

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 IP 4000 PRINTER MAINTENANCE	
Solicitation No. - N° de l'invitation EN869-121155/B	Date 2012-08-13
Client Reference No. - N° de référence du client 20121155	
GETS Reference No. - N° de référence de SEAG PW-\$SEJ-404-24728	
File No. - N° de dossier 404ej.EN869-121155	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2012-09-19	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: Roy-Laflèche, Johanne	Buyer Id - Id de l'acheteur 404ej
Telephone No. - N° de téléphone (819) 956-1142 ()	FAX No. - N° de FAX (819) 956-1156
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: Specified Herein Précisé dans les présentes	

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

Acquisition Branch, STAMS, ITSPD / Direction générale
des acquisitions, SGAST, DASIT
Computer Hardware Division
Div. de l'équipement informatique
Place du Portage, Phase III, 4C2
11 Laurier Street/11, rue Laurier
Gatineau
Québec
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

THIS DOCUMENT CONTAINS A SECURITY REQUIREMENT.

BID SOLICITATION

HARDWARE MAINTENANCE

FOR IP 4000 PRINT LINE SYSTEMS

FOR PUBLIC WORKS AND GOVERNMENT SERVICES CANADA

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List of Annexes to the Resulting Contract:

Annex A	Statement of Work
Appendix A	Evaluation of Mandatory Criteria
Annex B	Equipment List and Pricing
Annex C	Security Requirements Check List

Bidder Forms:

- Form 1 - Bid Submission Form
- Form 2 - Federal Contractors Program for Employment Equity (FCP EE) Certification
- Form 3 - OEM Certification Form
- Form 4 - Consent to a Criminal Record Verification
- Form 5 - Mandatory Certifications

THIS DOCUMENT CONTAINS A SECURITY REQUIREMENT.**BID SOLICITATION****HARDWARE MAINTENANCE****FOR IP 4000 PRINT LINE SYSTEMS****FOR PUBLIC WORKS AND GOVERNMENT SERVICES CANADA****PART 1 - GENERAL INFORMATION****1.1 Introduction**

The bid solicitation and resulting contract document is divided into seven parts plus 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 and states that the Bidder agrees to be bound by the clauses and conditions contained in all parts of 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, if applicable, and the basis of selection;
- Part 5 Certifications: includes the certifications to be provided;
- Part 6 Security, Financial and Other Requirements: includes specific requirements that must be addressed by bidders; and
- Part 7 Resulting Contract Clauses: includes the clauses and conditions that will apply to any resulting contract.

The annexes include the Statement of Work, Mandatory Criteria, List of Equipment and Pricing, and Security Requirement Check List (SRCL).

1.2 Summary

This bid solicitation is being issued to satisfy the requirement of Public Works and Government Services Canada/Information Technology and Services Branch (PWGSC/ITSB) for on-site hardware maintenance services for its IP 4000 High Speed Print Line systems and related equipment at various locations in Canada. It is intended to result in the award of a contract for a two (2) year period, plus three (3) irrevocable options allowing Canada to extend the term of the contract.

There is a security requirement associated with this requirement. For additional information, see Part 6 - Security, Financial and Other Requirements and Part 7 - Resulting Contract Clauses. Bidders should consult the "Security Requirements on PWGSC Bid Solicitations - Instructions for Bidders" document on the Departmental Standard Procurement Documents (<http://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) Website.

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The requirement is subject to the provisions of the World Trade Organization Agreement on Government Procurement (WTO-AGP), the North American Free Trade Agreement (NAFTA), the Canada-Chile Free Trade Agreement (CCFTA), and the Agreement on Internal Trade (AIT).

1.3 Communications Notification

As a courtesy, the Government of Canada requests that successful bidders notify the Contracting Authority in advance of their intention to make public an announcement related to the award of a contract.

1.4 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

2.1 Standard Instructions, Clauses and Conditions

- (a) All instructions, clauses and conditions identified in the bid solicitation by number, date and title are set out in the Standard Acquisition Clauses and Conditions Manual issued by Public Works and Government Services Canada (PWGSC).
- (b) 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.
- (c) The 2003 (**2012-07-11**) Standard Instructions - Goods or Services - Competitive Requirements are incorporated by reference into and form part of the bid solicitation. If there is a conflict between the provisions of 2003 and this document, this document prevails.
- (d) Subsection 5.4 of Standard Instructions - Goods or Services - Competitive Requirements 2003 is amended as follows:
 - (i) Delete: sixty (60) days
 - (ii) Insert: one hundred and twenty (120) days

2.2 Submission of Bids

- (a) Bids must be submitted only to Public Works and Government Services Canada Bid Receiving Unit by the date, time and place indicated on page 1 of the bid solicitation.
- (b) Due to the nature of the bid solicitation, bids transmitted by facsimile or electronic mail to Public Works and Government Services Canada will not be accepted.

2.3 Enquiries - Bid Solicitation

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

2.4 Applicable Laws

- (a) Any resulting contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario.
- (b) A bidder may, at its discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of its 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 Bidder.

Note to Bidders: Bidders are requested to indicate the Canadian province or territory they wish to apply to any resulting contract in their Bid Submission Form.

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2.5 Improvement of Requirement During Solicitation Period

Should bidders consider that the specifications or Statement of Work contained in the bid solicitation could be improved technically or technologically, bidders are invited to make suggestions, in writing, to the Contracting Authority named in the bid solicitation. Bidders must clearly outline the suggested improvement as well as the reasons for the suggestion. Suggestions that do not restrict the level of competition nor favor a particular bidder will be given consideration provided they are submitted to the Contracting Authority in accordance with the article entitled "Enquiries - Bid Solicitation". Canada will have the right to accept or reject any or all suggestions.

PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

- (a) Canada requests that bidders provide their bid in separately bound sections as follows:

- (i) Section I: Technical Bid three (3) hard copies and two (2) soft copy on CD;
- (ii) Section II: Financial Bid (2) two hard copies, and one (1) soft copy on CD.
- (iii) Section III: Certifications two (2) hard copies.

If there is a discrepancy between the wording of the soft copy and the hard copy, the wording of the hard copy will have priority over the wording of the soft copy.

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

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

- (i) use 8.5 x 11 inch (216 mm x 279 mm) paper;
- (ii) use a numbering system that corresponds to the bid solicitation;
- (iii) include a title page at the front of each volume of the bid that includes the title, date, bid solicitation number, bidder's name and address and contact information of its representative; and
- (iv) include a table of contents.

- (c) Multiple bids from the same bidder are not permitted in response to this bid solicitation. Each bidder must submit only a single bid. For the purpose of this bid solicitation, individual members of a joint venture bidding in their own capacity are not considered the same bidder as a joint venture in which they form a part. If any bidder submits more than one bid, Canada will choose in its discretion which bid to consider.

3.2 Section I: Technical Bid

- (a) In their technical bid, bidders must demonstrate their understanding of the requirements contained in the bid solicitation and explain how they will meet these requirements. Bidders must demonstrate their capability in a thorough, concise and clear manner for carrying out the work. The technical bid must address clearly and in sufficient depth the points that are subject to the evaluation criteria against which the bid will be evaluated. Simply repeating the statement contained in the bid solicitation is not sufficient. In order to facilitate the evaluation of the bid, Canada requests that bidders address and present topics in the order of the evaluation criteria under the same headings. To avoid duplication, bidders may refer to different sections of their bids by identifying the specific paragraph and page number where the subject topic has already been addressed.

- (b) The technical bid consists of the following:

- (i) **Bid Submission Form:** Bidders are requested to include the Bid Submission Form with their bids. It provides a common form in which bidders can provide information required for evaluation and contract award, such as a contact name, the Bidder's Procurement Business Number, the Bidder's status under the Federal Contractors Program for Employment Equity, etc. Using the form to provide this information is not mandatory, but it is recommended. If Canada determines that the information required by the Bid Submission Form is incomplete or requires correction, Canada will provide the Bidder with an opportunity to do so.

- (ii) **Substantiation of Technical Compliance Form:** The technical bid must substantiate the compliance of the Bidder and its proposed solution and products with the specific articles of Annex A (Statement of Work) and Appendix A (Mandatory Criteria) identified in the Substantiation of Technical Compliance Form, which is the requested format for providing the substantiation. The Substantiation of Technical Compliance Form is not required to address any parts of this bid solicitation not referenced in the form. The substantiation must not simply be a repetition of the requirement(s), but must explain and demonstrate how the Bidder will meet the requirements and carry out the required Work. Simply stating that the Bidder or its proposed solution or product complies is not sufficient. Where Canada determines that the substantiation is not complete, the Bidder will be considered non-responsive and disqualified. The substantiation may refer to additional documentation submitted with the bid - this information can be referenced in the "Reference" column of the Substantiation of Technical Compliance Form, where bidders are requested to indicate where in the bid the reference material can be found, including the title of the document, and the page and paragraph numbers; where the reference is not sufficiently precise, Canada may request that the Bidder direct Canada to the appropriate location in the documentation.
- (iii) **Description of the Bidder's Maintenance and Support Services:** The Bidder must include a description of its maintenance and support services for the hardware maintenance and software support services, which must be consistent with all the requirements described in the Resulting Contract Clauses, including the Statement of Work. At a minimum, the Bidder must describe its:
- (A) Problem reporting and response procedures;
 - (B) Escalation procedures; and
 - (C) Any enhancements to the basic requirements that the Bidder is offering.
- The Bidder may also describe any other information it considers relevant.

3.3 Section II: Management Bid

The Management Bid consists of the following:

- (a) **Corporate Profile:** The Bidder is requested to provide a corporate profile, which should include an overview of the Bidder and any subcontractors, and/or authorized agents of the Bidder that would be involved in the performance of the Work on the Bidder's behalf. The Bidder is requested to provide a brief description of its size, corporate structure, years in business, business activities, major customers, number of employees and their geographic presence. This information is requested for information purposes only and will not be evaluated.
- (b) **Description of Experience with Previous Similar Projects:** The bid must include a description of two (2) different previous similar projects that the Bidder has completed by the bid closing date (if the bid includes descriptions of more than this number of projects, Canada will decide in its discretion which ones to evaluate). For this requirement:
- (i) The description of each similar project must, at a minimum, include the name and either the telephone number or e-mail address for a customer reference who must confirm, when requested by PWGSC, the information provided by the Bidder. Bidders are also requested to include the title of the contact person. If there is a conflict between the information provided by the customer reference and the bid, the information provided by the customer reference will be evaluated instead of the information in the bid. If the named individual is unavailable when required during the evaluation period, the Bidder may provide the name and contact information of an alternate contact from the same customer.
 - (ii) A project will be considered "similar" to the Work to be performed under the resulting contract if as detailed in Annex A..

