

**RETURN BIDS TO:  
RETOURNER LES SOUMISSIONS À:**  
**Bid Receiving Public Works and Government  
Services Canada/Réception des soumissions  
Travaux publics et Services gouvernementaux  
Canada**  
**800 Burrard Street, 2nd floor  
800, rue Burrard, 2e étage  
Vancouver, BC V6Z 2V8  
Bid Fax: (604) 775-7526**

## 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**

<b>Title - Sujet</b> Imaging Hardware Fleet	
<b>Solicitation No. - N° de l'invitation</b> 45045-120038/A	<b>Date</b> 2013-01-09
<b>Client Reference No. - N° de référence du client</b> 45045-120038	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$VAN-580-6890	
<b>File No. - N° de dossier</b> VAN-2-35270 (580)	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2013-02-19</b>	<b>Time Zone Fuseau horaire</b> Pacific Standard Time PST
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input checked="" type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Navarro, Maria	<b>Buyer Id - Id de l'acheteur</b> van580
<b>Telephone No. - N° de téléphone</b> (604) 775-9911 ( )	<b>FAX No. - N° de FAX</b> (604) 775-7526
<b>Destination - of Goods, Services, and Construction: Destination - des biens, services et construction:</b> STATISTICS CANADA MAIN BLDG (SC3117) 150 TUNNEYS PASTURE OTTAWA Ontario K1A0T6 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**

Public Works and Government Services Canada - Pacific  
Region  
800 Burrard Street, 12th Floor  
800, rue Burrard, 12e étage  
Vancouver, BC V6Z 2V8

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



Item Article	Description	Dest. Code Dest.	Inv. Code Fact.	Qty Qté	U. of I. U. de D.	Unit Price/Prix unitaire FOB/FAM Destination Plant/Usine		Delivery Req. Livraison Req.	Del. Offered Liv. offerte
1	Informatics Supplies & Accessories	45045	45045	1	Lot	\$	XXXXXXXXXXXX	See Herein	

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## TABLE OF CONTENTS

### PART 1 - GENERAL INFORMATION

1. Security Requirement
2. Statement of Work
3. Debriefings

### PART 2 - BIDDER INSTRUCTIONS

1. Standard Instructions, Clauses and Conditions
2. Submission of Bids
3. Enquiries - Bid Solicitation
4. Applicable Laws

### PART 3 - BID PREPARATION INSTRUCTIONS

1. Bid Preparation Instructions

### PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

1. Evaluation Procedures
2. Basis of Selection

### PART 5 - CERTIFICATIONS

1. Mandatory Certifications Required Precedent to Contract Award

### PART 6 - RESULTING CONTRACT CLAUSES

1. Security Requirement
2. Statement of Work
3. Standard Clauses and Conditions
4. Term of Contract
5. Authorities
6. Payment
7. Invoicing Instructions
8. Certifications
9. Applicable Laws
10. Priority of Documents
11. SACC Manual Clauses

### List of Annexes:

- |         |                   |
|---------|-------------------|
| Annex A | Statement of Work |
| Annex B | Basis of Payment  |

Solicitation No. - N° de l'invitation

45045-120038/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

van580

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

45045-120038

File No. - N° du dossier

VAN-2-35270

CCC No./N° CCC - FMS No/ N° VME

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Annex C	Evaluation Criteria: Mandatory, Rated and Optional Criteria
Annex D	Compliance Verification and Compatibility Testing
Annex E	Requisition on Contract Form - Ongoing Consumables
Annex F	Requisition on Contract - Periodic Usage Report
Annex G	Financial Evaluation and Selection Methodology
Annex H	Delivery Schedule

## PART 1 - GENERAL INFORMATION

### 1. Security Requirement

There is no security requirement associated with the requirement.

### 2. Statement of Work

Statistics Canada aims to standardize its imaging fleet across all Statistics Canada offices. In order to achieve this, Statistics Canada has a requirement for the supply, delivery and installation of multi-function devices and single-function printers; the supply of print fleet management software and the provision of technician training.

All proposed devices must be of the same manufacturer across all ten (10) categories and must meet the minimum Mandatory Requirements as specified under article 5 Hardware Requirement, of the Statement of Work. Compatibility testing of the devices and software may be required as well.

The initial Contract is for the supply, delivery, and installation of one hundred thirty-three (133) devices in Statistics Canada offices located in Ottawa, Ontario; Sherbrooke, Quebec and Edmonton, Alberta.

Optional quantities will be exercised by 31 March 2017.

### 3. Debriefings

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

## PART 2 - BIDDER INSTRUCTIONS

### 1. Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the bid solicitation by number, date and title are set out in the *Standard Acquisition Clauses and Conditions Manual*

(<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

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

The 2003 (2012-11-19) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

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

Delete: sixty (60) days

Insert: one hundred twenty (120) days

## 2. Submission of Bids

Bids must be submitted only to Public Works and Government Services Canada (PWGSC) Bid Receiving Unit by the date, time and place indicated on page 1 of the bid solicitation.

## 3. Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than **fifteen (15)** 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 British Columbia.

*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.*

# PART 3 - BID PREPARATION INSTRUCTIONS

## 1. Bid Preparation Instructions

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

Section I: Technical Bid ( 2 hard copies)

Section II: Financial Bid ( 1 hard copy)

Section III: Certifications ( 1 hard copy)

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

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

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

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

- 1) use 8.5 x 11 inch (216 mm x 279 mm) paper containing fibre certified as originating from a sustainably-managed forest and containing minimum 30% recycled content; and
- 2) use an environmentally-preferable format including black and white printing instead of colour printing, printing double sided/duplex, using staples or clips instead of cerlox, duotangs or binders.

### **Section I: Technical Bid**

In their technical bid, bidders should explain and demonstrate how they propose to meet the requirements and how they will carry out the Work.

### **Section II: Financial Bid**

Bidders must submit their financial bid in accordance with the Basis of Payment. The total amount of Goods and Services Tax (GST) or Harmonized Sales Tax (HST) must be shown separately, if applicable.

#### **1.1 Exchange Rate Fluctuation**

C3011T (2010-01-11) Exchange Rate Fluctuation

#### **1.2 SACC Manual Clauses**

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

#### **1.1 Technical Evaluation**

##### **1.1.1 Mandatory Technical Criteria**

Mandatory technical criteria are detailed under Annex "C".

##### **1.1.2 Point Rated Technical Criteria**

Refer to Annex "C".

## 1.2 Financial Evaluation

Refer to Annex "G".

### 1.2.1 SACC Manual Clause A0220T (2007-05-25), Evaluation of Price

## 2. Basis of Selection

Refer to Annex "G".

### 2.1 SACC Manual Clause A0031T (2010-08-16), Basis of Selection - Mandatory Technical Criteria

## PART 5 - CERTIFICATIONS

Bidders must provide the required certifications and related documentation to be awarded a contract. Canada will declare a bid non-responsive if the required certifications and related documentation 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 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, to provide the related documentation or to comply with the request of the Contracting Authority for additional information will also render the bid non-responsive.

## 1. Mandatory Certifications Required Precedent to Contract Award

### 1.1 Code of Conduct and Certifications - Related documentation

- 1.1.1 By submitting a bid, the Bidder certifies, for himself and his affiliates, to be in compliance with the Code of Conduct and Certifications clause of the Standard instructions. The related documentation hereinafter mentioned will help Canada in confirming that the certifications are true. By submitting a bid, the Bidder certifies that it is aware, and that its affiliates are aware, that Canada may request additional information, certifications, consent forms and other evidentiary elements proving identity or eligibility. Canada may also verify the information provided by the Bidder, including the information relating to the acts or convictions specified herein, through independent research, use of any government resources or by contacting third parties. Canada will declare non-responsive any bid in respect of which the information requested is missing or inaccurate, or in respect of which the information contained in the certifications is found to be untrue, in any respect, by Canada. The Bidder and any of the Bidder's affiliates, will also be required to remain free and clear of any acts or convictions specified herein during the period of any contract arising from this bid solicitation.

Bidders who are incorporated, including those bidding as a joint venture, must provide with their bid or promptly thereafter a complete list of names of all individuals who are currently directors



of the Bidder. Bidders bidding as sole proprietorship, including those bidding as a joint venture, must provide the name of the owner with their bid or promptly thereafter. Bidders bidding as societies, firms, partnerships or associations of persons do not need to provide lists of names. If the required names have not been received by the time the evaluation of bids is completed, Canada will inform the Bidder of a time frame within which to provide the information. Failure to comply will render the bid non-responsive. Providing the required names is a mandatory requirement for contract award.

Canada may, at any time, request that a Bidder provide properly completed and Signed Consent Forms (Consent to a Criminal Record Verification form- PWGSC-TPSGC 229) (<http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/formulaires-forms-eng.html>) for any or all individuals aforementioned within the time specified. Failure to provide such Consent Forms within the time period provided will result in the bid being declared non-responsive.

## **2. Additional 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.

### **2.1 Federal Contractors Program - Certification**

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

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

2. If the Bidder does not fall within the exceptions enumerated in 3.(a) or (b) below, or does not have a valid certificate number confirming its adherence to the FCP, the Bidder must fax (819-953-8768) a copy of the signed form LAB 1168, Certificate of Commitment to Implement Employment Equity, to the Labour Branch of HRSDC.

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

The Bidder or the member of the joint venture

a. ( ) is not subject to the FCP, having a workforce of less than 100 full-time or part-time permanent employees, and/or temporary employees having worked 12 weeks or more in Canada;

b. ( ) is not subject to the FCP, being a regulated employer under the Employment Equity Act, S.C. 1995, c. 44;

c. ( ) is subject to the requirements of the FCP, having a workforce of 100 or more full-time or part-time permanent employees, and/or temporary employees having worked 12 weeks or more in Canada, but has not previously obtained a certificate number from HRSDC (having not bid on requirements of \$200,000 or more), in which case a duly signed certificate of commitment is attached;

d. ( ) is subject to the FCP, and has a valid certificate number as follows: \_\_\_\_\_ (e.g. has not been declared an ineligible contractor by HRSDC).

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

## **PART 6 - RESULTING CONTRACT CLAUSES**

### **1. Security Requirement**

There is no security requirement associated with the requirement.

### **2. Statement of Work**

The Work to be performed is detailed under Annex "A" of the resulting contract clauses.

#### **2.1 Optional Goods and/or Services**

The Contractor grants to Canada the irrevocable option to acquire the goods, services or both described at Annex "A" Statement of Work, of the Contract under the same conditions and at the prices and/or rates stated in the Contract. The option may only be exercised by the Contracting Authority and will be evidenced, for administrative purposes only, through a contract amendment.

The Contracting Authority may exercise the option at any time before **31 March 2017** by sending a written notice to the Contractor.

#### **2.2 Substitute Products**

In cases where an offered printer or multi-function device has reached end of life before all deployments of that device have been completed, the Contractor will be permitted to propose an alternate device than that stipulated in the original Contract. To be accepted as a substitute, the proposed device must meet the configuration specifications, offer equal or better value than the end of life device as determined by PWGSC, and be approved by the administrative and technical authorities of Statistics Canada.

##### **2.2.1 Acceptance of Substitution Discretionary**

Whether or not to accept or reject a proposed substitution is entirely within the discretion of Canada.

#### **2.3 Value Added**

Canada reserves the right to accept added value to Canada at no extra cost through changes such as an improvement to the original specifications. Inclusion of this added value would be subject to the approval of both Statistics Canada and the Contracting Authority.

### **3. 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*

(<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

### 3.1 General Conditions

2010A (2012-11-19), General Conditions - Goods (Medium Complexity), apply to and form part of the Contract.

### 3.2 Supplemental General Conditions

4001 (2010-08-16), Supplemental Conditions - Hardware Purchase, Lease and Maintenance;  
 4003 (2010-08-16), Supplemental Conditions - Licensed Software; and  
 4004 (2010-08-16), Supplemental Conditions - Maintenance and Support Services for Licensed Software,  
 apply to and form part of the Contract.

**3.2.1 Products to be New, Off-the-Shelf, and Current:** In addition to and notwithstanding **4001 (2010-08-16) Supplemental General Conditions "Hardware Purchase, Lease and Maintenance"** Section 02 "Hardware Must Be New", The Products must be new and unused (however, some parts used in the manufacture of the Product may be refurbished, if they are certified as equal quality to new and unused parts); "off-the-shelf" (composed of standard equipment requiring no further research or development); of current manufacture (still in production by the OEM); and conform to the current issue of the applicable specification and/or part number of the OEM.

**3.2.2 Hardware Maintenance Service:** In addition to and notwithstanding **4001 (2010-08-16) Supplemental General Conditions "Hardware Purchase, Lease and Maintenance"** Section 25 "Hardware Maintenance Service", The Principal Period of Maintenance "PPM" is 8:00 am to 6:00 pm local time, Monday to Friday, across all Canadian time zones, excluding holidays observed by Statistics Canada.

## 4. Term of Contract

### 4.1 Period of the Contract

The period of the Contract is from date of Contract award to 31 March 2021 inclusive.

### 4.2 Delivery Date - Initial Quantities

All the deliverables must be received on or before 29 March 2013.

### 4.3 Delivery for Options

See Annex H for delivery details

### 4.4 Packaging, Shipping and Delivery

All deliveries to be made in Canada are Incoterms 2000 DDP (Delivery Duty Paid). Packaging and shipping must be in accordance with the industry standard for all items in order to ensure their safe arrival at destination. Packing slips must accompany each shipment. The Contractor is responsible for the safe delivery and installation (if required by the Call-up) and for obtaining acceptance of the Products at destination. The cost of delivery, including all transportation, packaging and shipping costs, is included in the unit price(s). Costs associated with replacement of Products damaged in transit to the final destination are the Contractor's responsibility, and the Products will not be considered delivered on the Delivery Date unless the Products are undamaged and ready for acceptance. The Offeror must currently promote recycling through an established and ongoing packaging recycling program as per the following:

1. All materials in which the Products are packaged and shipped must be recyclable.

2. The Contractor must take back all packaging from the Identified User's site at the time of product installation. The Contractor must reuse, recycle or dispose of all packaging materials removed from Products installed in an environmentally sensitive manner.

#### 4.5 Requisition on Contract - For Ongoing Consumables Only

- (a) **Purpose of ROC:** Ongoing consumables to be provided under the Contract on as an-and-when-requested basis will be ordered by Canada using a Requisition on Contract ("ROC").
- (b) **Process for Issuing a ROC:** If a requirement is identified, a draft ROC will be prepared by the Technical Authority and sent to the Contractor. Once it receives the draft ROC, the Contractor must submit a quotation to the authority identified in the ROC detailing the cost to complete the requirement. The Contractor's quotation must be based on the rates set out in the Contract. The Contractor will not be paid for providing the quotation or for providing other information required to prepare and issue the ROC. The Contractor must provide any information requested by Canada in relation to the preparation of a ROC within 10 working days of the request.
- (c) **Approval Process:** If Canada approves the Contractor's quotation, Canada (by its authorized representative, as described in this Article) will issue the ROC by forwarding a signed copy of the final ROC form to the Contractor. Whether or not to approve or issue a ROC is entirely within Canada's discretion.
- (d) **Authority to Issue a ROC:** Any ROC with a value less than or equal to **\$25,000** (including GST/HST) may be issued by the Technical Authority. Any ROC with a value greater than this amount must be issued directly by the Contracting Authority. By providing written notice to the Contractor, the Contracting Authority may suspend the Technical Authority's authority to issue ROCs at any time.
- (e) **Contents of a ROC:** The ROC must contain the following information, if applicable:
  - (i) a ROC number;
  - (ii) the details of any financial coding to be used;
  - (iii) type, quantity and description of consumables being ordered;
  - (iv) a schedule indicating delivery date(s);
  - (v) milestone dates for deliverables and payments (if applicable);
  - (vi) the specific delivery location; and
  - (vii) the price payable to the Contractor, with an indication of the firm price.
- (f) **Charges for Consumables under a ROC:** The Contractor must not charge Canada anything more than the price set out in the ROC unless Canada has issued a ROC amendment authorizing the increased expenditure. 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 being incorporated into the Work.

- (g) **Consolidation of ROCs for Administrative Purposes:** The Contract may be amended from time to time to reflect all ROCs issued and approved by the Contracting Authority to date, to document the Work performed under those ROCs for administrative purposes.

#### 4.6 Requisition on Contract - Ongoing Consumables - Periodic Usage Reports

The Contractor must compile and maintain records on its provision of ongoing consumables to the federal government under authorized Requisition on Contract issued under the Contract.

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

The data must be submitted on a bi-annual basis to the Contracting Authority.

The bi-annual periods are defined as follows:

1st period: October 1 to March 31;

2nd period: April 1 to September 30.

The data must be submitted to the Contracting Authority no later than 30 calendar days after the end of the reporting period.

##### 4.6.1 Reporting Requirement - Details

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

For each authorized ROC:

- (1) the authorized ROC number or ROC revision number(s);
- (2) a title or a brief description of each authorized ROC;
- (3) the total cost specified in the authorized ROC, GST or HST extra; and
- (4) the completion date for each authorized ROC.

For all authorized ROC:

- (1) the total amount, GST or HST extra, expended to date against all authorized ROCs.

## 5. Authorities

### 5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Maria Navarro  
 Title: A/Supply Specialist  
 Public Works and Government Services Canada  
 Acquisitions Branch

**Imaging Product Management Group**

Address: 641-800 Burrard Street, 12-10-A, Vancouver, BC V6Z 2V8

Telephone: 604-775-9911

Facsimile: 604-775-7526

E-mail address: maria.navarro@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 Technical Authority**

The Technical Authority for the Contract is:

*Information to be inserted upon Contract Award*

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

Title: \_\_\_\_\_

Organization: \_\_\_\_\_

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

Telephone : \_\_\_\_\_

Facsimile: \_\_\_\_\_

E-mail address: \_\_\_\_\_

The Technical Authority named above is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the 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.

**5.3 Contractor's Representative***Insert Contact information*

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

Title: \_\_\_\_\_

Organization: \_\_\_\_\_

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

Telephone : \_\_\_\_\_

Facsimile: \_\_\_\_\_

E-mail address: \_\_\_\_\_

**6. Payment****6.1 Basis of Payment**

For the Work described in the Statement of Work in Annex A :

In consideration of the Contractor satisfactorily completing its obligations under the Contract, the Contractor will be paid firm prices for a cost of \$ \_\_\_\_\_ (*Insert the amount at contract award*). Customs duties are included and Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.

For the firm price portion of the Work only, 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.

## 6.2 Limitation of Price

SACC Manual clause C6000C (2011-05-16) Limitation of Price

## 6.3 Multiple Payments

SACC Manual clause H1001C (2008-05-12) Multiple Payments

## 6.4 SACC Manual Clauses

SACC Manual clause A9117C (2007-11-30) T1204 - Direct Request by Customer Department

## 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.
2. Invoices must be distributed as follows:
  - a. The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.
  - b. One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.

## 8. Certifications

### 8.1 Compliance

Compliance with the certifications and related documentation provided by the Contractor in its bid is a condition of the Contract and subject to verification by Canada during the term of the Contract. If the Contractor does not comply with any certification, provide the related documentation or if 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 \_\_\_\_\_. (*Insert the name of the province or territory*)

## 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;
- (b) the supplemental general conditions 4001 (2010-08-16), Hardware Purchase, Lease and Maintenance; 4003 (2010-08-16), Licensed Software; and 4004 (2010-08-16), Maintenance and Support Services for Licensed Software;
- (c) the general conditions 2010A (2012-11-19), Goods (Medium Complexity);
- (d) Annex A, Statement of Work;
- (e) Annex B, Basis of Payment;
- (f) Annex C, Delivery Schedule;
- (g) Annex D, Compliance Verification and Compatibility Testing;
- (h) Annex E, Requisition on Contract Form - Ongoing Consumables;
- (i) Annex F, Requisition on Contract - Periodic Usage Report; and
- (j) the Contractor's bid dated \_\_\_\_\_ (*Insert date of bid submission*)

#### **11. SACC Manual Clauses**

SACC Manual clause B1501C (2006-06-16) Electrical Equipment

SACC Manual clause B7500C (2006-06-16) Excess Goods

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



Solicitation No. - N° de l'invitation

45045-120038/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

van580

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

45045-120038

File No. - N° du dossier

VAN-2-35270

CCC No./N° CCC - FMS No/ N° VME

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## **ANNEX "A"**

**STATEMENT OF WORK**  
**See attached Document**

Solicitation No. - N° de l'invitation 45045-120038/A	Amd. No. - N° de la modif.	Buyer ID - Id de l'acheteur van580
Client Ref. No. - N° de réf. du client 45045-120038	File No. - N° du dossier VAN-2-35270	CCC No./N° CCC - FMS No/ N° VME

**ANNEX "B"**  
**BASIS OF PAYMENT**

Firm, all-inclusive rate for the supply, and delivery of the devices meeting or exceeding the mandatory specifications stated in Annex "A", Statement of Work, including the intial set of consumables and one-year warranty and maintenance services as detailed in Annex "A".

**1. Mandatory Quantities**

**1.1 Mandatory Quantities for Contract Year 1**

ITEM	DESCRIPTION	Qty	Unit Price	Extended Price
1	Make and model for Category 1:	26	\$	\$
2	Make and model for Category 2:	3	\$	\$
3	Make and model for Category 3:	40	\$	\$
4	Make and model for Category 4:	27	\$	\$
5	Make and model for Category 5:	5	\$	\$
6	Make and model for Category 6:	20	\$	\$
7	Make and model for Category 7:	1	\$	\$
8	Make and model for Category 8:	4	\$	\$
9	Make and model for Category 9:	4	\$	\$
10	Make and model for Category 10:	3	\$	\$

1.2 Mandatory Quantities for Contract Year 2

ITEM	DESCRIPTION	Qty	Unit Price	Extended Price
1	Make and model for Category 1:	33	\$	\$
2	Make and model for Category 2:	2	\$	\$
3	Make and model for Category 3:	108	\$	\$
4	Make and model for Category 4:	25	\$	\$
5	Make and model for Category 5:		\$	\$
6	Make and model for Category 6:	34	\$	\$
7	Make and model for Category 7:		\$	\$
8	Make and model for Category 8:		\$	\$
9	Make and model for Category 9:		\$	\$
10	Make and model for Category 10:		\$	\$

2. Optional Quantities  
The numbers provided for the Optional quantities are best estimates only.

2.1 Optional Quantities for 2014- 2015:

ITEM	DESCRIPTION	Qty	Unit Price	Extended Price
1	Make and model for Category 1:	32	\$	\$
2	Make and model for Category 2:	5	\$	\$
3	Make and model for Category 3:	107	\$	\$
4	Make and model for Category 4:	26	\$	\$
5	Make and model for Category 5:	1	\$	\$
6	Make and model for Category 6:	34	\$	\$
7	Make and model for Category 7:		\$	\$
8	Make and model for Category 8:		\$	\$
9	Make and model for Category 9:		\$	\$
10	Make and model for Category 10:		\$	\$

2.2 Optional Quantities for 2015- 2016:

ITEM	DESCRIPTION	Qty	Unit Price	Extended Price
1	Make and model for Category 1:	27	\$	\$

2	Make and model for Category 2:		3	\$	\$
3	Make and model for Category 3:		90	\$	\$
4	Make and model for Category 4:		27	\$	\$
5	Make and model for Category 5:		2	\$	\$
6	Make and model for Category 6:		27	\$	\$
7	Make and model for Category 7:		1	\$	\$
8	Make and model for Category 8:		1	\$	\$
9	Make and model for Category 9:		1	\$	\$
10	Make and model for Category 10:		1	\$	\$

2.3 Optional Quantities for 2016- 2017:

ITEM	DESCRIPTION	Qty	Unit Price	Extended Price
1	Make and model for Category 1:	27	\$	\$
2	Make and model for Category 2:	3	\$	\$
3	Make and model for Category 3:	90	\$	\$
4	Make and model for Category 4:	27	\$	\$
5	Make and model for Category 5:	2	\$	\$

6	<b>Make and model for Category 6:</b>	27	\$	\$
7	<b>Make and model for Category 7:</b>	1	\$	\$
8	<b>Make and model for Category 8:</b>	1	\$	\$
9	<b>Make and model for Category 9:</b>	1	\$	\$
10	<b>Make and model for Category 10:</b>	1	\$	\$

Solicitation No. - N° de l'invitation  
45045-120038/A  
Client Ref. No. - N° de réf. du client  
45045-120038

Amd. No. - N° de la modif.  
File No. - N° du dossier  
VAN-2-35270

Buyer ID - Id de l'acheteur  
van580  
CCC No./N° CCC - FMS No/ N° VME

### 3. Consumables Pricing

The Contractor must list out all consumables included and required by all devices to meet the requirements, as detailed in Annex "A".

Consumables are defined as any items that are used up (e.g., toners, developers, ink), filled up (e.g., waste toner containers), or worn down (e.g., drums, fusers, belts) during the printing, copying or scanning processes and replaced on a routine basis.

#### 3.1 Category 1 - Minimum Monthly Print Volume 40,000 pages

Description	OEM Number	Initial Yield (provided with the equipment at delivery)	Subsequent Yield (for new purchase of consumables)	UNIT PRICE						
				Period 1 1 April 2013 to 31 March 2015	Period 2 1 April 2015 to 31 March 2016	Period 3 1 April 2016 to 31 March 2017	Period 4 3 April 2017 to 30 March 2018	Period 5 2 April 2018 to 29 March 2019	Period 6 1 April 2019 to 31 March 2020	Period 7 1 April 2020 to 31 March 2021
				\$	\$	\$	\$	\$	\$	\$
				\$	\$	\$	\$	\$	\$	\$
				\$	\$	\$	\$	\$	\$	\$
				\$	\$	\$	\$	\$	\$	\$
				\$	\$	\$	\$	\$	\$	\$
				\$	\$	\$	\$	\$	\$	\$
				\$	\$	\$	\$	\$	\$	\$
				\$	\$	\$	\$	\$	\$	\$
				\$	\$	\$	\$	\$	\$	\$
				\$	\$	\$	\$	\$	\$	\$
				\$	\$	\$	\$	\$	\$	\$
				\$	\$	\$	\$	\$	\$	\$
				\$	\$	\$	\$	\$	\$	\$







Buyer ID - Id de l'acheteur  
van580  
CCC No./N° CCC - FMS No./N° VME

₹	₹	₹	₹	₹	₹
₹	₹	₹	₹	₹	₹
₹	₹	₹	₹	₹	₹
₹	₹	₹	₹	₹	₹
₹	₹	₹	₹	₹	₹
₹	₹	₹	₹	₹	₹
₹	₹	₹	₹	₹	₹

### 3.5 Category 5 - Minimum Monthly Print Volume 15,000 pages

[illegible]





Buyer ID - Id de l'acheteur  
van580  
CCC No./N° CCC - FMS No./N° VME

[illegible]

### 3.9 Category 9 - Minimum Monthly Print Volume 6,000 pages

Description	OEM Number	Initial Yield (provided with the equipment at delivery)	Subsequent Yield (for new purchase of consumables)	UNIT PRICE						
				Period 1 1 April 2013 to 31 March 2015	Period 2 1 April 2015 to 31 March 2016	Period 3 1 April 2016 to 31 March 2017	Period 4 3 April 2017 to 30 March 2018	Period 5 2 April 2018 to 29 March 2019	Period 6 1 April 2019 to 31 March 2020	Period 7 1 April 2020 to 31 March 2021
				\$	\$	\$	\$	\$	\$	\$
				\$	\$	\$	\$	\$	\$	\$
				\$	\$	\$	\$	\$	\$	\$

Buyer ID - Id de l'acheteur  
van580  
CCC No./N° CCC - FMS No./N° VME

[illegible]

**3.10 Category 10 - Minimum Monthly Print Volume 9,000 pages**

[illegible]

Buyer ID - Id de l'acheteur  
van580  
CCC No./N° CCC - FMS No./N° VME

Consumables - Estimated Value - Year 1	\$20,000.00
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The print fleet management software must meet the requirements described in Annex A, section 6, Software Requirements.

Option to upgrade to five (5) Year on-site Warranty (next business day response) for all units outside the National Capital Region.

## 6. Technician Training

The training will cover standard maintenance procedures for the items identified in Annex A, section 9, Warranty and Maintenance Services 10. The training may be on-site, self-guide and web base. The Contractor will supply cost for all options.

Description	OEM Number	Price (Indicate Hourly rate or Unit Price)
On-Site training:		\$
Self-guided training:		\$
Web-based training:		\$

Hardware Cost - Contract Year 1\$

Hardware Cost - Contract Year 2\$

Software Cost\$

Extended Warranty\$

Consumables\$20,000.00

Technician Training (if required)\$

GST/HST\$

Total Estimated Contract Value = \$



Solicitation No. - N° de l'invitation 45045-120038/A	Amd. No. - N° de la modif.	Buyer ID - Id de l'acheteur van580
Client Ref. No. - N° de réf. du client 45045-120038	File No. - N° du dossier VAN-2-35270	CCC No./N° CCC - FMS No/N° VME

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## **ANNEX "D"**

### **COMPLIANCE VERIFICATION AND COMPATIBILITY TESTING**

As part of the evaluation process, the Bidder may be required to provide a device ('test device') and/or software, in the configuration(s) as detailed in this bid solicitation, for compliance verification and compatibility testing by Statistics Canada on their network and with their applications.

The test device and/or software must be delivered to the following address, at no additional cost to Canada, within five working days of notification by the Contracting Authority:

Ottawa, Ontario - Complete address information to be provided with notification.

In the event that the test device and/or software does not function in accordance with the technical requirements of the bid solicitation or is not able to function in the Statistics Canada environment with Statistics Canada's applications, the bidder will be required to rectify the incompatibility within 48 hours of notification. The resulting fault will be deemed a technical fault. A maximum of 2 technical faults will be allowed.

If the test device and/or software, or its replacement, exhibits a third technical fault or if the bidder fails to meet the 48 hour deadline (on the first OR second technical fault) the test device will be returned to the bidder and will be deemed non-compliant.

If the test device and/or software provided is new and if it is agreed upon with the Statistics Canada Project Authority, the test device may be considered the first unit of any subsequent delivery.

Solicitation No. - N° de l'invitation

45045-120038/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

van580

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

45045-120038

File No. - N° du dossier

VAN-2-35270

CCC No./N° CCC - FMS No/ N° VME

**ANNEX "E"**  
**REQUISITION ON CONTRACT FORM - ONGOING CONSUMABLES**

Contract No.:	Contractor's Name and Address:
ROC No.:	
Total Estimated Cost of ROC:	

**1.0 - TERMS AND CONDITIONS**

*Refer to Contract; Article 4.5 - Requisition on Contract - For Ongoing Consumables Only*

**2.0 - DELIVERY INFORMATION**

Delivery Date:	Delivery Location:
----------------	--------------------

Start of the Work for a ROC: Work cannot commence until a ROC has been authorized in accordance with the conditions of the Contract.

