

**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

**REQUEST FOR PROPOSAL
DEMANDE DE PROPOSITION**

**Proposal To: Public Works and Government
Services Canada**

We hereby offer to sell to Her Majesty the Queen in right of Canada, in accordance with the terms and conditions set out herein, referred to herein or attached hereto, the goods, services, and construction listed herein and on any attached sheets at the price(s) set out therefor.

**Proposition aux: Travaux Publics et Services
Gouvernementaux Canada**

Nous offrons par la présente de vendre à Sa Majesté la Reine du chef du Canada, aux conditions énoncées ou incluses par référence dans la présente et aux annexes ci-jointes, les biens, services et construction énumérés ici sur toute feuille ci-annexée, au(x) prix indiqué(s).

Comments - Commentaires

Title - Sujet SUBSCRIPTIONS ACQUISITION	
Solicitation No. - N° de l'invitation K7A30-120015/A	Date 2012-09-24
Client Reference No. - N° de référence du client K7A30-120015	
GETS Reference No. - N° de référence de SEAG PW-\$\$PH-898-61256	
File No. - N° de dossier ph898.K7A30-120015	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2012-10-16	Time Zone Fuseau horaire Eastern Daylight Saving Time EDT
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Weinberger(ph div.), Beth	Buyer Id - Id de l'acheteur ph898
Telephone No. - N° de téléphone (819) 956-7325 ()	FAX No. - N° de FAX (819) 956-5706
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: To be provided upon contract award.	

Instructions: See Herein

Instructions: Voir aux présentes

Vendor/Firm Name and Address

**Raison sociale et adresse du
fournisseur/de l'entrepreneur**

Issuing Office - Bureau de distribution

Drugs, Vaccines and Biologics Division/Div.des produits
pharmaceutiques,biologiques et de vaccins
11 Laurier St. / 11, rue Laurier
6B3, Place du Portage III
Gatineau
Quebec
K1A 0S5

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

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PART 1 - GENERAL INFORMATION

1. Introduction

The bid solicitation 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 Bidder Instructions: provides the instructions, clauses and conditions applicable to the bid solicitation;
- Part 3 Bid Preparation Instructions: provides bidders with instructions on how to prepare their bid;
- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria that must be addressed in the bid, and the basis of selection;
- Part 5 Certifications: includes the certifications to be provided;
- Part 6 Resulting Contract Clauses: includes the clauses and conditions that will apply to any resulting contract.

The Annexes include the Statement of Work, the Basis of Payment, the Evaluation Criteria, and the Work Authorization Form.

2. Summary

Environment Canada has a requirement for the supply of Print and/or Online Subscription to Information Products as detailed in the Statement of Work in Annex A.

Environment Canada (EC) is a federal government department with over six thousand employees located in both the National Capital Region and in regional offices across the country. Environment Canada Library Services (EC Library Services) supports the science and technology (S&T), policy, regulatory and outreach activities of Environment Canada. Within the general framework of the department's mandate, EC Library Services has an essential role to contribute to the creation and diffusion of knowledge by maximizing access to authoritative, trusted and timely information resources and services. EC Library Services purchases approximately 300 print and electronic serials and databases through a subscription agent each year. A description of titles purchased for subscription year 2012 is contained in Appendix 1 of Annex A, for information purposes only. The quantity and titles will fluctuate annually.

Pursuant to section 01 of Standard Instructions 2003 and 2004, Bidders must submit a complete list of names of all individuals who are currently directors of the Bidder. Furthermore, as determined by the Special Investigations Directorate, Departmental Oversight Branch, each individual named on the list may be requested to complete a Consent to a Criminal Record Verification form.

3. Debriefings

After contract award, Bidders may request a debriefing on the results of the bid solicitation. Bidders should make the request to the Contracting Authority within 15 working days of receipt of notification that their bid was unsuccessful. The debriefing may be provided in writing, by telephone or in person.

PART 2 - BIDDER INSTRUCTIONS

1. Standard Instructions, Clauses and Conditions

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

Bidders who submit a bid agree to be bound by the instructions, clauses and conditions of the bid solicitation and accept the clauses and conditions of the resulting contract.

The 2003 (2012-07-11), Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

The text under Subsection 4 of Section 01 - Code of Conduct and Certifications of 2004 referenced above is replaced by:

Bidders should provide, with their bid or promptly thereafter, a complete list of names of all individuals who are currently directors of the Bidder. If such a list has not been received by the time the evaluation of bids is completed, Canada will inform the Bidder of a time frame within which to provide the information. Failure to provide such a list within the required time frame will render the bid non-responsive. Bidders must always submit the list of directors before contract award.

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 named in the aforementioned list within a specified delay. Failure to provide such Consent Forms within the delay will result in the bid being declared non-responsive.

The text under Subsection 5 of Section 01 - Code of Conduct and Certifications of 2003 referenced above is replaced by:

The Bidder must diligently maintain the list up-to-date by informing Canada in writing of any change occurring during the validity period of the bid, and must also provide Canada, when requested, with the corresponding Consent Forms. The Bidder will also be required to diligently maintain the list and when requested, provide Consent Forms during the period of any contract arising from this bid solicitation.

Subsection 5.4 of 2003, Standard Instructions - Goods or Services - Competitive Requirements, is amended as follows:

Delete: sixty (60) days
Insert: one hundred eighty (180) days

Add Subsection 5.9 to 2003, Standard Instructions - Goods or Services - Competitive Requirements, Canada also reserves the following rights:

Although bids should be properly signed when submitted at bid closing, for this bid solicitation, if Canada determines that the Bidder has not signed the bid as required, Canada will provide the Bidder with an opportunity to submit a proper signature page. Bidders can sign their bids by copying the front page of this bid solicitation, signing it, and submitting it as part of their bid or by including a signature page in a prominent location in their bids.

2. Submission of Bids

Bids 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 bid solicitation. Bids sent directly to the Contracting Authority will not be considered.

Due to the nature of the bid solicitation, bids transmitted by facsimile to Public Works and Government Services Canada will not be accepted.

3. Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later ten (10) calendar days before the bid closing date. Enquiries received after that time may not be answered.

Bidders should reference as accurately as possible the numbered item of the bid solicitation to which the enquiry relates. Care should be taken by bidders to explain each question in sufficient detail in order to enable Canada to provide an accurate answer. Technical enquiries that are of a proprietary nature must be clearly marked "proprietary" at each relevant item. Items identified as "proprietary" will be treated as such except where Canada determines that the enquiry is not of a proprietary nature. Canada may edit the questions or may request that the Bidder do so, so that the proprietary nature of the question is eliminated, and the enquiry can be answered with copies to all bidders. Enquiries not submitted in a form that can be distributed to all bidders may not be answered by Canada.

4. Applicable Laws

Any resulting contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in the province of Ontario.

Bidders may, at their own discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their bid, by deleting the name of the Canadian province or territory specified and inserting the name of the Canadian province or territory of its choice. If no change is made, it acknowledges that the applicable laws specified are acceptable to the Bidders.

5. Withdrawal of Information Product with Third Party Terms and Conditions

Bidder agrees that in the the Client requests the supply of Online Information Products during the Contract period, that if a Publisher submits their own terms and conditions such as but not limited to; a License Agreement, by which the Client must sign in order to get access to the Online Information Product bought through the Contractor, the Contractor agrees that in such event, the Online Information Product(s) will be removed from any resulting contract and Canada will proceed to procure that Online Information Product directly with the Publisher. The Publisher is considered a Third Party with regards to the contract between Canada and the Contractor. Bidders who do not accept the terms of Canada's contract will be declared non-responsive.

