

**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

**LETTER OF INTEREST
LETTRE D'INTÉRÊT**

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 Census 2016	
Solicitation No. - N° de l'invitation 45045-130020/A	Date 2013-07-05
Client Reference No. - N° de référence du client 45045-13-0020	GETS Ref. No. - N° de réf. de SEAG PW-\$\$CW-010-63047
File No. - N° de dossier cw010.45045-130020	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2013-07-29	
Time Zone Fuseau horaire Eastern Daylight Saving Time EDT	
F.O.B. - F.A.B. Plant-Usine: <input checked="" type="checkbox"/> Destination: <input type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Gagné-Templeman, Kathleen	Buyer Id - Id de l'acheteur cw010
Telephone No. - N° de téléphone (613) 990-9189 ()	FAX No. - N° de FAX () -
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: See herein	

Instructions: See Herein

Instructions: Voir aux présentes

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

REQUEST FOR INFORMATION

ADDENDUM A - PART 1

1. Objective

The 2011 Census of Canada saw the successful introduction of new printed products and processes as supports to internet collection. As part of the evaluation of the 2011 Census, Statistics Canada would like to recommend changes to print products and/or processes to reduce costs and improve process efficiencies for the 2016 Census

2. Introduction

This document was prepared in seeking industry consultation for the 2016 Print Process. A description of the requirements and areas where we are seeking industry input is included.

3. Issue Description

Ahead of a formal contract tender process, **we are requesting information from the print industry on alternatives which can improve our print processes.** The major areas of proposed change are:

- 3.1. The proposed wave methodology for 2016 requires a shorter Wave 2 period than in 2011. The Wave 2 window was tight in 2011 already. New alternatives need to be considered for Wave 2 production.
- 3.2. We would like to improve the reminder letter process to minimize unnecessary reminders (for example, reduce the time where a registration can be received while a reminder letter is in transit to a respondent). New alternatives need to be considered for Wave 2 distribution.
- 3.3. We intend to produce Wave 1 materials much closer to the target delivery date than in 2011, primarily to allow Geography to produce the best quality address register, but this may also be an opportunity to minimize logistics costs. A new process for Wave 2 may benefit Wave 1.
- 3.4. There will be program and financial pressure to significantly reduce paper consumption in 2016. A significant amount of paper is consumed in contingencies stocks. We have traditionally relied on large stocks of pre-printed questionnaires. We would like to explore alternatives such as printing-on-demand (POD) to reduce the total volume of printed materials.

This document outlines Statistics Canada's requirements for the 2016 Census and the areas of research in which we are interested.

4. Assumptions :

4.1 General Assumptions:

- a) The research that the general concepts introduced for 2011 for successive mailings to non-responders ('the wave methodology') will continue for 2016 with minor modification.
- b) Any new technologies must be incorporated into downstream scanning/processing activities prior to the tendering of any print contract. There is not enough flexibility in the processing development schedule to incorporate the introduction of new materials, products and processes after the print contract is let. The print tender document will continue to be very prescriptive in 2016.
- c) Census 2006 and 2011 saw the development of a robust internet collection mode. Volumes of paper-based questionnaires have remained relatively high as risk mitigation through this period. Census 2016 will likely see a reduction of paper volumes for contingency purposes and a greater shift towards products that drive response towards the internet mode.
- d) Testing - Census processes are tested ahead of the main operation. In the past, this was usually conducted 2 years ahead of the Census, and included small print runs of all products under operational conditions. For the 2016 Census, we intend to test certain products namely the Wave 1 invitation letter self-mailers, in small print runs during the Statistics Canada designated volume test window, to ensure the printing process functions correctly and the expected product is as specified.
- e) Official languages - All material delivered to Canadians except for the Census of Agriculture questionnaires will be bilingual, with the leading language depending on designated geographical areas.
- f) Under the assumption of "one questionnaire per household": 100% of households will respond to the mandatory 2A Census form and a 25% sample will have the choice of responding to the voluntary questions on the same form in a concurrent collection process.
- g) Sortation - Statistics Canada continues to look to save mailing costs by making use of pre-sort where possible. Imaged products, where addressed to as specific dwelling, will be pre-sorted and packaged or prepared for mailing by the printer.

4.2 The Wave Methodology

4.2 The Wave Methodology

Various questionnaires, envelopes and inserts are required to conduct the Census. Every dwelling in Canada (approximately 15 million) receives some kind of delivery. Each delivered item uniquely identifies the dwelling with one or more barcode, internet or geography codes depending on its geographic location and response status at various stages of Census collection:

- a) Wave 1 - Introduction letters are mailed and packages are hand-delivered to all private dwellings.
- b) Wave 2 - After a pre-determined time period (approximately one week), reminder letters are delivered only to households where a response has not been received. Effort must be taken to minimize delays in printing/shipping to avoid sending reminders to households who have already responded. Electronic files are transmitted as close to printing as possible. In 2011, this was accomplished by sending a master file of all addresses prior to printing start, then daily files of records to be suppressed as responses continued to arrive.

-
- c) Wave 3 - After another pre-determined period (approximately one week), another more strongly worded reminder is sent to the household. In 2011, this also included a complete questionnaire package, addressed only for those dwellings where a response was not yet received. File delivery was similar to Wave 2.
 - d) Wave 4 - Field staff follow-up with dwellings that remain non-responses. Static questionnaires are used to collect information.

4.3 Products

- a) An introduction letter, packaged as a self-mailer including unique identification information on each letter.
- b) Packaged and loose questionnaires, some with unique identifiers and others without (static). Packages include mail-out and mail-back envelopes, a covering letter, questionnaire in both official languages. In 2011 the NHS survey included a user guide.
 - 1. Census 2A – bound vs. 4-panel layout.
 - 2. 2S – 40 page bound, outside 8 larger than the inside 32 smaller cut pages.
- c) Reminder letters – Similar to the introduction letter, produced in a shorter period of time.
- d) Envelopes – Envelopes are printed for stock and as part of packages.

4.4 Volumes

- a) Wave 1 – larger quantities as mailable areas are extended for 2016, and more letters vs. questionnaire packages. Estimate 12.5 million letters and 3.1 million packages for the non-mail out areas.
- b) Wave 2 – Estimate 8.6 million reminders over four (4) days in mail out areas and 1.7 million in non-mail out areas.
- c) Wave 3 – Estimate 4.5 million reminders and packages over 5 days.

4.5 Timelines

- a) Research & Development – Oct 10, 2012 to Feb 8, 2013
- b) Contract Tendering – TBD, Will depend on the type of contract
- c) Testing - September 2014-March 2015. Exact dates TBD once the Contractor is ensured
- d) Production Timeframe- August 2015-March 2016
- e) Print -On-Demand Activities-TBD based on RFI results

5. Requirements:

5.1 2016 Census of Population Detailed Requirements

Distributed* printing on demand* of materials to support the Wave Methodology

Wave 1

All Census of Population Mail-Out (MO) dwellings will be mailed a letter inviting householders to complete their questionnaire via the Internet or call a toll-free number to receive a paper one (via Questionnaire Request System).

Volume: 12.5 million* divided between English and French

Format: bilingual self mailer invitation letter

Variable printing:

- 16 digit secure access code printed so that it is visible on the outside of the self mailer when it is sealed
- Person name*, street address, city/province, postal code
- Bar code

Mail receipt date: May 2, 2016

Printing date: April 02-17**

Product #	Completion Date*	Product Name	Product Type	Estimated Quantities*	# of Pieces to Insert	Inserts	Sealed	Imaging Required	Sortation
11-2016	April 17 2016**	WAVE 1 Invitation Letter ENGLISH-LEADING	WAVE 1 MAIL-OUT LETTER	TBD	1	1. WAVE 1 Letter	Yes	Yes 1. S.A.C 2. Address	Sorted by Contractor according to CPC specifications for Letter-mail Pre-sort
12-2016	April 17 2016**	WAVE 1 Letter FRENCH-LEADING WAVE 1	WAVE 1 MAIL-OUT LETTER	TBD	1	1. WAVE 1 Letter	Yes	Yes 1. S.A.C 2. Address	Sorted by Contractor according to CPC specifications for Letter-mail Pre-sort

Wave 2

All Census of Population Mail-Out (MO) dwellings that have not responded to the W1 invitation letter by W1 MO Day+9 (+2): May 11-13 will be mailed a reminder letter inviting householders to complete their questionnaire via the Internet or call a toll-free number to receive a paper one (via Questionnaire Request System).

Volume: 8.6 million* divided between English and French in mail out areas

Format: bilingual self mailer reminder letter

Variable printing:

- 16 digit secure access code printed so that it is visible on the outside of the self mailer when it is sealed
- Person name*, street address, city/province, postal code
- Bar code

Mail out date: May 11-13, 2016

Printing date: May 6 -10* Different Letters depending on if they are Census or Survey non-responders

Product #	Completion Date*	Product Name	Product Type	Estimated Quantities*	# of Pieces to Insert	Inserts	Sealed	Imaging Required	Sortation
13-2016***	First production: X, 2016 (daily pick-up) Second production: X, 2016 ETC...	Reminder Letter ENGLISH-LEADING Wave 2	WAVE 2 MAIL-OUT LETTER	TBD	1	1. Reminder Letter	Yes	1. S.A.C 2. Address	Sorted by Contractor according to CPC specifications for Letter-mail Pre-sort
14-2016 ***	First production: X, 2016 (daily pick-up) Second production: X, 2016 ETC...	Reminder Letter FRENCH-LEADING WAVE 2	WAVE 2 MAIL-OUT LETTER	TBD	1	1. Reminder Letter	Yes	1. S.A.C 2. Address	Sorted by Contractor according to CPC specifications for Letter-mail Pre-sort

Wave 3

This is a questionnaire package sent to Census of Population non responders. The questionnaires will be imaged with a secure access code and linear bar code on demand*. The names and addresses will be applied to the envelope on demand. The linkage of the package to the addressee will be done by contractor TBD during the addressing of the packages.

Volume: rounded to 4.5 million* (divided between English and French) and also split between recipients of the 2A package: 3.4* million and recipients of the 2S package: 1.1* million.

Format: bilingual questionnaire packages comprising of a mail out envelope requiring on demand variable imaging inserted with a questionnaire also requiring variable imaging (prepared on demand*), a non imaged cover letter and a return envelope.

Variable printing:

- On the questionnaire (on demand):
 - Linear bar code
 - Secure access code
- On the mail out envelope (on demand):
 - Linear bar code associated with the address
 - Person name*, street address, city/province, postal code

Mail out date: starting May 18, 2016

Printing date: On demand May 16 –20*

Product #	Completion Date*	Product Name	Product Type	Estimated Quantities*	# of Pieces to Insert	Inserts	Sealed	Imaging Required	Sortation
27-2016***	X, 2016	2A ENGLISH-LEADING WAVE 3	WAVE 3 MAIL-OUT PACKAGE	TBD	4	1. English 2A 2. French 2A 3. 2A mail-back envelope 4. WAVE 3 letter	Yes	1. Linear 2. 4-State 3. S.A.C 4. DOC-INT	No sort
28-2016 ***	X, 2016	2A FRENCH-LEADING WAVE 3	WAVE 3 MAIL-OUT PACKAGE	TBD	4	1. French 2A 2. English 2A 3. 2A mail-back envelope 4. WAVE 3 letter	Yes	1. Linear 2. 4-State 3. S.A.C 4. DOC-INT	No sort
29-2016 ***	X, 2016	2S ENGLISH-LEADING WAVE 3	WAVE 3 MAIL-OUT PACKAGE	TBD	5	1. English 2S 2. French 2S 3. 2S mail-back envelope 4. 2S Guide 5. 2S WAVE 3 letter	Yes	1. Linear 2. S.A.C	No sort
30-2016 ***	X, 2016	2S FRENCH-	WAVE 3 MAIL-OUT PACKAGE	TBD	5	1. French 2S	Yes	1. Linear 2. S.A.C	No sort

		LEADING WAVE 3				2. English 2S 3. 2S mail-back envelope 4. 2S Guide 5. 2S WAVE 3 letter			
31-2016 ***	X, 2016	Form 6 ENGLISH WAVE 3	WAVE 3 MAIL-OUT PACKAGE	TBD	3	1. English Form 6 2. Form 6 mail-back envelope 3. WAVE 3 letter	Yes	1. Linear 2. S.A.C	No sort
32-2016 ***	X, 2016	Form 6 FRENCH WAVE 3	WAVE 3 MAIL-OUT PACKAGE	TBD	3	1. French Form 6 2. Form 6 mail-back envelope 3. WAVE 3 letter	Yes	1. Linear 2. S.A.C	No sort

Questionnaires packages for QRS

Respondents wishing to complete their Census of Population questionnaire on paper will have requested one via the QRS system using the secure access code received in the Wave 1 letter. The questionnaires will be imaged with a secure access code and linear bar code on demand*. The names and addresses will be applied to the envelope on demand*. The linkage of the package to the addressee will be done by contractor TBD during the addressing of the envelopes/packages

Volume: 12% of Wave 1 mail out = rounded to 1.5 million (divided between English leading and French leading) and also split between recipients of the 2A package: 1.125 million and recipients of the 2S package: 375,000.

Format: bilingual questionnaire packages comprising of a mail out envelope requiring on demand variable imaging inserted with a questionnaire requiring variable imaging (prepared on demand) and a return envelope

Variable printing:

- On the questionnaire (on demand):
 - Linear bar code
 - Secure access code
- On the mail out envelope (on demand):
 - Linear bar code associated with the address
 - Person name, street address, city/province, postal code

Mail out date: on demand starting **May 2-July 31*, 2016** or as required on demand until the end of collection

Printing date: On demand May 2 –July 31* Different Packages depending on if they are Census or Survey non-responders

Product #	Completion Date*	Product Name	Product Type	Estimated Quantities*	# of Pieces to Insert	Inserts	Sealed	Imaging Required	Sortation
17-2016***	X, 2016	2A ENGLISH-LEADING	QRS MAIL-OUT PACKAGE	TBD	3	1. English 2A 2. French 2A 3. 2A mail-back envelope	Yes	1. Linear 2. 4-State 3. S.A.C 4. DOC-INT	No sort
18-2016 ***	X, 2016	2A FRENCH-LEADING	QRS MAIL-OUT PACKAGE	TBD	3	1. French 2A 2. English 2A 3. 2A mail-back envelope	Yes	1. Linear 2. 4-State 3. S.A.C 4. DOC-INT	No sort
19-2016 ***	X, 2016	2S ENGLISH-LEADING QRS	QRS MAIL-OUT PACKAGE	TBD	4	1. English 2S 2. French 2S 3. 2S mail-back envelope 4. 2S Guide	Yes	Yes	No sort
20-2016 ***	X, 2016	2S FRENCH-LEADING QRS	QRS MAIL-OUT PACKAGE	TBD	4	1. French 2S 2. English 2S 3. 2S mail-back envelope 4. 2S Guide	Yes	Yes	No sort
25-2016 ***	February 14, 2016	Form 6 ENGLISH QRS	QRS MAIL-OUT PACKAGE	TBD	2	1. English Form 6 2. Form 6 mail-back envelope	Yes	1. Linear 2. S.A.C	No sort
26-2016 ***	February 14, 2016	Form 6 FRENCH QRS	QRS MAIL-OUT PACKAGE	TBD	2	3. French Form 6 4. Form 6 mail-back envelope	Yes	3. Linear 4. S.A.C	No sort

5.2 2016 Census of Agriculture High Level Requirements Distributed* printing on demand* of materials to support the Wave Methodology

Wave 1

All Census of Agriculture known respondents will receive a letter inviting them to complete their questionnaire via the Internet or call a toll-free number to receive a paper one (via Questionnaire Request System)

Volume: 280,000

Format: bilingual self mailer letter

Variable printing:

- 16 digit secure access code printed so that it is visible on the outside of the self mailer when it is sealed
- Person name, business name, street address, city/province, postal code
- Bar code

Mail out date: **May 2, 2016**

Questionnaires packages for QRS

Respondents wishing to complete their Census of Agriculture questionnaire on paper will have requested one via the QRS system using the secure access code received in the Wave 1 letter. The questionnaires will be imaged with a secure access code and linear bar code on demand*. The names and addresses will be applied to the envelope on demand. The linkage of the package to the addressee will be done during the addressing of the envelopes/packages.

Volume: 12% of Wave 1 mail out = rounded down to 30,000 (divided between English and French)

Format: unilingual questionnaire packages comprising of a mail out envelope requiring on demand variable imaging inserted with a questionnaire requiring variable imaging (prepared on demand) and a return envelope

Variable printing:

- On the questionnaire (on demand):
 - Linear bar code
 - Secure access code
- On the mail out envelope (on demand):
 - Linear bar code associated with the address
 - Person name, business name, street address, city/province, postal code

Mail out date: **on demand starting May 3, 2016**

Wave 3

This is a questionnaire package sent to Census of Agriculture non responders. The questionnaires will be imaged with a secure access code and linear bar code on demand. The names and addresses will be applied to the envelope on demand. The linkage of the package to the addressee will be done during the addressing of the packages.

Volume: 150,000

Format: unilingual questionnaire packages comprising of a mail out envelope requiring on demand variable imaging inserted with a questionnaire requiring variable imaging (prepared on demand), a non imaged cover letter and a return envelope

Variable printing:

- On the questionnaire (on demand):
 - Linear bar code
 - Secure access code
- On the mail out envelope (on demand):
 - Linear bar code associated with the address
 - Person name, business name, street address, city/province, postal code

Mail out date: **starting May 16, 2016** (most likely addressed all on one day)

Wave D

This is a mail out of a letter to new farm operators identified during the collection process. The letter would be printed on demand on a flow basis.

Volume: 45,000

Format: bilingual self mailer letter

Variable printing (on demand):

- 16 digit secure access code
- Date
- Person name, business name, street address, city/province, postal code
- Linear bar code

Mail out date: approx 3,400 a week for a 13 week period **starting early May 2016 to July 29**

Wave Z

This is a questionnaire package sent to Census of Agriculture non responders post W3. The questionnaires will be imaged with a secure access code and linear bar code in advance. The names and addresses will be applied to the envelope on demand. The linkage of the package to the addressee will be done during the addressing of the packages.

Volume: 30,000

Format: unilingual questionnaire packages comprised of a mail out envelope requiring on demand variable imaging inserted with a questionnaire requiring variable imaging (prepared on demand), a non imaged cover letter and a return envelope

Variable printing:

- On the questionnaire (on demand):
 - Linear bar code
 - Secure access code
- On the mail out envelope (on demand):
 - Linear bar code associated with the address
 - Person name, business name, street address, city/province, postal code

Mail out date: 4 occasions **starting July 4** with 7,500 in each mailing

6. Canada Post Distributed Transportation Capabilities

As a guideline, CPC has provided us with the official ground transit times to get to the destinations. Ground transit time is from CPC dock to CPC dock.

For example: if printer X deposited the mail at 6 pm in Calgary, the CPC trailer for Vancouver does not leave until 11 pm, it would not arrive in Vancouver until 1 pm Calgary time (or 11 am Vancouver time). So for this example, the actual time would be 19 hours from the time CPC received the mail from the select MSP. As this is Letter mail product, the Delivery Service Standard is 2 days for Local, 3 days for Regional:

The following are three locations that CPC's Network Transportation would suggest for optimum transportation:

Calgary to:

- Vancouver 14 hours
- Edmonton 4 hours
- Regina 11 hours
- Winnipeg 19 hours

Toronto to:

- Thunder Bay 21 hours
- Ottawa 7 hours
- Sudbury 6 hours

Montreal to:

- Quebec City 4 hours
- Moncton 15 hours
- Halifax 18 hours
- Summerville 17 hours

CPC suggests flying to Newfoundland and Labrador as the time would exceed 24 + hours via ground out of Montreal, plus weather concerns delaying the ferry crossing.

"Below is the draft dispatch plan for Wave 1 based on the Mail Service Provider (MSP) being out of Toronto.

As we move closer to May 2016, this plan may need to be adjusted based on changes in the future that are not known at this time.

Suggested 2016 dates:

Province / Region	One Day Delivery Monday, May 2, 2016	Receipt at Downstream Plant Friday, April 29	Suggested Pick Up from MSP Toronto
BC	2-May-16	29-Apr-16	25-Apr-16
NL	2-May-16	29-Apr-16	25-Apr-16
AB	2-May-16	29-Apr-16	26-Apr-16
SK	2-May-16	29-Apr-16	26-Apr-16
MB	2-May-16	29-Apr-16	26-Apr-16
NS	2-May-16	29-Apr-16	26-Apr-16
PE	2-May-16	29-Apr-16	27-Apr-16
NB	2-May-16	29-Apr-16	27-Apr-16
QC	2-May-16	29-Apr-16	27-Apr-16
Northern western ON	2-May-16	29-Apr-16	27-Apr-16
ON (except Toronto)	2-May-16	29-Apr-16	27-Apr-16
ON (Toronto)	2-May-16	29-Apr-16	28-Apr-16

***Quantities are estimates only and are subject to change**

****Distributed Print Dates are preliminary and are subject to change**

*****Product ID #s are preliminary and are subject to change**

REQUEST FOR INFORMATION

ADDENDUM A - PART 2

QUESTIONS TO INDUSTRY

Canada is seeking answers to the following questions:

1. Can the self-mailer idea be extended to include a questionnaire? Specifically, can the following form types be produced as self mailers? Please explain.

If so, how do unit costs compare to standard web printing processes?

- a) (2A), - 4-panel fold-out; 11" x 34 ¼ ",
- b) (2A), - 8 page booklet format, 8 ½ X 11";
- c) (2A), - 8 pages 8 ½ X 11", 4 Outer pages : 8 ½" x 11", 4 Inner pages 8½" x 9 3/8"
- d) (3A) – 12 page, bilingual tumble, 8 ¼" x 10 ¾"

2. What do companies do to minimize costs for mailed questionnaires? (form factor, processes, etc.) Please explain.

For example:

- a) Is it more cost-effective to print an 8 page booklet format, 8 ½ X 11"; vs. a 4-panel fold-out; 11" x 34 ¼"? .
- b) Which questionnaire format is optimal for mail distribution?

3. Statistics Canada has a need to print and deliver Wave 2 and Wave 3 within a short period of time after the lists of non-responding dwellings are fixed in order to minimize the number of reminders that are delivered to households that have recently completed their Census form.

Do suppliers have the ability to:

- a) drop shipments across Canada to minimize Canada Post shipping deadlines? For example, parts of Wave 2 reminders (8.6 million)?, parts of Wave 3 packages (4.5 million)?
- b) print and ship large volumes of self-mailers in a short period of time (i.e., 12.5 million within 2 days from receipt of data file to delivery for Wave 1)?

5. Questionnaire Request System - In your opinion, is it feasible and cost-effective to have on-demand addressing of packages delivered directly to Canada Post for delivery from the Contractor? (Please refer to Census of Population detailed requirements, pp.7-9). Please explain.

-
6. Wave 3 – Is it feasible and cost-effective to have the bulk Wave 3 mailing delivered directly to Canada Post for delivery from the Supplier? (Please refer to Census of Population detailed requirements, pp.7-9). Please explain.
 7. Cost efficiencies and environmental savings:
 - a) In your opinion, are there environmentally preferable paper stock alternatives to use for the printing of questionnaires? Please explain.
 - 1) Is it possible to print a double-sided questionnaire on this paper stock intended for scanning without substantial show-through?
 - 2) What is the percentage of recycled materials in that stock?
 - b) In your opinion, are there environmentally preferable paper stock alternatives to use for the printing of envelopes?
 8. How would you dispose of left over paper materials not delivered to Statistics Canada?
 9. The Contract will define quality standards for delivered products.
 - a) What is your quality assurance plan? Please provide details.
 - b) What contingencies do you have for reprinting of on-demand products where products are rejected? Please explain.
 10. Suggested alternatives which can improve the Census print processes

REQUEST FOR INFORMATION

ADDENDUM A - PART 3

Conclusion

We have stated a number of assumptions above to frame the research, but government and departmental decisions related to the 2016 Census which could affect every aspect of a print tender have not yet been made. Nothing written in this document or discussed during the research phase should be mistaken for real operational plans for the 2016 Census.

