

**RETURN BIDS TO:**  
**RETOURNER LES SOUMISSIONS À:**  
Bid Receiving - PWGSC / Réception des  
soumissions - TPSGC  
11 Laurier St./11, rue Laurier  
Place du Portage, Phase III  
Core 0A1 / Noyau 0A1  
Gatineau  
Québec  
K1A 0S5  
Bid Fax: (819) 997-9776

**LETTER OF INTEREST**  
**LETTRE D'INTÉRÊT**

Comments - Commentaires

Vendor/Firm Name and Address  
Raison sociale et adresse du  
fournisseur/de l'entrepreneur

Issuing Office - Bureau de distribution  
Communication Procurement Directorate/Direction de  
l'approvisionnement en communication  
360 Albert St./ 360, rue Albert  
12th Floor / 12ième étage  
Ottawa  
Ontario  
K1A 0S5

<b>Title - Sujet</b> PRINTING SERVICES	
<b>Solicitation No. - N° de l'invitation</b> EN578-121812/A	<b>Date</b> 2013-03-28
<b>Client Reference No. - N° de référence du client</b> 20121812	<b>GETS Ref. No. - N° de réf. de SEAG</b> PW-\$\$CW-038-62518
<b>File No. - N° de dossier</b> cw038.EN578-121812	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2013-04-17</b>	
<b>Time Zone</b> <b>Fuseau horaire</b> Eastern Standard Time EST	
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Salter, Rebecca	<b>Buyer Id - Id de l'acheteur</b> cw032
<b>Telephone No. - N° de téléphone</b> (613) 990-3140 ( )	<b>FAX No. - N° de FAX</b> ( ) -
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> DEPARTMENT OF PUBLIC WORKS AND GOVERNMENT SERVICES CANADA PORTAGE III 6B1-70 11 LAURIER ST Gatineau Quebec K1A0S5 Canada	

Instructions: See Herein

Instructions: Voir aux présentes

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

**ADDENDUM A****REQUESTED INFORMATION****A. PROCUREMENT METHOD**

- A.1 In your opinion, is a Supply Arrangement the appropriate procurement approach for the type of work described herein? If not, why not?
- A.2 In your opinion, are there major risks, regarding the proposed procurement method, of which the Procurement Team should be made aware?
- A.3 In your opinion, are there any requirements and/or items, described in the Statement Of Work or Evaluation Criteria, that would unduly limit a vendor's ability to submit a response?

**B. CENTRALIZED HIGHER-DOLLAR VALUE PROCUREMENTS**

- B.1 Are the instructions for the selection of suppliers sufficiently clear? If not, why?
- B.2 Do you see advantages in centralized higher-dollar value and/or higher-complexity procurement? If so, please explain.

**C. GREEN PROCUREMENT PLAN****C.1. Environmental Policy:**

- C.1.1 Does your organization have an environmental policy or plan? Please explain
- C.1.2 Which environmental initiatives have been implemented by your organization, and which ones are you planning to implement in the near future (recycling/reusing initiatives, green travel, etc.). Please explain and specify.

**C.2. Environmental Standards:**

- C.2.1 Does your organization conform to recognized environmental standards such as ISO 14001 or EMS equivalent, ENERGY STAR, or other? Please explain and specify.
- C.2.2 Are there other similar / significant certification that your organization would be able to adopt? Please explain and specify

**C.3. Green Company designation: Usually, a company having an Environmental Management System (EMS) in place certified by a third party at a production facility is designated as a Green Company.**

- C.3.1 Is the above definition of a Green Company reasonable for the printing industry?
- C.3.2 Would an alternative definition of a green printing company be more appropriate? Please explain.
- C.3.3 What qualifications should the Government of Canada establish to appropriately designate a printing supplier as a Green Company? Please explain.

**C.4 Lifecycle Program:**

C.4.1 Does your organization have or participate in any waste/disposal program, lifecycle management program or green packaging program? Please explain and specify.

C.4.2 With regards to the recycling and re-use of packaging materials, is it common practice for printing companies to have "Take Back" programs for packaging/shipping materials? If not, why?

C.4.3 What are the inhibitors for commercial printers to implement "Take Back" programs for packaging materials?

**C.5. Environmental Selection Criteria**

C.5.1 If the Government of Canada were to include the following mandatory criterion in a RFSA, would your organization be able to meet such a requirement?

By the Request for Supply Arrangements closing date the Supplier must have obtained certification under any one (1) of the following environmental programs:

- Environmental Choice Program - EcoLogoM Program CCD-041 (Lithographic Printing Services),
- Environmental Choice Program - EcoLogoM Program CCD-141 (Digital Printing Services),
- Forest Stewardship Council (FSC) Chain-of-Custody Certification(COC),
- Sustainable Forestry Initiative (SFI) Chain-of-Custody Certification
- Canadian Standards Association Sustainable Forest Management Standards (CSA/SFMS)
- Program for the Endorsement of Forest Certifications (PEFC),
- ISO 14001

C.5.2 Is Canada correct in understanding that a minimum of ONE (1) third-party environmental certification is a standard for all commercial printing manufacturers? If not, provide details.

**D. TECHNOLOGICAL CONSIDERATIONS****D.1 Online Proofing:**

D.1.1 Would making online proofing mandatory prohibit the qualification of smaller printers? If yes, why?

D.1.2 In the event that Canada makes online proofing a mandatory requirement, what would be the costs/impact to the printing industry/supplier community?

**D.2 Waterless Printing:**

D.2.1 With regards to waterless printing technology, are there currently printing companies utilizing this technology?

**D.3 Inkjet Printing:**

D.3.1 Is there value in Canada considering inkjet printing as an option for projects? Why or why not?

D.3.2 What are the applications of inkjet printing with regards to Commercial Printing (not poster/banner printing)?

D.3.3 What parameters are required for inkjet printing (run length, turn around time, etc)?

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**E. RELATED SERVICES**

- E.1 Are there related services, not listed in the Statement of Work, that Canada should consider for inclusion in this procurement? If so, please provide details.

**F. STATEMENT OF WORK AND WORK STREAMS**

- F.1 Canada is considering the revision of quantity limits to better distinguish between Categories A - Low Volume and C - Reprographics. What do you consider to be top-level quantity limits for Reprographics?

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## PART 1 - GENERAL INFORMATION

### 1. Introduction

The Request for Supply Arrangements (RFSA) is divided into six (6) parts plus attachments and annexes, as follows:

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Supplier Instructions: provides the instructions applicable to the clauses and conditions of the RFSA;
- Part 3 Arrangement Preparation Instructions: provides suppliers with instructions on how to prepare the arrangement to address the evaluation criteria specified;
- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria which must be addressed in the arrangement, the security requirement, and the basis of selection;
- Part 5 Certifications: includes the certifications to be provided; and
- Part 6 6A, Supply Arrangement, 6B, Bid Solicitation, and 6C, Resulting Contract Clauses:
  - 6A, includes the Supply Arrangement (SA) with the applicable clauses and conditions;
  - 6B, includes the instructions for the bid solicitation process within the scope of the SA;
  - 6C, includes general information for the conditions which will apply to any contract entered into pursuant to the SA.

The Annexes include the Statement of Work, Corporate Profile, Specification Form, General Technical Evaluation Grid, Evaluation Grid for Group A - Low Quantity, Evaluation Grid for Group B - High Quantity, Evaluation Grid for Group C - Reprographics/Duplicating, Labelling Requirements and the Security Requirements Check List.

### 2. Summary

The term Commercial Offset printing refers to the general information and marketing printed products produced by departments and includes such products as loose leaf publications, bound publications and speciality single sheet products.

It does not include the following print services: Distribution List Management; Variable Imaging; Document Management and Print on Demand; Order Fulfillment/Warehousing; or Graphic Design.

Public Works and Government Services Canada (PWGSC) currently has in place Supply Arrangement EN578-070405 that provides the framework to permit expeditious processing of individual bid solicitations from designated users in the National Capital Region for the provision of Commercial printing, reprographics/duplicating and related services. These solicitations result in legally binding contracts for the printing and related services described in those bid solicitations.

Canada expects to authorize Supply Arrangements for requirements originating in the National Capital Region **with all aboriginal and non-aboriginal suppliers that are deemed responsive to the RFSA.**



All Supply Arrangements issued as result of this solicitation will be valid until such time as Canada no longer considers it to be advantageous to use it.

The Communication Procurement Directorate (CPD) of Public Works and Government Services Canada (PWGSC) will post, on an on-going basis, a Request for Supply Arrangement on the Government Electronic Tendering System. This RFSA will permit additional suppliers to submit proposals and potentially become Supply Arrangement (SA) holders. New compliant suppliers will be issued SAs and their names will be added to the existing SA holder list. Suppliers having submitted an unsuccessful arrangement will be subject to a ninety (90) day waiting period before another arrangement will be evaluated by CPD.

The requirement is subject to the provisions of the Agreement on Internal Trade (AIT).

The requirement covered by the bid solicitation of any resulting supply arrangement may be limited to Canadian goods and/or services.

Suppliers must submit a complete list of names, or other related information, as needed, pursuant to section 01 of Standard Instructions 2008.

The requirement covered by the bid solicitation of any resulting supply arrangement may be set aside for Aboriginal business under the federal government's Procurement Strategy for Aboriginal Business, as detailed in Annex 9.4 Requirements for the Set-aside Program for Aboriginal Business, of the Supply Manual.

This Supply Arrangement is for deliveries all across Canada including Comprehensive Land Claims Settlement areas (CLCSA). - All Comprehensive Land Claims Agreements (CLCA) apply. The obligations under specific CLCAs will be met at the individual solicitation stage for requirements that include delivery within a CLCA area.

## Required services

This is a request for Supply Arrangement (RFSA) for the supply of **Commercial printing, reprographics/duplicating and related services** for use by all federal departments and agencies listed in schedules I through III of the Financial Administration Act **located** within the **National Capital Region (NCR)**, on an as and when requested basis.

The supply arrangements will cover the following products:

Category 1 - Loose sheet products

Category 2 - Bound publications

Category 3 - Specialty single sheet products

Category 4 - Other types of related printed products, binding and reproduction of CDRoms (of publications being printed)

Category 5 - **Group C ONLY** - Personalization of certificates and similar printed products

Category 6 - Reproduction of publications and other print matter on electronic media from supplied master or hard copy documents

### 3. Security Requirement

There are no Mandatory Security Requirements required to qualify for this Request for Supply Arrangement.

Once a Supply Arrangement is in place, it is anticipated that most contracts will not have a security requirement. However, for a contract that requires a security requirement, only Suppliers holding a valid security clearance at the required level will be considered.

Suppliers are requested to provide their current level of Security Clearance with their arrangement as detailed in Annex B - Corporate Profile.

There are two levels of security clearance:

Level 1: Personnel - Reliability Status ; and  
Facility Clearance - Protected B for document safeguarding

Level 2: Personnel - Secret ; and  
Facility Clearance - Secret

Suppliers who do not currently hold a valid security clearance as stipulated above may request sponsorship to obtain either of the levels of security specified for this RFSA. Suppliers must submit their request in writing to the Supply Arrangement Authority by e-mail at: rebecca.salter@pwgsc.gc.ca

For additional information, see Part 4 - Evaluation Procedures and Basis of Selection, and Part 6 - Supply Arrangement and Resulting Contract Clauses.

### 4. Canadian Content

The goods and/or services covered by the Supply Arrangement are limited to Canadian goods and/or services as defined in clause A3050T.

*SACC Manual* clause A3050T (2010-01-11) Canadian Content Definition

### 5. Debriefings

After issuance of a supply arrangement, suppliers may request a debriefing on the results of the request for supply arrangements process. Suppliers should make the request to the Supply Arrangement Authority within 15 working days of receipt of the results of the request for supply arrangements process. The debriefing will be in writing.

### 6. Key Terms

In this RFSA the following definitions apply:

**RFSA:** Request for Supply Arrangement

**SA:** A Supply Arrangement (SA) is not a contract. Supply Arrangements are non-binding agreements between PWGSC or other government departments (arranged on their behalf by PWGSC) and suppliers to provide a range of goods or services on an "as requested" basis. A Supply Arrangement is a list of qualified suppliers identified as potential sources from which PWGSC or their clients, can obtain firm price quotations on specific requirements. Supply Arrangements include a set of predetermined terms and conditions that will apply to any subsequent contracts.

**NCR:** National Capital Region - The National Capital Region is an official federal designation for the Canadian capital of Ottawa, Ontario, the neighbouring city of Gatineau, Quebec and the surrounding area as defined in the *National Capital Act*, R.S., 1985, c. N-4, Sch.; 2002, c. 17, s. 20.

**Supply Arrangement Authority:** The person designated as such in the Supply Arrangement, or by notice to the Supplier, to act as the representative of Canada in the management of the Supply Arrangement.

**Departmental Print Authority:** The Departmental Print Authority is the sole authority for awarding contracts under the supply arrangement in departments where there is a purchasing unit responsible for all purchases of printing services.

**For further details, refer to Part 2- Supply Arrangement and Resulting Contracting Clauses, Section A. Supply Arrangement, under the heading 5.4 Departmental Print Authority.**

**Contract Authority:** A user who has received the delegated authority to award contracts.

**Project Authority:** The Project Authority for contracts resulting from the Supply Arrangements will be identified in each contract.

**Identified Users:** The Identified Users authorized to award contracts against the Supply Arrangement include any government department, agency or Crown Corporation listed in Schedules I, I.1, II and III of the *Financial Administration Act*, R.S.C. 1985, c. F-11 located in the National Capital Region.

**Group A: Low Quantity:** Group of supply arrangement holders to produce printing requirements with quantities as follows:

- Category 1 - Loose sheet products as described in the Annex A Statement of Work: Quantities up to 60,000 individual sheets.
- Category 2 - Bound publications as described in the Annex A Statement of Work: Quantities up to 20,000 individual bound books.
- Category 3 - Specialty single sheet products as described in the Annex A Statement of Work: Quantities up to 20,000 individual pieces.
- Category 4 - Other types of related printed products as described in the Annex A Statement of Work: Quantities greater than 500 pieces and up to 5,000 individual pieces.
- Category 6 - Reproduction of publications and other print matter on electronic media from supplied master or hard copy documents as described in the Annex A Statement of Work: Quantities greater than 500 pieces and up to 5,000 individual pieces.

**Group B: High Quantity:** Group of supply arrangement holders to produce printing requirements with quantities as follows:

- Category 1 - Loose sheet products as described in the Annex A Statement of Work: Quantities greater than 60,000 individual sheets.
- Category 2 - Bound publications as described in the Annex A Statement of Work: Quantities greater than 20,000 individual bound books.
- Category 3 - Specialty single sheet products as described in the Annex A Statement of Work: Quantities greater than 20,000 individual pieces.

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- Category 4 - Other types of related printed products as described in the Annex A Statement of Work: Quantities greater than 5,000 individual pieces .
  - Category 6 - Reproduction of publications and other print matter on electronic media from supplied master or hard copy documents as described in the Annex A Statement of Work: Quantities greater than 5,000 individual pieces.

**Group C: Reprographics/Duplicating: The maximum flat sheet size for any product produced as a Group C requirement is 13" x 19".** Group of supply arrangement holders to produce reprographics/duplicating requirements with quantities as follows:

- Category 1 - Loose sheet products as described in the Annex A Statement of Work: Quantities up to 10,000 individual sheets.
- Category 2 - Bound publications as described in the Annex A Statement of Work: Quantities up to 1,000 individual bound books.
- Category 3 - Specialty single sheet products as described in the Annex A Statement of Work: Quantities up to 2,500 individual pieces.
- Category 4 - Other types of related printed products as described in the Annex A Statement of Work: Quantities up to 500 individual pieces.
- Category 5 - Personalization of certificates and similar printed products: Quantities up to 10,000 individual pieces.
- Category 6 - Reproduction of publications and other print matter on electronic media from supplied master or hard copy documents as described in the Annex A Statement of Work: Quantities up to 500 pieces individual pieces.

## PART 2 - SUPPLIER INSTRUCTIONS

### 1. Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the Request for Supply Arrangements (RFSA) by number, date and title are set out in the *Standard Acquisition Clauses and Conditions Manual* (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

Suppliers who submit an arrangement agree to be bound by the instructions, clauses and conditions of the RFSA and accept the clauses and conditions of the Supply Arrangement and resulting contract(s).

The 2008 (2013-03-21) Standard Instructions - Request for Supply Arrangements - Goods or Services, are incorporated by reference into and form part of the RFSA.

#### Modifications to Standard Instructions 2008:

Subsection 5.4 of 2008, Standard Instructions - Request for Supply Arrangements - Goods or Services, is amended as follows:

Delete: sixty (60) days

Insert: one hundred and twenty (120) days

### 2. Definition of a Supplier

"Supplier" means the person or entity (or, in the case of a joint venture, the persons or entities) submitting an arrangement. It does not include the parent, subsidiaries or other affiliates of the Supplier, or its subcontractors.

### 3. Submission of Arrangements

Arrangements must be submitted only to Public Works and Government Services Canada (PWGSC) Bid Receiving Unit by the date, time and place indicated on page 1 of the Request for Supply Arrangements.

Due to the nature of the Request for Supply Arrangements, transmission of arrangements by facsimile to PWGSC will not be accepted.

### 4. Enquiries - Request for Supply Arrangements

All enquiries must be submitted in writing to the Supply Arrangement Authority no later than seven (7) calendar days before the Request for Supply Arrangements (RFSA) closing date. Enquiries received after that time may not be answered.

Suppliers should reference as accurately as possible the numbered item of the RFSA to which the enquiry relates. Care should be taken by suppliers 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 questions or may request that suppliers do so, so that the proprietary nature of the question is eliminated, and the enquiry can be answered with copies to all suppliers. Enquiries not submitted in a form that can be distributed to all suppliers may not be answered by Canada.

## 5. Applicable Laws

The Supply Arrangement (SA) and any contract awarded under the SA must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario.

Suppliers may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of the arrangement, 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 suppliers.

## 6. Environmental Considerations

Canada is committed to greening its supply chain. In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to acquire products and services that have a lower impact on the environment than those traditionally acquired. Environmentally preferable goods and services are those that have a lesser or reduced impact on the environment over the life cycle of the good or service, when compared with competing goods or services serving the same purpose. Environmental performance considerations include, among other things: the reduction of greenhouse gas emissions and air contaminants; improved energy and water efficiency; reduced waste and support reuse and recycling; the use of renewable resources; reduced hazardous waste; and reduced toxic and hazardous substances.

Suppliers are requested to provide all correspondence including (but not limited to) documents and invoices in electronic format unless otherwise specified by the Contracting Authority or Project Authority, thereby reducing printed material. If correspondence is not provided in electronic format, double-sided printing in black and white is strongly encouraged, whenever possible.

Suppliers should recycle (shred) unneeded copies of non-classified/secure documents (taking into consideration the Security Requirements).

Availability of environmentally preferred end products, such as minimized paper size, format and weight; ink colours and coverage minimized; use of non-toxic or vegetable-based inks; print quantities are accurate and at a minimum; fibres in paper and wood products used are certified as originating from a sustainably managed forest; recycled, reused and processed chlorine free paper and materials used; waste material from production process is minimized; packaging is minimal, reusable and/or recyclable; and end product components (i.e. paper and materials) are recyclable and/or reusable.

## 7. Set-Aside / Aboriginal Business (for Aboriginal Suppliers Only)

1. The requirement covered by the bid solicitation of any resulting supply arrangement may be set aside for Aboriginal business under the federal government's Procurement Strategy for Aboriginal Business, as detailed in Annex 9.4 Requirements for the Set-aside Program for Aboriginal Business, of the Supply Manual .
2. In order to be considered for this program, Suppliers must complete and sign the certification "Certification Requirements for the Set-Aside Program for Aboriginal Business" contained in Part 5, Certification Requirements for the Set-Aside Program for Aboriginal Business, and this certification must be submitted with the arrangement. It is a precondition to the submission of a valid arrangement that this certification be accurately completed. Failure to complete and submit the Certification with the arrangement shall render the arrangement non-compliant.
3. By executing the certification, the Supplier represents and warrants that it is an Aboriginal business as defined in the Set-Aside Program for Aboriginal Business.

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4. The Supplier acknowledges that Canada relies upon such representation and warranty to evaluate arrangements and to issue a Supply Arrangement as a result of this Request for Supply Arrangement. Such representation and warranty of the certification may be verified in such manner as the Minister may reasonably require.
5. Should a verification by the Minister disclose a breach of such representation and warranty, the Minister shall have the right to disqualify the arrangement or to treat any contract resulting from the arrangement as being in default and render it subject to the remedies set out in the certification and General Conditions.

## PART 3 - ARRANGEMENT PREPARATION INSTRUCTIONS

### 1. Arrangement Preparation Instructions

Canada requests that suppliers provide the arrangement in separately bound sections as follows:

- Section I: Technical Arrangement (2 paper/hard copies)
- Section I.a: Mandatory Technical Criteria
  - Section I.b: General Technical Arrangement
  - Section I.c: Technical Arrangement for Group A - Low Quantity Requirements;  
and/or  
Technical Arrangement for Group B - High Quantity Requirements;  
and/or  
Technical Arrangement for Group C - Reprographics/Duplicating  
Requirements
- Section II: Certifications (1 hard copy)
- Section III: Corporate Profile (1 soft/electronic copy on CD or DVD or USB and 1 hard/paper copy)
- If there is a discrepancy between the wording of the soft copy and the hard copy, the wording of the hard copy will have priority over the wording of the soft copy.

Canada requests that suppliers follow the format instructions described below in the preparation of the arrangement.

- (a) use 8.5 x 11 inch (216 mm x 279 mm) paper;
- (b) use a numbering system that corresponds to that of the Request for Supply Arrangements.

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process [Policy on Green Procurement](#)

(<http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html>). To assist Canada in reaching its objectives, suppliers should:

- 1) use 8.5 x 11 inch (216 mm x 279 mm) paper containing fibre certified as originating from a sustainably-managed forest and containing minimum 30% recycled content; and
- 2) use an environmentally-preferable format including black and white printing instead of colour printing, printing double sided/duplex, using staples or clips instead of cerlox, duotangs or binders.



**Section I: Technical Arrangement**

In its technical arrangement, the Supplier must demonstrate its understanding of the requirement described in the RFSA, as well as demonstrate how the Supplier will meet the requirements as detailed in Part 4, Article 1.1 Technical Evaluation.

