

**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**

**SOLICITATION AMENDMENT**  
**MODIFICATION DE L'INVITATION**

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

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

**Comments - Commentaires**

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

**Issuing Office - Bureau de distribution**  
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> TYPESETTING SERVICES OF SCC REPORTS	
<b>Solicitation No. - N° de l'invitation</b> 1N001-122338/A	<b>Amendment No. - N° modif.</b> 009
<b>Client Reference No. - N° de référence du client</b> 1N001-122338	<b>Date</b> 2013-05-13
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$\$CW-033-62644	
<b>File No. - N° de dossier</b> cw033.1N001-122338	<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 2013-05-17</b>	<b>Time Zone</b> <b>Fuseau horaire</b> Eastern Daylight Saving Time EDT
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input checked="" type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Podlesny, Sebastian	<b>Buyer Id - Id de l'acheteur</b> cw033
<b>Telephone No. - N° de téléphone</b> (613) 991-4756 ( )	<b>FAX No. - N° de FAX</b> ( ) -
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b>	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

<b>Delivery Required - Livraison exigée</b>	<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>

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### **AMENDMENT 009**

The purpose of this amendment is to respond to make the following amendment:

**DELETE:**

Annex D in its entirety.

**REPLACE WITH:**

The following Annex D:

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**ANNEX C****EVALUATION GRID****MANDATORY REQUIREMENTS:**

Bidders **MUST** meet the mandatory criteria of the RFP. No further consideration will be given to bidders not meeting the mandatory criteria. Sub-Contractor's experience **will not be** considered to meet the mandatory criteria.

**M.1** Bidders must identify a contact person (Project Manager) who will be responsible for the coordination of all aspects of the work and will be the prime contact for the Project Authority during the contract period.  
The Project Manager assigned to this project must have a minimum of two (2) years experience in typesetting/page formatting and page layout.  
The Bidder must describe the individual's work history and experience to demonstrate how the Project Manager meets the M.1 mandatory experience requirements.

Met \_\_\_\_\_

Not Met \_\_\_\_\_

**M2.** To demonstrate that the Bidder has the corporate capability to provide the services specified in the Statement of Work, the Bidder must describe their capability to provide all of the following services:

- Typesetting
- Page Formatting/Page Layout

Met \_\_\_\_\_

Not Met \_\_\_\_\_

In the case of a Joint Venture, the Bidder must also identify which of the Joint Venture partners is responsible for each service.

**M3.** The Bidder must demonstrate that he has been contractually bound with a minimum of one (1) external client (outside of the Bidder's own company) within the last five (5) years prior to the closing date of this RFP to provide at least one (1) previous project of similar scope and nature to this requirement.

The Contract with a minimum of one (1) external client must be for the typesetting, and page formatting/page of **multiple volumes** (more than one [1] requiring consistency between volumes) of a publication. For the purposes of this solicitation, **publication** means a document or report that is formatted with paragraph numbers, pagination, variable header text, rules, text, columns and consistent layout from page to page.

Met \_\_\_\_\_

Not Met \_\_\_\_\_

During the evaluation no experience gained through internal clients will be accepted or reviewed. To demonstrate this experience, the Bidder must provide all of the following information in a description of the Contract:

1. The Contract reference information,
2. The Contract date,
3. A description of the typesetting, page formatting and page layout requirements for the publication supplied under the Contract.
4. The number of volumes for the publication.

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<b>MANDATORY REQUIREMENTS:</b>	Met ____	Not Met ____
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**For the purposes of the mandatory and point rated criteria the following definitions apply:**

- "Bidder" refers to the company submitting the proposal. The bidder submitting the proposal may, however, consist of several firms putting one proposal together as a contractual joint venture. A joint venture is an association of two or more parties who combine their money, property, knowledge, skills, time or other resources in a joint business enterprise agreeing to share the profits and the losses and each having some degree of control over the enterprise. In the case of a joint venture, the combined experience of the parties forming the joint venture will be considered in the evaluation of the experience of the Bidder.
- Internal Client(s)  
"Internal client(s)" means clients within the Bidder's own legal entity (or joint venture partnership) and includes the parent, subsidiaries and other affiliates of the Bidder.
- External Client(s)  
"External client(s)" means clients exterior to the Bidder 's own legal entity (or joint venture partnership) and excludes the parent, subsidiaries or other affiliates of the Bidder.
- Project of similar scope and nature to this requirement  
Multiple volumes (more than one [1] volume in each language requiring consistency between volumes) of a legal or court style publication/document that required typesetting and formatting/ page layout.