PART 3 - BID PREPARATION INSTRUCTIONS

1. Bid Preparation Instructions

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

SECTION I - FINANCIAL BID (1 hard copy)

SECTION II - CERTIFICATIONS (1 hard copy)

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

Canada requests that bidders follow the format instructions described below in the preparation of their bid:

- (a) use 8.5 x 11 inch (216 mm x 279 mm) paper;
- (b) use a numbering system that corresponds to the bid solicitation.

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, bidders are encouraged to :

- 1) use 8.5 x 11 inch (216 mm x 279 mm) paper containing fibre certified as originating from a sustainably-managed forest and/or 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: FINANCIAL BID

- 1.1 Bidders must submit their financial bid in accordance with the Service Fee Schedule found in Annex B section B5. The total amount of Goods and Services Tax or Harmonized Sales Tax must be shown separately, if applicable.

1.2 SACC Manual Clauses

C3011T (2010-01-11), Exchange Rate Fluctuation

SECTION II: CERTIFICATIONS

Bidders must submit the certifications required under Part 5.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

1. Evaluation Procedures

- (a) Bids will be assessed in accordance with the entire requirement of the bid solicitation including the financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the bids.

1.1 Financial Evaluation

- 1.2.1 Mandatory Financial Criteria - Bidder must complete the Service Fee Schedule found in Annex C, Section C2.

Column A - 4 possible scenarios with respect to a portion of the requirement that may be procured as per Annex A - Statement of Work.	Column B - Subscriptions Acquisition, Subscriptions Management and Delivery of Subscriptions functions		
	Contractor's Firm "all-inclusive"* Service Fee, expressed as a %, GST/HST extra, if applicable.		
	Initial Period	Option Periods	
		Option Period #1	Option Period #2
	Jan 1, 2013 to Dec 31, 2013	Jan 1, 2014 to Dec 31, 2014	Jan 1, 2015 to Dec 31, 2015
Scenario 1 0% - 24.99% of the requirement	_____ %	_____ %	_____ %
Scenario 2 25% - 49.99% of the requirement	_____ %	_____ %	_____ %
Scenario 3 50% - 74.99% of the requirement	_____ %	_____ %	_____ %
Scenario 4 75% - 100% of the requirement	_____ %	_____ %	_____ %

In the Financial Bid, the Bidder must provide their firm "all-inclusive" service fee based on the 4 scenarios presented. For example, if the Client were to procure only 40% of the requirement listed in Annex A - Statement of Work, Appendix 1 - List of Titles, then Contractor's service fee for the Subscription Acquisition, Management and Delivery Services for Print Information Product Subscriptions will be: ____%. (Bidder to fill in the % in accordance with the ranges provided in the 4 scenarios in the table above).

The Financial Bid will be evaluated in accordance with Annex C.

2. Basis of Selection

2.1 To be declared responsive, a bid must:

- (a) comply with all the requirements of the bid solicitation; and
- (b) provide with Bid completed tables as detailed in Annex B, Section B.5.

2.2 Bids not meeting a) or b) above will be declared non-responsive.

2.3 The responsive bid with the lowest combined Bid Service Fee for Senerio 4 (Initial Period plus Option Periods) will be recommended for award of a contract. In the event of identical Bid Service Fees, the same selection process will be conducted for Scenerio 3, then if needed Scenerio 2 and then if needed Scenerio 1 until the lowest Bid Service Fee is determined. If there are still identical bids after the selection process noted above, the successful bidder will be chosen using the Treasury Board Contracting Policy on identical bids.

<http://buyandsell.gc.ca/policy-and-guidelines/supply-manual/section/5/65>

PART 5 - CERTIFICATIONS

Bidders must provide the required certifications to be awarded a contract. Canada will declare a bid non-responsive if the required certifications are not completed and submitted as requested.

Compliance with the certifications Bidders provide to Canada is subject to verification by Canada during the bid evaluation period (before award of a contract) and after award of a contract. The PWGSC Contracting Authority will have the right to ask for additional information to verify the Bidders' compliance with the certifications before award of a contract. The bid will be declared non-responsive if any certification made by the Bidder is untrue, whether made knowingly or unknowingly. Failure to comply with the certifications or to comply with the request of the PWGSC Contracting Authority for additional information will also render the bid non-responsive.

1. Code of Conduct Certifications - Certifications Required Precedent to Contract Award

- 1.1 Bidders should provide, with their bids or promptly thereafter, a complete list of names of all individuals who are currently directors of the Bidder. If such a list has not been received by the time the evaluation of bids is completed, the Contracting Authority will inform the Bidder of a time frame within which to provide the information. Bidders must submit the list of directors before contract award, failure to provide such a list within the required time frame will render the bid non-responsive.

The Contracting Authority 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 named in the aforementioned list within a specified delay. Failure to provide such Consent Forms within the delay will result in the bid being declared non-responsive.

<http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/formulaires-forms-eng.html>

2 Certifications Precedent to Contract Award

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

3 Federal Contractors Program for Employment Equity - Certification

A3030T Federal Contractors Program - \$200,000 or more

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 contract award. If the Bidder, or, if the Bidder 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 award of the Contract.

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 bids from ineligible contractors, including a bid

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

2.If the Bidder 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 Bidder 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 Bidder, or, if the Bidder is a joint venture the member of the joint venture, certifies its status with the FCP, as follows:

The Bidder 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 an ineligible contractor by HRSDC).

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

4 Rate Certification

4.1 Rate Certification

The Bidder certifies that the service fee proposed is not in excess of the lowest fee charged anyone else, including the Bidder's most favoured customer, for the like quality and quantity of the goods, services or both; and does not include an element of profit on the sale in excess of that normally obtained by the Bidder on the sale of goods, services or both of like quality and quantity; and does not include any provision for discounts to selling agents.

PART 6 - RESULTING CONTRACT CLAUSES

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

1. Requirement

- a) _____ (the "**Contractor**") agrees to supply to the Client, on an "as a when requested basis," the goods described in the Work Authorization Form and in accordance with the Statement of Work in Annex A, in accordance with, and at the service fee set out in, the Contract. This includes:
- b) **Client, otherwise referred to as "Project Authority":** Under the Contract, the "**Client**" is Environment Canada and the "**Project Authority**" is named in Article 4.2 herein.

With respect to Online Information Products, the licensee under the Contract is Her Majesty the Queen in right of Canada, acting through and represented by the Minister of Public Works and Government Services. The Client is merely the user.

In the event a Publisher submits their own terms and conditions such as but not limited to; a License Agreement, to the Client, by which the Client must sign in order to get access to the Online Information Product bought through the Contractor, the Contractor agrees that in such event, the Online Information Product(s) will be removed from any resulting contract and Canada will proceed to procure that Online Information Product directly with the Publisher. The Publisher is considered a Third Party with regards to the contract between Canada and the Contractor.

1.2 Work Authorization

The Work or a portion of the Work to be performed under the Contract will be on an "as and when requested basis" using a Work Authorization (WA). The Work described in the WA must be in accordance with the scope of the Contract.

1.2.1 Work Authorization Process

- (1) The Project Authority will provide the Contractor with a description of the work using the "Work Authorization" form specified in Annex D. Pricing information will be left blank as the Contractor will provide pricing back for the Project Authority to review.
- (2) The Work Authorization (WA) will contain the details of the activities to be performed, a description of the deliverables, and a schedule indicating completion dates for the major activities or submission dates for the deliverables. The WA will also include the applicable basis(bases) and methods of payment as specified in the Contract.
- (3) The Contractor must provide the Project Authority, within 5 calendar days of its receipt, the proposed total estimated cost (only estimate would be if Publisher List Price is not yet available) for performing the work and a breakdown of that cost, established in accordance with the Basis of Payment specified in the Contract.
- (4) Should foreign funds be bought by the Contractor in order to pay a foreign supplier, in accordance with Article 5.2 of the Contract, the Contractor must provide appropriate documentation, such as but not limited to, a bill of sale for the purchase of the foreign funds, showing evidence of payment to a foreign-based supplier or subcontractor for the goods, services or both included in the claimed amount.
- (5) The Contractor must not commence work until a WA authorized by the Project Authority has been received by the Contractor. The Contractor acknowledges that any work performed before a WA has been received will be done at the Contractor's own risk.

