

REQUEST FOR NATIONAL MASTER SUPPLY ARRANGEMENT SECURITY PRINTING

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ET959-123078/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

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

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PART 1 - GENERAL INFORMATION

1. Introduction

The Request for Supply Arrangements (RFSA) is divided into six parts plus attachments and annexes, as follows:

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Supplier Instructions: provides the instructions applicable to the clauses and conditions of the RFSA;
- Part 3 Arrangement Preparation Instructions: provides suppliers with instructions on how to prepare the arrangement to address the evaluation criteria specified;
- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria which must be addressed in the arrangement, the security requirement, if applicable, and the basis of selection;
- Part 5 Certifications: includes the certifications to be provided; and
- Part 6 6A, Supply Arrangement, 6B, Bid Solicitation, and 6C, Resulting Contract Clauses:
 - 6A, includes the Supply Arrangement (SA) with the applicable clauses and conditions;
 - 6B, includes the instructions for the bid solicitation process within the scope of the SA;
 - 6C, includes general information for the conditions which will apply to any contract entered into pursuant to the SA.

The Annexes include the Statement of Work, the Vendor Profile, the Quarterly Usage Reports, Security Requirements Checklist, and Statement of Work Template Table Format.

2. Summary

The objective of the Supply Arrangement is to provide Federal Government Departments and Agencies with a full range of Security Printing Services of various quantities of printed products such as publications, newsletters, newspapers, brochures, posters, business cards, Braille, etc., at a competitive price. The term Security Printing Services represents variable offset printing, digital printing, reprographic and reproduction/duplicating services produced by Authorized Supply Arrangement Suppliers holding a valid security clearance identified within this Supply Arrangement.

The Identified Users will utilize the Supply Arrangement for secure printing requirements up to \$100,000.00 as set out in Part 6B, Article 2.3 - Bid Solicitation Process - General Procedures for all Departments and Agencies. Requirements exceeding the \$100,000.00 limitation must be sent to your local Public Works and Government Services Canada (PWGSC) office for processing.

Identified Users will include various Federal government departments and agencies for the following Regions:

Region 1 - Atlantic; Region 2 - Quebec; Region 3 - Ontario (except NCR); Region 4 - Western; and Region 5 - Pacific.

Note: The National Capital Region (NCR) is an official federal designation for the Canadian capital of Ottawa, Ontario, the neighbouring city of Gatineau, Quebec and the surrounding area as defined in the National Capital Act, R.S., 1985, c.N-4, Sch.; 2002, c.. 17, s.20.

The Supply Arrangement will remain valid until such time as Canada no longer considers it to be advantageous to use it.

There is a security requirement associated with this requirement. For additional information, consult Part 4 - Evaluation Procedures and Basis of Selection, and Part 6A - Supply Arrangement.

This requirement is subject to the Agreement on Internal Trade (AIT).

This requirement is limited to Canadian goods and Canadian services.

*The resulting Supply Arrangement is **not to be used** for deliveries within a Comprehensive Land Claims Settlement Area (CLCSA). All requirements for delivery within a CLCSA are to be submitted to the Department of Public Works and Government Services for individual processing.*

3. Security Requirement

There is a security requirement associated with the requirement of the Supply Arrangement. For additional information, see Part 4 - Evaluation Procedures and Basis of Selection, and Part 6 - Supply Arrangement and Resulting Contract Clauses.

4. Canadian Content

The goods and/or services covered by the Supply Arrangement may be limited to Canadian goods and/or services as defined in clause A3050T.

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

5. Debriefings

After issuance of a supply arrangement, suppliers may request a debriefing on the results of the request for supply arrangements process. Suppliers should make the request to the Supply Arrangement Authority within 15 working days of receipt of the results of the request for supply arrangements process. The debriefing may be in writing, by telephone or in person.

6. Key Terms

In this SA, the following definitions apply:

SA: A supply arrangement is a method of supply used by Public Works and Government Services Canada (PWGSC) to procure goods and services. A supply arrangement is an arrangement between Canada and pre-qualified suppliers that allows identified users to solicit bids from a pool of pre-qualified suppliers for specific requirements within the scope of a supply arrangement. A supply arrangement is not a contract for the provision of the goods and services described in it and neither party is legally bound as a result of signing a supply arrangement alone. The intent of a supply arrangement is to establish a framework to permit expeditious processing of individual bid solicitations which result in legally binding contracts for the goods and services described in those bid solicitations.

National Capitol Region: (NCR): The National Capital Region is an official federal designation for the Canadian capital of Ottawa, Ontario, the neighboring city of Gatineau, Quebec and the surrounding area as defined in the National Capital Act, R.S., 1985, c.N-4, Sch.; 2002, c.17, s.20.

Supply Arrangement Authority: The person designated as such in the Supply Arrangement, or by notice to the Supplier, to act as the representative of Canada in the management of the Supply Arrangement.

Contracting Authority: The representative of an Identified User, designated by that title in the Contract or by notice to the Contractor, to act as Canada's representative to manage a contract resulting from this SA.

Project Authority: The Project Authority is the representative of the Identified User for whom Work is being carried out under a contract resulting from this SA and is responsible for all matters concerning the technical content of the Work under a contract. The Project Authority for contracts resulting from the Supply Arrangements will be identified in each contract.

PART 2 - SUPPLIER INSTRUCTIONS

1. Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the Request for Supply Arrangements (RFSA) by number, date and title are set out in the Standard Acquisition Clauses and Conditions (<http://ccua-sacc.tpsgc-pwgsc.gc.ca/pub/acho-eng.jsp>) Manual issued by Public Works and Government Services Canada.

Suppliers who submit an arrangement agree to be bound by the instructions, clauses and conditions of the RFSA and accept the clauses and conditions of the Supply Arrangement and resulting contract(s).

The 2008 (2012-03-02) Standard Instructions - Request for Supply Arrangements - Goods or Services, are incorporated by reference into and form part of the RFSA.

Subsection 5.4 of 2008, Standard Instructions - Request for Supply Arrangements - Goods or Services, is amended as follows:

Delete: sixty (60) days

Insert: one hundred twenty (120) days

2. Submission of Arrangements

Arrangements 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 Request for Supply Arrangements.

Due to the nature of the Request for Supply Arrangements, transmission of arrangements by facsimile to PWGSC will not be accepted.

3. Enquiries - Request for Supply Arrangements

All enquiries must be submitted in writing to the Supply Arrangement Authority no later than ten (10) calendar days before the Request for Supply Arrangements (RFSA) closing date. Enquiries received after that time may not be answered.

Suppliers should reference as accurately as possible the numbered item of the RFSA to which the enquiry relates. Care should be taken by suppliers 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 suppliers do so, so that the proprietary nature of the question is eliminated, and the enquiry can be answered with copies to all suppliers. Enquiries not submitted in a form that can be distributed to all suppliers may not be answered by Canada.