- (iii) The project must have been completed by the Bidder itself (and does not include the experience of any proposed subcontractor or any affiliate of the Bidder). However, several entities may combine their experience by submitting a bid as a joint venture; in that case, the bid can describe the previous experience of one or more joint venture members to meet the experience requirement - that is, one similar project could be described for one joint venture member and another different project could be described for another joint venture member, as long as the total number of projects is met (if two members of the joint venture worked on the same project, it will only be counted once).

3.4 Section III: Financial Bid

- (a) **Pricing:** Bidders must submit their financial bid in accordance with the Annex B. The total amount of Goods and Services Tax or Harmonized Sales Tax must be shown separately, if applicable. Unless otherwise indicated, bidders must include a single, firm, all-inclusive price quoted in Canadian dollars in each cell requiring an entry in the pricing tables.
- (b) **All Costs to be Included:** The financial bid must include all costs for the requirement described in the bid solicitation for the entire Contract Period, including any option years. The identification of all necessary equipment, software, peripherals, cabling and components required to meet the requirements of the bid solicitation and the associated costs of these items is the sole responsibility of the Bidder.
- (c) **Blank Prices:** Bidders are requested to insert "\$0.00" for any item for which it does not intend to charge or for items that are already included in other prices set out in the tables. If the Bidder leaves any price blank, Canada will treat the price as "\$0.00" for evaluation purposes and may request that the Bidder confirm that the price is, in fact, \$0.00. No bidder will be permitted to add or change a price as part of this confirmation. Any bidder who does not confirm that the price for a blank item is \$0.00 will be declared non-responsive.
- (d) **SACC Manual Clauses**
- (i) C3010T (2010-01-11), Exchange Rate Fluctuation

3.5 Section IV: Certifications

Bidders must submit the certifications required under Part 5.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

- (a) Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria. There are several steps in the evaluation process, which are described below. Even though the evaluation and selection will be conducted in steps, the fact that Canada has proceeded to a later step does not mean that Canada has conclusively determined that the Bidder has successfully passed all the previous steps. Canada may conduct steps of the evaluation in parallel.
- (b) An evaluation team composed of representatives of the Client and PWGSC will evaluate the bids on behalf of Canada. Canada may hire any independent consultant, or use any Government resources, to evaluate any bid. Not all members of the evaluation team will necessarily participate in all aspects of the evaluation.
- (c) In addition to any other time periods established in the bid solicitation:
 - (i) **Requests for Clarifications:** If Canada seeks clarification or verification from the Bidder about its bid, the Bidder will have 2 working days (or a longer period if specified in writing by the Contracting Authority) to provide the necessary information to Canada. Failure to meet this deadline will result in the bid being declared non-responsive.
 - (ii) **Extension of Time:** If additional time is required by the Bidder, the Contracting Authority may grant an extension in his or her sole discretion.

4.2 Technical Evaluation - Mandatory Technical Criteria:

- (a) Each bid will be reviewed to determine whether it meets all mandatories in the Statement of Work, Annex A and Mandatory Criteria, Appendix A of the bid solicitation. All elements of the bid solicitation that are mandatory requirements are identified specifically with the words "must" or "mandatory". Bids that do not comply with each and every mandatory requirement will be considered non-responsive and be disqualified.

4.3 Financial Evaluation

- (a) The Financial Proposal should be a separately bound part of the Bidder's proposal and should be the only part containing pricing information.
- (b) The Financial Proposal must include the pricing table provided as Annex B to this solicitation. The completed pricing table must include a price for every item in the pricing table.
- (c) The Financial Proposal must identify all costs for the requirement described in this solicitation for the entire contract period, including any option year periods. The identification of all necessary equipment, software, peripherals, cabling and components required to meet the requirements of this solicitation and the associated prices of these items are the sole responsibility of the Bidder. Failure to meet or adequately address the requirements will render the Bidder's proposal non-compliant.
- (d) All prices must be in Canadian dollars, FOB destination if applicable, include all shipping and handling charges to destination (Canada Customs duties and excise taxes included if applicable), Goods and Services Tax (GST) and Harmonized Sales Tax (HST) extra.

4.4 Basis of Selection

- (a) A bid must comply with the requirements of the bid solicitation and meet all mandatory criteria to be declared responsive. The responsive bid with the lowest evaluated price as per Annex B will be recommended for award of a contract.

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- (b) Bidders should note that all contract awards are subject to Canada's internal approvals process, which includes a requirement to approve funding in the amount of any proposed contract. Despite the fact that the Bidder may have been recommended for contract award, a contract will only be awarded if internal approval is granted according to Canada's internal policies. If approval is not granted, no contract will be awarded.

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 in accordance with the articles below.

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 Contracting Authority will have the right to ask for additional information to verify 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 Contracting Authority for additional information will also render the bid non-responsive.

The certifications listed in Form 5 must be completed and submitted with the bid.

5.1 Code of Conduct Certifications - Consent to a Criminal Record Verification

- (a) Bidders **must** submit with their bid, **by the bid solicitation closing date**:
- (i) a complete list of names of all individuals who are currently directors of the Bidder;
 - (ii) a properly completed and signed form Consent to a Criminal Record Verification (PSGSC-TPSGC 229), for each individual named in the list. **Refer to Form 4.**

5.2 Certifications Precedent to Contract Award

The certifications listed below **should** be completed and submitted with the bid, but may be submitted afterwards. If any of these required certifications is not completed and 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 Contracting Authority and meet the requirement within that time period will render the bid non-responsive.

5.3 Federal Contractors Program - Certification

- (a) The Federal Contractors Program for Employment Equity (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 is subject to the FCP, evidence of its commitment must be provided before the award of the Contract.
- (b) 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 Contract 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 fewer than 100 employees. Any bids from ineligible contractors will be declared non-responsive.
- (c) If the Bidder does not fall within the exceptions enumerated in (d)(i) or (ii) 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.

- (d) Each bidder is requested to indicate in its bid whether it is:
- (i) not subject to FCP, having a workforce of fewer than 100 permanent full or part-time permanent employees, or temporary employees having worked 12 weeks or more in Canada;
 - (ii) not subject to FCP, being a regulated employer under the *Employment Equity Act*, S.C. 1995, c. 44;
 - (iii) subject to the requirements of FCP, because it has a workforce of 100 or more permanent full or part-time permanent employees, or temporary employees having worked 12 weeks or more in Canada, but it has not previously obtained a certificate number from HRSD (because it has not bid before on requirements of \$200,000 or more), in which case a duly signed certificate of commitment is required from the Bidder; or
 - (iv) subject to FCP, and has a valid certification number (i.e., has not been declared an ineligible contractor by HRSDC).
- (e) Further information on the FCP is available on the following HRSDC Website:
<http://www.hrsdc.gc.ca/en/gateways/topics/wzp-gxr.shtml>.

Note to Bidders: Bidders are requested to use the Bid Submission Form to provide information about their status under this program. For a joint venture bidder, this information must be provided for each member of the joint venture.

5.4 Former Public Servant Certification

- (a) Contracts with former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny and reflect fairness in spending public funds. In order to comply with Treasury Board policies and directives on contracts with FPS, bidders must provide the information required below.
- (b) For the purposes of this clause,
- (i) **"former public servant"** means a former member of a department as defined in the *Financial Administration Act*, R.S., 1985, c. F-11, a former member of the Canadian Armed Forces or a former member of the Royal Canadian Mounted Police and includes:
 - (A) an individual;
 - (B) an individual who has incorporated;
 - (C) a partnership made of former public servants; or
 - (D) a sole proprietorship or entity where the affected individual has a controlling or major interest in the entity.
 - (ii) **"lump sum payment period"** means the period measured in weeks of salary, for which payment has been made to facilitate the transition to retirement or to other employment as a result of the implementation of various programs to reduce the size of the Public Service. The lump sum payment period does not include the period of severance pay, which is measured in a like manner.
 - (iii) **"pension"** means, in the context of the fee abatement formula, a pension or annual allowance paid under the *Public Service Superannuation Act* (PSSA), R.S., 1985, c. P-36, and any increases paid pursuant to the *Supplementary Retirement Benefits Act*, R.S. 1985, c. S-24 as it affects the PSSA. It does not include pensions payable pursuant to the *Canadian Forces Superannuation Act*, R.S., 1985, c. C-17, the *Defence Services Pension Continuation Act*, 1970, c. D-3, the *Royal Canadian Mounted Police Pension*

Continuation Act, 1970, c. R-10, and the Royal Canadian Mounted Police Superannuation Act, R.S., 1985, c. R-11, the Members of Parliament Retiring Allowances Act, R.S., 1985, c. M-5, and that portion of pension payable to the Canadian Pension Plan Act, R.S., 1985, c. C-8.

- (c) If the Bidder is an FPS in receipt of a pension as defined above, the Bidder must provide the following information:
- (i) name of former public servant;
 - (ii) date of termination of employment or retirement from the Public Service.
- (d) If the Bidder is an FPS who received a lump sum payment pursuant to the terms of a work force reduction program, the Bidder must provide the following information:
- (i) name of former public servant;
 - (ii) conditions of the lump sum payment incentive;
 - (iii) date of termination of employment;
 - (iv) amount of lump sum payment;
 - (v) rate of pay on which lump sum payment is based;
 - (vi) period of lump sum payment including start date, end date and number of weeks; and
 - (vii) number and amount (professional fees) of other contracts subject to the restrictions of a work force reduction program.
- (e) For all contracts awarded during the lump sum payment period, the total amount of fee that may be paid to a FPS who received a lump sum payment is \$5,000, including the Goods and Services Tax or Harmonized Sales Tax.
- (f) By submitting a bid, the Bidder certifies that the information submitted by the Bidder in response to the above requirements is accurate and complete.

Note to Bidders: Bidders are requested to provide the information required by this clause in their Bid Submission Form.

5.5 OEM Certification

- (a) Any Bidder that is not the Original Equipment Manufacturer (OEM) for every item of hardware proposed as part of its bid is required to submit the OEM's certification regarding the Bidder's authority to provide and maintain the OEM's hardware, which must be signed by the OEM (not the Bidder). No Contract will be awarded to a Bidder who is not the OEM of the hardware it proposes to supply to Canada, unless the OEM certification has been provided to Canada. Bidders are requested to use the OEM Certification Form included with the bid solicitation. Although all the contents of the OEM Certification Form are required, using the form itself to provide this information is not mandatory. For Bidders/OEMs who use an alternate form, it is in Canada's sole discretion to determine whether all the required information has been provided.
- (b) If the hardware proposed by the Bidder originates with multiple OEMs, a separate OEM certification is required from each OEM.
- (c) For the purposes of this bid solicitation, OEM means the manufacturer of the hardware, as evidenced by the name appearing on the hardware, on all accompanying documentation, on mandatory certification reports.