**3.0 - ITEM DESCRIPTION AND COST OF REQUIRED CONSUMABLES**

ITEM	DESCRIPTION	UNIT OF ISSUE	UNIT PRICE	QUANTITY	EXTENDED PRICE
				Sub-Total:	
				GST/HST:	
				TOTAL:	

**4.0 - AUTHORIZATION(S)**

By signing this ROC, the authorized client and (or) the PWGSC Contracting Authority certify(ies) that the content of this ROC is in accordance with the conditions of the Contract. The client's authorization limit is defined in the Contract. When the value of a ROC or its revisions is in excess of this limit, the ROC must be forwarded to the PWGSC Contracting Authority for authorization.

**Authorized Client:**

Name: \_\_\_\_\_ Title: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**PWGSC Contracting Authority:**

Name: \_\_\_\_\_ Title: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**5.0 - CONTRACTOR'S SIGNATURE**

**Individual authorized to sign for the Contractor:**

Name: \_\_\_\_\_ Title: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Solicitation No. - N° de l'invitation

45045-120038/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

van580

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

45045-120038

File No. - N° du dossier

VAN-2-35270

CCC No./N° CCC - FMS No/ N° VME

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Solicitation No. - N° de l'invitation

45045-120038/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

van580

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

45045-120038

File No. - N° du dossier

VAN-2-35270

CCC No./N° CCC - FMS No/ N° VME

**ANNEX "F"****REQUISITION ON CONTRACT - PERIODIC USAGE REPORT**

Return completed reports to:

ATTN: *Information to be inserted upon Contract Award*

Bi-Annual Usage Report Schedule:

1st period: October 1 to March 31;

2nd period: April 1 to September 30.

The data must be submitted to the Contracting Authority no later than 30 calendar days after the end of the reporting period.

<b>Contractor's Name and Address:</b>			<b>Contract No.:</b>	
			<b>Reporting Period:</b>	
<b>Authorized ROC No.</b>	<b>Authorized ROC Description</b>	<b>Delivery Date</b>	<b>Total Cost (Excl. GST/HST)</b>	<b>Total GST/HST</b>
<b>(A) Total Values of Authorized ROCs for this reporting period:</b>				
<b>(B) Accumulated Total of Previous Authorized ROCs:</b>				
<b>(A + B) Total Accumulated Authorized ROCs:</b>				

**NIL REPORT:** No authorized ROCs were issued for this reporting period [   ]

**Usage Report Prepared By:**

\_\_\_\_\_  
Name and Title of Individual Authorized to Sign for the Contractor

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## ANNEX "G"

### CALCULATION OF TOTAL EVALUATED PRICE

**G1.** For evaluation purposes, the Total Evaluated Price will be calculated as follows:

(i)	B1	Mandatory Quantities Firm, all-inclusive rate for the supply and delivery of devices, including the initial set of consumables and one-year warranty and maintenance services as detailed in Annex "A"	Unit Price	Rated Criteria Points/ Percentage Discount*	Qty	Extended Price
	<b>B1.1</b>	<b>Contract Year 1</b>				
	B1.1.1		\$		26	\$
	B1.1.2		\$		3	\$
	B1.1.3		\$		40	\$
	B1.1.4		\$		27	\$
	B1.1.5		\$		5	\$
	B1.1.6		\$		20	\$
	B1.1.7		\$		1	\$
	B1.1.8		\$		4	\$
	B1.1.9		\$		4	\$
	B1.1.10		\$		3	\$
	<b>B1.2</b>	<b>Contract Year 2</b>				
	B1.2.1		\$		33	\$
	B1.2.2		\$		2	\$
	B1.2.3		\$		108	\$
	B1.2.4		\$		25	\$
	B1.2.5		\$		34	\$
	B1.2.6		\$			\$
	B1.2.7		\$			\$
	B1.2.8		\$			\$
	B1.2.9		\$			\$
	B1.2.10		\$			\$
	<b>Total for Contract Years 1 + 2</b>				<b>335</b>	<b>\$</b>

(ii) B2 Optional Quantities

Firm, all-inclusive rate for the supply and delivery of devices, including the initial set of consumables and one-year warranty and maintenance services as detailed in Annex "A".

*The quantities indicated for the Option Years are best estimates and will be used for evaluation purposes only.*

**B2.1 Option Year 1 (2014-2015)**

<b>B2.1.1</b>	\$	32	\$
<b>B2.1.2</b>	\$	5	\$
<b>B2.1.3</b>	\$	107	\$
<b>B2.1.4</b>	\$	26	\$
<b>B2.1.5</b>	\$	1	\$
<b>B2.1.6</b>	\$	34	\$
<b>B2.1.7</b>	\$		\$
<b>B2.1.8</b>	\$		\$
<b>B2.1.9</b>	\$		\$
<b>B2.1.10</b>	\$		\$

**B2.2 Option Year 2 (2015-2016)**

<b>B2.2.1</b>	\$	27	\$
<b>B2.2.2</b>	\$	3	\$
<b>B2.2.3</b>	\$	90	\$
<b>B2.2.4</b>	\$	27	\$
<b>B2.2.5</b>	\$	2	\$
<b>B2.2.6</b>	\$	27	\$
<b>B2.2.7</b>	\$	1	\$
<b>B2.2.8</b>	\$	1	\$
<b>B2.2.9</b>	\$	1	\$
<b>B2.2.10</b>	\$	1	\$

**B2.3 Option Year 3 (2016-2017)**

<b>B2.3.1</b>	\$	27	\$
<b>B2.3.2</b>	\$	3	\$
<b>B2.3.3</b>	\$	90	\$
<b>B2.3.4</b>	\$	27	\$
<b>B2.3.5</b>	\$	2	\$

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<b>B2.3.6</b>	\$	27	\$
<b>B2.3.7</b>	\$	1	\$
<b>B2.3.8</b>	\$	1	\$
<b>B2.3.9</b>	\$	1	\$
<b>B2.3.10</b>	\$	1	\$
<b>Total for Option Years 1 + 2 + 3</b>			\$

**(iii) B3 Consumables**

For evaluation purposes only, the consumables cost will be calculated as follows:

For each applicable line item noted in Annex B3, the initial yield will be subtracted from the evaluation estimated prints (over a period of 5 years) then multiplied by the average cost per page (an average of the unit prices proposed for periods 1 - 7 divided by the subsequent yield).

This calculation will be applied to each applicable line item and totaled to obtain the consumables cost.

If alternative types of required consumables are proposed, only the lowest average cost per page line item of the various alternatives will be used in calculating the consumables cost.

Negative values for a particular consumable resulting from the calculation will not be considered and will be evaluated with a value of "0".

If the Bidder fails to identify which consumables are to be used in the calculation, the Contracting Authority will have the option to select the consumables for evaluation purposes without further consultation with the Bidder. If Canada determines that the Bidder



has failed to include pricing for one each of ALL the imaging consumables required for any product, Canada may add consumables (at the HIGHEST price offered by the other Bidders for the same type of consumable) for the purposes of evaluation. If the Bidder identifies that there are no imaging consumables for their Product, and parts requiring replacement during the Warranty Period of any Product, will be considered as "Parts" under the Warranty Services terms and conditions, and will be the responsibility of the the Contractor to replace at no additional cost to the Statistics Canada.

<b>B3.1</b>	\$	\$
<b>B3.2</b>	\$	\$
<b>B3.3</b>	\$	\$
<b>B3.4</b>	\$	\$
<b>B3.5</b>	\$	\$
<b>B3.6</b>	\$	\$
<b>B3.7</b>	\$	\$
<b>B3.8</b>	\$	\$
<b>B3.9</b>	\$	\$
<b>B3.10</b>	\$	\$

**Total for Consumables** \$

<b>(iv) B4</b>	<b>Software</b>		
	Firm, all-inclusive rate for the supply and delivery of fleet management software as detailed in Annex "A".	\$	\$

**Total for Software** \$

<b>(v) B5</b>	<b>Extended Warranty</b>		
	Firm rate for the supply and delivery of Extended Warranty Services as detailed in Annex "A".	\$	\$

**Total for Extended Warranty**

\$

**(vi) B6 Technician Training**

Firm, hourly rate or firm unit price  
for the supply and delivery of  
technician training as detailed in  
Annex "A".

<b>B6.1</b>	On-site training	\$	\$
<b>B6.2</b>	Self-guided training	\$	\$
<b>B6.3</b>	Web-based training	\$	\$

**Total for Technician Training**

\$

<b>Total Evaluated Price (i + ii + iii + iv + v +vi):</b>	<b>\$ _____.</b>
---	------------------

**G2. Basis of Selection**

A bid must comply with the requirements of the bid solicitation and meet all mandatory technical evaluation criteria to be declared responsive. The responsive bid with the lowest evaluated price will be recommended for award of a contract.

\* Based on the Rated Criteria points awarded for each Category, a percentage discount to the Evaluated Price will be applied. The points associated with the Rated Criteria will be calculated for each Category. The evaluated price for each Category may decrease by a maximum of 5%.

For example, in Category 1 there are a maximum of 49 points available.

If the number of points received is between 39 and 49 = 5% discount (80% of 49 points)

If the number of points received is between 29 and 38 = 3% (60% of 49 points)

If the number of points received is between 20 and 28 = 1% (40% of 49 points)

## ANNEX A STATEMENT OF WORK

### 1 Background

In December, 2011, Statistics Canada (StatCan) completed an independent assessment of its current distributed print program focusing on improving efficiency and reducing overall print related costs. Based on the results of the assessment and subsequent analysis by Statistics Canada's project team, Statistics Canada is targeting to reduce overall print related operational costs by 25% and consolidate hardware assets by 45%. These are baseline targets that Statistics Canada expects to exceed.

As part of Statistics Canada's Informatics Branch, the Information Technology Operation Division (ITOD) has overall responsibility for IM/IT services within Statistics Canada, including information systems and technical infrastructure design, planning, implementation and support.

ITOD has developed an initiative to provide a more effective and cost efficient output environment in support of Statistics Canada's users. The strategy is to support the output environment using a centralized print service approach whereby all equipment, associated accessories and software, consumables (excluding paper) are managed by Statistics Canada, and related maintenance and support services are provided by Statistics Canada. The implementation of this initiative is being implemented via the Print Fleet Modernization Project.

The Print Fleet Modernization Project will streamline Statistics Canada's Copier and Printer fleet, in order to meet the following objectives:

- Creating a more green work environment
- Reducing operating costs
- Complying with Statistics Canada's Print Directive
- Complying with Treasury Board's directive on printer rationalization.

### 2 Objective

Statistics Canada aims to standardize its imaging fleet across all Statistics Canada offices. In order to achieve this, Statistics Canada has a requirement for the supply, delivery and installation of multi-function devices and single-function printers; the supply of print fleet management software and the provision of technician training.

All proposed devices must be of the same manufacturer across all ten (10) categories and must meet the minimum Mandatory Requirements as specified under article 5 Hardware Requirement, of the Statement of Work. Compatibility testing of the devices and software may be required as well.

#### 2.1 Terminology

Throughout the documents that compose this Statement of Work (SOW), terminology is used as follows:

**“Contract”** means the written agreement between the Contractor and Statistics Canada for the supply of the Goods and Services described in the SOW;

**“Contractor”** means the organization with which Statistics Canada has entered into the Contract – whether it is the OEM directly or an entity authorized by a Manufacturer or Distributor to act on its behalf for the Goods and Services; whether it is a single entity or a Joint Venture;

**“Core Business hours”** means **8:00 am to 6:00 pm** local time, Monday to Friday, across all Canadian time zones, excluding holidays observed by Statistics Canada;

**“Fleet Management Software”** Software required to help manage the fleet of distributed printers in general and operationally based on “events” generated by the fleet from an asset, alert, and data element gathering perspective.

**“Goods”** means the items to be provided under the Contract.

**“OEM”** means Original Equipment Manufacturer.

**“Print Fleet Modernization Project” (PFMP)** is the name that Statistics Canada has given to the project that this requirement addresses;

**“Services”** means the activities undertaken by the Contractor in support of the Goods and meeting the requirements of the Contract.

### 3 Contract Period

As Statistics Canada will be funding the modernization of its printer fleet based on a Fiscal Year budget, the contract, as well as any option will run for the duration of a Fiscal Year. Statistics Canada's Fiscal year is from April 1<sup>st</sup> to March 31. Statistics Canada will require a Contract to cover the first two Fiscal Years (2012-2013 and 2013-2014), with up to 3 optional years, as outlined below.

Contract: Contract awarded to March 31<sup>st</sup>, 2014.

Option 1: April 1<sup>st</sup> 2014 to March 31<sup>st</sup>, 2015.

Option 2: April 1<sup>st</sup> 2015 to March 31<sup>st</sup>, 2016.

Option 3: April 1<sup>st</sup> 2016 to March 31<sup>st</sup>, 2017.

## 4 Project Overview

### 4.1 Overview of requirements

Statistics Canada users, totaling approximately 5500 in the National Capital Region (NCR), are primarily located in Tunney's Pasture in the RH Coats Building, the Main Statistics Canada Building and the Jean Talon Building, at 100, 150 and 170 Tunney's Pasture Driveway, Ottawa. In addition, Statistics Canada has user in several regional offices across the country. The location of these offices is described in Table 1 below.

Table 1 - Locations and Demographics

**STATISTICS CANADA LOCATIONS AND DEMOGRAPHICS**

		<b>Est. Users<sup>1</sup></b>
<b>EASTERN REGION</b>		
Regional Office	1888 Brunswick Street, Halifax, NS	155
Regional Office	120 Esplanade Street, Truro, NS	4
Regional Office	200 Rene-Levesque Blvd, Montreal, QC	101
Regional Office	3299 Industrial Blvd., Sherbrooke, QC	150
<b>CENTRAL REGION</b>		
Regional Office	3rd,6th & 9th Flrs 25-55 St. Clair East, Toronto, ON	120
Regional Office	225 Holditch Street, Sturgeon Falls, ON	80
Headquarters	100 Tunney's Pasture Driveway, Ottawa, ON	2213
Headquarters	150 Tunney's Pasture Driveway, Ottawa, ON	1390
Headquarters	170 Tunney's Pasture Driveway, Ottawa, ON	3065
Sub-Office	1600 Scott Street, Ottawa, ON	2 <sup>2</sup>
Sub-Office	200, boulevard de la Technologie, Gatineau, QC	2
<b>WESTERN &amp; NORTHERN REGION</b>		
Regional Office	123 Main Street, Winnipeg, MB	68
Regional Office	1783 Hamilton St, Regina, SK	9
Regional Office	300-10158 103rd Street NW, Edmonton, AB	127
Regional Office	220 4th Avenue SE, Calgary, AB	3
Regional Office	600-300 West Georgia Street, Vancouver, BC	39
Total endusers		7528

Currently, the output environment at Statistics Canada consists of network-attached printers, local printers, fax machines and stand-alone photocopiers. Large volume special finishing requirements

<sup>1</sup> These numbers may fluctuate between tender close and implementation, which may or may not have an impact on the number of units required.

<sup>2</sup> This office also has a varying number of researchers at any time.

(binding, stapling, etc.) are satisfied via existing internal or external print production areas and therefore outside the scope of this solicitation.

## **4.2 Compatibility with the Statistics Canada's Current Computing Environment**

Currently, Statistics Canada main print environment is Microsoft Servers on a Microsoft Active Directory environment. There is also a small UNIX /Linux environment. The Contractor consents to working with Statistics Canada to assure the compatibility of their hardware and software with any future printing environment, should these change during the life of this contract.

All equipment must be supported by print drivers, and other related software<sup>3</sup>, which are certified WHQL and signed by Microsoft. Furthermore, the Contractor must ensure that drivers and other related software are certified to run under new operating systems as they become available from Microsoft and other software Contractors relevant to the Statistics Canada IM/IT infrastructure. In particular, the Contractor should note that other operating systems might be implemented by Statistics Canada in the future.

### **4.2.1 Statistics Canada Technical Hardware and Software Environment**

- Topology – 10/100 switched Ethernet
- Network Interface – 1 x RJ45
- Protocol – TCP/IP
- Server Operating Systems – Windows Server 200x, Unix<sup>4</sup>, Linux<sup>5</sup>
- Desktop Operating Systems – Windows Vista
- Office Suite – Microsoft Office 2007 and Office XP
- Support Unix/Linux LPD/LPR services
- Operate in a Windows 2000 and 2003 standalone print server environment
- Printer drivers must be Microsoft certified

## **4.3 Dual Network Interface**

Statistics Canada operates on separate and isolated networks. Network printers may be required to connect to both networks at once independently. The manufacture must demonstrate and certify that there is no possibility of interconnection across the network interfaces or the chance of data from one network being leak, compromised or accessed from the other.

## **5 Hardware Requirement**

Statistics Canada (StatCan) has a requirement for the supply, delivery and installation of multi-function devices and laser printing devices. Statistics Canada will be requesting units in 10 categories, as follows:

Category 1: Large B&W Multi-function Laser Devices (Large Format)

Category 2: Mid-size B&W Multi-function Laser Devices (Large Format)

Category 3: Mid-size B&W Multi-function Laser Devices

Category 4: Small B&W Laser Printers

Category 5: Large Colour Multi-function Laser Devices (Large Format)

Category 6: Mid-size Colour Laser Printers (Large Format)

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<sup>3</sup> For example: Print Server & Spooler, Optical Character recognition (OCR)

<sup>4</sup> This is now primarily AIX, but there are still a significant number of Solaris and HP UX servers.

<sup>5</sup> This is primarily Red Hat.

Category 7: Small B&W Multi-function Laser Devices  
 Category 8: Small Colour Multi-function Laser Devices  
 Category 9: Small Colour Laser Printers  
 Category 10: Mid-size Colour Multi-function Laser Printers

All units must be **configured as described in the tables below.**

## 5.1 Mandatory Requirements Common to all 10 Categories

The following **MANDATORY** Specifications common to all devices are as follows:

Mandatory Specifications common to all devices	
Requirement	Values
Operating Systems	Windows 2003, Windows XP, Windows Vista, Windows 7, Windows 2008
Print Drivers	<ol style="list-style-type: none"> <li>1. Universal driver supporting 32 and 64 bit versions of Windows</li> <li>2. PCL5, PCL6, and PostScript III</li> </ol>
Protocols	TCP/IP, NTP, SNMP, SMTP, SSL, IPDS, IPP
Unicode Compliant	All units must be Unicode Compliant
LDAP lookups and authentication	Supports Microsoft LDAP for name lookups and authentication
Network Interface	<ol style="list-style-type: none"> <li>1. Units must have built in 10/100 network interface card</li> <li>2. Units must have a minimum 1 of concurrent physical connections from multiple network sources (10/100)</li> </ol>
Minimum memory requirements	All units must have a minimum of 512 MB of memory installed.
First page out	First page out in less than 15 seconds.
Language	<ol style="list-style-type: none"> <li>1. English and French selectable on both the user panel and drivers</li> </ol>
Energy Star Compliance	Units must be Energy Star Compliant. The Contractor must ship all products with the Energy Star low-power feature activated or enabled
Environmental Manufacturing Compliance	<ol style="list-style-type: none"> <li>1. GEN Approved Third Party Environmental Performance Label</li> <li>2. All devices must be manufactured in facilities that are both ISO 9001:2008 and ISO 14001 certified</li> </ol>
Power requirements	<ol style="list-style-type: none"> <li>1. 110-120 Volt power required</li> <li>2. All devices must be 15amps</li> </ol>
Input Trays	Ability to designate input tray to specific paper types
Paper media	<ol style="list-style-type: none"> <li>1. 8 ½ x 11</li> <li>2. 8 ½ x 14</li> <li>3. Ability to feed envelopes &amp; labels</li> </ol>
Printer technology	Laser
Duplex printing	Automatic Duplex print.

Output	Must be able to stack and sort documents
Warranty	<ol style="list-style-type: none"> <li>1. One (1) year on-site Warranty (next business day response) for all units in National Capital Region (Ottawa and Gatineau)</li> <li>2. Must provide toll free number.</li> <li>3. Must provide bilingual support.</li> <li>4. Option to upgrade to five (5) Year on-site Warranty (next business day response) for all units outside the National Capital Region. See Note 6 on page 11.</li> </ol>
Security	<ol style="list-style-type: none"> <li>1. Confidential / Secure print capabilities as follows: <ul style="list-style-type: none"> <li>• All devices must be fully configured for secure printing via pin pad and card swipe access using StatCan's existing access card system, Lenel.</li> <li>• Bidders must provide a turnkey secure print solution, including all the required hardware and software.</li> <li>• Proposed solution must be compatible with StatCan's existing card system and HID Indala proximity card.</li> <li>• The proposed solution must be compatible with LENEL On-Guard 2012.</li> <li>• The proposed solution would need to access the LENEL On-Guard 2012 system for card ID information.</li> <li>• The number of Active Directory accounts is 10,000 during non Census years. It grows to about 12,000 for an 18 month period every 5 years during Census of Canada.</li> <li>• Clients must be able to direct print jobs to any device.</li> <li>• All devices must provide an option to allow print jobs to be held in a secure print queue and will not be printed until the user authenticates via either swipe card or manually pad entry.</li> <li>• Users will only be able to retrieve print job from the device to which the print job was directed, as only the device to which a print job was directed will be able to communicate with the print servers in order to gain access to the secure print job.</li> <li>• Network authentication is required as part of the swipe to print solution.</li> <li>• All devices must have capability to purge jobs after completion.</li> </ul> </li> <li>2. The ability to automatically overwrite or remove immediately (i.e., erase or electronically shred data) temporary data stored on the device hard drive or in solid state or flash memory</li> <li>3. The ability to remove and replace the</li> </ol>



	<p>hard drive at the device's end of service life at Statistics Canada</p> <ol style="list-style-type: none"> <li>4. User controlled protection and security for printing confidential documents</li> <li>5. The ability to lock down standard device settings</li> <li>6. The ability to lock down unused network ports and services</li> <li>7. The ability to use secure protocols for remote configuration (e.g., SSL, TLS, HTTPS, SFTP, FTPS, SSH)</li> <li>8. The ability to validate users identity before allowing for the use of specific device functions (e.g. scan to email, scan to folder). Examples include: <ul style="list-style-type: none"> <li>• Card based <ul style="list-style-type: none"> <li>○ Proximity badge authentication</li> <li>○ Smart card authentication</li> </ul> </li> <li>• PIN code</li> <li>• Windows credentials</li> </ul> </li> <li>9. Support for Active Directory binding for LDAP name lookups</li> <li>10. Network access control / authentication for scanning and storing documents from the print device</li> <li>11. Access protection from unauthorized external sources</li> <li>12. The ability to remotely patch and install updates</li> <li>13. If unit has multiple Network Interface Cards, there must be complete isolation between the Network interface cards. This must be accompanied by documentation proving that no interaction or intermingling of data is possible between networks.</li> <li>14. The complete isolation of the fax environment from the network environment. This must be accompanied by documentation proving that no interaction or intermingling of data is possible between the fax environment, the telephone environment and the network interface cards.</li> </ol>
Training	<p><b>This specification, training, is a mandatory option.</b> Statistics Canada has its own Technical Support team. This team is responsible for basic on-site</p>

	<p>non-warranty service of Statistics Canada's desktop and printer fleet.</p> <p>The Contractor will be required to provide training as part of this contract to Statistics Canada's Technical Support team in order to ensure that they are able to perform repairs to the printer fleet. The training will cover standard maintenance procedures for the items identified below, but will not be limited to these:</p> <ul style="list-style-type: none"> <li>• Basic diagnostic procedures</li> <li>• Fuser maintenance</li> <li>• Imaging drum maintenance</li> <li>• Toner Bottle replacement</li> <li>• Hard drive removal and installation</li> <li>• Network or other communication card installation or removal.</li> <li>• Formatter boards</li> <li>• Engine boards</li> <li>• Automatic Document Feeders (ADF)</li> <li>• Service Manual for each device</li> </ul> <p>The training may be on-site, self-guide and web base. The Contractor will supply cost for all options.</p>
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The following **OPTIONAL** Specifications common to all devices are as follows:

<b>Optional Specifications common to all devices</b>	
<b>Requirement</b>	<b>Values</b>
Additional input paper trays beyond minimum	All units must be able to accommodate additional input paper trays.

The following **MANDATORY** Specifications common to all the Multi-function devices (Categories 1, 2, 3, 5, 7, 8 and 10) are as follows:

<b>Mandatory Specifications common to all the Multi-function devices (Categories 1, 2, 3, 5, 7, 8 and 10)</b>	
<b>Requirement</b>	<b>Values</b>
Copier	<ol style="list-style-type: none"> <li>1. Must be able to copy documents.</li> <li>2. Must be able to enlarge or reduce image (Scalability).</li> </ol>
Scanner	<ol style="list-style-type: none"> <li>1. Must be able to scan documents.</li> <li>2. Must allow for scanning function to be disabled.</li> </ol>

	<ol style="list-style-type: none"> <li>Must be able to produce scanned images in PDF, TIFF &amp; JPG formats.</li> <li>Must be able to scan to email.</li> <li>Must be able to scan to network folder.</li> <li>Must have a scanning resolution of at least 600 dpi.</li> </ol>
Fax	<ol style="list-style-type: none"> <li>Must include on board Fax card (see Notes 1 and 3 on page 11).</li> <li>Must allow for fax functionality to be disabled, if fax card is installed.</li> <li>Must be able to store a minimum of 50 pages in memory (sent or received faxes).</li> </ol>
Automatic Document Feeder (ADF)	<ol style="list-style-type: none"> <li>Must have an Automatic Document Feeder.</li> <li>Automatic Document Feeder must have a minimum capacity of 50 sheets.</li> </ol>

The following **OPTIONAL** Specifications common to all the Multi-function devices (Categories 1, 2, 3, 5, 7, 8 and 10) are as follows:

<b>Optional Specifications common to all the Multi-function devices (Categories 1, 2, 3, 5, 7, 8 and 10)</b>	
<b>Requirement</b>	<b>Values</b>
Optical Character Recognition (OCR)	Ability to perform OCR scanning (see Note 5 on page 11.)

The following **MANDATORY** Specifications common to all colour devices (Categories 5, 6, 8, 9 and 10) are as follows:

<b>Mandatory Specifications common to all colour devices (Categories 5, 6, 8, 9 and 10)</b>	
<b>Requirement</b>	<b>Values</b>
Colour control and management	<ol style="list-style-type: none"> <li>Ability to default to B&amp;W (requires specific selection to print in color).</li> <li>Ability to restrict colour printing by group, user, or application</li> </ol>

The following **MANDATORY** Specifications common to the following devices categories (Categories 4, 7, 8 and 9) are as follows:

<b>Mandatory Specifications common to the following devices categories (Categories 4, 7, 8 and 9)</b>	
<b>Requirement</b>	<b>Values</b>
Mandatory minimum B & W printing speed in pages per min (Print, Scan and Copy)	25 ppm
Floor or Table configuration	Table
Minimum number of input paper trays (Not including Manual Feed)	2

Minimum input paper capacity in sheets	500
Minimum # of Output Trays	1
Output stacker capacity in pages	250
Paper media	11 x 17

The following **OPTIONAL** Specifications common to the following devices categories (Categories 4, 7, 8 and 9) are as follows:

<b>Optional Specifications common to the following devices categories (Categories 4, 7, 8 and 9)</b>	
<b>Requirement</b>	<b>Values</b>
<b>Smart Card Reader</b>	A smart card reader is optional in categories 4, 7, 8 and 9 (see Note 3 on page 11.)

The following **MANDATORY** Specifications apply to the following devices categories as follows:

<b>Mandatory Specifications which apply to the following devices categories</b>	
<b>Requirement</b>	<b>Values &amp;Categories</b>
Minimum processor speed in MHz	<ol style="list-style-type: none"> <li>1. 500 MHz (Categories 1, 3, 4, 5 and 6)</li> <li>2. 400 MHz (Categories 2, 7, 8, 9 and 10)</li> </ol>
Minimum monthly print volumes (imp/mo)	<ol style="list-style-type: none"> <li>1. 40,000 (Category 1)</li> <li>2. 12,000 (Category 2)</li> <li>3. 20,000 (Category 3)</li> <li>4. 10,000 (Categories 4 and 6)</li> <li>5. 15,000 (Category 5)</li> <li>6. 6,000 (Categories 7, 8 and 9)</li> <li>7. 9,000 (Category 10)</li> </ol>
Hard Disk drive	A hard disk drive is mandatory in categories 1, 2, 3, 5, 6 and 10.
Minimum Print resolution quality in dpi (Enhanced resolution to achieve these specs acceptable)	<ol style="list-style-type: none"> <li>1. 1200 x 1200 (Categories 1, 2, 3, 4 and 7)</li> <li>2. 1200 x 600 (Category 5)</li> <li>3. 600 x 600 (Categories 6, 8, 9 and 10)</li> </ol>
Mandatory minimum B & W printing speed in pages per min (Print, Scan and Copy)	<ol style="list-style-type: none"> <li>1. 40 ppm (Categories 1 and 5)</li> <li>2. 35 ppm (Categories 2 and 3)</li> <li>3. 30 ppm (Categories 6 and 10)</li> </ol>
Mandatory minimum Color printing speed in pages per minute (Print, Scan and Copy)	<ol style="list-style-type: none"> <li>1. 40 ppm (Category 5)</li> <li>2. 30 ppm (Categories 6 and 10)</li> <li>3. 25 ppm (Categories 8 and 9)</li> </ol>
Floor or Table configuration	Floor (Categories 1, 2, 3, 5, 6 and 10)
Minimum number of input paper trays (Not including Manual Feed)	<ol style="list-style-type: none"> <li>1. 3 trays (Category 1)</li> <li>2. 4 trays (Categories 2, 3, 5, 6 and 10)</li> </ol>
Minimum input paper capacity in sheets	<ol style="list-style-type: none"> <li>1. 1600 (Categories 1 and 5)</li> <li>2. 1000 (Categories 2, 3, 6 and 10)</li> </ol>
Minimum # of Output Trays	<ol style="list-style-type: none"> <li>1. 3 trays (Categories 1 and 5)</li> <li>2. 1 tray (Categories 2, 3, 6 and 10)</li> </ol>
Output stacker capacity in pages	<ol style="list-style-type: none"> <li>1. 500 (Categories 1 and 5)</li> <li>2. 250 (Categories 2, 3, 6 and 10)</li> </ol>

Paper media	1. 11 x 17 (Categories 1, 2, 5 and 6)
Colour scanning	Colour scanning is mandatory in categories 5, 8 and 10.
Finishing: Stapling capacity of a minimum of 30 sheets (Corner stapling)	Mandatory in Categories 1 and 5.
Smart Card Reader	A smart card reader is mandatory in categories 1, 2, 3, 5, 6 and 10 (see Note 3 on page 11.)

