America International Traffic in Arms Regulations, will require the NSA or the Canadian Government Authority owner to report the situation to the U.S. exporter or the U.S. Department of State's Directorate of Defense Trade Controls (DDTC).

\*Note: Controlled goods are goods, including components and their associated technologies (e.g., blueprints, technical specifications, etc.), that primarily have a military or national security significance, including "defense articles" that are controlled by the United States' International Traffic in Arms Regulations. The list of controlled goods Controlled

Goods List contained in the Schedule to the Defence Production Act (section 35) details the specific controlled goods that are domestically controlled by PWGSC.

- 6.1.1.1.11. The Foreign recipient Contractor must identify an authorized Contract Security Officer (CSO) to be responsible for the overseeing of the security requirements, as defined in this contract. This individual will be appointed by the proponent foreign recipient Contractor's Chief Executive Officer or Designated Key Senior Official, defined as an Owner, Officer, Director, Executive, and/or partner who occupies a position which would enable them to adversely affect the organization's policies or practices in the performance of the contract.
- 6.1.1.1.12. The Foreign recipient Contractor personnel requiring access to **NATO CONFIDENTIAL** or above information/assets and/or sensitive sites must hold a valid personnel security screening at the level of **NATO SECRET**, have been properly cleared, briefed, and approved by the respective delegated NATO responsible security authority.
- 6.1.1.1.13. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of their respective National Security Authority (NSA) or Designated Security Authority (DSA), in accordance with the National legislation, regulations and policies of their country / the Canadian DSA.
- 6.1.1.1.14. The Foreign recipient Contractor must not use the **CANADA PROTECTED / CLASSIFIED** information/assets for any purpose other than for the performance of the Contract without the prior written approval of the Government of Canada. This approval must be obtained from the Canadian DSA.
- 6.1.1.1.15. The Foreign recipient Contractor visiting Canadian Government or industrial facilities, under this contract, will submit for approval a Request for Visit form to Canada's Designated Security Authority (DSA) through their respective National Security Authority (NSA) or Designated Security Authority (DSA).
- 6.1.1.1.16. The Foreign recipient Contractor must immediately report to the Canadian DSA all cases in which it is known or there is reason to suspect that **CANADA PROTECTED / CLASSIFIED** information/assets pursuant to this Contract has been compromised.
- 6.1.1.1.17. The Foreign recipient Contractor must immediately report to its respective National Security Authority (NSA) or Designated Security Authority (DSA) all cases in which it is known or there is reason to suspect that **CANADA PROTECTED / CLASSIFIED** information/assets accessed by the foreign recipient Contractor, pursuant this Contract, have been lost or disclosed to unauthorized persons.
- 6.1.1.1.18. The Foreign recipient Contractor must not disclose **CANADA PROTECTED / CLASSIFIED** information/assets to a third-party government, person, firm or representative thereof, without the prior written consent of the Government of Canada. Such consent must be sought through the recipient's National Security Authority/ Designated Security Authority (NSA/DSA) / Canadian DSA.
- 6.1.1.1.19. The Foreign recipient Contractor must comply with the provisions of the Security Requirements Check List attached at [Annex D](#).
- 6.1.1.2. Security Requirement for Canadian Supplier:**
- 6.1.1.2.1. The Contractor must, at all times during the performance of the Contract, hold a valid Facility Security Clearance at the level of **NATO SECRET**, and obtain approved Document
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Safeguarding and Production Capabilities at the level of **NATO SECRET**, issued by the Contract Security Program (CSP), Public Works and Government Services Canada (PWGSC).

- 6.1.1.2.2. This contract includes access to **Controlled Goods**. Prior to access, the contractor must be registered in the Controlled Goods Program of Public Works and Government Services Canada (PWGSC).
- 6.1.1.2.3. The Contractor personnel requiring access to **NATO CLASSIFIED** information, assets or sensitive site(s) **must be permanent residents of Canada or citizens of a NATO member country** and EACH hold a valid personnel security screening at the level of **NATO SECRET**, granted or approved by the appropriate delegated NATO Security Authority.
- 6.1.1.2.4. The Contractor **MUST NOT** utilize its facilities to process, produce, or store **NATO CLASSIFIED** information or assets until the CSP, PWGSC has issued written approval.
- 6.1.1.2.5. Processing of **NATO CLASSIFIED** information electronically at the Contractor's site is **NOT** permitted under this Contract.
- 6.1.1.2.6. The winning bidder/contractor must submit the completed FOCI package including the associated documentation as prescribed in the FOCI Guidelines by the due date identified in the email sent by the FOCI Office.
- 6.1.1.2.7. The winning bidder/contractor **MUST NOT** store NATO Classified information or assets until they are in possession of a FOCI determination letter specific to this contract.
- 6.1.1.2.8. The winning bidder/contractor must implement the risk mitigation measures identified and approved by the FOCI Office prior to accessing any NATO, Classified information and assets.
- 6.1.1.2.9. The winning bidder/contractor must maintain the risk mitigation measures throughout the duration of the contract, including any contract extension(s), if applicable.
- 6.1.1.2.10. The winning bidder/contractor may not be able to maintain their organization and personnel clearances if the FOCI evaluation determines that no risk mitigation measures are possible. Under such circumstances, the security requirements of the contract will not be met.
- 6.1.1.2.11. The winning bidder/contractor's organization security clearance may be suspended if the winning bidder/contractor does not implement risk mitigation measures required by the CSP.
- 6.1.1.2.12. The winning bidder/contractor must inform the FOCI Office immediately of any changes to the organization's corporate or ownership structure as well as any changes in foreign income or foreign debt from what was reported in the initial FOCI assessment. The winning bidder/contractor may be subject to a FOCI re-assessment.
- 6.1.1.2.13. Subcontracts which contain security requirements are **NOT** to be awarded without the prior written permission of the CSP, PWGSC.
- 6.1.1.2.14. The Contractor must comply with the provisions of the:

- a. Security Requirements Check List and security guide (if applicable), attached at [Annex D](#);
- b. Contract Security Manual (Latest Edition).

## **6.1.2. Contractor's Site(s) or Premises Requiring Safeguarding Measures**

6.1.2.1. The Contractor must diligently maintain up to date, the information related to the Contractor's site(s) or premises, where safeguarding measures are required in the performance of the Work, for the following address(es):

Street Number / Street Name, Unit / Suite / Apartment Number  
City, Province, Territory / State  
Postal Code / Zip Code  
Country

6.1.2.2. The Company Security Officer (CSO) must ensure through the [Industrial Security Program \(ISP\)](#) that the Contractor and individuals hold a valid security clearance at the required level of document safeguarding capability.

## **6.2. Requirement**

The Contractor must perform the Work in accordance with the Statement of Work at [Annex A](#).

## **6.3. Standard Clauses and Conditions**

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

### **6.3.1. General Conditions**

[2010A](#) (2022-12-01), General Conditions - Goods (Medium Complexity), apply to and form part of the Contract, with the following modifications:

- a. Definition of MDN is modified as follows:

"Canada", "Crown", "His Majesty" or "the Government" means His Majesty the King in right of Canada as represented by the Minister of National Defence and any other person duly authorized to act on behalf of that minister or, if applicable, an appropriate minister to whom the Minister of National Defence has delegated his or her powers, duties or functions and any other person duly authorized to act on behalf of that minister.

## **6.4. Term of Contract**

### **6.4.1. Period of the Contract**

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

### **6.4.2. Option to Extend the Contract**

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to two (2) additional one (1) year period(s) under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

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

#### **6.4.3. Shipping Instructions (Department of National Defence) – Canadian-based Contractor**

Delivery will be FCA Free Carrier at Contractor's facility, Incoterms 2010. The Contractor must load the goods onto the carrier designated by the Department of National Defence (DND). Onward shipment from the delivery point to the consignee will be Canada's responsibility.

Before shipping the goods, the Contractor must contact the following DND Inbound Logistics Coordination Center by facsimile or e-mail, to arrange for shipment, and provide the information detailed at below.

- a. Insert the following for all sole source contracts, except repair and overhaul, where the Contractor is located in Canada:  
Inbound Logistics Co-ordination Center (ILCC)  
Telephone: 1-877-877-7423 (toll free)  
Facsimile: 1-877-877-7409 (toll free)  
E-mail: [ILHQOttawa@forces.gc.ca](mailto:ILHQOttawa@forces.gc.ca)
- b. Insert the following for all repair and overhaul contracts where the Contractor is located between Kingston inclusive and westward to the Ontario/Manitoba border:  
Inbound Logistics Central Area (ILCA)  
Telephone: 1-866-371-5420 (toll free)  
Facsimile: 1-866-419-1627 (toll free)  
E-mail: [ILCA@forces.gc.ca](mailto:ILCA@forces.gc.ca)
- c. Insert the following for all repair and overhaul contracts where the Contractor is located in Manitoba, Saskatchewan, Alberta, British Columbia, and the National Capital Region inclusive to east of Kingston:  
Inbound Logistics Coordination Center (ILCC)  
Telephone: 1-877-877-7423 (toll free)  
Facsimile: 1-877-877-7409 (toll free)  
E-mail: [ILHQOttawa@forces.gc.ca](mailto:ILHQOttawa@forces.gc.ca)
- d. Insert the following for all repair and overhaul contracts where the Contractor is located in Quebec:  
Inbound Logistics Quebec Area (ILQA)  
Telephone: 1-866-935-8673 (toll free), or  
1-514-252-2777, ext. 4673, 2852  
Facsimile: 1-866-939-8673 (toll free), or  
1-514-252-2911  
E-mail: [25DAFCTrafficQM@forces.gc.ca](mailto:25DAFCTrafficQM@forces.gc.ca)
- e. Insert the following for all repair and overhaul contracts where the Contractor is located in Atlantic (New Brunswick, Prince Edward Island, Nova Scotia, Newfoundland and Labrador):  
Inbound Logistics Atlantic Area (ILAA)  
Telephone: 1-902-427-1438  
Facsimile: 1-902-427-6237  
E-mail: [BlogILAA@forces.gc.ca](mailto:BlogILAA@forces.gc.ca)

The Contractor must provide the following information to the DND Inbound Logistics Coordination Center when arranging for shipment:

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- a. the Contract number;
- b. consignee address (for multiple addresses, items must be packaged and labelled separately with each consignee address);
- c. description of each item;
- d. the number of pieces and type of packaging (i.e., carton, crate, drum, skid);
- e. actual weight and dimensions of each piece type, including gross weight; and
- f. full details of dangerous goods/hazardous products, as required for the applicable mode of transportation, signed certificates for dangerous goods/hazardous products as required for shipment by the International Maritime Dangerous Goods Code, the International Air Transport Association regulations or the applicable Canadian [Transportation of Dangerous Goods Regulations](#), and a copy of the safety data sheet in English and French.

Following receipt of this information by Canada, Canada will provide the appropriate shipping instructions, which may include the requirement for specific consignee address labelling, and the marking of each piece with a Transportation Control Number.

The Contractor must not ship the goods before receiving shipping instructions from the DND Inbound Logistics contact.

If the Contractor delivers the goods at a place and time which are not in accordance with the given delivery instructions or fail to fulfill reasonable delivery instructions given by Canada, the Contractor must reimburse Canada any additional expenses and costs incurred.

If Canada is responsible for delays in delivering the goods, ownership and risk will be transferred to Canada upon expiry of either 30 days following the date on which a duly completed shipping application is received by Canada or by its appointed forwarding agent, or 30 days following the delivery date specified in the Contract, whichever is later.

#### **6.4.4. Shipping Instructions (Department of National Defence) – Foreign-based Contractors**

Delivery will be FCA Free Carrier at Contractor's facility, Incoterms 2010. The Contractor must load the goods onto the carrier designated by the Department of National Defence (DND). Onward shipment from the delivery point to the consignee will be Canada's responsibility.

Before shipping the goods, the Contractor must contact the following DND Inbound Logistics Coordination Center by facsimile or email, to arrange for shipment, and provide the information detailed below.

- a. Insert the following when the Contractor is located in the United States (U.S.):  
Inbound Logistics Coordination Center (ILCC):  
Telephone: 1-877-447-7701 (toll free)  
Facsimile: 1-877-877-7409 (toll free)  
Email: [ILHQOttawa@forces.gc.ca](mailto:ILHQOttawa@forces.gc.ca)
- b. Insert the following when the Contractor is located in United Kingdom (UK) and Ireland:  
Inbound Logistics United Kingdom (ILUK):  
Telephone: 011-44-1895-613023, or 011-44-1895-613024, or  
Facsimile: 011-44-1895-613046  
Email: [CFSUEDetUKMovements@forces.gc.ca](mailto:CFSUEDetUKMovements@forces.gc.ca)

In addition, the Contractor must send to ILUK the completed form "Shipping Advice and Export Certificate" by email to: [CFSUEDetUKMovements@forces.gc.ca](mailto:CFSUEDetUKMovements@forces.gc.ca).

The shipment of any items above the value of 600 GBP (pound sterling) being exported from the United Kingdom and Ireland will be cleared by DND using His Majesty's Customs & Excise (HMCE) New Export Systems (NES). The Contractor must comply with HMCE requirements by registering with HMCE or by having a freight forwarder complete the entry. A printed copy of the NES entry Export Declaration clearly displaying the Declaration Unique Consignment Reference Number must be provided by the Contractor and attached to the consignment. The Contractor must ensure that this procedure is carried out for all stores whether they be initial purchase or repair and overhaul export items. HMCE will authorize Canadian Forces Support Unit (Europe) to ship the goods only if the procedure has been adhered to completely and properly by the Contractor. Note: To ensure you receive a reply on any contracting information such as Incoterms etc, always include the email address: [ILHQcontract-ILHQcontrat@forces.gc.ca](mailto:ILHQcontract-ILHQcontrat@forces.gc.ca) in carbon copy (cc).

- c. Insert the following when the Contractor is located in a country other than Canada, the U.S., the UK and Ireland:  
Inbound Logistics Europe Area (ILEA):  
Telephone: +49-(0)-2203-908-1807 or 2748 or 5304  
Facsimile: +49-(0)-2203-908-2746  
Email: [ILEA@forces.gc.ca](mailto:ILEA@forces.gc.ca)  
Note: To ensure you receive a reply on any contracting information such as Incoterms etc, always include the email address: [ILHQcontract-ILHQcontrat@forces.gc.ca](mailto:ILHQcontract-ILHQcontrat@forces.gc.ca) in carbon copy (cc).

The Contractor must provide the following information to the DND Inbound Logistics contact when arranging for shipment:

- a. the Contract number;
- b. consignee address (if multiple addresses, items must be packaged and labeled separately with each consignee address);
- c. description of each item;
- d. the number of pieces and type of packaging (e.g. carton, crate, drum, skid);
- e. actual weight and dimensions of each piece type, including gross weight;
- f. copy of the commercial invoice (in accordance with clause [C2608C](#), section 4, of the [Standard Acquisition Clauses and Conditions Manual](#)) or a copy of the Canada Border Services Agency form C11 [Canada Customs Invoice](#) (PDF 429KB) - ([Help on File Formats](#));
- g. [Schedule B](#) codes (for exports) and the Harmonized Tariff Schedule codes (for imports);
- h. Canada-United States-Mexico Agreement Certification of Origin (in accordance with clause [C2608C](#), section 2) for the U.S. and Mexico only; and
- i. full details of dangerous material, as required for the applicable mode of transportation, signed certificates for dangerous material as required for shipment by the International Maritime Dangerous Goods Code, or International Air Transport Association regulations or the applicable Canadian [Dangerous Goods Shipping Regulations](#) and a copy of the safety data sheet.

Following receipt of this information by Canada, Canada will provide the appropriate shipping instructions, which may include the requirement for specific consignee address labelling, the marking of each piece with a Transportation Control Number and customs documentation.

The Contractor must not ship goods before receiving shipping instructions from the DND Inbound Logistics contact.

If the Contractor delivers the goods at a place and time that are not in accordance with the given delivery instructions or fail to fulfill reasonable delivery instructions given by Canada, the Contractor must reimburse Canada any additional expenses and costs incurred.

If Canada is responsible for delays in delivering the goods, ownership and risk will be transferred to Canada upon expiry of either 30 days following the date on which a duly completed shipping application is received by Canada or by its appointed forwarding agent, or 30 days following the delivery date specified in the Contract, whichever is later.

## **6.5. Authorities**

### **6.5.1. Contracting Authority**

The Contracting Authority for the Contract is:

Eric Lefebvre  
Procurement Officer  
Department of National Defence  
Directorate General Land Equipment Program Management  
Directorate Land Procurement  
Address: 101 Colonel By Dr.,  
Ottawa (ON), K1A 0K2  
Attention: DLP 4-2-6  
Telephone: 613-406-1392  
Email address: eric.lefebvre@forces.gc.ca

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

### **6.5.2. Technical Authority**

The Technical Authority for the Contract is:

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_  
  
Telephone: \_\_\_\_-\_\_\_\_-\_\_\_\_  
Facsimile: \_\_\_\_-\_\_\_\_-\_\_\_\_  
Email address: \_\_\_\_\_

The Technical Authority named above is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the Technical Authority; however, the Technical Authority has no authority to authorize changes to the scope of the Work.