PART 6 - SECURITY, FINANCIAL AND OTHER REQUIREMENTS

6.1 Security Requirement

- (a) At the date of bid closing, the following conditions must be met:
- (i) the Bidder must hold a valid organization security clearance as indicated in Part 7 - Resulting Contract Clauses;
 - (ii) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work site(s) must meet the security requirement as indicated in Part 7 - Resulting Contract Clauses; and
 - (iii) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites.
- (b) Canada will not delay the award of any contract to allow bidders to obtain the required clearance.
- (c) For additional information on security requirements, bidders should consult the "Security Requirements for PWGSC Bid Solicitations - Instructions to Bidders" document on the Departmental Standard Procurement Documents Website.
- (d) In the case of a joint venture bidder, each member of the joint venture must meet the security requirements.

6.2 Financial Capability

- (a) SACC Manual clause A9033T (2012-07-16) Financial Capability; except that subsection 3 is deleted and replaced with the following: "If the Bidder is a subsidiary of another company, then any financial information required by the Contracting Authority in 1(a) to (f) must be provided by each level of parent company, up to and including the ultimate parent company. The financial information of a parent company does not satisfy the requirement for the provision of the financial information of the Bidder; however, if the Bidder is a subsidiary of a company and, in the normal course of business, the required financial information is not generated separately for the subsidiary, the financial information of the parent company must be provided. If Canada determines that the Bidder is not financially capable but the parent company is, or if Canada is unable to perform a separate assessment of the Bidder's financial capability because its financial information has been combined with its parent's, Canada may, in its sole discretion, award the contract to the Bidder on the condition that the parent company grant a performance guarantee to Canada."
- (b) In the case of a joint venture bidder, each member of the joint venture must meet the financial capability requirements.

PART 7 - RESULTING CONTRACT CLAUSES

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

7.1 Requirement

- (a) _____ (the "**Contractor**") agrees to supply to the Client the goods and services described in the Contract, including the Statement of Work in accordance with, and at the prices set out in, the Contract. This includes:
- (i) providing maintenance and support services for the Hardware during the Hardware Maintenance Period.
- (b) **Client:** Under the Contract, the "**Client**" is Public Works and Government Services Canada (PWGSC).
- (c) **Reorganization of Client:** The Contractor's obligation to perform the Work will not be affected by (and no additional fees will be payable as a result of) the renaming, reorganization, reconfiguration, or restructuring of any Client. The reorganization, reconfiguration and restructuring of the Client includes the privatization of the Client, its merger with another entity, or its dissolution, where that dissolution is followed by the creation of another entity or entities with mandates similar to the original Client.
- (d) **Defined Terms:** Words and expressions defined in the General Conditions or Supplemental General Conditions and used in the Contract have the meanings given to them in the General Conditions or Supplemental General Conditions. Also, the following words and expressions have the following meanings:
- (i) any reference to a "**deliverable**" or "**deliverables**" includes the Hardware, the license to use the Licensed Software (the Licensed Software itself is not a deliverable, because the Licensed Software is only being licensed under the Contract, not sold or transferred) and the Leased Hardware.

7.2 Standard Clauses and Conditions

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

- (a) **General Conditions:**
- (i) 2035 (2012-07-16), General Conditions - Higher Complexity - Services, apply to and form part of the Contract.
- (b) **Supplemental General Conditions:**
- The following Supplemental General Conditions:
- (i) 4001, (2010-08-16) Supplemental General Conditions - Hardware Purchase, Lease and Maintenance;

7.3 Security Requirement

- (a) The Contractor must, at all times during the performance of the Contract, hold a valid Designated Organization Screening (DOS), issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).

- (b) The Contractor personnel requiring access to PROTECTED information, assets or sensitive work site(s) must EACH hold a valid RELIABILITY STATUS, granted or approved by CISD/PWGSC.
- (c) The Contractor MUST NOT remove any PROTECTED information or assets from the identified work site(s), and the Contractor must ensure that its personnel are made aware of and comply with this restriction.
- (d) Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/PWGSC.
- (e) The Contractor must comply with the provisions of the:
 - (i) Security Requirements Check List and security guide (if applicable), attached at Annex C;
 - (ii) Industrial Security Manual (Latest Edition).

7.4 Contract Period

- (a) **Contract Period:** The "**Contract Period**" is the entire period of time during which the Contractor is obliged to perform the Work, which includes:
 - (i) The "**Initial Contract Period**", which begins on the date the Contract is awarded and ends 2 years later;
 - (ii) The period during which the Contract is extended, if Canada chooses to exercise any options set out in the Contract.
- (b) **Option to Extend the Contract:**
 - (i) The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to three additional one-year period(s) under the same terms and conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions set out in the Basis of Payment.
 - (ii) Canada may exercise this option at any time by sending a written notice to the Contractor at least 30 calendar days before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced, for administrative purposes only, through a contract amendment.

7.5 Authorities

(a) Contracting Authority

The Contracting Authority for the Contract is:

Name: Johanne Roy-Lafleche
 Title: Supply Team Leader
 Department: Public Works and Government Services Canada
 Sector: Acquisitions Branch
 Directorate: Service and Technology Acquisition Management Sector
 Address: 11 Laurier Street, Place du Portage, Phase III, 4C2
 Telephone: 819 956-1142
 Facsimile: 819 956-1156
 E-mail address: johanne.roy-lafleche@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.

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(b) **Technical Authority** (to be inserted at time of award)

The Technical Authority for the Contract is:

Name: _____
Title: _____
Organization: _____
Address: _____
Telephone: _____
Facsimile: _____
E-mail address: _____

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

(c) **Contractor's Representative** (to be inserted at time of award)

Name: _____
Title: _____
Organization: _____
Address: _____
Telephone: _____
Facsimile: _____
E-mail address: _____

7.6 Payment

(a) **Basis of Payment**

- (i) **Hardware Maintenance:** For maintenance of the Hardware in accordance with the Contract, Canada will pay the Contractor, in arrears, the firm monthly price set out in Annex B, FOB destination, including all customs duties, GST/HST extra.

Estimated Cost: \$ _____

- (ii) **Optional Hardware Maintenance:** If Canada exercises its option to extend the Hardware Maintenance, Canada will pay the Contractor monthly in arrears, the firm monthly price set out in Annex B, FOB destination, including all customs duties, GST/HST extra.

Estimated Cost: \$ _____

- (iii) **GST/HST:** Estimated Cost: \$ _____

- (iv) **Competitive Award:** The Contractor acknowledges that the Contract has been awarded as a result of a competitive process. No additional charges will be allowed to compensate for errors, oversights, misconceptions or underestimates made by the Contractor when bidding for the Contract.

- (v) **Purpose of Estimates:** All estimated costs contained in the Contract are included solely for the administrative purposes of Canada and do not represent a commitment on the part of Canada to purchase goods or services in these amounts. Any commitment to purchase specific amounts or values of goods or services are described elsewhere in the Contract.

(b) Limitation of Expenditure

- (i) Canada will not pay the Contractor for any design changes, modifications or interpretations of the Work unless they have been approved, in writing, by the Contracting Authority before their incorporation into the Work.

(c) Method of Payment - Monthly Payment

- (i) H1008C (2008-05-12), Monthly Payment

(d) No Responsibility to Pay for Work not performed due to Closure of Government Offices

- (i) Where the Contractor, its employees, subcontractors, or agents are providing services on government premises under the Contract and those premises are inaccessible because of the evacuation or closure of government offices, and as a result no work is performed, Canada is not responsible for paying the Contractor for work that otherwise would have been performed if there had been no evacuation or closure.
- (ii) If, as a result of any strike or lock-out, the Contractor or its employees, subcontractors or agents cannot obtain access to government premises and, as a result, no work is performed, Canada is not responsible for paying the Contractor for work that otherwise would have been performed if the Contractor had been able to gain access to the premises.

7.7 Modification to Equipment List/Locations

- (a) Canada has the right to add and/or delete equipment, locations and billing codes to/from the Contract upon 30 days advance written notice. The Contract price shall be adjusted to reflect any changes in price resulting from any such additions or deletions. Any addition or deletion of equipment from Annex B shall be evidenced through a formal contract amendment.

7.8 Invoicing Instructions

- (a) The Contractor must submit invoices in accordance with the information required in the General Conditions.
- (b) The Contractor's invoice must include a separate line item for each subparagraph in the Basis of Payment provision.
- (c) By submitting invoices, the Contractor is certifying that the goods and services have been delivered and that all charges are in accordance with the Basis of Payment provision of the Contract, including any charges for work performed by subcontractors.
- (d) The Contractor must provide the original of each invoice to the Technical Authority, and a copy to the Contracting Authority.

7.9 Certifications

- (a) 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 entire Contract Period. 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, under the default provision of the Contract, to terminate the Contract for default.

7.10 Applicable Laws

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

7.11 Priority of Documents

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

- (a) these Articles of Agreement, including any individual SACC clauses incorporated by reference in these Articles of Agreement;
- (b) supplemental general conditions, in the following order:
 - (i) 4001 (2010-08-16), Hardware Purchase, Lease and Maintenance;
- (c) general conditions 2035 (2012-07-16), Maintenance and Support Services for Hardware;
- (d) Annex A, Statement of Work;
- (e) Appendix A, Mandatory Requirement;
- (f) Annex B, Basis of Payment;
- (g) Annex C, Security Requirements Check List .

7.12 Foreign Nationals (Canadian Contractor)

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

7.13 Foreign Nationals (Foreign Contractor)

- (a) SACC Manual clause A2001C (2006-06-16) Foreign Nationals (Foreign Contractor)

7.14 Insurance Requirements

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

7.15 Limitation of Liability - Information Management/Information Technology

- (a) This section applies despite any other provision of the Contract and replaces the section of the general conditions entitled "Liability". Any reference in this section to damages caused by the Contractor also includes damages caused by its employees, as well as its subcontractors, agents, and representatives, and any of their employees. This section applies regardless of whether the claim is based in contract, tort, or another cause of action. The Contractor is not liable to Canada with respect to the performance of or failure to perform the Contract, except as described in this section and in any section of the Contract pre-establishing any liquidated damages. The Contractor is only liable for indirect, special or consequential damages to the extent described in this section, even if it has been made aware of the potential for those damages.
- (b) **First Party Liability:**
 - (i) The Contractor is fully liable for all damages to Canada, including indirect, special or consequential damages, caused by the Contractor's performance or failure to perform the Contract that relate to:

- (A) any infringement of intellectual property rights to the extent the Contractor breaches the section of the General Conditions entitled "Intellectual Property Infringement and Royalties";
 - (B) physical injury, including death.
 - (ii) The Contractor is liable for all direct damages caused by the Contractor's performance or failure to perform the Contract affecting real or tangible personal property owned, possessed, or occupied by Canada.
 - (iii) Each of the Parties is liable for all direct damages resulting from its breach of confidentiality under the Contract. Each of the Parties is also liable for all indirect, special or consequential damages in respect of its unauthorized disclosure of the other Party's trade secrets (or trade secrets of a third party provided by one Party to another under the Contract) relating to information technology.
 - (iv) The Contractor is liable for all direct damages relating to any encumbrance or claim relating to any portion of the Work for which Canada has made any payment. This does not apply to encumbrances or claims relating to intellectual property rights, which are addressed under (i)(A) above.
 - (v) The Contractor is also liable for any other direct damages to Canada caused by the Contractor's performance or failure to perform the Contract that relate to:
 - (A) any breach of the warranty obligations under the Contract, up to the total amount paid by Canada (including any applicable taxes) for the goods and services affected by the breach of warranty; and
 - (B) any other direct damages, including all identifiable direct costs to Canada associated with re-procuring the Work from another party if the Contract is terminated either in whole or in part for default, up to an aggregate maximum for this subparagraph (ii) of the greater of 0.75 times the total estimated cost (meaning the dollar amount shown on the first page of the Contract in the block titled "Total Estimated Cost" or shown on each call-up, purchase order or other document used to order goods or services under this instrument), or \$2M.
- In any case, the total liability of the Contractor under paragraph (e) will not exceed the total estimated cost (as defined above) for the Contract or \$2M, whichever is more.
- (vi) If Canada's records or data are harmed as a result of the Contractor's negligence or willful act, the Contractor's only liability is, at the Contractor's own expense, to restore Canada's records and data using the most recent back-up kept by Canada. Canada is responsible for maintaining an adequate back-up of its records and data.

