

RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:

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

11 Laurier St./11, rue Laurier

Place du Portage, Phase III

Core 0A1 / Noyau 0A1

Gatineau

Québec

K1A 0S5

Bid Fax: (819) 997-9776

REQUEST FOR PROPOSAL
DEMANDE DE PROPOSITION

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

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

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

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

Comments - Commentaires

Title - Sujet PRINT AND MAIL-OUT SERVCS	
Solicitation No. - N° de l'invitation M9474-122457/A	Date 2013-04-25
Client Reference No. - N° de référence du client M9474-122457	
GETS Reference No. - N° de référence de SEAG PW-\$\$CW-013-62643	
File No. - N° de dossier cw013.M9474-122457	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2013-05-24	Time Zone Fuseau horaire Eastern Daylight Saving Time EDT
F.O.B. - F.A.B. Specified Herein - Précisé dans les présentes Plant-Usine: <input type="checkbox"/> Destination: <input type="checkbox"/> Other-Autre: <input checked="" type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Staigh, Ron	Buyer Id - Id de l'acheteur cw003
Telephone No. - N° de téléphone (613) 993-8465 ()	FAX No. - N° de FAX () -
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: Specified Herein Précisé dans les présentes	

Instructions: See Herein

Instructions: Voir aux présentes

Vendor/Firm Name and Address

Raison sociale et adresse du

fournisseur/de l'entrepreneur

Issuing Office - Bureau de distribution

Communication Procurement Directorate/Direction de
l'approvisionnement en communication

360 Albert St./ 360, rue Albert

12th Floor / 12ième étage

Ottawa

Ontario

K1A 0S5

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

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THIS DOCUMENT CONTAINS A SECURITY REQUIREMENT

PART 1 - GENERAL INFORMATION

1. Introduction

The bid solicitation and resulting contract document is divided into seven (7) parts plus annexes as follows:

Part 1 General Information: provides a general description of the requirement;

Part 2 Bidder Instructions: provides the instructions, clauses and conditions applicable to the bid solicitation and states that the Bidder agrees to be bound by the clauses and conditions contained in all parts of the bid solicitation;

Part 3 Bid Preparation Instructions: provides bidders with instructions on how to prepare their bid;

Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria that must be addressed in the bid, if applicable, and the basis of selection;

Part 5 Certifications: includes the certifications to be provided;

Part 6 Security, Financial and Other Requirements: includes specific requirements that must be addressed by bidders; and

Part 7 Resulting Contract Clauses: includes the clauses and conditions that will apply to any resulting contract.

The Annexes include the Statement of Work, the Basis of Payment, the Evaluation Grid and the Security Requirement Check List.

2. Summary

The Canadian Firearms Program of the Royal Canadian Mounted Police (RCMP) requires a contractor to provide DVD replication, electronic file transfer, data processing, variable imaging, printing (static and variable), collating, inserting and mailing of various material to the public, on a scheduled basis. Postage will be included in the contract and will be approximately \$600,000 per year.

The period of the contract will be for three (3) years with two (2) option periods of one (1) year each.

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

(<http://www.tpsgc-pwgsc.gc.ca/app-acq/lc-pl/lc-pl-eng.html#a31>).

Pursuant to section 01 of Standard Instructions 2003 and 2004, Bidders must submit a complete list of names of all individuals who are currently directors of the Bidder. Furthermore, as determined by the

Special Investigations Directorate, Departmental Oversight Branch, each individual named on the list may be requested to complete a Consent to a Criminal Record Verification form.

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

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

3. Debriefings

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

PART 2 - BIDDER INSTRUCTIONS

1. Standard Instructions, Clauses and Conditions

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

<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>)

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

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

Subsection 5.4 of 2003, is replaced by:

Delete: sixty (60) days

Insert: ninety days (90) days

2. Submission of Bids

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

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

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

3. Enquiries - Bid Solicitation

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

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

4. Applicable Laws

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

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

5. Improvements of Requirements

Should bidders consider that the specifications or Statement of Work contained in the bid solicitation could be improved technically or technologically, bidders are invited to make suggestions, in writing, to the Contracting Authority named in the bid solicitation. Bidders must clearly outline the suggested improvement as well as the reason for the suggestion. Suggestions that do not restrict the level of competition nor favour a particular bidder will be given consideration provided they are submitted to the Contracting Authority at least seven days before the bid closing date. Canada will have the right to accept or reject any or all suggestions.

PART 3 - BID PREPARATION INSTRUCTIONS

1. Bid Preparation Instructions

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

Section I: Technical Bid (4 hard copies)

Section II: Financial Bid (1 hard copy)

Section III: Certifications (1 hard copy)

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

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

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

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

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

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

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

Section I: Technical Bid

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

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

Section II: Financial Bid

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

Section III: Certifications

Bidders must submit the certifications required under Part 5.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

1. Evaluation Procedures

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

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

1.1 Technical Evaluation

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

The mandatory requirements are:

M.1 CORPORATE EXPERIENCE

To demonstrate that the Bidder has the corporate experience in providing the services described in the Statement of Work, the Bidder must provide a description of a contract for a client, undertaken during the five (5) years prior to the closing date of this RFP, which includes all of the following:

- 1 Preparation of data sets of a minimum 100,000 records for Variable Printing: consisting of multiple outputs with each output requiring of merging static and variable information;
- 2 Printing of multiple outputs of varying sizes and paper types with each output requiring printing of variable information;
- 3 Mailing preparation with sortation and handling in accordance with Canada Post requirements for incentive lettermail, matching and insertion of multiple variable items, insertion of additional inserts and delivery to Canada Post;
- 4 Storage of material produced or supplied in advance of the mailing activities.

In addition, the Bidder must provide the following information:

- o Describe any activities undertaken by sub-contractors and joint venture partners.
- o The start and the expiry date of the contract.
- o The contact information of the client to whom the Bidder provided the identified services.
- o Legal name and address

M.2 CONTRACT PROJECT MANAGER

The Bidder must identify an individual who will act as the Contract Project Manager assigned to this contract and the single point of contact to manage the implementation and on-going provision of the required services during the period of the Contract. This designated Project Manager must have, within the last five [5] years prior to the closing date of the RFP, worked as the Project Manager for a contract requiring all of the following:

- 1 Processing of client supplied data files of at least 100,000 records for variable printing of multiple outputs with each output requiring merging static and variable information;
- 2 Variable printing of at least 100,000 impressions that require mail matching of at least two (2) items
- 3 Mailing operations that require mail matching of at least two (2) items and sortation to achieve letter mail presort incentive rates

In addition, the Bidder must provide the following information:

- o The name and contact information of the Project Manager.
- o The role of the Project Manager and a description of the services provided.
- o The start and the expiry date of the contract.
- o The Contact information of the client organization(s) to whom the Project Manager provided the identified services.

1.1.2 Point Rated Technical Criteria

To be considered responsive, a proposal must obtain a minimum score of 70% for each of the criteria, which are subject to a point rating.

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

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

1.2 Financial Evaluation

1.2.1 Proposals will be evaluated as follows:

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

2. Basis of Selection

2.1 To be declared responsive, a bid must:

- (a) comply with all the requirements of the bid solicitation;
- (b) meet all mandatory evaluation criteria; and
- (c) obtain the required minimum 70% for each technical criteria which are subject to point rating.

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

PART 5 - CERTIFICATIONS

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

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

1. Code of Conduct Certifications - Certifications Required Precedent to Contract Award

1.1 Bidders should provide, with their bid or promptly thereafter, a complete list of names of all individuals who are currently directors of the Bidder. If such a list has not been received by the time the evaluation of bids is completed, the Contracting Authority will inform the Bidder of a time frame within which to provide the information. Bidders must submit the list of directors before contract award, failure to provide such a list within the required time frame will render the bid non-responsive.

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

2. Certifications Precedent to Contract Award

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

2.1 Federal Contractors Program - over \$200K

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

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

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

The Bidder or the member of the joint venture

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

number as follows: _____ (e.g. has not been declared
an ineligible contractor by HRSDC.)

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

2.2 Canadian Content Definition

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

This procurement is limited to Canadian services.

The Bidder certifies that:

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

2.3 Status and Availability of Resources

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

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

Signature

Date

PART 6 - SECURITY REQUIREMENTS

Security Requirement

1. At the date of bid closing, the following conditions must be met:

(a) the Bidder must hold a valid organization security clearance as indicated in Part 7 - Resulting Contract Clauses;

(b) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work site(s) must meet the security requirement as indicated in Part 7 - Resulting Contract Clauses;

(c) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites.

(d) the Bidder's proposed location of work performance or document safeguarding must meet the security requirement as indicated in Part 7 - Resulting Contract Clauses;

(e) the Bidder must provide the address(es) of proposed location(s) of work performance or document safeguarding.

3. For additional information on security requirements, bidders should consult the "Security Requirements for PWGSC Bid Solicitations - Instructions for Bidders" (<http://www.tpsgc-pwgsc.gc.ca/app-acq/lc-pl/lc-pl-eng.html#a31>) document on the Departmental Standard Procurement Documents Web site.

PART 7 - RESULTING CONTRACT CLAUSES

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

1. Statement of Work

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

2. Standard Clauses and Conditions

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

2.1 General Conditions

2030 (2013-03-21) General Conditions - Goods Higher Complexity - apply to and form part of the Contract.

3. Security Requirement

1. The Contractor and sub-contractor 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 and International Industrial Security Directorate, Public Works and Government Services Canada**.

2. The Contractor and sub-contractor personnel requiring access to PROTECTED information, assets or work site(s) must be a citizen of Canada or a Permanent Resident of Canada and EACH hold a valid RELIABILITY STATUS, granted or approved by **the Royal Canadian Mounted Police (RCMP)**. The RCMP will perform an in depth security verification check and security interview on the Contractor submitted. Such verification will be performed by a security Analyst with the RCMP, Personnel Security Unit (PSU), independent of PWGSC/CIISD.

The RCMP will perform a security check on the Contractor being recommended for award. Such verification will include nine (9) separate security checks and a security interview to be conducted by an

RCMP Security Analyst. In the event the proposed Contractor does not meet the security criteria, the bidder's proposal will be deemed non-compliant and the next ranked bidder will be contacted.

Until the security screening of the Contractor and sub-contractor personnel required by this RFP has been completed satisfactorily by the Royal Canadian Mounted Police, the Contractor MAY NOT have access to classified/protected information or assets, and MAY NOT ENTER sites where such information or assets are kept.

3. The Contractor MUST NOT perform any PROTECTED Automatic/Electronic Data Processing and/or production until CIISD/PWGSC has issued written approval. After approval has been granted or approved, these tasks may be performed at the level of PROTECTED B.

4. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CIISD/PWGSC and RCMP verification.

5. The Contractor must comply with the provisions of the:

(a) Security Requirements Check List, attached at Annex C;

(b) Industrial Security Manual (Latest Edition)

4. Term of Contract

4.1 Period of Contract

The contract is in effect from date of award to August 31, 2016 inclusively.

