

**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 a Standing Offer Demande d'offre à commandes

Regional Master Standing Offer (RMSO)

Offre à commandes maître régionale (OCMR)

Canada, as represented by the Minister of Public Works and Government Services Canada, hereby requests a Standing Offer on behalf of the Identified Users herein.

Le Canada, représenté par le ministre des Travaux Publics et Services Gouvernementaux Canada, autorise par la présente, une offre à commandes au nom des utilisateurs identifiés énumérés ci-après.

## Comments - Commentaires

**Vendor/Firm Name and Address**

Raison sociale et adresse du

fournisseur/de l'entrepreneur

**Issuing Office - Bureau de distribution**

Informatics Professional Services Division / Division des services professionnels en informatique

11 Laurier St., / 11, rue Laurier

3C2, Place du Portage

Gatineau

Québec

K1A 0S5

<b>Title - Sujet</b> (RFSO) Scanning & Data Conversion	
<b>Solicitation No. - N° de l'invitation</b> E60ZM-120002/A	<b>Date</b> 2013-01-22
<b>Client Reference No. - N° de référence du client</b> E60ZM-120002	<b>GETS Ref. No. - N° de réf. de SEAG</b> PW-\$\$ZM-379-25351
<b>File No. - N° de dossier</b> 379zm.E60ZM-120002	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2013-03-05</b>	<b>Time Zone</b> <b>Fuseau horaire</b> Eastern Standard Time EST
<b>Delivery Required - Livraison exigée</b>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Croucher, Dennis	<b>Buyer Id - Id de l'acheteur</b> 379zm
<b>Telephone No. - N° de téléphone</b> (819)956-1195 ( )	<b>FAX No. - N° de FAX</b> (819)956-5078
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> As per individual call-up form PWGSC-TPGSC 942.	
<b>Security - Sécurité</b> This request for a Standing Offer does not include provisions for security. Cette Demande d'offre à commandes ne comprend pas des dispositions en matière de sécurité.	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

<b>Vendor/Firm Name and Address</b>	
Raison sociale et adresse du fournisseur/de l'entrepreneur	
<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>

**Request for Standing Offers**  
**(Regional Master Standing Offer)**  
for  
***Optical Scanning and Data Conversion Services***

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## PART 1 - GENERAL INFORMATION

### 1. Introduction

The Request for Standing Offers (RFSO) is divided into seven parts plus attachments and annexes, as follows:

- |        |   |
|--------|---|
| Part 1 | General Information: provides a general description of the requirement;   |
| Part 2 | Offeror Instructions: provides the instructions applicable to the clauses and conditions of the RFSO;   |
| Part 3 | Offer Preparation Instructions: provides offerors with instructions on how to prepare their offer 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 offer, and the basis of selection; |
| Part 5 | Certifications: includes the certifications to be provided;   |
| Part 6 | Security, Financial and Insurance Requirements: includes specific requirements that must be addressed by offerors; and  |
| Part 7 | 7A, Standing Offer, and 7B, Resulting Contract Clauses:   |
|        | 7A, includes the Standing Offer containing the offer from the Offeror and the applicable clauses and conditions;  |
|        | 7B, includes the clauses and conditions which will apply to any contract resulting from a call-up made pursuant to the Standing Offer.  |

The Annexes include the Statement of Work, the Basis of Payment, and any other annexes.

### 2. Summary

Regional Master Standing Offers (RMSOs) are being put in place for the provision of mandatory and optional optical scanning and data conversion services to Canadian government departments, corporations and agencies on an "as-and-when-requested" basis for a three year period from date of promulgation. Anticipated period is April 1, 2013 to March 31, 2016.

Pursuant to section 01 of Standard Instructions 2006, Offerors must submit a complete list of names of all individuals who are currently directors of the Offeror. 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 subject to the provisions of the World Trade Organization Agreement on Government Procurement (WTO-AGP), the North American Free Trade Agreement (NAFTA), and the Agreement on Internal Trade (AIT)."

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Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

379zm

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

File No. - N° du dossier

CCC No./N° CCC - FMS No/ N° VME

E60ZM-120002

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### **3. Debriefings**

After issuance of a standing offer, offerors may request a debriefing on the results of the request for standing offers process. Offerors should make the request to the Standing Offer Authority within 15 working days of receipt of the results of the request for standing offers process. The debriefing may be in writing, by telephone or in person.

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## PART 2 - OFFEROR INSTRUCTIONS

### 1. Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the Request for Standing Offers (RFSO) 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.

Offerors who submit an offer agree to be bound by the instructions, clauses and conditions of the RFSO and accept the clauses and conditions of the Standing Offer and resulting contract(s).

The 2006 (2012/11/19) Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the RFSO.

Subsection 5.4 of 2006, Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, is amended as follows:

Delete: sixty (60) days

Insert: one hundred-eighty (180) days

### 2. Submission of Offers

Offers 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 Standing Offers.

Due to the nature of the Request for Standing Offers, transmission of offers by facsimile to PWGSC will not be accepted.

### 3. Enquiries - Request for Standing Offers

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

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

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#### **4. Applicable Laws**

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario.

Offerors may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their offer, 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 offerors.

## **PART 3 - OFFER PREPARATION INSTRUCTIONS**

### **1. Offer Preparation Instructions**

Canada requests that offerors provide their offer in separately bound sections as follows:

Section I: Technical Offer (one hard copy)

Section II: Financial Offer (one hard copy)

Section III: Certifications (one hard copy)

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

Canada requests that offerors follow the format instructions described below in the preparation of their offer.

- (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 Standing Offers.

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)

(<http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html>). To assist Canada in reaching its objectives, offerors 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 Offer**

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

#### **Section II: Financial Offer**

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



**Payment by Credit Card**

Canada requests that offerors complete one of the following:

- (a)     (   )     Government of Canada Acquisition Cards (credit cards) will be accepted for payment of call-ups against the standing offer.

The following credit card(s) are accepted:

VISA \_\_\_\_\_

Master Card \_\_\_\_\_

- (b)     (   )     Government of Canada Acquisition Cards (credit cards) will not be accepted for payment of call-ups against the standing offer.

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

Acceptance of credit cards for payment of call-ups will not be considered as an evaluation criterion.

**Section III: Certifications**

Offerors must submit the certifications required under Part 5.

## PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

### 1. Evaluation Procedures

- (a) Offers will be assessed in accordance with the entire requirement of the Request for Standing Offers including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the offers.
- (c) Offerors must clearly indicate where in their offer supporting information may be obtained for each of the mandatory and rated criteria as noted in each evaluation grid. Offeror must indicate which page and which paragraph the required supporting information may be obtained.

The evaluation committee reserves the right to perform a site visit, to contact any or all of the references supplied with contact name and telephone number, and request additional supporting or supplementary data to verify and validate information submitted in an offer. The Offeror warrants that supporting data shall be made available upon request and within a reasonable time frame acceptable to the evaluation team. However, the evaluation team is not obliged to perform any of these tasks.

Note to offerors: Listing experience without providing any supporting data to describe where and how such experience was obtained will result in the experience not being included for evaluation purposes.

Where proven experience is required, the proposal must include and provide reference to only those projects in which the related experience and knowledge was obtained. Lack of demonstrated, supporting information regarding compliance to any of the following criteria will result in the information being excluded from further evaluation, either mandatory or point-rated, whichever the case may be.

Supporting information must include:

- a. Title, Scope and Description of the project;
- b. Duration of the project;
- c. Contact name and telephone number;
- d. Role of the proposed resource on the project and a description of the specific experience obtained;
- e. Specific duration during which the relevant experience was obtained on the project. Time periods must be clearly indicated and be shown in Month Year format (e.g., December 1997 - June 1999).

