

**RETURN BIDS TO:  
RETOURNER LES SOUMISSIONS À:**

**Bid Receiving - PWGSC / Réception des  
soumissions - TPSGC**

**11 Laurier St./11, rue Laurier**

**Place du Portage, Phase III**

**Core 0A1 / Noyau 0A1**

**Gatineau**

**Québec**

**K1A 0S5**

**Bid Fax: (819) 997-9776**

**REQUEST FOR PROPOSAL  
DEMANDE DE PROPOSITION**

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

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

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

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

**Comments - Commentaires**

<b>Title - Sujet</b> PRINTING AND MAILING SERVICES	
<b>Solicitation No. - N° de l'invitation</b> EP627-131135/A	<b>Date</b> 2013-02-28
<b>Client Reference No. - N° de référence du client</b> 20131135	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$\$CW-033-62309	
<b>File No. - N° de dossier</b> cw033.EP627-131135	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2013-03-15</b>	<b>Time Zone Fuseau horaire</b> Eastern Daylight Saving Time EDT
<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> Podlesny, Sebastian	<b>Buyer Id - Id de l'acheteur</b> cw033
<b>Telephone No. - N° de téléphone</b> (613) 991-4756 ( )	<b>FAX No. - N° de FAX</b> (613) 991-5870
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b>  Specified Herein Précisé dans les présentes	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

**Vendor/Firm Name and Address**

**Raison sociale et adresse du**

**fournisseur/de l'entrepreneur**

**Issuing Office - Bureau de distribution**

Communication Procurement Directorate/Direction de  
l'approvisionnement en communication

360 Albert St./ 360, rue Albert

12th Floor / 12ième étage

Ottawa

Ontario

K1A 0S5

<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>

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## **PART 1 - GENERAL INFORMATION**

### **1. Introduction**

The bid solicitation is divided into six (6) parts plus attachments and annexes, as follows:

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Bidder Instructions: provides the instructions, clauses and conditions applicable to the bid solicitation;
- Part 3 Bid Preparation Instructions: provides bidders with instructions on how to prepare their bid;
- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria that must be addressed in the bid, and the basis of selection;
- Part 5 Certifications: includes the certifications to be provided;
- Part 6 Resulting Contract Clauses: includes the clauses and conditions that will apply to any resulting contract.

The Annexes include the Statement of Work and the Basis of Payment.

### **2. Summary**

Public Works and Government Services Canada (PWGSC) has a requirement for printing and mailing services of forms received through a file transfer service. The Contractor must print forms, supply printed envelopes, fold and insert forms into envelopes, complete all preparation for mailing, and deliver to the nearest appropriate Canada Post Corporation facility.

The period of the Contract is from April 1, 2013 to March 31, 2016 inclusive with the option to extend it by two (2) periods of one (1) year each.

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

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

Any resulting contract may be used for delivery requirements to locations across Canada, including those within Comprehensive Land Claims Settlement Areas.

### **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.

### **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 seven (7) calendar days before the bid closing date. Enquiries received after that time may not be answered.

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

### **4. Applicable Laws**

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

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

## 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 (1 hard copy)

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

The technical bid should address clearly and in sufficient depth the points that are subject to the evaluation criteria against which the bid will be evaluated. Simply repeating the statement contained in the bid solicitation is not sufficient. In order to facilitate the evaluation of the bid, Canada requests that bidders address and present topics in the order of the evaluation criteria under the same headings. To avoid duplication, bidders may refer to different sections of their bids by identifying the specific paragraph and page number where the subject topic has already been addressed.

#### Section II: Financial Bid

Financial proposals will be evaluated as follows:

For evaluation purposes only, each price provided for in Annex B - Proposed Basis of Payment will be multiplied by the quantities stated in the bid evaluation table. These totals will then be added together for a total evaluated price.

The price of the bid will be evaluated in Canadian dollars, the Goods and Services Tax or the Harmonized Sales Tax excluded, FOB destination, Canadian customs duties and excise taxes included.

### **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) The Contracting authority will evaluate the bids.

#### **1.1 Technical Mandatory Criteria**

The Bidder must demonstrate that has been contractually bound to at least two (2) separate external clients (outside of the Bidder's own company) to provide a file transfer service, or direct interface, for retrieving client files for production, and to provide printing and preparation for mailing of the printed forms.

During the evaluation no corporate experience gained through internal clients will be accepted or reviewed.

