



RETURN BIDS TO:

RETOURNER LES SOUMISSIONS À:

Passport Canada
procurement@pptc.gc.ca
 Attn: Ana-Maria Barbu

Amendment 1 / Modification 1

**REQUEST FOR PROPOSAL
 DEMANDE DE PROPOSITION**

Proposal To: Passport 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 thereof.

Proposition aux: Passeport 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-annexées, au(x) prix indiqué(s).

Instructions : See Herein

Instructions: Voir aux présentes

Issuing Office – Bureau de distribution

Passport Canada

Corporate Services Bureau

70 Crémazie

Gatineau, Québec K1A 0G3

Title – Sujet	
Braille Services Requirement	
Solicitation No. – N° de l’invitation	Date
PPTC-144918	May 14, 2013
Solicitation Closes – L’invitation prend fin at – à	Time Zone Fuseau horaire
2:00PM June 4 2013	EST
on – 14h 4 juin, 2013	
F.O.B. - F.A.B.	
Plant-Usine: <input type="checkbox"/> Destination: <input type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Inquiries to: - Adresser toutes questions à :	
procurement@pptc.gc.ca	
Telephone No. – N° de téléphone :	
819-953-3336	
Destination – of Goods, Services, and Construction:	
Destination – des biens, services et construction :	
See Herein	
Delivery required - Livraison exigée	
See Herein	
Vendor/firm Name and address	
Raison sociale et adresse du fournisseur/de l’entrepreneur	
Facsimile No. – N° de télécopieur	
Telephone No. – N° de téléphone	
Name and title of person authorized to sign on behalf of Vendor/firm	
Nom et titre de la personne autorisée à signer au nom du fournisseur/de l’entrepreneur	
(type or print)/ (taper ou écrire en caractères d’imprimerie)	
Signature	Date



REQUEST FOR PROPOSAL (RFP)

AMENDMENT #1

FOR THE PROVISION OF

BRAILLE SERVICES

FOR

PASSPORT CANADA



**PASSPORT CANADA
REQUEST FOR PROPOSAL
SOLICITATION : PPTC – 144918
RFP AMENDMENT 01**

1. This amendment is raised to **DELETE** Part 3, Bid Preparation Instructions, Section II: Financial Bid and **REPLACE** with the following:

Section II: Financial Bid

Bidders must submit their financial bid in accordance with Appendix “E”, Basis of Payment. The total amount of applicable taxes must be shown separately, if applicable.

Bidders should include the following information in their financial bid by completing Appendix “F”, Vendor Information and Authorization and include it with their bid:

1. Their legal name;
2. Their Procurement Business Number (PBN); and
3. The name of the contact person (including this person's mailing address, phone and facsimile numbers, and email address) authorized by the Bidder to enter into communications with Canada with regards to:
 - a) their bid; and
 - b) any contract that may result from their bid.

Proposed per diem rates or firm prices must be in Canadian dollars.

The Bidder's per diem rates in response to this RFP and resulting contract(s) must include all overhead, general & administrative costs and profit. Included are the following costs that may be incurred in providing the required services: office space, computer hardware and software, word processing, preparation of reports, photocopying, courier services, facsimile services, telephone services, local travel expenses, and administration related to non-local travel expenses. "Local" as used here is defined as where the Work is to be performed in Canada as may be specified in the RFP and the resulting Contract(s).

Bidders must provide in their financial bid a price breakdown as detailed in Appendix “E”, Basis of Payment.

1.1 SACC Manual Clauses

C3011T (2010-01-11) - Exchange Rate Fluctuation

The requirement does not provide for exchange rate fluctuation protection. Any request for exchange rate fluctuation protection will not be considered and will render the bid non-responsive.

2. This amendment is raised to **DELETE** Appendix “D” – Statement of Work, and **REPLACE** with the following:



APPENDIX “D”, STATEMENT OF WORK

D1. TITLE

Statement of work and specifications for on-demand Braille printing services

D2. OBJECTIVE

In order to meet requests of all Canadians, Passport Canada requires services to print in Braille the English and French versions of the instruction insert for the twenty (20) passport application forms and create associated electronic files. Given that the ePassport will launch on July 1, 2013, Passport Canada must be able to meet accessibility standards.