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#### **RATED REQUIREMENTS:**

Only those proposals that first meet the Mandatory Requirements will be considered in the second stage of the evaluation, the Rated Requirements.

**To be considered responsive, a proposal must obtain a minimum score of (33/44) for the rated requirements.**

Work performed by Sub-Contractors **will not be** considered to meet the R.1 Rated criteria.

#### **R.1 Test Documents**

##### **44 Points Maximum / 33 Points Minimum**

**The electronic file (et TEXTE BRUT.docx RAW TEXT.docx) will be supplied with the Request for Proposal.** All requests for a hard copy sample document must be submitted in writing to the Contracting Authority no later than seven (7) calendar days before the bid closing date.

From the electronic file, Bidders must produce (complete the typesetting/page formatting and page layout for page size 8 1/8" x 9 3/4" **of the provided document**) and submit as part of their bid, a final printed Test sample of the required file, **in the same format (including, but not limited to, all body text, head notes, foot notes, rules, folios, margin numbers, font and underlining styles, type sizes, capitalization, typesetting/page formatting and page layout etc...) as the sample copy from a previous production.**

<b>R.1 Test Documents: Minimum of 33 Points and Up to a maximum of 44 points</b>	
Assessment of Criteria	Points
<p><b>a. Body Text:</b></p> <p>The Bidder's submitted test sample includes:</p> <p>3 Points: All required body text.</p> <p>2 Points: A maximum of two (2) errors or omissions in all of the required body text.</p> <p>1 Point: A maximum of four (4) errors or omissions in all of the required body.</p> <p>0 Points: More than four (4) errors or omissions in all of the required body text of the specified pages.</p>	/3
<p><b>b. Headnotes to match the sample style from a previous production:</b></p> <p>The Bidder's submitted test sample includes:</p> <p>3 Points: All required text headnotes text.</p> <p>2 Points: A maximum of two (2) errors or omissions in all of the required headnotes text.</p> <p>1 Point: A maximum of four (4) errors or omissions in all of the required headnotes text.</p> <p>0 Points: More than four (4) errors or omissions in all of the required headnotes text.</p>	/3

<p><b>c. Creation and Layout of Columns to match the sample provided from a previous production:</b></p> <p>3 Points: The Bidder's submitted test sample includes all required columns for the specified pages and all of the columns match the formatting and layout of the sample provided from a previous production.</p> <p>2 Points: The Bidder's submitted test sample includes a maximum of one (1) error or omission in the required columns for the pages specified to match the formatting and layout of the sample provided from a previous production.</p> <p>1 Point: The Bidder's submitted test sample includes a maximum of two (2) errors or omissions in the required columns for the pages specified to match the formatting and layout of the sample provided from a previous production.</p> <p>0 Points: The Bidder's submitted test sample includes more than two (2) errors or omissions in the required columns for the pages specified to match the formatting and layout of the sample provided from a previous production.</p>	/3
<p><b>d. Creation of Rules to match the sample provided from a previous production:</b></p> <p>3 Points: The Bidder's submitted test sample includes all required rules for the specified pages and all of the rules match the formatting and layout of the sample provided from a previous production.</p> <p>2 Points: The Bidder's submitted test sample includes a maximum of one (1) error or omission in the required rules for the pages specified to match the formatting and layout of the sample provided from a previous production.</p> <p>1 Point: The Bidder's submitted test sample includes a maximum of two (2) errors or omissions in the required rules for the pages specified to match the formatting and layout of the sample provided from a previous production.</p> <p>0 Points: The Bidder's submitted test sample includes more than two (2) errors or omissions in the required rules for the pages specified to match the formatting and layout of the sample provided from a previous production.</p>	/3
<p><b>e. Pagination :</b></p> <p>3 Points: The Bidder's submitted test sample includes all required pagination for the specified pages and all of the page numbers match the formatting and layout of the sample provided from a previous production.</p> <p>2 Points: The Bidder's submitted test sample includes a maximum of one (1) error or omission in the required pagination for the pages specified to match the formatting and layout of the sample provided from a previous production.</p> <p>1 Point: The Bidder's submitted test sample includes a maximum of two (2) errors or omissions in the required pagination for the pages specified to match the formatting and layout of the sample provided from a previous production.</p> <p>0 Points: The Bidder's submitted test sample includes more than two (2) errors or omissions in the required pagination for the pages specified to match the formatting and layout of the sample provided from a previous production.</p>	/3
<p><b>f. Paragraph numbers :</b></p> <p>3 Points: The Bidder's submitted test sample includes all required paragraph numbers for the specified pages and all of the paragraph numbers match the formatting and layout of the sample provided from a previous</p>	/3

