



RETURN BIDS TO:

RETOURNER LES SOUMISSIONS À:

Bid Receiving - PWGSC / Réception des soumissions -
TPSGC

11 Laurier St./11, rue Laurier

Place du Portage, Phase III

Core 0B2 / Noyau 0B2

Gatineau

Québec

K1A 0S5

Bid Fax: (819) 997-9776

**SOLICITATION AMENDMENT
MODIFICATION DE L'INVITATION**

The referenced document is hereby revised; unless otherwise indicated, all other terms and conditions of the Solicitation remain the same.

Ce document est par la présente révisé; sauf indication contraire, les modalités de l'invitation demeurent les mêmes.

Comments - Commentaires

Vendor/Firm Name and Address

Raison sociale et adresse du
fournisseur/de l'entrepreneur

Issuing Office - Bureau de distribution

Armoured Vehicles Support/Soutien des véhicules
blindés

11 Laurier St./11, rue Laurier

Place du Portage Phase III 6C1

Gatineau

Québec

K1A 0S5

Title - Sujet R&O and upgrade LEO 2 (ARV,AEV,TMI)	
Solicitation No. - N° de l'invitation W8486-184490/A	Amendment No. - N° modif. 002
Client Reference No. - N° de référence du client 6000413471	Date 2018-07-11
GETS Reference No. - N° de référence de SEAG PW-\$\$BL-303-26846	
File No. - N° de dossier 303bl.W8486-184490	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2018-08-10	Time Zone Fuseau horaire Eastern Daylight Saving Time EDT
F.O.B. - F.A.B.	
Plant-Usine: <input type="checkbox"/> Destination: <input type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Ruest(bl div), Luc	Buyer Id - Id de l'acheteur 303bl
Telephone No. - N° de téléphone (873) 469-4777 ()	FAX No. - N° de FAX (819) 956-0648
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction:	

Instructions: See Herein

Instructions: Voir aux présentes

Delivery Required - Livraison exigée	Delivery Offered - Livraison proposée
Vendor/Firm Name and Address Raison sociale et adresse du fournisseur/de l'entrepreneur	
Telephone No. - N° de téléphone Facsimile No. - N° de télécopieur	
Name and title of person authorized to sign on behalf of Vendor/Firm (type or print) Nom et titre de la personne autorisée à signer au nom du fournisseur/ de l'entrepreneur (taper ou écrire en caractères d'imprimerie)	
Signature	Date

AMENDMENT 002

This Solicitation amendment (**002**) is raised to provide clarifications sought by Industry, update technical information at Annex "A" - Technical Statement of Work, and release a revised version of Annex "A" – Technical Statement of Work.

1. **Questions and Answers:**

Question 1: Industry would like to request the TDP/Drawings for this RFP.

Answer 1: As indicated in Annex A, under Article 1.3 Authority, DND does not possess the required technical information or specifications to complete any part of the Work outlined in this SOW. The associated Technical Data Packages and Intellectual Property Rights required for the R&O and Applicable Document enumerated under article 2.3.2 are not available from Canada and it's the Contractor's responsibility to obtain the documents required to execute this Contract. The Contractor must obtain all the required rights and specifications directly from the OEM(s), as applicable, to perform the Work. No German Military Specifications, TDv or Standards will be provided by Canada.

Question 2: Industry is seeking clarification regarding the armour requirements, specifically on the items listed below.

- LEO 2, AEV, AOA PROTECTION KIT;
- LEO II AOA KIT, STORAGE CONTAINER; and
- ARMOR, SUPPLEMENTAL, SMALL ARMS-FRAGMENTATION PROTECTIVE

Clarifications sought:

1. Industry is wondering if these AOA protection kits will be new or will DND refurbish what they have; and
2. What will be the level of protection?