4. Applicable Laws

The Supply Arrangement (SA) and any contract awarded under the SA must be interpreted and governed, and the relations between the parties determined, by the laws in force in Manitoba.

Suppliers may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of the arrangement, 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 suppliers.

PART 3 - ARRANGEMENT PREPARATION INSTRUCTIONS

1. Arrangement Preparation Instructions

Canada requests that suppliers provide the arrangement in separately bound sections as follows:

Section I: Technical Arrangement (3 hard copies)

Section II: Certifications (3 hard copies)

Canada requests that suppliers follow the format instructions described below in the preparation of the arrangement.

- (a) use 8.5 x 11 inch (216 mm x 279 mm) paper;
- (b) use a numbering system that corresponds to that of the Request for Supply Arrangements.

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-nullprocurement/politique-policy-eng.html>). To assist Canada in reaching its objectives, suppliers are encouraged to:

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

Section I: Technical Arrangement

In the technical arrangement, suppliers should explain and demonstrate how they propose to meet the requirements and how they will carry out the Work.

Section II: Certifications

Suppliers must submit the certifications required under Part 5.

1.2. Payment of Invoices by Credit Card

Canada requests that bidders complete one of the following:

- Government of Canada Acquisition Cards (credit cards) will be accepted for payment of invoices.

The following credit card(s) are accepted:

- VISA
- Master Card

OR

- Government of Canada Acquisition Cards (credit cards) will not be accepted for payment of invoices.

The Bidder is not obligated to accept payment by credit card.

Acceptance or credit cards for payment of invoices will not be considered as an evaluation criterion.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

1. Evaluation Procedures

- (a) Arrangements will be assessed in accordance with the entire requirement of the Request for Supply Arrangements including the technical mandatory and point rated evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the arrangements.

1.1. Technical Evaluation

1.1.1 Mandatory Technical Criteria

- (a) Suppliers must be a Forestry Stewardship Council (FSC) certified vendor prior to issuance of supply arrangement and must have FSC certified stock available.
- (b) Suppliers must hold a valid Security Clearance, as identified in Annex D, prior to issuance of supply arrangement.
- (c) Suppliers must meet the performance requirements identified under Annex A - Statement of Work.
- (d) Suppliers must complete the Vendor Profile identified under Annex B.

2. Basis of Selection

2.1 Basis of Selection - Mandatory Technical Evaluation Criteria

An arrangement must comply with the requirements of the Request for Supply Arrangements and meet all mandatory technical evaluation criteria to be declared responsive.

3. Security Requirement

1. Before issuance of a supply arrangement, the following conditions must be met:
 - (a) the Supplier must hold a valid organization security clearance as indicated in Part 6A - Supply Arrangement;
 - (b) the Supplier's proposed individuals requiring access to classified or protected information, assets or sensitive work site(s) must meet the security requirement as indicated in Part 6A - Supply Arrangement;
 - (c) the Supplier must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites.
2. Suppliers are reminded to obtain the required security clearance promptly. Any delay in the issuance of a supply arrangement to allow the successful supplier to obtain the required clearance will be at the entire discretion of the Supply Arrangement Authority.
3. For additional information on security requirements, suppliers should consult the "[Security Requirements for PWGSC Bid Solicitation - Instructions for Bidders](http://www.tpsgc-pwgsc.gc.ca/app-acq/lc-pl/lc-pl-eng.html#a31)" (<http://www.tpsgc-pwgsc.gc.ca/app-acq/lc-pl/lc-pl-eng.html#a31>) document on the Departmental Standard Procurement Documents Web site.

PART 5 - CERTIFICATIONS

Suppliers must provide the required certifications to be issued a supply arrangement (SA). Canada will declare an arrangement non-responsive if the required certifications are not completed and submitted as requested.

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

1. Certifications Precedent to Issuance of a Supply Arrangement

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

1.1 Federal Contractors Program - Certification

Federal Contractors Program - \$200,000 or more (S3030T 2010-08-16)

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 the issuance of a supply arrangement. If the Supplier, or, if the Supplier 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 issuance of a supply arrangement.

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 arrangements from ineligible contractors, including an arrangement from a joint venture that has a member who is an ineligible contractor, will be declared non-responsive.

2. If the Supplier 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 Supplier 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 Supplier, or, if the Supplier is a joint venture the member of the joint venture, certifies its status with the FCP, as follows:

The Supplier 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.

1.2 Former Public Servant Certification (S3025T 2010-01-11)

Contracts with former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny, and reflect fairness in the spending of public funds. In order to comply with Treasury Board policies and directives on contracts with FPS, suppliers must provide the information required below.

Definitions

For the purposes of this clause,

"former public servant" is any former member of a department as defined in the Financial Administration Act, R.S., 1985, c. F-11, a former member of the Canadian Armed Forces or a former member of the Royal Canadian Mounted Police. A former public servant may be:

- (a) an individual;
- (b) an individual who has incorporated;
- (c) a partnership made of former public servants; or
- (d) a sole proprietorship or entity where the affected individual has a controlling or major interest in the entity.

"lump sum payment period" means the period measured in weeks of salary, for which payment has been made to facilitate the transition to retirement or to other employment as a result of the implementation of various programs to reduce the size of the Public Service. The lump sum payment period does not include the period of severance pay, which is measured in a like manner.

"pension" means, in the context of the fee abatement formula, a pension or annual allowance paid under the Public Service Superannuation Act (PSSA), R.S., 1985, c. P-36, and any increases paid pursuant to the Supplementary Retirement Benefits Act, R.S., 1985, c. S-24 as it affects the PSSA. It does not include pensions payable pursuant to the Canadian Forces Superannuation Act, R.S., 1985, c. C-17, the Defence Services Pension Continuation Act, 1970, c. D-3, the Royal Canadian Mounted Police Pension Continuation Act, 1970, c. R-10, and the Royal Canadian Mounted Police Superannuation Act, R.S., 1985, c. R-11, the Members of Parliament Retiring Allowances Act, R.S., 1985, c. M-5, and that portion of pension payable to the Canada Pension Plan Act, R.S., 1985, c. C-8.

Former Public Servant in Receipt of a Pension

Is the Supplier a FPS in receipt of a pension as defined above? **YES () NO ()**

If so, the Supplier must provide the following information:

- (a) name of former public servant;
- (b) date of termination of employment or retirement from the Public Service.

Work Force Reduction Program

Is the Supplier a FPS who received a lump sum payment pursuant to the terms of a work force reduction program? **YES () NO ()**

If so, the Supplier must provide the following information:

- (a) name of former public servant;
- (b) conditions of the lump sum payment incentive;
- (c) date of termination of employment;
- (d) amount of lump sum payment;
- (e) rate of pay on which lump sum payment is based;
- (f) period of lump sum payment including start date, end date and number of weeks;
- (g) number and amount (professional fees) of other contracts subject to the restrictions of a work force reduction program.

