



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 PROPOSITIONS**

RETURN BIDS TO:  
RETOURNER LES SOUMISSIONS À :

Department of National Defence  
Attention: Dennis Lam, DBM 2 – Proc & Cont  
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**Proposal To: National Defence Canada**

We hereby offer to sell to Her Majesty the Queen 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 la Reine 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).

**Solicitation Closes  
L'Invitation prend fin**

At: - à :  
2:00 PM Eastern Daylight Time (EDT)  
On: - le :  
12 September 2022

<b>Title - Titre</b> Engineering Drawings Services
<b>Solicitation No - No de l'invitation</b> W6381-23-0002/A
<b>Date of Solicitation - Date de l'invitation</b> 29 July 2022
<b>Address Enquiries to: - Adresser toutes questions à :</b> Name: - Nom : Dennis Lam E-mail : - Courriel : <a href="mailto:dennis.lam@forces.gc.ca">dennis.lam@forces.gc.ca</a> Telephone: - Téléphone : 613-219-5185
<b>Destination</b> Department of National Defence National Printing Bureau 45 Boulevard Sacré-Cœur Gatineau, QC J8X 1C6

**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 harmonisée doit être indiqué séparément.

<b>Delivery Required Livraison exigée</b> See herein - Voir ci-inclus	<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 Introduction**

The bid solicitation is divided into seven parts plus attachments and annexes, as follows:

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Bidder Instructions: provides the instructions, clauses and conditions applicable to the bid solicitation;
- Part 3 Bid Preparation Instructions: provides Bidders with instructions on how to prepare their bid;
- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria that must be addressed in the bid, and the basis of selection;
- Part 5 Certifications and Additional Information: includes the certifications and additional information to be provided;
- Part 6 Security, Financial and Other Requirements: includes specific requirements that must be addressed by Bidders; and
- Part 7 Resulting Contract Clauses: includes the clauses and conditions that will apply to any resulting contract.

The Annexes include the Statement of Work, the Basis of Payment, the Security Requirements Check List, the DND 626 Task Authorization Form, the Non-Disclosure Agreement and any other annexes.

### **1.2 Summary**

On an "as and when requested basis", the Department of National Defence has a requirement for Engineering Drawings Services, which includes the Request for Data Verification (RDV) process and the production and revision of Engineering Drawings and Associated Lists in support of Configuration Management, Procurement, Cataloguing and Documentation Control Activities.

The Contractor must provide the services of one (1) Project Manager, one (1) Drafting Checker, up to two (2) Draftspersons, one (1) Technical Writer, one (1) Lead Translator and one (1) Translator.

The period of the contract will be from the date of Contract to three (3) years later, with the irrevocable option to extend the term of the Contract by up to two (2) additional one-year periods under the same conditions.

There are security requirements associated with this requirement. For additional information, consult Part 6 - Security, Financial and Other Requirements, and Part 7 - Resulting Contract Clauses. For more information on personnel and organization security screening or security clauses, 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.

This bid solicitation is to establish a contract with task authorizations for the delivery of the requirement detailed in the bid solicitation to the Identified Users across Canada, excluding locations within Yukon, Northwest Territories, Nunavut, Quebec, and Labrador that are subject to Comprehensive Land Claims Agreements (CLCAs). Any requirement for deliveries within CLCAs areas within Yukon, Northwest Territories, Nunavut, Quebec, or Labrador will have to be treated as a separate procurement, outside the resulting contract.

This procurement is subject to the Controlled Goods Program. The [Defence Production Act](#) defines Canadian Controlled Goods as certain goods listed in Canada's Export Control List, a regulation made pursuant to the Export and Import Permits Act (EIPA).

The Federal Contractors Program (FCP) for employment equity applies to this procurement; refer to Part 5 – Certifications and Additional Information, and Part 7 - Resulting Contract Clauses.

### **1.3 Conditional Set-aside under the Federal Government Procurement Strategy for Indigenous Business (PSIB)**

This procurement is conditionally set aside under the federal government Procurement Strategy for Indigenous Business. For more information on Indigenous business requirements of the Set-aside Program for Indigenous Business, refer to [Annex 9.4](#) of the Supply Manual.

This is an open tender. However, it will be set-aside under the Government of Canada's Procurement Strategy for Indigenous Business (PSIB) if two or more bids have been received by Indigenous businesses who are certified under the PSIB criteria and who may be listed in Indigenous Services Canada's Indigenous Business Directory (<https://www.sac-isc.gc.ca/eng/1100100033057/1610797769658>).

If your Indigenous business is not yet registered in the Indigenous Business Directory, please do so at the link provided above. If bids from two or more Indigenous businesses are compliant with the terms of the Request for Proposal, the Contracting Authority will limit the competition to those Indigenous businesses and will not consider bids from any non-Indigenous businesses that may have been submitted. If the bids from the Indigenous businesses are found to be non-compliant or non-responsive or are withdrawn, such that fewer than two compliant bids from Indigenous businesses remain, bids from all of the non-Indigenous businesses that had submitted bids will then be considered by the Contracting Authority.

### **1.4 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.

## **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) (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) 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](#) (2022-03-29) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation with the following modifications:

Section 02, Procurement Business Number, is deleted in its entirety.

Subsection 4 of Section 5, Submission of bids, is amended as follows:

Delete: 60 days

Insert: 90 days

Section 08, Transmission by facsimile or by Canada Post Corporation's (CPC) Connect service, is deleted in its entirety.

Subsection 2 of Section 20, Further information, is deleted in its entirety.

#### **2.1.1 SACC Manual Clauses**

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

### **2.2 Submission of Bids**

Unless specified otherwise in the RFP or otherwise directed by the Contracting Authority, bids must be submitted to the Department of National Defence organization by electronic mail by the date and time indicated on page 1 of the solicitation.

Electronic Submissions: Individual e-mails that may include certain scripts, formats, embedded macros and/or links, or those that exceed five (5) megabytes may be rejected by Canada's 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. Canada will confirm receipt of documents. It is the Bidder's responsibility to ensure that their entire submission has been received. Bidders should not assume that all documents have been received unless Canada confirms receipt of each document. In order to minimize the potential for technical issues, bidders are requested to allow sufficient time before the closing date and time to confirm receipt. Bid documents submitted after the closing time and date will not be accepted.

Due to the nature of the bid solicitation, bids transmitted by facsimile to DND will not be accepted.

### **2.3 Former Public Servant**

Contracts awarded to former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny, and reflect fairness in the spending of public funds. In order to comply with Treasury Board policies and directives on contracts awarded to FPSs, bidders must provide the information required below before contract award. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of bids is completed, Canada

will inform the Bidder of a time frame within which to provide the information. Failure to comply with Canada's request and meet the requirement within the prescribed time frame will render the bid non-responsive.

### Definitions

For the purposes of this clause, "former public servant" is any former member of a department as defined in the [Financial Administration Act](#), R.S., 1985, c. F-11, a former member of the Canadian Armed Forces or a former member of the Royal Canadian Mounted Police. A former public servant may be:

- A. an individual;
- B. an individual who has incorporated;
- C. a partnership made of former public servants; or
- D. a sole proprietorship or entity where the affected individual has a controlling or major interest in the entity.

"lump sum payment period" means the period measured in weeks of salary, for which payment has been made to facilitate the transition to retirement or to other employment as a result of the implementation of various programs to reduce the size of the Public Service. The lump sum payment period does not include the period of severance pay, which is measured in a like manner.

"pension" means a pension or annual allowance paid under the [Public Service Superannuation Act](#) (PSSA), R.S., 1985, c. P-36, and any increases paid pursuant to the [Supplementary Retirement Benefits Act](#), R.S., 1985, c. S-24 as it affects the PSSA. It does not include pensions payable pursuant to the [Canadian Forces Superannuation Act](#), R.S., 1985, c. C-17, the [Defence Services Pension Continuation Act](#), 1970, c. D-3, the [Royal Canadian Mounted Police Pension Continuation Act](#), 1970, c. R-10, and the [Royal Canadian Mounted Police Superannuation Act](#), R.S., 1985, c. R-11, the [Members of Parliament Retiring Allowances Act](#), R.S. 1985, c. M-5, and that portion of pension payable to the [Canada Pension Plan Act](#), R.S., 1985, c. C-8.

### Former Public Servant in Receipt of a Pension

As per the above definitions, is the Bidder a FPS in receipt of a pension?

Yes ( ) No ( )

If so, the Bidder must provide the following information, for all FPSs in receipt of a pension, as applicable:

- A. name of former public servant;
- B. date of termination of employment or retirement from the Public Service.

By providing this information, Bidders agree that the successful Bidder's status, with respect to being a former public servant in receipt of a pension, will be reported on departmental websites as part of the published proactive disclosure reports in accordance with [Contracting Policy Notice: 2019-01](#) and the [Guidelines on the Proactive Disclosure of Contracts](#).

### Work Force Adjustment Directive

Is the Bidder a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive?

Yes ( ) No ( )

If so, the Bidder must provide the following information:

- A. name of former public servant;
- B. conditions of the lump sum payment incentive;
- C. date of termination of employment;
- D. amount of lump sum payment;
- E. rate of pay on which lump sum payment is based;
- F. period of lump sum payment including start date, end date and number of weeks;
- G. number and amount (professional fees) of other contracts subject to the restrictions of a work force adjustment program.

## **2.4 Enquiries - Bid Solicitation**

All enquiries must be submitted in writing to the Procurement Authority no later than ten (10) 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 Quebec.

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 Improvement of Requirement During Solicitation Period**

Should bidders consider that the specifications or Statement of Work contained in the bid solicitation could be improved technically or technologically, bidders are invited to make suggestions, in writing, to the Procurement Authority named in the bid solicitation. Bidders must clearly outline the suggested improvement as well as the reason for the suggestion. Suggestions that do not restrict the level of competition nor favour a particular bidder will be given consideration provided they are submitted to the Procurement Authority at least 10 days before the bid closing date. Canada will have the right to accept or reject any or all suggestions.

## **2.7 Basis for Canada's Ownership of Intellectual Property**

The Department of National Defence has determined that any intellectual property rights arising from the performance of the Work under the resulting contract will belong to Canada, for the following reasons, as set out in the [Policy on Title to Intellectual Property Arising Under Crown Procurement Contracts](#): the Intellectual Property in Foreground Information consists of material subject to copyright, with the exception of computer software and all documentation pertaining to that software.

## **2.8 Bid Challenge and Recourse Mechanisms**

Several mechanisms are available to potential suppliers to challenge aspects of the procurement process up to and including contract award.



Canada encourages suppliers to first bring their concerns to the attention of the Contracting Authority. Canada's [Buy and Sell](#) 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**

Due to the nature of the bid solicitation, bids transmitted by CPC Connect service and by facsimile will not be accepted.

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

- Section I: Technical Bid - one soft copy submitted by e-mail;
- Section II: Financial Bid - one soft copy submitted by e-mail,
- Section III: Certifications - one soft copy submitted by e-mail; and
- Section IV: Additional Information - one soft copy submitted by e-mail.

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

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

In their technical bid, Bidders should demonstrate their understanding of the requirements contained in the bid solicitation and explain how they will meet these requirements. Bidders should demonstrate their capability and describe their approach in a thorough, concise and clear manner for carrying out the work.

The technical bid should address clearly and in sufficient depth the points that are subject to the evaluation criteria against which the bid will be evaluated. Simply repeating the statement contained in the bid solicitation is not sufficient. In order to facilitate the evaluation of the bid, Canada requests that Bidders address and present topics in the order of the evaluation criteria under the same headings. To avoid duplication, Bidders may refer to different sections of their bids by identifying the specific paragraph and page number where the subject topic has already been addressed.

#### **Section II: Financial Bid**

Bidders must submit their financial bid in accordance with the Pricing Schedule detailed in Attachment 1 to Part 3. The total amount of Applicable Taxes must be shown separately.

Bidders must submit their rates FOB destination, Canadian customs duties and excise taxes included, as applicable; and Applicable Taxes excluded.

When preparing their financial bid, bidders should review clause 4.1.2, Financial Evaluation, of Part 4 and Appendix 5 to Annex A, Statement of Work.

##### **3.1.1 Exchange Rate Fluctuation**

[C3011T](#) (2013-11-06), Exchange Rate Fluctuation

#### **Section III: Certifications**

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

#### **Section IV: Additional Information**

Bidders should submit the following information with their bid:

- A. their legal name;

- B. the name of the contact person (provide also this person's phone number and e-mail address) authorized by the Bidder to enter into communications with Canada with regards to their bid, and any contract that may result from their bid;
- C. for Part 2, article 3, Former Public Servant, of the bid solicitation: the required answer to each question; and, if the answer is yes, the required information;
- D. for Part 6, article 1, Security Requirement, of the bid solicitation, for each individual who will require access to classified or protected information assets or sensitive work sites:
  - a. the name of the individual;
  - b. the date of birth of the individual; and
  - c. if available, information confirming the individual meets the security requirement as indicated in Part 7 - Resulting Contract Clauses.
- E. Controlled Goods Registration Program Number.

### **ATTACHMENT 1 TO PART 3, PRICING SCHEDULE**

The Bidder must complete this pricing schedule and include it in its financial bid once completed.

The inclusion of volumetric data in this document does not represent a commitment by Canada that Canada's future usage of the services described in the bid solicitation will be consistent with this data.