4.2 Option to Extend the Contract

The contractor grants to Canada the irrevocable option to extend the term of the contract by two (2) optional period of one year each under the same terms and conditions. Canada may exercise this option at any time by sending a notice to the contractor.

5. Authorities

5.1 Contracting Authority

The Contracting Authority for the Contract is:

Tasia Papadatos
Public Works and Government Services Canada
Communications Procurement Directorate
360 Albert, 12th floor
Ottawa, ON, K1A 0S5
Telephone: (613) 990-6690
E-mail: tasia.papadatos@pwgsc.gc.ca

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

5.2 Project Authority

The Project Authority for the Contract is:

The Project Authority is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the Project Authority; however, the Project Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

5.3 Contractor's Representative

Name: _____

Telephone: _____

Fax: _____

E-mail: _____

6. Payment

6.1 Basis of Payment

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

6.2 Multiple Payments

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

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

7. Invoicing Instructions

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

Invoices must be distributed as follows:

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

Royal Canadian Mounted Police
Canadian Firearms Program
73 Leikin Drive, M1-3rd floor

MAILSTOP #6
Ottawa, ON
K1A 0R2

8. Certifications

Compliance with the certifications provided by the Contractor in its bid is a condition of the Contract and subject to verification by Canada during the entire contract period. If the Contractor does not comply with any certification or it is determined that any certification made by the Contractor in its bid is untrue, whether made knowingly or unknowingly, Canada has the right, pursuant to the default provision of the Contract, to terminate the Contract for default.

9. Applicable Laws

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

10. Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the general conditions 2030 (2013-03-21);
- (c) Annex "A", Statement of Work;
- (d) Annex "B", Basis of Payment;
- (e) Annex "C", Security Requirements Check List;
- (f) the Contractor's bid dated _____, as amended_____.

11. Insurance

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

12. SACC Manual Clauses

Clause P1005C (2010-01-11) Packaging of Printed Products
Clause P1009C (2007-11-30) Author's Alterations
Clause P1010C (2010-01-11) Quality Levels for Printing
Clause P1013C (2010-01-11) Quality Level for Forms

ANNEX "A": STATEMENT OF WORK

Canada Firearms Program (CFP) Variable Printing and Direct Mail-Out Services

1.0 Introduction

The Canada Firearms Program (CFP), a division of the Specialized Police Services of the Royal Canadian Mounted Police (RCMP), requires the services of a Contractor to provide a variety of on-going services that include: DVD replication, electronic file transfer, data processing, variable imaging, printing (static and variable), collating, inserting and mail-out of various CFP material to the public, on a scheduled and "as and when requested" basis.

2.0 Background

2.1 The Canada Firearms Program (CFP)

The mission of the Canadian Firearms Program is: to enhance public safety by:

- Helping reduce death, injury and threat from firearms through responsible ownership, use and storage of firearms; and
- Providing police and other organizations with expertise and information vital to the prevention and investigation of firearms crime and misuse in Canada and internationally.

The CFP's mandate is to administer the Firearms Act and its regulations. It does so by working with other federal departments and agencies, and with provincial governments and officials who have responsibilities under the Act and related legislation.

Included in the mandate of the CFP is the continued operation of the Canadian Firearms Information System (CFIS). The CFIS is a fully integrated automated information system that provides administrative and enforcement support to all partners involved in licensing of firearms owners / users, registration of firearms, and the issuance of authorizations.

The principal variable print products associated with CFIS are:

- ◆ Pre-populated Licence Renewal Application Package (Individuals) (RCMP 5614/CAFC979 and RCMP 5656/CAFC1061)
- ◆ Reminder notice for individuals (RCMP 5657/CAFC1062)
- ◆ Pre-populated Licence Renewal Applications Package (Business) (RCMP 5615/CAFC980 and RCMP 5661/CAFC1069)
- ◆ Reminder notice for Business (RCMP 5662/CAFC1070)
- ◆ Pre-populated Licence Renewal Applications Package (Carrier) (RCMP 5640/CAFC1014 and RCMP 5663/CAFC1071)
- ◆ Reminder notice for Carrier (RCMP 5664/CAFC1072)
- ◆ Notice to Possession Only Licence holders with no firearms (RCMP 5655/CAFC1060)
- ◆ Firearm Registration Certificates (RCMP 5596/CAFC936)
- ◆ Firearm Identification Number (FIN) Stickers (RCMP 5557/CAFC820)

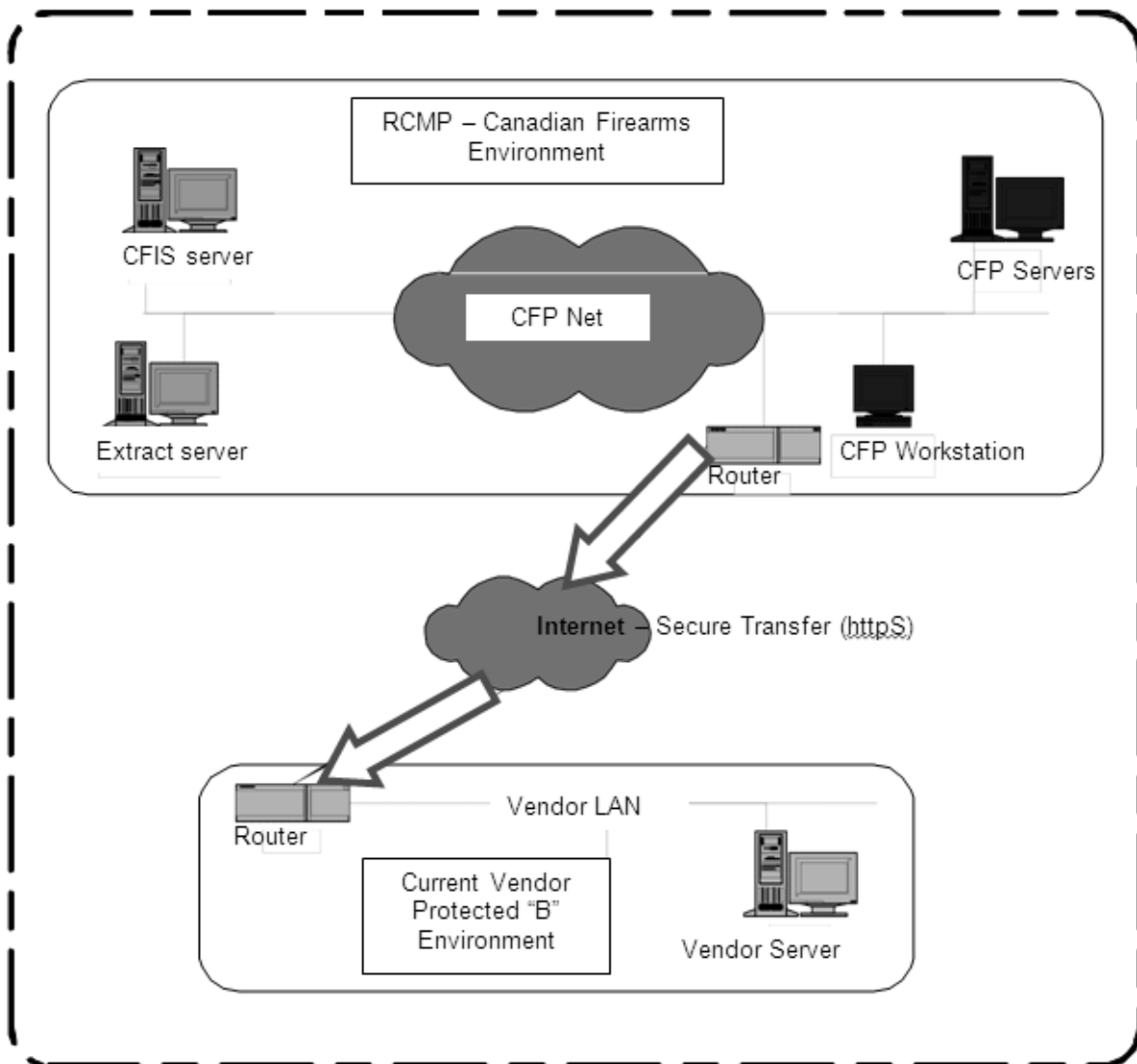
Renewal application packages contain a pre-populated notice (cover letter) and a pre-populated application (multi-page with information sheet and application). Reminder notices only contain a pre-populated notice. Samples of an application, a notice, a registration certificate and FIN sticker card are included in Addendum 1 to this Statement of Work.

2.2 Current Process

Extract files are produced through the CFIS application and delivered to a printing service provider (via secure medium) for fulfillment. On-going scheduled extracts take place on both a weekly and monthly schedule, dependant on the requirement of the extract. These scheduled extracts are discussed in detail within section 6.0 of this document.

The process is rigorously tested upon implementation and is followed by a quality assurance process (if applicable).

The main database for the CFIS application is located within the National Capital Region.



3. Production Process

3.1 Scheduled Production

Extract batch orders consisting of text files containing information needed to complete the orders including product type, information for imprinting and the quantity are produced through the CFIS application and delivered to the Contractor for fulfillment.

On-going scheduled extracts take place on both a weekly and monthly schedule, dependant on the requirement of the extract. The weekly and monthly mailings are totally different products. The 90 day notice goes out 90 days before a license is due to expire and they go out once a month. The registration certificates go out every week as these are fairly urgent.

Specifications for these scheduled extracts are provided in section 12 of the Statement of Work.

3.2. Ad-Hoc Production

Along with the on-going scheduled extracts, there are new ad-hoc static/variable printing requirements that are performed on an "as and when required" basis. The CFP periodically undertakes targeted mail-outs of forms and/or notices to various client groups, whether it is licence holders, the firearms business community or the policing environment. Testing, proofs and samples will be required before any ad-hoc or new product runs are approved.

3.3. Technical Specifications

CFP supplies the Contractor with the technical and layout specifications when any kind of extract / print requirement is initiated. These specifications include the technical components of the extract, the forms requirements, including a PDF of the form with identification of data placement and the schedule requirements for print.

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3.4. File Transfer

The Contractor must provide a secure file transfer service that will permit CFP to conduct transfers of the batch order files to the Contractor. The Contractor must provide a file reception account to be accessible solely for the transfer of order files by designated CFP authorities and is user ID and password protected.

Upon receipt of the batch files, the Contractor must transfer the batches from the file reception server to processing and process the files within sufficient time to meet the requirements of the Service Standards of the Statement of Work. The Contractor must perform a review of the received files for quality assurance and record the number of records received and any errors in a batch log file. Once the review has been completed, the Contractor will email the batch log file to the CFP Project Authority.

The Contractor will process all error free orders in the batch files. If required, CFP will correct any identified errors and retransmit the files either as a separate transfer or as part of a following batch transfer.

- 1) Files will be transferred each Wednesday night/Thursday morning by CFP. Once a month the transfer will include both the weekly and monthly extracts.
- 2) Once the transmission has been completed, the Contractor will provide CFP with a success/failure return code - Batch received successfully / Batch not received successfully.
- 3) If no file is received the Contractor will advise the CFP Project Authority by email by 9:00 am Eastern Standard Time.

