

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 DESKTOP PUBLISHING		
Solicitation No. - N° de l'invitation 4F001-110234/A	Date 2012-05-14	
Client Reference No. - N° de référence du client 4F001-110234		
GETS Reference No. - N° de référence de SEAG PW-\$\$CW-013-60466		
File No. - N° de dossier cw013.4F001-110234	CCC No./N° CCC - FMS No./N° VME	
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2012-06-04		Time Zone Fuseau horaire Eastern Daylight Saving Time EDT
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input type="checkbox"/> Other-Autre: <input type="checkbox"/>		
Address Enquiries to: - Adresser toutes questions à: Papadatos, Tasia		Buyer Id - Id de l'acheteur cw013
Telephone No. - N° de téléphone (613) 990-6690 ()		FAX No. - N° de FAX (613) 993-2581
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: OFFICE OF THE COMMISSIONER FOR FEDERAL JUDICIAL AFFAIRS RM 852 99 METCALFE ST OTTAWA Ontario K1A1E3 Canada		

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

Communication Procurement Directorate/Direction de
l'approvisionnement en communication
360 Albert St./ 360, rue Albert
12th Floor / 12ième étage
Ottawa
Ontario
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

Item Article	Description	Dest. Code Dest.	Inv. Code Fact.	Qty Qté	U. of I. U. de D.	Unit Price/Prix unitaire		Del. Offered Liv. offerte
						Destination	FOB/FAM Plant/Usine	
1	DESKTOP PUBLISHING AND AA'S OF THE FEDERAL COURT REPORTS	4F001	4F001	1	Each	\$	\$	See Herein

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PART 1 - GENERAL INFORMATION

1. Introduction

The bid solicitation and resulting contract document is divided into seven (7) 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, the Basis of Payment, the Security Requirement Check List and the Evaluation Grid.

2. Summary

Office of the Commissioner for Federal Judicial Affairs Canada (FJA) requires typesetting, page formatting and page layout services, preparation of hard copy proofs, page corrections and pre-press related to each Part of the *Federal Courts Reports*. The page layout will be produced in English and French, and depending on the component of the Part, in bilingual versions side by side. The *Federal Courts Reports* also requires preparation of Portable Document Format (PDF) files for each component of the Part as well as a Word format for publication to the *Federal Courts Reports* Web site.

The period of the contract will be for one year with four option periods of one year each.

There is a security requirement associated with this requirement. For additional information, consult Part 6 - Security, Financial and Other Requirements, and Part 7 - Resulting Contract Clauses. Bidders should consult the "Security Requirements for PWGSC Bid Solicitations - Instructions for Bidders" document on the Departmental Standard Procurement Documents Web site."

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

The requirement is limited to Canadian goods and/or services.

3. Debriefings

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

4. Key Terms

For the purposes of this Request for Proposal and resultant contract the following definitions will apply:

Typesetting

Setting up of supplied raw text for the body text, headnotes, footnotes and variable header text in the specified type font, style and size. Creation and set up of rules, pagination and paragraph numbers as per the FCR Formatting Standards and Guidelines provided by the Project Authority and samples from previous publications.

Page Formatting

Positioning of pagination, typeset text, spaces, creation and positioning of columns (English and French text in bilingual side by side format) and positioning of paragraph numbers in margins as per samples from previous publications.

Page Layout

Alignment of formatted paragraph numbers, pagination, variable header text, rules, text, columns and margins from page to page as per the FCR Formatting Standards and Guidelines provided by the Project Authority and samples from previous publications.

Author's Alterations

Changes to the content of the documents incorporated at the request of the Project Authority. Author's Alterations do not include corrections resulting from issues with the layout, hyphenation or formatting (use of bold, italic etc) that did not exist in the original documents provided to the Contractor.

PART 2 - BIDDER INSTRUCTIONS

1. Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the bid solicitation by number, date and title are set out in the *Standard Acquisition Clauses and Conditions* Manual issued by Public Works and Government Services Canada (PWGSC). The Manual is available on the PWGSC Website:

<http://ccua-sacc.tpsgc-pwgsc.gc.ca/pub/acho-eng.jsp>

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

The 2003 (2012-03-02) Standard Instructions - Goods or Services, are incorporated by reference into and form part of the bid solicitation.

Subsection 5.4 of 2003, is amended as follows:

Delete: sixty (60) days

Insert: ninety days (90) days

2. Submission of Bids

Bids must be submitted by the date, time and place indicated on page 1 of the bid solicitation.

Public Works and Government Services Canada
 Bid Receiving Unit
 Portage III - Floor: 0A1
 11 Laurier Street
 Gatineau, Quebec
 K1A 0S5
 Telephone: (819) 956-3370

Due to the nature of this RFP, proposals transmitted by fax will not be accepted.

3. Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than five (5) calendar days before the bid closing date. Enquiries received after that time may not be answered.

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

4. Applicable Laws

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

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

5. Improvements of Requirements

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 reason for the suggestion. Suggestions that do not restrict the level of competition nor favour a particular bidder will be given consideration provided they are submitted to the Contracting Authority at least seven days before the bid closing date. Canada will have the right to accept or reject any or all suggestions.

PART 3 - BID PREPARATION INSTRUCTIONS

1. Bid Preparation Instructions

1.1 Bidders must provide copies of their bid in separately bound sections as follows:

Section I: Technical Bid (1 hard copy and 1 CD)
 Section II: Financial Bid (1 hard copy)

Section III: Certifications (1 hard copy)

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

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

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

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

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process Policy on Green Procurement <http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html>).

To assist Canada in reaching its objectives, bidders are encouraged to:

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

Section I: Technical Bid

In their technical bid, bidders should demonstrate their understanding of the requirements contained in the bid solicitation and explain how they will meet these requirements. Bidders should demonstrate their capability and describe their approach in a thorough, concise and clear manner for carrying out the work.