(c) **Third Party Claims:**

- (i) Regardless of whether a third party makes its claim against Canada or the Contractor, each Party agrees that it is liable for any damages that it causes to any third party in connection with the Contract as set out in a settlement agreement or as finally determined by a court of competent jurisdiction, where the court determines that the Parties are jointly and severally liable or that one Party is solely and directly liable to the third party. The amount of the liability will be the amount set out in the settlement agreement or determined by the court to have been the Party's portion of the damages to the third party. No settlement agreement is binding on a Party unless its authorized representative has approved the agreement in writing.
- (ii) If Canada is required, as a result of joint and several liability, to pay a third party in respect of damages caused by the Contractor, the Contractor must reimburse Canada by the amount finally determined by a court of competent jurisdiction to be the Contractor's portion of the damages to the third party. However, despite paragraph (a), with respect to special, indirect, and consequential damages of third parties covered by this Section, the Contractor is only

liable for reimbursing Canada for the Contractor's portion of those damages that Canada is required by a court to pay to a third party as a result of joint and several liability that relate to the infringement of a third party's intellectual property rights; physical injury of a third party, including death; damages affecting a third party's real or tangible personal property; liens or encumbrances on any portion of the Work; or breach of confidentiality.

- (iii) The Parties are only liable to one another for damages to third parties to the extent described in this paragraph 3.

7.16 Joint Venture Contractor

- (a) The Contractor confirms that the name of the joint venture is _____ and that it is comprised of the following members:
- (b) With respect to the relationship among the members of the joint venture Contractor, each member agrees, represents and warrants (as applicable) that:
- (i) _____ has been appointed as the "representative member" of the joint venture Contractor and has fully authority to act as agent for each member regarding all matters relating to the Contract;
- (ii) by giving notice to the representative member, Canada will be considered to have given notice to all the members of the joint venture Contractor; and
- (iii) all payments made by Canada to the representative member will act as a release by all the members.
- (c) All the members agree that Canada may terminate the Contract in its discretion if there is a dispute among the members that, in Canada's opinion, affects the performance of the Work in any way.
- (d) All the members are jointly and severally or solidarily liable for the performance of the entire Contract.
- (e) The Contractor acknowledges that any change in the membership of the joint venture (i.e., a change in the number of members or the substitution of another legal entity for an existing member) constitutes an assignment and is subject to the assignment provisions of the General Conditions.
- (f) The Contractor acknowledges that all security and controlled goods requirements in the Contract, if any, apply to each member of the joint venture Contractor.

Note to Bidders: This Article will be deleted if the bidder awarded the contract is not a joint venture. If the contractor is a joint venture, this clause will be completed with information provided in its bid.

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7.17 Hardware

(a) With respect to the provisions of Supplemental General Conditions 4001:

Part III of 4001 applies to the Contract (Additional Conditions: Purchase)	No
Part IV of 4001 applies to the Contract (Additional Conditions: Lease)	No
Part V of 4001 applies to the Contract (Additional Conditions: Maintenance)	Yes
Delivery Location	As per the inventory list in Annex B.
Installation Site	N/A.
Delivery Date	N/A
Contractor must deliver Hardware Documentation	Yes
Contractor must update Hardware Documentation throughout Contract Period	Yes
Hardware Documentation must include maintenance documentation	Yes
Language of Hardware Documentation	ENGLISH AND FRENCH
Format and Medium on which Hardware Documentation must be Delivered	ELECTRONIC FORMAT
Condition of Hardware	The Hardware provided may include refurbished Hardware, as long as it is certified "equal quality" to new and unused equipment.
Parts Supplied as part of Hardware Maintenance Service	Parts only used to provide Hardware Maintenance Service may be refurbished parts, as long as they are certified "equal quality" to new equipment .
Special Delivery Requirements	No
Special Site Delivery or Installation Requirements	No
Responsibility for Special Site Delivery or Installation Requirements	N/A
Contractor must Install Hardware at time of Delivery	N/A
Contractor must Integrate and Configure Hardware at time of Installation	No
Hardware is part of a System	Yes
Availability-level Testing will be performed before Acceptance	No
Availability Level Test Period for pre-Acceptance Availability-level Testing	N/A
Who will perform availability-level testing	N/A
Minimum Availability Level for Hardware	Yes as per Annex A - Statement of Work
Hardware Maintenance Period	2 years from the date of the Contract
Option to Extend Hardware Maintenance Period	For any Hardware already owned by Canada for which the Contractor is providing Hardware Maintenance Service, the Contractor grants to Canada an irrevocable option to extend the Hardware Maintenance Period by up to three-additional one-year periods. These option(s) may only be exercised by the Contracting Authority by notice in writing and will be evidenced, for administrative purposes only, by a contract amendment.
Class of Maintenance Service	On-Site Maintenance Service.
Principal Period of Maintenance (PPM)	The PPM is defined as 7:30 am through 11:30 p.m. local time, Monday through Friday, excluding locally observed holidays.

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Toll-free Telephone Number for Maintenance Service	[to be completed with information from the Contractor at the time of award]
Website for Maintenance Service	[to be completed with information from the Contractor at the time of award]

7.18 Termination for Convenience of Hardware Maintenance Services

Regardless of the Contract Period and despite the Termination for Convenience provisions contained in the General Conditions, Canada may terminate for convenience, at no cost to Canada, any Hardware maintenance and support services being provided under the Contract. Canada will provide the Contractor 30 calendar days of advance written notice if it terminates the maintenance and support services for convenience and will be liable to the Contractor to pay only any unpaid maintenance and support charges that have accrued up to and including the date of termination.

7.19 Safeguarding Electronic Media

- (a) Before using them on Canada's equipment or sending them to Canada, the Contractor must use a regularly updated product to scan electronically all electronic media used to perform the Work for computer viruses and other coding intended to cause malfunctions. The Contractor must notify Canada if any electronic media used for the Work are found to contain computer viruses or other coding intended to cause malfunctions.
- (b) If magnetically recorded information or documentation is damaged or lost while in the Contractor's care or at any time before it is delivered to Canada in accordance with the Contract, including accidental erasure, the Contractor must immediately replace it at its own expense.

7.20 Reporting Requirements

The Contractor must provide the copy of all reports, as required, and as detailed in the Statement of Work, attached as Annex A, to the Contracting Authority at no additional cost to Canada.

7.21 Access to Canada's Property and Facilities

Canada's property, facilities, equipment, documentation, and personnel are not automatically available to the Contractor. If the Contractor would like access to any of these, it is responsible for making a request to the Technical Authority. Unless expressly stated in the Contract, Canada has no obligation to provide any of these to the Contractor. If Canada chooses, in its discretion, to make its property, facilities, equipment, documentation or personnel available to the Contractor to perform the Work, Canada may require an adjustment to the Basis of Payment and additional security requirements may apply.

ANNEX A**STATEMENT OF WORK****1.0 REQUIREMENT**

- 1.1 Public Works and Government Services Canada/Information Technology and Services Branch PWGSC/ITSB) has a requirement for hardware maintenance and support for its high speed Print Line Systems (IP4000 ID1 and ID2) and related Equipment located in it's Production Centres.

2.0 MAINTENANCE SERVICES**2.1 Hardware/Software Maintenance**

- 2.1.1 The Contractor shall perform on-site preventive and remedial maintenance services during the Contract Period for the Systems and Equipment, as amended from time to time, in accordance with the terms of this Contract, at the locations specified.
- 2.1.2 The Contractor shall maintain all Systems and Equipment listed in good working order. The Contractor shall make any adjustment, revision, repair or replacement of any malfunctioning parts or software codes to maintain the Systems and Equipment in good working order and up-to-date revisions to the Original Equipment Manufacturer's (OEM) mandatory specifications.
- 2.1.3 The Contractor shall be responsible for the diagnosis and repair of all Systems and Equipment including the IP4000 Control Units and micro code.

The Contractor shall provide its certified personnel with the necessary equipment and tools for the testing, troubleshooting, repair and maintenance of all the Systems and Equipment.

The Contractor shall provide it's Technicians with authorized access to a support structure able to diagnose and provide solutions to the IP4000 Control Units and all equipment listed in Annex B.

The Contractor shall provide the diagnostic software for the testing, troubleshooting, repair and maintenance of the Systems and Equipment listed. The Contractor must maintain a virus protection procedure approved by the PWGSC/ITSB Technical Authority to ensure the remedial maintenance procedures do not introduce viruses. Any copyright considerations pertaining to proprietary software, diagnostic programs and supporting documentation are the responsibility of the Contractor.

- 2.1.4 The Contractor shall use its internal management system to perform the following functions:

(a) Problem Management

The Contractor's internal management system shall record full details of all requested services. These details shall include, but not limited to: Department of Public Works and Government Services Canada/Information Technology Service Branch (PWGSC/ITSB), problem number, contact information, description of the reported problem, call status updates, reported date and time, problem resolution details, and call closure date and time.

(b) Problem Analysis

The Contractor's internal management system shall analyze problem reports to detect pertinent information such as chronic failures by specific components, software, type of equipment, location, etc.

(c) Problem Escalation

The Contractor's internal management system shall identify and escalate the PWGSC/ITSB's reported problems as detailed in Article 4.0.

(d) Reports

The Contractor's internal management system shall produce customized reports as per the PWGSC/ITSB's specifications as detailed in Article 5.0.