Data Exchange Format

All transactional data that is exchanged to/from the Contract Parties shall be in a compatible format that is generated using RCMP systems. That said the data format shall be in plain text using standard AINSI or ASCII codepage encoding.

The Contractor must be capable of mapping data fields from the RCMP/CFP system to their internal system(s) to pass information and updates. The Contractor's system must be capable of processing information in uppercase and lowercase format and, in the case of the French language, be able to represent all accents and related characters.

System Information Exchange Ability

The Contractor shall be required to electronically accept communication between their printing system and the RCMP CFP system.

This interaction can be accomplished by using Shared Services Canada MSFT (Managed Secure File Transfer) file transfer termed "Background or Backend" channel.

Bulk Data Transfer Facility is required because of the large data file or ad hoc data transfers. It is expected these transfers would occur when the on-line environment is at low usage or unavailable so not to diminish response time. The average zipped file is approximately 312 kilobytes, text only.

All data exchange will take place in a secure manner without manual intervention, using the protocols and procedures specified by the Project Authority, as per specified federal security requirements for Protected "B" information.

The solution must be an integrated one that will permit automated and seamless data transfers. It must accept communication from its current existing network (NPSnet) processing.

The transfer function must include a secure network connection that meets the RCMP standards. Whatever solution is proposed, it must meet the RCMP security requirements and standards.

In addition the RCMP requires that all flow of information be unidirectional, meaning all communication for GET/PUT will be initiated from the RCMP to the provider and that no communication from the Contractor's system/network to the RCMP will be permitted.

Order Taking

All orders to the Contractor will come directly from RCMP/CFP. The Contractor is not allowed to accept orders directly from the public.

Technical Personnel

The Contractor will develop the interface between RCMP/CFP and their internal systems based on direction from the RCMP/CFP Technical Authority. The Contractor will provide technical personnel to work with RCMP/CFP representatives to set up and maintain the ordering methods. The Contractor will be

required to work with RCMP/CFP representatives over the term of the contract to implement any expansions to the services offered by RCMP/CFP.

3.5 Security Requirements

The information disclosed under this agreement will be released, transmitted, handled, used, stored, and safeguarded in accordance with the guidelines outlined in the Policy on Government Security (PGS).
[Http://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=16578§ion=text](http://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=16578§ion=text)

The Contractor must use a secure electronic transfer, to download the data received from CFP

- a) Ensure that the server, receiving the CFP extract file, is able to receive and safeguard Protected B information and is located in an area that has restricted access. This can range anywhere from locating it in a locked room to locating it in a building that has secured access;
- b) Email exchange of PDF proof must be encrypted with RCMP Standard for Encryption (PKI base type), if Protected A-B;
- c) The proposed facility must have a valid PWGSC CIISD "Protected B" Document safeguarding capability and the proposed personnel resources (project manager and back-up) are required to have a valid RCMP security clearance level of reliability status.
- d) The Service Provider must not utilize its information technology systems to electronically process, produce or store PROTECTED-B information until the CIISD/PWGSC has issued written approval.

4. On-going Schedule Production

At present the CFP currently has regularly scheduled print runs of 9 (nine) different packages. These current process requirements of the CFP include, but are not limited to:

Form ID	Name of Form	Extract date
5656/1061 & 5614/979	License renewal application (individual) 90 days prior to license expiry	Last Thursday of month
5657/1062	License renewal reminder (individual) 30 days prior to license expiry	Weekly
5661/1069 & 5615/980	License renewal application (business) 90 days prior to license expiry	Last Thursday of month
5662/1070	License renewal reminder (business) 30 days prior to license expiry	Weekly
5663/1071 & 5640/1014	License renewal application (carrier) 90 days prior to license expiry	Last Thursday of month
5664/1072	License renewal reminder (carrier) 30 days prior to license expiry	Weekly
5655/1060	Notice POL expiry – no firearms	Weekly
5596/936	Firearms Registration Certificates (FRC)	Weekly
5545 (R5545/C799)	Firearms Identification Number (FIN) sticker and card	Monthly

4.1. Current Volume

The following yearly transaction volumes for on-going processes are **estimates** based on current volumes. Although currently accurate, these volumes may increase or decrease before and during the life of the contract.

Form ID	Sept 01, 2012 - Aug 31, 2013	Sept 01, 2013 – Aug 31, 2014	Sept 01, 2014 Aug 31, 2015
Licence Renewals(Individuals) RCMP5656/CAFC1061 & RCMP5614/CAFC979	300,000	300,000	300,000
Licence Renewals (Businesses) * RCMP 5615/CAFC1069 & RCMP5661/CAFC980	1000	1000	1000
Licence Renewals (Carrier) ** RCMP 5663/CAFC1071 & RCMP5640/CAFC1014	50	50	50
Licence Renewal (Individual) Reminder Notice RCMP5657/CAFC1062	130,000	130,000	130,000
Licence Renewal (Business) Reminder Notice * RCMP5662/CAFC1070	900	900	900
Licence Renewal (Carrier) Reminder ** Notice RCMP5664/CAFC1072	40	40	40
Expiry of Possession Only Licence RCMP5655/CAFC 1060	8,000	8,000	8,000
Firearm Identification Number (FINS) RCMP5545/CAFC799	1,500	1,500	1,500
Firearm Registration Certificates sheets RCMP5596/CAFC936	90,000	90,000	90,000
"As and when Requested" notices and forms	TBD	TBD	TBD

*There are approximately 4,500 valid Firearm Business Licences issued; 2,700 of them must be renewed every five years; 1,800 of them must be renewed every three years. The Program was unable to load level these business renewals so there would be an even annual distribution of renewals per year. For the purposes of statistics, the figure presented represents the volumes if it were an even annual distribution. This same logic has been established to determine the volumes for Licence Renewal (Business) Reminder Notice (RCMP5662/CAFC 1070).

**There are approximately 1,200 valid Firearm Carrier Licences issued which are renewed every three years. The Program was unable to load level the carrier renewals so there would be an even annual distribution of renewals per year. For the purposes of statistics, the figure presented represents the volumes if it were an even annual distribution. This same logic has been established to determine the volumes for Licence Renewal (Carrier) Reminder Notice (RCMP5664/CAFC1072).

5. Material Management

The Contractor must produce or supply the pre-printed forms or blank paper used within the CFP processes including warehousing in sufficient quantities to meet the CFP mailing requirements. The Contractor must also coordinate the delivery of pre-printed items for inclusion in the mail-outs and envelopes, which are stocked by another warehouse service provider. CFP will expect the Contractor to maintain a minimum ninety (90) day supply of pre-printed items.

The CFP will be responsible for supplying the following material throughout the duration of the contract:

1. Return envelope size #9
2. Return envelope size #10
3. Photo Label Insert Sheets (RCMP 5650v2/CAFC1050v2) & (RCMP 5650v4/CAFC1050v4)

The CFP may provide existing stock of pre-printed forms or specialized paper (Firearm Registration Certificate paper stock, FIN label and FIN Label over lamination material and Card Carrier for FIN label) until the existing stock is depleted

CFP will provide all required artwork and specifications in both hardcopy and PDF format for any forms that the Contractor is responsible to print or produce as identified in the contract scope of requirements.

The Contractor must print all variable and static data on all forms in black ink only.

6. New Products - Ad Hoc or new repeating variable and static print requirements

6.1. Testing

The Contractor must provide proofs and production test-samples to the CFP for all new forms/notices.

The CFP will confirm acceptance of samples submitted by the Contractor by phone or email within two (2) hours of receipt. The CFP will sign off on samples and confirm acceptance by email or fax to the Contractor.

6.2. Proofs

Following testing, the Contractor shall submit PDF proofs of the completed product run, by email to the CFP Project Authority or assigned alternate for acceptance. The Contractor must check all forms for accuracy before mailing.

The CFP Project Authority will notify the Contractor by email, of the acceptance of the proofs indicating the deficiencies (if applicable).

If the first set of proofs is rejected, a second set of proofs must be submitted within two (2) working days of notification of requirement. The Contractor must carry out all required inspection and tests to assure compliance with the requirements of the contract. The second set of proofs and a copy of the Inspection and Test Report must be forwarded to the CFP Project Authority or assigned alternate, at no additional cost to the CFP.

The Contractor must not commence or continue with production of the items under this contract and, if applicable, must not make any deliveries until the Contractor has received notification, in writing from the Project Authority or assigned alternate, that the proofs are acceptable. Any production of the contract balance prior to proof acceptance is at the sole risk of the Contractor.

6.3. Samples

The Contractor must submit, by courier, twenty (20) advance copies or assembled package from the first day of a new production run to the CFP Project Authority or assigned alternate, for acceptance.

The CFP Project Authority will notify the Contractor, in writing, of the acceptance of the samples, and indicating the deficiencies (if applicable). The notice of acceptance or rejection will not relieve the Contractor from complying with all requirements of the specifications(s) and all other terms of the contract.

If the first set of samples is rejected, a second set of samples must be submitted within two (2) working days of notification of requirement. The Contractor must carry out all remedial action to assure compliance with the requirements of the contract. The second set of samples and a Sample Corrective Action Report indicating the corrective measures taken must be forwarded to the CFP Project Authority or assigned alternate, at no additional cost to the CFP.

The Contractor must not continue with production of the items under this contract and must not make any deliveries until the Contractor has received notification from the CFP Project Authority or assigned alternate that the samples are acceptable.

7. Mailing and Postage

The Contractor must process the mail pieces for Canada Post Incentive Mail (Letter Carrier Pre-sort), as applicable, and send all pieces to Canada Post sorted for mailing.

The Contractor must verify and correct all client address information through address accuracy software (approved by Canada Post) for all mail pieces meeting the "Incentive Mail" requirements before printing. An address accuracy report must be kept on file with the data for Canada Post Corporation purposes.

The Contractor must use its postal indicia and pre-pay all postage on behalf of the CFP and bill the CFP separately for postage at cost. The Contractor must submit supporting documentation (Canada Post Statement of Mailing) with the invoices. The estimated amount of postage is \$607,000 per year.

8. Reports

The Contractor must provide the following quality control reports:

- a) Inspection and Test Report. At the testing stage, if a second set of test proofs is required, the Contractor must produce a report indicating measures taken to correct deficiencies in the first set of proofs rejected by the CFP Project Authority or assigned alternate.
- b) Sample Corrective Action Report. At start of production, if a second set of samples is required, the Contractor must produce a report indicating the measures taken to correct deficiencies in the first set of proofs rejected by the CFP Project Authority or assigned alternate.
- c) Bag/Bundle Report (or equivalent). The Contractor must produce a report indicating the actual number of items mailed and the number of items not mailed as a result of address errors.
- d) Address Correction Report (or equivalent). The address accuracy verification software must provide the total number of items processed. The total must reconcile with the totals indicated in the Bag/Bundle Report.
- e) Statement of Mailing. The Contractor must provide the Canada Post Statement of Mailing confirming the actual number of items that were sent to and processed by Canada Post along with the associated postage charges. The total number of items must reconcile with the Bag/Bundle Report.
- f) A customized spreadsheet report must accompany the monthly invoice substantiating the cost charged on the invoice. The report must indicate, at a minimum, the following:

- Contract number

- Billing period
- Each form ID with the following information summarized for each
 - Number of impressions
 - Number of inserts
 - Paper cost
 - Canada Post tracking number
 - Number of Mail pieces
 - Total cost to date (of contract)
 - Total cost

9. Service Standards

The Contractor must complete the variable and static printing and mailing of all forms within five (5) calendar days from receipt of a file. However, mailings requiring staggered mailings or mailings considered as excess volume will be negotiated at time of implementation.