The Evaluation team may call selected contacts and request information on items such as (but not limited to):

- a. Level of satisfaction with the services;
- b. Responsiveness of vendor to problems encountered;
- c. Quality of service delivered (i.e. data accuracy and integrity, technical compliance with requirements for importing data);
- d. Timely service delivery; and
- e. Responsiveness to changes or modifications

## 1.1. Technical Evaluation

### 1.1.1 Mandatory Technical Criteria

Mandatory Requirements	Met/ Not Met	Detailed Response
1. The Offeror's project manager must have a minimum of one full year of experience in optical scanning policies and techniques for all mandatory items and each optional item quoted in Annex B. Offeror must provide a resume and dates to indicate the one full year of experience.		
2. The Offeror's designated person responsible for quality control and quality assurance must have a minimum of one full year of experience in quality control and quality assurance procedures for all mandatory items and each optional item quoted in Annex B. Bidder must provide a resume and dates to indicate the one full year of experience.		
3. The Offeror must provide a list of equipment on site to perform all mandatory items and each optional item quoted in Annex B. Equipment list must be cross referenced with corresponding service offerings from Annex B. No subcontracting is allowed except for shipping purposes.		
4. The Offeror must have a minimum of two trained operators for the equipment listed. The names and experience of trained operators must be provided and cross reference to the equipment for which they are qualified to operate. The trained operators must be able to perform all mandatory items and each optional item quoted in Annex B.		
5. The Offeror must demonstrate that the Offeror's company have satisfactorily completed one optical scanning project in TIFF CCITT G4 format and one optical scanning project in PDF normal format. For each project described, provide the project name, client organization, contact (with phone number), the dates of each project (month-year to month-year), a description of the work performed for the client and the responsibilities of the Offeror during the project.		
6. The Offeror must maintain a location in the National Capital Region open during normal business hours where any Canadian Government user may choose to deliver or pick up boxes of documents.		

### 1.1.2 Point Rated Technical Criteria

In order to be further evaluated, a technical offer must achieve a minimum score of 63 points out of 105 points (60%).

Point Rated Requirements	Point Rating	Points awarded	Detailed Response
1. Years of experience of the Offeror in providing all mandatory items and each optional item quoted in Annex B.	Maximum 10 pts Each full year = 2 pts		
2. Years of experience of the Offeror's project manager in optical scanning policies and techniques for all mandatory items and each optional item quoted in Annex B.	Maximum 15 pts 1 full year = 0 pt Each additional full year = 3 pts		
3. Years of experience of the Offeror's person responsible for Quality Control and Quality Assurance (QC/QA) in QC/QA procedures for all mandatory items and each optional item quoted in Annex B.	Maximum 15 pts 1 full year = 0 pt Each additional full year = 3 pts		
4. Soundness of Quality Control and Quality Assurance Procedures in place and followed for all mandatory items and each optional item quoted in Annex B.	Maximum 4 pts Not addressed = 0 pts; Some practices noted but little optical scanning relevance = 1 pt; Some practices addressed with optical scanning relevance = 2 pts; good explanation or procedures with optical scanning relevance = 3 pts; detailed explanation of duties of various QC/QA individuals with supporting checklists optical scanning relevance = 4 pts.		
5. Number of relevant <u>completed</u> projects of the Offeror for mandatory items quoted in Annex B. For each project described, provide the project name, client organization, contact (with phone number), the dates of each project (month-year to month-year), a description	Maximum 20 points 2 projects = 0 pt; Each additional project = 4 pts		

of the work performed for the client and the responsibilities of the Offeror during the project.			
6. One relevant <u>completed</u> on-site project for an item quoted in Annex B that is not noted in rated criteria #5 above or in mandatory requirement #5. For the project described, provide the project name, client organization, contact (with phone number), the date of the project (month-year to month-year), a description of the work performed for the client and the responsibilities of the Offeror during the project.	Maximum 6 pts  On-site project = 6 pts		
7. Number of relevant <u>completed</u> projects of the Offeror for the following input formats: microfilm, microfiche, aperture card, mylar and vellum for items quoted in Annex B that is not noted in rated criteria #5 above. For each project described, provide the project name, client organization, contact (with phone number), the dates of each project (month-year to month-year), a description of the work performed for the client and the responsibilities of the Offeror during the project.	Maximum 5 points  microfilm = 1 pt microfiche = 1 pt aperture card = 1 pt mylar = 1 pt vellum = 1pt		
8. Number of relevant <u>completed</u> projects of the Offeror for the following optional items quoted in the following categories of Annex B: scanning excluding engineering drawings, scanning engineering drawings, and data conversion. For each project described, provide the project name, client organization, contact (with phone number), the dates of each project (month-year to month-year), a description of the work performed for the client and the responsibilities of the Offeror during the project.	Maximum 10 points  Scanning excluding engineering drawings = 4 pts;  Scanning engineering drawings = 3 pts;  Data conversion = 3 pts		
9. Number of relevant <u>completed</u> projects of the Offeror for the following output formats: PDF image, PDF image plus Hidden text, grey scale, colour, text, HTML, SGML, XML, and vector for optional items quoted in Annex B that is not noted in rated criteria #5 above . For each project described, provide the project name, client organization, contact	Maximum 12 points  PDF image = 2 pts; PDF image + HT = 2pts; Grey scale = 2 pts; Colour =2 pts; Text=2 pts; HTML=2pts; SGML=2pts; XML= 2 pts; Vector=2 pts		

(with phone number), the dates of each project (month-year to month-year), a description of the work performed for the client and the responsibilities of the Offeror during the project.			
10. Number of relevant <u>completed</u> projects of the Offeror for the storage of images on CD-R, and/or DVD that is not noted in rated criteria #5 above. For each project described, provide the project name, client organization, contact (with phone number), the dates of each project (month-year to month-year), a description of the work performed for the client and the responsibilities of the Offeror during the project.	Maximum 8 points  Project with CD-R = 5 pts Project with DVD = 3 pts		
<b>TOTAL SCORE</b>	<b>Maximum 105 points</b>		

## 1.2 Financial Evaluation

- 1.2.1** It is MANDATORY that the Offeror submit firm unit prices for all mandatory items listed in Annex B - Basis of Payment included herein. If the Offeror intends to respond to any optional item listed in Annex B, firm unit prices must be submitted.

For financial evaluation purposes, the total estimated cost will include the estimated quantities multiplied by the firm unit prices of all mandatory items listed below. Offers must include unit pricing for all mandatory items to receive further consideration.