The technical bid should 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.

Section II: Financial Bid

Bidders must submit their financial bid in accordance with the Basis of Payment in Annex " B". The total amount of Goods and Services Tax or Harmonized Sales Tax is to be shown separately, if applicable.

Section III: Certifications

Bidders must submit the certifications required under Part 5.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION**1. Evaluation Procedures**

- (a) Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria specified below.

(b) An evaluation team composed of representatives of Canada will evaluate the bids.

1.1 Technical Evaluation

Bidders **MUST** meet all the mandatory criteria of the RFP. No further consideration will be given to Bidders not meeting all the mandatory criteria.

The mandatory requirements are:

M1. Desktop publisher

Bidders must identify two (2) individuals who will be assigned to the work under the contract. The individuals must have a minimum of two (2) years experience in book design, layout and desktop publishing systems and be able to work with complex documents in both official languages. The Bidders must provide the curriculum vitae of the Desktop Publishers assigned to this project stating the individual's work history and experience to demonstrate that they meet the mandatory experience requirements.

M2. Experience

Bidders must have successfully completed at least one contract of similar scope and nature to this requirement for one client within the last three (3) years prior to the closing date of this RFP. The value of the typesetting must be over \$25,000 per year.

The Bidder must provide the following information:

- a description of the project to demonstrate how the project meets this mandatory criterion;
- when the work was carried out;
- the value of the work performed;
- the contact information of the client for whom the project was completed.

Reference checks may be completed if deemed necessary.

M3. Author's Alterations

Bidders must demonstrate their ability to make changes to an electronic file by providing laser copy output including the required changes while maintaining surrounding text and alignment, existing font styles, type sizes, page formatting and page layout as in the original file provided. Bidders will be provided with two electronic files via e-mail, upon written request only, in InDesign CS5 and Portable Document Format (PDF). Bidders must incorporate the changes as requested and produce and submit, as part of their bid, a modified InDesign CS5 sample of the required final printed file in the same format (including styles, type size and page format and page layout) as the copy provided, in bilingual side by side format. This document must be submitted in hard copy and electronic format (InDesign CS5).

This document will be point rated. See Rated Criteria R1 in Annex "C".

M4. Desktop Publishing

Bidders must demonstrate their ability to do the typesetting, page formatting and final page layout from electronic files by providing laser copy output in the required font style, type sizes, page formatting and page layout as per the FCR Formatting Standards and Guidelines (FCR Standards) document and the sample provided. Bidders will be provided with electronic files via e-mail, upon written request only, in MS Word 2007 and in Portable Document Format (PDF). From the electronic files, Bidders must produce and submit, as part of their bid, a sample of the required final printed file in the same format (including styles, type sizes and page format and page layout) as the sample provided, in bilingual side-by-side format. This document must be submitted in hard copy and electronic format (InDesign CS5).

This document will be point rated. See Rated Criteria R2 in Annex "C".

To obtain the electronic files by e-mail and a copy of the FCR Standards document, you must contact the Contracting Authority:

Tasia Papadatos
Public Works and Government Services Canada
Communication Procurement Directorate
Tel: (613) 990-6690
Fax: (613)993-2581
E-mail: tasia.papadatos@tpsgc-pwgsc.gc.ca

1.1.2 Point Rated Technical Criteria

To be considered responsive, a proposal must obtain a minimum score of 75% for each of the criteria which are subject to a point rating.

Assessment of proposals will be based solely on the information in the Proposal. Canada may seek further information or clarification from the Bidder.

R.1 Author's Alterations (80 points)

Bidders are to demonstrate their ability to make changes to an InDesign CS5 electronic file by incorporating the modifications identified in the files provided and providing laser copy output of the modified file with no unwarranted changes to the surrounding text and alignment (reflow at this stage is permitted if required), existing font styles, type sizes, page formatting and page layout in the original file provided.

Using the original InDesign CS5 file provided, Bidders will make all modifications as identified in the PDF file. The PDF file will contain hand written text markup using standard proofreading marks to emulate what the winning bidder will actually have to work with on a regular basis.

Once the changes have been incorporated, Bidders must submit, as part of their bid, a modified InDesign CS5 sample of the required final printed file in the same format (including styles, type size and page format and page layout) as the copy provided, in bilingual side by side format. This document must be submitted in hard copy (print) and electronic format (InDesign CS5).

R.2 Desktop Publishing (80 Points)

Bidders are to demonstrate their ability to do the page formatting and final page layout from Microsoft Word 2007 electronic files by completing the page formatting and final page layout of specified pages and providing a clear laser copy output of these pages in the required font style, type sizes, page formatting and page layout as per the FCR Standards provided and the corresponding sample provided from a previous production.

From the electronic file, Bidders are to produce (complete the typesetting/page formatting and page layout of the indicated pages) and submit as part of their bid, a final printed sample of the required file, in the same format (including, but not limited to, all body text, headnotes, end notes, rules, folios, margin numbers, font and underlining styles, type sizes, capitalization, typesetting, page formatting and page layout etc.) as per the FCR Standards provided and the corresponding sample copy of the final printed document from a previous production.

The five electronic documents consist of:

1. English Headnote (MSWord2007)
2. English Judgment (MSWord2007)
3. French Headnote (MSWord2007)
4. French Judgment (MSWord2007)
5. Preliminary Side by Side Version of Document. (PDF)

Documents 1 to 4 consist of the files that make up the pages that are to be created in InDesign CS5. Document 5 provides the necessary information for the font sizes and indents, etc. that are to be used for that particular file. These files emulate what the successful Bidder will be given to work with on a regular basis.