10. Work Instructions

10.1 On-going Process Work orders.

The CFP will authorize each on-going requirement using an initial work order and associated pricing based on the Basis of Payment in the contract. No new work is to be performed unless authorized by the CFP.

The CFP has the right to terminate any work orders with five (5) days advance notice.

10.2 New Process Work Instructions

The CFP will authorize the Contractor to program new templates and test data files for the production of new forms and notices to be implemented, printed and distributed. The CFP will authorize each new work requirement using work orders and associated pricing based on the Contractor's proposal and the terms and conditions of the Basis of Payment in the contract. No work is to be performed unless authorized by the CFP.

The CFP has the right to terminate any work authorization with five (5) days advance notice.

11. Retention of Records

The Contractor must retain an exact electronic copy of all correspondence issued to clients, on behalf of the CFP, for a minimum five year period. The CFP, at any point, may request a copy of correspondence or group of correspondence, which the Contractor will be expected to supply within two (2) business days. The CFP may request, at any point during the contract, that all electronically stored records be transferred to the CFP for their maintenance and storage. If this transpires, an on-going process of updating will be performed with the Contractor.

12. Product specifications for ongoing print requirements

The following specifications for the application forms, notices, Firearm Registration Certificates and Firearm Identification Number sticker process are interim and subject to change. For example, additional printing (two sides vs. one-side), additional sheets, with or without inserts with various collation sequences may be required.

Instructions standard to all forms and notices etc.

The Contractor must:

- a) Program the CFP Templates required for Applications, notices, Firearm Registration Certificates, Firearm Identification Number cards and match the CFP fonts, layouts and format requirements;
- b) Provide all necessary programming and development required to complete the printing respecting all CFP fonts and formats;
- c) Ensure that the required quantity of each item listed in the specification section is available prior to printing and mailing;
- d) Process the mail pieces for Canada Post Incentive (LCP) sort, if applicable, and send all pieces to Canada Post sorted for mailing;
- e) Provide blank paper used within this process including their warehousing in sufficient quantities to meet the CFP mailing requirements.
- f) All products included in the CFP requirement will print in black.
- g) Ensure sufficient stock of envelopes is available to meet demand and provide CFP Project Authority with notice when pre-determined amounts are attained.

Specifications:

12.1 Individual Renewal Licence Applications (RCMP5656/CAFC1061 & RCMP5614/979 pkg):

All items listed below are printed in the official language specified in the extract file and collated in the sequence indicated below, 4 sheets of paper:

- a) Covering letter (RCMP5656/CAFC 1061) – 8 1/2" x 11", static information, variable information to be printed on one-side of sheet;
- b) Information Sheet – 8 1/2" x 11", printed on both sides of sheet. Static and variable information to be printed on front-side of sheet and static information printed on back of sheet;
- c) Application – 8 1/2" x 11", printed both sides of sheet. Static and variable information to be printed on front of sheet and static information printed on back of form (page 1 of 3 and page 2 of 3);
- d) Application continuation – 8 1/2" x 11" static and variable information to be printed on one side of form (page 3 of 3);
- e) Photo Label sheet (RCMP5650v2/CAFC1050v2) – 8 1/2" x 3" pre-printed one side with label supplied by the CFP, for insertion only;
- f) Return Envelope (CAFC 1034R) envelope size either #9 or a folded #10 pre-printed envelope two sides, supplied by CFP for insertion.

The above Application package is to be mailed in a #10 double window-mailing envelope pre-printed with the Canada Wordmark and the RCMP logo and the Contractor's postal indicia. This envelope (JUS 955) shall be supplied by CFP.

Additional instructions

The Contractor must:

- a) Print the variable information supplied by the CFP (fonts and formats MUST be respected) onto the Covering Letter, the Application form and collate the sheets with the Photo Label sheet as a set, fold and insert them with the return envelope into the double window envelope for mailing;
- b) Ensure that the mailing information and return addresses, printed on the Covering Letter appear clearly in the windows of the mailing envelope;

Material specifications (Material supplied by the Contractor)

Paper stock:

Size:	8 1/2" x 11"
Paper Stock:	White no. 7 Bond 40M
Print:	None (all printing will be variable printing at time of processing)

12.2 Business Firearms Licence Renewal (RCMP5661/CAFC1069 & RCMP5615/CAFC980 pkg.)

All items listed below are printed in the official language specified in the extract file and collated in the sequence indicated below, minimum 6 sheets of paper:

- Covering letter (RCMP5661/CAFC1069) – 8 1/2" x 11", static information, variable information to be printed on one-side of sheet;
- Information Sheet – 8 1/2" x 11", printed on both sides of sheet. Static and variable information to be printed on front-side of sheet and static information printed on back of sheet;
- Information Sheet continuation – 8 1/2" x 11, static information printed on one-side of sheet
- Application – 8 1/2" x 11", Static and variable information printed both sides of sheet;
- Application continuation – 8 1/2" x 11" static and variable information to be printed on one side of sheet;
- Schedule 1, 2 and 3 each printed with static information on one side of sheet.
- Some of the variable information printed in section "D", "E" and "F" (application and application continuation sheets, above) may generate overflow information that will create additional sheets. The additional sheets will be printed with static and variable information and may be printed on either one-side or both sides of additional sheet(s).

The above Application Package is to be mailed in a #10 double window-mailing envelope pre-printed with the Canada Wordmark and the RCMP logo and the Contractor's postal indicia. This envelope (JUS 955) shall be supplied by CFP.

Additional instructions

The Contractor must:

- Print the variable information supplied by the CFP (fonts and formats MUST be respected) onto the Covering Letter, the Application form, Schedules and collate the sheets into the envelope for mailing;
- Ensure that the mailing information and return address, printed on the Covering Letter appear clearly in the windows of the mailing envelope;

Material Specifications (Material supplied by the Contractor)

Paper stock

Size:	8 1/2" x 11"
Paper Stock:	White no. 7 Bond 40M
Print:	None (all printing will be variable printing at time of processing)

12.3 Carrier Licence Renewal (RCMP5663/CAFC1071 & RCMP5640/CAFC1014 pkg.)

All items listed below are printed in the official language specified in the extract file and collated in the sequence indicated below:

- Covering letter (RCMP5663/CAFC1071) – 8 1/2" x 11", static information, variable information to be printed on one-side of sheet;
- Information Sheet – 8 1/2" x 11", printed on both sides of sheet. Static and variable information to be printed on front-side of sheet and static information printed on back of sheet;

-
- c) Application – 8 1/2" x 11", Static and variable information printed both sides of sheet;
 - d) Application continuation – 8 1/2" x 11" static and variable information to be printed on one side of sheet;
 - e) Schedule printed with static information on one side of sheet.
 - f) Some of the variable information printed in section "C" & "D" (application and application continuation sheet, above) may generate overflow information that will create additional sheets. The additional sheets will be printed with static and variable information and may be printed on either one-side or both sides of additional sheet(s).

The above Application Package is to be mailed in a #10 double window-mailing envelope pre-printed with the Canada Wordmark and the RCMP logo and the Contractor's postal indicia. This envelope (JUS 955) shall be supplied by CFP.

Additional instructions

The Contractor must:

- a) Print the variable information supplied by the CFP (fonts and formats MUST be respected) onto the Covering Letter, the Application form, Schedules and collate the sheets into the envelope for mailing;
- b) Ensure that the mailing information and return address, printed on the Covering Letter appear clearly in the windows of the mailing envelope;

Material Specifications (Material supplied by the Contractor)

Paper stock

Size:	8 1/2" x 11"
Paper Stock:	White no. 7 Bond 40M
Print:	None (all printing will be variable printing at time of processing)

12.4 Reminder Notices:

- License Renewal Reminder – Individual (RCMP5657/CAFC1062)
- Business Licence Renewal Reminder (RCMP5662/CAFC1070)
- Carrier Licence Renewal Reminder (RCMP5664/CAFC1072)
- Expiry of Possession Only Licence (RCMP5655/CAFC1060)

The specifications are the same for each reminder notice indicated above

- a) Letter – 8 1/2" x 11", static information, variable information to be printed on one-side of sheet;

The above Notices are to be mailed in a #10 double window-mailing envelope pre-printed with the Canada wordmark and RCMP logo and the Contractor's postal indicia. This envelope (JUS 955) shall be supplied by the CFP.

Additional instructions

The Contractor must:

- a) Print the variable information supplied by the CFP (fonts and formats MUST be respected) onto the Covering Letter, the Application form, Schedules and collate the sheets into the envelope for mailing;
- b) Ensure that the mailing information and return address, printed on the Covering Letter appear clearly in the windows of the mailing envelope;

Material specifications (Material supplied by the Contractor)

Paper stock

Size:	8 1/2" x 11"
Paper Stock:	White no. 7 Bond 40M
Print:	None (all printing will be variable printing at time of processing)

12.5 Firearm Registration Certificate

Firearm Registration Certificate (FRC) must be mailed to all clients who apply to register their firearms. The FRC contains static and variable information.

All items listed below are printed in the official language specified in the extract file and collated in the sequence indicated below:

- a) Address Insert sheet – 8 1/2" x 11", variable name and address information to be printed in black ink on one side of sheet;
- b) Firearm Registration Certificate sheet(s) – 8 1/2" x 11", printed in black ink only with variable client and firearm data printed on one side of sheet. Up to four (4) firearms registration certificates will be printed on each FRC sheet. Certificates will be printed left to right, top to bottom.

No Optical Mark Recognition (OMR) lines are permitted on the printed side of the sheets (for collating or inserting purposes) other than on the Address Insert sheet.

The above FRCs must be mailed in a #10 double window-mailing envelope pre-printed with the Canada wordmark and the Contractor's postal indicia. This envelope (JUS 955) is to be supplied by the CFP.

Additional Instructions

The Contractor must:

- a) Supply the paper stock (see Material Printing Specifications below)
- b) Ensure that only the required number of individual firearm registration certificates is printed on the FRC sheet. No blank individual certificates will be accepted;
- c) Fold and insert the Address Insert sheet, the required number of FRC sheets into #10 mailing envelopes (JUS 955) for mailing.