1.2.2 Work Authorization Limit

The Project Authority may authorize individual work authorizations up to a limit of the approved contract value, Goods and Services Tax or Harmonized Sales Tax included, inclusive of any revisions.

1.3 Periodic Usage Reports - Contracts with Work Authorizations

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

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

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

The quarterly periods are defined as follows:

- 1st quarter: January 1 to March 31;
- 2nd quarter: April 1 to June 30;
- 3rd quarter: July 1 to September 30; and
- 4th quarter: October 1 to December 31.

The data must be submitted to the Contracting Authority no later than 10 calendar days after the end of the reporting period.

Reporting Requirement- Details

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

For each WA :

- (i) the WA number or work revision number(s);
- (ii) a copy of the list of titles (line items) submitted by the Project Authority;
- (iii) the total estimated cost specified in the WA for each line item, GST or HST extra;
- (iv) the total amount, GST or HST extra, expended to date against each line item;
- (v) the currency used and exchange rate with date of purchase of foreign funds, if applicable;
- (vi) the start and completion date for each line item; and
- (vii) the active status of each line item, as applicable.

For all WAs:

- (i) the amount (GST or HST extra) specified in the contract (as last amended, as applicable) as Canada's total liability to the contractor for all authorized WAs; and
- (ii) the total amount, GST or HST extra, expended to date against all authorized WAs.

2. Standard Clauses and Conditions

All clauses and conditions identified in the Contract by number, date and title are set out in the Standard Acquisition Clauses and Conditions Manual issued by Public Works and Government Services Canada.

(<http://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>)

2.1 General Conditions

2030 (2012-07-16), General Conditions - Higher Complexity - Goods, apply to and form part of the Contract.

The text under Subsection 4 of Section 43 - Code of Conduct and Certifications of 2030 referenced above is replaced by:

During the entire period of the Contract, the Contractor must diligently update, by written notice to the Contracting Authority, the list of names of all individuals who are directors of the Contractor whenever there is a change. As well, whenever requested by Canada, the Contractor must provide the corresponding Consent Forms.

3. Term of Contract

3.1 Period of the Contract

The period of contract is from Contract Award Date up to and including December 31, 2013, whereby subscription periods may vary during the Contract Period.

3.2 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to two (2) additional one (1) year period(s) under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

Canada may exercise this option at any time by sending a written notice to the Contractor at least 10 calendar days before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

4. Authorities

4.1 Contracting Authority

The Contracting Authority for this Contract is:

Name: Beth Weinberger

Title: Supply Specialist

Public Works and Government Services Canada

Acquisitions Branch

Commercial and Consumer Products Directorate - PH Division

Address: Place du Portage, Phase III, 6B3

11 Laurier Street

Gatineau, Québec K1A 0S5

Telephone: (819) 956-7325

Facsimile: (819) 956-5706

E-mail: beth.weinberger@tpsgc-pwgsc.gc.ca

The Contracting Authority is responsible for the management of the Contract and any changes to the Contract must be authorized in writing by the Contracting Authority. The Contractor must not perform work in excess of or outside the scope of the Contract based on verbal or written requests or instructions from anybody other than the Contracting Authority.

4.2 Project Authority (to be identified in any resulting contract)

The Project Authority for the Contract is:

Name:

Title:

Address:

Telephone number:

Fax Number:

E-mail:

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

4.3 Contractor's Representative (To be identified in any resulting contract.)

The Contractor's Representative is:

Name: _____

Title: _____

Telephone: _____

Facsimile: _____

E-mail address: _____

5. Payment

5.1 Limitation of Expenditure - Work Authorization

The Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of the Work specified in the authorized Work Authorization (WA), as determined in accordance with the Basis of Payment in Annex B, to the limitation of expenditure specified in the authorized WA.

Canada's liability to the Contractor under the authorized WA must not exceed the limitation of expenditure specified in the authorized WA. Customs duties are included and Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.

No increase in the liability of Canada or in the price of the Work specified in the authorized WA resulting from any design changes, modifications or interpretations of the Work will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been authorized, in writing, by the Contracting Authority before their incorporation into the Work.

5.2 Basis of Payment - Limitation of Expenditure - Cumulative Total of all Work Authorizations

1. Canada's total liability to the Contractor under the Contract for all authorized Work Authorizations (WAs), inclusive of any revisions, must not exceed the sum of \$ _____. Customs duties are included and the Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.
2. No increase in the total liability of Canada will be authorized or paid to the Contractor unless an increase has been approved, in writing, by the Contracting Authority.
3. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:

- a) when it is 75 percent committed, or
- b) four (4) months before the contract expiry date, or
- c) as soon as the Contractor considers that the sum is inadequate for the completion of the Work required in all authorized WAs, inclusive of any revisions, whichever comes first.

4. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority, a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

5.3 Exchange Rate/Actual Costs

- (a) The price must be adjusted either upwards or downwards to reflect the actual costs incurred associated with the actual foreign currency exchange rate obtained by the Contractor when remitting payment to a foreign-based supplier or subcontractor for the goods, services or both.
- (b) On each invoice or claim for payment submitted under the Contract, the Contractor must indicate the foreign value or exchange rate adjustment amount (either upward, downward or no change) as a separate item. The Contractor must provide appropriate documentation, such as but not limited to, a bill of sale for the purchase of the foreign funds, showing evidence of payment to a foreign-based supplier or subcontractor for the goods, services or both included in the claimed amount.
- (c) Canada will have the right to audit any revision to costs and prices under this clause.

5.4 Multiple Payments

SACC Manual Clause H1001C (2008-05-12)

5.5 Discretionary Audit Commercial Goods and/or Services

SACC Manual Clause C0100C (2010-01-11)

6. Invoicing Instructions

- 6.1 The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions, and in accordance with any additional provision detailed in Annex A - Statement of Work. Invoices cannot be submitted until all work identified in the invoice is completed.

Each invoice must be supported by:

- (a) a copy of the signed WA;
- (b) a copy of the list of titles (line items) from the Project Authority; (if one was provided separately as opposed to listing the requirements directly on the WA itself);
- (c) the Publisher's published list price of each title (GST extra) in the currency (CAD\$, USD, Euro, GBP) charged to the Contractor.
- (d) the exchange rate used by Contractor in determining CAD\$ currency if foreign funds were purchased to pay in accordance with Article 5.3 above.

- 6.2 The exchange rate is not affected by any revision to an Invoice. If a revised Invoice is requested due to errors in the Invoice by the Contractor, the exchange rate used at the time the initial Invoice was issued does not change.

6.3 Invoices must be distributed as follows:

- (a) The original and one (1) copy must be forwarded to the address shown on the WA for certification and payment.
- (b) One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract, if requested.

7. **Certifications**

Compliance with the certifications provided by the Contractor in its bid is a condition of the Contract and subject to verification by Canada during the term of the Contract. If the Contractor does not comply with any certification or it is determined that any certification made by the Contractor in its bid is untrue, whether made knowingly or unknowingly, Canada has the right, pursuant to the default provision of the Contract, to terminate the Contract for default.

8. **Applicable Laws**

The Contract will be interpreted and governed, and the relations between the parties determined, by the laws in force in the province of Ontario.