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Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

## **6.6. Payment**

### **6.6.1. Basis of Payment: Cost reimbursable – Limitation of expenditure.**

For the Work described in [Annex A](#) – Technical Statement of Work and [Annex B](#) – Logistic Statement of Work – In and out of Country:

The Contractor will be paid for its costs reasonably and properly incurred in the performance of the Work in accordance with the Basis of payment in [Annex C](#) to a limitation of expenditure of \$\_\_\_\_\_ (*insert the amount at contract award*). Customs duties are excluded, and Applicable Taxes are extra.

### **6.6.2. Basis of Payment: Individual Task Authorization.**

The Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of the Work specified in the authorized Task Authorization (TA), as determined in accordance with the Basis of Payment - [Annex C](#).

Canada's liability to the Contractor under the authorized TA must not exceed the limitation of expenditure specified in the authorized TA. Customs duties are excluded, and Applicable Taxes are extra.

No increase in the liability of Canada or in the price of the Work specified in the authorized TA 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 authorized, in writing, by the Contracting Authority before their incorporation into the Work.

### **6.6.3. Limitation of Expenditure**

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

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

- a. when it is 75% committed, or
- b. four months before the contract expiry date, or
- c. as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work, whichever comes first.

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

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

SACC Manual clause [B9031C](#) (2011-05-16), Canada's Obligation - Portion of the Work - Task Authorizations

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### **6.6.5. Multiple Payments**

SACC Manual clause [H1001C](#) (2008-05-12), Multiple Payments

### **6.6.6. SACC Manual Clauses**

SACC Manual clause [C2000C](#) (2007-11-30), Taxes – Foreign-based Contractor

### **6.6.7. Electronic Payment of Invoices – Contract.**

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

- a. Direct Deposit (Domestic and International);
- b. Electronic Data Interchange (EDI); or
- c. Wire Transfer (International Only).

### **6.7. Invoicing Instructions**

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.

Each invoice must be supported by:

- a. a copy of time sheets to support the time claimed;
- b. a copy of the release document and any other documents as specified in the Contract;
- c. a copy of the invoices, receipts, vouchers for all direct expenses, and all travel and living expenses;
- d. a copy of the monthly progress report.

Invoices must be distributed as follows:

- a. The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.
- b. One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.

### **6.8. Certifications**

#### **6.8.1. Compliance**

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

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

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

## 6.9. Applicable Laws

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

## 6.10. Priority of Documents

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

1. the Articles of Agreement;
2. the general conditions [2010A](#) (2022-12-01), General Conditions - Goods (Medium Complexity);
3. Annex "A" – Technical Statement of Work;
4. Annex "B" – Logistic Statement of Work;
5. Annex "C" – Basis of Payment;
6. Annex "D" – Security Requirement Checklist;
7. Annex "H" – Task Authorization DND626 Form; and
8. the Contractor's bid dated \_\_\_\_\_.

## 6.11. Defence Contract

SACC Manual clause [A9006C](#) (2012-07-16), Defence Contract

## 6.12. Insurance Requirements

SACC Manual clause [G1005C](#) (2016-01-28), Insurance – No Specific Requirement

## 6.13. Controlled Goods

SACC Manual clause [A9131C](#) (2020-11-19), Controlled Goods Program - Contract

SACC Manual clause [B4060C](#) (2011-05-16), Controlled Goods

## 6.14. Delivery

### 6.14.1. Preparation for Delivery – European Union

The Contractor must prepare item(s) for preservation and packaging in accordance with NATO Marking and Packaging Standards as contained in the latest issue of TL8100-0100 and must be packaged to a minimum packing level C.

### 6.14.2. Preparation for Delivery – Canadian-based Contractor

Preservation and packaging for item(s) must be in accordance with the Canadian Forces packaging specification *D-LM-008-001/SF-001* and must be marked to *D-LM-008-002/SF-001*. Form Level B Pkg Data Form Required must be in accordance with *D-LM-008-011/SF-001*.

Packaging data forms previously approved by Canadian authorities are acceptable.

Approved coded packaging data is shown immediately below the description of the item to which it applies. Where no data is shown, the Contractor must submit a packaging data form for approval.

### **6.14.3. Preparation for Delivery – United States-based Contractor**

Preservation and packaging for item(s) must be in accordance with the current issue of United States (U.S.) Department of Defense Military Standard MIL-STD-2073 and must be marked to MIL-STD-129.

Packaging data forms previously approved by U.S. authorities are acceptable.

Approved coded packaging data is shown immediately below the description of the item to which it applies. Where no data is shown, the Contractor must submit a packaging data form for approval.

### **6.15. Incomplete Assembly**

SACC Manual clause [D9002C](#) (2007-11-30), Incomplete Assembly

### **6.16. Packaging Requirement**

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

SACC Manual clause [D6010C](#) (2007-11-30), Palletization

SACC Manual clause [D2025C](#) (2017-08-17), Wood Packaging materials

SACC Manual clause [D2000C](#) (2007-11-30), Markings

SACC Manual clause [D2001C](#) (2007-11-30), Labelling

SACC Manual clause [B7010C](#) (2008-05-12), Marking and Labelling

### **6.17. Quality Assurance**

When the item(s) provide the Contractor to perform quality surveillance.

SACC Manual clause [D5545C](#) (2019-05-30) ISO 9001:2015 Quality Management Systems – Requirements (Quality Assurance Code C)

When the item(s) required quality surveillance.

SACC Manual clause [D5540C](#) (2021-05-20), ISO 9001:2015 Quality Management Systems – Requirements (Quality Assurance Code Q)

AND

SACC Manual clause [D5510C](#) (2023-06-08), Quality Assurance Authority (DND) - Canadian-based Contractor

OR

SACC Manual clause [D5515C](#) (2010-01-11), Quality Assurance Authority (DND) - Foreign-based and United States Contractor

AND

SACC Manual clause [D5604C](#) (2008-12-12), Release Documents (DND) - Foreign-based Contractor

OR

SACC Manual clause [D5605C](#) (2021-05-20), Release Documents (DND) - United States-based Contractor

OR

SACC Manual clause [D5606C](#) (2017-11-28), Release Documents (DND) - Canadian-based Contractor

#### **6.18. Release Documents – Distribution**

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 OK2  
Attention: DLP 4-2-6

- 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 OK2  
E-mail: [ContractAdmin.DQA@forces.gc.ca](mailto:ContractAdmin.DQA@forces.gc.ca).

#### **6.19. Quality Plan – Contract**

No later than thirty (30) days after the effective date of the Contract, the Contractor must submit for acceptance by the Department of National Defence (DND) a Quality Plan prepared according to the latest issue (at contract date) of *ISO 10005:2018 "Quality management systems - Guidelines for quality plans"*. The Quality Plan must describe how the Contractor will conform to the specified quality requirements of the Contract and specify how the required quality activities are to be carried out, including quality assurance of subcontractors. The Contractor must include a traceability matrix from the elements of the specified quality requirements to the corresponding paragraphs in the Quality Plan.

The documents referenced in the Quality Plan must be made available when requested by DND.

If the Quality Plan was submitted as part of the bidding process, the Contractor must review and, where appropriate, revise the submitted plan to reflect any changes in requirements or planning which may have occurred as a result of pre-contract negotiations.

Upon acceptance of the Quality Plan by DND, the Contractor must implement the Quality Plan. The Contractor must make appropriate amendments to the Quality Plan throughout the term of the contract



to reflect current and planned quality activities. Amendments to the Quality Plan must be acceptable to DND.

## **6.20. Task Authorization Process**

Task Authorization:

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

Task Authorization Process:

The Contracting Authority will provide the Contractor with a description of the task using the DND 626, Task Authorization form specified in [Annex H](#).

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

The Contractor must provide the Contracting Authority, within thirty (30) calendar days of its receipt, the proposed total estimated cost for performing the task and a breakdown of that cost, established in accordance with the Basis of Payment specified in the Contract.

The Contractor must not commence work until a TA authorized by the 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.

## **6.21. Dispute Resolution**

- a. The parties agree to maintain open and honest communication about the Work throughout and after the performance of the contract.
- b. The parties agree to consult and co-operate with each other in the furtherance of the contract and promptly notify the other party or parties and attempt to resolve problems or differences that may arise.
- c. If the parties cannot resolve a dispute through consultation and cooperation, the parties agree to consult a neutral third party offering alternative dispute resolution services to attempt to address the dispute.
- d. Options of alternative dispute resolution services can be found on Canada's Buy and Sell website under the heading "[Dispute Resolution](#)".

## ANNEX A

### TECHNICAL STATEMENT OF WORK (SOW)

#### FOR THE

#### REPAIR & OVERHAUL AND UPGRADE

#### OF

#### LEOPARD 2 MAIN BATTLE TANK

#### CHASSIS ELECTRICAL COMPONENTS

W8486-249318/A



#### NOTICE

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

#### AVIS

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

### Version/Amendment History

Version/Amendment	Date	Notes
Original	17 August 2023	

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## 1.0 SCOPE

### 1.1 Purpose

1.1.1 The purpose of this Statement of Work (SOW) is to outline the Work required to R&O, upgrade, demilitarization and acquire chassis electrical components of the Leopard 2 A4 CAN, Leopard 2 A4M CAN and, Leopard 2 A6M CAN listed in [Appendix A1.0](#) - List of Items to be supported (page A1-39) of Annex A and to provide engineering services and mobile repair parties. The Work is required to ensure a continuous supply of serviceable equipment for the Canadian Armed Forces.

1.1.2 Work will be conducted and completed at the Contractor's plant unless tasked otherwise through the use of an approved DND 626 Task Authorization.

### 1.2 Background

1.2.1 The Department of National Defence (DND) has a requirement for the Repair and Overhaul (R&O) and upgrade of the Leopard 2 Main Battle Tank (MBT) chassis electrical components.

### 1.3 Authority

1.3.1 The Work performed must comply with the most recent Original Equipment Manufacturer (OEM) configuration and specifications (including all Engineering Change Proposal (ECP's). Any proposed amendment or changes to the original specification must be pre- authorized by the Technical Authority (TA) who will provide explicit guidance to the Contractor through the Contracting Authority (CA).

### 1.4 Acronyms and Abbreviations

AWR	Additional Work Request
CA	Contracting Authority
CAF	Canadian Armed Forces
CDRL	Contract Data Requirements List
CFSD	Canadian Forces Supply Depot
CoR	Certificate of Release, Inspection and Acceptance
DDIR	Detailed Diagnostic Inspection Report
DID	Data Item Description
DMC	Demilitarization Code
DND	Department of National Defence
ECP	Engineering Change Proposal
EDC	Estimated Date of Completion
EDD	Estimated Delivery Date
EOQ	Economic Order Quantity
FIFO	First-in / First-out
FoV	Family of Vehicle
QAR	Quality Assurance Representative
IAW	In Accordance With
IOR	Immediate Operational Requirement
MBT	Main Battle Tank
MPN	Manufacturer Part Number
MPR	Monthly Progress Report
MRC	Maximum Repair Cost
MRP	Mobile Repair Party
MSDS	Material Safety Data Sheet
NCAGE	NATO Commercial and Government Entity
NSCM	NATO Supply Code for Manufacturer
NO	Number

NSN	NATO Stock Number
OEM	Original Equipment Manufacturer
QAC	Quality Assurance Code
RA	Requisitioning Authority
RDD	Required Delivery Date
R&O	Repair and Overhaul
SITS	Special Investigation & Technical Studies
SOW	Statement of Work
SPTD	Supplementary Provisioning Technical Documentation
TA	Technical Authority
TAT	Turn Around Time
TM	Technical Manual
TIES	Technical Investigations & Engineering Support
UOI	Unit of Issue

## 1.5 Glossary

- 1.5.1 Serviceable/Serviceability: The condition of an equipment which allows it to be available for immediate use, shipped or held in storage without being subjected to any limitations not applicable to new equipment.
- 1.5.2 Interchangeability: Following the R&O, the item must remain fully interchangeable (form, fit and function) with items catalogued under the same reference number, part number and of the same modification status. This concept of interchangeability must be extended to include internal characteristics such as wave forms and components' layout in order to ensure full compatibility with automatic test equipment software and automatic probing.
- 1.5.3 Demilitarization: Demilitarization involves the total destruction of an item by mutilation, smelting, cutting, tearing, scratching, breaking, punching, neutralizing, et cetera. Total destruction means that an item cannot be restored or repaired to a useable condition and that no information on the characteristics, performance or manufacturing of the item can be extracted.
- 1.5.4 Additional Work Request: The term "Additional Work Request" (AWR) refers to those activities, within scope of the Contract, considered to be non-core, that will be tasked separately to the Contractor through the use of an approved DND 626 Task Authorization. DND 626s will be created by the DND RA and approved and issued by the DND CA.

## 2.0 APPLICABLE DOCUMENTS

### 2.1 References

- 2.1.1 The following documents form part of this Annex to the extent specified herein. Unless otherwise stated in the Contract, the effective dates of issue or amendment will be those in effect on the date of award of the Contract. The documents listed below can be obtained from Canada by submitting a request to the CA. The Contractor must perform the Work In Accordance With (IAW) the following publications:

<u>REFERENCE NUMBER</u>	<u>PROMULGATION DATE</u>	<u>REFERENCE TITLE</u>
A-LM-184-001/JS-001	2020-06-08	SPECIAL INSTRUCTIONS REPAIR AND OVERHAUL CONTRACTORS
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

C-02-006-001/AF-001	1988-11-10	PRESERVATION AND PACKAGING OF MATERIAL
D-02-002-001/SG-001	2021-06-30	CANADIAN FORCES STANDARD IDENTIFICATION MARKING OF DEPARTMENT OF NATIONAL DEFENCE MATERIEL
C-02-005-011/AM-000	2000-06-30	PROCEDURES AND GUIDELINES FOR MOBILE REPAIR PARTIES MANNED BY CONTRACTOR PERSONNEL
B-GL-342-001/FP-000	2001-09-10	LAND EQUIPMENT MANAGEMENT SYSTEM (LEMS)
C-02-005-010/AM-000	2000-05-10	MAINTENANCE POLICY - MAINTENANCE OF NON-STANDARD EQUIPMENT
C-02-005-009/AM-000	2023-05-01	MAINTENANCE POLICY INSPECTION AND CONDITIONING OF MATERIEL RETURNED TO AND HELD IN THE DEFENCE SUPPLY CHAIN

2.1.2 The associated Technical Data Packages and Intellectual Property Rights required for the R&O and upgrade are not available from Canada. It is the Contractor's responsibility to obtain the documents required to execute this Contract. No Specifications, TM or Standards will be provided by Canada.

2.1.3 Discrepancies. The Contractor must notify the CA, and TA, in writing via email, of discrepancies discovered within or among any documents, which form part of this SOW.

## 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 R&O REQUIREMENTS

### 3.1 Program Management

#### 3.1.1 General

##### 3.1.1.1 Contractor Test Facilities

3.1.1.1.1 The Contractor must possess or have access to testing facilities required to confirm serviceability of the equipment after repair, overhaul or upgrade work on items listed in [Appendix A1.0](#) List of Items to be Supported (page A1-39) of Annex A.

#### 3.1.2 Monthly Progress Reports (MPR).

3.1.2.1 The Contractor must submit one (1) copy of the MPR in accordance with [CDRL W8486-249318-PM-003](#) and its associated DID.

#### 3.1.3 Program Meetings

### 3.1.3.1 Kick-Off Meeting

3.1.3.1.1 The Contractor must host a Kick-Off meeting at its facilities, within ninety (90) calendar days (or a mutually agreed date) after Contract award.

3.1.3.1.1.1 Agenda. The Contractor must produce an agenda and forward it to the CA within five (5) calendar days prior to the Kick-Off meeting in accordance with [CDRL W8486-249318-PM-001](#) and its associated DID.

3.1.3.1.1.2 Meeting Minutes. The Contractor must record the meeting minutes to be provided upon completion of the meeting in accordance with [CDRL W8486-249318-PM-002](#) and its associated DID. The meeting minutes must be approved and signed by all parties within ten (15) calendar days following the meeting.

3.1.3.1.1.3 The Kick-Off meeting will include a detailed review of the Contractors response to the RFP and amendment of the SOW where the Contractor has offered services in excess of the requirements laid out in the SOW.

### 3.1.3.2 Progress Review Meetings

3.1.3.2.1 The Contractor must host, as a minimum, annual Progress Review meetings at its facilities.

3.1.3.2.1.1 Agenda. The Contractor must produce an agenda and forward it to the CA within five (5) calendar days prior to all meetings in accordance with [CDRL W8486-249318-PM-001](#) and its associated DID.

3.1.3.2.1.2 Meeting Minutes. The Contractor must record meeting minutes to be provided upon completion of the meeting in accordance with [CDRL W8486-249318-PM-002](#) and its associated DID. The meeting minutes must be approved and signed by all parties no later than ten (15) calendar days following the meeting.

### 3.1.3.3 Additional Meetings.

3.1.3.3.1 Additional meetings/teleconferences may be held at the request of Canada, or the Contractor as required and mutually agreed.

### 3.1.4 DND Material Supply Logistics

3.1.4.1 The Contractor must refer to the Logistics SOW in [Annex B](#) for further requirements for equipment logistics for DND-owned equipment.