For all contracts awarded during the lump sum payment period, the total amount of fees that may be paid to a FPS who received a lump sum payment is \$5,000, including the Goods and Services Tax or Harmonized Sales Tax.

Certification

By submitting the arrangement, the Supplier certifies that the information submitted by the Supplier in response to the above requirements is accurate and complete.

1.4 Forestry Stewardship Council Certification

Suppliers must provide proof of Forestry Stewardship Council (FSC) certification by providing a copy of their current certificate and/or provide FSC certification number.

1.5 Status and Availability of Resources

1.5.1 SACC Manual clause S3005T (2008-12-12) Status and Availability of Resources.

1.6 A3059T Canadian Content Certification (2010-01-11)

This procurement is limited to Canadian goods and Canadian services.

The Bidder certifies that:

() a minimum of 80 percent of the total bid price consist of Canadian goods and Canadian services as defined in paragraph 5 of clause A3050T.

For more information on how to determine the Canadian content for a mix of goods, a mix of services or a mix of goods and services, consult Annex 3.6.(9), Example 2, of the Supply Manual.

Bidders should submit this certification completed with their bid. If the certification is not completed and submitted with the bid, the Contracting Authority will so inform the Bidder and provide the Bidder with a time frame within which to submit this completed certification. Failure to comply with the request of the Contracting Authority and submit the completed certification will render the bid non-responsive.

PART 6 - SUPPLY ARRANGEMENT AND RESULTING CONTRACT CLAUSES

A. SUPPLY ARRANGEMENT

1. Arrangement

The Supply Arrangement covers the Work described in the Statement of Work at Annex A.

2. Security Requirement

2.1 Security Clause for PROTECTED B requirements

1. The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer, hold a valid Designated Organization Screening (DOS) with approved Document Safeguarding at the level of PROTECTED B, issued by the Canadian Industrial Security Directorate, Public Works and Government Services Canada.
2. The Contractor/Offeror personnel requiring access to PROTECTED information, assets or work site(s) must EACH hold a valid RELIABILITY STATUS, granted or approved by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).
3. The Contractor MUST NOT utilize its Information Technology systems to electronically process, produce or store PROTECTED information until the CISD/PWGSC has issued written approval. After approval has been granted or approved, these tasks may be performed at the level of PROTECTED B including an IT Link at the level of PROTECTED B.

-
4. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/PWGSC.
 5. The Contractor/Offeror must comply with the provisions of the:
 - (a) Security Requirements Check List and security guide (if applicable), attached at Annex D;
 - (b) Industrial Security Manual (Latest Edition).

2.2 Security Clause for SECRET requirements

1. The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer, hold a valid Facility Security Clearance at the level of SECRET, with approved Document Safeguarding at the level of SECRET, issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).
2. The Contractor/Offeror personnel requiring access to PROTECTED/CLASSIFIED information, assets or sensitive work site(s) must EACH hold a valid personnel security screening at the level of SECRET, granted or approved by the CISD, PWGSC.
3. The Contractor MUST NOT utilize its Information Technology systems to electronically process, produce or store any sensitive PROTECTED/CLASSIFIED information until CISD/PWGSC has issued written approval. After approval has been granted, these tasks may be performed at the level of SECRET and an IT Link at the level of PROTECTED B.
4. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/PWGSC.
5. The Contractor/Offeror must comply with the provisions of the:
 - (a) Security Requirements Check List and security guide (if applicable), attached at Annex D;
 - (b) Industrial Security Manual (Latest Edition).

3. Standard Clauses and Conditions

All clauses and conditions identified in the Supply Arrangement and resulting contract(s) by number, date and title are set out in the Standard Acquisition Clauses and Conditions (<http://ccua-sacc.tpsgc-pwgsc.gc.ca/pub/acho-eng.jsp>) Manual issued by Public Works and Government Services Canada.

3.1 General Conditions

2020 (2012-03-02) General Conditions - Supply Arrangement - Goods or Services, apply to and form part of the Supply Arrangement.

3.2 Supply Arrangement Reporting

3.2.1 Periodic Usage Reports - Supply Arrangement

The Supplier must compile and maintain records on its provision of goods, services or both to the federal government under contracts resulting from the Supply Arrangement. This data must include all purchases paid for by a Government of Canada Acquisition Card.

The Supplier must provide this data in accordance with the reporting requirements detailed in Annex "C". If some data is not available, the reason must be indicated. If no goods or services are provided during a given period, the Supplier must still provide a "NIL" report.

The data must be submitted on a quarterly basis to the Supply Arrangement Authority.

The quarterly reporting periods are defined as follows:

1st quarter: April 1 to June 30;
2nd quarter: July 1 to September 30;
3rd quarter: October 1 to December 31;
4th quarter: January 1 to March 31.

The data must be submitted to the Supply Arrangement Authority no later than 15 calendar days after the end of the reporting period. Refer to Annex C - Quarterly Usage Report form.

4. Term of Supply Arrangement

4.1 Period of the Supply Arrangement

The Supply Arrangement has no defined end-date and will remain valid until such time as Canada no longer considers it to be advantageous to use it.

The period for awarding contracts under the Supply Arrangement begins (TBD) .

5. Authorities

5.1 Supply Arrangement Authority (SA Authority)

Marlene Hall
Supply Specialist
Public Works and Government Services Canada
Acquisitions Branch, Western Region
100 - 167 Lombard Avenue
Winnipeg, MB R3C 2Z1

Telephone: 204-984-6423
Facsimile: 204-983-7796
E-mail address: marlene.hall@pwgsc-tpsgc.gc.ca

The Supply Arrangement Authority is responsible for the issuance of the Supply Arrangement, its administration and its revision, if applicable.

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5.2 Supplier's Representative

The Main Point of Contact, with authority to receive enquiries from Identified Users pursuant to this Supply Arrangement is:

Main Point of Contact:

Name: _____

Telephone No.: _____

Facsimile No.: _____

Email address: _____

Other Supplier contacts are as follows:

Key Personnel

Day-to-day Contact Person:

Name: _____ Title: _____

Telephone No. _____ Email: _____

Bilingual Day-to-day Contact Person:

Name: _____ Title: _____

Telephone No. _____ Email: _____

Senior Production Manager:

Name: _____ Title: _____

Telephone No. _____ Email: _____

Senior Manager (responsible for quality assurance and quality control):

Name: _____ Title: _____

Telephone No. _____ Email: _____

Middle Manager or Supervisor (responsible for pre-press functions):

Name: _____ Title: _____

Telephone No. _____ Email: _____

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6. Identified Users

The Identified Users include any government department, agency or Crown Corporation listed in Schedules I, I.1, II, III, of the *Financial Administration Act, R.S., 1985, c. F-11*.