The following **OPTIONAL** Specifications apply to the following devices categories as follows:

Optional Specifications which apply to the following devices categories	
Requirement	Values &Categories
Minimum # of Output Trays	3 trays (Optional in Categories 2, 3, 6 and 10)
Finishing: Stapling capacity of a minimum of 30 sheets (Corner stapling)	Optional in Categories 2, 3 and 10.

### **Notes for all Hardware Categories**

**Note 1:** All multi-function equipment must be fully multi-function capable, defined as a printer, copier, fax and scanner in one physical unit. See Note 3 following, with respect to fax capability.

**Note 3:** While the indicated Category devices must be able to provide this functionality, the normal configuration can be without the capability, as Statistics Canada has yet to approve its activation and use.

**Note 4:** It is mandatory that all devices be **configurable** to adapt to the needs of 1) wheel-chair assisted users and 2) those with visual impairments, as detailed in SOW section 6.1 Adaptive Technology and this configuration must be described in the response to SOW 6.1. Statistics Canada will notify the Contractor in advance whenever adapted equipment is required.

**Note 5:** This functionality is optional only.

**Note 6:** Warranty must be optionally available for up to five (5) years on-site from date of delivery. Statistics Canada will acquire this warranty for all units destined outside of the National Capital Region (Ottawa and Gatineau). For all National Capitol Region area bound printer devices, only the standard one (1) year on-site warranty is required.

## 6 Software Requirement

Statistics Canada (StatCan) has a requirement for print fleet management software. The print fleet management software must meet the requirements **described in the tables below**.

The following **MANDATORY** Specifications for the requested fleet management software are as follows:

Requirement	Values
Compatibility	<ol style="list-style-type: none"> <li>1. Compatible with and encompassing of the Operating Systems, Print Drivers, and Protocols in use at Statistics Canada as listed in <b>Annex “A”, Appendix “A” Hardware Requirements</b>.</li> <li>2. Compatible with the Current Computing Environment listed in “<b>Statement of Work, section 2.2.1 Statistics Canada Technical Hardware and Software Environment</b>”</li> <li>3. Must be compatible with Microsoft Active Directory.</li> </ol>
Colour Print Management	<p>Must include, but is not be limited to the following for the OEM's own devices:</p> <ul style="list-style-type: none"> <li>• Restrict color by user via a web interface.</li> <li>• Restrict color by user via the fleet management software</li> <li>• Restrict color by group via a web interface.</li> <li>• Restrict color by group via the fleet management software</li> <li>• Restrict color by application.</li> <li>• Completely disable color via a web interface.</li> <li>• Completely disable color via the fleet management software.</li> <li>• Completely disable color via user interface.</li> <li>• Set color quantity limits by specific users.</li> <li>• Set color quantity limits by specific group</li> <li>• Monitor color usage by job, user and device.</li> <li>• Report color usage by user, group, clients and projects.</li> </ul>
Discovery	<ol style="list-style-type: none"> <li>1. Able to remotely and automatically “discover” OEM's networked output devices.</li> <li>2. Able to capture output device features (OEM's devices).</li> </ol>
Monitoring , Configuration and Maintenance	<ol style="list-style-type: none"> <li>1. Able to monitor and configure OEM's output devices from a Web browser and/or client application.</li> <li>2. Allows for ad hoc queries / viewing of targeted output devices from a Web</li> </ol>

	<p>browser (OEM's devices).</p> <ol style="list-style-type: none"> <li>3. Able to apply patches and updates remotely to OEM's devices</li> <li>4. Manages consumables (setting thresholds, toner low alert, etc) of OEM's devices</li> <li>5. Captures / Sends maintenance alerts (paper out, paper jam, service thresholds, etc) of OEM's devices</li> </ol>
Workload Tracking	<ol style="list-style-type: none"> <li>1. Able to capture page counts /meter reads by device for OEM'S devices.</li> <li>2. Able to capture workload data to the "Job Level" granularity level (job name, user name, department, volume, output type, output device, # of copies, etc).</li> <li>3. Able to capture workload data at the MFD / Printer functional level (print, copy, fax, scan).</li> <li>4. Able to distinguish between colour and B&amp;W output and different paper types.</li> <li>5. Able to capture data on both the Contractor's OEM devices and Other devices</li> </ol>
Reporting	<ol style="list-style-type: none"> <li>1. Able to provide flexibility in terms of time periods for reporting (daily, weekly, monthly, quarterly, annually)</li> <li>2. Able to produce monthly detailed volume reports by device and device category.</li> <li>3. Capable of generating a CSV or Excel file to integrate with StatCan systems for internal reporting and/or chargeback to departments or logical units.</li> <li>4. Able to provide trending reports on any/all of the above (<b>Statement of Work, section 4.15.1.2.1.3 Trend Analysis</b>)</li> </ol>
Security	<ol style="list-style-type: none"> <li>1. User controlled protection and security for printing confidential documents.</li> <li>2. The ability to authenticate user access to configure and administer the device.</li> <li>3. The ability to lock down standard device settings.</li> <li>4. The ability to lock down unused network ports and services.</li> <li>5. The ability to use secure protocols for remote configuration (e.g., SSL, TLS, HTTPS, SFTP, FTPS, SSH).</li> <li>6. Access detection and protection from unauthorized external sources.</li> <li>7. The ability to remotely patch and install updates.</li> </ol>

## **7 Consumables Container Recycling Program**

The Contractor must currently promote recycling through an established and ongoing consumables container recycling program as per the following:

For all locations in Canada where consumables containers cannot be recycled through local “blue-box” recycling programs, the Contractor must provide its own consumables recycling program by either:

- a) providing prepaid, postage-return packaging with the consumable when it is originally delivered, or available for download from the manufacturer's website; or
- b) picking up used consumables containers at no charge.

## **8 Substitution of Products**

In the event that the Contractor wishes to propose a substitution for a device under this Contract, the Contractor must submit a request for substitution to the Technical Authority and Contracting Authority. The Contractor agrees and understands that the proposed substitution must be a new product that was not available for offer or testing on the closing date of the initial RFP, that the equipment must meet or exceed the mandatory technical specifications of the product for which it is being substituted and that it must have an equal or lower cost than the product being substituted for.

The proposed substitution will be subject to compatibility testing in accordance with Annex D, Compliance and Compatibility Testing.

If the testing indicates that some upgrades/changes (for example, to the drivers or firmware) are required, Canada will work with the Contractor to resolve these issues, provided they are reasonable within a reasonable period. If testing demonstrates that a Product is not compatible with Statistics Canada’s particular environment, the Contractor must provide an alternative Product that meets the Mandatory Technical Specifications.

The Contractor agrees and understands that Canada reserves the right to accept or reject any proposed substitutions. The Contractor agrees that no substitute items will be shipped until formally authorized by PWGSC in writing.

## **9 Warranty and Maintenance Service**

### **9.1 Service**

In addition to and notwithstanding Section 25 (Hardware Maintenance Service) in Supplemental General Conditions 4001, the Contractor agrees to provide the following Warranty Services:



### 9.1.1 Service Coverage Area

This requirement applies to all Statistics Canada offices and locations. As detailed in Table 1 - Locations and Demographics on page 3, there are currently over 5000 or more employees located within the main Statistics Canada campus, which locate in Tunney's Pasture in Ottawa. There are also approximately 11 Regional and other offices, with five of these having more than 150 employees. While this list is reasonably accurate and representative of Statistics Canada's current demographic situation, it should be understood that these locations and demographics are likely to change over the term of the agreement. The Contractor will not unreasonably withhold equipment and services for new locations added to the list within the scope of this agreement.

It is essential to the requirement that the Contractor has complete geographic coverage that encompasses all of the Statistics Canada offices and locations either directly or through local arrangements that will ensure all specified service levels are met or exceeded.

As part of this contract, the Contractor must supply basic services such as, but not limited to:

- The unpacking, assembling, staging and installation of the new equipment outside of the National Capital Region (Ottawa & Gatineau);
- The unpacking, assembling, staging and installation of the new equipment in the National Capital Region (Ottawa & Gatineau), if requested;
- training and education of support technicians in the basic and advanced maintenance functions of the equipment;
- the provision of preventive maintenance and break/fix service, as per the warranty agreement
- to provide on-site service upon demand (by next business day)

### 9.1.2 Service Availability and Core Hours

The Contractor must have certified and accredited bilingual support staff available to meet next business day on-site service calls during core business hours of 08:00 to 18:00, across all Canadian time zones, Monday to Friday, excluding statutory holidays and weekends. This availability must apply to all Statistics Canada locations as detailed in *Table 1 - Locations and Demographics on page 3*.

#### 9.1.2.1 Service rates for core hours

The service rate will apply for any and all services required that are not covered by warranty or any other part of this agreement, such as but not limited to:

- Fuser replacement;
- Drum kit replacement;
- Engine board replacement;
- Scanner replacement.

#### 9.1.2.2 Service rates outside core hours

Statistics Canada may require service to be performed outside core business hours of 08:00 to 18:00 across all Canadian time zones or on Holidays and weekends. The service rate will apply for any and all

services required that are not covered by warranty or any other part of this agreement, such as but not limited to:

- Fuser replacement;
- Drum kit replacement;
- Engine board replacement;
- Scanner replacement.

### 9.1.3 Warranty Period

The Warranty Period under this Contract is 12 months, unless the Identified User purchases an upgrade to the warranty (either at the time of purchase of the Product or at any time before the expiry of the initial one-year on-site warranty).

### 9.1.4 Beginning of Warranty Period

The Warranty Period begins on the Acceptance Date for each Product (and, therefore, the Warranty Period may begin on different dates for different Products under this Contract, if they were delivered and/or accepted on different dates).

### 9.1.5 Parts

The Contractor guarantees that all parts and technical materials required to provide the Warranty Services will be available for 5 years from the date of the purchase. All parts supplied by the Contractor in performing any maintenance services must be new, unused or certified equal quality.

## 9.2 Help Desk

Statistics Canada has a fully bilingual work force. The Government of Canada's *Official Language Act* states that all employees have the right to service in the official language of their choice. As such, the Contractor must have a fully bilingual Help Desk that can respond to Statistics Canada employees in either official language.

Statistic Canada has office located across Canada and Staff working with clients across Canada and the Territories. As such, Statistics Canada employees and Technical staff need to be able resolve print, copy and scan issues in a timely manner. As such, the Contractor must have a fully bilingual help desk available to any Statistics Canada employees during core working hours of 8am to 6pm, across all Canadian time zones.

### 9.2.1 Warranty Service Calls

Identified Users may contact:

- a. any service outlet identified by the Contractor in the Contract (which must accept service calls from all Identified users, anywhere in Canada, during the hours of 08:00 to 18:00 in the local

time where the service outlet is located, Monday through Friday, excluding statutory holidays);  
or

- b. the Contractor's single toll-free Maintenance Dispatch Number (which must accept service calls from all Identified Users, anywhere in Canada, during the hours of 08:00 to 18:00 across all time zones across Canada, Monday through Friday, excluding statutory holidays).

### **9.3 Warranty Services included in Unit Price**

The cost of all parts, labour, travel and any other related costs associated with the Warranty Services are included in the unit price of the Products and associated meter charges, if applicable, and no additional payments will be made for the Warranty Services, regardless of the location from which the Warranty Services are provided.

#### **9.3.1 On-Site Warranty Maintenance Services**

As part of the Warranty Services, the Contractor accepts prime responsibility for the diagnosis and resolution of all problems that occur in the Products (including software issues and compatibility with the Identified User's network) throughout the Warranty Period. Maintenance Service provided must be such that the supplied Products are kept in good working condition at all times. The Contractor will provide the maintenance services described in section 25 of 4001 (2010-08-16) Supplemental General Conditions – Hardware Purchase, Lease and Maintenance as follows:

##### **9.3.1.1.1 Principal Period of Maintenance**

The Contractor must perform the On-site Warranty Services during the Principal Period of Maintenance (PPM), which is defined as the continuous period during the hours of 08:00 to 18:00 (local time in all time zones across Canada), Monday through Friday, excluding statutory holidays.

##### **9.3.1.1.2 Remedial Maintenance**

- a. The Contractor must perform remedial maintenance services, as and when requested by Identified users.
- b. When Canada requests remedial maintenance, the Contractor's service representative must respond within 24 hours. Service response time does not include Saturdays, Sundays or statutory holidays. Response time is calculated from the time the Contractor, its Authorized Agent or Service Outlet has been notified by the Identified User until the Contractor's technician arrives on site, regardless of the location from which the maintenance services are provided.
- c. Upon commencing maintenance services, the technician must work continuously throughout the PPM until the Product is returned to operation in accordance with the Technical Specifications in Annex A and the Product Details or until notified by Canada to suspend the work.
- d. If, after arrival by the Contractor's technician on site, the Contractor determines that it cannot repair the Product within two (2) working days, then the Contractor must provide a loaner unit, similarly equipped as the Product being repaired, at no charge within five (5) working days of making this determination. A product being replaced or any of its components which contain the Identified User's information will be securely erased prior to removal from the Identified User's site, or the Product or applicable component will be left in the possession of the

Identified User. The Identified User must be permitted to keep the loaner unit until the original Product is repaired and returned in working condition to the Identified user. The Contractor must provide restoration and hardware-specific configuration on the loaner equipment and upon return of the original Product.

- e. The Contractor must continue to provide Warranty Services for any part of any delivered Product that is repaired, replaces or otherwise made good as part of the Warranty Services for the remainder of the Warranty Period that applied to the original Product.

#### 9.3.1.1.3 Preventative Maintenance

If required for the continuous operation of the Product, preventative maintenance (required to inspect, lubricate and adjust the equipment) must be performed during the Principal Period of Maintenance (PPM). This service must be performed at the level and frequency recommended by the manufacturer and in accordance with the OEM specifications, or as otherwise agreed between the Identified User and the Contractor. The cost of this maintenance is included in the price of the Product, plus any additional meter charges, if applicable, beyond the specified included yield.

#### 9.3.1.1.4 Software Support

The Licensed Software must be to the latest version released, unless otherwise specified, and must be provided with the standard software publisher's warranty and customer support. The Contractor must specify the duration and level of coverage of the software publisher's standard warranty (e.g., one-year hotline support).

#### 9.3.1.1.5 Maintenance Report

For each visit to perform On-site Warranty Services, a Warranty Service maintenance report must be prepared by the Contractor's technician. It must include the following:

- a. Identified User's name, telephone number and location;
- b. date and time of receipt of call and which service outlet received the call;
- c. dispatch date and time;
- d. printer type and Serial Number;
- e. site arrival/departure date and time (including the number of hours and date for each day on-site);
- f. reason for call (description of symptom/diagnosis of fault);
- g. action taken/service performed, including list of parts replaced/installed;
- h. technician's name and signature; and
- i. name (printed) and signature of Identified user accepting that the Product appears to be working in a satisfactory manner.

The Contractor must retain a copy of this report for a period of 6 years and must, upon request by the Contracting Authority, provide a copy of the report to Canada within 30 calendar days.

#### 9.3.1.1.6 Site Regulations (On-site Service)

The Contractor undertakes and agrees to comply with all standing orders or other regulations, in force on the site where the work is to be performed, relating to the safety of persons on the site or the protection of property against loss or damage from any and all causes including fire.

#### 9.3.1.1.7 Licensing

The Contractor must obtain and maintain all permits, licenses and certificates of approval required for the Work to be performed under any applicable federal, provincial or municipal legislation. The Contractor will be responsible for any charges imposed by such legislation or regulations. Upon request, the Contractor must provide a copy of any such permit, license, or certificate to Canada.

#### 9.3.1.1.8 Safety Regulations and Labour Codes

The Contractor must adhere to all safety rules, regulations and labour codes in force in all jurisdictions where the Work is to be performed.

### 9.4 Remedies Following Unacceptable Levels of Service

To ensure a continuing acceptable level of service for the Identified User's workload, the Contractor agrees that during Warranty Period, Canada may exercise the remedial actions set out in 9.4.3 below.

The failure of Canada to exercise any or all of the following remedies does not mean that the service received conforms with the applicable mandatory requirements, nor will that failure lower the level of service acceptable for any portion of the Standing Offer.

The Contractor will not be responsible for any deficiencies arising from any use of the equipment by the Identified User that is inconsistent with practices or procedures published by the OEM or any other procedure previously published by the Contractor and accepted by the Identified User.

It is not the intention of Canada to enforce the following remedies for situations resulting from acts of God, civil insurrection, or in general, factors beyond the reasonable control of the Contractor.

Application of any of the remedies detailed below in one or more instances will not prevent Canada from terminating for default in any instance of nonconformity with the terms of the Contract.

The application of any remedy will not result in any increase in liability to Canada nor does it constitute waiver of any rights available to it.

#### 9.4.1 Process to Claim Remedy

The Identified User must claim the applicable remedy, in writing, within 30 days from the time that the failure resulting in the application of the remedy could reasonably be discovered by the Identified User.

Any such claim for a remedy must include reasonable documentation, including maintenance service reports, records of correspondence and chronology of incident(s) and unacceptable service, etc. to support such claim.

Where the application of any remedy results in a financial benefit in favour of Canada, then such financial benefit will be applied as a credit to the applicable invoice for the maintenance billing period following the maintenance billing period in which the claim was received by the Contractor.

Where the application of any remedy results in the requirement of the Contractor to replace equipment, then such replacement equipment must be installed within 24 hours of receipt of the claim, by the Contractor.

Where the application of any remedy results in the requirement of the Contractor to provide additional reports or other documentation, then such reports or other written documentation must be provided within 30 days of receipt of the claim, by the Contractor.

#### 9.4.2 Definitions

##### **"Remedial Equipment Failure"**

means any equipment malfunction that requires remedial maintenance to be provided by the Contractor in order to make the equipment operational.

##### **"Unscheduled Equipment Outage"**

means the period of time that equipment is unavailable to the Identified User where such unavailability is caused by a Remedial Equipment Failure such period will commence when the Contractor is informed of the Remedial Equipment Failure in accordance with the Standing Offer.

#### 9.4.3 Actual Remedies

1. **Excessive Equipment Failure**

In the event any given Product has 3 or more Remedial Equipment Failures in a 30 day period, then the Contractor must replace the equipment.

2. **Failure to Repair Equipment**

In the event that any single Unscheduled Equipment Outage exceeds 48 hours during the PPM, the Contractor must replace the equipment.

3. **Failure to Respond to Remedial Equipment Failures**

In the event that the Contractor fails to provide trained technicians to undertake remedial maintenance, within the response times specified in the Standing Offer, in more than 10% of occurrences measured over a 30 day period of the number of times such services were required in accordance with the individual Contract; then, the Contractor must provide a Remedial Action Plan to the Identified User to identify what steps will be taken by the Contractor to remedy the situation. In the event that the identified user is unsatisfied with the Remedial Action Plan, the Contractor's Standing Offer may be withdrawn.

## **9.5 Warranty Technical Support**

The Contractor must provide the following telephone and Internet-based technical support services throughout the Warranty Period, either directly or through the manufacturer:

### **9.5.1 Toll-Free Hotline Telephone Support**

The Contractor must have a toll-free bilingual technical support telephone number, available during the hours of 08:00 to 18:00 (local time in all time zones across Canada), Monday through Friday, excluding statutory holidays. This number must be accessible to any Identified user, anywhere in Canada, during the Warranty Period and must be staffed by qualified, full-time, dedicated staff who are knowledgeable about the Products.

### **9.5.2 Internet-Based Technical Support**

The Contractor must provide Internet-based technical support providing, at a minimum, message areas for technical assistance and problem diagnosis. The website must also contain support file areas with download/upload access to information such as technical documentation, drivers, set-up and configuration files and other pertinent software, as well as bulletins pertaining to product announcements, upgrades, recalls, and bug fixes.

## **9.6 User-Serviceable Products**

The Contractor agrees that the Identified Users may perform maintenance and/or upgrades to the Products and/or replace user-replaceable or user-serviceable components, as defined by the Contractor, without affecting the obligation of the Contractor to provide Warranty Services. These components/parts are restricted and applicable to the individual products supplied. These may include user-replaceable print-heads, toner cartridges, other user-replaceable consumables, user replaceable network interface adapters, software and driver updates supplied by the Contractor.

## ANNEX C – Evaluation Criteria

### C1. Mandatory Requirements - Hardware

Starting on the third page of Annex C, the tables under section C1 provide the minimum mandatory specifications for the ten (10) categories of devices required for Statistics Canada's Print Fleet Modernization Project (PFMP).

Bidders must complete the pertinent table for each hardware category and include the completed tables in its bid. It is mandatory that a fully compliant device be bid for each of the 10 categories or the Bid will be found to be non-responsive. Bidders **must** fully demonstrate compliance to the requirements within their proposal.

Bidders should provide documentation to fully demonstrate compliance to these requirements within their proposal. Offers that are determined to be non-compliant will receive no further consideration during the evaluation process.

The tables must be completed as follows:

Each feature or capacity for each category of hardware is designated as “**M**” for **Mandatory**.

**Mandatory (M)** – Mandatory minimum requirements. The proposed equipment must have this functionality or meet the level of this criterion as a minimum. In some cases, as noted, the functionality is not configured as part of the POP configuration but **MUST** be available and priced in Annex “B” – Basis of Payment

Each feature or capacity has also been designated as applicable for this Category (✓ or a **Note**), not applicable (n/a) or a minimum value has been provided. In many cases where a minimum value is provided, there is also a point rated requirement for functionality exceeding the minimum. Refer to section C2 Rated/Optional Requirements for more information regarding Rated and Optional requirements for each of the ten (10) categories. Where the feature or capacity is designated “n/a”, no response is required.

- For all **Mandatory (M)** Items, (1) Circle “YES” if COMPLIANT in the “COMPLIANCE CONFIRMATION” column opposite each bulleted requirement. If the item is checked as applicable or if there is a value in this column, a response is required or the bid will be given no further consideration. (2) Insert the information for the required feature in the “DETAILS OF PROPOSED HARDWARE” column. This should be consistent with the information in the product brochure/specification sheet. (3) Provide the location in the bid of supporting information in the column entitled “LOCATION IN BID OF SUPPORTING OR ADDITIONAL INFORMATION (WHERE APPLICABLE)”. This can be simply a reference to the information in product brochures or clarification of the information in the brochure relative to the requirement.
- In addition, FOR ALL ITEMS, it is required that the Bidder provide OEM's brochures/specifications that confirm that its proposed hardware in each category meet the required specifications. If the specification sheet does not confirm compliance with a particular SOW requirement, the Bidder's confirmation of compliance in the “COMPLIANCE CONFIRMATION” column will be accepted provided that the



specification sheet does not contradict its claim. The evaluation team reserves the right to ask for additional proof of compliance within the timelines defined for clarification.

- The configuration described in the submission Matrix must be exactly the configuration that is priced in **Annex “B” - Basis of Payment** including any additional equipment or other aspects needed to meet the mandatory specifications and any point rated specifications for which points are claimed. Where additional pricing is required for Mandatory Accessories and Functionality or has been requested for Optional Items, this pricing must include provision and installation of the applicable option.

#### Notes for all Categories

**Note 1 :** *All multi-function equipment must be fully multi-function capable, defined as a printer, copier, fax and scanner in one physical unit. See Note 3 following, with respect to fax capability.*

**Note 2:** *Statistics Canada has anticipated the potential for digital color multi-function units to be bid into the categories specifying colour printers. Such units will be considered as part of the solution only if the Contractor can offer a color laser multi-function alternative that satisfies all the color printer technical specifications. **Caution:** Colour devices will NOT be considered as an alternative in any of the B&W device categories and any such proposal will be rejected.*

**Note 3:** *While the indicated Category devices must be able to provide this functionality, the normal configuration can be without the capability, as Statistics Canada as yet to approve its activation and use. The functionality MUST be available as an option and priced in the financial schedules.*

**Note 4:** *It is mandatory that all devices be **configurable** to adapt to the needs of 1) wheel-chair assisted users and 2) those with visual impairments, as detailed in SOW section 6.1 Adaptive Technology and this configuration must be described in the response to SOW 6.1. Statistics Canada will notify the Contractor in advance whenever adapted equipment is required. The functionality MUST be available as an option and priced in the financial schedules.*

**Note 5:** *This functionality is optional only but if the option is available, it is requested that pricing for it be provided in the financial schedules, where applicable.*

**Note 6:** *Warranty will be optionally available for up to five (5) years on-site from date of delivery. Statistics Canada will acquire this warranty for all units destined outside of the National Capital Region (Ottawa and Gatineau), Statistics Canada will acquire only the standard one (1) year on-site warranty for all National Capital Region area bound printer devices*

**Note 7: Secure Print:**

- All devices must be fully configured for secure printing via pin pad and card swipe access using STC's existing access card system, Lenel.
- Bidders must provide a turnkey secure print solution, including all the required hardware and software.
- Proposed solution must be compatible with STC's existing card system and HID Indata prox card.
- The proposed solution must be compatible with LENEL On-Guard 2012.
- The proposed solution would need to access the LENEL On-Guard 2012 system for card ID information.
- The number of Active Directory accounts is 10,000 during non Census years. It grows to about 12,000 for an 18 month period every 5 years during Census of Canada.
- Clients must be able to direct print jobs to any device.
- All devices must provide an option to allow print jobs to be held in a secure print queue and will not be printed until the user authenticates via either swipe card or manually pad entry.
- Users will only be able to retrieve print job from the device to which the print job was directed, as only the device to which a print job was directed will be able to communicate with the print servers in order to gain access to the secure print job.
- Network authentication is required as part of the swipe to print solution.
- All devices must have capability to purge jobs after completion.

**Note 8: Training:**

Statistics Canada has its own Technical Support team. This team is responsible for basic on-site non-warranty service of Statistics Canada's desktop and printer fleet.

The Contractor will be required to provide training as part of this contract to Statistics Canada's Technical Support team in order to ensure that they are able to perform repairs to the printer fleet. The training will cover standard maintenance procedures for the items identified below, but will not be limited to these:

- Basic diagnostic procedures
- Fuser maintenance
- Imaging drum maintenance
- Toner Bottle replacement
- Hard drive removal and installation
- Network or other communication card installation or removal.
- Formatter boards
- Engine boards
- Automatic Document Feeders (ADF)
- Service Manual for each device

The training may be on-site, self-guide and web base. The Contractor will supply cost for all options.