### Mandatory Items for Optical Scanning Services - Excluding Engineering Drawings

1	Set up charge	Quantity	Unit of Issue	Unit Price
a	Preparation of equipment (Offeror's site)	5	request	\$
b	Preparation of equipment (user's site)	5	request	\$

2	Document preparation: Sort, remove one binding, fastener, staple or clip. Identify and properly sequence documents for optical scanning. Identify single and double sided pages. Identify portrait or landscape	Quantity	Unit of Issue	Unit Price
	From original document	200	hour	\$

<b>3</b>	<b>Document reconstruction: replace documents in binders or fasteners</b>	<b>Quantity</b>	<b>Unit of Issue</b>	<b>Unit Price</b>
	From original document	200	hour	\$

<b>4</b>	<b>Image scanning: TIFF format, CCITT Group 4, black and white (bi-tonal)</b>	<b>Quantity</b>	<b>Unit of Issue</b>	<b>Unit Price 200 dpi</b>
	From paper 8.5 x 11 inches	300,000	page	\$

<b>5</b>	<b>Image scanning: PDF normal black and white (bi-tonal)</b>	<b>Quantity</b>	<b>Unit of Issue</b>	<b>Unit Price 300 dpi</b>
	From paper 8.5 x 11 inches	300,000	page	\$

<b>6</b>	<b>File naming</b>	<b>Quantity</b>	<b>Unit of Issue</b>	<b>Unit Price</b>
a	File name (up to eight characters)	90,000	file name	\$
b	File name (more than eight characters)	10,000	file name	\$

<b>7</b>	<b>Indexing</b>	<b>Quantity</b>	<b>Unit of Issue</b>	<b>Unit Price</b>
a	First field (up to 10 characters)	90,000	field	\$
b	First field (more than 10 characters)	10,000	character	\$
c	Additional field (up to 10 characters)	90,000	field	\$
d	Additional field (more than 10 characters)	10,000	character	\$

<b>8</b>	<b>Saving data on electronic media</b>	<b>Quantity</b>	<b>Unit of Issue</b>	<b>Unit Price</b>
a	One CD-R with a label	50	CD-R	\$
b	One DVD with a label	25	DVD	\$

<b>9</b>	<b>Packaging electronic media</b>	<b>Quantity</b>	<b>Unit of Issue</b>	<b>Unit Price</b>
a	Inserting CD-R/DVD in a jewel box supplied by Offeror	100	jewel box	\$
b	Inserting CD-R/DVD in a sleeve/pouch supplied by Offeror	50	pouch	\$
c	Shrinkwrapping CD-R/DVD	150	ea	\$

All Per Unit Prices quoted are to include all shipping and handling throughout the NCR.

Estimated volumes are intended for evaluation purposes only and may not necessarily reflect actual volumes required.

Goods and Service Tax or Harmonized Tax is extra to the Total Estimated Expenditure shown herein.

## 2. Basis of Selection

### 2.1 1. To be declared responsive, an offer must:

- (a) comply with all the requirements of the Request for Standing Offers;
- (b) meet all mandatory technical evaluation criteria; and
- (c) obtain the required minimum of 63 points overall for the technical evaluation criteria which are subject to point rating. The rating is performed on a scale of 105 points.

2. Offers not meeting (a) or (b) or (c) will be declared non-responsive. Neither the responsive offer that receives the highest number of points nor the one that proposed the lowest price will necessarily be accepted. The responsive offer with the lowest evaluated price per point will be recommended for issuance of a standing offer.

### 2.2 The top four responsive offers ranked by the lowest price per rated point will be recommended for promulgation of a RMSO. The lowest price per rated point shall be calculated as follows:

$$\frac{\text{Offeror's total price for all mandatory items listed in Part 4, 1.2}}{\text{Total Points Scored in the Rated Criteria}} = \text{Lowest Price per Point}$$



## PART 5 - CERTIFICATIONS

Offerors must provide the required certifications and related documentation to be issued a standing offer. Canada will declare an offer non-responsive if the required certifications and related documentation are not completed and submitted as requested.

Compliance with the certifications offerors provide to Canada is subject to verification by Canada during the offer evaluation period (before issuance of a standing offer) and after issuance of a standing offer. The Standing Offer Authority will have the right to ask for additional information to verify offerors' compliance with the certifications before issuance of a standing offer. The offer will be declared non-responsive if any certification made by the Offeror 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 Standing Offer Authority for additional information will also render the offer non-responsive.

### 1. Mandatory Certifications Required Precedent to Issuance of a Standing Offer

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

- 1.1.1** By submitting an offer, the Offeror 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 an offer, the Offeror 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 Offeror, 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 offer 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 Offeror and any of the Offeror's affiliates, will also be required to remain free and clear of any acts or convictions specified herein during the entire period of the Standing Offer and any call-ups made against the Standing Offer.

Offerors who are incorporated, including those submitting offers as a joint venture, must provide with their offer or promptly thereafter a complete list of names of all individuals who are currently directors of the Offeror. Offerors submitting offers as sole proprietorship, including those submitting offers as a joint venture, must provide the name of the owner with their offer or promptly thereafter. Offerors submitting offers 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 offers is completed, Canada will inform the Offeror of a time frame within which to provide the information. Failure to comply will render the offer non-responsive. Providing the required names is a mandatory requirement for issuance of a standing offer and award of a contract.

Canada may, at any time, request that an Offeror 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 offer being declared non-responsive.

## 2. Additional Certifications Precedent to Issuance of a Standing Offer

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

### 2.1 Federal Contractors Program - Certification

1. The Federal Contractors Program (FCP) requires that some suppliers, including a supplier who is a member of a joint venture, bidding for federal government contracts, valued at \$200,000 or more (including all applicable taxes), make a formal commitment to implement employment equity. This is a condition precedent to the issuance of a standing offer. If the Offeror, or, if the Offeror 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 standing offer.  
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 offers from ineligible contractors, including an offer from a joint venture that has a member who is an ineligible contractor, will be declared non-responsive.
2. If the Offeror 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 Offeror 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 Offeror, or, if the Offeror is a joint venture the member of the joint venture, certifies its status with the FCP, as follows:

The Offeror or the member of the joint venture

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

## 2.2 Former Public Servant Certification

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, offerors 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 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 FPS. 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

As per the above definitions, is the Offeror a FPS in receipt of a pension? YES ( ) NO ( )

If so, the Offeror must provide the following information, for all FPS in receipt of a pension, as applicable:

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

By providing this information, Offerors agree that the successful Offeror's status, with respect to being a former public servant in receipt of a pension, will be reported on departmental websites as

part of the published proactive disclosure reports in accordance with Contracting Policy Notice: 2012-2 and the Guidelines on the Proactive Disclosure of Contracts.

#### Work Force Reduction Program

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

If so, the Offeror 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.

### **2.3 Status and Availability of Resources**

The Offeror certifies that, should it be issued a standing offer as a result of the Request for Standing Offer, every individual proposed in its offer will be available to perform the Work resulting from a call-up against the Standing Offer as required by Canada's representatives and at the time specified in a call-up or agreed to with Canada's representatives. If for reasons beyond its control, the Offeror is unable to provide the services of an individual named in its offer, the Offeror may propose a substitute with similar qualifications and experience. The Offeror must advise the Standing Offer Authority of the reason for the substitution and provide the name, qualifications and experience of the proposed replacement. For the purposes of this clause, only the following reasons will be considered as beyond the control of the Offeror: death, sickness, maternity and parental leave, retirement, resignation, dismissal for cause or termination of an agreement for default.

If the Offeror has proposed any individual who is not an employee of the Offeror, the Offeror certifies that it has the permission from that individual to propose his/her services in relation to the Work to be performed and to submit his/her résumé to Canada. The Offeror must, upon request from the Standing Offer Authority, provide a written confirmation, signed by the individual, of the permission given to the Offeror and of his/her availability. Failure to comply with the request may result in the offer being declared non-responsive.

## PART 6 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

### A. STANDING OFFER

#### 1. Offer

- 1.1 The Offeror offers to fulfill the requirement in accordance with the Statement of Work at Annex "A".

#### 2. Standard Clauses and Conditions

All clauses and conditions identified in the Standing Offer and resulting contract(s) 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

2005 (2012-11-19) General Conditions - Standing Offers - Goods or Services, apply to and form part of the Standing Offer.

##### 2.2 Standing Offers Reporting

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

The Offeror 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 Offeror must still provide a "nil" report.

The data must be submitted on a quarterly basis to the Standing Offer 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 Standing Offer Authority no later than 30 calendar days after the end of the reporting period.

### **3. Term of Standing Offer**

#### **3.1 Period of the Standing Offer**

The period for making call-ups and providing services against the Standing Offer is from April 1, 2013 to March 31, 2016 inclusive.