#### 3.1.4.2 Stock Control and Stock Taking (DND-owned Material)

3.1.4.2.1 The Contractor must submit a Contractor Stocktaking Plan in accordance with [CDRL W8486-249318-LS-001](#) and its associated DID.

### 3.1.5 Hazardous Materials

3.1.5.1 The Contractor is solely responsible for the handling, transportation and disposal of all waste, and hazardous waste material generated as a result of the work in this SOW.

## 3.2 Engineering Support

### 3.2.1 Technical Investigation and Engineering Support (TIES)



3.2.1.1 As and when required by the TA and authorized by the CA through the DND 626 Task Authorization, the Contractor must undertake technical investigations and engineering support studies. This activity includes the provision of system and maintenance support and management services. It includes the requirement analysis and planning to ensure current reliability and availability of specifications can be met.

### 3.3 Maintenance Support

#### 3.3.1 General

##### 3.3.1.1 Maximum Repair Cost (MRC)

3.3.1.1.1 The MRC is the maximum amount authorized, which includes all labour, material and other costs to R&O and upgrade an item and its specialized container. It is a guard against the possibility of an item being repaired at a cost that exceeds its value to DND and should not be interpreted as the amount that DND necessarily intends to pay.

3.3.1.1.1.1 If the cost to R&O and upgrade is below the MRC the Contractor must proceed with the Work.

3.3.1.1.1.2 If the cost to R&O and upgrade is above the MRC, the Contractor must wait for the Detailed Diagnostic Inspection Report (DDIR) to be approved prior to commence the Work as noted in [CDRL W8486-249318-PM-004](#) and its associated DID.

3.3.1.1.1.3 for an item that was initially valued below the MRC, if, during the execution of the Work, the value of Work is expected to increase above the MRC, Work must stop immediately and an updated DDIR, provided IAW [CDRL W8486-249318-PM-004](#) and its associated DID, must be submitted to the CA for approval. Approval to proceed must be received prior to re-commencement of any Work on the item.

3.3.1.1.1.4 for an item that was initially valued above the MRC, if, during the execution of the Work, the value of Work is expected to increase above the initial DDIR approved value , Work must stop immediately and an updated DDIR, provided IAW [CDRL W8486-249318-PM-004](#), must be submitted to the CA for approval. Approval to proceed must be received prior to re-commencement of any Work on the item.

##### 3.3.1.2 Condemn/Scraping or Demilitarization Considerations

3.3.1.2.1 Disposal Guidance. After the Detailed Diagnostic Inspection of an item is completed, if the cost of R&O and upgrade exceeds the MRC of that item, DND shall advise the Contractor to perform demilitarization or to send the item back to 25 CFSD "AS IS".

3.3.1.2.2 Demilitarization Authorization. The TA must authorize all demilitarization activities of an item and/or its parts, in writing to the Contractor. Instructions on demilitarization activities will be provided with the TA's authorization.

3.3.1.2.3 Demilitarization. The Contractor must complete the Certificate of Destruction/Demilitarization, as per [Appendix A4.0](#) Certificate of Destruction - Demilitarization (page A4-53) of Annex A, for all parts and assemblies that have been demilitarized. The Contractor must forward the original Certificate of Demilitarization to the TA and a copy to the CA, and GQAR, within thirty (30) calendar days after demilitarization has been carried out. The GQAR may witness the demilitarization activity. The Contractor must advise GQAR ten (10) calendar days in advance of any demilitarization activities.

3.3.1.2.4 Disposal. The Contractor must dispose of scrap materiel that is not Controlled Items IAW Part 8.9 of A-LM-184-001/JS-001.

3.3.1.3 The Contractor must provide Maintenance Support, including Repair and Overhaul (R&O) and Upgrade, for the repairable items listed in [Appendix A1.0](#) List of Items to be Supported (page 3839) of Annex A.

3.3.1.4 The Contractor must perform R&O in accordance with this SOW, the Logistics SOW at Annex B, and the Quality Assurance requirements stated in para [3.3.4](#).

3.3.1.5 The Contractor must use parts and materials as per the most recent or OEM design configuration.

### 3.3.2 **Minimum and Forecasted Repairs**

3.3.2.1 The Current Year Forecast and Next Years Forecasts quantity is dependent upon the quantity in service and operational urgency and is defined in [Appendix A1.0](#) List of Items to be Supported (page A1-39).

3.3.2.2 Updates to the Current Year Forecast and Next Years Forecasts will be provided through the Selection Notice and Priority Summary (SNAPS) Report as detailed in the Logistic SOW at Annex B.

### 3.3.3 **Extent of R&O and Upgrade**

3.3.3.1 The Contractor must provide R&O and upgrade services including but not limited to: inspection, disassembly, repair, overhaul, reassembly, testing, use of OEM parts, packaging, disposal, technical data management and integrated logistics and maintenance support, labour and materials for all items listed in [Appendix A1.0](#) List of Items to be Supported (page 3839) of Annex A.

3.3.3.2 Inspection. For all items listed in [Appendix A1.0](#) List of Items to be Supported (page A1-39) of Annex A:

3.3.3.2.1 The Contractor must perform a Detailed Diagnostic Inspection utilizing OEM inspection criteria and methods that will allow the Contractor to ascertain the required parts (Listing of parts including NSN and Part No) and labour hours (Breakdown of all the tasks) required for the R&O and upgrade, and replacement of worn, damaged, scrapped, obsolete, missing or life-expired parts necessary to return the item to a serviceable condition.

3.3.3.2.2 A Detailed Diagnostic Inspection Report (DDIR) in accordance with [CDRL W8486-249318-PM-004](#) and its associated DID is required for all item(s). All DDIRs must be provided to the CA and TA on completion of the inspection.

3.3.3.2.3 After the inspection is performed, the Contractor must put a materiel condition tag (CF 942, NSN 9905-21-872-2435) on all the items as per [Appendix A5.0](#) Materiel Condition Tag (page A5-55) of Annex A. One tag must be on the item and one tag must be on the outside of the specialized container. The condition tags must be legible, written in English and include the Component Name, NSN, Serial number, Condition of part or assembly, date, and signature of the inspector.

3.3.3.3 Repair & Overhaul and Upgrade. For items listed at [Appendix A1.0](#) List of Items to be Supported (page A1-39) of Annex A:

3.3.3.3.1 The Contractor must perform a complete R&O and upgrade IAW the applicable OEM specification.

- 
- 3.3.3.3.2 For all hydraulic components, the Contractor must replace all the non-metallic hydraulic hoses, seals, packing and gaskets, regardless of their condition. New hoses, seals, packing and gaskets must have a current year of repair cure date.
- 3.3.3.3.3 The Contractor must refinish or repaint components IAW OEM specifications.
- 3.3.3.3.4 Calibration and Testing. IAW the OEM specifications, the Contractor must perform the necessary calibration and testing after the R&O and upgrade are completed.
- 3.3.3.3.5 R&O Service Record and Test Report. The Contractor must provide an R&O Service Record and Test Report with each piece of equipment for shipment, returning from R&O.
- 3.3.3.3.6 Certificate of Release. The Contractor must provide a Certificate of Release (CoR) once the R&O and upgrade are completed as per [Appendix A7.0](#) Certificate of Release, Inspection and Acceptance (page A7-58) of Annex A.
- 3.3.3.4 Specialized Container Repairs
- 3.3.3.4.1 The Contractor must inspect, repair, repaint reusable containers or replace them if non-repairable. Should a container need to be replaced because it is not repairable or of a different configuration, a DND 626 Task Authorization will be required. It will be raised and issue IAW Art. 6 of the resulting contract clauses. All odd, non-pertinent markings must be obliterated by the use of a suitable masking paint. As well all loose or curled labels must be removed prior to the application of new labels.
- 3.3.3.5 Packaging
- 3.3.3.5.1 If no specialized containers were provided then packaging and preservation guidelines as detailed in D-LM-008-001/SF-001 Methods of Packaging, minimum level B must be followed. A copy of the CF 942 and a CoR must be added to the container exterior and one copy inside the container.
- 3.3.3.6 Identification Plate and Labels
- 3.3.3.6.1 All items requiring identification markings, nameplates and labels must be identified IAW D-02-002-001/SG-001 Identification Marking of Canadian Military Property. When applicable, the Contractor must manufacture the identification plates and labels and install them prior to delivery of the equipment. All identification markings, nameplates and labels must be in both official languages (English and French) as per the Canadian Official Languages Act, unless otherwise specified. Any original identification markings, nameplates and labels which need to be translated must be submitted to the CA and TA for approval. As this requirement is part of the standard R&O and upgrade, it will not be considered for Additional Work Request (AWR).
- 3.3.3.7 Supplementary Provisioning Technical Documentation (SPTD)
- 3.3.3.7.1 The Contractor must prepare and deliver SPTD for any item that has not already been assigned an NSN. The data elements required are: Item Number, Item Name, Reference No., (manufacturer's part), NSCM/CAGE Code, Quantity Per Assembly, Standard Unit Price, Unit of Issue (UOI), Procurement Lead Time (PLT), Recommended Buy Quantity, Economic Order Quantity (EOQ), Demilitarization Code, Reparability Indicator (REP), Shelf Life, Original Equipment Manufacturer (OEM)'s Part Number, Weights, Dimensions and a level one drawing or a sketch of the item to be catalogued. Drawing or sketch must clearly display the CAGE Code and OEM Part Number in the title box.

### 3.3.3.8 Material Safety Data Sheet (MSDS)

3.3.3.8.1 The Contractor must submit a MSDS for each hazardous material. Hazardous materials include, but are not limited to, dangerous goods identified in the Dangerous Goods Act. The MSDS must be submitted to Canada seven (7) calendar days prior to the delivery to Canada of any dangerous goods.

### 3.3.4 Quality Assurance

3.3.4.1 The Work depicted in this SOW is only subject to Government Quality Assurance (CQA) for item(s) with a QAC "Q" listed at [Appendix A1.0](#) List of Items to be Supported (page A1-39) of Annex A,

3.3.4.2 The Contractor must provide a Quality Assurance Plan for the Work to be performed under this SOW in accordance with [CDRL W8486-249318-QA-001](#) and its associated DID.

#### 3.3.4.3 Quality Assurance Representative

3.3.4.3.1 All stages of the R&O procedures will be subject to inspection by a Canadian Government DND Quality Assurance Representative unless DND authorizes otherwise in writing via email. The representative will monitor for best industrial practices and will have the authority to stop work if poor practices or dangerous conditions are noted and cannot be resolved on-site.

#### 3.3.4.4 Inspection and Control

3.3.4.4.1 Canada reserves the right to perform any additional tests and inspections when such tests and inspections are considered necessary to ensure that the Contractor has met the requirements of this Contract. If during these additional tests and inspections Canada finds the items to be non-compliant, the Contractor will be responsible to undertake the necessary corrective action(s) to achieve compliance with the requirements of the Contract.

### 3.3.5 Repair Turn-Around-Time (TAT)

3.3.5.1 The TAT is defined as the period of time from "Date of Receipt" to the date the item is reported ready to be picked up, via email, to the DND Inbound Logistics Coordination Center and CA.

3.3.5.2 The TAT for each item must not exceed the Contractor's proposed TAT.

3.3.5.3 The proposed TAT will not apply if the MRC is exceeded. In this case, TAT will start when authorization for repair has been provided by the TA and CA through an approved DDIR. The principle of "first-in / first-out" (FIFO) should be observed.

### 3.3.6 Mobile Repair Parties (MRPs)

3.3.6.1 As and when required by the TA and authorized by the CA through the issue of a DND 626 Task Authorization, the Contractor must provide an MRP. There are two types of MRP:

3.3.6.1.1 Scheduled MRP. A scheduled MRP is categorized as a routine support activity that is planned well in advance and does not require an immediate response from the Contractor. It follows the standard procedures and guidelines for Mobile Repair Parties Manned by Contractor Personnel detailed in C-02-005-010/AM- 000.

3.3.6.1.2 Unscheduled MRP. An unscheduled MRP is categorized as an Immediate Operational Requirement (IOR), extraordinary and/or exceptional MRP. The unscheduled MRP

happens under exceptional and extraordinary circumstances (for example: pre-deployment preparations for an unexpected extended operational mission) and requires an immediate response from the Contractor. The process to action an unscheduled MRP is as follows:

- 3.3.6.1.2.1 The TA will write the detailed SOW for the unscheduled MRP request and submit it to the CA for action.
- 3.3.6.1.2.2 The CA will review the requirement IAW the Procedures and Guidelines for Mobile Repair Parties Manned by Contractor Personnel” detailed in C-02-005-011/AM-000.
- 3.3.6.1.2.3 The CA will approve the unscheduled MRP by issuing a DND 626 Task Authorization authorizing the Contractor to proceed with the work.
- 3.3.6.2 If requested, the Contractor must submit two (2) copies of a monthly progress report covering MRP activities to the CA and TA. The level of details and format will be stipulated in the individual DND 626 Task Authorization should such a report deemed to be necessary.

**4.0 CONTRACT DELIVERABLES**

**4.1 Repaired Material**

- 4.1.1 The default delivery location will be 25 Canadian Forces Supply Depot unless directed otherwise, in writing via email, by the TA.
- 4.1.2 The Contractor must include a properly completed and signed CF942/CF942A Materiel Condition Tag/Label, when applicable, IAW C-02-005-009/AM-000 Inspection and Condition of Materiel Returned to and Held in the Supply System and as per [Appendix A5.0](#) Materiel Condition Tag (page A6-55) of Annex A, for all returned items.
  - 4.1.2.1 The CF942/CF942A Tags/Labels are to be directly attached to the materiel returned after repair and overhaul IAW C-02-005-009/AM-000 and will be provided by DND Quality Assurance Representative.

**4.2 Data Deliverable List**

- 4.2.1 The Contractor must prepare and deliver all data deliverables required under the Contract as summarized in para. 4.3.  
Note: ‘LOT’ equates to a varied quantity needed to fulfill the requirements of the CDRL.

**4.3 List of Support Requirements & Data Deliverables**

Item	Item Description	Initial Submission/ Delivery QTY	Subsequent Submissions / Replenishment
1	Program Management –	As defined in section 3.1 within Annex A	-
2	Engineering Requirements –	As defined in section 3.2 within Annex A	-
3	R&O Requirements	As defined in section 3.3 within Annex A	-
4	Quality Assurance Plan (para 3.3.4.2)	1	LOT
5	Contractor Stocktaking Plan (para 3.1.4.2)	1	LOT

## **A1.0 APPENDIX: LIST OF ITEMS TO BE SUPPORTED**

### **A1.1 Supported Equipment and Spares**

A1.1.1 The Contractor must provide support for the equipment and spare items specified in Table 1 in accordance with the SOW. An explanation of each column is detailed below:

A1.1.1.1 NATO Stock Number (NSN) – The 13-digit identifier used in NATO and allied cataloguing systems. The NSN will be included if the Item is to be ordered by DND.

A1.1.1.2 NATO Stock Number (NSN) of the equipment container (If applicable).

A1.1.1.3 Item Nomenclature – The name of the Item that may include Item class/group categories and functional descriptors.

A1.1.1.4 Article's special instructions.

A1.1.1.5 Reparability, quality control and demilitarization code.

A1.1.1.6 Current Year & Next Years Forecasts – Identifies the expected quantity, by fiscal year, of repairable equipment that will be passed through the R&O line.

