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Bid Fax: (819) 997-9776

Revision to a Request for Supply Arrangement - Révision à une demande pour un arrangement en matière d'approvisionnement

The referenced document is hereby revised; unless otherwise indicated, all other terms and conditions of the Solicitation remain the same.

Ce document est par la présente révisé; sauf indication contraire, les modalités de l'invitation demeurent les mêmes.

Comments - Commentaires

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

Title - Sujet PRINTING SERVICES	
Solicitation No. - N° de l'invitation EN578-121812/B	Date 2013-06-07
Client Reference No. - N° de référence du client 20121812	Amendment No. - N° modif. 001
File No. - N° de dossier cw038.EN578-121812	CCC No./N° CCC - FMS No./N° VME
GETS Reference No. - N° de référence de SEAG PW-\$\$CW-038-62812	
Date of Original Request for Supply Arrangement 2013-05-24 Date de demande pour un arrangement en matière d'app. originale	
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2013-06-26	Time Zone Fuseau horaire Eastern Daylight Saving Time EDT
Address Enquiries to: - Adresser toutes questions à: Salter(CW Div.), Rebecca	Buyer Id - Id de l'acheteur cw038
Telephone No. - N° de téléphone (613) 990-3140 ()	FAX No. - N° de FAX () -
Delivery Required - Livraison exigée	
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction:	
Security - Sécurité This revision does not change the security requirements of the solicitation. Cette révision ne change pas les besoins en matière de sécurité de l'invitation.	

Instructions: See Herein

Instructions: Voir aux présentes

Acknowledgement copy required	Yes - Oui	No - Non
Accusé de réception requis	<input type="checkbox"/>	<input type="checkbox"/>
The Offeror hereby acknowledges this revision to its Offer. Le proposant constate, par la présente, cette révision à son offre.		
Signature	Date	
Name and title of person authorized to sign on behalf of offeror. (type or print) Nom et titre de la personne autorisée à signer au nom du proposant. (taper ou écrire en caractères d'imprimerie)		
For the Minister - Pour le Ministre		

RFSA # EN578-121812/B**AMENDMENT 001****THE PURPOSE OF THIS AMENDMENT IS TO:****PART A) RESPOND TO SUPPLIER'S QUESTIONS:****Questions and Answers**

Question # 1: In Part 4, Section 1.1.1 - Mandatory Technical Criteria, please clarify who needs to hold the chain-of- custody certification, the paper supplier of the Supply Arrangement Holder or the Supply Arrangement Holder directly?

Answer # 1: Chain of custody must belong to the Supplier (the Bidder). Please refer to Part 2, item 2 – Definition of a Supplier for the breakdown of what constitutes a “Supplier”.

Question # 2: Under Annex D – Evaluation Grid – General Technical Evaluation - All Groups, item GE-R.2 Quality Assurance, are we correct in thinking that, if our company is not ISO-certified, we will lose 30 points?

Answer # 2: As per section GE-R.2 – Quality Assurance, “Should the Supplier not hold ISO certification relevant to this requirement, or, propose to utilize multiple facilities, where at least one (1) of the facilities does not hold ISO certification relevant to this requirement, then the Supplier should provide their response as stated in GE-R.2.b. In this case, only the information provided for GE-R.2.b will be evaluated.”

Question # 3: Given the amount of information and detail required to properly respond to this RFSA, we do not feel it is possible to adequately respond to this opportunity without some additional time being granted. Therefore, given the size and complexity of this bid, may we respectfully request that the due date be extended by two weeks?

Answer # 3: The Closing Date for this Request For Supply Arrangements has been changed. **Please see Part B of this amendment for details.**

Question # 4: Under 1.1.1.3 - Mandatory Technical Criteria for Group C: REPROGRAPHICS/ DUPLICATING Requirements, item C-M.2, it states that “The Supplier must demonstrate that it has been contractually bound with **three (3) different external clients** to provide reprographics/duplicating services”. Can these external clients be ones other than those using a Standing Offer/ Supply Arrangement (ie: Private Clients)?

Answer # 4: Yes, the three (3) different external clients may be ones other than those using a Standing Offer/ Supply Arrangement (ie: Private Clients).

Question # 5: Under Annex H – Mandatory Reporting Requirement, item 1. Reporting Requirements: What do we need to provide in our proposal for this mandatory? This Annex does not include any instructions.