7. On-going Opportunity for Qualification

A Notice of Proposed Procurement (NPP) will be published on the Government Electronic Tendering System (GETS) on an on-going basis. Existing qualified suppliers, who have been issued a supply arrangement, will not be required to submit a new arrangement.

At any time, a supplier has an opportunity to qualify for a supply arrangement by submitting a completed Request for Supply Arrangement (RFSA). The arrangement will be evaluated according to the mandatory evaluation criteria detailed in Part 4 of the RFSA. Arrangements will be evaluated on a quarterly basis as defined below:

Period Identification No.	Closing date	Evaluation Period
ET959-123078 / 1	March 31, 2:00 p.m.	April 1 to June 30
ET959-123078 / 2	June 30, 2:00 p.m.	July 1 - September 30
ET959-123078 / 3	September 30, 2:00 p.m.	October 1 - December 31
ET959-123078 / 4	December 31, 2:00 p.m.	January 1 - March 31

Note: Suppliers must ensure that the **Supplier's name, return address, Period Identification Number and Closing date and time are clearly visible** on the envelope or parcel containing the arrangement.

8. 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.

- the articles of the Supply Arrangement;
- the general conditions 2020 (211-05-16), General Conditions - Supply Arrangement - Goods or Services
- Annex A, Statement of Work;
- Annex D, Security Requirements Checklist;
- the Supplier's arrangement dated _____ (*insert date of arrangement*).

9. Certifications

9.1 Compliance

Compliance with the certifications provided by the Supplier in the arrangement is a condition of the Supply Arrangement (SA) and subject to verification by Canada during the term of the SA and of any resulting contract that would continue beyond the period of the SA. If the Supplier does not comply with any certification or it is determined that any certification made by the Supplier in the arrangement is untrue, whether made knowingly or unknowingly, Canada has the right to terminate any resulting contract for default and suspend or cancel the SA.

10. Applicable Laws

The Supply Arrangement (SA) and any contract resulting from the SA must be interpreted and governed, and the relations between the parties determined, by the laws in force in Manitoba.

11. SACC Manual Clauses

P1005C	Packaging and Packing of Printed Products	2010-01-11
P1010C	Quality Levels for Printing	2010-01-11
P1011C	Quality Levels for Colour Reproduction	2010-01-11
P1014C	Quality Levels for Typesetting	2010-01-11
P1016C	Quality Levels for Binding	2010-01-11
H1001C	Multiple Payments	2008-05-12
H1000C	Single payment	2008-05-12
C5201C	Prepaid Transportation Costs	2008-05-12
G1005C	Insurance	2008-05-12

12 Payment of Invoices by Credit Card

The credit card _____ is accepted.

OR

The credit cards _____ and _____ are accepted.

B. BID SOLICITATION

1. Bid Solicitation Documents

Canada will use the bid solicitation template 2T-HIGH1_for more complex requirements, available in the Standard Acquisition Clauses and Conditions (<http://ccua-sacc.tpsgc-pwgsc.gc.ca/pub/acho-eng.jsp>) Manual based on the estimated dollar value and complexity of the requirement.

The bid solicitation will contain as a minimum the following:

- (a) security requirements;
- (b) a complete description of the Work to be performed;
- (c) 2003, Standard Instructions - Goods or Services - Competitive Requirements;
- (d) bid preparation instructions;
- (e) instructions for the submission of bids (address for submission of bids, bid closing date and time);
- (f) evaluation procedures and basis of selection
- (g) conditions of resulting contract

2. Bid Solicitation Process

- 2.1 Bids will be solicited for specific requirements within the scope of the Supply Arrangement (SA) from suppliers who have been issued a SA.
- 2.2 The bid solicitation will be sent directly to suppliers.

2.3 Bid solicitation process - General Procedures for all Departments and Agencies

Bids will be solicited for specific requirements within the scope of the Supply Arrangement (SA) from suppliers who have been issued a SA.

The bid solicitation (9400-3) will be sent directly to suppliers under the following bid solicitation processes.

Client Departments/Agencies issuing the bid solicitation must include a properly completed SRCL (form TBS/SCT 350-103) indicating the security provisions required for the solicitation.

Once the solicitation phase is completed, the Client Department/Agency must provide CISD with a copy of the solicitation document and the proposed supplier for validation that the selected supplier meets the minimum security requirements stipulated in the contract/arrangement.

The resulting contract (9400-4) must identify the applicable security requirement, and the applicable SRCL must be attached to the contract.

Contracts will be awarded to SA Holders under the Supply Arrangement list for the provision of the printing services described in the Statement of Work. The Client Department/Agency will verify with CISD the contractor / contractor personnel security status prior to award.

2.3.1 SA Holder selection for requirements valued at under \$10,000.00 including GST/HST.

In accordance with the Departmental Policies which permits the award of contracts, without soliciting bids, where the estimated expenditure **does not exceed \$10,000.00 including GST/HST**, Client Department / Agency may send a Bid Solicitation 9400-3 to the **supply arrangement holder, of their choice, that meets the required security level.**

Should individual department policies require competitive procurement for requirements under \$10,000.00, including GST/HST, the Bid Solicitation (9400-3) will be sent to the number of supply arrangement holders required in accordance with their procedures.

The Bid Solicitation 9400-3 will include a Statement of Work (SOW) describing the printing requirement to be provided, the quantity, the delivery address(es), the date required (suggested or mandatory), and the authorized Security Requirement Check List (SRCL).

Supply Arrangement holders will normally have up to **FIFTEEN** (15) calendar days to respond to the Bid Solicitation 9400-3 (weekends and holidays are included in this countdown) but urgent requirements may have a shorter response time. Any quotation received after the closing time specified in the Bid Solicitation 9400-3 will be considered as non-responsive and will be given no further consideration. All the terms and conditions of the Supply Arrangement will apply to each individual contract. Prior to award, the Client Department / Agency will consult CISD to verify proposed contractor meets SRCL security level. A contract 9400-4 issued to the responsive supplier will include the Statement of Work (SOW) describing the printing services to be provided, the quantity, the delivery address(es), the date required and the authorized SRCL.

2.3.2 SA Holder selection for requirements valued from \$10,000.01 and under \$25,000.00 including GST/HST.

In accordance with the Government Contract Regulations Part 1, Section 6 (b) which permits the award of contracts, without soliciting bids, where the estimated expenditure **does not exceed \$25,000.00 including GST/HST**, Client Department / Agency may send a Bid Solicitation (9400-3) to **three (3) supply arrangement holders, that meet required security level, of their choice.**

The Bid Solicitation 9400-3 will include a Statement of Work (SOW) describing the printing requirement to be provided, the quantity, the delivery address(es), the date required (suggested or mandatory) and an authorized Security Requirement check List (SRCL).