Answer 2: **Clarifications provided**

1. The AOA items included in this solicitation are repairable used components that were procured for the Leopard 2 Family of Vehicle.
2. All specifications related to the protection requirement are detailed in the Technical Data Package. However, DND does not possess the required technical information or specifications. The Contractor must obtain all the required rights and specifications directly from the OEM.

Question 3: Industry is requesting an extension until August 10th, 2018.

Answer 3: Canada agrees to extend the solicitation from July 20th, 2018 to August 10th, 2018.

Question 4: The Title of Part 7 is the same as the title of Part 6; Industry believes that the Title for Part 7 should read: RESULTING CONTRACT CLAUSES.

Answer 4: Canada clarifies that Part 7 is the Resulting Contract Clauses.

Question 5: In para 4.3 of the statement of work (Annex A) it is stated:

“Demilitarization. The Contractor must complete the Certificate of Demilitarization at Appendix 2 of this Annex for all parts and assemblies that have been demilitarized, as per Para. 2.2.4. The Contractor must forward the original Certificate of Demilitarization to the TA and a copy to the CA, RA and GQAR, within thirty (30) calendar days after demilitarization has been carried out. The GQAR may witness the demilitarization activity. The Contractor must advise Canada 10 calendar days in advance of any demilitarization activities.”

Paragraph 2.2.4 refers to Interchangeability.

Industry believes that it should refer to Paragraph 2.2.5 – Demilitarization.

Answer 5: Canada agrees and made the appropriate changes in para 4.3 of the statement of work (Annex A). Revised Annex A is attached hereto.

Question 6: In para 6.1.1 of the statement of work (Annex A) it is stated:

“A 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.”

In para 6.1.2 of the statement of work (Annex A) it is stated:

“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 DND.”

Industry believes that the immediate response for the unscheduled MRP should come from the Contractor and not DND.

Answer 6: Canada agrees and made the appropriate changes in para 6.1.2 of the statement of work (Annex A). Revised Annex A is attached hereto.

2. Annex “A” - Statement of Work

Insert a revised version of Annex “A” - Statement of Work, attached hereto of this Solicitation amendment.

The version attached hereto supersedes any previous version(s) of Annex “A” - Technical Statement of work.

ALL OTHER TERMS AND CONDITIONS REMAIN UNCHANGED

ANNEX A

TECHNICAL

STATEMENT OF WORK

FOR THE

REPAIR & OVERHAUL AND UPGRADE

OF

UNIQUE COMPONENTS

OF THE

LEOPARD 2 ARMOURED RECOVERY VEHICLE CANADIAN

LEOPARD 2 ARMOURED ENGINEER VEHICLE

LEOPARD 2 TACTICAL MOBILITY IMPLEMENTS

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1.0 SCOPE

1.1 **Background.** The Department of National Defence (DND) has a requirement for the Repair and Overhaul (R&O) and upgrade of unique components of the Leopard 2 Armoured Recovery Vehicle Canadian (Leo 2 ARV CAN), Armoured Engineer Vehicle (AEV) and Tactical Mobility Implements (TMI).

1.2 **Purpose.** The purpose of this Statement of Work (SOW) is to outline the Work required to R&O and upgrade unique components on the Leo 2 ARV CAN, AEV and TMI listed in Appendix 1 of this Annex. The Work is required to ensure a continuous supply of serviceable equipment for the Canadian Armed Forces.

1.3 **Authority.** In the performance of the Work, the Contractor must comply with the most recent Original Equipment Manufacturer (OEM) configuration and specifications (including all Engineering Change Proposal (ECPs)). Any proposed amendment or changes to these specifications must be pre-authorized by the Technical Authority (TA) who will provide instructions to the Contractor through the Contracting Authority (CA). DND does not possess the required technical information or specifications to complete any part of the Work outlined in this SOW. The Contractor must obtain all the required rights and specifications directly from the OEM(s), as applicable, to perform the Work.