If the Bidder adds any conditions or makes changes to the pricing schedule, the Bidder's financial bid will be declared non-responsive.

See the attached Microsoft Excel spreadsheet, Attachment 1 to Part 3 - Pricing Schedule.xlsx

## **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 evaluation criteria.

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

The evaluation team will determine if there are two (2) or more bids with a valid PSIB certification with the bids coming from two or more Bidders that are not affiliated within the meaning used in the [Competition Act](#), R.S.C., 1985, c. C-34. In that event, only those bids with a valid PSIB certification will be eligible to be awarded a contract; otherwise, all bids will be eligible. If at any point in the evaluation process it is found, whether by determination of invalidity of certifications, determination that bids are non-responsive or withdrawal of bids by Bidders, that there are no longer two (2) or more responsive bids with a valid certification, then all responsive bids will be eligible to be awarded a contract. Canada may conduct the validation of PSIB certifications at any time in the evaluation process including doing so concurrently with other steps.

#### **4.1.1 Technical Evaluation**

##### **4.1.1.1 Joint Venture Experience**

- A. Where the Bidder is a joint venture with existing experience as that joint venture, it may submit the experience that it has obtained as that joint venture.

Example: A bidder is a joint venture consisting of members L and O. A bid solicitation requires that the bidder demonstrate experience providing maintenance and help desk services for a period of 24 months to a customer with at least 10,000 users. As a joint venture (consisting of members L and O), the bidder has previously done the work. This bidder can use this experience to meet the requirement. If member L obtained this experience while in a joint venture with a third party N, however, that experience cannot be used because the third party N is not part of the joint venture that is bidding.

- B. A joint venture bidder may rely on the experience of one of its members to meet any given technical criterion of this bid solicitation.

Example: A bidder is a joint venture consisting of members X, Y and Z. If a solicitation requires: (a) that the bidder have 3 years of experience providing maintenance service, and (b) that the bidder have 2 years of experience integrating hardware with complex networks, then each of these two requirements can be met by a different member of the joint venture. However, for a single criterion, such as the requirement for 3 years of experience providing maintenance services, the bidder cannot indicate that each of members X, Y and Z has one year of experience, totaling 3 years. Such a response would be declared non-responsive.

- C. Joint venture members cannot pool their abilities with other joint venture members to satisfy a single technical criterion of this bid solicitation. However, a joint venture member can pool its individual experience with the experience of the joint venture itself. Wherever substantiation of a criterion is required, the Bidder is requested to indicate which joint venture member satisfies the requirement. If the Bidder has not identified which joint venture member satisfies the requirement, the Contracting Authority will provide an opportunity to the Bidder to submit this information during the evaluation period. If the Bidder does not submitted this information within the period set by the Contracting Authority, its bid will be declared non-responsive.

Example: A bidder is a joint venture consisting of members A and B. If a bid solicitation requires that the bidder demonstrate experience providing resources for a minimum number of 100 billable days, the bidder may demonstrate that experience by submitting either:

- Contracts all signed by A;
  - Contracts all signed by B; or
  - Contracts all signed by A and B in joint venture, or
  - Contracts signed by A and contracts signed by A and B in joint venture, or
  - Contracts signed by B and contracts signed by A and B in joint venture.
- that show in total 100 billable days.

- D. Any Bidder with questions regarding the way in which a joint venture bid will be evaluated should raise such questions through the Enquiries process as early as possible during the bid solicitation period.

#### **4.1.1.2 Mandatory Technical Criteria**

Refer to Attachment 1 to Part 4, Technical Criteria.

#### **4.1.2 Financial Evaluation**

For bid evaluation and Contractor selection purposes only, the evaluated price of a bid will be determined in accordance with the Pricing Schedule detailed in Attachment 1 to Part 3.

#### **4.2 Basis of Selection**

##### **4.2.1 Lowest Evaluated Price**

A bid must comply with the requirements of the bid solicitation and meet all mandatory technical evaluation criteria to be declared responsive. The responsive bid with the lowest evaluated price will be recommended for award of a contract.

## ATTACHMENT 1 TO PART 4, TECHNICAL CRITERIA

### 1.0 GENERAL EVALUATION

#### 1.1. Resources

The Bidder cannot propose the same resource for more than one resource category. A resource may only be proposed once.

The Bidder must clearly indicate in which resource category the resources are being proposed.

#### 1.2. Minimum and Maximum

The following minimum number of required resources must be proposed. The Bidder may propose more than the minimum number of resources per category to the following maximum.

In the resource category where the resources are being proposed, any resource that does not meet the mandatory technical criteria for their respective category will be considered non-responsive and will be excluded from further consideration.

Resources will be evaluated in order of presentation. Proposed resources over the "Minimum Required Resources" will only be evaluated if a resource does not pass the mandatory technical evaluation criteria for their respective category.

Resource Category	Minimum Required Resources	Maximum Proposed Resources
Project Manager	1	2
Drafting Checker	1	2
Draftsperson	2	3
Technical Clerk	1	2
Lead Translator	1	2
Translator	1	2

### 2.0 MANDATORY TECHNICAL CRITERIA

The bid must meet the mandatory technical criteria specified below. The Bidder must provide the necessary documentation and supporting data to support compliance with this requirement.

Bids which fail to meet the mandatory technical criteria specified below will be declared non-responsive. Each mandatory technical criterion should be addressed separately.

To meet the mandatory technical criteria specified below, the experience of the Bidder must be work for which the Bidder was under contract to external clients. During the evaluation, no corporate experience gained through internal clients will be accepted or reviewed. External client(s) means clients exterior to the Bidder's own legal entity (or joint venture partnership) and excludes the parent, subsidiaries or other affiliates of the Bidder. Internal client(s) means clients within the Bidder's own legal entity (or joint venture partnership) and includes the parent, subsidiaries and other affiliates of the Bidder.

<b>BIDDER</b>	
<b>NUMBER</b>	<b>MANDATORY TECHNICAL (MT) CRITERIA</b>
<b>MT1</b>	<p>The Bidder must provide a list of projects, sorted by calendar year, which demonstrates the Bidder's capability and capacity to handle the annual estimated volume in Appendix 4 to Annex A, Statement of Work (SOW).</p> <p>The projects must have been completed on or after January 1, 2017 and by the bid solicitation publication date. A completed project is defined as a project where all deliverables have been submitted.</p> <p>The Bidder must provide the following for each project:</p> <ul style="list-style-type: none"> <li>A. The project name;</li> <li>B. The volume of transactions processed (e.g. number of A0 drawings created, number of A0 drawings revised, number of metadata entries created, number of sheets printed and scanned, etc.);</li> <li>C. The deliverables (e.g. type of product);</li> <li>D. The start and end date; and</li> <li>E. The name of the client.</li> </ul> <p>Each project does not need to demonstrate capability and capacity to handle the annual estimated volume in Appendix 4, however, the combination of all projects completed on or after January 1, 2017 must demonstrate the Bidder's capability and capacity to handle the annual estimated volume.</p> <p>The projects provided do not need to specifically relate to Department of National Defence (DND) work.</p> <p>Where a specific project includes multiple tasks (e.g. creation of drawings, creation of metadata and revision of drawings) the Bidder must provide a breakdown of each task.</p> <p>The Bidder is requested to submit the information in table format.</p> <p>Projects will be evaluated in order of presentation.</p>
<b>MT2</b>	<p>The Bidder must submit a draft Quality Plan in accordance with the latest issue (at bid closing) of ISO 10005:2005 "Quality management systems - Guidelines for quality plans". The Quality Plan must be in the same format that will be used after award of contract. The final Quality Plan must be submitted in accordance with the resulting contract.</p> <p>The Quality Plan may reference other documents. Where referenced documents do not already exist, but are required by the Quality Plan, the plan must identify them and also identify when, how and by whom they will be prepared and approved. The documents referenced in the Quality Plan must be made available when requested by DND.</p>
<b>MT3</b>	<p>The Bidder must propose at least:</p> <ul style="list-style-type: none"> <li>One (1) Project Manager;</li> <li>One (1) Drafting Checker;</li> <li>Two (2) Draftspersons'; and</li> <li>One (1) Technical Clerk.</li> </ul> <p>The Bidder must identify each proposed resource and their respective resource category.</p>



<b>BIDDER</b>	
<b>NUMBER</b>	<b>MANDATORY TECHNICAL (MT) CRITERIA</b>
<b>MT4</b>	<p>The Bidder must propose at least:</p> <p>One (1) Bilingual Lead Translator.</p> <p>OR</p> <p>One (1) English Lead Translator and one (1) French Lead Translator.</p> <p>The Bidder must identify each proposed resource and the language the resource is able to deliver translation in.</p>
<b>MT5</b>	<p>The Bidder must propose at least:</p> <p>One (1) Bilingual Translator.</p> <p>OR</p> <p>One (1) English Translator and one (1) French Translator.</p> <p>The Bidder must identify each proposed resource and the language the resource is able to deliver translation in.</p>

<b>PROJECT MANAGER</b>		
<b>NUMBER</b>	<b>MANDATORY TECHNICAL (MT) CRITERIA</b>	<b>BID PREPARATION INSTRUCTIONS</b>
<b>MT6</b>	<p>Each proposed Project Manager in MT3 must have:</p> <p>A university undergraduate degree in any field.</p> <p>OR</p> <p>A college diploma/certificate in any field.</p> <p>OR</p> <p>The equivalent as established by a recognized Canadian academic credentials assessment service*, if obtained outside Canada.</p> <p>*The Canadian Information Centre for International Credentials (<a href="http://www.cicic.ca/2/home.canada">http://www.cicic.ca/2/home.canada</a>).</p>	<p>For each proposed resource, the Bidder must provide a soft copy of the degree or diploma/certificate(s) or the name of the university or college and graduation date (month/year).</p>
<b>MT7</b>	<p>Each proposed Project Manager in MT3 must have a Project Management Professional Certification from a recognized organization such as the Project Management Institute, the International Project Management Association, etc.</p>	<p>For each proposed resource, the Bidder must provide a soft copy of the certificate or the name of the institution and completion date (month/year).</p>
<b>MT8</b>	<p>Each proposed Project Manager in MT3 must have a minimum of four (4) years of experience, within</p>	<p>The following information must be provided for each client or employer:</p> <p>A. Contact name;</p>

<b>PROJECT MANAGER</b>		
<b>NUMBER</b>	<b>MANDATORY TECHNICAL (MT) CRITERIA</b>	<b>BID PREPARATION INSTRUCTIONS</b>
	<p>the last six (6) years prior to the bid solicitation publication date, as a project manager.</p> <p>To demonstrate experience, the Bidder must provide for each proposed resource:</p> <ul style="list-style-type: none"> <li>A. The name of the clients or employers;</li> <li>B. The start and end date;</li> <li>C. Details of their work experience: duties, responsibilities and/or tasks.</li> </ul>	<ul style="list-style-type: none"> <li>B. Telephone number of Contact;</li> <li>C. E-mail address of Contact.</li> </ul>
<b>MT9</b>	<p>Each proposed Project Manager in MT3 must have a minimum of:</p> <p>Six (6) years of experience, within the last ten (10) years prior to the bid solicitation publication date, in the management and production of electro-mechanical drafting projects.</p> <p>OR</p> <p>Five (5) years of experience, within the last ten (10) years prior to the bid solicitation publication date, in the management and production of military (other than DND/CAF) electro-mechanical drafting projects.</p> <p>OR</p> <p>Four (4) years of experience, within the last ten (10) years prior to the bid solicitation publication date, in the management and production of DND/CAF electro-mechanical drafting projects.</p> <p>OR</p> <p>A combination of industry and military experience, with a minimum of one (1) year of experience in either, for a total minimum of five (5) years of combined experience, within the last ten (10) years prior to the bid solicitation publication date, in the management and production of electro-mechanical drafting projects.</p> <p>To demonstrate experience, the Bidder must provide for each proposed resource:</p> <ul style="list-style-type: none"> <li>A. The name of the clients or employers;</li> <li>B. The start and end date;</li> <li>C. Details of their work experience: duties, responsibilities and/or tasks.</li> </ul>	<p>The following information must be provided for each client or employer:</p> <ul style="list-style-type: none"> <li>A. Contact name;</li> <li>B. Telephone number of Contact;</li> <li>C. E-mail address of Contact.</li> </ul>