Supply Arrangement holders will normally have up to **FIFTEEN (15)** calendar days to respond to the Bid Solicitation 9400-3 (weekends and holidays are included in this countdown) but urgent requirements may have a shorter response time. Any quotation received after the closing time specified in the Bid Solicitation 9400-3 will be considered as non-responsive and will be given no further consideration. All the terms and conditions of the Supply Arrangement will apply to each individual contract. Prior to award, the Client Department / Agency will consult CISD to verify proposed contractor meets SRCL security level. A contract 9400-4 issued to the responsive supplier will include the Statement of Work (SOW) describing the printing services to be provided, the quantity, the delivery address(es), the date required and the authorized SRCL.

2.3.3 SA Holder selection for requirements valued from \$25,000.01 to \$100,000.00 including GST/HST.

Client Department / Agency will send a Bid Solicitation 9400-3 to all SA Holders, that meet the required security level, on the Supply Arrangement list to provide the printing services. The Bid Solicitation will include a Statement of Work (SOW) describing the printing services to be provided, the quantity, the delivery address(es), the date required (suggested or mandatory) and an authorized Security Requirement Check List (SRCL).

The Supply Arrangement holders will be given a minimum of **FIFTEEN (15)** calendar days to respond to the Bid Solicitation 9400-3 (weekends and holidays are included in this countdown). Any quotation received after the closing time specified in the Bid Solicitation will be considered as non-responsive and will be given no further consideration. All the terms and conditions of the Supply Arrangement will apply to each individual contract. Prior to award, the Client Department / Agency will consult CISD to verify proposed contractor meets SRCL security level. A contract 9400-4 issued to the responsive supplier will include the Statement of Work (SOW) describing the printing services to be provided, the quantity, the delivery address(es), the date required and the authorized SRCL.

The bid solicitation, contract and SRCL forms are available on the [Electronic Forms Catalogue \(http://publiservice-app.tpsgc-pwgsc.gc.ca/forms/text/search_for_forms-e.html\)](http://publiservice-app.tpsgc-pwgsc.gc.ca/forms/text/search_for_forms-e.html) Web site. The 9400-3 must be used for the first page of the bid solicitation document and the 9400-4 must be used for the first page of the resulting contract document.

PWGSC-TPSGC 9400-3, Bid Solicitation

PWGSC-TPSGC 9400-4, Contract.

TBS/SCT 350-103 Security Requirements Check List (SRCL)

2.3.4 All Requirements Over \$100,000.00

For all requirements over \$100,000.00, PWGSC Regional Offices will conduct a competitive tender process amongst all qualified vendors.

C. RESULTING CONTRACT CLAUSES

1. General

The conditions of any contract awarded under the Supply Arrangement will be in accordance with the resulting contract clauses of the template used for the bid solicitation.

For any contract to be awarded using:

(c) 2T-HIGH1 (for higher complexity requirements), general conditions 2030 (2012-03-02)

The above template is set out in the *Standard Acquisition Clauses and Conditions* (<http://ccua-sacc.tpsgc-pwgsc.gc.ca/pub/acho-eng.jsp>) Manual issued by Public Works and Government Services Canada.

2. Basis of Payment - Firm Price, Firm Unit Price(s) or Firm Lot Price(s)

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm price, as specified in contract 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.

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.

3. Intellectual Property

3.1 All material supplied by Canada to the Contractor (i.e. CD, artwork, etc.) Is Government Property and must be handled by the Contractor in accordance with General Conditions 2030 at paragraph 24. All intellectual rights in this Government Property belong to Canada and the Contractor has no right in or to any such intellectual property rights except any right that may be granted in writing by Canada.

3.2 In addition to the deliverables under any Contract, Canada will own all original material created by the Contractor during production for any printing requirement pursuant to Contract under this Supply Arrangement. All intellectual property rights in that same original material created by the Contractor during production for any printing requirement belong to Canada as soon as they come into existence. The Contractor has no right in or to any such intellectual property rights in this original material except any right that may be granted in writing by Canada. If Canada grants written permission for the Contractor to produce any of the original material created by the Contractor during production for the Contractor's own purposes, the Contractor must incorporate the copy right symbol and one of the following notices as appropriate, into all original material that is subject to Canada-owned copyright regardless of the form or medium upon which it is recorded at Her Majesty the Queen in Right of Canada (2010), or Sa Majeste la Reine du chef du Canada (2010).

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- 3.3 All Government Property supplied by Canada and all original material created by the Contractor belonging to Canada must be returned, at the Contractor's expense to Canada with the printed products after each Contract is completed. The Contractor is responsible for the delivery of all such Government Property and original material owned by Canada to the location designated in the Contract, which may differ from the delivery address or destination(s).

ANNEX "A"**STATEMENT OF WORK**

The Supply Arrangement will be authorized to provide SECURE Printing Services for the following printing processes and related services:

- 1: *Printing Services: Offset Printing (web and sheetfed), Digital Printing*
- 2: *Reprographic, duplicating and other types of related services*

Suppliers must identify under Annex B - Vendor Profile, the printing process or processes they intend to be prequalified for within this Supply Arrangement.

1. OFFSET (Web and Sheetfed) AND DIGITAL PRINTING - OBJECTIVE:

The objective of the Supply Arrangement is to provide Federal Government Departments and Agencies with high quality SECURITY PRINTING Services for the provision of various quantities of printed products such as but not limited to: publications, newsletters, newspapers, brochures, posters, forms, business cards, Braille etc., at a competitive price.

1.1 DELIVERABLES:

- 1.1.1 The Supplier will provide printed products in accordance with the print quality standards set out in the Public Works and Government Services Canada (PWGSC) Print Quality Booklets. These Print Quality Booklets can be viewed from our website:
<http://www.tpsgc-pwgsc.gc.ca/app-acq/guides/index-eng.html>.
- 1.1.2 The Supplier must provide the printing requirement in accordance with the specifications provided in each individual project, to the satisfaction of Identified Users, including, but not limited to, the following:
 - a) Publications:
 - saddle stitched, cerlox, spiral or wire bound, perfect bound
 - various sizes
 - covers and text printing in 1 colour, or numerous colours
 - b) Brochures (folders) / Inserts:
 - various sizes
 - various number of panels
 - various number of colours
 - c) Info Sheets / Newsletters:
 - printing on one (1) side or two (2) sides
 - d) Posters:
 - various sizes
 - various number of colours
 - various paper

e) Braille Transcriptions:

- meet Official Languages Act (French and English)
- finishing of individual sheets of paper as required
- various volumes
- business cards
- letters,
- statements
- T4As

- 1.1.3 Identified Users will complete the entire layout and design of the requirement and will provide ready to print digital files or hard copy, as indicated herein.
- 1.1.4 The Supplier must be ready to process a job immediately upon award of a contract. The product must be ready to proof within seven (7) working days of delivery of files and must be ready to ship within fifteen (15) working days or less from approval of proofs.
- 1.1.5 The Supplier will be required to ship all items printed to the destination(s) specified for each requirement. Packaging for any order is to be appropriate for the quantity being shipped, up to cartons of 15.9 kg (35 lbs) maximum. Any damaged material will be considered solely the responsibility of the Supplier and must be replaced at their expense. All cartons must be properly labelled indicating the title and description of the product, the quantity in each box and the total number of boxes. All cartons must be identically packaged and completely filled. They must all have the same quantity of the same product in each box. Different products must not be packaged together in the same box. Identified Users must clearly identify the total number of copies for delivery to each destination address.