Answer # 5: As indicated in Part 6 – Supply Arrangement and Resulting Contract Clauses, item 3.2 – Supply Arrangement Reporting, the “Supplier must compile and maintain records on its provision of goods, services or both to the federal government under contracts resulting from the Supply Arrangement.” This information is to be provided in accordance with Annex H as a result of a Contract awarded under the Supply Arrangement. As such, Annex H is not required at the RFSA proposal stage.

Question # 6: Under Part 4 – Evaluation Procedures and Basis of Selection, item 1.1.1.1 Mandatory Technical Criteria for Group A: Low Quantity Requirements, it states the following:

“... the Supplier must have obtained certification under any one (1) of the following environmental programs:

- Environment Choice Program – EcoLogoM Program CCD-041 (Lithographic Printing)
- Environment Choice Program – EcoLogoM Program CCD-141 (Digital Printing Services)
- Forest Stewardship Council (FSC) Chain-of-Custody Certification (COC)
- Sustainable Forestry Initiative (SFI) Chain-of-Custody Certification
- Canadian Standards Association Sustainable Forest Management Standards (CSA/SFMS)
- Program for the Endorsement of Forest Certifications (PEFC)
- ISO 14001”

The cost for these certifications ranges from \$4,500 to \$40,000, and certification could take several weeks to obtain. I believe this is a disproportionate cost to those bidding in the Group A: Low Quantity Requirements. This mandatory requirement makes it unaffordable for small businesses, to submit bids. I would like you to consider removing the mandatory requirement for environmental certification for Group A: Low Quantity Requirements.

Answer # 6: The Mandatory Technical Criteria with regards to Environmental Program Certification has been removed. The Rated Requirement GE-R.3 has been added to **ANNEX D - EVALUATION GRID - GENERAL TECHNICAL EVALUATION - ALL GROUPS. Please see Part B of this amendment for details.**

Question # 7: This is a large, complex RFSA which asks for a significant amount of information. As such, three weeks is not an adequate amount of time for many vendors to compile and prepare a compliant response. We respectfully request a three week extension to provide a 40-day solicitation period more typical of solicitations of this scale and complexity.

Answer # 7: Please see the response to Question # 3 above, as well as Part B of this amendment.

Question # 8: Regarding Part 3 – Arrangement/ Preparation Instructions, item 1, sections I and III: Can the softcopies for Section I (Technical Arrangement) and Section III (Corporate Profile) be included on the same CD/DVD/USB?

Answer # 8: Yes. The softcopies for Section I (Technical Arrangement) and Section III (Corporate Profile) may be included on the same CD/DVD/USB.

Question # 9: Regarding Part 4 – Evaluation Procedures and Basis of Selection, section 1.1.2 General Technical Evaluation – Point Rated Criteria (Applicable to all Groups): This section states that “Suppliers must achieve a minimum overall score of 72 points on a scale of 90 points against the point rated evaluation criteria to be considered responsive. The General point rated technical evaluation criteria are included in Annex D.” However, Annex D – Evaluation Grid – General Technical Evaluation

– All Groups shows a requirement of a minimum 48 points out of a total of 60 points. Can you please clarify which is correct?

Answer # 9: The wording in both Part 4 - Evaluation Procedures and Basis of Selection, section 1.1.2 *General Technical Evaluation - Point Rated Criteria (Applicable to all Groups)* and *Annex D – Evaluation Grid – General Technical Evaluation – All Groups* has been changed. **Please see Part B of this amendment for details.**

Question # 10: Under Part 3 – Arrangement Preparation Instructions, Section I – Technical Arrangement, the last paragraph states “The evaluation grids that are included in the RFSA are for supplier’s information and are not to be used as a “fill in the blanks” form...”

At the start of each subsection within Annex E, there is the statement “Suppliers are to provide a description of” <type of capability being evaluated>. Later, as part of the same introductions it indicates that suppliers are to provide the manufacturer and model of the relevant equipment.

Recognizing that the forms are not to be used as “fill in the blanks” forms, is it sufficient to provide the manufacturer and model number of each piece of equipment along with a listing of the specifications as relevant to the requirement? Is supporting documentation from the manufacturer required?

Answer #10: Yes, Suppliers are to provide the manufacturer and model number of each piece of equipment along with a listing of the specifications as required to respond completely to the evaluation criteria. Supporting documentation from the manufacturer is not required but may be included.