2.1.5 Service Calls

The Contractor shall provide the services of a Call Centre to act as a central dispatch and reporting centre and to provide initial call problem definition. This Call Centre shall be continuously staffed throughout the Principal Period of Maintenance (PPM). The Call Centre shall provide its services in both official languages of Canada (French and English). The Call Centre shall be accessible by PWGSC/ITSB via a Contractor-provided Canada-wide toll free number 1-800 and Internet based call logging.

2.1.6 Service Technicians

The Contractor shall provide service technicians in support of the Systems and Equipment who are properly trained, experienced and qualified with at least five (5) years experience on IP4000 roll to stacker table print lines to provide maintenance services of the Systems and Equipment, and to install any parts and upgrade or restore software which are required to bring a unit back to a working condition as determined by PWGSC/ITSB within the defined Response and Repair times.

PWGSC/ITSB has the right to request replacement of any service technician for reasons of competency, security, or conduct that is inconsistent with that required of regular PWGSC/ITSB employees. The Contractor shall not unreasonably refuse this request.

2.2 Preventive Maintenance

2.2.1 The Contractor shall provide the PWGSC/ITSB Technical Authority with a recommended Preventative Maintenance Schedule for the Systems and Equipment. The schedule shall define the frequency and duration of the preventative maintenance required.

2.2.2 Unless otherwise requested by PWGSC/ITSB, the Contractor shall provide on-site preventive maintenance services during the Principal Period of Maintenance (PPM), including spare parts, labor, and IBM AIX software support centre access and travel and any other associated costs, on all the Systems and Equipment.

2.2.3 The required maintenance services, response times, and equipment locations are detailed herein.

2.2.4 The Contractor must make any adjustment, revision, software restoration, repair or replacement of all malfunctioning parts to maintain the systems and equipment in good working order and perform up-to-date revisions according to the Original Equipment Manufacturer's (OEM) mandatory specifications.

- 2.2.5 Prior to the installation or change of any hardware, firmware, or software by the Contractor, the intended change, and the timing, shall be mutually agreed to by the Contractor and the PWGSC/ITSB Technical Authority.

2.3 Remedial Maintenance

- 2.3.1 Remedial maintenance services involves the diagnosis and correction of product malfunctions and failures.
- 2.3.2 The Contractor shall perform remedial maintenance on-site during the PPM as and when requested by the PWGSC/ITSB Production Centre Authority. Requests by the PWGSC/ITSB Production Centre Authority for remedial maintenance shall be submitted to the Contractor via its Call Centre.
- 2.3.3 The Contractor shall provide a Service Technician on-site within 2 (two) hours from the time the Contractor is notified by the PWGSC/ITSB Production Centre Authority that remedial maintenance of any Equipment is required regardless of the location of the Equipment as identified in Article 9.0.
- 2.3.4 Upon commencing on-site remedial maintenance, the Contractor shall work continuously, as long as reasonable progress is being made during the PPM, performing the maintenance until the Systems and Equipment being serviced are operative or until PWGSC/ITSB notifies the contractor to suspend work.

2.4 Maintenance Outside the PPM

- 2.4.1 During peak processing periods it is possible that PWGSC/ITSB would print outside the PPM. On such occasions the Contractor shall provide Remedial Maintenance upon request of the PWGSC/ITSB production Centre Authority.

2.5 Field Engineering Changes

- 2.5.1 The Contractor shall ensure that the Systems and Equipment are kept up-to-date on any mandatory revision specified by the OEM concerning safety, quality/reliability and new production. The cost of parts, labor and any other related cost for the mandatory fields engineering change orders is included in the monthly charge.
- 2.5.2 The Contractor shall provide on-site field engineering change orders of equipment. Modifications based on engineering changes deemed mandatory as required by OEM, shall be performed by the Contractor or subcontracted to the original equipment manufacture provided the Contractor is given access to the systems and equipment to perform such modifications during the Principal Period of Maintenance.
- 2.5.3 The outstanding field engineering orders are to be installed at a time mutually agreed upon time between the Contractor and the PWGSC/ITSB Technical Authority.

3.0 REPLACEMENT PARTS

- 3.1 All replacement parts supplied by the Contractor must be new and unused, off-the-shelf (meaning they are composed of standard equipment requiring no further research or development), of current manufacture (meaning item is still in production by the manufacturer), and conform to the current issue of the applicable specification and/or part number of the manufacturer.

3.2 All parts are to be included as part of this contract and are to be current in functionality and in accordance with the manufacturer's current field change orders and engineering change orders. The Contractor guarantees the equivalent level of maintenance standards in repairing modules and subassemblies as the original equipment manufacturer (OEM). The Contractor guarantees that the functionality of the systems and equipment being maintained will not diminish. It is the Contractor's responsibility to carry an adequate and readily accessible spare parts inventory for each site.

3.3 The Contractor will not, under any circumstances, change the original functionality of the equipment except in accordance with OEM approved modifications and with the approval of the PWGSC Contract Authority. If the functionality of the systems and equipment is changed without proper authorization, the Contractor must return the system and equipment to its original state, at the Contractor's own risk and expense.

4.0 PRIORITY ESCALATION

4.1 The Contractor must have in place escalation procedures for problems resolution.

4.2 The Contractor must have established formal escalation procedures to deal with problems that cannot be resolved within a reasonable time frame* from the making of the service request. Senior Management in the company must be made aware of on-going escalation and give its utmost commitment to make resources available to resolve a problem to the satisfaction of PWGSC/ITSB.

*The reasonable time frame is defined as twice the on-site response time for Remedial Maintenance stipulated in Article 2.3.3 herein.

4.3 A General Management Document (GMD) defining the interface between PWGSC/ITSB and the Contractor is required. The GMD shall minimally describe:

- a. The Contractor's organization relative to this contract;
- b. A description of the roles and responsibilities of all key personnel;
- c. A description of the escalation and management processes including the engagement of an OEM should such a need arise, and
- d. The procedures for communicating information.

The GMD is to be delivered to PWGSC/ITSB within one (1) week after contract award.

The GMD must be maintained throughout the period of the contract. The Contract shall provide PWGSC/ITSB with an updated version of the GMD within one (1) week of any change, within the Contractor's organization, impacting the GMD.

5.0 MAINTENANCE REPORTS

5.1 The Contractor shall keep a log/report of each service activity carried out as part of this contract. The log/report shall include the following as a minimum:

- i. Contract number;
- ii. Production Centre requiring service;
- iii. Name of person placing Service Call, and telephone number;
- iv. Date and time of Service Call received;

- v. Date and time Service Technician dispatched;
- vi. Date and time Service Technician arrived on-site;
- vii. Date and time repairs completed;
- viii. For each day service provided, the date and number of hours.
- ix. Description of the problem's symptoms;
- x. Description of the problem, probable cause and action taken or service performed;
- xi. The Part and Serial numbers of all components removed;
- xii. The Part and Serial numbers of all replacement components;;
- xiii. The Service Technician's name;
- xiv. The name and signature of the PWGSC/ITSB Production Centre Authority accepting that the Systems and Equipment have been returned in working order

- 5.2 The Contractor Service technician(s) shall complete a service report for each service call made. The service report(s) shall be signed by the local office to acknowledge work completed and a copy of the report shall be attached to each invoice submitted

6.0 MAINTENANCE PLANS

- 6.1 The Principal Period of Maintenance PPM is defined as 7:30 am through 11:30 p.m. local time, Monday through Friday, excluding locally observed holidays.
- 6.2 The Contractor shall maintain the Systems and Equipment such that each item of Equipment attains the minimum availability level of 95%. Availability Type is detailed in the Equipment list during each calendar month.

7.0 CONSUMABLES TO BE INCLUDED AND SUPPLIED AS PART OF THE COST OF PRINTING AGREEMENT (COPA).

- 7.1 The consumables required are:

MICR Toner engine 1 (red container): P/N 1402824
 MICR developer mix engine 1 (red container): P/N 1402825

Regular toner engine 2 (grey container): P/N 57P1888
 Regular developer mix engine 2 (grey container): P/N 57P1892

Fuser oil: P/N 1372463
 Oiler belt: P/N 1372459
 Oiler belt pad: P/N 30H6594
 Fine filter: P/N 1372464

Splicing tape: P/N 4165880

- 7.2 The annual linear footage of print, by print engine, is estimated in the Equipment List, Annex 'B'. Assume the print area for all IP4000 printer to be 17" wide by 11".
- For each consumable item PWGSC/ITSB wishes to know the unit of measure, the expected footage of print per item unit at 4% coverage, and the unit cost. The Contractor should also provide an annual estimate for each consumable item based on the annual print estimates provided.

8.0 DEFINITIONS

8.1 Response Time

The time, to be measured in hours and whole minutes, from the making of a service request by PWGSC/ITSB to the Contractor to the time a Service Technician arrives at the site and initiates the maintenance services.

8.2 Downtime

The time, to be measured in hours and whole minutes, during which the Systems and Equipment are not available for use during User Time due to a malfunction of the Systems or Equipment. Downtime commences when PWGSC/ITSB notifies the Contractor that the Systems or Equipment are not available for use and ceases when the malfunction has been corrected and the Contractor notifies PWGSC/ITSB that the Systems and Equipment are available for use, and the PWGSC/ITSB Production Centre Authority signs, including date and time, the service report acknowledging work completion.

8.3 User Time

The time, to be measured in hours and whole minutes, during which PWGSC/ITSB intends to make use of the Systems and Equipment unless otherwise indicated in the Contract. User Time is equivalent to the Principal Period of Maintenance for a given month. Available time for a given month is that defined by the Principal Period of Maintenance for that month.

8.4 PWGSC/ITSB Technical Authority

The National Manager, Print Operations Support.
Contact information will be included in the General Management Document.

8.5 PWGSC/ITSB Production Centre Authority

One of the Production Centre Manager, Production Chiefs or in their absence, the Printing/Insertion Supervisor.
Contact information will be included in the General Management Document.

9.0 EQUIPMENT LOCATIONS

Quebec City Production Centre
PWGSC
220 Rue Fortin, Suite 200
Québec, QC. G1M 3S5

Winnipeg Production Centre
PWGSC
75 Bentall Street
Winnipeg, Manitoba R2X 3B4

APPENDIX A**EVALUATION OF MANDATORY CRITERIA**

Proposals will be evaluated in accordance with the mandatory evaluation criteria as detailed herein. Bidders are advised to address each requirement in sufficient depth to permit a complete requisite analysis and assessment by the evaluation team. Proposals failing to adequately respond to the mandatory evaluation criteria will be excluded from further consideration.