## C1.1 Category 1 – Mandatory Requirements

Minimum Requirements CATEGORY 1 Large B&W Multi- Function (Large Format) (Note 1) (Note 3) (Note 4) (Note 5) (Note 6)	Type	Application	COMPLIANCE CONFIRMATION Circle "Yes" if "Compliant" or "No" if "Non-Compliant"	Description of Compliance (if supporting documentation is included, please indicate where this can be found in the bid package)
<b>Operating</b>				
<u>Operating Systems:</u> Windows 2003, Windows XP, Windows Vista, Windows 7, Windows 2008	<b>M</b>	✓	YES / NO	
<u>Print Drivers:</u> Universal driver supporting 32 and 64 bit versions of Windows	<b>M</b>	✓	YES / NO	
<u>Print Drivers:</u> PCL5, PCL6, and PostScript III	<b>M</b>	✓	YES / NO	
<u>Protocols:</u> TCP/IP, NTP, SNMP, SMTP, SSL, IPDS, IPP	<b>M</b>	✓	YES / NO	
Unicode Compliant	<b>M</b>	✓	YES / NO	
Supports Microsoft LDAP for name lookups and authentication	<b>M</b>	✓	YES / NO	
Internal Network Card (10/100)	<b>M</b>	✓	YES / NO	
Minimum # of concurrent physical connections from multiple network sources (10/100)	<b>M</b>	1	YES / NO	
Minimum processor speed in MHz	<b>M</b>	500	YES / NO	
Minimum monthly print volumes (imp/mo)	<b>M</b>	40,000	YES / NO	

Minimum Requirements CATEGORY 1 Lrg B&W MFD (LF)	Type	Application	COMPLIANCE CONFIRMATION Circle "Yes" if "Compliant" or "No" if "Non-Compliant"	Description of Compliance (if supporting documentation is included, please indicate where this can be found in the bid package)
<b>Minimum Configuration / Function:</b>				
General:				
Minimum memory requirements	<b>M</b>	512 MB	YES / NO	
Hard disk	<b>M</b>	✓	YES / NO	
First Page Out (Less than)	<b>M</b>	15 seconds	YES / NO	
Minimum Print resolution quality in dpi (Enhanced resolution to achieve these specs acceptable	<b>M</b>	1200 X 1200	YES / NO	
Mandatory minimum B & W printing speed in pages per min (Print, Scan and Copy)	<b>M</b>	40 ppm	YES / NO	
Mandatory minimum Color printing speed in pages per minute (Print, Scan and Copy)	<b>M</b>	n/a		
Table or Floor unit	<b>M</b>	Floor	YES / NO	
English and French selectable on both the user panel and drivers	<b>M</b>	✓	YES / NO	
Environmental Requirements:				
Energy Star Compliance	<b>M</b>	✓	YES / NO	
110-120 Volt power required; and 15amps	<b>M</b>	✓	YES / NO	
GEN Approved Third Party Environmental Performance Label;	<b>M</b>	✓	YES / NO	

Minimum Requirements CATEGORY 1 Lrg B&W MFD (LF)	Type	Application	COMPLIANCE CONFIRMATION Circle "Yes" if "Compliant" or "No" if "Non-Compliant"	Description of Compliance (if supporting documentation is included, please indicate where this can be found in the bid package)
and ISO 9001:2008 and ISO14001 Manufacturing Compliance				
Tray Configurations:				
Minimum number of input paper trays (Not including Manual Feed)	<b>M</b>	3	YES / NO	
Minimum input paper capacity in sheets	<b>M</b>	1600	YES / NO	
Minimum # of Output Trays	<b>M</b>	3	YES / NO	
Output stacker capacity in pages	<b>M</b>	500	YES / NO	
Ability to designate input trays to specific paper types	<b>M</b>	✓	YES / NO	
Media Requirements:				
Laser based technology	<b>M</b>	✓	YES / NO	
Paper size 8.5 x 11"	<b>M</b>	✓	YES / NO	
Paper size 8.5 x 14"	<b>M</b>	✓	YES / NO	
Paper size 11 x 17	<b>M</b>	✓	YES / NO	
Ability to feed envelopes & labels	<b>M</b>	✓	YES / NO	
Functional Requirements:				
Confidential / Secure print capability	<b>M</b>	✓ <b>(Note 7)</b>	YES / NO	
Ability to default to B&W (requires specific selection to print in color)	<b>M</b>	n/a		
Ability to restrict colour printing by	<b>M</b>	n/a		

Minimum Requirements CATEGORY 1 Lrg B&W MFD (LF)	Type	Application	COMPLIANCE CONFIRMATION Circle "Yes" if "Compliant" or "No" if "Non-Compliant"	Description of Compliance (if supporting documentation is included, please indicate where this can be found in the bid package)
group, user, or application				
Automatic Duplex	M	✓	YES / NO	
Ability to Print	M	✓	YES / NO	
Ability to Copy	M	✓	YES / NO	
Ability to enlarge or reduce (Scalability)	M	✓	YES / NO	
Scanning:				
Ability to Scan	M	✓	YES / NO	
Ability to deactivate scanning option	M	✓	YES / NO	
Scanner output format: PDF, TIFF and JPG	M	✓	YES / NO	
Ability to scan to e- mail	M	✓	YES / NO	
Ability to scan to a network folder	M	✓	YES / NO	
Scanning resolution in dpi (Enhanced resolution to achieve equivalency to these specs is acceptable)	M	600	YES / NO	
Color Scanning	M	n/a		
Fax:				
Fax card on board	M	✓ <i>(Note 1, Note 3)</i>	YES / NO	
Ability to disable Fax functionality if Fax card installed.	M	✓	YES / NO	
Fax storage in pages (memory)	M	50	YES / NO	
Other:				
Automatic Document Feeder	M	✓	YES / NO	

Minimum Requirements CATEGORY 1 Lrg B&W MFD (LF)	Type	Application	COMPLIANCE CONFIRMATION Circle "Yes" if "Compliant" or "No" if "Non-Compliant"	Description of Compliance (if supporting documentation is included, please indicate where this can be found in the bid package)
Automatic Document Feeder Capacity in Sheets	M	50	YES / NO	
Document Sorting / Collating	M	✓	YES / NO	
Finishing:				
Finishing: Stapling capacity of a minimum of 30 sheets (Corner stapling)	M	✓	YES / NO	
Warranty				
One (1) Year on-site Warranty	M	✓	YES / NO	
Option to upgrade to Five (5) Year on-site Warranty	M	✓ <b>(Note 6)</b>	YES / NO	
Smart Card:				
Smart Card Reader	M	✓ <b>Note 3</b>	YES / NO	
Security Features				
The ability to automatically overwrite or remove immediately (i.e., erase or electronically shred data) temporary data stored on the device hard drive or in solid state or flash memory	M	✓	YES / NO	
The ability to remove and replace the hard drive at the device's end of service life at Statistics Canada	M	✓	YES / NO	
User controlled protection and security for printing	M	✓	YES / NO	

Minimum Requirements CATEGORY 1 Lrg B&W MFD (LF)	Type	Application	COMPLIANCE CONFIRMATION Circle "Yes" if "Compliant" or "No" if "Non-Compliant"	Description of Compliance (if supporting documentation is included, please indicate where this can be found in the bid package)
confidential documents				
The ability to authenticate user access to configure and administer the device	<b>M</b>	✓	YES / NO	
The ability to lock down standard device settings	<b>M</b>	✓	YES / NO	
The ability to lock down unused network ports and services	<b>M</b>	✓	YES / NO	
The ability to use secure protocols for remote configuration (e.g., SSL, TLS, HTTPS, SFTP, FTPS, SSH)	<b>M</b>	✓	YES / NO	
The ability to validate users identity before allowing for the use of specific device functions (e.g. scan to email, scan to folder). Examples include: • Card based – Proximity badge authentication – Smart card authentication • PIN code • Windows credentials	<b>M</b>	✓	YES / NO	
Support for Active Directory binding for LDAP name lookups	<b>M</b>	✓	YES / NO	
Network access control / authentication for	<b>M</b>	✓	YES / NO	



Minimum Requirements CATEGORY 1 Lrg B&W MFD (LF)	Type	Application	COMPLIANCE CONFIRMATION Circle "Yes" if "Compliant" or "No" if "Non-Compliant"	Description of Compliance (if supporting documentation is included, please indicate where this can be found in the bid package)
scanning and storing documents from the print device				
Access protection from unauthorized external sources	<b>M</b>	✓	YES / NO	
The ability to remotely patch and install updates	<b>M</b>	✓	YES / NO	
If unit has multiple Network Interface Cards, there must be complete isolation between the Network interface cards. This must be accompanied by documentation proving that no interaction or intermingling of data is possible between networks.	<b>M</b>	✓	YES / NO	
The complete isolation of the fax environment from the network environment. This must be accompanied by documentation proving that no interaction or intermingling of data is possible between the fax environment, the telephone environment and the network interface cards.	<b>M</b>	✓	YES / NO	

Minimum Requirements CATEGORY 1 Lrg B&W MFD (LF)	Type	Application	COMPLIANCE CONFIRMATION Circle "Yes" if "Compliant" or "No" if "Non-Compliant"	Description of Compliance (if supporting documentation is included, please indicate where this can be found in the bid package)
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## C1.2 Category 2 – Mandatory Requirements

Minimum Requirements CATEGORY 2 Mid-Size B&W Multi-Function (Large Format) (Note 1) (Note 3) (Note 4) (Note 5) (Note 6)	Type	Application	COMPLIANCE CONFIRMATION Circle “Yes” if “Compliant” or “No” if “Non-Compliant	Description of Compliance (if supporting documentation is included, please indicate where this can be found in the bid package)
<b>Operating</b>				
<u>Operating Systems:</u> Windows 2003, Windows XP, Windows Vista, Windows 7, Windows 2008	<b>M</b>	✓	YES / NO	
<u>Print Drivers:</u> Universal driver supporting 32 and 64 bit versions of Windows	<b>M</b>	✓	YES / NO	
<u>Print Drivers:</u> PCL5, PCL6, and PostScript III	<b>M</b>	✓	YES / NO	
<u>Protocols:</u> TCP/IP, NTP, SNMP, SMTP, SSL, IPDS, IPP	<b>M</b>	✓	YES / NO	
Unicode Compliant	<b>M</b>	✓	YES / NO	
Supports Microsoft LDAP for name lookups and authentication	<b>M</b>	✓	YES / NO	
Internal Network Card (10/100)	<b>M</b>	✓	YES / NO	
Minimum # of concurrent physical connections from multiple network sources (10/100)	<b>M</b>	1	YES / NO	
Minimum processor speed in MHz	<b>M</b>	400	YES / NO	
Minimum monthly print volumes (imp/mo)	<b>M</b>	12,000	YES / NO	

Minimum Mandatory Requirements CATEGORY 2 Mid B&W MFD (LF)	Type	Application	COMPLIANCE CONFIRMATION Circle "Yes" if "Compliant" or "No" if "Non-Compliant"	Description of Compliance (if supporting documentation is included, please indicate where this can be found in the bid package)
<b>Minimum Configuration / Function:</b>				
General:				
Minimum memory requirements	<b>M</b>	512 MB	YES / NO	
Hard disk	<b>M</b>	✓	YES / NO	
First Page Out (Less than)	<b>M</b>	15 seconds	YES / NO	
Minimum Print resolution quality in dpi (Enhanced resolution to achieve these specs acceptable	<b>M</b>	1200 X 1200	YES / NO	
Mandatory minimum B & W printing speed in pages per min (Print, Scan and Copy)	<b>M</b>	35 ppm	YES / NO	
Mandatory minimum Color printing speed in pages per minute (Print, Scan and Copy)	<b>M</b>	n/a		
Table or Floor unit	<b>M</b>	Floor	YES / NO	
English and French selectable on both the user panel and drivers	<b>M</b>	✓	YES / NO	
Environmental Requirements:				
Energy Star Compliance	<b>M</b>	✓	YES / NO	
110-120 Volt power required; and 15amps	<b>M</b>	✓	YES / NO	
GEN Approved Third Party Environmental Performance Label; and	<b>M</b>	✓	YES / NO	

Minimum Mandatory Requirements CATEGORY 2 Mid B&W MFD (LF)	Type	Application	COMPLIANCE CONFIRMATION Circle "Yes" if "Compliant" or "No" if "Non-Compliant"	Description of Compliance (if supporting documentation is included, please indicate where this can be found in the bid package)
ISO 9001:2008 and ISO14001 Manufacturing Compliance				
Tray Configurations:				
Minimum number of input paper trays (Not including Manual Feed)	<b>M</b>	4	YES / NO	
Minimum input paper capacity in sheets	<b>M</b>	1000	YES / NO	
Minimum # of Output Trays	<b>M</b>	1	YES / NO	
Output stacker capacity in pages	<b>M</b>	250	YES / NO	
Ability to designate input trays to specific paper types	<b>M</b>	✓	YES / NO	
Media Requirements:				
Laser based technology	<b>M</b>	✓	YES / NO	
Paper size 8.5 x 11"	<b>M</b>	✓	YES / NO	
Paper size 8.5 x 14"	<b>M</b>	✓	YES / NO	
Paper size 11 x 17	<b>M</b>	✓	YES / NO	
Ability to feed envelopes & labels	<b>M</b>	✓	YES / NO	
Functional Requirements:				
Confidential / Secure print capability	<b>M</b>	✓ <b>(Note 7)</b>	YES / NO	
Ability to default to B&W (requires specific selection to print in color)	<b>M</b>	n/a		
Ability to restrict colour printing by group, user, or application	<b>M</b>	n/a		

Minimum Mandatory Requirements CATEGORY 2 Mid B&W MFD (LF)	Type	Application	COMPLIANCE CONFIRMATION Circle "Yes" if "Compliant" or "No" if "Non-Compliant"	Description of Compliance (if supporting documentation is included, please indicate where this can be found in the bid package)
Automatic Duplex	M	✓	YES / NO	
Ability to Print	M	✓	YES / NO	
Ability to Copy	M	✓	YES / NO	
Ability to enlarge or reduce (Scalability)	M	✓	YES / NO	
Scanning:				
Ability to Scan	M	✓	YES / NO	
Ability to deactivate scanning option	M	✓	YES / NO	
Scanner output format: PDF, TIFF and JPG	M	✓	YES / NO	
Ability to scan to e- mail	M	✓	YES / NO	
Ability to scan to a network folder	M	✓	YES / NO	
Scanning resolution in dpi (Enhanced resolution to achieve equivalency to these specs is acceptable)	M	600	YES / NO	
Color Scanning	M	n/a		
Fax:				
Fax card on board	M	✓ (Note 1, Note 3)	YES / NO	
Ability to disable Fax functionality if Fax card installed.	M	✓	YES / NO	
Fax storage in pages (memory)	M	50	YES / NO	
Other:				
Automatic Document Feeder	M	✓	YES / NO	
Automatic Document Feeder Capacity in Sheets	M	50	YES / NO	
Document Sorting /	M	✓	YES / NO	

Minimum Mandatory Requirements CATEGORY 2 Mid B&W MFD (LF)	Type	Application	COMPLIANCE CONFIRMATION Circle "Yes" if "Compliant" or "No" if "Non-Compliant"	Description of Compliance (if supporting documentation is included, please indicate where this can be found in the bid package)
Collating				
Finishing:				
Finishing: Stapling capacity of a minimum of 30 sheets (Corner stapling)	<b>M</b>	n/a		
Warranty				
One (1) Year on-site Warranty	<b>M</b>	✓	YES / NO	
Option to upgrade to Five (5) Year on-site Warranty	<b>M</b>	✓ <b>(Note 6)</b>	YES / NO	
Smart Card:				
Smart Card Reader	<b>M</b>	✓ <b>Note 3</b>	YES / NO	
Security Features				
The ability to automatically overwrite or remove immediately (i.e., erase or electronically shred data) temporary data stored on the device hard drive or in solid state or flash memory	<b>M</b>	✓	YES / NO	
The ability to remove and replace the hard drive at the device's end of service life at Statistics Canada	<b>M</b>	✓	YES / NO	
User controlled protection and security for printing confidential documents	<b>M</b>	✓	YES / NO	
The ability to authenticate user access to configure and administer the	<b>M</b>	✓	YES / NO	

Minimum Mandatory Requirements CATEGORY 2 Mid B&W MFD (LF)	Type	Application	COMPLIANCE CONFIRMATION Circle "Yes" if "Compliant" or "No" if "Non-Compliant"	Description of Compliance (if supporting documentation is included, please indicate where this can be found in the bid package)
device				
The ability to lock down standard device settings	<b>M</b>	✓	YES / NO	
The ability to lock down unused network ports and services	<b>M</b>	✓	YES / NO	
The ability to use secure protocols for remote configuration (e.g., SSL, TLS, HTTPS, SFTP, FTPS, SSH)	<b>M</b>	✓	YES / NO	
The ability to validate users identity before allowing for the use of specific device functions (e.g. scan to email, scan to folder). Examples include: • Card based – Proximity badge authentication – Smart card authentication • PIN code • Windows credentials	<b>M</b>	✓	YES / NO	
Support for Active Directory binding for LDAP name lookups	<b>M</b>	✓	YES / NO	
Network access control / authentication for scanning and storing documents from the print device	<b>M</b>	✓	YES / NO	
Access protection from unauthorized external sources	<b>M</b>	✓	YES / NO	
The ability to remotely	<b>M</b>	✓	YES / NO	



Minimum Mandatory Requirements CATEGORY 2 Mid B&W MFD (LF)	Type	Application	COMPLIANCE CONFIRMATION Circle "Yes" if "Compliant" or "No" if "Non-Compliant"	Description of Compliance (if supporting documentation is included, please indicate where this can be found in the bid package)
patch and install updates If unit has multiple Network Interface Cards, there must be complete isolation between the Network interface cards. This must be accompanied by documentation proving that no interaction or intermingling of data is possible between networks.	<b>M</b>	✓	YES / NO	
The complete isolation of the fax environment from the network environment. This must be accompanied by documentation proving that no interaction or intermingling of data is possible between the fax environment, the telephone environment and the network interface cards.	<b>M</b>	✓	YES / NO	

### C1.3 Category 3 – Mandatory Requirements

Minimum Requirements CATEGORY 3 Mid-Size B&W Multi-Function (Note 1) (Note 3) (Note 4) (Note 5) (Note 6)	Type	Application	COMPLIANCE CONFIRMATION Circle “Yes” if “Compliant” or “No” if “Non-Compliant”	Description of Compliance (if supporting documentation is included, please indicate where this can be found in the bid package)
<b>Operating</b>				
Operating Systems: Windows 2003, Windows XP, Windows Vista, Windows 7, Windows 2008	<b>M</b>	✓	YES / NO	
Print Drivers: Universal driver supporting 32 and 64 bit versions of Windows	<b>M</b>	✓	YES / NO	
Print Drivers: PCL5, PCL6, and PostScript III	<b>M</b>	✓	YES / NO	
Protocols: TCP/IP, NTP, SNMP, SMTP, SSL, IPDS, IPP	<b>M</b>	✓	YES / NO	
Unicode Compliant	<b>M</b>	✓	YES / NO	
Supports Microsoft LDAP for name lookups and authentication	<b>M</b>	✓	YES / NO	
Internal Network Card (10/100)	<b>M</b>	✓	YES / NO	
Minimum # of concurrent physical connections from multiple network sources (10/100)	<b>M</b>	1	YES / NO	
Minimum processor speed in MHz	<b>M</b>	500	YES / NO	
Minimum monthly print volumes (imp/mo)	<b>M</b>	20,000	YES / NO	
<b>Minimum</b>				

Minimum Requirements CATEGORY 3 Mid B&W MFD	Type	Application	COMPLIANCE CONFIRMATION Circle "Yes" if "Compliant" or "No" if "Non-Compliant"	Description of Compliance (if supporting documentation is included, please indicate where this can be found in the bid package)
<b>Configuration / Function:</b>				
General:				
Minimum memory requirements	<b>M</b>	512 MB	YES / NO	
Hard disk	<b>M</b>	✓	YES / NO	
First Page Out (Less than)	<b>M</b>	15 seconds	YES / NO	
Minimum Print resolution quality in dpi (Enhanced resolution to achieve these specs acceptable	<b>M</b>	1200 X 1200	YES / NO	
Mandatory minimum B & W printing speed in pages per min (Print, Scan and Copy)	<b>M</b>	35 ppm	YES / NO	
Mandatory minimum Color printing speed in pages per minute (Print, Scan and Copy)	<b>M</b>	n/a		
Table or Floor unit	<b>M</b>	Floor	YES / NO	
English and French selectable on both the user panel and drivers	<b>M</b>	✓	YES / NO	
Environmental Requirements:				
Energy Star Compliance	<b>M</b>	✓	YES / NO	
110-120 Volt power required; and 15amps	<b>M</b>	✓	YES / NO	
GEN Approved Third Party Environmental Performance Label; and ISO 9001:2008 and	<b>M</b>	✓	YES / NO	

Minimum Requirements CATEGORY 3 Mid B&W MFD	Type	Application	COMPLIANCE CONFIRMATION Circle "Yes" if "Compliant" or "No" if "Non-Compliant"	Description of Compliance (if supporting documentation is included, please indicate where this can be found in the bid package)
ISO14001 Manufacturing Compliance				
Tray Configurations:				
Minimum number of input paper trays (Not including Manual Feed)	M	4	YES / NO	
Minimum input paper capacity in sheets	M	1000	YES / NO	
Minimum # of Output Trays	M	1	YES / NO	
Output stacker capacity in pages	M	250	YES / NO	
Ability to designate input trays to specific paper types	M	✓	YES / NO	
Media Requirements:				
Laser based technology	M	✓	YES / NO	
Paper size 8.5 x 11"	M	✓	YES / NO	
Paper size 8.5 x 14"	M	✓	YES / NO	
Paper size 11 x 17	M	n/a		
Ability to feed envelopes & labels	M	✓	YES / NO	
Functional Requirements:				
Confidential / Secure print capability	M	✓ <b>(Note 7)</b>	YES / NO	
Ability to default to B&W (requires specific selection to print in color)	M	n/a		
Ability to restrict colour printing by group, user, or application	M	n/a		
Automatic Duplex	M	✓	YES / NO	

Minimum Requirements CATEGORY 3 Mid B&W MFD	Type	Application	COMPLIANCE CONFIRMATION Circle "Yes" if "Compliant" or "No" if "Non-Compliant"	Description of Compliance (if supporting documentation is included, please indicate where this can be found in the bid package)
Ability to Print	M	✓	YES / NO	
Ability to Copy	M	✓	YES / NO	
Ability to enlarge or reduce (Scalability)	M	✓	YES / NO	
Scanning:				
Ability to Scan	M	✓	YES / NO	
Ability to deactivate scanning option	M	✓	YES / NO	
Scanner output format: PDF, TIFF and JPG	M	✓	YES / NO	
Ability to scan to e- mail	M	✓	YES / NO	
Ability to scan to a network folder	M	✓	YES / NO	
Scanning resolution in dpi (Enhanced resolution to achieve equivalency to these specs is acceptable)	M	600	YES / NO	
Color Scanning	M	n/a		
Fax:				
Fax card on board	M	✓ (Note 1, Note 3)	YES / NO	
Ability to disable Fax functionality if Fax card installed.	M	✓	YES / NO	
Fax storage in pages (memory)	M	50	YES / NO	
Other:				
Automatic Document Feeder	M	✓	YES / NO	
Automatic Document Feeder Capacity in Sheets	M	50	YES / NO	
Document Sorting / Collating	M	✓	YES / NO	

Minimum Requirements CATEGORY 3 Mid B&W MFD	Type	Application	COMPLIANCE CONFIRMATION Circle "Yes" if "Compliant" or "No" if "Non-Compliant"	Description of Compliance (if supporting documentation is included, please indicate where this can be found in the bid package)
Finishing:				
Finishing: Stapling capacity of a minimum of 30 sheets (Corner stapling)	<b>M</b>	n/a		
Warranty				
One (1) Year on-site Warranty	<b>M</b>	✓	YES / NO	
Option to upgrade to Five (5) Year on-site Warranty	<b>M</b>	✓ <i>(Note 6)</i>	YES / NO	
Smart Card:				
Smart Card Reader	<b>M</b>	✓ <i>Note 3</i>	YES / NO	
Security Features				
The ability to automatically overwrite or remove immediately (i.e., erase or electronically shred data) temporary data stored on the device hard drive or in solid state or flash memory	<b>M</b>	✓	YES / NO	
The ability to remove and replace the hard drive at the device's end of service life at Statistics Canada	<b>M</b>	✓	YES / NO	
User controlled protection and security for printing confidential documents	<b>M</b>	✓	YES / NO	
The ability to authenticate user access to configure and administer the device	<b>M</b>	✓	YES / NO	

Minimum Requirements CATEGORY 3 Mid B&W MFD	Type	Application	COMPLIANCE CONFIRMATION Circle "Yes" if "Compliant" or "No" if "Non-Compliant"	Description of Compliance (if supporting documentation is included, please indicate where this can be found in the bid package)
The ability to lock down standard device settings	<b>M</b>	✓	YES / NO	
The ability to lock down unused network ports and services	<b>M</b>	✓	YES / NO	
The ability to use secure protocols for remote configuration (e.g., SSL, TLS, HTTPS, SFTP, FTPS, SSH)	<b>M</b>	✓	YES / NO	
The ability to validate users' identity before allowing for the use of specific device functions (e.g. scan to email, scan to folder). Examples include: • Card based – Proximity badge authentication – Smart card authentication • PIN code • Windows credentials	<b>M</b>	✓	YES / NO	
Support for Active Directory binding for LDAP name lookups	<b>M</b>	✓	YES / NO	
Network access control / authentication for scanning and storing documents from the print device	<b>M</b>	✓	YES / NO	
Access protection from unauthorized external sources	<b>M</b>	✓	YES / NO	
The ability to remotely patch and install	<b>M</b>	✓	YES / NO	

Minimum Requirements CATEGORY 3 Mid B&W MFD	Type	Application	COMPLIANCE CONFIRMATION Circle "Yes" if "Compliant" or "No" if "Non-Compliant"	Description of Compliance (if supporting documentation is included, please indicate where this can be found in the bid package)
updates If unit has multiple Network Interface Cards, there must be complete isolation between the Network interface cards. This must be accompanied by documentation proving that no interaction or intermingling of data is possible between networks.	<b>M</b>	✓	YES / NO	
The complete isolation of the fax environment from the network environment. This must be accompanied by documentation proving that no interaction or intermingling of data is possible between the fax environment, the telephone environment and the network interface cards.	<b>M</b>	✓	YES / NO	



#### C1.4 Category 4 – Mandatory Requirements

Minimum Requirements CATEGORY 4 Small B&W Laser Printer (Note 3) (Note 4) (Note 6)	Type	Application	COMPLIANCE CONFIRMATION Circle “Yes” if “Compliant” or “No” if “Non-Compliant	Description of Compliance (if supporting documentation is included, please indicate where this can be found in the bid package)
<b>Operating</b>				
Operating Systems: Windows 2003, Windows XP, Windows Vista, Windows 7, Windows 2008	<b>M</b>	✓	YES / NO	
Print Drivers: Universal driver supporting 32 and 64 bit versions of Windows	<b>M</b>	✓	YES / NO	
Print Drivers: PCL5, PCL6, and PostScript III	<b>M</b>	✓	YES / NO	
Protocols: TCP/IP, NTP, SNMP, SMTP, SSL, IPDS, IPP	<b>M</b>	✓	YES / NO	
Unicode Compliant	<b>M</b>	✓	YES / NO	
Supports Microsoft LDAP for name lookups and authentication	<b>M</b>	✓	YES / NO	
Internal Network Card (10/100)	<b>M</b>	✓	YES / NO	
Minimum # of concurrent physical connections from multiple network sources (10/100)	<b>M</b>	1	YES / NO	
Minimum processor speed in MHz	<b>M</b>	500	YES / NO	
Minimum monthly print volumes (imp/mo)	<b>M</b>	10,000	YES / NO	
<b>Minimum</b>				

Minimum Requirements CATEGORY 4 Small B&W	Type	Application	COMPLIANCE CONFIRMATION Circle "Yes" if "Compliant" or "No" if "Non-Compliant"	Description of Compliance (if supporting documentation is included, please indicate where this can be found in the bid package)
<b>Configuration / Function:</b>				
General:				
Minimum memory requirements	<b>M</b>	512 MB	YES / NO	
Hard disk	<b>M</b>	n/a		
First Page Out (Less than)	<b>M</b>	15 seconds	YES / NO	
Minimum Print resolution quality in dpi (Enhanced resolution to achieve these specs acceptable	<b>M</b>	1200 X 1200	YES / NO	
Mandatory minimum B & W printing speed in pages per min (Print, Scan and Copy)	<b>M</b>	25 ppm	YES / NO	
Mandatory minimum Color printing speed in pages per minute (Print, Scan and Copy)	<b>M</b>	n/a		
Table or Floor unit	<b>M</b>	Table	YES / NO	
English and French selectable on both the user panel and drivers	<b>M</b>	✓	YES / NO	
Environmental Requirements:				
Energy Star Compliance	<b>M</b>	✓	YES / NO	
110-120 Volt power required; and 15amps	<b>M</b>	✓	YES / NO	
GEN Approved Third Party Environmental Performance Label; and ISO 9001:2008 and	<b>M</b>	✓	YES / NO	

Minimum Requirements CATEGORY 4 Small B&W	Type	Application	COMPLIANCE CONFIRMATION Circle "Yes" if "Compliant" or "No" if "Non-Compliant"	Description of Compliance (if supporting documentation is included, please indicate where this can be found in the bid package)
ISO14001 Manufacturing Compliance				
Tray Configurations:				
Minimum number of input paper trays (Not including Manual Feed)	M	2	YES / NO	
Minimum input paper capacity in sheets	M	500	YES / NO	
Minimum # of Output Trays	M	1	YES / NO	
Output stacker capacity in pages	M	250	YES / NO	
Ability to designate input trays to specific paper types	M	✓	YES / NO	
Media Requirements:				
Laser based technology	M	✓	YES / NO	
Paper size 8.5 x 11"	M	✓	YES / NO	
Paper size 8.5 x 14"	M	✓	YES / NO	
Paper size 11 x 17	M	n/a		
Ability to feed envelopes & labels	M	✓	YES / NO	
Functional Requirements:				
Confidential / Secure print capability	M	✓ <b>(Note 7)</b>	YES / NO	
Ability to default to B&W (requires specific selection to print in color)	M	n/a		
Ability to restrict colour printing by group, user, or application	M	n/a		
Automatic Duplex	M	✓	YES / NO	

Minimum Requirements CATEGORY 4 Small B&W	Type	Application	COMPLIANCE CONFIRMATION Circle "Yes" if "Compliant" or "No" if "Non-Compliant"	Description of Compliance (if supporting documentation is included, please indicate where this can be found in the bid package)
Ability to Print	M	✓	YES / NO	
Ability to Copy	M	n/a		
Ability to enlarge or reduce (Scalability)	M	n/a		
Scanning:				
Ability to Scan	M	n/a		
Ability to deactivate scanning option	M	n/a		
Scanner output format: PDF, TIFF and JPG	M	n/a		
Ability to scan to e- mail	M	n/a		
Ability to scan to a network folder	M	n/a		
Scanning resolution in dpi (Enhanced resolution to achieve equivalency to these specs is acceptable)	M	n/a		
Color Scanning	M	n/a		
Fax:				
Fax card on board	M	n/a		
Ability to disable Fax functionality if Fax card installed.	M	n/a		
Fax storage in pages (memory)	M	n/a		
Other:				
Automatic Document Feeder	M	n/a		
Automatic Document Feeder Capacity in Sheets	M	n/a		
Document Sorting / Collating	M	✓	YES / NO	
Finishing:				

Minimum Requirements CATEGORY 4 Small B&W	Type	Application	COMPLIANCE CONFIRMATION Circle "Yes" if "Compliant" or "No" if "Non-Compliant"	Description of Compliance (if supporting documentation is included, please indicate where this can be found in the bid package)
Finishing: Stapling capacity of a minimum of 30 sheets (Corner stapling)	<b>M</b>	n/a		
Warranty				
One (1) Year on-site Warranty	<b>M</b>	✓	YES / NO	
Option to upgrade to Five (5) Year on-site Warranty	<b>M</b>	✓ <b>(Note 6)</b>	YES / NO	
Smart Card:				
Smart Card Reader	<b>M</b>	n/a		
Security Features				
The ability to automatically overwrite or remove immediately (i.e., erase or electronically shred data) temporary data stored on the device hard drive or in solid state or flash memory	<b>M</b>	✓	YES / NO	
The ability to remove and replace the hard drive at the device's end of service life at Statistics Canada	<b>M</b>	✓	YES / NO	
User controlled protection and security for printing confidential documents	<b>M</b>	✓	YES / NO	
The ability to authenticate user access to configure and administer the device	<b>M</b>	✓	YES / NO	
The ability to lock	<b>M</b>	✓	YES / NO	

Minimum Requirements CATEGORY 4 Small B&W	Type	Application	COMPLIANCE CONFIRMATION Circle "Yes" if "Compliant" or "No" if "Non-Compliant"	Description of Compliance (if supporting documentation is included, please indicate where this can be found in the bid package)
down standard device settings				
The ability to lock down unused network ports and services	<b>M</b>	✓	YES / NO	
The ability to use secure protocols for remote configuration (e.g., SSL, TLS, HTTPS, SFTP, FTPS, SSH)	<b>M</b>	✓	YES / NO	
The ability to validate users identity before allowing for the use of specific device functions (e.g. scan to email, scan to folder). Examples include: • Card based – Proximity badge authentication – Smart card authentication • PIN code • Windows credentials	<b>M</b>	✓	YES / NO	
Support for Active Directory binding for LDAP name lookups	<b>M</b>	✓	YES / NO	
Network access control / authentication for scanning and storing documents from the print device	<b>M</b>	✓	YES / NO	
Access protection from unauthorized external sources	<b>M</b>	✓	YES / NO	
The ability to remotely patch and install updates	<b>M</b>	✓	YES / NO	

Minimum Requirements CATEGORY 4 Small B&W	Type	Application	COMPLIANCE CONFIRMATION Circle "Yes" if "Compliant" or "No" if "Non-Compliant"	Description of Compliance (if supporting documentation is included, please indicate where this can be found in the bid package)
If unit has multiple Network Interface Cards, there must be complete isolation between the Network interface cards. This must be accompanied by documentation proving that no interaction or intermingling of data is possible between networks.	<b>M</b>	✓	YES / NO	
The complete isolation of the fax environment from the network environment. This must be accompanied by documentation proving that no interaction or intermingling of data is possible between the fax environment, the telephone environment and the network interface cards.	<b>M</b>	✓	YES / NO	