A1.2 Table 1: Supported Equipment and Spares

LINE ITEM	NSN	Materiel Master Record (MMR)	Container NSN (if applicable)	Item Nomenclature	Special Instructions	Repairability Code	QAC	DMC	Current Year Forecast (Firm Year)	Next Year Forecast (Opt Yr 1)	Next Year Forecast (Opt Yr 2)
<b>R&amp;O AND MANDATORY UPGRADE ITEMS</b>											
101	2920-12-178-5320	272.981036:D3683	8115-12-305-4531	GENERATOR, ENGINE ACCESSORY	Upgrade to 2920-12-330-6170 / MPN 272.496720	F	Q	Q	2	2	2
102	2510-12-311-6119	2300172-063400.000.0:H0061		PANEL VEHICULAR OPERATION A4CAN	Upgrade to 2510-12-352-9281 / MPN 2300172-064400.000.0	F	C	D	5	5	5
103	2910-12-198-5265	011.1.0061:D8430	8115-12-309-8431	FUEL PUMP, ELECTRICAL	Upgrade to 2910-12-353-4015 / MPN 011.80.064	F	C	A	3	2	2
104	4810-12-176-9916	MSB03-001:D2456		VALVE ASSEMBLY, (Deep fording)	Upgrade to 4810-12-365-5989 / MPN MSB03.00.4	F	Q	A	2	2	2
105	6110-12-383-6154	SK1239-064300.000.3:D1871		DISTRIBUTION BOX U1 A4M	Upgrade to 5920-12-403-1321 / MPN SK1530-064300.000.3	F	Q	F	1	1	1
106	2510-12-352-9280	2300348-064400.000.0:H0061		PANEL VEHICULAR OPERATION A6M	Upgrade to 2510-12-403-7506 / MPN SK1328-064400.000.3	F	Q	Q	1	1	1
107	2510-12-383-5756	SK1239-064400.000.3:D2692		PANEL VEHICULAR OPERATION A4M	Upgrade to 2510-12-402-0889 / MPN SK1530-064400.000.3	F	Q	Q	2	2	2
108	4940-12-155-7869	4214:D9448		TEST KIT, FIRE EXTINGUISHER	Conditional Upgrade (requires Canada approval before upgrading)	B	Q	Q	1	1	1
<b>R&amp;O ITEMS</b>											
201	2920-12-330-6170	272.496720:D3683	8115-12-305-4531	GENERATOR, ENGINE		F	Q	D	6	3	3
202	2920-12-178-5739	0021519101:D8266	8115-12-305-4530	STARTER, ENGINE		B	C	A	6	3	3
203	6110-12-187-5892	X87334400013:D8266		DISTRIBUTION BOX (ECS)		F	Q	Q	16	10	10
204	2920-12-180-0095	272RPG33-6:D3683		VOLTAGE REGULATOR		F	Q	A	4	4	4
205	2520-12-359-5909	8501225:D9434	8115-12-181-2891	CONTROL UNIT, MECHANISM (TRANSMISSION)		B	C	Q	6	6	6
206	2510-12-403-7506	SK1328-064400.000.3:D1871		PANEL VEHICULAR OPERATION A6M		F	Q	Q	2	2	2
207	2510-12-352-9281	2300172-064400.000.0:D1871		PANEL VEHICULAR OPERATION A4CAN		F	C	D	8	8	8
208	2510-12-402-0889	SK1530-064400.000.3:D1871		PANEL VEHICULAR OPERATION A4M		F	Q	Q	2	2	2
209	6110-12-310-2389	2300172-063800.000.0:D1871		DISTRIBUTION BOX U1 A4CAN		F	Q	Q	1	1	1
210	6110-12-354-0781	2300395-064300.000.0:D1871		DISTRIBUTION BOX U1 A6M		F	Q	Q	1	1	1
211	5920-12-403-1321	SK1530-064300.000.3:D1871		DISTRIBUTION BOX U1 A4M		F	Q	F	1	1	1
212	6110-12-338-2840	2300172-063900.000.0:D1871		DISTRIBUTION BOX U1 A4CAN		F	Q	Q	2	2	2
213	2520-12-179-1310	1954079:D9434		GEAR SELECTOR SWITCH		B	C	A	10	13	10
214	4320-12-369-5492	9810202B:D1993		PUMP UNIT AXIAL (coolant pump)		F	C	A	10	5	5
215	4320-12-178-7743	5561001:D9434		BILGE PUMP ROTARY		F	C	A	1	1	1
216	2910-12-304-2116	8700700797:D8266		REGULATOR FUEL INJECTION PUMP		F	C	Q	1	2	2

217	2910-12-353-4015	10-01110081:D8430	8115-12-309-8431	PUMP FUEL, ELECTRICAL (New)		F	C	A	5	3	3
218	2940-12-333-6903	272.496690:D3683	8145-14-536-5486	FAN, AIR INTAKE (New)		F	C	A	3	3	3
219	2990-12-176-8283	373-303:D1993	8115-12-303-5872	HEATER COOLANT, ENGINE		B	C	A	10	5	5
220	2590-12-338-5207	2300109-980300.003.0:D1871		FILLER NECK, VEHICULAR COMPONENTS (fuel pump assy)		F	C	Q	1	2	2
221	2540-12-339-1512	2300348-186210.000.0:D1871		WINDSHIELD WIPER ASSEMBLY A4M / A6M		B	C	A	2	3	3
222	6350-12-344-6496	2300436-064100.000.0:H0061		CONTROL, ALARM		B	C	A	4	7	7
223	2540-12-176-3294	SP20406:C5810		BLOWER VEHICLE		B	C	Q	2	2	2
224	4240-12-177-0758	5451110001:D2269		FILTER PARTICULATE (NBC motor assy)		F	C	A	1	1	1
225	4810-12-365-5989	MSB03.00.4:D0786		VALVE ASSEMBLY, (Deep fording)		F	Q	A	4	4	4
226	5998-12-394-9278	X00E50207659:D8266		ELECTRONIC COMPONENTS ASSEMBLY		F	C	Q	1	4	4
227	2940-12-178-4812	272.981067:D3683		FAN AIR INTAKE		F	Q	Q	2	5	5
228	4931-12-188-0032	272.1616.0-00:D3683		FIRE CONTROL SYSTEM TEST SET		F	Q	Q	2	1	1
229	2540-12-357-2647	2300348-186211.000.0:D1871		MOTOR, WINDSHIELD WIPER, ELECTRIC		B	C	A	1	5	5
230	1015-12-366-7001	820.120.000.02:C4713		CLEANING KIT, GUN		F	C	A	2	0	1



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## 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.

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- 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 Ref	Version	Delivery Schedule	Qty	Addressee	DID # and Ref	DND Action Period	DND Action Required	Maint	Notes
CDRL W8486-249318-PM-001	Meeting Agenda	<a href="#">Para. 3.1.3.1.1.1</a> (pg. A-32)	Draft	KO or Meeting Date – 5	1S	CA, TA	<a href="#">DID W8486-249318-PM-001</a>	3	Review		
			Revised	KO or Meeting Date – 1	1S	CA, TA	Appendix A3.3 (pg. A3-45)		Nil		
			Final	KO or Meeting Date	1S, 1H	CA, TA		0	Review and Acceptance		Accepted at meeting opening.
CDRL W8486-249318-PM-002	Meeting Minutes	<a href="#">Para. 3.1.3.1.1.2</a> (pg. A-32)	Draft	KO or Meeting Date + 5	1S	CA, TA	<a href="#">DID W8486-249318-PM-002</a>	3	Review		
			Revised or Final	DND Comments + 5	1S	CA, TA	Appendix 0 (pg. A3-46)	2	Review and Acceptance		
002PM-003	Monthly Progress Report	<a href="#">Para. 3.1.2.1</a> (pg. A-31)	Revised or Final	Monthly	1S	CA, TA	<a href="#">DID W8486-249318-PM-003</a>  Appendix 0 (pg. A3-47)	7	Review and Acceptance		
CDRL W8486-249318-PM-004	Detailed Diagnostic Inspection Report	<a href="#">Para. 3.3.3.2.2</a> (pg. A-34)	Final	Acceptance of materiel at the Contractor's facility + 45	1S	CA, TA, GQAR	<a href="#">DID W8486-249318-PM-004</a>  Appendix 0 (pg. A3-48)	3	Review and Approval		Approval only required when above MRC.
CDRL W8486-249318-QA-001	Quality Assurance Plan	<a href="#">Para. 3.3.4.2</a> (pg. A-36)	Final	KO + 30	1S	CA, TA, GQAR	<a href="#">DID W8486-249318-QA-001</a>  Appendix A3.7 (pg. A3-49)	0	Review and Acceptance		Draft with Contractor's bid.
CDRL W8486-249318-LS-001	Contractor Stocktaking Plan	<a href="#">Para 3.1.4.2.1</a> (pg. A-32)	Final	KO	1S	CA, TA, GQAR	<a href="#">DID W8486-249318-LS-001</a>  Appendix A3.8 (pg. A3-52)	0	Review and Approval		

## **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 2019;

A3.1.1.3 MS Office Professional Plus 2013 (Word, Excel, Access, PowerPoint, and Outlook); and

A3.1.1.4 Foxit Phantom PDF version 10;

### **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 Program 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 Program 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 – Meeting Agenda**

<b>DATA ITEM DESCRIPTION</b>	
<p>1. TITLE <b>Meeting Agenda</b></p>	<p>2. IDENTIFICATION NUMBER <b>DID W8486-249318-PM-001</b></p>
<p>3. DESCRIPTION The Meeting Agenda contains the venue information and identifies the discussion items to be covered at meetings.</p>	
<p>4. RELATED DOCUMENTS</p>	<p>5. CONTRACT REFERENCE <b>SOW: <u>Para. 3.1.3.1.1.1</u></b> <b>(pg. A-32)</b> <b>CDRL: <u>App. A2.2</u> (pg. A2-43)</b></p>
<p>6. PREPARATION INSTRUCTIONS</p> <p><b>6.1. CONTENT</b></p> <p>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.</p> <p>6.1.2. Venue. The Meeting Agenda must address the venue as follows:</p> <p style="margin-left: 20px;">6.1.2.1. Meeting Identification Number;</p> <p style="margin-left: 20px;">6.1.2.2. Purpose;</p> <p style="margin-left: 20px;">6.1.2.3. Date, time and location; and</p> <p style="margin-left: 20px;">6.1.2.4. Attendees.</p> <p>6.1.3. Discussion items. The Meeting Agenda must address the discussion items through the following sections:</p> <p style="margin-left: 20px;">6.1.3.1. Opening Remarks;</p> <p style="margin-left: 20px;">6.1.3.2. Agenda Review;</p> <p style="margin-left: 20px;">6.1.3.3. Review of Previous Minutes;</p> <p style="margin-left: 20px;">6.1.3.4. Opened Discussion Items;</p> <p style="margin-left: 20px;">6.1.3.5. New Discussion Items;</p> <p style="margin-left: 20px;">6.1.3.6. Review of Action Items;</p> <p style="margin-left: 20px;">6.1.3.7. Next Venue; and</p> <p style="margin-left: 20px;">6.1.3.8. Closing Remarks.</p> <p><b>6.2. HARD COPY FORMAT</b></p> <p>6.2.1. The Meeting Agenda must be printed on paper with these characteristics:</p> <p style="margin-left: 20px;">6.2.1.1. Weight of no less than 90 gsm;</p> <p style="margin-left: 20px;">6.2.1.2. Brightness of no less than 96 ISO brightness;</p> <p><b>6.3. SOFT COPY FORMAT</b></p> <p>6.3.1. The Meeting Agenda must be submitted as a PDF file type.</p> <p>6.3.2. The Meeting Agenda PDF must be submitted via email (submission size not to exceed 7MB) as follows:</p> <p style="margin-left: 20px;">6.3.2.1. To Field: As per the related CDRL section “Addressee”, as identified in the contract.</p> <p style="margin-left: 20px;">6.3.2.2. Subject Field: W8486-249318-PM-001 – Meeting Agenda – [Rev #] – [Date of Issue]</p>	

A3.4 DID – Meeting Minutes

DATA ITEM DESCRIPTION	
1. TITLE <b>Meeting Minutes</b>	2. IDENTIFICATION NUMBER <b>DID W8486-249318-PM-002</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: <u>Para. 3.1.3.1.1.2</u></b> <b>(pg. A-32)</b> <b>CDRL: <u>App. A2.2</u> (pg.43)</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; and	
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 "Addressee", as identified in the contract.	
6.2.2.2. Subject Field: W8486-249318-PM-002 – Meeting Minutes – [Rev #] – [Date of Issue]	

**A3.5 DID – Monthly Progress Report**

<b>DATA ITEM DESCRIPTION</b>	
<p>1. TITLE <b>Monthly Progress Report (MPR)</b></p>	<p>2. IDENTIFICATION NUMBER <b>DID W8386-249318-PM-003</b></p>
<p>3. DESCRIPTION The Monthly Progress Report summarizes the Contractor's progress in terms of the project milestones, schedules, plans and deliverable end items. It provides the status of the work accomplished with respect to the plan, highlights problem areas and the corrective actions to resolve any issues.</p>	
<p>4. RELATED DOCUMENTS</p>	<p>5. CONTRACT REFERENCE <b>SOW: <u>Para. 3.12</u> (pg. A-31)</b> <b>CDRL: <u>App. A2.2</u> (pg. A2-43)</b></p>
<p>6. PREPARATION INSTRUCTIONS</p> <p><b>6.1. CONTENT</b></p> <p>6.1.1. The Contractor must propose the Monthly Progress Report format for approval by DND.</p> <p>6.1.2. The Monthly Progress Report must include the following:</p> <p style="margin-left: 20px;">6.1.2.1. An executive summary which covers all R&amp;O and upgrade activities up to date of submission of the report;</p> <p style="margin-left: 20px;">6.1.2.2. Part Name, NSN, Part No, and Serial No;</p> <p style="margin-left: 20px;">6.1.2.3. RMA No;</p> <p style="margin-left: 20px;">6.1.2.4. Date Received;</p> <p style="margin-left: 20px;">6.1.2.5. Work Order No, and Work Order Date Open;</p> <p style="margin-left: 20px;">6.1.2.6. Repair Status;</p> <p style="margin-left: 20px;">6.1.2.7. DDIR Date;</p> <p style="margin-left: 20px;">6.1.2.8. Sub- Contractor Name (if applicable);</p> <p style="margin-left: 20px;">6.1.2.9. Sub-Contractor Shipment Date (if applicable); and</p> <p style="margin-left: 20px;">6.1.2.10. EDC and EDD.</p> <p><b>6.2. SOFT COPY FORMAT</b></p> <p>6.2.1. The Monthly Progress Report must be submitted as a xls file type.</p> <p>6.2.2. The Monthly Progress Report file must be submitted via email (submission size not to exceed 7MB) as follows:</p> <p style="margin-left: 20px;">6.2.2.1. To Field: As per the related CDRL section "Addressee", as identified in the contract.</p> <p style="margin-left: 20px;">6.2.2.2. Subject Field: W8486-249318-PM-003 – Monthly Progress Report – [Rev #] – [Date of Issue]</p>	

**A3.6 DID – Detailed Diagnostic Inspection Report (DDIR)**

<b>DATA ITEM DESCRIPTION</b>	
<p>1. TITLE <b>Detailed Diagnostic Inspection Report (DDIR)</b></p>	<p>2. IDENTIFICATION NUMBER <b>DID W8486-249318-PM-004</b></p>
<p>3. DESCRIPTION The Detailed Diagnostic Inspection Report summarizes the inspection as per OEM criteria. It provides a cost estimate and a breakdown of all tasks with required parts and labour hours for R&amp;O or upgrade of an item. It is also a mean to provide, the Contractor, the approval to execute the Work on an item which the cost is above the MRC.</p>	
<p>4. RELATED DOCUMENTS</p>	<p>5. CONTRACT REFERENCE <b>SOW: <u>Para. 3.3.3.2.2</u> (pg. A-34)</b> <b>CDRL: <u>App. A2.2</u> (pg. A2-43)</b></p>
<p>6. PREPARATION INSTRUCTIONS</p> <p><b>6.1. CONTENT</b></p> <p>6.1.1. The Contractor must propose the Detailed Diagnostic Inspection Report format for approval by DND.</p> <p>6.1.2. The Detailed Diagnostic Inspection Report must include the following:</p> <ul style="list-style-type: none"> <li>6.1.2.1. Date</li> <li>6.1.2.2. NSN, MPN, Serial Number;</li> <li>6.1.2.3. The problem or cause of the failure;</li> <li>6.1.2.4. Required parts and labour for the R&amp;O or Upgrade;</li> <li>6.1.2.5. Recommendation on course of action; and</li> <li>6.1.2.6. Cost estimate.</li> </ul> <p>6.1.3. The Detailed Diagnostic Inspection Report must be in English.</p> <p><b>6.2. SOFT COPY FORMAT</b></p> <p>6.2.1. The Detailed Diagnostic Inspection Report must be submitted as a PDF file type.</p> <p>6.2.2. The Detailed Diagnostic Inspection Report file must be submitted via email (submission size not to exceed 7MB) as follows:</p> <ul style="list-style-type: none"> <li>6.2.2.1. To Field: As per the related CDRL section "Addressee", as identified in the contract.</li> <li>6.2.2.2. Subject Field: W8486-249318-PM-004 – Detailed Diagnostic Inspection Report – [Rev #] – [Date of Issue]</li> </ul>	



**A3.7 DID – Quality Assurance Plan**

<b>DATA ITEM DESCRIPTION</b>	
<p>1. TITLE <b>Quality Assurance Plan (QAP)</b></p>	<p>2. IDENTIFICATION NUMBER <b>DID W8486-249318-QA-001</b></p>
<p>3. DESCRIPTION The Quality Plan provides information on the Contractor's Quality Management System. The QP provides the intended output of the process, product, service, project and/or contract work methods and practices which support product realization. The Quality Plan details the methods and the organization with which the Contractor implements an effective Quality Management Program as it applies to the work.</p>	
<p>4. RELATED DOCUMENTS ISO 10005:2018, Quality Management Systems – Guidelines for Quality Plans ISO 9000:2015, Quality Management Systems – Fundamentals &amp; vocabulary ISO 9001:2015 Quality Management Systems</p>	<p>5. CONTRACT REFERENCE <b>SOW: <u>Para. 3.3.4.2</u></b> <b>(pg. A-36)</b> <b>CDRL: <u>App. A2.2</u> (pg. A2-43)</b></p>
<p>6. PREPARATION INSTRUCTIONS</p> <p>6.1. The QAP must identify all processes involved for product realization for the contract.</p> <p>6.2. The QAP should be prepared in accordance with ISO 10005, current edition at date of submission.</p> <p>6.3. The QAP must include a traceability matrix from the corresponding paragraphs of the Quality Assurance Plan with the elements of the ISO 9001 current edition at date of submission.</p> <p>6.4. The Contractor must structure the QAP in accordance with ISO 10005.</p> <p>6.5. The Contractor must include the following sections under the Subject Matter part of the QAP:</p> <p>6.5.1. <b><u>Section I - General.</u></b></p> <p>6.5.1.1. This section must define the scope, purpose, and application of the QAP, related documented information in line with the ISO 10005 current edition and SACC D5401T Quality Plan - Solicitation and D5402C Quality Plan.</p> <p>6.5.1.2. This section must include a Revision History and Record of Approvals and define the conditions of its validity and mechanisms to amend the plan in line with the ISO 10005.</p> <p>6.5.2. <b><u>Section II – Quality Management</u></b></p> <p>6.5.2.1. This section must include the Quality Policy statement.</p> <p>6.5.2.2. This section must state the quality objectives and other key performance indicators applicable to the contract and how they are to be achieved.</p> <p>6.5.2.3. The plan will outline the planned audits which are part of the contract/project control process.</p> <p>6.5.2.4. This section will include management of nonconformity, documented information of nonconformity and describe the records retention method and location.</p> <p>6.5.2.5. This section will include how management will review corrective action, provide continual improvement as well as describe how the documented information for these are maintained and updated.</p> <p>6.5.3. <b><u>Section III – Organization.</u></b></p> <p>6.5.3.1. This section must include a description of the Contractor's QA organization, subcontractor's QA organization, management procedures, interfaces and reporting/tracking systems established to control QA activities.</p> <p>6.5.3.2. The QAP must include the roles and responsibilities of the persons involved in the processes identified in the Quality Assurance Plan.</p> <p>6.5.3.3. The Contractor's Organizational Chart must be included.</p> <p>6.5.4. <b><u>Section IV – Documentation</u></b></p> <p>6.5.4.1. This section will describe how the Contractor will manage and control documented information.</p> <p>6.5.4.2. This section will identify how documented information will be maintained and retained to provide objective evidence of activities affecting quality.</p>	

6.5.4.3. The review and authorizing of changes to or deviations from the quality assurance plan will be described.

**6.5.5. Section V – Resources**

6.5.5.1. This section must include a description of which quality elements and/or resources of the QA program are already in place, and which are additionally required to meet the needs of the Contract.