<b>DRAFTING CHECKER</b>		
<b>NUMBER</b>	<b>MANDATORY TECHNICAL (MT) CRITERIA</b>	<b>BID PREPARATION INSTRUCTIONS</b>
<b>MT10</b>	<p>Each proposed Drafting Checker in MT3 must have:</p> <p>A secondary school graduate diploma/certificate and a post-secondary certification from a recognized institution from programs such as, but not limited to, Electro-Mechanical Engineering Technician or Manufacturing Engineering Technician.</p> <p>OR</p> <p>The equivalent as established by a recognized Canadian academic credentials assessment service*, if obtained outside Canada.</p> <p>*The Canadian Information Centre for International Credentials (<a href="http://www.cicic.ca/2/home.canada">http://www.cicic.ca/2/home.canada</a>).</p>	<p>For each proposed resource, the Bidder must provide a soft copy of the diploma/certificate or the name of secondary school and graduation date (month/year), and must provide a soft copy of a post-secondary certification or the name of the institution and completion date (month/year).</p>
<b>MT11</b>	<p>Each proposed Drafting Checker in MT3 must have a minimum of five (5) years of experience, within the last ten (10) years prior to the bid solicitation publication date, as a Draftsperson preparing engineering drawings using Computer Aided Design (CAD) software.</p> <p>To demonstrate experience, the Bidder must provide for each proposed resource:</p> <ul style="list-style-type: none"> <li>A. The name of the clients or employers;</li> <li>B. The start and end date;</li> <li>C. Details of their work experience: duties, responsibilities and/or tasks.</li> </ul>	<p>The following information must be provided for each client or employer:</p> <ul style="list-style-type: none"> <li>A. Contact name;</li> <li>B. Telephone number of Contact;</li> <li>C. E-mail address of Contact.</li> </ul>
<b>MT12</b>	<p>Each proposed Drafting Checker in MT3 must have a minimum of four (4) years of experience, within the last ten (10) years prior to the bid solicitation publication date, in electro-mechanical drafting experience working to military drafting standards.</p> <p>To demonstrate experience, the Bidder must provide for each proposed resource:</p> <ul style="list-style-type: none"> <li>A. The name of the clients or employers;</li> <li>B. The start and end date;</li> <li>C. Details of their work experience: duties, responsibilities and/or tasks.</li> </ul>	<p>The following information must be provided for each client or employer:</p> <ul style="list-style-type: none"> <li>A. Contact name;</li> <li>B. Telephone number of Contact;</li> <li>C. E-mail address of Contact.</li> </ul>
<b>MT13</b>	<p>Each proposed Drafting Checker in MT3 must have a minimum of four (4) years of experience, within the last ten (10) years prior to the bid solicitation publication date, where the primary responsibility was drawing checking and/or drawing inspection to military drafting standards.</p>	<p>The following information must be provided for each client or employer:</p> <ul style="list-style-type: none"> <li>A. Contact name;</li> <li>B. Telephone number of Contact;</li> <li>C. E-mail address of Contact.</li> </ul>

<b>DRAFTING CHECKER</b>		
<b>NUMBER</b>	<b>MANDATORY TECHNICAL (MT) CRITERIA</b>	<b>BID PREPARATION INSTRUCTIONS</b>
	<p>To demonstrate experience, the Bidder must provide for each proposed resource:</p> <ul style="list-style-type: none"> <li>A. The name of the clients or employers;</li> <li>B. The start and end date;</li> <li>C. Details of their work experience: duties, responsibilities and/or tasks.</li> </ul>	

<b>DRAFTSPERSON</b>		
<b>NUMBER</b>	<b>MANDATORY TECHNICAL (MT) CRITERIA</b>	<b>BID PREPARATION INSTRUCTIONS</b>
<b>MT14</b>	<p>Each proposed Draftsperson in MT3 must have:</p> <p>A secondary school graduate diploma/certificate and a post-secondary certification from a recognized institution from programs such as, but not limited, to Electro-Mechanical Engineering Technician or Manufacturing Engineering Technician.</p> <p>OR</p> <p>The equivalent as established by a recognized Canadian academic credentials assessment service*, if obtained outside Canada.</p> <p>*The Canadian Information Centre for International Credentials (<a href="http://www.cicic.ca/2/home.canada">http://www.cicic.ca/2/home.canada</a>).</p>	<p>For each proposed resource, the Bidder must provide a soft copy of the diploma/certificate or the name of secondary school and graduation date (month/year), and must provide a soft copy of a post-secondary certification or the name of the institution and completion date (month/year).</p>
<b>MT15</b>	<p>Each proposed Draftsperson in MT3 must have a minimum of five (5) years of experience, within the last ten (10) years prior to the bid solicitation publication date, as a draftsperson working with CAD.</p> <p>To demonstrate experience, the Bidder must provide for each proposed resource:</p> <ul style="list-style-type: none"> <li>A. The name of the clients or employers;</li> <li>B. The start and end date;</li> <li>C. Details of their work experience: duties, responsibilities and/or tasks.</li> </ul>	<p>The following information must be provided for each client or employer:</p> <ul style="list-style-type: none"> <li>A. Contact name;</li> <li>B. Telephone number of Contact;</li> <li>C. E-mail address of Contact.</li> </ul>
<b>MT16</b>	<p>Each proposed Draftsperson in MT3 must have a minimum of three (3) years of experience, within the last eight (8) years prior to the bid solicitation publication date, in electro-mechanical drafting working to military drafting standards using CAD.</p> <p>To demonstrate experience, the Bidder must provide for each proposed resource:</p> <ul style="list-style-type: none"> <li>A. The name of the clients or employers;</li> <li>B. The start and end date;</li> </ul>	<p>The following information must be provided for each client or employer:</p> <ul style="list-style-type: none"> <li>A. Contact name;</li> <li>B. Telephone number of Contact;</li> <li>C. E-mail address of Contact.</li> </ul>

<b>DRAFTSPERSON</b>		
<b>NUMBER</b>	<b>MANDATORY TECHNICAL (MT) CRITERIA</b>	<b>BID PREPARATION INSTRUCTIONS</b>
	C. Details of their work experience: duties, responsibilities and/or tasks.	

<b>TECHNICAL CLERK</b>		
<b>NUMBER</b>	<b>MANDATORY TECHNICAL (MT) CRITERIA</b>	<b>BID PREPARATION INSTRUCTIONS</b>
<b>MT17</b>	<p>Each proposed Technical Clerk in MT3 must have:</p> <p>A secondary school graduate diploma/certificate.</p> <p>OR</p> <p>The equivalent as established by a recognized Canadian academic credentials assessment service*, if obtained outside Canada.</p> <p>*The Canadian Information Centre for International Credentials (<a href="http://www.cicic.ca/2/home.canada">http://www.cicic.ca/2/home.canada</a>).</p>	For each proposed resource, the Bidder must provide a soft copy of the diploma/certificate or the name of secondary school and graduation date (month/year).
<b>MT18</b>	<p>Each proposed Technical Clerk in MT3 must have a minimum of three (3) year of experience, within the last six (6) years prior to the bid solicitation publication date, as a technical clerk with knowledge of the dependencies/breakdown of engineering drawing assemblies.</p> <p>To demonstrate experience, the Bidder must provide for each proposed resource:</p> <p>A. The name of the clients or employers;</p> <p>B. The start and end date;</p> <p>C. Details of their work experience: duties, responsibilities and/or tasks.</p>	<p>The following information must be provided for each client or employer:</p> <p>A. Contact name;</p> <p>B. Telephone number of Contact;</p> <p>C. E-mail address of Contact.</p>

<b>LEAD TRANSLATOR</b>		
<b>NUMBER</b>	<b>MANDATORY TECHNICAL (MT) CRITERIA</b>	<b>BID PREPARATION INSTRUCTIONS</b>
<b>MT19</b>	<p>Each proposed Lead Translator in MT4 must have:</p> <p>A university degree with a major in either languages or translation (English and/or French).</p> <p>OR</p> <p>A college diploma/certificate with a specialty in languages or translation (English and/or French).</p> <p>OR</p>	For each proposed resource, the Bidder must provide a soft copy of the degree or diploma/certificate(s) or the name of the university or college and graduation date (month/year).

<b>LEAD TRANSLATOR</b>		
<b>NUMBER</b>	<b>MANDATORY TECHNICAL (MT) CRITERIA</b>	<b>BID PREPARATION INSTRUCTIONS</b>
	<p>The equivalent as established by a recognized Canadian academic credentials assessment service*, if obtained outside Canada.</p> <p>*The Canadian Information Centre for International Credentials (<a href="http://www.cicic.ca/2/home.canada">http://www.cicic.ca/2/home.canada</a>).</p>	
<b>MT20</b>	Each proposed Lead Translator in MT4 must be a certified translator by a recognized provincial professional association for translators.	For each proposed resource, the Bidder must provide a soft copy of the certificate or the name of the institution and completion date (month/year).
<b>MT21</b>	<p>Each proposed Lead Translator in MT4 must have a minimum of three (3) years of experience, within the last six (6) years prior to the bid solicitation publication date, in performing Translation Accuracy Check (TAC) of translated documents and translating technical documents such as, but not limited to, engineering drawings, technical publications, technical specifications and technical reports, in an electronic environment.</p> <p>To demonstrate experience, the Bidder must provide for each proposed resource:</p> <ul style="list-style-type: none"> <li>A. The name of the clients or employers;</li> <li>B. The start and end date;</li> <li>C. Details of their work experience: duties, responsibilities and/or tasks.</li> </ul>	<p>The following information must be provided for each client or employer:</p> <ul style="list-style-type: none"> <li>A. Contact name;</li> <li>B. Telephone number of Contact;</li> <li>C. E-mail address of Contact.</li> </ul>

<b>TRANSLATOR</b>		
<b>NUMBER</b>	<b>MANDATORY TECHNICAL (MT) CRITERIA</b>	<b>BID PREPARATION INSTRUCTIONS</b>
<b>MT22</b>	<p>Each proposed Translator in MT5 must have:</p> <p>A university degree with a major in either languages or translation (English and/or French).</p> <p>OR</p> <p>A college diploma/certificate with a specialty in languages or translation (English and/or French).</p> <p>OR</p> <p>The equivalent as established by a recognized Canadian academic credentials assessment service*, if obtained outside Canada.</p> <p>*The Canadian Information Centre for International Credentials (<a href="http://www.cicic.ca/2/home.canada">http://www.cicic.ca/2/home.canada</a>).</p>	For each proposed resource, the Bidder must provide a soft copy of the degree or diploma/certificate(s) or the name of the university or college and graduation date (month/year).

<b>TRANSLATOR</b>		
<b>NUMBER</b>	<b>MANDATORY TECHNICAL (MT) CRITERIA</b>	<b>BID PREPARATION INSTRUCTIONS</b>
<b>MT23</b>	Each proposed Translator in MT5 must be a certified translator by a recognized provincial professional association for translators.	For each proposed resource, the Bidder must provide a soft copy of the certificate or the name of the institution and completion date (month/year).
<b>MT24</b>	<p>Each proposed Translator in MT5 must have a minimum of two (2) years of experience, within the last six (6) years prior to the bid solicitation publication date, in translating technical documents such as, but not limited to, engineering drawings, technical publications, technical specifications and technical reports, in an electronic environment.</p> <p>To demonstrate experience, the Bidder must provide for each proposed resource:</p> <ul style="list-style-type: none"> <li>A. The name of the clients or employers;</li> <li>B. The start and end date;</li> <li>C. Details of their work experience: duties, responsibilities and/or tasks.</li> </ul>	<p>The following information must be provided for each client or employer:</p> <ul style="list-style-type: none"> <li>A. Contact name;</li> <li>B. Telephone number of Contact;</li> <li>C. E-mail address of Contact.</li> </ul>

## **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 specified otherwise, Canada will declare a bid non-responsive, or will declare a contractor in default if any certification made by the Bidder is found to be untrue, whether made knowingly or unknowingly, during the bid evaluation period or during the contract period.

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 Certifications Required with the Bid**

Bidders must submit the following duly completed certifications 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 Integrity declaration form available on the [Forms for the Integrity Regime](http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html) website (<http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html>), to be given further consideration in the procurement process.

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

##### **5.1.2.2 Set-aside for Indigenous Business**

This procurement is conditionally set aside under the federal government Procurement Strategy for Indigenous Business. If the certification at Attachment 1 to Part 5 is not provided by the Bidder, the bid will be evaluated as being from a non-Indigenous business. For more information on Indigenous business requirements of the Set-aside Program for Indigenous Business, refer to [Annex 9.4](#) of the Supply Manual.

### **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 specified will render the bid non-responsive.

#### **5.2.1 Integrity Provisions - Required Documentation**

In accordance with the section titled Information to be provided when bidding, contracting or entering into a real property agreement of the [Ineligibility and Suspension Policy](http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html) (<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 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.



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 Development Canada \(ESDC\) - Labour's](#) website.

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 Attachment 2 to Part 5, Certification - Federal Contractors Program for Employment Equity, before contract award. If the Bidder is a Joint Venture, the Bidder must provide the Contracting Authority with a completed Attachment 2 to Part 5, Certification - Federal Contractors Program for Employment Equity, for each member of the Joint Venture.

### **5.2.4 Additional Certifications Precedent to Contract Award**

#### **5.2.4.1 Status and Availability of Resources**

The Bidder certifies that, should it be awarded a contract as a result of the bid solicitation, every individual proposed in its bid will be available to perform the Work as required by Canada's representatives and at the time specified in the bid solicitation or agreed to with Canada's representatives. If for reasons beyond its control, the Bidder is unable to provide the services of an individual named in its bid, the Bidder may propose a substitute with similar qualifications and experience. The Bidder must advise the Contracting Authority of the reason for the substitution and provide the name, qualifications and experience of the proposed replacement. For the purposes of this clause, only the following reasons will be considered as beyond the control of the Bidder: death, sickness, maternity and parental leave, retirement, resignation, dismissal for cause or termination of an agreement for default.

If the Bidder has proposed any individual who is not an employee of the Bidder, the Bidder certifies that it has the permission from that individual to propose his/her services in relation to the Work to be performed and to submit his/her résumé to Canada. The Bidder must, upon request from the Contracting Authority, provide a written confirmation, signed by the individual, of the permission given to the Bidder and of his/her availability. Failure to comply with the request may result in the bid being declared non-responsive.