Solicitation No. - N° de l'invitation

45045-130020/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

cw010

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

File No. - N° du dossier

CCC No./N° CCC - FMS No/ N° VME

45045-13-0020

cw01045045-130020

REQUEST FOR INFORMATION

ADDENDUM B

DRAFT STATEMENT OF WORK

ADDENDUM C

DRAFT EVALUATION CRITERIA

ADDENDUM D

SECURITY REQUIREMENTS CHECK LIST

AND

SECURITY GUIDES

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File No. - N° du dossier
cw01045045-130020

Buyer ID - Id de l'acheteur
cw010
CCC No./N° CCC - FMS No./N° VME



ADDENDUM B

Annex A Statement of Work

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1. PROJECT SUMMARY

Statistics Canada has a requirement for a contractor to complete the print material (i.e., questionnaires, envelopes and letters) production and preparation for distribution requirements for the 2016 Census of Canada (May 10, 2016) and its' associated BT Field Procedures, July 1, 2014-October 31, 2014.

Background Information

Various questionnaires, envelopes and inserts are required to conduct the census. The contractor will be required to provide all printing, variable imaging (all questionnaires distributed to dwellings are to be images with two unique bar codes, a secure access code, geographic information, in most cases an address and in certain cases, a name), preparation for mailing/distribution and short term storage activities that are to meet the specific operational and technical requirements. Although the associated BT Field Procedures will not demand the same volumes as required for 2016, all printer processes must be in place and ready to be exercised for BT Field Procedures as envisaged in 2016. Statistics Canada's approach to mail-out and data collection for the 2016 Census will follow an approach that will involve three stages of mail-out.

Wave 1 Mail Out (MO):

Approximately 12.5 million Mail-Out (MO) letters with variable printing will be required for Wave 1. These letters will include a 16 digit secure access code meant to encourage the householder to complete his/her census questionnaire on the Internet.

The Wave 1 bilingual MO letter (self-mailer format) will also include a Statistics Canada telephone number for the householder to call to request a paper questionnaire. In order to meet this requirement, the contractor will supply these questionnaire packages to Statistics Canada. These questionnaire packages will be imaged in two formats (linear and 4-state) with a barcode that must be readable through the mail-out envelope. This barcode will then be linked to the true address requested via Statistics Canada's Questionnaire Request System (QRS) as part of a separate addressing activity that will be undertaken by Statistics Canada (TBC).

Wave 2:

The Contractor shall produce approximately 8.6 million reminder letters for all non-responding dwellings starting 1 day after Wave 1 mail out, May 11, for the 2016 Census. The list of non-responding dwellings will be updated on a daily basis, as responses are received, and Statistics Canada will identify to the contractor those dwellings where printing of a Wave 2 reminder letter is no longer required. The Wave 2 printing must be completed as quickly as possible to a maximum of 3 days in order to allow sufficient time for the dwelling to respond prior to the start of Wave 3. This letter will include imaging of a dwelling address and a secure access code for MO areas.

Wave 3:

Starting 8 days after Wave 1 Mail out, May 18, 2016 for the 2016 Census, questionnaire packages will be sent to all dwellings that received an Internet invitation letter in Wave 1 and have not yet responded. As with the QRS, Wave 3 questionnaire packages will be prepared in advance (TBC) that will require imaging of barcodes only (linear and 4-state). In addition to the questionnaires, the Wave 3 packages will also include the insertion of a non-imaged covering letter. It is estimated that approximately 4.5 million packages will be required for this wave. The barcodes will be linked to an address in a separate addressing activity that will be undertaken by Statistics Canada (TBC).

In addition to the quantities noted above, 4 million loose questionnaires, the majority of which will not require imaging, will be required for enumeration, testing, and information purposes.

2. GENERAL REQUIREMENTS

2.1. Printing

Questionnaires – Including French and English versions and versions intended for various testing purposes, 56 different questionnaire types are to be printed for the 2016 Census. Up to eight different questionnaires are to be printed for BT Field Procedures. These questionnaires range in size from 1 to 40 pages.

All questionnaires are unilingual and are saddle-stitched unless otherwise stated:

Census – These form types will be produced for both the 2016 Census and BT Field Procedures

unless otherwise indicated:

1. 2A, - 4-panel fold-out; 11" x 34 1/4",

OR

2A, - 8 page booklet, 8 1/2" x 11"

OR

2A - 8 page booklet, 8 1/2" x 11"; 4 outer pages : 8 1/2" x 11"; 4 inner pages : 8 1/2" x 9 3/8"

2. 2C - 4-panel fold-out; 11" x 34 1/4" (excluded from BT Field Procedures)

OR

2C, - 8 page booklet format, 8 1/2" x 11"; (excluded from BT Field Procedures)

3. 3A – 12 page, bilingual tumble, 8 1/4" x 10 3/4"
4. Form 6 – 16 page, 8 1/2" x 14"
5. 2A Large Print – 12 page, 8 1/2" x 14"

2S* -Census form including voluntary questions

6. 2S - 40 pages, 8 Outer pages: 8 1/2" x 11"; 32 Inner pages 8 1/2" x 9 3/8"***
7. 2S2 - 40 pages, 8 Outer pages: 8 1/2" x 11"; 32 Inner pages 8 1/2" x 9 3/8" (excluded from BT Field Procedures)**.
8. 2S Large Print – 40 page, 8 Outer pages: 8 1/2" x 14", 32 Inner pages 8 1/2" x 12"***

Envelopes – 48 different envelopes are to be printed for the 2016 Census, for BT Field Procedures and the 2S. Mail-out and mail-back envelopes are required in both English and French leading styles (leading language indicates which language appears first, in the case of an envelope, leading language is displayed on the left side of any text). Envelopes will vary in size depending on questionnaire. They are:

2016 Census and 2014 BT Field Procedures

- 2A Non-mailout (6 1/8" x 9 5/8") or TBC
- 2A Mail Back (5 3/4" x 9") or TBC
- 2A Wave 3 Mail Out (6 1/8" x 9 5/8") or TBC
- 2A QRS Mail Out (6 1/8" x 9 5/8") or TBC
- 2C Envelope (9 1/4" x 12 9/16") (English leading only) or TBC
- 3A Non-mailout (5 3/4" x 8 3/4") or TBC
- 3A Mail Back (5 3/4" x 8 3/4") or TBC
- 3A QRS Mail Out (6 1/4" x 9 1/4") or TBC
- Form 6 Mail Back (7 1/4" x 9")

- Form 6 Wave 3 Mail Out (7 ¾" x 9 ¾")
- Form 6 QRS Mail Out (7 ¾" x 9 ¾")

2S

- 2S Non-mailout (9 ¼" x 12 9/16")
- 2S Mail Back (8 ¾" x 11 ¾")
- 2S Wave 3 Mail Out (9 ¼" x 12 9/16")

Self-mailers: The Census wave 1 letter and wave 2 reminder letters shall be one page side-by-side bilingual format with leading languages based on the mail-out area. These letters shall be produced as self-mailers (refer to Appendix 2). The volume of letters is expected to be 12.5 million for Wave 1, and 8.6 million for Census Wave 2

Wave 1 Letter – refer to Appendix 2 for details

Reminder Letter – refer to Appendix 2 for details

Inserts – A 6 page bilingual insert (guide) is required to accompany the 2S* questionnaire. In addition, there will be requirements for a one page bilingual Census Wave 3 letter that will be inserted in Wave 3 questionnaire packages and a one page bilingual 2S* Wave 3 letters that will be inserted in all Wave 3 2S questionnaire packages.

Wave 3 Covering letter – 8 ½" x 11"

2S Guide - Full size: 25 1/2" x 11" - Three panels of 8 ½" x 11" each

2.2. Quantities

The requirement quantities provided in Annex 1 are based on current known requirements as of December 2012. Statistics Canada reserves the right to change quantities upwards or downwards based on operational requirements. Pricing for additional quantities ordered before the end of any print run are included in the Basis of Payment.

The contractor may be required to provide additional prices for specific items of the Basis of Payment, should the final quantities required for 2016 be less than the base quantity indicated in the Basis of Payment.

Should a revised price be required for any items of the 2016 Census, the prices provided by the contractor must be accompanied by certification that the price is not in excess of the lowest price charged anyone else, including the Contractor's most favoured customer, for like quantities. This certification is subject to verification by government audit, at the discretion of Statistics Canada, before or after payment is made to the Contractor.

2.3. Imaging with variable data

The Contractor is responsible for completing all imaging with variable data requirements including the application of some, all, or a combination of an address, name (Form 6 only), geographic identifier, a unique barcode (linear, and in some cases, a four-state), a document integrity barcode (linear) and a Secure access code, to a printed questionnaire or letter.

Prior to production, the Contractor should provide:

- A sample of an I 2 of 5 barcode of 20 digits (measuring 76 mm in length and 10 mm in width)
- A sample of an I 2 of 5 barcode of 10 digits (measuring 33 mm in length and 8 mm in width)
- A sample of a 4-state barcode
- A sample of a variable imaged address.

Data files – Statistics Canada shall provide electronic data files containing all the information to be imaged onto questionnaires. The data files shall be provided to the Contractor via a measure that meets security requirements. The Contractor shall ensure the security of the data files during operations and will meet all Statistics Canada's security requirements for the storage, transfer and destruction of these files. A record layout and a map indicating where each of the fields is to be imaged on the questionnaire, by form type, will be provided.

Scanners – Statistics Canada shall provide 4-state barcode readers to the Contractor to ensure the quality of their output and perform their own QC on the imaged products.

In order to meet the requirements for reception and processing of data files:

- The Contractor shall have the capability to process a data file to a maximum size of 2GB.
- The Contractor shall encrypt and decrypt the data files using a licensed copy of Entrust software

that will be provided by Statistics Canada. The Contractor shall delete this software from all servers, at the end of production.

- The Contractor shall host a secure web-accessible server or PC to which Statistics Canada shall transfer encrypted electronic data.
- The Contractor shall transfer encrypted electronic data from the secure web-accessible server to an isolated network for processing.

2.4. Preparation for Distribution

The Contractor is responsible for all operations required to prepare all Census and 2S material for mailing and distribution. At a minimum, this includes assembly, packaging, insertion and mail matching of various pieces of printed material, including uniquely imaged questionnaires based on the type, delivery methodology and language requirements. All questionnaire packages with the exception of Forms 6 will be prepared as bilingual packages. As a result, for imaged questionnaires mail matching will be required (i.e., French and English versions of imaged questionnaires for the same dwelling must be gathered together). The various questionnaire packages to be prepared by the contractor are:

Census

- 2A - Wave 1 Non-mailout
- 2A - QRS Mail Out
- 2A - Wave 3 Mail Out
- 2A - Static For Information Only (FIO)
- 2A - Static

2S*

- 2S - Wave 1 Non-mailout
- 2S - QRS Mail Out
- 2S - Wave 3 Mail Out
- 2S - Static FIO
- 2S - Static
- 3A - QRS Mail out
- 3A - Static FIO
- Form 6 - QRS Mail Out

-
- Form 6 - Wave 3 Mail Out
 - Form 6 - Static FIO

For 2016 Census mail-out, the contractor shall prepare Wave 1 Mail Out products as described in Canada Post's document "2016 Census Wave 1 Mail Preparation TBD" (Annex TBD)

2.5. Warehousing

The Contractor shall store completed products for the time required between production and on-going pick up by Canada Post. All questionnaire packages and printed materials will be picked up at the printing plant, on an as-ready basis. The target dates for completion are specified in Appendix 1, and a pick-up schedule is specified in Appendix 4.

2.6. Quality control

A Statistics Canada quality control program will be implemented (as described in section 3.10 of this document) for BT Field Procedures, and the 2016 Census. This quality control program will be in addition to quality control to be completed by the Contractor. The Contractor shall provide space on its premises and samples during each phase of production, as well as follow an agreed-upon rejection process. In addition, Statistics Canada may provide the contractor with a software tool to aid in the measurement and collection of quality metrics. TBC

2.7. Production Timeframe

All production and distribution of the BT Field Procedures and the 2016 Census products will be completed in accordance with the following timeframes:

BT Field Procedures: start July 2014, completed October 2014

2016 Census: start July 2015, completed May 2016

The production methodology used for BT Field Procedures must incorporate and exercise the same practices as that which will be implemented in 2016. Although the BT Field Procedures will not demand the same volumes as required for 2016, all printer processes must be in place and ready to be exercised for BT Field Procedures as envisaged in 2016.

Production scheduling for the individual products required will be in accordance with APPENDIX 1 (Schedule of Quantities by Form Type).

3. DETAILED REQUIREMENTS

3.1. Wave 1

Census Mail Out (MO)

Wave 1 includes all activities required for the mail-out of the internet Wave 1 letter (Self-mailer format) to 100% of dwellings (mail-out area). The Wave 1 letter will include a confidential secure access code.

Census List Leave (LL)

A pre-determined number of List Leave questionnaire packages must be prepared in advance for Wave 1. Wave 1 also includes requirements for questionnaires that will be dropped off to approximately 25% of the 2S* sample in the non-mail-out area. The 2S* Wave 1 non-mailout packages will each have a covering letter inserted within the package to inform respondents that they have been selected for the survey.

3.1.1. Delivery of Questionnaire design files to Printer

Statistics Canada shall provide final PDF files to the Contractor in electronic format according to the following schedule:

Questionnaire type	Language	Earliest Availability Date of PDF file – 2014 BT Field Procedures	Earliest Availability Date of PDF file – 2016 Census
2A	E&F	July 15, 2014	August 26, 2015
2S*	E&F	July 15, 2014	n/a
2C	E&F	N/A	August 30, 2015
2S2	E&F	N/A	August 09, 2015
3A	E&F	October 15, 2014	September 1, 2015
2A large print	E&F	N/A	September 7, 2015
2S large print	E&F	N/A	September 7, 2015
Form 6	E&F	TBD	September 10, 2015

The Contractor shall confirm receipt of the PDF files via telephone or email to the Technical Authority or his/her delegate within two hours of its receipt.

The Contractor shall print all questionnaires required for mail-out and non-mail-out packages, according to the schedule in Appendix 1 (Schedule of Quantities by Form Type).

The Contractor shall meet the print specifications as detailed in Appendix 2 (Product Definition and Print Specifications).

3.1.2. Delivery of Insert document design files to Printer For Wave 1, for non-mail-out 2S questionnaire packages.

Statistics Canada shall provide final PDF files to the Contractor in electronic format according to the following schedule:

Insert type	Language	Earliest Availability Date of PDF file – 2014 BT Field Procedures	Earliest Availability Date of PDF file – 2016 Census
2S Guide	Bilingual	n/a	September 1, 2015
2S cover letter	Bilingual	n/a	September 30, 2015

The Contractor shall confirm receipt of the PDF files via telephone or email to the Statistics Canada Technical Authority or his/her delegate within two hours of its receipt.

The Contractor shall print all inserts for Wave 1 in the quantities and language breakdown specified in Appendix 1.

The Contractor shall meet the print specifications as detailed in Appendix 2.

3.1.3. 2016 Census Wave 1 Letter Printing (Self-mailer format)

Statistics Canada shall provide PDF files to the Contractor in electronic format according to the following schedule:

Product	Language	Earliest Availability Date of PDF file – 2016 Census
Wave 1 Census letter	Bilingual – English leading	August 2, 2015*
Wave 1 Census letter	Bilingual – French leading	August 2, 2015*

The Contractor shall confirm receipt of the PDF files via telephone or email to the Statistics Canada Technical Authority or his/her delegate within two hours of its receipt.

The Contractor shall print all Wave 1 letters for mail-Out in the quantities and language breakdown specified in Appendix 1.

The Contractor shall meet the print specifications as detailed in Appendix 2.

3.1.4. 2014 BT Field Procedures and the 2016 Census Questionnaire Imaging for non mail-out areas

Statistics Canada will send the electronic data files containing information to be imaged onto the 2A, and 2S*, questionnaires to the Contractor in accordance with the schedule in Appendix 3 (Data File Delivery Schedule). A record layout and a map indicating where each of the fields is to be imaged on the questionnaire, by form type will be included with the files.

A separate electronic data file containing other information to be imaged onto the 2A and 2C (document integrity barcode) will be sent to the Contractor in accordance with the schedule in Appendix 3 (Data File Delivery Schedule). A record layout and a map indicating where the barcodes are to be imaged on the questionnaire, by form type will be included with the files.

All files will be sent to, and accepted by, the Contractor in accordance with the security requirements of the contract.

Within two hours of receiving the files the Contractor shall confirm via email to the Technical Authority or his/her delegate at Statistics Canada that the files have been received. Within six hours following receipt, the Contractor shall confirm via email that all fields required for imaging are included on the data file.

The Contractor shall complete the imaging process as follows:

- The geographic identifier, secure access code, linear barcode and 4-state barcode is to be imaged within the specified pre-printed boxes on the front page of the Census and 2S non-mailout questionnaires;
- The secure access code and barcode is to be imaged within the specified pre-printed boxes on the front page of each of the 2S* mail-out questionnaires;
- The document integrity barcode is to be imaged within the specified area on all 2A and 2C questionnaire types.
- For both Census and 2S* equivalent information will be imaged on both the English and French versions of the questionnaires in the quantities specified in Appendix 3;
- Within two hours of completion, the Contractor shall confirm via email to the Technical Authority at Statistics Canada that uniquely imaged questionnaires have been prepared for each record provided on the data file. This confirmation must be done at the end of imaging of each data file.
- The Statistics Canada's data file will also contain data for barcodes. The Contractor shall convert each set of barcode characters into a linear and in some cases a 4-state barcode;
- The Contractor shall image one set of eye-readable characters beneath each (set of) barcode(s) (20 digits linear, and document integrity barcode), within a specified area on each questionnaire.

The Contractor is responsible for producing a product that complies with the latest Canada Post standards in effect for printing of addresses at the time the imaging is done.

3.1.5. 2016 Census Wave 1 Letter Imaging (Self-mailer format)

Statistics Canada will send separate electronic data files by leading language containing all of the information to be imaged onto the Wave 1 letters, to the Contractor in accordance with the schedule in Appendix 3 (Data File Delivery Schedule). A record layout and a map indicating where each of the fields is to be imaged on the letter will be included with the files.

All files will be sent to, and accepted by, the Contractor in accordance with the security requirements of the contract.

Within two hours of receipt, the Contractor shall confirm to the Statistics Canada Technical Authority (or delegate) at Statistics Canada that the files have been received. Within six hours of receipt, the Contractor shall confirm via email that all fields required for imaging are included on the data file.

The Contractor shall sort the Wave 1 letter data file according to Canada Post specifications.

Following receipt and sort of the data files and prior to imaging, the Contractor shall inform the Statistics Canada Technical Authority or his/her delegate of any addresses that are incompatible with Canada Post mail-out requirements. In the case of incompatible addresses, Statistics Canada will attempt to correct and re-send a separate data file to the Contractor. The Contractor shall then complete the imaging of these products.

The Contractor shall complete the imaging process as follows:

- The Contractor shall image the secure access codes and mailing address within pre-specified areas on the front page of the Wave 1 letter.
- The Contractor shall confirm to the Technical Authority (or delegate) at Statistics Canada within two hours that uniquely imaged letters have been prepared for each record provided on the data file at the end of imaging of each data file.

3.1.6. Non-mailout Assembly

Census 2A Bilingual

The 2A package consists of a mail-out envelope, an English 2A questionnaire, a French 2A questionnaire and a 2A mail-back envelope.

The Contractor shall assemble sets of packages for non-mailout use in the quantities stated in Appendix 1.

Items shall be inserted into list-leave envelopes with either English or French showing in the window (leading) as specified in Appendix 1.

The Contractor shall match questionnaires on geographic identifier and/or secure access code.

The Contractor shall insert into the same list-leave envelope an English and French questionnaire, and a 2A mail-back envelope in the quantities and leading language (the language that will appear in an envelope window) specified in Appendix 1 such that the address is shown through the list-leave

envelope window.

2S Bilingual

The 2S* package consists of a list-leave envelope, an English 2S questionnaire, a French 2S questionnaire, a 2S* guide, a 2S* mail-back envelope and a 2S* cover letter for non-mail-out.

The Contractor shall match questionnaires on geographic identifier and/or secure access code, in bilingual quantities and leading language specified in Appendix 1.

The Contractor shall insert into the same list-leave envelope an English and French questionnaire, the 2S guide insert, an 2S cover letter and a 2S mail-back envelope such that the linear barcode is shown through the list-leave envelope window.

2C Bilingual

The Contractor shall insert into the same mail-out envelope an English and French questionnaire in the quantities and leading language specified in Appendix 1. Note: There are no requirements for mail-matching.

Census Wave 1 Letter

The Contractor shall prepare the Wave 1 letter for mailing with the address shown clearly on the outside of the mail piece.

3.1.7. Sorting Requirements

The Contractor shall only sort non Mail-Out packages and W1 Letters (self-mailer format).

Census Mail-out Sortation

The Contractor shall sort all Census Wave 1 mail-out letters according to Canada Post's specifications for Lettermail Presort (Standard Presort and Oversize Presort) as described in Canada Post's document "Mail Preparation and Presortation Guide" for Lettermail Presort. The specifications and lettertainers/tubs required for this sortation will be provided by Canada Post.

Census and 2S Non-mailout Sortation

The Contractor shall ensure that only one form type is included on a skid of the pre-sorted materials.

Statistics Canada shall provide a file to the Contractor indicating the start and end box numbers (skid breaks) for each skid. The Contractor shall assemble skids according to Canada Post specifications, and to the requirements below.

Statistics Canada shall provide boxes in the required quantities for non-mailout materials. The Contractor shall provide the required skids.

The Contractor shall prepare all Non-mail out packages (and in the case of early enumeration, 2As which are imaged loose questionnaires) as follows:

- The Contractor shall maintain non-mailout questionnaires/packages sorted (as provided by Statistics Canada) by Form type, Crew Leader District, and Collection Unit and place them in the supplied boxes.
- The Contractor shall package each box with only one form type and one crew leader district while not exceeding four collection units per box.
- The Contractor may place more than one CU in a box (maximum 4); however the CUs should only be split if the box capacity is exceeded.
- The Contractor shall insert a separator between CUs where more than one CU is in a box.
- The Contractor shall label each box. The label must include Form type, Crew Leader district, Collection Units, box number, and assigned barcode.
- The Contractor shall prepare skids to include only one form type. The Contractor shall label each skid. The label must include the type and language of questionnaire (i.e. 2A English Leading), the start and end box and skid numbers and assigned barcode.
- The Contractor should prepare skids sequentially by Crew Leader to the extent possible.

Quantities are detailed in Appendix 1.

3.1.8. Warehousing

The Contractor shall not be required to provide bulk or long-term storage services for Census materials.

The Contractor shall warehouse*:

- Mail-out Census Wave 1 letters as completed for daily pick up by Canada Post according to schedule in Appendix 4.
- Census and 2S Non-mailout questionnaire packages as completed for pick-up according to the schedule in Appendix 4

3.2. Wave 2

Wave 2 will consist of a reminder letter to be sent to all non-responding dwellings (i.e. those dwellings which have not yet completed and returned a questionnaire) in mail-out areas. The Wave 2 Reminder will be imaged with the confidential secure access code. There will be one production period in May for Wave 2 for the Census. The Census Wave 2 will include the application of suppression files as detailed below. This specification is not required for the Wave 2 mail-out for the 2S as there will be no suppression lists created for the 2S* specifically. TBC

3.2.1. Reminder Letter Printing

Statistics Canada shall provide PDF files to the Contractor in electronic format according to the schedule below:

	Language	Earliest Availability Date of PDF file – 2016 Census
Reminder letter Census	Bilingual – English leading	August 2, 2015
Reminder letter Census	Bilingual – French leading	August 2, 2015
Reminder letter 2S*	Bilingual – English leading	August 2, 2015
Reminder letter 2S*	Bilingual – French leading	August 2, 2015

The Contractor shall confirm receipt to the Statistics Canada Technical Authority (or delegate) within two hours of receipt of the PDF files.

The Contractor shall print all reminder letters for mail-Out areas according to the schedule in Appendix 1. For Census 2016 requirements, the Contractor shall produce a minimum of 8,600,000

reminder letters within four (4) 24-hour calendar days. The Contractor shall produce the next X reminder letters within one (1) calendar day immediately following the initial four days of production. If necessary, the Contractor shall produce the remaining X within two (2) calendar days immediately following the initial 5 days of production. The first four (4) calendar days should be interpreted as starting 00:01 May 10th and ending 23:59 May 13th. The subsequent three (3) calendar day should be interpreted as starting 00:01 May 14th and ending 23:59 May 16th. This timeframe is the **maximum** acceptable. If capacity exists, the Contractor can complete this production in a shorter time period.

For the 2S*, the Contractor shall produce a minimum of X TBC reminder letters within a 24-hour calendar day.

The Contractor shall meet the print specifications as detailed in Appendix 2.

