

**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

<b>Title - Sujet</b> Aviation Document Booklets and Labels	
<b>Solicitation No. - N° de l'invitation</b> T8518-130090/A	<b>Date</b> 2014-03-26
<b>Client Reference No. - N° de référence du client</b> T8518-130090	<b>GETS Ref. No. - N° de réf. de SEAG</b> PW-\$\$\$CW-010-64930
<b>File No. - N° de dossier</b> cw010.T8518-130090	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2014-04-17</b>	
<b>Time Zone</b> <b>Fuseau horaire</b> Eastern Daylight Saving Time EDT	
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input checked="" type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Gagné-Templeman, Kathleen	<b>Buyer Id - Id de l'acheteur</b> cw010
<b>Telephone No. - N° de téléphone</b> (613) 990-9189 ( )	<b>FAX No. - N° de FAX</b> ( ) -
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> See herein	

Instructions: See Herein

Instructions: Voir aux présentes

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

## REQUEST FOR INFORMATION

### ADDENDUM A - PART 1

#### 1. Objective

This document was prepared in order to obtain industry feedback regarding the TCAA requirement for the printing and finishing of the Aviation Document Booklet (ADB) and Labels as well as the proposed procurement of the Customization of pre-printed ADBs and Labels (including warehousing of pre-printed material, order receiving and fulfillment and distribution of orders) separately.

#### 2. Issue Description

Ahead of a formal contract tender process, **we are requesting information from the print industry regarding industry capability and alternatives which can improve our print processes.**

The major areas for response relate to the:

##### 2.1 Printing and Finishing of ADBs and Labels

The security features and security printing techniques that are required for the current ADBs include:

##### **Paper:**

- Optically dead text paper with invisible fluorescing fibres;
- Chemically reactive paper (solvent sensitive);

##### **Printing:**

- Variable line width relief pattern;
- Variable size reverse and micro lettering;
- Anti-copy line patterns;
- Variable size wavy text;
- Three level multiplex feature;
- Fine line Guilloche patterns on End sheet and data page and on back Endsheets;
- Single colour tactile intaglio printing with latent image and white line Guilloche pattern;
- Rainbow (prismatic printing);
- Reactive (solvent sensitive) inks on all pages;
- UV inks on all pages;
- Three level multiplex feature with embedded page numbers;
- Laser perforation numbering;
- Unique document number/Barcode on page 23;
- Printing of a security seal unique to Transport Canada on specified pages.

##### **Laminate:**

- Variable sized flowing visible text on laminate;
- Invisible fluorescent UV image printed.

##### **Labels:**

- Optically dead text paper with one (1) colour invisible UV fibres, visible UV fibres and two (2) colour visible (non-UV) fibres;
- Chemically reactive paper (solvent sensitive);
- Non-peelable permanent adhesive.

**2.1.1 Possible revisions to the following requirements of the ADBs and labels (as applicable to each) – Balance of security features and Printing techniques will not change.**

Printing:	Intaglio printing requirements and printing of a security seal unique to Transport Canada on specified pages;
Security Feature:	Laser perforation numbering
Text Paper:	Fluorescing fibres;
Clear Ink Varnish:	Special formulation for the digital printer;
Cover	0.25 Tanotex;
Embossing	Synthetic gold foil;
Laminate:	Invisible fluorescent UV image printed.

2.2. Capability of the industry to provide warehousing, inventory management, order receipt and fulfillment, customization of pre-printed ADBs and labels and delivery to destinations as specified in the Statement of Work.

### **3. Assumptions :**

#### **3.1 General Assumptions:**

- a) The industry has the capability to print and finish ADBs
- b) The industry has the capability to customize supplied pre-printed documents such as booklets.
- c) The industry has the capability to warehouse, receive and fulfill orders and distribute orders if and when required;
- d) There are suppliers within the industry that currently have the required security levels to meet the security requirements of the Contract.