2. TERMINOLOGY, DEFINITIONS and PUBLICATIONS

2.1 Terminology

Term	Description
AEV	Armoured Engineer Vehicle
ARV	Armoured Recovery Vehicle
AWR	Additional Work Request
CA	Contracting Authority
CF	Canadian Forces
CFSD	Canadian Forces Supply Depot
CoC	Certificate of Conformance
DDIR	Detailed Diagnostic Inspection Report
DND	Department of National Defence
DRMIS	Defence Resource Management Information System
ECP	Engineering Change Proposal
EDC	Estimated Date of Completion
EOQ	Economic Order Quantity
FIFO	First-in / First-out
GQAR	Government Quality Assurance Representative
IAW	In Accordance With
IIR	Incoming Inspection Report
IOR	Immediate Operational Requirement
IPR	Intellectual Property Rights
IROAN	Inspect and Repair Only As Necessary
LEO 2 ARV CAN	Leopard 2 Armoured Recovery Vehicle Canadian
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
PLT	Procurement Lead Time
RA	Requisition Authority
REP	Repairability Indicator
RMA	Repair Material Account
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
TDv	Technical Manual (German)
TIES	Technical Investigations & Engineering Support
TMI	Tactical Mobility Implement
UOI	Unit of Issue
WO	Work Order

2.2 Definitions

- 2.2.1 **Repair and Overhaul (R&O):** In this SOW, R&O refers to the restoration of an item to its original condition or near life expectancy. It includes the replacement of worn, damaged, scrapped, obsolete, missing or life-expired parts, the incorporation of approved modifications, software upgrade and the rework of components as required by OEM specifications.
- 2.2.2 **Upgrade:** In this SOW, upgrade refers to the changes required to bring an item from its current configuration (old NSN) to the new specified configuration (new NSN) provided at Appendix 1 to this Annex. Work includes but is not limited to software upgrade and replacement of obsolete parts as required by OEM specifications.
- 2.2.3 **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.
- 2.2.4 **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.
- 2.2.5 **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.
- 2.2.6 **Maximum Repair Cost (MRC):** The MRC is the maximum amount authorized, which includes all labour, material and other costs to R&O an item and its specialized container. If the cost to R&O exceeds the MRC, the Contractor must

request written authorization from the CA and Requisitioning Authority (RA) prior to proceeding with the Work or disposal of the item.

When the cost of the R&O is below the MRC, the Contractor must proceed with the Work without written authorization.

The MRC will be provided by DND at the Kick-Off meeting.

2.2.7 **Turn Around Time (TAT).** 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 by the DND Inbound Logistics Coordination Center. The TAT for each item must not exceed the Contractor’s proposed TAT. 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 Crown. The principle of “first in / first out” (FIFO) should be observed.

2.3 Applicable Documents

2.3.1 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:

Publication	Name
A-LM-184-001/JS-001	SPECIAL INSTRUCTIONS REPAIR AND OVERHAUL CONTRACTORS
D-02-002-001/SG-001	IDENTIFICATION MARKING OF CANADIAN MILITARY PROPERTY
C-02-005-011/AM-000	MOBILE REPAIR PARTIES MANNED BY CONTRACTOR PERSONNEL
D-LM-008-001/SF-001	METHOD OF PACKAGING

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

2.3.3 **Discrepancies.** The Contractor must notify the CA, RA and TA of discrepancies discovered within or among any documents, which form part of this SOW.

3.0 REQUIREMENTS

3.1 **General:** The Contractor must provide R&O and upgrade including but not limited to: inspection, disassembly, repair, overhaul, upgrade, 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 1 of this Annex. In order to maximize the future reliability and availability of the items sent for repairs, a proactive R&O program based on proven OEM good practices and historical data, where components that are most likely to fail are systematically replaced, will be the standard. A basic Inspect and Repair Only as Necessary (IROAN) program will not be an acceptable standard for this SOW.