6.5.5.2. The raw materials, components, requirements for storage and transportation as well as identifying relevant processes.

6.5.5.3. The human resources, their training will be specified in this section as well as any specialty requirements which may be outsourced.

6.5.5.4. The QAP will identify responsible resources to ensure the contract activities are planned, implemented, and controlled and progress is monitored to ensure valid, reliable results.

6.5.5.5. A description of the infrastructure and environment which has a direct effect on the quality of the product, service, or process output.

**6.5.6. Section VI – Externally Provided Processes, Products and Services**

6.5.6.1. This section must include a list of the major subcontractors that are subject to the application of the Contractor's quality requirements.

6.5.6.2. The plan will include a description of each subcontractor's area of responsibility and to whom it is accountable.

6.5.6.3. The plan will include the provision for requesting an external provider or potential external provider provide a quality plan.

**6.5.7. Section VII – Production and Service Provision**

6.5.7.1. This section describes processes involved to carry out the main part of the QAP and will describe the interrelationships between the various processes involved. These will specify the process inputs, the process and the process output as well as how these will be verified through subsequent monitoring and measuring.

6.5.7.2. The resultant documented information will be described within this section.

6.5.7.3. This section will include a description of the resources, and methods used to achieve the desired results for each process.

6.5.7.4. The statutory and regulatory requirements will be defined within this section as well as any relevant industry codes.

6.5.7.5. Specific resource competence and or qualification will be including for the relevant processes described.

**6.5.8. Section VIII – Relationships and Communication.**

6.5.8.1. This section must include a description of the following relationships:

6.5.8.1.1. Between the Contractor's QA Manager and the different QA elements;

6.5.8.1.2. Between the Contractor's QA Manager and the Contractor's Project Management, Systems Engineering and Subcontractors programs; and

6.5.8.1.3. Between the Contractor's and DND's QA Organizations.

**6.5.9. Section IX - Management and Control of Customer Property**

6.5.9.1. The QAP must state how products and services are provided and controlled for customer property as well as describe methods used to verify the product meets the specified requirements.

6.5.9.2. This section will describe how nonconforming products and services will be controlled.

**6.5.10. Section X – Control of Nonconforming Outputs**

6.5.10.1. This section must detail the process for control of nonconforming outputs, how they will be identified and controlled as well as methods to prevent unintended use.

6.5.10.2. Methods of handling product when proper disposition of nonconforming product is made whether destruction/disposal or concession.

**6.5.11. Section XI – Monitoring and measurement**

6.5.11.1. This section must describe how objective evidence is gathered of the conformity for the product or service.

6.5.12. **Section XII – Audits**

6.5.12.1. A description of the type and extend of audits will be described in this section as well as how the results of the audits should be used.

6.5.13. **Section XII – Meetings and Reviews.**

6.5.13.1. This section must outline the schedule and scope of QA meetings throughout the conduct of the Contract.

**7. SOFT COPY FORMAT**

7.1. The Contractor Quality Assurance Plan must be submitted as a .doc file type.

7.2. The Contractor Quality Assurance Plan must be submitted via email (submission size not to exceed 7MB) as follows:

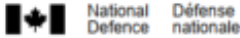
7.2.1. To Field: As per the related CDRL section "Addressee", as identified in the contract.

7.2.2. Subject Field: W8486-249318-QA-001 – Quality Assurance Plan – [Rev #] – [Date of Issue]

**A3.8 DID – Contractor Stocktaking Plan**

<b>DATA ITEM DESCRIPTION</b>	
<p>1. TITLE <b>Contractor Stocktaking Plan</b></p>	<p>2. IDENTIFICATION NUMBER <b>DID W8486-249318-LS-001</b></p>
<p>3. DESCRIPTION The Contractor Stocktaking Plan is a tool that will be used by the Department of National Defence to record the inventory of materiel in Contractor's custody based on a predetermined and approved schedule.</p>	
<p>4. RELATED DOCUMENTS</p>	<p>5. CONTRACT REFERENCE <b>SOW: <u>Para. 3.1.4.2.1</u></b> <b>(pg. A-32)</b> <b>CDRL: <u>App. A2.2</u> (pg. A2-43)</b></p>
<p>6. PREPARATION INSTRUCTIONS</p> <p>6.1. <b>CONTENT</b></p> <p>6.1.1. The Contractor must propose the Contractor Stocktaking Plan for review and approval by DND.</p> <p>6.1.2. The Contractor Stocktaking Plan must be prepared as per template at Appendix A7.0 – Contractor Stocktaking Plan:</p> <p style="margin-left: 20px;">6.1.2.1. DRMIS Supply Storage Location;</p> <p style="margin-left: 20px;">6.1.2.2. Condition;</p> <p style="margin-left: 20px;">6.1.2.3. Account Type;</p> <p style="margin-left: 20px;">6.1.2.4. Frequency;</p> <p style="margin-left: 20px;">6.1.2.5. Stocktaking due date(s);</p> <p style="margin-left: 20px;">6.1.2.6. Planned count date(s) per Fiscal Year (1 April – 31 March);</p> <p style="margin-left: 20px;">6.1.2.7. Planned days per stocktaking;</p> <p style="margin-left: 20px;">6.1.2.8. Planned persons/day;</p> <p style="margin-left: 20px;">6.1.2.9. Estimated Cost to DND; and</p> <p style="margin-left: 20px;">6.1.2.10. Notes or comments.</p> <p>6.2. <b>SOFT COPY FORMAT</b></p> <p>6.2.1. The Contractor Stocktaking Plan must be submitted as a .doc file type.</p> <p>6.2.2. The Contractor Stocktaking Plan must be submitted via email (submission size not to exceed 7MB) as follows:</p> <p style="margin-left: 20px;">6.2.2.1. To Field: As per the related CDRL section "Addressee", as identified in the contract.</p> <p style="margin-left: 20px;">6.2.2.2. Subject Field: W8486-249318-PM-005 – Contractor Stocktaking Plan – [Rev #] – [Date of Issue]</p>	

**A4.0 APPENDIX: CERTIFICATE OF DESTRUCTION - DEMILITARIZATION**



**Certificate of Destruction - Demilitarization**

**Part 1 - Identification**

**Part 1-A (applicable only to items with a DMC A or Q)**

Stock code	Quantity	Applicable references (i.e. CFTO, DIR, etc.)
Destruction method used (i.e. crushing, shredding, smelting, etc.)		
Destruction criteria used (i.e. break in two pieces, shred to a size of... etc.)		
<b>Remarks:</b> Destruction of DMC "A" items is not required, unless there are contractual obligations or other directives that require their destruction. DMC "Q" items are subject to export control. Destruction is required, unless the items can be transferred to an authorized person.		

**Part 1-B (applicable only to items with a DMC D)**

Stock code	Quantity	Applicable references (i.e. CFTO, DIR, etc.)
Demilitarization method used (i.e. crushing, shredding, smelting, etc.)		
Demilitarization criteria used (i.e. break in two pieces, shred to a size of... etc.)		
<b>Remarks:</b> DMC D items are subject to the <i>Defense Production Act</i> . Full demilitarization is required unless the items can be transferred to an authorized person. Informal demilitarization instructions from the item's TA or the use of Generic Demilitarization Instructions are required.		

**Part 1-C (applicable only to items with a DMC F)**

Stock code	Quantity	Applicable references (i.e. CFTO, DIR, etc.)
<b>Remarks:</b> Remarks: DMC F items are subject to the <i>Defense Production Act</i> . Full demilitarization is required, unless the items can be transferred to an authorized person. Formal demilitarization instructions from the item's TA are required.		

**Part 2 - Certification**

**Part 2-A (applicable only to Part 1-A)**

I certify that the above item/items (attached list) was/were destroyed in accordance with the Technical Authority's instructions prior to disposing of them as scrap.

**Part 2-B (applicable only to Part 1-B)**

I certify that the above item/items (attached list) was/were fully demilitarized in accordance with CFTO "C-01-008-000/MD-000, GENERIC DEMILITARIZATION INSTRUCTIONS" or Informal demilitarization instructions received or authorized by the item's TA.

**Part 2-C (applicable only to Part 1-C)**

I certify that the above item/items (attached list) was/were demilitarized in accordance with FORMAL demilitarization instructions provided or authorized by the item's TA.

**Part 3 - Signatures**

Destruction / Demilitarization performed by:	Destruction / Demilitarization witnessed by:
Print name:	Print name:
Position title:	Position title:
Organization name:	Organization name:
Date of destruction / demilitarization (yyyy-mm-dd):	Date witnessed (yyyy-mm-dd):
Signature:	Signature:



## Instructions

### Part 1 - Identification

#### Part 1-A (use for DMC "A" or "Q" only)

<u>Stock code:</u>	List the NSN(s)/PSCN(s) or part number for destruction.
<u>Quantity:</u>	Indicate the number of items (same stock code) slated for destruction.
<u>Applicable references:</u>	Record reference(s) used for the destruction of the item(s), i.e. destruction instructions, directives, technical orders, etc.
<u>Destruction method used:</u>	Record the chosen method of destruction. Examples of methods include, but are not limited to: breaking, crushing, cutting (metal displacement), cutting (other types), neutralizing, punching, shattering/pulverizing, shredding, smelting, or burning.
<u>Destruction criteria used:</u>	Record the destruction criteria. Examples of criteria may include size and/or quantity, such as 1/4 inch pieces or 10 pieces, etc.

When multiple line items are being destroyed, a list of items, with their quantity, reference, method and criteria (recorded for each); shall be attached as an annex to the certificate.

Important: For weapons, in addition to the NSN/PSCN, the serial numbers must be recorded.

#### Part 1-B (use for DMC "D" only)

<u>Stock code:</u>	List the NSN(s)/PSCN(s) or part number for demilitarization.
<u>Quantity:</u>	Indicate the number of items (same stock code) being demilitarized.
<u>Applicable references:</u>	Record reference(s) used for the demilitarization of the item(s), i.e. demilitarization instructions, directives, technical orders, etc.
<u>Destruction method used:</u>	Record the method of demilitarization used. Examples of methods include, but are not limited to: breaking, crushing, cutting (metal displacement), cutting (other types), neutralizing, punching, shattering/pulverizing, shredding, smelting, or burning.
<u>Destruction criteria used:</u>	Record the demilitarization criteria. Examples of criteria may include size and/or quantity, such as 1/4 inch pieces or 10 pieces, etc.

When multiple line items are being destroyed, a list of items, with their quantity, reference, method and criteria (recorded for each); shall be attached as an annex to the certificate.

Important: For weapons, in addition to the NSN/PSCN, the serial numbers must be recorded.

#### Part 1-C (use for DMC "F" only)

<u>Stock code:</u>	List the NSN(s)/PSCN(s) or part number for demilitarization.
<u>Quantity:</u>	Indicate the number of items (same stock code) being demilitarized.
<u>Applicable references:</u>	Record reference(s) used for the demilitarization of the item(s) i.e. demilitarization instructions, directives, technical orders, etc. Reference to formal demilitarization instructions is mandatory.

### Part 2 - Certification

#### Part 2-A (applicable only to Part 1-A)


Check the certification that corresponds to your selection in Part 1, i.e. check certification 2-A where Part 1-A was filled, 2-B if 1-B, or 2-C if 1-C
---

### Part 3 - Signatures

<u>Performed by:</u>	This block must be signed by the individual who destroyed or demilitarized the materiel.
<u>Witnessed by:</u>	This block must be signed by the individual who witnessed the destruction or demilitarization of the materiel.

N.B.: There is no need to witness destruction of DMC "A" or "Q" items, unless specified otherwise. However, demilitarization of DMC D and F shall be witnessed. The requirement to have DND/CAF personnel physically witnessing the demilitarization is only required where the person/company performing the demilitarization is not authorized to access controlled goods. If the party selected to demilitarize the items is authorized, the witnessing can be done by an entity other than DND/CAF.

**A5.0 APPENDIX: MATERIEL CONDITION TAG**

		National Defence	Défense nationale	<b>MATERIEL CONDITION TAG</b> <b>ÉTIQUETTE D'ÉTAT</b> <b>DU MATÉRIEL</b>	
<i>Remove and destroy tag when equipment is placed in service</i>			<i>Enlever et détruire à la mise en services</i>		
<input type="checkbox"/>	CF 358 ENCLOSED - PIÈCE JOINTE CF 358		<input type="checkbox"/>	N/A - S/O	
<input type="checkbox"/>	CF 543 ENCLOSED - PIÈCE JOINTE CF 543		<input type="checkbox"/>	N/A - S/O	
STOCK NO. - N° DE STOCK					
DESCRIPTION					
CFR/SER. NO. N° DE SÉRIE/ MATRICULE			REF NO. - N° RÉF.		
HOLDING UNIT - UNITÉ DÉPOSITOIRE		REMOVED FROM - PRÉLEVÉ DE		MN FORM CONTROL NO. N° DE CONTRÔLE D'ENTRETIEN	
UCR NO. - N° DE RENS			CONDEMNATION DISPOSAL AUTHORITY AUTORISATION DE REFORME ET DE LIQUIDATION		
PRESERVATION (TYPE) - CONSERVATION (TYPE)				EXPIRY DATE ÉCHÉANCE	
<b>SERVICEABLE - UTILISABLE :</b> (DESCRIBE BRIEFLY MAINTENANCE COMPLETED) (DESCRIPTION SOMMAIRE DE L'ENTRETIEN)					
		<input type="checkbox"/>	NEW NEUF	<input type="checkbox"/>	REPAIRED RÉPARÉ
WORK ORDER NO. N° DE LA COMMANDE DE TRAVAUX					
			MODIFICATIONS COMPLETED MODIFICATIONS EFFECTUÉES		
			<input type="checkbox"/>	YES OUI	<input type="checkbox"/>
			<input type="checkbox"/>	NO NON	<input type="checkbox"/>
			<input type="checkbox"/>	N/A S/O	
DATE		INSPECTOR - INSPECTEUR		UNIT - UNITÉ	
<b>REPAIRABLE - DISPOSAL</b> <b>RÉPARATION - LIQUIDATION</b>					
(DESCRIBE BRIEFLY ACTIONS TO BE TAKEN) (DESCRIPTION SOMMAIRE DES ACTIONS REQUISES)					
		<input type="checkbox"/>	REPAIRABLE RÉPARABLE	<input type="checkbox"/>	YES OUI
		<input type="checkbox"/>		<input type="checkbox"/>	NO NON
DATE		INSPECTOR - INSPECTEUR		UNIT - UNITÉ	
<b>UNSERVICEABLE</b> <b>INUTILISABLE</b>					
(DESCRIBE BRIEFLY THE DEFICIENCY) (DESCRIPTION SOMMAIRE DE LA DÉFECTUOSITÉ)					
<b>REMOVAL</b> <b>ENLÈVEMENT</b>					
		<input type="checkbox"/>	SCHEDULED PRÉVU	<input type="checkbox"/>	UNSCHEDULED NON PRÉVU
DATE		TECHNICIAN/CUSTOMER - TECHNICIEN/CLIENT		UNIT - UNITÉ	