### **4 Volumes**

#### **4.1 ADBs:**

It is anticipated that a total of 60,000 Booklets will be required to cover the needs for a two (2)-year period.

If Option Years exercised (1-year x 2), an additional 5,000 - 10,000 booklets per year or 10,000 - 20,000 booklets for the total Option Years may be required.

#### **4.2 Labels:**

It is anticipated that a total of 60,000 Licence/Permit Labels may be required to cover the needs for a two (2)-year period. If Option Years exercised (1-year x 2), up to an additional 30,000 Licence/Permit Labels per year or 60,000 may be required.

## REQUEST FOR INFORMATION

### ADDENDUM A - PART 2

#### QUESTIONS TO INDUSTRY

Canada is seeking answers to the following questions:

1. In your opinion are there suppliers able to meet the requirements of both Stream A) and Stream B) as specified in the Statement of Work? Please explain.
2. Is there an alternative to Intaglio printing that has been used in the industry as a security printing technique for printed documents? Please explain.
  - If so, what are the security features of the identified alternative?
  - In your opinion, is this alternative a practical and cost effective alternative to intaglio printing?
  - If so, are you currently equipped to provide the described alternative?
3. Is there an alternative to as 0.25 Tanotex that would provide the same durability and match the colour/ tone and thickness of the current ADB covers ? If so, please explain.
  - In your opinion does the proposed alternative to the Tantoex covers offer any cost savings? If so, please explain.
4. The paper used for the text pages of the ADB is optically dead security paper with fluorescing fibres. In your opinion are there alternatives to using paper with fluorescing fibres? If so please explain how the alternative would act as a security feature of the paper .
  - 4.1 Is there an alternative to using a special thickness for the security paper for pages 1, 2, 23 and 24?
5. Is there an alternative to using a special formulation of ink for the digital printer? If so, please explain.
6. In your opinion are there alternatives to embossing the ADB covers using a synthetic gold foil that will provide an equivalent appearance? If so, please explain.
7. In your opinion, do suppliers have processes in place to minimize costs related to the distribution of orders? Please explain.
8. Do suppliers have the ability to customize pre-printed documents such as the specified ADBs that are supplied from an outside source? Please explain your response.
  - 8.1 In your opinion, are there any specific restrictions or issues related to customizing pre-printed documents supplied from an outside source? Please explain.
  - 8.2 In your opinion, are there issues related to the customization of booklets and final application of the laminate as specified in the Statement of Work for the ADBs?
9. Cost efficiencies and environmental savings:

9.1 In your opinion, are there environmentally preferable paper stock alternatives to use for the printing of ADBs or labels that would offer the required security features? Please explain.

9.1.2 What is the percentage of recycled materials in that stock?

9.1.3 Would the use of recycled stock affect the readability of the documents or the functionality of the required security features?

10. In your opinion, can suppliers meet the quality standards required to meet ICAO standards? Please provide details.

11. Do suppliers have a formal business continuity plan in place?

12. In your opinion, are there any requirements and/or items, described in the Statement Of that would unduly limit a vendor's ability to submit a response?

**13. Any resulting solicitation will include evaluation criteria.**

13.1 In your opinion, would the inclusion of the following mandatory criteria unduly limit a vendor's ability to submit a response:

**13.1.1 STREAM 1) PRINTING, FINISHING AND SUPPLY OF AVIATION DOCUMENT BOOKLETS AND LABELS READY FOR OVERPRINTING;**

**M.1 BIDDER'S EXPERIENCE - PRODUCING SECURE MULTI-PAGE LICENCE/PASSPORT STYLE BOOKLETS AS DESCRIBED IN THE STATEMENT OF WORK**

To demonstrate that the Bidder has experience producing secure multi-page licence/passport style booklets as described in the Statement of Work, the Bidder must provide a detailed description of two (2) previous contracts for which the Bidder was under contract to one (1) or two (2) external clients to provide the printing and finishing/binding of secure of multi-page licence/passport style booklets to be used for customization after printing.