3.2.2. Reminder Letter Imaging

Statistics Canada shall send the electronic data files containing all of the information to be imaged onto the reminder letters to the Contractor in accordance with the schedule in Appendix 3 (Data File Delivery Schedule). A record layout and a map indicating where each of the fields is to be imaged on the letter will be included with the files.

All files will be sent to, and accepted by, the Contractor in accordance with the security requirements of the contract.

For Census Wave 2, the Contractor shall adjust production to account for those dwellings responding after the start of Wave 2 but before a Wave 2 reminder letter has been produced through the incorporation of suppression files (or a similar process) provided by Statistics Canada.

For the 2S Wave 2, the Contractor shall produce 100% of Wave 2 reminders as provided on the master electronic data files. No application of suppression files is required. TBD

For the Census Wave 2 reminders, Statistics Canada shall send a master electronic data file to the Contractor at the start of production of Wave 2. On the second and subsequent days of Wave 2 production, suppression files will be sent, one data file for each language. For example, one file will be sent daily for English-leading reminder letters and one file will be sent daily for French-leading

reminder letters. Each of these files will be transmitted separately.

Through the incorporation of these suppression files, the Contractor shall adjust production on the second and subsequent days of Wave 2 for any dwellings that have responded after the start of wave 2 but for whom a reminder letter has not yet been produced. No adjustment to production is required for any Wave 2 letters already produced.

Within two hours of receipt, the Contractor shall confirm to the Technical Authority or his/her delegate at Statistics Canada that the files have been received. Within six hours following receipt, the Contractor shall confirm via email that all fields required for imaging are included on the data file.

The Contractor shall sort the Wave 2 reminder letter data files according to Canada Post specifications: The Contractor shall pre-sort geographically, starting with the furthest points from the Canada Post mailout facility in Toronto first (i.e. BC, AB, NL, etc) working inward, finishing with Toronto. TBC

Following receipt and sortation of the data files and prior to imaging, the Contractor shall inform the Statistics Canada Technical Authority or his/her delegate of any addresses that are incompatible with Canada Post mail-out requirements. The Contractor shall then complete the imaging of these products.

The Contractor shall complete the imaging process as follows:

- The Contractor shall image the secure access codes and mailing address within pre-specified areas on the front page of the Reminder letter.
- The Contractor shall confirm to the Technical Authority at Statistics Canada within two hours of completion that uniquely imaged letters have been prepared for each record provided on the data file. This confirmation must be done at the end of imaging of each data file.
- The Contractor shall meet the imaging specifications as described in Appendix 3.

3.2.3. Mailing Assembly

The Contractor shall prepare the Wave 2 reminder letters with the address clearly visible on the outside of the mail piece.

3.2.4. Sortation

The Contractor shall sort all mail-out reminder letters according to Canada Post's specifications for Lettermail Presort (Standard Presort and Oversize Presort) as described in Canada Post's document "Mail Preparation and Presortation Guide" for Lettermail Presort. The specifications and lettertainers/tubs required for this sortation will be provided by Canada Post.

3.2.5. Warehousing

The Contractor shall warehouse mail-out reminder letters as completed for regular (daily) pick up by Canada Post according to the schedule in Appendix 4.

3.3. Questionnaire Request System (QRS) Generated Requests

Statistics Canada will offer a service to Census letter recipients whereby they will have the option of calling an automated line to request a paper questionnaire. Questionnaire packages will be required in advance to respond to this service which will start immediately following mail-out of the Census Wave 1 letters and will continue throughout the collection period. Questionnaire packages are to be picked up by Canada Post.

3.3.1. Census QRS Questionnaire Printing

The Contractor shall print all questionnaires required for QRS requests, according to the schedule in Appendix 1.

The Contractor shall meet the print specifications as detailed in Appendix 2 (Product definition and print specifications).

3.3.2. Census QRS Insert Printing

The Contractor shall meet the print specifications as detailed in Appendix 2.

3.3.3. Census QRS Imaging

Statistics Canada shall send the electronic data files containing all of the information to be imaged on the QRS questionnaires to the Contractor in accordance with the schedule in Appendix 3 (Data File

Delivery Schedule). A record layout and a map indicating where each of the fields is to be imaged on the questionnaire, by form type, will be included with the files.

All files will be sent to, and accepted by, the Contractor in accordance with the security requirements of the contract.

Within two hours of receipt the Contractor shall confirm to the Technical Authority or his/her delegate at Statistics Canada that the files have been received. Within six hours of receipt, the Contractor shall confirm via email that all fields required for imaging are included on the data file.

The Contractor shall complete the imaging process as follows:

- The secure access codes shall be imaged within the specified pre-printed boxes on the front page of each of the questionnaires;
- The document integrity barcode is to be imaged within the specified area on all 2A questionnaires
- Each set of barcode characters shall be converted into a linear and a 4-state barcode (where applicable);
- One set of eye-readable characters shall be imaged beneath each linear barcode(s) (20 digits linear and 10 digits document integrity barcode), within a specified area on each questionnaire.
- Equivalent information shall be imaged on both the English and French versions of the questionnaires in the quantities specified in Appendix 3;

The Contractor shall confirm via email to the Technical Authority or his/her delegate at Statistics Canada within two hours of completion that uniquely imaged questionnaires have been prepared for each record provided on the data file. This confirmation must be done at the end of imaging of each data file.

3.3.4. Mailing Assembly

QRS mailing assembly includes all questionnaire types except the Forms 2S*, 2C and 2S*2.

The Contractor shall assemble questionnaire packages as specified in requirement 3.1.6 in the

Solicitation No. - N° de l'invitation
45045-130020/A
Client Ref. No. - N° de réf. du client
45045-13-0020

Amd. No. - N° de la modif.
File No. - N° du dossier
cw01045045-130020

Buyer ID - Id de l'acheteur
cw010
CCC No./N° CCC - FMS No./N° VME

quantities and language breakdown specified in Appendix 1.

3.4. Wave 3

Census Wave 3 consists of a mail-out of paper questionnaires to all recipients of the Census Wave 1 and Wave 2 letters and all farm operators who have not responded by Census day + 8.

2S* Wave 3 consists of a mail-out of paper questionnaires to a sub-set of non-respondents to the 2S*. TBC

A pre-determined number of Wave 3 questionnaire packages must be prepared in advance.

3.4.1. 2014 BT Field Procedures and 2016 Census and 2S Questionnaire Printing

The Contractor shall print all questionnaires required for Wave 3, according to the schedule in Appendix 1.

The Contractor shall meet the print specifications as detailed in Appendix 2 (Product definition and print specifications).

3.4.2. 2016 Census and 2S Insert Printing

For Wave 3, a separate covering letter insert is required for all Census and 2S questionnaire packages and a 2S guide insert (see section 3.1.2 for 2S guide PDF availability) is required for all 2S questionnaire packages.

Statistics Canada shall provide final PDF files for the Wave 3 covering letter to the Contractor in electronic format according to the schedule provided below:

Insert	Language	Earliest Availability Date of PDF file – 2016 Census
Census Wave 3 covering letter insert	Bilingual – English leading	September 1, 2015
Census Wave 3 covering letter insert	Bilingual – French leading	September 1, 2015
2S Wave 3 covering letter insert	Bilingual – English leading	September 1, 2015
2S Wave 3 covering letter	Bilingual – French leading	September 1, 2015

insert		
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The Contractor shall confirm receipt to the Technical Authority or his/her delegate at Statistics Canada within two hours of receipt of the PDF files.

The Contractor shall print all inserts for Wave 3 in the quantities and language breakdown specified in Appendix 1.

The Contractor shall meet the print specifications as detailed in Appendix 2.

3.4.3. 2016 Census and 2S Questionnaire Imaging

The Contractor shall image the Wave 3 questionnaires following the identical requirements as QRS as detailed in section 3.3.3.

3.4.4. Skid Make-up

In addition to the specific questionnaire(s), mailing assembly requirements for Wave 3 include the insertion of a mail-back envelope, a covering letter, and a 2S guide (for 2S packages).

The Contractor shall assemble the Wave 3 questionnaire packages section 3.1.6 with the addition of the covering letter insert.

The Contractor shall bundle Wave 3 questionnaire packages into boxes according to the schedule in Appendix 1. Skids should be assembled according to the following specifications:

Box type	Box size	Form type	# boxes per row	# of rows	Total # of boxes per skid	Cross-hatched
Box 1	20 X 9.75 X 6.5	2A, 2C, 3A packages	8	7	56	No
Box 2	20 X 9.75 X 13	2S packages	8	4	32	No
Box 3	20 X 9.75 X 8.25	F6 packages and loose	8	5	40	No
Box 4	12 X 9 X 10	2A, 2S, 3A, 2C and 2S2 Loose	15	5	75	Yes
box 5	15 X 9 X 10	2A Large Print 2S Large Print	12	5	60	No

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- Liners shall be placed between layers of boxes.
- Liners shall exceed the outer edge of boxes to avoid corner crushing upon being shrink-wrapped.
- Plastic liner shall be placed over the skid prior to being shrink-wrapped.

The Contractor shall label all boxes to indicate form type, language and quantities.

The Contractor shall also label all skids.

3.4.5. Warehousing

The Contractor shall warehouse Wave 3 mail-out questionnaire packages as completed for daily pick up by Canada Post according to the schedule in Appendix 4.

3.5. Static Questionnaires

“Static” questionnaires are questionnaires that do not require imaging (we exclude from “imaging” document integrity barcodes found on all forms 2A and 2C). It is for example possible to have Static 2A’s, both questionnaire packages as well as loose static questionnaires are required.

3.5.1. 2014 BT Field Procedures and 2016 Census and 2S Printing

The Contractor shall produce a quantity of static questionnaires by type, quantity and language as specified and scheduled in Appendix 1.

3.5.2. Skid Make-up

The Contractor shall insert static questionnaires, return envelopes and inserts into the appropriate envelopes, as indicated in Appendix 1.

The Contractor shall bundle static questionnaire packages into boxes according to the schedule in

Appendix 1.

Boxes should be assembled onto skids for shipping according to the following specifications:

Box type	Box size	Form type	# boxes per row	# of rows	Total # of boxes per skid	Cross-hatched
Box 1	20 X 9.75 X 6.5	2A, 2C, 3A packages	8	7	56	No
Box 2	20 X 9.75 X 13	2S packages	8	4	32	No
Box 3	20 X 9.75 X 8.25	F6 packages and loose	8	5	40	No
Box 4	12 X 9 X 10	2A, 2S, 3A, 2C and 2S2 Loose	15	5	75	Yes
box 5	15 X 9 X 10	2A Large Print 2S Large Print	12	5	60	No

- Liners shall be placed between layers of boxes.
- Liners shall exceed the outer edge of boxes to avoid corner crushing upon being shrink-wrapped.
- Plastic liner shall be placed over the skid prior to being shrink-wrapped.

The Contractor shall label all boxes to indicate form type, language and quantities based on specifications provided by Statistics Canada

The Contractor shall also label all skids.

3.5.3. Warehousing

The Contractor shall warehouse static questionnaires as completed for pick up (see Appendix 4).

3.6. Loose imaged Questionnaires

“Loose imaged” questionnaires are questionnaires that are loose (not inserted into packages) but still require imaging. 2A and 2C loose imaged questionnaires are required for testing purposes.

3.6.1. 2016 Census Printing

The Contractor shall produce a quantity of loose imaged questionnaires by type, quantity and language as specified and scheduled in Appendix 1.

3.6.2. Skid Make-up

- The Contractor shall bundle the loose imaged questionnaires into boxes according to the schedule in Appendix 1.
- The Contractor shall stack loose imaged questionnaire boxes on skids as follows:
- Skids should be assembled according to the following specifications:

Box type	Box size	Form type	# boxes per row	# of rows	Total # of boxes per skid	Cross-hatched
Box 1	20 X 9.75 X 6.5	2A, 2C, 3A packages	8	7	TBC	
Box 2	20 X 9.75 X 13	2S packages	8	4	TBC	
Box 3	20 X 9.75 X 8.25	F6 packages and loose	8	5	TBC	
Box 4	12 X 9 X 10	2A, 2S, 3A, 2C and 2S2 Loose	15	5	TBC	
box 5	15 X 9 X 10	2A Large Print 2S Large Print	12	5	TBC	

- Liners shall be placed between layers of boxes according to specifications provided to the Contractor by Statistics Canada.
- Liners shall exceed the outer edge of boxes to avoid corner crushing upon being shrink-wrapped.

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- Plastic liner shall be placed over the skid prior to being shrink-wrapped.

The Contractor shall label all boxes to indicate form type, language and quantities.

The Contractor shall also label all skids.

3.6.3. Warehousing

The Contractor shall warehouse loose imaged questionnaires as completed for pick up (see Appendix 4).

3.7. For Information Only (FIO) Questionnaires and testing material

FIO questionnaires are those required for training or testing purposes and must be overprinted with the text “For Information Only” in a specific area on the front of the questionnaire. Both FIO questionnaire packages as well as loose FIO questionnaires are required.

3.7.1. 2014 BT Field Procedures and 2016 Census and 2S Questionnaire Printing

The Contractor shall produce a quantity of each type of questionnaire with “FOR INFORMATION ONLY” overprinted on the front cover of the English version and “POUR INFORMATION SEULEMENT” overprinted on the front cover of the French version as specified and scheduled in Appendix 1.

3.7.2. Imaging

Statistics Canada shall send the electronic data files containing all of the information to be imaged on the FIO questionnaires to the Contractor in accordance with the schedule in Appendix 3 (Data File Delivery Schedule). A record layout and a map indicating where each of the fields is to be imaged on the questionnaire, by form type, will be included with the files.

All files will be sent to, and accepted by, the Contractor in accordance with the security requirements of the contract.

Within two hours of receipt the Contractor shall confirm to the Technical Authority or his/her delegate

at Statistics Canada that the files have been received. Within six hours of receipt, the Contractor shall confirm via email that all fields required for imaging are included on the data file.

The Contractor shall complete the imaging process as follows:

- The secure access codes shall be imaged within the specified pre-printed boxes on the front page of each of the questionnaires;
- The document integrity barcode is to be imaged within the specified area on all 2A questionnaires
- Each set of barcode characters shall be converted into a linear and a 4-state barcode (where applicable);
- One set of eye-readable characters shall be imaged beneath each linear barcode(s) (20 digits linear and 10 digits document integrity barcode), Equivalent information shall be imaged on both the English and French versions of the questionnaires in the quantities specified in Appendix 3;

The Contractor shall confirm via email to the Technical Authority or his/her delegate at Statistics Canada within two hours of completion that uniquely imaged questionnaires have been prepared for each record provided on the data file. This confirmation must be done at the end of imaging of each data file.

3.7.3. Skid Make-up

The Contractor shall bundle "FOR INFORMATION ONLY" (FIO) questionnaires into boxes according to the schedule in Appendix 1.

The Contractor shall stack FIO questionnaire boxes and static questionnaire boxes on skids for non-mailout and static material as follows:

- Skids should be assembled according to the following specifications:

Box type	Box size	Form type	# boxes per row	# of rows	Total # of boxes per skid	Cross-hatched
Box 1	20 X 9.75 X 6.5	2A, 2C, 3A packages	8	7	TBD	No
Box 2	20 X 9.75 X 13	2S packages	8	4	TBD	No

Box 3	20 X 9.75 X 8.25	F6 packages and loose	8	5	TBD	No
Box 4	12 X 9 X 10	2A, 2S, 3A, 2C and 2S2 Loose	15	5	TBD	Yes
box 5	15 X 9 X 10	2A Large Print 2S Large Print	12	5	TBD	No

- Liners shall be placed between layers of boxes according to the following specifications:
- Liners shall exceed the outer edge of boxes to avoid corner crushing upon being shrink-wrapped.
- Plastic liner shall be placed over the skid prior to being shrink-wrapped.

The Contractor shall label all boxes to indicate form type, language and quantities.

The Contractor shall also label all skids to indicate

3.7.4. Warehousing

The Contractor shall warehouse FIO questionnaires as completed for pick up by Canada Post (see Appendix 4).

3.8. Artificial Test Data (ATD) Questionnaires

ATD questionnaires are those required for testing purposes with external partners and must be overprinted with the text "Artificial Test Data" in a specific area on the front of the questionnaire. Only loose ATD questionnaires are required.

3.8.1. 2014 BT Field Procedures and 2016 Census and 2S Questionnaire Printing

The Contractor shall produce a quantity of each type of questionnaire with "ARTIFICIAL TEST DATA" overprinted on the front cover of the English version and "DONNÉES D'ESSAI ARTIFICIELLES" overprinted on the front cover of the French version as specified and scheduled in Appendix 1.

3.8.2. 2016 Census and 2S Questionnaire Imaging

Statistics Canada shall send the electronic data files containing all of the information to be imaged on the ATD questionnaires to the Contractor in accordance with the schedule in Appendix 3 (Data File Delivery Schedule). A record layout and a map indicating where each of the fields is to be imaged on the questionnaire, by form type, will be included with the files.

All files will be sent to, and accepted by, the Contractor in accordance with the security requirements of the contract.

Within two hours of receipt the Contractor shall confirm to the Technical Authority or his/her delegate at Statistics Canada that the files have been received. Within six hours of receipt, the Contractor shall confirm via email that all fields required for imaging are included on the data file.

The Contractor shall complete the imaging process as follows:

- The secure access codes shall be imaged within the specified pre-printed boxes on the front page of each of the questionnaires;
- The document integrity barcode is to be imaged within the specified area on all 2A questionnaires
- Each set of barcode characters shall be converted into a linear and a 4-state barcode (where applicable);
- One set of eye-readable characters shall be imaged beneath each linear barcode(s) (20 digits linear and 10 digits document integrity barcode), within a specified area on each questionnaire. Equivalent information shall be imaged on both the English and French versions of the questionnaires in the quantities specified in Appendix 3;

The Contractor shall confirm via email to the Technical Authority or his/her delegate at Statistics Canada within two hours of completion that uniquely imaged questionnaires have been prepared for each record provided on the data file. This confirmation must be done at the end of imaging of each data file.

3.8.3. Skid Make-up

All ATD questionnaires shall be folded as would be required if inserted in a mail-out envelope.

The Contractor shall bundle "ARTIFICIAL TEST DATA" (ATD) questionnaires into boxes according to the schedule in Appendix 1.

The Contractor shall stack ATD questionnaire boxes on skids for shipping as follows:

- Skids should be assembled according to the following specifications:

Box type	Box size	Form type	# boxes per row	# of rows	Total # of boxes per skid	Cross-hatched
Box 1	20 X 9.75 X 6.5	2A, 2C, 3A packages	8	7	TBD	No
Box 2	20 X 9.75 X 13	2S packages	8	4	TBD	No
Box 3	20 X 9.75 X 8.25	F6 packages and loose	8	5	TBD	No
Box 4	12 X 9 X 10	2A, 2S, 3A, 2C and 2S2 Loose	15	5	TBD	Yes
box 5	15 X 9 X 10	2A Large Print 2S Large Print	12	5	TBD	No

- Liners shall be placed between layers of boxes.
- Liners shall exceed the outer edge of boxes to avoid corner crushing upon being shrink-wrapped.
- Plastic liner shall be placed over the skid prior to being shrink-wrapped.

The Contractor shall label all boxes to indicate form type, language and quantities.

The Contractor shall also label all skids.

3.8.4. Warehousing

The Contractor shall ship ATD questionnaires as completed to Statistics Canada (see Appendix 4).

3.9. Envelopes

The Contractor shall produce all envelopes required for non-mailout, mail-out, mail-back in the quantities and language as specified in Appendix 1.

3.9.1. 2014 BT Field Procedures and 2016 Census and 2S Envelopes Printing

- 3.9.1.1. The Contractor shall meet the print specifications as detailed in Appendix 2 (Product

definition and print specifications).

Statistics Canada shall provide final PDF files for all envelopes to the Contractor in electronic format according to the schedule provided below:

Envelope	Language	Earliest Availability Date of PDF file – 2014 BT Field Procedures	Earliest Availability Date of PDF file – 2016 Census
2A NON MO	E L / F L	TBD	July 12 th , 2015
2A QRS MO	E L / F L	TBD	July 12 th , 2015
2A W3 MO	E L / F L	TBD	July 12 th , 2015
2A MB	E L / F L	TBD	July 12 th , 2015
2S NON MO	E L / F L	TBD	July 12 th , 2015
2S W3 MO	E L / F L	TBD	July 12 th , 2015
2S MB	E L / F L	TBD	July 12 th , 2015
2C	E L / F L	N / A	July 12 th , 2015
3A NMO	E L / F L	TBD	July 19 th , 2015
3A QRS MO	E L / F L	TBD	July 19 th , 2015
3A MB	E L / F L	TBD	July 19 th , 2015
FRM 6 QRS MO	E L / F L	TBD	July 19 th , 2015
FRM 6 W3 MO	E L / F L	TBD	July 19 th , 2015
FRM 6 MB	E L / F L	TBD	July 19 th , 2015

The Contractor shall confirm receipt to the Technical Authority or his/her delegate at Statistics Canada within two hours of receipt of the PDF files.

The Contractor shall print all envelopes in the quantities and language breakdown specified in Appendix 1.

The Contractor shall meet the print specifications as detailed in Appendix 2.

3.10. Quality Control (QC)

A Statistics Canada quality control program will be implemented and controlled by Statistics Canada

for the 2014 BT Field Procedures, 2016 Census and 2S. The Contractor shall follow procedures as developed during the planning phase of the QC Program. This QC program will be in addition to the quality control to be completed by the Contractor. The QC program will be agreed to and signed off by both the Contractor and Statistics Canada. It will be the responsibility of STC to implement these plans, with the assistance of the Contractor.

The Contractor shall provide to Statistics Canada during the planning stage complete details on each of its production phases so that Statistics Canada can develop its Quality Control program. These details shall include but are not limited to:

- Production rates for each phase
- Production schedules for each phase

3.10.1 Sample Plan

The contractor shall provide to Statistics Canada a production schedule clearly identifying its' QC sample plan per product and quantities. This QC sample plan shall be based on Annex 1, by product and quantities, within each stage of printing, bindery, imaging, and letter shopping. This QC sample plan will be reviewed and validated by Statistics Canada methodologists.

3.10.2 Data Files

The contractor shall provide to Statistics Canada the expected volume of data files to be verified/validated in a consistent format, naming convention, and record layout.

The Contractor shall provide on-site space for Statistics Canada to undertake a Statistics Canada quality control program throughout production. This space must be a locked room available for the duration of the project and be of sufficient size to accommodate work area for 4 to 6 employees. The Contractor shall provide access for the client to a photocopy machine and fax machine as well as phone. The room must be equipped with electrical outlets to permit the use of a stand-alone computer.

The Contractor shall provide to Statistics Canada any security cards required in order to access the space provided for the Statistics Canada quality control program.

The Contractor shall provide Statistics Canada with access to pre-determined production areas (for example, but not limited to shipping).

The Contractor shall provide a QC representative whose main responsibility is to act as the liaison between the Statistics Canada quality control team and the Contractor's front line supervisors.

3.11. Variable Imaging

The Contractor shall insert dummy records into each production process leading up to the creation of an imaged questionnaire for provision to Statistics Canada's quality control team. These records shall be inserted by the Contractor only where variable imaging is required (with the exception of products agreed upon by both parties)

The Contractor shall pull each and every dummy record at pre-determined agreed-upon intervals for provision to Statistics Canada's quality control lead or delegate.

The Contractor shall identify each dummy record sent to Statistics Canada's quality control lead or delegate in a manner that allows identification of its location in the production line (for example, time-stamping).

The Contractor shall ensure that no dummy records remain in any material that will be distributed to the public.

The Contractor shall pull live records at pre-determined agreed-upon intervals from each production process leading up to the creation of an imaged questionnaire, and provide them to Statistics Canada's quality control lead or delegate.

The Contractor shall identify each live record sent to Statistics Canada's quality control in a manner that allows identification on the live record's location in the production line.

The Contractor shall ensure that all live records are counted in their spoilage counts for that day's production.

The Contractor shall replace all live records pulled for their quality control process (es), as well as

those pulled for Statistics Canada's quality control.

The Contractor shall provide to Statistics Canada's Quality Control lead or delegate all samples (samples, dummy records and live records) on a "real-time" basis in order that any defective materials may be discovered as early as possible.

The Contractor shall conduct an expanded search in the production run, forward and backward to a specified number based on the quality control sample, to discover the extent of the problem if a defective product is detected during the agreed-upon Statistics Canada quality control process.

The Contractor shall provide to Statistics Canada on a daily basis a list identifying all spoilage resulting from that day's production processes.

