



**RETURN BIDS TO:**

**RETOURNER LES SOUMISSIONS À:**

Passport Canada  
[procurement@pptc.gc.ca](mailto:procurement@pptc.gc.ca)  
 Attn: Ana-Maria Barbu

**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**

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



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## **PART 1 - GENERAL INFORMATION**

### **1. Security Requirement**

There is no security requirement associated with this solicitation.

### **2. Summary**

Canada is seeking to establish a contract for on-demand Braille printing services of twenty (20) English and French versions of Passport Application Forms for adults and children as well as create associated master Braille conversion electronic files in the following formats: E-TEXT, DXB, BRF and XHTML, as defined in Appendix "D", Statement of Work, for three (3) years including all options.

### **3. Debriefings**

After contract award, bidders may request a debriefing on the results of the bid solicitation process. Bidders should make the request to the Contracting Authority within fifteen (15) working days of receipt of the results of the bid solicitation process. The debriefing may be in writing, by telephone, or in person.



## PART 2 - BIDDER INSTRUCTIONS

### 1. Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the bid solicitation by number, date and title are set out in the Passport Canada Website at <http://passportcanada.gc.ca/publications/index.aspx?lang=eng#entreprise>

All SACC manual clauses for specific instructions not covered by the standard instructions identified in the bid solicitation by number, date and title are set out in the *Standard Acquisition Clauses and Conditions* Manual (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

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

The [PPTC-SI-001 \(2012-11-30\)](#) Standard Instructions – Goods or Services Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

### 2. Submission of Bids

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

**Due to the nature of the bid solicitation, bids transmitted by facsimile to Passport Canada will not be accepted.**

### 3. Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than three (3) 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 Quebec.



## 5. Basis for Canada's Ownership of Intellectual Property

Passport Canada has determined that any intellectual property rights arising from the performance of the Work under the resulting contract will belong to Canada, on the following grounds:

- statutes, regulations or previous obligations of Canada to a third party or parties preclude contractor ownership of the Intellectual Property Rights in Foreground Information;
- the main purpose of the contract, or of the deliverables contracted for, is to generate knowledge and information for public dissemination;

## **PART 3 - BID PREPARATION INSTRUCTIONS**

### **1. Bid Preparation Instructions**

Canada requests that bidders provide their bid in separately bound sections as follows:

Section I: Technical Bid (one (1) soft copy);  
Section II: Financial Bid (one (1) soft copy); and  
Section III: Certifications (one (1) soft copy).

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

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

- (a) use 8.5 x 11 inch (216 mm x 279 mm) paper;
- (b) use a numbering system that corresponds to the bid solicitation; and
- (c) page numbering must be used on the bottom right of each page of the proposal

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 use an environmentally-preferable format including black and white printing instead of colour printing, printing double sided/duplex, using staples or clips instead of cerlox, duotangs or binders.

#### **Section I: Technical Bid**

In their technical bid, bidders should explain and demonstrate how they propose to meet the requirements and how they will carry out the Work. 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. 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, and under the same headings. To avoid duplication, bidders may refer to different sections of their bids by identifying the specific page number and paragraph where the subject topic has already been addressed.

#### **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.

Financial proposals must clearly identify the personnel proposed and the associated category for evaluation purposes only. 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.

### **Section III: Certifications**

Bidders must submit the required certifications under Part 5 – Certifications.



## PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

### 1. Evaluation Procedures

- (a) Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the bids.

#### 1.1 Technical Evaluation

##### 1.1.1 Mandatory Technical Criteria

The bid must meet the mandatory technical criteria specified below. The Bidder must provide the necessary documentation to support compliance with this requirement.

Mandatory requirements are evaluated on a simple pass or fail basis. Failure by a Bidder to meet any one of the mandatory requirements will render the Bidder's proposal **non-responsive and will not be given further consideration**. The treatment of mandatory requirements in any procurement process is absolute. Each mandatory technical criterion should be addressed separately.