**M.1.1** The detailed description of the two (2) contracts (combined) must demonstrate that the Bidder provided security printing techniques which included all of the following:

- Rainbow printing,
- Anti-copy line patterns,
- Fine line Guilloche patterns or variable size micro-lettering,
- Rainbow (prismatic printing),
- Reactive (solvent sensitive) inks on all pages, and
- UV inks on all pages.

**M.1.2** The detailed description of the two (2) contracts must demonstrate that each of the printed secure multi-page licence/passport style booklets required multiple ink colours.

**M.1.3** The detailed description of the two (2) contracts (combined) must demonstrate that the printed secure multi-page licence/passport style booklets included the following additional security features:

- printing of a security seal or supply and application of a hologram on selected pages, and
- printing of a unique document number on selected text pages.

- M.1.4** The detailed description of the two (2) contracts(combined) must demonstrate that the paper/substrate used for the printed secure multi-page licence/passport style included the following security features:
- optically dead security papers
  - chemically reactive paper (solvent sensitive)
- M.1.5** The quantity of multi-page licence/passport style booklets supplied by the Bidder for at least one (1) of the two (2) described contracts was a minimum of 50,000 booklets/bound documents.
- M.1.6** The printed multi-page licence/passport style booklets required the inclusion of a laminate sheet printed using security printing techniques such as variable sized flowing visible text on the laminate and bound in the finished booklet for at least one (1) of the two (2) described contracts.

For each contract the Bidder must provide the following information:

- a. the client information;
- b. the quantity of printed and bound multi-page licence/passport style booklets produced by the Bidder;
- c. the paper for the cover and text pages;
- d. the laminate substrate used and security printing requirements included in the bound multi-page licence/passport style booklets (as applicable to the contract);
- e. the size and the number of pages of the multi-page licence/passport style booklets;
- f. the security printing techniques used for the printing of the multi-page licence/passport style booklets;
- g. the number of ink colours (as applicable to the contract);
- h. other security features included in the multi-page licence/passport style booklets, (as applicable to the contract);
- i. the binding/finishing requirements of the multi-page licence/passport style booklets
- j. the customization requirements of the multi-page licence/passport style booklets after printing.

**M.2 BIDDER'S EXPERIENCE - PRODUCING SECURE PRINTED LABELS AS DESCRIBED IN THE STATEMENT OF WORK**

To demonstrate that the Bidder has experience producing the type of secure printed labels as described in the Statement of Work, the Bidder must provide a detailed description of two (2) previous contracts contracts for which the Bidder was under contract to one (1) or two (2) external clients to provide printing using secure printing techniques and finishing of die-cut/kiss-cut labels on carrier sheets to be used for customization after printing.

- M.2.1** The detailed description of the two (2) contracts (combined) must demonstrate that the Bidder provided security printing techniques which included all of the following:
- Reactive (solvent sensitive) inks, and
  - UV inks on all pages.
- M.2.2** The detailed description of the two (2) contracts must demonstrate that each of the printed labels included additional security features such as the printing of a security seal other unique identifier.
- M.2.3** The detailed description of the two (2) contracts(combined) must demonstrate that the paper/substrate used for the printed secure labels included the following security features:
- optically dead security papers;

- chemically reactive paper (solvent sensitive)
- non-peelable permanent adhesive.

**M.2.4** The quantity of labels supplied by the Bidder for at least one (1) of the two (2) described contracts was a minimum of 50,000 labels on carrier sheets.

**M.2.5** The finishing of the printed labels for at least one (1) of the two (2) described contracts required die-cutting or kiss-cutting on a printed carrier sheet. .