The Contractor shall remove all defective products immediately upon detection by their employees or by Statistics Canada's quality control.

The Contractor shall replace all defective products at the Contractor's expense and in time to meet the predefined delivery dates.

The Contractor shall produce the additional quantity of extra materials required to cover all spoilage that will occur during the printing, imaging, letter-shopping and warehousing activities.

3.12. Bindery

The Contractor shall trim, bind and fold all questionnaires and letters as specified in Appendix 2.

4. SERVICE LEVELS

Outlined below are the Service Levels in accordance with which the Contractor is to perform the printing, imaging, binding, letter shopping, and warehousing services.

In addition to meeting the detailed requirements, the Contractor shall conduct all steps necessary to meet the service levels.

General

- The Contractor shall work with Statistics Canada to develop a detailed schedule and reports against which progress can be measured in all phases of production.
- Statistics Canada shall perform press sign-off of material at the start of each process and at each plate change.
- The Contractor shall ensure that the required product has been produced for every data record on the supplied files.
- Statistics Canada shall not accept under-runs.

Printing

- Print quality: Informational, to be in accordance with the Public Works and Government Services Canada publication entitled "Quality Levels for Printing" and /or "Quality Levels for Binding", latest issues.
- The Contractor shall provide to Statistics Canada two sets of low resolution digital proofs, back-up, trimmed, scored and folded to size for each language and each version. (After receipt of electronic files, proofs have to be accounted for within the schedule).
- The Contractor shall print forms/envelopes/inserts in accordance with the quantities and language specified in this document.
- The Contractor shall ensure that the text and layout of each form/envelope/insert printed is an accurate copy of the final proof.

Imaging

- The Contractor shall image forms in accordance with the specifications outlined in Appendix 2 and in accordance with the approved proof.
- The Contractor shall ensure that the imaging of each form is:
 - of sufficient quality to meet field operations, processing (i.e., scanning) and Canada Post requirements (as per proofs approved by Statistics Canada);

-
- accurate with respect to placement of imaged text as per proof (cannot be outside boundaries); and
 - that uniquely imaged questionnaires have been prepared for each record provided.
 - The Contractor shall provide any and all software and programming required for the barcoding described in this document.

Binding

- The Contractor is to ensure all questionnaires and letters are trimmed, bound and folded as specified in Appendix 2.

Letter shopping

- The Contractor shall prepare questionnaire packages in accordance with the specifications in this document.
- The Contractor shall ensure that:
 - each package contains the specified contents in the specified language in the specified order, and
 - mail matching has been completed accurately, where specified.
- The Contractor shall ensure all packages have been correctly sorted (according to Canada Post Corporation specifications for mail-out and to Statistics Canada specifications for non-mail-out packages).
- The Contractor shall institute quality assurance procedures to achieve a package accuracy level (correctly printed and imaged material as specified in the right language and right order) of no less than 99.8% in 2016.
- The Contractor shall institute quality assurance procedures to ensure a coverage rate of no less than 99.8%.

Spoilage

- The Contractor must ensure that all spoilage is replaced and assembled for pick-up by Canada Post within the specified pick-up dates (see Appendix 3).

Warehousing and delivery

- The Contractor and Statistics Canada shall develop a joint schedule of pick-ups of completed materials.
- The Contractor shall meet the contractual delivery dates as specified in this document.
- The Contractor shall store all printed questionnaires in a secured warehouse until release to Canada Post following a pre-specified schedule.

5. PROJECT MANAGEMENT

- The contractor shall appoint a project manager who will act as the main contact for this contract. This person shall be responsible for the coordination of all activities relating to the production of the census questionnaire packages. He or she shall be responsible to ensure that all material is prepared on time and will handle the logistics of all storage and preparation for pick-up of product in order to meet the pre-defined completion dates.
- The appointed project manager shall act as the main contact for Statistics Canada and as a member of an Integrated Project Team with representation from Statistics Canada and Canada Post Corporation. He/she or a designate shall be available at all times in order to respond to queries and/or to solve problems. This person shall coordinate the approval of proofs, press sign offs, and all quality control inspection visits. He or she shall ensure that all QA samples are provided to Statistics Canada as specified in the contract.
- Daily production reports will be required. These reports shall track the production of all individual components i.e., questionnaires, guides and envelopes. A daily report for each individual product is required which will indicate the actual and planned quantity produced that day, and the actual and planned cumulative totals of the product produced to date. A variance between the actual and planned daily and cumulative totals will be required. Note: Daily reports shall include but not necessarily be limited to the preceding details.

- The daily production report for the inserted packages will be more detailed. It will stipulate the planned daily production, and the planned cumulative total. It will also state the actual daily production and the actual cumulative total. The actual amount prepared for pick up by Canada Post in a given day will be documented as well as the cumulative total that has been prepared to date. Each load picked up by Canada Post must be individually documented – the quantity picked up, the date of the pickup and the bill of lading number must be included with the daily totals. For the cumulative amounts produced and prepared for pick up a variance must be included against the planned totals. The format of the report will be subject to approval by Statistics Canada. Note: Daily reports shall include but not necessarily be limited to the preceding details.

APPENDIX 1. SCHEDULE OF QUANTITIES BY FORM TYPE

This appendix contains quantities as projected at the time this document was produced and are subject to change.

2014 BT Field Procedures (Sample = approximately 35,000, language breakdown TBD)

Product #	Completion Date*	Product Name	Product Type	Estimated Quantities*	# of Pieces to Insert	Inserts	Sealed	Imaging Required
1-2014*		2A ENGLISH- LEADING Wave 1	WAVE 1 NON- MAILOUT PACKAGE	TBD*	3	1. English 2A 2. French 2A 3. 2A mail- back envelope	No	Yes

Solicitation No. - N° de l'invitation
45045-130020/A
 Client Ref. No. - N° de réf. du client
 45045-13-0020

Amd. No. - N° de la modif.
 File No. - N° du dossier
 cw01045045-130020

Buyer ID - Id de l'acheteur
cw010
 CCC No./N° CCC - FMS No./N° VME

Product #	Completion Date*	Product Name	Product Type	Estimated Quantities*	# of Pieces to Insert	Inserts	Sealed	Imaging Required
2-2014*		2A FRENCH-LEADING Wave 1	WAVE 1 NON-MAILOUT PACKAGE	TBD*	3	1. French 2A 2. English 2A 3. 2A mail-back envelope	No	Yes
5-2014*		2S ENGLISH-LEADING Wave 1	WAVE 1 NON-MAILOUT PACKAGE	TBD*	4	1. English 2S 2. French 2S 3. 2S mail-back envelope 4. 2S Guide	No	Yes
6-2014*		2S FRENCH-LEADING Wave 1	WAVE 1 NON-MAILOUT PACKAGE	TBD*	4	1. French 2S 2. English 2S 3. 2Smail-back envelope 4. 2S Guide	No	Yes
31-2014*	TBD, 2014	2A ENGLISH-LEADING Wave 1	WAVE 1 NON-MAILOUT STATIC PACKAGE	TBD*	3	1. English 2A 2. French 2A 3. 2A mail-back envelope	No	No
32-2014*	TBD, 2014	2A FRENCH-LEADING Wave 1	WAVE 1 NON-MAILOUT STATIC PACKAGE	TBD*	3	1. French 2A 2. English 2A 3. 2A mail-back envelope	No	No

Product #	Completion Date*	Product Name	Product Type	Estimated Quantities*	# of Pieces to Insert	Inserts	Sealed	Imaging Required
33-2014*	TBD, 2014	2SENGLISH-LEADING Wave 1	WAVE 1 NON-MAILOUT STATIC PACKAGE	TBD*	4	1. English 2S 2. French 2S 3. 2S mail-back envelope 4. 2S Guide	No	No
34-2014*	TBD, 2014	2S FRENCH-LEADING Wave 1	WAVE 1 NON-MAILOUT STATIC PACKAGE	TBD*	4	1. French 2S 2. English 2S 3. 2S mail-back envelope 4. 2S Guide	No	No
61-2014*	TBD, 2014	2A ENGLISH	LOOSE STATIC QUESTIONNAIRE	TBD*	N/A	N/A	N/A	No
62-2014*	TBD, 2014	2A FRENCH	LOOSE STATIC QUESTIONNAIRE	TBD*	N/A	N/A	N/A	No
63-2014*	TBD 2014	2S ENGLISH	LOOSE STATIC QUESTIONNAIRE	TBD*	N/A	N/A	N/A	No
64-2014*	TBD, 2014	2S FRENCH	LOOSE STATIC QUESTIONNAIRE	TBD*	N/A	N/A	N/A	No
65-2014*	TBD, 2014	3A BILINGUAL	LOOSE STATIC QUESTIONNAIRE	TBD*	N/A	N/A	N/A	No
68-2014*	TBD, 2014	FORM 6 ENGLISH	LOOSE STATIC QUESTIONNAIRE	TBD*	N/A	N/A	N/A	No
69-2014*	TBD, 2014	FORM 6 FRENCH	LOOSE STATIC QUESTIONNAIRE	TBD*	N/A	N/A	N/A	No
73-2014*	TBS, 2014	2A ENGLISH	LOOSE FIO QUESTIONNAIRE	TBD*	N/A	N/A	N/A	No
74-2014*	TBD, 2014	2A FRENCH	LOOSE FIO QUESTIONNAIRE	TBD*	N/A	N/A	N/A	No
75-2014*	TBD, 2014	2S ENGLISH	LOOSE FIO QUESTIONNAIRE	TBD*	N/A	N/A	N/A	No
76-2014*	TBD, 2014	2S FRENCH	LOOSE FIO QUESTIONNAIRE	TBD*	N/A	N/A	N/A	No

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Product #	Completion Date*	Product Name	Product Type	Estimated Quantities*	# of Pieces to Insert	Inserts	Sealed	Imaging Required
77-2009*	TBD, 2014	3A BILINGUAL	LOOSE FIO QUESTIONNAIRE	TBD*	N/A	N/A	N/A	No
80-2014*	TBD, 2014	FORM 6 ENGLISH	LOOSE FIO QUESTIONNAIRE	TBD*	N/A	N/A	N/A	No
81-2014*	TBD, 2014	FORM 6 FRENCH	LOOSE FIO QUESTIONNAIRE	TBD*	N/A	N/A	N/A	No
For envelope and insert quantities, refer to Appendix 2.								

*Quantities will be rounded to the nearest 100.

**2016 Census and 2S (Wave 1 MO sample =12.5 million, language breakdown TBD);
 (Wave 1 NMO sample =3.1 million, language breakdown TBD);
 (Wave 2 MO sample =8.6 million, language breakdown TBD);
 (Wave 2 NMO sample = 1.7 million, language breakdown TBD);
 (Wave 3 MO sample = 4.5 million, language breakdown TBD)**

Product #	Completion Date	Product Name	Product Type	Estimated Quantities *	# of Pieces to Insert	Inserts	Sealed	Imaging Required	Sortation
1-2016*	TBD, 2015	2A ENGLISH-LEADING Wave 1	WAVE 1 NON-MAILOUT PACKAGE	TBD*	3	1. English 2A 2. French 2A 3. 2A mail-back envelope	No	1. Linear 4 state 3. S.A. 4. C 5. Geo -ID DO C- INT	Pre-sorted by STC
2-2016*	TBD, 2015	2A FRENCH-LEADING Wave 1	WAVE 1 NON-MAILOUT PACKAGE	TBD*	3	1. French 2A 2. English 2A 3. 2A mail-back envelope	No	1. Linear 4 state 3. S.A. 4. C 5. Geo -ID DO C- INT	Pre-sorted by STC
5-2016*	TBD, 2015	2S ENGLISH-LEADING Wave 1	WAVE 1 NON-MAILOUT PACKAGE	TBD*	5	1. English 2S 2. French 2S 3. 2S mail-back envelope 4. 2S Guide 5. 2S W1 Letter	No	1. Linear 2. S.A. 3. C Geo -ID	Pre-sorted by STC
6-2016*	TBD, 2015	2S FRENCH-LEADING Wave 1	WAVE 1 NON-MAILOUT PACKAGE	TBD*	5	1. French 2S 2. English 2S 3. 2S mail-back envelope 4. 2S Guide 5. 2S W1 Letter	No	1. Linear 2. S.A. 3. C Geo -ID	Pre-sorted by STC

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Product #	Completion Date	Product Name	Product Type	Estimated Quantities *	# of Pieces to Insert	Inserts	Sealed	Imaging Required	Sortation
11-2016*	TBD, 2016	Invitation Letter ENGLISH-LEADING Wave 1	WAVE 1 MAIL-OUT LETTER	TBD*	1	1. Invitation Letter	Yes	1. S.A. C Address 2.	Sorted by Printer according to CPC specifications for Lettermail Presort
12-2016*	TBD, 2016	Invitation Letter FRENCH-LEADING Wave 1	WAVE 1 MAIL-OUT LETTER	TBD*	1	1. Invitation Letter	Yes	1. S.A. C Address 2.	Sorted by Printer according to CPC specifications for Lettermail Presort
13-2016*	First production : TBD, 2016 (daily pick-up) Second production : TBD, 2016	Reminder Letter ENGLISH-LEADING Wave 2	WAVE 2 MAIL-OUT LETTER	TBD*	1	1. Reminder Letter	Yes	1. S.A. C Address 2. Names of respondent (for F6) 3.	Sorted by Printer according to CPC specifications for Lettermail Presort
14-2016 TBD*	First production : TBD, 2016 (daily pick-up) Second production : TBD, 2016	Reminder Letter FRENCH-LEADING Wave 2	WAVE 2 MAIL-OUT LETTER	TBD*	1	1. Reminder Letter	Yes	1. S.A. C Address 2. Names of respondent (for F6) 3.	Sorted by Printer according to CPC specifications for Lettermail Presort

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15-2016 TBD*	TBD, 2015	2C ENGLISH- LEADING	STATIC PACKAGE (2A format)	TBD*	2	1. English 2C 2. French 2C	No	1. DOC- INT	No sort
16-2016 TBD*	TBD, 2015	2C FRENCH- LEADING	STATIC PACKAGE (2A format)	TBD*	2	1. French 2C 2. English 2C	No	1. DOC- INT	No sort
17-2016 TBD*	TBD, 2016	2A ENGLISH- LEADING	QRS MAIL-OUT PACKAGE	TBD*	3	1. English 2A 2. French 2A 3. 2A mail- back envelope	Yes	1. Line ar 4- Stat e S.A. C DO C- INT	No sort
18-2016*	TBD, 2016	2A FRENCH- LEADING	QRS MAIL-OUT PACKAGE	TBD*	3	1. French 2A 2. English 2A 3. 2A mail- back envelope	Yes	1. Line ar 4- Stat e S.A. C DO C- INT	No sort
19-2016*	TBD, 2016	2S ENGLISH- LEADING QRS	QRS MAIL-OUT PACKAGE	TBD*	0	1. English 2S 2. French 2S 3. 2S mail- back envelope 4. 2S Guide	Yes	Yes	No sort

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20-2011*	TBD, 2016	2S FRENCH- LEADING QRS	QRS MAIL-OUT PACKAGE	TBD*	0	1. French 2S 2. English 2S 3. 2S mail-back envelope 4. 2S Guide	Yes	Yes	No sort
21-2016*	TBD, 2016	3A ENGLISH- LEADING QRS	QRS MAIL-OUT PACKAGE	TBD*	2	1. Bilingual 3A (English Leading) 2. 3A mail-back envelope	Yes	1. Linear	No sort
22-2016*	TBD, 2016	3A FRENCH- LEADING QRS	QRS MAIL-OUT PACKAGE	TBD*	2	1. Bilingual 3A (French Leading) 2. 3A mail-back envelope	Yes	1. Linear 2.	No sort
25-2016*	TBD, 2016	Form 6 ENGLISH QRS	QRS MAIL-OUT PACKAGE	TBD*	2	1. English Form 6 2. Form 6 mail-back envelope	Yes	1. Linear 2. S.A.C	No sort
26-2016*	TBD, 2016	Form 6 FRENCH QRS	QRS MAIL-OUT PACKAGE	TBD*	2	1. French Form 6 2. Form 6 mail-back envelope	Yes	1. Linear 2. S.A.C	No sort

Product #	Completion Date	Product Name	Product Type	Estimated Quantities *	# of Pieces to Insert	Inserts	Sealed	Imaging Required	Sortation
27-2016*	TBD, 2016	2A ENGLISH- LEADING Wave 3	WAVE 3 MAIL-OUT PACKAGE	TBD*	4	1. English 2A 2. French 2A 3. 2A mail-back envelope 4. Wave 3 letter	Yes	1. Line ar 2. 4- Stat e 3. S.A. C 4. DO C- INT	No sort
28-2016*	TBD, 2016	2A FRENCH- LEADING Wave 3	WAVE 3 MAIL-OUT PACKAGE	TBD*	4	1. French 2A 2. English 2A 3. 2A mail-back envelope 4. Wave 3 letter	Yes	1. Line ar 2. 4- Stat e 3. S.A. C 4. DO C- INT	No sort
29-2016*	TBD, 2016	2S ENGLISH- LEADING Wave 3	WAVE 3 MAIL-OUT PACKAGE	TBD*	5	1. English 2S 2. French 2S 3. 2S mail-back envelope 4. 2S Guide 5. 2S Wave 3 letter	Yes	1. Line ar 2. S.A. C	No sort
30-2016*	TBD, 2016	2S FRENCH- LEADING Wave 3	WAVE 3 MAIL-OUT PACKAGE	TBD*	5	1. French 2S 2. English 2S 3. 2S mail-back envelope 4. 2S Guide 5. 2S Wave 3 letter	Yes	1. Line ar 2. S.A. C	No sort
31-2016*	TBD, 2016	Form 6 ENGLISH Wave 3	WAVE 3 MAIL-OUT PACKAGE	TBD*	3	1. English Form 6 2. Form 6 mail-back envelope 3. Wave 3 letter	Yes	1. Line ar 2. S.A. C	No sort

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32-2016*	TBD, 2016	Form 6 FRENCH Wave 3	WAVE 3 MAIL-OUT PACKAGE	TBD*	3	1. French Form 6 2. Form 6 mail-back envelope 3. Wave 3 letter	Yes	1. Linear 2. S.A.C	No sort
33-2016*	TBD, 2016	2A ENGLISH- LEADING WAVE 1	WAVE 1 NON- MAILOUT STATIC PACKAGE	TBD*	3	1. English 2A 2. French 2A 3. 2A mail-back envelope	No	1. DOCUMENT	No sort
34-2016*	TBD, 2016	2A FRENCH- LEADING WAVE 1	WAVE 1 NON- MAILOUT STATIC PACKAGE	TBD*	3	1. French 2A 2. English 2A 3. 2A mail-back envelope	No	1. DOCUMENT	No sort
35-2016*	TBD, 2016	2S ENGLISH- LEADING Wave 1	WAVE 1 NON- MAILOUT STATIC PACKAGE	TBD*	5	1. English 2S 2. French 2S 3. 2S mail-back envelope 4. 2S Guide 5. 2S W1 Letter	No	No	No sort

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36-2016*	TBD, 2016	2S FRENCH- LEADING WAVE 1	WAVE 1 NON- MAIL-OUT STATIC PACKAGE	TBD*	5	1. French 2S 2. English 2S 3. 2S mail-back envelope 4. 2S Guide 5. 2S W1 Letter	No	No	No sort
37-2016*	TBD, 2016	2A ENGLISH- LEADING WAVE 1	WAVE 1 MAIL-OUT STATIC PACKAGE	TBD*	3	1. English 2A 2. French 2A 3. 2A mail-back envelope	No	1. DOC-INT	No sort
38-2016*	TBD, 2016	2A FRENCH- LEADING WAVE 1	WAVE 1 MAIL-OUT STATIC PACKAGE	TBD*	3	1. French 2A 2. English 2A 3. 2A mail-back envelope	No	1. DOC-INT	No sort
39-2016*	TBD, 2016	2S ENGLISH LEADING WAVE 1	WAVE 1 MAIL-OUT STATIC PACKAGE	TBD*	5	1. English 2S 2. French 2S 3. 2S mail-back envelope 4. 2S Guide 5. 2S W1 Letter	No	No	No sort
40-2016*	TBD, 2016	2S FRENCH LEADING WAVE 1	WAVE 1 MAIL-OUT STATIC PACKAGE	TBD*	5	1. French 2S 2. English 2S 3. 2S mail-back envelope 4. 2S Guide 5. 2S W1 Letter	No	No	No sort

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41-2016*	TBD, 2016	FORM 6 ENGLISH WAVE 1	WAVE 1 MAIL-OUT STATIC PACKAGE	TBD*	2	1. English Form 6 2. Form 6 mail-back envelope	No	No	No sort
42-2016*	TBD, 2016	FORM 6 FRENCH WAVE 1	WAVE 1 MAIL-OUT STATIC PACKAGE	TBD*	2	1. French Form 6 2. Form 6 mail-back envelope	No	No	No sort
43-2016*	TBD, 2016	2A ENGLISH LEADING WAVE 1	WAVE 1 MAIL-OUT STATIC FIO PACKAGE	TBD*	3	1. English 2A 2. French 2A 3. 2A mail-back envelope	No	N/A	No sort
44-2016*	TBD, 2016	2A FRENCH LEADING	WAVE 1 MAIL-OUT STATIC FIO PACKAGE	TBD*	3	1. French 2A 2. English 2A 3. 2A mail-back envelope	No	N/A	No sort
45-2016*	TBD, 2016	2S ENGLISH LEADING WAVE 1	WAVE 1 MAIL-OUT STATIC FIO PACKAGE	TBD*	4	1. English 2S 2. French 2S 3. 2S mail-back envelope 4. 2S Guide 5. 2S W1 Letter	No	No	No sort

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46-2016*	TBD, 2016	2S FRENCH LEADING WAVE 1	WAVE 1 MAIL-OUT STATIC FIO PACKAGE	TBD*	4	1. French 2S 2. English 2S 3. 2S mail-back envelope 4. 2S Guide 5. 2S W1 Letter	No	No	No sort
47-2016*	TBD, 2016	2C ENGLISH LEADING WAVE 1	WAVE 1 MAIL-OUT STATIC FIO PACKAGE (2A Format)	TBD*	2	1. English 2C 2. French 2C	No	1. DOC-INT	No sort
48-2016*	TBD, 2016	2C FRENCH LEADING WAVE 1	WAVE 1 MAIL-OUT STATIC FIO PACKAGE (2A Format)	TBD*	2	1. French 2C 2. English 2C	No	1. DOC-INT	No sort
49-2016*	TBD, 2016	2A ENGLISH LEADING QRS	QRS STATIC FIO PACKAGE	TBD*	3	1. English 2A 2. French 2A 3. 2A mail-back envelope	Yes	1. Line ar 4- Stat e 3. S.A. C DO C- INT	No sort

Product #	Completion Date	Product Name	Product Type	Estimated Quantities *	# of Pieces to Insert	Inserts	Sealed	Imaging Required	Sortation
50-2016*	TBD, 2016	2A FRENCH LEADING QRS	QRS STATIC FIO PACKAGE	TBD*	3	1. French 2A 2. English 2A 3. 2A mail-back envelope	Yes	1. Linear 4-Stat e S.A. C DO C-INT	No sort
51-2016*	TBD, 2016	2S ENGLISH LEADING WAVE 1	WAVE 1 STATIC FIO PACKAGE TESTING	TBD*	5	1. English 2S 2. French 2S 3. 2S mail-back envelope 4. 2S Guide 5. 2S W1 Letter	Yes	1. Linear S.A. C	No sort
52-2016*	TBD, 2016	2S FRENCH LEADING WAVE 1	WAVE 1 STATIC FIO PACKAGE TESTING	TBD*	5	1. French 2S 2. English 2S 3. 2S mail-back envelope 4. 2S Guide 5. 2S W1 Letter	Yes	1. Linear S.A. C	No sort
53-2016*	TBD, 2016	FORM 6 ENGLISH QRS	QRS STATIC FIO PACKAGE	TBD*	2	1. English Form 6 2. Form 6 mail-back envelope	Yes	1. Linear S.A. C	No sort