D3. BACKGROUND

Passport Canada’s mission is to issue secure Canadian travel documents through authentication of identity and entitlement, which facilitates travel and supports international and domestic security. In other words, we ensure that the Canadian passport is issued only to those who are entitled to one. This benefits all Canadians, not just travellers, as our work also strengthens border security here in Canada and throughout the world.

Passport Canada is mandated to provide application forms in Braille or in a related format to all Canadians who request one, in order to meet client service accessibility standards under the Web Content Accessibility Guidelines (WCAG) 2.0, with oversight from the Department of Foreign Affairs and International Trade (DFAIT) and Treasury Board Secretariat of Canada (TBSC). On average, Passport Canada prints hard-copy passport application forms twice a year.

D4. PERIOD OF CONTRACT

The contract will be effective on the date of contract award until March 31, 2014, and includes two option periods of one year each. Option period one is from April 1, 2014, to March 31, 2015 and option period two is from April 1, 2015, to March 31, 2016.

D5. TASKS AND TECHNICAL SPECIFICATIONS

Passport Canada requires services to create Braille conversion copies in *E-TEXT, DXB, BRF and **XHTML formats and to print, on demand, in Braille (Grade 2) the English and French versions of the passport application form instruction insert for the following forms:

*E-TEXT is .rtf format, and **XHTML is .html format



Forms	Number of pages	Version	Format
1- PPTC 040 - Adult Abroad General Passport Application for Canadians 16 years of age or over applying outside of Canada	4	2013-07	E-TEXT, DXB, BRF and XHTML
2- PPTC 041 - Demande de passeport générale pour adulte à l'étranger pour les Canadiens de 16 ans et plus présentant une demande à l'extérieur du Canada	4	2013-07	E-TEXT, DXB, BRF et XHTML
3- PPTC 042 - Child Abroad General Passport Application for Canadians under 16 years of age applying outside of Canada	6	2013-07	E-TEXT, DXB, BRF and XHTML
4- PPTC 043 - Demande de passeport générale pour enfant à l'étranger pour les Canadiens de moins de 16 ans présentant une demande à l'extérieur du Canada	6	2013-07	E-TEXT, DXB, BRF et XHTML
5- PPTC 054 - Adult Simplified Renewal Passport Application for eligible Canadians applying in Canada or from the USA	3	2013-07	E-TEXT, DXB, BRF and XHTML
6- PPTC 055 - Demande de renouvellement simplifié de passeport pour adulte pour les Canadiens admissibles présentant une demande au Canada ou des États-Unis	3	2013-07	E-TEXT, DXB, BRF et XHTML
7- PPTC 140 - Adult General Passport Application (in the USA) for Canadians 16 years of age or over	4	2013-07	E-TEXT, DXB, BRF and XHTML
8- PPTC 141 - Demande de passeport générale pour adulte (aux États-Unis) pour les Canadiens de 16 ans et plus	4	2013-07	E-TEXT, DXB, BRF et XHTML
9- PPTC 142 - Child General Passport Application (in the USA) for Canadians under 16 years of age	6	2013-07	E-TEXT, DXB, BRF and XHTML
10- PPTC 143 - Demande de passeport générale pour enfant (aux États-Unis) pour les Canadiens de moins de 16 ans	6	2013-07	E-TEXT, DXB, BRF et XHTML
11- PPTC 153 - Adult General Passport Application for Canadians 16 years of age or over applying in Canada or from the USA	4	2013-07	E-TEXT, DXB, BRF and XHTML
12- PPTC 154 - Demande de passeport générale pour adulte pour les Canadiens de 16 ans et plus présentant une demande au Canada ou des États-Unis	4	2013-07	E-TEXT, DXB, BRF et XHTML
13- PPTC 155 - Child General Passport Application for Canadians under 16 years of age applying in Canada or from the USA	6	2013-07	E-TEXT, DXB, BRF and XHTML
14- PPTC 156 - Demande de passeport générale pour enfant pour les Canadiens de moins de 16 ans présentant une demande au Canada ou des États-Unis	6	2013-07	E-TEXT, DXB, BRF et XHTML