9. **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) Articles of Agreement;
- (b) General Conditions 2030 (2012-07-16);
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;
- (e) Signed Work Authorizations;
- (f) Contractor's bid dated _____ (to be determined at the time of contract award).

10. **Foreign Nationals**

- (a) Canadian Contractor

SACC Manual clause A2000C (2006-06-16) Foreign Nationals - Canadian Contractor

11. **Insurance**

SACC Manual clause G1005C (2008-05-12) Insurance

ANNEX A STATEMENT OF WORK

REQUIREMENT:

Contractor to provide:

- 1) Subscriptions Acquisition, Subscriptions Management and Delivery;
- 2) Client Account Management Support;
- 3) Subscriptions Transition Management; and
- 4) Reporting to the Project Authority.

DELIVERABLES:

Without restricting the terms and conditions of this SOW, following is a summary of the deliverables required to be delivered under this Contract:

- a) The publications in Appendix 1, specified within the applicable WAs approved and issued under this Contract; and
- b) Reports, as set out in Section 4) under the Tasks paragraph herein.

TASKS:

In order to make the management of subscriptions cost effective for the Department, EC Library Services requires the following subscription management agent functions:

1) Subscription Acquisition, Management and Delivery

- a) The Contractor must provide Subscriptions Acquisition, Subscriptions Management and Delivery of Subscriptions functions to the extent necessary to ensure that all requirements as specified in this Contract are satisfied.
 - i) The Contractor must place orders for subscriptions as and when requested in accordance with the Contract. There are no automatic renewals.
 - ii) The Contractor shall cancel subscriptions as and when requested by the Project Authority, in accordance with the applicable WA approved and issued in accordance with the Contract. Within five (5) business days of the Contractor's receipt of the cancellation request, the Contractor shall cancel the subscription and shall confirm, via e-mail, to the Project Authority that the subscription cancellation has been made.
 - iii) The Contractor shall ensure delivery of publications in accordance with the applicable WA approved and issued in accordance with the Contract. Delivery of publications must be provided from the Publishers directly to locations as identified in Appendix 2 and as specified in the applicable WA approved and issued in accordance with the Contract.
 - iv) Cancellation of a Subscription Order:

Should the Contractor, for any reason, become aware of a reason to cancel any subscription order, the Contractor must immediately, but no later than within five (5) business days of the Contractor's knowledge of such reason, advise the Project Authority of such reason to cancel. The Contractor must not cancel a subscription order unless the Project Authority issues a WA. Upon cancellation of a subscription order, the Contractor must update the List of Journal Subscriptions by removal of each cancelled title from that List. Cancellations must be effective at the expiry date applicable for the specific subscription cancelled, and where applicable,

immediately with the current volume and/or edition applicable for the specific subscription cancelled.

- v) The Contractor must process claims for missing publications as and when requested by the Project Authority, in accordance with the applicable WA approved and issued in accordance with the Contract. Within ten (10) business days of the Contractor's receipt of the claim(s) for missing publication(s), the Contractor must process the claim(s) for missing publication(s) and must advise the Project Authority, via e-mail, of the publisher's response with respect to the claim(s).

2) Client Account Management Support

- a. The Contractor must provide Client Account Management Support to manage the ongoing acquisitions, management and delivery functions to support EC Library Services to the extent necessary to ensure that all requirements as specified in this Contract are satisfied. The Contractor must be responsible for providing efficient organization and effective planning and control systems.
- i. Account Manager. The Contractor must appoint a person designated herein as an Account Manager to act as the primary point of contact with the Project and Contracting Authorities. The Account Manager must manage the ongoing support functions to EC Library Services and shall be vested with authority within the Contractor's organization to make and communicate to EC Library Services all decisions related to the Work and must provide the planning control for all aspects of the Work.
 - ii. Implementation Manager. The Contractor must appoint a person designated herein as an Implementation Manager who must manage the account set-up with EC Library Services, training to EC Library Services resources, and the required transition activities.
 - iii. Sales Representative. The Contractor must appoint a person designated herein as a Sales Representative to act as the primary point of contact with the Project Authority for new business and overall customer satisfaction.
 - iv. Senior Executive Sponsor. The Contractor must appoint a person designated herein as a Senior Executive Sponsor who shall manage the Contract and who must have authority to resolve residual issues not specifically assigned to the Account Manager or the Sales Representative.
 - v. Other account administration resources. The Contractor must appoint other administration resources, as deemed required by the Contractor, and must identify, to the Project Authority, their role for interaction with EC Library Services.
- b. The Contractor must deliver, to the Project Authority, the following technical support and problem resolution assistance by telephone or e-mail.
- c. Telephone and e-mail technical support and problem resolution shall be:
- provided in either one of Canada's official languages, at the choice of the Project Authority;
 - as a minimum, from 8:00 AM to 5:00 PM Eastern Time (Standard or Daylight Time); and
 - from Monday to Friday (exclusive of Canadian Statutory holidays).

- For enquiries placed, and designated by, the Project Authority as "urgent enquiries", via telephone or e-mail, the Contractor must respond to the first enquiry, per Issue (problem raised), within three (3) business hours.
- d. The Contractor must provide EC Library Services with access to the Contractor's client account management information system. The system must be Internet-based and accessible by EC Library Services' appointed account users. The system must provide information and tracking on the status of current subscriptions, orders history, publisher account numbers, claims for missing publications processed and publication information, including price options.
- e. The Contractor must offer and make available to EC Library Services at no additional cost any new or emerging practices or technologies that the Contractor may make available to any of its customers, such as but not limited to enhancements to existing technologies that are a part of the Contractor's service offering and reasonably understood to be part of the Work herein.

3) Subscription Transition Management

- a. The subscription transition management functions include, as a minimum, Contractor's account set-up and EC Library Services' records changeover, as follows:
 - i. Subscription Transitions must begin on the date of contract award, and must be completed as of December 31st.
 - ii. Undertake outstanding claims – The Contractor must undertake the resolution of all outstanding claims for missing issues filed by EC Library Services with incumbent vendors as of the date of contract award.
 - iii. Provide training – within three months of the contract award date, the Contractor must provide training materials to EC Library Services staff to enable effective and independent interaction with account administration functions, such as online claiming modules.
 - iv. Migrate existing subscriptions – The contractor must acquire information related to EC Library Services' existing subscriptions from the publishers, incumbent vendors, and/or EC Library Services, and input that information into the Contractor's Electronic Account Administration Interface, within four weeks from date of award of Contract.

4) Reports for the Project Authority

- a) The Contractor must provide, as a minimum, the following reports at the times and to the recipient(s) listed below in one (1) copy via e-mail in a Microsoft Excel format, except when otherwise specified:
 - i. Monthly reports, to be submitted to the Project Authority no later than 10 working days after the 1st of each month:
 - the status of all outstanding claims for missing publications;
 - publisher's replies to claims for missing publications received by the Contractor during the previous month;
 - account summary detailing outstanding invoices and/or credits;
 - confirmation of cancellations received from EC Library Services by the Contractor during the previous month;
 - bibliographic changes for the previous month.

ii. Annual reports, as may be requested by the Project Authority, to be submitted to the Project Authority, as applicable, on delivery dates to be determined mutually between the recipient(s) and the Contractor.

iii. Ongoing reports, to be submitted to the Project Authority, with publisher-supplied information, once that information becomes available, relating to changes in:

- Publishers (for a given publication)
- Titles
- Prices
- Publication format availability
- Cessations
- Splits
- Suspensions
- Delayed issues
- Mergers
- Frequency changes
- Absorptions
- Other, as the Contractor considers relevant

iv. Ad hoc reports, as may be requested by the Project Authority, to be submitted to the Project Authority, as applicable, on delivery dates to be determined mutually between the recipient(s) and the Contractor.