### **4. Authorities**

#### **4.1 Standing Offer Authority**

The Standing Offer Authority is:

Dennis Croucher  
Supply Specialist  
Public Works and Government Services Canada  
Acquisitions Branch  
Informatics and Telecommunications Systems Procurement Directorate - ZM Division  
Place du Portage, Phase III, 4C2  
11 Laurier Street  
Gatineau, Quebec  
K1A 0S5

Telephone: (819) 956-1195  
Facsimile: (819) 956-5078  
E-mail address: Dennis.Croucher@pwgsc-tpsgc.gc.ca

The Standing Offer Authority is responsible for the establishment of the Standing Offer, its administration and its revision, if applicable. Upon the making of a call-up, as Contracting Authority, he is responsible for any contractual issues relating to individual call-ups made against the Standing Offer by any Identified User.

#### **4.2 Project Authority**

The Project Authority for the Standing Offer is identified in the call-up against the Standing Offer.

The Project Authority is the representative of the department or agency for whom the Work will be carried out pursuant to a call-up against the Standing Offer and is responsible for all the technical content of the Work under the resulting Contract.

#### **4.3 Offeror's Representative**

Name: TBD  
Telephone: TBD  
Facsimile: TBD

## 5. Identified Users

The Identified Users authorized to make call-ups against the Standing Offer 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.

## 6. Call-up Procedures

Users are to place call-ups against the Standing Offers on a right of first refusal basis. Users will be required to issue call-ups to the Offeror based on best value ranking for services including mandatory items and applicable list of optional items. In the event that one or more optional items are required by the call-up authority which are not offered by the Offeror based on best value ranking, the call-up authority may issue its call-up for all required items from the next Offeror that is able to meet the entire requirement contained in a call-up.

In the event that any Offerors are able to provide all mandatory and optional items specified in a call-up, the Offeror which represents the lowest total aggregate price will receive the call-up providing all other conditions are met as specified in the RMSO.

In the event that all Offerors are unable to provide all mandatory and optional items specified in a call-up, the Offeror which represents the lowest total aggregate price of the common items or able to offer the most items will receive the call-up providing all other conditions are met as specified in the RMSO.

## 7. Call-up Instrument

The Work will be authorized or confirmed by the Identified User(s) using form PWGSC-TPSGC 942, Call-up Against a Standing Offer or an electronic version.

## 8. Limitation of Call-ups

Individual call-ups against this Standing Offer must not exceed \$100,000.00 (Goods and Services Tax or Harmonized Sales Tax included). The professional services component (optional item #44) of any call-ups are further limited to \$25,000 (including GST/HST as applicable) and the aggregate call-up must not exceed \$100,000 (including GST/HST as applicable).

## 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 call up against the Standing Offer, including any annexes;
- (b) the articles of the Standing Offer;
- (c) the general conditions 2005 (2012-11-19), General Conditions - Standing Offers - Goods or Services
- (d) the general conditions 2010C (2012-11-19), General Conditions - Services (Medium Complexity);

- 
- (e) Annex A, Statement of Work;  
(f) Annex B, Basis of Payment;  
(g) the Offeror's offer dated \_\_\_\_\_, "as clarified on\_\_\_\_\_".

## **10. Certifications**

### **10.1 Compliance**

Compliance with the certifications and related documentation provided by the Offeror is a condition of authorization of the Standing Offer and subject to verification by Canada during the term of the Standing Offer and of any resulting contract that would continue beyond the period of the Standing Offer. In the event that the Offeror does not comply with any certification, provide the related documentation or if it is determined that any certification made by the Offeror in its offer is untrue, whether made knowingly or unknowingly, Canada has the right to terminate any resulting contract for default and set aside the Standing Offer.

## **11. Applicable Laws**

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario.



## B. RESULTING CONTRACT CLAUSES

The following clauses and conditions apply to and form part of any contract resulting from a call-up against the Standing Offer.

### 1. Statement of Work

The Contractor must perform the Work described in the call-up against the Standing Offer.

### 2. Standard Clauses and Conditions

#### 2.1 General Conditions

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

Section 13 Interest on Overdue Accounts, of 2010C (2012-11-19), General Conditions - Services (Medium Complexity) will not apply to payments made by credit cards.

### 3. Term of Contract

#### 3.1 Period of the Contract

The Work must be completed in accordance with the call-up against the Standing Offer.

### 4. Payment

#### 4.1 Basis of Payment

The Offeror will be paid in accordance with the attached **Annex "B"** for Work performed pursuant to the Standing Offer.

#### 4.2 Limitation of Expenditure

1. Canada's total liability to the Contractor under the Contract must not exceed \$ \_\_\_\_\_. Customs duties are excluded and Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.
2. No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:

- a. when it is 75 percent committed, or
- b. four (4) months before the contract expiry date, or
- c. as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work, whichever comes first.

3. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

#### 4.3 Method of Payment

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

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

#### 4.4 SACC Manual Clauses

<u>NUMBER</u>	<u>DATE</u>	<u>DESCRIPTION</u>
A9117C	(2007/11/30)	T1204 - Direct Request by Customer

#### 4.5 Payment by Credit Card

The following credit cards are accepted: TBD and TBD.

#### 5. Invoicing Instructions

- (a) 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.
- (b) The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.

#### 6. Insurance

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

## 7. 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 call up against the Standing Offer, including any annexes;
- (b) the articles of the Standing Offer;
- (c) the general conditions 2005 (2012-11-19), General Conditions - Standing Offers - Goods or Services
- (d) the general conditions 2010C (2012-11-19), General Conditions - Services (Medium Complexity);
- (e) Annex A, Statement of Work;
- (f) Annex B, Basis of Payment;
- (g) Annex "C" - Quarterly Standing Offer Business Volume Report;
- (h) the Offeror's offer dated \_\_\_\_\_, "as clarified on \_\_\_\_\_".

## 8. Foreign Nationals (Canadian Contractor)

SACC Manual clause A2000C (2006-06-16) Foreign Nationals (Canadian Contractor)

## 9. Safeguarding Electronic Media

- (a) Before using them on Canada's equipment or sending them to Canada, the Contractor must use a regularly updated product to scan electronically all electronic media used to perform the Work for computer viruses and other coding intended to cause malfunctions. The Contractor must notify Canada if any electronic media used for the Work are found to contain computer viruses or other coding intended to cause malfunctions.
- (b) If magnetically recorded information or documentation is damaged or lost while in the Contractor's care or at any time before it is delivered to Canada in accordance with the Contract, including accidental erasure, the Contractor must immediately replace it at its own expense.

## 10. Access to Canada's Property and Facilities

Canada's property, facilities, equipment, documentation, and personnel are not automatically available to the Contractor. If the Contractor would like access to any of these, it is responsible for making a request to the Technical Authority. Unless expressly stated in the Contract, Canada has no obligation to provide any of these to the Contractor. If Canada chooses, in its discretion, to make its property, facilities, equipment, documentation or personnel available to the Contractor to perform the Work, Canada may require an adjustment to the Basis of Payment and additional security requirements may apply.

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## **ANNEX "A"**

### **STATEMENT OF WORK**

#### **1.0 Title**

Optical Scanning and Data Conversion Services

#### **2.0 Scope**

Optical scanning and data conversion services may be requested by Canadian Government users (departments, corporations and agencies) located in the National Capital Region (NCR), on an as-and-when requested basis. It is anticipated that 90% of these services will be performed at any Offeror's site and the other 10% at any user's site located in the NCR. No users are located outside the NCR. No travel and living expenses will be paid to perform these on-site services.