#### **5.2.4.2 Education and Experience**

The Bidder certifies that all the information provided in the résumés and supporting material submitted with its bid, particularly the information pertaining to education, achievements, experience and work history, has been verified by the Bidder to be true and accurate. Furthermore, the Bidder warrants that every individual proposed by the Bidder for the requirement is capable of performing the Work described in the resulting contract.

**ATTACHMENT 1 TO PART 5, CERTIFICATION - SET-ASIDE FOR INDIGENOUS BUSINESS**

1. This procurement is conditionally set aside under the federal government Procurement Strategy for Indigenous Business. For more information on Indigenous business requirements of the Set-aside Program for Indigenous Business, see [Annex 9.4](#), Supply Manual.
2. The Bidder:
  - I. certifies that it meets, and will continue to meet throughout the duration of any resulting contract, the requirements described in the above-mentioned annex;
  - II. agrees that any subcontractor it engages under any resulting contract must satisfy the requirements described in the above-mentioned annex; and
  - III. agrees to provide to Canada, immediately upon request, evidence supporting any subcontractor's compliance with the requirements described in the above-mentioned annex.
3. The Bidder must check the applicable box below:
  - I.  The Bidder is an Indigenous business that is a sole proprietorship, band, limited company, co-operative, partnership or not-for-profit organization.

**OR**

  - II.  The Bidder is either a joint venture consisting of two or more Indigenous businesses or a joint venture between an Indigenous business and a non-Indigenous business.
4. The Bidder must, upon request by Canada, provide all information and evidence supporting this certification. The Bidder must ensure that this evidence will be available for audit during normal business hours by a representative of Canada, who may make copies and take extracts from the evidence. The Bidder must provide all reasonably required facilities for any audits.
5. By submitting a bid, the Bidder certifies that the information submitted by the Bidder in response to the above requirements is accurate and complete.

**Owner Certification - Set-aside for Indigenous Business**

If requested by the Contracting Authority, the Bidder must provide the following certification for each owner who is Indigenous:

1. I am an owner of \_\_\_\_\_ [insert name of business], and an Indigenous person, as defined in [Annex 9.4](#) of the Supply Manual entitled "Requirements for the Set-aside Program for Indigenous Business".
2. I certify that the above statement is true and consent to its verification upon request by Indigenous Services Canada.

\_\_\_\_\_  
Printed name of owner

\_\_\_\_\_  
Signature of owner

\_\_\_\_\_  
Date

**ATTACHMENT 2 TO PART 5, CERTIFICATION - FEDERAL CONTRACTORS PROGRAM FOR  
EMPLOYMENT EQUITY**

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

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

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

Complete both A and B.

A. Check only one of the following:

- A1. The Bidder certifies having no work force in Canada.
- A2. The Bidder certifies being a public sector employer.
- A3. The Bidder certifies being a [federally regulated employer](#) being subject to the [Employment Equity Act](#).
- A4. The Bidder certifies having a combined work force in Canada of less than 100 permanent full-time and/or permanent part-time employees.
- A5. The Bidder has a combined workforce in Canada of 100 or more employees; and
  - A5.1. The Bidder certifies already having a valid and current [Agreement to Implement Employment Equity](#) (AIEE) in place with ESDC-Labour.

**OR**

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

B. Check only one of the following:

- B1. The Bidder is not a Joint Venture.

**OR**

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

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

### **6.1 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 7 - Resulting Contract Clauses.

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 7 - Resulting Contract Clauses; and
- B. the Bidder's security capabilities must be met as indicated in Part 7 – 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.

### **6.2 Controlled Goods Requirement**

[A9130T](#) (2019-11-28), Controlled Goods Program

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

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

### **7.1 Statement of Work**

The Contractor must perform the Work in accordance with the Statement of Work at Annex A.

#### **7.1.1 Task Authorization**

The Work described at Annex A, Statement of Work, will be performed under the Contract 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.

##### **7.1.1.1 Task Authorization Process**

The Technical Authority will provide the Contractor with a description of the task using the DND 626, Task Authorization Form, specified in Annex D.

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 Technical Authority, within four (4) 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 Procurement 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.

##### **7.1.1.2 Task Authorization Limit**

The Procurement Authority may authorize individual task authorizations up to a limit of \$250,000.00, Applicable Taxes extra, inclusive of any revisions. Any task authorization to be issued in excess of that limit must be authorized by the Contracting Authority before issuance.

##### **7.1.1.3 Minimum Work Guarantee - All the Work - Task Authorizations**

"Maximum Contract Value" means the sum specified in Contract clause 7.6.1, Limitation of Expenditure - Cumulative Total of all Task Authorizations, and "Minimum Contract Value" means a fixed amount of \$25,000.00.

Canada's obligation under the Contract is to request Work in the amount of the Minimum Contract Value or, at Canada's option, to pay the Contractor at the end of the Contract in accordance with the paragraph below of this clause. In consideration of such obligation, the Contractor agrees to stand in readiness throughout the Contract period to perform the Work described in the Contract. Canada's maximum liability for work performed under the Contract must not exceed the Maximum Contract Value, unless an increase is authorized in writing by the Contracting Authority.

In the event that Canada does not request work in the amount of the Minimum Contract Value during the period of the Contract, Canada must pay the Contractor the difference between the Minimum Contract Value and the total cost of the Work requested.

Canada will have no obligation to the Contractor under this clause if Canada terminates the Contract in whole or in part for default.

#### **7.1.1.4 Periodic Usage Reports - Contracts with Task Authorizations**

The Contractor must compile and maintain records on its provision of services to the federal government under authorized Task Authorizations issued under the Contract.

The Contractor must provide this data in accordance with the reporting requirements detailed below. If some data is not available, the reason must be indicated. If services are not provided during a given period, the Contractor must still provide a "nil" report.

The reporting periods are defined as follows:

- 1<sup>st</sup> semi-annual reporting period: 1 April to 30 September; and
- 2<sup>nd</sup> semi-annual reporting period: 1 October to 31 March.

The data must be submitted to the Contracting Authority no later than 15 calendar days after the end of the reporting period.

#### **Reporting Requirement - Details**

A detailed and current record of all authorized tasks must be kept for each contract with a task authorization process. This record must contain:

##### **For each authorized task:**

- A. the authorized task number or task revision number(s);
- B. a title or a brief description of each authorized task;
- C. the total estimated cost specified in the authorized Task Authorization (TA) of each task, exclusive of Applicable Taxes;
- D. the total amount, exclusive of Applicable Taxes, expended to date against each authorized task;
- E. the start and completion date for each authorized task; and
- F. the active status of each authorized task, as applicable.

##### **For all authorized tasks:**

- A. the amount (exclusive of Applicable Taxes) specified in the contract (as last amended, as applicable) as Canada's total liability to the contractor for all authorized TAs; and
- B. the total amount, exclusive of Applicable Taxes, expended to date against all authorized TAs.

#### **7.1.1.5 Task Authorization - Department of National Defence**

The administration of the Task Authorization process will be carried out by the Directorate of Business Management 2 (DBM 2). This process includes monitoring, controlling and reporting on expenditures of the contract with task authorizations to the Contracting Authority.

## **7.2 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) (https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual) issued by Public Works and Government Services Canada.

### 7.2.1 General Conditions

[2035](#) (2022-05-12), General Conditions - Higher Complexity - Services, apply to and form part of the Contract, with the following modifications:

"Canada", "Crown", "Her Majesty" or "the Government" means Her Majesty the Queen 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.

### 7.2.2 Supplemental General Conditions

[4007](#) (2010-08-16), Canada to Own Intellectual Property Rights in Foreground Information

### 7.2.3 Inspection and Acceptance

The Technical Authority is the Inspection Authority. All reports, deliverable items, documents, goods and all services rendered under the Contract are subject to inspection by the Inspection Authority or representative. Should any report, document, good or service not be in accordance with the requirements of the Statement of Work and to the satisfaction of the Inspection Authority, as submitted, the Inspection Authority will have the right to reject it or require its correction at the sole expense of the Contractor before recommending payment.

### 7.2.4 Specific Person(s)

The Contractor must provide the services of the following person(s) to perform the Work as stated in the Contract:

Project Manager: [to be specified in the resulting contract]  
Drafting Checker: [to be specified in the resulting contract]  
Draftspersons: [to be specified in the resulting contract]  
Technical Clerk: [to be specified in the resulting contract]  
Lead Translator: [to be specified in the resulting contract]  
Translator: [to be specified in the resulting contract]

### 7.2.5 Non-Disclosure Agreement

The Contractor must obtain from its employee(s) or subcontractor(s) the completed and signed non-disclosure agreement, attached at Annex E, and provide it to the Technical Authority before they are given access to information by or on behalf of Canada in connection with the Work.

## 7.3 Security Requirements

The following Security Requirements Check List (SRCL) and related clauses provided by the Contract Security Program apply and form part of the Contract.

### SECURITY REQUIREMENT FOR CANADIAN SUPPLIER: PWGSC FILE NO. W6381-23-0002

1. The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer, hold a valid Facility Security Clearance at the level of SECRET, issued by the Contract Security Program (CSP), Public Works and Government Services (PWGSC).



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).
3. The Contractor/Offeror personnel requiring access to sensitive site(s) must EACH hold a valid personnel security screening at the level of SECRET, granted or approved by the CSP, PWGSC.
4. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of the CSP, PWGSC.
5. The Contractor/Offeror must comply with the provisions of the:
  - A. Security Requirements Check List and security guide (if applicable), attached at Annex C.
  - B. *Contract Security Manual* (Latest Edition).

## **7.4 Term of Contract**

### **7.4.1 Period of the Contract**

The period of the Contract is from 1 October 2022 to 30 September 2025 inclusive.

### **7.4.2 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-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 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.

## **7.5 Authorities**

### **7.5.1 Contracting Authority**

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.

### **7.5.2 Procurement Authority**

The Procurement Authority for the Contract is:

Name: Dennis Lam  
Title: Procurement and Contracting Officer  
Organization: Department of National Defence  
Directorate: Directorate of Business Management  
Address: 101 Colonel By Drive, Ottawa, ON, K1A 0K2  
Telephone: 613-219-5185  
E-mail: [dennis.lam@forces.gc.ca](mailto:dennis.lam@forces.gc.ca)

The Procurement Authority 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 administrative aspects of the Work under the Contract. The Contractor may discuss administrative matters identified in the Contract with the Procurement Authority; however, the Procurement Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

### 7.5.3 Technical Authority

The Technical Authority for the Contract is:

Name: [to be specified in the resulting contract]  
Title: [to be specified in the resulting contract]  
Organization: Department of National Defence  
Directorate: Directorate of Supply Chain Operations  
Address: 45 Boulevard Sacré-Cœur Gatineau, QC J8X 1C6  
Telephone: [to be specified in the resulting contract]  
E-mail: [to be specified in the resulting contract]

In its absence, the Technical Authority is:

Name: [to be specified in the resulting contract]  
Title: [to be specified in the resulting contract]  
Organization: Department of National Defence  
Directorate: Directorate of Supply Chain Operations  
Address: 45 Boulevard Sacré-Cœur Gatineau, QC J8X 1C6  
Telephone: [to be specified in the resulting contract]  
E-mail: [to be specified in the resulting contract]

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

### 7.5.4 Contractor's Representative

Name: [to be specified in the resulting contract]  
Title: [to be specified in the resulting contract]  
Organization: [to be specified in the resulting contract]  
Address: [to be specified in the resulting contract]  
Telephone: [to be specified in the resulting contract]  
E-mail: [to be specified in the resulting contract]

## 7.6 Proactive Disclosure of Contracts with Former Public Servants

The full text of SACC Manual clause [A3025C](#) (2020-05-04), Proactive Disclosure of Contracts with Former Public Servants, will be inserted if the selected Bidder provided in accordance with the article 2.3, Former Public Servant, information on its status with respect to being a Former Public Servant in receipt of a Public Service Superannuation Act (PSSA) pension.

## 7.7 Payment

### 7.7.1 Basis of Payment

The Contractor will be paid for the Work specified in the authorized task authorization, in accordance with the Basis of payment at Annex B.

Canada's liability to the Contractor under the authorized task authorization must not exceed the limitation of expenditure specified in the authorized task authorization. Custom duties are included and Applicable Taxes are extra.

No increase in the liability of Canada or in the price of the Work specified in the authorized task authorization 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.

#### **7.7.2 Limitation of Expenditure - Cumulative Total of all Task Authorizations**

Canada's total liability to the Contractor under the Contract for all authorized Task Authorizations (TAs), inclusive of any revisions, must not exceed the sum of \$[to be specified in the resulting contract]. Customs duties are included and Applicable Taxes are extra.

No increase in the total liability of Canada will be authorized or paid to the Contractor unless an increase has been approved, in writing, by the Contracting Authority.

The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:

- A. when it is 75 percent committed, or
- B. four (4) months before the contract expiry date, or
- C. as soon as the Contractor considers that the sum is inadequate for the completion of the Work required in all authorized TAs, inclusive of any revisions,

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.

#### **7.7.3 Method of Payment – Authorized Task Authorization**

For the Work specified in an authorization task authorization subject to a limitation of expenditure, Canada will pay the Contractor on a monthly basis for work performed during the month covered by the invoice in accordance with the payment provisions of the Contract if:

- A. an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
- B. all such documents have been verified by Canada; and
- C. the Work performed has been accepted by Canada.