Mandatory Criteria	How the Criteria is met	Met / Not Met
M1. Must clearly demonstrate 5 years direct "hands on" experience in preventive and remedial maintenance services on InfoPrint IP4000 High Speed roll feed print lines.		
M2. Must demonstrate 5 years experience participating in a large-scale print centres and organizations similar in size as PWGSC.		
M3. Must demonstrate ability to acquire, install and maintain all consumables, hardware, software, firmware and electrical components associated with InfoPrint IP4000 print lines including their internal control unit.		
M4. Must possess ability to provide a minimum of 2 (two) IP4000 trained technician's onsite within 2 hours at our Winnipeg, MB, and Quebec City, QC locations.		
M5. Must demonstrate ability to provide 2nd and 3rd level technical support to their onsite technicians and to PWGSC's Technical Authority.		
M6. Must demonstrate ability to maintain and support 24x7 centralized call centres.		

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ANNEX B

EQUIPMENT LIST AND PRICING

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ANNEX C

SECURITY REQUIREMENTS CHECK LIST

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BIDDER FORMS

Form 1

BID SUBMISSION FORM		
Bidder's full legal name		
Authorized Representative of Bidder for evaluation purposes (e.g., clarifications)	Name	
	Title	
	Address	
	Telephone #	
	Fax #	
	Email	
Bidder's Procurement Business Number (PBN) [see the Standard Instructions 2003]		
Jurisdiction of Contract: Province in Canada the bidder wishes to be the legal jurisdiction applicable to any resulting contract (if other than as specified in solicitation)		
Former Public Servants See the Article in Part 5 of the bid solicitation entitled Former Public Servant Certification for a definition of "Former Public Servant".	Is the Bidder a FPS in receipt of a pension as defined in the bid solicitation? Yes ____ No ____ If yes, provide the information required by the Article in Part 5 entitled "Former Public Servant Certification"	
	Is the Bidder a FPS who received a lump sum payment under the terms of a work force reduction program? Yes ____ No ____ If yes, provide the information required by the Article in Part 5 entitled "Former Public Servant Certification"	
Canadian Content Certification As described in the solicitation, bids with at least 80% Canadian content are being given a preference. [For the definition of Canadian goods and services, consult the PWGSC SACC clause A3050T]	On behalf of the bidder, by signing below, I confirm that [check the box that applies]:	
	At least 80 percent of the bid price consists of Canadian goods and services (as defined in the solicitation)	
	Less than 80 percent of the bid price consists of Canadian goods and services (as defined in the solicitation)	

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Form 2

Federal Contractors Program for Employment Equity (FCP EE) Certification: If the bidder is exempt, please indicate the basis for the exemption to the right. If the bidder does not fall within the exceptions enumerated to the right, the Program requirements do apply and the bidder is required either to: (a) submit to the Department of HRSD form LAB 1168, Certificate of Commitment to Implement Employment Equity, DULY SIGNED; or (b) submit a valid Certificate number confirming its adherence to the FCP-EE. Bidders are requested to include their FCP EE Certification or signed LAB 1168 with their bid; if this information is not provided in the bid, it must be provided upon request by the Contracting Authority during evaluation. For joint ventures, be sure to provide this information for each of the members of the joint venture.	On behalf of the bidder, by signing below, I also confirm that the bidder <i>[check the box that applies]</i> :	
	(a) is not subject to Federal Contractors Program for Employment Equity (FCP-EE), because it has a workforce of less than 100 permanent full or part-time employees in Canada;	
	(b) is not subject to FCP-EE, because it is a regulated employer under the <i>Employment Equity Act</i> ;	
	(c) is subject to the requirements of FCP-EE, because it has a workforce of 100 or more permanent full or part-time employees in Canada, but has not previously obtained a certificate number from the Department of Human Resources and Skills Development (HRSD) (having not bid on requirements of \$200,000 or more), in which case a duly signed certificate of commitment is attached; OR	
	(d) is subject to FCP-EE, and has a valid certification number as follows: _____ (and has not been declared an Ineligible Contractor by HRSD).	
Number of FTEs [Bidders are requested to indicate, the total number of full-time-equivalent positions that would be created and maintained by the bidder if it were awarded the Contract. This information is for information purposes only and will not be evaluated.]		
Security Clearance Level of Bidder <i>[include both the level and the date it was granted]</i>		
On behalf of the bidder, by signing below, I confirm that I have read the entire bid solicitation including the documents incorporated by reference into the bid solicitation and I certify that: 1. The bidder considers itself and its products able to meet all the mandatory requirements described in the bid solicitation; 2. This bid is valid for the period requested in the bid solicitation; 3. All the information provided in the bid is complete, true and accurate; and 4. If the bidder is awarded a contract, it will accept all the terms and conditions set out in the resulting contract clauses included in the bid solicitation.		
Signature of Authorized Representative of Bidder		

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Form 3

OEM Certification Form

This confirms that the original equipment manufacturer (OEM) identified below has authorized the Bidder named below to provide and maintain its products under any contract resulting from the bid solicitation identified below.

Name of OEM

Signature of authorized signatory of OEM

Print Name of authorized signatory of OEM

Print Title of authorized signatory of OEM

Address for authorized signatory of OEM

Telephone no. for authorized signatory of OEM

Fax no. for authorized signatory of OEM

Date signed

Solicitation Number

Name of Bidder

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Form 4

CONSENT TO A CRIMINAL RECORD VERIFICATION

(This form must be completed and submitted with the bid.)

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FORM 5

MANDATORY CERTIFICATIONS

The certifications listed below must be completed and submitted with the bid.

1. Certification of Education and Experience

"We hereby certify that all statements made with regard to the education and the experience of individuals proposed for completing the subject work are accurate and factual, and we are aware that the Department of Public Works and Government Services reserves the right to verify any information provided in this regard and that untrue statements may result in the proposal being declared non-compliant or in other action which the Minister may consider appropriate."

Name and Title

Signature

Date

2. Certification of Availability and Status of Personnel

a) Availability of Personnel:

The Bidder certifies that, should it be authorized to provide services under any Contract resulting from this RFP, the persons proposed in its bid will be available to commence performance of the work within a reasonable time from Contract award, or within the time specified in the RFP, and will remain available to perform the work in relation to the fulfillment of the requirement. Any proposed substitution after the proposal has been submitted but before issuance of Contract may result in the reevaluation of the proposal. Once the Contract is issued, proposed substitutes must achieve the same rated qualifications score (or greater) as the original resource at a rate no higher than the original resource being replaced and will be subject to approval by the project authority.

Name and Title

Signature

Date

b) Status of Personnel:

If the Bidder has proposed any person in fulfillment of this requirement who is not an employee of the Bidder, the Bidder hereby certifies that it has written permission from such person (or the employer of such person) to propose the services of such person in relation to the work to be performed in fulfillment of this requirement and to submit such person's résumé to the Contracting Authority. As well, the Bidder hereby certifies that the proposed person is aware that overtime may be required and is willing to comply.

During the proposal evaluation, the Bidder must upon the request of the Contracting Authority provide a copy of such written permission, in relation to any or all non-employees proposed. If the Bidder fails to comply with such a request, its proposal will be considered non-compliant.

Name and Title

Signature

Date

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3. Certification of Experience:

"We hereby certify that all of the resources proposed in this proposal meet the minimum experience requirements detailed in the SA for the category of personnel for which they are being proposed. We are aware that the Department of Public Works and Government Services reserves the right to verify this certification prior to and after contract award and that untrue statement may result in the proposal being declared non-compliant or any other action which the Minister may consider appropriate."

Name and Title

Signature

Date

4. Certification of Security Clearance - Bidder

The Bidder must certify that it holds a valid security screening (as described under Section 1 of this RFP), issued by the Canadian and International Industrial Security Division (CIISD) of the Department of Public Works and Government Services at the time of bid closing. The Bidder must also provide, in its proposal, the associated clearance number as issued by Public Works and Government Services Canada, Industrial Security Division

Name and Title

Signature

Date

5. Certification of Security Clearance - Personnel

The Bidder must certify that each proposed personnel holds a valid security screening (as described under Section 1 of this RFP), granted or approved by the Canadian and International Industrial Security Division (CIISD) of the Department of Public Works and Government Services at the time of bid closing. The Bidder must also provide, in its proposal, the associated clearance numbers as issued by Public Works and Government Services Canada, Industrial Security Division.

Name and Title

Signature

Date

6. Certification of Compliance

The Bidder certifies compliance with all the terms and conditions, articles and clauses that are contained herein or referenced herein.

Note: The Bidder's signature indicates acceptance of the terms and conditions governing the resulting contract as stated herein. No modification or other terms and conditions included in the Bidder's proposal will be applicable to the resulting contract notwithstanding the fact that the Bidder's proposal may become part of the resulting contract.

Name and Title

Signature

Date

**ANNEX B
EQUIPMENT LIST PRICING**

EN869-121155

SUMMARY

Two Year Contract Period:	
1st Option Year Period:	
2nd Option Year Period:	
3rd Option Year Period:	
Estimated GST:	
Total Estimated Cost:	

EQUIPMENT LIST PRICING

Device Type	Model #	Hardware Type	Vendor Name	Serial #	Availability Type	Location	Number of Months	Firm Monthly Price	Monthly Usage	Monthly Supplies	Monthly Linear Feet
Print	4000-ID1	4000-ID1 Laser Printer	IBM	60153	95%	Winnipeg	24				800,000
Print	4000-ID2	4000-ID2 Laser Printer	IBM	70153	95%	Winnipeg	24				800,000
Print	4000-ID1	4000-ID1 Laser Printer	IBM	60160	95%	Winnipeg	24				800,000
Print	4000-ID2	4000-ID2 Laser Printer	IBM	70160	95%	Winnipeg	24				800,000
Print	4000-ID1	4000-ID1 Laser Printer	IBM	60158	95%	Quebec City	24				800,000
Print	4000-ID2	4000-ID2 Laser Printer	IBM	70158	95%	Quebec City	24				800,000
Print	4000-ID1	4000-ID1 Laser Printer	IBM	60157	95%	Quebec City	24				800,000
Print	4000-ID2	4000-ID2 Laser Printer	IBM	70157	95%	Quebec City	24				800,000
Print	800019-57	3900 Roll Unwinder	RSI	6297	95%	Winnipeg	24				
Print	800019-57	3900 Roll Unwinder	RSI	6301	95%	Winnipeg	24				
Print	800019-57	3900 Roll Unwinder	RSI	6324	95%	Quebec City	24				
Print	800019-57	3900 Roll Unwinder	RSI	6322	95%	Quebec City	24				
Print	800027-0	3900 Folder Stacker	RSI	5847	95%	Winnipeg	24				
Print	800027-0	3900 Folder Stacker	RSI	6007	95%	Winnipeg	24				
Print	800027-0	3900 Folder Stacker	RSI	6307	95%	Quebec City	24				
Print	800027-0	3900 Folder Stacker	RSI	6308	95%	Quebec City	24				
Print	501254	3900 Roll Autoload Table	RSI	5781	95%	Winnipeg	24				
Print	501254	3900 Roll Autoload Table	RSI	7389	95%	Winnipeg	24				
Print	501254	3900 Roll Autoload Table	RSI	7391	95%	Quebec City	24				
Print	501254	3900 Roll Autoload Table	RSI	7585	95%	Quebec City	24				
Print	6053AK	3900 MICR Verify	RDM	35037-5	95%	Winnipeg	24				
Print	6053AK	3900 MICR Verify	RDM	35150-3	95%	Winnipeg	24				
Print	6253FK	3900 MICR Verify	RDM	35144-3	95%	Winnipeg	24				
Print	6053AK	3900 MICR Verify	RDM	35108-9	95%	Quebec City	24				
Print	6053AK	3900 MICR Verify	RDM	35039-3	95%	Quebec City	24				
Print	6253FK	3900 MICR Verify	RDM	35144-2	95%	Quebec City	24				
Print	50386602	Universal Web Handler	RSI	020250386602Q018868	95%	Quebec City	24				
Print	50386602	Universal Web Handler	RSI	020250386602Q018869	95%	Quebec City	24				
Print	50386602	Universal Web Handler	RSI	020250386602Q018871	95%	Winnipeg	24				
Print	50386602	Universal Web Handler	RSI	020250386602Q018867	95%	Winnipeg	24				
							Estimated Cost:				
							Estimated GST:				
							Total Estimated Cost:				