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54-2016*	TBD, 2016	FORM 6 FRENCH QRS	QRS STATIC FIO PACKAGE	TBD*	2	1. French Form 6 2. Form 6 mail-back envelope	Yes	1. Linear 2. S.A.C	No sort
55-2016*	TBD, 2016	3A ENGLISH LEADING QRS	QRS STATIC FIO PACKAGE	TBD*	2	1. Bilingual 3A (English Leading) 2. 3A mail-back envelope	Yes	1. Linear	No sort
56-2016*	TBD, 2016	3A FRENCH LEADING QRS	QRS STATIC FIO PACKAGE	TBD*	2	1. Bilingual 3A (French Leading) 2. 3A mail-back envelope	Yes	1. Linear	No sort
59-2016*	TBD, 2016	Reminder Letter ENGLISH LEADING Wave 2	WAVE 2 STATIC FIO	TBD*	1	1. Reminder Letter	No	No	No sort
60-2016*	TBD, 2016	Reminder Letter FRENCH LEADING Wave 2	WAVE 2 STATIC FIO	TBD*	1	1. Reminder Letter	No	No	No sort

Product #	Completion Date	Product Name	Product Type	Estimated Quantities *	# of Pieces to Insert	Inserts	Sealed	Imaging Required	Sortation
61-2016*	TBD, 2016	2A ENGLISH LEADING WAVE 3	WAVE 3 STATIC FIO PACKAGE	TBD*	4	1. English 2A 2. French 2A 3. 2A mail-back envelope 4. Wave 3 letter	Yes	1. Linear 4-Stat e S.A. C DO C-INT	No sort
62-2016*	TBD, 2016	2A FRENCH LEADING WAVE 3	WAVE 3 STATIC FIO PACKAGE	TBD*	4	1. French 2A 2. English 2A 3. 2A mail-back envelope 4. Wave 3 letter	Yes	1. Linear 4-Stat e S.A. C DO C-INT	No sort
63-2016*	TBD, 2016	2S ENGLISH LEADING WAVE 3	WAVE 3 STATIC FIO PACKAGE	TBD*	5	1. English 2S 2. French 2S 3. 2S mail-back envelope 4. 2S Guide 5. 2S Wave 3 letter	Yes	1. Linear S.A. C	No sort
64-2016*	TBD, 2015	2S FRENCH LEADING WAVE 3	WAVE 3 STATIC FIO PACKAGE	TBD*	5	1. French 2S 2. English 2S 3. 2S mail-back envelope 4. 2S Guide 5. 2S Wave 3 letter	Yes	1. Linear S.A. C	No sort
65-2016*	TBD, 2015	FORM 6 ENGLISH WAVE 3	WAVE 3 STATIC FIO PACKAGE	TBD*	3	1. English Form 6 2. Form 6 mail-back envelope 3. Wave 3 letter	Yes	1. Linear S.A. C	No sort

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66-2016*	TBD, 2015	FORM 6 FRENCH WAVE 3	WAVE 3 STATIC FIO PACKAGE	TBD*	3	1. French Form 6 2. Form 6 mail-back envelope 3. Wave 3 letter	Yes	1. Linear S.A.C 2.	No sort
67-2016*	TBD, 2015	Invitation Letter ENGLISH LEADING WAVE 1	STATIC FIO	TBD*	1	1. Invitation Letter	No	No	No sort
68-2016*	TBD, 2015	Invitation Letter FRENCH LEADING WAVE 1	STATIC FIO	TBD*	1	1. Invitation Letter	No	No	No sort
69-2016*	TBD, 2015	2S2 ENGLISH	WAVE 1 NON-MAILOUT QUESTIONNAIRE	TBD*	N/A	N/A	N/A	No	No sort
70-2016*	TBD, 2015	2S2 FRENCH	WAVE 1 NON-MAILOUT QUESTIONNAIRE	TBD*	N/A	N/A	N/A	No	No sort
71-2016*	TBD, 2015	2A ENGLISH	LOOSE STATIC QUESTIONNAIRE	TBD*	N/A	N/A	N/A	1. DOCUMENT	No sort

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72-2016*	TBD, 2015	2A FRENCH	LOOSE STATIC QUESTIONNAIRE	TBD*	N/A	N/A	N/A	1. DOCUMENT	No sort
73-2016*	TBD, 2015	2S ENGLISH	LOOSE STATIC QUESTIONNAIRE	TBD*	N/A	N/A	N/A	No	No sort
74-2016*	TBD, 2015	2S FRENCH	LOOSE STATIC QUESTIONNAIRE	TBD*	N/A	N/A	N/A	No	No sort
75-2016*	TBD, 2015	2S2 ENGLISH	LOOSE STATIC QUESTIONNAIRE	TBD*	N/A	N/A	N/A	No	No sort
76-2016*	TBD, 2015	2S2 FRENCH	LOOSE STATIC QUESTIONNAIRE	TBD*	N/A	N/A	N/A	No	No sort
77-2016*	TBD, 2015	3A BILINGUAL	LOOSE STATIC QUESTIONNAIRE	TBD*	N/A	N/A	N/A	No	No sort
80-2016*	TBD, 2015	FORM 6 ENGLISH	LOOSE STATIC QUESTIONNAIRE	TBD*	N/A	N/A	N/A	No	No sort

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81-2016*	TBD, 2015	FORM 6 FRENCH	LOOSE STATIC QUESTIONNAIRE	TBD*	N/A	N/A	N/A	No	No sort
82-2016*	TBD, 2015	2A BILINGUAL LARGE PRINT	LOOSE STATIC QUESTIONNAIRE	TBD*	N/A	N/A	N/A	No	No sort
83-2016*	TBD, 2015	2S ENGLISH LARGE PRINT	LOOSE STATIC QUESTIONNAIRE	TBD*	N/A	N/A	N/A	No	No sort
84-2016*	TBD, 2015	2S FRENCH LARGE PRINT	LOOSE STATIC QUESTIONNAIRE	TBD*	N/A	N/A	N/A	No	No sort
85-2016*	TBD, 2015	2A ENGLISH	LOOSE FIO QUESTIONNAIRE	TBD*	N/A	N/A	N/A	1. DOC-INT	No sort
86-2016*	TBD, 2015	2A FRENCH	LOOSE FIO QUESTIONNAIRE	TBD*	N/A	N/A	N/A	1. DOC-INT	No sort
87-2016*	TBD, 2015	2S ENGLISH	LOOSE FIO QUESTIONNAIRE	TBD*	N/A	N/A	N/A	No	No sort

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Product #	Completion Date	Product Name	Product Type	Estimated Quantities *	# of Pieces to Insert	Inserts	Sealed	Imaging Required	Sortation
88-2016*	TBD, 2015	2S FRENCH	LOOSE FIO QUESTIONNAIRE	TBD*	N/A	N/A	N/A	No	No sort
89-2016*	TBD, 2015	2C ENGLISH	LOOSE FIO QUESTIONNAIRE (2A Format)	TBD*	N/A	N/A	N/A	1. DOCUMENT	No sort
90-2016*	TBD, 2015	2C FRENCH	LOOSE FIO QUESTIONNAIRE (2A Format)	TBD*	N/A	N/A	N/A	1. DOCUMENT	No sort
91-2016*	TBD, 2015	2S2 ENGLISH	LOOSE FIO QUESTIONNAIRE	TBD*	N/A	N/A	N/A	No	No sort
92-2016*	TBD, 2015	2S2 FRENCH	LOOSE FIO QUESTIONNAIRE	TBD*	N/A	N/A	N/A	No	No sort
93-2016*	TBD, 2015	3A BILINGUAL	LOOSE FIO QUESTIONNAIRE	TBD*	N/A	N/A	N/A	No	No sort

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Product #	Completion Date	Product Name	Product Type	Estimated Quantities *	# of Pieces to Insert	Inserts	Sealed	Imaging Required	Sortation
96-2016*	TBD, 2015	Form 6 ENGLISH	LOOSE FIO QUESTIONNAIRE	TBD*	N/A	N/A	N/A	No	No sort
97-2016*	TBD, 2015	Form 6 FRENCH	LOOSE FIO QUESTIONNAIRE	TBD*	N/A	N/A	N/A	No	No sort
98-2016*	TBD, 2015	Form 2A BIL LARGE PRINT	LOOSE FIO QUESTIONNAIRE	TBD*	N/A	N/A	N/A	No	No sort
99-2016*	TBD, 2015	Form 2S ENGLISH LARGE PRINT	LOOSE FIO QUESTIONNAIRE	TBD*	N/A	N/A	N/A	No	No sort
100-2016*	TBD, 2015	Form 2S FRENCH LARGE PRINT	LOOSE FIO QUESTIONNAIRE	TBD*	N/A	N/A	N/A	No	No sort
101-2016*	TBD, 2015	2A ENGLISH	LOOSE FIO QUESTIONNAIRE	TBD*	N/A	N/A	N/A	1. Line 2. ar 3. 4- 4. Stat e S.A. C DO C- INT	No sort

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Product #	Completion Date	Product Name	Product Type	Estimated Quantities *	# of Pieces to Insert	Inserts	Sealed	Imaging Required	Sortation
102-2016*	TBD, 2015	2A FRENCH	LOOSE FIO QUESTIO NNAIRE	TBD*	N/A	N/A	N/A	1. Line ar 4- Stat e 3. S.A. C 4. DO C- INT	No sort
103-2016*	TBD, 2015	2S ENGLISH	LOOSE FIO QUESTIO NNAIRE	TBD*	N/A	N/A	N/A	1. Line ar 2. S.A. C	No sort
104-2016*	TBD, 2015	2S FRENCH	LOOSE FIO QUESTIO NNAIRE	TBD*	N/A	N/A	N/A	3. Line ar 4. S.A. C	No sort
105-2016*	TBD, 2015	2C ENGLISH	LOOSE FIO QUESTIO NNAIRE (2A format)	TBD*	N/A	N/A	N/A	1. DOC- INT	No sort
106-2016*	TBD, 2015	2C FRENCH	LOOSE FIO QUESTIO NNAIRE (2A format)	TBD*	N/A	N/A	N/A	1. DOC- INT	No sort

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Product #	Completion Date	Product Name	Product Type	Estimated Quantities *	# of Pieces to Insert	Inserts	Sealed	Imaging Required	Sortation
107-2016*	TBD, 2015	2S2 ENGLISH	LOOSE FIO QUESTIO NNAIRE	TBD*	N/A	N/A	N/A	No	No sort
108-2016*	TBD, 2015	2S2 FRENCH	LOOSE FIO QUESTIO NNAIRE	TBD*	N/A	N/A	N/A	No	No sort
109-2016*	TBD, 2010	3A BILINGUAL	LOOSE FIO QUESTIO NNAIRE	TBD*	N/A	N/A	N/A	1. Linear	No sort
112-2016*	TBD, 2015	Form 6 ENGLISH	LOOSE FIO QUESTIO NNAIRE	TBD*	N/A	N/A	N/A	1. Linear 2. S.A.C	No sort
113-2016*	TBD, 2015	Form 6 FRENCH	LOOSE FIO QUESTIO NNAIRE	TBD*	N/A	N/A	N/A	1. Linear 2. S.A.C	No sort
154-2016*	TBD, 2015	2A ENGLISH	LOOSE ATD QUESTIO NNAIRE	TBD*	N/A	N/A	N/A	1. Linear 2. 4- Stat e 3. S.A. C 4. DO C- INT	No sort

Product #	Completion Date	Product Name	Product Type	Estimated Quantities *	# of Pieces to Insert	Inserts	Sealed	Imaging Required	Sortation
155-2016*	TBD, 2015	2A FRENCH	LOOSE ATD QUESTIONNAIRE	TBD*	N/A	N/A	N/A	1. Linear 4- State S.A. C DO C- INT	No sort
156-2016*	TBD, 2015	2S ENGLISH	LOOSE ATD QUESTIONNAIRE	TBD*	N/A	N/A	N/A	1. Linear S.A. C	No sort
157-2016*	TBD, 2015	2S FRENCH	LOOSE ATD QUESTIONNAIRE	TBD*	N/A	N/A	N/A	1. Linear S.A. C	No sort
158-2016*	TBD, 2015	2C ENGLISH	LOOSE ATD QUESTIONNAIRE (2A format)	TBD*	N/A	N/A	N/A	1. DOC- INT	No sort
159-2016*	TBD, 2015	2C FRENCH	LOOSE ATD QUESTIONNAIRE (2A format)	TBD*	N/A	N/A	N/A	1. DOC- INT	No sort

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160-2016*	TBD, 2015	2S2 ENGLISH	LOOSE ATD QUESTIONNAIRE	TBD*	N/A	N/A	N/A	No	No sort
161-2016*	TBD, 2015	2S2 FRENCH	LOOSE ATD QUESTIONNAIRE	TBD*	N/A	N/A	N/A	No	No sort
162-2016*	TBD, 2015	3A BILINGUAL	LOOSE ATD QUESTIONNAIRE	TBD*	N/A	N/A	N/A	1. Linear	No sort
165-2016*	TBD, 2015	Form 6 ENGLISH	LOOSE ATD QUESTIONNAIRE	TBD*	N/A	N/A	N/A	1. Linear 2. S.A.C	No sort
166-2016*	TBD, 2015	Form 6 FRENCH	LOOSE ATD QUESTIONNAIRE	TBD*	N/A	N/A	N/A	1. Linear 2. S.A.C	No sort
167-2016*	TBD, 2016	Reminder Letter ENGLISH LEADING Wave 2	WAVE 2	TBD*	1	2. Reminder Letter	Yes	1. S.A.C 2. Address	To be Sorted by Printer according to CPC specifications for Lettermail Presort

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Product #	Completion Date	Product Name	Product Type	Estimated Quantities *	# of Pieces to Insert	Inserts	Sealed	Imaging Required	Sortation
168-2016*	TBD, 2016	Reminder Letter FRENCH LEADING Wave 2	WAVE 2	TBD*	1	2. Reminder Letter	Yes	1. S.A. C Address 2.	To be Sorted by Printer according to CPC specifications for Lettermail Presort
169-2016*	TBD, 2015	Reminder Letter FIO ENGLISH LEADING Wave 2	WAVE 2 FIO	TBD*	1	3. Reminder Letter	Yes	No	No sort
170-2016*	TBD, 2015	Reminder Letter FIO FRENCH LEADING Wave 2	WAVE 2 FIO	TBD*	1	3. Reminder Letter	Yes	No	No sort
171-2016*	TBD, 2015	2A (reserves) ENGLISH	WAVE 1 NON- MAILOUT QUESTIONNAIRE	TBD*	N/A	N/A	N/A	1. Line ar 4- Stat e 3. S.A. C 4. GE O-ID 5. DO C- INT	Pre-sorted by STC

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Product #	Completion Date	Product Name	Product Type	Estimated Quantities *	# of Pieces to Insert	Inserts	Sealed	Imaging Required	Sortation
172-2016*	TBD, 2015	2A (reserves) FRENCH	WAVE 1 NON- MAILOUT QUESTIONNAIRE	TBD*	N/A	N/A	N/A	1. Linear 2. 4- 3. State 4. S.A. 5. C GE O-ID DO C- INT	Pre-sorted by STC
173-2016*	TBD, 2016	2S Guide Loose Bilingual	GUIDE INSERT LOOSE	TBD*	N/A	N/A	N/A	N/A	No sort
174-2016- ADT E*	TBD, 2016	W1 TEST ADT ENGLISH	Invitation letter, self mailer format	50,000	N/A	N/A	Yes	Yes	N/A
175-2016- ADT F*	TBD, 2016	W1 TEST ADT FRENCH	Invitation letter, self mailer format	50,000	N/A	N/A	Yes	Yes	N/A

*Quantities will be rounded to the nearest 100.

Loose Envelopes

Product # from Appendix 2	Completion Date*	Product Name	Product Type	Estimated Quantities*
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Product # from Appendix 2	Completion Date*	Product Name	Product Type	Estimated Quantities*
114-2016*	TBD, 2015	2A NON-MAILOUT ENVELOPE, ENGLISH- LEADING	Loose envelope	TBD*
115-2016*	TBD, 2015	2A NON-MAILOUT ENVELOPE, FRENCH- LEADING	Loose envelope	TBD*
118-2016*	TBD, 2015	2A QRS MAIL-OUT ENVELOPE -ENGLISH- LEADING	Loose envelope	TBD*
119-2016*	TBD, 2015	2A QRS MAIL-OUT ENVELOPE -FRENCH- LEADING	Loose envelope	TBD*
120-2016*	TBD, 2015	2A WAVE 3 MAIL-OUT ENVELOPE -ENGLISH- LEADING	Loose envelope	TBD*
121-2016*	TBD, 2015	2A WAVE 3 MAIL-OUT ENVELOPE -FRENCH- LEADING	Loose envelope	TBD*

Product # from Appendix 2	Completion Date*	Product Name	Product Type	Estimated Quantities*
122-2016*	TBD, 2015	2A MAIL-BACK ENVELOPE - ENGLISH- LEADING	Loose envelope	TBD*
123-2016*	TBD, 2015	2A MAIL-BACK ENVELOPE - FRENCH- LEADING	Loose envelope	TBD*
124-2016*	TBD, 2015	2S NON-MAILOUT ENVELOPE - ENGLISH- LEADING	Loose envelope	TBD*
125-2016*	TBD, 2015	2S NON-MAILOUT ENVELOPE - FRENCH- LEADING	Loose envelope	TBD*
126-2016*	TBD, 2015	2S WAVE 1 MAIL-OUT ENVELOPE - ENGLISH- LEADING	Loose envelope	TBD*
127-2016*	TBD, 2015	2S WAVE 1 MAIL-OUT ENVELOPE - FRENCH- LEADING	Loose envelope	TBD*
128-2016*	TBD, 2015	2S QRS MAIL-OUT ENVELOPE - ENGLISH- LEADING	Loose envelope	TBD*

Product # from Appendix 2	Completion Date*	Product Name	Product Type	Estimated Quantities*
129-2016*	TBD, 2015	2S QRS MAIL-OUT ENVELOPE - FRENCH- LEADING	Loose envelope	TBD*
130-2016*	TBD, 2015	2S WAVE 3 MAIL-OUT ENVELOPE - ENGLISH- LEADING	Loose envelope	TBD*
131-2016*	TBD, 2015	2S WAVE 3 MAIL-OUT ENVELOPE - FRENCH- LEADING	Loose envelope	TBD*
132-2016*	TBD, 2015	2S MAIL-BACK ENVELOPE - ENGLISH- LEADING	Loose envelope	TBD*
133-2016*	TBD, 2015	2S MAIL-BACK ENVELOPE - FRENCH- LEADING	Loose envelope	TBD*
134-2016*	TBD, 2015	3A NON-MAILOUT ENVELOPE ENGLISH- LEADING	Loose envelope	TBD*
135-2016*	TBD, 2015	3A NON-MAILOUT ENVELOPE FRENCH- LEADING	Loose envelope	TBD*
136-2016*	TBD, 2015	3A QRS Mail-out Envelope - English- Leading	Loose envelope	TBD*

Product # from Appendix 2	Completion Date*	Product Name	Product Type	Estimated Quantities*
137-2016*	TBD, 2015	3A QRS Mail-out Envelope - French- Leading	Loose envelope	TBD*
138-2016*	TBD, 2015	3A Mail-back Envelope - English-Leading	Loose envelope	TBD*
139-2016*	TBD, 2015	3A Mail-back Envelope - French-Leading	Loose envelope	TBD*
146-2016*	TBD, 2015	6 Wave 1 Mail-out Envelope - English- Leading	Loose envelope	TBD*
147-2016*	TBD, 2015	6 Wave 1 Mail-out Envelope - French- Leading	Loose envelope	TBD*
148-2016*	TBD, 2015	6 QRS Mail-out Envelope - English- Leading	Loose envelope	TBD*
149-2016*	TBD, 2015	6 QRS Mail-out Envelope - French-Leading	Loose envelope	TBD*
150-2016*	TBD, 2015	6 Wave 3 Mail-out Envelope - English- Leading	Loose envelope	TBD*
151-2016*	TBD, 2015	6 Wave 3 Mail-out Envelope - French- Leading	Loose envelope	TBD*

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Product # from Appendix 2	Completion Date*	Product Name	Product Type	Estimated Quantities*
152-2016*	TBD, 2015	6 Mail-back Envelope - English-Leading	Loose envelope	TBD*
153-2016*	TBD, 2015	6 Mail-back Envelope - French-Leading	Loose envelope	TBD*

APPENDIX 2. PRODUCT DEFINITION AND PRINT SPECIFICATIONS

This appendix contains quantities as projected at the time this document was produced and are subject to change.

FORM 2A QUESTIONNAIRE (ENGLISH AND FRENCH)

DESCRIPTION:

The questionnaire will be an 11" x 34" flat sheet folder to a 8-page self-cover publication, as detailed below. Separate English and French questionnaires are required.

Quantity:

Form type	2014 Estimated quantities	2016 Estimated quantities
2A English flat (8 ½" x 11")	TBD*	TBD*
2A French flat (8 ½" x 11")	TBD*	TBD*
2A English Flat with "For Information Only" (8 ½" x 11")	TBD*	TBD*
2A French flat with "Pour information seulement" (8 ½" x 11")	TBD*	TBD*
2A English – folded to 8 ½" x 5 ½"	TBD*	TBD*
2A French – folded to 8 ½" x 5 ½"	TBD*	TBD*
2A English with "For Information Only" – folded to 8 ½" x 5 ½" for packages	TBD*	TBD*
2A French with "Pour information seulement" – folded to 8 ½" x 5 ½" for packages	TBD*	TBD*
2A English with "For Information Only" – folded to 8 ½" x 5 ½" for testing	N/A	TBD*
2A French with "Pour information seulement" – folded to 8 ½" x 5 ½" for testing	N/A	TBD*
2A English Flat with "Artificial Test Data" (8 ½" x 11")	N / A	TBD*
2A French flat with "Données d'Essai Artificielles" (8 ½" x 11")	N / A	TBD*
TOTAL		

Size:

34" x 11" - One flat sheet composed of 4 panels, each of them being 8 ½" x 11" OR 8 page booklet, 8 ½" x 11 OR 8 page booklet, 8 ½" x 11, 4 outer pages 8 ½" x 11" and 4 inner pages TBC*

Stock / Colour:

- White, 100M - #2 Offset.

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Ink:

- Screen background in place on file.
- All screens to be 133-line screens.
- 2A English, black plus Orange PMS 164u, no bleeds.
- 2A French, black plus Yellow PMS 129u, no bleeds.

Folding:

- Roll fold to 8 ½" x 11", entire publication folded to 8 ½" x 5 ½" unless otherwise specified.

FORM 2S QUESTIONNAIRE (ENGLISH AND FRENCH)

DESCRIPTION:

The questionnaire will be a 40-page sequential booklet-style self-cover publication, as detailed below.

Quantity:

Form type	2014 Estimated quantities	2016 Estimated quantities
2S English (loose)	TBD*	TBD*
2S French (loose)	TBD*	TBD*
2S English with "For Information Only"	TBD*	TBD*
2S French with "Pour information seulement"	TBD*	TBD*
2S English (for insertion into packages)	TBD*	TBD*
2S French (for insertion into packages)	TBD*	TBD*
2S English with "For Information Only" (for insertion into packages)	N / A	TBD*
2S French with "Pour information seulement" (for insertion into packages)	N / A	TBD*
2S English with "For Information Only" for testing		TBD*
2S French with "Pour information seulement" for testing		TBD*
2S English with "Artificial Test Data"	N / A	TBD*
2S French with "Données d'Essai Artificielles"	N / A	TBD*
TOTAL		

Size:

- Pages 1 to 4 and 37 to 40: 8½" x 11"
- Pages 5 to 36: 8½" x 9 3/8"

Stock / Colour:

- White, 100M - #2 Offset.

Ink:

- Screen background in place on file.
- All screens to be 133-line screens.
- 2S English, Black plus Red PMS 198u, no bleeds.
- 2S French, Black plus Lilac PMS 251u, no bleeds.

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Bindery:

- Saddle stitched, 2 wires, trimmed to size 8½" x 11". Thirty-two text pages inside are to be trimmed to 8½" x 9 3/8" and gathered to line up on bottom with one wire centered on spine (saddle stitched). Position of the top of the "short" pages is crucial to the designed usage of questionnaire.
- No additional fold.

FORM 2C QUESTIONNAIRE (ENGLISH AND FRENCH)

DESCRIPTION:

The questionnaire will be an 11" x34" flat sheet folder to a 8-page self-cover publication, as detailed below. Separate English and French questionnaires are required.

Quantity:

Form type	2016* Estimated quantities
2C English (inserted into packages)	TBD*
2C French (inserted into packages)	TBD*
2C English with "For Information Only" (inserted into packages)	TBD*
2C French with " Pour information seulement" (inserted into packages)	TBD*
2C English loose with "For Information Only"	TBD*
2C French loose with " Pour information seulement"	TBD*
2C English with "Artificial Test Data"	TBD*
2C French with " Données d'Essai Arficielles"	TBD*
TOTAL	

*No requirement for 2014 BT Field Procedures.