Suppliers should provide sufficient details to address each of the points of the evaluation criteria as specified for each criterion. Simply repeating the statement contained in the solicitation is not sufficient.

The evaluation grids that are included in the RFSA are for supplier's information and are not to be used as a "fill in the blanks" form to be submitted without specific details included in the arrangement to describe each required element of the rated criteria.

**Section II: Certifications**

Suppliers must submit the certifications required under Part 5.

**Section III: Corporate Profile**

In order to be issued a Supply Arrangement, Suppliers must provide the information detailed in Annex B Corporate Profile in both soft (electronic format in MS Word on CD or DVD or USB) and hard copy formats.

## PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

### 1. Evaluation Procedures

- a) Arrangements will be assessed in accordance with the entire requirement of the Request for Supply Arrangements including the technical evaluation criteria.

**Suppliers are to submit their arrangement in response to either Group A: Low Quantity Requirements and/or Group B: High Quantity Requirements and/or Group C: Reprographics / Duplicating Requirements.**

**Arrangements will be evaluated in accordance with the mandatory technical criteria, the general technical criteria and group specific technical criteria for the group(s) in response to which they have submitted their arrangement.**

- b) An evaluation team composed of representatives of Canada will evaluate the arrangements.

### 1.1. TECHNICAL EVALUATION

#### 1.1.1 MANDATORY TECHNICAL CRITERIA

"External client(s)" means clients exterior to the Supplier's own legal entity (or joint venture partnership) and excludes the parent, subsidiaries or other affiliates of the Supplier.

"Internal client(s)" means clients within the Supplier's own legal entity (or joint venture partnership) and includes the parent, subsidiaries and other affiliates of the Supplier.

#### 1.1.1.1 MANDATORY TECHNICAL CRITERIA FOR GROUP A: LOW QUANTITY REQUIREMENTS

**(For Suppliers submitting an arrangement for Group A: Low Quantity Requirements)**

**A-M.1** By the Request for Supply Arrangements closing date the Supplier must have obtained certification under any one (1) of the following environmental programs:

- Environmental Choice Program - EcoLogoM Program CCD-041 (Lithographic Printing Services),
- Environmental Choice Program - EcoLogoM Program CCD-141 (Digital Printing Services),
- Forest Stewardship Council (FSC) Chain-of-Custody Certification(COC),
- Sustainable Forestry Initiative (SFI) Chain-of-Custody Certification,
- Canadian Standards Association Sustainable Forest Management Standards (CSA/SFMS),
- Program for the Endorsement of Forest Certifications (PEFC),
- ISO 14001

To demonstrate under which of the environmental programs listed above the Supplier has obtained certification the Supplier must provide a copy of its current certification or certifications with its arrangement.

**A-M.2** The Supplier must demonstrate that it has been contractually bound with **three (3) different external clients** to provide low volume (*quantities as defined in Part 1 under the heading Key Terms – Group A: Low Quantity*) commercial print services for at least **two (2) individual projects\* to each client** within the last two (2) calendar years (prior to the closing date of this RFSA).

During the evaluation no corporate experience gained through internal clients will be accepted or reviewed.

*“Individual projects” refers to a one time contract or a single call-up under a standing offer or supply arrangement for the printing and delivery of one or more items to destinations. **It does not refer to the overall value of a standing offer or supply arrangement.***

For each of the six (6) projects (two [2] projects for each of the three [3] different clients), the Supplier must provide:

- a. the client contact information;
- b. the project date;
- c. a description of the printing and finishing requirements of the item or items;
- d. the quantity completed;
- e. the invoice (or copy of) presented to the client.

**PROPOSALS NOT MEETING THE MANDATORY REQUIREMENTS WILL BE CONSIDERED AS NON RESPONSIVE AND GIVEN NO FURTHER CONSIDERATION**

#### **1.1.1.2 MANDATORY TECHNICAL CRITERIA FOR GROUP B: HIGH QUANTITY REQUIREMENTS**

**(For Suppliers submitting an arrangement for Group B: High Quantity Requirements)**

**B-M.1** By the Request for Supply Arrangements closing date the Supplier must have obtained certification under any one (1) of the following environmental programs:

- Environmental Choice Program - EcoLogoM Program CCD-041 (Lithographic Printing Services),
- Environmental Choice Program - EcoLogoM Program CCD-141 (Digital Printing Services),
- Forest Stewardship Council (FSC) Chain-of-Custody Certification(COC),
- Sustainable Forestry Initiative (SFI) Chain-of-Custody Certification,
- Canadian Standards Association Sustainable Forest Management Standards (CSA/SFMS)
- Program for the Endorsement of Forest Certifications (PEFC),
- ISO 14001.

To demonstrate under which of the environmental programs listed above the Supplier has obtained certification the Supplier must provide a copy of its current certification or certifications with its arrangement.

**B-M.2** The Supplier must demonstrate that it has been contractually bound with **three (3) different external clients** to provide high volume (*quantities as defined in Part 1 under the heading Key Terms – Group B: High Quantity*) commercial print services for at least **two (2) individual projects\* to each client** within the last two (2) calendar years (prior to the closing date of this RFSA).

*“Individual projects” refers to a one time contract or a single call-up under a standing offer or supply arrangement for the printing and delivery of one or more items to destinations, a single contract requiring multiple print runs over a stated period of time, a single contract requiring electronic cataloguing and storage of files for printing on an as and when requested basis over a stated period of time. **It does not refer to the overall value of a standing offer or supply arrangement.***

For each of the six (6) projects (two [2] projects for each of the three [3] different clients), the Supplier must provide:

- a. the client contact information;
- b. the project date;
- c. a complete description of the printing and finishing requirements of the item or items
- d. the quantity completed;
- e. the invoice (or copy of) presented to the client.

**PROPOSALS NOT MEETING THE MANDATORY REQUIREMENTS WILL BE CONSIDERED AS NON RESPONSIVE AND GIVEN NO FURTHER CONSIDERATION**

#### **1.1.1.3 MANDATORY TECHNICAL CRITERIA FOR GROUP C: REPROGRAPHICS/DUPLICATING REQUIREMENTS**

**(For Suppliers submitting an arrangement for Group C: Reprographics/Duplicating Requirements)**

**C-M.1** By the Request for Supply Arrangements closing date the Supplier must have obtained certification under any one (1) of the following environmental programs:

- Environmental Choice Program - EcoLogoM Program CCD-041 (Lithographic Printing Services),
- Environmental Choice Program - EcoLogoM Program CCD-141 (Digital Printing Services),
- Forest Stewardship Council (FSC) Chain-of-Custody Certification(COC),
- Sustainable Forestry Initiative (SFI) Chain-of-Custody Certification
- Canadian Standards Association Sustainable Forest Management Standards (CSA/SFMS),
- Program for the Endorsement of Forest Certifications (PEFC),
- ISO 14001.

To demonstrate under which of the environmental programs listed above the Supplier has obtained certification the Supplier must provide a copy of its current certification or certifications with its arrangement.

**C-M.2** The Supplier must demonstrate that it has been contractually bound with **three (3) different external clients** to provide reprographics/duplicating services (*quantities as defined in Part 1 under the heading Key Terms – Group C: Reprographics/Duplicating*) for at least **two (2) individual projects\* to each client** within the last two (2) calendar years (prior to the closing date of this RFSA).

For each of the six (6) projects (two [2] projects for each of the three [3] different clients), the Supplier must provide:

- a. the client contact information;
- b. the project date;
- c. a complete description of the printing and finishing requirements of the item or items
- d. the quantity completed;
- e. the invoice (or copy of) presented to the client.

**PROPOSALS NOT MEETING THE MANDATORY REQUIREMENTS WILL BE CONSIDERED AS NON RESPONSIVE AND GIVEN NO FURTHER CONSIDERATION**

## **1.1.2 GENERAL TECHNICAL EVALUATION - POINT RATED CRITERIA (APPLICABLE TO ALL GROUPS)**

Suppliers must achieve a minimum overall score of 72 points on a scale of 90 points against the point rated evaluation criteria to be considered responsive.

The General point rated technical evaluation criteria are included in Annex D.

**PROPOSALS THAT FAIL TO MEET THE MINIMUM OVERALL SCORE  
WILL BE CONSIDERED NON-RESPONSIVE**

## **1.1.3 GROUP SPECIFIC TECHNICAL EVALUATION**

### **1.1.3.1 POINT RATED CRITERIA FOR GROUP A: LOW QUANTITY REQUIREMENTS**

Suppliers must achieve a minimum overall score of 60 points on a scale of 75 points against the rated evaluation criteria to be considered responsive.

The Group Specific point rated technical evaluation criteria for Group A Low Quantity Requirements are included in Annex E.

**PROPOSALS THAT FAIL TO MEET THE MINIMUM OVERALL SCORE  
WILL BE CONSIDERED NON-RESPONSIVE FOR GROUP A.**

### **1.1.3.2 POINT RATED CRITERIA FOR GROUP B: HIGH QUANTITY REQUIREMENTS**

Suppliers must achieve a minimum overall score of 108 points on a scale of 135 points against the rated evaluation criteria to be considered responsive.

The Group Specific point rated technical evaluation criteria for Group B High Quantity Requirements are included in Annex F.

**PROPOSALS THAT FAIL TO MEET THE MINIMUM OVERALL SCORE  
WILL BE CONSIDERED NON-RESPONSIVE FOR GROUP B.**

### **1.1.3.3 POINT RATED CRITERIA FOR GROUP C: REPROGRAPHICS/DUPLICATING REQUIREMENTS**

Suppliers must achieve a minimum overall score of 80 points on a scale of 100 points against the rated evaluation criteria to be considered responsive.

The Group Specific point rated technical evaluation criteria for Group C Reprographics/Duplicating Requirements are included in Annex G.

**PROPOSALS THAT FAIL TO MEET THE MINIMUM OVERALL SCORE  
WILL BE CONSIDERED NON-RESPONSIVE FOR GROUP C.**

## 2. Basis of Selection

### 2.1 Basis of Selection for Group A, Group B and Group C

#### 2.1.1 Group A: Low Quantity Requirements:

Arrangements meeting the mandatory requirements for Group A, achieving a minimum overall score of 72 points on a scale of 90 points for the General Point Rated Criteria and achieving a minimum score of 60 points on a scale of 75 for Group A: Low Quantity Requirements will be considered responsive.

#### 2.1.2 Group B: High Quantity Requirements:

Arrangements meeting the mandatory requirements for Group B, achieving a minimum overall score of 72 points on a scale of 90 points for the General Point Rated Criteria and achieving a minimum score of 108 points on a scale of 135 for Group B: High Quantity Requirements will be considered responsive.

#### 2.1.3 Group C: Reprographics/Duplicating Requirements:

Arrangements meeting the mandatory requirements for Group C, achieving a minimum overall score of 72 points on a scale of 90 points for the General Point Rated Criteria and achieving a minimum score of 80 points on a scale of 100 for Group C: Reprographics/Duplicating Requirements will be considered responsive.

## 3. Security Requirement

There are no Mandatory Security Requirements required for this RFSA.

Suppliers are requested to provide their current level of Security Clearance with their arrangement as detailed in Annex B - Corporate Profile.

It is anticipated that most contracts will not have a security requirement. However, for a contract that requires a security requirement, only Suppliers holding a valid security clearance at the required level will be considered.

There are two levels of security clearance:

**Level 1:** Personnel - Reliability Status; and  
Designated Organization Screening (DOS), with approved Document Safeguarding

**Level 2:** Personnel - Secret; and  
Facility Security Clearance at the level of SECRET, with approved Document safeguarding at the level of SECRET

For additional information on security requirements, suppliers should consult the “Requirements for PWGSC Bid Solicitation - Instructions for Bidders” (<http://www.tpsgc-pwgsc.gc.ca/app-acq/lc-pl/lc-pl-eng.html#a31>) document on the Departmental Standard Procurement Documents Web site.

## PART 5 - CERTIFICATIONS

Suppliers must provide the required certifications and related documentation to be issued a supply arrangement (SA). Canada will declare an arrangement non-responsive if the required certifications are not completed and submitted as requested.

Compliance with the certifications suppliers provide to Canada is subject to verification by Canada during the arrangement evaluation period (before issuance of a SA) and after issuance of a SA. The Supply Arrangement Authority will have the right to ask for additional information to verify suppliers' compliance with the certifications before issuance of a SA. The arrangement will be declared non-responsive if any certification made by the Supplier is untrue, whether made knowingly or unknowingly. Failure to comply with the certifications, to provide the related documentation or to comply with the request of the Supply Arrangement Authority for additional information will also render the arrangement non-responsive.

### 1. Mandatory Certifications Required Precedent to Issuance of a Supply Arrangement

#### 1.1 Code of Conduct and Certifications - Related documentation

By submitting an arrangement, the Supplier certifies as per section 01 of Standard Instructions 2008, for himself and his affiliates, to be in compliance with the Code of Conduct and Certifications clause of the Standard instructions. The related documentation therein required will help Canada in confirming that the certifications are true.

### 2. Additional Certifications Precedent to Issuance of a Supply Arrangement and Certifications Required with the Arrangement

Suppliers must submit the certifications as provided below:

#### 2.1 Additional Certifications Precedent to Issuance of Supply Arrangement

The certifications listed below should be completed and submitted with the arrangement but may be submitted afterwards. If any of these required certifications is not completed and submitted as requested, the Supply Arrangement Authority will so inform the Supplier and provide the Supplier with a time frame within which to meet the requirement. Failure to comply with the request of the Supply Arrangement Authority and meet the requirements within that time period will render the arrangement non-responsive.

##### 2.1.1 Federal Contractors Program

1. The Federal Contractors Program (FCP) requires that some suppliers, including a supplier who is a member of a joint venture, bidding for federal government contracts, valued at \$200,000 or more (including all applicable taxes), make a formal commitment to implement employment equity. This is a condition precedent to the issuance of a supply arrangement. If the Supplier, or, if the Supplier is a joint venture and if any member of the joint venture, is subject to the FCP, evidence of its commitment must be provided before the issuance of a supply arrangement.

Suppliers who have been declared ineligible contractors by Human Resources and Skills Development Canada (HRSDC) are no longer eligible to receive government contracts over the threshold for solicitation of bids as set out in the Government Contracts Regulations. Suppliers may be declared ineligible contractors either as a result of a finding of non-compliance by HRSDC, or following their voluntary withdrawal from the FCP for a reason other than the reduction of their workforce to less than 100 employees. Any arrangements from ineligible

contractors, including an arrangement from a joint venture that has a member who is an ineligible contractor, will be declared non-responsive.

2. If the Supplier does not fall within the exceptions enumerated in 3.(a) or (b) below, or does not have a valid certificate number confirming its adherence to the FCP, the Supplier must fax (819-953-8768) a copy of the signed form LAB 1168, Certificate of Commitment to Implement Employment Equity, to the Labour Branch of HRSDC.
3. The Supplier, or, if the Supplier is a joint venture the member of the joint venture, certifies its status with the FCP, as follows:

The Supplier or the member of the joint venture

- (a) ( ) is not subject to the FCP, having a workforce of less than 100 full-time or part-time permanent employees, and/or temporary employees having worked 12 weeks or more in Canada,
- (b) ( ) is not subject to the FCP, being a regulated employer under the Employment Equity Act, S.C. 1995, c.44;
- (c) ( ) is subject to the requirements of the FCP, having a workforce of 100 or more full-time or part-time permanent employees, and/or temporary employees having worked 12 weeks or more in Canada, but has not previously obtained a certificate number from HRSDC (having not bid on requirements of \$200,000 or more), in which case a duly signed certificate of commitment is attached ;
- (d) ( ) is subject to the FCP, and has a valid certificate number as follows: \_\_\_\_\_ (e.g. has not been declared ineligible contractor by HRSDC).

Further information on the FCP is available on the HRSDC Web site.

## **2.2 Additional Certifications Required with the Arrangement - For Aboriginal Businesses**

Suppliers must submit the following **duly completed certifications with the arrangement.**

### **2.2.1 Set-aside for Aboriginal Business**

1. This procurement is set aside under the federal government's Procurement Strategy for Aboriginal Business, as detailed in Annex 9.4 Requirements for the Set-aside Program for Aboriginal Business, of the Supply Manual .
2. The Supplier:
  - (i) certifies that it meets, and will continue to meet throughout the duration of the Arrangement, the requirements described in the above-mentioned annex.
  - (ii) agrees that any subcontractor it engages under the Arrangement must satisfy the requirements described in the above-mentioned annex.
  - (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 Supplier must check the applicable box below:

- (i) ☐ The Supplier is an Aboriginal business that is a sole proprietorship, band, limited company, co-operative, partnership or not-for-profit organization.

**OR**

- (ii) ☐ The Supplier is either a joint venture consisting of two or more Aboriginal businesses or a joint venture between an Aboriginal business and a non-Aboriginal business.

4. The Supplier must check the applicable box below:

- (i) ☐ The Aboriginal business has fewer than six full-time employees.

**OR**

- (ii) ☐ The Aboriginal business has six or more full-time employees.

5. The Supplier must, upon request by Canada, provide all information and evidence supporting this certification. The Supplier 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 Supplier must provide all reasonably required facilities for any audits.

6. By submitting an arrangement, the Supplier certifies that the information submitted by the Supplier in response to the above requirements is accurate and complete.

## **2.2.2 Owner/Employee Certification - Set-aside for Aboriginal Business**

If requested by the Supply Arrangement Authority, the Supplier must provide the following certification for each owner and employee who is Aboriginal:

"1. I am \_\_\_\_\_ (insert "an owner" and/or "a full-time employee")  
of \_\_\_\_\_ (insert name of business), and an  
Aboriginal person, as defined in Annex 9.4 of the Supply Manual, entitled "Requirements for the  
Set-aside Program for Aboriginal Business".

2. I certify that the above statement is true and consent to its verification upon request by Canada.

\_\_\_\_\_  
Name of owner and/or employee

\_\_\_\_\_  
Signature of owner and/or employee

\_\_\_\_\_  
Date

**PART 6 - SUPPLY ARRANGEMENT AND RESULTING CONTRACT CLAUSES**

<b>Supply Arrangement Groups</b>		
Supply Arrangement Holder _____ holds a valid Supply Arrangement for the following groups:		
Group A - Low Quantity	Group B - High Quantity	Group C - Reprographics/Duplicating
( )	( )	( )

**ACQUISITION FEE**

This Supply Arrangement is managed by the Communication Procurement Directorate (CPD) of Public Works and Government Services Canada (PWGSC). **CPD is a revenue dependant organization within PWGSC and therefore will charge all federal government departments and agencies a 3% acquisition fee based on the value of any resulting contract (including positive value amendments) plus GST/HST, if applicable. The identified user must remit a copy of any awarded contract to PWGSC - CPD on a quarterly basis for billing.**

**A. SUPPLY ARRANGEMENT****1. Arrangement**

The Supply Arrangement covers the Work described in Statement of Work at Annex A.

**2. Security Requirement****2.1 The Supplier holds no valid security clearance****OR**

The Supplier holds a valid security clearance for Level \_\_\_\_\_ requirements

**2.1.1 Security Clause for LEVEL 1 Requirements**

- The Contractor must, at all times during the performance of the Contract, hold a valid Designated Organization Screening (DOS), with approved Document Safeguarding at the level of PROTECTED B, issued by the Canadian Industrial Security Directorate, Public Works and Government Services Canada.
- The Contractor personnel requiring access to PROTECTED information, assets or sensitive work site(s) must EACH hold a valid RELIABILITY STATUS, granted or approved by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).
- Processing of PROTECTED materiel electronically at the Contractor's site is NOT permitted under this Contract/Standing Offer.

4. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/PWGSC.
5. The Contractor must comply with the provisions of the:
  - (a) Security Requirements Check List and security guide (if applicable), attached at Annex J
  - (b) Industrial Security Manual (Latest Edition).

**OR**

#### 2.1.1 Security Clause for **LEVEL 2** Requirements

1. The Contractor must, at all times during the performance of the Contract, hold a valid Facility Security Clearance at the level of SECRET, with approved Document safeguarding at the level of SECRET, issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).
2. The Contractor personnel requiring access to CLASSIFIED information, assets or sensitive work site(s) must EACH hold a valid personnel security screening at the level of SECRET, granted or approved by the CISD, PWGSC.
3. Processing of CLASSIFIED information electronically at the Contractor's site is NOT permitted under this Contract/Standing Offer.
4. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/PWGSC.
5. The Contractor must comply with the provisions of the:
  - (a) Security Requirements Check List and security guide (if applicable), attached at Annex J;
  - (b) Industrial Security Manual (Latest Edition).

### **3. Standard Clauses and Conditions**

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

#### **3.1 General Conditions**

2020 (2012-11-19) General Conditions - Supply Arrangement - Goods or Services, apply to and form part of the Supply Arrangement.

#### **3.2 Supply Arrangement Reporting**

The Supplier must compile and maintain records on its provision of goods, services or both to the federal government under contracts resulting from the Supply Arrangement. This data must include all purchases, including those paid for by a Government of Canada Acquisition Card.

The Supplier must provide this data in accordance with the reporting requirements detailed in Annex "H". If some data is not available, the reason must be indicated. If no goods or services are provided during a given period, the Supplier must still provide a "NIL" report.

The data must be submitted on a quarterly basis to the Supply Arrangement Authority.

The quarterly reporting periods are defined as follows:

1st quarter: April 1 to June 30;

2nd quarter: July 1 to September 30;

3rd quarter: October 1 to December 31;

4th quarter: January 1 to March 31.

The data must be submitted to the Supply Arrangement Authority no later than 10 (ten) calendar days after the end of the reporting period.

#### **4. Term of Supply Arrangement**

##### **4.1 Period of the Supply Arrangement**

All authorized Supply Arrangements will have no defined end-date and will remain valid until such time as Canada no longer considers it to be advantageous to use it.

The period for awarding contracts under the Supply Arrangement begins \_\_\_\_\_.

#### **5. Authorities**

##### **5.1 Supply Arrangement Authority**

The Supply Arrangement Authority is:

Rebecca Salter (*or designated Communication Procurement Directorate representative*)

Public Works and Government Services Canada

Acquisitions Branch

Communication Procurement Directorate

360 Albert Street, Ottawa, ON, K1A 0S5

Telephone: 613-990-3140

Facsimile: 613-993-2581

E-mail address: Rebecca.Salter@tpsgc-pwgsc.gc.ca

The Supply Arrangement Authority is responsible for the issuance of the Supply Arrangement, its administration and its revision, if applicable.