Number	Mandatory Technical Criterion	MET	NOT MET	Cross Reference to Proposal
MT1	<p><b>Experience</b></p> <p>The Bidder's proposal must demonstrate a minimum of two (2) years experience in providing Braille services as per Appendix D, Statement of Work.</p> <p><i>At bid closing, the Bidder must provide proof of experience supported by reference (name of company/government organization, phone number and/or email address) Passport Canada may contact the company /Government organization to confirm the experience.</i></p>			
MT2	<p><b>Services</b></p> <p>At bid closing, the Bidder must submit a signed statement attesting that they are able to provide the services described within the Appendix "D", Statement of Work and meet the first delivery for July 2<sup>nd</sup>, 2013.</p>			

#### 1.2 Financial Evaluation

Only the proposals that are technically responsive will be considered for financial evaluation.



The price of the bid will be evaluated in Canadian dollars, applicable taxes are excluded.

For the purposes of bid evaluation, Basis of Payment, Appendix “E” will be used. The Bidder must provide all inclusive ceiling prices for the goods and services being proposed in accordance with the bid solicitation, for the initial contract period and option periods.

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

### **1.3 Formulas in Pricing Schedule**

If the Pricing Schedule provided to bidders include any formulae, Canada may re-input the prices provided by bidders into a fresh table, if Canada believes that the formulae may no longer be functioning properly in the version submitted by a bidder.

## **2.0 Basis of Selection**

### **2.1 Basis of Selection - Lowest Evaluated Price**

A bid must comply with the requirements of the bid solicitation and meet all mandatory evaluation criteria to be declared responsive. The responsive bid with the lowest evaluated price will be recommended for award of contract.

Should identical bids be submitted, the bid with the lowest cost per unit for the transcription and production of 20 Braille master (“text only”) conversion copies will be recommended for award.



## 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 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. Certifications Required with the Bid

Bidders must submit the following duly completed certifications with their bid.

#### 1.1 Federal Contractors Program - Certification

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

The Bidder, or, if the Bidder is a joint venture the member of the joint venture, certifies its status with the FCP, as follows:

The Bidder or the member of the joint venture

- a.  is not subject to the FCP, having a workforce of less than 100 full-time or part-time permanent employees, and/or temporary employees having worked 12 weeks or more in Canada;
- b.  is not subject to the FCP, being a regulated employer under the Employment Equity Act, S.C. 1995, c. 44;
- c.  is subject to the requirements of the FCP, having a workforce of 100 or more full-time or part-time permanent employees, and/or temporary employees having worked 12 weeks or more in Canada, but has not previously obtained a certificate number from HRSDC, having not bid on requirements of \$200,000 or more;
- d.  has not been declared an ineligible contractor by HRSDC, and has a valid certificate number as follows: \_\_\_\_\_ .

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



## 1.2 Former Public Servant Certification

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

### Definitions

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

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

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

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

### Former Public Servant in Receipt of a Pension

As per the above definitions, is the Bidder a FPS in receipt of a pension? **Yes ( ) No ( )**  
If so, the Bidder must provide the following information, for all FPS in receipt of a pension, as applicable:

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

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



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

### **Work Force Reduction Program**

Is the Bidder a FPS who received a lump sum payment pursuant to the terms of a work force reduction program? **Yes** ( ) **No** ( )

If so, the Bidder must provide the following information:

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

For all contracts awarded during the lump sum payment period, the total amount of fees that may be paid to a FPS who received a lump sum payment is \$5,000, including applicable taxes.

By providing information on its status, with respect to being a former public servant in receipt of a [Public Service Superannuation Act](#) (PSSA) pension, the Contractor has agreed that this information will be reported on departmental websites as part of the published proactive disclosure reports, in accordance with [Contracting Policy Notice: 2012-2](#) of the Treasury Board Secretariat of Canada.

### **Certification**

By submitting a bid, the Bidder certifies that the information submitted by the Bidder in response to the above requirements is accurate and complete.