For each contract the Bidder must provide the following information:

- a. the client information;
- b. the quantity of printed and finished labels produced by the Bidder;
- c. the label paper/substrate used for the labels;
- d. the secure printing techniques used for the printing of the labels (as applicable to the contract);
- e. the number of ink colours(as applicable to the contract);
- f. the die-cutting/kiss-cutting requirements of the printed labels and sheets (as applicable to the contract);

**13.1.2 STREAM 2) WAREHOUSING, ORDER RECEPTION AND FULFILLMENT INCLUDING CUSTOMIZATION OF AVIATION DOCUMENT BOOKLETS AND LABELS, APPLICATION OF LABELS AS REQUIRED AND DISTRIBUTION TO DESTINATIONS**

**M.1 BIDDER'S EXPERIENCE - PROVIDING WAREHOUSING, ORDER RECEIVING AND FULFILLMENT AND CUSTOMIZATION SERVICES AS DESCRIBED IN THE STATEMENT OF WORK**

To demonstrate that the Bidder has experience providing the services as specified in the Statement of Work, the Bidder must provide a detailed description of two (2) previous contracts for which the Bidder was under contract to one (1) or two (2) external clients to provide warehousing of printed materials, inventory management, order receiving and fulfillment, customization of pre-printed booklet style multi-page documents, customization and application of pre-printed labels, preparation for distribution and delivery as described in the Statement of Work.

**M.1.1** The detailed description of the two (2) contracts (combined) must demonstrate that the Bidder provided the following services as a part of the contracts:

- Warehousing of pre-printed materials supplied to the Bidder;
- Inventory management;
- Order receipt and fulfillment on an on-going basis;
- Customization of pre-printed booklet style multi-page documents;
- Customization and application of pre-printed labels;
- Preparation for distribution,
- Distribution.

For each contract the Bidder must provide the following information:

- a. the client information;
- b. the quantity of printed and bound multi-page licence/passport style booklets customized by the Bidder each year (as applicable to the contract);

- 
- c. the quantity of printed and finished labels customized by the Bidder each year (as applicable to the contract);
  - d. the warehousing and inventory management requirements (as applicable to the contract);
  - e. the order receiving and fulfillment requirements (as applicable to the contract);
  - f. the customization requirements for the bound multi-page licence/passport style booklets;
  - g. the customization requirements for the pre-printed labels (as applicable to the contract);
  - h. the requirements for the application of the customized labels into documents (as applicable to the contract);
  - i. the requirements for the preparation and delivery of the completed items to final destinations (as applicable to the contract).

### **13.1.3 STREAM1) and STREAM 2)**

### **M.2/3 BUSINESS CONTINUITY PLAN**

Bidders must demonstrate their capability to maintain production and delivery of the Transport Canada requirements during events that would negatively impact their normal operations.

Bidders must demonstrate this capability by providing a Business Continuity Plan (BCP) for each facility (physical plant where work required under the Contract is carried out including facilities that are owned by same legal entity as the Bidder and/or joint venture partner(s) and subcontractor's facilities) identified in their proposal.

The Business Continuity Plan submitted for M.2 will be evaluated in the point rated criteria.

## **REQUEST FOR INFORMATION**

### **ADDENDUM A - PART 3**

### **Conclusion**

Nothing written in this document or discussed during the research phase should be mistaken for real operational plans for the printing, customization and distribution of ADBs and Labels.



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## REQUEST FOR INFORMATION

### ADDENDUM B - STREAM A

#### DRAFT STATEMENT OF WORK PRINTING AND FINISHING OF AVIATION DOCUMENT BOOKLETS AND LABELS

##### OVERVIEW

Transport Canada Civil Aviation (TCCA) has a requirement for a Contractor to continue with the printing of the **Aviation Document Booklet** (ADB) that is similar in appearance to, and having some similar security features as the Canadian Passport. A void copy of an existing ADB is provided for assessment purposes. Unless otherwise stated, the printing and customization is to follow the existing ADB exactly and in all regards.

The Contractor will also print specialized labels, on an "as required" basis. Example copies of existing labels are provided. Unless otherwise stated the printing and customization is to follow the existing labels exactly and in all regards.