Size:

34" x 11" - One flat sheet composed of 4 panels, each of them being 8 ½" x 11" OR 8 page booklet, 2 outer pages 8 ½" x 11" and X inner pages TBC

Stock / Colour:

- White, 100M - #2 Offset .

Ink:

- Screen background in place on file.
- All screens to be 133-line screens.
- 2C English, Black plus Lilac PMS 251u, no bleeds.
- 2C French, Black plus Red PMS 198u, no bleeds.

Folding:

- Roll fold to 8 ½" x 11", entire publication folded to 8 ½" x 5 ½" unless otherwise specified.

FORM 2S2 QUESTIONNAIRE (ENGLISH AND FRENCH)

DESCRIPTION:

The questionnaire will be a 40-page self-cover publication, as detailed below.

Quantity:

Form type	2016* Estimated quantities
2S2 English static	TBD*
2S2 French static	TBD*
2S2 English with "For Information Only"	TBD*
2S2 French with " Pour information seulement"	TBD*
2S2 English with "Artificial Test Data"	TBD*
2S2 French with " Données d'Essai Arficielles"	TBD*
TOTAL	

*No requirement for 2014 BT Field Procedures.

Size:

- Pages 1 to 4 and 37 - 40: 8 1/2" x 11"
- Pages 5 to 36: 8 1/2" x 9 3/8"

Stock / Colour:

- White, 100M - #2 Offset.

Ink:

- Screen background in place on file.
- All screens to be 133-line screens.
- 2S2 English Black plus Orange PMS 164u, no bleeds.
- 2S2 French Black plus Yellow PMS 129u, no bleeds.

Bindery:

- Saddle stitched, 2 wires, trimmed to size 8 1/2" x 11". Thirty-two text pages inside are to be trimmed to 8 1/2" x 9 3/8" and gathered to line up at the bottom, with one wire centered on spine (saddle stitched). Position of top of "short" pages is crucial to the designed usage of questionnaire.
- No additional fold.

FORM 3A QUESTIONNAIRE (BILINGUAL)

DESCRIPTION:

The questionnaire is a 12-page self cover bilingual tumble (6 pages English, 6 pages French) publication, as detailed below.

Quantity:

Form type	2014 Estimated quantities	2016 Estimated quantities
3A folded for packages	TBD*	TBD*
3A flat static	TBD*	TBD*
3A flat with "For Information Only" and "Pour information seulement"	TBD*	TBD*
3A folded for packages with "For Information Only" and "Pour information seulement"	TBD*	TBD*
3A folded for testing	N/A	TBD*
3A flat with "Artificial Test Data" and "Données d'Essai Artificielles"	N/A	TBD*
TOTAL		

Size:

- 8 1/4" x 10 3/4" (folded to 8 1/4" x 5 3/8" for packages)

Stock / Colour:

- White, 100M - #2 Offset.

Ink:

- Black plus two colours, English Red PMS 198u, French Lilac PMS 251u, no bleeds.
- Screen background in place on file.
- All screens to be 133-line screens.

Bindery:

- Saddle stitched, trimmed to size 8 1/4"x 10 3/4".
- Folded to 8 1/4" x 5 3/8" for package.

FORM 6 QUESTIONNAIRE (ENGLISH AND FRENCH)

DESCRIPTION:

This is a 16-page self-cover publication, as detailed below.

Quantity:

Form type	2014 Estimated quantities	2016 Estimated quantities
Form 6 English, for packages	TBD*	TBD*
Form 6 French, for packages	TBD*	TBD*
Form 6 English loose static	TBD*	TBD*
Form 6 French loose static	TBD*	TBD*
Form 6 English loose "For Information Only"	TBD*	TBD*
Form 6 French loose "Pour information seulement"	TBD*	TBD*
Form 6 English "For Information Only" for packages	TBD*	TBD*
Form 6 French "Pour information seulement" for packages	TBD*	TBD*
Form 6 English "For Information Only" for testing	N / A	
Form 6 French "Pour information seulement" for testing	N / A	
Form 6 English "Artificial Test Data"	N / A	
Form 6 French "Données d'Essai Artificielles"	N / A	
TOTAL		

Size:

- 8 1/2" x 14" (all folded to 8½" x 7" finished size)

Stock / Colour:

- White, 100M - #2 Offset.

Ink:

- Screen background in place on file.
- All screens to be 133-line screens.
- 6 English, Black plus Yellow PMS 129u, no bleeds.
- 6 French, Black plus Orange PMS 164u, no bleeds.

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Bindery:

- Saddle-stitched two wires.
- Folded to 8 1/2" x 7" prior to letter shopping.

FORM 2A QUESTIONNAIRE – LARGE PRINT (BILINGUAL)
DESCRIPTION:

The questionnaire is a 16-page self-cover, bilingual tumble (6 pages English, 6 pages French) publication, as detailed below.

Quantity:

Form type	2016* Estimated quantities
2A Bilingual Large Print	TBD*
2A Bilingual Large Print "For Information Only" and "Pour information seulement"	TBD*
TOTAL	

*No requirement for 2014 BT Field Procedures

Size:

- 8 1/2" x 14"

Stock / Colour:

- White, 100M - #2 Offset.

Ink:

- Screen background in place on file.
- All screens to be 133-line screens.
- Black plus two colours, English Orange PMS 164u, French Yellow PMS 129u, no bleeds.

Bindery:

- Saddle stitched, 2 wires, trimmed to size 8 1/2" x 14".

FORM 2S QUESTIONNAIRE LARGE PRINT (ENGLISH AND FRENCH)

DESCRIPTION:

The questionnaire will be a 40-page self-cover publication, as detailed below.

Quantity:

Form type	2016* Estimated quantities
2S English Large Print	TBD*
2S French Large Print	TBD*
2S English Large Print "For Information Only"	TBD*
2S French Large Print "Pour information seulement"	TBD*
TOTAL	

***No requirement for 2014 BT Field Procedures**

Size:

- Pages 1 to 4 and 37 to 40: 8 1/2" x 14"
- Pages 5 to 36: 8 1/2" x 12

Stock / Colour:

- White, 100M - #2 Offset.

Ink:

- Screen background in place on file.
- All screens to be 133-line screens.
- 2S English, Black plus Red PMS 198u, no bleeds.
- 2S French, Black plus Lilac PMS 251u, no bleeds.

Bindery:

- Saddle stitched, 2 wires. Eight outer pages trimmed to size 8 1/2" x 14". Thirty-two text pages inside are to be trimmed to 8 1/2" x 12 3/16", and gathered to line up on bottom. Position of top of "short" pages is crucial to the designed usage of the questionnaire.

WAVE 1 INTERNET LETTER (ENGLISH LEADING AND FRENCH LEADING)

DESCRIPTION:

This letter will be a side-by-side **bilingual one page form**, format as detailed below.

Quantity:

Form Type	2016 Estimated Quantities
Internet Invitation Letter English Leading	TBD*
Internet Invitation Letter French Leading	TBD*
Internet Invitation Letter FIO English Leading	TBD*
Internet Invitation Letter French Leading	TBD*
TOTAL	

Format: This self-mailer will be a one-way mailer (no reply envelope). The text of the letter must not be visible from the outside of the mail piece. The address must be imaged on the outside of the letter. Imaging of the secure access code is required on the inside.

Size:

- Flat size: Height: 14 5/8"
Width: 9 5/8"
- Finished piece: Height: 6 1/8"
Width: 9 5/8"

Stock/Colour:

- White, 80lb #2 Offset.

Ink:

- Exterior: Pantone Solid Uncoated #122, plus black.
- Interior: Black.

Bindery:

- Sealing:
 - Sealing should be on all three edges of the items so that there are no spaces without sealing greater than 1 mm.
 - If a sealing flap is used, it must be folded to the back of the item

- Perforations in mail items must be prepared by:
 - ensuring no paper is punched out in the process

CENSUS AND 2S WAVE 2 REMINDER LETTER (ENGLISH LEADING AND FRENCH LEADING)

DESCRIPTION:

This letter will be a side-by-side **bilingual one page form**, format as detailed below.

Quantity:

Form Type	2016 Estimated Quantities
Census Wave 2 Reminder Letter English Leading	TBD*
Census Wave 2 Reminder Letter French Leading	TBD*
Census Wave 2 FIO Reminder Letter English Leading	TBD*
Census Wave 2 FIO Reminder Letter French Leading	TBD*
2S Wave 2 Reminder Letter English Leading	TBD*
2S Wave 2 Reminder Letter French Leading	TBD*
2S Wave 2 FIO Reminder Letter English Leading	TBD*
2S Wave 2 FIO Reminder Letter French Leading	TBD*
TOTAL	

Format: This self-mailer will be a one-way mailer (no reply envelope). The text of the letter must not be visible from the outside of the mail piece. The address must be imaged on the outside of the letter. Imaging of the secure access code is required on the inside.

Size:

- Flat size: Height: 14 5/8"
Width: 9 5/8"
- Finished piece: Height: 6 1/8"
Width: 9 5/8"

Stock/Colour:

-
- White, 80lb #2 Offset.

Ink:

- Exterior: Pantone Solid Uncoated #122, plus black.
- Interior: Black.

Bindery:

- Sealing:
 - Sealing should be on all three edges of the items so that there are no spaces without sealing greater than 1 mm.
 - If a sealing flap is used, it must be folded to the back of the item
- Perforations in mail items must be prepared by:
 - ensuring no paper is punched out in the process

WAVE 3 COVER LETTER INSERT (BILINGUAL)

DESCRIPTION:

This letter is a **bilingual tumble one page form**, as detailed below.

Quantity:

Form type	2014 Estimated quantities	2016 Estimated quantities
Wave 3 Cover Letter, folded to 8 ½" x 5 ½" for 2As	TBD*	TBD*
Wave 3 Cover Letter, flat, to be inserted in 2S packages	TBD*	TBD*
Wave 3 Cover Letter, flat, to be inserted in Form 6 packages	TBD*	TBD*
TOTAL	TBD*	TBD*

Size:

- Height: 11"
- Width: 8 ½"

Stock / Colour:

- White, 100M - #2 Offset.

Ink:

- Black, plus one colour.

WAVE 1 COVER LETTER INSERT (BILINGUAL)

DESCRIPTION:

This letter is a **bilingual tumble one page form**, as detailed below.

Quantity:

Form type	2014 Estimated quantities	2016 Estimated quantities
Wave 1 Cover Letter, flat, to be inserted in Form 2S packages	TBD*	TBD*

Size:

- Height: 11"
- Width: 8 ½

Stock / Colour:

- White, 100M - #2 Offset.

Ink:

- Black, plus one colour.

2S INSERT (BILINGUAL)

DESCRIPTION:

6 page bilingual insert, spine pasted, as detailed below.

Quantity:

Form type	2014 Estimated quantities	2016 Estimated quantities
2S Insert	TBD*	TBD*

Size:

- Full size 25 1/2" x 11" - 3 panels of 8 1/2" x 11"

Stock / Colour:

- 100 M #2 – Offset

Ink:

- Black plus two colours, English Red PMS 198u, French Lilac PMS 251u, no bleeds.

2A NON-MAILOUT ENVELOPE (ENGLISH LEADING AND FRENCH LEADING)

DESCRIPTION:

Bilingual, open side window envelope, size 6 1/8" x 9 5/8", as detailed below.

Style:

- 2 side seam

Quantity:

*Note: Envelope quantities include requirements for packages as well as loose envelopes.

Form type	2014 Estimated quantities	2016 Estimated quantities
English leading	TBD*	TBD*
French leading	TBD*	TBD*
TOTAL	TBD*	TBD*

Size:

- Height: 6 1/8"
- Width: 9 5/8"

Stock:

- 24 lb. Envelope stock – Buff Wove.

Window:

- Window size: 7" X 1 1/8".
- Window position will be specified on PDF.
- Window material: Avpexine.

Ink:

- Black on face, back, flap and inside.
- Plate change required for French leading envelopes.

Flap:

- No glue.

2A MAIL-BACK ENVELOPE (ENGLISH LEADING AND FRENCH LEADING)

DESCRIPTION:

Bilingual, open side window envelope, size 5 3/4" x 9", as detailed below.

Style:

- 2 side seam

Quantity:

*Note: Envelope quantities include requirements for packages as well as loose envelopes.

Form type	2014 Estimated quantities	2016 Estimated quantities
English leading	TBD*	TBD*
French leading	TBD*	TBD*
TOTAL	TBD*	TBD*

Size:

- Height: 5 3/4"
- Width: 9"

Stock:

- 24 lb. Envelope stock – Standard Green Wove.
- A certain amount of Luminescence in the paper can be tolerated. To ensure that the fluorescent content in the paper is not excessive, a sample of ten sheets of envelope paper is required for sign-off by Canada Post personnel prior to printing.

Window:

- Window size – 4 1/4" by 2 "
- The window position will be specified on the PDF.
- Window material: avpexine.

Ink:

- Black on face, back and inside and outside flap.
- Plate change required for French leading envelopes.
- Print art-lined security liner, pattern #IT2 where text is not needed.

Flap:

- Full glue.

2S NON-MAILOUT ENVELOPE (ENGLISH LEADING AND FRENCH LEADING)

DESCRIPTION:

Bilingual, open side window envelope, size 9 1/4" x 12 9/16" as detailed below.

Style:

- 2 side seam

Quantity:

*Note: Envelope quantities include requirements for packages as well as loose envelopes.

Form type	2014 Estimated quantities	2016 Estimated quantities
English leading	TBD*	TBD*
French leading	TBD*	TBD*
TOTAL	TBD*	TBD*

Size:

- Height: 9 1/4"
- Width: 12 9/16"

Stock:

- 24 lb. Envelope stock – Buff Wove.

Window:

- Window size - 4 3/4" X 2 1/4".
- Window position will be specified on the PDF.
- Window material: Avpexine.

Ink:

- Black on face, back, flap and inside envelope.
- Plate change required for French leading envelopes.

Flap:

- No glue.

2S MAIL BACK ENVELOPE (ENGLISH LEADING AND FRENCH LEADING)

DESCRIPTION:

Bilingual, open side window envelope, size 8 3/4" x 11 3/4", as detailed below.

Style:

- 2 side seam

Quantity:

*Note: Envelope quantities include requirements for packages as well as loose envelopes.

Form type	14 Estimated quantities	2016 Estimated quantities
English leading	TBD*	TBD*
French leading	TBD*	TBD*
TOTAL	TBD*	TBD*

Size:

- Height: 8 3/4"
- Width: 11 3/4"

Stock:

- 24 lb. Envelope stock – Standard Green Wove.
- A certain amount of Luminescence in the paper can be tolerated. To ensure that the fluorescent content in the paper is not excessive, a sample of ten sheets of envelope paper is required for sign-off by Canada Post personnel prior to printing.

Window:

- Window size: 4 1/4" X 1 3/4". (Vertical)
- Window position will be specified on the PDF.
- Window material: avpexine.

Ink:

- Black on face, back and inside and outside of flap.
- Plate change required for French leading envelopes.
- Print art-lined security liner, pattern #IT2 where text is not needed.

Flap:

- Full glue.

2C ENVELOPE

DESCRIPTION:

Bilingual, open side envelope, size 6 1/8" x 9 5/8" as detailed below.

Style:

- 2 side seam

Quantity:

*Note: Envelope quantities include requirements for packages as well as loose envelopes.

Form type	2016* Estimated quantities
TOTAL 2C**	TBD*

*No requirement for 2009 Census Test.

**Only "English leading" type envelopes are required.

Size:

- Height: 6 1/8"
- Width: 9 5/8"

Stock:

- 24 lb. Envelope stock – Buff Wove.

Window:

- No window.

Ink:

- Black on face, back and flap.

Flap:

- Full glue.

3A NON-MAILOUT ENVELOPES (ENGLISH LEADING AND FRENCH LEADING)

DESCRIPTION:

Bilingual, open side envelope, size 5 3/4" x 8 3/4" as detailed below.

Style:

- 2 side seam

Quantity:

*Note: Envelope quantities include requirements for packages as well as loose envelopes.

Form type	2014 Estimated quantities	2016* Estimated quantities
English leading	TBD*	TBD*
French leading	TBD*	TBD*
TOTAL		

Size:

- Height: 5 3/4"
- Width: 8 3/4"

Stock:

- 24 lb. Envelope stock – Buff Wove.

Window:

- No window.

Ink:

- Black on face, back and flap.
- Plate change required for French leading envelopes.

Flap:

- Full glue.

3A MAIL-BACK ENVELOPES (ENGLISH LEADING AND FRENCH LEADING)

DESCRIPTION:

Bilingual, open side window envelope, size 5 3/4" x 8 3/4", as detailed below.

Style:

- 2 side seam

Quantity:

*Note: Envelope quantities include requirements for packages as well as loose envelopes.

Form type	2014 Estimated quantities	2016 Estimated quantities
English leading	TBD*	TBD*
French leading	TBD*	TBD*
TOTAL	TBD*	TBD*

Size:

- Height: 5 3/4"
- Width: 8 3/4"

Stock:

- 24 lb. Envelope stock – Standard Green Wove.
- A certain amount of Luminescence in the paper can be tolerated. To ensure that the fluorescent content in the paper is not excessive, a sample of ten sheets of envelope paper is required for sign-off by Canada Post personnel prior to printing.

Window:

- Window size – 4 3/16" by 1 3/16".
- The window position will be specified on the PDF.
- Window material: avpexine.

Ink:

- Black on face, back and inside and outside flap.
- Plate change required for French leading envelopes.
- Print art-lined security liner, pattern #IT2 where text is not needed.

Flap:

- Full glue.

FORM 6 MAIL BACK ENVELOPE (ENGLISH LEADING AND FRENCH LEADING)**DESCRIPTION:**

Bilingual, open side window envelope, size 7 1/4" x 9", as detailed below.

Style:

- 2 side seam

Quantity:

*Note: Envelope quantities include requirements for packages as well as loose envelopes.

Form type	2014 Estimated quantities	2016 Estimated quantities
English leading	TBD*	TBD*
French leading	TBD*	TBD*
TOTAL	TBD*	TBD*

Size:

- Height: 7 1/4"
- Width: 9"

Stock:

- 24 lb. Envelope stock – Standard Green Wove.
- A certain amount of Luminescence in the paper can be tolerated. To ensure that the fluorescent content in the paper is not excessive, a sample of ten sheets of envelope paper is required for sign-off by Canada Post personnel prior to printing.

Window:

- Window size: 4 3/16" X 1 3/8".
- Window position will be specified on the PDF.
- Material: avpexine.

Ink:

- Black on face, back and inside and outside of flap.
- Plate change required for French leading envelopes.
- Print art-lined security lined, pattern #IT2 where text is not needed.

Flap:

- Full glue.

FORM 2A QRS MAIL OUT ENVELOPE (ENGLISH LEADING AND FRENCH LEADING)**DESCRIPTION:**

Bilingual, open side window envelope, size 6 1/8" x 9 5/8", as detailed below.

Style:

- 2 side seam

Quantity:

*Note: Envelope quantities include requirements for packages as well as loose envelopes.

Form type	2014 Estimated quantities	2016 Estimated quantities
English leading	TBD*	TBD*
French leading	TBD*	TBD*
TOTAL	TBD*	TBD*

Size:

- Height: 6 1/8"
- Width: 9 5/8"

Stock:

- 24 lb. Envelope stock – Buff Wove.

Window:

- Window size – 4 1/4" by 1 1/2".
- The window position will be specified on the PDF.
- Window material: avpexine.

Ink:

- Black on face, back and inside and outside flap.
- Plate change required for French leading envelopes.

Flap:

- Full glue.

FORM 2S QRS MAIL OUT ENVELOPE (ENGLISH LEADING AND FRENCH LEADING)**DESCRIPTION:**

Bilingual, open side window envelope, size 9 1/4" x 12 9/16", as detailed below.

Style:

- 2 side seam

Quantity:

*Note: Envelope quantities include requirements for packages as well as loose envelopes.

Form type	2014 Estimated quantities	2016 Estimated quantities
English leading	TBD*	TBD*
French leading	TBD*	TBD*
TOTAL	TBD*	TBD*

Size:

- Height: 9 1/4"
- Width: 12 9/16"

Stock:

- 24 lb. Envelope stock – Buff Wove.

Window:

- Window size is 4 3/16" X 2".
- Window position will be specified on the PDF.
- Window material: Avpexine.

Ink:

- Black on face, back and inside and outside of flap.
- Plate change required for French leading envelopes.

Flap:

- Full glue.

FORM 3A QRS MAIL OUT ENVELOPE (ENGLISH LEADING AND FRENCH LEADING)**DESCRIPTION:**

Bilingual, open side window envelope, size 6 1/4" x 9 1/4", as detailed below.

Style:

- 2 side seam

Quantity:

*Note: Envelope quantities include requirements for packages as well as loose envelopes.

Form type	2014 Estimated quantities	2016 Estimated quantities
English leading	TBD*	TBD*
French leading	TBD*	TBD*
TOTAL	TBD*	TBD*

Size:

- Height: 6 1/4"
- Width: 9 1/4."

Stock:

- 24 lb. Envelope stock – Buff Wove.

Window:

- Window size: 4 3/16" by 1 3/16".
- The window position will be specified on the PDF.
- Window material: Avpexine.

Ink:

- Black on face, back and inside and outside flap.
- Plate change required for French leading envelopes.

Flap:

- Full glue.

-FORM 6 QRS MAIL OUT ENVELOPE (ENGLISH LEADING AND FRENCH LEADING)

DESCRIPTION:

Bilingual, open side window envelope, size 7 3/4" x 9 1/2", as detailed below.

Style:

- 2 side seam

Quantity:

*Note: Envelope quantities include requirements for packages as well as loose envelopes.

Form type	2014 Estimated quantities	2016 Estimated quantities
English leading	TBD*	TBD*
French leading	TBD*	TBD*
TOTAL	TBD*	TBD*

Size:

- Height: 7 3/4"
- Width: 9 1/2"

Stock:

- 24 lb. Envelope stock – Buff Wove.

Window:

- Window size – 4 3/8" x 1 1/2".
- Window position will be specified on the PDF.
- Material: Avpexine.

Ink:

- Black on face, back and inside and outside of flap.
- Plate change required for French leading envelopes.

Flap:

- Full glue.

WAVE 3 FORM 2A MAIL OUT ENVELOPE (ENGLISH LEADING AND FRENCH LEADING)**DESCRIPTION:**

Bilingual, open side window envelope, size 6 1/8" x 9 5/8", as detailed below.

Style:

- 2 side seam

Quantity:

*Note: Envelope quantities include requirements for packages as well as loose envelopes.

Form type	2014 Estimated quantities	2016 Estimated quantities
English leading	TBD*	TBD*
French leading	TBD*	TBD*
TOTAL	TBD*	TBD*

Size:

- Height: 6 1/8"
- Width: 9 5/8"

Stock:

- 24 lb. Envelope stock – Buff Wove.

Window:

- Window size: 4 1/4" by 1 1/2".
- The window position will be specified on the PDF.
- Window material: Avpexine.

Ink:

- Black on face, back and inside and outside flap.
- Plate change required for French leading envelopes.

Flap:

- Full glue.

WAVE 3 FORM 2S MAIL OUT ENVELOPE (ENGLISH LEADING AND FRENCH LEADING)**DESCRIPTION:**

Bilingual, open side window envelope, size 9 1/4" x 12 9/16", as detailed below.

Style:

- 2 side seam

Quantity:

*Note: Envelope quantities include requirements for packages as well as loose envelopes.

Form type	2014 Estimated quantities	2016 Estimated quantities
English leading	TBD*	TBD*
French leading	TBD*	TBD*
TOTAL	TBD*	TBD*

Size:

- Height: 9 1/4"
- Width: 12 9/16"

Stock:

- 24 lb. Envelope stock – Buff Wove.

Window:

- Window size is 4 7/16" X 2 1/4".
- Window position will be specified on the PDF
- Window material: Avpexine.

Ink:

- Black on face, back and inside and outside of flap.
- Plate change required for French leading envelopes.

Flap:

- Full glue.

WAVE 3 FORM 6 MAIL OUT ENVELOPE (ENGLISH LEADING AND FRENCH LEADING)**DESCRIPTION:**

Bilingual, open side window envelope, size 7 3/4" x 9 1/2", as detailed below.

Style:

- 2 side seam

Quantity:

*Note: Envelope quantities include requirements for packages as well as loose envelopes.