#### **3.0 Objective**

For the provision of all optical scanning and data conversion mandatory items and each optional item quoted in Annex B - Basis of Payment to government users located in the NCR.

#### **4.0 Standards**

4.1 The Offeror shall possess the latest version of the applicable standards and shall be held accountable to the Canadian Government users for adherence to these standards for all items quoted in Annex B - Basis of Payment, where applicable:

- a) CAN/CGSB-72.11-93 - Microfilm and Electronic Image as Documentary Evidence;
- b) ANSI/AIIM MS44 - Recommended Practice for Quality Control of Image Scanners;
- c) ANSI/AIIM MS49 - Recommended Practice for Monitoring Image Quality of Roll Microform and Microfiche Scanners;
- d) AIIM MS50 - Recommended Practice for Monitoring Image Quality of Aperture Card Scanners;
- e) ISO 8879 - Information processing - Text and office systems - Standard Generalized Markup Language (SGML);
- f) MIL-M-28001B - Markup Requirements and Generic Style Specification for Electronic Printed Output and Exchange of Text; and

g) ISO 9660 - Information Processing -Volume and file structure of CD-ROM for information interchange

## **5.0 Project Manager**

- 5.1 The Offeror must have a project manager with a minimum of one full year of experience in scanning policies and techniques for items quoted in Annex B - Basis of Payment.
- 5.2 The Offeror's project manager is available to meet at the convenience of any Canadian Government user in the National Capital Region (NCR). In some instances, the Offeror's project manager may be required to go weekly at the user's location. No travel and living expenses will be paid to attend these meetings, even if the Offeror's project manager is from outside the NCR.
- 5.3 The Offeror's Project Manager tasks include:
- defining and documenting objectives;
  - helps determine budgetary requirements;
  - manages projects during development, implementation and operations;
  - ensures the appropriate service bureau equipment is available in the appropriate timeframes;
  - reports progress of the project on an ongoing basis;
  - identifying potential trouble areas and provides recommendations;
  - interfacing with department officials and stakeholders; and
  - reviewing all project documentation, plans, reports, schedules, etc.

## **6.0 Quality Control and Quality Assurance**

- 6.1 The Offeror shall have a qualified person responsible for quality control and quality assurance with a minimum of one full year of experience in quality control and quality assurance procedures for items quoted in Annex B - Basis of Payment.
- 6.2 The Offeror shall maintain quality control and quality assurance procedures for items quoted in Annex B - Basis of Payment.
- 6.3 The Offeror shall assure that the images stored after optical scanning are of acceptable quality and are locatable by way of the index. The quality references are established on a per job basis once the entire optical scanning system of the Offeror has been determined to be providing the best possible results, as determined by the Offeror.

## **7.0 Equipment**

The Offeror shall be adequately equipped to perform all mandatory items and each optional item quoted in Annex B - Basis of Payment. No subcontracting is allowed except for shipping purposes.

## **8.0 Electronic Media**

The Offeror must be able to store and convert images on CD-R and DVD. The Offeror should be able to store and covert images on USB drives.

## **9.0 Ability to Return Original Documents**

Upon special request by a user who may need an original document back, the Offeror shall have the ability to return, within 24 hours, the original document from its production location to the Canadian Government user location in the NCR.

## **10.0 Document Handling**

The Offeror shall have an Offeror's address opened during normal business hours in the NCR where any Canadian Government user may choose to deliver or pick up its boxes of documents. The Offeror shall not charge shipping costs to deliver or pick up boxes of documents from that address. Responsibility of documents is transferred to the Offeror while they are in Offeror's possession.

## **11.0 Mandatory Service Items**

The Offeror must provide services for all mandatory items listed in Annex B - Basis of Payment. These prices shall be in effect for all job sizes up to the call-up limitation.

## **12.0 Optional Service Items**

The Offeror must provide services for all optional items for which the Offeror has provided pricing as listed in Annex B - Basis of Payment. These prices shall be in effect for all job sizes up to the call-up limitation.

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

**NOTE TO OFFEROR:** The Offeror will be paid in accordance with the following Basis of Payment for work performed pursuant to any call-up from the resulting Regional Master Standing Offer.

**MANDATORY ITEMS FOR OPTICAL SCANNING AND DATA CONVERSION SERVICES  
(Excluding Engineering Drawings)**

<b>1</b>	<b>Set up charge</b>	<b>Unit of Issue</b>	<b>Unit Price</b>
a	Preparation of equipment (Offeror's site)	request	\$
b	Preparation of equipment (User's site)	request	\$

<b>2</b>	<b>Document preparation : sort, remove one binding, fastener, staple or clip. Identify and properly sequence documents for optical scanning. Identify single and double sided pages. Identify portrait or landscape</b>	<b>Unit of Issue</b>	<b>Unit Price</b>
	From original document	hour	\$

<b>3</b>	<b>Document reconstruction: replace documents in binders or fasteners</b>	<b>Unit of Issue</b>	<b>Unit Price</b>
	From original document	hour	\$

<b>4</b>	<b>Image scanning: TIFF format, CCITT Group 4, black and white (bi-tonal)</b>	<b>Unit of Issue</b>	<b>Unit Price 200 dpi</b>
	From paper 8.5 x 11 inches	page	\$

<b>5</b>	<b>Image scanning: PDF normal black and white (bi-tonal)</b>	<b>Unit of Issue</b>	<b>Unit Price 300 dpi</b>
	From paper 8.5 x 11 inches	page	\$

<b>6</b>	<b>File naming</b>	<b>Unit of Issue</b>	<b>Unit Price</b>
a	File name (up to eight characters)	file name	\$
b	File name (more than eight characters)	file name	\$

<b>7</b>	<b>Indexing</b>	<b>Unit of Issue</b>	<b>Unit Price</b>
a	First field (up to 10 characters)	field	\$
b	First field (more than 10 characters)	character	\$
c	Additional field (up to 10 characters)	field	\$
d	Additional field (more than 10 characters)	character	\$

<b>8</b>	<b>Saving data on electronic media</b>	<b>Unit of Issue</b>	<b>Unit Price</b>
a	One CD-R with a label	CD-R	\$
b	One DVD with a label	DVD	\$

<b>9</b>	<b>Packaging electronic media</b>	<b>Unit of Issue</b>	<b>Unit Price</b>
a	Inserting CD-R/DVD in a jewel box supplied by Offeror	jewel box	\$
b	Inserting CD-R/DVD in a plastic pouch supplied by Offeror	pouch	\$
c	Shrinkwrapping CD-R/DVD	ea	\$



**OPTIONAL ITEMS FOR OPTICAL SCANNING AND DATA CONVERSION SERVICES  
(Excluding Engineering Drawings)**

<b>1</b>	<b>Image scanning: TIFF CCITT G4 black and white (bi-tonal)</b>	<b>Unit of Issue</b>	<b>Unit Price 200 dpi</b>	<b>Unit Price 300 dpi</b>	<b>Unit Price 400 dpi</b>
a	From paper 8.5 x 11 inches	page	mandatory	\$	\$
b	From paper 8.5 x 14 inches	page	\$	\$	\$
c	From paper 11 x 17 inches	page	\$	\$	\$
d	From 16 mm microfilm blipped	page	\$	\$	\$
e	From 16 mm microfilm non-blipped	page	\$	\$	\$
f	From 35 mm microfilm	page	\$	\$	\$
g	From microfiche	page	\$	\$	\$
h	From microfiche jacket (16 mm)	page	\$	\$	\$
i	From microfiche jacket (35 mm)	page	\$	\$	\$
j	From aperture card	page	\$	\$	\$