PART B) REVISE THE FOLLOWING:**B.1) Extend the closing date of the Request for Supply Arrangement**From: **June 13, 2013** at 2:00 p.m. **EDT**To: **June 26, 2013** at 2:00 p.m. **EDT****B.2) Under PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION - 1.1.1 MANDATORY TECHNICAL CRITERIA**Delete following mandatory criteria in their entirety:

- **A-M.1**
- **B.M.1**
- **C.M.1**

B.3) Under PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION, delete item 1.1.2 GENERAL TECHNICAL EVALUATION - POINT RATED CRITERIA (APPLICABLE TO ALL GROUPS) in its entirety.Replace with:**1.1.2 GENERAL TECHNICAL EVALUATION - POINT RATED CRITERIA (APPLICABLE TO ALL GROUPS)**

Suppliers must achieve a minimum overall score of 64 points on a scale of 80 points against the point rated evaluation criteria to be considered responsive.

The General point rated technical evaluation criteria are included in Annex D.

B.4) Under PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION, delete item 2. Basis of Selection in its entirety.Replace with:**2. Basis of Selection****2.1 Basis of Selection for Group A, Group B and Group C****2.1.1 Group A: Low Quantity Requirements:**

Arrangements meeting the mandatory requirements for Group A, achieving a minimum overall score of 64 points on a scale of 80 points for the General Point Rated Criteria and achieving a minimum score of 60 points on a scale of 75 for Group A: Low Quantity Requirements will be considered responsive.

2.1.2 Group B: High Quantity Requirements:

Arrangements meeting the mandatory requirements for Group B, achieving a minimum overall score of 64 points on a scale of 80 points for the General Point Rated Criteria and achieving a minimum score of 108 points on a scale of 135 for Group B: High Quantity Requirements will be considered responsive.

2.1.3 Group C: Reprographics/Duplicating Requirements:

Arrangements meeting the mandatory requirements for Group C, achieving a minimum overall score of 64 points on a scale of 80 points for the General Point Rated Criteria and achieving a minimum score of 80 points on a scale of 100 for Group C: Reprographics/Duplicating Requirements will be considered responsive.

B.5) Under ANNEX D - EVALUATION GRID, GENERAL TECHNICAL EVALUATION - ALL GROUPS, delete the following paragraph:

Arrangements must obtain the required minimum of 48 points points overall for the Annex D technical evaluation criteria which are subject to point rating. The rating is performed on a scale of 60 points. Arrangements that fail to obtain the minimum overall score will be considered non-responsive.

Replace with:

Arrangements must obtain the required minimum of 64 points points overall for the Annex D technical evaluation criteria which are subject to point rating. The rating is performed on a scale of 80 points. Arrangements that fail to obtain the minimum overall score will be considered non-responsive.

B.6) Under ANNEX D - EVALUATION GRID, GENERAL TECHNICAL EVALUATION - ALL GROUPS, delete the following table:

RATED REQUIREMENTS:	MAXIMUM POSSIBLE POINTS
A-R.1 Capacity to receive and process orders	30 points
A-R.2 Quality Assurance Procedures	30 points
TOTAL SCORE	60 points

Replace with:

RATED REQUIREMENTS:	MAXIMUM POSSIBLE POINTS
GE-R.1 Capacity to receive and process orders	30 points
GE-R.2 Quality Assurance Procedures	30 points
GE-R.3 Environmental Practices	20 points
TOTAL SCORE	80 points

B.7) Under ANNEX D - EVALUATION GRID, GENERAL TECHNICAL EVALUATION - ALL GROUPS, add the following after GE-R.2:

GE-R.3 ENVIRONMENTAL PRACTICES

The Supplier may respond to **GE-R.3** by providing the information required for **either GE-R.3.a OR for GE-R.3.b.**

GE-R.3.a - Certification

Should the Supplier hold certification under any one (1) of the following environmental programs they are not required to respond to **GE-R.3.b**:

- Environmental Choice Program - EcoLogoM Program CCD-041 (Lithographic Printing Services),
- Environmental Choice Program - EcoLogoM Program CCD-141 (Digital Printing Services),
- Forest Stewardship Council (FSC) Chain-of-Custody Certification(COC),
- Sustainable Forestry Initiative (SFI) Chain-of-Custody Certification,
- Canadian Standards Association Sustainable Forest Management Standards (CSA/SFMS)
- Program for the Endorsement of Forest Certifications (PEFC),
- ISO 14001.

To demonstrate under which of the environmental programs listed above the Supplier has obtained certification, the Supplier must provide a copy of its current certification or certifications with its arrangement.