Form type	2014 Estimated quantities	2016 Estimated quantities
English leading	TBD*	TBD*
French leading	TBD*	TBD*
TOTAL	TBD*	TBD*

Size:

- Height: 7 3/4"
- Width: 9 1/2"

Stock:

- 24 lb. Envelope stock – Buff Wove.

Window:

- Window size – 4 3/8" x 1 1/2".
- Window position will be specified on the PDF.
- Material: Avpexine.

Ink:

- Black on face, back and inside and outside of flap.
- Plate change required for French leading envelopes.

Flap:

- Full glue.

APPENDIX 3. DATA FILE DELIVERY SCHEDULE AND IMAGING REQUIREMENTS

2014 BT Field Procedures

Product	Delivery Method	Wave	Image Required	Data file Delivery Date(s)
2A	Non-mailout	1	Linear barcode 4-state barcode Geo-id Secure access code (on both English and French versions)	X, 2014
2S	Non-mailout	1	Linear barcode Geo-id Secure access code (on both English and French versions)	X, 2014

2016 Census

Product	Delivery Method	Wave	Image Required	Data file Delivery Date(s)
2A	Non-mailout	1	Linear barcode 4-state barcode Geo-id Secure access code (on both English and French versions) Document integrity barcode (in a separate data file)	X, 2015
2S	Non-mailout	1	Linear barcode Secure access code (on both English and French versions)	X, 2015

Invitation letter	Mail-out	1	Secure access code Address	X, 2015
Reminder letter (Census)	Mail-out	2	Secure access code Address Name of respondent (on reminders for Forms 6)	X, 2016 Suppression files: X, 2016 X, 2016 X, 2016 X, 2016
Reminder letter (2S)	Mail-out	2	Secure access code Address	X, 2016
2A	Mail-out	3*	Linear barcode 4-state barcode Secure access code (on both English and French versions) Document integrity barcode (in a separate data file)	X, 2015
2S	Mail-out	3	Linear barcode Secure Access Code (on both English and French versions)	X, 2015
3A	Mail-out	3*	Linear barcode	X, 2015
6	Mail-out	3*	Linear barcode Secure access code (on one of either English or French version)	X, 2015
2A	Loose	All	Document integrity barcode	X, 2015
2C	NMO and loose	All	Document integrity barcode	X, 2015

* Wave 3 Includes requirements of Questionnaire Request System (QRS). Imaging requirements for Wave 3 and QRS are the same.

APPENDIX 4. FINAL PRODUCT PICK-UP SCHEDULE

2014

Product Type	Product	Pick-up End Date
Non-mailout Statics and FIOs	2A, 2S, 3A	X, 2014
Wave 1 Non-mailout Questionnaire Packages	2A, 2S	X, 2014
Loose envelopes	All loose envelopes not required for packages	X, 2014

2016

Product Type	Product	Pick-up End Date
Non-mailout Statics and FIOs	2A, 2S, 2C, 2S2, 3A	X, 2015
Static FIO and ATD for testing	2A, 2S, 2C, 2S2, 3A	X, 2015
Static FIO and ATD for testing	6	X, 2015
Wave 1 Non-mailout Questionnaire Packages	2A	X, 2016
Wave 1 Non-mailout Questionnaire Packages	2S	X, 2016
Wave 1 Letters	Invitation Letter	X, 2016
QRS Questionnaire Packages	2A, 3A, 6	X, 2016
Wave 2 Reminders (Census)	Reminder Letter Wave 2 (Census)	X, 2016
Wave 2 Reminders (2S)	Reminder Letter Wave 2 (2S)	X, 2016
Wave 3 Questionnaire Packages	2A, 6	X, 2016
Wave 3 Questionnaire Packages	2S	X, 2016
Loose envelopes	All loose envelopes not required for packages	X, 2015

*Quantities, dates and product ID #s are preliminary and subject to change

TBD = To be determined

APPENDIX 5. MCS – DATA FILE RECORD LAYOUTS (2016 CENSUS AND 2S)

This appendix provides details of the record layout for the printer data and label files. Disclaimer: It is anticipated that these fields may change.

File Naming Conventions

Standard Record Layout for Data Files

	Field Name	Description	Data Type	Length	Starting Position	Ending Position
1	cld-no	Crew Leader District	character	4	1	4
2	prov-code	Province Code	character	2	5	6
3	cd-code	Census Division ID	character	2	7	8
4	cu-code	Collection Unit (CU) Code	character	4	9	12
5	vn-no	Verification	character	1	13	13
6	vr-line-no	Household Number	character	4	14	17
7	form6-no	Form 6 number of Agriculture units.	character	4	18	21
8	secure-access-code1	First 3 characters of the secure-access-code.	character	3	22	24
9	secure-access-code2	Characters 4 to 6 of the secure -access-code.	character	3	25	27

	Field Name	Description	Data Type	Length	Starting Position	Ending Position
10	secure-access-code3	Characters 7 to 9 of the secure -access-code	character	3	28	30
11	secure-access-code4	Characters 10 to 12 of the secure -access-code.	character	3	31	33
12	secure-access-code5	Characters 13 to 15 of the secure -access-code.	character	3	34	36
13	barcode-English	20 digit English barcode	character	20	37	56
14	barcode-French	20 digit French barcode	character	20	57	76
15	Four-state-barcode-English	82 digit 4-State English Barcode	character	82	77	158
16	Four-state-barcode-French	82 digit 4-State English Barcode	character	82	159	240
17	address-Line1	First Address Line	character	40	241	280
18	address-Line2	Second Address Line	character	40	281	320
19	address-Line3	Third Address Line	character	40	321	360
20	address-Line4	Fourth Address Line	character	40	361	400
21	address-Line5	Fifth Address Line	character	40	401	440
22	address-PostalCode	Postal Code	character	7	441	447
23	cu-box-skid-indicator	Indicator for end of CU, Box and Skid	character	2	448	449
24	box-no	Box number	character	5	450	454
25	skid-no	Skid number	character	3	455	457
26	frame-id	MCS unique dwelling identifier	character	8	458	465

Standard Record Layout for Data Files (Document integrity barcode)

	Field Name	Description	Data Type	Length	Starting Position	Ending Position
1	document integrity barcode	10 digits document integrity barcode	character	10	1	10

Standard Record Layout for Label Files

	Field Name	Description	Data Type	Length	Starting Position	Ending Position
1	box-no	Box number	character	5	1	5
2	skid-no	Skid number	character	3	6	8
3	cld-label	Crew Leader District-Code	character	4	9	12
4	prov1-label	Province code for CU_ID1	character	2	13	14
5	cd1-label	Census Division for CU_ID1	character	2	15	16
6	cu1-label	Collection Unit (CU) code for CU_ID1	character	4	17	20
7	start-cuid1-lineno-label	Start Visitation Record Line Number (vr-line-no) for CU_ID 1.	character	4	21	24
8	end-cuid1-lineno-label	End Visitation Record Line Number (vr-line-no) for CU_ID 1	character	4	25	28

	Field Name	Description	Data Type	Length	Starting Position	Ending Position
9	prov2-label	Province code for CU_ID 2.	character	2	29	30
10	cd2-label	Census Division code for CU_ID 2	character	2	31	32
11	cu2-label	Collection Unit (CU) code for CU_ID 2	character	4	33	36
12	start-cuid2-lineno-label	Start Visitation Record Line Number (vr-line-no) for CU_ID 2	character	4	37	40
13	end-cuid2-lineno-label	End Visitation Record Line Number (vr-line-no) for CU_ID 2	character	4	41	44
14	prov3-label	Province code for CU_ID 3	character	2	45	46
15	cd3-label	Census Division code for CU_ID 3	character	2	47	48
16	cu3-label	Collection Unit (CU) code for CU_ID 3	character	4	49	52
17	start-cuid3-lineno-label	Start Visitation Record Line Number (vr-line-no) for CU_ID 3	character	4	53	56
18	end-cuid3-lineno-label	End Visitation Record Line Number (vr-line-no) for CU_ID 3	character	4	57	60
19	prov4-label	Province code for CU_ID 4	character	2	61	62

	Field Name	Description	Data Type	Length	Starting Position	Ending Position
20	cd4-label	Formatted Census Division code as character and right padded with 0s for CU_ID 4	character	2	63	64
21	cu4-label	Collection Unit (CU) code for CU_ID 4	character	4	65	68
22	start-cuid4-lineno-label	Start Visitation Record Line Number (vr-line-no) for CU_ID 4	character	4	69	72
23	end-cuid4-lineno-label	End Visitation Record Line Number (vr-line-no) for CU_ID 4	character	4	73	76
24	total-number-questionnaires-in-box	The total number of questionnaires in the box	character	3	77	79
25	po-number	Product Order Number	character	8	80	87
26	sku-number	SKU Number	character	15	88	102
27	cld-no-boxnumber-skidnumber cld-no(4) + box number (5)+ skid number (3)	Barcode label for boxes	character	12	103	114

ADDENDUM C**EVALUATION PROCEDURES AND BASIS OF SELECTION
FOR INDUSTRY COMMENTS****PART 1 - TECHNICAL EVALUATION - MANDATORY TECHNICAL CRITERIA****M1. BIDDER CAPABILITY**

To demonstrate capability to complete work in the timelines, quantities and number of operations required by the Census, the Bidder's proposal is required to demonstrate capability to produce the types and quantities of documents within the time stated below. Capability will be evaluated against the production requirements of a period of time where Census production requirements are particularly high.

As a minimum the Bidder must demonstrate capability to produce the types and quantities of documents within the time stated. Bidders must demonstrate the capability to meet, or exceed, the stated production requirements. Proposals that do not demonstrate the capability to meet this minimum requirement will be considered non-responsive and will not be evaluated further.

Bidder proposals that demonstrate the capability to meet, or exceed, the minimum requirement will be assigned points according to an increasing scale as part of the rated requirements evaluation (R1).

The Census minimum requirement for evaluation consists of the following quantities of document types and operations completed within the times stated.

Product	Volume questionnaires	Volume of mail-out envelopes	Total Number of items for insertion	Volume of finished packages	# calendar days
Wave 1 Invitation Letters(Alternative #1): produced as sealed "self-mailers" with variable imaging (including English and French leading)	12,500,000*	Not applicable	Not applicable	12,500,000*	15 – from receipt of data files from Statistics Canada to final delivery to loading dock; (Apr. 2-17, 2016)*
Wave 2 Reminder Letters (Alternative 1), produced as sealed "self-mailers" with variable imaging (including English and French leading)	8,600,000*	Not applicable	Not applicable	8,600,000*	4 – from receipt of first data files from Statistics Canada to last delivery. Note: daily suppression requirements (May 6-10, 2016)

Wave 2 Reminder Letters (Alternative 2), produced as sealed "self-mailers" with variable imaging (including English and French leading), postal pre-sorted	8,600,000* (Receipt by Canada Post at: Montreal: 2,752,000* Toronto: 3,010,000* Calgary: 2,838,000*)	Not applicable	Not applicable	8,600,000*	2 – from receipt of data files from Statistics Canada to final delivery to Canada Post Montreal, Toronto, Calgary; (Apr. 16-17, 2016)* Note: No suppression requirements
Wave 2 Reminder Letters (Alternative 3), produced as sealed "self-mailers" with variable imaging (including English and French leading), postal pre-sorted	8,600,000* (Receipt by Canada Post at Toronto)	Not applicable	Not applicable	8,600,000*	2 – from receipt of data files from Statistics Canada to final delivery to loading dock; (Apr. 16-17, 2016)* Note: No suppression requirements
Wave 3 2A packages (Alternative #1): printing, data processing and variable imaging, insertion and assembly (including English leading and French leading)	3,375,000*	3,375,000*	(English leading and French leading questionnaires, mail-back envelope, letter)	3,375,000*	Pre-printed , 4 days from receipt of data files from Statistics Canada to final delivery to loading dock (May 10-16, 2016)
Wave 3 2A packages (Alternative #2): printing, data processing, variable imaging and ADDRESSING , insertion and assembly (including English leading and French leading)	Up to 3,375,000*	Up to 3,375,000*	(English leading and French leading questionnaires, mail-back envelope, letter)	Up to 3,375,000*	On-demand May 16-20, 2016, as suppression files are delivered from Statistics Canada
Wave 3 2S packages (Alternative #1): printing, data processing and variable imaging, insertion and assembly (including English	1,125,000*	1,125,000*	(English leading and French leading questionnaires,	1,125,000*	Pre-printed , 4 days from receipt of data files from Statistics Canada to final

leading and French leading)			mail-back envelope, letter, 6* page guide)		delivery to loading dock (May 10-16, 2016)
Wave 3 2S packages (Alternative #2): printing, data processing, variable imaging and ADDRESSING , insertion and assembly (including English leading and French leading)	Up to 1,125,000*	Up to 1,125,000*	(English leading and French leading questionnaires, mail-back envelope, letter, 6* page guide)	Up to 1,125,000*	On-demand May 16-20, 2016, as suppression files are delivered from Statistics Canada

Bidders are to provide their response to M1 in the tables below. The information provided must demonstrate the total capability of the Bidder and also show a breakdown of how the quantities are produced. Where multiple facilities contribute to the overall total of documents produced each must be identified and the production capability shown. Evaluation will be done on the total quantities. However, if the Bidder does not show how the totals were arrived at, the proposal will be considered non-responsive and the proposal will not be evaluated further.

Bidders are to insert their total quantities under Bidders production capabilities in the table below.

Product	Bidders production capabilities	Stats Canada time frame (# days)
Wave 1 Invitation Letters (Alternative #1): produced as sealed "self-mailers" with variable imaging (including English and French leading)		15
Wave 2 Reminder Letters (Alternative 1), produced as sealed "self-mailers" with variable imaging (including English and French leading)		4
Wave 2 Reminder Letters (Alternative 2), produced as sealed "self-mailers" with variable imaging (including English and French leading), postal pre-sorted		2
Wave 2 Reminder Letters (Alternative 3), produced as sealed "self-mailers" with variable imaging (including English and French leading), postal pre-sorted		2
Wave 3 2A packages (Alternative #1): printing, data processing and variable		Pre-printed 4

Solicitation No. - N° de l'invitation

45045-130020/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

cw010

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

45045-13-0020

File No. - N° du dossier

cw01045045-130020

CCC No./N° CCC - FMS No./N° VME

imaging, insertion and assembly (including English leading and French leading)		
Wave 3 2A packages (Alternative #2): printing, data processing, variable imaging and ADDRESSING , insertion and assembly (including English leading and French leading)		On demand, within 4 days as specified
Wave 3 2S packages (Alternative #1): printing, data processing and variable imaging, insertion and assembly (including English leading and French leading)		Pre-printed 4
Wave 3 2S packages (Alternative #2): printing, data processing, variable imaging and ADDRESSING , insertion and assembly (including English leading and French leading)		On demand, within 4 days as specified

Bidders must show the breakdown of how the total quantities of each type of document were arrived at in the table below.

Note to Bidders:

Any documents that are printed and imaged in line are not required to be listed in both the printing and imaging tables. Bidders may list these documents in the imaging table only.

Print/Bind			
Output by Facility			
Facility Address	Type of Document	Daily Output	Total Output within required time period
Data Processing, Variable Imaging and Addressing as specified			
Output by Facility			
Facility Address	Type of Document (state if document is printed and imaged in-line)	Daily Output	Total Output within required timeframe

Solicitation No. - N° de l'invitation

45045-130020/A

Amd. No. - N° de la modif.

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

45045-13-0020

Buyer ID - Id de l'acheteur

cw010

File No. - N° du dossier

cw01045045-130020

CCC No./N° CCC - FMS No./N° VME

Assembly			
Output by Facility			
Facility Address	Type of Documents Handled	Daily Output of assembled, addressed envelope packages	Total Output of assembled envelopes within required timeframe

M2. PROJECT MANAGEMENT

The Bidder must provide the name of the overall project manager for this requirement. The Bidder must provide a concise summary of the project manager's experience with a project of comparable variety and complexity of required output. Responses must include a description of two projects worked on by the person named, the size and duration of each of the projects and a client reference with contact information for each of the projects.

The Bidder must provide the name of a back-up project manager for this requirement. The bidder must provide a concise summary of the back-up project manager's previous experience with a project of comparable variety and complexity of required output. Responses must include a description of two projects worked on by the person named, the size and duration of each of the projects and a client reference with contact information for each of the projects.

Bidders proposals that do not provide the name and details requested for a project manager and backup project manager will be deemed non-responsive and will not be evaluated further.

"Comparable variety and complexity of required output" is defined as: at least one project involving two or more of the following processes: Data processing, Offset Printing, Variable Imaging, Insertion, Assembly, Addressing for mailing of multiple items including forms and booklets.

PART 2 - TECHNICAL EVALUATION - POINT RATED TECHNICAL CRITERIA

Proposals will be evaluated on the completeness and level of detail by which they address the rated requirements. For example, if a description of a process or procedure is requested the various steps which the Bidder will perform in order to complete the requirement, as detailed in the statement of work, should be described.

General statements should be avoided. These do not provide details which can be compared to the description of the requirement, and therefore evaluated as to their relevancy in fulfilling the requirement, as detailed in the statement of work.

R1. BIDDER CAPACITY

Bidder's total quantities from M1 are to be entered into the table below.	
CAPACITY	
Bidders total capacity of printed/imaged documents 2A type = _____ 2S type = _____ Reminder Letter type = _____	Bidders total capacity of assembled envelope packages 2A type = _____ 2S type = _____ Reminder Letter type = _____
Bidders total capacity of assembled addressed envelope packages:	

R2. RECEPTION AND PROCESSING OF DATA FILES

In the proposal, the Bidders should provide a description of their capability to receive, process and sort data files for variable imaging as stated in the Statement of Work. This description should include the maximum file size that can be managed by the Bidder (reception, transfer and processing) as well as a schematic diagram of the network(s) that will be used to fulfill this requirement. At a minimum, the description should address the following:

- The Bidder's capacity for electronic file reception.
- The Bidder's capacity for processing electronic data files.
- The Bidder's capacity for suppressing electronic data files.
- The Bidder's experience in encryption and decryption of electronic data files.
- The Bidder's capacity to transfer encrypted data from a web-accessible server or PC hosted by the Bidder to an isolated network.
- The procedures to be followed for receiving, verifying, identifying, suppressing and entering files into the production workflow.

R3. IMPLEMENTATION OF WORK

Bidders should provide a separate detailed work plan (including schedule) for each of the 2014 BT Field Procedures and 2016 production, for implementing and managing the complete process of, off-set printing, variable imaging, assembly, storage and the ongoing distribution of material and reporting of activity for this requirement as described in the Statement of Work.

The plan should clearly describe how the Bidder proposes to work with client representatives to meet the operational and management requirements in all areas related to this requirement over the term of the contract. In doing this, the plan should give a comprehensive description of all procedures and activities

which will be carried out or managed by the Bidder for both the 2014 BT Field Procedures and 2016 production, as well as, how all of the activities are integrated in order to provide the required service.

The plan should separate each pertinent area of activity and production phase (i.e., Wave 1, Wave 2, Wave 3, QRS, and Static and FIO Questionnaires). The plan should clearly explain the processes occurring in each area and how they interact both within the area and with other areas necessary to complete the requirement. The plan should include but not necessarily be limited to the areas detailed below.

The proposed work plan must, at a minimum, provide a detailed description of all activities and procedures being conducted in the following areas:

- The plan should separate each pertinent area of activity (printing, variable imaging, etc.) and production phase (i.e., Wave 1, Wave 2, Wave 3, QRS, and Static and FIO Questionnaires).
- The plan should explain how the Bidder proposes to complete the stages of consultation, development and testing.
- The plan should provide a clear and detailed description of the procedures followed for the production of the required products starting from the reception of data and pdf files, transfer of files to the production area, the assembling and packaging up to the distribution area.
- The plan should provide a clear and detailed description on how the Bidder will verify that all required quantities have been produced.
- The plan should provide a clear and detailed description on how the Bidder will verify the accuracy of the variable imaging.
- The plan should provide a clear and detailed description on how the Bidder will verify the accuracy of the contents of the questionnaire packages.
- The plan should provide a clear and detailed description on how the Bidder will verify the accuracy of the mail-matching process.
- The plan should demonstrate how the Bidder will manage and keep track of the spoiled or defective products and how replacement product will be introduced and managed during production.
- The plan should detail how the continuity and quality level of services will be maintained with a minimum of disruption.

R4. DISASTER RECOVERY AND BUSINESS CONTINUITY PLAN

Bidders should provide a Disaster Recovery and Business Continuity Plan (DRBCP) for all operations required to complete the production and distribution of the Census 2016 Printing/Imaging/Assembly project. The DRBCP should not only provide for a recovery of services but also for the continued production and distribution of products for the Census 2016 Printing/Imaging/Assembly project, within the required timeline as specified in the Statement of Work, while the recovery to normal operations is underway. Bidders should address at a minimum the following elements: mechanical breakdown, hardware failures, system failures and service outages. The plan should specifically detail all provisions for: The functioning of the production facility and any backup facilities; staffing; production equipment and distribution.

R5. ENVIRONMENTAL PRACTICES

Bidders should describe the environmental practices implemented within the Bidder's organization related to purchasing of materials, production, recycling and waste disposal.

Bidders must incorporate all formal environmental practices that are being followed and all current certifications held by the Bidder's organization and its suppliers.

R6. QUALITY ASSURANCE AND QUALITY CONTROL

The Bidder should provide a detailed description of the Quality Assurance Program and quality control procedures it has in place and how this program and these procedures meet the requirements as specified in the Statement of Work.

- The description should describe quality assurance procedures covering all production activities and all the facilities required to complete the Census project. The description must describe in detail the quality control procedures which the Bidder has in place in the areas of data processing, variable printing, mail matching, insertion, mail assembly and storage.
- The Bidder should provide the ISO certification or equivalent procedures in place for each facility required to complete the Census project
- The Bidder should provide a detailed description of its capacity to provide space on its premises for client conducted quality control processes.

R7. COMPANY EXPERIENCE

To demonstrate their capability, bidders should provide the names of two (2) client organizations for which the Bidder provides or has provided services that include printing with variable imaging in both single and booklet form; insertion activities that include or included requirements for preparation of English and French leading packages containing multiple, variably imaged products. For each client, the Bidder should provide a contact name and contact information. The person will be contacted to confirm the information provided by the Bidder within two (2) weeks following the bid closing date.

The information provided will be evaluated to determine whether the Bidder has successfully processed, produced and assembled a variety of products with similar characteristics (i.e., data processing, printing, variable imaging, mail assembly) as those specified in the Statement of Work for the Census Printing/Imaging/Assembly.

PART 3 - FINANCIAL EVALUATION

The Financial Evaluation will be based on the total aggregate price of the financial proposal for both the Census 2016 and the associated 2014 BT Field Procedures for the total quantities requested in the Statement of Work and additional quantities.

*Quantities and dates are preliminary estimates and are subject to change.



Government of Canada
Gouvernement du Canada

Contract Number / Numéro du contrat

45045-130020

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 **Statistics Canada**

2. Branch or Directorate / Direction générale ou Direction
Census 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
2016 Census Printing, Imaging and Assembly RFI

5. a) Will the supplier require access to Controlled Goods?
Le fournisseur aura-t-il accès à des marchandises contrôlées? ☒ No ☐ 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? ☒ No ☐ Yes
Non Oui

6. 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? ☐ No ☒ Yes
(Specify the level of access using the chart in Question 7. c)
(Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c) Non Oui

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. ☒ No ☐ 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? ☒ No ☐ 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 ☒ NATO / OTAN ☐ Foreign / Étranger ☐

7. b) Release restrictions / Restrictions relatives à la diffusion

Canada	NATO / OTAN	Foreign / Étranger
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"/>	No release restrictions Aucune restriction relative à la diffusion <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"/>	Restricted to: / Limité à: <input type="checkbox"/>
Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:

7. c) Level of information / Niveau d'information

Canada	NATO	Foreign
PROTECTED A PROTÉGÉ A <input type="checkbox"/>	NATO UNCLASSIFIED NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A PROTÉGÉ A <input type="checkbox"/>
PROTECTED B PROTÉGÉ B <input checked="" type="checkbox"/>	NATO RESTRICTED NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B PROTÉGÉ B <input type="checkbox"/>
PROTECTED C PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>	NATO SECRET NATO SECRET <input type="checkbox"/>	CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>
SECRET SECRET <input type="checkbox"/>	COSMIC TOP SECRET COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET SECRET <input type="checkbox"/>
TOP SECRET TRÈS SECRET <input type="checkbox"/>		TOP SECRET TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>



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 (SUPPLIER) / PARTIE B - PERSONNEL (FOURNISSEUR)

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

- | | | | |
|---|---|---|--|
| <input checked="" type="checkbox"/> RELIABILITY STATUS
COTE DE FIABILITÉ | <input type="checkbox"/> CONFIDENTIAL
CONFIDENTIEL | <input type="checkbox"/> SECRET
SECRET | <input type="checkbox"/> TOP SECRET
TRÈS SECRET |
| <input type="checkbox"/> TOP SECRET - SIGINT
TRÈS SECRET - SIGINT | <input type="checkbox"/> NATO CONFIDENTIAL
NATO CONFIDENTIEL | <input type="checkbox"/> NATO SECRET
NATO SECRET | <input type="checkbox"/> COSMIC TOP SECRET
COSMIC TRÈS SECRET |
| <input type="checkbox"/> SITE ACCESS
ACCÈS AUX EMPLACEMENTS | | | |

Special comments:

Commentaires spéciaux :

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

Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS?

