

**ANNEX "B"**

**VENDOR PROFILE**

ANNEX B ATTACHED ELECTRONICALLY.

The Supplier must identify (in the box below) the printing process(es) they intend to be prequalified for within this Supply Arrangement:

<b>PRINTING PROCESS</b>	<b>YES</b>	<b>NO</b>
Offset - Sheetfed		
Offset - Web		
Digital		
Braille		
Reprographic		
Duplicating		

**The Supplier must complete and submit with their proposal their Vendor Profile for each printing process they intend to be prequalified for as detailed in Annex A, Statement of Work. The Vendor Profile must include:**

- Printing Process;
- Corporate Name;
- Corporate Address;
- Contact Methods;
- Production Facilities, Contact Methods and Hours of Operation;
- Production Capacity;
  - Presses
  - Bindery
  - Braille
  - Reprographic
  - Duplicating
  - File Transfer
  - Formats for Reproduction
  - Additional Services
- Security Clearance.

**1) The Supplier must identify the printing process or processes they intend to be prequalified for within this Supply Arrangement.** Suppliers will be considered for only the printing process vendor profile(s) completed. Should the supplier have more than one production facility in Canada, a description of each of the facilities must be provided.

**2) The Supplier must identify the equipment and it's capacity for each printing process they intend to be prequalified for.** Information requested on the Production Capacity includes, but not limited to: printing presses, bindery equipment, duplicating equipment, number of units, monochrome/colour, resolution, output speed, paper size, finishing capability, input capability, additional machine capabilities, etc., in keeping with the required services of Annex A, Statement of Work. **Supplier must provide a separate Vendor Profile for each printing process they intend to be prequalified for.**

**3) The Supplier must have obtained prior to issuance of supply arrangement, the required security clearance levels issued by the Canadian and International Industrial Security Directorate (CIISD), Public Works and Government Services Canada (PWGSC).**

The Supplier is to supply with their proposal, proof of their current security level in the form of documentation (letter or certificate) provided to the Supplier issued by the CIISD of PWGSC. All information submitted by the Supplier will be verified with CIISD of PWGSC.

There are two levels of security clearance:

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

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

The Supplier is to indicate the current security level of their firm and forward proof with their proposal.

Personnel Security Screening	Yes	No	Document Safeguarding	Yes	No	Facility Security Clearance	Yes	No
Reliability Status			Protected B			Protected B		
Secret			Secret			Secret		

**PRINTING PROCESS:** \_\_\_\_\_

(i.e.: Offset - Sheefed or Offset - Web or Digital or Braille or Reprographic or Duplicating)

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

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Contact Methods: Must complete Part 6, Article 5.2, Supplier's Information (for each production facility)

Production Facilities, Contact Methods, and Hours of Operations:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Production Capacity:**

**Printing:**

Presses (model, etc)	Number of presses	Number of printing units (colours printed at one time)	Paper Size (minimum and maximum size printed)	Perfecting capability (press can print on both sides of the sheet at the same time)	Additional press capabilities

**Bindery:**

Equipment (folding, perfect, saddle-stitch, etc)	Number of machines	Paper size, or Size of book bound	Minimum and Maximum Number of pages per:	Additional machine capabilities

**Braille:**

Equipment (model, etc.)	Number of machines	Paper size, or Size of book bound	Minimum and Maximum Number of pages per:	Additional machine capabilities

**Reprographics:**

Hard Media: Diskettes \_\_\_\_\_; CD \_\_\_\_\_; DVD \_\_\_\_\_

Additional types accepted and format considerations:

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CD ROM / Microfiche: \_\_\_\_\_

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Hard Copy: Minimum and Maximum Size: \_\_\_\_\_

Requirements for Hard Copy:

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**Duplicating / Photocopy:**

Equipment (model, etc.)	Number of machines	Paper size, or Size of book bound	Minimum and Maximum Number of pages per:	Additional machine capabilities

**Additional Services:** Type of services and equipment the company can provide in-house

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**Software:** Capability to receive files, print from electronic files scan to various file formats and various applications: PDF, MS Office, Corel Office, Lotus Office, Adobe products, Quark Express, etc.

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**Security Level:** The Supplier is to indicate the current security level of their firm and forward proof with their proposal.

Personnel Security Screening	Yes	No	Document Safeguarding	Yes	No	Facility Security Clearance	Yes	No
Reliability Status			Protected B			Protected B		
Secret			Secret			Secret		