##### **5.2 Contracting Authority**

The Contracting Authority will be the contracting officer representing the Identified User named in resulting Contracts and will be responsible for the management of these Contracts. The Contractor shall not perform work in excess of or outside the scope of any resultant Contract based on verbal or written requests or instructions from any government personnel other than the aforementioned officer.

### 5.3 Project Authority

The Project Authority for contracts resulting from the Supply Arrangements will be identified in each contract.

The Project Authority is the representative of the department or agency for whom the Work will be carried out pursuant to a contract resulting from the Supply Arrangement and is responsible for all the technical content of the Work under the resulting Contract.

### 5.4 Departmental Print Authority

The Departmental Print Authority is the sole authority for awarding contracts under the supply arrangement in departments where there is a purchasing unit responsible for all purchases of printing services. Subject to individual department contracting policies, the designated department print authority may delegate authority to award contracts to other identified users.

The Departmental Print Authorities who are responsible for the bid solicitation process and the award of contracts in departments where there is a purchasing unit responsible for all purchases of printing services will be identified in the Supply Arrangement.

### 5.5 Supplier's Representatives

#### General Enquiries - Primary Contact

Name: \_\_\_\_\_

Telephone: \_\_\_\_\_

Fax:\_\_\_\_\_

E-mail: \_\_\_\_\_

#### Back-Up to Primary Contact

Name: \_\_\_\_\_

Telephone: \_\_\_\_\_

Fax:\_\_\_\_\_

E-mail: \_\_\_\_\_

## 6. Identified Users

The Identified Users include any government department, agency or Crown Corporation listed in Schedules I, I.1, II, III, of the *Financial Administration Act*, R.S., 1985, c. F-11 in the National Capital Region (NCR).

## 7. On-going Opportunity for Qualification

A Request for Supply Arrangements (RFSA) will be issued in accordance with the process set out below to allow new suppliers to become qualified. Existing qualified suppliers, who have been issued a Supply Arrangement, will not be required to submit a new arrangement.

After issuance of the Supply Arrangements resulting from RFSA number EN578-121812/A, a Notice of Proposed Procurement (NPP) for RFSA number EN578-121812/B will be published on the Government Electronic Tendering System (GETS) on an on-going basis. All suppliers may request the RFSA document available through GETS at any time to qualify for the Supply Arrangement.

Any arrangement submitted in response to the ongoing RFSA will be evaluated according the evaluation criteria specified in Part 4.

Award of contracts under the Supply Arrangement will not be delayed for the evaluation process to be completed for any arrangements submitted in response to the ongoing RFSA.

In the event that the Arrangement is non-responsive, Suppliers must wait ninety (90) days before submitting a new arrangement for evaluation.

## **8. Contract Procedures**

### **8.1 Types of Contracts awarded under the Supply Arrangement**

Contracts may be awarded for a range of printing services:

- One time contracts for the printing and delivery of one, or more, items to destinations.
- Contracts requiring multiple print runs over a stated period of time. Requirements for multiple print runs of the same product may be included in a single contract provided the total value of all print runs within the contract does not exceed the specified contract limitation.
- Contracts requiring electronic cataloguing and storage of files for printing on an as and when requested basis
- Contracts for work requiring a security clearance of PROTECTED B or SECRET. Work with a security classification may only be done by Suppliers holding the appropriate security clearance for facility, personnel and document handling issued by the Canadian and International Industrial Security Directorate of PWGSC.

The resulting solicitation must clearly define the security requirement and appropriate security clauses must be included in the subsequent contract. It is the responsibility of the Contracting Authority to ensure that the proposed contractor meets the security requirements of the bid solicitation.

### **8.2 General Procedures**

Contracts will be awarded to Suppliers under the Supply Arrangement list for the provision of the services described in the Statement of Work.

In accordance with the definition of Group A Low Quantity and Group B High Quantity requirements and Group C Reprographics/Duplicating Requirements included in Part 1- article 4. "Key terms", the Identified User/Departmental Print Authority or the PWGSC SA Authority will select the Group A or Group B or Group C list of suppliers (SA holders) that corresponds to their requirement

The solicitations sent to SA holders will include a detailed Statement of Work, the delivery date, the evaluation criteria (if applicable), the basis of selection and other pertinent information.

The deadline for submission will be clearly indicated in the e-mail (usually 72 hours but urgent requirements may have a shorter response time or more complex requirements may have a longer time). The window for submission begins when the request for proposal is sent. This means that a request sent at 2 p.m. will close 72 hours later at 2 p.m. unless otherwise indicated. Weekends and holidays are not counted in the countdown. Response times to all Requests for Proposal are considered mandatory. It is the Suppliers responsibility to confirm that their proposal has been received at the appropriate reception point for bids. Proposals received after the closing date and time will be considered non-responsive and will be given no further consideration.

A contract will be awarded to the responsive bid in accordance with the predefined basis of selection. Bidders unable to meet the evaluation criteria (example: the specified delivery date) will be considered non-responsive and will be given no further consideration.

**8.2.1 Supplier selection for requirements valued up to \$25,000.00 including GST/HST and all charges, AND Supplier selection for requirements that have been Set-aside under the Procurement Strategy for Aboriginal Business (PSAB) up to \$25,000.00 including GST/HST:**

In accordance with the Government Contract Regulations Part 1, Section 6 (b) which permits the award of contracts without soliciting bids, where the estimated expenditure does not exceed \$25,000.00, an **Identified User/Departmental Authority or the PWGSC SA Authority** may send a solicitation (Request For Proposal [RFP] or Request for Quotation [RFQ] as appropriate) to the SA holder of their choice from the appropriate list of SA holders in the required group.

If individual department procedures require competitive procurement for requirements under \$25,000.00, the solicitation will be sent to the number of SA holders as specified in the specific departmental procedures.

If the requirement has a delivery point in a CLCA area, the Identified User must also invite any SA holders with production facilities located within the identified CLCA. **The obligations under specific CLCAs must be met at the individual solicitation stage for requirements that include delivery within a CLCA area.**

**8.2.2 Supplier selection for requirements valued from \$25,000.00 to \$99,999.99 including GST/HST and all charges, AND Supplier selection for requirements that have been Set-aside under the Procurement Strategy for Aboriginal Business (PSAB) for requirements valued from \$25,000.00 to \$99,999.99:**

The Identified User/Departmental Print Authority will issue, on a rotational basis, a Request For Proposal (RFP) to a minimum of three (3) suppliers (which may include the incumbent when the requirement is a reprint of a previously produced publication) on the Supply Arrangement list for providing the services Required. The Identified User/Departmental Print Authority will go through the entire list of suppliers on a rotational basis. Once the Identified User/Departmental Print Authority has gone through the entire list they will start the process over. Each Identified User/Departmental Print Authority is responsible for managing their own supplier rotation.

If only two (2) SA holders have qualified to provide any group; the Identified User will issue a solicitation to both SA holders from the list of SA holders for that group.

If only one (1) SA holder has qualified for a specific group; the requirement can not be competed under the Supply Arrangement until such time as a minimum of two (2) SA holders have qualified for that group.

If the requirement has a delivery point in a CLCA area, the Identified User must also invite any SA holders with production facilities located within the identified CLCA. **The obligations under specific CLCAs must be met at the individual solicitation stage for requirements that include delivery within a CLCA area.**

**8.2.3 Supplier selection for requirements valued from \$100,000.000 to \$400,000.00 including GST/HST and all charges, AND Supplier selection for requirements that have been Set-aside under the Procurement Strategy for Aboriginal Business (PSAB) for requirements valued from \$100,000.000 to \$400,000.00:**

The Identified User/Departmental Authority or the PWGSC SA Authority will issue a Request For Proposal (RFP) to all firms on the Supply Arrangement list for providing the services required. The RFP

will include a detailed statement of work, the delivery date, the evaluation criteria (if applicable), the basis of selection and other pertinent information.

If only two (2) SA holders have qualified to provide any group; the Identified User will issue a solicitation to both SA holders from the list of SA holders for that group.

If only one (1) SA holder has qualified for a specific group; the requirement can not be competed under the Supply Arrangement until such time as a minimum of two (2) SA holders have qualified for that group.

If the requirement has a delivery point in a CLCA area, the Identified User must also invite any SA holders with production facilities located within the identified CLCA. **The obligations under specific CLCAs must be met at the individual solicitation stage for requirements that include delivery within a CLCA area.**

## 9. Limitation of Contracts

The limitation of individual contracts under the Supply Arrangement shall not exceed \$400,000.00 **including GST/HST and all charges.**

## 10. Priority of Documents

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

- a) the articles of the Supply Arrangement;
- b) the general conditions 2020 (2012-11-19), General Conditions - Supply Arrangement - Goods or Services
- c) Annex A - Statement of Work;
- d) Annex B - Corporate Profile
- e) Annex H - Mandatory Reporting Requirements
- f) Annex I - Labelling Requirements;
- g) Annex J - Security Requirements Check List: EN578-121812-a - Level 1 and EN578-121812-b - Level 2;
- h) the Supplier's arrangement dated \_\_\_\_\_ .

## 11. Certifications

### 11.1 Compliance

Compliance with the certifications and related documentation provided by the Supplier in the arrangement is a condition of the Supply Arrangement (SA) and subject to verification by Canada during the term of the SA and of any resulting contract that would continue beyond the period of the SA. If the Supplier does not comply with any certification, provide the related documentation or if it is determined that any certification made by the Supplier in the arrangement is untrue, whether made knowingly or unknowingly, Canada has the right to terminate any resulting contract for default and suspend or cancel the SA.

## 12. Applicable Laws

The Supply Arrangement (SA) and any contract resulting from the SA must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario.



## B. BID SOLICITATION

### 1. Bid Solicitation Documents

Canada will use the bid solicitation template 2T-HIGH1 for complex requirements, available in the Standard Acquisition Clauses and Conditions (<http://ccua-sacc.tpsgc-pwgsc.gc.ca/pub/acho-eng.jsp>) Manual.

1.1 The bid solicitation will contain as a minimum the following:

- a) the **SA Number EN578-121812**;
- b) security requirements (if applicable);
- c) a complete description of the Work to be performed;
- d) 2003, Standard Instructions - Goods or Services - Competitive Requirements OR 2004, Standard Instructions - Goods or Services - Non-competitive Requirements

The Contracting Authority is to replace subsections 4 and 5 of Section 01 Code of Conduct and Certifications - Bid, by the following:

- 4. Bidders who are incorporated or who are a sole proprietorship, including those bidding as a joint venture, have already provided a list of names of all individuals who are directors of the Bidder, or the name of the owner, at the time of submitting an arrangement under the Request for Supply Arrangement (RFSA). These bidders must diligently maintain this list up-to-date by informing Canada in writing of any change occurring during the validity period of the bid as well as during the period of any contract arising from this bid solicitation.
- 5. Canada may, at any time, request that a Bidder provide properly completed and Signed Consent Forms (Consent to a Criminal Record Verification form - PWGSC-TPSGC 229) for any or all individuals aforementioned within the time specified. Failure to provide such Consent Forms within the time period provided will result in the bid being declared non-responsive.)
- e) bid preparation instructions;
- f) instructions for the submission of bids (address for submission of bids, bid closing date and time);
- g) evaluation procedures and basis of selection;
- h) Certifications

#### 1.1 Code of Conduct and Certifications - Related documentation

By submitting a bid, the Bidder certifies as per section 01 of Standard Instructions 2003 (OR insert 2004, as applicable), for himself and his affiliates, to be in compliance with the Code of Conduct and Certifications clause of the Standard instructions. The related documentation therein required will help Canada in confirming that the certifications are true.

- f) conditions of the resulting contract.

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**1.2 For procurements that have been Set-aside under the Procurement Strategy for Aboriginal Business (PSAB):**

**1.2.1 The following must be included** in the solicitation document and resulting contract:

*"This procurement is set aside under the federal government's Procurement Strategy for Aboriginal Business"*

**1.2.2 Include the following as applicable, when the procurement would have been otherwise subject to the Agreement on Internal Trade.**

*"Further to Article 1802 of the Agreement on Internal Trade (AIT), AIT does not apply to this procurement."*

**2. Bid Solicitation Process**

**2.1** Bids will be solicited for specific requirements within the scope of the SA from the list of SA holders for the appropriate group.

**2.2** The bid solicitation will be sent directly to the identified SA holders from the list of SA holders for the appropriate group.

## C. RESULTING CONTRACT CLAUSES

### 1. General

The conditions of any contract awarded under the Supply Arrangement will be in accordance with the resulting contract clauses of the template used for the bid solicitation.

For any contract to be awarded using:

- (a) HC (for higher complexity requirements), general conditions 2030 will apply to the resulting contract.

The above templates are set out in the Standard Acquisition Clauses and Conditions Manual (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

### 2. Author's Alterations (AA)

Author's alterations are changes requested by the client to approved text or layout at any stage during production. The costs of implementing these changes are billable by the Contractor and should be avoided whenever possible.

Should author's alterations be requested, the supplier must provide details of the alterations, as requested by the client, and associated costs to the Project Authority for review and approval prior to the alterations being undertaken. No alterations are to be undertaken unless they are confirmed by an amendment to the Contract.

### 3. SACC Manual Clauses

SACC	Section	Date
D5328C	Inspection and Acceptance	2007-11-30
P1005C	Packaging and Packing of Printed Products	2010-01-11
P1010C	Quality Levels for Printing	2010-01-11
P1011C	Quality Levels for Colour Reproduction	2010-01-11
P1015C	Quality Levels for Labels	2010-01-11
P1016C	Quality Level for Binding	2010-01-11

#### Applicable only to those Contractors who qualify for the Set-Aside Program for Aboriginal Business:

A3000C	Aboriginal Business Certification	2011-05-16
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**ANNEX "A"****STATEMENT OF WORK****A.1 OVERVIEW**

Supply Arrangement for the provision of a large variety of printing and related services on an as-and-when-requested basis to all government departments and agencies, under schedules I, II and III of the *Financial Administration Act*, in the National Capital Region. Under this arrangement, Suppliers will provide printing services for the following categories of printed products :

*Items in each category will normally be produced in English and French. Any item may be printed either as separate unilingual, combined bilingual versions or multilingual versions that include other languages.*

**Category 1 - Loose sheet products:**

Consists of single printed sheets that may be trimmed to specified sizes, folded or collated. Examples include, but are not limited to, posters, loose leaf publications, stationery, panel folders. Any work may require multiple copies of single originals or of multiple originals.

**Category 2 - Bound publications:**

Consists of magazine and book products in various sizes and numbers of pages with pages bound together. Binding methods include, but are not limited to, wire stitching, adhesive binding, sewn binding and mechanical binding methods.

**Category 3 - Specialty single sheet products:**

Consists of single printed sheets that may be die cut, scored, stamped or embossed and other related print services. Examples include, but are not limited to, kit folders, tab dividers and file folders.

**Category 4 - Other types of related printed products and binding**

Other types of printed products or binding that may be considered as a part of any requirement being processed under any of the categories (1 - 3) may also be printed under the Supply Arrangement including the reproduction of CDRoms as stated under A.2.6.

**Category 5 - Group C only - Personalization**

Personalization of certificates and similar printed products.

**Category 6 - Reproduction of publications and other print matter on electronic media from supplied master or hard copy documents.**

Reproduction in PDF format (on CD, DVD or USB), of publications and other print matter.

The examples in each of the above categories are illustrative of the range of products that may be printed under the Supply Arrangement. Other types of printed products that may be considered part of any of the categories may also be printed under the Supply Arrangement.

**Environmental Statement:**

Canada is committed to greening its supply chain. In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to acquire products and services that have a lower impact on the environment than those traditionally acquired.

Environmentally preferable goods and services are those that have a lesser or reduced impact on the environment over the life cycle of the good or service, when compared with competing goods or services serving the same purpose. Environmental performance considerations include, among other things: Improvement of energy and water efficiency, support of reusing and recycling and the use of renewable resources; reduction of toxic and hazardous substances, greenhouse gas emissions and contaminants, and reduction of waste.

The Supplier must make every possible effort towards supplying print services that are the result of environmentally sound processes, without detracting from the appearance of said items.

**A.1.1: Services**

The Supplier will provide quality printing services and binding services and if required reproduction of printed documents on CD/DVD/USB in PDF format (with or without links to chapters and/or key words). The complete specifications for each requirement will be included in all requests for quotation and resulting contracts.

**A.1.2 Services Specifically Excluded from the Supply Arrangement**

The Supply Arrangement does not include the following associated services:

- Mailing/Distribution List Management and Return Mail Management;
- Data Processing and Variable Imaging (other than that described for Category 5 or to output delivery addresses from supplied lists for mailing);
- Electronic Document Management (requiring the Supplier to modify files, or create compound documents from related files, stored in a document management system) with on demand printing of the modified files;
- Warehousing/Order Fulfillment;
- Graphic and Forms Design;
- Reproduction of CDs/DVDs/USBs that include any interactive applications, animation, video or audio elements;
- Conversion to HTML files or other web related formats.

**A.1.3 Work Requests Sent Electronically**

Contracts for on-going production of specified items may include an option for allowing the individual work requests being placed through a Supplier's electronic ordering interface.

Any work request activity conducted via an electronic interface will be subject to individual departmental contracting, financial, IT and security policies detailed in the Request For Proposals (RFP) during the process for selecting a Supplier.

## **A.2 WORK DESCRIPTION**

The following provides general work descriptions and specifications for the types of products to be printed under this Supply Arrangement. Detailed specifications will be provided to suppliers in the RFP during the process for selecting a Supplier for specific projects.

**Groups A and B:** includes offset (direct imaging or plates exposed from flats) or electronic (digital presses) printing methods to produce any of the work provided the criteria for the print quality level stated are met.

**Group C:** includes reprographic/duplicating services to produce any of the work. The work required and supplier responsibilities consist of the printing/copying (black and/or colours) and finishing of individual sheets of paper as required. **Maximum flat sheet size for any product produced as a Group C requirement is 13" x 19".**

The Supplier must:

- Provide proofs for approval prior to production for all requirements.
- Supply all materials
- Create all dies when needed
- Print as per the artwork supplied to the Supplier and final approved proofs.
- Bind and/or finish as specified in each contract.
- Package and deliver all items to the address(es) specified in the contract.
- Return all components and working materials to the Project Authority.

### **A.2.1 Production Methods/Quality Levels:**

The Supplier must meet the criteria for the print quality level stated in each requirement.

The print quality level will be stated with each requirement, in accordance with the Public Works and Government Services (PWGSC) Publications entitled "Quality Levels for Printing", "Quality Level for Binding" and/or "Quality Levels for Colour Reproduction", latest issues.

The Project Authority may stipulate additional quality assurance requirements. This may include the provision of selecting random copies for Quality Assurance (QA) review in accordance to a specified selection plan that will be identified by the Project Authority and the certification that those random copies were selected by the Supplier according to that selection plan. The random copies selected will be packaged and shipped separately from the order and may be invoiced at the additional copies price. The cost of providing the random copies for quality assurance will not be a consideration for Supplier selection in the RFP.

### **A.2.2 Printing Colours**

#### **A.2.2.1 Printing Colours (Offset) - Group A and Group B:**

- Any item may be printed in black, black and/or 1 or more PMS colours, or 4 colour process.
- Inks may bleed on any item
- Ink coverage will vary based on individual requirements.
- Acqueous coating , UV coating or varnish, either gloss or matte, may be required on some items.

#### A.2.2.2 Printing Colours (Copying / Duplicating) - Group C:

The basic work required will be black throughout without bleeds and may contain text, graphics, illustrations and photographs. Additional colour may be requested for specific sheets, or throughout, for any work. The requested colours may represent specific Pantone Matching System (PMS) colours, or 4 colour process reproductions of text, graphics, photographs or other illustrations.

#### A.2.3 Environmental Criteria for Printing Inks:

In order to reduce the environmental impact of its print publishing activities, the Government of Canada chooses to use environmentally preferable inks, containing vegetable oil-based materials. The printing inks used in contracts awarded under this Supply Arrangement must adhere to the following criteria for % of vegetable oils as well as the % of VOC within the ingredients composing the ink.

##### A.2.3.1 Volatile Organic Compounds (VOC) Criteria

The common VOC in a conventional lithographic printing ink is high-boiling aliphatic petroleum distillate. This distillate is used to dissolve the resins that will eventually bind to the substrate during printing. The amount of ink VOC that is released to the atmosphere depends on the process; heatset inks release 80% of their VOCs while sheetfed inks release only 5%. VOC in an environmentally preferable ink would have below 18 wt% for sheetfed inks, below 30 wt% for sheetfed varnishes, and below 40 wt% for heatset inks and heatset overprint varnishes.

##### A.2.3.2 Vegetable Oil Criteria

Vegetable oils are renewable resources and can include Linseed Oil, Soya Oil, Chinawood Oil and similar plant oils or combinations of them. In conventional lithographic printing inks (heatset and sheetfed) these oils and their derivatives can be used as is, or modified to provide the appropriate press and finished product properties. The environmentally preferable oil-based ink would have above 25 wt% for sheetfed inks and overprint varnishes, and above 10 wt% for heatset inks and overprint varnishes.

#### A.2.4 Printing Overruns/Underruns:

Overruns or underruns will not be acceptable in contracts awarded under this Supply Arrangement unless specified in the RFP for supplier selection.

- Only the amount of overruns specified in the RFP will be accepted and paid for under the contract.
- Only the amount of underruns specified in the RFP will be acceptable under the contract.

#### A.2.5 Papers

Suppliers must use only environmentally preferable paper stocks to produce any of the work unless specified otherwise by the Contracting Authority for any RFP conducted under this Supply Arrangement. Selection of these papers is based on factors such as sustainable development, life-cycle management and/or forest management. For this Supply Arrangement, only papers having a minimum 30% recycled content, from manufacturers certified under the Environmental Choice Program (ECP), and who are using fiber originating from a sustainably-managed forest certified to a third-party verified forest certification standard such as the Forestry Stewardship Council (FSC), Sustainable Forestry Initiative (SFI) or the Canadian Standards Association Sustainable Forest Management Standard (CSA/SFMS) will be acceptable for completion of the work.

Paper specifications for each project will be provided to suppliers in the RFP during the process for selecting a Supplier. Should a RFP specify a paper brand name that does not meet the environmental criteria stated above, suppliers will:

1. so inform the Contracting Authority for the RFP
2. suggest an alternative paper, having equivalent specifications, that meets the criteria. The RFP Contracting Authority will inform the supplier in writing of their approval of the suggested alternative paper or of their decision not to change from the originally specified paper.