The Bidder must provide the following information for each contract:

- (a) a description of the file transfer service or interface provided by the Bidder;
- (b) a description of the printing and preparation for mailing requirements;
- (c) the Client information for the Contract

#### **1.2 Financial Evaluation**

Financial proposals will be evaluated as follows:

For evaluation purposes only, each price provided for in Annex B - Proposed Basis of Payment for the period of the Contract and the option periods will be multiplied by the quantities for evaluation stated in the bid evaluation table. These totals will then be added together for a total evaluated price.

The price of the bid will be evaluated in Canadian dollars, the Goods and Services Tax or the Harmonized Sales Tax excluded, FOB destination, Canadian customs duties and excise taxes included.

### **2. 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.

## 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

Suppliers who are subject to the Federal Contractors Program (FCP) and have been declared ineligible contractors by Human Resources and Skills Development Canada (HRSDC) are no longer eligible to receive federal 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.

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;
- D.( ) has not been declared an ineligible contractor by HRSDC, and has a valid certificate number as follows: \_\_\_\_\_.

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

### 2.3 Canadian Content Certification

This procurement is limited to Canadian services.

The Bidder certifies that:

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

**2.3.1.** *SACC Manual* clause A3050T (2010-01-11) Canadian Content Definition.



## PART 6 - RESULTING CONTRACT CLAUSES

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

### 1. Statement of Work

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

### 2. Standard Clauses and Conditions

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

#### 2.1 General Conditions

2030 (2012-11-19) General Conditions - Higher Complexity - Goods, apply to and form part of the Contract.

### 3. Term of Contract

#### 3.1 Period of the Contract

The period of the Contract is from April 1, 2013 to March 31, 2016 inclusive.

#### 3.2 Option to Extend the Contract

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

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

### 4. Authorities

#### 4.1 Contracting Authority

The Contracting Authority for the Contract is:

Sebastian Podlesny  
Communication Procurement Directorate  
Public Works and Government Services Canada  
Acquisitions Branch  
360 Albert St  
Ottawa, ON K1A 0S5

Telephone: 613-991-4756  
E-mail address: [sebastian.podlesny@pwgsc-tpsgc.gc.ca](mailto:sebastian.podlesny@pwgsc-tpsgc.gc.ca)

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

#### 4.2 Project Authority

The Project Authority for the Contract is:

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

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

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

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

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

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

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

The Project Authority is the representative of the department or agency for whom the Work is being carried out under the Contract. The Project Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

#### 4.3 Technical Authority

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

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

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

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

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

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

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

The Technical Authority 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.

#### 4.4 Contractor's Representative (Bidder must complete with bid)

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

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

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

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

## 5. Payment

### 5.1 Basis of Payment

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid firm unit prices, as specified in Annex B - Basis of Payment for a cost of \$\_\_\_\_\_. Customs duties are included" and Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.

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.

### 5.2 Monthly Payment

*SACC Manual clause H1008C (2008-05-12) Monthly Payment*

## 6. Invoicing Instructions

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.

The invoices must be distributed as follows:

- (a) The original and one (1) copy must be forwarded to the Project Authority identified under the section entitled "Authorities" of the Contract.
- (b) One (1) copy must be forwarded to the Contracting Authority identified under the section Entitled "Authorities" of the Contract.
- (c) One (1) copy must be forwarded to:

Martine Chayer  
martine.chayer@tpsgc-pwgsc.gc.ca

## 7. Certifications

### 7.1 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.

*SACC Manual clause A3060C (2008-05-12) Canadian Content Certification*

## 8. Applicable Laws

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

## 9. Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the general conditions 2030 (2012-11-19) General Conditions - Higher Complexity - Goods;
- (d) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;
- (e) the Contractor's bid dated \_\_\_\_\_.

## 10. Insurance

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

## 11. SACC Manual Clauses

*SACC Manual* clause D5328C Inspection and Acceptance (2007-11-30)

*SACC Manual* clause P1005C Packaging and Packing of Printed Products (2010-01-11)

*SACC Manual* clause P1012C Quality Levels for Envelopes (2010-01-11)

*SACC Manual* clause P1013C Quality Levels for Forms (2010-01-11)

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**ANNEX A****STATEMENT OF WORK****Summary**

The Contractor must provide complete printing and mailing services for invoices and client statements, hereafter also referred to as forms. The Contractor must provide a file transfer service for accepting the department, Public Works and Government Services Canada (PWGSC), supplied PDF files of the forms via the client SIGMA system (an integrated departmental financial and materiel management and reporting system based on Systems Application and Products [SAP] technology). The Contractor must print the forms, supply printed envelopes, fold and insert forms into envelopes, complete all preparation for mailing and deliver to the nearest appropriate Canada Post Corporation (CPC) facility or arrange pickup by CPC.