CF 942 (07-2011) 9905-21-872-2435

Design: Forms Management 613-901-6396  
Conception : Gestion des formulaires 613-901-6397

**A6.0 APPENDIX: CONTRACTOR STOCKTAKING PLAN**

Company Contractor		Contract number		RMA number CRPA if applicable	Date contract established or date of last stocktaking plan	Length of Stocktaking plan	
					Click here to enter a date.	By CCI indicator four-year stocktaking plan	
Contractor's materiel management representative				Department of National Defence Representatives			
Name	Telephone	Email @forces.gca	Supporting NDQAR	Procurement Authority		PA Email @forces.gca	

DRMIS Supply Storage Location (SLoc)	SERV / NS Condition	Account Type RMA CRPA Loan	CCI Frequency <u>See Table below</u>	Stocktaking due date based. on Cycle Count Indicator (CCI)	Planned count date(s), must be at least 30 days prior to due date <u>Year one</u>	Planned count date(s), must be at least 30 days prior to due date <u>Year two</u>	Planned count date(s), must be at least 30 days prior to due date <u>Year three</u>	Planned count date(s), must be at least 30 days prior to due date <u>Year four</u>	Planned Days per Stocktaking within fifteen days	Planned Persons /day	Estimated Cost to DND during the length of the stocktaking plan	Notes or Comments
				Click here to enter a date.	Click here to enter a date.	Click here to enter a date.	Click here to enter a date.	Click here to enter a date.	Within fifteen days	1 +	NIL / per Contract	
				Click here to enter a date.	Click here to enter a date.	Click here to enter a date.	Click here to enter a date.	Click here to enter a date.	Within fifteen days	1 +	NIL / per Contract	
				Click here to enter a date.	Click here to enter a date.	Click here to enter a date.	Click here to enter a date.	Click here to enter a date.	Within fifteen days	1 +	NIL / per Contract	
				Click here to enter a date.	Click here to enter a date.	Click here to enter a date.	Click here to enter a date.	Click here to enter a date.	Within fifteen days	1 +	NIL / per Contract	
				Click here to enter a date.	Click here to enter a date.	Click here to enter a date.	Click here to enter a date.	Click here to enter a date.	Within fifteen days	1 +	NIL / per Contract	
				Click here to enter a date.	Click here to enter a date.	Click here to enter a date.	Click here to enter a date.	Click here to enter a date.	Within fifteen days	1 +	NIL / per Contract	
				Click here to enter a date.	Click here to enter a date.	Click here to enter a date.	Click here to enter a date.	Click here to enter a date.	Within fifteen days	1 +	NIL / per Contract	

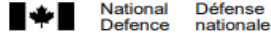


				Click here to enter a date.	Click here to enter a date.	Click here to enter a date.	Click here to enter a date.	Click here to enter a date.	Within fifteen days	1 +	NIL / per Contract	
				Click here to enter a date.	Click here to enter a date.	Click here to enter a date.	Click here to enter a date.	Click here to enter a date.	Within fifteen days	1 +	NIL / per Contract	
				Click here to enter a date.	Click here to enter a date.	Click here to enter a date.	Click here to enter a date.	Click here to enter a date.	Within fifteen days	1 +	NIL / per Contract	

Contractor representative				
Name	Position	Title	Signature (wet or electronic)	Date
			SIGNED HERE	Click to select date
Procurement Authority				
Name	Position	Title	Signature (wet or electronic)	Date
			SIGNED HERE	Click to select date

**The Cycle Count Indicator (CCI) is used to define count frequency and is assigned based on specific materiel commodity type.**  
**Cycle Count Indicators (CCI) are:**  
 A – monthly; B - bi Monthly (2 months); C - quarterly (3 months); D - semi-Annually (6 months); E – annually; F - every Two Years; G - every Four Years; and H – random (Four Years).

**A7.0 APPENDIX: CERTIFICATE OF RELEASE, INSPECTION AND ACCEPTANCE**



**Certificate of Release, Inspection and Acceptance - Certificat de libération, d'inspection et de réception  
(CF 1280)**

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)
17. Contractor certification 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.</b> <b>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>  _____ Print - Imprimer  _____ Date (yyaa-mm-dj)      Signature (Contractor QC) Signer (CQ de l'entrepreneur)			18. Government quality assurance 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.</b> <b>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>  _____ Print - Imprimer  _____ Date (yyaa-mm-dj)      Signature (QAR) Signer (RAQ)			19. Acceptance Acceptation  <b>Quantity/ies shown in block (16) was/were received in apparent good condition.</b> <b>La(es) quantité(s) indiquées à la case (16) a/ont été reçues, et l'/les article(s) semble/ent être en bon état.</b>  _____ Print - Imprimer  _____ Date (yyaa-mm-dj)      Signature (Receiving Authority at destination) Signer (Autorité de réception à la destination)	



## 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.

**Note 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.

**Note:** 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.

**Note:** 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 délégué.

**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 signé 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 envoyé 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:** Numéroter 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:** Numéroter l'ordre d'envoi effectué en vertu du contrat, à partir de 001.

**Nota:** Si un contrat prévoit plusieurs envois, les numéroter 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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## ANNEX B

### LOGISTICS STATEMENT OF WORK (LOG SOW)

FOR

REPAIR & OVERHAUL CONTRACTS

INCLUDING

IN AND OUT OF COUNTRY REPAIR

MAJOR EQUIPMENT

ACCOUNTABLE ADVANCE SPARES

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

OPI: DMPP 9-6 17/01/2019

Version: 02

## RECORD OF CHANGES

<b>Date of change</b>	<b>Chapter</b>
17 Jan 19	Entire document updated

## FOREWORD

The purpose of this Statement of Work (SOW) is to provide special instructions and procedures required for all in and out of country Contractors engaged in the Repair and Overhaul (including refit) on behalf of the Department of National Defence (DND).

This LOG SOW is to be read in conjunction with the A-LM-184-001/JS-001 for detailed information. There is mandatory information in this LOG SOW and must not be removed. The information is important to assist the contractor when managing government owned materiel.

This LOG SOW is to be used primarily as a guide for R&O contracts. It is important that this LOG SOW be utilised with minimal changes for reasons of procurement standardization and departmental accountability. Changes are permissible where there is a need to clarify specific requirements that would apply to equipment/weapon systems undergoing procurement and contract action.

This Logistic Statement of Work (LOG SOW) is distributed on the authority of the Assistant Deputy Minister (Material) (ADM (Mat)). It will be distributed, as required, internally to ADM (Mat) staff engaged in creating Repair and Overhaul (R&O) Contracts and Procurement Instruments (PI) and those who manage Repair and Overhaul Contracts.

This is a common LOG SOW which will entail contract conditions for Repair and Overhaul contracts for:

- In and out of country: For step-by-step instruction on in and out of country repair process refer to Annex B in the A-LM-184-001/JS-001. This model will describe the roles and responsibilities in the end-to-end repair process.
- Major Equipment: For complete instructions on receipt of Major Equipment, refer to Chapter 2 in the A-LM-184-001/JS-001.
- Accountable Advance Spares For complete instruction on AAS, refer to Chapter 8.2.7 in the A-LM-184-001/JS-001.

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

**The following Chapters will be identified as mandatory or as applicable.**

### LIST OF ACRONYMS AND ABBREVIATIONS

<b>Abbreviation</b>	<b>Description</b>
CA	Contracting Authority
CAF	Canadian Armed Forces
CFB	Canadian Forces Base
DND	Department of National Defence
NDQAR	National Defence Quality Assurance Representative
GOCC	Government Owned Materiel in Contractor Custody
GOM	Government Owned Materiel
OCRS	Out of Country Repair Section
PA	Procurement Authority
R&O	Repair & Overhaul
SOW	Statement of Work
TA	Technical Authority

Figure B-1 List of Acronyms and Abbreviations

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## 1.0 OVERVIEW OF PUBLICATION

### 1.1 System of record (mandatory)

1.1.1 **DRMIS: Defence Resource Management Information System (DRMIS)** provides total asset visibility of all Canadian Forces (CF) materiel, whether it is in use, in stock, or on a repair line. The contractors' responsibilities related to management of the accounts in DRMIS are explained and outlined below. Contractors having access to DRMIS must process required transactions as instructed in this publication.

1.1.2 Contractors requiring access to DRMIS must obtain a PKI (Public Key Infrastructure) card in accordance with the recently implemented Two-Factor Authentication.

1.1.3 Refer to Chapter 1.1 of A-LM-184-001/JS-001 for further information on the System of Record.

### 1.2 Supply accounts (mandatory)

1.2.1 **RMA (Repairable Material Account):** is an account that must be allocated to the contractor to hold the authorized material for repair that is approved on the contract.

1.2.2 **CRPA (Contractor Repair Parts Account):** DRMIS provisioning account (\_P) with a Serviceable and an Unserviceable storage location.

1.2.3 **SLOC (Storage Locations):** are used to manage and warehouse National Spares.

1.2.3.1 Refer to Chapter 1.2 of A-LM-184-001/JS-001 for further information on Supply Accounts.

### 1.3 Spares (mandatory)

1.3.1 **CIS (Contract Issue Spares):** CIS are government owned materiel issued to R&O contractor facilities for incorporation into DND equipment undergoing repair, overhaul and modification.

1.3.2 **GFOS (Government Furnished Overhaul Spares):** GFOS are non-catalogued spare parts that are salvaged by the Contractor, on PA/NDQAR authority, from DND materiel undergoing repair, overhaul, re-life or modification

1.3.3 **AAS (Accountable Advance Spares):** are purchased by the contractor using DND funds, in order to support DND equipment on the repair line.

#### 1.3.4 GFE/GFI:

1.3.4.1 **Government Furnished Equipment (GFE)** is government owned equipment provided by DND to a contractor, on a loan agreement, to be used during the contract period and returned in essentially the same condition (subject to fair wear & tear) at the end of the contract.

1.3.4.2 **Government Furnished Information (GFI)** is any information that DND will provide, on a loan agreement, to the contractor to enable contract fulfillment.

1.3.4.3 Refer to Chapter 1.3 of A-LM-184-001/JS-001 for further information on Spares.

### 1.4 Extent of work/types of equipment (mandatory)

1.4.1 The Contractor must repair or overhaul only those items for which they have received authorization. This authority is in accordance with the Selection Notice and Priority Summary

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(SNAPS). Stores Removal Request (SRR), an approved Repairable Materiel Request (RMR) for a Repairable Materiel Account or Task Authorization/DND 626.

1.4.2 Different types of DND equipment to be repaired are categorized as either:

1.4.2.1 Selected Equipment;

1.4.2.2 Non-Selected Equipment;

1.4.2.3 Major Equipment; and

1.4.2.4 Repair of sub-components and accessories.

1.4.3 Refer to Chapter 1.4 of A-LM-184-001/JS-001 for further information on the different types of DND Equipment that are authorized for repair and the category types.

## 1.5 **Repair & overhaul (in and out of country) process (Mandatory)**

1.5.1 Refer to Chapter 1.5 of A-LM-184-001/JS-001 for the process flowchart.

## 2.0 **RECEIPTS**

### 2.1 **Receipts (Mandatory)**

2.1.1 The Contractor is responsible for the receipt, identification, inspection and distribution of all incoming materiel, as well as the processing of receipt documentation.

2.1.2 Refer to Ch. 2.0 of A-LM 184 for complete instruction on how to process receipts.

### 2.2 **Selection notice observation message (SNOM) (Mandatory)**

2.2.1 Contractors must use a SNOM to report any or all observations to the Supply Manager or the DND Contract Manager for in and out of country contracts.

2.2.2 Refer to Chapter 2.1 of A-LM-184-001/JS-001 for further information on SNOMs.

### 2.3 **Discrepancies in shipments (Mandatory)**

2.3.1 The Contractor must contact their supporting NDQAR/OCRS to report and action discrepancies in shipments.

2.3.2 The Contractor must act in accordance with Chapter 2.1 of A-LM-184-001/JS-001.

### 2.4 **Initial inspection of repairable material (Mandatory)**

2.4.1 The Contractor may be granted authority to strip the equipment to assess its repair or overhaul potential and to estimate costs.

2.4.2 Refer to Chapter 2.3 of A-LM-184-001/JS-001 for further instruction on inspection of repairable material.

### 2.5 **Hazardous materiel and controlled goods (Mandatory)**

2.5.1 Due diligence must be exercised when carrying out duties and responsibilities associated with hazardous materiel and controlled goods.

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

### 3.0 **WORK CONTROL**

#### 3.1 **Work control (Mandatory)**

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

#### 3.2 **Completion of work (Mandatory)**

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

3.2.2 Refer to Chapter 3.1 of A-LM-184-001/JS-001 for further information on completion of work.

#### 3.3 **Stop repair action (Mandatory)**

3.3.1 Upon receipt of an updated SNAPS indicating Stop Repair Action, the Contractor must action the Repairable as per the Instructions supplied.

3.3.2 The Contractor must comply immediately with all stop repair instructions.

3.3.2.1 Refer to Chapter 3.2 of A-LM-184-001/JS-001 for detailed procedures.

### 4.0 **SELECTION NOTICE AND PRIORITY SUMMARY (SNAPS)**

#### 4.1 **Selection Notice And Priority Summary (SNAPS) (As applicable on an exceptional basis)**

4.1.1 The SNAPS is a report found in the DRMIS BI Portal application and is designed to show all MMRs which are selected for repair to that RMA/SLOC, the Maximum Repair Cost (MRC) and the 24-month forecast. The information on the SNAPS plus the R&O contract provides the Contractor with the authority to repair.

4.1.2 Refer to Chapter 4 of A-LM-184-001/JS-001 for further information on Annual Repair Forecasts.

### 5.0 **COST CONTROL**

#### 5.1 **Cost control (Mandatory)**

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

5.1.2 Refer to Chapter 5.0 of A-LM-184-001/JS-001 for more information on cost control.

#### 5.2 **Definitions (as applicable)**

5.2.1 Refer to Chapter 5.1 of A-LM-184-001/JS-001 for definitions pertaining to cost control.

### 6.0 **COSTING RECORDS**

#### 6.1 **Costing records (Mandatory)**

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

**6.2 Invoice/Claims for payment (Accountable advance spares) (As applicable)**

6.2.1 The Contractor must submit monthly invoices for AAS, but only after receipt and acceptance of the materiel and inspection in accordance with the CGCS quality assurance code (QAC) in the event that a certificate of conformance or test data is required.

6.2.2 Refer to Chapter 6.1 of A-LM-184-001/JS-001 for further information on invoices for AAS.

**7.0 ENGINEERING & MAINTENANCE SERVICES**

**7.1 Engineering & maintenance services (Mandatory)**

7.1.1 Refer to Chapter 7.0 of A-LM-184-001/JS-001 for more information on engineering and maintenance services.

**7.2 DND 626 task authorization (Mandatory)**

7.2.1 Refer to Chapter 7.1 of A-LM-184-001/JS-001 for further information on DND 626 Task Authorizations.

**7.3 Mobile repair party (MRP) (As Applicable)**

7.3.1 A Mobile Repair Party is an individual or group of individuals who perform repair work away from a Contractor's plant and regional area.

7.3.2 Refer to Chapter 7.2 of A-LM-184-001/JS-001 for more information on MRP.

**7.4 Equipment Turn Around Time (TAT) (Mandatory)**

7.4.1 Unless specifically identified within the contract, equipment turn-around-time (TAT) to a serviceable state must be achieved in 90 calendar days.

7.4.2 Refer to Chapter 7.3 of A-LM-184-001/JS-001 for more information on TAT.

**7.5 Priority Repair Request (PRR) (Mandatory)**

7.5.1 On receipt of a PRR, the contractor is to determine whether DND's required delivery date (RDD) can be met. If not, the contractor is required to provide to the appropriate Supply Manager and the consignee designated on the PRR format with a realistic estimated delivery date (EDD).

7.5.2 Refer to Chapter 7.4 of A-LM-184-001/JS-001 for more information on PRR.

**7.6 Special Investigations & Technical Studies (SITs) (As Applicable)**

7.6.1 When authorized by the Procurement Authority via a Task Authorization/DND 626, the Contractor must open a work order to undertake special investigation and technical studies and must provide relevant data to these investigations as and when required.

7.6.2 Refer to Chapter 7.5 of A-LM-184-001/JS-001 for more information.

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## 7.7 **Technical Investigations & Engineering Studies (TIES) (As Applicable)**

7.7.1 When authorized by the PA, via a Task Authorization/DND 626, the Contractor must undertake technical investigations and engineering studies.

7.7.2 Refer to Chapter 7.6 of A-LM-184-001/JS-001 for more information.

## 7.8 **Termination of contract (Mandatory)**

7.8.1 When an R&O contract is not extended or cancelled by mutual consent or terminated for convenience or by default, the Procurement Authority must form a Contract close-out planning team to provide the contractor with instruction for the completion of the work already on the repair line and to provide instruction and to coordinate the transfer of DND-owned equipment.

7.8.2 Refer to Chapter 7.7 of A-LM-184-001/JS-001.

## 8.0 **SUPPLY SUPPORT/SUSTAINMENT SUPPORT**

### 8.1 **Transaction documentation (Mandatory)**

8.1.1 The DND 2227 is the supply document used by all contractors when performing supply related transactions. Contractors can use their own templates, provided all of the same information appears on their templates.