<p>production.</p> <p>2 Points: The Bidder's submitted test sample includes a maximum of one (1) error or omission in the required paragraph numbers for the pages specified to match the formatting and layout of the sample provided from a previous production.</p> <p>1 Point: The Bidder's submitted test sample includes a maximum of two (2) errors or omissions in the required paragraph numbers for the pages specified to match the formatting and layout of the sample provided from a previous production.</p> <p>0 Points: The Bidder's submitted test sample includes more than two (2) errors or omissions in the required paragraph numbers for the pages specified to match the formatting and layout of the sample provided from a previous production.</p>	
<p><b>g. Underlining to match RAW TEXT.docx and TEXTE BRUT.docx :</b></p> <p>3 Points: The Bidder's submitted test sample includes all required underlining for the specified pages.</p> <p>2 Points: The Bidder's submitted test sample includes a maximum of one (1) error or omission in the required underlining for the pages specified.</p> <p>1 Point: The Bidder's submitted test sample includes a maximum of two (2) errors or omissions in the required underlining for the pages specified.</p> <p>0 Points: The Bidder's submitted test sample includes more than two (2) errors or omissions in the required underlining for the pages specified.</p>	/3
<p><b>h. Alignment from page to page of formatted, rules, headers, columns and margins to match the sample provided from a previous production:</b></p> <p>3 Points: All of the alignment from page to page of formatted, rules, headers, columns and margins in the Bidder's submitted test sample for the specified pages matches the formatting and layout of the sample provided from a previous production.</p> <p>2 Points: The Bidder's submitted test sample includes a maximum of one (1) error in the alignment from page to page of formatted, rules, headers, columns and margins for the pages specified to match the formatting and layout of the sample provided from a previous production.</p> <p>1 Point: The Bidder's submitted test sample includes a maximum of two (2) errors in the alignment from page to page of formatted, rules, headers, columns and margins for the pages specified to match the formatting and layout of the sample provided from a previous production.</p> <p>0 Points: The Bidder's submitted test sample includes more than two (2) errors in the alignment from page to page of formatted, rules, headers, columns and margins for the pages specified to match the formatting and layout of the sample provided from a previous production.</p>	/3
<p><b>i. Page Breaks (widows and orphans) in accordance with the SCC Formatting Standards and Guidelines:</b></p> <p>3 Points: All of the page breaks included in the Bidder's submitted test sample for the specified pages are in accordance with SCC Formatting Standards and Guidelines.</p> <p>2 Points: The Bidder's submitted test sample includes a maximum of one (1) error</p>	/3