Invoice files are transferred weekly and Customer Statements files are transferred monthly.

The history of activity indicates the quantity of files transferred varies from 0 - 1,000 on any given week and approximately 1,250 per month. While there is no set pattern, volume tends to alternate between low and high every week with the largest being the first week of the month, since it includes the client statements in addition to the invoices.

Over the term of the Contract, the department, PWGSC, may also require the printing and mailing of additional forms. These will be provided to the Contractor as PDF files via SIGMA and will have the same printing and mailing requirements as the Invoice and Client Statement forms.

**DETAILED REQUIREMENTS****A.1 FILE TRANSFER**

The Contractor must provide a secure area inbound for transfers from PWGSC that will allow the SIGMA group, PWGSC, to upload PDF files using SIGMA (SAP) to the Contractor's file transfer service. The Contractor's file transfer service must store the PWGSC files separately from the files of the Contractor's other clients and protect the files from unauthorized access. The Contractor must create a Client SIGMA server account, requiring a User id and Password for log-in.

The Contractor must retrieve the files for production and perform all quality assurance activities required to ensure that the files have been properly transferred to their system.

File transfers for Invoices are weekly, on Fridays, Customer Statements are uploaded on the first Friday at the beginning of each month. PDF files will be uploaded in a batch transfer and a "lastfile.txt" text file will serve as an end of FTP upload marker. The "lastfile.txt" file is not to be printed.

If files upload on a Friday that is a Statutory Holiday, the files must be processed on the next Business day.

### **A.1.1 Order Transmission**

The SIGMA group, PWGSC, will manually upload the files to the Contractor's file transfer service once a week using SIGMA. Initially file transfers will take place when sufficient files are processed to create a batch for transfer and not in accordance with a defined schedule. SIGMA will notify the Contractor by e-mail when each file transfer is being initiated with the number of files transferred to the Contractor. The Contractor must advise the Technical Authority if there is a problem with the file transfer.

### **A.1.2 File Identifier**

The File identifier is the file name. Each form is one (1) PDF file regardless of the number of pages.

The file name format is xxx-yyyyyyyy-zzzzzzzzzz.pdf, where:

xxx= number of pages; yyyy-yyyy=yearmonthday; zzzzzzzzzz=SIGMA spool #

### **A.1.3 File reception**

The Contractor must provide the infrastructure for accepting and processing the PDF files. The Contractor will not be paid for the development of the file transfer processing and management system.

SIGMA will not consider utilizing any system which requires the purchase or lease of proprietary hardware or software.

### **A.1.4 Technical Personnel**

The Contractor must provide technical personnel to work with SIGMA representatives to establish the file transfer connection, including methods for integrity checking, and to maintain the file transfer process from SIGMA to the Contractor's file transfer system.

The Contractor may be required to work with SIGMA representatives over the term of the Contract to implement any expansions to the services required by SIGMA including an anticipated move to fully automated file transfer during the Contract period.

## **A.2 Production**

### **A.2.1 Quality Levels**

The quality level is Informational, to be in accordance with the Public Works and Government Services Canada publication entitled "Quality Levels for Printing" and /or "Quality Levels for Envelopes", latest issues.

### **A.2.2 Material Supplied**

The Technical Authority will supply PDF files using the client SIGMA system to the Contractor's file transfer system in batches as detailed in A.1. The Contractor must contact the Technical Authority immediately if there are problems accessing or processing the files, or printing from the supplied files.

After printing, the Contractor must securely delete all files from the Contractor's file transfer system following confirmation of printing and mailing.

### A.2.3 Form Specifications

**Size:** 8.5" x 11"

**Stock:** 40M bond or 120M Offset, white, suitable for digital reproduction

**Ink:** Black only, printed one (1) and two (2) sides\*, 1/0 or 1/1, no bleeds.  
\*Multi-page forms must be printed on two (2) sides in order to comply with government greening initiatives.

**Resolution for printing:** The Contractor must reproduce the files at a minimum resolution of 300 DPI.

**Finishing:** As required for the number of pages for each form, the Contractor must gather and fold the forms for insertion into envelopes.

### A.2.4 Envelope Specifications

The Contractor must supply the envelopes required for completing the mailing requirements of the Contract in accordance with the Service levels specified in A.3 Service Standards.