In providing this service to TCCA, the Contractor will at a minimum:

1. Review the overall requirement for the purpose of establishing the most efficient and cost effective method of supply of the items covered under the contract;
2. With direction from the TCCA Project Authority, establish the necessary security features for the ADB and labels;
3. In consultation with the TCCA Project Authority, develop a production schedule for the initial quantities required plus the forecast quantities for the contract and option periods (if exercised);
4. In consultation with the TCCA Project Authority, ensures complete destruction of any materials that may become spoiled and to maintain records on the items destroyed; and
5. Provide quality control services for the contract, as specified by the TCCA Project Authority.

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## DETAILED REQUIREMENTS

### 1. General Specifications

The ADB will be an exact copy of the existing ADB in all regards unless otherwise stated. It will conform to the standards required by **ICAO's Doc 9303 for Machine Readable Travel Documents (MRTD), Volume1**.

The ADB will be issued to all Canadian flight crew licence/permit holders and air traffic controllers (ATC) in the specified colour blue (current ADB PMS Codes: 659, 427, 652 and 497).

The design and text will be provided by the TCCA Project Authority. The external cover page will be a heavy wear-resistant jacket, front and back that securely binds and protects the internal pages. Special security features are to be imbedded in the printing on the insides of both the front and back cover and the pages.



The ADB consolidates Canadian Flight Crew and ATC licensing documents and will include the holder's photograph, signature, permit(s) / license (s), and medical certificate labels and security features for positive authentication.

## 1.1 AVIATION DOCUMENT BOOKLET

Twenty-four (24) page saddle-sewn book plus four (4) additional pages on front and back as reinforced end leaves when inside pages are folded and gathered into signature form with 19 mm strip of cloth laminated at binding margin with a separate cover.

For Booklet format specifications, refer to the void copy of the ADB provided as an attachment.

### 1.1.1 Finished Trim Size:

- It will conform to the standards required by **ICAO's Doc 9303 for Machine Readable Travel Documents (MRTD), Volume 1**; and
- Finished trim size of Booklet is 88mm x 125mm.

### 1.1.2 Current Printing Specifications (**Note:** TCCA Project Authority is open to discussion on alternatives to these stated requirements, including Intaglio printing):

- Lithographic printing on all text pages with background tint provided by 5 different coloured inks as per the specifications. The text pages and inside back cover are printed in a dark grey ink. Intaglio printing is found on the inside front cover, the inside back cover and on page 3. However, the TCCA Project Authority is open to alternatives to intaglio printing;
- A clear ink varnish is to be printed on the data page (**Note:** the vendor is to state the manner in which this will be done, as it is not to cause problems with the laminate used);
- Letterpress printing of the alphanumeric number and 1D bar code is required on page 3 in black ink. Each booklet blank is to be consecutively numbered as per the specification. Numbering instructions will be provided by the TCCA Project Authority in units of ten thousand (10,000) booklets, as required;
- Booklet Number is to be printed on Page 24. This number is serialized and 1D bar coded to each booklet, in sequence, and provides inventory control. Numbering instructions will be provided by the TCCA Project Authority, as required;
- Duplicate or missing serial numbers will not be acceptable; and
- Embossing on the front cover is to be the CANADA Wordmark®, for which the TCCA Project Authority, in consultation with the Contractor, will determine the size and location.

### 1.1.3 Materials (**Note:** TCCA Project Authority is open to discussion on alternatives to these stated requirements, including Intaglio printing):

- Cover - 0.25 Tanotex (may change) blue;
- Text pages - Special watermarked security paper;
- Ink Varnish - Specially formulated for the digital printer; and
- Embossing - Synthetic gold foil.

### 1.1.4 Laser Holes:

- Conical laser perforation from page 3 to 24;
- Perforated numbers match the inventory control number, including one (1) alpha and six (6) digits;
- Perforation are applied 4mm +/- 2mm vertically from the top of the pages and 20mm +/- 2mm horizontally from the exterior edge of the pages; and
- The font height is 7mm-8mm.