Certification status will be verified. **Suppliers claiming certification and failing to provide a copy of the certification will receive 0 points for GE-R.3.**

GE-R.3.a Certification	Points
<p>The Supplier holds certification under any one (1) of the following environmental programs:</p> <ul style="list-style-type: none"> •Environmental Choice Program - EcoLogoM Program CCD-041 (Lithographic Printing Services), •Environmental Choice Program - EcoLogoM Program CCD-141 (Digital Printing Services), •Forest Stewardship Council (FSC) Chain-of-Custody Certification(COC), •Sustainable Forestry Initiative (SFI) Chain-of-Custody Certification, •Canadian Standards Association Sustainable Forest Management Standards (CSA/SFMS) •Program for the Endorsement of Forest Certifications (PEFC), •ISO 14001. <p>The Supplier provided a copy of its current certification or certifications with its arrangement.</p>	/20
<p style="text-align: center;">TOTAL POINTS OBTAINED FOR GE-R.3.a _____/20</p>	

OR

Should the Supplier not hold certification under any one (1) of the environmental programs listed for GE-R.3.a , then the Supplier should provide their response as stated in GE-R.2.b In this case, only the information provided for GE-R.2.b will be evaluated.

GE-R.3.b Suppliers should describe their current corporate environmental practices. At a minimum the description should provide information on the Supplier's environmental practices related to materials and hardware.

GE-R.3.b Environmental practices	Points
The Supplier recycles all scrap paper	/1
The Supplier recycles all scrap paper packaging material	/1
The Supplier recycles or uses environmentally safe methods of disposing of all scrap shipping material	/1
The Supplier recycles or uses environmentally safe methods of disposing of all scrap plastic and metal binding material.	/1
The Supplier recycles or uses environmentally safe methods of disposing of used toner and ink cartridges AND/OR The Supplier recycles or uses environmentally safe methods of disposing of metal plates, waste printing and finishing inks	/1
The Supplier recycles or uses environmentally safe methods of disposing of binding adhesives and other chemicals	/1
House" paper contains recycled content; packaging material contains recycled content	/1
Automated equipment enters standby mode when not in use.	/1
Company policy requires that non-automated equipment is turned off when not in use	/1
The Supplier captures potentially harmful VOCs or dust from production processes	/1
POINTS OBTAINED FOR GE-R.3.b _____ multiplied by a weighting factor of 2 = TOTAL POINTS OBTAINED FOR GE-R.3.b _____ /20	

TOTAL POINTS OBTAINED FOR GE-R.3 _____ /20

B.8) Under ANNEX E - GROUP SPECIFIC TECHNICAL EVALUATION - GROUP A - LOW QUANTITY REQUIREMENTS, delete the following:

Only those arrangements which first obtain the required minimum of 48 points overall for the Annex D General technical evaluation criteria which are subject to point rating will be considered in the third stage of the evaluation, the Annex E Group Specific Evaluation (Group A).

Replace with:

Only those arrangements which first obtain the required minimum of 64 points overall for the Annex D General technical evaluation criteria which are subject to point rating will be considered in the third stage of the evaluation, the Annex E Group Specific Evaluation (Group A).

B.9) Under ANNEX F - GROUP SPECIFIC TECHNICAL EVALUATION - GROUP B - HIGH QUANTITY REQUIREMENTS, delete the following:

Only those arrangements which first obtain the required minimum of 48 points overall for the Annex D General technical evaluation criteria which are subject to point rating will be considered in the third stage of the evaluation, the Annex F Group Specific Evaluation (Group B).

Replace with:

Only those arrangements which first obtain the required minimum of 64 points overall for the Annex D General technical evaluation criteria which are subject to point rating will be considered in the third stage of the evaluation, the Annex F Group Specific Evaluation (Group B).

B.10) Under ANNEX G - GROUP SPECIFIC TECHNICAL EVALUATION - GROUP C - REPROGRAPHICS/DUPLICATING REQUIREMENTS, delete the following:

Only those arrangements which first obtain the required minimum of 48 points overall for the Annex D General technical evaluation criteria which are subject to point rating will be considered in the third stage of the evaluation, the Annex G Group Specific Evaluation (Group C).

Replace with:

Only those arrangements which first obtain the required minimum of 64 points overall for the Annex D General technical evaluation criteria which are subject to point rating will be considered in the third stage of the evaluation, the Annex G Group Specific Evaluation (Group C).

**ALL OTHER TERMS AND CONDITIONS OF THE REQUEST FOR SUPPLY ARRANGEMENTS
REMAIN UNCHANGED.**