<p>in the required page breaks for the pages specified are in accordance with SCC Formatting Standards and Guidelines.</p> <p>1 Point: The Bidder's submitted test sample includes a maximum of two (2) errors in the required page breaks for the pages specified in accordance with SCC Formatting Standards and Guidelines.</p> <p>0 Points: The Bidder's submitted test sample includes more than two (2) errors in the required page breaks for the pages specified in accordance with SCC Formatting Standards and Guidelines.</p>	
<p><b>j. Word Breaks and Hyphenation in accordance with the SCC Formatting Standards and Guidelines:</b></p> <p>3 Points: All of the word breaks and hyphenation included in the Bidder's submitted test sample for the specified pages are in accordance with SCC Formatting Standards and Guidelines.</p> <p>2 Points: The Bidder's submitted test sample includes a maximum of one (1) error in the required word breaks and hyphenation for the pages specified in accordance with SCC Formatting Standards and Guidelines.</p> <p>1 Point: The Bidder's submitted test sample includes a maximum of two (2) errors in the required word breaks and hyphenation for the pages specified in accordance with SCC Formatting Standards and Guidelines.</p> <p>0 Points: The Bidder's submitted test sample includes more than two (2) errors in the required word breaks and hyphenation for the pages specified in accordance with SCC Formatting Standards and Guidelines.</p>	/3
<p><b>k. Type style (bold/italics) to match RAW TEXT.docx and TEXTE BRUT.docx :</b></p> <p>3 Points: All of the type styles included in the Bidder's submitted test sample for the specified pages match RAW TEXT.docx and TEXTE BRUT.docx.</p> <p>2 Points: The Bidder's submitted test sample includes a maximum of one (1) error in the required type styles for the pages specified to match RAW TEXT.docx and TEXTE BRUT.docx.</p> <p>1 Point: The Bidder's submitted test sample includes a maximum of two (2) errors in the required type styles for the pages specified to match RAW TEXT.docx and TEXTE BRUT.docx.</p> <p>0 Points: The Bidder's submitted test sample includes more than two (2) errors in the required type styles for the pages specified to match RAW TEXT.docx and TEXTE BRUT.docx.</p>	/3
<p><b>l. Type sizes and type face (fonts) to match:</b></p> <p><b>Times New Roman - 10.5 for reasons/motifs (or Body Text/corps du texte)</b>  <b>Times New Roman - 9.5 for headnotes/sommaire and block quotations/citations en retrait</b></p> <p><b>(As specified in Annex A – A.2.4.1 Typesetting and page formatting/page layout):</b></p> <p>2 Points: All of the type sizes and type face (fonts) used in the Bidder's submitted test sample for the specified pages match the type sizes and type face (fonts) specified in Annex A – A.2.4.1 Typesetting and page formatting/page layout.</p> <p>1 Points: The Bidder's submitted test sample includes a maximum of one (1) error</p>	/2



in the required type sizes and type face (fonts) for the pages specified. 0 Points: The Bidder's submitted test sample includes more than one (1) error in the required type sizes and type face (fonts) for the pages specified.	
<b>m. Spelling as required for the specified pages:</b> 3 Points: No spelling errors in the Bidder's submitted test sample for the specified pages. 2 Points: The Bidder's submitted test sample includes a maximum of one (1) spelling error. 1 Point: The Bidder's submitted test sample includes a maximum of two (2) spelling errors. 0 Points: The Bidder's submitted test sample includes more than two (2) spelling errors.	/3
<b>n. Capitalization of text to match RAW TEXT.docx and TEXTE BRUT.docx :</b> 3 Points: All capitalization of text included in the Bidder's submitted test sample for the specified pages matches RAW TEXT.docx and TEXTE BRUT.docx. 2 Points: The Bidder's submitted test sample includes a maximum of one (1) error in the capitalization of text for the pages specified to match RAW TEXT.docx and TEXTE BRUT.docx. 1 Point: The Bidder's submitted test sample includes a maximum of two (2) errors in the capitalization of text for the pages specified to match RAW TEXT.docx and TEXTE BRUT.docx. 0 Points: The Bidder's submitted test sample includes more than two (2) errors in the capitalization of text for the pages specified to match RAW TEXT.docx and TEXTE BRUT.docx.	/3
<b>o. Indentation of text to match the formatting and layout of the sample provided from a previous production. (In the case of a discrepancy between the RAW TEXT.docx and TEXTE BRUT.docx for indentation, <u>match the RAW TEXT.docx indentation to the TEXTE BRUT.docx indentation</u>):</b> 3 Points: All indentation of text included in the Bidder's submitted test sample for the specified pages matches the formatting and layout of the sample provided from a previous production. 2 Points: The Bidder's submitted test sample includes a maximum of one (1) error in the indentation of text for the pages specified to match the formatting and layout of the sample provided from a previous production. 1 Point: The Bidder's submitted test sample includes a maximum of two (2) errors in the indentation of text for the pages specified to match the formatting and layout of the sample provided from a previous production. 0 Points: The Bidder's submitted test sample includes more than two (2) errors in the indentation of text for the pages specified to match the formatting and layout of the sample provided from a previous production.	/3
Points obtained =	____ / 44

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