

	National Defence Défense Nationale		Back to the DID List
DATA ITEM DESCRIPTION - DESCRIPTION DE DONNÉES			
1. TITLE – TITRE		2. IDENTIFICATION NUMBER - NUMÉRO D'IDENTIFICATION	
MAXIMO TO DRMIS MIGRATION PLAN AND INVENTORY MANAGEMENT		DID 4.3.1	
3. DESCRIPTION / PURPOSE – DESCRIPTION / OBJET			
<p>The purpose of the MAXIMO to DRMIS Migration Plan and Inventory Management to provide a detailed description of the Contractors approach to meeting all the requirements for the migration of Logistics data from the current management system MAXIMO to the new DND management system DRMIS.</p>			
4. APPROVAL DATE DATE D'APPROBATION	5. OFFICE OF PRIMARY INTEREST (OPI) BUREAU DE PREMIERE RESPONSABILITÉ (BPR)	6. GIDEP APPLICABLE D'ÉCHANGE DE DONNÉES PERTINENT	
August 2020	NWSO Technical Authority (TA)	N/A	
7. APPLICATION / INTERRELATIONSHIP – APPLICATION / INTERDÉPENDANCE			
<p>CDRL-4.3.1 and SOW paragraph 4.3.1 refer. This DID contains the format and content preparation instructions for the data generated under the work tasks described in the NWS LOG RCAF and USAF SOW.</p>			
8. ORIGINATOR - AUTEUR		9. APPLICABLE FORMS - FORMULES PERTINENTES	
NWSO TA		NIL	
10. PREPARATION INSTRUCTIONS – INSTRUCTIONS SUR LA PRÉSENTATION DES DONNÉES			
<p>10.1 <u>Source Document</u> NWS RCAF LOG RCAF & USAF SOW Section 4, paragraph 3.1</p> <p>10.2 <u>Content and Format</u></p> <p>10.2.1 The MAXIMO to DRMIS Migration Plan and all reports shall be prepared and delivered in Contractor format and shall be approved by the NWSO TA.</p> <p>10.2.2 The Contractor shall establish and implement a written migration Plan which describes how the Contractor plans to migrate the Maximo management and tracking utility over to the current Government DRMIS management system upon approval of the plan by the NWS TA. To meet the requirements of this initiative the Contractor is required to complete a 100% inventory. This wall to wall stock taking is mandatory for bringing assets on charge in DRMIS. The plan will demonstrate a feasible migration plan of migrating data that is to occur within four years from contract award. DRMIS training and accounts shall be provided by DND.</p> <p>10.2.3 Inventory, the Contractor shall conduct cyclical stocktaking on a two-year cycle for all GFE and GSM with 50% of the NWS sites performed in the first year and the remaining 50% of NWS Sites in the second year. As part of this process:</p> <ol style="list-style-type: none"> If the Contractor finds Items/Material non-catalogued they shall catalogue said material with a NSN/PSN; All discrepancies found during stocktaking shall be reported to the NWS TA within 10 Business days; Adjustments to inventory shall be carried out IAW the Supply Administration Manual (A-LM-007-100/AG-001), 10.2 Table Codes "Stock Type" (Type de stock); In conjunction with the 2 year stocktaking schedule the Contractor shall carry out a review of all GFE/GSM to ensure all material has been brought on charge at the completion of the current stocktaking; and 			

- e. As part of the stocktaking process the Contractor shall validate Material part numbers, NCAGE codes and serial number information and update Maximo in case of any discrepancy. For consumable/non-rotating items, manufacturer part numbers and NCAGE shall be updated. For Non-consumable/rotating items, manufacturer part numbers, NCAGE and serial numbers shall be updated.

10.2.4 The Stocktaking Summary Report shall be in contractor format accepted by Canada. First Report Due 9 months after contract start date and April 15th each year after. Report shall at least include:

1. Item #
2. Part #
3. Description
4. Count Date
5. Asset #
6. Location
7. Ownership
8. ERRC
9. Location Type

10.2.5 Inventory adjustments, upon acceptance of the SSR and or SIR by the NWSO TA, the Contractor must perform inventory adjustments for items brought on charge, stock type change, stock code conversions change of location, shelf life, unit of issue changes, or for any other reason to ensure the integrity of the inventory. Inventory adjustments performed as part of inventory maintenance activities shall be updated in Maximo/DRMIS and be reported to the NWSO TA on a Monthly Inventory Adjustment Report.

10.2.6 The Monthly Inventory Adjustment Report shall be in contractor format accepted by Canada. Report is to be submitted within five business days of month end and to be in a format proposed by the Contractor, and accepted by the NWSO. The Report shall at least include:

1. Site
2. Item #
3. Manufacturer Part Number
4. Item Description
5. Unit Cost
6. ERRC
7. Quantity
8. Total Cost
9. Justification
10. Completion Date

10.2.7 Lost or Damaged Material, the Contractor shall report to the supporting NDQAR and NWSO all instances of loss or damage to government owned material in in his custody within (2) working days of confirmation of its discovery. The Report shall contain the following information at a minimum, but not limited to:

- (1) Catalogue Identification Number;
- (2) NSN, US catalogued part number, or Canadian catalogued part number;
- (3) Description;
- (4) Quantity;
- (5) Unit Value;
- (6) Line Item Total Value;
- (7) Grand Total Dollar Value;
- (8) ERRC code/Stock Type;
- (9) DMIL/ITAR code
- (10) Source of repair/Manufacturer/Vendor;
- (11) Date of loss/damage
- (12) Reason for loss or damage
- (13) Location of loss or damage.
- (14) Investigation;
- (15) Corrective Action and recommendation; and
- (16) NWSO Comments (blank).

10.2.8 When applicable the Contractor shall manage moveable heritage assets in accordance with the Apply a Heritage

Conservation Program section.

10.2.9 DND retains the right to conduct random stocktaking at any time to validate information.