#### **7.7.4 SACC Manual Clauses**

[A9116C](#) (2007-11-30), T1204 - Information Reporting by Contractor  
[A9117C](#) (2007-11-30), T1204 - Direct Request by Customer Department

#### **7.7.5 Electronic Payment of Invoices - Contract**

The Contractor accepts to be paid using the following Electronic Payment Instrument:

- A. Direct Deposit (Domestic and International).

### **7.7.6 Discretionary Audit**

[C0705C](#) (2010-01-11), Discretionary Audit

### **7.8 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 copy of the monthly progress report.

The original invoice must be forwarded to the address shown on page 1 of the Contract for certification and payment.

### **7.9 Certifications and Additional Information**

#### **7.9.1 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.

#### **7.9.2 Indigenous Business Certification**

The full text of SACC Manual clause [A3000C](#) (2022-05-12), Indigenous Business Certification, will be inserted if the selected Bidder provided in accordance with Attachment 1 to Part 5, Certification - Set-Aside For Indigenous Business, information on its status with respect to being an Indigenous business.

#### **7.9.3 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.

#### **7.10 Applicable Laws**

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Quebec [\[or the name of the province or territory as specified by the Bidder in its bid, if applicable\]](#).

#### **7.11 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.

- A. the Articles of Agreement;
- B. the supplemental general conditions [4007](#) (2010-08-16), Canada to Own Intellectual Property Rights in Foreground Information;

- C. the general conditions [2035](#) (2022-05-12), General Conditions - Higher Complexity - Services;
- D. Annex A, Statement of Work;
- E. Annex B, Basis of Payment;
- F. Annex C, Security Requirements Check List;
- G. the signed Task Authorizations (including all of its annexes, if any);
- H. Annex E, Non-Disclosure Agreement; and
- I. the Contractor's bid dated [\[to be specified in the resulting contract\]](#).

## 7.12 Defence Contract

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

## 7.13 Quality

### 7.13.1 Quality Plan

No later than 45 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.

If the Contract includes the option for software design, development or maintenance of software, the Contractor must interpret the requirements of ISO 9001:2015 "Quality management systems - Requirements", according to the guidelines of the latest issue (at contract date) of ISO/IEC 90003:2018 "Software engineering - Guidelines for the application of ISO 9001:2015 to computer software".

### 7.13.2 Quality Assurance Authority

[D5510C](#) (2022-05-12), Quality assurance authority (Department of National Defence): Canadian-based contractor

### 7.13.3 Quality Systems

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

### 7.13.4 Release Documents

[D5606C](#) (2017-11-28), Release documents (Department of National Defence): Canadian-based contractor

### 7.13.5 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: [\[to be specified in the resulting contract\]](#)

- 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).

### 7.14 Foreign Nationals

[A2000C](#) (2006-06-16), Foreign Nationals (Canadian Contractor)

[\[OR\]](#)

[A2001C](#) (2006-06-16) Foreign Nationals (Foreign Contractor)

### 7.15 Insurance

[G1005C](#) (2016-01-28), Insurance - No Specific Requirement

### 7.16 Controlled Goods Program

[A9131C](#) (2020-11-19), Controlled Goods Program

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

### 7.17 SACC Manual Clauses

[A9062C](#) (2011-05-16), Canadian Forces Site Regulations

[A9068C](#) (2010-01-11), Government Site Regulations

### 7.18 No Responsibility to Pay for Work not Performed Due to Closure of Government Offices

Where the Contractor, its employees, subcontractors, or agents are providing services on government premises under the Contract and those premises are inaccessible because of the evacuation or closure

of government offices, and as a result no work is performed, Canada is not responsible for paying the Contractor for work that otherwise would have been performed if there had been no evacuation or closure.

If, as a result of any strike or lock-out, the Contractor or its employees, subcontractors or agents cannot obtain access to government premises and, as a result, no work is performed, Canada is not responsible for paying the Contractor for work that otherwise would have been performed if the Contractor had been able to gain access to the premises.

#### **7.19 Dispute Resolution**

The parties agree to maintain open and honest communication about the Work throughout and after the performance of the contract.

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.

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.

Options of alternative dispute resolution services can be found on Canada's Buy and Sell website under the heading "[Dispute Resolution](#)".

## **ANNEX A, STATEMENT OF WORK**

### **1.0 TITLE**

Engineering Drawing Services for the Director General Materiel Systems and Supply Chain (DGMSSC).

### **2.0 SCOPE**

#### **2.1. Purpose**

The purpose of this Statement of Work (SOW) is to obtain engineering drawings services for DGMSSC through the Director Supply Chain Operations (DSCO) on an "as and when requested basis".

#### **2.2. Background**

The Department of National Defence (DND) has an ongoing requirement for engineering drawing services, which includes the Request for Data Verification (RDV) process and the production and revision of Engineering Drawings and Associated Lists which will be documented in one or both of Canada's official languages in support of Configuration Management, Procurement, Cataloguing and Documentation Control Activities. These services are made available through DSCO as part of the common services provided by DGMSSC on behalf of the Department.

### **3.0 ACRONYMES, ABBREVIATIONS AND DEFINITIONS**

Acronyms, abbreviations and definitions are contained in Appendix 1, herein. This Appendix should be used in conjunction with specifications referred to herein to interpret the language of the SOW.

### **4.0 APPLICABLE DOCUMENTS**

#### **4.1. Applicability**

The following documents form part of this SOW to the extent specified herein. Unless otherwise specified in the individual DND 626, Task Authorization Form ("Task"), the issue date of the applicable documents for this Contract must be the most recent version. Amendments to this list for the purpose of additions to or deletions from the list as well as updating issues dates for individual documents may occur during the period of the Contract and any extension thereof upon mutual agreement by the Contractor and Canada. In the event of a conflict between the documents referenced herein and the contents of the SOW, the contents of the SOW will take precedence.

#### **4.2. DND Publications**

The following DND publications contain policy, procedural and technical references applicable to Departmental publishing:

- A. A-LM-505-010/JS-001, Materiel Management Instruction - Official Languages Requirements for Technical Documentation;
- B. C-01-000-001/AG-000, Technical Data Package;
- C. D-01-400-002/SF-000, Specification - Levels of Engineering Drawings;
- D. D-01-400-001/SG-000, Standard - Engineering Drawing Practices;
- E. NDSI, Security Instructions for the Department of National Defence and the Canadian Armed Forces (CAF).

#### **4.3. Standards Council of Canada Publications**

Z234.1-00, Metric Practice Guide.



#### **4.4. Civil Publications**

- A. Harrap's French/English Dictionary;
- B. Concise Oxford Dictionary;
- C. Le Petit Robert.

#### **4.5. Supplemental Translation Terminology References**

##### **4.5.1. Primary Source**

TERMIUM, The Government of Canada's Terminology and Linguistic Data Bank  
(<http://btb.termiumplus.gc.ca>).

##### **4.5.2. Secondary Source**

- A. Ernest Dictionnaire Général de la Technique Industrielle (français anglais) Tome 1;
- B. Ernest Comprehensive Dictionary of Engineering and Technology: English-French. Vol. 2;
- C. Dictionnaire Technique Général, Beauchemin, J.G. Gérald Belle-Isle.

#### **4.6. International Organization of Standardization**

ISO 9660, Information Processing - Volume and File Structure of CDROM for Information Interchange.

#### **4.7. Adobe Systems**

Adobe Systems Incorporated.

#### **4.8. Appendices and Other Documents**

- A. Appendix 1, Abbreviations and Definitions;
- B. Appendix 2, Preparation and Revision Requirements for Engineering Drawings and Associated Lists;
  - a. Attachment 1 to Appendix 2, Title and Revision Block Entries;
- C. Appendix 3, Sample Metadata;
- D. Appendix 4, Estimated Annual Usage; and
- E. Appendix 5, Engineering Drawings & Associated Lists - Complexity Sample Table.

### **5.0 REQUIREMENTS**

#### **5.1. General**

The Contractor must provide the Technical Authority the necessary services and materials applicable to the RDV process and the delivery of engineering drawings services on an "as and when requested basis" by an authorized Task, in accordance with the terms, conditions and provisions of the Contract.

##### **5.1.1. Investigation and Definition of Tasks**

The Contractor must evaluate RDV and drawing work packages, research and define requirements and propose methods of completing the Tasks consistent with DND requirements. RDV and drawing work packages must be provided in electronic format in one or both of Canada's official languages.

##### **5.1.2. Reports and Plans**

When requested by the Technical Authority, the Contractor must provide a written investigation report and

work plan that provides sufficient information to evaluate the scope, complexity and resources required to complete the individual Task. The investigation report and work plan must be prepared in Portable Document Format (PDF) format in one or both of Canada's official languages. If DND's software standards are upgraded during the performance of the Contract, the Contractor is responsible for ensuring compatibility and must deliver the required reports and plans in accordance with DND's upgraded software standards.

## **5.2. Preparation and Revision of Engineering Drawings and Associated Lists**

### **5.2.1. Work Description**

The Contractor must prepare and/or revise engineering drawings and associated lists in accordance with the SOW provided with each Task. All engineering drawings and associated lists that have been prepared and/or revised must meet the requirements as detailed in Appendix 2.

### **5.2.2. Document Conversion**

When required by the Task, the Contractor must convert engineering drawings and associated lists to electronic form. In the event that conversion is required, the Contractor will be provided with the hard copy or soft copy of the document to be converted.

### **5.2.3. Technical Data Action Notice (TDAN)**

When required by the Task, the Contractor must prepare a TDAN, which accurately describes the action applicable to each engineering drawing and associated list(s).

### **5.2.4. Metadata**

The Contractor must prepare and provide a metadata file for each soft copy engineering drawing and associated list(s), produced or revised as a result of a drawing task. Format of metadata must be in accordance with 8.4.2.H and 8.4.2.I.

## **5.3. Verification/Inspection of Technical Data Packages**

### **5.3.1. Work Description**

When required by the Task, the Contractor must verify conformance of provided Technical Data Packages with the contractual requirements against which they were acquired and the SOW provided. The verification/inspection includes tasks such as, but not limited to, verifying format, form, media and completeness of the delivered Technical Data Packages.

### **5.3.2. Verification/Inspection Reports**

The Contractor must provide written verification/inspection reports certifying that the data inspected meets the stated requirements, or, in cases of non-conformance, a detailed description of each discrepancy will be provided on a deliverable by deliverable basis.

### **5.3.3. Technical Data Action Notice**

When required by the Task, the Contractor must prepare a TDAN with the description of actions of the listed engineering drawing(s) and associated list(s) delivered as a result of the contract. When a Task includes revisions of engineering drawing(s) and associated list(s), a comprehensive description of the revision of each revised document must form part of the TDAN.

#### **5.4. Preparation of Design Data List (DDL)**

The Contractor must prepare DDLs in accordance with C-01-000-001/AG-000, Technical Data Package.

#### **5.5. Performance of the Work**

The Contractor must facilitate and maintain regular communication with the Technical Authority regarding the progress of Work completed under any resulting Task.

Upon request from the Technical Authority, the Contractor must provide a written or oral status update relating to any Work in progress under any Task.

In addition, the Contractor must immediately notify the Technical Authority of any issues, problems, or areas of concern that could adversely affect the ability of the Contractor to complete the Work specified under any Task.

#### **5.6. Language Requirements**

The Task will indicate the language requirements for the deliverables.

#### **5.7. Translation**

##### **5.7.1. Translation**

Unless otherwise specified in each Task, the quality of the translation must be consistent with and equivalent to the source documents. The Contractor must certify the translation in accordance with 5.7.2, Translation Accuracy Check.

Unless otherwise specified in each Task, the Contractor must make use of DND glossaries, lexicons and other sources of terminology. Should the Contractor not find a required technical term in the DND glossaries and lexicons, then the "TERMIUM-The Government of Canada's Linguistic Data Bank" must be used as the primary reference and the "Ernest Comprehensive Dictionary of Engineering and Technology" must be used as the secondary reference.

Beyond that, the Contractor must provide the necessary terminology to proceed with the Work and make such terminology available to the Technical Authority.

Each Task will indicate the language and extent of the translation requirement.

##### **5.7.2. Translation Accuracy Check (TAC)**

Unless otherwise specified in each Task, the Contractor must subject all translated material to the TAC process prior to the production of the final deliverables.

Upon signing the Certificate of TAC, the Contractor is certifying the accuracy of the translation.

#### **5.8. Accommodations and Facilities**

For the duration of the Contract, as a minimum, the Contractor's facilities must include the following:

- A. Office facilities and workstations including Computer Aided Design (CAD) stations each fitted with the necessary software and peripherals to accommodate the requirements of the Contract;
- B. Access to an up to date technical library sufficiently complete to allow for the performance of the Work; and

- C. Access to the Contractor's establishments and those of its subcontractors as necessary during the period of 8:00 am to 4:00 pm, Monday to Friday, except for Statutory Holidays, for the performance of their duties as they relate to the Contract.

## **6.0 DETAILED DESCRIPTION OF SERVICE**

### **6.1. Project Management**

The Contractor will manage all projects to ensure that the work is performed in a timely fashion that respects DND project schedules and priorities.

### **6.2. Contractor's Resources**

The work to be performed and deliverables produced on an "as and when requested basis" includes any or all of the following resources and tasks:

#### **6.2.1. Project Manager**

The Project Manager must manage numerous drafting and RDV tasks. The Project Manager must coordinate with the Technical Authority and the Life Cycle Materiel Manager (LCMM) and assume management responsibilities for all drafting and RDV work related to this work requirement.