Once documents 1 to 4 have been incorporated into a single InDesign CS5 Document and formatted appropriately (including, but not limited to, all body text, headnotes, end notes, rules, folios, margin numbers, font and underlining styles, type sizes, capitalization, typesetting, page formatting and page layout, etc.) as per the FCR Standards provided and the corresponding sample copy of the final printed document from a previous production; Bidders are to submit a hard copy (print) as well as an electronic (InDesign CS5) version of the document.

Mandatory and point rated technical evaluation criteria are included in Annex "C" Evaluation Grid.

1.2 Financial Evaluation

1.2.1 Proposals will be evaluated as follows:

For evaluation purposes only, each price provided for in Annex B - Basis of Payment will be multiplied by the quantities stated. All the Items will be added to obtain the aggregate price. The Evaluated Price will include the aggregate price for the contract period and all the option periods.

2. Basis of Selection

2.1 To be declared responsive, a bid must:

- (a) comply with all the requirements of the bid solicitation;
 - (b) meet all mandatory evaluation criteria; and
 - (c) obtain the required minimum 60 points for each technical criteria which are subject to point rating.
2. Bids not meeting (a) or (b) or (c) will be declared non-responsive. Neither the responsive bid that receives the highest number of points nor the one that proposed the lowest price will necessarily be accepted. The responsive bid with the lowest evaluated price per point will be recommended for award of a contract.

PART 5 - CERTIFICATIONS

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

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

1. Certifications Precedent to Contract Award

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

1.1 Federal Contractors Program for Employment Equity – Certification over \$200K

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

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

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

The Bidder or the member of the joint venture

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

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

1.2 Canadian Content Definition

SACC Clause A3050T (2010-01-11) Canadian Content Definition

This procurement is limited to Canadian services.

The Bidder certifies that:

- () the service offered is a Canadian service as defined in paragraph 2 of clause A3050T.

1.3 Education and Experience

The Bidder certifies that all the information provided in the résumés and supporting material submitted with its bid, particularly the information pertaining to education, achievements, experience and work history, has been verified by the Bidder to be true and accurate. Furthermore, the Bidder warrants that every individual proposed for the requirement is capable of performing the Work described in the resulting contract.

1.4 Status and Availability of Resources

The Bidder certifies that, should it be awarded a contract as a result of the bid solicitation, every individual proposed in its bid will be available to perform the Work as required by Canada's representatives and at the time specified in the bid solicitation or agreed to with Canada's representatives. If for reasons beyond its control, the Bidder is unable to provide the services of an individual named in its bid, the Bidder may propose a substitute with similar qualifications and experience. The Bidder must advise the Contracting Authority of the reason for the substitution and provide the name, qualifications and experience of the

proposed replacement. For the purposes of this clause, only the following reasons will be considered as beyond the control of the Bidder: death, sickness, maternity and parental leave, retirement, resignation, dismissal for cause or termination of an agreement for default.

If the Bidder has proposed any individual who is not an employee of the Bidder, the Bidder certifies that it has the permission from that individual to propose his/her services in relation to the Work to be performed and to submit his/her résumé to Canada. The Bidder must, upon request from the Contracting Authority, provide a written confirmation, signed by the individual, of the permission given to the Bidder and of his/her availability.

Signature

Date

PART 6 - SECURITY REQUIREMENTS

1. Security Requirement

1. At the date of bid closing, the following conditions must be met:
 - (a) 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;
 - (b) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites.
2. For additional information on security requirements, bidders should consult the "Security Requirements for PWGSC Bid Solicitations - Instructions for Bidders" (<http://www.tpsgc-pwgsc.gc.ca/app-acq/lc-pl/lc-pl-eng.html#a31>) document on the Departmental Standard Procurement Documents Web site.

PART 7 - RESULTING CONTRACT CLAUSES

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

1. Statement of Work

The Contractor must perform the Work in accordance with the Statement of Work at Annex "A".

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 (<http://ccua-sacc.tpsgc-pwgsc.gc.ca/pub/acho-eng.jsp>) Manual issued by Public Works and Government Services Canada.

2.1 General Conditions

2030 (2012-03-02) General Conditions – Goods Higher Complexity - apply to and form part of the Contract.

3. Security Requirement

1. The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer, hold a valid Designated Organization Screening (DOS), issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).
2. The Contractor/Offeror 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. Until the security screening of the Contractor personnel required by this Contract has been completed satisfactorily by the CISD, PWGSC, the Contractor personnel **MAY NOT HAVE ACCESS** to PROTECTED information or assets, and **MAY NOT ENTER** sites where such information or assets are kept, without an escort.
3. The Contractor/Offeror **MUST NOT** remove any PROTECTED information or assets from the identified work site(s), and the Contractor/Offeror must ensure that its personnel are made aware of and comply with this restriction.
4. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/PWGSC.
5. The Contractor/Offeror must comply with the provisions of the:
 - (a) Security Requirements Check List and security guide (if applicable), attached at Annex D;
 - (b) Industrial Security Manual (Latest Edition).

4. Term of Contract

4.1 Period of Contract

The contract is in effect from date of award to June 30, 2013 inclusively.

4.2 Option to Extend the Contract

The contractor grants to Canada the irrevocable option to extend the term of the contract by four (4) optional periods of one year under the same terms and conditions. Canada may exercise this option at any time by sending a notice to the contractor.

5. Authorities

5.1 Contracting Authority

The Contracting Authority for the Contract is:

Tasia Papadatos
Public Works and Government Services Canada
Communications Procurement Directorate
360 Albert, 12th floor
Ottawa, ON, K1A 0S5

Telephone: (613) 990-6690

E-mail: tasia.papadatos@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.