1.2 OVERRUNS OR UNDERRUNS

- 1.2.1 Overruns are to be invoiced at the "Additional Same Run" price, prorated. Overruns are to be shown as a separate item in the invoice and must not exceed the following:
- 10 percent overrun on quantities of less than 5,000 copies
 - 5 percent overrun on quantities between 5,000 and 100,000 copies
 - 2 percent overrun on quantities in excess of 100,000 copies

1.3 OUTPUT DELIVERABLES

- 1.3.1 The Supplier's pricing must include all applicable charges to provide a finished product for the Identified User. Any necessary charges to provide a completed product, which are omitted in error by the Supplier, will be the sole responsibility of the Supplier for the cost.

1.4 PAPER

- 1.4.1 Paper stock used must be in accordance with the federal government standards. Unless otherwise specified, a supplier may substitute a paper stock for one of better quality as long as the Project Authority is notified in writing and the upgrade is at no additional cost to the Identified User. Any suppliers found substituting a lower quality stock without gaining prior approval from the Project Authority may be removed from the Supply Arrangement list. In keeping with Canada's aim to be environmental conscious, environmental paper must be used at all times.

Suppliers must use a Forestry Stewardship Council (FSC) certified paper.

1.5 INK:

- 1.5.1 The Supplier must be equipped to provide the ink colours specified by the Identified User, such as process colours of black, yellow, cyan and magenta or Pantone Match Systems (PMS). In keeping with Canada's aim to be environmentally sensitive, vegetable based inks must be used whenever possible.

1.6 MATERIAL SUPPLIED:

- 1.6.1 The material for reproduction supplied by the Identified User to the Supplier will normally be supplied as single page hard copy, paper format, in electronic files done in standard work processing page layout, or graphics software (MacIntosh or Windows versions). Normally, the page layout will be done with graphics in place.
- 1.6.2 Original material created by Identified Users which will be provided to the Supplier will include:
- 1.6.2.1 diskettes, ZIP disks, CD's, memory sticks, memory card, or other electronic media;
 - 1.6.2.2 work processed to typed copy;
 - 1.6.2.3 camera-ready copies and/or electronic artwork in either MAC or PC platforms ready for output;
 - 1.6.2.4 software and version of software used; and
 - 1.6.2.5 negatives and positives.
- 1.6.3 Where necessary, originals developed by Canada will have instructions clearly indicated on them.

1.7 BUSINESS / CALLING CARDS:

- 1.7.1 The Supplier must provide business / calling card products in accordance with the specifications identified under the Treasury Board of Canada Secretariat (TBS) – Federal Identity Program (FIP) Manual – Stationary - Departments, Agencies, and Corporations:
<http://www.tbs-sct.gc.ca/fip-pcim/man-eng.asp>.
- 1.7.2 The Supplier must meet the minimum technical specifications and formats identified under the TBS-FIP Manual. Business / Calling cards are organized and described under the following four (4) categories.

1.7.2.1 Card F-1 Format

The card is printed on one side only, presenting the two official languages side by side. To contain all of this information on one side, the text must be concise and layouts should use a minimum number of lines (i.e. postal code), appear on the same line as the place name and the blank line preceding the telephone number could be omitted (see figure 21 as a reference under the FIP Manual). The paper quality identified in the FIP Manual for Card F-1 as stationary Bristol premium, bright-white, plate finish, 219 g/m2.

1.7.2.2 Card F-2 Format

This card is printed recto-verso, with the two (2) official languages appearing side by side. The face of the card bears the federal signature, the name and title of the individual and the "Canada" wordmark. The reverse of the card bears the optional information (see figure 22 as a reference under FIP Manual). The paper quality identified in the FIP Manual for Card F-2 is stationary Bristol, premium, bright white, plate finish 219 g/m2.

1.7.2.3 Card F-3 Format

This card is printed recto-verso. Both sides bear the bilingual federal signature and the "Canada" wordmark. The English text appears on one side and the French text on the reverse of the card. The order of the official languages in the signature is determined by the language of the text used on each side (see figure 23 as a reference under the FIP Manual). The paper quality identified for Card F-3 is stationary Bristol, premium, bright white, plate finish, 219 g/m2.

1.7.2.4 Card F-4 Format

This card serves a dual purpose, (i.e. A calling card or a name tag). The two official languages appear side by side. The federal signature and the individual's name are printed on the cover of the card. The "Canada" wordmark and the text are printed on the inside of the card; if specifically requested, the title may be placed below the name of the cover (see figure 24 as a reference under the FIP Manual). The paper quality identified in the FIP Manual for Card F-4 is #1 offset paper, white, 178 g/m2.

- 1.7.3 The Supplier must provide the printing requirement in accordance with the specifications provided in each individual Call-up to the satisfaction of the Identified User including but not limited to the above referenced formats (F-1 to F-4).

1.8 PROOFS:

- 1.8.1 One (1) complete set of high resolution proofs must be included in the Supplier's pricing, FOB delivered to the Identified User for approval before production of the requirement. Additional proofs (complete set or 1 page) may be requested by the Identified User(s). The proofs required for any given requirement will be specified in the bid solicitation document. The proof should consist of a digital print or a high resolution colour conversion of the original files (i.e.. Contract proof; digital proof; etc.) for print jobs of more than one (1) colour. Approval of these proofs by the Project Authority is required before the Supplier proceeds with production of the requirement. All types of faxed proofs are not recommended. Identified Users will indicate in the bid solicitation if bindery proofs are required. The delivery address where the proofs should be sent, complete with a contact name, will be stated in the bid solicitation.

1.9 IDENTIFIED USERS' ALTERATIONS:

- 1.9.1 Identified Users' alterations subsequent to submitting a Contract to the Supplier are to be avoided whenever possible. However, when they do occur, full details of these alterations and related charges must be submitted to the Project Authority for review and approval prior to the changes being undertaken. Payment will not be authorized for any alterations which are not approved by the Project Authority prior to undertaking the alterations.