#### **6.2.2. Drafting Checker**

The Drafting Checker must verify that the new and revised engineering drawing packages meet the DND drawing standards and departmental contractual agreements.

#### **6.2.3. Draftsperson**

The Draftsperson must prepare quality DND engineering drawings and associated lists using a CAD system.

#### **6.2.4. Technical Clerk**

The Technical Clerk must perform verification/investigation/breakdown of engineering drawing assemblies and associated lists, compile/prepare DDLs/TDPs and perform various clerical duties.

#### **6.2.5. Lead Translator**

The Lead Translator is responsible for the TAC and to translate engineering drawings and associated lists including, but not limited to, the translation of complex technical terminology. Translations will mostly involve both of Canada's official languages, English and French. There may be the occasional requirement to translate in other languages (e.g. German), as identified in the Task.

#### **6.2.6. Translator**

The Translator are responsible for, but not limited to, the translation of complex technical terminology. Translations will mostly involve both of Canada's official languages, English and French. There may be the occasional requirement to translate in other languages (e.g. German), as identified in the Task.

### **6.3. Other Approved Work**

When requested by the Technical Authority and in accordance with the Task, each resource may be tasked with, but not limited to, the following:

### **6.3.1. Project Manager**

- A. Task investigation which may include liaising with the LCMM; and
- B. Attend meetings.

### **6.3.2. Drafting Checker and/or Draftsperson**

- A. Prepare sketches; and
- B. Attend meetings.

### **6.3.3. Technical Clerk**

- A. Verification/investigation/breakdown of engineering drawing assemblies and associated lists;
- B. Preparation of DDLs and compilation of TDPs; and
- C. Printing of soft copy and hard copy engineering drawings and associated lists.

### **6.4. Monthly Progress Report**

The monthly progress report (in the Contractor's format), must be submitted within the first week of each month to the Technical Authority, in a Microsoft Office Suite application format, containing the following information:

- A. Work Order Number;
- B. TDAN Number;
- C. Requisition Number;
- D. Contractor Reference Number (if applicable);
- E. Work Evaluation Status;
- F. Date the Task is received by the Contractor;
- G. Status of the individual Task;
- H. Target date for shipping to the Consignee;
- I. Actual date of shipping;
- J. Contractor's comments;
- K. The funds committed and spent against the Contract; and
- L. Usage statistics for all the tables shown in Annex B, Basis of Payment.

### **6.5. Progress Review Meetings (PRM)**

Progress Review Meetings will be held annually at a mutually agreed date between the Technical Authority and the Contractor. Additional PRMs may be held at the discretion of all parties concerned, as and when required to facilitate the engineering drawings services and RDV process. PRMs will primarily be held virtually over Microsoft Teams. PRMs may also be held at the Technical Authority's premises or other locations as mutually agreed. The purpose of the meetings will be to:

- A. Review present and future workloads, as well as the resource requirements;
- B. Review priorities for Work to be done;
- C. Review the quality of released Work;
- D. Review the funds committed and spent; and
- E. Any other pertinent topics.

The Technical Authority will be responsible for the co-ordination of the PRM and will include the Contract Authority and the Contractor.

The Contractor must develop an agenda in collaboration with the Technical Authority. The proposed agenda must be submitted within fifteen (15) working days before the review meeting.

The Contractor must prepare and submit the minutes of the meetings within five (5) working days to the Technical Authority for DND concurrence/approval. The minutes of the meetings will provide a record of discussions and decisions made.

The Technical Authority will distribute the approved minutes to all the participants.

The meeting will be co-chaired by the Technical Authority and the Project Manager.

Decisions made during the PRMs that could have an effect on the scope or cost of the engineering drawing services contracted for must not be implemented without the written approval of the Contract Authority through a Contract Amendment.

#### **6.6. Contractor Representation (Availability of Resources)**

The Contractor must have qualified resources available for meetings, consultation, pickup and delivery of all Tasks and government-supplied material. The Contractor will be given a 48 hour notice by the Technical Authority for the above-mentioned activities or 24 hours in the case of an urgent requirement.

The Contractor's resources must be available on an "as and when requested basis" throughout the duration of the Contract.

### **7.0 QUALITY SYSTEM REQUIREMENTS**

In the performance of the Work described in this SOW, the Contractor must comply with the Quality System Requirements specified in the Contract.

### **8.0 DELIVERABLES**

Work as detailed in each Task/SOW, must be performed in accordance with the following subparagraphs. Completed Work must be delivered to the Technical Authority or an authorized delegate.

#### **8.1. DDLs and Engineering Drawing/Associated Lists**

When requested by the individual Task, a hard copy of the DDLs, engineering drawings, associated lists and TDAN's must be supplied in the formats, quantities and sizes as defined in the SOW.

#### **8.2. Electronic Deliverables**

##### **8.2.1. Reports and Plans**

Investigation Reports, Work Plans and Verification/Inspection Reports must be delivered in word processing or spreadsheet applications contained in Microsoft Office Suite. The file must be named in such a way as to make them easily identifiable. Alternate file formats may be acceptable provided they have been discussed and approved in writing by the Technical Authority.

##### **8.2.2. Engineering Drawings**

Unless otherwise specified in the individual Task, engineering drawings must be delivered in the Native and Raster format.

- A. Vector Data: Must be delivered in their Native file format. Multi-sheet drawings must be delivered as one sheet per file.
- B. Raster Data: Must be delivered in PDF format (hybrid files must not be delivered). Multi-sheet drawings must be delivered as one file.

- C. Pel Density: Raster image pixel element (Pel) density must be 600 dpi.
- D. Position of Pels must be as follows:
  - a. Portrait Data: Line progression 270 degrees, Pel path 0 degrees;
  - b. Landscape Data: Line progression 270 degrees, Pel path 0 degrees.
- E. Image Sizes: Raster images for engineering drawings and associated lists must retain the sheet size of their respective Master/Native file.
- F. Image Colour: Images must be black on white background.
- G. File Names/Batch Number Allocation: File names must be made up from the document number by adding a prefix (A for AIR, C for COMM/ELECT, L for LAND, and M for MARITIME). Batch numbers must be requested from DSCO 4-6.
- H. Metadata: Must be provided for all engineering drawings and associated lists. Metadata for both Raster and Vector files must be prepared when applicable. The Metadata must be provided as a single Microsoft Access database table containing the information shown in Appendix 3, Table 1.
- I. Database Table: Each delivered engineering drawing and associated list image must have a corresponding database record. All records must be entered into a single Microsoft Access database table as shown in Appendix 3, Tables 2 and 3. Fields without corresponding information will remain blank. The Microsoft Access database file must be assigned a unique filename, based on the batch number of the data file being created for (e.g. AZ001.mdb, CZ001.mdb, LZ001.mdb, and MZ001.mdb). The Microsoft Access database file extension must be .mdb.

### **8.2.3. Associated Lists and TDANs**

Associated Lists and TDANs must be delivered as detailed in the individual Task.

### **8.2.4. Design Data Lists (DDL)**

DDLs must be delivered as a Microsoft Word and PDF files. Metadata is not required for DDLs.

### **8.2.5. Delivery and Packaging**

- A. Media of Delivery: The final delivery of electronic data can be via shared drive, FTP site or CD/DVD and must be subject to the approval the Technical Authority.
- B. CD/DVD Labelling: CD/DVD and their cases must be labelled or marked internally and externally. Each label or marking must be displayed in the following order: the TDAN numbers(s) and task number(s) contained therein and the date the CD/DVD was created.
- C. Protection and Packaging: All deliverables must be protected, packaged and delivered in a manner that ensures their safe arrival in undamaged condition.
- D. Mail or Courier Delivery: Deliverables must be forwarded to:

Department of National Defence  
National Defence Headquarters  
101 Colonel By Drive  
Ottawa, ON  
K1A 0K2  
Attention: DSCO 4-6, NPB

## **9.0 WORK LOCATION, ACCESSIBILITY AND TRAVEL**

### **9.1. Work Location**

The Work will be performed at the Contractor's facilities unless otherwise stated in the individual Task.

DND's facilities, equipment, documentation and its personnel are not automatically at the disposal of the

Contractor. The Contractor is responsible for timely identification of the need for access to the referenced facilities, equipment, documentation and DND personnel.

Subject to the approval of the Technical Authority, arrangements will be made for the Contractor to access the required facilities, equipment, documentation and DND personnel at the Client's convenience.

### **9.2. Embedded Contractor**

The Contractor must make one resource (Technical Clerk) available to be embedded at a DND facility in the National Capital Region (NCR) for the processing of RDVs, creation of DDLs, compilation of TDPs and the verification/investigation/breakdown of engineering drawing assemblies and associated lists.

### **9.3. Travel**

No travel outside of the NCR is required. Travel within the NCR may be required; however, travel and living expenses for work performed within the NCR will not be reimbursed.

## **10.0 LIMITATIONS AND CONSTRAINTS**

All documents and procedures developed and/or updated by the Contractor's resources will be for the review, approval and signature (where required) by the Technical Authority.

All correspondence, initiated by the Contractor's resources, must be submitted to the Technical Authority. Correspondence is defined as any form of written communication, whether by manual or electronic means.

The Technical Authority or other authorized departmental government representatives must have access at all times to the Work and to the plant or facility where any part of the Work is being performed.

The Contractor must ensure that its resources do not use Government of Canada or DND designations, logos or insignia on any business cards, cubicle/office signs or written/electronic correspondence that in any manner may lead others to perceive a Contractor's resource as being an employee of Canada.



## APPENDIX 1 TO ANNEX A, ACRONYMS AND DEFINITIONS

### 1.0 ACRONYMS

CAD	Computer Aided Design
CAF	Canadian Armed Forces
DCR	Design Change Request
DGMSSC	Director General Materiel Systems and Supply Chain
DSCO	Director Supply Chain Operations
DDL	Design Data List
DND	Department of National Defence
EAC	Equipment Application Code
ERN	Equipment Registration Number
LCMM	Life Cycle Materiel Manager
NCAGE	NATO Commercial and Government Entity Code
NSCM	NATO Supply Code for Manufacturers
NCR	National Capital Region
PDF	Portable Document Format
PRM	Progress Review Meeting
RDV	Request for Data Verification
SOW	Statement of Work
TAC	Translation Accuracy Check
TDAN	Technical Data Action Notice
TDP	Technical Data Package

### 2.0 DEFINITIONS

#### 2.1. Associated List

A category of documents that are associated to an engineering drawing(s).

#### 2.2. Design Data List (DDL)

A document that lists and identifies all drawings, specifications, standards and related documentation that applies to a specific procurement which will be supplied to the Tenderer or Contractor.

#### 2.3. Life Cycle Materiel Manager (LCMM)

The Design Authority for a piece of equipment and/or system.

#### 2.4. Technical Data

Recorded information, regardless of form or method for the recording of a scientific or technical nature (including software documentation). The term does not include computer software or data incidental to contract administration, such as financial and/or management information.

#### 2.5. Technical Data Action Notice (TDAN)

A document that controls the movement of technical data. It authorizes and describes the introduction, revision, supersession, rescission or cancellation of technical data. The TDAN is prepared when work originated through a Work Order has been completed and approved.

## **2.6. Technical Data Package (TDP)**

The complete set of approved technical data that provides a technical description of materiel intended for use in procurement. The package may consist of drawings, specifications, standards, quality assurance documents, packing, packaging and marking data, sealed patterns, pattern drawings and associated lists.

## **APPENDIX 2 TO ANNEX A, PREPARATION AND REVISION REQUIREMENTS FOR ENGINEERING DRAWINGS AND ASSOCIATED LISTS**

### **1.0 GENERAL**

Engineering drawings and associated lists must be prepared and/or revised in accordance with the following requirements:

#### **1.1. Governing Specification**

D-01-400-002/SF-000, Levels of Engineering Drawings

#### **1.2. Governing Standard**

D-01-400-001/SG-000, Engineering Drawing Practices

### **2.0 DRAWING PRACTICES**

The specified level of engineering drawings and associated lists must be completed in accordance with the governing standard:

#### **2.1. Drawing Number Allocation**

DND/CAF drawing numbers will be allocated for use on DND/CAF engineering drawings and associated lists (data lists, cover sheets and parts lists). Allocated drawing numbers must be managed by the Contractor.

#### **2.2. TDAN Document**

A TDAN must be prepared listing all engineering drawings and associated lists delivered as a result of the individual Task. The Technical Authority will allocate TDAN numbers on a task-by-task basis.

#### **2.3. Forms**

Engineering drawing, associated list and TDAN electronic forms will be supplied by the Technical Authority.

#### **2.4. Drawing System**

Unless otherwise requested, the mono-detail drawing system must be used.

#### **2.5. Drawing Types**

Drawing types will be defined by the Contractor for each individual Task to meet the requirements of the specified drawing level. This is subject to the approval of both the LCMM and the Technical Authority.

#### **2.6. Associated Lists**

##### **2.6.1. Parts Lists**

Parts lists must be prepared integral with the drawings. On multi-sheet drawings, the parts list must be placed on sheet one. In unique cases, separate parts lists may be acceptable provided they have been discussed and approved in writing by the Technical Authority.

### **2.6.2. Data Lists**

Data lists complete with cover sheets are required and must be prepared in accordance with the governing standard and supplied as part of the engineering drawings. Data lists must be prepared at the item level of assembly (and/or end item) declared for future production by the LCMM and Technical Authority.