5.2 Project Authority

The Project Authority for the Contract is:

The Project 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 Project Authority; however, the Project Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

5.3 Contractor's Representative

Name: _____

Telephone: _____

Fax: _____

E-mail: _____

6. Payment

6.1 Basis of Payment

The Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of the Work, as determined in accordance with the Basis of Payment in Annex "B", to a limitation of expenditure of \$_____ (*insert the amount at contract award*). Customs duties are included and Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.

6.2 Multiple Payments

Canada will pay the Contractor upon completion and delivery of units in accordance with the payment provisions of the Contract if:

- a. an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
- b. all such documents have been verified by Canada;
- c. the Work delivered has been accepted by Canada.

7. Invoicing Instructions

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.

Invoices must be distributed as follows:

- (a) The original and one (1) copy must be forwarded to the following address for certification and payment:

Office of the Commissioner for Federal Judicial Affairs Canada
99 Metcalfe St., 8th floor
Ottawa, Ontario
K1A 1E3

8. Certifications

Compliance with the certifications provided by the Contractor in its bid is a condition of the Contract and subject to verification by Canada during the 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, pursuant to the default provision of the Contract, to terminate the Contract for default.

9. Applicable Laws

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

10. Priority of Documents

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

- (a) the Articles of Agreement;
- (c) the general conditions 2030 (2012-03-02);
- (d) Annex "A", Statement of Work;
- (e) Annex "B", Basis of Payment;
- (f) Annex "C", Security Requirements Check List;
- (g) the Contractor's bid dated _____, as amended_____.

11. Insurance

The Contractor is responsible for deciding if insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any insurance acquired or maintained by the Contractor is at its own expense and for its own benefit and protection. It does not release the Contractor from or reduce its liability under the Contract.

12. Quality Levels for Typesetting

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The Contractor must perform the Work in accordance with the quality requirements described in the publication entitled *Quality Levels for Typesetting* at <http://www.tpsgc-pwgsc.gc.ca/app-acq/guides/nqc-qlt-eng.html>

ANNEX "A" STATEMENT OF WORK

Selected decisions rendered by the Federal Court and Federal Court of Appeal are published on a continuous basis in English and French in the official report entitled the *Federal Courts Reports*. The *Federal Courts Reports* are published currently in 12 Parts per year divided into 4 Volumes. Each Part consists of various components, which will be described in section A.1 of this Annex. These Parts are published at a frequency of roughly once per month in paper and electronic format.

In order to publish these Parts, the *Federal Courts Reports* requires typesetting, page formatting and page layout services, preparation of hard copy proofs, page corrections and pre-press related to each Part. The page layout will be produced in English and French, and depending on the component of the Part, in bilingual versions side by side. The *Federal Courts Reports* also requires preparation of Portable Document Format (PDF) files for each component of the Part as well as a Word format for publication to the *Federal Courts Reports* Web site.

The software* to be used will be defined by the Project Authority. At the time this contract is awarded, the Contractor is expected to use Adobe InDesign, Adobe Acrobat Professional and Microsoft Word 2007 as follows:

Adobe InDesign is to be used for all page layout services.

Adobe Acrobat Pro is to be used to send the proofs electronically via email to the Project Authority as well as for the final files for publication to the *Federal Courts Reports* Web site.

MS Word 2007 is the software in which the original files will be sent to the contractor and is to be used to create the files for publication to the *Federal Courts Reports* Web site.

*The Project Authority reserves the right to change the software being used by the Contractor by giving 30 days advance notice.

A.1 Typesetting, page formatting and page layout

The typesetting, page formatting and page layout required will follow the standards as set out in the FCR Formatting Standards and Guidelines (FCR Standards) provided and demonstrated by the samples from previous productions. Changes may occur to any element described in the FCR Standards document (such as spacing between paragraphs) as well as to what is defined as standard text (such as names appearing in title pages) during the period of the contract or the option periods.

The Contractor must prepare the typesetting, page formatting and page layout of each document provided (and halftones as required), merge English and French text in bilingual side-by-side format as required, add running head, counter numbers, folios, footnotes and endnotes as required. Part 3 of each Volume contains additional Lists and Tables which are to be formatted according to the FCR Standards provided and will be discussed with the Contractor on an ongoing basis. Ongoing communication is imperative because any of the sections that make up a Part, including the Lists and Tables and the styles can change at any time.

For each Part, the Contractor must prepare the typesetting, page formatting and page layout of the 4 basic sections as described below according to the FCR Standards provided. In addition, for the last Part of each Volume, the Contractor must prepare the typesetting and page formatting and page layout of the nine (9) lists and cumulative tables.

Parts 1 and 2 of each Volume are made up of 4 basic sections* plus the front and back covers and spine:

1. Title page, Credits Page and Contents/Sommaire (Preliminary Pages)
2. Appeals Noted/Appels notés
3. Judgments
4. Digests/Fiches

*Additional sections may be added between the Appeals Noted and the beginning of the Judgments as required (e.g. errata, memoranda and other announcements).

Part 3 of each Volume is made up of the 4 sections identified above as well as the following nine (9) lists and cumulative tables:

1. List of Judges/Liste des juges (NB: This is not the official title of the list)
2. Appeals noted/Appels notés
3. Table of cases reported in this volume/Table des décisions publiées dans ce volume
4. Contents of the volume/Table des matières du volume
5. Table of cases digested in this volume/Table des fiches analytiques publiées dans ce volume
6. Cases cited/Jurisprudence citée
7. Statutes and regulations cited/Lois et règlements cités
8. Treaties and other instruments cited/Traités et autres instruments cités
9. Authors cited/Doctrine citée.

The Contractor must review text for format to ensure the requirements of the Project Authority are met.