15- PPTC 190 - Adult Travel Document Application for stateless and protected persons in Canada (16 years of age or over)	4	2013-07	E-TEXT, DXB, BRF and XHTML
16- PPTC 191 - Demande de document de voyage pour adulte pour les apatrides et les personnes protégées au Canada (de 16 ans et plus)	4	2013-07	E-TEXT, DXB, BRF et XHTML
17- PPTC 192 - Child Travel Document Application for stateless and protected persons in Canada (under 16 years of age)	6	2013-07	E-TEXT, DXB, BRF and XHTML
18- PPTC 193 - Demande de document de voyage pour enfant pour les apatrides et les personnes protégées au Canada (de moins de 16 ans)	6	2013-07	E-TEXT, DXB, BRF et XHTML
19- PPTC 482 - Adult Abroad Simplified Renewal Passport Application for eligible Canadians applying outside of Canada	2	2013-07	E-TEXT, DXB, BRF and XHTML
20- PPTC 483 - Demande de renouvellement simplifié de passeport pour adulte à l'étranger pour les Canadiens admissibles présentant une demande à l'extérieur du Canada	2	2013-07	E-TEXT, DXB, BRF et XHTML

5.1 TASKS

5.1.1 With regard to the instruction insert for the application forms in English and French (version 2013-07), the Contractor must:

- 5.1.1.1** Create master “text-only” Braille conversion copies of the twenty (20) passport application forms;
- 5.1.1.2** Create master “text-only” Braille conversion copies of the twenty (20) passport application forms that are suitable for printing Braille forms at a future date and that are ready to be posted on the Web;
- 5.1.1.3** Print Braille copies of the twenty (20) passport application forms on demand.

5.1.2 For the new versions of the instruction insert for the application forms in English and French (version 201X-XX), the Contractor must:

- 5.1.2.1** Create master (“text only”) Braille conversion copies of the twenty (20) passport application forms;
- 5.1.2.2** Create master (“text only”) Braille conversion copies of the twenty (20) passport application forms that are suitable for printing Braille forms at a future date and that are ready to be posted on the Web;
- 5.1.2.3** Print Braille copies of the twenty (20) passport application forms on demand.



5.2 SPECIFICATIONS

All specifications must be approved by Project Authority prior to delivery of final master (“text only”) Braille conversion copies.

- 5.2.1 Language: Separate, unilingual English and French Braille (Grade 2) documents
- 5.2.2 Layout: Booklet style, back-to-back embossing
- 5.2.3 Dimensions: Flat 8½ inches x 11 inches
- 5.2.4 Binding: *Cerlox* binding (black for French, white for English)
- 5.2.5 Plastic cover page: Clear cover stock with Braille script of the form title, form number and form version date, along with the following phrase:
- 5.2.6 In English: BRAILLE INSTRUCTION BOOKLET – CONTRACTED ENGLISH BRAILLE (Grade 2)
- 5.2.7 In French: LIVRET D’INSTRUCTION EN BRAILLE – BRAILLE ABRÉGÉ FRANÇAIS, and a Braille description of the Federal Identity Program requirements (Passport Canada signature and “Canada” wordmark)
- 5.2.8 Underlying paper cover page: Same paper stock used in the rest of each booklet, with the title of the form printed on the front
- 5.2.9 Colour: Underlying paper cover page is printed black on white
- 5.2.10 Order of content: Instructions must appear first and, if necessary, additional information pages will be added
- 5.2.11 Page numbering: Instructions are to be numbered “page 1 of x” and additional information pages are to be numbered “page 1 of y”
- 5.2.12 Passport Canada numbers: These numbers must appear on the forms and will be provided to contractor.

D6. CLIENT SUPPORT

6.1 Passport Canada will provide the Contractor the following:

- 6.1.1 Electronic copies in PDF format of the application forms (see section 5);
- 6.1.2 The text descriptions that accompany the illustrated photo specifications in the application forms (they must be rendered in English and French Braille);
- 6.1.3 The texts describing the Federal Identity Program (FIP) symbols, i.e. the Passport Canada signature and the “Canada” wordmark (they must be rendered in English and French Braille);
- 6.1.4 Design files in EPS (Illustrator) format of the twenty (20) Passport Canada application forms to be produced in Braille;
- 6.1.5 EPS files of the FIP symbols, i.e. the Passport Canada signatures with English first and with French first, and the “Canada” wordmark.