8.1.2 Refer to Chapter 8.1 of A-LM-184-001/JS-001 for more information.

### 8.2 **Contractor supply accounting (Mandatory)**

8.2.1 Prime Contractors will be provided an RMA and CRPA for holding spare parts for repair and overhaul of DND materiel. Total National holdings of government owned materiel are not to be held on an RMA or CRPA.

8.2.2 Refer to Ch. 8.2 of A-LM-184-001/JS-001 for more information.

### 8.3 **Management of government owned spares (As Applicable)**

8.3.1 All government owned materiel (CIS, AAS, GFOS) must be brought on charge to ensure total asset visibility.

8.3.2 Refer to Chapter 8.3 of A-LM-184-001/JS-001 for more information.

### 8.4 **Spares review (As Applicable)**

8.4.1 In conjunction with the two-year stocktaking schedule, the Contractor must carry out a review of CIS, AAS (must be done on a yearly basis), and GFOS. This will ensure all of the material is brought on charge on completion of the stocktaking.

8.4.2 Refer to Chapter 8.4 of A-LM-184-001/JS-001 for more information.

### 8.5 **Stocktaking (Mandatory)**

8.5.1 The PA, working with the supporting NDQAR must initiate and have the contractor carry out a one hundred per cent (100%) manual stocktaking of in country RMAs, and CRPAs, as well as, CIS, GFOS, AAS and Loan Accounts must be counted at a minimum of once every two years or as indicated by Cycle Count Indicator.

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8.5.2 Refer to Chapter 8.5 of the A-LM-184-001/JS-001 for more information and the processes for Stocktaking.

**8.6 Embodiment fees (As Applicable)**

8.6.1 Embodiment fees must be negotiated by PSPC and must be charged against the specific R&O work.

8.6.2 Refer to Chapter 8.6 of A-LM-184-001/JS-001 for further explanation and detail.

**8.7 Warehousing (Mandatory)**

8.7.1 The Contractor must be responsible for the appropriate warehousing and storage of government owned materiel.

8.7.2 Refer to Chapter 8.7 of A-LM-184-001/JS-001 for further information on Warehousing.

**8.8 Loss or damage to DND materiel (Mandatory)**

8.8.1 The Contractor must report to the supporting NDQAR/OCRS all instances of loss or damage to government owned materiel in his custody within two (2) working days of confirmation of its discovery.

8.8.2 Refer to Chapter 8.8 of A-LM-184-001/JS-001 for further explanation and detail.

**8.9 Scrap - Custody & Disposal (Mandatory)**

8.9.1 The Contractor must safeguard, control, and dispose of scrap material.

8.9.2 Refer to Chapter 8.9 of A-LM-184-001/JS-001 for further explanation and detail on scrap materiel.

**8.10 Packaging (Mandatory)**

8.10.1 Specific packaging instructions must be adhered to by the Contractor in order to assure maximum life, utility, and performance of materiel.

8.10.2 Refer to Chapter 8.10 of A-LM-184-001/JS-001 for further explanation and detail on packaging.

**8.11 Reusable containers (As Applicable)**

8.11.1 Individual reusable containers must be used and provided as directed in the contract.

8.11.2 Refer to Chapter 8.11 of the A-LM-184-001/JS-001 for more information on reusable containers.

**8.12 Transportation (Mandatory)**

8.12.1 If Contractors are required to return equipment back to DND, they must follow the terms and conditions of the contract in place.

8.12.2 Refer to Chapter 8.12 of the A-LM-184-001/JS-001 for more information pertaining to transportation.

## 9.0 **WARRANTY CONSIDERATION**

### 9.1 **Warranty consideration (Mandatory)**

9.1.1 Upon receipt of equipment or materiel returned by DND for warranty consideration, the Contractor must follow the procedures as outlined in Chapter 9.0 of A-LM-184-001/JS-001.

### 9.2 **Warranty review board (As Applicable)**

9.2.1 Each time an item is received by the Contractor for warranty consideration and there is a dispute as to responsibility, a WRB must be established.

9.2.2 Refer to Chapter 9.1 of A-LM-184-001/JS-001 for more detail on the Warranty Review Board.

## 10.0 **DND EQUIPMENT AND PUBLICATION**

### 10.1 **Contractor use of DND equipment and publications (As Applicable)**

10.1.1 Written consent must be provided by DND for contractor use of DND publications, tools, test-equipment or jigs and fixtures for commercial work.

10.1.2 Refer to Chapter 10.0 of A-LM-184-001/JS-001 for more information.

### 10.2 **Publications (As Applicable)**

10.2.1 The Contractor must document requirements for publications and submit to the PA. The Contractor must develop procedures to control all DND publications in their possession and be responsible for amending all DND publications in his custody. The record of amendments must be maintained as indicated in the applicable area of each publication.

10.2.2 Refer to Chapter 11.0 of A-LM-184-001/JS-001 for more information.

### 10.3 **Availability of publications (As Applicable)**

10.3.1 The Contractor must provide the PA with a list of all DND publications obtained from the Contract Authority prior to signing the contract.

10.3.2 Refer to Chapter 11.1 of A-LM-184-001/JS-001 for more information.

### 10.4 **Disposal of publications (As Applicable)**

10.4.1 When a publication is no longer needed, the Contractor must request disposal instructions and take action as directed.

10.4.2 Refer to Chapter 11.2 of A-LM-184-001/JS-001 for more information.

## 11.0 **OFFICE SERVICES**

### 11.1 **Office services (As Applicable)**

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

11.1.2 Refer to Chapter 12.0 of A-LM-184-001/JS-001 for further explanation.



## 12.0 MINUTES OF MEETINGS

### 12.1 Minutes of meetings (Mandatory)

12.1.1 When meeting minutes are required, the Contractor is responsible for taking them and preparing them in the approved format.

12.1.2 Refer to Chapter 13.0 of A-LM-184-001/JS-001 for further explanation.

## 13.0 PLANT SHUTDOWN/VACATION PERIOD

### 13.1 Plant shutdown/vacation period (Mandatory)

13.1.1 During plant shutdown and/or vacation periods, the Contractor must ensure that adequate facilities/personnel are available to ensure the satisfaction of High Priority Requirements (HPRs).

13.1.2 Refer to Chapter 14.0 of A-LM-184-001/JS-001 for further explanation.

## 14.0 REPORTS

### 14.1 Materiel management reports (Mandatory)

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

14.1.2 Refer to Chapter 15.1 of A-LM-184-001/JS-001 for a complete list of reports available to contractors.

### 14.2 MRP progress reports (Mandatory)

14.2.1 This report must be submitted on a monthly basis, as per Chapter 15.2 of A-LM-184-001/JS-001.

### 14.3 Technical Investigation and Engineering Studies (TIES) Reports (Mandatory)

14.3.1 TIES may only be authorized by the Procurement Authority. The Contractor must complete the report as stipulated under a DND 626.

14.3.2 Refer to Chapter 15.3 of A-LM-184-001/JS-001 for more information.

### 14.4 Annual government owned inventory report (Mandatory)

14.4.1 The Contractor must submit a report annually to the PA on the value of all government owned materiel.

14.4.2 Refer to Chapter 15.4 of A-LM-184-001/JS-001 for further information.

ANNEX C

BASIS OF PAYMENT  
FOR THE  
REPAIR & OVERHAUL AND UPGRADE  
OF  
LEOPARD 2 MAIN BATTLE TANK  
CHASSIS ELECTRICAL COMPONENTS  
W8486-249318/A

**CLIN 001 REPAIR AND OVERHAUL AND UPGRADE SERVICES FOR THE LEOPARD 2 MAIN BATTLE TANK (MBT) CHASSIS ELECTRICAL COMPONENTS**

1.1 The Contractor will be paid for (1) direct all-inclusive firm hourly blended labour rates, (2) Laid Down Cost of material furnished and the (3) all-inclusive material mark-up up to the Maximum Repair Cost (MRC) or higher if approved by Canada. This will be established for each line item for the Repair and Overhaul services for the Leopard 2 Main Battle Tank (MBT) Chassis Electrical Components in accordance with Annexes A and B.

**1.2 Firm Hourly Blended Direct Labour Rate**

1.2.1 The inclusive R&O and upgrade firm hourly blended direct labour rate includes all direct labour required by the Contractor and its subcontractors to perform Repair and Overhaul and upgrade services.

**1.3 \*Laid Down Cost for Contractor Furnished Materials**

1.3.1 \*LDC is defined as “The cost incurred by a supplier to acquire a specific product for resale to Canada. This includes the supplier’s invoice price (less trade discount), plus any applicable charges for incoming transportation, foreign exchange, and brokerage, but excludes Canadian Customs Duty and Applicable Taxes”.

**1.4 Contractor Furnished Materials Mark-up**

1.4.1 The Contractor Furnished Materials Mark-up includes but is not limited to the Original Equipment Manufacturer (OEM) parts or acceptable substitutes and packaging material.

**CLIN 001 – R&O and Upgrade Firm Hourly Blended Direct Labour Rate and Firm Material Mark-Up Rates (inclusive of profit)**

	<b>Contract Award Year 1</b>	<b>Option Year 2</b>	<b>Option Year 3</b>
<i>R&amp;O and Upgrade Firm Hourly Blended Direct Labour Rate</i>			
<b>% Firm Furnished Material Mark-up</b>			

**1.5 Delivery – Firm Turn-Around-Time (TAT)**

1.5.1 For CLIN 001, the Contractor must comply with the proposed firm Turn-Around-Time (TAT) at table 1 below.

**Table 1**

<b>Line Items</b>	<b>Description</b>	<b>Turn Around Time (TAT) (Number of Days)</b>

**1.6 Late Delivery – Turn-Around-Time (TAT)**

1.6.1 For CLIN 001, the Contractor must meet the proposed firm (TAT) for any given item(s) listed in Table 1 above.

1.6.2 If not met, the following cost reduction percentages identified in table 2 below will apply accordingly.

**Table 2**

<b>Late Delivery (Calendar Days)</b>	<b>Cost Reduction Rates</b>
Under 30	0%
31 to 60	-2%
61 to 90	-6%
Over 91	-10%

**CLIN 002 ADDITIONAL WORK REQUIREMENTS (AWR)**

2.1 Additional Work Requirements can only be authorized by the Contracting Authority or its delegated representative. Additional Work is defined as work beyond the scope of the Repair and Overhaul and Upgrade services for the Leopard 2 Main Battle Tank (MBT) Chassis Electrical Components (CLIN001). For example, it could include the authorized removal and reclamation for re-use of serviceable parts from condemned equipment, the demilitarization of scrap, MRPs, and TIES.

**2.2 Firm Hourly Blended Direct Labour Rate**

2.2.1 The AWR firm hourly blended direct labour rates include all direct labour required by the Contractor and its Sub Contractors to perform AWR services.

**2.3 \*Laid Down Cost for Contractor Furnished Materials**

2.3.1 \*LDC is defined as “The cost incurred by a supplier to acquire a specific product for resale to Canada. This includes the supplier’s invoice price (less trade discount), plus any applicable charges for incoming transportation, foreign exchange, and brokerage, but excludes Canadian Customs Duty and Applicable Taxes.

**2.4 Contractor Furnished Materials Mark-up**

2.4.1 The Contractor Furnished Materials Mark-up includes but is not limited to the Original Equipment Manufacturer (OEM) parts or acceptable substitutes and packaging material.

**CLIN 002 – Firm Hourly Labour Rates and Firm Material Mark-Up Rates (inclusive of profit)**

<b>Direct Labour Category</b>	<b>Contract Award Year 1</b>	<b>Option Year 1</b>	<b>Option Year 2</b>
<b>% Firm Furnished Material Mark-up</b>	<b>%</b>	<b>%</b>	<b>%</b>

ANNEX D

SECURITY REQUIREMENT CHECKLIST (SRCL)

FOR THE

REPAIR & OVERHAUL AND UPGRADE

OF

LEOPARD 2 MAIN BATTLE TANK

CHASSIS ELECTRICAL COMPONENTS

W8486-249318/A



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**SECURITY REQUIREMENTS CHECK LIST (SRCL)**  
**LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)**

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE			
1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine <b>NATIONAL DEFENCE</b>		2. Branch or Directorate / Direction générale ou Direction ADM(Mat)/DGLEPM/DASPM 4	
3. a) Subcontract Number / Numéro du contrat de sous-traitance		3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant	
4. Brief Description of Work / Brève description du travail Repair and Overhaul of Leopard 2 Chassis Electrical Components.			
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?		<input type="checkbox"/> No Non	<input checked="" type="checkbox"/> Yes Oui
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?		<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui
6. Indicate the type of access required / Indiquer le type d'accès requis			
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)		<input type="checkbox"/> No Non	<input checked="" type="checkbox"/> Yes Oui
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.		<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?		<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès			
Canada <input type="checkbox"/>	NATO / OTAN <input checked="" type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>	
7. b) Release restrictions / Restrictions relatives à la diffusion			
No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>	All NATO countries Tous les pays de l'OTAN <input checked="" type="checkbox"/>	No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>	
Not releasable À ne pas diffuser <input type="checkbox"/>			
Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>	
Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:	
7. c) Level of information / Niveau d'information			
PROTECTED A PROTÉGÉ A <input type="checkbox"/>	NATO UNCLASSIFIED NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A PROTÉGÉ A <input type="checkbox"/>	
PROTECTED B PROTÉGÉ B <input type="checkbox"/>	NATO RESTRICTED NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B PROTÉGÉ B <input type="checkbox"/>	
PROTECTED C PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C PROTÉGÉ C <input type="checkbox"/>	
CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>	NATO SECRET NATO SECRET <input checked="" type="checkbox"/>	CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>	
SECRET SECRET <input type="checkbox"/>	COSMIC TOP SECRET COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET SECRET <input type="checkbox"/>	
TOP SECRET TRÈS SECRET <input type="checkbox"/>		TOP SECRET TRÈS SECRET <input type="checkbox"/>	
TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>	

TBS/SCT 350-103(2004/12)

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UNCLAS





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**PART A (continued) / PARTIE A (suite)**

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?  
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS?  No / Non  Yes / Oui  
if Yes, indicate the level of sensitivity:  
Dans l'affirmative, indiquer le niveau de sensibilité :

9. Will the supplier require access to extremely sensitive INFOSEC information or assets?  
Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate?  No / Non  Yes / Oui

Short Title(s) of material / Titre(s) abrégé(s) du matériel :  
Document Number / Numéro du document :

**PART B - PERSONNEL (SUPPLIER) / PARTIE B - PERSONNEL (FOURNISSEUR)**

10. a) Personnel security screening level required / Niveau de contrôle de la sécurité du personnel requis

<input type="checkbox"/> RELIABILITY STATUS COTE DE FIABILITÉ	<input type="checkbox"/> CONFIDENTIAL CONFIDENTIEL	<input type="checkbox"/> SECRET SECRET	<input type="checkbox"/> TOP SECRET TRÈS SECRET
<input type="checkbox"/> TOP SECRET- SIGINT TRÈS SECRET – SIGINT	<input type="checkbox"/> NATO CONFIDENTIAL NATO CONFIDENTIEL	<input checked="" type="checkbox"/> NATO SECRET NATO SECRET	<input type="checkbox"/> COSMIC TOP SECRET COSMIC TRÈS SECRET
<input type="checkbox"/> SITE ACCESS ACCÈS AUX EMPLACEMENTS			

Special comments:  
Commentaires spéciaux : \_\_\_\_\_

NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.  
REMARQUE : Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.