1.10 SCHEDULING

Schedule for Production	within 48 hours
Preflight	72 hours
Proofs to Identified User	72 hours
Proofs should be returned by Identified User	72 hours
Delivery of final product (upon receipt of signed off proof)	15 days (or less)

1.11 RETURN OF GOVERNMENT PROPERTY AND ORIGINAL MATERIAL:

- 1.11.1 All Government Property and original material created by the Supplier during production (i.e., proofs, plates, etc.) for any printing requirement must be returned without delay and at no cost to Canada after each requirement is completed. The Supplier is responsible for the delivery of this Government Property and original material to the location designated in its' contract, which may differ from the delivery address or destination(s). Delay in returning Government Property and original material to the Identified User may result in a delay of payment to the Supplier.
- 1.11.2 Government Property and original material must be suitably packaged to ensure arrival at destination in an undamaged condition and must be clearly marked "DO NOT FOLD".

1.12 INVOICING:

- 1.12.1 Invoicing instructions will be provided to the Supplier in each individual contract resulting from the SA. Failure to return Government Property and original material may hold up payment of Invoices.

2. REPROGRAPHIC, DUPLICATING and other types of related services - OBJECTIVE:

The objective of the Supply Arrangement is to provide Federal Government Departments and Agencies with high quality SECURITY Reprographic and Duplicating services for the provision of large and small quantities of printed products of protected documents such as but not limited to: documents, files, CD ROM, etc. at a competitive price.

1.1 DELIVERABLES:

- 1.1.1 The Supplier will provide reprographic and duplicating services in accordance with the print quality standards set out in the Public Works and Government Services Canada (PWGSC) Print Quality Booklets. These Print Quality Booklets can be viewed from our website: <http://www.tpsgc-pwgsc.gc.ca/app-acq/guides/index-eng.html>.
- 1.1.2 The Supplier must provide the printing requirement in accordance with the specifications provided in each individual project, to the satisfaction of Identified Users, including, but not limited to, the following:
- a) Reprographic:
 - copying, reprinting or reproducing printed material
 - various volumes
 - black and/or colours
 - Hard copy
 - Hard media
 - CD ROM
 - Microfiche
 - b) Duplicating:
 - copy exactly like the original
 - various volumes
 - black and/or colours
 - finishing of individual sheets of paper as required
 - files
- 1.1.3 Identified Users will complete the entire layout and design of the requirement and will provide ready to print digital files or hard copy, as indicated herein.
- 1.1.4 The Supplier must be ready to process a job immediately upon award of a contract. The product must be ready to proof within seven (7) working days of delivery of files and must be ready to ship within fifteen (15) working days or less from approval of proofs.
- 1.1.5 The Supplier will be required to ship, all items printed to the destination(s) specified for each requirement. Packaging for any order is to be appropriate for the quantity being shipped, up to cartons of 15.9 kg (35 lbs) maximum. Any damaged material will be considered solely the responsibility of the Supplier and must be replaced at their expense. All cartons must be properly labelled indicating the title and description of the product, the quantity in each box and the total number of boxes. All cartons must be identically packaged and completely filled. They must all have the same quantity of the same product in each box. Different products must not be packaged together in the same box. Identified Users must clearly identify the total number of copies for delivery to each destination address.

1.2 OUTPUT DELIVERABLES:

- 1.2.1 The Supplier's pricing must include all applicable charges to provide a finished product for the Identified User. Any necessary charges to provide a completed product, which are omitted in error by the Supplier, will be the sole responsibility of the Supplier for the cost.

1.3 PAPER:

- 1.3.1 Paper stock used must be in accordance with the federal government standards. Unless otherwise specified, a supplier may substitute a paper stock for one of better quality as long as the Project Authority is notified in writing and the upgrade is at no additional cost to the Identified User. Any suppliers found substituting a lower quality stock without gaining prior approval from the Project Authority may be removed from the Supply Arrangement list. In keeping with Canada's aim to be environmental conscious, environmental paper must be used at all times.

Suppliers must use a Forestry Stewardship Council (FSC) certified paper.

1.4 INK:

- 1.4.1 The Supplier must be equipped to provide the ink colours specified by the Identified User, such as process colours of black, yellow, cyan and magenta or Pantone Match Systems (PMS). In keeping with Canada's aim to be environmentally sensitive, vegetable based inks must be used whenever possible.

1.5 MATERIAL SUPPLIED:

- 1.5.1 The material for reproduction supplied by the Identified User to the Supplier will normally be supplied as, but not limited to, paper page hard copy, microfiche, CD ROM, or in electronic files.
- 1.5.2 Where necessary, originals developed by Canada will have instructions clearly indicated on them.

1.6 SCHEDULING**1.6.1 Regular Service - Copying Services**

- Delivery of the required material 24 hours from the time contracts/orders are received from the ordering office.
- If required, proofs will be delivered within 72 hours of receipt of the contract/order.
- Delivery of final product within 15 days of the receipt of the approved proofs by the supplier.
- Scheduled pick up and delivery service may be negotiated between a supplier and user department.

1.6.2 Urgent Service - Copying Services

The required urgent delivery date for each project will be stated in the solicitation document during the process for selecting a Supplier for specific projects.

1.6.3 Duplicating services

The required delivery date for each project will be stated in the solicitation document during the process for selecting a Supplier for specific projects.

1.7 RETURN OF GOVERNMENT PROPERTY AND ORIGINAL MATERIAL:

1.7.1 All Government Property and original material created by the Supplier during production (i.e., proofs, etc.) for any reprographic or duplicating requirement must be returned without delay to Canada after each requirement is completed. The Supplier is responsible for the delivery of this Government Property and original material to the location designated in its' contract, which may differ from the delivery address or destination(s). Delay in returning Government Property and original material to the Identified User may result in a delay of payment to the Supplier.

1.7.2 Government Property and original material must be suitably packaged to ensure arrival at destination in an undamaged condition.

1.8 INVOICING:

1.8.1 Invoicing instructions will be provided to the Supplier in each individual contract resulting from the SA. Failure to return Government Property and original material may hold up payment of Invoices.

ANNEX "B"**VENDOR PROFILE**

ANNEX B ATTACHED ELECTRONICALLY.

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

PRINTING PROCESS	YES	NO
Offset - Sheetfed		
Offset - Web		
Digital		
Braille		
Reprographic		
Duplicating		

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

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

Security Clearance.