## 1.2 LABELS

The TCCA Project Authority will provide the Contractor with the label designs. The Contractor will then supply and print the labels.

The permits, licences and medical certificates will be presented in the form of a unique label to be inserted into the ADB to be valid.

The Label Mail Out Carrier and the ADB will have instructions that will clearly define that labels are added in the blank spaces provided on the appropriate pages of the booklet.

For ADB label format specifications refer to the void copy of the ADB provided as an attachment.

### 1.2.1 Label Basic Principles:

- Label will follow the exact format shown in the attached ADB;
- Label will be licence category specific and easily identifiable by coloured borders on the labels, as specified by the TCCA Project Authority and these may be changed based on operational requirements; and
- Label attached to the booklet utilizing an adhesive strong enough to prevent the label, once attached, from being removed without destroying it (same as motor vehicle licence plate stickers). There is a possibility to have the label made of a frangible type of paper.

## 2. ESTIMATED QUANTITIES

The following is a summary regarding the quantities of the types of products to be required under this contract. Quantities are based on licences currently in circulation and forecast need over the potential term of the contract. Because demand is beyond the control of TCCA, the information provided does not represent a firm commitment that all of the products will continue to be required in the quantities stated over the potential period of the contract.

### 2.1 Booklet:

A total of 60,000 Booklets will be required to cover the needs for a 2-year period. If Option Years exercised (1-year x 2), an additional 10,000 booklets per year or 20,000 booklets for the total Option Years may be required. For option years, Contractor is to provide costing on booklets in quantities of 5, 000. To address any emergencies that may arise for additional booklets, the Contractor is to provide pricing for additional booklets in the following production blocks:

- 5,000
- 10,000
- 15,000

### 2.2 Labels:

A total of 60,000 Licence/Permit Labels may be required to cover the needs for a 2-year period. If Option Years exercised (1-year x 2), an additional 30,000 Licence/Permit Labels per year or 60,000 may be required. For option years, Contractor is to provide costing on labels in quantities of 5, 000 and 10,000. To address any emergencies that may arise for additional labels, the Contractor is to provide pricing for additional labels in the following production blocks:

- 1,000
- 5,000
- 10,000

### **3. PRINT PRODUCTION**

The Contractor, in consultation with the TCCA Project Authority, will establish a production schedule for the quantities of Booklets required under the contract. The consultation will determine whether the full quantity of booklets and Labels will be produced at one time or will be produced in specified quantities at agreed to times, so as to allow the TCCA Project Authority to amend text information stated within the booklet or on the Licence/Permit Label.

### **4. PRINT QUALITY ASSURANCE**

The Contractor and TCCA Project Authority will establish quality standards for printing, binding and imprinting operations for the ADB. The quality standards will be established before production of the booklets commences.

#### **4.1 Print Quality**

Following the TC approved colour standard, the Contractor will produce two (2) sets of identical press proofs of each of the booklet. Each set of proofs will consist of one sheet of each colour being printed plus a final print proof composed of all colours being printed. The TCCA representatives will sign each of the proof sheets to signify their acceptance. The proof sheets will be printed in final bindery imposition and shall be produced with the same paper, inks and lay-down sequence as will the actual production. The proof sheets will include colour control bars from which the densities of each colour solid and tint will become the standards for production. The Contractor will store these proof sheets in a manner to protect them from any changes to the ink or paper.

#### **4.2 Bindery Quality**

Following the specified TC binding standard, the Contractor will produce two (2) bound Aviation Document Booklets. The TCCA representatives will sign each of the booklets to signify their acceptance. The Contractor will store these proof booklets in a manner to protect them from change to the binding.

#### **4.3 Imprint Quality**

Following the approved TC standard, the Contractor will produce two (2) imprinted ADB booklets. The TCCA representatives will sign each of the booklets to signify their acceptance. The Contractor will store these proof booklets in a manner to protect them from any change to the approved imaging.