The Contractor must determine the most cost-effective way of meeting the supply requirements in the required time and at the specified quality levels. Should the Contractor choose to store quantities and later ship from inventory, the Contractor accepts all costs associated with the printing, finishing and storage of the quantities of envelopes produced in advance including, but not limited to, production costs, carrying costs and the cost to destroy any remaining inventory at the end of the Contract period. Other than the quantities specified in A.7 Contract End, the Project Authority takes no responsibility and will not authorize the printing and manufacturing of any quantities for the purpose of establishing an inventory of envelopes in storage. Upon Contract award and then every six (6) months afterward the Contractor may request information from the Project Authority regarding the anticipated volume of Invoices and Statements to be processed within the coming six (6) month period.

There are two (2) different envelopes required. One (1) envelope is for the inserting and mailing of Invoices forms and the other is for the Statements forms. The envelope specifications for the two (2) different sizes are the same for both the Invoice and Statement envelopes.

The Contractor must supply and print the two (2) different envelopes in two different sizes.

#### Envelope A- #10 - single window envelope

**Size:** #10 - 4-1/8" x 9-1/2"

**Stock:** 24lb Natural Kraft recycled envelope paper

**Ink:** Black only, no bleeds

**Printing:** Envelopes print on face, back and flap.

Face: Envelopes must have a PWGSC return address printed on the front.

The Contractor must position the return address in the upper left corner of the envelope in accordance with CPC Postal Standards.

**Invoice Envelopes - Return address:**

CRS/FRIS Managers  
Place du Portage 3, 7B3 - station 6 / 14  
11 rue Laurier, Gatineau, (Québec)  
K1A 0S5

**Statements Envelopes - Return address:**

Revenue Operations  
Place du Portage 3, 12B1  
11 rue Laurier, Gatineau, (Québec)  
K1A 0S5

- Construction:** Style: Open side, the back panel of the envelope must cover the side flaps  
 Flap: Standard in accordance with CPC Postal Standards for envelope flaps.  
 Throat: Standard in accordance with CPC Postal Standards  
 Window: 1-1/8" X 4-1/2" positioned at 7/8" from left edge and 1/2" from bottom edge.  
     - Window material: in accordance with CPC Postal Standards for window material characteristics  
     - Window Material (Optional): the envelope windows could be constructed using biodegradable window film made from either cellulose acetate or Polydactyl acid (commonly referred to as "PLA").

**Envelope B - 9" x 12" non-window envelope (when multi-page forms will not fit into #10 envelopes):**

- Size:** 9" x 12"  
**Stock:** 24lb Natural Kraft recycled envelope paper  
**Printing:** Envelopes print on face, back and flap.

Face: Envelopes must have a PWGSC return address printed on the front.

The Contractor must position the return address in the upper left corner of the envelope in accordance with CPC Postal Standards.

**Invoice Envelopes - Return address:**

CRS/FRIS Managers  
Place du Portage 3, 7B3 - station 6 / 14  
11 rue Laurier, Gatineau, (Québec)  
K1A 0S5

**Statements - Return address:**

Revenue Operations  
Place du Portage 3, 12B1  
11 rue Laurier, Gatineau, (Québec)



K1A 0S5

**Construction:** Style: Open side, the back panel of the envelope must cover the side flaps

Flap: Standard in accordance with CPC Postal Standards for envelope flaps.

Throat: Standard in accordance with CPC Postal Standards

## A.2.5 Proofs

### A.2.5.1 Invoice and Statement Forms:

One (1) test sample of the Invoice form and the Statement form will be required for only the first batch of files supplied to the Contractor. The Contractor must provide the Project Authority with a printed test sample of one (1) of the Invoice forms and one (1) of the Statement forms for review within 24 hours of receipt of the PDF files. The proofs must be delivered to the Project Authority at the Address in the NCR (Gatineau) specified in Section 4.2 - Project Authority. The Project Authority will review the test sample and provide authorization by e-mail to proceed or request a revised test sample within one (1) business day of receipt of the test sample(s) from the Contractor.

### A.2.5.2 Trial sample files will be given if required for any new additional forms for testing and validation of output format

### A.2.5.3 Envelopes:

Before the first print production of envelopes, the Contractor must provide the Project Authority with a blueprint or digital proof of the printing for the two (2) different sizes of both the Invoice and Statement envelopes for approval. The Contractor must indicate the position of the seams, window, and glued areas on flaps on each. The proofs must be delivered to the Project Authority at the Address in the NCR (Gatineau) specified in Section 4.2 - Project Authority. The Project Authority will review the test sample and provide authorization by e-mail to proceed or request a revised proof within one (1) business day of receipt of the test sample(s) from the Contractor.