Appendix 1 and 2 of Annex A can be made available in MS Word or MS Excel (as applicable) format, if requested by the Bidder by email to the PWGSC Contracting Authority.

ANNEX B

BASIS OF PAYMENT

The Contractor will be paid in accordance with the following Basis of Payment for Work performed pursuant to the Contract.

B.1 Print and/or Online Information Products (Subscriptions)

The Contractor will be paid an "all inclusive amount", no greater than in accordance with the Publisher's Published Price List in CDN for delivery of the Information Products to Canada for the applicable subscription period, less any discounts offered by the Contractor that are not already incorporated into the Contractor's firm all-inclusive Service Fee. Published Price List prices do not include GST/HST (i.e. GST/HST is extra).

"All inclusive" means that in addition to the price being no greater than the Publisher's Published Price List in CDN, the price includes all other taxes, charges for packaging, handling, shipping and delivery, administration, costs and risk of transport, and all custom duties and excise taxes, if applicable, as specified herein.

B.2 Shipping Instructions - Delivery at Destinations

The Contractor is responsible for paying all charges for packaging, handling, shipping and delivery, administration, costs and risk of transport, and all customs duties and excise taxes, as applicable.

Shipment for all deliverables shall be consigned to the location specified on the front page of the resulting contract and in any WA approved and issued under the Contract, and shall be delivered on a DDP (Delivered Duty Paid) basis to the same applicable destinations (Incoterms 2000).

B.3 Travel and Living Expenses

Canada will not accept any travel and living expenses incurred by the Contractor under the Contract.

B.4 GST/HST

All prices and amounts of money in the Contract are exclusive of Goods and Services Tax (GST) or Harmonized Sales Tax (HST), as applicable, unless otherwise indicated. The GST or HST, whichever is applicable, is extra to the price herein and will be paid by Canada.

The estimated GST or HST of \$ (to be identified in any resulting contract) is included in the total estimated cost shown on page 1 of this Contract. GST or HST, to the extent applicable, will be incorporated into all invoices and progress claims and shown as a separate item on invoices and Claims for Progress Payment. All items that are zero-rated, exempt or to which the GST or HST does not apply, are to be identified as such on all invoices and Claims for Progress Payment. The Contractor agrees to remit to Canada Revenue Agency any amounts of GST and HST paid or due.

B.5 Pricing Table: Initial Contract Period and Option Periods (to be completed upon contract award)

Column A - 4 possible scenarios with respect to a portion of the requirement that may be procured as per Annex A - Statement of Work.	Column B - Subscription Acquisition, Management and Delivery Services for Print Information Product Subscriptions		
	Contractor's Firm "all-inclusive"* Service Fee, expressed as a %, GST/HST extra, if applicable.		
	Initial Period	Option Periods	
		Option Period #1	Option Period #2
	Jan 1, 2013 to Dec 31, 2013	Jan 1, 2014 to Dec 31, 2014	Jan 1, 2015 to Dec 31, 2015
Scenario 1	_____ %	_____ %	_____ %
0% - 24.99% of the requirement			
Scenario 2	_____ %	_____ %	_____ %
25% - 49.99% of the requirement			
Scenario 3	_____ %	_____ %	_____ %
50% - 74.99% of the requirement			
Scenario 4	_____ %	_____ %	_____ %
75% - 100% of the requirement			

ANNEX C FINANCIAL EVALUATION CRITERIA

C.1 EVALUATION PROCEDURES

C.1.1 To be declared responsive, a bid must:

- (a) comply with all the requirements of the bid solicitation; and
- (b) provide with Bid completed tables as detailed in Annex C, Section C.2.

C.1.2 Bids not meeting a) or b) above will be declared non-responsive.

C.1.3 The responsive bid with the lowest combined Bid Service Fee for Senerio 4 (Initial Period plus Option Periods) will be recommended for award of a contract. In the event of identical Bid Service Fees, the same selection process will be conducted for Scenerio 3, then if needed Scenerio 2 and then if needed Scenerio 1 until the lowest Bid Service Fee is determined. If there are still identical bids after the selection process noted above, the successful bidder will be chosen using the Treasury Board Contracting Policy on identical bids.

<http://buyandsell.gc.ca/policy-and-guidelines/supply-manual/section/5/65>

Example below:

BIDDER A

Column A - 4 possible scenarios with respect to a portion of the requirement that may be procured as per Annex A - Statement of Work.	Column B - Subscription Acquisition, Management and Delivery Services for Print Information Product Subscriptions		
	Contractor's Firm "all-inclusive" Service Fee, expressed as a %, GST/HST extra, if applicable.		
	Initial Period	Option Periods	
		Option Period #1	Option Period #2
	Jan 1, 2012 to Dec 31, 2012	Jan 1, 2013 to Dec 31, 2013	Jan 1, 2014 to Dec 31, 2014
Scenario 1 0% - 24.99% of the requirement	___0___ %	___0___ %	___0___ %
Scenario 2 25% - 49.99% of the requirement	___0___ %	___0___ %	___0___ %
Scenario 3 50% - 74.99% of the requirement	___-1___ %	___-1___ %	___-1___ %
Scenario 4 75% - 100% of the requirement	___-3___ %	___-3___ %	___-3___ %

BIDDER B

Column A - 4 possible scenarios with respect to a portion of the requirement that may be procured as per Annex A - Statement of Work.	Column B - Subscription Acquisition, Management and Delivery Services for Print Information Product Subscriptions		
	Contractor's Firm "all-inclusive"* Service Fee, expressed as a %, GST/HST extra, if applicable.		
	Initial Period	Option Periods	
		Option Period #1	Option Period #2
	Jan 1, 2012 to Dec 31, 2012	Jan 1, 2013 to Dec 31, 2013	Jan 1, 2014 to Dec 31, 2014
Scenario 1 0% - 24.99% of the requirement	___-1___ %	___-1___ %	___-1___ %
Scenario 2 25% - 49.99% of the requirement	___0___ %	___0___ %	___0___ %
Scenario 3 50% - 74.99% of the requirement	___+2___ %	___+2___ %	___+2___ %
Scenario 4 75% - 100% of the requirement	___-5___ %	___-5___ %	___-5___ %

Bidder A for Scenario 4 = (-3) + (-3) + (-3) = -9

Bidder B for Scenario 4 = (-5) + (-5) + (-5) = -15

Bidder B wins and the Bid Service Fee is -5.

C.2 FINANCIAL EVALUATION CRITERIA

PWGSC will conduct the financial evaluation based on the methodology detailed below.

The Bidder must quote a firm "all-inclusive" Service Fee expressed as a percentage (%) on each of the scenarios provided in the table incorporated below under Subsections C.2, GST/HST extra if applicable. (For the purposes of the Financial Bid, Bidders may reproduce the table, in their entirety, completed according to the instructions herein.)