### C1.5 Category 5 – Mandatory Requirements

Minimum Requirements CATEGORY 5 Large Color Multi-Function (Large Format) (Note 1) (Note 3) (Note 4) (Note 5) (Note 6)	Type	Application	COMPLIANCE CONFIRMATION Circle “Yes” if “Compliant” or “No” if “Non-Compliant	Description of Compliance (if supporting documentation is included, please indicate where this can be found in the bid package)
<b>Operating</b>				
<u>Operating Systems:</u> Windows 2003, Windows XP, Windows Vista, Windows 7, Windows 2008	<b>M</b>	✓	YES / NO	
<u>Print Drivers:</u> Universal driver supporting 32 and 64 bit versions of Windows	<b>M</b>	✓	YES / NO	
<u>Print Drivers:</u> PCL5, PCL6, and PostScript III	<b>M</b>	✓	YES / NO	
<u>Protocols:</u> TCP/IP, NTP, SNMP, SMTP, SSL, IPDS, IPP	<b>M</b>	✓	YES / NO	
Unicode Compliant	<b>M</b>	✓	YES / NO	
Supports Microsoft LDAP for name lookups and authentication	<b>M</b>	✓	YES / NO	
Internal Network Card (10/100)	<b>M</b>	✓	YES / NO	
Minimum # of concurrent physical connections from multiple network sources (10/100)	<b>M</b>	1	YES / NO	
Minimum processor speed in MHz	<b>M</b>	500	YES / NO	
Minimum monthly print volumes (imp/mo)	<b>M</b>	15,000	YES / NO	



Minimum Requirements CATEGORY 5 Lrg Color MFD (LF)	Type	Application	COMPLIANCE CONFIRMATION Circle "Yes" if "Compliant" or "No" if "Non-Compliant"	Description of Compliance (if supporting documentation is included, please indicate where this can be found in the bid package)
<b>Minimum Configuration / Function:</b>				
General:				
Minimum memory requirements	<b>M</b>	512 MB	YES / NO	
Hard disk	<b>M</b>	✓	YES / NO	
First Page Out (Less than)	<b>M</b>	15 seconds	YES / NO	
Minimum Print resolution quality in dpi (Enhanced resolution to achieve these specs acceptable	<b>M</b>	1200 X 600	YES / NO	
Mandatory minimum B & W printing speed in pages per min (Print, Scan and Copy)	<b>M</b>	40 ppm	YES / NO	
Mandatory minimum Color printing speed in pages per minute (Print, Scan and Copy)	<b>M</b>	40 ppm	YES / NO	
Table or Floor unit	<b>M</b>	Floor	YES / NO	
English and French selectable on both the user panel and drivers	<b>M</b>	✓	YES / NO	
Environmental Requirements:				
Energy Star Compliance	<b>M</b>	✓	YES / NO	
110-120 Volt power required; and 15amps	<b>M</b>	✓	YES / NO	
GEN Approved Third Party Environmental Performance Label; and	<b>M</b>	✓	YES / NO	

Minimum Requirements CATEGORY 5 Lrg Color MFD (LF)	Type	Application	COMPLIANCE CONFIRMATION Circle "Yes" if "Compliant" or "No" if "Non-Compliant"	Description of Compliance (if supporting documentation is included, please indicate where this can be found in the bid package)
ISO 9001:2008 and ISO14001 Manufacturing Compliance				
Tray Configurations:				
Minimum number of input paper trays (Not including Manual Feed)	<b>M</b>	4	YES / NO	
Minimum input paper capacity in sheets	<b>M</b>	1600	YES / NO	
Minimum # of Output Trays	<b>M</b>	3	YES / NO	
Output stacker capacity in pages	<b>M</b>	500	YES / NO	
Ability to designate input trays to specific paper types	<b>M</b>	✓	YES / NO	
Media Requirements:				
Laser based technology	<b>M</b>	✓	YES / NO	
Paper size 8.5 x 11"	<b>M</b>	✓	YES / NO	
Paper size 8.5 x 14"	<b>M</b>	✓	YES / NO	
Paper size 11 x 17	<b>M</b>	✓	YES / NO	
Ability to feed envelopes & labels	<b>M</b>	✓	YES / NO	
Functional Requirements:				
Confidential / Secure print capability	<b>M</b>	✓ <i>(Note 7)</i>	YES / NO	
Ability to default to B&W (requires specific selection to print in color)	<b>M</b>	✓	YES / NO	
Ability to restrict colour printing by group, user, or application	<b>M</b>	✓	YES / NO	

Minimum Requirements CATEGORY 5 Lrg Color MFD (LF)	Type	Application	COMPLIANCE CONFIRMATION Circle "Yes" if "Compliant" or "No" if "Non-Compliant"	Description of Compliance (if supporting documentation is included, please indicate where this can be found in the bid package)
Automatic Duplex	M	✓	YES / NO	
Ability to Print	M	✓	YES / NO	
Ability to Copy	M	✓	YES / NO	
Ability to enlarge or reduce (Scalability)	M	✓	YES / NO	
Scanning:				
Ability to Scan	M	✓	YES / NO	
Ability to deactivate scanning option	M	✓	YES / NO	
Scanner output format: PDF, TIFF and JPG	M	✓	YES / NO	
Ability to scan to e- mail	M	✓	YES / NO	
Ability to scan to a network folder	M	✓	YES / NO	
Scanning resolution in dpi (Enhanced resolution to achieve equivalency to these specs is acceptable)	M	600	YES / NO	
Color Scanning	M	✓	YES / NO	
Fax:				
Fax card on board	M	✓ (Note 1, Note 3)	YES / NO	
Ability to disable Fax functionality if Fax card installed.	M	✓	YES / NO	
Fax storage in pages (memory)	M	50	YES / NO	
Other:				
Automatic Document Feeder	M	✓	YES / NO	
Automatic Document Feeder Capacity in Sheets	M	50	YES / NO	
Document Sorting /	M	✓	YES / NO	

Minimum Requirements CATEGORY 5 Lrg Color MFD (LF)	Type	Application	COMPLIANCE CONFIRMATION Circle "Yes" if "Compliant" or "No" if "Non-Compliant"	Description of Compliance (if supporting documentation is included, please indicate where this can be found in the bid package)
Collating				
Finishing:				
Finishing: Stapling capacity of a minimum of 30 sheets (Corner stapling)	<b>M</b>	✓	YES / NO	
Warranty				
One (1) Year on-site Warranty	<b>M</b>	✓	YES / NO	
Option to upgrade to Five (5) Year on-site Warranty	<b>M</b>	✓ <b>(Note 6)</b>	YES / NO	
Smart Card:				
Smart Card Reader	<b>M</b>	✓ <b>Note 3</b>	YES / NO	
Security Features				
The ability to automatically overwrite or remove immediately (i.e., erase or electronically shred data) temporary data stored on the device hard drive or in solid state or flash memory	<b>M</b>	✓	YES / NO	
The ability to remove and replace the hard drive at the device's end of service life at Statistics Canada	<b>M</b>	✓	YES / NO	
User controlled protection and security for printing confidential documents	<b>M</b>	✓	YES / NO	
The ability to authenticate user access to configure and administer the	<b>M</b>	✓	YES / NO	

Minimum Requirements CATEGORY 5 Lrg Color MFD (LF)	Type	Application	COMPLIANCE CONFIRMATION Circle "Yes" if "Compliant" or "No" if "Non-Compliant"	Description of Compliance (if supporting documentation is included, please indicate where this can be found in the bid package)
device				
The ability to lock down standard device settings	<b>M</b>	✓	YES / NO	
The ability to lock down unused network ports and services	<b>M</b>	✓	YES / NO	
The ability to use secure protocols for remote configuration (e.g., SSL, TLS, HTTPS, SFTP, FTPS, SSH)	<b>M</b>	✓	YES / NO	
The ability to validate users identity before allowing for the use of specific device functions (e.g. scan to email, scan to folder). Examples include: • Card based – Proximity badge authentication – Smart card authentication • PIN code • Windows credentials	<b>M</b>	✓	YES / NO	
Support for Active Directory binding for LDAP name lookups	<b>M</b>	✓	YES / NO	
Network access control / authentication for scanning and storing documents from the print device	<b>M</b>	✓	YES / NO	
Access protection from unauthorized external sources	<b>M</b>	✓	YES / NO	
The ability to remotely	<b>M</b>	✓	YES / NO	

Minimum Requirements CATEGORY 5 Lrg Color MFD (LF)	Type	Application	COMPLIANCE CONFIRMATION Circle "Yes" if "Compliant" or "No" if "Non-Compliant"	Description of Compliance (if supporting documentation is included, please indicate where this can be found in the bid package)
patch and install updates If unit has multiple Network Interface Cards, there must be complete isolation between the Network interface cards. This must be accompanied by documentation proving that no interaction or intermingling of data is possible between networks.	<b>M</b>	✓	YES / NO	
The complete isolation of the fax environment from the network environment. This must be accompanied by documentation proving that no interaction or intermingling of data is possible between the fax environment, the telephone environment and the network interface cards.	<b>M</b>	✓	YES / NO	

### C1.6 Category 6 – Mandatory Requirements

Minimum Requirements CATEGORY 6 Mid-size Color Laser Printer (Large Format) (Note 2) (Note 3) (Note 4) (Note 5) (Note 6)	Type	Application	COMPLIANCE CONFIRMATION Circle “Yes” if “Compliant” or “No” if “Non-Compliant	Description of Compliance (if supporting documentation is included, please indicate where this can be found in the bid package)
<b>Operating</b>				
<u>Operating Systems:</u> Windows 2003, Windows XP, Windows Vista, Windows 7, Windows 2008	<b>M</b>	✓	YES / NO	
<u>Print Drivers:</u> Universal driver supporting 32 and 64 bit versions of Windows	<b>M</b>	✓	YES / NO	
<u>Print Drivers:</u> PCL5, PCL6, and PostScript III	<b>M</b>	✓	YES / NO	
<u>Protocols:</u> TCP/IP, NTP, SNMP, SMTP, SSL, IPDS, IPP	<b>M</b>	✓	YES / NO	
Unicode Compliant	<b>M</b>	✓	YES / NO	
Supports Microsoft LDAP for name lookups and authentication	<b>M</b>	✓	YES / NO	
Internal Network Card (10/100)	<b>M</b>	✓	YES / NO	
Minimum # of concurrent physical connections from multiple network sources (10/100)	<b>M</b>	1	YES / NO	
Minimum processor speed in MHz	<b>M</b>	500	YES / NO	
Minimum monthly print volumes (imp/mo)	<b>M</b>	10,000	YES / NO	

Minimum Requirements CATEGORY 6 Mid Color (LF)	Type	Application	COMPLIANCE CONFIRMATION Circle "Yes" if "Compliant" or "No" if "Non-Compliant"	Description of Compliance (if supporting documentation is included, please indicate where this can be found in the bid package)
<b>Minimum Configuration / Function:</b>				
General:				
Minimum memory requirements	<b>M</b>	512 MB	YES / NO	
Hard disk	<b>M</b>	✓	YES / NO	
First Page Out (Less than)	<b>M</b>	15 seconds	YES / NO	
Minimum Print resolution quality in dpi (Enhanced resolution to achieve these specs acceptable	<b>M</b>	600 X 600	YES / NO	
Mandatory minimum B & W printing speed in pages per min (Print, Scan and Copy)	<b>M</b>	30 ppm	YES / NO	
Mandatory minimum Color printing speed in pages per minute (Print, Scan and Copy)	<b>M</b>	30 ppm	YES / NO	
Table or Floor unit	<b>M</b>	Floor	YES / NO	
English and French selectable on both the user panel and drivers	<b>M</b>	✓	YES / NO	
Environmental Requirements:				
Energy Star Compliance	<b>M</b>	✓	YES / NO	
110-120 Volt power required; and 15amps	<b>M</b>	✓	YES / NO	
GEN Approved Third Party Environmental Performance Label; and	<b>M</b>	✓	YES / NO	



Minimum Requirements CATEGORY 6 Mid Color (LF)	Type	Application	COMPLIANCE CONFIRMATION Circle "Yes" if "Compliant" or "No" if "Non-Compliant"	Description of Compliance (if supporting documentation is included, please indicate where this can be found in the bid package)
ISO 9001:2008 and ISO14001 Manufacturing Compliance				
Tray Configurations:				
Minimum number of input paper trays (Not including Manual Feed)	M	4	YES / NO	
Minimum input paper capacity in sheets	M	1000	YES / NO	
Minimum # of Output Trays	M	1	YES / NO	
Output stacker capacity in pages	M	250	YES / NO	
Ability to designate input trays to specific paper types	M	✓	YES / NO	
Media Requirements:				
Laser based technology	M	✓	YES / NO	
Paper size 8.5 x 11"	M	✓	YES / NO	
Paper size 8.5 x 14"	M	✓	YES / NO	
Paper size 11 x 17	M	✓	YES / NO	
Ability to feed envelopes & labels	M	✓	YES / NO	
Functional Requirements:				
Confidential / Secure print capability	M	✓ (Note 7)	YES / NO	
Ability to default to B&W (requires specific selection to print in color)	M	✓	YES / NO	
Ability to restrict colour printing by group, user, or application	M	✓	YES / NO	

Minimum Requirements CATEGORY 6 Mid Color (LF)	Type	Application	COMPLIANCE CONFIRMATION Circle "Yes" if "Compliant" or "No" if "Non-Compliant"	Description of Compliance (if supporting documentation is included, please indicate where this can be found in the bid package)
Automatic Duplex	M	✓	YES / NO	
Ability to Print	M	✓	YES / NO	
Ability to Copy	M	n/a		
Ability to enlarge or reduce (Scalability)	M	n/a		
Scanning:				
Ability to Scan	M	n/a		
Ability to deactivate scanning option	M	n/a		
Scanner output format: PDF, TIFF and JPG	M	n/a		
Ability to scan to e- mail	M	n/a		
Ability to scan to a network folder	M	n/a		
Scanning resolution in dpi (Enhanced resolution to achieve equivalency to these specs is acceptable)	M	n/a		
Color Scanning	M	n/a		
Fax:				
Fax card on board	M	n/a		
Ability to disable Fax functionality if Fax card installed.	M	n/a		
Fax storage in pages (memory)	M	n/a		
Other:				
Automatic Document Feeder	M	n/a		
Automatic Document Feeder Capacity in Sheets	M	n/a		
Document Sorting / Collating	M	✓	YES / NO	

Minimum Requirements CATEGORY 6 Mid Color (LF)	Type	Application	COMPLIANCE CONFIRMATION Circle "Yes" if "Compliant" or "No" if "Non-Compliant"	Description of Compliance (if supporting documentation is included, please indicate where this can be found in the bid package)
Finishing:				
Finishing: Stapling capacity of a minimum of 30 sheets (Corner stapling)	<b>M</b>	n/a		
Warranty				
One (1) Year on-site Warranty	<b>M</b>	✓	YES / NO	
Option to upgrade to Five (5) Year on-site Warranty	<b>M</b>	✓ <i>(Note 6)</i>	YES / NO	
Smart Card:				
Smart Card Reader	<b>M</b>	✓ <i>Note 3</i>	YES / NO	
Security Features				
The ability to automatically overwrite or remove immediately (i.e., erase or electronically shred data) temporary data stored on the device hard drive or in solid state or flash memory	<b>M</b>	✓	YES / NO	
The ability to remove and replace the hard drive at the device's end of service life at Statistics Canada	<b>M</b>	✓	YES / NO	
User controlled protection and security for printing confidential documents	<b>M</b>	✓	YES / NO	
The ability to authenticate user access to configure and administer the device	<b>M</b>	✓	YES / NO	

Minimum Requirements CATEGORY 6 Mid Color (LF)	Type	Application	COMPLIANCE CONFIRMATION Circle "Yes" if "Compliant" or "No" if "Non-Compliant"	Description of Compliance (if supporting documentation is included, please indicate where this can be found in the bid package)
The ability to lock down standard device settings	<b>M</b>	✓	YES / NO	
The ability to lock down unused network ports and services	<b>M</b>	✓	YES / NO	
The ability to use secure protocols for remote configuration (e.g., SSL, TLS, HTTPS, SFTP, FTPS, SSH)	<b>M</b>	✓	YES / NO	
The ability to validate users' identity before allowing for the use of specific device functions (e.g. scan to email, scan to folder). Examples include: • Card based – Proximity badge authentication – Smart card authentication • PIN code • Windows credentials	<b>M</b>	✓	YES / NO	
Support for Active Directory binding for LDAP name lookups	<b>M</b>	✓	YES / NO	
Network access control / authentication for scanning and storing documents from the print device	<b>M</b>	✓	YES / NO	
Access protection from unauthorized external sources	<b>M</b>	✓	YES / NO	
The ability to remotely patch and install	<b>M</b>	✓	YES / NO	

Minimum Requirements CATEGORY 6 Mid Color (LF)	Type	Application	COMPLIANCE CONFIRMATION Circle "Yes" if "Compliant" or "No" if "Non-Compliant"	Description of Compliance (if supporting documentation is included, please indicate where this can be found in the bid package)
updates If unit has multiple Network Interface Cards, there must be complete isolation between the Network interface cards. This must be accompanied by documentation proving that no interaction or intermingling of data is possible between networks.	<b>M</b>	✓	YES / NO	
The complete isolation of the fax environment from the network environment. This must be accompanied by documentation proving that no interaction or intermingling of data is possible between the fax environment, the telephone environment and the network interface cards.	<b>M</b>	✓	YES / NO	

### C1.7 Category 7 – Mandatory Requirements

Minimum Requirements CATEGORY 7 Small B&W Multi-Function (Note 1) (Note 3) (Note 4) (Note 5) (Note 6)	Type	Application	COMPLIANCE CONFIRMATION Circle “Yes” if “Compliant” or “No” if “Non-Compliant”	Description of Compliance (if supporting documentation is included, please indicate where this can be found in the bid package)
<b>Operating</b>				
Operating Systems: Windows 2003, Windows XP, Windows Vista, Windows 7, Windows 2008	<b>M</b>	✓	YES / NO	
Print Drivers: Universal driver supporting 32 and 64 bit versions of Windows	<b>M</b>	✓	YES / NO	
Print Drivers: PCL5, PCL6, and PostScript III	<b>M</b>	✓	YES / NO	
Protocols: TCP/IP, NTP, SNMP, SMTP, SSL, IPDS, IPP	<b>M</b>	✓	YES / NO	
Unicode Compliant	<b>M</b>	✓	YES / NO	
Supports Microsoft LDAP for name lookups and authentication	<b>M</b>	✓	YES / NO	
Internal Network Card (10/100)	<b>M</b>	✓	YES / NO	
Minimum # of concurrent physical connections from multiple network sources (10/100)	<b>M</b>	1	YES / NO	
Minimum processor speed in MHz	<b>M</b>	400	YES / NO	
Minimum monthly print volumes (imp/mo)	<b>M</b>	6,000	YES / NO	
<b>Minimum</b>				

Minimum Requirements CATEGORY 7 Small B&W MFD	Type	Application	COMPLIANCE CONFIRMATION Circle "Yes" if "Compliant" or "No" if "Non-Compliant"	Description of Compliance (if supporting documentation is included, please indicate where this can be found in the bid package)
<b>Configuration / Function:</b>				
General:				
Minimum memory requirements	<b>M</b>	512 MB	YES / NO	
Hard disk	<b>M</b>	n/a		
First Page Out (Less than)	<b>M</b>	15 seconds	YES / NO	
Minimum Print resolution quality in dpi (Enhanced resolution to achieve these specs acceptable	<b>M</b>	1200 X 1200	YES / NO	
Mandatory minimum B & W printing speed in pages per min (Print, Scan and Copy)	<b>M</b>	25 ppm	YES / NO	
Mandatory minimum Color printing speed in pages per minute (Print, Scan and Copy)	<b>M</b>	n/a		
Table or Floor unit	<b>M</b>	Table	YES / NO	
English and French selectable on both the user panel and drivers	<b>M</b>	✓	YES / NO	
Environmental Requirements:				
Energy Star Compliance	<b>M</b>	✓	YES / NO	
110-120 Volt power required; and 15amps	<b>M</b>	✓	YES / NO	
GEN Approved Third Party Environmental Performance Label; and ISO 9001:2008 and	<b>M</b>	✓	YES / NO	

Minimum Requirements CATEGORY 7 Small B&W MFD	Type	Application	COMPLIANCE CONFIRMATION Circle "Yes" if "Compliant" or "No" if "Non-Compliant"	Description of Compliance (if supporting documentation is included, please indicate where this can be found in the bid package)
ISO14001 Manufacturing Compliance				
Tray Configurations:				
Minimum number of input paper trays (Not including Manual Feed)	<b>M</b>	2	YES / NO	
Minimum input paper capacity in sheets	<b>M</b>	500	YES / NO	
Minimum # of Output Trays	<b>M</b>	1	YES / NO	
Output stacker capacity in pages	<b>M</b>	250	YES / NO	
Ability to designate input trays to specific paper types	<b>M</b>	✓	YES / NO	
Media Requirements:				
Laser based technology	<b>M</b>	✓	YES / NO	
Paper size 8.5 x 11"	<b>M</b>	✓	YES / NO	
Paper size 8.5 x 14"	<b>M</b>	✓	YES / NO	
Paper size 11 x 17	<b>M</b>	n/a		
Ability to feed envelopes & labels	<b>M</b>	✓	YES / NO	
Functional Requirements:				
Confidential / Secure print capability	<b>M</b>	✓ <b>(Note 7)</b>	YES / NO	
Ability to default to B&W (requires specific selection to print in color)	<b>M</b>	n/a		
Ability to restrict colour printing by group, user, or application	<b>M</b>	n/a		
Automatic Duplex	<b>M</b>	✓	YES / NO	



Minimum Requirements CATEGORY 7 Small B&W MFD	Type	Application	COMPLIANCE CONFIRMATION Circle "Yes" if "Compliant" or "No" if "Non-Compliant"	Description of Compliance (if supporting documentation is included, please indicate where this can be found in the bid package)
Ability to Print	M	✓	YES / NO	
Ability to Copy	M	✓	YES / NO	
Ability to enlarge or reduce (Scalability)	M	✓	YES / NO	
Scanning:				
Ability to Scan	M	✓	YES / NO	
Ability to deactivate scanning option	M	✓	YES / NO	
Scanner output format: PDF, TIFF and JPG	M	✓	YES / NO	
Ability to scan to e- mail	M	✓	YES / NO	
Ability to scan to a network folder	M	✓	YES / NO	
Scanning resolution in dpi (Enhanced resolution to achieve equivalency to these specs is acceptable)	M	600	YES / NO	
Color Scanning	M	n/a		
Fax:				
Fax card on board	M	✓ (Note 1, Note 3)	YES / NO	
Ability to disable Fax functionality if Fax card installed.	M	✓	YES / NO	
Fax storage in pages (memory)	M	50	YES / NO	
Other:				
Automatic Document Feeder	M	✓	YES / NO	
Automatic Document Feeder Capacity in Sheets	M	50	YES / NO	
Document Sorting / Collating	M	✓	YES / NO	

Minimum Requirements CATEGORY 7 Small B&W MFD	Type	Application	COMPLIANCE CONFIRMATION Circle "Yes" if "Compliant" or "No" if "Non-Compliant"	Description of Compliance (if supporting documentation is included, please indicate where this can be found in the bid package)
Finishing:				
Finishing: Stapling capacity of a minimum of 30 sheets (Corner stapling)	<b>M</b>	n/a		
Warranty				
One (1) Year on-site Warranty	<b>M</b>	✓	YES / NO	
Option to upgrade to Five (5) Year on-site Warranty	<b>M</b>	✓ <b>(Note 6)</b>	YES / NO	
Smart Card:				
Smart Card Reader	<b>M</b>	n/a		
Security Features				
The ability to automatically overwrite or remove immediately (i.e., erase or electronically shred data) temporary data stored on the device hard drive or in solid state or flash memory	<b>M</b>	✓	YES / NO	
The ability to remove and replace the hard drive at the device's end of service life at Statistics Canada	<b>M</b>	✓	YES / NO	
User controlled protection and security for printing confidential documents	<b>M</b>	✓	YES / NO	
The ability to authenticate user access to configure and administer the device	<b>M</b>	✓	YES / NO	

Minimum Requirements CATEGORY 7 Small B&W MFD	Type	Application	COMPLIANCE CONFIRMATION Circle "Yes" if "Compliant" or "No" if "Non-Compliant"	Description of Compliance (if supporting documentation is included, please indicate where this can be found in the bid package)
The ability to lock down standard device settings	<b>M</b>	✓	YES / NO	
The ability to lock down unused network ports and services	<b>M</b>	✓	YES / NO	
The ability to use secure protocols for remote configuration (e.g., SSL, TLS, HTTPS, SFTP, FTPS, SSH)	<b>M</b>	✓	YES / NO	
The ability to validate users' identity before allowing for the use of specific device functions (e.g. scan to email, scan to folder). Examples include: • Card based – Proximity badge authentication – Smart card authentication • PIN code • Windows credentials	<b>M</b>	✓	YES / NO	
Support for Active Directory binding for LDAP name lookups	<b>M</b>	✓	YES / NO	
Network access control / authentication for scanning and storing documents from the print device	<b>M</b>	✓	YES / NO	
Access protection from unauthorized external sources	<b>M</b>	✓	YES / NO	
The ability to remotely patch and install	<b>M</b>	✓	YES / NO	

Minimum Requirements CATEGORY 7 Small B&W MFD	Type	Application	COMPLIANCE CONFIRMATION Circle "Yes" if "Compliant" or "No" if "Non-Compliant"	Description of Compliance (if supporting documentation is included, please indicate where this can be found in the bid package)
updates If unit has multiple Network Interface Cards, there must be complete isolation between the Network interface cards. This must be accompanied by documentation proving that no interaction or intermingling of data is possible between networks.	<b>M</b>	✓	YES / NO	
The complete isolation of the fax environment from the network environment. This must be accompanied by documentation proving that no interaction or intermingling of data is possible between the fax environment, the telephone environment and the network interface cards.	<b>M</b>	✓	YES / NO	

### C1.8 Category 8 – Mandatory Requirements

Minimum Requirements CATEGORY 8 Small Color Multi-Function (Note 1) (Note 3) (Note 4) (Note 5) (Note 6)	Type	Application	COMPLIANCE CONFIRMATION Circle “Yes” if “Compliant” or “No” if “Non-Compliant	Description of Compliance (if supporting documentation is included, please indicate where this can be found in the bid package)
<b>Operating</b>				
Operating Systems: Windows 2003, Windows XP, Windows Vista, Windows 7, Windows 2008	<b>M</b>	✓	YES / NO	
Print Drivers: Universal driver supporting 32 and 64 bit versions of Windows	<b>M</b>	✓	YES / NO	
Print Drivers: PCL5, PCL6, and PostScript III	<b>M</b>	✓	YES / NO	
Protocols: TCP/IP, NTP, SNMP, SMTP, SSL, IPDS, IPP	<b>M</b>	✓	YES / NO	
Unicode Compliant	<b>M</b>	✓	YES / NO	
Supports Microsoft LDAP for name lookups and authentication	<b>M</b>	✓	YES / NO	
Internal Network Card (10/100)	<b>M</b>	✓	YES / NO	
Minimum # of concurrent physical connections from multiple network sources (10/100)	<b>M</b>	1	YES / NO	
Minimum processor speed in MHz	<b>M</b>	400	YES / NO	
Minimum monthly print volumes (imp/mo)	<b>M</b>	6,000	YES / NO	
<b>Minimum</b>				

Minimum Requirements CATEGORY 8 Small Color MFD	Type	Application	COMPLIANCE CONFIRMATION Circle "Yes" if "Compliant" or "No" if "Non-Compliant"	Description of Compliance (if supporting documentation is included, please indicate where this can be found in the bid package)
<b>Configuration / Function:</b>				
General:				
Minimum memory requirements	<b>M</b>	512 MB	YES / NO	
Hard disk	<b>M</b>	n/a		
First Page Out (Less than)	<b>M</b>	15 seconds	YES / NO	
Minimum Print resolution quality in dpi (Enhanced resolution to achieve these specs acceptable	<b>M</b>	600 X 600	YES / NO	
Mandatory minimum B & W printing speed in pages per min (Print, Scan and Copy)	<b>M</b>	25 ppm	YES / NO	
Mandatory minimum Color printing speed in pages per minute (Print, Scan and Copy)	<b>M</b>	25 ppm	YES / NO	
Table or Floor unit	<b>M</b>	Table	YES / NO	
English and French selectable on both the user panel and drivers	<b>M</b>	✓	YES / NO	
Environmental Requirements:				
Energy Star Compliance	<b>M</b>	✓	YES / NO	
110-120 Volt power required; and 15amps	<b>M</b>	✓	YES / NO	
GEN Approved Third Party Environmental Performance Label; and ISO 9001:2008 and	<b>M</b>	✓	YES / NO	

Minimum Requirements CATEGORY 8 Small Color MFD	Type	Application	COMPLIANCE CONFIRMATION Circle "Yes" if "Compliant" or "No" if "Non-Compliant"	Description of Compliance (if supporting documentation is included, please indicate where this can be found in the bid package)
ISO14001 Manufacturing Compliance				
Tray Configurations:				
Minimum number of input paper trays (Not including Manual Feed)	<b>M</b>	2	YES / NO	
Minimum input paper capacity in sheets	<b>M</b>	500	YES / NO	
Minimum # of Output Trays	<b>M</b>	1	YES / NO	
Output stacker capacity in pages	<b>M</b>	250	YES / NO	
Ability to designate input trays to specific paper types	<b>M</b>	✓	YES / NO	
Media Requirements:				
Laser based technology	<b>M</b>	✓	YES / NO	
Paper size 8.5 x 11"	<b>M</b>	✓	YES / NO	
Paper size 8.5 x 14"	<b>M</b>	✓	YES / NO	
Paper size 11 x 17	<b>M</b>	n/a		
Ability to feed envelopes & labels	<b>M</b>	✓	YES / NO	
Functional Requirements:				
Confidential / Secure print capability	<b>M</b>	✓ <b>(Note 7)</b>	YES / NO	
Ability to default to B&W (requires specific selection to print in color)	<b>M</b>	✓	YES / NO	
Ability to restrict colour printing by group, user, or application	<b>M</b>	✓	YES / NO	
Automatic Duplex	<b>M</b>	✓	YES / NO	