Material Printing Specifications (Material supplied by the Contractor)

Address insert sheet

Size:	8 1/2" x 11"
Paper Stock:	Green No. 7 Bond 40M
Print:	None (all printing will be one-sided variable printing at time of processing)

Firearm Registration sheet (blank paper)

Size:	8 1/2" x 11"
Paper Stock:	Strathmore Writing Natural white Weight: 24 lbs. Pinstripe (sample available upon request)
Print:	None (all printing will be one-sided variable printing at time of processing)

11.6 Firearms Identification Number Process

The Contractor must provide the variable printing, collating, inserting and mailing of a unique Firearm Identification Number (FIN) label.

Instructions:

The Contractor must:

- Print 8-digit FIN on each label with a grey wax ribbon;
- Laminate labels with die-cut laminate (see material print specifications below);
- Print personalized information on FIN Label Card according to data provided by the CFP; print the FIN on the Label Carrier Card above the spot where the label with the FIN is affixed;
- Affix label with FIN onto the corresponding FIN Label Card in area specified;
- Insert FIN Label Card affixed with label imprinted with FIN into mailing envelope (JUS 799-1) and send to Canada Post for mailing. Whenever the "multiple" indicator indicates that more than one FIN is to be issued to a client, the appropriate number of FIN Label Cards (up to 5) are to be inserted into the same envelope for mailing;
- Maintain a production log recording the date/time that the data file was received, processed, FIN Label Carrier Cards and FIN Labels printed and mailed according to the file number provided on the data disk or electronic transmission.
- Ensure that the finished products are delivered to Canada post for mailing no later than seven (7) days after the FIN information arrives at its production site.

The CFP will:

Ensure that the FIN information is delivered via courier on a disk or transmitted electronically on a weekly basis to the Service Provider. The FIN information extract includes the following:

- Client name, mailing address and postal code,
- Firearm Registration Certificate number;
- Firearm Identification Number (FIN)
- Firearms Information; and
- Multiple indicator – indicating that a client must be issued more than one (1) FIN.

Material Printing Specifications (Material supplied by the Contractor)

Card Carrier for FIN Label (RCMP5545/JUS 799)

Size:	8 1/2 " x 4" + 1/2" stubs left and right
Format:	Continuous form with standard sprocket feed
Print:	Two sided, head to head
Perforation:	2 vertical at stubs 1/2" both sides 1 horizontally every 4"
Ink Colour:	Black

Paper Stock:	180M index white card
Print Quality:	Office

Variable printing will be printed on card at time of processing and FIN label will be affixed to card.

FIN Labels

Size:	1 ¼" x 1" with oval die-cut of 5/8" x ½" on 3M 7615
Material	Destructible vinyl unsupported twin tape printed in black
Style:	The label is on a Roll carrier sheet

Variable printing of FIN printed on label at time of processing.

FIN Labels over lamination

Continuous 1" wide strip of 3M 7735 FL Acrylic Over lamination with oval die-cut 11/16" x 9/16".

13.0 Replication and mailing of DVD

CFP will supply the contractor with the DVD-R Master and the artwork/layout for both the DVD labels and cardboard folders.

An electronic sample of the DVD label layout and cardboard folder layout can be supplied by CFP.

The DVDs will be used in both laptops and desktops (primary laptops), making the physical specifications of the DVD very important for this project. There can be no physical elements to the DVD that prevent the proper reading of the DVD in the drive. (Example: a burr on the edge of the centre hole). New technologies, such as USB storage, may be considered for future versions. There will be a requirement to produce two different versions of the DVD. There are only minor differences between the two versions for the DVD labels and Cardboard pocket.

CFP will supply the contractor with target dates for the DVD mail-out. The mail-out is to be concluded within two calendar weeks of that date. Six calendar weeks before the DVD mail-out is to begin, the CFP will supply the contractor with the artwork for the DVD label and cardboard folder. Four calendar weeks before the DVD mail-out is to begin, the CFP will supply the contractor with the DVD-R Master.

Canadian Version:

Quantity: 5,000 DVD packages (The quantity may increase or decrease over the length of the contract)

1) Artwork for DVD label and cardboard folder will be supplied by CFP. Print of the text throughout the folder and the DVD label is in black. The logos and other artwork (Ex: the firearm, markings) is CMYK processing.

2) Six panel cardboard folder with one DVD pocket (slit) in the inside middle panel, sealed with two clear mylar tabs, one on the right side and one at the top. The size of the folder should be 43cm length (unfolded) (14cm – length-folded) x 12.5cm height. The folder should be a quality bright white paper stock – Example: Invercote 14pt C2S. This is important to ensure the colours match as close as possible to the Fuji/Epson proof.

3) DVD replication using new, unused blank DVD-Rs, with 5 colour "off-set printing" processing.

4) Sequential serialization on each DVD, specific placement will be outlined on the artwork provided. The serial number range, font, style and size will be provided by the CFP. The serialization should be "direct to disc" printing. A comparable process supplied by the Contractor will be considered by the CFP.

5) Sequential serialization on each cardboard folder, specific placement will be outlined on the artwork provided. The serial number range, font, style and size will be provided by the CFP. The serialization should be either by "direct to sleeve" printing or a sticker (approximately 1.5" horizontal, 3/8" vertical) being placed on the back panel of every folder.

6) Contractor is to supply final artwork through Fuji Proof or Epson Proof for CFP approval.

7) Insertion of the DVD into pocket, packaging and mail out. Address information will be provided to contractor by CFP. The remaining DVD's to be delivered to CFP. The packaging of DVDs must include a label outside the boxes that clearly identifies the DVD serial number ranges contained within each box.

International Version:

Quantity: 2,000 DVD packages (The quantity may increase or decrease over the length of the contract)

1) Artwork for DVD label and cardboard folder will be supplied by CFP. Print of the text throughout the folder and the DVD label is in black. The logos and other artwork (Ex: the firearm, markings) is CMYK processing.

2) Six panel cardboard folder with one DVD pocket (slit) in the inside middle panel, sealed with two clear mylar tabs, one on the right side and one at the top. The size of the folder should be 43cm length (unfolded) (14cm – length-folded) x 12.5cm height. The folder should be a quality bright white paper stock – Example: Invercote 14pt C2S. This is important to ensure the colours match as close as possible to the Fuji/Epson proof.

3) DVD replication using new, unused blank DVD-Rs, with 5 colour "off-set printing" processing.

4) Sequential serialization on each DVD, specific placement will be outlined on the artwork provided. The serial number range, font, style and size will be provided by the CFP. The serialization should be "direct to disc" printing. A comparable process provided by the Contractor will be considered by the CFP.

5) Sequential serialization on each cardboard folder, specific placement will be outlined on the artwork provided. The serial number range, font, style and size will be provided by the CFP. The serialization should be either by "direct to sleeve" printing or a sticker (approximately 1.5" horizontal, 3/8" vertical) being placed on the back panel of every folder.

6) Contractor is to supply final artwork through Fuji Proof or Epson Proof for CFP approval.

7) Insertion of the DVD into pocket, packaging and mail out. Address information will be provided to Contractor by CFP. The remaining DVD's to be delivered to CFP. The packaging of DVDs must include a label outside the boxes that clearly identifies the DVD serial number ranges contained within each box.

14.0 Production specifications for new print requirements

The CFP occasionally undertakes targeted mail-outs to various clients that may require the development, printing and distribution of new forms and/or notices.

Specifications for additional forms and/or notices may include but will not be limited to the following:

Description	Specifications
Paper size	8 ½" x 11" on 40M bond paper or other
No. of Sheets	Printing may be required on only one (1) sheet or up to 5 sheets of paper (in rare cases the number of sheets may exceed 5)
Print	Static and variable information to be printed in black ink on either one side or two sides of sheet
Inserts	An optional insert of a printed item(s) and an optional insert of a return envelope may be required
Mail	The ad hoc forms(s) and/or notices are to be mailed in a #10 double window envelope (JUS 955) with the Canada Wordmark/RCMP logo and the Contractor's postal indicia (the envelopes are to be provided by the CFP)

Additional Instructions

The Contractor must:

- Develop the CFP Templates required for the new forms/notices and match the CFP fonts, layouts and format requirements;
- Provide all necessary programming and development required to complete the printing respecting all CFP fonts and formats;
- Ensure that the required quantity of each item required for insertion is available prior to printing and mailing;
- Process the mail pieces for Canada Post Incentive (LCP) sort, if applicable, and send all pieces to Canada Post sorted for mailing;
- Provide the mailing envelopes and blank paper used within this process including their warehousing in sufficient quantities to meet the CFP mailing requirements
- Fold and insert forms/notices and inserts into mailing envelopes.

Variable Printing and Direct Mail-Out Services Start-up Document

Upon award of the contract, the Contractor will have 30 days to set in place the necessary requirements and processes to begin full operations as of award of contract. In order to meet this requirement, the CFP will provide all necessary .pdf templates of required forms that are in process at the time of contract award. These items will be re-confirmed upon contract award.

During this start-up period, the contractor must:

- develop the .pdf templates in order to receive data within the fields identified by "sgd" (system generated data). The detailed data specifications, associated with each of these form templates, will be provided by CFP upon contract award;
- print form samples and assemble packages, using test data from extract files from the CFIS testing database;
- obtain written approval of such print/assembled samples from CFP;
- configure process infrastructure within organization, and demonstrate same to the CFP, which allows for the receipt of weekly / monthly data extract files and .pdf templates from CFP;
- set up approval process between contractor and CFP;
- demonstrate the ability to print, insert and mail forms to clients identified within the extract files provided.

Once the start-up activities have been set in place, and the processes have been tested and approved by CFP, the CFP will submit to the service provide actual data to be printed and mail to Program clients within the timelines mandated by the statement of work.

As identified, this transitional period is to ensure full operational requirements can be met for 1 September 2013 start date.

Solicitation No. - N° de l'invitation

M9474-122457/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

cw013

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

M9474-122457

File No. - N° du dossier

cw013M9474-122457

CCC No./N° CCC - FMS No/ N° VME

Samples are for *illustration purposes only*, text may not be identical

Royal Canadian Mounted Police
P.O. Box 1200
Miramichi, N.B. E1N 5Z3

[Client name and mailing address]

Date	[Today's date]
Licence number	[Licence number]
Licence expiry date	[Licence expiry date]

LICENCE RENEWAL

___ If you have already applied to renew your firearms licence, thank you, and please disregard this notice.

Your current firearms licence will expire on the date indicated above. You must hold a valid firearms licence to possess and/or acquire firearms or purchase ammunition.

In order to renew your firearms licence, please complete and return the enclosed licence renewal application. We must receive your application for processing at least three (3) weeks prior to the expiry of your existing licence.

The licence renewal fee waiver for individuals who hold a licence that allows them to possess and /or acquire restricted or prohibited firearms is in effect until September 17, 2012. If you renew your restricted or prohibited class Possession Only licence or Possession and Acquisition licence on or after September 18, 2012, you are required to pay a renewal fee.

The licence renewal fee waiver for individuals who hold a licence that allows them to possess and/or acquire only non-restricted firearms is in effect until May 16, 2013. Further information on the fee waiver is available on the CFP web site at www.rcmp-grc.gc.ca/cfp or by calling 1-800-731-4000.