#### A.2.6 Finishing

##### Category 1 - Loose sheet products

Finishing operations for this category include, but are not limited to:

- Trimming - to specified sizes,
- Folding - various types and number of folds
- Collating - individual sheets in sequence or in sets; collated sheets may be padded; pulp board backing may be requested for pads.
- Hole drilling - various numbers, sizes and location

##### Category 2 - Bound publications

Finishing operations for this category include, but are not limited to:

- Wire stitching - includes side stitching, saddle stitching, corner stitching; side stitching may also require tape
- Adhesive binding - various adhesive binding techniques including lay-flat
- Mechanical binding - includes spiral, wire-o, cerlox, Acco fasteners, Chicago screws; binding material may be metal or plastic; colours may be required
- Sewn – various binding styles including soft cover and case binding

##### Category 3 - Specialty single sheet products

Finishing operations for this category include, but are not limited to:

- Kit folders - various sizes; may require one or two pockets; pockets may be horizontal or vertical; pocket sizes and shapes may vary; number of scores and folds will vary.
- Tab dividers - various sizes and numbers of tabs per bank; may be blank or printed with sequential numbering or custom text; may be reinforced at holes and/or on tabs
- File folders - various sizes; may require tabs; may be blank or printed; tab may be reinforced; may require multiple scores for expansion.
- Suppliers may be required to produce dies for specific projects.

##### Category 4 - Other types of related printed products and binding

Other types of printed products or binding that may be considered **as a part** of any requirement being processed under the any of the categories (1 - 3) may also be printed under the Supply Arrangement.

##### Category 5 - Group C only - Personalization

- Output and printing from supplied files
- Personalization of certificates and similar printed products.

##### Category 6 - Reproduction of publications and other print matter on electronic media from supplied master or hard copy documents

Suppliers may be required to reproduce in PDF format (on CD/DVD/USB), publications or other printed matter.



Examples of potential services include:

- Creation of final version of printed publication in PDF format
- Creation of links to key words and/or the table of contents if required
- Supply of all materials including jewel cases/plastic CD cases/CD pouches
- Silk screen printing on CD/DVD/USB surface or printing CD/DVD/USB labels as well as the application of labels on the CD/DVD/USB surface.
- Printing CD materials such as tray cards and/or inserts
- Inserting printed matter and CDs into cases
- Custom assembly and insertion into printed publications

#### A.2.7 Additional Bindery Services

Suppliers may be required to provide services in addition to the basic production operations required to produce the printed goods. Examples of potential services include:

- Gathering of multiple items in specified sequence
- Inserting items into kits – produced by, or supplied to, the supplier
- Custom assembly of multiple component kits/packages
- Collating tabs with printed sheets
- Loading of binders
- Supply of binders
- Custom packaging
- Perforation

#### A.2.8 Delivery/Distribution Requirements (General)

The following provides general work descriptions for distributing/mailing the products to be printed under this Supply Arrangement. Detailed specifications will be provided to suppliers in the RFP during the process for selecting a Supplier for specific projects.

**If the delivery address(es) is(are) not provided** as part of the RFP, shipping costs will be extra to the prices submitted. In this case, shipping costs incurred will be paid at cost, with no allowance for profit or overhead, and upon receipt of proper cost support documentation.

##### A.2.8.1 Delivery

The Supplier will be required to ship the items printed to the destination(s) specified.

- Delivery of the goods may be made to one (1) or to multiple destinations.
- Deliveries will normally be within Canada, however, some deliveries may be to international destinations.
- The Supplier is solely responsible for the safe delivery of all goods. Any damaged goods will be replaced by the Supplier at their expense.
- Suppliers must ensure that the distribution of all goods completed under contracts resulting from this supply arrangement is in accordance with the security requirement of the Contract.
- The Supplier is responsible for the tracking of shipments up to confirmation of receipt at destination, for all material.
- The Supplier is responsible for determining the most economical means of shipping/transport, suitable to meet the specified delivery date.
- The Supplier is also responsible for the collection and (re)shipping of any returned items (from and to the address[es] specified in the original Contract).

#### A.2.8.1.1 Multiple Addresses (Mailing and distribution)

- A distribution list showing the delivery addresses and the quantity of goods going to each address will be supplied for projects requiring multiple deliveries.
- The Supplier will not be required to manage any lists. A new distribution/ mailing list will be supplied to the Supplier each time
- When available, the list will be provided as part of the RFP and suppliers will include the price for shipping in their prices submitted.
- If the list is not available as part of the RFP, shipping costs will be extra to the prices submitted. In this case, shipping costs incurred will be paid at cost, with no allowance for profit or overhead, and upon receipt of proper cost support documentation.
- Postage costs will be extra to the prices submitted. In this case, shipping costs incurred will be paid at cost, with no allowance for profit or overhead, and upon receipt of proper cost support documentation. The Supplier is responsible for the output, supply and printing on labels or envelopes from supplied hard copy or electronic mailing lists.

#### A.2.8.1.2 Delivery of copies to be sent to the Publishing and Depository Services (PDS).

Receiving Address (*subject to change during the period of the Supply Arrangement*):

Publishing and Depository Services (No. 46)  
 Gilmore Global Logistics Services  
 130 Herzberg Road, Phase 5 - Receiving  
 Kanata, ON K2K 3B7  
 (613) 599-6065

Please note that the entrance to the loading docks is off Richardson Side Road and can be accessed from Carling Avenue or March Road. All bays are equipped with dock levelers for ease of loading/unloading.

Receiving Hours: 8:00 a.m. to 5:00 p.m. Eastern time Monday to Friday (excluding statutory holidays).

#### A.2.8.2 Packaging

Packaging must be recyclable, unless otherwise specified. Packaging must be appropriate for the quantity of goods being shipped.

- Where size permits, the goods will normally be delivered in cartons suitable for the size of the order.
- Cartons are not to exceed 35 lbs in weight.
- Cartons used for shipping the printed goods must be blank, unless printing of the cartons is required under the RFP for supplier selection.
- Unit packaging such as banding, shrink-wrapping or paper wrapping may be required within cartons. Unit quantities will be dependent on specific requirements. Paper wrapping is preferable.
- Posters may be required to be shipped flat with stiff cardboard at top and bottom of the package and paper wrapped or rolled and shipped in tubes, possibly with end caps.

#### A.2.8.2.1 Packaging Requirements for copies to be sent to the Publishing and Depository Services (PDS).

- Only one (1) Publishing and Depository Services (PDS) catalogue number per package. No mixed products will be accepted.
- All material MUST be received boxed unless otherwise prearranged.
- All materials to be flat in cartons and packed tightly.
- Cartons must be sized appropriately for the components that they will contain and must be packed solidly to prevent shifting, curling and prevent damage of the components.
- The maximum weight of a loaded carton is not to exceed thirty-five (35) pounds.

### A.2.8.3 Labelling

The following instructions apply to goods produced under the Supply Arrangement unless otherwise stipulated by the Project Authority for individual contracts.

- Each carton or parcel prepared for delivery must be properly identified with labels showing the department name, item title, item description, number of units within, catalogue or item number, date of printing, language (e.g. French, English or bilingual), contract number.
- Labels for orders requiring multiple cartons or packages shall show the total number of cartons and the number of each carton/parcel in the shipment.
- Placement of labels on the cartons will be specified for individual contracts.
- Any wrapped units within a package must be labelled with the title, number of pieces, catalogue or item number.
- Labels must be printed in French and English.

*Refer to Annex I - Labelling*

#### A.2.8.3 .1 Labelling Requirements for copies to be sent to the Publishing and Depository Services (PDS).

- All carton ends/rolls MUST be labelled with the following:
- Client ID Number 46
- PDS Purchase Order number (if applicable).
- Product title PDS catalogue number (if applicable) of enclosed material
- Exact quantity enclosed in carton (roll).
- Box (roll) number of total number of boxes (rolls) in shipment; e.g. Box 1 of 3 .

### A.2.8.4 Shipping Notification

The Supplier is responsible for making all arrangements with the destination addresses to schedule a time and date for delivery of the completed order.

Any scheduled delivery date cannot be changed unless approved in writing by the Project Authority.

If specified in the contract, a notice must be provided in writing (by facsimile) 24 to 48 hours prior to shipping any completed order.

Destination addresses retain the right to refuse shipments when prior arrangements/notification has not been made.

Notification to the destination address is to include the following information:

- Item title and type of product (Description)
- Quantity of each item
- Shipping date
- Supply arrangement and Contract Number
- Contact name and telephone number
- Type of transport vehicle.

### A.2.8.5 Pallets

The following instructions apply to goods produced under the Supply Arrangement unless otherwise stipulated by the Project Authority for individual contracts.

- Skids of material will be shrink-wrapped or strapped
- The Supplier must use four-way partial or block style pallets with three lateral runners at the bottom of the pallet – one (1) at each end and one (1) in the middle. Spruce wood construction 3" nail, 8 nails per board to sustain weight of 2,500 lbs.

- Unless otherwise specified in individual RFPs, skids/pallets are to be a standard 40" x 48", four way entry with a 4" fork opening.
- Skids, including printed material, must not exceed 57" in height.

#### A.2.8.5.1 Pallets for copies to be sent to the Publishing and Depository Services (PDS).

- All cartons MUST be placed on the pallet with the label facing outwards for ease of viewing.
- Cartons MUST be packed as a solid block. There can be no gaps or hollow areas.
- Outer edges of the carton (roll) shall match, or be within, the outer edges of the pallet. Pallets with overhanging product will not be accepted.
- Each pallet MUST not be larger than 40" wide by 48" long with a 4" fork opening. \*
- Each pallet MUST not be higher than 54" including the skid. \*
- Each pallet MUST have bottom boards. \*
- Each pallet MUST be banded and/or poly wrapped.
- The maximum weight of a loaded pallet MUST not exceed 2,000 pounds.
- Each pallet MUST have it's own Pallet Packing Slip.

\*PDS warehouse racking will accommodate these dimensions, which are common for the industry. Any deviation from these dimensions will prevent goods from being received and/or properly stored.

#### A.2.8.6 Packing Slips

All shipping materials such as envelopes, cartons or pallets must include a bilingual packing slip that shows the document numbers, document titles, quantity per package and number of packages of any documents inside.

##### A.2.8.6.1 Packing Slips for copies to be sent to the Publishing and Depository Services (PDS).

Each shipment will have multiple packing slips — a Master Packing Slip covering the entire shipment and individual Pallet Packing Slips. Standard Bills of Lading only will not be accepted since they contain insufficient information to allow for proper receipt of goods.

The Master Packing Slip shall contain the following information:

- Name, address and contact information of vendor.
- PDS Purchase Order number (if applicable).
- Product title
- PDS catalogue number (if applicable) of enclosed material
- Number of cartons (rolls) of each product delivered.
- Number of pieces (pallets, cartons, etc.) in the entire shipment.

For copies to be sent to the Publishing and Depository Services (PDS), the Pallet Packing Slip shall contain the following information:

- PDS Purchase Order number (if applicable).
- Product title
- PDS catalogue number (if applicable) of enclosed material
- Exact quantity of each product packed on the pallet.
- Number of cartons (rolls) of each product packed on the pallet.

#### A.2.8.7 Storage

At times the Supplier may be required to store the printed material for short periods before delivering it. The material must be stored in a manner to protect it from damage caused by weather and other sources. This service does not encompass entering goods into a warehouse inventory with on-going order fulfillment.

#### A.2.9 Supply Arrangement - Material Supplied

##### A.2.9.1 Hard Media

The material for reproduction will normally be supplied as print compliant PDF files, files from industry-accepted graphics design software or files done in standard business software applications on a variety of hard media. Normally, files will be supplied with any required graphics, illustrations and photos in place. Laser proofs of the files will be supplied with the files.

##### A.2.9.2 Electronic Transfer

The files for reproduction may be supplied to the Supplier via e-mail or file transfer. The files will normally be supplied as print compliant PDF files, files from industry-accepted graphics design software or files done in standard business software applications. Normally, files will be supplied with any required graphics, illustrations and photos in place.

Normally laser proofs from the supplied file may be couriered to, or picked up by, the Supplier. The Project Authority and Supplier may also elect to dispense with client supplied laser proofs.

Departmental security restrictions will normally prevent a Supplier accessing files from a Government hosted site. Suppliers will be expected to host any file transfer activities.

##### A.2.9.3 File Processing

The Supplier will preflight supplied files within 24 hours of their reception. The Supplier must contact the Project Authority immediately if supplied media varies from the description of the material supplied as stated in the specifications of the RFP.

The Supplier must also contact the Project Authority immediately if there are problems accessing or processing the files, outputting film/imaging plates or printing from the supplied files.

##### A.2.9.3.1 Support for High Resolution Colour Printing

Certain contracts may require the Supplier to work within established standards for colour printing requiring calibration of print devices and file processing based on PDF/X standards. The RFPs for such contracts will contain criteria for evaluating suppliers capabilities to meet these requirements.

##### A.2.9.4 Other Material Supplied

For some requirements, material may be supplied as hard copy for text, illustrations or photographs. The Supplier may be required to scan and/or merge the various elements into a print ready file.

Printing negatives may be supplied for some requirements.

## A.2.10 Supply Arrangement - Proofs

Proofs will be required as requested. The Supplier must provide the proofs for each requirement to the identified Project Authority.

The Supplier must supply proofs electronically to the Project Authority as PDF files unless otherwise specified in the RFP.

The Supplier must have the capability to provide proofs via e-mail, FTP and/or the Supplier's internet proofing site for clients to review proofs. The Supplier and Project Authority will define a mutually agreed to protocol for the transfer and approval of the proofs.

When hard copy proofs are specified in the RFP, the Supplier must supply the proofs as requested. Proofs may be one-off copies (bindery proof), digital proof or blueprints (backed up, folded and trimmed to size, with all elements such as charts, graphics, and photographs in position) or hi-resolution or low-resolution colour proofs.

The Supplier must deliver to and collect paper proofs from the Proofs address identified in the Contract.

Press checks may be required for certain projects. The requirement for a press check will be detailed in the RFP during the process for selecting a Supplier for specific projects.

A production schedule outlining production and return of proofs will be agreed to between the client and Supplier before the work is started.

## A.2.11 Supply arrangement - Production Schedules / Service Standards

### A.2.11.1 Group A and Group B

The required delivery date for each project will be stated in the RFP during the process for selecting a Supplier for specific projects.

Failure by a Supplier to adhere to the required delivery date, not due to circumstances attributable to client activities, may result in PWGSC applying vendor performance measures including removal of the Supplier from the Supply Arrangement.

### A.2.11.2 Group C

#### **Regular Service - Copying Services**

- Delivery of the required material 24 hours from the time contracts/orders are received from the ordering office.
- If required, proofs will be delivered within 6 hours of receipt of the contract/order and the required material delivered within 12 hours of the receipt of the approved proofs by the supplier.
- Hard media will be picked up within 4 hours of order placement.
- Orders placed after 2 p.m. or within 3 hours of close of business during supplier's normal hours of operation will be considered next day delivery
- Scheduled pick up and delivery service may be negotiated between an supplier and a user department

#### **Urgent Service - Copying Services**

Urgent service means delivery of the required material within 8 hours from the time contracts/orders are received in the Supplier's facility. Should hard copy be supplied the delivery requirement will be based on the time of pickup of the material for reproduction.

## Duplicating Services

The required delivery date for each project will be stated in the RFP during the process for selecting a Supplier for specific projects.

Failure by a Supplier to adhere to the required delivery date, not due to circumstances attributable to client activities, may result in PWGSC applying vendor performance measures including removal of the Supplier from the Supply Arrangement.

### A.2.12 Supply Arrangement - Consulting

Contracts for the on-going supply of goods over an extended period of time may contain a provision for the Supplier to provide consulting services to the Project Authority for process improvements and cost reduction.

### A.2.13 Supply Arrangement - Components

- All components required to complete a contract, whether produced or purchased by the Supplier, or provided to the Supplier are the property of the Government of Canada.
- The Supplier must return all components to the client authority identified in each contract within five working days of receiving the request to do so and at no additional cost to Canada.
- Components must be packaged appropriately and shipped in a manner to ensure safe delivery at the specified destination.
- Components include any electronic files that the Supplier may be holding as part of a contract.
- Suppliers must provide a copy of the final electronic file used to print the requirement. Invoices will not be paid until final electronic files are received. The Supplier must download the files to appropriate media, CD, DVD, etc. as requested. The Supplier must identify the files being returned by labelling the media with the files contained on it and also providing a hard copy printout identifying all files on the media.

### A.2.14 Quality assurance

Quality Assurance by Supplier: The Supplier will perform all necessary quality assurance procedures to ensure the product meets the specified quality levels and specifications of the Annex A Statement of Work and individual contracts. Items may be rejected for problems including (but not limited to) the following:

- Failure to follow contract specifications at the start of the project
- Failure to provide proofs as specified
- Final product not in accordance with the final approved artwork/proofs.
- Image problems not resulting from supplied components including, but not limited to, offsetting, blurred print/images or inconsistent ink density, etc..
- Damaged shipments.

### A.2.15 Author's Alterations (AA)

The Supplier will perform all authorized author's alterations as requested by the client in writing and in accordance with the Part B Resulting Contract Clauses of this Supply Arrangement. .

**ANNEX B****CORPORATE PROFILE**

**An MS Word file of this annex, for Suppliers to complete and submit with their proposal, will be provided with the Request for Supply Arrangement as an electronic attachment.**

Suppliers are invited to complete the following corporate profile. Suppliers are encouraged to provide the profile in French and English as this profile will be posted on the SO Index as part of the general information available for each awarded Supply Arrangement.

Should the Supplier have more than one production facility in Canada, a description of each of the facilities may be provided. Suppliers are to restrict their responses to a maximum of 200 words for each of the areas where information is requested. The 200 word maximum will be applicable to each facility. PWGSC will edit responses to maintain the 200 words maximum.

Suppliers are to address each of the points listed. In addition to the basic information requested, Suppliers may include whatever information they believe will enhance the understanding of their corporate capabilities.

The corporate profile will not be considered in the evaluation process for this RFSA and only profiles of authorized Supplier Arrangement holders will be posted.

**GROUP** \_\_\_\_\_

**SUPPLY ARRANGEMENT HOLDER**

**CORPORATE NAME:**

**CORPORATE ADDRESS:**

**PRINCIPAL CONTACT METHODS:**

Telephone:

Fax:

E-mail:

**CORPORATE WEB SITE:****STATUS OF SECURITY CLEARANCE (IF ANY) :**

A) Please indicate by a check mark the current security level of your firm and forward proof with your arrangement:

Personnel Security Screening		Document Safeguarding		DOS or FSC	
Reliability Status		Protected B		Designated Organization Screening - Protected B	



Secret		Secret		Facility Security Clearance - Secret	
--------	--	--------	--	--------------------------------------	--

**PRODUCTION LOCATIONS, CONTACT METHODS AND HOURS OF OPERATION:**

Location: \_\_\_\_\_

Hours of Operation: \_\_\_\_\_

**SERVICES PROVIDED:**

Instructions:

For ITEM 1, Production Capacity, Suppliers are requested to provide information on their production capabilities in the tables below. Use one row for each piece of equipment described. Suppliers may add rows to the table as required to describe the range of production equipment in their facility.

For ITEMS 2 to 5, Suppliers are to provide the information in the spaces allocated for each.

**1. PRODUCTION CAPACITY:****1.1 Printing Capacity:****1.1.1 Printing and Copying Capacity:**

Monochrome - Printer/Copiers					
Equipment and Number of Units	Resolution	Output Speed 8.5" x 11"	Paper Size Minimum and Maximum	Finishing Capability	Input Capability

Colour - Printer/Copiers					
Equipment and Number of Units	Resolution	Output Speed 8.5" x 11"	Paper Size Minimum and Maximum	Finishing Capability	Input Capability

**1.1.2 Presses**

Number of presses	Number of printing units (colours printed at one time)	Paper Size: Minimum and Maximum size printed	Perfecting capability (press can print on both sides of the sheet at the same time)	Additional press capabilities
		Minimum ____ x ____ Maximum ____ x ____		

**1.2 Bindery Capacity****Folders**

Number of machines	Paper Size	Number of folds and panel sizes	Additional machine capabilities
	Minimum ____ x ____ Maximum ____ x ____	Maximum number of folds ____  Panel size: Minimum ____ x ____ Maximum ____ x ____	

**Signature Folding:**

Number of machines	Signature Size	Number of Pages	Additional machine capabilities
	Minimum ____ x ____ Maximum ____ x ____	Maximum page format ____ x ____	

**Perfect Binders**

Number of machines	Size of Bound Book	Minimum and Maximum Page Format + Covers	Additional machine capabilities
	Minimum ____ x ____	<b>100M Text</b> Minimum page format ____ Maximum page format ____	
	Maximum ____ x ____	<b>120M Text</b> Minimum page format ____ Maximum page format ____	
		<b>140M Text</b> Minimum page format ____ Maximum page format ____	
		<b>160M Text</b> Minimum page format ____ Maximum page format ____	

**Saddle Stitchers**

Number of machines	Size of Bound Book	Minimum and Maximum Page Format + Covers	Additional machine capabilities
	Minimum ____ x ____	<b>100M Text</b> Minimum page format ____ Maximum page format ____	
	Maximum ____ x ____	<b>120M Text</b> Minimum page format ____ Maximum page format ____	
		<b>140M Text</b> Minimum page format ____ Maximum page format ____	
		<b>160M Text</b> Minimum page format ____ Maximum page format ____	

**Stitchers (Not Saddle stitch)**

Number of machines	Size of Bound Book	Minimum and Maximum Page Format + Covers	Additional machine capabilities
	Minimum ____ x ____	<b>100M Text</b> Minimum page format ____ Maximum page format ____	
	Maximum ____ x ____	<b>120M Text</b> Minimum page format ____ Maximum page format ____	
		<b>140M Text</b> Minimum page format ____ Maximum page format ____	
		<b>160M Text</b> Minimum page format ____ Maximum page format ____	

**Spiral Binding**

Number of machines	Size of Bound Book	Minimum and Maximum Page Format + Covers	Additional machine capabilities
	Minimum ____ x ____	<b>100M Text</b> Minimum page format ____ Maximum page format ____	
	Maximum ____ x ____	<b>120M Text</b> Minimum page format ____ Maximum page format ____	
		<b>140M Text</b> Minimum page format ____ Maximum page format ____	
		<b>160M Text</b> Minimum page format ____ Maximum page format ____	

**Additional Bindery Equipment and Bindery Services Available (in keeping with the required services of the Annex A Statement of Work):**

(Such as equipment for the production of Cerlox binding, Wire "O" binding, die-cutters and any other bindery equipment not previously listed. Suppliers may add tables as required to describe the range of production equipment in their facility.