Minimum Requirements CATEGORY 8 Small Color MFD	Type	Application	COMPLIANCE CONFIRMATION Circle "Yes" if "Compliant" or "No" if "Non-Compliant"	Description of Compliance (if supporting documentation is included, please indicate where this can be found in the bid package)
Ability to Print	M	✓	YES / NO	
Ability to Copy	M	✓	YES / NO	
Ability to enlarge or reduce (Scalability)	M	✓	YES / NO	
Scanning:				
Ability to Scan	M	✓	YES / NO	
Ability to deactivate scanning option	M	✓	YES / NO	
Scanner output format: PDF, TIFF and JPG	M	✓	YES / NO	
Ability to scan to e- mail	M	✓	YES / NO	
Ability to scan to a network folder	M	✓	YES / NO	
Scanning resolution in dpi (Enhanced resolution to achieve equivalency to these specs is acceptable)	M	600	YES / NO	
Color Scanning	M	✓	YES / NO	
Fax:				
Fax card on board	M	✓ (Note 1, Note 3)	YES / NO	
Ability to disable Fax functionality if Fax card installed.	M	✓	YES / NO	
Fax storage in pages (memory)	M	50	YES / NO	
Other:				
Automatic Document Feeder	M	✓	YES / NO	
Automatic Document Feeder Capacity in Sheets	M	50	YES / NO	
Document Sorting / Collating	M	✓	YES / NO	



Minimum Requirements CATEGORY 8 Small Color MFD	Type	Application	COMPLIANCE CONFIRMATION Circle "Yes" if "Compliant" or "No" if "Non-Compliant"	Description of Compliance (if supporting documentation is included, please indicate where this can be found in the bid package)
Finishing:				
Finishing: Stapling capacity of a minimum of 30 sheets (Corner stapling)	<b>M</b>	n/a		
Warranty				
One (1) Year on-site Warranty	<b>M</b>	✓	YES / NO	
Option to upgrade to Five (5) Year on-site Warranty	<b>M</b>	✓ <i>(Note 6)</i>	YES / NO	
Smart Card:				
Smart Card Reader	<b>M</b>	n/a		
Security Features				
The ability to automatically overwrite or remove immediately (i.e., erase or electronically shred data) temporary data stored on the device hard drive or in solid state or flash memory	<b>M</b>	✓	YES / NO	
The ability to remove and replace the hard drive at the device's end of service life at Statistics Canada	<b>M</b>	✓	YES / NO	
User controlled protection and security for printing confidential documents	<b>M</b>	✓	YES / NO	
The ability to authenticate user access to configure and administer the device	<b>M</b>	✓	YES / NO	

Minimum Requirements CATEGORY 8 Small Color MFD	Type	Application	COMPLIANCE CONFIRMATION Circle "Yes" if "Compliant" or "No" if "Non-Compliant"	Description of Compliance (if supporting documentation is included, please indicate where this can be found in the bid package)
The ability to lock down standard device settings	<b>M</b>	✓	YES / NO	
The ability to lock down unused network ports and services	<b>M</b>	✓	YES / NO	
The ability to use secure protocols for remote configuration (e.g., SSL, TLS, HTTPS, SFTP, FTPS, SSH)	<b>M</b>	✓	YES / NO	
The ability to validate users' identity before allowing for the use of specific device functions (e.g. scan to email, scan to folder). Examples include: • Card based – Proximity badge authentication – Smart card authentication • PIN code • Windows credentials	<b>M</b>	✓	YES / NO	
Support for Active Directory binding for LDAP name lookups	<b>M</b>	✓	YES / NO	
Network access control / authentication for scanning and storing documents from the print device	<b>M</b>	✓	YES / NO	
Access protection from unauthorized external sources	<b>M</b>	✓	YES / NO	
The ability to remotely patch and install	<b>M</b>	✓	YES / NO	

Minimum Requirements CATEGORY 8 Small Color MFD	Type	Application	COMPLIANCE CONFIRMATION Circle "Yes" if "Compliant" or "No" if "Non-Compliant"	Description of Compliance (if supporting documentation is included, please indicate where this can be found in the bid package)
updates If unit has multiple Network Interface Cards, there must be complete isolation between the Network interface cards. This must be accompanied by documentation proving that no interaction or intermingling of data is possible between networks.	<b>M</b>	✓	YES / NO	
The complete isolation of the fax environment from the network environment. This must be accompanied by documentation proving that no interaction or intermingling of data is possible between the fax environment, the telephone environment and the network interface cards.	<b>M</b>	✓	YES / NO	

### C1.9 Category 9 – Mandatory Requirements

Minimum Requirements CATEGORY 9 Small Color Laser Printer (Note 2) (Note 3) (Note 4) (Note 6)	Type	Application	COMPLIANCE CONFIRMATION Circle "Yes" if "Compliant" or "No" if "Non-Compliant"	Description of Compliance (if supporting documentation is included, please indicate where this can be found in the bid package)
<b>Operating</b>				
Operating Systems: Windows 2003, Windows XP, Windows Vista, Windows 7, Windows 2008	<b>M</b>	✓	YES / NO	
Print Drivers: Universal driver supporting 32 and 64 bit versions of Windows	<b>M</b>	✓	YES / NO	
Print Drivers: PCL5, PCL6, and PostScript III	<b>M</b>	✓	YES / NO	
Protocols: TCP/IP, NTP, SNMP, SMTP, SSL, IPDS, IPP	<b>M</b>	✓	YES / NO	
Unicode Compliant	<b>M</b>	✓	YES / NO	
Supports Microsoft LDAP for name lookups and authentication	<b>M</b>	✓	YES / NO	
Internal Network Card (10/100)	<b>M</b>	✓	YES / NO	
Minimum # of concurrent physical connections from multiple network sources (10/100)	<b>M</b>	1	YES / NO	

Minimum Requirements CATEGORY 9 Small Color	Type	Application	COMPLIANCE CONFIRMATION Circle "Yes" if "Compliant" or "No" if "Non-Compliant"	Description of Compliance (if supporting documentation is included, please indicate where this can be found in the bid package)
Minimum processor speed in MHz	M	400	YES / NO	
Minimum monthly print volumes (imp/mo)	M	6,000	YES / NO	
<b>Minimum Configuration / Function:</b>				
General:				
Minimum memory requirements	M	512 MB	YES / NO	
Hard disk	M	n/a		
First Page Out (Less than)	M	15 seconds	YES / NO	
Minimum Print resolution quality in dpi (Enhanced resolution to achieve these specs acceptable	M	600 X 600	YES / NO	
Mandatory minimum B & W printing speed in pages per min (Print, Scan and Copy)	M	25 ppm	YES / NO	
Mandatory minimum Color printing speed in pages per minute (Print, Scan and Copy)	M	25 ppm	YES / NO	
Table or Floor unit	M	Table	YES / NO	
English and French selectable on both the user panel and drivers	M	✓	YES / NO	
Environmental Requirements:				
Energy Star Compliance	M	✓	YES / NO	
110-120 Volt power required; and	M	✓	YES / NO	

Minimum Requirements CATEGORY 9 Small Color	Type	Application	COMPLIANCE CONFIRMATION Circle "Yes" if "Compliant" or "No" if "Non-Compliant"	Description of Compliance (if supporting documentation is included, please indicate where this can be found in the bid package)
15amps				
GEN Approved Third Party Environmental Performance Label; and ISO 9001:2008 and ISO14001 Manufacturing Compliance	<b>M</b>	✓	YES / NO	
Tray Configurations:				
Minimum number of input paper trays (Not including Manual Feed)	<b>M</b>	2	YES / NO	
Minimum input paper capacity in sheets	<b>M</b>	500	YES / NO	
Minimum # of Output Trays	<b>M</b>	1	YES / NO	
Output stacker capacity in pages	<b>M</b>	250	YES / NO	
Ability to designate input trays to specific paper types	<b>M</b>	✓	YES / NO	
Media Requirements:				
Laser based technology	<b>M</b>	✓	YES / NO	
Paper size 8.5 x 11"	<b>M</b>	✓	YES / NO	
Paper size 8.5 x 14"	<b>M</b>	✓	YES / NO	
Paper size 11 x 17	<b>M</b>	n/a		
Ability to feed envelopes & labels	<b>M</b>	✓	YES / NO	
Functional Requirements:				
Confidential / Secure print capability	<b>M</b>	✓ <b>(Note 7)</b>	YES / NO	
Ability to default to B&W (requires specific selection to	<b>M</b>	✓	YES / NO	

Minimum Requirements CATEGORY 9 Small Color	Type	Application	COMPLIANCE CONFIRMATION Circle "Yes" if "Compliant" or "No" if "Non-Compliant"	Description of Compliance (if supporting documentation is included, please indicate where this can be found in the bid package)
print in color)				
Ability to restrict colour printing by group, user, or application	M	✓	YES / NO	
Automatic Duplex	M	✓	YES / NO	
Ability to Print	M	✓	YES / NO	
Ability to Copy	M	n/a		
Ability to enlarge or reduce (Scalability)	M	n/a		
Scanning:				
Ability to Scan	M	n/a		
Ability to deactivate scanning option	M	n/a		
Scanner output format: PDF, TIFF and JPG	M	n/a		
Ability to scan to e- mail	M	n/a		
Ability to scan to a network folder	M	n/a		
Scanning resolution in dpi (Enhanced resolution to achieve equivalency to these specs is acceptable)	M	n/a		
Color Scanning	M	n/a		
Fax:				
Fax card on board	M	n/a		
Ability to disable Fax functionality if Fax card installed.	M	n/a		
Fax storage in pages (memory)	M	n/a		
Other:				
Automatic Document Feeder	M	n/a		

Minimum Requirements CATEGORY 9 Small Color	Type	Application	COMPLIANCE CONFIRMATION Circle "Yes" if "Compliant" or "No" if "Non-Compliant"	Description of Compliance (if supporting documentation is included, please indicate where this can be found in the bid package)
Automatic Document Feeder Capacity in Sheets	M	n/a		
Document Sorting / Collating	M	✓	YES / NO	
Finishing:				
Finishing: Stapling capacity of a minimum of 30 sheets (Corner stapling)	M	n/a		
Warranty				
One (1) Year on-site Warranty	M	✓	YES / NO	
Option to upgrade to Five (5) Year on-site Warranty	M	✓ <b>(Note 6)</b>	YES / NO	
Smart Card:				
Smart Card Reader	M	n/a		
Security Features				
The ability to automatically overwrite or remove immediately (i.e., erase or electronically shred data) temporary data stored on the device hard drive or in solid state or flash memory	M	✓	YES / NO	
The ability to remove and replace the hard drive at the device's end of service life at Statistics Canada	M	✓	YES / NO	
User controlled protection and security for printing confidential documents	M	✓	YES / NO	



Minimum Requirements CATEGORY 9 Small Color	Type	Application	COMPLIANCE CONFIRMATION Circle "Yes" if "Compliant" or "No" if "Non-Compliant"	Description of Compliance (if supporting documentation is included, please indicate where this can be found in the bid package)
The ability to authenticate user access to configure and administer the device	<b>M</b>	✓	YES / NO	
The ability to lock down standard device settings	<b>M</b>	✓	YES / NO	
The ability to lock down unused network ports and services	<b>M</b>	✓	YES / NO	
The ability to use secure protocols for remote configuration (e.g., SSL, TLS, HTTPS, SFTP, FTPS, SSH)	<b>M</b>	✓	YES / NO	
The ability to validate users identity before allowing for the use of specific device functions (e.g. scan to email, scan to folder). Examples include: • Card based – Proximity badge authentication – Smart card authentication • PIN code • Windows credentials	<b>M</b>	✓	YES / NO	
Support for Active Directory binding for LDAP name lookups	<b>M</b>	✓	YES / NO	
Network access control / authentication for scanning and storing documents from the print device	<b>M</b>	✓	YES / NO	

Minimum Requirements CATEGORY 9 Small Color	Type	Application	COMPLIANCE CONFIRMATION Circle "Yes" if "Compliant" or "No" if "Non-Compliant"	Description of Compliance (if supporting documentation is included, please indicate where this can be found in the bid package)
Access protection from unauthorized external sources	<b>M</b>	✓	YES / NO	
The ability to remotely patch and install updates	<b>M</b>	✓	YES / NO	
If unit has multiple Network Interface Cards, there must be complete isolation between the Network interface cards. This must be accompanied by documentation proving that no interaction or intermingling of data is possible between networks.	<b>M</b>	✓	YES / NO	
The complete isolation of the fax environment from the network environment. This must be accompanied by documentation proving that no interaction or intermingling of data is possible between the fax environment, the telephone environment and the network interface cards.	<b>M</b>	✓	YES / NO	

### C1.10 Category 10 – Mandatory Requirements

Minimum Requirements CATEGORY 10 Mid-Size Color Multi-Function (Note 1) (Note 3) (Note 4) (Note 5) (Note 6)	Type	Application	COMPLIANCE CONFIRMATION Circle “Yes” if “Compliant” or “No” if “Non-Compliant	Description of Compliance (if supporting documentation is included, please indicate where this can be found in the bid package)
<b>Operating</b>				
<u>Operating Systems:</u> Windows 2003, Windows XP, Windows Vista, Windows 7, Windows 2008	<b>M</b>	✓	YES / NO	
<u>Print Drivers:</u> Universal driver supporting 32 and 64 bit versions of Windows	<b>M</b>	✓	YES / NO	
<u>Print Drivers:</u> PCL5, PCL6, and PostScript III	<b>M</b>	✓	YES / NO	
<u>Protocols:</u> TCP/IP, NTP, SNMP, SMTP, SSL, IPDS, IPP	<b>M</b>	✓	YES / NO	
Unicode Compliant	<b>M</b>	✓	YES / NO	
Supports Microsoft LDAP for name lookups and authentication	<b>M</b>	✓	YES / NO	
Internal Network Card (10/100)	<b>M</b>	✓	YES / NO	
Minimum # of concurrent physical connections from multiple network sources (10/100)	<b>M</b>	1	YES / NO	
Minimum processor speed in MHz	<b>M</b>	400	YES / NO	
Minimum monthly print volumes (imp/mo)	<b>M</b>	9,000	YES / NO	

Minimum Requirements CATEGORY 10 Mid Color MFD	Type	Application	COMPLIANCE CONFIRMATION Circle "Yes" if "Compliant" or "No" if "Non-Compliant"	Description of Compliance (if supporting documentation is included, please indicate where this can be found in the bid package)
<b>Minimum Configuration / Function:</b>				
General:				
Minimum memory requirements	<b>M</b>	512 MB	YES / NO	
Hard disk	<b>M</b>	✓	YES / NO	
First Page Out (Less than)	<b>M</b>	15 seconds	YES / NO	
Minimum Print resolution quality in dpi (Enhanced resolution to achieve these specs acceptable	<b>M</b>	600 X 600	YES / NO	
Mandatory minimum B & W printing speed in pages per min (Print, Scan and Copy)	<b>M</b>	30 ppm	YES / NO	
Mandatory minimum Color printing speed in pages per minute (Print, Scan and Copy)	<b>M</b>	30 ppm	YES / NO	
Table or Floor unit	<b>M</b>	Floor	YES / NO	
English and French selectable on both the user panel and drivers	<b>M</b>	✓	YES / NO	
Environmental Requirements:				
Energy Star Compliance	<b>M</b>	✓	YES / NO	
110-120 Volt power required; and 15amps	<b>M</b>	✓	YES / NO	
GEN Approved Third Party Environmental Performance Label; and	<b>M</b>	✓	YES / NO	

Minimum Requirements CATEGORY 10 Mid Color MFD	Type	Application	COMPLIANCE CONFIRMATION Circle "Yes" if "Compliant" or "No" if "Non-Compliant"	Description of Compliance (if supporting documentation is included, please indicate where this can be found in the bid package)
ISO 9001:2008 and ISO14001 Manufacturing Compliance				
Tray Configurations:				
Minimum number of input paper trays (Not including Manual Feed)	M	4	YES / NO	
Minimum input paper capacity in sheets	M	1000	YES / NO	
Minimum # of Output Trays	M	1	YES / NO	
Output stacker capacity in pages	M	250	YES / NO	
Ability to designate input trays to specific paper types	M	✓	YES / NO	
Media Requirements:				
Laser based technology	M	✓	YES / NO	
Paper size 8.5 x 11"	M	✓	YES / NO	
Paper size 8.5 x 14"	M	✓	YES / NO	
Paper size 11 x 17	M	n/a		
Ability to feed envelopes & labels	M	✓	YES / NO	
Functional Requirements:				
Confidential / Secure print capability	M	✓ (Note 7)	YES / NO	
Ability to default to B&W (requires specific selection to print in color)	M	✓	YES / NO	
Ability to restrict colour printing by group, user, or application	M	✓	YES / NO	

Minimum Requirements CATEGORY 10 Mid Color MFD	Type	Application	COMPLIANCE CONFIRMATION Circle "Yes" if "Compliant" or "No" if "Non-Compliant"	Description of Compliance (if supporting documentation is included, please indicate where this can be found in the bid package)
Automatic Duplex	M	✓	YES / NO	
Ability to Print	M	✓	YES / NO	
Ability to Copy	M	✓	YES / NO	
Ability to enlarge or reduce (Scalability)	M	✓	YES / NO	
Scanning:				
Ability to Scan	M	✓	YES / NO	
Ability to deactivate scanning option	M	✓	YES / NO	
Scanner output format: PDF, TIFF and JPG	M	✓	YES / NO	
Ability to scan to e- mail	M	✓	YES / NO	
Ability to scan to a network folder	M	✓	YES / NO	
Scanning resolution in dpi (Enhanced resolution to achieve equivalency to these specs is acceptable)	M	600	YES / NO	
Color Scanning	M	✓	YES / NO	
Fax:				
Fax card on board	M	✓ (Note 1, Note 3)	YES / NO	
Ability to disable Fax functionality if Fax card installed.	M	✓	YES / NO	
Fax storage in pages (memory)	M	50	YES / NO	
Other:				
Automatic Document Feeder	M	✓	YES / NO	
Automatic Document Feeder Capacity in Sheets	M	50	YES / NO	
Document Sorting /	M	✓	YES / NO	

Minimum Requirements CATEGORY 10 Mid Color MFD	Type	Application	COMPLIANCE CONFIRMATION Circle "Yes" if "Compliant" or "No" if "Non-Compliant"	Description of Compliance (if supporting documentation is included, please indicate where this can be found in the bid package)
Collating				
Finishing:				
Finishing: Stapling capacity of a minimum of 30 sheets (Corner stapling)	<b>M</b>	n/a		
Warranty				
One (1) Year on-site Warranty	<b>M</b>	✓	YES / NO	
Option to upgrade to Five (5) Year on-site Warranty	<b>M</b>	✓ <b>(Note 6)</b>	YES / NO	
Smart Card:				
Smart Card Reader	<b>M</b>	✓ <b>Note 3</b>	YES / NO	
Security Features				
The ability to automatically overwrite or remove immediately (i.e., erase or electronically shred data) temporary data stored on the device hard drive or in solid state or flash memory	<b>M</b>	✓	YES / NO	
The ability to remove and replace the hard drive at the device's end of service life at Statistics Canada	<b>M</b>	✓	YES / NO	
User controlled protection and security for printing confidential documents	<b>M</b>	✓	YES / NO	
The ability to authenticate user access to configure and administer the	<b>M</b>	✓	YES / NO	

Minimum Requirements CATEGORY 10 Mid Color MFD	Type	Application	COMPLIANCE CONFIRMATION Circle "Yes" if "Compliant" or "No" if "Non-Compliant"	Description of Compliance (if supporting documentation is included, please indicate where this can be found in the bid package)
device				
The ability to lock down standard device settings	<b>M</b>	✓	YES / NO	
The ability to lock down unused network ports and services	<b>M</b>	✓	YES / NO	
The ability to use secure protocols for remote configuration (e.g., SSL, TLS, HTTPS, SFTP, FTPS, SSH)	<b>M</b>	✓	YES / NO	
The ability to validate users identity before allowing for the use of specific device functions (e.g. scan to email, scan to folder). Examples include: • Card based – Proximity badge authentication – Smart card authentication • PIN code • Windows credentials	<b>M</b>	✓	YES / NO	
Support for Active Directory binding for LDAP name lookups	<b>M</b>	✓	YES / NO	
Network access control / authentication for scanning and storing documents from the print device	<b>M</b>	✓	YES / NO	
Access protection from unauthorized external sources	<b>M</b>	✓	YES / NO	
The ability to remotely	<b>M</b>	✓	YES / NO	



Minimum Requirements CATEGORY 10 Mid Color MFD	Type	Application	COMPLIANCE CONFIRMATION Circle "Yes" if "Compliant" or "No" if "Non-Compliant"	Description of Compliance (if supporting documentation is included, please indicate where this can be found in the bid package)
patch and install updates If unit has multiple Network Interface Cards, there must be complete isolation between the Network interface cards. This must be accompanied by documentation proving that no interaction or intermingling of data is possible between networks.	<b>M</b>	✓	YES / NO	
The complete isolation of the fax environment from the network environment. This must be accompanied by documentation proving that no interaction or intermingling of data is possible between the fax environment, the telephone environment and the network interface cards.	<b>M</b>	✓	YES / NO	

## C2. Rated/Optional Requirements - Hardware

The tables provided within this section **C2 Rated/Optional Requirements** specify the Rated/Optional specifications for the ten (10) categories of new devices required for Statistics Canada's PFMP.

Bidders must complete the pertinent table for each hardware category and include the completed tables in its bid. It is mandatory that a fully compliant device be bid for each of the 10 categories or the Bid will be found to be non-responsive. Bidders **must** fully demonstrate compliance to the requirements within their proposal.

Bidders should provide documentation to fully demonstrate compliance to these requirements within their proposal. Offers that are determined to be non-compliant will receive no further consideration during the evaluation process.

The tables must be completed as follows:

Each feature or capacity for each category of hardware is designated either “**R**” for **Rated** or “**O**” for **Optional**.

**Rated (R)** – Rated requirements. Point will be given for equipment exceeding the minimum specifications or for having enhanced features or functionality in the bid unit, as specified in the *Rating Scale*.

**Optional (O)** - Optional requirements. For these features or capacities, the Bidder will receive points as specified in the *Rating Scale*, if that feature or capacity is available for the device and no points if it is not. Some features and functionality, as noted, must be priced in order to receive points.

In reference to the specification relating to the Uniformity of the Control Panel, Uniformity will be defined as “*The panels will have a common look and feel across models. All menus function, and buttons will have the same labeling across all models. All identically labelled menus, functions and buttons across models will produce the same results if selected and/or invoked.*”

- For all **Rated (R)** items, (1) Insert “COMPLIANT” in the “COMPLIANCE CONFIRMATION” column opposite each bulleted requirement. If the item is checked as applicable or if there is a value in this column, a response is requested. (2) Insert the information for the required feature in the “DETAILS OF PROPOSED HARDWARE” column. This should be consistent with the information in the product brochure/specification sheet. (3) Provide the location in the bid of supporting information in the column entitled “LOCATION IN BID OF SUPPORTING OR ADDITIONAL INFORMATION (WHERE APPLICABLE)”. This can be simply a reference to the information in product brochures or clarification of the information in the brochure relative to the requirement.
- For all **Optional (O)** items, (1) Insert “COMPLIANT” in the “COMPLIANCE CONFIRMATION” column opposite each bulleted requirement. If the item is checked as applicable or if there is a value in this column, a response is requested. (2) Insert the information for the required feature in the “DETAILS OF PROPOSED HARDWARE” column. This should be consistent with the information in the product brochure/specification sheet. (3) Provide the location in the bid of supporting information in the column entitled “LOCATION IN BID OF SUPPORTING OR ADDITIONAL INFORMATION (WHERE APPLICABLE)”. This can be simply a reference to the information in product brochures or clarification of the information in the brochure relative to the requirement.
- In addition, FOR ALL ITEMS, it is required that the Bidder provide OEM's brochures/specifications that confirm that its proposed hardware in each category meet the required specifications. If the specification sheet does not confirm compliance with a particular SOW

requirement, the Bidder's confirmation of compliance in the "COMPLIANCE CONFIRMATION" column will be accepted provided that the specification sheet does not contradict its claim. The evaluation team reserves the right to ask for additional proof of compliance within the timelines defined for clarification.

- The configuration described in the submission Matrix must be exactly the configuration that is priced in **Annex B – Basis of Payment** any additional equipment or other aspects needed to meet the mandatory specifications and any point rated specifications for which points are claimed. Where additional pricing is required for Mandatory Accessories and Functionality or has been requested for Optional Items, this pricing must include provision and installation of the applicable option.

#### Notes for all Categories

**Note 1:** All multi-function equipment must be fully multi-function capable, defined as a printer, copier, fax and scanner in one physical unit. See Note 3 following, with respect to fax capability.

**Note 2:** Statistics Canada has anticipated the potential for digital color multi-function units to be bid into the categories specifying colour printers. Such units will be considered as part of the solution only if the Contractor can offer a color laser multi-function alternative that satisfies all the color printer technical specifications. **Caution:** Colour devices will NOT be considered as an alternative in any of the B&W device categories and any such proposal will be rejected.

**Note 3:** While the indicated Category devices must be able to provide this functionality, the normal configuration can be without the capability, as Statistics Canada as yet to approve its activation and use. The functionality MUST be available as an option and priced in the financial schedules.

**Note 4:** It is mandatory that all devices be **configurable** to adapt to the needs of 1) wheel-chair assisted users and 2) those with visual impairments, as detailed in SOW section 6.1 Adaptive Technology and this configuration must be described in the response to SOW 6.1. Statistics Canada will notify the Contractor in advance whenever adapted equipment is required. The functionality MUST be available as an option and priced in the financial schedules.

**Note 5:** This functionality is optional only but if the option is available, it is requested that pricing for it be provided in the financial schedules, where applicable.

**Note 6:** Warranty will be optionally available for up to five (5) years on-site from date of delivery. Statistics Canada will acquire this warranty for all units destined outside of the National Capital Region (Ottawa and Gatineau), Statistics Canada will acquire only the standard one (1) year on-site warranty for all National Capital Region area bound printer device

#### **Note 7: Secure Print:**

- All devices must be fully configured for secure printing via pin pad and card swipe access using STC's existing access card system, Lenel.

- Bidders must provide a turnkey secure print solution, including all the required hardware and software.
- Proposed solution must be compatible with STC's existing card system and HID Indata prox card.
- The proposed solution must be compatible with LENEL On-Guard 2012.
- The proposed solution would need to access the LENEL On-Guard 2012 system for card ID information.
- The number of Active Directory accounts is 10,000 during non Census years. It grows to about 12,000 for an 18 month period every 5 years during Census of Canada.
- Clients must be able to direct print jobs to any device.
- All devices must provide an option to allow print jobs to be held in a secure print queue and will not be printed until the user authenticates via either swipe card or manually pad entry.
- Users will only be able to retrieve print job from the device to which the print job was directed, as only the device to which a print job was directed will be able to communicate with the print servers in order to gain access to the secure print job.
- Network authentication is required as part of the swipe to print solution.
- All devices must have capability to purge jobs after completion.

#### **Note 8: Training:**

Statistics Canada has its own Technical Support team. This team is responsible for basic on-site non-warranty service of Statistics Canada's desktop and printer fleet.

The Contractor may be required to provide training as part of this contract to Statistics Canada's Technical Support team in order to ensure that they are able to perform repairs to the printer fleet. The training will cover standard maintenance procedures for the items identified below, but will not be limited to these:

- Basic diagnostic procedures
- Fuser maintenance
- Imaging drum maintenance
- Toner Bottle replacement
- Hard drive removal and installation
- Network or other communication card installation or removal.
- Formatter boards
- Engine boards
- Automatic Document Feeders (ADF)
- Service Manual for each device

The training may be on-site, self-guide and web base. The Contractor will supply cost for all options.