When requested by the Project Authority, the Contractor may be required to incorporate halftone pictures, graphs or charts in the document. Scanning and page layout will be required for pictures. Page layout will also be required for charts and graphs, which will be provided by the Project Authority. Because this layout will vary depending on the image, charts or graphs being published, this does not form part of the standards defined in the FCR Standards provided.

The Contractor may be required to format and compile two (2) or more Parts simultaneously.

A.2. Provide page proofs, revised page proofs and final proofs prior to printing.

Proofs will be supplied to the Project Authority for approval electronically following the procedures and naming conventions established by the Project Authority as discussed with the Contractor. These proofs will either be sent in InDesign or PDF format. This will be discussed with the Contractor. The following steps will be followed:

- a) A paper version of the original files for judgments must be picked up at our offices at 99 Metcalfe St., Ottawa, Ontario. This version is to be used for the specific formatting of each particular decision (i.e. what text should be formatted as quoted text, etc.). All other sections of each Part follow standard formatting and no paper copy is necessary.
- b) All proofs will be exchanged electronically via e-mail.

-
- c) For each section of a Part provided by the *Federal Courts Reports*, an electronic proof must be sent to the Project Authority, via e-mail, for approval within five (5) working days of the Contractor being provided with the electronic file.
 - d) Proofs of each section of a Part are reviewed and approved individually.
 - e) The corrections identified on the first proof are to be incorporated and the corrected document returned to the Project Authority for approval within three (3) working days. Subsequent corrections and/or Author's Alterations should be returned within two (2) working days. Author's Alterations are changes to the content of the documents incorporated at the request of the Project Authority. Author's Alterations do not include corrections resulting from issues with the layout, hyphenation or formatting (use of bold, italic etc) that did not exist in the original documents provided to the Contractor.
 - f) Once the pages have been given final approval by the Project Authority, it is the responsibility of the Contractor to ensure that there are no changes to the approved pages. Text reflow at that point is not permitted unless justified by a change request on the part of the Project Authority.
 - g) All formatted and approved sections of a Part (Preliminary Pages, Appeals Noted, Judgments, Digests/Fiches and, in the case of a Part 3, Lists and cumulative Tables) are compiled as per the list provided by the Project Authority.
 - h) Once all sections of a Part as described in section A.1 of this document are approved, they are to be compiled and sent via e-mail to the Project Authority within three (3) working days of request for "compiled Part".
 - i) Provide corrections to the proofs of the combined Part for approval within two (2) working days.

Given the volume of e-mails and files that are exchanged on a daily basis, FJA has created naming guidelines to assist with version control. This will be shared with the contractor in due course. The Contractor must follow these naming guidelines and use efficient information management practices.

All steps of this process are subject to change. The Contractor will receive a minimum of five (5) days notice prior to any change in the process taking effect.

A.3 Creation of Portable Document Format (PDF) and Internet ready files.

Once all sections of each Part are prepared, they are published in print and electronic format. The electronic format can be viewed at <http://reports.fja-cmf.gc.ca/eng/index.html>. Samples of the print version can be obtained upon request.

Using the final approved proofs, the Contractor must create the following.

- 1 A set of PDF files for each individual section of the Part as identified by the Project Authority as well as of the full Part. These are to be prepared as follows:
 - a. Each individual judgment and Digest as well as the Appeals Noted must be prepared in an individual file in each language; the Digests must also be prepared as a combined file in each language. (ex. If there are 4 judgments and 6 Digests in a Part then there will be 22 files to prepare – 1 for each judgment and Digest individually in each language (=20) and 1 for each set of 6 Digests in each language (=2).
 - b. The full Part as compiled and approved must be provided in a separate file.
- 2 A set of Internet ready files for each individual section of the Part as identified by the Project Authority. These are to be prepared as follows:

-
- a. The current software used for the preparation of Internet ready files is Word 2007.
 - b. Each individual judgment and Digest as well as the Appeals Noted must be formatted in an individual file in each language; the Digests must also be prepared as a combined file in each language. (ex. If there are 4 judgments and 6 Digests in a Part then there will be 22 files to prepare – 1 for each judgment and Digest individually in each language (=20) and 1 for each set of 6 Digests in each language (= 2).
 - c. Each file will be created using embedded styles as set out in the Formatting Styles (Web) document provided by the Project Authority. The style names must be used EXACTLY as set out in the document provided.

These files are not to be sent until requested by the Project Authority and are to be sent within eight (8) business days of receiving the request.

The Project Authority will work closely with the successful Contractor for the first Volume (Parts 1, 2 and 3) in order to orient and train the Contractor on the basic typesetting requirements of the different Parts. However, due to the nature of the publication and the often fluctuating layout of the documents received by the *Federal Courts Reports* and subsequently sent to the Contractor, frequent communication will be required for the duration of the contract.

Note: This work may not be required for the duration of the contract.

Quality Control

The FJA Project Authority is responsible for reviewing and accepting the documents submitted by the desktop publishers.

The FJA will provide a three-month transition period to enable desktop publishers to adjust to the formatting requirements. However, at the end of the transition period, any unsatisfactory documents may result in notification to the Contractor of unsatisfactory production and action being required.

The desktop publisher must ensure that the style and formatting guidelines have been followed prior to returning a document to the FJA Project Authority

Should the FJA Project Authority decide that the level of services is not deemed acceptable, the Contractor will be advised in writing. Once corrective actions are taken, should services still not meet the FJA requirements, the FJA Project Authority will advise the Contractor in writing and request that a different individual be assigned to do the desktop publishing. The FJA must then approve any replacement desktop publishers who will be expected to undergo the same screening as those for whom the original contract was awarded.