Type of Equipment _____		
Number of machines Size Capability Machine capabilities		
	Minimum ____ x ____	
	Maximum ____ x ____	

Type of Binding Equipment (ie. Cerlox or Wire "O") _____			
Number of machines Size of Bound Book Minimum and Maximum Page Format + Covers			
Additional machine capabilities			
	Minimum ____ x ____  Maximum ____ x ____	<b>100M Text</b> Minimum page format ____ Maximum page format ____	
		<b>120M Text</b> Minimum page format ____ Maximum page format ____	
		<b>140M Text</b> Minimum page format ____ Maximum page format ____	
		<b>160M Text</b> Minimum page format ____ Maximum page format ____	

**Additional Bindery Services:**

## 2. FORMATS FOR REPRODUCTION

### 2.1 Electronic Files (File Types, Applications and Operating Systems Supported):

#### 2.2 Hard Media:

Diskettes \_\_\_\_; CD \_\_\_\_; DVD \_\_\_\_; USB\_\_\_\_

Additional Types Accepted and Format Considerations:

#### 2.3 Hard Copy:

Minimum Size \_\_\_\_ x \_\_\_\_;

Maximum Size \_\_\_\_ x \_\_\_\_

Thickness \_\_\_\_ Minimum, \_\_\_\_ Maximum \_\_\_\_

Requirements for Hard Copy:

## 3. FILE TRANSFER CAPACITY

### E-mail:

E-mail download capacity:

E-mail server capacity:

E-mail management procedures:


### File Transfer:

File transfer download capacity:

File transfer security capability:

File transfer server capability:

File transfer server security capability:

File transfer management procedures:




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File No. - N° du dossier

CCC No./N° CCC - FMS No/ N° VME

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### ANNEX C SPECIFICATION FORM

(Example of specification form that will be provided with each resulting  
Request for Proposal issued under the Supply Arrangement)

<b>SUPPLY ARRANGEMENT NUMBER:</b>	<b>SUPPLIER (To be completed by Supplier):</b>
<b>GROUP (A Low Quantity or B High Quantity):</b>	<b>SECURITY LEVEL</b>
<b>DEPARTMENT:</b>	<b>DEPARTMENT REQUISITION/SOLICITATION NUMBER:</b>
<b>FINANCIAL CODE (IF APPLICABLE)</b>	<b>BID CLOSING DATE AND TIME :</b>
<b>BID RECEIVING (LOCATION):</b>	<b>DELIVERY DATE (at destination):</b>  <b>MANDATORY DELIVERY DATE (yes or no)</b> <p style="text-align: center;">Yes</p> <p style="text-align: center;">No</p>

#### SPECIFICATIONS:

##### 1. PRODUCT TYPE:

Category:

1

2

3

4

Project Title:



**2. FULL DESCRIPTION OF REQUIRED PRINT PRODUCT (clear summary of specifications):**


**QUALITY LEVEL:**

Informational

Library

Other

**PROCESS:**

The Supplier may use either offset (direct imaging or metal plates) or electronic (including digital presses) printing methods to produce any of the work provided the criteria for the print quality level stated are met.

Other (i.e. silk screen)

**3. QUANTITY AND PAGE COUNT:**

	Quantity	Total no. of text pages	Self cover 4 pages (Yes or No)	Front Cover Separate 2 pages (Yes or No)	Back Cover Separate 2 pages (Yes or No)
English separate:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
French separate:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Bilingual:	<input type="text"/>	English French	<input type="text"/>	<input type="text"/>	<input type="text"/>
Other language(s)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**3.1 OVERRUNS - UNDER RUNS:**

Overruns Accepted (Indicate %)

0%

2%

5%

Other  
:

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CCC No./N° CCC - FMS No/ N° VME

Under runs Accepted (Indicate %)

0%

2%

5%

Other  
:

#### 4. FORMAT:

Each Language Separate:

Bilingual:

Tumble

Head to head

Side by Side

Consecutive

#### 5. FINAL TRIMMED PAGE SIZE (FINISH SIZE):

5-1/2" x 8-1/2"

8-1/2" x 11"

8-1/2" x 14"

17" x 11"

Other

:

Portrait

Landscape

#### 6. BINDING/FINISHING REQUIRED:

Saddle Stitch

Wire "O" Binding

Corner Stitch

Spiral Binding  
(Plastic)

Side Stitch  
(number of stitches)

Perfect Bind

Cerlox Bind

Colour of Binding (for Wire "O", Cerlox and Spiral  
binding)

#### 5.1 OTHER BINDING / FINISHING (die-cut etc..)

Full description of required binding / finishing:




	Black	PMS (indicate PMS #)	PMS (indicate PMS #)	PMS (indicate PMS #)	4 colour process	Varnish or other coating	Bleed Y or N
All pages	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Select pages: Indicate page numbers:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**Image Description:** (Spot varnishes, other coatings, bleeds or duo-tones, etc..)


## 7.1 PAPER STOCK REQUIRED - COVERS:

**Uncoated Cover (type)**

Finish (smooth,  
vellum etc)

Colour

Text  
Weight

 /lb

or

 /M

Cover  
Weight

 /lb

or

 /M

**Coated Cover (type)**

C1S

C2S

Pt  
(ie.10pt )

Finish (gloss,  
satin etc)

Colour

Text  
Weight

 /lb

or

 /M

Cover  
Weight

 /lb

or

 /M

## 7.2 PAPER STOCK REQUIRED - TEXT PAGES:

**Uncoated Text (type)**

Finish (smooth,  
vellum etc)

Colour

Text  
weight

 /lb

or

 /M

**Coated Text (type)**

Finish		Colour		Text Weight	/lb	or	/M
--------	--	--------	--	-------------	-----	----	----

Whenever possible, the Government of Canada uses only paper stocks considered to be environmentally friendly. Selection of these papers is based on factors such as sustainable development, life-cycle management and/or forest management. For this Supply Arrangement, only papers from manufacturers certified under the Environmental Choice Program (ECP), or who are using fiber originating from a sustainably-managed forest certified to a third-party verified forest certification standard such as the Forestry Stewardship Council (FSC), Sustainable Forestry Initiative (SFI) or the Canadian Standards Association Sustainable Forest Management Standard (CSA/SFMS) will be acceptable for completion of the work.

**8. OTHER (tab dividers or inserts etc.)**

Item description of required print product :


**8.1 PAPER STOCK REQUIRED - OTHER (tab dividers and inserts etc.)****Uncoated (type)**

Finish (smooth, vellum etc)		Colour		Text Weight	/lb	or	/M
				Cover Weight	/lb	or	/M

**Coated Cover**

<b>C1S</b>		<b>C2S</b>		Pt (ie.10pt )			
Finish (gloss, satin etc)		Colour		Text Weight	/lb	or	/M
				Cover Weight	/lb	or	/M

**8.2 INK COLOURS: OTHER - PRINTS:**

	Black	PMS (indicate PMS #)	PMS (indicate PMS #)	PMS (indicate PMS #)	4 colour process	Varnish or other coating :	Bleed Y or N
All pages on one side	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All pages on two sides	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Selected pages on one side	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**8.3 FOR TAB DIVIDERS:**

<input type="checkbox"/>	Alphabetical		
<input type="checkbox"/>	Numerical		
<input type="checkbox"/>	Number of tabs per set		
<input type="checkbox"/>	Number of tabs per bank		
<input type="checkbox"/>	Custom imprint on tab extension	<input type="checkbox"/> one side	<input type="checkbox"/> two sides
<input type="checkbox"/>	Custom imprint on body	<input type="checkbox"/> one side	<input type="checkbox"/> two sides
<input type="checkbox"/>	Mylar on tab extension	<input type="checkbox"/> Clear	<input type="checkbox"/> Coloured
<input type="checkbox"/>	Clear Mylar on back binding edge		

**8.4 FOR FILE FOLDERS AND KIT FOLDERS:**

<input type="checkbox"/>	Die-cut tab extension		
<input type="checkbox"/>	Pockets Size:	<input type="checkbox"/> Left	<input type="checkbox"/> Right
<input type="checkbox"/>	Mylar on tab extension	<input type="checkbox"/> Clear	<input type="checkbox"/> Coloured
<input type="checkbox"/>	Reinforced edge(s)	<input type="checkbox"/> Bottom	<input type="checkbox"/> Side

Balance of printing specifications for File folders and Kit folders are included in sections 1 – 8 of this *Specification form for solicitations under the Supply Arrangement*.

## 8.5 CD REPRODUCTION AS A PART OF A CONTRACT FOR CATEGORY 2 BOUND PUBLICATIONS (As specified in the Annex A Statement of Work of the Supply Arrangement):

**Description** (including specifications for tray cards, inserts, jewel cases, imprint on CD surface and CD reproduction) :


### 9. MATERIAL SUPPLIED:

**Hard Media:**

Type of media:

File Type:

**File Transfer:**

File Type:

Specifications Attached:

No

Yes

**Hard Copy:**

Type supplied:

*(Laser output recommended)*

### 10. PROOFS:

Type of Proof(s) required:

Indicate page numbers or « all »

High resolution covers:

Low resolution covers:

High resolution text pages:

Low resolution text pages:

Number of Proofs Required (sets):

Required time to approve proofs:

Bindery proofs **Yes** or **No**:

Number of bindery proofs:

Press Check **Yes** or **No**:

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Buyer ID - Id de l'acheteur

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File No. - N° du dossier

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CCC No./N° CCC - FMS No/ N° VME

Specify pages to be checked:

Deliver proofs to:

**11. PACKAGING:****Individual Packaging:**Type of  
package:Qty per  
package:Standard cartons as specified  
in Annex A: Statement of  
Work of the Supply  
Arrangement:

Yes

No

**Non standard cartons  
(specify):****12. DELIVERY:****12.1 BREAKDOWN OF TOTAL NUMBER OF COPIES FOR DELIVERY TO EACH DESTINATION ADDRESS:**

Departments must contact a DSP Acquisition Officer at 613-996-3889 to determine the number of copies required. These copies must be delivered at no cost to 2 locations in Ottawa in accordance with the instructions contained in the Statement of Work under **Packaging, labelling and delivery of copies to be sent to the Publishing and Depository Services.**

Departments wishing to commercialize a publication are to contact the Canadian Government Publishing Group of PWGSC at 613-996-3049

For the client Department

English

French

Bilingua

To the Depository Services Program  
personnel

English

French

Bilingua

To warehouse - Depository Services  
Program

English

French

Bilingua

Other(s) - list all and add rows as  
required.

English

French

Bilingua



**12.2 DELIVERY ADDRESSES** (list all and add rows as required):

<b># 1: Client Department Delivery Address(es):</b>
<b># 2: Delivery address for components and samples</b> (if different from Department Delivery Address):
<b># 3: Delivery Address for Warehouse for Depository Services Program</b> (if required):
<b>Warehouse for Depository Services Program :</b> Publishing and Depository Services (No. 46) Gilmore Global Logistics Services 130 Herzberg Road, Phase 5 - Receiving Kanata, ON K2K 3B7 (613) 599-6065

**13. COMPONENTS**

- All components required for completing a call-up/order, whether produced or purchased by the Supplier, or supplied to the Supplier are the property of the Government of Canada.
- The Supplier must return all components to the ordering authority identified with each call-up/order within five working days of receiving the request to do so and at no additional cost to Canada.
- Components must be packaged appropriately and shipped in a manner to ensure safe delivery at the specified destination.
- Components include any electronic files that the Supplier may be holding as part of a call-up.
- Suppliers must provide a copy of the final electronic file used to print the requirement. Invoices will not be paid until final electronic files are received. The Supplier must download the files to appropriate media, CD, DVD, etc. as requested. The Supplier must identify the files being returned by labelling the media with the files contained on it and also providing a hard copy printout identifying all files on the media.

**14. INVOICING INSTRUCTIONS** (in addition to 2030 section 13)

**ANNEX D - EVALUATION GRID****GENERAL TECHNICAL EVALUATION - ALL GROUPS**

Only those arrangements which first meet the Mandatory Requirements will be considered in the second stage of the evaluation, the General Technical Evaluation.

Arrangements must obtain the required minimum of 48 points overall for the Annex D technical evaluation criteria which are subject to point rating. The rating is performed on a scale of 60 points. Arrangements that fail to obtain the minimum overall score will be considered non-responsive.

Title: **RFSA for Printing Services**

Solicitation No.:

Name of Supplier: \_\_\_\_\_

GROUP(S):    **A (   )    B (   )    C (   )**

**GENERAL TECHNICAL EVALUATION**

<b>RATED REQUIREMENTS:</b>	<b>MAXIMUM POSSIBLE POINTS</b>
A-R.1 Capacity to receive and process orders	30 points
A-R.2 Quality Assurance Procedures	30 points
<b>TOTAL SCORE</b>	60 points

**GENERAL EVALUATION - R.1 CAPACITY TO RECEIVE AND PROCESS ORDERS**

The arrangement should provide a clear and detailed description of the Supplier's methods of accepting, entering, and managing orders into production. Information should be provided for both hard copy and electronic orders.

At a minimum, the arrangement should address:

- Contact methods
- Order management systems
- File processing and speed
- Production management infrastructure

GE-R.1 The Supplier's capacity to receive and process orders	Points Obtained
<p><b>R.1.1 Supplier's method of contact:</b></p> <p><b>0 points = No description provided.</b></p> <p><b>1 point =</b> The description provided is not complete. Information is not provided to describe one (1) or more of the following elements:</p> <ul style="list-style-type: none"> <li>- how the Supplier can be contacted;</li> <li>- the Supplier's ability to arrange pick-up and delivery in the NCR;</li> <li>- the Supplier's access to long distance couriers/carriers for non-local pick-up.</li> </ul> <p><b>2 points =</b> The description is complete. The information provided demonstrates that the Supplier (any of the following apply):</p> <ul style="list-style-type: none"> <li>- can be contacted by telephone or by e-mail only;</li> <li>- cannot arrange pick-up or delivery in the NCR at least once during the business day;</li> <li>- does not have access to long distance couriers/carriers for non-local pick-up.</li> </ul> <p><b>3 points =</b> The description is complete. The information provided demonstrates that the Supplier (all of the following apply):</p> <ul style="list-style-type: none"> <li>- can be contacted by telephone, fax or e-mail;</li> <li>- can arrange pick-up and delivery in the NCR at least once during the business day;</li> <li>- has access to long distance couriers/carriers for non-local pick-up.</li> </ul> <p><b>4 points =</b> The description is complete. The information provided demonstrates that the Supplier (all of the following apply):</p> <ul style="list-style-type: none"> <li>- can be contacted by telephone, fax or e-mail;</li> <li>- provides counter service at one (1) location;</li> <li>- can arrange pick-up or delivery in the NCR at any location at least twice during the business day;</li> <li>- has access to long distance couriers/carriers for non-local pick-up as required.</li> </ul> <p><b>5 points =</b> The description is complete. The information provided demonstrates that the Supplier (all of the following):</p> <ul style="list-style-type: none"> <li>- can be contacted by telephone, fax or e-mail;</li> <li>- provides counter service at more than one (1) location;</li> <li>- can arrange pick-up or delivery in the NCR at any location at least twice during the business day;</li> <li>- has existing arrangements for cost savings with distance couriers/carriers for non-local pick-up as required.</li> </ul>	/5
<p><b>GE-R.1.2 The Supplier's processes for entering hard copy or hard media into production</b></p> <p><b>0 points = No description provided</b></p> <p><b>1 point =</b> The description provided is unclear, does not provide details to describe</p>	/5

any processes for recording work into production.

**2 points** = The description describes basic processes for recording work into production.

**3 points** = The description describes (all of the following):

- the Supplier's basic processes for recording work into production;
- how the Supplier can compile basic order information to meet reporting requirements;
- that the Supplier has a feedback process for job tracking

**4 points** = The description provided is complete and describes (all of the following):

- the Supplier's formal processes for recording work into production;
- how the Supplier can compile order information to meet reporting requirements;
- that the Supplier uses an electronic business application(s) to compile order information, transfer orders to production and monitor production;
- that the Supplier has scheduled and ongoing feedback process for job tracking

**5 points** = The description provided is complete and describes (all of the following):

- the Supplier's formal processes for recording work into production;
- how the Supplier can compile order information to meet reporting requirements;
- that the Supplier's electronic order system is linked with the production management system;
- that the Supplier has an integrated information and production management system for job tracking.

#### **GE-R.1.3 The Supplier's capacity for processing electronic file types.**

**0 points** = No description provided

**1 point** = The description provided is incomplete. The description does not provide any details to demonstrate the Supplier's capacity to process any PDF files **AND** the description does not provide any details to demonstrate the Supplier's capacity to process files from publishing applications.

**2 points** = The description provided does not demonstrate the Supplier's capacity to process PDF files **OR** the description provided does not demonstrate the Supplier's capacity to process any files from publishing applications.

**3 points** = The description provided demonstrates the Supplier's capacity to process PDF files and the Supplier's capacity to process files from some publishing applications.

**4 points** = The description provided demonstrates the Supplier's capacity to process (all of the following):

- PDF files;
- files from publishing applications - page layout, illustration, photo manipulation in Apple and Windows versions

/5

**5 points** = The description provided demonstrates the Supplier's capacity to process (all of the following):

- PDF/X files;
- files from publishing applications - page layout, illustration, photo manipulation in Apple and Windows versions;
- files from major business suites (word-processing, spreadsheet, presentation),

**GE-R.1.4 The Supplier's capacity for receiving order files by electronic transfer methods**

**0 points = No description provided**

**1 point** = The description is provided but the Supplier's processes for recording receipt of work, recording order requirements and transferring files into production are not clear. Unable to assess

**2 points** = The description provided is complete. The description demonstrates that the Supplier has processes for recording receipt of work, recording order requirements and transferring files into production. The description does not demonstrate that the Supplier can receive files of up to 3 MB via e-mail or that Supplier can receive 50 MB - 3 GB files by file transfer. Lacks clarity.

**3 points** = The description provided is complete. The description demonstrates that (all of the following):

- the Supplier can receive files of up to 3 MB, via e-mail;
- the Supplier can receive 50 MB - 3 GB files by file transfer;
- the Supplier has processes for recording receipt of work, recording order requirements and transferring files into production.

**4 points** = The description provided is complete. The description demonstrates that (all of the following):

- the Supplier can receive files of up to 5 MB, via e-mail;
- the Supplier can receive no less than 3 GB - 5 GB files by file transfer;
- the Supplier has formal processes for recording receipt of work, recording order requirements and transferring files into production.

**5 points** = The description provided is complete. The description demonstrates that (all of the following):

- the Supplier can receive files of 5 MB to 10 MB, via e-mail;
- the Supplier can receive greater than 5 GB files by file transfer;
- the Supplier offers encrypted file transfer (may include secure custom order interface and secure methods for financial transactions - SSL 128 bit encryption and PKI certificate enabled Virtual Private Networks [VPN]);
- a unique user password is required;
- the servers are firewall protected;
- the Supplier can create individual client accounts;
- the Supplier has automated processes for recording receipt of work, recording order requirements and transferring files into production.

/5

<b>GE-R.1.5 The Supplier's methods for managing ongoing production information and reporting.</b>	
<p><b>0 points = No description provided.</b></p> <p><b>1 point =</b> The description provided is unclear. The description does not demonstrate that the Supplier has any production management procedures. Unable to assess.</p> <p><b>2 points =</b> The description provided does not demonstrate that the Supplier has formal production management procedures .</p> <p><b>3 points =</b> The description provided demonstrates that (all of the following):</p> <ul style="list-style-type: none"> <li>- the Supplier has some automation for production management;</li> <li>- production information is within one (1) day of actual status;</li> <li>- the Supplier provides a contact for tracking the status of individual orders.</li> </ul> <p><b>4 points =</b> The description provided is clear and demonstrates that (all of the following):</p> <ul style="list-style-type: none"> <li>- the Supplier uses an electronic business management application(s) for production management;</li> <li>- the Supplier has processes for compiling information on work processed daily;</li> <li>- the Supplier can track status and respond to requests for information on individual orders;</li> </ul> <p><b>5 points =</b> The description provided is clear and demonstrates that the Supplier (all of the following):</p> <ul style="list-style-type: none"> <li>- uses an electronic information management system</li> <li>- integrates order and production management systems;</li> <li>- has a production system that provides near real time information and can exceeds reporting requirements;</li> <li>- can provide on-line tracking of order status.</li> </ul>	<b>/5</b>
<b>Comments:</b>	<b>Total Points General Evaluation GE-R.1</b>  <b>/25</b>

**TOTAL POINTS \_\_\_\_\_/25 X WEIGHTING FACTOR 1.2**

**TOTAL POINTS OBTAINED FOR GE-R.1 \_\_\_\_\_/30**

## GE-R.2 QUALITY ASSURANCE

The Supplier should describe the Quality Assurance procedures in place to control the quality of all material being produced. The description should detail the procedures for verification of orders, artwork (hard copy and electronic files), printing, bindery and shipping operations.

The Supplier may respond to GE-R.2 by providing the information required for **either GE-R.2.a or for GE-R.2.b.**

**GE-R.2.a** The Supplier should demonstrate ISO certification(s) relevant to digital and offset printing.

The Arrangement should identify the Supplier's facility or facilities \* that would be used to complete the work.

\*Supplier's facility, or facilities, includes the Supplier's work locations that are operated under the identity of the legal entity submitting the Arrangement and/or joint venture partner(s) submitting the Arrangement.

Work Activities	Supplier's facility or facilities *
Reception and verification of orders received	
Verification of artwork (hard copy and electronic files)	
Preparation for printing**: Group C: digital/electronic reproduction and/or Group A/Group B: offset printing	
Printing** Group C: digital/electronic reproduction and/or Group A/Group B: offset printing	
Bindery and finishing operations	
Shipping operations (packaging, labelling and delivery arrangements)	

**GE-R.2.a.1** The Supplier should provide a copy of their current ISO certification(s) related to Group C: Reprographics (digital/electronic reproduction) and/or Group A/Group B (offset printing). Should the Bidder propose to utilize multiple facilities, each holding ISO certification(s) relevant to this requirement, a copy of the current ISO certification(s) for each facility should be submitted with the proposal.