<b>2</b>	<b>Image scanning: other black and white formats offered than TIFF CCITT G4, black and white (bi-tonal)</b>	<b>Unit of Issue</b>	<b>Unit Price 200 dpi</b>	<b>Unit Price 300 dpi</b>	<b>Unit Price 400 dpi</b>
a	From paper 8.5 x 11 inches	page	\$	\$	\$
b	From paper 8.5 x 14 inches	page	\$	\$	\$
c	From paper 11 x 17 inches	page	\$	\$	\$
d	From 16 mm microfilm blipped	page	\$	\$	\$
e	From 16 mm microfilm non-blipped	page	\$	\$	\$
f	From 35 mm microfilm	page	\$	\$	\$
g	From microfiche	page	\$	\$	\$
h	From microfiche jacket (16 mm)	page	\$	\$	\$
i	From microfiche jacket (35 mm)	page	\$	\$	\$
j	From aperture card	page	\$	\$	\$

<b>3</b>	<b>Image scanning: PDF image only black and white (bi-tonal)</b>	<b>Unit of Issue</b>	<b>Unit Price 200 dpi</b>	<b>Unit Price 300 dpi</b>	<b>Unit Price 400 dpi</b>
a	From paper 8.5 x 11 inches	page	\$	\$	\$
b	From paper 8.5 x 14 inches	page	\$	\$	\$
c	From paper 11 x 17 inches	page	\$	\$	\$
d	From 16 mm microfilm blipped	page	\$	\$	\$
e	From 16 mm microfilm non-blipped	page	\$	\$	\$
f	From 35 mm microfilm	page	\$	\$	\$
g	From microfiche	page	\$	\$	\$
h	From microfiche jacket (16 mm)	page	\$	\$	\$
i	From microfiche jacket (35 mm)	page	\$	\$	\$
j	From aperture card	page	\$	\$	\$

<b>4</b>	<b>Image scanning: PDF image plus hidden text (unedited) black and white (bi-tonal)</b>	<b>Unit of Issue</b>	<b>Unit Price 200 dpi</b>	<b>Unit Price 300 dpi</b>	<b>Unit Price 400 dpi</b>
a	From paper 8.5 x 11 inches	page	\$	\$	\$
b	From paper 8.5 x 14 inches	page	\$	\$	\$
c	From paper 11 x 17 inches	page	\$	\$	\$
d	From 16 mm microfilm blipped	page	\$	\$	\$
e	From 16 mm microfilm non-blipped	page	\$	\$	\$
f	From 35 mm microfilm	page	\$	\$	\$
g	From microfiche	page	\$	\$	\$
h	From microfiche jacket (16 mm)	page	\$	\$	\$
i	From microfiche jacket (35 mm)	page	\$	\$	\$
j	From aperture card	page	\$	\$	\$

<b>5</b>	<b>Image scanning: PDF normal black and white (bi-tonal)</b>	<b>Unit of Issue</b>	<b>Unit Price 200 dpi</b>	<b>Unit Price 300 dpi</b>	<b>Unit Price 400 dpi</b>
a	From paper 8.5 x 11 inches	page	\$	mandatory	\$
b	From paper 8.5 x 14 inches	page	\$	\$	\$
c	From paper 11 x 17 inches	page	\$	\$	\$
d	From 16 mm microfilm blipped	page	\$	\$	\$
e	From 16 mm microfilm non-blipped	page	\$	\$	\$
f	From 35 mm microfilm	page	\$	\$	\$
g	From microfiche	page	\$	\$	\$
h	From microfiche jacket (16 mm)	page	\$	\$	\$
i	From microfiche jacket (35 mm)	page	\$	\$	\$
j	From aperture card	page	\$	\$	\$

<b>6</b>	<b>Image scanning: grey scale formats: JPEG and other formats offered 4 or 8 bits</b>	<b>Unit of Issue</b>	<b>Unit Price 200 dpi</b>	<b>Unit Price 300 dpi</b>	<b>Unit Price 400 dpi</b>
a	From size A, paper 8.5 x 11 inches	page	\$	\$	\$
b	From size B, paper 11 x 17 inches	page	\$	\$	\$

<b>7</b>	<b>Image scanning: colour formats: JPEG and other formats offered 4, 8 or 16 bits</b>	<b>Unit of Issue</b>	<b>Unit Price 100 dpi</b>	<b>Unit Price 150 dpi</b>	<b>Unit Price 200 dpi</b>
a	From size A, paper 8.5 x 11 inches	page	\$	\$	\$
b	From size B, paper 11 x 17 inches	page	\$	\$	\$

8	Image enhancements	Unit of Issue	Unit Price
a	Crop	page	\$
b	Deskew	page	\$
c	Despeckle	page	\$
d	Rotation of 90 degrees	page	\$
e	Insert blank page	page	\$

9	Editing of PDF normal: character accuracy: 99.95%	Unit of Issue	Unit Price High * Quality	Unit Price Medium ** Quality	Unit Price Poor *** Quality
	From size A, image 8.5 x 11 inches	page	\$	\$	\$

10	Editing of PDF image plus hidden text: character accuracy: 99.95%	Unit of Issue	Unit Price High * Quality	Unit Price Medium ** Quality	Unit Price Poor *** Quality
	From size A, image 8.5 x 11 inches	page	\$	\$	\$

11	Optical character recognition and editing: to text formats character accuracy: 99.95%	Unit of Issue	Unit Price High * Quality	Unit Price Medium ** Quality	Unit Price Poor *** Quality
	From size A, paper 8.5 x 11 inches	page	\$	\$	\$

**Notes: Optional Items 9 - 11**

Based on each page containing an average of 2,000 characters in English or French.

\* High Quality is defined as more than 99% character accuracy after automated OCR.

\*\* Medium Quality is defined as between 90% and 99% character accuracy after automated OCR.

\*\*\* Poor Quality is defined as between than 75% and 90% character accuracy after automated OCR

12	Keying characters character accuracy: 99.95%	Unit of Issue	Unit Price
	From size A, paper 8.5 x 11 inches	page	\$

13	Formula editing	Unit of Issue	Unit Price
	This enable keying of formula characters	line	\$

14	Linking for PDF	Unit of Issue	Unit Price
	Creating and testing links	link	\$

15	Inserting bookmark	Unit of Issue	Unit Price
	Creating bookmarks/tags for other software than PDF	bookmark	\$

<b>16</b>	<b>PDF file organization for output to CD-R/DVD</b>	<b>Unit of Issue</b>	<b>Unit Price</b>
	Creating an actual PDF file. Creating links between document index and the actual PDF file.	link	\$

<b>17</b>	<b>PDF file cataloguing for output to CD-R/DVD</b>	<b>Unit of Issue</b>	<b>Unit Price</b>
	This enable full-text searching	page	\$

<b>18</b>	<b>Authoring the publication without tags</b>	<b>Unit of Issue</b>	<b>Unit Price</b>
	From size A, image 8.5 x 11 inches	hour	\$

<b>19</b>	<b>Table of content</b>	<b>Unit of Issue</b>	<b>Unit Price</b>
	Field of Table of Content	field	\$

<b>20</b>	<b>Replication</b>	<b>Unit of Issue</b>	<b>Unit Price</b>
a	CD-R Replication of another copy to 99 copies	CD-R	\$
b	CD-R Replication of 100 copies to 499 copies	CD-R	\$
c	CD-R Replication of 500 copies and more	CD-R	\$
d	DVD Replication of another copy to 99 copies	diskette	\$
e	DVD Replication of 100 copies or more	diskette	\$

<b>21</b>	<b>Labelling for replication</b>	<b>Unit of Issue</b>	<b>Unit Price</b>
a	Printing and applying CD-R/DVD label created by user	label	\$