### **1.3 Education and Experience**

The Bidder certifies that all the information provided in the résumés and supporting material submitted with its bid, particularly the information pertaining to education, achievements, experience and work history, has been verified by the Bidder to be true and accurate. Furthermore, the Bidder warrants that every individual proposed by the Bidder for the requirement is capable of performing the Work described in the resulting contract.

## PART 6 - RESULTING CONTRACT CLAUSES

### APPENDIX “A”, GENERAL TERMS AND CONDITIONS

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

#### A1. Standard Acquisition Clauses and Conditions Manual

All instructions, general terms, conditions and clauses identified herein by title, number and date are set out in the Standard Acquisition Clauses and Conditions (SACC) Manual issued by Public Works and Government Services Canada (PWGSC) and in the Passport Canada Terms and Conditions Manual.

A1.1 An electronic version of the SACC Manual is available on the Buy and Sell Website:  
<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>

A1.2 An electronic version of the Passport Canada Contract Terms and Conditions is available on the Passport Canada Website:  
<http://passportcanada.gc.ca/publications/index.aspx?lang=eng#entreprise>

#### A2. Terms and Conditions of the Contract

A2.1 The general terms, conditions and clauses identified herein by title, number and date, are hereby incorporated by reference into and form part of this Contract, as though expressly set out herein, subject to any other express terms and conditions herein contained.

#### A3. Standard Instructions and Conditions

A3.1 The conditions set out in the [PPTC-SI-001 \(2012-11-30\)](#) Standard Instructions – Goods or Services Competitive Requirements, are hereby incorporated by reference into and form part of this Contract.

#### A4. General Conditions

A4.1 General Conditions [PPTC-GC-001 \(2013-04-26\)](#), Med/High Complexity Goods and Services Contract shall apply to and form part of this Contract.



## APPENDIX “B”, SUPPLEMENTAL TERMS AND CONDITIONS

### B1. Priority of Documents

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

- a) The Articles of Agreement;
- b) Appendix “A” – General Terms and Conditions;
- c) Appendix “B” – Supplemental Terms and Conditions;
- d) Appendix “C” – Terms of Payment;
- e) Appendix “D” – Statement of Work;
- f) Appendix “E” – Basis of Payment
- g) Appendix “F” – Vendor Information and Authorization Form;
- h) the Contractor's proposal dated \_\_\_\_\_(TBD)

### B2. PPTC Clauses

The following Passport Canada Terms and Conditions are incorporated by reference and form part of this Contract:

ID	Date	Title
<i>PPTC-SC-002</i>	<i>2010-03-01</i>	<i>Crown Owns Intellectual Property (IP) Rights in Foreground Information</i>

### B3. SACC Manual Clauses

The following SACC manual Clauses are incorporated by reference and form part of this Contract:

ID	Date	Title
<i>A9117C</i>	<i>2007-11-30</i>	<i>T1204 - Direct Request by Customer Department</i>

### B4. Security Requirement

There is no security requirement associated with the requirement.

### B5. Period of Contract

The period of the Contract is from date of contract award to March 31<sup>st</sup>, 2014.

#### B5.1 Option to Extend the Contract

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



Canada may exercise this option at any time by sending a written notice to the Contractor at least thirty (30) calendar days before the Contract expiry date. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

#### **B6. Termination on Thirty (30) Days Notice**

1. Canada reserves the right to terminate the Contract at any time in whole or in part by giving thirty (30) calendar days written notice to the Contractor.
2. In the event of such termination, Canada will only pay for costs incurred for services rendered and accepted by Canada up to the date of the termination. Despite any other provision of the Contract, there will be no other costs that will be paid to the Contractor as a result of the termination.

#### **B7. 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.

#### **B8. Statement of Work**

The Contractor must perform the Work in accordance with the Statement of Work in Appendix "D".

#### **B9. Authorities**

##### **B9.1 Contracting Authority**

The Contracting Authority for the Contract is:

Ana-Maria Barbu  
Passport Canada  
70 rue Crémazie  
Gatineau, QC  
K1A 0G3

Tel: 819-953-3336  
Fax: 819-934-3892  
Email: [procurement@pptc.gc.ca](mailto:procurement@pptc.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.