6.2 The contractor agrees that:



- 6.2.1** All master (“text only”) Braille conversion copies and Braille printed documents produced by the contractor’s company will become and remain the property and copyright of Her Majesty the Queen in Right of Canada (including all FIP symbols, the “Canada” wordmark, texts and images);
- 6.2.2** All master “text-only” Braille conversion copies and will be verified as accurate by a qualified professional at no additional cost;
- 6.2.3** All master “text-only” Braille conversion copies will be verified for accuracy by a qualified professional at no additional cost prior to printing or providing electronic files to Passport Canada.

D7. DELIVERABLES

The contractor must provide the following:

Period of contract (from date contract is awarded to March 31, 2014)	
FIRST DELIVERABLE: JULY 2, 2013	Create master “text-only” Braille conversion copies of the twenty (20) application forms, version 2013-07.
SECOND DELIVERABLE: NOVEMBER 2013 (DATE TO BE CONFIRMED)	Create new master “text-only” Braille conversion copies of the twenty (20) application forms, version 2013-XX.
ON DEMAND: FROM DATE OF CONTRACT AWARD UNTIL MARCH 31, 2014	Printing of final forms in Braille (Grade 2) as needed, up to a maximum of 20 printings.

Option 1 (from April 1, 2014, to March 31, 2015)	
FIRST DELIVERABLE: APRIL 14, 2014	Create new master “text-only” Braille conversion copies of the twenty (20) application forms, version 2014-04.
SECOND DELIVERABLE: FALL 2014 (DATE TO BE CONFIRMED)	Create new master “text-only” Braille conversion copies of the twenty (20) application forms, version 2014-XX.
ON DEMAND: APRIL 1, 2014 UNTIL MARCH 31, 2015	Printing of final forms in Braille (Grade 2) as needed, up to a maximum of 20 printings.

Option 2 (from April 1, 2015, to March 31, 2016)	
FIRST DELIVERABLE: (DATE TO BE CONFIRMED)	Create new master “text-only” Braille conversion copies of the twenty (20) application forms, version 2015-XX.
SECOND DELIVERABLE: (DATE TO BE CONFIRMED)	Create new master “text-only” Braille conversion copies of the twenty (20) application forms, version 2015-XX OR 2016-XX.
ON DEMAND: APRIL 1, 2015 UNTIL MARCH 31, 2016	Printing of final forms in Braille (Grade 2) as needed, up to a maximum of 20 printings.



7.1 The contractor must send files via email to the Project Authority for preliminary approval.

7.2 Upon completion of the project, the contractor must provide master “text-only” Braille conversion electronic files on CD in the following formats:

7.2.1 E-TEXT, DXB, BRF and XHTML

- Final English version with no crop lines for website
- Final French version with no crop lines for website
- English version with crop lines, ready for printing
- French version with crop lines, ready for printing

7.2.2 All required fonts

7.2.3 All supporting images

7.2.4 All other related working files

D8. TIMELINE

8.1 Timeline for creating and producing the first master “text-only” Braille conversion electronic files and delivering them to Passport Canada is July 2, 2013 and the timeline for creating and producing all new master “text-only” Braille conversion copies is 30 calendar days after the order is placed, and as needed (see Deliverables, section 7).

8.2 On-demand Braille printing must be delivered within 48 hours of the Project Authority’s request, beginning on July 2, 2013.

D9. TRAVEL AND LIVING

All travel associated with this SOW will not be reimbursed.

D10. OFFICIAL LANGUAGES

The Contractor must provide the required services in both official language (English and French).



- This amendment is raised to **DELETE** Appendix “E” – Basis of Payment, and **REPLACE** with the following:

APPENDIX “E”, BASIS OF PAYMENT

During the period of the contract, the Contractor will be paid as specified below, for Work performed in accordance with the Contract.

All deliverables are F.O.B. Destination, and Canadian Customs Duty included and applicable taxes are extra.