**GE-R.2.a.2** The Supplier should provide copies of the ISO work procedures relevant to the following:

- reception and verification of orders received
- verification of artwork (hard copy and electronic files)
- preparation for printing\*\* (Group C: digital/electronic reproduction and/or Group A and Group B: offset printing)
- printing\*\* (Group C: digital/electronic reproduction and/or Group A and Group B: offset printing),
- bindery and finishing operations
- shipping operations (packaging, labelling and delivery arrangements)
- parts of the work completed by subcontractors

**\*\*Suppliers must submit the ISO procedures for the Group or Groups for which they are submitting an arrangement. For example, if the Supplier submits an arrangement for all Groups (A, B and C) then, in order to obtain the specified points, the Supplier should provide the ISO procedures for both digital/electronic reproduction and offset printing.**

Should the Supplier propose to utilize multiple facilities, each holding ISO certification relevant to this requirement, a copy of the of the **ISO work procedures relevant to the work completed in each facility should be submitted with the proposal.**

**Should the Supplier not provide a copy of any procedure for any facility identified, zero (0) points will be allocated for that procedure.**

<b>GE-R.2.a Quality Assurance - Single Facility OR Multiple Facilities</b>	
<b>GE-R.2.a.1 ISO certification</b> relevant to to Group C: Reprographics (digital/electronic reproduction) and/or Group A/Group B (offset printing).	
Copy of current ISO certification(s) supplied for each facility identified	_____/ 10 Points
<b>GE-R.2.a.2 Copy of ISO work procedures</b> relevant to the work completed in the facility supplied for:	
Reception and verification of orders received	_____/ 2 Points
Verification of artwork (hard copy and electronic files)	_____/ 2 Points
Preparation for printing**: Group C: digital/electronic reproduction and/or Group A/Group B: offset printing	_____/ 2 Points
Printing** Group C: digital/electronic reproduction and/or Group A/Group B: offset printing	_____/ 2 Points
Bindery and finishing operations	_____/ 2 Points
Shipping operations (packaging, labelling and delivery arrangements)	_____/ 2 Points
Parts of the work completed by subcontractors	_____/ 2 Points
<b>Points allocated for GE-R.2.a.2</b>	_____/ 14 Points

**GE-R.2.a. TOTAL POINTS \_\_\_\_\_/24 X WEIGHTING FACTOR 1.25**

**TOTAL POINTS OBTAINED FOR GE-R.2 \_\_\_\_\_/30**

**OR**

**Should the Supplier not hold ISO certification relevant to this requirement, or, propose to utilize multiple facilities, where at least one (1) of the facilities does not hold ISO certification relevant to this requirement, then the Supplier should provide their response as stated in GE-R.2.b In this case, only the information provided for GE-R.2.b will be evaluated.**



## GE-R.2.b Quality Assurance: Single Facility or Multiple Facilities

The Supplier should identify the Supplier's facility or facilities\* that would be used to complete the work.

\*Supplier's facility, or facilities, includes the Supplier's work locations that are operated under the identity of the legal entity submitting the Arrangement and/or joint venture partner(s) submitting the Arrangement

### GE-R.2.b.1 QA Program

The Supplier should provide a detailed description to describe the degree to which the Supplier's Quality Assurance Program has been formalized as corporate policy and communicated to employees in the Supplier's facility or facilities\*.

### GE-R.2.b.2 Quality Assurance Procedures:

The Supplier should provide a detailed description of the Supplier's quality control procedures for the following work activities and how the quality assurance procedures are applied to work in process in the Supplier's facility or facilities\*.

- reception and verification of orders received
- verification of artwork (hard copy and electronic files)
- preparation for printing\*\* (Group C: digital/electronic reproduction and/or Group A and Group B: offset printing)
- printing\*\* (Group C: digital/electronic reproduction and/or Group A and Group B: offset printing),
- bindery and finishing operations
- shipping operations (packaging, labelling and delivery arrangements)
- parts of the work completed by subcontractors

\*\*Suppliers must submit the procedures for the Group or Groups for which they are submitting an arrangement. For example, if the Supplier submits an arrangement for all Groups (A, B and C) then, in order to obtain the specified points, the Supplier should provide the procedures for both digital/electronic reproduction and offset printing.

### GE-R.2.b.1 Quality Assurance Program

Describe the degree to which the Supplier's Quality Assurance Program has been formalized as corporate policy and communicated to employees			
The description should demonstrate:	No description provided	Not clearly demonstrated in the description	Clearly demonstrated in the description
	0 points	1 point	2 points
That the Supplier's Quality Assurance Program has been formalized as corporate policy			
That the Supplier's corporate quality assurance procedures are included in corporate Quality Assurance manuals			

which are monitored and updated regularly by designated quality assurance representatives			
That the Supplier's corporate quality assurance procedures are available for reference in all areas of the Supplier's facility(ies) as appropriate to the work being performed by each			
That the Supplier's corporate quality assurance procedures form a part of the training of new employees			
That the Supplier randomly audits docket records to perform evaluation and provide feedback on documented quality assurance issues			
<b>Points allocated for GE-R.2.b.1</b>			<b>/10</b>

**GE-R.2.b.2 Quality Assurance Procedures:**

Description of the Supplier's quality control procedures for the following work activities and how the quality assurance procedures are applied to work in process in the Supplier's facility or facilities*.			
Work Activities as follows:	No description provided	The description provides sufficient information to describe the Supplier's quality control procedures	The description provides sufficient information to describe the Supplier's quality control procedures AND how the quality assurance procedures are applied to work in process
	0 points	1 point	2 points
Reception and verification of orders received			
Verification of artwork (hard copy and electronic files)			
Preparation for printing** Group C: digital/electronic reproduction and/or Group A and Group B: offset printing			
Printing** Group C: digital/electronic reproduction and/or Group A and Group B: offset printing			

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Bindery and finishing operations			
Shipping operations (packaging, labelling and delivery arrangements)			
Parts of the work completed by subcontractors			
Points allocated for GE-R.2.b.2			/14

GE-R.2.b TOTAL POINTS \_\_\_\_\_/24 X WEIGHTING FACTOR 1.25

TOTAL POINTS OBTAINED FOR GE-R.2.b \_\_\_\_\_/30

GE-R.2.a (GE-R.2.a.1 + GE-R.2.a.2) OR GE-R.2.b (GE-R.2.b.1 + GE-R.2.b.2)

EVALUATED TOTAL POINTS GE-R.2: \_\_\_\_\_/30

**GENERAL EVALUATION - ALL GROUPS  
ARRANGEMENTS THAT FAIL TO OBTAIN THE MINIMUM OVERALL SCORE  
WILL BE CONSIDERED NON-RESPONSIVE.**

**ANNEX E****GROUP SPECIFIC TECHNICAL EVALUATION****GROUP A - LOW QUANTITY REQUIREMENTS**

Only those arrangements which first obtain the required minimum of 48 points overall for the Annex D General technical evaluation criteria which are subject to point rating will be considered in the third stage of the evaluation, the Annex E Group Specific Evaluation (Group A).

Arrangements must obtain the required minimum of 56 points overall for the Annex E Group A - Group Specific technical evaluation criteria which are subject to point rating. The rating is performed on a scale of 70 points. Arrangements that fail to obtain the minimum overall score will be considered non-responsive.

<b>RATED REQUIREMENTS:</b>	<b>MINIMUM POINTS</b>	<b>MAXIMUM POSSIBLE POINTS</b>
A-R.1 Production Capacity	56 points	70 points
<b>TOTAL SCORE</b>	56 points	70 points

**A-R.1 GROUP A - PRODUCTION CAPACITY:****A-R.1.1 Print Production Capacity:**

Suppliers are to provide a description of their **internal capability** to print the types of work described in the Statement of Work. **Subcontractor's capability will not be considered for the purposes of the R.1.1 Print Production Capacity.**

"Internal capability" means the capability of the Supplier's own legal entity (or joint venture partnership) and does not include the parent, subsidiaries and other affiliates of the Supplier or its subcontractors.

Suppliers are to provide information on three (3) of their presses as follows:

For all of the listed presses, Suppliers are to provide the manufacturer and model.

<b>A-R.1.1-Press 1: Manufacturer _____ and Model _____</b>					
<b>Maximum Paper Size Printed:</b>					
Information not provided OR Maximum paper size is less than 11" x 17"	To maximum size 11" x 17"	To maximum size 17-1/2" x 22-1/2"	Maximum size larger than 17-1/2" x 22-1/2"		
0 points	1 point	2 points	3 points		
<b>Number of Printing Units:</b>					
Information not provided	1 unit	2 units	2 units with perfecting capability	4 units or more	4 units or more with perfecting capability
0 points	1 point	2 points	3 points	4 points	5 points
<b>Printing Speed - In impressions per hour (iph), not perfecting:</b>					
Information not provided OR Less than 5,000 iph	5,000 to 8,000 iph	8,001 to 10,000 iph	over 10,000 iph		
0 points	1 point	2 points	3 points		
<b>Total points allocated - Press 1: _____/10</b>					

<b>A-R.1.1-Press 2: Manufacturer _____ and Model _____</b>					
<b>Maximum Paper Size Printed:</b>					
Information not provided OR Maximum paper size is less than 11" x 17"	To maximum size 11" x 17"	To maximum size 17-1/2" x 22-1/2"	Maximum size larger than 17-1/2" x 22-1/2"		
0 points	1 point	2 points	3 points		
<b>Number of Printing Units:</b>					
Information not provided	1 unit	2 units	2 units with perfecting capability	4 units or more	4 units or more with perfecting capability
0 points	1 point	2 points	3 points	4 points	5 points
<b>Printing Speed in impressions per hour (iph), not perfecting:</b>					
Information not provided OR Less than 5,000 iph	5,000 to 8,000 iph	8,001 to 10,000 iph	over 10,000 iph		
0 points	1 point	2 points	3 points		
<b>Total points allocated - Press 2: _____/10</b>					

<b>A-R.1.1-Press 3: Manufacturer _____ and Model _____</b>					
<b>Maximum Paper Size Printed:</b>					
Information not provided OR Maximum paper size is less than 11" x 17"	To maximum size 11" x 17"	To maximum size 17-1/2" x 22-1/2"	Maximum size larger than 17-1/2" x 22-1/2"		
0 points	1 point	2 points	3 points		
<b>Number of Printing Units:</b>					
Information not provided	1 unit	2 units	2 units with perfecting capability	4 units or more	4 units or more with perfecting capability
0 points	1 point	2 points	3 points	4 points	5 points

Printing Speed in impressions per hour (iph), not perfecting:			
Information not provided OR Less than 5,000 iph	5,000 to 8,000 iph	8,001 to 10,000 iph	over 10,000 iph
0 points	1 point	2 points	3 points
Total points allocated - Press 3: _____/10			

TOTAL POINTS OBTAINED FOR GROUP A - R.1.1 _____/30
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**A-R.1.2 Binding/Finishing Capability:**

Suppliers are to provide a description of their capability to provide the types of work described in the Statement of Work. **The description of capability must show whether the service is provided within the Supplier's facilities or by a subcontractor. Points are allocated based on responses for either Internal OR for Subcontracted resources; NOT FOR BOTH IN THE SAME CATEGORY OF BINDING.**

Suppliers are to provide information as follows:

The company name and address of any subcontractor and a description of the services that they provide are to be provided with the arrangement.

Suppliers are to provide the manufacturer, model and degree of automation of the identified equipment: i.e. in-line stitching, signature collating and trimming capability, etc.

A-R.1.2.1 Cutters: Manufacturer _____ and Model _____					
<b>0 points =</b> The description does not demonstrate whether the service is provided within the Supplier's facilities or by a subcontractor. OR The description does not demonstrate that the Supplier or a subcontractor have 1 or more cutting machines on premises capable of trimming paper size less than 17" x 22"					
The description demonstrates that:					
The identified subcontractor has 1 or more cutting machines on premises capable of trimming paper size 17" x 22"	The Supplier has 1 or more cutting machines on premises capable of trimming paper size 17" x 22"	The identified subcontractor has 1 or more cutting machines on premises capable of trimming paper size 23" X 29"	The Supplier has 1 or more cutting machines on premises capable of trimming paper size 23" X 29"	The identified subcontractor has 1 or more cutting machines on premises capable of trimming paper size greater than 23" X 29"	The Supplier has 1 or more cutting machines on premises capable of trimming paper size greater than 23" X 29"
1 point	2 points	3 points	4 points	5 points	6 points

**Points allocated for A-R.1.2.1 \_\_\_\_/6****A-R.1.2.2 Parallel Folding Capability - Minimum panel size 3-2/3 inches:****Manufacturer \_\_\_\_\_ and Model \_\_\_\_\_****0 points** = The description does not demonstrate whether the service is provided within the Supplier's facilities or by a subcontractor.

OR

The description does not demonstrate that the Supplier or a subcontractor have a folding machine capable of folding three (3) panels.

The description demonstrates that:

The identified subcontractor has a folding machine capable of folding 3 panels	The Supplier has a folding machine capable of folding 3 panels	The identified subcontractor has a folding machine capable of folding up to 5 panels	The Supplier has a folding machine capable of folding up to 5 panels	The identified subcontractor has a folding machine capable of folding up to 7 panels	The Supplier has a folding machine capable of folding up to 7 panels
1 point	2 points	3 points	4 points	5 points	6 points

**Points allocated for A-R.1.2.2 \_\_\_\_/6****A-R.1.2.3 Signature Folding Capability - Capacity to Produce Publications: Signature Folding Capability for 8-1/2" x 11" Page Size:****Manufacturer \_\_\_\_\_ and Model \_\_\_\_\_****0 points** = The description does not demonstrate whether the service is provided within the Supplier's facilities or by a subcontractor.

OR

The description does not demonstrate that the Supplier or a subcontractor have a folding machine capable of folding four (4) page signatures

The description demonstrates that:

The identified subcontractor has at least one (1) folding machine capable of folding four (4) page signatures	The Supplier has at least one (1) folding machine capable of folding four (4) page signatures	The identified subcontractor has at least one (1) folding machine capable of folding eight (8) page signatures	The Supplier has at least one (1) folding machine capable of folding eight (8) page signatures	The identified subcontractor has at least one (1) folding machine capable of folding sixteen (16) page signatures	The Supplier has at least one (1) folding machine capable of folding sixteen (16) page signatures
1 point	2 points	3 points	4 points	5 points	6 points

**Points allocated for A-R.1.2.3 \_\_\_\_/6**



**A-R.1.2.4 Saddle Stitching Capability****Manufacturer \_\_\_\_\_ and Model \_\_\_\_\_****0 points** = The description does not demonstrate whether the service is provided within the Supplier's facilities or by a subcontractor.

OR

The description does not demonstrate that the Supplier or a subcontractor have a saddle stitching machine with multiple collating stations

The description demonstrates that:

The identified subcontractor has at least one (1) saddle stitching machine with multiple collating stations	The Supplier has at least one (1) saddle stitching machine with multiple collating stations	The identified subcontractor has at least one (1) saddle stitching machine with multiple collating stations and in-line stitching	The Supplier has at least one (1) saddle stitching machine with multiple collating stations and in-line stitching	The identified subcontractor has at least one (1) saddle stitching machine with multiple collating stations, in-line stitching and in-line trimming	The Supplier has at least one (1) saddle stitching machine with multiple collating stations, in-line stitching and in-line trimming
1 point	2 points	3 points	4 points	5 points	6 points

**Points allocated for A-R.1.2.4 \_\_\_\_\_/6****A-R.1.2.5 Perfect Binding Capability****Manufacturer \_\_\_\_\_ and Model \_\_\_\_\_****0 points** = The description does not demonstrate whether the service is provided within the Supplier's facilities or by a subcontractor.

OR

The description does not demonstrate that the Supplier or a subcontractor have a perfect binding machine

The description demonstrates that:

The identified subcontractor has at least one (1) perfect binding machine	The Supplier has at least one (1) perfect binding machine	The identified subcontractor has at least one (1) perfect binding machine with multiple collating stations	The Supplier has at least one (1) perfect binding machine with multiple collating stations	The identified subcontractor has at least one (1) perfect binding machine with multiple collating stations and in-line trimming	The Supplier has at least one (1) perfect binding machine with multiple collating stations and in-line trimming
1 point	2 points	3 points	4 points	5 points	6 points

**Points allocated for A-R.1.2.5 \_\_\_\_\_/6**

**A-R.1.2.6 Finishing for Specialty Single Sheet Products Capacity - Kit Folder Production****Manufacturer** \_\_\_\_\_ **and Model** \_\_\_\_\_**0 points** = The description does not demonstrate whether the service is provided within the Supplier's facilities or by a subcontractor.

OR

The description does not demonstrate that the Supplier or a subcontractor have 1 or more die cutting machines with the ability to die-cut standard 9" x 12" (folded size) kit folders on premises

The description demonstrates that:

The identified subcontractor has 1 or more die cutting machines with the ability to die-cut standard 9" x 12" (folded size) kit folders on premises

1 point

The Supplier has 1 or more die cutting machines with the ability to die-cut standard 9" x 12" (folded size) kit folders on premises

2 points

**Points allocated for A-R.1.2.6** \_\_\_\_/2**A-R.1.2.7 Finishing for Specialty Single Sheet Products Capacity - Custom Tab Divider****Manufacturer** \_\_\_\_\_ **and Model** \_\_\_\_\_**0 points** = The description does not demonstrate whether the service is provided within the Supplier's facilities or by a subcontractor.

OR

The description does not demonstrate that the Supplier or a subcontractor have 1 or more tab cutting machines on the premises

The description demonstrates that:

The identified subcontractor has 1 or more tab cutting machines on the premises

1 point

The Supplier has 1 or more tab cutting machines on the premises

2 points

**Points allocated for A-R.1.2.7** \_\_\_\_/2

**A-R.1.2.8 Finishing for Specialty Single Sheet Products Capacity - File Folder Production****Manufacturer \_\_\_\_\_ and Model \_\_\_\_\_****0 points =** The description does not demonstrate whether the service is provided within the Supplier's facilities or by a subcontractor.

OR

The description does not demonstrate that the Supplier or a subcontractor have 1 or more die cutting machines with the ability to die-cut standard 9" + extension x 14" (folded size) file folders on premises

The description demonstrates that:

The identified subcontractor has 1 or more die cutting machines with the ability to die-cut standard 9" + extension x 14" (folded size) file folders on premises

1 point

The Supplier has 1 or more die cutting machines with the ability to die-cut standard 9" + extension x 14" (folded size) file folders on premises

2 points

**Points allocated for A-R.1.2.8 \_\_\_\_/2****A-R.1.2.9 CD Rom Production Capability****0 points =** The description does not demonstrate whether the service is provided within the Supplier's facilities or by a subcontractor.

OR

The description does not demonstrate that the Supplier or a subcontractor have the capability to produce a master CD as described in the Annex A Statement of Work with links and book marks as well as reproduce copies.

The description demonstrates that:

The identified subcontractor has the capability to produce a master CD as described in the Annex A Statement of Work with links and book marks as well as reproduce copies.

1 point

The Supplier has the internal capability to produce a master CD as described in the Annex A Statement of Work with links and book marks as well as reproduce copies.

2 points

The identified subcontractor has the capability to produce a master CD as described in the Annex A Statement of Work with links and book marks as well as reproduce copies, print and apply CD labels and silk screen CD surface, print and insert tray cards and printed inserts into jewel cases

3 points

The Supplier has the internal capability to produce a master CD as described in the Annex A Statement of Work with links and book marks as well as reproduce copies, print and apply CD labels, print and insert tray cards and printed inserts into jewel cases.

4 points

**Points allocated for A-R.1.2.9 \_\_\_\_/4**

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**TOTAL POINTS OBTAINED FOR GROUP A-R.1.2 \_\_\_\_\_/40**

**A-R.1 (A-R.1.1 + A-R.1.2)**

**TOTAL POINTS A-R.1: \_\_\_\_\_/70**

**GROUP A EVALUATION**

**ARRANGEMENTS THAT FAIL TO OBTAIN THE MINIMUM OVERALL SCORE  
WILL BE CONSIDERED NON-RESPONSIVE**

**ANNEX F****GROUP SPECIFIC TECHNICAL EVALUATION****GROUP B - HIGH QUANTITY REQUIREMENTS**

Only those arrangements which first obtain the required minimum of 48 points overall for the Annex D General technical evaluation criteria which are subject to point rating will be considered in the third stage of the evaluation, the Annex F Group Specific Evaluation (Group B).

Arrangements must obtain the required minimum of 96 points overall for the Annex F Group B - Group Specific technical evaluation criteria which are subject to point rating. The rating is performed on a scale of 120 points. Arrangements that fail to obtain the minimum overall score will be considered non-responsive.

<b>RATED REQUIREMENTS:</b>	<b>MINIMUM POINTS</b>	<b>MAXIMUM POSSIBLE POINTS</b>
B-R.1 Production Capacity	96 points	120 points
<b>TOTAL SCORE</b>	96 points	120 points

**B-R.1 GROUP B - PRODUCTION CAPACITY:****B-R.1.1 Print Production Capacity:**

Suppliers are to provide a description of their **internal capability** to print the types of work described in the Statement of Work. **Subcontractor's capability will not be considered for the purposes of the B-R.1.1 Print Production Capacity.**

"Internal capability" means the capability of the Supplier's own legal entity (or joint venture partnership) and does not include the parent, subsidiaries and other affiliates of the Supplier or its subcontractors.

Suppliers are to provide information on three (3) of their presses as follows:

For all of the listed presses, Suppliers are to provide the manufacturer and model.