##### **B9.2 Project Authority**





The Project Authority for the Contract is:

**<The Project Authority for the Contract is to be identified at Contract award>**

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.



## APPENDIX “C”, TERMS OF PAYMENT

### C1. Basis of Payment

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm unit prices, as specified in Annex E for a cost of \$\_\_\_\_\_ (*insert the amount at contract award*). Customs duties are included and applicable taxes are extra.

Canada will not pay the Contractor for any design changes, modifications or interpretations of the Work, unless they have been approved, in writing, by the Contracting Authority before their incorporation into the Work.

### C2. Limitation of Expenditure

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 Appendix “E”, to a limitation of expenditure of \$60,000 including option periods and shipping expenses. Customs duties are included and applicable taxes are extra.

1. Canada's total liability to the Contractor under the Contract must not exceed \$60,000 including option periods and shipping expenses. Customs duties are included and applicable taxes are extra, if applicable.
2. No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:
  - a) when it is 75 percent committed, or
  - b) four (4) months before the contract expiry date, or
  - c) as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work, whichever comes first.
3. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

### C3. Method of Payment

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.



#### **C4. Applicable Taxes**

Applicable taxes are not included in the amounts shown in the Basis of Payment. Applicable taxes, which are estimated at \$\_\_\_\_\_ (*to be determined at contract award*), are included in the total contract amount. Applicable taxes are to be shown as separate items on all invoices and claims for progress payments and will be paid by Canada. The Contractor agrees to remit to appropriate tax authorities any amounts of Applicable Taxes paid or due.

#### **C5. 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.
2. Invoices must be distributed as follows:
  - a) The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.
  - b) One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.
  - c) One (1) copy must be forwarded to the consignee.

## **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:



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 et 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 et 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 et 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 et 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 et 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 et 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 et 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 et 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 et 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 et 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 – UNCONTRACTED ENGLISH BRAILLE
- 5.2.7 In French: LIVRET D’INSTRUCTION EN BRAILLE – BRAILLE INTÉGRAL 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).

## 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.**

1. 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.
2. 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:
  - a) All shipping expenses for on-demand Braille printing deliveries as described in Appendix “D”, Statement of Work.
3. 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 31<sup>st</sup>, 2014)**

Description	Cost per Unit	Quantity	Total
<u>First Delivery</u> First master “text-only” Braille conversion electronic files (DXB, BRF, E-TEXT, accessible PDF 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, accessible PDF 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

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

Description	Cost per Unit	Quantity	Total
<u>First Delivery</u> New master “text-only” Braille conversion electronic files (DXB, BRF, E-TEXT, accessible PDF 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, accessible PDF 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
<b>Total (applicable taxes excluded)</b>			<b>\$</b> <<to be completed by bidder>>

**Table 3: Option period 2 (from April 1<sup>st</sup>, 2015 to March 31<sup>st</sup>, 2016)**

Description	Cost per Unit	Quantity	Total
<u>First Delivery</u> New master “text-only” Braille conversion electronic files (DXB, BRF, E-TEXT, accessible PDF 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, accessible PDF 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



<b>Total (applicable taxes excluded)</b>	<b>\$</b> <<to be completed by bidder>>
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**Table Summary**

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



# APPENDIX "F", VENDOR INFORMATION AND AUTHORIZATION FORM

## Vendor Name and Address

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## Legal Status (incorporated, registered, etc.)

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## GST or HST Registration Number and/or Procurement Business Number (Canada Revenue Agency)

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## Name and Title of Person authorized to sign on behalf of Vendor

Print Name \_\_\_\_\_ Title \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

## Central Point of Contact

The Vendor has designated the following individual as a central point of contact for all matters pertaining to the proposed contract, including the provision of all information that may be requested:

Name and Title \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_

Email \_\_\_\_\_

Each proposal must include a copy of this page properly completed and signed.