#### **4.4 Press Approval**

Press approval will be required prior to production. The Technical Authority identified in Section 2 - Terms and Conditions, requires a minimum of 24-hours advance notice of any upcoming press approval scheduled. Official confirmation will be sent in writing no less than 6-hours prior to press approval start. In the case of cancellation by either party, notification will be sent in writing no less than 3-hours prior to scheduled press approval. Where cancellation occurs after arrival of the Technical Authority, travel and expenses in accordance with Treasury Board guidelines, will be billed back to the supplier.

#### **4.5 Random Sampling**

TC has formal quality assurance procedures for printed products. As such, there will be a requirement for random sampling of ADB and a certification process that will be required of the vendor. During the life of the contract, TCCA may direct random sampling and certification at any time. When samples are

requested, the vendor will follow the required steps that TCCA has specified. The costs of these random sampling copies are to be treated in the same manner as that process used for printing and shipping an ADB.

TC will provide the Contractor with three documents in this regard:

- Contractor's Production and Quality Assurance Obligations;
- Certificate of Selection of Random Copies (99-0004); and
- Confirmation of Random Verification Label (MPS-306).

## 5. INVENTORY MANAGEMENT

The Contractor will ship all printed ADBs and Labels to the Transport Canada Distribution Centre at the following address:

Chief, Operational Support Services  
Transport Canada (AARA-MPS)  
2655 Lancaster Road, Loading Bay Door #1  
Ottawa, ON K1B 4L5

## 6. CHANGES TO FILE

Changes to the ADB or Label(s) may be required due to changes in policies and procedures of TCCA. However, there will be discussion and advance notice of any change that may be initiated.

When changes are required to either the ADB or Label(s), TCCA will supply the Contractor with a new PDF file of the product and any changes in the sequence of assembling, serial numbers or special instructions for production via e-mail. Within twenty-four (24) hours of receiving a new file, the Contractor will print a proof of the complete file and will send the proof by courier to the TCCA Project Authority.

TCCA will advise the Contractor of any problems in the construction of the proof by phone or e-mail. The Contractor will make adjustments as required and provide a new proof within twenty-four (24) hours of receiving any instructions to do so.

TCCA will approve the proof (preferred method if to use e-mail, but this is open for discussion with the Contractor).

After TCCA has approved the proof, the Contractor will replace the version of the file in their document management system with the new approved file provided. New files will be installed and ready for print production within forth-eight (48) hours after approval has been given. The TCCA account will only contain the latest version of any of the document files. The Contractor is responsible for ensuring that only the latest version of any of the documents are produced and delivered at all times.

If production is to take place at more than one site, with separate databases, the sites must be networked with processes in place to ensure that all databases are updated simultaneously and reliably.

If a second proof is required due to more changes requested by TCCA, it will be considered as two (2) document changes. If a change is required as a result of a Contractor error, it will be at the contractor's expense.

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**7. INVOICING**

The Contractor will invoice TCCA upon the completion and shipping of each print run of ADBs or Label(s).

**8. TCCA PROJECT AUTHORITY**

The TCCA Project Authority, for the duration of the contract, is the Chief, Commercial Flight Standards, Civil Aviation, Transport Canada. The TCCA Project Authority is responsible for the management of Transport Canada's internal needs and will provide all the information needed for the items listed within this contract. The TCCA Project Authority will forward any changes and/or revisions to the established schedules to the PWGSC Contracting Authority and subsequently to the Contractor in writing.

All questions regarding project information should be directed to the TCCA Project Authority, for the duration of the contract.

**9. TC CONTRACT INSPECTION AND QUALITY ASSURANCE AUTHORITY**

Each production run under this contract will be subject to an initial inspection and sign-off for acceptance by the TC Contract Inspection and Quality Assurance Authority. Sign-off will be at the Contractor's facility before any items are entered into the Contractor's vaults for storage and recording against the inventory of Transport Canada.