## A.2.6 Insertion

The Contractor must insert individual forms into either printed # 10 envelopes or, when the number of pages does not permit insertion into #10 envelopes, printed 9" x 12" envelopes as required to accommodate the number of pages of the form to be inserted.

- For forms inserted in # 10 envelopes (where the number of pages permit):

The Contractor must fold all printed forms so that the recipient address is visible in the window of the #10 envelope. Page 1 of each form has the recipient address positioned to show in the window of a #10 business envelope when folded.

- For forms inserted in 9" x 12" envelopes (where the number of pages does not permit insertion into #10 envelopes):

The Contractor must insert the forms flat.

## **A.2.7 Preparation for Mailing and Mailing**

The Contractor must provide all materials and complete all operations necessary to complete all preparation necessary for mailing. The Contractor must deliver prepared envelopes to the nearest appropriate CPC production facility or arrange for pickup by CPC.

The Contractor must provide the necessary service to ensure that the material delivered to Canada Post is prepared in such a way to meet Canada Post's requirement for Standard Letter mail.

### **A.2.7.1 Addressing/Labelling**

The Contractor must address all 9" x 12" non-window envelopes being mailed. The Contractor must use the address information from the first page of each form to produce the labels.

The Contractor supply, output and apply all required labels. The Contractor must produce and apply the labels to conform with Canada Post Standards.

### **A.2.7.3 Postage**

The Contractor must pay all postage at cost, with no mark-up. Postage must be itemized separately on invoices and must have supporting documentation from CPC.

## **A.3 SERVICE STANDARDS**

The Contractor must complete all printing, preparation for mailing, and delivery to or pickup by CPC within three (3) business days from the time the PDF files are uploaded to the Contractor's file transfer service by SIGMA.

## **A.4 QUALITY ASSURANCE**

The Contractor must perform all necessary quality assurance procedures to ensure the forms and delivered envelopes meet the specified quality levels and specifications of the Annex A Statement of Work.

If any forms are wrongly assembled or mailed, due to error on the part of the Contractor, the Contractor must pay for all costs incurred in replacing those forms with the correct forms including any required postage.

The Contractor must pay for all costs, including postage, incurred in replacing files incorrectly assembled or addressed by the Contractor.

## **A.5 REPORTING**

### **A.5.1 Monthly reports**

The Contractor must provide reports on Excel spreadsheets by 12:00 p.m. on Friday of the first complete week of each month (Sunday to Saturday) detailing the quantity of forms printed and mailed during each week. These reports must show the Contractor's name, the type of form, the number of pages in the form, the number of envelopes sent, the date of file printing, and the date of file delivery to CPC.

The report must be sent to attn; Martine Chayer at email address:  
[Martine.chayer@tpsgc-pwgsc.gc.ca](mailto:Martine.chayer@tpsgc-pwgsc.gc.ca)

### **A.5.2 Ad hoc reports**

If requested by the Project Authority, the Contractor must provide, within one (1) business day, reports showing the dates that files were uploaded, printed, and mailed/shipped. Ad hoc reports may require proof that an individual file was printed, inserted, and mailed.

These reports may be required in electronic format (by e-mail) or hard copy as specified by the Project Authority.

## **A.6 INVOICES**

The Contractor must invoice SIGMA on a monthly basis, by calendar month, no later than ten (10) calendar days after the end of each month for all forms printed and mailed in that month.

All invoices must be sent to Martine Chayer at email address:  
[martine.chayer@tpsgc-pwgsc.gc.ca](mailto:martine.chayer@tpsgc-pwgsc.gc.ca)

Invoices must include:

- The total Number of upload transactions
- The total Number of files downloaded by the Contractor
- The total quantity of printed pages, presented by type of document
- The total quantity envelopes used, separated by type size and form type
- Postage charges

## **A.7 CONTRACT END**

PWGSC will purchase up to a maximum of 1,000 printed (1,000 each of the two [2] different #10 envelopes and two [2] different 9" x 12" envelopes) unused envelopes remaining in stock from the Contractor.