Column A - 4 possible scenarios with respect to a portion of the requirement that may be procured as per Annex A - Statement of Work.	Column B - Subscription Acquisition, Management and Delivery Services for Print Information Product Subscriptions		
	Contractor's Firm "all-inclusive"* Service Fee, expressed as a %, GST/HST extra, if applicable.		
	Initial Period	Option Periods	
		Option Period #1	Option Period #2
	Jan 1, 2013 to Dec 31, 2013	Jan 1, 2014 to Dec 31, 2014	Jan 1, 2015 to Dec 31, 2015
Scenario 1	_____ %	_____ %	_____ %

Solicitation No. - N° de l'invitation

K7A30-120015/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

ph898

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

File No. - N° du dossier

CCC No./N° CCC - FMS No/ N° VME

K7A30-120015

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0% - 24.99% of the requirement			
Scenario 2	_____ %	_____ %	_____ %
25% - 49.99% of the requirement			
Scenario 3	_____ %	_____ %	_____ %
50% - 74.99% of the requirement			
Scenario 4	_____ %	_____ %	_____ %
75% - 100% of the requirement			

Solicitation No. - N° de l'invitation

K7A30-120015/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

ph898

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

File No. - N° du dossier

CCC No./N° CCC - FMS No/ N° VME

K7A30-120015

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ANNEX D WORK AUTHORIZATION FORM

Name of Contractor:	Contract No.:		
Financial Code:	GST Financial Code: (if different)		
Work Authorization No.: (sequential numerical order, start with #1)	Date:		
1.0 DESCRIPTION OF THE WORK TO BE PERFORMED			
Please attach list of titles as a separate document if too long to provide here.			
2.0 AUTHORITIES			
Project Authority:			
3.0 Work Authorization Basis of Payment			
A	B	C	D
Description	No greater than Publisher's published price list, GST/HST extra	Contractor's Firm All-inclusive Service Fee GST/HST Extra	Total Estimated Cost B (1/C)
For the work detailed in 1.0 above:	\$ _____	_____ %	\$ _____
ESTIMATED COST CAD:			
GST/HST(____%):			
TOTAL CAD:			
Your proposal is accepted to sell to Canada, in accordance with the terms and conditions of the Contract and the terms and conditions set out herein, referred to herein or attached hereto, the goods and services herein and on any attached sheets at the price set out herein. The price is subject to verification of the actual exchange rate in accordance with Contract Article 5.2 and the applicable publisher's price list.			
4.0 SIGNATURES			
Acceptance of the WA (Work) - by Contractor Representative authorized to sign on behalf of the Contractor. I accept the work, as described herein, on behalf of the Contractor.			
_____	_____	_____	
Name of Contractor Representative	Signature	Date	
Acceptance of the WA (Work) - by Project Authority (authorized to sign approval). I accept the work, as described herein.			
_____	_____	_____	
Name	Signature	Date	

Appendix 1 - List of Titles

NMSO
Pricing to
be used

Title	ISSN	Publisher	Quantity	Format	Location(s)	
A+	1924-4088	Medias Transcontinental	1	Print	Montreal	
Actualite Langagiere - Language Update	1712-0063	Canadian Government Publishing	1	Print	Downsview	
Affaires	0229-3404	Medias Transcontinental	1	Print	Ste Foy	
Alternatives Journal	1205-7398	University of Waterloo	2	Print	Downsview, NCR	
American Meteorological Society Membership		American Meteorological Society	1	Membership	Downsview	
American Water Works Association Standards Set		American Water Works Association	1	Print	Burlington	
Annals of Glaciology	0260-3055	International Glaciological Society	1	Print	Saskatoon	
Annotated guide to the Canadian Environmental Protection Act	1711-9898	Canada Law Book	2	Print	Montreal, NCR	
Applied and Environmental Microbiology	1098-5336	American Society for Microbiology	1	Online	Burlington	
Arctic		Arctic Institute of North America	1	Print + Online	Saskatoon	
ASHRAE Journal	0001-2491	ASHRAE Publications	1	Print	Downsview	
Astronomical Almanac	0737-6421	UK Hydrographic Office	1	Print	Downsview	
Atmosfera	0187-6236	Centro de Ciencias de la Atmosfera UNAM	1	Print	Downsview	
Atmospheric Chemistry and Physics	1680-7316	Copernicus	1	Print	Downsview	
AWWA Sourcebook		American Water Works Association	1	Print	Burlington	
BC Nature	1912-3280	Vancouver Natural History Society	1	Print	Delta	
Bio Bulle	1195-0358	L'Avis Bio	1	Print	Montreal	
Biosphere	0824-1600	Canadian Wildlife Federation	1	Print	Montreal	
Biotechniques	0736-6205	Informa Life Sciences	1	Print	Montreal	
Bird Populations	1074-1755	Institute of Bird Populations	1	Print	Saskatoon	
Blue Jay	0006-5099	Nature Saskatchewan	1	Print	Saskatoon	
Britannica Book of the Year	0068-1156	Britannica Home Library	1	Print	NCR	
Bulletin - World Meteorological Organization	0042-9767	World Meteorological Organization	2	Print	Dorval, Downsview	

Bulletin de l'Organisation Météorologique Mondiale	0510-9019	World Meteorological Organization	1	Print	Downsview	
Bulletin of the American Meteorological Society	0003-0007	American Meteorological Society	1	Print	Downsview	
Bulletin of the American Meteorological Society	0003-0007	American Meteorological Society	3	Print	Dorval, Downsview, Edmonton	
Bulletin Ornithologique	0007-5256	Club des Ornithologues du Quebec	1	Print	Ste Foy	
Camford Chemical Report	1187-8746	Camford Information Services	1	Print + Online + E-mail	NCR	
Canada Flight - Supplement	1916-8238	NAV/ Canada Aeronautical Publications	1	Print	Downsview	
Canada Year Book	0068-8142	Statistics Canada	1	Print	Downsview	
Canadian Almanac and Directory	0068-8193	Grey House Publishing	1	Print	Downsview	
Canadian and American Mines Handbook	1712-4042	Business Information Group	1	Print	Downsview	
Canadian Current Law		Carswell	1	Print	NCR	
Canadian Economic Observer	0835-9148	Statistics Canada	1	Print	Downsview	
Canadian Environmental Law		LexisNexis Canada	1	Print	Downsview	
Canadian Environmental Regulation and Compliance News	1181-795X	Templegate	3	Print + E-mail	Edmonton, Vancouver, NCR	
Canadian Environmental Resource Guide	1920-2725	Grey House Publishing	2	Print	Downsview, NCR	
Canadian Field Naturalist	0008-3550	Ottawa Field Naturalists' Club	1	Enterprise	Burlington	
Canadian Geographer	0008-3658	Wiley	1	Print	Downsview	
Canadian Geographic	0706-2168	Royal Canadian Geographic Society	4	Print	Saskatoon, Downsview, Burlington, NCR	
Canadian HR Reporter	0838-228X	Carswell	1	Print	Downsview	
Canadian Journal of Environmental Education	1205-5352	Lakehead University	1	Print	Montreal	
Canadian Journal of Remote Sensing	1712-798X	Canadian Aeronautics and Space Institute	1	Online + CD	Downsview	
Canadian Labour Arbitration		Canada Law Book	1	Print	Downsview	
Canadian Mining Journal	0008-4492	Business Information Group	1	Print	Vancouver	
Canadian Parliamentary Handbook	0714-8143	Borealis Press Book Publishers	1	Print	NCR	
Canadian Water Resources Journal	0701-1784	Canadian Water Resources Association	2	Print + Online	Calgary, Saskatoon	