### **2.7. Title/Revision Blocks**

Identifiers must be inserted in the Title/Revision Block of each engineering drawing and associated list as shown in Attachment 1 to Appendix 2, Table 1.

### **2.8. Units of Measure**

Unless otherwise specified by the Task, the units of measure must be Imperial.

### **2.9. Quality Assurance Provision**

Quality of the Work for the individual tasks on this Contract is the responsibility of the Contractor, in accordance with the quality requirements specified in the Contract.

### **2.10. Acceptance**

Acceptance requirements will be the responsibility of the Technical Authority. Final deliveries are subject to a verification and acceptance process.

**ATTACHMENT 1 TO APPENDIX 2**

**Table 1 - Title & Revision Block Entries**

<b>TITLE BLOCK OF DRAWING</b>	<b>ENTRIES</b>
DWN/DESS	Enter Draftsperson's name
CKD/VÉR	Enter Drafting Checker's name
INSPECTED/INSPECTÉ	Enter "DSCO 4-6".
DND APPVL/APPROB MDN	Enter LCMM's designation
DESIGN AGENT DE CONCEPTION	Enter Contractor's name or NATO Commercial And Government Entity (NCAGE)
DESIGN AUTH NCAGE DE L'AUT DE CONCEPTION	Enter NCAGE for Air "36376", Land "35907" or Maritime "36219" as instructed by the Technical Authority
DRAWING DATE DU DESSIN	Enter drawing creation date (yyyy/mm/dd)
<b>REVISION BLOCK OF NEW DRAWING</b>	<b>ENTRIES</b>
REV	Enter a dash "-"
REVISION AUTHORIZATION DOCUMENT NO. / NO. DE DOCUMENT D'AUTORISATION DE RÉVISION	Enter TDAN number (TDAN-XXXXXXXX)
DATE	Enter a dash "-"
DWN/DESS	Enter a dash "-"
CKD/VÉR	Enter a dash "-"
APPVL/APPROB	Enter a dash "-"
<b>REVISION BLOCK OF REVISED DRAWING</b>	<b>ENTRIES</b>
REV/RÉV	Enter next sequential alpha character "A"
REVISION AUTHORIZATION DOCUMENT NO, / NO. DE DOCUMENT D'AUTORISATION DE RÉVISION	Enter TDAN number (TDAN-XXXXXXXX)
DATE	Enter Drawing revision date (yyyy/mm/dd)
DWN / DES	Enter Draftsperson's initials
CKD / VÉR	Enter Drawing Checker's initials
APPVL/APPROB	Enter LCMM's initials
<b>TITLE BLOCK OF DATA LIST</b>	<b>ENTRIES</b>
COMPILED/COMPILÉ	Enter Draftsperson's name
CKD/VÉR	Enter Drafting Checker's name
INSPECTED/INSPECTÉ	Enter "DSCO 4-6"
DND APPVL/APPROB MDN	Enter LCMM's designation

DESIGN AGENT DE CONCEPTION	Enter Contractor's name or NATO Commercial And Government Entity (NCAGE)
DESIGN AUTH NCAGE NCAGE DE L'AUT DE CONC	Enter NCAGE for Air "36376", Land "35907" or Maritime "36219" as instructed by the Technical Authority
DL DATE DU DL	Enter data list creation date (yyyy/mm/dd)
<b>REVISION BLOCK OF NEW DATA LIST</b>	<b>ENTRIES</b>
REV/RÉV	Enter a dash "-"
REV AUTH DOC/DOC D'AUT DE RÉVISION	Enter TDAN number (TDAN-XXXXXXXX)
CKD/VÉR	Enter a dash "-"
DATE	Enter a dash "-"
<b>REVISION BLOCK OF REVISED DATA LIST</b>	<b>ENTRIES</b>
REV/RÉV	Enter next sequential alpha character "A"
REV AUTH DOC/DOC D'AUT DE RÉVISION	Enter TDAN number (TDAN-XXXXXXXX)
CKD/VÉR	Enter Drawing Checker's initials
DATE	Enter data list revision date (yyyy/mm/dd)

**APPENDIX 3, TABLES**

**Table 1 - Metadata Field Description**

Order	Field Name <i>(all one word)</i>	Max Field Length	Field Definition / Description	Example Entry
1	<b>FILENAME</b> <i>(all one word)</i>	25	Name of electronic file - unique filename for uploading in database. Alpha characters must be uppercase.	<b>L9775457-1.PDF</b>
2	<b>BATCHNO</b> <i>(all one word)</i>	8	Batch number - used for uploading files in database. Batch number will be issued by DSCO 4-6. Alpha characters must be uppercase.	<b>LZ001</b>
3	<b>DOCUMENTNO</b> <i>(all one word)</i>	25	This field must contain the document number.	<b>9775457</b>
4	<b>REVISION</b>	3	Letter or number indicating the revision level. If there is no rev, indicate with dash ("-").	<b>B</b>
5	<b>SHEETNO</b> <i>(all one word)</i>	3	Sheet number x to y.	<b>1-5</b>
6	<b>NOOFSHEETS</b> <i>(all one word)</i>	3	Sheet number x to y. Enter the value of y.	<b>5</b>
7	<b>FRAMENO</b> <i>(all one word)</i>	3	This field must be left blank.	
8	<b>NOOFFRAMES</b> <i>(all one word)</i>	3	This field must be left blank.	
9	<b>NSCM</b>	5	This field must contain the NATO Supply Code for Manufacturers (NSCM) of the Owner of the data. (Also known as FSCM, CAGE or NCAGE code).	<b>35907</b>
10	<b>SIZE</b>	2	This field contains the document size. - For imperial sizes use A, B, C, D, E, F, G, H, J, K and LE (for legal). - For metric sizes use A4, A3, A2, A1, A0 and B1.	<b>A2</b>
11	<b>ADDITIONALIDENTIFIER</b> <i>(all one word)</i>	10	This open field must be used when two (2) or more documents have the same document number but are different documents. e.g. Document 12345, Document 12345 DCR 001, then "DCR 001" would be entered in this field. When field is not applicable, leave blank.	<b>DCR 001</b>
12	<b>DATARIGHTS</b> <i>(all one word)</i>	1	The data rights as specified in the contract. "L" for "LIMITED" or "U" for "UNLIMITED".	<b>U</b>
13	<b>DOCUMENTTITLE</b> <i>(all one word)</i>	240	Title of document (i.e. Drawing title).	<b>BRACKET ASSY</b>

14	<b>TDANNO</b> <i>(all one word)</i>	12	This field must be used to enter the TDAN number assigned for the project.	<b>174471XXX</b>
15	<b>ERN</b>	12	This field must be used for the Equipment Registration Number (ERN).	<b>30-650-000</b>
16	<b>EAC</b>	8	This field must be left blank.	
17	<b>EQUIPMENT</b>	75	Name of the Equipment.	<b>BISON</b>
18	<b>CTAT</b>	1	If the data is "Not Controlled", DM Code "A" must be entered. If the data is "Controlled Goods", DM Code "D" must be entered.	<b>A or D</b>
19	<b>PROJECTNAME</b>	30	Enter "NATIVE FILES" in this field, if this represents the line item.	<b>NATIVE FILES</b>



**Table 2 - Metadata Examples - New Engineering Drawings & Associated Lists**

FILENAME	BATCH NO	DOCUMENT NO	REVISION	SHEET NO	NO OF SHEETS	FRAME NO	NO OF FRAMES	NSCM	SIZE	ADDITIONAL IDENTIFIER	DATA RIGHTS	TDAN NO	DOCUMENT TITLE	ERN	EAC	EQUIP	CTAT	PROJECT NAME
LDL-9775457-1.pdf	LZ001	DL-9775457-1	-	1-2	2			35907	A4		U	174471137	BRACKET ASSY				A	
LDL-9775457-1.doc	LZ001	NATDL-9775457-1	-	1-2	2			35907	A4		U	174471137	BRACKET ASSY				A	NATIVE FILE
L9775457.pdf	LZ001	9775457	-	1-2	2			35907	A1		U	174471137	BRACKET ASSY				A	
L9775457-1.dwg	LZ001	NAT9775457	-	1	2			35907	A1		U	174471137	BRACKET ASSY				A	NATIVE FILE
L9775457-2.dwg	LZ001	NAT9775457	-	2	2			35907	A1		U	174471137	BRACKET ASSY				A	NATIVE FILE
L9775458.pdf	LZ001	9775458	-	1	1			35907	A2		U	174471137	BRACKET				A	
L9775458.dwg	LZ001	NAT9775458	-	1	1			35907	A2		U	174471137	BRACKET				A	NATIVE FILE

**File Naming Convention**

**File Name**

- LDL-9775457-1.pdf
- LDL-9775457-1.doc
- L9775457.pdf
- L9775457-1.dwg
- L9775457-2.dwg
- L9775458.pdf
- L9775458.dwg

**Description**

- Data List no DL-9775457-1, Sheet 1 to 2, Rev -
- Data List no DL-9775457-1, Sheet 1 to 2, Rev -
- Drawing no 9775457, Sheet 1 to 2, Rev -
- Drawing no 9775457, Sheet 1 of 2, Rev -
- Drawing no 9775457, Sheet 2 of 2, Rev -
- Drawing no 9775458, Sheet 1 of 1, Rev -
- Drawing no 9775458, Sheet 1 of 1, Rev -

**Filename Prefixes**

A, C, L or M9775457.pdf [(A)ir, (C)omm/elect, (L)and or (M)aritime + 9775457 = File Name]

**Table 3 - Metadata Examples - Revised Drawings & Associated Lists**

FILENAME	BATCH NO	DOCUMENT NO	REVISION	SHEET NO	NO OF SHEETS	FRAME NO	NO OF FRAMES	NSCM	SIZE	ADDITIONAL IDENTIFIER	DATA RIGHTS	TDAN NO	DOCUMENT TITLE	ERN	EAC	EQUIP	CTAT	PROJECT NAME
LDL-9775457-1-A.pdf	LZ001	DL-9775457-1	A	1-2	2			35907	A4		U	174471137	BRACKET ASSY				A	
LDL-9775457-1-A.doc	LZ001	NATDL-9775457-1	A	1-2	2			35907	A4		U	174471137	BRACKET ASSY				A	NATIVE FILE
L9775457-A.pdf	LZ001	9775457	A	1-2	2			35907	A1		U	174471137	BRACKET ASSY				A	
L9775457-1-A.dwg	LZ001	NAT9775457	A	1	2			35907	A1		U	174471137	BRACKET ASSY				A	NATIVE FILE
L9775457-2-A.dwg	LZ001	NAT9775457	A	2	2			35907	A1		U	174471137	BRACKET ASSY				A	NATIVE FILE
L9775458-B.pdf	LZ001	9775458	B	1	1			35907	A2		U	174471137	BRACKET				A	
L9775458-B.dwg	LZ001	NAT9775458	B	1	1			35907	A2		U	174471137	BRACKET				A	NATIVE FILE

**File Naming Convention**

**File Name**

LDL-9775457-1-A.pdf

LDL-9775457-1-A.doc

L9775457-A.pdf

L9775457-1-A.dwg

L9775457-2-A.dwg

L9775458-B.pdf

L9775458-B.dwg

**Description**

Data List no DL-9775457-1, Sheet 1 to 2, Rev A

Data List no DL-9775457-1, Sheet 1 to 2, Rev A

Drawing no 9775457, Sheet 1 to 2, Rev A

Drawing no 9775457, Sheet 1 of 2, Rev A

Drawing no 9775457, Sheet 2 of 2, Rev A

Drawing no 9775458, Sheet 1 of 1, Rev B

Drawing no 9775458, Sheet 1 of 1, Rev B

**Filename Prefixes**

A, C, L or M9775457.pdf [(A)ir, (C)omm/elect, (L)and or (M)aritime + 9775457 = File Name]

**APPENDIX 4 - ESTIMATED ANNUAL USAGE**

<b>SERVICE</b>			<b>ANNUAL ESTIMATES</b>
<b>DRAWING PREPARATION / REDRAW / REPLACE</b>	<b>ALL COMPLEXITY LEVELS</b>	<b>A0R</b>	<b>0</b>
		<b>A0</b>	<b>48</b>
		<b>A1</b>	<b>66</b>
		<b>A2</b>	<b>65</b>
	<b>ASSOCIATED LIST</b>		<b>338</b>
	<b>TDAN</b>		<b>418</b>
<b>DRAWING REVISION</b>	<b>ALL COMPLEXITY LEVELS</b>	<b>A0R</b>	<b>3</b>
		<b>A0</b>	<b>216</b>
		<b>A1</b>	<b>457</b>
		<b>A2</b>	<b>153</b>
		<b>A3</b>	<b>11</b>
		<b>A4</b>	<b>49</b>
	<b>ASSOCIATED LIST</b>		<b>932</b>
<b>DRAWING VERIFICATION / INSPECTION</b>	<b>ALL COMPLEXITY LEVELS</b>	<b>A0</b>	<b>0</b>
		<b>A0R</b>	<b>0</b>
		<b>A1</b>	<b>0</b>
		<b>A2</b>	<b>0</b>
		<b>A3</b>	<b>0</b>
		<b>A4</b>	<b>0</b>
	<b>ASSOCIATED LIST</b>		<b>0</b>
	<b>TDAN</b>		<b>0</b>
<b>DESIGN DATA LIST (DDL) PREPARATION</b>	<b>DDL SHEETS</b>		<b>640</b>
	<b>NOTE SHEETS</b>		<b>220</b>