A DELAY IN RENEWING YOUR FIREARMS LICENCE PRIOR TO THE EXPIRY OF YOUR EXISTING LICENCE WILL RESULT IN THE FOLLOWING:

- If you have a Possession Only licence, you **will not** be able to renew it after the expiry date. You will need to apply for a new Possession Only licence or apply for a Possession and Acquisition licence and meet the firearm safety training requirements of the *Firearms Act*.
- If you have a Possession and Acquisition licence, you will not be able to submit the renewal form, but instead will have to submit a new application.
- Your registration certificates will be subject to revocation **and** you will be in unlawful possession of firearms as you no longer have a valid firearms licence.
- If you are currently the registered owner of prohibited firearms, and the Registrar revokes your registration certificate(s), you will **permanently** lose the privilege to keep those firearms.

The enclosed licence renewal application form includes instructions on how to complete the form. If you have any questions or would like additional information, you may call 1 800 731-4000. Our goal is to respond to calls promptly, however you may have difficulty reaching us during peak periods. Forms and information can also be found on our web site at www.rcmp-grc.gc.ca/cfp.

RCMP GRC 5656 ES (2012/04/16) V6 CAFC 1061

2. Application

Canada Firearms
CentreCentre des armes à feu
Canada

Local file number

[Application ID]

[Client Name,
Mailing Address,
Postal Code]

For Administrative Use

APPLICATION FOR RENEWAL OF A FIREARMS LICENCE FOR AN INDIVIDUAL

ATTENTION:

Read the Information Sheet for explanations. Use an "X" to indicate your answers (where required). Print clearly in blue or black ink.

A LICENCE INFORMATION

1. Firearms licence number [Licence Number]	2. Licence expiry date [Licence Expiry Date]
3. Class of firearm on current licence a) Possession [Non-restricted, Restricted, Prohibited]	b) Acquisition [Non-restricted, Restricted, Prohibited]

B PERSONAL INFORMATION

The information printed below is from our records. Please use the space provided to report any changes or corrections.				
PERSONAL INFORMATION		USE THIS SPACE TO MAKE CORRECTIONS (if applicable)		
[Last name, First name, Middle name, Date of birth, Street, apt., City, Province / Territory, Country, Postal code, Daytime telephone number, Evening telephone number, E-Mail address]		4. a) Last name		
		b) First name	c) Middle name	
		d) Date of birth (Y / M / D)		
		e) Street / Land location		
		f) Apt. / Unit		
		g) City	h) Province / Territory	
		i) Country	j) Postal code	
		k) Daytime telephone number		Extension
() -		() -		
m) E-Mail address (if applicable)				
MAILING ADDRESS		USE THIS SPACE TO MAKE CORRECTIONS (if applicable)		
Check this box <input type="checkbox"/> if your mailing address is correct as it is indicated at the top of the form. If it is not correct, please provide your corrections in the space provided. ►		5. a) Street / Rural route / PO box number		b) Apt. / Unit
		c) City	d) Province / Territory	
		e) Country	f) Postal code	



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Ce formulaire est disponible en français
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Canada

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Amd. No. - N° de la modif.

File No. - N° du dossier

cw013M9474-122457

Buyer ID - Id de l'acheteur

cw013

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

M9474-122457

CCC No./N° CCC - FMS No/ N° VME

APPENDIX B: BASIS OF PAYMENT

Bidders must provide pricing in the format specified, for each component identified in this ANNEX "B" - Financial Proposal / Basis of Payment. **Failure to price one of the components in the format specified will render the proposal non-responsive.** If pricing is not provided for a component, a price of zero \$ will be assigned for the component and the bidder will be provided an opportunity to agree with the zero amount. If the bidder agrees then the Basis of Payment will be considered compliant. However if the bidder disagrees then the bid will be found non-compliant and no further evaluation will be done.

The bidder is required to submit firm, all inclusive, prices as detailed below, FOB post office, GST/HST extra if applicable, including all operations and materials ready for shipping.

The quantities for evaluation included in the pricing grid of the Annex B - Financial Proposal - Basis of Payment are for evaluation purposes only and are not a guarantee of the actual number of documents to be produced and shipped, nor are they intended to reflect any expectations on behalf of the Government of Canada.

Contract Period: 1 September 2013 to 31 August 2016

1. Programming

1a One time set-up, programming, and testing cost based on scope of work in the transition document:

\$_____lot price

1b Any individual set-up, programming, and testing required for forms and certificate:

\$_____/per hour

1c Data file preparation for forms and certificate:

\$_____/record x 520,000 (weighting factor)

2. Application and Notice Forms

2a Printing per impression (including 40M paper) \$_____ x 430,000 (weighting factor)

2b Insertion per envelope \$_____/per 1,000

2c Address accuracy \$_____/per 1,000

3. Firearm Registration Certificate (FRC)

3a Printing per impression \$_____ x 90,000 (weighting factor)

3b Insertion per envelope \$_____/per 1,000

3c Address accuracy \$_____/per 1,000

3d Green Bond 40M paper \$_____/per 1,000

3e Strathmore Pinstripe Paper \$_____/per 1,000

4. Firearm Identification Number (FIN)

4a Any individual set-up, programming, and testing required:

\$_____/per hour

4b Data file preparation \$_____/record x 1,500 (weighting factor)

4.c Printing per impression \$_____ x 1,500 (weighting factor)

4.d Insertion per envelope \$_____

4.e Address accuracy \$_____/per 1,000

4.f Affixing labels \$_____/per 1,000

4.g FIN Labels \$_____/per 1,000

4.h FIN Laminates \$_____/per 1,000

4.i Card Carrier (JUS 799-1) \$_____/per 1,000

5. DVD packages, Canadian (includes labels and folders)

\$_____/per 1,000

6. DVD packages, International (includes labels and folders)

\$_____/per 1,000

Option Year One: 1 September 2016 to 31 August 2017**1. Programming**

1b Any individual set-up, programming, and testing required for forms and certificate:

\$_____/per hour

1c Data file preparation for forms and certificate:

\$_____/record x 520,000 (weighting factor)

2. Application and Notice Forms

2a Printing per impression (including 40M paper) \$_____ x 430,000 (weighting factor)

2b Insertion per envelope \$_____/per 1,000

2c Address accuracy \$_____/per 1,000

3. Firearm Registration Certificate (FRC)

3a Printing per impression \$_____ x 90,000 (weighting factor)

3b Insertion per envelope \$_____/per 1,000

3c Address accuracy \$_____/per 1,000

3d Green Bond 40M paper \$_____/per 1,000

3e Strathmore Pinstripe Paper \$_____/per 1,000

4. Firearm Identification Number (FIN)

4a Any individual set-up, programming, and testing required:

\$_____/per hour

4b Data file preparation \$_____/record x 1,500 (weighting factor)

4.c Printing per impression \$_____ x 1,500 (weighting factor)

4.d Insertion per envelope \$_____

- 4.e Address accuracy \$_____/per 1,000
- 4.f Affixing labels \$_____/per 1,000
- 4.g FIN Labels \$_____/per 1,000
- 4.h FIN Laminates \$_____/per 1,000
- 4.i Card Carrier (JUS 799-1) \$_____/per 1,000

5. DVD packages, Canadian (includes labels and folders)

\$_____/per 1,000

6. DVD packages, International (includes labels and folders)

\$_____/per 1,000

Option Year Two: 1 September 2017 to 31 August 2018

1. Programming

1b Any individual set-up, programming, and testing required for forms and certificate:

\$_____/per hour

1c Data file preparation for forms and certificate:

\$_____/record x 520,000 (weighting factor)

2. Application and Notice Forms

2a Printing per impression (including 40M paper) \$_____ x 430,000 (weighting factor)

2b Insertion per envelope \$_____/per 1,000

2c Address accuracy \$_____/per 1,000

3. Firearm Registration Certificate (FRC)

3a Printing per impression \$_____ x 90,000 (weighting factor)

3b Insertion per envelope \$_____/per 1,000

3c Address accuracy \$_____/per 1,000

3d Green Bond 40M paper \$_____/per 1,000

3e Strathmore Pinstripe Paper \$_____/per 1,000

4. Firearm Identification Number (FIN)

4a Any individual set-up, programming, and testing required:

\$_____/per hour

4b Data file preparation \$_____/record x 1,500 (weighting factor)

4.c Printing per impression \$_____ x 1,500 (weighting factor)

4.d Insertion per envelope \$_____

4.e Address accuracy \$_____/per 1,000

4.f Affixing labels \$_____/per 1,000

4.g FIN Labels \$_____/per 1,000

4.h FIN Laminates \$_____/per 1,000

4.i Card Carrier (JUS 799-1) \$_____/per 1,000

5. DVD packages, Canadian (includes labels and folders)

\$_____/per 1,000

6. DVD packages, International (includes labels and folders)

\$_____/per 1,000

ANNEX C: EVALUATION GRID

MANDATORY REQUIREMENTS

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

To meet the requirement described herein, the experience of the bidder must be work for which the Contractor was under contract to clients. In the case of a joint venture, the combined experience of the parties forming the joint venture will be considered in the evaluation of the experience of the bidder.

M.1 CORPORATE EXPERIENCE	Met	Not Met	Comments
To demonstrate that the Bidder has the corporate experience in providing the services described in the Statement of Work, the Bidder must provide a description of a contract for a client, undertaken during the five (5) years prior to the closing date of this RFP, which includes all of the following:			
Preparation of data sets of a minimum 100,000 records for: Variable Printing: consisting of multiple outputs with each output requiring of merging static and variable information. Mailing: including address accuracy verification and correction and matching of multiple variable items.			
Variable printing Printing of multiple outputs of varying sizes and paper types with each output requiring printing of variable information.			
Mailing Mailing preparation and handling in accordance with Canada Post requirements, insertion of multiple variable items, insertion of additional inserts and delivery to Canada Post.			
Secure File Transfer Protocol (SFTP) The bidder must prove capability in receiving secure transmission of the application data.			
The Bidder must: <ul style="list-style-type: none"> ▪ identify and describe any activities undertaken by sub-contractors and/or joint venture partners. ▪ provide the period of the contract. ▪ provide the contact information for the client to whom the Bidder provided the identified services. ▪ provide the number of records in this project. ▪ provide Legal name and address of Bidder 			

M.2 CONTRACTOR PROJECT MANAGER	Met	Not Met	Comments
<p>The bidder must identify an individual, and their position within the company, who will act as the Contractor Project Manager assigned to this contract and single point of contact to manage the implementation and on-going provision of the required services during the period of the Contract.</p> <p>This designated Project Manager must have <u>within the last five [5] years prior to the closing date of the RFP</u> worked as the Project Manager for a contract requiring all of the following:</p> <ul style="list-style-type: none"> • Processing of client supplied data files of at least 100,000 records for variable printing of multiple outputs with each output requiring merging static and variable information; • Variable printing of at least 100,000 impressions; • Mailing operations that require mail matching of at least two (2) items. 			
<p>The bidder must provide the name, contact information and resume of the Project Manager.</p>			
<p>The bidder must provide the role of the Project Manager and a description of the services provided for the contract, in which the Project Manager obtained the required experience;</p> <ul style="list-style-type: none"> • Processing of client supplied data files of at least 100,000 records for variable printing of multiple outputs with each output requiring merging static and variable information; • Variable printing of at least 100,000 impressions that require mail matching of at least two (2) items • Mailing operations that require address accuracy. • Contact information of the client organization • Period of the contract 			

POINT RATED CRITERIA

R1. Production Management (maximum 60 points)

The Bidder should describe how they would manage the integration of the transfer of client-supplied data, data processing, variable printing and mail preparation into the production flow. This should include a description of how their production management systems interface (hardware and software) and the actions applied to schedule and coordinate production management in all facilities identified as necessary to complete the requirement.