<b>B-R.1.1-Press 1: Manufacturer _____ and Model _____</b>								
<b>Maximum Paper Size Printed:</b>								
Information not provided OR Maximum paper size is less than 23" x 35"	To maximum size 23" x 35"		To maximum size 25" x 38" OR Half Web to a maximum of 23"		To maximum size 28" x 40" or larger OR Full Web to a maximum of 38"			
0 points	1 point		2 points		3 points			
<b>Number of Printing Units:</b>								
Information not provided OR Less than 2 printing units	2 - 4 units	2 - 4 units with 1 perfecting unit	2 - 4 units with more than 1 perfecting unit	5 - 8 units	5 - 8 units with 1 perfecting unit	5 - 8 units with more than 1 perfecting units	More than 8 units	More than 8 with 1 or more perfecting units
0 points	1 point	2 points	3 points	4 points	5 points	6 points	7 points	8 points
<b>Press Colour Management:</b>								
Information not provided OR Press does not have computerized colour management system	Press uses computerized colour management system for monitoring production				Press uses computerized colour management system, integrated with pre-press, for monitoring production			
0 points	1 point				2 points			
<b>Printing Speed in impressions per hour (iph), not perfecting:</b>								
Information not provided OR Less than 10,000 iph	10,000 to 13,000 iph		13,001 to 15,000 iph		over 15,000 iph			
0 points	1 point		2 points		3 points			
<b>Press 1 _____/16 X weighting factor 1.25 = Total points allocated - Press 1: _____/20</b>								

<b>B-R.1.1-Press 2: Manufacturer _____ and Model _____</b>								
<b>Maximum Paper Size Printed:</b>								
Information not provided OR Maximum paper size is less than 23" x 35"	To maximum size 23" x 35"		Over 23" x 35" and up to 25" x 38" OR Half Web to a maximum of 23"		Larger than 25" x 38" OR Full Web to a maximum of 38"			
0 points	1 point		2 points		3 points			
<b>Number of Printing Units:</b>								
Information not provided OR Less than 2 printing units	2 - 4 units	2 - 4 units with 1 perfecting unit	2 - 4 units with more than 1 perfecting unit	5 - 8 units	5 - 8 units with 1 perfecting unit	5 - 8 units with more than 1 perfecting units	More than 8 units	More than 8 units with perfecting capability
0 points	1 point	2 points	3 points	4 points	5 points	6 points	7 points	8 points
<b>Press Colour Management:</b>								
Information not provided OR Press does not have computerized colour management system	Press uses computerized colour management system for monitoring production			Press uses computerized colour management system, integrated with pre-press, for monitoring production				
0 points	1 point			2 points				
<b>Printing Speed in impressions per hour (iph), not perfecting:</b>								
Information not provided OR Less than 10,000 iph	10,000 to 13,000 iph		13,001 to 15,000 iph		over 15,000 iph			
0 points	1 point		2 points		3 points			
<b>Press 2 _____/16 X weighting factor 1.25 = Total points allocated - Press 2: _____/20</b>								

<b>B-R.1.1-Press 3: Manufacturer _____ and Model _____</b>								
<b>Maximum Paper Size Printed:</b>								
Information not provided OR Maximum paper size is less than 23" x 35"	To maximum size 23" x 35"		Over 23" x 35" and up to 25" x 38" OR Half Web to a maximum of 23"		Larger than 25" x 38" OR Full Web to a maximum of 38"			
0 points	1 point		2 points		3 points			
<b>Number of Printing Units:</b>								
Information not provided OR Less than 2 printing units	2 - 4 units	2 - 4 units with 1 perfecting unit	2 - 4 units with more than 1 perfecting unit	5 - 8 units	5 - 8 units with 1 perfecting unit	5 - 8 units with more than 1 perfecting units	More than 8 units	More than 8 units with perfecting capability
0 points	1 point	2 points	3 points	4 points	5 points	6 points	7 points	8 points
<b>Press Colour Management:</b>								
Information not provided OR Press does not have computerized colour management system	Press uses computerized colour management system for monitoring production			Press uses computerized colour management system, integrated with pre-press, for monitoring production				
0 points	1 point			2 points				
<b>Printing Speed in impressions per hour (iph), not perfecting:</b>								
Information not provided OR Less than 10,000 iph	10,000 to 13,000 iph		13,001 to 15,000 iph		over 15,000 iph			
0 points	1 point		2 points		3 points			
Press 3 _____/16 X weighting factor 1.25 = Total points allocated - Press 3: _____/20								

<b>TOTAL POINTS OBTAINED FOR GROUP B - R.1.1 _____/60</b>
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**B-R.1.2 Binding/Finishing Capability:**

Suppliers are to provide a description of their capability to complete the types of work described in the Statement of Work.

**Sub-contractor's capability will not be considered for the purposes of the B-R.1.2.1, B-R.1.2. 2, B-R.1.2.3, B-R.1.2.4 and B-R.1.2.5.**

B-R.1.2.1 - B-R.1.2.5: The description of capability should demonstrate that the service is provided within the Supplier's facilities.

B-R.1.2.6 - B-R.1.2.10: The description of capability should demonstrate that the service is provided within the Supplier's facilities or by a subcontractor. **Points are allocated based on responses for either internal OR for subcontracted resources; NOT FOR BOTH IN THE SAME CATEGORY OF BINDING.**

Suppliers are to provide information as follows:

B-R.1.2.6 - B-R.1.2.10: The company name and address of any subcontractor and a description of the services that they provide are to be provided with the arrangement.

Suppliers are to provide the following:

the manufacturer, model and degree of automation of the identified equipment: i.e. in-line stitching, signature collating and trimming capability, etc.

<b>B-R.1.2.1 Cutters: Manufacturer _____ and Model _____</b>				
<b>0 points</b> = The description does not demonstrate that the service is provided within the Supplier's facilities OR The description demonstrates that the Supplier does not have a cutting machine capable of trimming paper size 23" X 35"				
The description demonstrates that the Supplier has:				
1 cutting machine on premises capable of trimming paper size 23" X 35"	more than 1 cutting machine capable of trimming paper size 23" X 35"	1 cutting machine capable of trimming paper size 25" X 38"	more than 1 cutting machine capable of trimming paper size 25" X 38"	at least 1 cutting machine capable of trimming paper size 28" X 40" or larger
1 point	2 points	3 points	4 points	5 points
<b>Points allocated for B-R.1.2.1 _____/6</b>				

**B-R.1.2.2 Folding Capability - Maximum Sheet Size:****Manufacturer** \_\_\_\_\_ **and Model** \_\_\_\_\_**0 points** = The description does not demonstrate that the service is provided within the Supplier's facilities

OR

The description does not demonstrate that the Supplier's folder can fold sheet size 23" X 35"

The description demonstrates that the Supplier has:

one (1) folding machine capable of folding sheet size 23" X 35"	more than one (1) folding machine capable of folding sheet size 23" X 35"	one (1) folding machine capable of folding sheet size 25" X 38"	more than one (1) folding machine capable of folding sheet size 25" X 38"	one (1) folding machine capable of folding sheet size 28" X 40"	more than one (1) folding machine capable of folding sheet size 28" X 40"
1 point	2 points	3 points	4 points	5 points	6 points

**Points allocated for B-R.1.2.2** \_\_\_\_\_/6**B-R.1.2.3 Parallel Folding Capability - Minimum panel size 3-2/3 inches:****Manufacturer** \_\_\_\_\_ **and Model** \_\_\_\_\_**0 points** = The description does not demonstrate that the service is provided within the Supplier's facilities

OR

The description demonstrates that the Supplier's folding machine is not capable of folding 3 panels.

The description demonstrates that the Supplier has:

one (1) folding machine capable of folding 3 panels	more than one (1) folding machine capable of folding 3 panels	one (1) folding machine capable of folding up to 5 panels	more than one (1) folding machine capable of folding up to 5 panels	one (1) folding machine capable of folding up to 7 panels	more than one (1) folding machine capable of folding up to 7 panels
1 point	2 points	3 points	4 points	5 points	6 points

**Points allocated for B-R.1.2.3** \_\_\_\_\_/6

**B-R.1.2.4 Signature Folding Capability - Capacity to Produce Publications: Signature Folding Capability for 8-1/2" x 11" Page Size:****Manufacturer** \_\_\_\_\_ **and Model** \_\_\_\_\_**0 points** = The description does not demonstrate that the service is provided within the Supplier's facilities

OR

The description demonstrates that the Supplier's folding machine is not capable of folding four (4) page signatures

The description demonstrates that the Supplier has:

one (1) folding machine capable of folding four (4) page signatures	more than one (1) folding machine capable of folding four (4) page signatures	one (1) folding machine capable of folding eight (8) page signatures	more than one (1) folding machine capable of folding eight (8) page signatures	one (1) folding machine capable of folding sixteen (16) page signatures	more than one (1) folding machine capable of folding sixteen (16) page signatures
1 point	2 points	3 points	4 points	5 points	6 points

**Points allocated for B-R.1.2.4** \_\_\_\_/6**B-R.1.2.5 Saddle Stitching Capability****Manufacturer** \_\_\_\_\_ **and Model** \_\_\_\_\_**0 points** = The description does not demonstrate that the service is provided within the Supplier's facilities

OR

The description demonstrates that the Supplier does not have a saddle stitching machine with multiple collating stations and in-line stitching

The description demonstrates that the Supplier has:

at least one (1) saddle stitching machine with multiple collating stations and in-line stitching	at least one (1) saddle stitching machine with a minimum of 6 collating stations plus cover feeder, in-line stitching and 3 way trimming and production up to 5,000 books per hour.	at least one (1) saddle stitching machine with a minimum of 6 collating stations plus cover feeder, in-line stitching and 3 way trimming and production from 5,001 books and up to 6,000 books per hour.	at least one (1) saddle stitching machine with a minimum of 6 collating stations plus cover feeder, in-line stitching and 3 way trimming and production from 6,001 books and up to 7,000 books per hour.	at least one (1) saddle stitching with a minimum of 6 collating stations plus cover feeder, in-line stitching and 3 way trimming and production from 7,001 books and up to 8,000 books per hour.	at least one (1) saddle stitching machine with a minimum of 6 collating stations plus cover feeder, in-line stitching and 3 way trimming and production over 8,000 books per hour.
1 point	2 points	3 points	4 points	5 points	6 points

**Points allocated for B-R.1.2.5** \_\_\_\_/6

**B-R.1.2.6 Perfect Binding Capability****Manufacturer \_\_\_\_\_ and Model \_\_\_\_\_****0 points =** The description does not demonstrate whether the service is provided within the Supplier's facilities or by a subcontractor.

OR

The description does not demonstrate that the Supplier or a subcontractor have a perfect binding machine with eight (8) collating stations, cover feeder and 3-way trimming

The description demonstrates that:

The identified subcontractor has at least one (1) perfect binding machine with 8 to 12 collating stations, cover feeder and 3 way trimming and production up to 5,000 books per hour	The Supplier has at least one (1) perfect binding machine with 8 to 12 collating stations, cover feeder and 3 way trimming and production up to 5,000 books per hour	The identified subcontractor has at least one (1) perfect binding machine with 8 to 12 collating stations, cover feeder and 3 way trimming and production of 5,001 books or more per hour	The Supplier has at least one (1) perfect binding machine with 8 to 12 collating stations, cover feeder and 3 way trimming and production of 5,001 books or more per hour	The identified subcontractor has at least one (1) perfect binding machine with over 12 collating stations, cover feeder and 3 way trimming and production of 5,000 books or more per hour	The Supplier has at least one (1) perfect binding machine with over 12 collating stations, cover feeder and 3 way trimming and production of 5,000 books or more per hour
1 point	2 points	3 points	4 points	5 points	6 points

**Points allocated for B-R.1.2.6 \_\_\_\_/6****B-R.1.2.7 Finishing for Specialty Single Sheet Products Capacity - Kit Folder Production****Manufacturer \_\_\_\_\_ and Model \_\_\_\_\_****0 points =** The description does not demonstrate whether the service is provided within the Supplier's facilities or by a subcontractor.

OR

The description does not demonstrate that the Supplier or a subcontractor have 1 or more die cutting machines with the ability to die-cut standard 9" x 12" (folded size) kit folders on premises

The description demonstrates that:

1 point = The identified subcontractor has 1 or more die cutting machines with the ability to die-cut standard 9" x 12" (folded size) kit folders on premises	The Supplier has 1 or more die cutting machines with the ability to die-cut standard 9" x 12" (folded size) kit folders on premises
1 point	2 points

**Points allocated for B-R.1.2.7 \_\_\_\_/2**

**B-R.1.2.8 Finishing for Specialty Single Sheet Products Capacity - Custom Tab Divider****Manufacturer** \_\_\_\_\_ **and Model** \_\_\_\_\_**0 points** = The description does not demonstrate whether the service is provided within the Supplier's facilities or by a subcontractor.

OR

The description does not demonstrate that the Supplier or a subcontractor have 1 or more tab cutting machines on the premises

The description demonstrates that:

The identified subcontractor has 1 or more tab cutting machines on the premises

1 point

The Supplier has 1 or more tab cutting machines on the premises

2 points

**Points allocated for B-R.1.2.8** \_\_\_\_/2**B-R.1.2.9 Finishing for Specialty Single Sheet Products Capacity - File Folder Production****Manufacturer** \_\_\_\_\_ **and Model** \_\_\_\_\_**0 points** = The description does not demonstrate whether the service is provided within the Supplier's facilities or by a subcontractor.

OR

The description does not demonstrate that the Supplier or a subcontractor have 1 or more die cutting machines with the ability to die-cut standard 9" + extension x 14" (folded size) file folders on premises

The description demonstrates that:

The identified subcontractor has one (1) or more die cutting machines with the ability to die-cut standard 9" + extension x 14" (folded size) file folders on premises

1 point

The Supplier has one (1) or more die cutting machines with the ability to die-cut standard 9" + extension x 14" (folded size) file folders on premises

2 points

**Points allocated for B-R.1.2.9** \_\_\_\_/2

**B-R.1.2.10 CD Rom Production Capability**

**0 points =** The description does not demonstrate whether the service is provided within the Supplier's facilities or by a subcontractor.

OR

The description does not demonstrate that the Supplier or a subcontractor have the capability to produce a master CD as described in the Annex A Statement of Work, with links and book marks as well as reproduce copies.

The description demonstrates that:

The identified subcontractor has the capability to produce a master CD as described in the Annex A Statement of Work with links and book marks as well as reproduce copies.	The Supplier has the internal capability to produce a master CD as described in the Annex A Statement of Work with links and book marks as well as reproduce copies.	The identified subcontractor has the capability to produce a master CD as described in the Annex A Statement of Work with links and book marks as well as reproduce copies, print and apply CD labels and silk screen CD surface, print and insert tray cards and printed inserts into jewel cases	The Supplier has the internal capability to produce a master CD as described in the Annex A Statement of Work with links and book marks as well as reproduce copies, print and apply CD labels, print and insert tray cards and printed inserts into jewel cases.
1 point	2 points	3 points	4 points
<b>Points allocated for B-R.1.2.10 ____/4</b>			

**TOTAL POINTS \_\_\_\_/40 X WEIGHTING FACTOR 1.25**

**TOTAL POINTS OBTAINED FOR GROUP B-R.1.2 \_\_\_\_/60**

**B-R.1 (B-R.1.1 + B-R.1.2)**

**TOTAL POINTS B-R.1: \_\_\_\_/120**

**GROUP B EVALUATION**

**ARRANGEMENTS THAT FAIL TO OBTAIN THE MINIMUM OVERALL SCORE  
WILL BE CONSIDERED NON-RESPONSIVE**

**ANNEX G****GROUP SPECIFIC TECHNICAL EVALUATION****GROUP C - REPROGRAPHICS/DUPLICATING REQUIREMENTS**

Only those arrangements which first obtain the required minimum of 48 points overall for the Annex D General technical evaluation criteria which are subject to point rating will be considered in the third stage of the evaluation, the Annex G Group Specific Evaluation (Group C).

Arrangements must obtain the required minimum of 80 points overall for the Annex G Group C - Group Specific technical evaluation criteria which are subject to point rating. The rating is performed on a scale of 100 points. Arrangements that fail to obtain the minimum overall score will be considered non-responsive.

<b>RATED REQUIREMENTS:</b>	<b>MINIMUM POINTS</b>	<b>MAXIMUM POSSIBLE POINTS</b>
C-R.1 Production Capacity	80 points	100 points
<b>TOTAL SCORE</b>	80 points	100 points

**C-R.1 GROUP C - PRODUCTION CAPACITY:****C-R.1.1 Device Production Capacity (copiers or printers or duplicators):**

Suppliers are to provide a description of their **internal capability** to provide the reprographics/duplicating services required under the supply arrangement for Group C.

**Sub-contractor's capability will not be considered for the purposes of the C-R.1.1 Device Capacity.**

"Internal capability" means the capability of the Supplier's own legal entity (or joint venture partnership) and does not include the parent, subsidiaries and other affiliates of the Supplier or its subcontractors.

Suppliers are to provide information on three (3) of their print devices as follows:

For all of the listed devices, Suppliers are to provide the manufacturer and model.

<b>C-R.1.1- Device 1: Manufacturer _____ and Model _____</b>				
<b>Paper Size Printed:</b>				
Information not provided OR Maximum paper size is less than 8-1/2" x 11"	To maximum size 8-1/2" x 11"	To maximum size 8-1/2" x 14"	To maximum size 11" x 17" or 13" x 19"	
0 points	1 point	2 points	3 points	
<b>Automatic paper feed capacity:</b>				
Information not provided	To maximum size 8-1/2" x 11"	To maximum size 8-1/2" x 14"	Over 8-1/2" x 14"	
0 points	1 point	2 points	3 points	
<b>Printing Speed in impressions per hour (iph):</b>				
Information not provided	Monochrome - Up to 2,500 iph OR Print colours (4 colour process) - Up to 1,500 iph	Monochrome - Up to 4,000 iph OR Print colours (4 colour process) - Up to 2,000 iph	Monochrome - Up to 5,000 iph OR Print colours (4 colour process) - Up to 2,500 iph	Monochrome - Over 5,000 iph OR Print colours (4 colour process) - Over 2,500 iph
0 points	1 point	2 points	3 points	4 points
<b>Total points allocated - Device 1: _____/10</b>				



<b>C-R.1.1- Device 2: Manufacturer _____ and Model _____</b>				
<b>Paper Size Printed:</b>				
Information not provided OR Maximum paper size is less than 8-1/2" x 11"	To maximum size 8-1/2" x 11"	To maximum size 8-1/2" x 14"	To maximum size 11" x 17" or 13" x 19"	
0 points	1 point	2 points	3 points	
<b>Automatic paper feed capacity:</b>				
Information not provided	To maximum size 8-1/2" x 11"	To maximum size 8-1/2" x 14"	Over 8-1/2" x 14"	
0 points	1 point	2 points	3 points	
<b>Printing Speed in impressions per hour (iph):</b>				
Information not provided	Monochrome - Up to 2,500 iph OR Print colours (4 colour process) - Up to 1,500 iph	Monochrome - Up to 4,000 iph OR Print colours (4 colour process) - Up to 2,000 iph	Monochrome - Up to 5,000 iph OR Print colours (4 colour process) - Up to 2,500 iph	Monochrome - Over 5,000 iph OR Print colours (4 colour process) - Over 2,500 iph
0 points	1 point	2 points	3 points	4 points
<b>Total points allocated - Device 2: _____/10</b>				

<b>C-R.1.1- Device 3: Manufacturer _____ and Model _____</b>				
<b>Paper Size Printed:</b>				
Information not provided OR Maximum paper size is less than 8-1/2" x 11"	To maximum size 8-1/2" x 11"	To maximum size 8-1/2" x 14"	To maximum size 11" x 17" or 13" x 19"	
0 points	1 point	2 points	3 points	
<b>Automatic paper feed capacity:</b>				
Information not provided	To maximum size 8-1/2" x 11"	To maximum size 8-1/2" x 14"	Over 8-1/2" x 14"	
0 points	1 point	2 points	3 points	

Printing Speed in impressions per hour (iph):				
Information not provided	Monochrome - Up to 2,500 iph OR Print colours (4 colour process) - Up to 1,500 iph	Monochrome - Up to 4,000 iph OR Print colours (4 colour process) - Up to 2,000 iph	Monochrome - Up to 5,000 iph OR Print colours (4 colour process) - Up to 2,500 iph	Monochrome - Over 5,000 iph OR Print colours (4 colour process) - Over 2,500 iph
0 points	1 point	2 points	3 points	4 points
Total points allocated - Device 3: _____/10				

TOTAL POINTS OBTAINED FOR GROUP C - R.1.1 _____/30
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**C-R.1.2 Binding/Finishing Capability:**

Suppliers are to provide a description of their capability to provide the types of work described in the Statement of Work. **The description of capability must show whether the service is provided within the Supplier's facilities or by a subcontractor. Points are allocated based on responses for either Internal OR for Subcontracted resources; NOT FOR BOTH IN THE SAME CATEGORY OF BINDING.**

Suppliers are to provide information as follows:

The company name and address of any subcontractor and a description of the services that they provide are to be provided with the arrangement.

For all of the listed binding /finishing equipment, Suppliers are to provide the manufacturer, model and degree of automation of the identified equipment: i.e. in-line stitching, signature collating and trimming capability, etc.

**C-R.1.2.1 Cutters: Manufacturer \_\_\_\_\_ and Model \_\_\_\_\_**

**0 points** = The description does not demonstrate whether the service is provided within the Supplier's facilities or by a subcontractor.

OR

The description does not demonstrate that the Supplier or a subcontractor have 1 or more cutting machines on premises capable of trimming paper size up to 8-1/2" x 14"

The description demonstrates that:

The identified subcontractor has 1 or more cutting machines on premises capable of trimming paper size up to 8-1/2" x 14"	The Supplier has 1 or more cutting machines on premises capable of trimming paper size up to 8-1/2" x 14"	The identified subcontractor has 1 or more cutting machines on premises capable of trimming paper size greater than 8-1/2" x 14" and up 11" x 17"	The Supplier has 1 or more cutting machines on premises capable of trimming paper size greater than 8-1/2" x 14" and up to 11" x 17"	The identified subcontractor has 1 or more cutting machines on premises capable of trimming paper size greater than 11" x 17" and up to 13" X 19"	The Supplier has 1 or more cutting machines on premises capable of trimming paper size greater than 11" x 17" and up to 13" X 19"
1 point	2 points	3 points	4 points	5 points	6 points

**Points allocated for C-R.1.2.1 \_\_\_\_\_/6**

**C-R.1.2.2 Parallel Folding Capability - Minimum panel size 3-2/3 inches:**

**Manufacturer \_\_\_\_\_ and Model \_\_\_\_\_**

**0 points** = The description does not demonstrate whether the service is provided within the Supplier's facilities or by a subcontractor.

OR

The description does not demonstrate that the Supplier or a subcontractor have a folding machine capable of folding 2 panels.