Author's Alterations

Author's Alterations are changes to the content of the documents incorporated at the request of the Project Authority. Author's Alterations do not include corrections resulting from issues with the layout, hyphenation or formatting (use of bold, italic etc) that did not exist in the original documents provided to the Contractor.

Responsibilities

The Contractor is responsible to provide their own application software and reference materials to complete the desktop publishing requests.

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The FJA Project Authority is responsible for providing sample published decisions, style guides and other reference material pertaining to the particular styles and requirements of the *Federal Courts Reports*.

Author's Alterations

Author's alterations are changes to the content of the documents incorporated at the request of the Project Authority. Author's Alterations do not include corrections resulting from issues with the layout, hyphenation or formatting (use of bold, italic etc) that did not exist in the original documents provided to the Contractor.

Components Return

All components pertaining to the job, whether supplied by the customer or purchased by or supplied by the contractor, are to be considered property of the Crown and must be forwarded prepaid, upon completion of the job to the following address:

Linda Brunet
Office of the Commissioner for Federal Judicial Affairs Canada
99 Metcalfe St., 8th floor
Ottawa, Ontario
K1A 1E3

APPENDIX B: BASIS OF PAYMENT

The Bidder is to provide firm, all inclusive lot prices as detailed below. FOB destination to one location in the NCR, GST/HST extra if applicable.

Failure to price one of the components in the format specified will render the proposal non-responsive.

The quantities for evaluation shown in the pricing grid are estimates for evaluation purposes only and are not a guarantee of the actual number of documents to be produced.

CONTRACT PERIOD – date of award to June 30, 2013

Services	Price	Quantities	Total price
1. Headnote pages	Per page	550	
2. Body Text pages	Per page	2,200	
3. Scanning photographs	each	1	
4. create PDF and internet ready files	Per hour		
5. Author's alterations	Per hour	10	

FIRST OPTION PERIOD – July 2013 to June 30, 2014

Services	Price	Quantities	Total price
1. Headnote pages	Per page	550	
2. Body Text pages	Per page	2,200	
3. Scanning photographs	each	1	
4. create PDF and internet ready files	Per hour		
5. Author's alterations	Per hour	10	

SECOND OPTION PERIOD – July 2014 to June 30, 2015

Services	Price	Quantities	Total price
1. Headnote pages	Per page	550	
2. Body Text pages	Per page	2,200	
3. Scanning photographs	each	1	
4. create PDF and internet ready files	Per hour		
5. Author's alterations	Per hour	10	

THIRD OPTION PERIOD – July 2015 to June 30, 2016

Services	Price	Quantities	Total price
1. Headnote pages	Per page	550	
2. Body Text pages	Per page	2,200	
3. Scanning photographs	each	1	
4. create PDF and internet ready files	Per hour		
5. Author's alterations	Per hour	10	

FOURTH OPTION PERIOD – July 2016 to June 30, 2017

Services	Price	Quantities	Total price
1. Headnote pages	Per page	550	
2. Body Text pages	Per page	2,200	
3. Scanning photographs	each	1	
4. create PDF and internet ready files	Per hour		
5. Author's alterations	Per hour	10	

ANNEX C EVALUATION GRID

TECHNICAL EVALUATION - MANDATORY AND POINT RATED REQUIREMENTS

Bidders **MUST** meet all the mandatory requirements of the RFP. No further consideration will be given to Bidders not meeting all the mandatory criteria.

MANDATORY CRITERIA

Criteria	Requirement Met Yes / No
M1. Bidders must identify up to two (2) individuals who will be assigned to the work under the contract. The individuals must have a minimum of two (2) years experience in book design, layout and desktop publishing systems and be able to work with complex documents in both official languages. The Bidders must provide the curriculum vitae of the Desktop Publisher(s) assigned to this project stating the individual's work history and experience to demonstrate that they meet the mandatory experience requirements.	
M2. Bidders must have successfully completed at least one previous project of similar scope and nature to this requirement for one client within the last three (3) years prior to the closing date of this RFP. The value of the typesetting must be over \$25,000 per year. Bid must include: <ul style="list-style-type: none"> • a description of the project to demonstrate how the project meets this mandatory criterion; • when the work was carried out; • the value of the work performed; • the contact information of the client for whom the project was completed. 	
M3. Bidders must demonstrate their ability to make changes to an electronic file (author's alterations) by providing laser copy output including the required changes while maintaining surrounding text and alignment, existing font styles, type sizes, page formatting and page layout as in the original file provided. Bid must include final product in electronic and print format. See R1 in point rated criteria.	
M4. Bidders must demonstrate their ability to do the typesetting,	

page formatting and final page layout from an electronic file by providing laser copy output in the required font style, type sizes, page formatting and page layout as per the sample provided.

Bid must include final product in electronic and print format.

See R2 in point rated criteria.

POINT RATED CRITERIA

Requirements will be evaluated on a point rated basis as described in the following rating scale. Failure on the part of the Bidder to achieve the minimum score on any one (1) of the following Requirements will result in the proposal being deemed non-responsive and ineligible for any further consideration or evaluation. It is the responsibility of the Bidder to ensure that the proposal meets ALL of the Requirements as indicated below.

R1. Author's Alterations (80 points)

Bidders must demonstrate their ability to make changes to an electronic file by providing laser copy output including the required changes while maintaining surrounding text and alignment, existing font styles, type sizes, page formatting and page layout as in the original file provided.

Items for R1 are scored on a reverse scale. Points will be deducted as indicated for each error type up to the maximum identified in the grid. Each Bidder is allocated a base score of 80 points. In order to meet Requirement R1, the Bidder must maintain a minimum score of **60** points for items (1) to (9).