Solicitation No. - N° de l'invitation

EP627-131135/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

cw033

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

20131135

File No. - N° du dossier

cw033EP627-131135

CCC No./N° CCC - FMS No/ N° VME

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## **A.8 COMPONENTS**

- All components required to complete the contract, whether produced or purchased by the Contractor, or provided to the Contractor are the property of the Government of Canada.
- The Contractor must return all components to the Project Authority within five (5) working days of receiving the request to do so and at no additional cost to Canada.
- Components must be packaged appropriately and shipped in a manner to ensure safe delivery to the Project Authority.

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

The Bidder must submit pricing in the format specified for each component identified in this Annex B Basis of Payment. Failure to price one of the components in the format specified will render the bid non-responsive.

If pricing is not provided for a component, a price of zero will be assigned for the component and the Bidder will be provided an opportunity to agree with the zero amount. If the Bidder agrees then the Basis of Payment will be considered compliant. However, if the bidder disagrees then the proposal will be found non-compliant and no further evaluation will be done.

The Bidder must submit firm, all-inclusive prices, FOB destination, GST/HST extra if applicable. Prices must include all materials and operations (set-up charges, provision of proofs, printing, inserting and preparation for mailing, reporting, etc.) to supply the final products, and deliver the prepared envelopes to CPC for mailing.

The Contractor must pay all postage at cost, with no mark-up. Postage must be itemized separately on invoices and must have supporting documentation from CPC.

Quantities for evaluation shown in the pricing grid of the Annex "B" pricing schedules are estimates for evaluation purposes only and are not a guarantee of the number of items to be produced, nor are they intended to reflect any expectations on behalf of the Government of Canada.

**Contract Period****1. SET-UP COSTS (IF ANY) FOR SIGMA FILE TRANSFER:**

All inclusive price (if any) to set-up and provide a secure, SIGMA specific account for the transfer of the PDF Invoice, Statement, and any additional form files to permit file transmission as described in the Statement of Work.

A1. \$\_\_\_\_\_

**2. FILE PREPARATION FOR PRINTING AND MAILING:**

All inclusive prices includes all operations and procedures necessary to prepare each batch of transferred PDF files, containing both single and multiple page Invoices, statements, and any additional forms for printing and mailing.

A2. Price per batch \$\_\_\_\_\_ / batch

**3. PRINTING:**

All inclusive prices for printing single or multi-page Invoices, Statements, and any additional forms. Prices include all setup, production, and material charges necessary for producing the required numbers of forms.

A3. Print black on one side of sheet (1/0)

\$\_\_\_\_\_ / 8-1/2" x 11" sheet

A4. Print black on front and back of sheet (1/1)

\$\_\_\_\_\_ / 8-1/2" x 11" sheet

**4. MAILING:****# 10 window envelopes**

All inclusive Prices include all setup for mailing single or multi-page Invoices, Statements, and any additional forms, supply of each printed #10 window envelope, folding and inserting of one (1) sheet into the envelope, sealing the envelope, all preparation for mailing, and delivery to nearest appropriate Canada Post facility.

A5. \_\_\_\_\_ / envelope

Additional cost per envelope for windows constructed using biodegradable window film made from either cellulose acetate or Polydactyl acid (commonly referred to as "PLA").

A6. \_\_\_\_\_ / envelope

Price for each additional sheet of a multiple sheet form folded and inserted into the #10 envelope.

A7. \_\_\_\_\_ / sheet

**9" x 12" envelopes**

All inclusive Prices include all setup for mailing single or multi-page Invoices, Statements, and any additional forms, supply of each printed 9" x 12" envelope, folding and inserting of one (1) sheet into the envelope, sealing the envelope, all preparation for mailing, and delivery to nearest appropriate Canada Post facility.

A8. \_\_\_\_\_ / envelope

Price for each additional sheet of a multiple sheet form inserted into a 9" x 12" envelope.

A9. \_\_\_\_\_ / sheet

**Option Period 1:****1. FILE PREPARATION FOR PRINTING AND MAILING:**

All inclusive prices includes all operations and procedures necessary to prepare each batch of transferred PDF files, containing both single and multiple page Invoices, statements, and any additional forms for printing and mailing.

B1. Price per batch \$\_\_\_\_\_ / batch

**2. PRINTING:**

All inclusive prices for printing single or multi-page Invoices, Statements, and any additional forms. Prices include all setup, production, and material charges necessary for producing the required numbers of forms.