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

Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ?

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

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?

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



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	SECRET	TOP SECRET	NATO RESTRICTED	NATO CONFIDENTIAL	NATO SECRET	COSMIC TOP SECRET	PROTECTED PROTÉGÉ			CONFIDENTIAL	SECRET	TOP SECRET
				CONFIDENTIEL		TRÈS SECRET	NATO DIFFUSION RESTREINTE	NATO CONFIDENTIEL		COSMIC TRÈS SECRET	A	B	C	CONFIDENTIEL		TRÈS SECRET
Information / Assets		✓														
Renseignements / Biens		✓														
Production		✓														
IT Media / Support TI		✓														
IT Link / Lien électronique																

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 indiquer qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).

STATISTICS CANADA – PHYSICAL SECURITY REQUIREMENTS

June 21, 2013

SECURITY

- All personnel shall be sworn to confidentiality via the Statistics Canada Oath of Confidentiality, issued by an authorized Statistics Canada representative.
- Statistics Canada shall brief all personnel on the legal ramifications of unlawful disclosure of Sensitive Statistical Data as defined under the Statistics Act, as well as other Protected Level data as defined in the Security Policy of the Government of Canada and the Security Practices Manual of Statistics Canada.
- Statistics Canada shall retain Confidentiality Oath certifications in the applicable data records.
- The Contractor shall secure the production and storage areas as specified by Statistics Canada.
- The Printer shall retain all plates until the completion of the contract when the Printer shall destroy all plates, in accordance with methods approved by Statistics Canada.
- The Printer shall install a closed and secure network where variable imaged data will be stored, processed, accessed and transmitted.
- All workstations, servers, printers and other IT equipment on this network shall not have any external communications connections, and will have ports for CD-writers, memory disks, etc. disabled.
- All processing shall take place in a secured server room with restricted access. Statistics Canada will provide the specifications regarding the secure server space.
- Maintenance on the system shall be performed under the scrutiny of Statistics Canada who will be present at all times to assure that no access to the data files occurs.
- Upon completion of production, Statistics Canada shall perform sanitization of the system storage. A physical search of the server room and the storage facility will be performed by Statistics Canada personnel to assure no media containing Protected Level B data exists.
- Statistics Canada shall perform sanitization on all electronic media using a RCMP approved software or destruction method if another approved software solution is not available.
- The Printer shall shred spoiled printed questionnaires using a Statistics Canada approved industrial shredder.



Statistics
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Canada

Information Handling Security Requirements at Statistics Canada

Standards

Peter Zankl
IT Security / Informatics Branch

Released date: April 5, 2013

Version 1.0

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DEFINITIONS AND ACRONYMS

Definitions

Classification of information:

Government information is classed based on its sensitivity as public, protected (A and B), and classified (Protected C, Secret and Top Secret).

Information:

Any document or data held or produced by Statistics Canada. It includes (but is not limited to)

The Detailed Accounts comprising confidential (under the federal *Statistics Act*), unsuppressed Input-Output accounts and other System of National Accounts information Ontario and any aggregation of the Detailed Accounts that could directly or indirectly identify an individual person, business or organization

Treasury Board of Canada submissions

Cabinet Confidences

Deemed employees/contractors:

A person employed by Statistics Canada under the provincial/territorial statistical act who has been designated as a deemed employee of Statistics Canada pursuant to section 10 of the federal *Statistics Act*. The Agency may also request, on occasion, that a contractor/consultant become a deemed employee of Statistics Canada.

Contractor

The person responsible on behalf of the company / organization engaged to perform the contract.

Visitor:

A person, other than approved personnel as designated within the contract or by Statistics Canada, who has been invited onto the premises.

Acronyms

CISD	Canadian Industrial Security Directorate
CPS	Chief, Physical Security
CSEC	Communications Security Establishment Canada
DSO	Departmental Security Officer
FISO	Field Industrial Security Officer
ISD	Informatics Service Desk for Statistics Canada
ITS	IT Security
ITSC	IT Security Coordinator
ITSG	IT Security Guidance
PWGSC	Public Works and Government Services Canada
RCMP	Royal Canadian Mounted Police
TRA	Threat Risk Assessment

1. INTRODUCTION

This document outlines both the IT Security and Physical Security requirements for Statistics Canada for processing of sensitive data/information up to and including the level of Secret. In absence of a formal Threat-Risk Assessment (TRA) and due to the IT portion of the Security clearance being contract specific, the intent of this document is to state the minimum safeguards required in order that the processing of sensitive information be approved by the Department's IT Security Coordinator (ITSC)

Security is based upon layers of protection; that is, in order for the requirements of IT Security (ITS) to effectively safeguard the information, they must be preceded and supported by other aspects of security and the associated policies. The physical, personnel and information security safeguards in accordance with the Policy on Government Security and ITS related Standards must exist prior to the implementation of ITS safeguards.

2. MANDATORY PREREQUISITES

2.1. PWGSC Validation for Physical Security

The application of the security safeguards listed in this document are based on the mandatory requirement that the physical premises have been inspected, certified and accredited to process and store sensitive (Protected or Classified) information by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services (PWGSC). The Departmental Security Officer's (DSO) office will validate the certification and notify the ITSC.

A CISD Field Industrial Security Officer (FISO) will perform a bi-annual inspection to ensure that premises PWGSC certification is maintained.

The FISO may coordinate with the Chief of Physical Security (CPS) for Statistics Canada.

2.2. Personnel Security

All personnel who have access to the material being processed must hold valid Government of Canada security clearance at the appropriate level (dictated by the sensitivity of the material) and have the "need to know".

All contractor personnel handling Statistics Canada classed information deemed sensitive must attend a training/briefing session coordinated and delivered by the DSO / ITSC.

Statistics Canada may decide to "deem" the contractor and its designated personnel in order to be compliant with the Statistics Act.

2.3. Information Security

All hard copy documents and other media formats must be handled and transported in accordance with Government of Canada guidelines. All hard copy documents and other media will be marked with the appropriate security classification as provided by Statistics Canada. Any covering letter, transmittal form or circulation slip will be marked to indicate the highest level of classification of the attachments.

Transportation of information associated with this contract into or out of the physical premises must adhere to RCMP G1-009 "Transport and Transmittal of Protected and Classified Information". The contractor's personnel may only transport documents associated with Statistics Canada's contract into or out of the processing zone with the approval of Statistics Canada's DSO and the designated contract manager.

2.4. Security Policy Compliance Monitoring

On a frequency to be determined by the Safety, Security and Emergency Management Division (SSEMD), Statistics Canada retains the right to conduct inspections of the contractor facility to ensure compliance with

Government of Canada standards and policies with respect to the handling, storage and processing of sensitive information.

2.5 Contact information

For incidents, questions and information, the contractor should reach Statistics Canada via the following:

The contract holder at Statistics Canada for all informational contract questions
The ITSC, CPS or DSO for all incidents or security related issues
The Informatics Service Desk (ISD) for all informational security issues or afterhours dispatch

3. MINIMUM IT SECURITY REQUIREMENTS

3.1. IT Security Policy Compliance and Monitoring

On a frequency to be determined by Statistics Canada's IT Security team, Statistics Canada retains the right to conduct inspections of the contractor facility to ensure compliance with Government of Canada standards and policies with respect to prevention, detection, response and recovery requirements in the Operational Security Standard: Management of Information Technology Security.

3.2. Adherence to Government of Canada Policies

All information technology related operations must adhere to the overall requirements outlined in the Operational Security Standard: Management of Information Technology Security. Specifically, sections 16-18, referring to prevention, detection, response and recovery.

3.3. Transmission

Government of Canada proscribes the methods by which sensitive information may be transmitted to and from the contractor. The contractor will adhere to the methods outlined by the RCMP in G1-009 "Transport and Transmittal of Protected and Classified Information". This includes file encryption to standard AES 256 at a minimum for electronic data.

3.4 Prevention

Prevention safeguards as follows, protect the confidentiality, integrity, and availability of information and IT assets.

3.4.1. Physical Security within the IT Security Environment

The contractor will provide the Statistics Canada CPS and ITSC with the list of physical safeguards which are implemented in the facility which is used to process and store sensitive information. All equipment processing sensitive information is to reside in the designated zone used for processing the sensitive information as per RCMP - Guide to the Application of Physical Security Zones" (G1-026).

The equipment within the designated zone used for processing the classified information, must be stored either on a stand-alone computer or on a closed internal computer network that has no direct or indirect connections to any other network. In either case, internet connections or any other external connectivity is not permitted. This includes facsimile and modem capable land lines.

Electronic devices with wireless connections must not be connected to any computer or network that processes or stores information and must not be present in the secure area where classified (Secret) information is handled.

Physical security features depend on the level of protection required by the classification of the information. They may include floor-to-ceiling solid walls or entrances equipped with a mechanism that allows access only to specified personnel.

3.4.2 Cryptography, Network Security and Perimeter Defence

The electronic storage of Protected Information (A or B) associated with this contract must be within a CISC approved IT environment. Electronic transmission of Protected A information should be encrypted when supported by a Threat and Risk Assessment. However, Protected B information must be encrypted during transmission. For Protected B information, the contractor must a minimum segregate its networks into IT security zones and implement perimeter defence and network security safeguards. CSEC provides guidelines for the proper implementation of network zoning for such environment; ITSG-38 and ITSG-22. As well, the contractor must apply strict control of access to and in the protected zone where the information associated with this contract resides. CSEC ITSG-33 provides the guidance for this.

Network perimeter defence safeguards (e.g. firewalls, routers) must be used to mediate all traffic and to protect servers that are accessible from the internet. The contractor must use CSEC approved encryption technology to ensure confidentiality, integrity, authentication and non-repudiation. As for classified information, The Need-to-Know principle must always be applied for both Protected A and B and secret level information, and transmission must be restricted only to CISC approved recipients.

All information, including backups must be encrypted to a standard of not less than AES 256 in line with the above noted conditions.

Please note: Information classed as Protected B that is collected or designated under the Statistics Act must be treated as Secret.

3.4.3 Storage, Disposal and Destruction of IT Media

All material such as CD/DVDs, flash/thumb drives, workstation hard disks, server hard disks, backup tapes and any other devices used to process or store either protected or classified information must be identified and itemized by model and serial number for hard disks, and by label for any other media which cannot be identified by model or serial number. These devices or material must be retained and properly stored or disposed of by Statistics Canada IT Security personnel in the event of failure / replacement of the equipment or termination of the contract.

Statistics Canada's ITSC must be provided with the list of equipment and media being used. In addition, only equipment and media that has been previously identified, itemized and documented may be used to process protected or classified information.

In the event that equipment requires maintenance, support or replacement, no hardware associated with the processing or storage of protected or classified information may be given to an outside vendor.

All media, when not in use, must be stored in a storage container which is RCMP-approved for the storage of sensitive information to the level of Secret (G1-001 "Security Equipment Guide"). The storage container must be verified by CISC and validated by the CPS, Statistics Canada.

3.4.4 Authorization and Access Control

The contractor must provide Statistics Canada's ITSC with a list of all individuals who have access to the sensitive information being processed for the Department, along with the contractors' current policies and procedures for adding individuals to the environment and the process followed when an individual is removed from the environment.

In following the 'principle of least-privilege', the contractor must provide only the minimum access required for individuals to perform their duties. Logical access controls should be in place and include, account deletion on employee dismissal, password changes at 90 day intervals, password complexity to CSEC ITSG-33 guidelines.

Visitors are never to be permitted in the secure processing areas.

3.4.5 Mobile Computing and Teleworking

Statistics Canada does not permit the use of mobile computing, nor teleworking for either protected or classified information

3.4.6 Emanations Security

Not applicable.

3.4.7 Telecommunications Cabling

In the event an isolated Local Area Network is used (rather than standalone equipment), it is important to control and monitor access to telecommunications wiring, spaces and pathways to avoid inadvertent or deliberate connection to any other network. Any telecommunications wiring not located in the secure area but part of the isolated LAN will be fed through conduit to isolate the cabling.

3.4.8 Software Integrity and Security Configuration

The contractor shall configure the security of the operating systems and software being used to process sensitive information in accordance with security best practices (such as the Microsoft Security Compliance Toolkits for servers and clients), and provide documentation on the process used. The contractor must implement safeguards to servers and workstations processing sensitive information to ensure security compliance, and document the process for Statistics Canada's ITSC.

All software must be current and security patching up to date. Security patching and updates for the Operating System should occur at a minimum, monthly.

3.4.9 Malicious Code

The contractor must install, use and regularly update antivirus software (COTS only) and conduct scans on all electronic files from external systems. USB ports and CD/DVD drives must be autorun disabled and actively scanned on first activation.

Regular definition updates for the antivirus program must be weekly, if not daily.

3.4.10 Detection

It is important to have the ability to detect security related issues within the operating environment which processes sensitive information. Even though the systems are isolated, it is still useful to use sources such as system logs (event viewer), virus protection software and other system tools to monitor systems. In order to adequately protect information, there must exist the ability to detect activity such as unauthorized access, unplanned disruption of systems or services or unauthorized changes to system hardware, firmware, or software. Detection mechanisms which are used by the contractor must be documented and provided to Statistics Canada's ITSC.

3.5 Response and Recovery

3.5.1 Incident Response

The Policy on Government Security requires departments to 'establish mechanisms to respond effectively to IT incidents and exchange incident-related information with designated lead departments in a timely fashion'. Similarly, Statistics Canada requires the contractor to have a documented incident response process. All documentation pertaining to incident response must be provided to Statistics Canada's ITSC.

3.5.2 Incident Reporting

It is paramount that Statistics Canada's DSO, the ITSC are made aware of any security-related incidents with respect to the facilities and equipment used to process and store sensitive information.

The contractor must report any security-related incidents to Statistics Canada's DSO and ITSC within (two hours) of an incident being detected or reported. CISD shall also be notified of such incident by the DSO.

3.5.3 Recovery

The ability to recover systems and information is extremely important in any IT environment. Statistics Canada requires the contractor demonstrate the ability to address systems recovery by providing documentation relating to systems and server backup policies (e.g. processes used, tests restores, retention periods and storage of backup media).

APPENDIX A – REFERENCES

TBS Canada - Policy on Government Security
<http://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=16578>

TBS Canada - Operational Security Standard: Management of Information Technology Security (MITS)
<http://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=12328§ion=text>

TBS Canada - Operational Security Standard on Physical Security
<http://www.tbs-sct.gc.ca/pol/doc-eng.aspx?section=text&id=12329>

CSEC – IT Security Directives
<http://www.cse-cst.gc.ca/its-sti/publications/itsd-dsti/index-eng.html>

CSEC – IT Security Guidance
<http://www.cse-cst.gc.ca/its-sti/publications/itsg-csti/index-eng.html>

CSEC - Government of Canada Policy for the Protection of Classified Information Using Suite B Algorithms
<http://www.cse-cst.gc.ca/its-sti/publications/itsb-bsti/itsb40a-eng.html>

RCMP – Physical Security Publications
<http://www.rcmp-grc.gc.ca/physec-secmat/pubs/index-eng.htm>

Statistics Canada – IT Security Policy
http://icn-rci.statcan.ca/31/31a/31a_10c029-eng.htm

Statistics Canada – Directive on the Security of Sensitive Statistical Information
http://icn-rci.statcan.ca/31/31b/31b_009-eng.htm

APPENDIX B – CONTACTS

DSO	Connie Graziadei	613 951-7081
ITSC	Daniel Boucher	613 951-2205
CPS	Jacques Thibodeau	613 951-8426
ISD	Common Service Desk	613 951-4357

CONTRACT # 45045-130020

Processing of Sensitive Information



IT Security

Statistics Canada

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1. INTRODUCTION

This document outlines the IT Security requirements for the Department's current contract # (45045-120046) with (TBC) for the processing of sensitive data up to and including the level of (*Protected B*). In absence of a formal Threat-Risk Assessment (TRA) and due to the IT portion of the Security clearance being contract specific, the intent of this document is to state the minimum safeguards required in order that the processing of sensitive information be approved by the Department's IT Security Coordinator (ITSC).

Security is based upon layers of protection; that is, in order for the requirements of the IT Security (ITS) to effectively safeguard the information, they must be preceded and supported by other aspects of security and the associated policies. The physical, personnel and information security safeguards in accordance with the Policy on Government Security and ITS related Standards must exist *prior* to the implementation of ITS safeguards.

2. MANDATORY PREREQUISITES

2.1. PWGSC Validation for Physical Security

The application of the security safeguards listed in this document are based on the *mandatory requirement* that the physical premises have been inspected, certified and accredited to process and store sensitive information by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services. The Departmental Security Officer's (DSO) office will validate the certification and notify the ITSC.

A CISD Field Industrial Security Officer (FISO) will perform a bi-annual inspection to ensure that premises PWGSC certification is maintained.

2.2. Personnel Security

All personnel who have access to the material being processed must hold valid Government of Canada security clearance at the appropriate level (dictated by the sensitivity of the material) and have the "*need to know*".

All (TBC) personnel handling (Statistics Canada) Government of Canada sensitive information must attend a training/briefing session coordinated and delivered by the (Statistics Canada) DSO and ITSC.

2.3. Information Security

All hard copy documents and other media formats must be handled and transported in accordance with Government of Canada guidelines. All hard copy documents and other media will be marked with the appropriate security classification as provided by (Statistics Canada). Any covering letter, transmittal form or circulation slip will be marked to indicate the highest level of classification of the attachments.

Transportation of information associated with this contract into or out of the physical premises must adhere to RCMP G1-009 “*Transport and Transmittal of Protected and Classified Information*”. (TBC) personnel may only transport documents associated with a (Statistics Canada) contract into or out of the *security zone* with the approval of the (Statistics Canada) DSO.

2.4. Security Policy Compliance Monitoring

On a frequency to be determined by the Safety, Security and Emergency Management Division (SSEMD), Statistics Canada retains the right to conduct inspections of the (TBC) facility to ensure compliance with Government of Canada standards and policies with respect to the handling, storage and processing of sensitive information.

3. MINIMUM IT SECURITY REQUIREMENTS

3.1. IT Security Policy Compliance and Monitoring

On a frequency to be determined by Technology Services Division/Information Technology Security, the Statistics Canada retains the right to conduct inspections of the (TBC) facility to ensure compliance with Government of Canada standards and policies with respect to prevention, detection, response and recovery requirements in the *Operational Security Standard: Management of Information Technology Security*.

3.2. Adherence to Government of Canada Policies

All information technology related operations must adhere to the overall requirements outlined in the *Operational Security Standard: Management of Information Technology Security*. Specifically, sections 16-18 referring to prevention, detection, response and recovery.

3.2.1 Prevention

Prevention safeguards protect the confidentiality, integrity, and availability of information and IT assets.

3.2.1.1 Physical Security within the IT Security Environment

(TBC) will provide Statistics Canada ITSC with the list of physical safeguards which are implemented in the facility which is used to process and store sensitive information. All equipment processing sensitive information is to reside in a *security zone* as (Guide number) *Guide to the Application of Physical Security Zones*”.

The equipment within the security zone, which is used to process the sensitive information, must be either standalone or on an ‘*island*’ network (self-contained, used for the purposes of processing the information related to the contract and have no external connection to the internet or other network, internal or otherwise).

The *island* network must only be used for the processing and storage of information related to contracts with Statistics Canada and no other party.

The use of wireless technology for the processing of sensitive information is prohibited.

3.2.1.2 Storage, Disposal and Destruction of IT Media

All material such as CD/DVDs, flash/thumb drives, workstation hard disks, server hard disks, backup tapes and any other devices used to process or store sensitive information must be identified and itemized by model and serial number for hard disks, and by label for any other media which cannot be identified by model or serial number. These devices or material must be retained and properly stored or disposed of by Statistics Canada IT Security personnel in the event of failure and replacement of the equipment or termination of the final contract.

The Statistics Canada ITSC must be provided with the list of equipment and media being used. In addition, only equipment and media that has been identified, itemized and documented may be used to process sensitive information associated with Statistics Canada contracts.

In the event that equipment requires maintenance, support or replacement, no hardware associated with the processing or storage of sensitive information may be given to an outside vendor.

All media, when not in use, must be stored in a storage container which is RCMP-approved for the storage of sensitive information to the level of (Protected B) (G1-001 "*Security Equipment Guide*"). The storage container must be verified by CISC and validated by Statistics Canada DSO's Office.

3.2.1.3 Authorization and Access Control

(TBC) must provide the Statistics Canada ITSC with a list of all individuals who have access to the sensitive information being processed for the Department, along with (TBC's) current policies and procedures for adding individuals to the environment and the process followed when an individual is removed from the environment.

In following the 'principle of least-privilege', (TBC) must provide only the minimum access required for individuals to perform their duties.

3.2.1.4 Mobile Computing and Teleworking

Due to the fact that the requirements have stipulated an island-network configuration, mobile computing and teleworking need not be expressly addressed; however, it is important to state that the processing of sensitive information associated with Statistics Canada-related contracts *may only* be performed in the facility which has been validated by the (Statistics Canada) DSO.

3.2.1.5 Emanations Security

The *Operational Security Standard: Management of Information Technology Security* states that organizations *should* use TEMPEST protection for Top Secret and Protected C information, when justified by a Threat and Risk Assessment. A TRA *should* be performed in order to ascertain whether or not TEMPEST protect is appropriate.

3.2.1.6 Telecommunications Cabling

In the event an island network is used (rather than standalone equipment), it is important to control and monitor access to telecommunications wiring, spaces and pathways to avoid inadvertent or deliberate connection to any other network.

3.2.1.7 Software Integrity and Security Configuration

(TBC) should configure the security their operating systems and application software being used to process sensitive information in accordance with security best practices (such as the Microsoft Security Compliance Toolkits for servers and clients, (TBC) documentation. (TBC) must implement safeguards to "harden" servers and workstations processing sensitive information, and detail that information in a document to be delivered to the (Statistics Canada) ITSC.

3.2.1.8 Malicious Code

Due to the isolation of the systems being used to process sensitive information (standalone or island network) these systems are less exposed to malicious code such as viruses, Trojan horses, and network worms; however, without proper procedures for introducing new equipment or information into the environment, they are still vulnerable. Therefore, (TBC) must install, use and regularly update antivirus software and conduct scans on all electronic files from external systems.

3.2.2 Detection

It is important to have the ability to detect security related issues within the operating environment which processes sensitive information. Even though the systems are isolated, it is still useful to use sources such as system logs (event viewer), virus protection software and other system tools to monitor systems. In order to adequately protect information there must exist the ability to detect activity such as unauthorized access, unplanned disruption of systems or services or unauthorized changes to system hardware, firmware, or software. Detection mechanisms which are used by (TBC) must be documented and provided to the (Statistics Canada) ITSC.

3.2.3 Response and Recovery

3.2.3.1 Incident Response

The Policy on Government Security requires departments to ‘establish mechanisms to respond effectively to IT incidents and exchange incident-related information with designated lead departments in a timely fashion’. Similarly, the (Statistics Canada) requires (TBC) to have a documented incident response process. All documentation pertaining to incident response must be provided to the (Statistics Canada) ITSC.

3.2.3.2 Incident Reporting

It is paramount that the (Statistics Canada) DSO and ITSC are made aware of any security-related incidents with respect to the facilities and equipment used to process and store sensitive information associated with (Statistics Canada) contracts.

(TBC) must report any security-related incidents to the (Statistics Canada) DSO and ITSC within *two hours* of an incident being detected or reported.

3.2.3.3 Recovery

The ability to recover systems and information is extremely important in any IT environment. Statistics Canada requires the (TBC) demonstrate the ability to address systems recovery by providing documentation relating to systems and server backup policies (e.g. processes used, tests restores, retention periods and storage of backup media). This documentation shall be forwarded to the (Statistics Canada) ITSC.