## C2.1 Category 1 - Rated/Optional Requirements

<b>Rated/Optional Requirements</b> <b>CATEGORY 1</b> <b>Large B&amp;W Multi-Function (Large Format)</b> <b>(Note 1) (Note 3) (Note 4) (Note 5) (Note 6)</b>	<b>Type</b>	<b>Application</b>	<b>Rating Scale</b>	<b>COMPLIANCE CONFIRMATION</b> <b>Insert "Compliant"</b> <b>(plus # of points)</b>	<b>DETAILS OF PROPOSED HARDWARE</b>	<b>Description of Compliance</b> <b>(if supporting documentation is included, please indicate where this can be found in the bid package)</b>
<b>Operating</b>						
Operating Systems: UNIX, Linux	<b>R</b>	✓	Compliant: Unix: 1 point Linux: 1 point			
# of physical concurrent connections greater than minimum (10/100)	<b>R</b>	____ Ports	Compliant: 3 points/port greater than minimum, up to a maximum of 6 points		____ Ports	
Greater than minimum processor speed in MHz	<b>R</b>	____ MHz	Compliant: 501 MHz to 756 MHz= 1 point; above 756 MHz= 2 points		____ MHz	
<b>Minimum Configuration / Function:</b>						
General:						
Greater than minimum Memory requirements	<b>R</b>	____ MB/GB	Compliant: 513 MB to 756 MB = 1 point; above 756 MB = 2 points		____ MB/GB	
Uniformity of Control Panel / Screen across all devices	<b>R</b>	✓	Full compliance (in all categories): 10 points; Partial compliance (across 4 or more categories up to 6 categories): 5 points; Non compliance (less than 4 categories) = 0 point			
Tray Configurations:						
Additional input paper trays beyond minimum	<b>O</b>	✓				

Minimum Requirements CATEGORY 1 Lrg B&W MFD (LF)	Type	Application	Rating Scale	COMPLIANCE CONFIRMATION Insert "Compliant" (plus # of points)	DETAILS OF PROPOSED HARDWARE	Description of Compliance (if supporting documentation is included, please indicate where this can be found in the bid package)
Minimum # of Output Trays	O	n/a				
Ability to designate output trays to specific output type	R	✓	Compliant: 2 point			
Can be configured with option to designate output to specific bin per individual (min 3). (Mailbox Bins)	R	✓	Compliant: 2 point			
Functional Requirements:						
Single pass Duplex	R	✓	Compliant: 1 point			
Scanning:						
Color Scanning	R	✓	Compliant: 2 point			
OCR scanning	O	<b>Note 5</b>	Compliant: 1 point			
Fax:						
Additional Fax storage in pages	R	_____ pgs	Compliant: 51 pgs to 75 pgs = 1 point; above 75 pgs = 2 points		_____ pgs	
Finishing:						
Finishing: Stapling capacity of a minimum of 30 sheets (Corner stapling)	O	n/a				
Finishing: Ability to staple <b>more</b> than 30 sheets (Corner stapling)	R	_____ sheets	Compliant: 31 to 40 sheets = 1 point; 41 to 50 sheets = 2 point; above 50 sheets = 3 points		_____ sheets	

Minimum Requirements CATEGORY 1 Lrg B&W MFD (LF)	Type	Application	Rating Scale	COMPLIANCE CONFIRMATION Insert "Compliant" (plus # of points)	DETAILS OF PROPOSED HARDWARE	Description of Compliance (if supporting documentation is included, please indicate where this can be found in the bid package)
Adaptive Technology:						
Capable of being adapted to facilitate wheelchair access: (Accessibility & ease of use for wheelchair-assisted users)	R	<b>Note 4</b>	Compliant: 1 point			
Capable of being adapted to facilitate use by the vision impaired: (Braille enabled, voice synthesizer or other accepted strategy)	R	<b>Note 4</b>	Compliant: 1 point			
Smart Card:						
Smart Card Reader	O	n/a				
Availability of SmartCard authentication based on Microsoft Certificate Lifecycle Management (CLM) 2007	R	✓ <b>Note 3</b>	Compliant: 3 point			
Security Features						
The ability to physically lock access the physical hard disk device to prevent authorized removal (i.e. cable lock for Hard disk enclosures)	R	✓	Compliant: 3 point			
Hard disk encryption	R	✓	Compliant: 3 point			
Training						
Printer Maintenance Training	O	✓ <b>(Note 8)</b>	Compliant: 3 point			

## C2.2 Category 2 - Rated/Optional Requirements

Rated/Optional Requirements CATEGORY 2 Mid-Size B&W Multi-Function (Large Format) (Note 1) (Note 3) (Note 4) (Note 5) (Note 6)	Type	Application	Rating Scale	COMPLIANCE CONFIRMATION Insert "Compliant" (plus # of points)	DETAILS OF PROPOSED HARDWARE	Description of Compliance (if supporting documentation is included, please indicate where this can be found in the bid package)
<b>Operating</b>						
Operating Systems: UNIX, Linux	<b>R</b>	✓	Compliant: Unix: 1 point Linux: 1 point			
# of physical concurrent connections greater than minimum (10/100)	<b>R</b>	____ Ports	Compliant: 3 points/port greater than minimum, up to a maximum of 6 points		____ Ports	
Greater than minimum processor speed in MHz	<b>R</b>	____ MHz	Compliant: 501 MHz to 756 MHz= 1 point; above 756 MHz= 2 points		____ MHz	
<b>Minimum Configuration / Function:</b>						
General:						
Greater than minimum Memory requirements	<b>R</b>	____ MB/GB	Compliant: 513 MB to 756 MB = 1 point; above 756 MB = 2 points		____ MB/GB	
Uniformity of Control Panel / Screen across all devices	<b>R</b>	✓	Full compliance (in all categories): 10 points; Partial compliance (across 4 or more categories up to 6 categories): 5 points; Non compliance (less than 4 categories) = 0 point			
Tray Configurations:						
Additional input paper	<b>O</b>	✓				



Minimum Requirements CATEGORY 2 Mid B&W MFD (LF)	Type	Application	Rating Scale	COMPLIANCE CONFIRMATION Insert "Compliant" (plus # of points)	DETAILS OF PROPOSED HARDWARE	Description of Compliance (if supporting documentation is included, please indicate where this can be found in the bid package)
trays beyond minimum						
Minimum # of Output Trays	<b>O</b>	3	Compliant: 1 point			
Ability to designate output trays to specific output type	<b>R</b>	✓	Compliant: 2 point			
Can be configured with option to designate output to specific bin per individual (min 3). (Mailbox Bins)	<b>R</b>	✓	Compliant: 2 point			
Functional Requirements:						
Single pass Duplex	<b>R</b>	✓	Compliant: 1 point			
Scanning:						
Color Scanning	<b>R</b>	✓	Compliant: 2 point			
OCR scanning	<b>O</b>	<b>Note 5</b>	Compliant: 1 point			
Fax:						
Additional Fax storage in pages	<b>R</b>	_____ pgs	Compliant: 51 pgs to 75 pgs = 1 point; above 75 pgs = 2 points		_____ pgs	
Finishing:						
Finishing: Stapling capacity of a minimum of 30 sheets (Corner stapling)	<b>O</b>	✓	Compliant: 2 point			
Finishing: Ability to staple <b>more</b> than 30 sheets (Corner stapling)	<b>R</b>	_____ sheets	Compliant: 31 to 40 sheets = 1 point; 41 to 50 sheets = 2 point; above 50 sheets = 3 points		_____ sheets	

Minimum Requirements CATEGORY 2 Mid B&W MFD (LF)	Type	Application	Rating Scale	COMPLIANCE CONFIRMATION Insert "Compliant" (plus # of points)	DETAILS OF PROPOSED HARDWARE	Description of Compliance (if supporting documentation is included, please indicate where this can be found in the bid package)
Adaptive Technology:						
Capable of being adapted to facilitate wheelchair access: (Accessibility & ease of use for wheelchair-assisted users)	R	<b>Note 4</b>	Compliant: 1 point			
Capable of being adapted to facilitate use by the vision impaired: (Braille enabled, voice synthesizer or other accepted strategy)	R	<b>Note 4</b>	Compliant: 1 point			
Smart Card:						
Smart Card Reader	O	n/a				
Availability of SmartCard authentication based on Microsoft Certificate Lifecycle Management (CLM) 2007	R	✓ <b>Note 3</b>	Compliant: 3 point			
Security Features						
The ability to physically lock access the physical hard disk device to prevent authorized removal (i.e. cable lock for Hard disk enclosures)	R	✓	Compliant: 3 point			
Hard disk encryption	R	✓	Compliant: 3 point			
Training						
Printer Maintenance Training	O	✓ <b>(Note 8)</b>	Compliant: 3 point			

Minimum Requirements CATEGORY 2 Mid B&W MFD (LF)	Type	Application	Rating Scale	COMPLIANCE CONFIRMATION Insert "Compliant" (plus # of points)	DETAILS OF PROPOSED HARDWARE	Description of Compliance (if supporting documentation is included, please indicate where this can be found in the bid package)
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### C2.3 Category 3 - Rated/Optional Requirements

<b>Rated/Optional Requirements</b> CATEGORY 3 Mid-Size B&W Multi-Function (Note 1) (Note 3) (Note 4) (Note 5) (Note 6)	<b>Type</b>	<b>Application</b>	<b>Rating Scale</b>	<b>COMPLIANCE CONFIRMATION</b> Insert "Compliant" (plus # of points)	<b>DETAILS OF PROPOSED HARDWARE</b>	<b>Description of Compliance</b> (if supporting documentation is included, please indicate where this can be found in the bid package)
<b>Operating</b>						
<u>Operating Systems:</u> UNIX, Linux	<b>R</b>	✓	Compliant: Unix: 1 point Linux: 1 point			
# of physical concurrent connections greater than minimum (10/100)	<b>R</b>	____ Ports	Compliant: 3 points/port greater than minimum, up to a maximum of 6 points		____ Ports	
Greater than minimum processor speed in MHz	<b>R</b>	____ MHz	Compliant: 501 MHz to 756 MHz= 1 point; above 756 MHz= 2 points		____ MHz	
<b>Minimum Configuration / Function:</b>						
General:						
Greater than minimum Memory requirements	<b>R</b>	____ MB/GB	Compliant: 513 MB to 756 MB = 1 point; above 756 MB = 2 points		____ MB/GB	
Uniformity of Control Panel / Screen across all devices	<b>R</b>	✓	Full compliance (in all categories): 10 points; Partial compliance (across 4 or more categories up to 6 categories): 5 points; Non compliance (less than 4 categories) = 0 point			
<b>Tray Configurations:</b>						
Additional input paper trays beyond minimum	<b>O</b>	✓				

Minimum Requirements CATEGORY 3 Mid B&W MFD	Type	Application	Rating Scale	COMPLIANCE CONFIRMATION Insert "Compliant" (plus # of points)	DETAILS OF PROPOSED HARDWARE	Description of Compliance (if supporting documentation is included, please indicate where this can be found in the bid package)
Minimum # of Output Trays	<b>O</b>	3	Compliant: 1 point			
Ability to designate output trays to specific output type	<b>R</b>	✓	Compliant: 2 point			
Can be configured with option to designate output to specific bin per individual (min 3). (Mailbox Bins)	<b>R</b>	✓	Compliant: 2 point			
Functional Requirements:						
Single pass Duplex	<b>R</b>	✓	Compliant: 1 point			
Scanning:						
Color Scanning	<b>R</b>	✓	Compliant: 2 point			
OCR scanning	<b>O</b>	<b>Note 5</b>	Compliant: 1 point			
Fax:						
Additional Fax storage in pages	<b>R</b>	_____ pgs	Compliant: 51 pgs to 75 pgs = 1 point; above 75 pgs = 2 points		_____ pgs	
Finishing:						
Finishing: Stapling capacity of a minimum of 30 sheets (Corner stapling)	<b>O</b>	✓	Compliant: 2 point			
Finishing: Ability to staple <b>more</b> than 30 sheets (Corner stapling)	<b>R</b>	_____ sheets	Compliant: 31 to 40 sheets = 1 point; 41 to 50 sheets = 2 point; above 50 sheets = 3 points		_____ sheets	
Adaptive Technology:						

Minimum Requirements CATEGORY 3 Mid B&W MFD	Type	Application	Rating Scale	COMPLIANCE CONFIRMATION Insert "Compliant" (plus # of points)	DETAILS OF PROPOSED HARDWARE	Description of Compliance (if supporting documentation is included, please indicate where this can be found in the bid package)
Capable of being adapted to facilitate wheelchair access: (Accessibility & ease of use for wheelchair-assisted users)	<b>R</b>	<b>Note 4</b>	Compliant: 1 point			
Capable of being adapted to facilitate use by the vision impaired: (Braille enabled, voice synthesizer or other accepted strategy)	<b>R</b>	<b>Note 4</b>	Compliant: 1 point			
Smart Card:						
Smart Card Reader	<b>O</b>	n/a				
Availability of SmartCard authentication based on Microsoft Certificate Lifecycle Management (CLM) 2007	<b>R</b>	✓ <b>Note 3</b>	Compliant: 3 point			
Security Features						
The ability to physically lock access the physical hard disk device to prevent authorized removal (i.e. cable lock for Hard disk enclosures)	<b>R</b>	✓	Compliant: 3 point			
Hard disk encryption	<b>R</b>	✓	Compliant: 3 point			
Training						
Printer Maintenance Training	<b>O</b>	✓ <b>(Note 8)</b>	Compliant: 3 point			

## C2.4 Category 4 - Rated/Optional Requirements

<b>Rated/Optional Requirements</b> <b>CATEGORY 4</b> <b>Small B&amp;W Laser Printer</b> <b>(Note 3) (Note 4) (Note 6)</b>	<b>Type</b>	<b>Application</b>	<b>Rating Scale</b>	<b>COMPLIANCE CONFIRMATION</b> <b>Insert "Compliant"</b> <b>(plus # of points)</b>	<b>DETAILS OF PROPOSED HARDWARE</b>	<b>Description of Compliance</b> <b>(if supporting documentation is included, please indicate where this can be found in the bid package)</b>
<b>Operating</b>						
<u>Operating Systems:</u> UNIX, Linux	<b>R</b>	✓	Compliant: Unix: 1 point Linux: 1 point			
# of physical concurrent connections greater than minimum (10/100)	<b>R</b>	____ Ports	Compliant: 3 points/port greater than minimum, up to a maximum of 6 points		____ Ports	
Greater than minimum processor speed in MHz	<b>R</b>	____ MHz	Compliant: 501 MHz to 756 MHz= 1 point; above 756 MHz= 2 points		____ MHz	
<b>Minimum Configuration / Function:</b>						
General:						
Greater than minimum Memory requirements	<b>R</b>	____ MB/GB	Compliant: 513 MB to 756 MB = 1 point; above 756 MB = 2 points		____ MB/GB	
Uniformity of Control Panel / Screen across all devices	<b>R</b>	n/a				
Tray Configurations:						
Additional input paper trays beyond minimum	<b>O</b>	✓				
Minimum # of Output Trays	<b>O</b>	n/a				
Ability to designate output trays to specific output type	<b>R</b>	n/a				

Minimum Requirements CATEGORY 4 Small B&W	Type	Application	Rating Scale	COMPLIANCE CONFIRMATION Insert "Compliant" (plus # of points)	DETAILS OF PROPOSED HARDWARE	Description of Compliance (if supporting documentation is included, please indicate where this can be found in the bid package)
Can be configured with option to designate output to specific bin per individual (min 3). (Mailbox Bins)	<b>R</b>	n/a				
Functional Requirements:						
Single pass Duplex	<b>R</b>	✓	Compliant: 1 point			
Scanning:						
Color Scanning	<b>R</b>	n/a				
OCR scanning	<b>O</b>	n/a				
Fax:						
Additional Fax storage in pages	<b>R</b>	n/a				
Finishing:						
Finishing: Stapling capacity of a minimum of 30 sheets (Corner stapling)	<b>O</b>	n/a				
Finishing: Ability to staple <b>more</b> than 30 sheets (Corner stapling)	<b>R</b>	n/a				
Adaptive Technology:						
Capable of being adapted to facilitate wheelchair access: (Accessibility & ease of use for wheelchair-assisted users)	<b>R</b>	<b>Note 4</b>	Compliant: 1 point			
Capable of being adapted to facilitate use by the vision impaired: (Braille	<b>R</b>	<b>Note 4</b>	Compliant: 1 point			



Minimum Requirements CATEGORY 4 Small B&W	Type	Application	Rating Scale	COMPLIANCE CONFIRMATION Insert "Compliant" (plus # of points)	DETAILS OF PROPOSED HARDWARE	Description of Compliance (if supporting documentation is included, please indicate where this can be found in the bid package)
enabled, voice synthesizer or other accepted strategy)						
Smart Card:						
Smart Card Reader	<b>O</b>	✓ <b>Note 3</b>	Compliant: 3 point			
Availability of SmartCard authentication based on Microsoft Certificate Lifecycle Management (CLM) 2007	<b>R</b>	✓ <b>Note 3</b>	Compliant: 3 point			
Security Features						
The ability to physically lock access the physical hard disk device to prevent authorized removal (i.e. cable lock for Hard disk enclosures)	<b>R</b>	✓	Compliant: 3 point			
Hard disk encryption	<b>R</b>	✓	Compliant: 3 point			
Training						
Printer Maintenance Training	<b>O</b>	✓ <b>(Note 8)</b>	Compliant: 3 point			

## C2.5 Category 5 - Rated/Optional Requirements

Rated/Optional Requirements CATEGORY 5 Large Color Multi-Function (Large Format) (Note 1) (Note 3) (Note 4) (Note 5) (Note 6)	Type	Application	Rating Scale	COMPLIANCE CONFIRMATION Insert "Compliant" (plus # of points)	DETAILS OF PROPOSED HARDWARE	Description of Compliance (if supporting documentation is included, please indicate where this can be found in the bid package)
<b>Operating</b>						
Operating Systems: UNIX, Linux	<b>R</b>	✓	Compliant: Unix: 1 point Linux: 1 point			
# of physical concurrent connections greater than minimum (10/100)	<b>R</b>	____ Ports	Compliant: 3 points/port greater than minimum, up to a maximum of 6 points		____ Ports	
Greater than minimum processor speed in MHz	<b>R</b>	____ MHz	Compliant: 501 MHz to 756 MHz= 1 point; above 756 MHz= 2 points		____ MHz	
<b>Minimum Configuration / Function:</b>						
General:						
Greater than minimum Memory requirements	<b>R</b>	____ MB/GB	Compliant: 513 MB to 756 MB = 1 point; above 756 MB = 2 points		____ MB/GB	
Uniformity of Control Panel / Screen across all devices	<b>R</b>	✓	Full compliance (in all categories): 10 points; Partial compliance (across 4 or more categories up to 6 categories): 5 points; Non compliance (less than 4 categories) = 0 point			
Tray Configurations:						
Additional input paper trays beyond minimum	<b>O</b>	✓				

Minimum Requirements CATEGORY 5 Lrg Color MFD (LF)	Type	Application	Rating Scale	COMPLIANCE CONFIRMATION Insert "Compliant" (plus # of points)	DETAILS OF PROPOSED HARDWARE	Description of Compliance (if supporting documentation is included, please indicate where this can be found in the bid package)
Minimum # of Output Trays	O	n/a				
Ability to designate output trays to specific output type	R	✓	Compliant: 2 point			
Can be configured with option to designate output to specific bin per individual (min 3). (Mailbox Bins)	R	✓	Compliant: 2 point			
Functional Requirements:						
Single pass Duplex	R	✓	Compliant: 1 point			
Scanning:						
Color Scanning	R	n/a				
OCR scanning	O	<b>Note 5</b>	Compliant: 1 point			
Fax:						
Additional Fax storage in pages	R	_____ pgs	Compliant: 51 pgs to 75 pgs = 1 point; above 75 pgs = 2 points		_____ pgs	
Finishing:						
Finishing: Stapling capacity of a minimum of 30 sheets (Corner stapling)	O	n/a				
Finishing: Ability to staple <b>more</b> than 30 sheets (Corner stapling)	R	_____ sheets	Compliant: 31 to 40 sheets = 1 point; 41 to 50 sheets = 2 point; above 50 sheets = 3 points		_____ sheets	

Minimum Requirements CATEGORY 5 Lrg Color MFD (LF)	Type	Application	Rating Scale	COMPLIANCE CONFIRMATION Insert "Compliant" (plus # of points)	DETAILS OF PROPOSED HARDWARE	Description of Compliance (if supporting documentation is included, please indicate where this can be found in the bid package)
Adaptive Technology:						
Capable of being adapted to facilitate wheelchair access: (Accessibility & ease of use for wheelchair-assisted users)	R	<b>Note 4</b>	Compliant: 1 point			
Capable of being adapted to facilitate use by the vision impaired: (Braille enabled, voice synthesizer or other accepted strategy)	R	<b>Note 4</b>	Compliant: 1 point			
Smart Card:						
Smart Card Reader	O	n/a				
Availability of SmartCard authentication based on Microsoft Certificate Lifecycle Management (CLM) 2007	R	✓ <b>Note 3</b>	Compliant: 3 point			
Security Features						
The ability to physically lock access the physical hard disk device to prevent authorized removal (i.e. cable lock for Hard disk enclosures)	R	✓	Compliant: 3 point			
Hard disk encryption	R	✓	Compliant: 3 point			
Training						
Printer Maintenance Training	O	✓ <b>(Note 8)</b>	Compliant: 3 point			

## C2.6 Category 6 - Rated/Optional Requirements

Rated/Optional Requirements CATEGORY 6 Mid-size Color Laser Printer (Large Format) (Note 2) (Note 3) (Note 4) (Note 5) (Note 6)	Type	Application	Rating Scale	COMPLIANCE CONFIRMATION Insert "Compliant" (plus # of points)	DETAILS OF PROPOSED HARDWARE	Description of Compliance (if supporting documentation is included, please indicate where this can be found in the bid package)
<b>Operating</b>						
Operating Systems: UNIX, Linux	<b>R</b>	✓	Compliant: Unix: 1 point Linux: 1 point			
# of physical concurrent connections greater than minimum (10/100)	<b>R</b>	____ Ports	Compliant: 3 points/port greater than minimum, up to a maximum of 6 points		____ Ports	
Greater than minimum processor speed in MHz	<b>R</b>	____ MHz	Compliant: 501 MHz to 756 MHz= 1 point; above 756 MHz= 2 points		____ MHz	
<b>Minimum Configuration / Function:</b>						
General:						
Greater than minimum Memory requirements	<b>R</b>	____ MB/GB	Compliant: 513 MB to 756 MB = 1 point; above 756 MB = 2 points		____ MB/GB	
Uniformity of Control Panel / Screen across all devices	<b>R</b>	n/a				
Tray Configurations:						
Additional input paper trays beyond minimum	<b>O</b>	✓				
Minimum # of Output Trays	<b>O</b>	3	Compliant: 1 point			
Ability to designate output trays to	<b>R</b>	✓	Compliant: 2 point			

Minimum Requirements CATEGORY 6 Mid Color (LF)	Type	Application	Rating Scale	COMPLIANCE CONFIRMATION Insert "Compliant" (plus # of points)	DETAILS OF PROPOSED HARDWARE	Description of Compliance (if supporting documentation is included, please indicate where this can be found in the bid package)
specific output type						
Can be configured with option to designate output to specific bin per individual (min 3). (Mailbox Bins)	<b>R</b>	✓	Compliant: 2 point			
Functional Requirements:						
Single pass Duplex	<b>R</b>	✓	Compliant: 1 point			
Scanning:						
Color Scanning	<b>R</b>	n/a				
OCR scanning	<b>O</b>	n/a				
Fax:						
Additional Fax storage in pages	<b>R</b>	n/a				
Finishing:						
Finishing: Stapling capacity of a minimum of 30 sheets (Corner stapling)	<b>O</b>	n/a				
Finishing: Ability to staple <b>more</b> than 30 sheets (Corner stapling)	<b>R</b>	n/a				
Adaptive Technology:						
Capable of being adapted to facilitate wheelchair access: (Accessibility & ease of use for wheelchair-assisted users)	<b>R</b>	<b>Note 4</b>	Compliant: 1 point			
Capable of being adapted to facilitate use by the vision	<b>R</b>	<b>Note 4</b>	Compliant: 1 point			

Minimum Requirements CATEGORY 6 Mid Color (LF)	Type	Application	Rating Scale	COMPLIANCE CONFIRMATION Insert "Compliant" (plus # of points)	DETAILS OF PROPOSED HARDWARE	Description of Compliance (if supporting documentation is included, please indicate where this can be found in the bid package)
impaired: (Braille enabled, voice synthesizer or other accepted strategy)						
Smart Card:						
Smart Card Reader	<b>O</b>	n/a				
Availability of SmartCard authentication based on Microsoft Certificate Lifecycle Management (CLM) 2007	<b>R</b>	✓ <b>Note 3</b>	Compliant: 3 point			
Security Features						
The ability to physically lock access the physical hard disk device to prevent authorized removal (i.e. cable lock for Hard disk enclosures)	<b>R</b>	✓	Compliant: 3 point			
Hard disk encryption	<b>R</b>	✓	Compliant: 3 point			
Training						
Printer Maintenance Training	<b>O</b>	✓ <b>(Note 8)</b>	Compliant: 3 point			

## C2.7 Category 7 - Rated/Optional Requirements

Rated/Optional Requirements CATEGORY 7 Small B&W Multi-Function (Note 1) (Note 3) (Note 4) (Note 5) (Note 6)	Type	Application	Rating Scale	COMPLIANCE CONFIRMATION Insert "Compliant" (plus # of points)	DETAILS OF PROPOSED HARDWARE	Description of Compliance (if supporting documentation is included, please indicate where this can be found in the bid package)
<b>Operating</b>						
Operating Systems: UNIX, Linux	<b>R</b>	✓	Compliant: Unix: 1 point Linux: 1 point			
# of physical concurrent connections greater than minimum (10/100)	<b>R</b>	____ Ports	Compliant: 3 points/port greater than minimum, up to a maximum of 6 points		____ Ports	
Greater than minimum processor speed in MHz	<b>R</b>	____ MHz	Compliant: 501 MHz to 756 MHz= 1 point; above 756 MHz= 2 points		____ MHz	
<b>Minimum Configuration / Function:</b>						
General:						
Greater than minimum Memory requirements	<b>R</b>	____ MB/GB	Compliant: 513 MB to 756 MB = 1 point; above 756 MB = 2 points		____ MB/GB	
Uniformity of Control Panel / Screen across all devices	<b>R</b>	✓	Full compliance (in all categories): 10 points; Partial compliance (across 4 or more categories up to 6 categories): 5 points; Non compliance (less than 4 categories) = 0 point			
Tray Configurations:						
Additional input paper trays beyond minimum	<b>O</b>	✓				



Minimum Requirements CATEGORY 7 Small B&W MFD	Type	Application	Rating Scale	COMPLIANCE CONFIRMATION Insert "Compliant" (plus # of points)	DETAILS OF PROPOSED HARDWARE	Description of Compliance (if supporting documentation is included, please indicate where this can be found in the bid package)
Minimum # of Output Trays	O	n/a				
Ability to designate output trays to specific output type	R	n/a				
Can be configured with option to designate output to specific bin per individual (min 3). (Mailbox Bins)	R	n/a				
Functional Requirements:						
Single pass Duplex	R	✓	Compliant: 1 point			
Scanning:						
Color Scanning	R	✓	Compliant: 2 point			
OCR scanning	O	<b>Note 5</b>	Compliant: 1 point			
Fax:						
Additional Fax storage in pages	R	_____ pgs	Compliant: 51 pgs to 75 pgs = 1 point; above 75 pgs = 2 points		_____ pgs	
Finishing:						
Finishing: Stapling capacity of a minimum of 30 sheets (Corner stapling)	O	n/a				
Finishing: Ability to staple <b>more</b> than 30 sheets (Corner stapling)	R	n/a				
Adaptive Technology:						
Capable of being adapted to facilitate	R	<b>Note 4</b>	Compliant: 1 point			

Minimum Requirements CATEGORY 7 Small B&W MFD	Type	Application	Rating Scale	COMPLIANCE CONFIRMATION Insert "Compliant" (plus # of points)	DETAILS OF PROPOSED HARDWARE	Description of Compliance (if supporting documentation is included, please indicate where this can be found in the bid package)
wheelchair access: (Accessibility & ease of use for wheelchair- assisted users)						
Capable of being adapted to facilitate use by the vision impaired: (Braille enabled, voice synthesizer or other accepted strategy)	<b>R</b>	<b>Note 4</b>	Compliant: 1 point			
Smart Card:						
Smart Card Reader	<b>O</b>	✓ <b>Note 3</b>	Compliant: 3 point			
Availability of SmartCard authentication based on Microsoft Certificate Lifecycle Management (CLM) 2007	<b>R</b>	✓ <b>Note 3</b>	Compliant: 3 point			
Security Features						
The ability to physically lock access the physical hard disk device to prevent authorized removal (i.e. cable lock for Hard disk enclosures)	<b>R</b>	✓	Compliant: 3 point			
Hard disk encryption	<b>R</b>	✓	Compliant: 3 point			
Training						
Printer Maintenance Training	<b>O</b>	✓ <b>(Note 8)</b>	Compliant: 3 point			

## C2.8 Category 8 - Rated/Optional Requirements

Rated/Optional Requirements CATEGORY 8 Small Color Multi-Function (Note 1) (Note 3) (Note 4) (Note 5) (Note 6)	Type	Application	Rating Scale	COMPLIANCE CONFIRMATION Insert "Compliant" (plus # of points)	DETAILS OF PROPOSED HARDWARE	Description of Compliance (if supporting documentation is included, please indicate where this can be found in the bid package)
<b>Operating</b>						
Operating Systems: UNIX, Linux	<b>R</b>	✓	Compliant: Unix: 1 point Linux: 1 point			
# of physical concurrent connections greater than minimum (10/100)	<b>R</b>	____ Ports	Compliant: 3 points/port greater than minimum, up to a maximum of 6 points		____ Ports	
Greater than minimum processor speed in MHz	<b>R</b>	____ MHz	Compliant: 501 MHz to 756 MHz= 1 point; above 756 MHz= 2 points		____ MHz	
<b>Minimum Configuration / Function:</b>						
General:						
Greater than minimum Memory requirements	<b>R</b>	____ MB/GB	Compliant: 513 MB to 756 MB = 1 point; above 756 MB = 2 points		____ MB/GB	
Uniformity of Control Panel / Screen across all devices	<b>R</b>	✓	Full compliance (in all categories): 10 points; Partial compliance (across 4 or more categories up to 6 categories): 5 points; Non compliance (less than 4 categories) = 0 point			
Tray Configurations:						
Additional input paper trays beyond minimum	<b>O</b>	✓				

Minimum Requirements CATEGORY 8 Small Color MFD	Type	Application	Rating Scale	COMPLIANCE CONFIRMATION Insert "Compliant" (plus # of points)	DETAILS OF PROPOSED HARDWARE	Description of Compliance (if supporting documentation is included, please indicate where this can be found in the bid package)
Minimum # of Output Trays	O	n/a				
Ability to designate output trays to specific output type	R	n/a				
Can be configured with option to designate output to specific bin per individual (min 3). (Mailbox Bins)	R	n/a				
Functional Requirements:						
Single pass Duplex	R	✓	Compliant: 1 point			
Scanning:						
Color Scanning	R	n/a				
OCR scanning	O	<b>Note 5</b>	Compliant: 1 point			
Fax:						
Additional Fax storage in pages	R	_____ pgs	Compliant: 51 pgs to 75 pgs = 1 point; above 75 pgs = 2 points		_____ pgs	
Finishing:						
Finishing: Stapling capacity of a minimum of 30 sheets (Corner stapling)	O	n/a				
Finishing: Ability to staple <b>more</b> than 30 sheets (Corner stapling)	R	n/a				
Adaptive Technology:						
Capable of being adapted to facilitate	R	<b>Note 4</b>	Compliant: 1 point			

Minimum Requirements CATEGORY 8 Small Color MFD	Type	Application	Rating Scale	COMPLIANCE CONFIRMATION Insert "Compliant" (plus # of points)	DETAILS OF PROPOSED HARDWARE	Description of Compliance (if supporting documentation is included, please indicate where this can be found in the bid package)
wheelchair access: (Accessibility & ease of use for wheelchair- assisted users)						
Capable of being adapted to facilitate use by the vision impaired: (Braille enabled, voice synthesizer or other accepted strategy)	<b>R</b>	<b>Note 4</b>	Compliant: 1 point			
Smart Card:						
Smart Card Reader	<b>O</b>	✓ <b>Note 3</b>	Compliant: 3 point			
Availability of SmartCard authentication based on Microsoft Certificate Lifecycle Management (CLM) 2007	<b>R</b>	✓ <b>Note 3</b>	Compliant: 3 point			
Security Features						
The ability to physically lock access the physical hard disk device to prevent authorized removal (i.e. cable lock for Hard disk enclosures)	<b>R</b>	✓	Compliant: 3 point			
Hard disk encryption	<b>R</b>	✓	Compliant: 3 point			
Training						
Printer Maintenance Training	<b>O</b>	✓ <b>(Note 8)</b>	Compliant: 3 point			