For bid evaluation and contractor(s) selection purposes only, the evaluated price of a bid will be determined in accordance with this Basis of Payment, Appendix “E” - Table Summary.

Canada's total liability to the Contractor under the Contract shall not exceed **\$XX.xx, including all options, shipping expenses and all applicable taxes.**

- The Bidder should complete this pricing schedule and include it in its financial bid. As a minimum, the Bidder must respond to this pricing schedule by inserting in its financial bid for each of the periods specified below its quoted firm all inclusive per diem rate (in Cdn \$) for each of the Consultant Categories identified.
- The prices or rates specified below, when quoted by the Bidder, include any of the following expenses that may need to be incurred to satisfy the terms of any contract that may result from its bid:
 - All shipping expenses for on-demand Braille printing deliveries as described in Appendix “D”, Statement of Work.
- The volumetric data included in the pricing schedule detailed in Appendix “E”, Basis of Payment is provided for bid evaluated price determination purposes only. They are not to be considered as a contract guarantee.

Note: Text in RED denotes instructions to bidders and sections for completion.

Table 1: Period of contract (from contract award date to March 31st, 2014)

Description	Cost per Unit	Quantity	Total
<u>First Delivery</u> First master “text-only” Braille conversion electronic files (DXB, BRF, E-TEXT, and XHTML)	<<to be completed by bidder>>	20	<<to be completed by bidder>>
<u>Second Delivery</u> New master “text-only” Braille conversion electronic files (DXB, BRF, E-TEXT, and XHTML)	<<to be completed by bidder>>	20	<<to be completed by bidder>>
On-demand Braille (Grade 2) printing	<<to be completed by bidder>>	Up to 20	<<to be completed by bidder>>
Author alteration fee	<<to be completed by bidder>>	<<to be completed at contract award>>	Up to a maximum of \$1000



Total (applicable taxes excluded)	\$ <<to be completed by bidder>>
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Table 2: Option period 1 (from April 1st, 2014 to March 31st, 2015)

Description	Cost per Unit	Quantity	Total
<u>First Delivery</u> New master “text-only” Braille conversion electronic files (DXB, BRF, E-TEXT, and XHTML)	<<to be completed by bidder>>	20	<<to be completed by bidder>>
<u>Second Delivery</u> New master “text-only” Braille conversion electronic files (DXB, BRF, E-TEXT, and XHTML)	<<to be completed by bidder>>	20	<<to be completed by bidder>>
On-demand Braille (Grade 2) printing	<<to be completed by bidder>>	Up to 20	<<to be completed by bidder>>
Author alteration fee	<<to be completed by bidder>>	<<to be completed at contract award>>	Up to a maximum of \$1000
Total (applicable taxes excluded)			\$ <<to be completed by bidder>>

Table 3: Option period 2 (from April 1st, 2015 to March 31st, 2016)

Description	Cost per Unit	Quantity	Total
<u>First Delivery</u> New master “text-only” Braille conversion electronic files (DXB, BRF, E-TEXT, and XHTML)	<<to be completed by bidder>>	20	<<to be completed by bidder>>
<u>Second Delivery</u> New master “text-only” Braille conversion electronic files (DXB, BRF, E-TEXT, and XHTML)	<<to be completed by bidder>>	20	<<to be completed by bidder>>
On-demand Braille (Grade 2) printing	<<to be completed by bidder>>	Up to 20	<<to be completed by bidder>>
Author alteration fee	<<to be completed by bidder>>	<<to be completed at contract award>>	Up to a maximum of \$1000
Total (applicable taxes excluded)			\$ <<to be completed by bidder>>



Table Summary

PERIOD OF CONTRACT	TOTAL CONTRACT COSTS
Initial Contract Period (Contract Award to March 31 st , 2014)	<i>SUM of Table 1</i>
Option 1 – April 1 st , 2014 – March 31 st , 2015	<i>SUM of Table 2</i>
Option 2 – April 1 st , 2015 – March 31 st , 2016	<i>SUM of Table 3</i>
TOTAL EVALUATED PRICE	SUM of Tables 1, 2 and 3

ALL OTHER TERMS AND CONDITIONS REMAIN UNCHANGED