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

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

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

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

There are two levels of security clearance:

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

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

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

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

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PRINTING PROCESS: _____

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

Corporate Name: _____

Address: _____

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

Production Facilities, Contact Methods, and Hours of Operations:

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Production Capacity:

Printing:

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

Bindery:

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

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Buyer ID - Id de l'acheteur

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Braille:

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

Reprographics:

Hard Media: Diskettes _____; CD _____; DVD _____

Additional types accepted and format considerations:

CD ROM / Microfiche: _____

Hard Copy: Minimum and Maximum Size: _____

Requirements for Hard Copy:

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Duplicating / Photocopy:

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

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

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

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

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

ANNEX "C"

Usage Reports

As a requirement of this Request for Supply Arrangement, reports must be submitted as follows:

Quarterly Reports

Suppliers must report, on a quarterly basis, on all contracts issued to them under the Supply Arrangement, by issuing to the SA Authority a hard copy report which contains the following data:

- Identified User (i.e. Department name, Region, contact and telephone number, etc.);
- SA number;
- contract numbers;
- contract values;
- contract period (start and end date);
- Region and Province where the work is being conducted; and
- Region and Province where finished product is being delivered.

In addition, all amendments made against the original contract must also be reported.

Periodic Comprehensive Reports

Periodically, the Supplier will be requested by the Supply Arrangement Authority to submit a comprehensive status report providing 1) a list of all printing contracts completed at the time of the request, 2) the types of printing items required in each of these completed contracts, 3) the Identified User for which each contract was carried out, 4) the amount of each completed contract and 5) the total value of all completed contracts.

The Supplier understands that it is their responsibility to implement a system for tracking contracts issued against this Supply Arrangement in order to provide the necessary quarterly and periodic comprehensive usage reports. Failure to comply may result in the suspension or cancellation of the Supply Arrangement.

The final report is to provide a list showing items requisitioned that represent approximately the total value of contracts.

Return to:

Public Works and Government Services Canada
Acquisitions Branch
Suite 100 - 167 Lombard Avenue
P.O. Box 1408
WINNIPEG, Manitoba R3C 2Z1
ATTN: Marlene Hall

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QUARTERLY USAGE REPORT

SUPPLY ARRANGEMENT NO.: _____

SUPPLIER NAME: _____

CONTACT NAME: _____

TELEPHONE NO.: _____

REPORT FOR THE PERIOD FROM / TO: _____

Identified User information (Region/city, contact name, & phone no.)	Contract No.	Title / Brief Description of printed items	Total Value (taxes incl.)	Contract Start Date	Contract End Date

NIL REPORT: We have not done any business with the federal government for this period []

PREPARED BY: _____

Name: _____

Signature: _____

Telephone No.: _____

COMMENTS:

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ANNEX "D"

SECURITY REQUIREMENTS CHECK LIST

Reference the attached Security Requirements Check List (SRCL)

This SRCL contains a Document Safeguarding Capability and IT requirement.

If multiple work sites of the chosen supplier will be performing work, CISD must be advised in order to have the necessary physical inspections initiated.

***NOTE:** The IT Security Requirement Document is generated by the client and describes in detail how the IT aspects of the work are to be performed by the supplier. For example, should the only requirement be that the IT aspects must meet the standards set out in the Treasury Board of Canada Secretariat - Operational Security Standards: Management of Information Technology Security (MITS) this must be stated in the document. Any additional IT security instructions beyond the standard must be included.

ANNEX "E"**STATEMENT OF WORK TEMPLATE**

1a) TITLE: PROVIDE TITLE, IF APPLICABLE	
1b) OBJECTIVE: Objective of what is being printed	
1c) SCOPE OF WORK: What is expected of the supplier	
1d) DESCRIPTION: Brief description of item being printed. What is it used for? Who is it for?	Item being printed: _____ What is it used for: _____ Who is it for: _____
2) QUANTITY & TOTAL NUMBER OF PAGES:	Number of copies required in English: _____ Number of copies required in French: _____ Total Number of copies: _____ Printed on: ___1 side of page or ___2 sides of page
3) SIZE:	What is the Flat Size? (when job is open and lying flat) _____ What is the Trim or Finished Size? i.e.. Finished size of book _____ What is the Folded Size?: _____
4) STOCK:	What type of paper is required for the job? (ie.Recycled,bond,offset) _____ What is the weight of the paper? (i.e.. Standard weight-60 lb.;No.2 Offset) _____ Coated paper? ___yes ___ no If yes: ___ 1 side ___ 2 sides Color of paper? ___ Standard white or ___ Other: _____

<p>5) INK:</p>	<p>Standard black for text pages?: <input type="checkbox"/>yes <input type="checkbox"/>no</p> <p>Number of colors for the job: _____ (i.e.. 4/4: 4 colors printed both sides of page; 4/0 or 4 one side only means print 4 colors one side only)</p> <p>Use process colors (CMYK) only? <input type="checkbox"/>yes <input type="checkbox"/>no</p> <p>If no, indicate PMS colors requested: _____ _____</p> <p>Indicate: <input type="checkbox"/> Bleeds off of pages or <input type="checkbox"/> No bleeds off of pages</p> <p>Percentage of ink coverage (if available): _____</p>
<p>6) MATERIALS SUPPLIED:</p>	<p>Format and version files are supplied: (i.e.. Preflight Pagemaker V6.5) _____</p> <p>Indicate : <input type="checkbox"/>PDF files-ZIP disk <input type="checkbox"/> CD <input type="checkbox"/> Email via secure FTP site</p> <p>Other: _____</p> <p><input type="checkbox"/> Hard copy samples included</p>
<p>7) PROOFS:</p>	<p>Proofs required: <input type="checkbox"/> digital or low resolution proof for black only (text)</p> <p><input type="checkbox"/> high resolution color proof</p> <p>If high resolution proof, indicate: <input type="checkbox"/> Digital color proofs</p> <p><input type="checkbox"/> Imation</p> <p><input type="checkbox"/> match proof</p> <p><input type="checkbox"/> contract proof</p> <p>Note to supplier: One set of proofs is standard and required for "sign-off" (included in the price)</p>

8) BINDING:	<p>Indicate, if applicable: ___ folding - Type of fold: _____ ___ corner stitching ___ saddle stitching ___ coil bound - Colour of coil: _____ ___ cerlox bound ___ wire bound ___ perfect bound ___ hole drilling (for binders) ___ shrink wrapping ___ banding ___ perforations (tear outs for workbooks)</p> <p>Comments: _____ _____</p>
9) PACKAGING & LABELS:	<p>Special Instructions: _____ _____</p> <p>Note to supplier: - Not exceed 35 lbs or approximately 16 kg. - Number of cartons must be listed. (i.e.. 1 of 10, etc.) - Labels must indicate title of product, quantity, description of in each carton (or item number if applicable), address, special instructions</p>
10) DELIVERY:	<p>___ Delivery all at once OR ___ Milestone deliveries: (identify quantity to be delivered by a certain date(s): _____</p> <p>Complete delivery to be made by (date & time): _____</p> <p>Address to be delivered: _____</p> <p>Name of Department: _____</p> <p>Contact/Attention to: _____</p> <p>Phone: _____</p> <p>Special instructions: _____</p> <p>(i.e.. Call: name & phone number prior to delivery)</p>

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**11) ADDITIONAL NOTES TO
SUPPLIER:**