3.2 **Inspection.** For all items listed in Appendix 1 of this Annex:

- 3.2.1 The Contractor must coordinate and perform the off-loading and acceptance of each component. The Contractor must inspect each component and, if applicable, its shipping container for any damage, missing components or missing CF 942 tag and record the discrepancies in the Incoming Inspection Report (IIR). As part of the IIR, the Contractor must record the reception date and serial number of each component. The IIR must be submitted to the CA with copies sent to the RA, TA, and GQAR, or their designated representatives within ten (10) working days after the receipt of the component.
- 3.2.2 Using a pre-approved Detailed Diagnostic Inspection Report (DDIR) form, 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 replacement of worn, damaged, scrapped, obsolete, missing or life-expired parts necessary to return the item to a serviceable condition. The DDIR must be in English.
- 3.2.3 If based on the Detailed Diagnostic Inspection, the MRC is exceeded, the Contractor must provide the DDIR which must include as a minimum the following: Line item number, Name of item, NSN, OEM Part number, Serial number, date, DND Work order number (DRMIS WO), Contractor reference number, Sub-contractor DDIR number (if applicable), Detailed cost estimate including a detailed parts and labour breakdown, cause of failure and a recommendation on a course of action (including a cost estimate). The report must be submitted to CA, RA, TA and the Government Quality Assurance Representative (GQAR) for review and approval no later than forty five (45) calendar days after the receipt of material. DND reserves the right to request the item(s) to be sent back to 25 CFSD in "AS IS" condition. No further Work is to be performed by the Contractor until approved by the CA. Within ten (10) business days of the Contractor's request, the CA will coordinate with the Contractor and specify the recommended course of action.
- 3.2.4 In the event where the Contractor cannot provide the DDIR within the forty five (45) calendar day period after the receipt of material, the Contractor must notify the CA, RA and TA as soon as possible before the forty five (45) calendar day period expires, stating the reasons for the delay and the revised date when the DDIR will be submitted. In the event where the Contractor fails to submit the DDIR by the stated revised date, the contractual TAT will then be applied with the revised date as the start date.
- 3.2.5 For items that are under the MRC, the Contractor must proceed with the Work. A DDIR is still required but only after the Work has been completed and does not need approval from the TA.
- 3.2.6 The Contractor must put a condition tag (CF 942 NSN 9005-21-872-2435) on all the items. 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 (Description), NSN (Stock No), Serial number, Condition of part or assembly, DND Work Order Number, date and signature of the inspector. CF 942 tags will be provided by DND at the Kick-off meeting.
- 3.2.7 The Contractor must provide a Certificate of Conformity (CoC) once the R&O and upgrade is completed. The certificate must be in English and include, at a minimum, the applicable serial number and a description of the quality verifications performed for the items repaired. A copy of the CoC must be added to the container exterior and one copy inside the container.