The description demonstrates that:

The identified subcontractor has a folding machine capable of folding 2 panels	The Supplier has a folding machine capable of folding 2 panels	The identified subcontractor has a folding machine capable of folding up to 3 panels	The Supplier has a folding machine capable of folding up to 3 panels	The identified subcontractor has a folding machine capable of folding up to 4 panels	The Supplier has a folding machine capable of folding up to 4 panels
1 point	2 points	3 points	4 points	5 points	6 points

**Points allocated for C-R.1.2.2 \_\_\_\_\_/6**

**C-R.1.2.3.a Binding Equipment - Cerlox (8-1/2" x 11"):****Manufacturer \_\_\_\_\_ and Model \_\_\_\_\_****0 points** = The description does not demonstrate whether the service is provided within the Supplier's facilities or by a subcontractor.

OR

The description does not demonstrate that the Supplier or a subcontractor have a cerlox binding machine

The description demonstrates that:

The identified subcontractor has one (1) cerlox binding machine	The Supplier has one (1) cerlox binding machine	The identified subcontractor has two (2) or more cerlox binding machines	The Supplier has two (2) or more cerlox binding machines	The identified subcontractor has two (2) or more cerlox binding machines. At least one (1) machine capable of binding 14" length	The Supplier has two (2) or more cerlox binding machines. At least one (1) machine capable of binding 14" length
1 point	2 points	3 points	4 points	5 points	6 points

**C-R.1.2.3.b Binding Equipment - Cerlox (8-1/2" x 11") - Maximum thickness of binding that can be produced by the Supplier or the identified subcontractor identified for C-R.1.2.3.a**

The maximum thickness of cerlox binding that can be produced:

Information not provided	Up to 20 sheets	Up to 40 sheets	Up to 50 sheets	Over 50 sheets
0 points	1 point	2 points	3 points	4 points

**C-R.1.2.3.c Binding Equipment - Cerlox (8-1/2" x 11") - The average number of 80 page (40 sheets, 20 lb. bond) books that can be produced per hour by the Supplier or the identified subcontractor identified for C-R.1.2.3.a**

The average number of books per hour:

Information not provided	Up to 50 books	51 - 80 books	Over 80 books
0 points	1 point	2 points	3 points

**Points allocated for C-R.1.2.3.a + C-R.1.2.3.b + C-R.1.2.3.c \_\_\_\_\_/13**

**C-R.1.2.4.a Binding Equipment - Spiral binding (8-1/2" x 11"):****Manufacturer** \_\_\_\_\_ **and Model** \_\_\_\_\_**0 points** = The description does not demonstrate whether the service is provided within the Supplier's facilities or by a subcontractor.

OR

The description does not demonstrate that the Supplier or a subcontractor have a spiral binding machine

The description demonstrates that:

The identified subcontractor has one (1) spiral binding machine	The Supplier has one (1) spiral binding machine	The identified subcontractor has two (2) or more spiral binding machines	The Supplier has two (2) or more spiral binding machines	The identified subcontractor has two (2) or more spiral binding machines. At least one (1) machine capable of binding 14" length	The Supplier has two (2) or more spiral binding machines. At least one (1) machine capable of binding 14" length
1 point	2 points	3 points	4 points	5 points	6 points

**C-R.1.2.4.b Binding Equipment - Spiral binding (8-1/2" x 11") - Maximum thickness of binding that can be produced by the Supplier or the identified subcontractor identified for C-R.1.2.4.a**

The maximum thickness of spiral binding that can be produced:

Information not provided	Up to 20 sheets	Up to 40 sheets	Up to 50 sheets	Over 50 sheets
0 points	1 point	2 points	3 points	4 points

**C-R.1.2.4.c Binding Equipment - Spiral binding (8-1/2" x 11") - The average number of 80 page (40 sheets, 20 lb. bond) books that can be produced per hour by the Supplier or the identified subcontractor identified for C-R.1.2.4.a**

The average number of books per hour:

Information not provided	Up to 50 books	51 - 80 books	Over 80 books
0 points	1 point	2 points	3 points

**Points allocated for C-R.1.2.4.a + C-R.1.2.4.b + C-R.1.2.4.c \_\_\_\_\_/13**

**C-R.1.2.5 Binding Equipment - Wire "O" binding(8-1/2" x 11"):****Manufacturer \_\_\_\_\_ and Model \_\_\_\_\_****0 points** = The description does not demonstrate whether the service is provided within the Supplier's facilities or by a subcontractor.

OR

The description does not demonstrate that the Supplier or a subcontractor have a wire "O" binding machine

The description demonstrates that:

The identified subcontractor has one (1) wire "O" binding machine	The Supplier has one (1) wire "O" binding machine	The identified subcontractor has two (2) or more wire "O" binding machines	The Supplier has two (2) or more wire "O" binding machines	The identified subcontractor has two (2) or more wire "O" binding machines. At least one (1) machine capable of binding 14" length	The Supplier has two (2) or more wire "O" binding machines. At least one (1) machine capable of binding 14" length
1 point	2 points	3 points	4 points	5 points	6 points

**C-R.1.2.5.b Binding Equipment - Wire "O" binding (8-1/2" x 11") - Maximum thickness of binding that can be produced by the Supplier or the identified subcontractor identified for C-R.1.2.5.a**

The maximum thickness of Wire "O" binding that can be produced:

Information not provided	Up to 20 sheets	Up to 40 sheets	Up to 50 sheets	Over 50 sheets
0 points	1 point	2 points	3 points	4 points

**C-R.1.2.5.c Binding Equipment - Wire "O" binding (8-1/2" x 11") - The average number of 80 page (40 sheets, 20 lb. bond) books that can be produced per hour by the Supplier or the identified subcontractor identified for C-R.1.2.5.a**

The average number of books per hour:

Information not provided	Up to 50 books	51 - 80 books	Over 80 books
0 points	1 point	2 points	3 points

**Points allocated for C-R.1.2.5.a + C-R.1.2.5.b + C-R.1.2.5.c \_\_\_\_\_/13**

**C-R.1.2.6 Binding Equipment - Wire Stitch (can include in-line stitching on printing devices):****Manufacturer \_\_\_\_\_ and Model \_\_\_\_\_****0 points =** The description does not demonstrate whether the service is provided within the Supplier's facilities or by a subcontractor.

OR

The description does not demonstrate that the Supplier or a subcontractor have a wire stitcher

The description demonstrates that:

The identified subcontractor has one (1) wire stitcher	The Supplier has one (1) wire stitcher	The identified subcontractor has two (2) or more wire stitchers	The Supplier has two (2) or more wire stitchers	The identified subcontractor has two (2) or more wire stitchers. At least one (1) saddle stitch machine	The Supplier has two (2) or more wire stitchers. At least one (1) saddle stitch machine
1 point	2 points	3 points	4 points	5 points	6 points

**C-R.1.2.6.b Binding Equipment - Wire Stitch- Maximum thickness of binding that can be produced by the Supplier or the identified subcontractor identified for C-R.1.2.6.a**

The maximum thickness of wire stitch binding that can be produced:

Information not provided	Up to 20 sheets	From 21 to 40 sheets	From 41 to 50 sheets	Over 50 sheets
0 points	1 point	2 points	3 points	4 points

**C-R.1.2.6.c Binding Equipment - Wire Stitch- The average number of 80 page (40 sheets, 20 lb. bond) books that can be produced per hour by the Supplier or the identified subcontractor identified for C-R.1.2.6.a**

The average number of books per hour:

Information not provided	Up to 50 books	51 - 80 books	Over 80 books
0 points	1 point	2 points	3 points

**Points allocated for C-R.1.2.6.a + C-R.1.2.6.b + C-R.1.2.6.c \_\_\_\_\_/13**

**C-R.1.2.7 Finishing for Specialty Single Sheet Products Capacity - Custom Tab Divider****Manufacturer \_\_\_\_\_ and Model \_\_\_\_\_****0 points** = The description does not demonstrate whether the service is provided within the Supplier's facilities or by a subcontractor.

OR

The description does not demonstrate that the Supplier or a subcontractor have 1 or more tab cutting machines on the premises

The description demonstrates that:

The identified subcontractor has 1 or more tab cutting machines on the premises

1 point

The Supplier has 1 or more tab cutting machines on the premises

2 points

**Points allocated for C-R.1.2.7 \_\_\_\_/2****C-R.1.2.8 CD Rom Production Capability****0 points** = The description does not demonstrate whether the service is provided within the Supplier's facilities or by a subcontractor.

OR

The description does not demonstrate that the Supplier or a subcontractor have the capability to produce a master CD as described in the Annex A Statement of Work with links and book marks as well as reproduce copies.

The description demonstrates that:

The identified subcontractor has the capability to produce a master CD as described in the Annex A Statement of Work with links and book marks as well as reproduce copies.

1 point

The Supplier has the internal capability to produce a master CD as described in the Annex A Statement of Work with links and book marks as well as reproduce copies.

2 points

The identified subcontractor has the capability to produce a master CD as described in the Annex A Statement of Work with links and book marks as well as reproduce copies, print and apply CD labels and silk screen CD surface, print and insert tray cards and printed inserts into jewel cases

3 points

The Supplier has the internal capability to produce a master CD as described in the Annex A Statement of Work with links and book marks as well as reproduce copies, print and apply CD labels, print and insert tray cards and printed inserts into jewel cases.

4 points

**Points allocated for C-R.1.2.8 \_\_\_\_/4**



Solicitation No. - N° de l'invitation

EN578-121812/A

Amd. No. - N° de la modif.

File No. - N° du dossier

cw038EN578-121812

Buyer ID - Id de l'acheteur

cw038

CCC No./N° CCC - FMS No/ N° VME

---

**TOTAL POINTS OBTAINED FOR GROUP C-R.1.2 \_\_\_\_\_/70**

**C-R.1 (C-R.1.1 + C-R.1.2)**

**EVALUATED TOTAL POINTS C-R.1: \_\_\_\_\_/100**

**GROUP C EVALUATION**

**ARRANGEMENTS THAT FAIL TO OBTAIN THE MINIMUM OVERALL SCORE  
WILL BE CONSIDERED NON-RESPONSIVE**

Solicitation No. - N° de l'invitation

EN578-121812/A

Client Ref. No. - N° de réf. du client

20121812

Amd. No. - N° de la modif.

File No. - N° du dossier

cw038EN578-121812

Buyer ID - Id de l'acheteur

cw038

CCC No./N° CCC - FMS No/ N° VME

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**ANNEX H**  
**MANDATORY REPORTING REQUIREMENT**

**Reporting Requirements**

Contract Number	Category (1, 2, 3, 4, 5 or 6)	Group (A, B or C)	Date of Contract	Name and address of Client	Security Classification Yes or No	Date of Delivery	Total Quantity Including Overruns	Invoice Number	Total Cost of Contract (including tax)

Solicitation No. - N° de l'invitation

EN578-121812/A

Amd. No. - N° de la modif.

File No. - N° du dossier

cw038EN578-121812

Buyer ID - Id de l'acheteur

cw038

CCC No./N° CCC - FMS No/ N° VME

20121812

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**ANNEX I**  
**LABELLING**  
(2 pages)

**ANNEX J**  
**SECURITY REQUIREMENTS CHECK LIST**  
**EN578-121812-a - Level 1**  
(3 pages)

**AND**

**EN578-121812-b - Level 2**  
(3 pages)

Please label boxes with the following information:  
Veuillez étiqueter les boîtes avec l'information suivante :



**SHIP TO:**

**LIVRER AU :**

**INVOICE TO:**

**FACTURER À :**

· · · FOLD · · ·

· · · PLIER · · ·

LPO or Contract No.:

N° de commande d'achat local ou de contrat :

Name of Printer:

Nom de l'imprimeur :

Date of Printing:

Date d'impression :

ISBN No:

N° ISBN :

Publication/Form/Product No:

N° de la publication, du formulaire ou du produit :

Catalogue No:

N° de catalogue :

Description:

Description :

Language:

Langue :

Weight Per Box:

Poids par boîte :

**NOTE: MAXIMUM WEIGHT PER BOX IS 35 LBS OR 16 KG.**

**NOTE : POIDS MAXIMUM ACCEPTÉ PAR BOÎTE EST 35 lb ou 16 kg.**

Quantity per bundle

Quantité d'articles par paquet

**X**

Number of bundles in box

Nombre de paquets par boîte

**=**

Total Quantity in Box

Nombre total dans la boîte

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

(If bundled)

(Si les articles sont  
assemblés en paquets)

(If bundled)

(Si les articles sont  
assemblés en paquets)



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du Canada

**Canada**

## PALLET DIMENSIONS

Skids used are to be four-way partial or block style with three lateral runners at the bottom of the pallet – one at each end and one in the middle. Spruce wood construction 3" nail, 8 nails per board to sustain weight of 2,500 lbs.

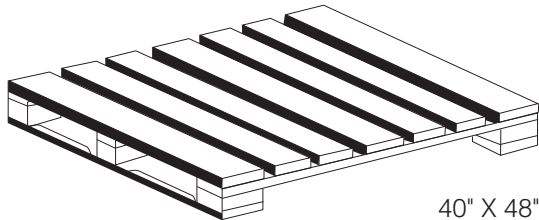
Skids, including printed material, must not exceed 57" in height.

## DIMENSIONS DE PALETTE

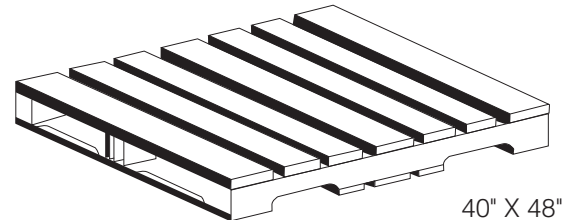
Il faut utiliser les palettes partielles ou avec blocs, à quatre entrées avec trois patins latéraux en dessous, une à chaque côté et une au milieu. Construite en bois d'épinette, six clous de 3" par planche pour une capacité de 2,500 livres.

Les palettes, incluant matériel ne doivent pas excéder 57" de hauteur.

### 4-WAY BLOCK DESIGN PALETTE À BLOCS



### 4-WAY STRINGER DESIGN PALETTE À 4 ENTRÉES À PONT DOUBLE



## POSITIONING OF LABEL POSITIONNEMENT DE L'ÉTIQUETTE

To be positioned on each end of box/carton.

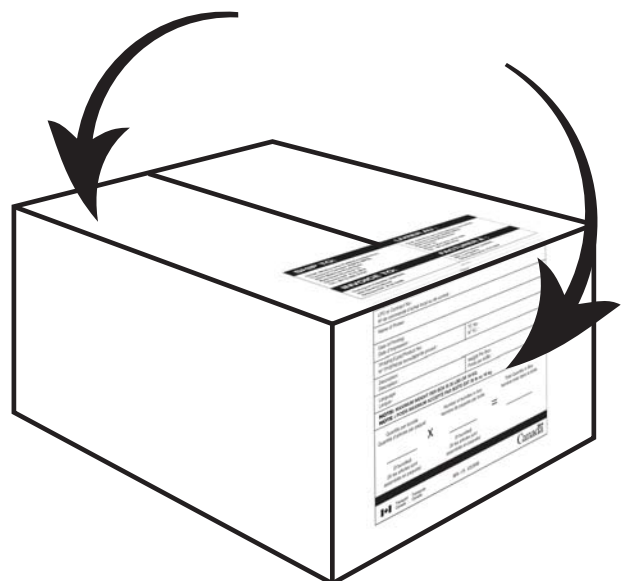
À placer sur chaque extrémité de la boîte ou du carton.

<b>SHIP TO:</b>		<b>LIVRER AU :</b>	
<b>INVOICE TO:</b>		<b>FACTURER À :</b>	

• FOLD • • • • • PLIER • • • • •

LPO or Contract No.: N° de commande d'achat local ou de contrat :			
Name of Printer: Nom de l'imprimeur :			
Date of Printing: Date d'impression :		ISBN No: N° ISBN :	
Publication/Form/Product No: N° de la publication, du formulaire ou du produit :		Catalogue No: N° de catalogue :	
Description: Description :			
Language: Langue :		Weight Per Box: Poids par boîte :	
<b>NOTE: MAXIMUM WEIGHT PER BOX IS 35 LBS OR 16 KG.</b> <b>NOTE : POIDS MAXIMUM ACCEPTÉ PAR BOÎTE EST 35 lb ou 16 kg.</b>			
Quantity per bundle Quantité d'articles par paquet	X	Number of bundles in box Nombre de paquets par boîte	= Total Quantity in Box Nombre total dans la boîte
(If bundled) (Si les articles sont assemblés en paquets)		(If bundled) (Si les articles sont assemblés en paquets)	

Government of Canada / Gouvernement du Canada





Government of Canada  
Gouvernement du Canada

Contract Number / Numéro du contrat

EN578-121812-a

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		Public Works and Government Services Canada	2. Branch or Directorate / Direction générale ou Direction CPD - Acquisitions
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 Commercial Printing and Related Services for use by federal gov't departments and agencies in the National Capital Region on an If and when requested basis			
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?		<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?		<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui
6. Indicate the type of access required / Indiquer le type d'accès requis			
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)		<input type="checkbox"/> No Non	<input checked="" type="checkbox"/> Yes Oui
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.		<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?		<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès			
Canada <input checked="" 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 checked="" 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 <input type="checkbox"/>	PROTECTED A PROTÉGÉ A <input type="checkbox"/>
PROTECTED B PROTÉGÉ B <input checked="" type="checkbox"/>		NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED B PROTÉGÉ B <input type="checkbox"/>
PROTECTED C PROTÉGÉ C <input type="checkbox"/>		NATO RESTRICTED <input type="checkbox"/>	PROTECTED C PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>		NATO DIFFUSION RESTREINTE <input type="checkbox"/>	CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>
SECRET SECRET <input type="checkbox"/>		NATO CONFIDENTIAL NATO CONFIDENTIEL <input type="checkbox"/>	SECRET SECRET <input type="checkbox"/>
TOP SECRET TRÈS SECRET <input type="checkbox"/>		NATO SECRET <input type="checkbox"/>	TOP SECRET TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>		NATO TOP SECRET NATO TRÈS SECRET <input type="checkbox"/>	TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>
		COSMIC TOP SECRET COSMIC TRÈS SECRET <input type="checkbox"/>	





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

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?  
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS? ☒ No ☐ Yes  
Non 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 ☐ Yes  
Non 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 checked="" type="checkbox"/> RELIABILITY STATUS<br>COTE DE FIABILITÉ | <input type="checkbox"/> CONFIDENTIAL<br>CONFIDENTIEL           | <input type="checkbox"/> SECRET<br>SECRET           | <input type="checkbox"/> TOP SECRET<br>TRÈS SECRET               |
| <input type="checkbox"/> TOP SECRET - SIGINT<br>TRÈS SECRET - SIGINT        | <input type="checkbox"/> NATO CONFIDENTIAL<br>NATO CONFIDENTIEL | <input type="checkbox"/> NATO SECRET<br>NATO SECRET | <input type="checkbox"/> COSMIC TOP SECRET<br>COSMIC TRÈS SECRET |
| <input type="checkbox"/> SITE ACCESS<br>ACCÈS AUX EMPLACEMENTS              |   |   |  |

Special comments:

Commentaires spéciaux :

NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.

REMARQUE : Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.

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

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

**INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS**

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





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

For users completing the form manually use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.

Les utilisateurs qui remplissent le formulaire manuellement doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form online (via the Internet), the summary chart is automatically populated by your responses to previous questions.

Dans le cas des utilisateurs qui remplissent le formulaire en ligne (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

**SUMMARY CHART / TABLEAU RÉCAPITULATIF**

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

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?

La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?

☒ No ☐ Yes  
Non 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 ☐ Yes  
Non Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).

Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquer qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).





Government of Canada  
Gouvernement du Canada

Contract Number / Numéro du contrat

EN578-121812-b

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		Public Works and Government Services Canada	2. Branch or Directorate / Direction générale ou Direction Acquisitions - CPD	
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 Commercial printing and related services for use by federal gov't departments and agencies in the National Capital Region on an if and when required basis.				
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?			<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?			<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui
6. Indicate the type of access required / Indiquer le type d'accès requis				
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)			<input type="checkbox"/> No Non	<input checked="" type="checkbox"/> Yes Oui
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.			<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?			<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès				
Canada <input checked="" 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 checked="" 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"/>
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 checked="" type="checkbox"/>		COSMIC TOP SECRET COSMIC TRÈS SECRET <input type="checkbox"/>		SECRET SECRET <input type="checkbox"/>
TOP SECRET TRÈS SECRET <input type="checkbox"/>				TOP SECRET TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>				TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>





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Contract Number / Numéro du contrat

EN578-121812-b

Security Classification / Classification de sécurité  
UNCLASSIFIED

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

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?

Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS?

☒ No ☐ Yes  
Non 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 ☐ Yes  
Non 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

☐ RELIABILITY STATUS  
COTE DE FIABILITÉ

☐ CONFIDENTIAL  
CONFIDENTIEL

☒ SECRET  
SECRET

☐ TOP SECRET  
TRÈS SECRET

☐ TOP SECRET - SIGINT  
TRÈS SECRET - SIGINT

☐ NATO CONFIDENTIAL  
NATO CONFIDENTIEL

☐ NATO SECRET  
NATO SECRET

☐ COSMIC TOP SECRET  
COSMIC TRÈS SECRET

☐ SITE ACCESS  
ACCÈS AUX EMPLACEMENTS

Special comments:

Commentaires spéciaux :

NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.

REMARQUE : Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.

10. b) May unscreened personnel be used for portions of the work?

Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail?

☐ No ☒ Yes  
Non Oui

If Yes, will unscreened personnel be escorted?

Dans l'affirmative, le personnel en question sera-t-il escorté?

☒ No ☐ Yes  
Non Oui

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

**INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS**

11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises?

Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS?

☐ No ☒ Yes  
Non 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 ☐ Yes  
Non 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 ☐ Yes  
Non 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 ☐ Yes  
Non 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 ☐ Yes  
Non Oui





Government  
of Canada

Gouvernement  
du Canada

Contract Number / Numéro du contrat

EN578-121812-b

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
				CONFIDENTIEL		TRÈS SECRET	NATO DIFFUSION RESTREINTE	NATO CONFIDENTIEL			COSMIC COSMIC TRÈS SECRET	A	B	C	CONFIDENTIEL	
Information / Assets Renseignements / Biens Production					✓											
IT Media / Support TI																
IT Link / Lien électronique																

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?  
La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?

☒ No  
Non ☐ Yes  
Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".

Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?  
La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?

☒ No  
Non ☐ Yes  
Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).

Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquer qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).