Canadian Wildlife	1201-637X	Canadian Wildlife Federation	2	Print	Dartmouth,
Charleston Advisor	1525-4003	Charleston Co.	1	Online	Saskatoon
Chemical and Engineering News	0009-2347	American Chemical Society	2	Print	Burlington
Chemical Week	0009-272X	IHS Inc.	1	Print	Downsview,
Chronicle Herald	0828-1807	Halifax Herald Ltd.	1	Print	Burlington
Climate Research	0936-577X	Inter-Research	1	Print + Online	Downsview
Coastal Voice		American Shore and Beach Preservation Association	1	E-mail	Downsview
Conservationniste		Ducks Unlimited Canada	1	Print	Burlington
Conservator	0833-1340	Ducks Unlimited Canada	1	Print	Montreal
Country Life in BC	0011-0183	Country Life Ltd	1	Print	Montreal
Discovery - B.C.	0319-8480	Vancouver Natural History Society	1	Print	Vancouver
Droit federale de l'environnement		Editions Yvon Blais	1	Print	Delta
Droit québécois de l'environnement		Editions Yvon Blais	2	Print	Montreal
Earth	1943-345X	American Geological Institute	1	Print	Montreal, NCR
EcoLog Canadian Pollution Legislation	0704-4062	Ecolog (Canadian Pollution Legislation)	1	Print	Burlington
EcoLog News	0704-4062	Business Information Group (Ecolog News)	2	Online	NCR
Ecologist	0261-3131	Ecosystems Ltd.	1	Online	Downsview, Vancouver
Ecoscience	1195-6860	Ecoscience / Pavillon Marchand	1	Print + Online	Downsview
EDN	0012-7515	UBM Canon	1	Print	Ste Foy
EHScompliance.ca	1910-2496	Business Information Group (EHSCompliance)	1	Online	Downsview
ENDS Europe (15-user subscription)		Environmental Data Service	1	Online	Downsview
Energy and Environment	0958-305X	Multi Science	1	Online	NCR
Environment - Annual Editions	0272-9008	McGraw-Hill	1	Print	NCR
Environment Policy and Law	1181-7607	Environment Policy and Law	1	E-mail	NCR
Environmental Policy and Law	0378-777X	IOS Press	1	Print	NCR
Environmental Science and Engineering	0835-605X	Environmental Science and Engineering Publications	1	Print + Online	Downsview
Environnement et Technique : Info Dechets	0986-2943	Editions SAP	1	Print	Downsview
Environnement Magazine	1163-2720	Victoires-Editions	1	Print + Online	Montreal

Escale Nautique	1201-5407	Escale / Revue Maritime	1	Print	Montreal
Gazette Officielle du Quebec	0703-5721	Publications du Quebec	1	Print	Montreal
Geographical	0016-741X	Geographical Magazine Ltd.	1	Print	Downsview
Geomatique	1482-6275	Ordre des Arpenteurs	1	Print	Ste Foy
Geoworld	1528-6274	Bev-AI Communications	1	Print	Edmonton
Green Teacher - North American Ed.	1192-1285	Green Teacher	1	Print	Montreal
Grus Americana	0739-0254	Whooping Crane Conservation Association	1	Print	Saskatoon
Hazardous Materials Management	1193-2074	Business Information Group	1	Print	Downsview
IAHS Publications	0144-7815	IAHS Ltd.	1	Print	Downsview
ICAO Journal - International Civil Aviation Organization	1014-8876	International Civil Aviation Organization	1	Print + Online	Downsview
Inland Waters	2044-205X	International Association of Theoretical and Applied Limnology	1	Print	Burlington
Insights: the UKSG Journal	2048-7754	United Kingdom Serials Group	1	Online	Burlington
International Environment Reporter - Current Reports	0149-8738	Bureau of National Affairs	1	Print	Downsview
International Journal of Meteorology	1748-2992	International Journal of Meteorology	1	Print	Downsview
Journal of AOAC International	1944-7922	AOAC International	1	Enterprise	Enterprise
Journal of Glaciology	0022-1430	International Glaciological Society	1	Print + Online	Saskatoon
Journal of Hydraulic Engineering	0733-9429	American Society of Civil Engineers (ASCE)	1	Print	Burlington
Journal of Ocean Technology	1718-3200	Fisheries and Marine Institute of Memorial University of Newfoundland	1	Print + Online	Downsview
Journal of Soil and Water Conservation	1941-3300	Soil and Water Conservation Society	1	Online	NCR
Journal of the American Water Works Association	0003-150X	American Water Works Association	1	Print + Online	Burlington
Journal of the Mathematical Society of Japan	0025-5645	Mathematical Society of Japan	1	Print + Online	Downsview
Journal of the Meteorological Society of Japan	0026-1165	Meteorological Society of Japan	1	Print + Online	Downsview
Journal of Weather Modification	0739-1781	Weather Modification Association	1	Print	Downsview
La Recherche	0029-5671	Sophia Publications	1	Print + Online	Montreal

L'Actualite	0383-8714	Editions Rogers Media	1	Print	Burlington
Law of Climate Change in Canada	1920-695X	Canada Law Book	2	Print	Downsview, NCR
L'Express	0823-163X	Toronto Express Inc.	2	Print	Downsview, Burlington
Library Resources and Technical Services	0024-2527	American Library Association	1	Print	Downsview
Living Safety	1200-2275	Canada Safety Council	1	Print	Downsview
Location Identifiers	0364-5282	Federal Aviation Administration	1	Print	Downsview
Macleans Magazine	0024-9262	Editions Rogers Media	1	Print	Burlington
Magazine Maritime	1201-5415	Escale / Revue Maritime	1	Print	Montreal
Maison du 21e Siecle	1488-4712	Maison du 21e Siecle	1	Print	Montreal
Marine and Freshwater Research	1323-1650	CSIRO Publishing	1	Online	Burlington
Mausam	0252-9416	Prints India	1	Print	Downsview
Meteorological Monographs of the American Meteorological Society	0065-9401	American Meteorological Society	1	Print	Downsview
Meteorological Service for International Air Navigation		International Civil Aviation Organization	1	Print	Downsview
Meteorological Society of New Zealand newsletter	0111-1736	Meteorological Society of New Zealand	1	Print	Downsview
Meteorologie	0026-1181	Societe Meteorologique de France	1	Print	Downsview
Meteorologische Zeitschrift	0941-2948	Schweizerbart'sche	1	Print	Downsview
Metrologist magazine		NCSL International	1	Print	Downsview
Mining People and Environment	0969-4218	Aspermont	1	Print + Online	Vancouver
Museologies - Cahiers d'Etudes Superieures	1718-5181	Institut du Patrimoine, Université du Québec à Montréal	1	Print	Montreal
N.B. Naturalist	0047-9551	New Brunswick Federation of Naturalists	1	Print	Dartmouth
National Fisherman	0027-9250	Diversified Business Comm.	1	Print	Vancouver
National Geographic - Edition Francaise	1297-1715	Prisma Presse	1	Print	Montreal
National Weather Association Newsletter	0271-1044	National Weather Association	2	Print	Downsview, Edmonton
National Weather Digest	0271-1052	National Weather Association	2	Print	Downsview, Edmonton
National Wetlands Newsletter	0164-0712	Environmental Law Institute	1	Print	Dartmouth
Natural Areas Journal	0885-8608	Natural Areas Association	1	Print	Ste Foy
Naturaliste Canadien	0028-0798	Societe Provancher d'Histoire Naturelle	1	Print	Montreal

Nature Alberta		Federation of Alberta Naturalists	1	Print	Edmonton
Nature Views	1207-5450	Nature Saskatchewan	1	Print	Saskatoon
NCSL International Measure	1931-5775	NCSL International	1	Print	Downsview
					Downsview, Vancouver, Edmonton, Saskatoon, Burlington
New Scientist	0262-4079	Reed Business Info	5	Print	
Newsletter of the American Shore and Beach Preservation Association		American Shore and Beach Preservation Association	1	Online	Burlington
North American Bird Bander	0363-8979	Western Bird Banding Association	2	Print	Edmonton, Delta
North American Bird Bander	0363-8979	Eastern Bird Banding Association	1	Print	Ste Foy
North American Birds	1525-3708	American Birding Association	1	Print	Saskatoon
Northern Miner	0029-3164	Business Information Group (Northern Miner)	1	Print	Vancouver
Northwest Science	0029-344X	Northwest Scientific Association	1	Print	Delta
Nova Scotia Birds		Nova Scotia Bird Society	1	Print	Dartmouth
Observer's Handbook - Royal Astronomical Society of Canada	0080-4193	Royal Astronomical Society of Canada	1	Print	Downsview
OHS Occupational Health and Safety Canada	0827-4576	Business Information Group (OHS Canada)	2	Print	Downsview, Vancouver
Opflow	0149-8029	American Water Works Association	1	Print + Online	Burlington
Ormis Fennica	0030-5685	BirdLife Finland	1	Print	Saskatoon
Ornithological Newsletter	0274-564X	Ornithological Society of North America	1	Print	Edmonton
Osprey	0710-4847	Natural History Society of Newfoundland and Labrador	1	Print	Dartmouth
Pacific Fishing	0195-6515	Pacific Fishing	1	Print	Vancouver
PCWorld	0737-8939	PCW Communications	1	Print	Downsview
Pêche Impact : le journal des pêches	0838-4959	Pêche Impact	1	Print	Montreal
Photogrammetric Engineering and Remote Sensing	0099-1112	American Society for Photogrammetry and Remote Sensing	1	Print	Downsview
Physical Geography	0272-3646	Bellwether	1	Print + Enterprise	Downsview