## C2.9 Category 9 - Rated/Optional Requirements

<b>Rated/Optional Requirements</b> CATEGORY 9 Small Color Laser Printer (Note 2) (Note 3) (Note 4) (Note 6)	<b>Type</b>	<b>Application</b>	<b>Rating Scale</b>	<b>COMPLIANCE CONFIRMATION</b> Insert "Compliant" (plus # of points)	<b>DETAILS OF PROPOSED HARDWARE</b>	<b>Description of Compliance</b> (if supporting documentation is included, please indicate where this can be found in the bid package)
<b>Operating</b>						
<u>Operating Systems:</u> UNIX, Linux	<b>R</b>	✓	Compliant: Unix: 1 point Linux: 1 point			
# of physical concurrent connections greater than minimum (10/100)	<b>R</b>	____ Ports	Compliant: 3 points/port greater than minimum, up to a maximum of 6 points		____ Ports	
Greater than minimum processor speed in MHz	<b>R</b>	____ MHz	Compliant: 501 MHz to 756 MHz= 1 point; above 756 MHz= 2 points		____ MHz	
<b>Minimum Configuration / Function:</b>						
<u>General:</u>						
Greater than minimum Memory requirements	<b>R</b>	____ MB/GB	Compliant: 513 MB to 756 MB = 1 point; above 756 MB = 2 points		____ MB/GB	
Uniformity of Control Panel / Screen across all devices	<b>R</b>	n/a				
<u>Tray Configurations:</u>						
Additional input paper trays beyond minimum	<b>O</b>	✓				
Minimum # of Output Trays	<b>O</b>	n/a				
Ability to designate output trays to specific output type	<b>R</b>	n/a				
Can be configured with option to	<b>R</b>	n/a				

Minimum Requirements CATEGORY 9 Small Color	Type	Application	Rating Scale	COMPLIANCE CONFIRMATION Insert "Compliant" (plus # of points)	DETAILS OF PROPOSED HARDWARE	Description of Compliance (if supporting documentation is included, please indicate where this can be found in the bid package)
designate output to specific bin per individual (min 3). (Mailbox Bins)						
Functional Requirements:						
Single pass Duplex	R	✓	Compliant: 1 point			
Scanning:						
Color Scanning	R	n/a				
OCR scanning	O	n/a				
Fax:						
Additional Fax storage in pages	R	n/a				
Finishing:						
Finishing: Stapling capacity of a minimum of 30 sheets (Corner stapling)	O	n/a				
Finishing: Ability to staple <b>more</b> than 30 sheets (Corner stapling)	R	n/a				
Adaptive Technology:						
Capable of being adapted to facilitate wheelchair access: (Accessibility & ease of use for wheelchair- assisted users)	R	<b>Note 4</b>	Compliant: 1 point			
Capable of being adapted to facilitate use by the vision impaired: (Braille enabled, voice synthesizer or other	R	<b>Note 4</b>	Compliant: 1 point			

Minimum Requirements CATEGORY 9 Small Color	Type	Application	Rating Scale	COMPLIANCE CONFIRMATION Insert "Compliant" (plus # of points)	DETAILS OF PROPOSED HARDWARE	Description of Compliance (if supporting documentation is included, please indicate where this can be found in the bid package)
accepted strategy)						
Smart Card:						
Smart Card Reader	O	✓ <b>Note 3</b>	Compliant: 3 point			
Availability of SmartCard authentication based on Microsoft Certificate Lifecycle Management (CLM) 2007	R	✓ <b>Note 3</b>	Compliant: 3 point			
Security Features						
The ability to physically lock access the physical hard disk device to prevent authorized removal (i.e. cable lock for Hard disk enclosures) Hard disk encryption	R	✓	Compliant: 3 point			
Training						
Printer Maintenance Training	O	✓ <b>(Note 8)</b>	Compliant: 3 point			



**C2.10 Category 10 - Rated/Optional Requirements**

<b>Rated/Optional Requirements</b> CATEGORY 10 Mid-Size Color Multi- Function (Note 1) (Note 3) (Note 4) (Note 5) (Note 6)	<b>Type</b>	<b>Application</b>	<b>Rating Scale</b>	<b>COMPLIANCE CONFIRMATION</b> Insert "Compliant" (plus # of points)	<b>DETAILS OF PROPOSED HARDWARE</b>	<b>Description of Compliance</b> (if supporting documentation is included, please indicate where this can be found in the bid package)
<b>Operating</b>						
<u>Operating Systems:</u> UNIX, Linux	<b>R</b>	✓	Compliant: Unix: 1 point Linux: 1 point			
# of physical concurrent connections greater than minimum (10/100)	<b>R</b>	____ Ports	Compliant: 3 points/port greater than minimum, up to a maximum of 6 points		____ Ports	
Greater than minimum processor speed in MHz	<b>R</b>	____ MHz	Compliant: 501 MHz to 756 MHz= 1 point; above 756 MHz= 2 points		____ MHz	
<b>Minimum Configuration / Function:</b>						
<u>General:</u>						
Greater than minimum Memory requirements	<b>R</b>	____ MB/GB	Compliant: 513 MB to 756 MB = 1 point; above 756 MB = 2 points		____ MB/GB	

## C2.10 Category 10 - Rated/Optional Requirements

Uniformity of Control Panel / Screen across all devices	R	✓	Full compliance (in all categories): 10 points; Partial compliance (across 4 or more categories up to 6 categories): 5 points; Non compliance (less than 4 categories) = 0 point			
Tray Configurations:						
Additional input paper trays beyond minimum	O	✓				
Minimum # of Output Trays	O	3	Compliant: 1 point			
Ability to designate output trays to specific output type	R	✓	Compliant: 2 point			
Can be configured with option to designate output to specific bin per individual (min 3). (Mailbox Bins)	R	✓	Compliant: 2 point			
Functional Requirements:						
Single pass Duplex	R	✓	Compliant: 1 point			
Scanning:						
Color Scanning	R	n/a				
OCR scanning	O	<b>Note 5</b>	Compliant: 1 point			
Fax:						
Additional Fax storage in pages	R	_____ pgs	Compliant: 51 pgs to 75 pgs = 1 point; above 75 pgs = 2 points		_____ pgs	
Finishing:						
Finishing: Stapling capacity of a minimum of 30 sheets (Corner stapling)	O	✓	Compliant: 2 point			

## C2.10 Category 10 - Rated/Optional Requirements

Finishing: Ability to staple <b>more</b> than 30 sheets (Corner stapling)	<b>R</b>	_____ sheets	Compliant: 31 to 40 sheets = 1 point; 41 to 50 sheets = 2 point; above 50 sheets = 3 points	_____ sheets	
<b>Adaptive Technology:</b>					
Capable of being adapted to facilitate wheelchair access: (Accessibility & ease of use for wheelchair-assisted users)	<b>R</b>	<b>Note 4</b>	Compliant: 1 point		
Capable of being adapted to facilitate use by the vision impaired: (Braille enabled, voice synthesizer or other accepted strategy)	<b>R</b>	<b>Note 4</b>	Compliant: 1 point		
<b>Smart Card:</b>					
Smart Card Reader	<b>O</b>	n/a			
Availability of SmartCard authentication based on Microsoft Certificate Lifecycle Management (CLM) 2007	<b>R</b>	✓ <b>Note 3</b>	Compliant: 3 point		
<b>Security Features</b>					
The ability to physically lock access the physical hard disk device to prevent authorized removal (i.e. cable lock for Hard disk enclosures)	<b>R</b>	✓	Compliant: 3 point		
Hard disk encryption	<b>R</b>	✓	Compliant: 3 point		
<b>Training</b>					
Printer Maintenance Training	<b>O</b>	✓ <b>(Note 8)</b>	Compliant: 3 point		

### C3. Software – Mandatory and Rated Criteria

**MANDATORY AND RATED REQUIREMENTS:** In support of its response to Annex “A” Statement of Work, section 6 Software Requirement, it is mandatory that the bidder complete this SOFTWARE COMPLIANCE CONFIRMATION MATRIX, as provided for each software category and include the completed tables in its bid. The tables must be completed as follows.

1. STATUS: Each feature or capacity for each category of software is designated either:
  - “M” for Mandatory (Pass/Fail): features that are required for the software to be considered;
  - “R” for Rated: assessed on capability: Full=3 points; Limited=2 points; Not capable=0 points (0 does not indicate Fail)
2. For each requirement, select the appropriate response in the “COMPLIANCE CONFIRMATION” column opposite each bulleted requirement.
3. Insert the specification for the required feature in the “DETAILS OF PROPOSED SOFTWARE” column. This should be consistent with the information in the product brochure/specification sheet.
4. Provide the location in the bid of supporting information in the column entitled “LOCATION IN BID OF SUPPORTING OR ADDITIONAL INFORMATION (WHERE APPLICABLE)”. This can be simply a reference to the information in product brochures or clarification of the information in the brochure relative to the requirement.
5. In addition, it is required that the Bidder provide OEM brochures/specifications that confirm that its proposed software in each category meet the required specifications. If the specification sheet does not confirm compliance with a particular SOW requirement, the Bidders confirmation of compliance in the “COMPLIANCE CONFIRMATION” column will be accepted provided that the specification sheet does not contradict its claim. The evaluation team reserves the right to ask for additional proof of compliance within the timelines defined for clarification.

The configuration described in the submission Matrix must be exactly the configuration that is priced, including any additional equipment or other aspects needed to meet the specifications.

All decisions by the Evaluation Team as to whether or not they agree with the determination by the Bidder of the level of compliance will be final.

COMPLIANCE CONFIRMATION TABLE FOR Annex “A”, Appendix “B” Software Requirements					
NAME OF SOFTWARE AND LIST OF MODULES (WHERE APPLICABLE):					
DEVELOPER:					
CRITERIA	STATUS M= Mandatory, R= Point Rated, M/R= Mandatory /Rated	COMPLIANCE CONFIRMATION Indicate Appropriate Response	DETAILS OF PROPOSED SOFTWARE	LOCATION IN BID OF Supporting Or Additional Information (Where Applicable)	
1. Fleet Management Software					
Fleet Management (Operations)					
FMO 1 Compatible with and encompassing of the Operating Systems, Print Drivers, and Protocols.	M	Compliant / Non-Compliant			
FMO 2 Colour Management ( <b>Statement of Work, section 4.13 Colour Management</b> )					
FMO 2.1 OEM's own devices	M	Compliant / Non-Compliant			
FMO 2.2 Other devices	R	Full = 3 points; Limited=2 points;			

		Not Capable=0 points		
<b>FMO 3</b> Compatible with Microsoft Active Directory	M	<b>Compliant /</b> <b>Non-Compliant</b>		
<b>FMO 4</b> Compatible with the Current Computing Environment listed in “Statement of Work, section 2.2.1 Statistics Canada Technical Hardware and Software Environment”	M	<b>Compliant /</b> <b>Non-Compliant</b>		
<b>FMO 5</b> Able to Remotely and automatically “discover” networked output devices				
<b>FMO 5.1</b> OEM’s own devices	M	<b>Compliant /</b> <b>Non-Compliant</b>		
<b>FMO 5.2</b> Other devices	R	Full = 3 points; Limited=2 points; Not Capable=0 points		

CRITERIA	STATUS M= Mandatory, R= Point Rated, M/R= Mandatory /Rated	COMPLIANCE CONFIRMATION Indicate Appropriate Response	DETAILS OF PROPOSED SOFTWARE	LOCATION IN BID Of Supporting Or Additional Information (Where Applicable)
1. Fleet Management Software				
<b>FMO 6</b> Able to capture device model				
<b>FMO 6.1</b> OEM's own devices	R	Full = 3 points; Limited=2 points; Not Capable=0 points		
<b>FMO 6.2</b> Other devices	R	Full = 3 points; Limited=2 points; Not Capable=0 points		
<b>FMO 7</b> Able to monitor and configure output devices from a Web browser and/or client application				
<b>FMO 7.1</b> OEM's own devices	M	<b>Compliant / Non-Compliant</b>		
<b>FMO 7.2</b> Other devices	R	Full = 3 points; Limited=2 points; Not Capable=0 points		
<b>FMO 8</b> Allows for ad hoc queries / viewing of targeted output devices from a Web browser				

CRITERIA	STATUS M= Mandatory, R= Point Rated, M/R= Mandatory /Rated	COMPLIANCE CONFIRMATION Indicate Appropriate Response	DETAILS OF PROPOSED SOFTWARE	LOCATION IN BID Of Supporting Or Additional Information (Where Applicable)
1. Fleet Management Software				
<b>FMO 8.1</b> OEM's own devices	M	<b>Compliant /</b> <b>Non-Compliant</b>		
<b>FMO 8.2</b> Other devices	R	Full = 3 points; Limited=2 points; Not Capable=0 points		
<b>FMO 9</b> Able to apply patches and updates remotely				
<b>FMO 9.1</b> OEM's own devices	M	<b>Compliant /</b> <b>Non-Compliant</b>		
<b>FMO 9.2</b> Other devices	R	Full = 3 points; Limited=2 points; Not Capable=0 points		
<b>FMO 10</b> Able to find Local Printers (OEM's own and Other devices)	R	Full = 3 points; Limited=2 points; Not Capable=0 points		
<b>FMO 11</b> Able to capture output device features				



CRITERIA	STATUS M= Mandatory, R= Point Rated, M/R= Mandatory /Rated	COMPLIANCE CONFIRMATION Indicate Appropriate Response	DETAILS OF PROPOSED SOFTWARE	LOCATION IN BID Of Supporting Or Additional Information (Where Applicable)
1. Fleet Management Software				
<b>FMO 11.1</b> OEM is own devices	M	Compliant / Non-Compliant		
<b>FMO 11.2</b> Other devices	R	Full = 3 points; Limited=2 points; Not Capable=0 points		
<b>FMO 12</b> Manages consumables (setting thresholds, toner low alert, etc)				
<b>FMO 12.1</b> OEM is own devices	M	Compliant / Non-Compliant		
<b>FMO 12.2</b> Other devices	R	Full = 3 points; Limited=2 points; Not Capable=0 points		
<b>FMO 13</b> Captures / Sends maintenance alerts (paper out, paper jam, service thresholds, etc)				
<b>FMO 13.1</b> OEM is own devices	M	Compliant / Non-Compliant		

CRITERIA  1. Fleet Management Software	STATUS  M= Mandatory, R= Point Rated, M/R= Mandatory /Rated	COMPLIANCE CONFIRMATION Indicate Appropriate Response	DETAILS OF PROPOSED SOFTWARE	LOCATION IN BID Of Supporting Or Additional Information (Where Applicable)
<b>FMO 13.2</b> Other devices	R	Full = 3 points; Limited=2 points; Not Capable=0 points		
<b>FMO 14</b> Captures device "outage" statistics (date/time down, date/time back up, etc)				
<b>FMO 14.1</b> OEM's own devices	R	Full = 3 points; Limited=2 points; Not Capable=0 points		
<b>FMO 14.2</b> Other devices	R	Full = 3 points; Limited=2 points; Not Capable=0 points		
<b>FMO 15</b> Able to capture page counts /meter reads by device				
<b>FMO 15.1</b> OEM's own devices	M	<b>Compliant / Non-Compliant</b>		
<b>FMO 15.2</b> Other devices	R	Full = 3 points; Limited=2 points;		

CRITERIA	STATUS M= Mandatory, R= Point Rated, M/R= Mandatory /Rated	COMPLIANCE CONFIRMATION Indicate Appropriate Response	DETAILS OF PROPOSED SOFTWARE	LOCATION IN BID Of Supporting Or Additional Information (Where Applicable)
1. Fleet Management Software				
<b>FMO 16 Security</b>		Not Capable=0 points		
<b>FMO 16.1</b> Able to perform Security Audit (MFD security, configuration change, firmware updates, patches, intrusion, logs, etc)	R	Full = 3 points; Limited=2 points; Not Capable=0 points		
<b>FMO 16.2</b> User controlled protection and security for printing confidential documents	M	<b>Compliant / Non-Compliant</b>		
<b>FMO 16.3</b> The ability to authenticate user access to configure and administer the device	M	<b>Compliant / Non-Compliant</b>		
<b>FMO 16.4</b> The ability to lock down standard device settings	M	<b>Compliant / Non-Compliant</b>		
<b>FMO 16.5</b> The ability to lock down unused network ports and services	M	<b>Compliant / Non-Compliant</b>		
<b>FMO 16.6</b> The ability to use secure protocols for remote configuration (e.g., SSL, TLS, HTTPS, SFTP, FTPS, SSH)	M	<b>Compliant / Non-Compliant</b>		

CRITERIA  1. Fleet Management Software	STATUS  M= Mandatory, R= Point Rated, M/R= Mandatory /Rated	COMPLIANCE CONFIRMATION Indicate Appropriate Response	DETAILS OF PROPOSED SOFTWARE	LOCATION IN BID Of Supporting Or Additional Information (Where Applicable)
<b>FMO 16.7</b> Access detection and protection from unauthorized external sources	M	Compliant / Non-Compliant		
<b>FMO 16.8</b> The ability to remotely patch and install updates	M	Compliant / Non-Compliant		
<b>FMO 16.9</b> Must address device security to ensure that only authorized users access device features	R	Full = 3 points; Limited=2 points; Not Capable=0 points		
<b>FMO 16.10</b> Must address network security including having features that prevent unauthorized access to Statistics Canada's network via the device	R	Full = 3 points; Limited=2 points; Not Capable=0 points		
<b>FMO 17</b> Able to capture consumable and service data for OEM and Other devices	R	Full = 3 points; Limited=2 points; Not Capable=0 points		
<b>Fleet Management (Reporting)</b>				

CRITERIA	STATUS M= Mandatory, R= Point Rated, M/R= Mandatory /Rated	COMPLIANCE CONFIRMATION Indicate Appropriate Response	DETAILS OF PROPOSED SOFTWARE	LOCATION IN BID Of Supporting Or Additional Information (Where Applicable)
1. Fleet Management Software				
<b>FMR 1</b> Provides flexible & comprehensive fleet / device management, reporting, & analysis tools	M	Compliant / Non-Compliant		
<b>FMR 2</b> Able to capture/utilize data as required to produce reports as noted below				
<b>FMR 2.1</b> Able to produce detailed Asset Management reports (e.g. device inventory, installation date, etc)	M	Compliant / Non-Compliant		
<b>FMR 2.2</b> Volume and Colour Management Reporting (Statement of Work, section 4.15.1.2.1 Reporting Requirements)	M	Compliant / Non-Compliant		
<b>FMR 3</b> Able to Provide trending reports on any and all of the Fleet Management data (Statement of Work, section 4.15.1.2.1.3Trend Analysis)	R	Full = 3 points; Limited=2 points; Not Capable=0 points		
<b>Workload Tracking</b>				

CRITERIA	STATUS M= Mandatory, R= Point Rated, M/R= Mandatory /Rated	COMPLIANCE CONFIRMATION Indicate Appropriate Response	DETAILS OF PROPOSED SOFTWARE	LOCATION IN BID Of Supporting Or Additional Information (Where Applicable)
1. Fleet Management Software				
<b>WT 4</b> Able to capture workload data to the "Job Level" granularity level (job name, user name, department, volume, output type, output device, # of copies, etc)	M	Compliant / Non-Compliant		
<b>WT 5</b> Able to capture workload data at the MFD / Printer functional level (print, copy, fax, scan)	M	Compliant / Non-Compliant		
<b>WT 6</b> Able to distinguish between colour and B&W output and different paper types	M	Compliant / Non-Compliant		
<b>WT 7</b> Able to capture data on both the Contractor's OEM devices and Other devices	M	Compliant / Non-Compliant		

COMPLIANCE CONFIRMATION TABLE FOR Annex "A", Appendix "B" Software Requirements					
NAME OF SOFTWARE AND LIST OF MODULES (WHERE APPLICABLE):					
DEVELOPER:					
CRITERIA	STATUS M= Mandatory, R= Point Rated, M/R= Mandatory /Rated	COMPLIANCE CONFIRMATION Indicate Appropriate Response	DETAILS OF PROPOSED SOFTWARE	LOCATION IN BID Of Supporting Or Additional Information (Where Applicable)	
1. Workload Tracking Software					
Workload Tracking					
WT 1 Compatible with and encompassing of the Operating Systems, Print Drivers, and Protocols listed in Annex "A", Appendix "A" Hardware Requirements	M	Compliant / Non-Compliant			
WT 2 Compatible with the Current Computing Environment listed in "Statement of Work, section 2.2.1 Statistics Canada Technical Hardware and Software Environment"	M	Compliant / Non-Compliant			

<b>WT 3</b> Compatible with Microsoft AD	M	Compliant / Non-Compliant		
<b>WT 4</b> Able to capture workload data to the "Job Level" granularity level (job name, user name, department, volume, output type, output device, # of copies, etc)	M	Compliant / Non-Compliant		
<b>WT 5</b> Able to capture workload data at the MFD / Printer functional level (print, copy, fax, scan)	M	Compliant / Non-Compliant		
<b>WT 6</b> Able to distinguish between colour and B&W output and different paper types	M	Compliant / Non-Compliant		
<b>WT 7</b> Able to capture data on both the Contractor's OEM devices and Other devices	M	Compliant / Non-Compliant		



<b>Workload Reporting</b>					
<b>WR 1</b> Able to produce reports at an STC enterprise level, departmental level, and/or by individual end user by job and job statistics (e.g. volume, colour / B&W, duplex, paper types (letter, legal, Tabloid)	R	Full = 3 points; Limited=2 points; Not Capable=0 points			
<b>WR 2</b> Able to produce reports at an STC enterprise, departmental, and/or individual end user level by function (print, copy, scan, fax).	R	Full = 3 points; Limited=2 points; Not Capable=0 points			
<b>WR 3</b> Able to provide flexibility in terms of time periods for reporting (daily, weekly, monthly, quarterly, annually)	M	<b>Compliant / Non-Compliant</b>			
<b>WR 4</b> Able to report on device consumables and service alerts for Contractor's OEM devices	R	Full = 3 points; Limited=2 points; Not Capable=0 points			
<b>WR 5</b> Able to report on device consumables and service alerts for Other devices	R	Full = 3 points; Limited=2 points; Not Capable=0 points			
<b>WR 6</b> Able to produce monthly detailed volume reports by device and device category	M	<b>Compliant / Non-Compliant</b>			
<b>WR 7</b> Capable of generating a CSV or Excel file to integrate with STC systems for internal reporting and/or chargeback to departments or logical units	M	<b>Compliant / Non-Compliant</b>			

<b>WR 8</b> Able to provide trending reports on any/all of the above ( <b>Statement of Work, section 4.15.1.2.1.3 Trend Analysis</b> )	M	Compliant / Non-Compliant		
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Statistics Canada  
Print Fleet Modernization Project  
Annex “H”  
Delivery Schedule

## 1.1 Delivery Schedules

### 1.1.1 Contract period (FY 2012-2013 & FY 2013-2014)

#### 1.1.1.1 Contract – Year 1 (FY 2012-2013)

Statistics Canada will require the following quantities of hardware by category and delivery location for the contract year, as detailed in Table 1 to Table 3 below. The contractor will begin delivery of the units no later than two (2) weeks of the contract being awarded and will complete all deliveries in full by 4pm on March 28, 2013. For the Contract period (FY 2012-2013), Statistics Canada will not be requesting any optional configuration in any of the requested categories.

Table 1– Contract year 1: to Statistics Canada HQ in Ottawa (FY 2012-2013)

Category	Description	Quantity Required
Category 1	Large B&W Multi-Function (Large Format)	25
Category 2	Mid-Size B&W Multi-Function (Large Format)	2
Category 3	Mid-Size B&W Multi-Function	38
Category 4	Small B&W Laser Printer	22
Category 5	Large Color Multi-Function (Large Format)	4
Category 6	Mid-size Color Printer (Large Format)	20
Category 7	Small B&W Multi-Function	1
Category 8	Small Color Multi-Function	4
Category 9	Small Color Laser Printer	4
Category 10	Mid-Size Color Multi-Function	3

Table 2 – Contract year 1: to Sherbrooke Regional Office (FY 2012-2013)

Category	Description	Quantity Required
Category 2	Mid-Size B&W Multi-Function (Large Format)	1
Category 3	Mid-Size B&W Multi- Function	2
Category 4	Small B&W Laser Printer	5
Category 5	Large Color Multi-Function (Large Format)	1

Table 3 – Contract year 1: to Edmonton Regional Office (FY 2012-2013)

Category	Description	Quantity Required
Category 1	Large B&W Multi-Function (Large Format)	1

#### 1.1.1.2 Contract – Year 2 (FY 2013-2014)

Statistics Canada  
Print Fleet Modernization Project  
Annex “H”  
Delivery Schedule

**1.1.1.2.1 Contract Year 2 - Delivery Schedule**

For Contract year 2, deliveries are expected quarterly during the **last** week of April, the second week of July, the second week of October and the second week of January. For deliveries to Ottawa, the vendor will deliver 25% of the required quantities in each quarter. For deliveries to Regional Offices outside of Ottawa, the vendor will deliver the required quantities in full to the specified Regional Office by the following dates:

- Edmonton Regional Office: between February 10, 2014 and February 14, 2014
- Halifax Regional Office: between April 29, 2013 and May 3, 2013
- Montreal Regional Office: between April 29, 2013 and May 3, 2013
- Regina Regional Office: between February 10, 2014 and February 14, 2014
- Winnipeg Regional Office: between February 10, 2014 and February 14, 2014
- Vancouver Regional Office: between February 10, 2014 and February 14, 2014

**1.1.1.2.2 Contract year 2 –Quantities Required**

Statistics Canada will require the following quantities of hardware by category and delivery location for contract year 2, as indicated in Table 4 to Table 10 below.

**Table 4 – Contract year 2: to Statistics Canada HQ in Ottawa (FY 2013-2014)**

Category	Description	Quantity Required
Category 1	Large B&W Multi-Function (Large Format)	18
Category 2	Mid-Size B&W Multi-Function (Large Format)	1
Category 3	Mid-Size B&W Multi- Function	64
Category 4	Small B&W Laser Printer	21
Category 5	Large Color Multi-Function (Large Format)	1
Category 6	Mid-size Color Printer (Large Format)	20
Category 7	Small B&W Multi-Function	2
Category 8	Small Color Multi-Function	2

**Table 5 - Contract year 2: to Edmonton Regional Office (FY 2013-2014)**

Category	Description	Quantity Required
Category 1	Large B&W Multi-Function (Large Format)	1
Category 3	Mid-Size B&W Multi- Function	6
Category 6	Mid-size Color Printer (Large Format)	2

**Table 6 - Contract year 2: to Halifax Regional Office (FY 2013-2014)**

Category	Description	Quantity Required
Category 1	Large B&W Multi-Function (Large Format)	2
Category 3	Mid-Size B&W Multi- Function	4
Category 4	Small B&W Laser Printer	2
Category 6	Mid-size Color Printer (Large Format)	2

Statistics Canada  
Print Fleet Modernization Project  
Annex “H”  
Delivery Schedule

**Table 7 - Contract year 2: to Montreal Regional Office (FY 2013-2014)**

Category	Description	Quantity Required
Category 1	Large B&W Multi-Function (Large Format)	2
Category 3	Mid-Size B&W Multi- Function	2
Category 4	Small B&W Laser Printer	2
Category 6	Mid-size Color Printer (Large Format)	1

**Table 8 - Contract year 2: to Regina Regional Office (FY 2013-2014)**

Category	Description	Quantity Required
Category 2	Mid-Size B&W Multi-Function (Large Format)	1

**Table 9 - Contract year 2: to Winnipeg Regional Office (FY 2013-2014)**

Category	Description	Quantity Required
Category 1	Large B&W Multi-Function (Large Format)	1
Category 3	Mid-Size B&W Multi- Function	3
Category 6	Mid-size Color Printer (Large Format)	1

**Table 10 - Contract year 2: to Vancouver Regional Office (FY 2013-2014)**

Category	Description	Quantity Required
Category 1	Large B&W Multi-Function (Large Format)	1
Category 3	Mid-Size B&W Multi- Function	1
Category 6	Mid-size Color Printer (Large Format)	1

### 1.1.2 Options years

The contractor will find estimates below indicating estimated delivery schedules, as well as estimated hardware quantities by category and delivery locations. Exact quantities, configurations, delivery locations and delivery schedules will be confirmed by Statistics Canada when an option is exercised.

#### 1.1.2.1 Options Years - Contractor Lead Time to Deliver

Statistics Canada will inform the Contractor thirty (30) days before an expected option delivery of the exact quantities, configuration and locations of printers required.

#### 1.1.2.2 Option Years - Proposed Delivery Schedules

For all option years, deliveries are expected quarterly during the second week of April, the second week of July, the second week of October and the second week of January. Exact quantities, configurations and locations for each quarter will be specified thirty (30) days before delivery.

Statistics Canada  
Print Fleet Modernization Project  
Annex “H”  
Delivery Schedule

**1.1.2.2.1 Option year 1**

Statistics Canada estimates that it will require the following quantities of hardware by category and delivery location for option year 1, as indicated in Table 11 to Table 15 below. Statistics Canada will supply the contractor precise quantities, configurations and location for each of the quarterly deliveries, as outlined in sections *1.1.2.1 Options Years - Contractor Lead Time to Deliver* and *1.1.2.2 Option Years - Proposed Delivery Schedules*.

**Table 11 - Option 1: Statistics Canada HQ in Ottawa (FY 2014-2015)**

Category	Description	Approximate Quantity Required
Category 1	Large B&W Multi-Function (Large Format)	30
Category 2	Mid-Size B&W Multi-Function (Large Format)	5
Category 3	Mid-Size B&W Multi- Function	98
Category 4	Small B&W Laser Printer	26
Category 5	Large Color Multi-Function (Large Format)	1
Category 6	Mid-size Color Printer (Large Format)	32

**Table 12 - Option 1: to Truro Regional Office (FY 2014-2015)**

Category	Description	Approximate Quantity Required
Category 3	Mid-Size B&W Multi- Function	1

**Table 13 - Option 1: to Toronto Regional Office (FY 2014-2015)**

Category	Description	Approximate Quantity Required
Category 1	Large B&W Multi-Function (Large Format)	1
Category 3	Mid-Size B&W Multi- Function	4
Category 6	Mid-size Color Printer (Large Format)	1

**Table 14 - Option 1: to Sturgeon Falls Regional Office (FY 2014-2015)**

Category	Description	Approximate Quantity Required
Category 1	Large B&W Multi-Function (Large Format)	1
Category 3	Mid-Size B&W Multi- Function	3
Category 6	Mid-size Color Printer (Large Format)	1

**Table 15 - Option 1: to Calgary Regional Office (FY 2014-2015)**

Category	Description	Approximate
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Statistics Canada  
Print Fleet Modernization Project  
Annex “H”  
Delivery Schedule

		Quantity Required
Category 3	Mid-Size B&W Multi- Function	1

#### 1.1.2.2.2 Option year 2 and Option year 3

At this time, budgets and estimates of the quantities required are unknown. Upon exercising any of these options years, Statistic Canada will supply the contractor precise quantities, configurations and locations for each of the quarterly deliveries, as outlined in sections *1.1.2.1 Options Years - Contractor Lead Time to Deliver* and *1.1.2.2 Option Years - Proposed Delivery Schedules*.