At a minimum, the Bidder must describe the activities for the following:

- a the receipt of client supplied data via SFTP and transfer into production (15 points)
- b the data processing portion of the work (15 points)
- c the variable printing portion of the work (15 Points)
- d the mailing operations portion of the work (15 points)

R1. Production Management	
Comments/Reference	
<p>a. Transfer of Client Supplied Data</p> <p>6 points – Complete description of all systems and system interfaces that will be used to receive and transfer the supplied data into production in all facilities identified. Complete description of the processes required to receive and transfer the client supplied data to production and how the processes are applied to verify transfer is in accordance with the production schedule in all facilities identified. No clarification required.</p> <p>4 points – Sufficient description of all systems and system interfaces that will be used to receive and transfer the supplied data into production. Some clarification may be required. Sufficient description of the processes required to receive and transfer the client supplied data to production and how the processes are applied to verify transfer is in accordance with the production schedule. Some clarification may be required.</p> <p>2 points – Incomplete description of all systems and system interfaces that will be used to receive or transfer the supplied data into production. Incomplete description of the processes required to receive or complete the transfer of client supplied data to production and how the processes are applied to verify transfer is in accordance with the production schedule. Clarification required.</p> <p>0 points – No description of any systems that will be used to receive or transfer the supplied data into production. No description of any processes required to receive or complete the transfer of client supplied data.</p> <p>Points for a. Transfer of Client Supplied Data:</p> <p>a.1 = _____/6</p> <p>multiplied by weighting factor 2.5 = Total Points: _____/15</p>	
<p>b. Data Processing</p> <p>b.1 Systems</p>	

3 points – Complete description of all the systems and system interfaces that will be used to complete the data processing in all facilities identified. No clarification required.

2 points – Sufficient description of all the systems and system interfaces that will be used to complete the data processing. Some clarification may be required.

1 point – Incomplete description of all the systems and system interfaces that will be used to complete the data processing. Clarification required.

0 points – No description of any systems that will be used to complete the data processing.

b.2 Process

3 points – Complete description of the processes required to complete the data processing and transfer to print production and how the processes are applied to schedule and coordinate production management in all facilities identified. No clarification required.

2 points – Sufficient description of the processes required to complete the data processing and transfer to print production and how the processes are applied to schedule and coordinate production management. Some clarification may be required.

1 point – Incomplete description of the processes required to complete the data processing or transfer to print production and how the processes are applied to schedule and coordinate production management. Extensive clarification required.

0 points – No description of any processes required to complete the data processing and transfer to print production.

Points for b. Data Processing:

b.1 Systems: _____/3 + **b.2 Processes:** _____/3 = _____/6

multiplied by weighting factor 2.5 = R.1.b Total Points: _____/15

c. Variable Printing

c.1 Systems

3 points – Complete description of all the systems and system interfaces that will be used to complete the variable printing in all facilities identified. No clarification required.

2 points – Sufficient description of all the systems and system interfaces that will be used to complete the variable printing. Some clarification may be required.

1 point – Incomplete description of all the systems and system interfaces that will be used to complete the variable printing. Extensive clarification required.

0 points – No description of any systems that will be used to complete the variable printing.

c.2 Process

3 points – Complete description of the processes required to receive print files and complete the variable printing and how the processes are applied to maintain the production schedule and coordinate production management in all facilities identified. No clarification required.

2 points – Sufficient description of the processes required to receive print files and complete the variable printing and how the processes are applied to maintain the production schedule and coordinate production management. Some clarification may be required.

1 point – Incomplete description of the processes required to receive print files or complete the variable printing and how the processes are applied to maintain the production schedule and coordinate production management. Extensive Clarification required.

0 points – No description of any processes required to receive print files or complete the variable printing.

Points for c. Variable Printing:

c.1 Systems: _____/3 + **c.2 Processes:** _____/3 = _____/6

multiplied by weighting factor 2.5 = R.1.c Total Points: _____/15

d. Mailing Operations

d.1 Systems

3 points – Complete description of all the systems and software that will be used to complete the mailing operations in all facilities identified. No clarification required.

2 points – Sufficient description of all the systems and software that will be used to complete the mailing operations. Some clarification may be required.

1 point – Incomplete description of all the systems and software that will be used to complete the mailing operations. Clarification required.

0 points – No description of any systems that will be used to complete the mailing operations.

d.2 Process

3 points – Complete description of the processes required to receive printed material and complete the mailing operations and how the

processes are applied to maintain the production schedule and coordinate production management in all facilities identified. No clarification required.

2 points – Sufficient description of the processes required to receive printed material and complete the mailing operations and how the processes are applied to maintain the production schedule and coordinate production management. Some clarification may be required.

1 point – Incomplete description of the processes required to receive printed material or complete the mailing operations and how the processes are applied to maintain the production schedule and coordinate production management. Extensive clarification required.

0 points – No description of any processes required to receive printed material or complete the mailing operations.

Points for d. Mailing Operations:

d.1 Systems: _____/3 + **d.2 Processes:** _____/3 = _____/6

multiplied by weighting factor 2.5 = R.1.d Total Points: _____/15

R.1 Total Evaluated Points: _____/60

R.2 Quality Assurance (maximum 30 points)

The Bidder may respond by providing the information required **for either R.2.1 or for R.2.2**. The Bidder should identify all facilities where the work will be carried out and the work that will be completed in each. may demonstrate ISO certification relevant to variable imaging/printing and mailing.

The Bidder should provide a copy of their current ISO certification related to the required services. Should the Bidder propose to utilize multiple facilities, each holding ISO certification relevant to this requirement, a copy of the current ISO certification for each facility should be submitted with the proposal.

12 points will be allocated for certification.

R.2.1 The Bidder should also provide copies of the ISO work procedures relevant to each phase of the requirement - data processing, variable imaging/printing, mailing and storage of material. Should the Bidder propose to utilize multiple facilities, each holding ISO certification relevant to this requirement, a copy of the of the ISO work procedures relevant to the work completed in the facility should be submitted with the proposal.

A maximum of 18 points will be allocated for supplied copies of the ISO work procedures.

R.2.1 Quality Assurance – ISO Certification

R.2.1.a ISO certification relevant to variable imaging/printing and mailing:

Copy of current ISO certification supplied for all facilities identified

_____ 12 Points

R.2.1.b Copy of ISO work procedures in all facilities identified supplied for:		
Data processing		6 Points
Variable imaging/printing		6 Points
Mailing		6 Points
R.2 – Total Evaluated Points:		/ 30 Points

OR

Should the Bidder not hold ISO certification relevant to this requirement, then the Bidder should provide their response as stated in R.2.2. In this case, only the information provided for R.2.2 will be evaluated.

R.2.2 Quality Assurance

The Bidder should provide a detailed description of the Quality Assurance Program and quality control procedures the Bidder proposes to utilize for data processing, variable printing and mail assembly. At a minimum, the Bidder should:

- a. Describe the degree to which the Bidder's Quality Assurance Program has been formalized as corporate policy and communicated to employees. (Maximum 6 points)
- b. Describe the work activities covered by the Bidder's Quality Assurance Program and the degree of integration of the Quality Assurance (QA) procedures among the activities. (Maximum 6 points)
- c. Quality Assurance (QA) procedures applicable to the SOW (Maximum 18 points)

C.1 Description of the QA procedures for acceptance, verification and processing the data for print and mailing production including address accuracy and sortation

c.2 Description of the print QA procedures for acceptance and verification of the print files, start-up and monitoring of production.

c.3 Description of the mailing QA procedures for acceptance and verification of the print outputs, setup and monitoring of the insertion and handling, including address accuracy and sortation, of the completed product for shipment to Canada Post.

R.2.2 Quality Assurance

- a. The degree to which the Bidder has established a Quality Assurance Program, formalized as corporate policy, and communicated to employees.

6 Points: In addition to the elements required to obtain 4 points the description demonstrates how the Quality Assurance (QA) procedures are communicated to employees. 4 points - The description demonstrates that the Bidder has established a Quality Assurance Program, formalized as corporate policy, with QA procedures covering the following activities:- data processing,- variable printing, and- mail assembly 3 points - The description demonstrates the Bidder conducts QA procedures for the three (3) activities listed. 2 points - The description demonstrates that the Bidder only conducts QA procedures for two (2) of the activities listed. 1 point - The description demonstrates that the Bidder only conducts QA procedures for one (1) of the activities listed. 0 points - No information provided or the description does not demonstrate that the Bidder implements any quality QA procedures in production.

Total Points ____/6

- b. The work activities covered by the Bidder's Quality Assurance Program and the degree of integration of the QA procedures among the activities.

3 Points: The description demonstrates how the QA procedures for the following work activities are integrated under the Bidder's Quality Assurance Program:-data processing,- variable printing,mail assembly
 2 Points: The description demonstrates how the QA procedures for two (2) of the work activities are integrated under the Bidder's Quality Assurance Program.
 1 Point: The QA procedures for the work activities are described, but how the procedures are integrated under the Bidder's Quality Assurance Program is not clearly described.
 0 points - No information provided on work activities or integration of QA procedures.

Total: _____/3 = R.2.2b.

Total Points _____/3

c. Quality Assurance (QA) procedures (Maximum 18 points)

c.1 Description of the QA procedures for acceptance, verification and processing the data for print and mailing production including address accuracy and sortation.

3 points - Description for data processing is clear and understandable in describing all required QA procedures for acceptance, verification and processing the data for print and mailing production. No clarification required.
 2 points - Sufficient description of the QA procedures for acceptance, verification and processing the data for print and mailing production. Some clarification may be required.
 1 point - Incomplete description of the QA procedures for acceptance, verification and processing the data for print and mailing production. Clarification required.
 0 points - No description of the QA procedures for acceptance, verification and processing the data for print and mailing production.

Points for c.1. _____/3

c.2 Description of the print QA procedures for acceptance and verification of the print files, start-up and monitoring of production as required in the Statement of Work.

3 points - Description for print production is clear and understandable in describing all required QA procedures for acceptance, verification, start-up and monitoring of production. No clarification required.
 2 points - Sufficient description of the QA procedures for acceptance and verification of the print files and monitoring of production. Some clarification may be required.
 1 point - Incomplete description of the QA procedures for acceptance and verification of the print files and monitoring of production. Clarification required.
 0 points - No description of the QA procedures for acceptance and verification of the print files and monitoring of production.