<b>22</b>	<b>CD-R/DVD insert for replication</b>	<b>Unit of Issue</b>	<b>Unit Price</b>
a	Printing and inserting cards created by user	card	\$
b	Printing and inserting booklets created by user	booklet	\$

<b>23</b>	<b>Packaging electronic media</b>	<b>Unit of Issue</b>	<b>Unit Price</b>
a	Inserting CD-R/DVD in a jewel box supplied by Offeror	jewel box	mandatory
b	Inserting CD-R/DVD in a plastic pouch supplied by Offeror	pouch	mandatory
c	Individual shrinkwrapping of a jewel box	jewel box	\$

24	Image scanning: TIFF CCITT G4 and other raster formats offered black and white (bi-tonal)	Unit of Issue	Unit Price Bond 200 dpi	Unit Price Vellum 200 dpi	Unit Price Mylar 200 dpi
a	From size A, 8.5 x 11 inches	page	Item 1 & 2	\$	\$
b	From size B, 11 x 17 inches	page	Item 1 & 2	\$	\$
c	From size C, 17 x 22 inches	page	\$	\$	\$
d	From size D, 22 x 34 inches	page	\$	\$	\$
e	From size E, 34 x 44 inches	page	\$	\$	\$
f	From size F, 28 x 40 inches	page	\$	\$	\$
g	From size G, 11 x 90 inches	page	\$	\$	\$
h	From size H, 28 x 143 inches	page	\$	\$	\$
i	From size J, 34 x 176 inches	page	\$	\$	\$
j	From size K, 40 x 143 inches	page	\$	\$	\$

25	Image scanning: TIFF CCITT G4 and other raster formats offered black and white (bi-tonal)	Unit of Issue	Unit Price Bond 300 dpi	Unit Price Vellum 300 dpi	Unit Price Mylar 300 dpi
a	From size A, 8.5 x 11 inches	page	Item 1 & 2	\$	\$
b	From size B, 11 x 17 inches	page	Item 1 & 2	\$	\$
c	From size C, 17 x 22 inches	page	\$	\$	\$
d	From size D, 22 x 34 inches	page	\$	\$	\$
e	From size E, 34 x 44 inches	page	\$	\$	\$

26	Image scanning: grey scale formats: JGEP and other formats offered 4 or 8 bits	Unit of Issue	Unit Price Bond 200 dpi	Unit Price Bond 300 dpi	Unit Price Bond 400 dpi	Unit Price Bond 600-1200 dpi
a	From size A, 8.5 x 11 inches	page	Item 6	Item 6	Item 6	\$
b	From size B, 11 x 17 inches	page	Item 6	Item 6	Item 6	\$
c	From size C, 17 x 22 inches	page	\$	\$	\$	\$
d	From size D, 22 x 34 inches	page	\$	\$	\$	\$
e	From size E, 34 x 44 inches	page	\$	\$	\$	\$
f	From negative - black and white	page	\$	\$	\$	\$
g	From negative - colour	page	\$	\$	\$	\$
h	From colour slides - 35 mm	page	\$	\$	\$	\$
i	From photograph - black & white	page	\$	\$	\$	\$
j	From photograph - colour	page	\$	\$	\$	\$
k	From transparency	page	\$	\$	\$	\$

27	Image scanning: colour formats: JPEG or other formats offered 4, 8 or 16 bits	Unit of Issue	Unit Price Bond 100 dpi	Unit Price Bond 150 dpi	Unit Price Bond 200 dpi
a	From size A, 8.5 x 11 inches	page	Item 7	Item 7	Item 7
b	From size B, 11 x 17 inches	page	Item 7	Item 7	Item 7
c	From size C, 17 x 22 inches	page	\$	\$	\$
d	From size D, 22 x 34 inches	page	\$	\$	\$
e	From size E, 34 x 44 inches	page	\$	\$	\$

28	Data converted from ASCII text formats to:	Unit of Issue	Unit Price
a	Text formats	page	\$
b	HTML	page	\$
c	SGML (the least complex DTD)	page	\$
d	SGML (the most complex DTD)	page	\$
e	XML	page	\$
f	PDF normal	page	\$
g	PDF image plus Hidden text	page	\$

29	Data converted from text formats other than ASCII to:	Unit of Issue	Unit Price
a	Text formats	page	\$
b	HTML	page	\$
c	SGML (the least complex DTD)	page	\$
d	SGML (the most complex DTD)	page	\$
e	XML	page	\$
f	PDF normal	page	\$
g	PDF image plus Hidden text	page	\$
h	PDF Image only	page	\$

30	Data converted from desktop publishing formats to:	Unit of Issue	Unit Price
a	HTML	page	\$
b	SGML (the least complex DTD)	page	\$
c	SGML (the most complex DTD)	page	\$
d	XML	page	\$

31	Data converted from SGML to:	Unit of Issue	Unit Price
a	Text formats	page	\$
b	HTML	page	\$
c	SGML with another DTD (the least complex DTD)	page	\$
d	SGML with another DTD (the most complex DTD)	page	\$
e	XML	page	\$
f	PDF normal	page	\$
g	PDF image plus Hidden text	page	\$
h	PDF Image only	page	\$

<b>32</b>	<b>Saving data on electronic media other than CD-R and DVD</b>	<b>Unit of Issue</b>	<b>Unit Price</b>
a	Flash Drive	2 Gb	\$
b	External hard drive	100 Gb	\$
c	<b>Please offer list of other media with firm unit prices, if available</b>		

<b>33</b>	<b>Data converted from TIFF formats to:</b>	<b>Unit of Issue</b>	<b>Unit Price</b>
a	Text formats	page	\$
b	HTML	page	\$
c	SGML (the least complex DTD)	page	\$
d	SGML (the most complex DTD)	page	\$
e	XML	page	\$
f	PDF normal	page	\$
g	PDF image plus Hidden text	page	\$

<b>34</b>	<b>Data converted from raster formats to:</b>	<b>Unit of Issue</b>	<b>Unit Price</b>
a	Text formats	page	\$
b	HTML	page	\$
c	SGML (the least complex DTD)	page	\$
d	SGML (the most complex DTD)	page	\$
e	XML	page	\$
f	PDF normal	page	\$
g	PDF image plus Hidden text	page	\$
h	Other raster formats	page	\$

<b>35</b>	<b>Data converted from raster formats</b>	<b>Unit of Issue</b>	<b>Unit Price</b>
a	Manual - Vector formats	Mb	\$
b	Automatic - Vector formats	Mb	\$
c	Automatic - Vector formats with clean up	hr	\$
d	Automatic - Vector formats with clean up and touch up	hr	\$
e	Automatic - Vector formats to user's specifications	hr	\$

<b>36</b>	<b>Data converted from vector formats</b>	<b>Unit of Issue</b>	<b>Unit Price</b>
a	Raster formats	Mb	\$
b	Other vector formats	Mb	\$
c	Raster formats with clean up	hr	\$
d	Other vector formats with clean up	hr	\$

37	Printing: raster formats black and white (bi-tonal)	Unit of Issue	Unit Price Bond 200 dpi	Unit Price Vellum 200 dpi	Unit Price Mylar 200 dpi
a	From size A, 8.5 x 11 inches	page	\$	\$	\$
b	From size B, 11 x 17 inches	page	\$	\$	\$
c	From size C, 17 x 22 inches	page	\$	\$	\$
d	From size D, 22 x 34 inches	page	\$	\$	\$
e	From size E, 34 x 44 inches	page	\$	\$	\$