Criteria	Points Deducted
<p>(1) All required body text and headers are included as per the original provided or modified according to the changes requested.</p> <p>* 2 points will be deducted for each header that is not included, up to a maximum of 10 points.</p>	(1) ____
<p>(2) All columns and rules (size and position) are as per the original provided or modified according to the changes requested.</p> <p>* 2 points will be deducted for each column or rule that is not in the proper position or of the correct size, up to a maximum of 10 points.</p>	(2) ____
<p>(3) All pagination and paragraph numbers are as per the original provided or modified according to the changes requested.</p> <p>* 2 points will be deducted for each page or paragraph number that is not correct, up to a maximum of 10 points.</p>	(3) ____
(4) Underlining style and position in relation to type are as per the	

original provided or modified according to the changes requested.	(4) ____
* 2 points will be deducted for each incorrect use of underlining, up to a maximum of 8 points.	
(5) Alignment from page to page of formatted pagination, paragraph numbers, header text and rules, titles, columns and margins are as per the original provided or modified according to the changes requested, up to a maximum of 10 points.	(5) ____
* 2 points will be deducted for each incorrect alignment, up to a maximum of 10 points.	
(6) Style (bold/italics) and type size are as per the original provided or modified according to the changes requested.	(6) ____
* 2 points will be deducted for each incorrect use of type style and size, up to a maximum of 10 points.	
(7) The Bidder's submitted test contains no spelling, grammatical or typographical errors that are not found in the manuscripts provided.	(7) ____
* 2 points will be deducted for each spelling, grammatical or typographical error in the submitted test that is not found in the manuscripts provided, up to a maximum of 6 points.	____
* 2 points will be deducted for corrections made by the Bidder to what may appear to be a spelling, grammatical or typographical error in the manuscripts provided, up to a maximum of 4 points.	
(8) The spacing between words, lines or paragraphs are as per the original provided or modified according to the changes requested.	(8) ____
* 2 points will be deducted for incorrect spacing between words, lines or paragraphs, up to a maximum of 10 points.	
(9) Excessive hyphenation is not acceptable. Refer to the samples provided to see what we deem to be an acceptable amount of hyphenation.	(9) ____
* 2 points will be deducted for excessive hyphenation, up to a maximum of 2 points.	
	Pass

			Yes / No
Total Score		/ 80	

R2. Page formatting (80 points)

Bidders must demonstrate their ability to do the typesetting, page formatting and final page layout from an electronic file by providing laser copy output in the required font style, type sizes, page formatting and page layout as per the sample provided.

Items for R2 are scored on a reverse scale. Points will be deducted as indicated for each error type up to the maximum identified in the grid. Each Bidder is allocated a base score of 80 points. In order to meet Requirement R2, the Bidder must maintain a minimum score of **60** points for items (1) to (9).

Criteria	Points Deducted
(1) All required body text and headers are included as per the FCR Standards provided and the sample(s) provided from a previous production * 2 points will be deducted for each header that is not included, up to a maximum of 10 points.	(1) ____
(2) All columns and rules (size and position) are as per the FCR Standards provided and the sample(s) provided from a previous production * 2 points will be deducted for each column or rule that is not in the proper position or of the correct size, up to a maximum of 10 points.	(2) ____
(3) All pagination and paragraph numbers are as per the FCR Standards provided and the sample(s) provided from a previous production * 2 points will be deducted for each page or paragraph number that is not correct, up to a maximum of 10 points.	(3) ____
(4) Underlining style and position in relation to type are as per the FCR Standards provided and the sample(s) provided from a previous production * 2 points will be deducted for each incorrect use of underlining, up to a maximum of 8 points.	(4) ____

<p>(5) Alignment from page to page of formatted pagination, paragraph numbers, header text and rules, titles, columns and margins are as per the FCR Standards provided and the sample(s) provided from a previous production</p> <p>* 2 points will be deducted for each incorrect alignment, up to a maximum of 10 points.</p>	(5) _____
<p>(6) Style (bold/italics) and type size are as per the FCR Standards provided and the sample(s) provided from a previous production</p> <p>* 2 points will be deducted for each incorrect use of type style and size, up to a maximum of 10 points.</p>	(6) _____
<p>(7) The Bidder's submitted test contains no spelling, grammatical or typographical errors that are not also in the manuscripts provided.</p> <p>* 2 points will be deducted for each spelling, grammatical or typographical error that is not also in the manuscripts provided, up to a maximum of 6 points.</p> <p>* 2 points will be deducted for corrections made by the bidder to what may appear to be a spelling, grammatical or typographical error in the manuscripts provided, up to a maximum of 4 points.</p>	(7) _____ _____
<p>(8) The spacing between words, lines or paragraphs are as per the FCR Standards provided and the sample(s) provided from a previous production.</p> <p>* 2 points will be deducted for each incidence of incorrect spacing between words, lines or paragraphs up to a maximum of 10 points.</p>	(8) _____
<p>(9) Excessive hyphenation is not acceptable. Refer to the samples provided to see what we deem to be an acceptable amount of hyphenation</p> <p>* 2 points will be deducted for excessive hyphenation up to a maximum of 2 points.</p>	(9) _____
	Pass Yes / No
Score	
Total Score	/ 80

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SUMMARY

		Maximum	Points Awarded	Passing Mark
R.1	Alterations	80		60
R.2	Page Formatting	80		60
	Total Score			

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APPENDIX D: SECURITY REQUIREMENT CHECK LIST



Government of Canada
Gouvernement du Canada

Contract Number / Numéro du contrat 4F001-110234
Security Classification / Classification de sécurité UNCLASS