B2. Print black on one side of sheet (1/0)

\$\_\_\_\_\_ / 8-1/2" x 11" sheet

B3. Print black on front and back of sheet (1/1)

\$\_\_\_\_\_ / 8-1/2" x 11" sheet

**3. MAILING:****# 10 window envelopes**

All inclusive Prices include all setup for mailing single or multi-page Invoices, Statements, and any additional forms, supply of each printed #10 window envelope, folding and inserting of one (1) sheet into the envelope, sealing the envelope, all preparation for mailing, and delivery to nearest appropriate Canada Post facility.

B4. \$\_\_\_\_\_ / envelope

Additional cost per envelope for windows constructed using biodegradable window film made from either cellulose acetate or Polydactyl acid (commonly referred to as "PLA").

B5. \_\_\_\_\_ / envelope

Price for each additional sheet of a multiple sheet form folded and inserted into the #10 envelope.

B6. \$\_\_\_\_\_ / sheet

Solicitation No. - N° de l'invitation

EP627-131135/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

cw033

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

20131135

File No. - N° du dossier

cw033EP627-131135

CCC No./N° CCC - FMS No/ N° VME

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### 9" x 12" envelopes

All inclusive Prices include all setup for mailing single or multi-page Invoices, Statements, and any additional forms, supply of each printed 9" x 12" envelope, folding and inserting of one (1) sheet into the envelope, sealing the envelope, all preparation for mailing, and delivery to nearest appropriate Canada Post facility.

B7. \$\_\_\_\_\_ / envelope

Price for each additional sheet of a multiple sheet form inserted into a 9" x 12" envelope.

B8. \$\_\_\_\_\_ / sheet



**Option Period 2:****1. FILE PREPARATION FOR PRINTING AND MAILING:**

All inclusive prices includes all operations and procedures necessary to prepare each batch of transferred PDF files, containing both single and multiple page Invoices, statements, and any additional forms for printing and mailing.

C1. Price per batch \$\_\_\_\_\_ / batch

**2. PRINTING:**

All inclusive prices for printing single or multi-page Invoices, Statements, and any additional forms. Prices include all setup, production, and material charges necessary for producing the required numbers of forms.

C2. Print black on one side of sheet (1/0)

\$\_\_\_\_\_ / 8-1/2" x 11" sheet

C3. Print black on front and back of sheet (1/1)

\$\_\_\_\_\_ / 8-1/2" x 11" sheet

**3. MAILING:****3.1 # 10 window envelopes**

All inclusive Prices include all setup for mailing single or multi-page Invoices, Statements, and any additional forms, supply of each printed #10 window envelope, folding and inserting of one (1) sheet into the envelope, sealing the envelope, all preparation for mailing, and delivery to nearest appropriate Canada Post facility.

C4. \$\_\_\_\_\_ / envelope

Additional cost per envelope for windows constructed using biodegradable window film made from either cellulose acetate or Polydactyl acid (commonly referred to as "PLA").

C5. \_\_\_\_\_ / envelope

Price for each additional sheet of a multiple sheet form folded and inserted into the #10 envelope.

C6. \$\_\_\_\_\_ / sheet

All inclusive prices for the purchase of a maximum of 1,000 printed unused envelopes remaining in stock from the Contractor and delivered to the Project Authority.

C7. \$\_\_\_\_\_ / envelope

**9" x 12" envelopes**

All inclusive Prices include all setup for mailing single or multi-page Invoices, Statements, and any additional forms, supply of each printed 9" x 12" envelope, folding and inserting of one (1) sheet into the envelope, sealing the envelope, all preparation for mailing, and delivery to nearest appropriate Canada Post facility.

C8. \$\_\_\_\_\_ / envelope

Price for each additional sheet of a multiple sheet form inserted into a 9" x 12" envelope.

C9. \$\_\_\_\_\_ / sheet

All inclusive prices for the purchase of a maximum of 1,000 printed unused envelopes remaining in stock from the Contractor and delivered to the Project Authority.

C10. \$\_\_\_\_\_ / envelope

**EVALUATION TABLE (BIDDER TO COMPLETE)**

Item	Price Submitted	Quantity For Evaluation Purposes	Evaluated Price (Price x Quantity for Evaluation Purposes)
A1.	\$	1	(E1)
A2.	\$	192	(E2)
A3.	\$	22,450	(E3)
A4.	\$	22,450	(E4)
A5.	\$	24,200	(E5)
A6.	\$	24,200	(E6)
A7.	\$	13,450	(E7)
A8.	\$	350	(E8)
A9.	\$	6,900	(E9)
B1.	\$	64	(E10)
B2.	\$	6,800	(E11)
B3.	\$	6,800	(E12)
B4.	\$	7,350	(E13)
B5.	\$	7,350	(E14)
B6.	\$	4,050	(E15)
B7.	\$	100	(E16)
B8.	\$	2,100	(E17)
C1.	\$	64	(E18)
C2.	\$	6,500	(E19)
C3.	\$	6,500	(E20)
C4.	\$	7,000	(E21)
C5.	\$	7,000	(E22)
C6.	\$	3,900	(E23)
C7.	\$	100	(E24)
C8.	\$	2,000	(E25)
C9.	\$	1,000	(E26)
C10.	\$	1,000	(E27)
Total Evaluated Price (E1+E2+E3+E4+E5+E6+E7+E8+			\$ _____