- 3.3 **Repair & Overhaul and Upgrade.** For items listed at Appendix 1 of this Annex, a complete R&O and upgrade must be performed IAW applicable OEM specifications. The final price must include the cost to complete the R&O and upgrade of the item and its specialized container as applicable. The MRC is the maximum amount authorized for the Contractor to perform the Work. The Work is to include all labour, material, overheads, handling, packaging and profit to R&O and upgrade an item and its specialized container.
- 3.3.1 **Mandatory Upgrade – Arm Assembly, Pivot Track Suspension (left side) NSN 2530-12-193-8881.** It is mandatory to R&O and Upgrade the Arm Assembly, Pivot Track Suspension (left side) NSN 2530-12-193-8881 to NSN 2530-12-343-0287.
- 3.3.2 **Mandatory Upgrade – Arm Assembly, Pivot Track Suspension (right side) NSN 2530-12-193-8882.** It is mandatory to R&O and Upgrade the Arm Assembly, Pivot Track Suspension (right side) NSN 2530-12-193-8882 to NSN 2530-12-343-0288.
- 3.3.3 **Mandatory Upgrade – Support Arm Left and Right (AEV) NSN 2530-12-193-8880.** It is mandatory to R&O and Upgrade the Support Arm Left and Right (AEV) NSN 2530-12-193-8880 to NSN 2530-12-343-0286.
- 3.3.4 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.
- 3.3.5 The Contractor must refinish or repaint components IAW OEM specifications.
- 3.3.6 **Calibration and Testing.** IAW the OEM specifications, the Contractor must perform the necessary calibration and testing after the R&O is completed.
- 3.4 **Specialized Container Repairs and Packaging**
- 3.4.1 Equipment must be returned in the same packaging as received. If no specialized packaging was provided then packaging guidelines as detailed in D-LM-008-001/SF-001, minimum level B or equivalent international standards, must be followed. A copy of the CF 942 and a CoC must be added to the container exterior and one copy inside the container.
- 3.4.2 The Contractor must inspect, repair, repaint reusable containers or replace them if non-repairable. 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.
- 3.5 **Identification Plate and Labels.** All items requiring identification markings, nameplates and labels must be identified IAW D-02-002-001/SG-001. 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. The Contractor must mark the proper identification of the Modification Record Plate if applicable. 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).

- 3.6 **Supplementary Provisioning Technical Documentation (SPTD)**. The Contractor must prepare and deliver SPTD for any item that has not already been assigned a 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.
- 3.7 **Material Safety Data Sheet (MSDS)**. The Contractor must submit a MSDS for each hazardous material. Hazardous materials include, but are not limited to dangerous goods identified in Dangerous Goods Act. The MSDS must be submitted to Canada seven (7) calendar days prior to the delivery to Canada of any dangerous goods. A MSDS is also required for item selected for disposal.

4.0 DISPOSAL OR DEMILITARIZATION

- 4.1 **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 must advise the Contractor to perform demilitarization or to send the item back to 25 CFSD "AS IS".
- 4.2 **Demilitarization Authorization**. The TA must authorize all demilitarization activities of an item and/or its parts, in writing to the Contractor.
- 4.3 **Demilitarization**. The Contractor must complete the Certificate of Demilitarization at Appendix 2 of this Annex for all parts and assemblies that have been demilitarized, as per Para. 2.2.5. The Contractor must forward the original Certificate of Demilitarization to the TA and a copy to the CA, RA and GQAR, within thirty (30) calendar days after demilitarization has been carried out. The GQAR may witness the demilitarization activity. The Contractor must advise Canada 10 calendar days in advance of any demilitarization activities.
- 4.4 **Disposal**. The Contractor must dispose of scrap materiel that is not Controlled Items IAW Part 8.9 of A-LM-184-001/JS-001.

5.0 QUALITY ASSURANCE PROVISIONS

- 5.1 **Compliance**. The Contractor must organize and conduct all activities required to demonstrate compliance with all of the requirements in this Contract.
- 5.2 **Inspection, Control**. 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. These additional tests and inspections will be at Canada's expense and may be performed by a DND's representative. If during these additional tests and inspections Canada finds the items to be non-compliant, the Contractor will be responsible at its own cost to undertake the necessary corrective action(s) to achieve compliance with the requirements of this Contract.

6.0 MAINTENANCE SUPPORT

- 6.1 **Mobile Repair Parties (MRPs)**. As and when required by the TA and authorized by the CA through the issue of a formal task (DND 626), the Contractor must provide an MRP. There are two types of MRP:

- 6.1.1 A 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-02-005-011/AM-000.
- 6.1.2 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:
 - 6.1.2.1 The TA will write the detailed SOW for the unscheduled MRP request and submit it to the RA for action.
 - 6.1.2.2 The RA 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.
 - 6.1.2.3 The CA will approve the unscheduled MRP by issuing a formal task (DND 626) authorizing the Contractor to proceed with the work.
- 6.1.3 If requested, the Contractor shall submit two (2) copies of a monthly progress report covering MRP activities to the CA and TA. The level of detail and format will be stipulated in the individual DND 626 tasking should such a report deemed to be necessary.
- 6.2 **Special Investigations and Technical Studies (SITS)**. As and when required by the TA and authorized by the CA through the issue of a formal task (DND 626), the Contractor must undertake SITS. The scope of work normally covered under SITS is to cater for equipment not meeting specification performance standards or due to repetitive failures.
- 6.3 **Technical Investigations and Engineering Support (TIES)**. As and when required by the TA and authorized by the CA through the issue of a formal task (DND 626), the Contractor must undertake TIES. This activity includes the provision of system and maintenance support and management services. It includes the requirement analysis and planning to ensure current reliability availability of specifications can be met, the scheduling of maintenance, the identification of spares and support, as well as the development of policies and maintenance procedures. It also includes the contract management activities as well as the validation/acceptance of deliverables when maintenance activity is contracted.
- 6.4 **Intellectual Property Rights**. Canada will identify on a task per task basis, the required rights of use to Foreground Information and Background Information in accordance with Appendix 3 to this Annex (Intellectual Property Rights Form).

7.0 PROJECT MANAGEMENT

- 7.1 **Meeting**. The Contractor must host a post Contract award meeting at its facilities, within 90 calendar days (or a mutually agreed date) of the Contract award. Unless otherwise specified, the Contractor must also host annual Progress Review Meetings. The Contractor must record the meeting minutes to be provided upon completion of the meeting. Other meetings will be scheduled as and when required. When practical, the meetings should be done using videoconferencing.
- 7.2 **Agenda**. The Contractor must produce an agenda and forward it to the CA within 10 calendar days prior to all meetings. The agenda must be prepared in the Contractor format and should include, if applicable, the following topics:

- 7.2.1.1 Scope, purpose and objective of the meeting;
- 7.2.1.2 Time, date, location and expected meeting duration;
- 7.2.1.3 Suggested Government attendees;
- 7.2.1.4 Contractor attendees;
- 7.2.1.5 Government documentation to be presented;
- 7.2.1.6 Status of items to be discussed;
- 7.2.1.7 List of decisions required;
- 7.2.1.8 New subject items to be introduced by the Contractor and the Government;
- 7.2.1.9 Visit clearance requirements if applicable; and
- 7.2.1.10 Special circumstances or requirements.

7.3 **Record of Decisions (ROD)**. The Contractor must produce a ROD for all meetings unless otherwise specified. The ROD should be finalized for review and signature at the end of each meeting. Signed hard copies should be distributed to the CA, RA and TA, at the end of the meeting. Electronic copies of the approved ROD must be provided by the Contractor within five (5) working days following the end of the meeting.

8.0 REPORTS

8.1 **Monthly Progress Reports (MPR)**. The Contractor must submit one (1) copy of the MPR covering all R&O activities up to the date of submission. As a minimum, the MPR must provide the Part Name, NSN, Part No, Serial No, RMA No, Date Received, Work Order No, Work Order Date Open, Repair Status, DDIR Date, Sub-Contractor Name (if applicable), EDC, Invoice date and Invoice Number.

LIST OF APPENDICES:

- Appendix 1 – Candidates List
- Appendix 2 - Certificate of Demilitarization
- Appendix 3 – Intellectual Property Rights Form

Appendix 2 to Annex A

Certificate of Demilitarization



d2586-Em Certificate
of Destruction Demilit

Appendix 3 to Annex A

INTELLECTUAL PROPERTY RIGHTS

The purpose of this form is to identify the intellectual property rights of use required by Canada on a task per task basis. It is to be used in conjunction with Annex C -Task Authorization form 626.

<u>Right to:</u>	<u>Reproduce</u>	<u>Modify</u>	<u>Improve</u>	<u>Develop</u>	<u>Translate</u>	<u>Distribute</u>
Background Information						
Foreground Information						