EQUIPMENT LIST PRICING

Device Type	Model #	Hardware Type	Vendor Name	Serial #	Availability Type	Location	Number of Months	Firm Monthly Price	Monthly Usage	Monthly Supplies	Monthly Linear Feet
Print	4000-ID1	4000-ID1 Laser Printer	IBM	60153	95%	Winnipeg	12				800,000
Print	4000-ID2	4000-ID2 Laser Printer	IBM	70153	95%	Winnipeg	12				800,000
Print	4000-ID1	4000-ID1 Laser Printer	IBM	60160	95%	Winnipeg	12				800,000
Print	4000-ID2	4000-ID2 Laser Printer	IBM	70160	95%	Winnipeg	12				800,000
Print	4000-ID1	4000-ID1 Laser Printer	IBM	60158	95%	Quebec City	12				800,000
Print	4000-ID2	4000-ID2 Laser Printer	IBM	70158	95%	Quebec City	12				800,000
Print	4000-ID1	4000-ID1 Laser Printer	IBM	60157	95%	Quebec City	12				800,000
Print	4000-ID2	4000-ID2 Laser Printer	IBM	70157	95%	Quebec City	12				800,000
Print	800019-57	3900 Roll Unwinder	RSI	6297	95%	Winnipeg	12				
Print	800019-57	3900 Roll Unwinder	RSI	6301	95%	Winnipeg	12				
Print	800019-57	3900 Roll Unwinder	RSI	6324	95%	Quebec City	12				
Print	800019-57	3900 Roll Unwinder	RSI	6322	95%	Quebec City	12				
Print	800027-0	3900 Folder Stacker	RSI	5847	95%	Winnipeg	12				
Print	800027-0	3900 Folder Stacker	RSI	6007	95%	Winnipeg	12				
Print	800027-0	3900 Folder Stacker	RSI	6307	95%	Quebec City	12				
Print	800027-0	3900 Folder Stacker	RSI	6308	95%	Quebec City	12				
Print	501254	3900 Roll Autoload Table	RSI	5781	95%	Winnipeg	12				
Print	501254	3900 Roll Autoload Table	RSI	7389	95%	Winnipeg	12				
Print	501254	3900 Roll Autoload Table	RSI	7391	95%	Quebec City	12				
Print	501254	3900 Roll Autoload Table	RSI	7585	95%	Quebec City	12				
Print	6053AK	3900 MICR Verify	RDM	35037-5	95%	Winnipeg	12				
Print	6053AK	3900 MICR Verify	RDM	35150-3	95%	Winnipeg	12				
Print	6253FK	3900 MICR Verify	RDM	35144-3	95%	Winnipeg	12				
Print	6053AK	3900 MICR Verify	RDM	35108-9	95%	Quebec City	12				
Print	6053AK	3900 MICR Verify	RDM	35039-3	95%	Quebec City	12				
Print	6253FK	3900 MICR Verify	RDM	35144-2	95%	Quebec City	12				
Print	50386602	Universal Web Handler	RSI	020250386602Q018868	95%	Quebec City	12				
Print	50386602	Universal Web Handler	RSI	020250386602Q018869	95%	Quebec City	12				
Print	50386602	Universal Web Handler	RSI	020250386602Q018871	95%	Winnipeg	12				
Print	50386602	Universal Web Handler	RSI	020250386602Q018867	95%	Winnipeg	12				
							Estimated Cost:				
							Estimated GST:				
							Total Estimated Cost:				

EQUIPMENT LIST PRICING

Device Type	Model #	Hardware Type	Vendor Name	Serial #	Availability Type	Location	Number of Months	Firm Monthly Price	Monthly Usage	Monthly Supplies	Monthly Linear Feet
Print	4000-ID1	4000-ID1 Laser Printer	IBM	60153	95%	Winnipeg	12				800,000
Print	4000-ID2	4000-ID2 Laser Printer	IBM	70153	95%	Winnipeg	12				800,000
Print	4000-ID1	4000-ID1 Laser Printer	IBM	60160	95%	Winnipeg	12				800,000
Print	4000-ID2	4000-ID2 Laser Printer	IBM	70160	95%	Winnipeg	12				800,000
Print	4000-ID1	4000-ID1 Laser Printer	IBM	60158	95%	Quebec City	12				800,000
Print	4000-ID2	4000-ID2 Laser Printer	IBM	70158	95%	Quebec City	12				800,000
Print	4000-ID1	4000-ID1 Laser Printer	IBM	60157	95%	Quebec City	12				800,000
Print	4000-ID2	4000-ID2 Laser Printer	IBM	70157	95%	Quebec City	12				800,000
Print	800019-57	3900 Roll Unwinder	RSI	6297	95%	Winnipeg	12				
Print	800019-57	3900 Roll Unwinder	RSI	6301	95%	Winnipeg	12				
Print	800019-57	3900 Roll Unwinder	RSI	6324	95%	Quebec City	12				
Print	800019-57	3900 Roll Unwinder	RSI	6322	95%	Quebec City	12				
Print	800027-0	3900 Folder Stacker	RSI	5847	95%	Winnipeg	12				
Print	800027-0	3900 Folder Stacker	RSI	6007	95%	Winnipeg	12				
Print	800027-0	3900 Folder Stacker	RSI	6307	95%	Quebec City	12				
Print	800027-0	3900 Folder Stacker	RSI	6308	95%	Quebec City	12				
Print	501254	3900 Roll Autoload Table	RSI	5781	95%	Winnipeg	12				
Print	501254	3900 Roll Autoload Table	RSI	7389	95%	Winnipeg	12				
Print	501254	3900 Roll Autoload Table	RSI	7391	95%	Quebec City	12				
Print	501254	3900 Roll Autoload Table	RSI	7585	95%	Quebec City	12				
Print	6053AK	3900 MICR Verify	RDM	35037-5	95%	Winnipeg	12				
Print	6053AK	3900 MICR Verify	RDM	35150-3	95%	Winnipeg	12				
Print	6253FK	3900 MICR Verify	RDM	35144-3	95%	Winnipeg	12				
Print	6053AK	3900 MICR Verify	RDM	35108-9	95%	Quebec City	12				
Print	6053AK	3900 MICR Verify	RDM	35039-3	95%	Quebec City	12				
Print	6253FK	3900 MICR Verify	RDM	35144-2	95%	Quebec City	12				
Print	50386602	Universal Web Handler	RSI	020250386602Q018868	95%	Quebec City	12				
Print	50386602	Universal Web Handler	RSI	020250386602Q018869	95%	Quebec City	12				
Print	50386602	Universal Web Handler	RSI	020250386602Q018871	95%	Winnipeg	12				
Print	50386602	Universal Web Handler	RSI	020250386602Q018867	95%	Winnipeg	12				
							Estimated Cost:				
							Estimated GST:				
							Total Estimated Cost:				

ANNEX B
EQUIPMENT LIST PRICING

EN869-121155

Device Type	Model #	Hardware Type	Vendor Name	Serial #	Availability Type	Location	Number of Months	Firm Monthly Price	Monthly Usage	Monthly Supplies	Monthly Linear Feet
Print	4000-ID1	4000-ID1 Laser Printer	IBM	60153	95%	Winnipeg	12				800,000
Print	4000-ID2	4000-ID2 Laser Printer	IBM	70153	95%	Winnipeg	12				800,000
Print	4000-ID1	4000-ID1 Laser Printer	IBM	60160	95%	Winnipeg	12				800,000
Print	4000-ID2	4000-ID2 Laser Printer	IBM	70160	95%	Winnipeg	12				800,000
Print	4000-ID1	4000-ID1 Laser Printer	IBM	60158	95%	Quebec City	12				800,000
Print	4000-ID2	4000-ID2 Laser Printer	IBM	70158	95%	Quebec City	12				800,000
Print	4000-ID1	4000-ID1 Laser Printer	IBM	60157	95%	Quebec City	12				800,000
Print	4000-ID2	4000-ID2 Laser Printer	IBM	70157	95%	Quebec City	12				800,000
Print	800019-57	3900 Roll Unwinder	RSI	6297	95%	Winnipeg	12				
Print	800019-57	3900 Roll Unwinder	RSI	6301	95%	Winnipeg	12				
Print	800019-57	3900 Roll Unwinder	RSI	6324	95%	Quebec City	12				
Print	800019-57	3900 Roll Unwinder	RSI	6322	95%	Quebec City	12				
Print	800027-0	3900 Folder Stacker	RSI	5847	95%	Winnipeg	12				
Print	800027-0	3900 Folder Stacker	RSI	6007	95%	Winnipeg	12				
Print	800027-0	3900 Folder Stacker	RSI	6307	95%	Quebec City	12				
Print	800027-0	3900 Folder Stacker	RSI	6308	95%	Quebec City	12				
Print	501254	3900 Roll Autoload Table	RSI	5781	95%	Winnipeg	12				
Print	501254	3900 Roll Autoload Table	RSI	7389	95%	Winnipeg	12				
Print	501254	3900 Roll Autoload Table	RSI	7391	95%	Quebec City	12				
Print	501254	3900 Roll Autoload Table	RSI	7585	95%	Quebec City	12				
Print	6053AK	3900 MICR Verify	RDM	35037-5	95%	Winnipeg	12				
Print	6053AK	3900 MICR Verify	RDM	35150-3	95%	Winnipeg	12				
Print	6253FK	3900 MICR Verify	RDM	35144-3	95%	Winnipeg	12				
Print	6053AK	3900 MICR Verify	RDM	35108-9	95%	Quebec City	12				
Print	6053AK	3900 MICR Verify	RDM	35039-3	95%	Quebec City	12				
Print	6253FK	3900 MICR Verify	RDM	35144-2	95%	Quebec City	12				
Print	50386602	Universal Web Handler	RSI	020250386602Q018868	95%	Quebec City	12				
Print	50386602	Universal Web Handler	RSI	020250386602Q018869	95%	Quebec City	12				
Print	50386602	Universal Web Handler	RSI	020250386602Q018871	95%	Winnipeg	12				
Print	50386602	Universal Web Handler	RSI	020250386602Q018867	95%	Winnipeg	12				
							Estimated Cost:				
							Estimated GST:				
							Total Estimated Cost:				