Physics in Canada	0031-9147	Canadian Association of Physicists	1	Print	Downsview	
Policy Options	0226-5893	Institute for Research on Public Policy	1	Print + Online	Downsview	
Pollution Atmospherique	0032-3632	Revue Pollution Atmospherique	1	Print	Downsview	
Pour la Science	0153-4092	Pour la Science	1	Print	Downsview	
Prairie Naturalist	0091-0376	Great Plains Natural Science Society	1	Print	Saskatoon	
Proceedings Eastern Snow Conference	0424-1932	Eastern Snow Conference	1	Print	Downsview	
Proceedings of the International Symposia on Remote Sensing and Global Environmental Change	1068-9281	United Nations Environmental Program	1	Print	Downsview	
Proceedings of the Western Snow Conference	0161-0589	Western Snow Conference	1	Print	Downsview	
Protegez-Vous	0701-8517	Office de la protection du consommateur	1	Print	Ste Foy	
Public Accounts of Canada - Department of Public Finance	0319-3306	Canadian Government Publishing	1	Print	Downsview	
Publications in Climatology	0160-9599	David R. Legates	1	Print	Downsview	
Pulp and Paper Canada	0316-4004	Business Information Group	1	Print	Downsview	
Pulp and Paper Canada Annual Mill Directory		Business Information Group	1	Online	Downsview	
Quebec Oiseaux	0843-9656	Quebec Oiseaux	1	Print	Ste Foy	
Quebec Science	0021-6127	Velo Quebec Editions	2	Print	Dorval, Montreal	
Quill and Quire	0033-6491	Quill and Quire	1	Print	Downsview	
Recherches Amerindiennes au Quebec	0318-4137	Recherches Amerindiennes au Quebec	1	Print	Ste Foy	
Reference and User Services Quarterly	1094-9054	American Library Association	1	Online	Downsview	
Renewable Resources Journal	0738-6532	Renewable Natural Resources Foundation	1	Print	Downsview	
Saving Land	2159-2918	Land Trust Alliance	1	Print	Ste Foy	
Science et Vie	0036-8369	Mondadori France	2	Print	Downsview, Montreal	
Sciences et Avenir avec Hors Series	0036-8636	Sciences et Avenir	1	Print	Montreal	
Scientific American	0036-8733	Scientific American	2	Print	Dorval, Downsview	
Seabird	0267-9310	The Seabird Group	1	Print	Ste Foy	

Shore and Beach Journal	0037-4237	American Shore and Beach Preservation Association	1	Print	Burlington	
Silnews		International Association of Theoretical and Applied Limnology	1	Print	Burlington	
Soil Science	0038-075X	Lippincott Williams & Wilkins	1	Print	NCR	
State of the World Library Subscription	0887-364X	WW Norton	1	Print	NCR	
Statistical Abstract of the United States	0081-4741	Bernan	1	Print	Downsview	
Streamline		American Water Works Association	1	Online	Burlington	
Studies in Avian Biology	0197-9922	Cooper Ornithological Society	1	Print	Edmonton	
Technology Review - MIT	1099-274X	Massachusetts Institute of Technology	1	Print	Downsview	
Travail et Sante	0829-0369	Travail et Sante	1	Print	Ste Foy	
UKSG eNews	2048-7746	United Kingdom Serials Group	1	E-mail	Burlington	
United States Government Manual	0092-1904	Bernan	1	Print + Online	Downsview	
Vecteur Environnement	1200-670X	Reseau Environnement	1	Print	Ste Foy	
Victoria Naturalist	0049-612X	Victoria Natural History Society	1	Print	Delta	
Wader Study Group Bulletin	0260-3799	Wader Study Group	1	Print	Saskatoon	
Waste Age	0043-1001	Penton Media	1	Print	Downsview	
Water 21	1561-9508	International Water Association (IWA)	1	Print + Online	Burlington	
Water and Wastewater Treatment	1759-5932	Faversham House Group	1	Print	Burlington	
Water Environment and Technology	1044-9493	Water Environment Federation	1	Print	Burlington	
Water News	0821-0233	Canadian Water Resources Association	2	Print	Calgary, Saskatoon	
Water Quality Research Journal of Canada	1201-3080	International Water Association (IWA)	1	Print + Online	Saskatoon	
Waterbirds	1524-4695	Waterbird Society	1	Print	Saskatoon	
Weather and Climate	0111-5499	Meteorological Society of New Zealand	1	Print	Downsview	
Weather, Climate and Society	1948-8327	American Meteorological Society	1	Print	Downsview	
Western Birds	0160-1121	Western Field Ornithologists	2	Print	Saskatoon, Delta	

Western Canadian Game Warden	1921-5150	Western Canadian Game Warden	1	Print	Dartmouth	
Wildlife Biology	0909-6396	Nordic Council of Wildlife Research	1	Print	Saskatoon	
Wind Engineering	0309-524X	Multi Science	1	Print + Enterprise	Downsview	
Windpower Monthly	0109-7318	Haymarket	1	Print	Downsview	
Windswept	1098-7215	Mount Washington Observatory	1	Print	Downsview	
Workplace Health and Safety	2165-0799	Slack	1	Enterprise	Dartmouth	
World Birdwatch	0144-4476	Birdlife International	1	Print	Delta	

APPENDIX 2

DELIVERY OF PUBLICATIONS

The locations below represent the delivery points for the EC Library and are subject to change by number and locations. Any change will be notified to the Contractor by the Contracting Authority.

Library	Street Address	City	Province	Postal Code
Environment Canada Library	Queen Square 5th Floor, 45 Alderney Drive	Dartmouth	NS	B2Y 2N6
Environment Canada Library	5421 Robertson Rd, RR1	Delta	BC	V4K 3N2
Canadian Meteorological Centre	Library, 2121 Trans-Canada Hwy, Suite 500	Dorval	PQ	H9P 1J3
Environment Canada Library Downsview	4905 Dufferin Street	Toronto	ON	M3H 5T4
Bibliothèque d'Environnement Canada	801-1550 D'Estimauville Avenue	Québec	PQ	G1J 0C3
Bibliothèque d'Environnement Canada	105 rue McGill, 2e étage	Montreal	PQ	H2Y 2E7
Environment Canada Library	Canada Centre for Inland Waters, PO Box 5050, 867 Lakeshore Road	Burlington	ON	L7R 4A6
Environment Canada Library	National Hydrology Research Centre, 11 Innovation Blvd.	Saskatoon	SK	S7N 3H5
Environment Canada Library	401 Burrard Street, Suite 201	Vancouver	BC	V6C 3S5
Environment Canada Library	2nd Floor, Place Vincent Massey 351 St. Joseph Blvd.	Gatineau	PQ	K1A 0H3