E9+E10+E11+E12+E13+E14+E15+E16+E17+E18+E19+ E20+E21+E22+E23+E24+E25+E26+E27)	
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**Escalation for Paper (Bidder to complete)**

1. The resulting contract will contain a provision for price adjustment (increase or decrease) of the portion of the price directly related to the base transaction cost of paper. Price adjustment will apply only to increase or decrease of the base transaction cost of paper that may occur at any time during the resulting Contract period but not before thirty (30) days after Contract award.

2. Bidders must provide their base transaction cost(s) and the quantity of the paper on which the base transaction cost is established in their bid as follows:

(a) Envelope Stock: \_\_\_\_\_ lb. at a base transaction cost per Cwt. of \$\_\_\_\_\_, and which represent \_\_\_\_\_ percent of the firm lot price(s). Brand name and paper supplier: \_\_\_\_\_.

(b) Window material: \_\_\_\_\_ lb. at a base transaction cost per Cwt. of \$\_\_\_\_\_, and which represent \_\_\_\_\_ percent of the firm lot price(s). Brand name and paper supplier: \_\_\_\_\_.

(c) Window material (biodegradable): \_\_\_\_\_ lb. at a base transaction cost per Cwt. of \$\_\_\_\_\_, and which represent \_\_\_\_\_ percent of the firm lot price(s). Brand name and paper supplier: \_\_\_\_\_.

(d) Form Stock: \_\_\_\_\_ lb. at a base transaction cost per Cwt. of \$\_\_\_\_\_, and which represent \_\_\_\_\_ percent of the firm lot price(s). Brand name and paper supplier: \_\_\_\_\_.

3. Upon request from the Contracting Authority, bidders must provide supporting documentation to confirm the base transaction cost. Such documentation may consist of copy of quotation from the paper supplier(s).

**Escalation for paper clause to be included in the Contract:**

1. The portion of the price directly related to the base transaction cost of paper is subject to price adjustment (increase or decrease) at any time during the contract period but not before the end of the 30-day period after contract award. The price will be adjusted using the percentage of the announced increase or decrease that came into effect by applying it to the applicable base transaction cost.

2. To request a price adjustment, the Contractor must provide the Contracting Authority with a notice indicating the increase or decrease in the base transaction cost of the paper necessary to complete the requirement of the Contract, if applicable. Such notice must contain the price as publicly announced by at least three (3) paper supplier who supply the grade specified in the Contract and the date the price came into effect.

3. The base transaction cost of paper subject to price adjustment is as follows:

(a) Envelope Stock: \_\_\_\_\_ lb. at a base transaction cost per Cwt. of \$\_\_\_\_\_, and which represent \_\_\_\_\_ percent of the firm lot price(s). Brand name and paper supplier: \_\_\_\_\_.

(b) Window material: \_\_\_\_\_ lb. at a base transaction cost per Cwt. of \$\_\_\_\_\_, and which represent \_\_\_\_\_ percent of the firm lot price(s). Brand name and paper supplier: \_\_\_\_\_.

(c) Window material (biodegradable): \_\_\_\_\_ lb. at a base transaction cost per Cwt. of \$\_\_\_\_\_, and which represent \_\_\_\_\_ percent of the firm lot price(s). Brand name and paper supplier: \_\_\_\_\_.

(d) Form Stock: \_\_\_\_\_ lb. at a base transaction cost per Cwt. of \$\_\_\_\_\_, and which represent \_\_\_\_\_ percent of the firm lot price(s). Brand name and paper supplier: \_\_\_\_\_.

4. The Contractor must provide a copy of the quotation from the paper supplier(s) to support the above base transaction cost and a copy of the invoice(s) from the paper supplier(s) to support the adjusted base transaction cost.

5. Any price adjustment must be approved by the Contracting Authority and will be evidenced through a Contract amendment.