10. b) May unscreened personnel be used for portions of the work?  
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail?  No / Non  Yes / Oui  
If Yes, will unscreened personnel be escorted?  
Dans l'affirmative, le personnel en question sera-t-il escorté?  No / Non  Yes / Oui

**PART C - SAFEGUARDS (SUPPLIER) / PARTIE C - MESURES DE PROTECTION (FOURNISSEUR)**

**INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS**

11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises?  
Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS?  No / Non  Yes / Oui

11. b) Will the supplier be required to safeguard COMSEC information or assets?  
Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC?  No / Non  Yes / Oui

**PRODUCTION**

11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises?  
Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ?  No / Non  Yes / Oui

**INFORMATION TECHNOLOGY (IT) MEDIA / SUPPORT RELATIF À LA TECHNOLOGIE DE L'INFORMATION (TI)**

11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data?  
Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS?  No / Non  Yes / Oui

11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency?  
Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale?  No / Non  Yes / Oui



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**PART C - (continued) / PARTIE C - (suite)**

For users completing the form **manually** use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.  
Les utilisateurs qui remplissent le formulaire **manuellement** doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form **online** (via the Internet), the summary chart is automatically populated by your responses to previous questions.  
Dans le cas des utilisateurs qui remplissent le formulaire **en ligne** (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

**SUMMARY CHART / TABLEAU RÉCAPITULATIF**

Category Catégorie	PROTECTED PROTÉGÉ			CLASSIFIED CLASSIFIÉ			NATO				COMSEC					
	A	B	C	CONFIDENTIAL CONFIDENTIEL	SECRET	TOP SECRET TRES SECRET	NATO RESTRICTED NATO DIFFUSION RESTREINTE	NATO CONFIDENTIAL NATO CONFIDENTIEL	NATO SECRET	COSMIC TOP SECRET COSMIC TRES SECRET	PROTECTED PROTÉGÉ			CONFIDENTIAL	SECRET	TOP SECRET TRES SECRET
											A	B	C			
Information / Assets Renseignements / Biens Production									X							
IT Media / Support TI									X							
IT Link / Lien électronique																

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?  
La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?  No / Non  Yes / Oui

**If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".**  
**Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.**

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?  
La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?  No / Non  Yes / Oui

**If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).**  
**Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquer qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).**





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PART D - AUTHORIZATION / PARTIE D - AUTORISATION			
13. Organization Project Authority / Chargé de projet de l'organisme			
Name (print) - Nom (en lettres moulées) <b>WO Graham Brennan</b>	Title - Titre <b>LCMM Leopard 2 Chassis Electrical</b>	Signature <b>BRENNAN, GRAHAM 745</b> <small>Digitally signed by BRENNAN, GRAHAM 745 Date: 2023.09.30 15:55:05 -0400</small>	
Telephone No. - N° de téléphone <b>819-939-0912</b>	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel <b>graham.brennan@forces.gc.ca</b>	Date
14. Organization Security Authority / Responsable de la sécurité de l'organisme			
Name (print) - Nom (en lettres moulées) <b>Sasa Medjovic</b>	Title - Titre <b>Senior security analyst</b>	Signature <b>MEDJOVIC SASHA 234</b> <small>Digitally signed by MEDJOVIC SASHA 234 DN: cn=CSC-04-CC QUORUM, ou=Personal QUORUM, cn=MEDJOVIC SASHA 234 Reason: I am the author of this document Date: 2023.09.30 10:29:11 -0400 For PDF better Version: 12.1.3</small>	
Telephone No. - N° de téléphone <b>613-996-0286</b>	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel <b>sasa.medjovic@forces.gc.ca</b>	Date
15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached? Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes?			<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui
16. Procurement Officer / Agent d'approvisionnement			
Name (print) - Nom (en lettres moulées) <b>Eric Lefebvre</b>	Title - Titre <b>DLP 4-2-6</b>	Signature <b>LEFEBVRE ERIC 183</b> <small>LEFEBVRE, ERIC 183 I attest to the accuracy and integrity of this document Ottawa, Ontario, Canada 2023.09.30 21:58:26 -0400</small>	
Telephone No. - N° de téléphone <b>613-406-1392</b>	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel <b>eric.lefebvre@forces.gc.ca</b>	Date
17. Contracting Security Authority / Autorité contractante en matière de sécurité			
Name (print) - Nom (en lettres moulées)	Title - Titre	Signature	
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date

ANNEX E to PART 3 - BID SOLICITATION

ELECTRONIC PAYMENT INSTRUMENTS

FOR THE

REPAIR & OVERHAUL AND UPGRADE

OF

LEOPARD 2 MAIN BATTLE TANK

CHASSIS ELECTRICAL COMPONENTS

W8486-249318/A

## **ELECTRONIC PAYMENT INSTRUMENTS**

The Bidder accepts any of the following Electronic Payment Instrument(s):

- Direct Deposit (Domestic and International);
- Electronic Data Interchange (EDI);
- Wire Transfer (International Only);

ANNEX F to PART 4 - BID SOLICITATION

EVALUATION PLAN  
FOR THE  
REPAIR & OVERHAUL AND UPGRADE  
OF  
LEOPARD 2 MAIN BATTLE TANK  
CHASSIS ELECTRICAL COMPONENTS  
W8486-249318/A

## **EVALUATION PLAN**

### **1.0 INTRODUCTION**

1.1. The Evaluation Plan defines the process and methodology to be followed for the evaluation of proposals provided in response to Solicitation #: W8486-249318/A. It includes Annex F, Appendix 1, Bid Evaluation Criteria with the following tables:

1.1.1. **Summary Table**

1.1.2. **Table 1 - Mandatory Matrix – Technical**

1.1.3. **Table 2 - Point Rated Criteria – Technical**

1.1.4. **Table 3 – Point Rated Delivery– Technical**

1.1.5. **Table 4 – Rates - R&O, Labour & Material Mark Up – Financial**

1.2. All proposals will be evaluated in accordance with the RFP requirements and the evaluation plan to determine their responsiveness. A responsive proposal is a proposal that meets all the requirements stipulated in this RFP document.

1.3. All contact between Bidders and Canada must be done only through the DND Contracting Authority named in the Solicitation cover page or its delegated representatives.

1.4. All proposed data and rates into Annex F, Appendix 1, Bid Evaluation Criteria will become contractual and will be exported into the Annex C – Basis of Payment in Part 6 of the Solicitation - Resulting Contract Clauses.

### **2.0 EVALUATION PROCESS**

#### **2.1. Evaluation Team**

2.1.1. The evaluation team will be responsible for the review of each proposal as well as making the recommendation for the selection of the proposal. The evaluation team will be comprised of the following individuals:

2.1.1.1 Three (3) Technical Authority Representative

2.1.1.2 One (1) Contracting Authority Representative

#### **2.2. Clarifications**

2.2.1. During the bid evaluation process, it may be necessary 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. Bid improvement will not be permitted. If clarification is required before contract award, the Bidder must provide the information requested within 24 hours from the receipt of a written request, or within the period specified in the clarification request.

#### **2.3. Annex F, Appendix 1, Bid Evaluation Criteria (Financial)**

- 
- 2.3.1. Bidders must complete and submit a firm hourly blended labour rate, inclusive of profit and overhead, and Material Mark-up Rate (%) for all years including option years in Appendix 1 of this Annex as identified in Table 4 - **RATES**.
- 2.3.1.1. **RATE A** - R&O Proposed Firm Hourly blended labour Rates
- 2.3.1.2. **RATE B** - Proposed Firm Hourly Rates for all labour categories - AWR (MRP/TIES)
- 2.3.1.3. **RATE C** - Proposed Material Markup Rate (%), the Bidder must provide a percentage rate for the Material Mark-Up Rate, inclusive of profit.
- 2.4. **Guidelines for Completing Annex F, Appendix 1, Bid Evaluation Criteria**
- 2.4.1. Introduction
- 2.4.1.1. Annex F, Appendix 1, Bid Evaluation Criteria has been prepared in order for the Bidder to provide a response for the worksheet tabs identified as Table 1 to Table 4 for the requirements found in Appendix 1 of this Annex.
- 2.4.1.2. The worksheet tabs listed as Table 1 to Table 4 of the Annex F, Appendix 1, Bid Evaluation Criteria, contains cells that are shaded in **blue** which are the only editable cells within the worksheet.
- 2.4.1.3. All other cells within Annex F, Appendix 1, Bid Evaluation Criteria are locked for read only access.
- 2.4.2. Preparation instructions
- 2.4.2.1. **Table 1 – Mandatory Matrix:** The Bidder must respond by clicking on the MET or NOT MET radio buttons in the sheet and must provide the location of the justification in their proposal.
- 2.4.2.2. **Table 2 - Point Rated Criteria:** The Bidder must respond by clicking on one of the radio buttons for mandatories P1 and P2.
- 2.4.2.3. **Table 3 – Point Rated Delivery:** The Bidder must enter a Turn-Around-Time (TAT) in Calendar days for all items identified in Table 3.
- 2.4.2.4. **Table 4 – Rates – R&O, AWRs and Material Mark Up:**
- 2.4.2.4.1. The Bidder must provide the following information for table 4, RATE A, B and C:
- 2.4.2.4.1.1. **RATE A:** for the R&O rates the Bidder must enter a firm hourly blended labour rate, inclusive of profit and overhead, for the firm year and all option years.
- 2.4.2.4.1.2. **RATE B:** for the Additional Work Requests (AWRs) the Bidder must enter a firm hourly rate, inclusive of profit and overhead, for the firm year and all option years. Under **LABOUR CATEGORY** the Bidder must provide the resource title matching the hourly rates. (**\*\*\*RATE B WILL NOT BE EVALUATED**)
- 2.4.2.4.1.3. **RATE C:** for the Material Mark-up Rate, the bidder must enter a **percentage**, inclusive of profit, for the firm year and all option years.
- 2.4.2.5. **Summary Table (No input required from the Bidder)**
- 2.4.2.5.1. **Line 1 - Point Rated Technical: Points allocated is equal to the SUM of Table 2.** The maximum amount of points that can be obtained is 40.
-

- 2.4.2.5.2. **Line 2 - Point Rated Technical – Delivery: Points will be determined IAW Table 3.**  
The maximum amount of points that can be obtained is 10. The evaluation methodology for Turn Around Time (TAT) will be the total awarded points divided by the total maximum points (380) multiplied by the weighting factor of 10 %.
- 2.4.2.5.3. **Line 3 - Financial - Level of Effort Estimated Cost (3yrs):** The total estimated Level of Effort (LOE) for RATE A of Table 4 is 7,500 hours. The estimated LOE for each year is calculated by dividing the total estimated LOE (7,500 hours) by 3 years which equals 2,500 hours. The total estimated R&O cost will be the sum of the yearly estimated cost, The points will be allocated by dividing the “Best Price Proposal” out of all the bids received by the “Bidders’ Price Proposal” multiplied by a weighting factor of 40%. The Estimated LOE and the cost are for evaluation purposes only. The maximum amount of points that can be obtained is 40.
- 2.4.2.5.4. **Line 4 - Financial - Material Mark-up Rates:** The average of the proposed percentages for year 1 to 3 provided by the bidder is multiplied by the estimated value of the material to determine the Cost Allocated. The estimated value of the material is \$1M which is for evaluation purposes only. The maximum amount of points that can be obtained is 10.

### 3.0 EVALUATION METHOD

#### 3.1. Step 1 – Initial Screening

- 3.1.1. Canada will screen the proposals to determine compliance. Proposals that do not provide the information requested will be given no further consideration. The onus is on the Bidder to provide data in sufficient detail to demonstrate that its proposal is responsive.

#### 3.2. Step 2 – Table 1 - Mandatory Matrix

- 3.2.1. Following the successful initial screening, the proposal will be subject to a detailed evaluation to determine compliance with the mandatory requirements. The mandatory requirements are evaluated on a simple pass/fail basis and identify the minimum requirements for proposals to be considered. The proposal must meet all mandatory requirements to be considered compliant. Bidders are required to address each requirement in sufficient depth to permit a complete analysis and assessment by the evaluation team. Failure to provide a duly completed Appendix 1, Table 1 – Mandatory Matrix with sufficient detail could result in a proposal being declared technically *NON-COMPLIANT* and would be given no further consideration.

- 3.2.2. Bidders must clearly indicate where in the bid the supporting documentation can be found.

#### 3.3. Step 3 – Table 2 - Point Rated Criteria and Table 3 – Point Rated Delivery – Turn Around Time (TAT)

- 3.3.1. The proposals meeting all the mandatory criteria will be subject to point rating. The point rated evaluation criteria are the requirements identified in Appendix 1 Table 2 and Table 3.
- 3.3.2. The total minimum score required in Table 2 to be found responsive is twenty-four (24) points.
- 3.3.3. The Bidder TAT points will be allocated between zero (0) and ten (10) points for each line item in accordance with the points allocation grid identified in the **Proposed TAT** column in Table 3.

#### 3.4. Step 4 – Table 4 – Rates

- 3.4.1. The bidder's proposed R&O rates for all firm years and option years (provided in Table 4, Rate A) will be multiplied by the estimated Level of Effort (LoE) identified in Annex F, Appendix 1, Bid Evaluation Criteria.
- 3.4.2. The bidder's proposed Markup rates for the firm year and option years (provided in Table 4, Rate C) will be multiplied by the estimated amount identified for the evaluation only by Canada in Annex F, Appendix 1, Bid Evaluation Criteria.
- 3.4.3. The results of the bidder's proposed R&O and Mark up rates will generate a total estimated cost for all three (3) years in the Summary Table sheet located Annex F, Appendix 1, Bid Evaluation Criteria.

**4.0 CONTRACTOR SELECTION METHOD**

- 4.1.1. The proposal that obtains the highest overall combined score will be considered for award.
- 4.1.2. The scoring of technical merit will be derived by prorating the technical score on the point-rated criteria against the stipulated total available points. The scoring of price will be derived by giving full marks to the lowest priced technically compliant proposal and prorating all other compliant proposals accordingly.
- 4.1.3. The following example illustrates how the total combined rating is determined using a ratio of 50% technical and 50% price.
- 4.1.4. The overall score will be determined as the following example:

**Example**

Bidder	Technical Score (Max 50 points)		Financial Score (Max 50 points)				Total Combined Score <b>A+B+D+F</b>
	Point Rated Technical (max 40 points)	Turn Around Time (max 10 points)	Financial Cost R&O	Financial Score (max 40 points) R&O	Financial Cost Material Markup	Financial Score (max 10 points) Material Markup	
<b>**A</b>	40	5	\$31,000,000.00	$\frac{\$31,000,000.00}{\$31,000,000.00} \times 40 = 40$	\$77,000.00	$\frac{\$55,000.00}{\$77,000.00} \times 10 = 7.14$	40 + 5 + 40 + 7.14 = <b>92.14</b>
<b>B</b>	35.5	10	\$37,000,000.00	$\frac{\$31,000,000.00}{\$37,000,000.00} \times 40 = 33.51$	\$55,000.00	$\frac{\$55,000.00}{\$55,000.00} \times 10 = 10$	35.5 + 10 + 33.51 + 10 = <b>89.0</b>
<b>*C</b>	30	7	\$34,000,000.00	$\frac{\$31,000,000.00}{\$34,000,000.00} \times 40 = 36.47$	\$95,000.00	$\frac{\$55,000.00}{\$95,000.00} \times 10 = 5.79$	30 + 7 + 36.47 + 5.79 = <b>79.1</b>

Results: Bidder A would be recommended for contract award with a total combine point for technical and financial of 92.14 points.

\* Lowest priced technical compliant proposal  
\*\* Winning proposal

- 4.1.5. Where two or more proposals achieve the identical overall score, the bidder who achieves the highest Cost Score must be recommended for contract award.



- 4.1.6. In the event there are two or more proposals that achieve the identical overall score and the identical Cost Score, the bidder who achieves the highest Delivery Score must be recommended for contract award.
- 4.1.7. In the event there are two or more proposals that achieve the identical overall score, the identical Cost Score, and the identical Delivery Score, the bidder who achieves the highest Technical Score must be recommended for contract award.

ANNEX G to PART 5 – BID SOLICITATION

FEDERAL CONTRACTORS PROGRAM FOR EMPLOYMENT EQUITY -  
CERTIFICATION

FOR THE

REPAIR & OVERHAUL AND UPGRADE

OF

LEOPARD 2 MAIN BATTLE TANK

CHASSIS ELECTRICAL COMPONENTS

W8486-249318/A

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## 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 employees (combined work force includes: permanent full-time, permanent part-time and temporary employees [temporary employees only includes those who have worked 12 weeks or more during a calendar year and who are not full-time students]).
- 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:

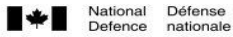
- B1. The Bidder is not a Joint Venture.

**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).

## ANNEX H

TASK AUTHORIZATION – DND 626 FORM  
FOR THE  
REPAIR & OVERHAUL AND UPGRADE  
OF  
LEOPARD 2 MAIN BATTLE TANK  
CHASSIS ELECTRICAL COMPONENTS  
W8486-249318/A



**TASK AUTHORIZATION  
AUTORISATION DES TÂCHES**

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 – Expédiez à	_____ Date _____ for the Department of National Defence pour le ministère de la Défense nationale	
Delivery/Completion date – Date de livraison/d'achèvement		
Contract item no. N° d'article du contrat	Services	Cost Prix
		<b>GST/HST TPS/TVH</b>
		<b>Total</b>
<b>APPLICABLE ONLY TO PWGSC CONTRACTS:</b> The Contract Authority signature is required when the total value of the DND 626 exceeds the threshold specified in the contract.  <b>NE S'APPLIQUE QU'AUX CONTRATS DE TPSGC :</b> La signature de l'autorité contractante est requise lorsque la valeur totale du formulaire DND 626 est supérieure au seuil précisé dans le contrat.		
_____ for the Department of Public Works and Government Services pour le ministère des Travaux publics et services gouvernementaux		

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

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

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

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

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

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

**To**  
Name of the contractor.

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

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

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

**Services**  
Define the requirement briefly (attach the SOW) and identify the cost of the task using the contractor's quote on the level of effort. The Task must use the basis of payment stipulated in the contract. If there are several basis of payment then list 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/ceiling price, etc.). All the terms and conditions of the contract apply to this Task Authorization and cannot be ignored or amended for this task. Therefore it is not necessary to restate these general contract terms and conditions on the DND 626 Task form.

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

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

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

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

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

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

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

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

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

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

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

**À**  
Nom de l'entrepreneur.

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

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

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

**Services**  
Définissez brièvement le besoin (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'appliquera/ront à la soumission pour la tâche à accomplir (p. ex. à compte 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 plafond; 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.

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

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

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

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

**Nota :**  
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.