<b>SCANNING</b>	<b>A0</b>	<b>3</b>
	<b>A0R</b>	<b>0</b>
	<b>B1</b>	<b>0</b>
	<b>A1</b>	<b>2</b>
	<b>A2</b>	<b>6</b>
	<b>A3</b>	<b>324</b>
	<b>A4</b>	<b>748</b>
<b>CONVERSION</b>	<b>RASTER TO RASTER</b>	<b>0</b>
	<b>MASTER TO RASTER</b>	<b>0</b>
<b>WATERMARKING / STAMPING</b>	<b>ALL FORMATS</b>	<b>1273</b>
<b>METADATA PREPARATION</b>	<b>MDB</b>	<b>800</b>
<b>OTHER APPROVED WORK</b>	<b>PROJECT MANAGER</b>	<b>245</b>
	<b>DRAFTING CHECKER</b>	<b>2</b>
	<b>DRAFTSPERSON</b>	<b>90</b>
	<b>TECHNICAL CLERK</b>	<b>413</b>

**APPENDIX 5 – ENGINEERING DRAWINGS AND ASSOCIATED LISTS - COMPLEXITY SAMPLE  
TABLE**

**Table 1**

Item Number	Document Type	Complexity Level	Sample Number
1	A4 Drawing	Simple	303330
2	A4 Drawing	Average	303326
3	A4 Drawing	Complex	303388
4	A3 Drawing	Simple	9276165
5	A3 Drawing	Average	9276308
6	A3 Drawing	Complex	9475397
7	A2 Drawing	Simple	0776087
8	A2 Drawing	Average	9277248
9	A2 Drawing	Complex	0877727
10	A1 Drawing	Simple	0677850
11	A1 Drawing	Average	9040376
12	A1 Drawing	Complex	0325035
13	A0 Drawing	Simple	8927615
14	A0 Drawing	Average	8276428
15	A0 Drawing	Complex	0875388
16	A0R Drawing	Simple	1640019
17	A0R Drawing	Average	0927009
18	A0R Drawing	Complex	CTG-D28-561-000-01 Sheet 2
19	B1 Drawing	Simple	8140359
20	B1 Drawing	Average	9040183
21	B1 Drawing	Complex	9040207
22	Associated List		DL-1025095-1
23	TDAN		TDAN-084470105

### ANNEX B, BASIS OF PAYMENT

The Contractor will be paid as specified below, for Work performed in accordance with the Contract. Customs duties are included and the applicable taxes are extra.

#### 1.0 Engineering Drawings and Associated Lists Preparation / Redraw / Replace\*

Firm all-inclusive price includes drafting, checking, translation, Translation Accuracy Check, quality assurance and preparation of metadata.

\*The requirement to Redraw / Replace a drawing is considered new drawing preparation.

		Contract Period	Option Period 1	Option Period 2
Document Type	Unit of Measure	Firm All-inclusive Price Per Sheet	Firm All-inclusive Price Per Sheet	Firm All-inclusive Price Per Sheet
A2 Drawing	Per Sheet			
A1 Drawing	Per Sheet			
A0 Drawing	Per Sheet			
A0R Drawing	Per A0 Sheet			
Associated List	Per Sheet			
TDAN	Per Sheet			

#### 2.0 Engineering Drawings and Associated Lists Revision

Firm all-inclusive price includes drafting, checking, translation, Translation Accuracy Check, quality assurance and preparation of metadata.

		Contract Period	Option Period 1	Option Period 2
Document Type	Unit of Measure	Firm All-inclusive Price Per Sheet	Firm All-inclusive Price Per Sheet	Firm All-inclusive Price Per Sheet
A4 Drawing	Per Sheet			
A3 Drawing	Per Sheet			
A2 Drawing	Per Sheet			
A1 Drawing	Per Sheet			
A0 Drawing	Per Sheet			
A0R Drawing	Per A0 Sheet			
Associated List	Per Sheet			

#### 3.0 Engineering Drawings and Associated Lists Verification / Inspection

Firm all-inclusive price includes inspection of format requirement compliance, completeness check, redlining and record deficiencies in Inspection Report.

		Contract Period	Option Period 1	Option Period 2
--	--	-----------------	-----------------	-----------------

Document Type	Unit of Measure	Firm All-inclusive Price Per Sheet	Firm All-inclusive Price Per Sheet	Firm All-inclusive Price Per Sheet
A4 Drawing	Per Sheet			
A3 Drawing	Per Sheet			
A2 Drawing	Per Sheet			
A1 Drawing	Per Sheet			
A0 Drawing	Per Sheet			
A0R Drawing	Per A0 Sheet			
Associated List	Per Sheet			
TDAN	Per Sheet			

#### 4.0 Design Data Lists (DDL)

Firm all-inclusive price includes the following:

- A. Researching, gathering and extracting all technical data (drawings, associated lists, specifications, standards, CFTOs) required to be included on the DDL and validating that the data is the most current available;
- B. Create draft DDL and TDP, verify content of draft DDL;
- C. Incorporate changes after TA/LCMM review;
- D. Finalise and verify content of DDL/TDP; and
- E. Release for distribution.

See sample DDL in C-01-000-001/AG-000.

		Contract Period	Option Period 1	Option Period 2
Document	Unit of Measure	Firm All-inclusive Price Per Sheet	Firm All-inclusive Price Per Sheet	Firm All-inclusive Price Per Sheet
DDL Sheet	Per Sheet			
DDL Notes Sheet	Per Sheet			

#### 5.0 Scanning

Firm all-inclusive price includes scanning and file naming (per sheet).

		Contract Period	Option Period 1	Option Period 2
Document Type	Unit of Measure	Firm All-inclusive Price Per Sheet	Firm All-inclusive Price Per Sheet	Firm All-inclusive Price Per Sheet
A4 Drawing	Per Sheet			
A3 Drawing	Per Sheet			
A2 Drawing	Per Sheet			
A1 Drawing	Per Sheet			
A0 Drawing	Per Sheet			

A0R Drawing	Per A0 Sheet			
B1 Drawing	Per Sheet			

## 6.0 Conversion

Firm all-inclusive price includes conversion and file naming (per file).

		Contract Period	Option Period 1	Option Period 2
Conversion Format	Unit of Measure	Firm All-inclusive Price Per File	Firm All-inclusive Price Per File	Firm All-inclusive Price Per File
Raster to Raster	Per File			
Master to Raster	Per File			

## 7.0 Watermarking / Stamping

Firm all-inclusive price includes water marking or stamping of drawings and associated lists (per file).

		Contract Period	Option Period 1	Option Period 2
Document Type	Unit of Measure	Firm All-inclusive Price Per File	Firm All-inclusive Price Per File	Firm All-inclusive Price Per File
Master/Raster	Per File			

## 8.0 Metadata

Firm all-inclusive price includes creation of database/table, entry of metadata in all applicable fields (per record).

		Contract Period	Option Period 1	Option Period 2
Document Type	Unit of Measure	Firm All-inclusive Price Per Record	Firm All-inclusive Price Per Record	Firm All-inclusive Price Per Record
MDB File	Per Record			

## 9.0 Translation in Other Languages

Firm all-inclusive price includes translation from one language to another (per word). An example of translation into another language is German to English.

	Contract Period	Option Period 1	Option Period 2
Unit of Measure	Firm All-inclusive Price Per Word	Firm All-inclusive Price Per Word	Firm All-inclusive Price Per Word
Per Word			

## 10.0 Other Approved Work



As per Para 6.3 of the SOW, all-inclusive fixed hourly rates for Project Manager, Drafting Checker, Draftsperson and Technical Clerk.

Payment will be made for hours actually worked, with no provision for annual leave, statutory holidays and sick leave.

		<b>Contract Period</b>	<b>Option Period 1</b>	<b>Option Period 2</b>
<b>Resource Category</b>	<b>Unit of Measure</b>	<b>All-inclusive Fixed Hourly Rate</b>	<b>All-inclusive Fixed Hourly Rate</b>	<b>All-inclusive Fixed Hourly Rate</b>
Project Manager	Per Hour			
Drafting Checker	Per Hour			
Draftsperson	Per Hour			
Technical Clerk	Per Hour			

**Total Estimated Cost of Professional Fees: \$[to be specified in the resulting contract]**

**ANNEX C, SECURITY REQUIREMENTS CHECK LIST**



Contract Number / Numéro du contrat W6381-23-0002
Security Classification / Classification de sécurité Unclassified

**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 Department of National Defence	2. Branch or Directorate / Direction générale ou Direction ADM(Mat)/DGMSSC/DSCD	
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 For a Contractor to supply Engineering Drawings Services for the Director General Materiel Systems and Supply Chain (DGMSSC) through the Director Supply Chain Operations 4-6 (DSCO 4-6) on an "as and when requested basis" as per the Contract.		
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 checked="" type="checkbox"/> No / Non <input 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 type="checkbox"/> No / Non <input checked="" 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 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 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 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 <input type="checkbox"/>		TOP SECRET <input type="checkbox"/>
TRES SECRET <input type="checkbox"/>		TRES SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) <input type="checkbox"/>
TRES SECRET (SIGINT) <input type="checkbox"/>		TRES SECRET (SIGINT) <input type="checkbox"/>

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité Unclassified
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Contract Number / Numéro du contrat W6381-23-0002
Security Classification / Classification de sécurité Unclassified

**PART A (continue) / 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 FIABILITE	<input type="checkbox"/> CONFIDENTIAL CONFIDENTIEL	<input checked="" type="checkbox"/> SECRET SECRET	<input type="checkbox"/> TOP SECRET TRES SECRET
<input type="checkbox"/> TOP SECRET- SIGINT TRES SECRET - SIGINT	<input type="checkbox"/> NATO CONFIDENTIAL NATO CONFIDENTIEL	<input type="checkbox"/> NATO SECRET NATO SECRET	<input type="checkbox"/> COSMIC TOP SECRET COSMIC TRES SECRET
<input type="checkbox"/> SITE ACCESS ACCES AUX EMBLEMES			

Special comments:  
Commentaires spéciaux : The Contractor will require access to designated DND buildings in the National Capital Region (NCR).

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  
On DND premises, unscreened personnel may only access public/reception zones

**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

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité  
Unclassified





Contract Number / Numéro du contrat W6381-23-0002
Security Classification / Classification de sécurité Unclassified

**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	SECRET	TOP SECRET	NATO RESTRICTED	NATO CONFIDENTIAL	NATO SECRET	COSMIC TOP SECRET	PROTECTED / PROTÉGÉ			CONFIDENTIAL	SECRET	TOP SECRET
											A	B	C			
Information / Assets Renseignements / Biens																
Production																
IT Media / Support TI																
IT Unit / Unité 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

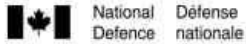
If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".  
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.

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 indiquez qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).

[SRCL signature page (page 4) to be inserted here in resulting contract]

**ANNEX D, DND 626 TASK AUTHORIZATION FORM**



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. - No du contrat Task No. - No de la tâche	
Amendment No. - No de la modification	Inv/Dec - Aug/Réd	Previous Value - Valeur précédente	DRMIS Doc No. - No doc du SIGRD
To: - A	<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. Invoice/progress claims shall be prepared in accordance with the instructions set out in the contract.		
Delivery location - Expédiez à	<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 délais prescrits. Les factures doivent être établies selon les instructions énoncées dans le contrat.		
Delivery/Completion Date Date de livraison/d'achèvement	_____ Date for the Department of National Defence pour le ministère de la Défense nationale		
Contract Item No. No d'article du contrat	Services	Cost - Prix	
		SUBTOTAL	
		GST - TVQ GST/HST - TPS/TVH	
		TOTAL	
<b>APPROVALS:</b>			
_____ Contractor Authorized Personnel		_____ Date	

### ANNEX E, NON-DISCLOSURE AGREEMENT

I, \_\_\_\_\_, recognize that in the course of my work as an employee or subcontractor of [to be specified in the resulting contract], I may be given access to information by or on behalf of Canada in connection with the Work, pursuant to Contract Serial No. [to be specified in the resulting contract] between Her Majesty the Queen in right of Canada, represented by the Minister of National Defence and [to be specified in the resulting contract], including any information that is confidential or proprietary to third parties, and information conceived, developed or produced by the Contractor as part of the Work. For the purposes of this agreement, information includes but not limited to: any documents, instructions, guidelines, data, material, advice or any other information whether received orally, in printed form, recorded electronically, or otherwise and whether or not labeled as proprietary or sensitive, that is disclosed to a person or that a person becomes aware of during the performance of the Contract.

I agree that I will not reproduce, copy, use, divulge, release or disclose, in whole or in part, in whatever way or form any information described above to any person other than a person employed by Canada on a need to know basis. I undertake to safeguard the same and take all necessary and appropriate measures, including those set out in any written or oral instructions issued by Canada, to prevent the disclosure of or access to such information in contravention of this agreement.

I also acknowledge that any information provided to the Contractor by or on behalf of Canada must be used solely for the purpose of the Contract and must remain the property of Canada or a third party, as the case may be.

I agree that the obligation of this agreement will survive the completion of the Contract Serial No. [to be specified in the resulting contract]

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date