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 Federal Judicial Affairs Canada (FJA)		2. Branch or Directorate / Direction générale ou Direction Federal Courts Reports	
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 Typesetting services with respect to the Federal Courts Reports, which are published by FJA.			
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 checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui	
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.		<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui	
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?		<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui	
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès			
Canada <input checked="" type="checkbox"/>		NATO / OTAN <input type="checkbox"/>	
Foreign / Étranger <input type="checkbox"/>			
7. b) Release restrictions / Restrictions relatives à la diffusion			
No release restrictions Aucune restriction relative à la diffusion <input checked="" type="checkbox"/>		All NATO countries Tous les pays de l'OTAN <input type="checkbox"/>	
Not releasable À ne pas diffuser <input type="checkbox"/>			
Restricted to: / Limité à: <input type="checkbox"/>		Restricted to: / Limité à: <input type="checkbox"/>	
Specify country(ies): / Préciser le(s) pays:		Specify country(ies): / Préciser le(s) pays:	
7. c) Level of information / Niveau d'information			
PROTECTED A PROTÉGÉ A <input checked="" type="checkbox"/>		NATO UNCLASSIFIED NATO NON CLASSIFIÉ <input type="checkbox"/>	
PROTECTED B PROTÉGÉ B <input type="checkbox"/>		NATO RESTRICTED NATO DIFFUSION RESTREINTE <input type="checkbox"/>	
PROTECTED C PROTÉGÉ C <input type="checkbox"/>		NATO CONFIDENTIAL NATO CONFIDENTIEL <input type="checkbox"/>	
CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>		NATO SECRET NATO SECRET <input type="checkbox"/>	
SECRET SECRET <input type="checkbox"/>		COSMIC TOP SECRET COSMIC TRÈS SECRET <input type="checkbox"/>	
TOP SECRET TRÈS SECRET <input type="checkbox"/>			
TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>		PROTECTED A PROTÉGÉ A <input type="checkbox"/>	
		PROTECTED B PROTÉGÉ B <input type="checkbox"/>	
		PROTECTED C PROTÉGÉ C <input type="checkbox"/>	
		CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>	
		SECRET SECRET <input type="checkbox"/>	
		TOP SECRET TRÈS SECRET <input type="checkbox"/>	
		TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>	



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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
Non Oui

If Yes, indicate the level of sensitivity:

Dans l'affirmative, indiquer le niveau de sensibilité :

9. Will the supplier require access to extremely sensitive INFOSEC information or assets?

Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate?

☒ No ☐ Yes
Non Oui

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

Document Number / Numéro du document :

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

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



RELIABILITY STATUS
COTE DE FIABILITÉ



CONFIDENTIAL
CONFIDENTIEL



SECRET
SECRET



TOP SECRET
TRÈS SECRET



TOP SECRET- SIGINT
TRÈS SECRET - SIGINT



NATO CONFIDENTIAL
NATO CONFIDENTIEL



NATO SECRET
NATO SECRET



COSMIC TOP SECRET
COSMIC TRÈS SECRET



SITE ACCESS
ACCÈS AUX EMPLACEMENTS

Special comments:

Commentaires spéciaux :

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

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

10. b) May unscreened personnel be used for portions of the work?

Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail?

☐ No ☒ Yes
Non Oui

If Yes, will unscreened personnel be escorted?

Dans l'affirmative, le personnel en question sera-t-il escorté?

☐ No ☒ Yes
Non Oui

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

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises?

Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS?

☒ No ☐ Yes
Non Oui

11. b) Will the supplier be required to safeguard COMSEC information or assets?

Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC?

☒ No ☐ Yes
Non Oui

PRODUCTION

11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises?

Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ?

☒ No ☐ Yes
Non Oui

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

11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data?

Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS?

☒ No ☐ Yes
Non Oui

11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency?

Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale?

☒ No ☐ Yes
Non Oui



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Security Classification / Classification de sécurité

PART D - AUTHORIZATION / PARTIE D - AUTORISATION

13. Organization Project Authority / Chargé de projet de l'organisme

Name (print) - Nom (en lettres moulées)

Linda Brunet

Title - Titre

Production and Publication Manager

Signature

Linda Brunet

Telephone No. - N° de téléphone
613-992-2934

Facsimile No. - N° de télécopieur
613-995-5615

E-mail address - Adresse courriel
Linda.Brunet@fja-cmf.gc.ca

Date

March 27, 2012

14. Organization Security Authority / Responsable de la sécurité de l'organisme

Name (print) - Nom (en lettres moulées)

Wayne Osborne

Title - Titre

Director, Finance and Administration

Signature

Wayne Osborne

Telephone No. - N° de téléphone
613-992-8185

Facsimile No. - N° de télécopieur
613-995-5615

E-mail address - Adresse courriel
Wayne.Osborne@fja-cmf.gc.ca

Date

March 28, 2012

15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached?

Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes?



No
Non



Yes
Oui

16. Procurement Officer / Agent d'approvisionnement

Name (print) - Nom (en lettres moulées)

TASIA PAPADATOS

Title - Titre

SUPPLY SPECIALIST

Signature

J. Papadatos

Telephone No. - N° de téléphone
613-996-6890

Facsimile No. - N° de télécopieur
613-993-2581

E-mail address - Adresse courriel
tasia.papadatos@tpgsc-pwgsc.gc.ca

Date

17. Contracting Security Authority / Autorité contractante en matière de sécurité

Name (print) - Nom (en lettres moulées)

Title - Titre

Signature

Telephone No. - N° de téléphone

Facsimile No. - N° de télécopieur

E-mail address - Adresse courriel

Date



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

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

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

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

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

SUMMARY CHART / TABLEAU RÉCAPITULATIF

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

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

☒ No
Non

☐ Yes
Oui

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

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

☒ No
Non

☐ Yes
Oui

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