38	Printing: vector formats	Unit of Issue	Unit Price Bond 200 dpi	Unit Price Vellum 200 dpi	Unit Price Mylar 200 dpi
a	From size A, 8.5 x 11 inches	page	\$	\$	\$
b	From size B, 11 x 17 inches	page	\$	\$	\$
c	From size C, 17 x 22 inches	page	\$	\$	\$
d	From size D, 22 x 34 inches	page	\$	\$	\$
e	From size E, 34 x 44 inches	page	\$	\$	\$

39	Printing: raster formats black and white (bi-tonal) - bond	Unit of Issue	Unit Price 200 dpi	Unit Price 300 dpi	Unit Price 400 dpi
a	From size A, 8.5 x 11 inches	page	Item 38	\$	\$
b	From size B, 11 x 17 inches	page	Item 38	\$	\$
c	From size C, 17 x 22 inches	page	Item 38	\$	\$
d	From size D, 22 x 34 inches	page	Item 38	\$	\$
e	From size E, 34 x 44 inches	page	Item 38	\$	\$

40	Printing: grey scale formats - bond	Unit of Issue	Unit Price 200 dpi	Unit Price 300 dpi	Unit Price 400 dpi
a	From size A, 8.5 x 11 inches	page	\$	\$	\$
b	From size B, 11 x 17 inches	page	\$	\$	\$
c	From size C, 17 x 22 inches	page	\$	\$	\$
d	From size D, 22 x 34 inches	page	\$	\$	\$
e	From size E, 34 x 44 inches	page	\$	\$	\$

41	Printing: colour formats - bond	Unit of Issue	Unit Price 100 dpi	Unit Price 150 dpi	Unit Price 200 dpi
a	From size A, 8.5 x 11 inches	page	\$	\$	\$
b	From size B, 11 x 17 inches	page	\$	\$	\$
c	From size C, 17 x 22 inches	page	\$	\$	\$
d	From size D, 22 x 34 inches	page	\$	\$	\$
e	From size E, 34 x 44 inches	page	\$	\$	\$



42	Printing: colour formats - bond	Unit of Issue	Unit Price
a	Set up	each	\$
b	TIFF CCITT G	image	\$
c	JPEG grey scal	image	\$
d	ASCII formats	image	\$
e	HTML	image	\$
f	SGML	image	\$
g	XML	image	\$
h	PDF normal	image	\$
i	TIFF formats	image	\$
j	Raster formats	image	\$
k	Vector formats	image	\$

43	Bates stamping	Unit of Issue	Unit Price
	From original document	page	\$

44	Professional services	Unit of Issue	Per Diem
	Project Management	7.5/hr day	\$
	<b>Note: Professional services may only be accessed via a call-up against this RMSO by those clients that will also be requesting optical scanning and/or data conversion services on the same call-up. Furthermore, the professional services components of any call-ups are limited to \$25,000 (including GST/HST as applicable). The aggregate call-up must not exceed \$100,000 (including GST/HST as applicable).</b>		

All deliverables are F.O.B. Destination, and Canadian Customs Duty included, where applicable. All shipping charges are to be included in the Per Unit Price.

All prices and amounts of money in the Contract are exclusive of Goods and Services Tax (GST) or Harmonized Sales Tax (HST), as applicable, unless otherwise indicated. The GST or HST, whichever is applicable, is extra to the price herein and will be paid by Canada.

The estimated GST or HST of is included in the total estimated cost. GST or HST, to the extent applicable, will be incorporated into all invoices and progress claims and shown as a separate item on invoices and progress claims. All items that are zero-rated, exempt or to which the GST or HST does not apply, are to be identified as such on all invoices. The Contractor agrees to remit to Canada Customs and Revenue Agency any amounts of GST and HST paid or due.



Solicitation No. - N° de l'invitation

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

E60ZM-120002/A

379zm

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

File No. - N° du dossier

CCC No./N° CCC - FMS No/ N° VME

E60ZM-120002

379zmE60ZM-120002

## ANNEX D

### Call-up Form PWGSC-TPSGC 942

Public Works and Government Services Canada		Travaux publics et Services gouvernementaux Canada		<b>Call-up Against a Standing Offer</b> <b>Commande subséquente à une offre à commandes</b>			
Ship To - Expédier À		<p>To the supplier: Your standing offer referred to below is hereby accepted as follows: You are required to supply the goods and/or services shown below at the prices or pricing basis and in accordance with the other terms and conditions stated in the standing offer. Only goods and services included in the standing offer shall be supplied against this call-up.</p> <p>Au fournisseur: Votre offre à commandes, dont la numéro figure plus bas, est acceptée selon les modalités suivantes: Vous devez fournir les biens ou services indiqués ci-dessous aux prix ou selon les modalités du prix et en conformité des autres conditions stipulés dans l'offre à commandes. Ne seront fournis en vertu de la présente commande que les biens et services figurant dans l'offre à commandes.</p>					
Supplier - Fournisseur		<p>Security: This call-up includes security provisions. If yes, an SRCL shall accompany all PWGSC call-ups <input type="checkbox"/> No Non</p> <p>Sécurité: Cette commande comprend des exigences en matière de sécurité. Si oui, on doit joindre une LVERS à toutes les commandes du TPSGC. <input type="checkbox"/> Yes Oui</p>					
Invoices are to be addressed in accordance with: Adresser les factures selon:							
<input type="checkbox"/> The detailed instructions in the standing offer Les instructions détaillées de l'offre à commandes <input type="checkbox"/> The address shown in hte"Ship To" block L'adresse indiquée dans la case "Expédier à" <input type="checkbox"/> Special Instructions below Les Instructions particulières ci-dessous							
Each shipment shall be accompanied by a packing slip or delivery slip. All invoices, shipping bills and packing slips must show the following reference numbers. Chaque envoi sera accompagné d'un bordereau d'emballage ou d'expédition. Les factures, connaissements et bordereaux d'emballage doivent tous porter les numéros de référence						Financial Code(s) - Code financier(s)	
Standing Offer No. - N° d'offre à commandes		Requisition No. - N° de commande Order. Off. - Bur. dem.      Yr. - An      Serial No. - N° de série					
Goods and Services Tax (GST): Unless otherwise indicated, unit/extended prices include GST. Taxe sur les produits at services (TPS): Sauf indication contraire, la TPS est incluse dans le prix unitaire et le prix total.						Provincial Sales Tax - Taxe de vente provinciale <input type="checkbox"/> Exigible <input type="checkbox"/> Non-exigible _____ Lic. no.(s) auth. - Autori. N°(s) de licence	
Amendment No. - N° de modification		Previous Value - Valeur précédente		Value of inc. or dec. - Augm. ou diminution		Tot. est. exp. or rev. tot. est. exp. Mont. tot. prév. ou mont. tot. prév. révisé	
Item No N° de l'art	Nato Stock number/ Item Description N° de nomenclature de l'OTAN / Description de l'article			U of I U de D	Qty Qté	Unit Price Prix unitaire	GST HST %
						GST HST	Extended Price Prix total prévu
Special Instructions - Instructions particulières						GST/HST Amount Montant TPS/TVS	
						<b>Total Price</b> <b>Prix Total</b>	
For further information call - Pour renseignements supplémentaires						Delivery required by - Livraison requise le	
Name - Nom.				Telephone No. - N° de téléphone		<b>See Herein</b>	
Certified pursuant to subsection 32 (1) of the Financial Administration Act Certifié en vertu du paragraphe 32 (1) de la Loi sur la gestion des finances publiques						Approved for the Minister - Approuvé pour le Ministre	
_____ Signature				_____ Date		_____ Signature	
_____ Date							

PWGSC-TPSGC 942