Points for c.2. _____/3

c.3 Description of the mailing QA procedures for acceptance and verification of the print outputs, setup and monitoring of the insertion and handling, including address accuracy and sortation, of the completed product for shipment to Canada Post.

3 points - The description for mailing production is clear and understandable in describing all required QA procedures for acceptance and verification of the print outputs, setup and monitoring of the insertion and handling, including address accuracy and sortation, of the completed product for shipment to Canada Post. No clarification required.

2 points - Sufficient description of the mailing production quality control procedures for acceptance and verification of the print outputs, setup and monitoring of the insertion and handling of the completed product for shipment to Canada Post. Some clarification may be required.

1 point - Incomplete description of the mailing production quality control procedures for acceptance and verification of the print outputs, setup and monitoring of the insertion and handling of the completed product for shipment to Canada Post. Clarification required.

0 points - No description of the mailing production quality control procedures for acceptance and verification of the print outputs, setup and monitoring of the insertion and handling of the completed product for shipment to Canada Post.

Points for c.3. _____/3

Points obtained for c.1 + c.2 + c.3 = _____ multiplied by weighting factor 2 = Total Points for

R.2.2.c. _____/ 18 Points

R.2.2 Total Evaluated Points: _____/30

R3 Environmental practices (Maximum 10 points)

The Bidder should identify the Environmental program(s) under which the Bidder is certified. Should the Bidder hold certification from recognized Environmental programs, they should provide a copy of any current, relevant certifications with their proposal.

Bidders failing to provide a copy of the certification with their proposal will receive 0 points

R3.1 Environmental Certification
0 Points: Bidder holds certification but no certificate has been provided with the proposal
<p>Bidder holds Environmental Choice Program, certification for Digital Printing Services Or Chain of Custody certification from a Forest Management Program - FSC, SFI, CSA/SFMS:</p> <p>_____ 10 Points</p>

OR

Should the Bidder not be certified under any Environmental program(s), then the Bidder should provide their response as stated in R.3.2. In this case, only the information provided for R.3.2 will be evaluated

Bidders should describe their current corporate environmental practices.

R3.2 Environmental practices

Recycles all scrap paper	_____ 1 Point
Recycles all scrap paper packaging material	_____ 1 Point
Recycles or uses environmentally safe methods of disposing of all scrap shipping material	_____ 1 Point
Recycles or uses environmentally safe methods of disposing of all scrap plastic and metal binding material.	_____ 1 Point
Recycles or uses environmentally safe methods of disposing of used toner and ink cartridges	_____ 1 Point
Recycles or uses environmentally safe methods of disposing of binding adhesives and other chemicals	_____ 1 Point
House" paper contains recycled content; packaging material contains recycled content	_____ 1 Point
Printer/copiers enter standby mode after one hour	_____ 1 Point
Company policy requires that non-automated equipment is turned off when not in use	_____ 1 Point
Company captures potentially harmful VOCs or dust from production processes	_____ 1 Point
R.3 Total Evaluated Points _____ /10	

SUMMARY

		Maximum	Passing Mark	Points Awarded
R.1.	Production Management	60	42	
R.2.	Quality Assurance	30	21	
R.3.	Environmental Practices	10		
	Total Score	100	70	

Solicitation No. - N° de l'invitation

M9474-122457/A

Amd. No. - N° de la modif.

File No. - N° du dossier

cw013M9474-122457

Buyer ID - Id de l'acheteur

cw013

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

M9474-122457

CCC No./N° CCC - FMS No/ N° VME

Solicitation No. - N° de l'invitation

M9474-122457/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

cw013

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

File No. - N° du dossier

CCC No./N° CCC - FMS No/ N° VME

M9474-122457

cw013M9474-122457

Annex "D" Security Requirement Check List

* Document Safeguarding *



Government of Canada
Gouvernement du Canada

H9474-2-2457

Contract Number / Numéro du contrat

201202457

Security Classification / Classification de sécurité

SECURITY REQUIREMENTS CHECK LIST (SRCL)
LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE	
1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine Royal Canadian Mounted Police	2. Branch or Directorate / Direction générale ou Direction Canadian Firearms Program
3. a) Subcontract Number / Numéro du contrat de sous-traitance	3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant
4. Brief Description of Work / Brève description du travail Variable Printing and mail-out of firearms licence and registration documents.	
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes Non Oui	
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes Non Oui	
5. Indicate the type of access required / Indiquer le type d'accès requis	
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes Non Oui (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c.)	
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé. <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes Non Oui	
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes Non Oui	
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès	
Canada <input checked="" type="checkbox"/>	NATO / OTAN <input type="checkbox"/>
Foreign / Étranger <input type="checkbox"/>	
7. b) Release restrictions / Restrictions relatives à la diffusion	
No release restrictions / Aucune restriction relative à la diffusion <input checked="" type="checkbox"/>	All NATO countries / Tous les pays de l'OTAN <input type="checkbox"/>
Not releasable / À ne pas diffuser <input type="checkbox"/>	
Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>
Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:
7. c) Level of information / Niveau d'information	
PROTECTED A / PROTÉGÉ A <input type="checkbox"/>	NATO UNCLASSIFIED / NATO NON CLASSIFIÉ <input type="checkbox"/>
PROTECTED B / PROTÉGÉ B <input checked="" type="checkbox"/>	NATO RESTRICTED / NATO DIFFUSION RESTREINTE <input type="checkbox"/>
PROTECTED C / PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL / NATO CONFIDENTIEL <input type="checkbox"/>
CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>	NATO SECRET <input type="checkbox"/>
SECRET <input type="checkbox"/>	COSMIC TOP SECRET / COSMIC TRÈS SECRET <input type="checkbox"/>
TOP SECRET <input type="checkbox"/>	
TRÈS SECRET <input type="checkbox"/>	
TOP SECRET (SIGINT) <input type="checkbox"/>	
TRÈS SECRET (SIGINT) <input type="checkbox"/>	
	PROTECTED A / PROTÉGÉ A <input type="checkbox"/>
	PROTECTED B / PROTÉGÉ B <input type="checkbox"/>
	PROTECTED C / PROTÉGÉ C <input type="checkbox"/>
	CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>
	SECRET <input type="checkbox"/>
	TOP SECRET <input type="checkbox"/>
	TRÈS SECRET <input type="checkbox"/>
	TOP SECRET (SIGINT) <input type="checkbox"/>
	TRÈS SECRET (SIGINT) <input type="checkbox"/>

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité

Canada



Government of Canada
Gouvernement du Canada

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2012 02457

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PART A (continued) / PARTIE A (suite)

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS?

☒ No ☐ Yes
Non Oui

If Yes, indicate the level of sensitivity:
Dans l'affirmative, indiquer le niveau de sensibilité:

9. Will the supplier require access to extremely sensitive INFOSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate?

☒ No ☐ Yes
Non Oui

Short Title(s) of material / Titre(s) abrégé(s) du matériel:
Document Number / Numéro du document:

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

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

☒ RELIABILITY STATUS
COTE DE FIABILITÉ

☐ CONFIDENTIAL
CONFIDENTIEL

☐ SECRET
SECRET

☐ TOP SECRET
TRÈS SECRET

☐ TOP SECRET - SIGINT
TRÈS SECRET - SIGINT

☐ NATO CONFIDENTIAL
NATO CONFIDENTIEL

☐ NATO SECRET
NATO SECRET

☐ COSMIC TOP SECRET
COSMIC TRÈS SECRET

☐ SITE ACCESS
ACCÈS AUX EMPLACEMENTS

Special comments:

Commentaires spéciaux:

SCENARIO B

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

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

10. b) May unscreened personnel be used for portions of the work?
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail?

☒ No ☐ Yes
Non Oui

If Yes, will unscreened personnel be escorted?
Dans l'affirmative, le personnel en question sera-t-il escorté?

☐ No ☐ Yes
Non Oui

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

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises?
Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS?

☐ No ☒ Yes
Non Oui

11. b) Will the supplier be required to safeguard COMSEC information or assets?
Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC?

☒ No ☐ Yes
Non Oui

PRODUCTION

11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises?
Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ?

☐ No ☒ Yes
Non Oui

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

11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data?
Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS?

☐ No ☒ Yes
Non Oui

11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency?
Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale?

☐ No ☒ Yes
Non Oui

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité

Canada



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2012-02457

Security Classification / Classification de sécurité

PART C (continued) / PARTIE C (suite)

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

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

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

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

SUMMARY CHART / TABLEAU RÉCAPITULATIF

Category Catégorie	PROTECTED PROTÉGÉ			CLASSIFIED CLASSIFIÉ			NATO				COMSEC			
	A	B	C	CONFIDENTIAL CONFIDENTIEL	SECRET	TOP SECRET TRÈS SECRET	NATO RESTRICTED NATO DIFFUSION RESTREINTE	NATO CONFIDENTIAL NATO CONFIDENTIEL	NATO SECRET	COMSEC TOP SECRET COMSEC TRÈS SECRET	PROTECTED PROTÉGÉ			TOP SECRET TRÈS SECRET
											A	B	C	
Information / Assets Renseignements / Données	<input checked="" type="checkbox"/>													
Production	<input checked="" type="checkbox"/>													
IT Media / Support TI	<input checked="" type="checkbox"/>													
IT Link / Lien électronique	<input checked="" type="checkbox"/>													

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

☒ No
Non ☐ Yes
Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".

Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.

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

☒ No
Non ☐ Yes
Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).

Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquez qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).



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Security Classification / Classification de sécurité

PART D - AUTHORIZATION / PARTIE D - AUTORISATION

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

Name (print) - Nom (en lettres moulées)

Title - Titre

Signature

Robert MacKinnon

Director

Telephone No. - N° de téléphone
613-843-5444

Facsimile No. - N° de télécopieur
613-825-0297

E-mail address - Adresse courriel
robert.mackinnon@comp-grc.gc.ca

Date
31-Aug-2011

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

Name (print) - Nom (en lettres moulées)

Title - Titre

Signature

Glenne Burke

SRCL

Security officer

Telephone No. - N° de téléphone
(613) 843-5938

Facsimile No. - N° de télécopieur
(613) 825 4415

E-mail address - Adresse courriel
glenne.burke@comp-grc.gc.ca

Date
Sept. 29, 2011

15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached? / Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes?

☒ No / ☐ Yes
Non / Oui

16. Procurement Officer / Agent d'approvisionnement

Name (print) - Nom (en lettres moulées)

Title - Titre

Signature

Telephone No. - N° de téléphone

Facsimile No. - N° de télécopieur

E-mail address - Adresse courriel

Date

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

Name (print) - Nom (en lettres moulées)

Title - Titre

Signature

Glenne Burke

SRCL

Security officer

Telephone No. - N° de téléphone
(613) 843-5938

Facsimile No. - N° de télécopieur
613 825 4415

E-mail address - Adresse courriel
glenne.burke@comp-grc.gc.ca

Date
Sept. 29, 2011

comp - grc . gc . ca