ANNEX C



Government of Canada
Gouvernement du Canada

Contract Number / Numéro du contrat

ENG 869-121155/A

Security Classification / Classification de sécurité

SECURITY REQUIREMENTS CHECK LIST (SRCL)
LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE			
1. Originating Government Department or Organization Ministère ou organisme gouvernemental d'origine PWGSC		2. Branch or Directorate / Direction générale ou Direction ITSB	
3. a) Subcontract Number / Numéro du contrat de sous-traitance		3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant	
4. Brief Description of Work - Brève description du travail Hardware maintenance and support for high speed Printers in the PWGSC Regional Production Centres			
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?		<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui	
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?		<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui	
6. Indicate the type of access required - Indiquer le type d'accès requis			
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)		<input type="checkbox"/> No Non <input checked="" type="checkbox"/> Yes Oui	
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p.ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.		<input type="checkbox"/> No Non <input checked="" type="checkbox"/> Yes Oui	
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciales sans entreposage de nuit?		<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui	
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès			
Canada <input checked="" type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>	
7. b) Release restrictions / Restrictions relatives à la diffusion			
No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>	All NATO countries Tous les pays de l'OTAN <input type="checkbox"/>	No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>	
Not releasable À ne pas diffuser <input checked="" type="checkbox"/>			
Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>	
Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:	
7. c) Level of information / Niveau d'information			
PROTECTED A PROTÉGÉ A <input type="checkbox"/>	NATO UNCLASSIFIED NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A PROTÉGÉ A <input type="checkbox"/>	
PROTECTED B PROTÉGÉ B <input checked="" type="checkbox"/>	NATO RESTRICTED NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B PROTÉGÉ B <input type="checkbox"/>	
PROTECTED C PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C PROTÉGÉ C <input type="checkbox"/>	
CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>	NATO SECRET NATO SECRET <input type="checkbox"/>	CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>	
SECRET SECRET <input type="checkbox"/>	COSMIC TOP SECRET COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET SECRET <input type="checkbox"/>	
TOP SECRET TRÈS SECRET <input type="checkbox"/>		TOP SECRET TRÈS SECRET <input type="checkbox"/>	
TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>	

Security Classification / Classification de sécurité



PART A (continued) / PARTIE A (suite)

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC Information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS? ☒ No ☐ Yes
If Yes, indicate the level of sensitivity:
Dans l'affirmative, indiquer le niveau de sensibilité :

9. Will the supplier require access to extremely sensitive INFOSEC Information or assets:
Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate? ☒ No ☐ Yes

Short Title(s) of material / Titre(s) abrégé(s) du matériel :

Document Number / Numéro du document :

PART B - PERSONNEL (SUPPLIER) / PARTIE B - PERSONNEL (FOURNISSEUR)

10. a) Personnel security screening level required / Niveau de contrôle de la sécurité du personnel requis

☒ RELIABILITY STATUS
COTE DE FIABILITÉ

☐ CONFIDENTIAL
CONFIDENTIEL

☐ SECRET
SECRET

☐ TOP SECRET
TRÈS SECRET

☐ TOP SECRET - SIGINT
TRÈS SECRET - SIGINT

☐ NATO CONFIDENTIAL
NATO CONFIDENTIEL

☐ NATO SECRET
NATO SECRET

☐ COSMIC TOP SECRET
COSMIC TRÈS SECRET

☐ SITE ACCESS
ACCÈS AUX EMPLACEMENTS

Special comments:
Commentaires spéciaux :

NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.
REMARQUE : Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.

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

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

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

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

11. b) Will the supplier be required to safeguard COMSEC Information or assets?
Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC? ☒ No ☐ Yes

PRODUCTION

11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises?
Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ? ☒ No ☐ Yes

INFORMATION TECHNOLOGY (IT) MEDIA / SUPPORT RELATIF À LA TECHNOLOGIE DE L'INFORMATION (TI)

11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED Information or data?
Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS? ☒ No ☐ Yes

11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency?
Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale? ☒ No ☐ Yes



PART C (continued) / PARTIE C (suite)

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

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

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

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

SUMMARY CHART / TABLEAU RÉCAPITULATIF

Category Catégorie	PROTECTED PROTÉGÉ			CLASSIFIED CLASSIFIÉ			NATO				COMSEC					
	A	B	C	Confidential Confidentiel	Secret	Top Secret Très Secret	NATO Restricted NATO Diffusion Restreinte	NATO Confidential	NATO Secret	COSMIC Top Secret COSMIC Très Secret	Protected Protégé			Confidential Confidentiel	Secret	Top Secret Très Secret
											A	B	C			
Information / Assets Renseignements / Biens																
Production																
IT Media Support TI																
IT Link Lien électronique																

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?
La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?

☒ No
Non ☐ Yes
Oui

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

12. b) Will the document attached to this SRCL be PROTECTED and/or CLASSIFIED?
La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?

☒ No
Non ☐ Yes
Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquez qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).

Form 4



Public Works and Government
Services
Canada

Travaux publics et Services
gouvernementaux
Canada

Protected (when completed and received by government)
Protégé (lorsque rempli et reçu par le gouvernement)

If completed manually, please print
Si rempli manuellement, veuillez écrire en lettres moulées

FOR GOVERNMENT USE ONLY POUR USAGE DU GOUVERNEMENT SEULEMENT

Special Investigations Directorate File No.
N° de dossier de la Direction des enquêtes spéciales

Date Received (Y-A M D-J)
Date de réception

CONSENT TO A CRIMINAL RECORD VERIFICATION CONSENTEMENT À LA VÉRIFICATION DE L'EXISTENCE D'UN CASIER JUDICIAIRE

This form must be completed and signed by each individual who is currently on the Board of Directors of the Bidder/Offeror/Supplier and provided with the Bid/Offer/Arrangement.

Le présent formulaire doit être rempli et signé par chaque membre du conseil d'administration du soumissionnaire/de l'offrant/du fournisseur et fourni avec la soumission/l'offre/l'arrangement.

A

PRIVACY ACT STATEMENT

ÉNONCÉ CONCERNANT LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS

The personal information requested on this form is collected under the authority of subsection 750(3) of the *Criminal Code*, paragraph 42(1(c)) of the *Financial Administration Act*, and sections 7 and 21 of the *Department of Public Works and Government Services Act*. The information will be used for validating the criminal conviction certifications necessary for obtaining or maintaining a procurement instrument. It may be shared with other government departments, agencies, as well as provincial, territorial, and federal courts, within the limits of what is required to conduct the criminal conviction verification.

A refusal to provide information will result in the bid/offer/arrangement being rejected or the contract terminated, the standing offer being set-aside or the supply arrangement being cancelled, as applicable.

The personal information is described in personal information bank PWGSC PPU 184 - Integrity Assessment Program. Individuals have a right of access to, correction of and protection of their information in accordance with the *Privacy Act*.

Les renseignements personnels demandés dans le présent formulaire sont recueillis en vertu du paragraphe 750(3) du *Code criminel*, du paragraphe 42(1(c)) de la *Loi sur la gestion des finances publiques* et des articles 7 et 21 de la *Loi sur le ministère des Travaux publics et des Services gouvernementaux*. Ces renseignements seront utilisés pour valider les attestations de condamnation au criminel nécessaires pour obtenir ou conserver un instrument d'approvisionnement. Les renseignements peuvent être diffusés à d'autres ministères et organismes fédéraux, ainsi qu'à des tribunaux provinciaux, territoriaux et fédéraux, dans les limites de ce qui est requis pour la vérification des condamnations au criminel.

À défaut de fournir les renseignements demandés, la soumission/l'offre/l'arrangement sera rejeté ou le contrat résilié, l'offre à commandes sera mise de côté ou l'arrangement en matière d'approvisionnement sera annulé, selon le cas.

Les renseignements personnels sont décrits dans les fichiers de renseignement personnels n° TPSGC PPU 184 - Programme de l'évaluation de l'intégrité. Les personnes ont le droit d'accéder aux renseignements personnels qui les concernent, ainsi que de les faire corriger ou protéger, conformément à la *Loi sur la protection des renseignements personnels*.

B

BIOGRAPHICAL INFORMATION - Must be completed by the individual RENSEIGNEMENTS BIOGRAPHIQUES - À remplir par l'individu

Family Name (Last Name) - Nom (de famille)

Family Name at Birth - Nom de famille à la naissance

Full Given Names (No initials) - Prénoms au complet (aucune initiale)

All other previously used names (i.e. maiden name, previously married names, legal name change, nicknames)

Tout autre nom utilisé (tel que nom de jeune fille, noms maritaux précédents, changement de nom légaux, sobriquets)

Gender - Sexe

☐

Male

Masculin

☐

Female

Féminin

Date of Birth - Date de naissance (Y-A M D-J)

Current Residential Information Information résidentielle actuelle

Apartment No. - N° d'appartement

Street No. - N° civique

Street Name - Nom de la rue

City - Ville

Province

Postal Code - Code postal

C	CONSENT - Must be signed by the individual CONSENTEMENT - Doit être signé par l'individu
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I, the undersigned, confirm that I have read and understand the above *Privacy Act* statement and that I consent to the collection and use of my personal information as described therein.

Je, soussigné, confirme avoir pris connaissance de l'Énoncé concernant la *Loi sur la protection des renseignements personnels* et consens à la collecte et à l'utilisation des renseignements personnels fournis aux présentes.

Signature	
Print Name - Nom en lettres moulées	Date (Y-A M D-J)

D	ADMINISTRATIVE INFORMATION - Internal Government Use Only RENSEIGNEMENTS ADMINISTRATIFS - Pour usage interne du gouvernement seulement	
Requesting Branch/Sector/Directorate/Division - Direction générale/Secteur/Direction/Division requérante		
Solicitation/Proposed Contract No. - N° de la demande de soumission/N° du contrat		Date of Request (Y-A M D-J) Date de la demande
Requesting Contact Person - Personne-ressource requérante		Contact Person Tel. No. - N° de tél. de la personne-ressource