This sign-off has the sole purpose of accepting a production run of goods into the Transport Canada recorded inventory. This sign-off will not reduce the Contractor's responsibility to replace any faulty goods, or credit Transport Canada the cost of any defective goods found during production. The Contractor remains responsible for ensuring the security requirements of the contract are maintained for all goods during storage in their facility and for the shipping of any goods. The Contractor's responsibility for the security of any shipment of goods will end once the shipment has been signed for and accepted at the destination.

The TC Contract Inspection and Quality Assurance Authority (or delegated replacement) is the authority for the technical specifications and quality assurance on the part of Transport Canada.

All questions regarding technical specifications and quality assurance will be referred to the TC Contract Inspection and Quality Assurance Authority.

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**APPENDIX "1"****AVIATION DOCUMENT BOOKLET****General:**

The Booklet will be in the specified colour that will distinguish it from other federal documents of similar proportions, which are currently in circulation.

Each booklet will have sections to accommodate the different types of labels. These Label sections are:

- Licence / Permit; and
- Medical certificates.

**BOOKLET FORMAT****Booklet Cover Page (Outside):**

The Government of Canada's official wordmark, "Canada", symbol with the English wording "Aviation Document" above the symbol and "Document d'Aviation" below the symbol is used. The text and symbols will be centered on the cover page. This design will be embossed on the cover and filled with gold foil.

**Booklet inside cover (Front):**

The text is to be exactly the same as the text on the void ADB provided.

**Booklet inside cover (Back):**

The text is to be exactly the same as the text on the void ADB provided.

The information on each page is to be an exact copy of the information shown in the void ADB provided unless otherwise requested.

**Laser Holes:**

- Conical laser perforation from page 3 to 24;
- Perforated numbers match the inventory control number, including one (1) alpha and six (6) digits;
- Perforation are applied 4mm +/- 2mm vertically from the top of the pages and 20mm +/- 2mm horizontally from the exterior edge of the pages; and
- The font height is 7mm-8mm.



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**APPENDIX “2”****LABEL CRITERIA****General:**

The booklet will require that permits, licences and medical certificate labels be inserted into them to become part of the booklet. These labels will be exactly the same in all regards to the existing labels currently in use unless otherwise stated. Refer to the labels in the attached void ADB for text, font, size and placement.

Each booklet will have sections to accommodate the different types of labels. These sections are:

- Licence and Permit; and
- Medical Certification.

The Licence, Permit or Medical Certificate will normally be printed on one label.

Each label will be used as pre-printed stock to draw from when a permit, licence, or medical certificate is required to be printed. These labels will have the appropriate colour applied on its border to identify its purpose when personalized. Each of these will be printed on labels:

A) Permits:

- Gyroplane;
- Ultra-light Aeroplane; and
- Recreational – Aeroplane.

B) Licences:

- Glider;
- Balloon;
- Private Pilot – Aeroplane;
- Private Pilot – Helicopter;
- Commercial – Aeroplane;
- Commercial – Helicopter;
- Airline Transport Pilot – Aeroplane;
- Airline Transport Pilot – Helicopter;
- Flight Engineer;
- Multi Crew Pilot; and
- Air Traffic Controller.

C) Medical Certificate

Labels will be coloured to ensure that they are easily distinguishable. Labels will be bilingual. Labels will have security features to prevent alteration. A bilingual warning note will be on all labels that will say “Valid only in Booklet No./Valide seulement dans le carnet no”.

All labels will be printed within the specifications of the label and this label will form part of a carrier (“Label Carrier”) that is the document that will be mailed to the holder.

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File No. - N° du dossier

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Licence	
(I) BPL (II) BB18 (XII) This licence is valid for/Cette licence est valide pour: Class/Classe: All Non-Power Driven Balloons/Tous les ballons non motorisés Type(s): AS90 (XIII) Remarks/Remarques: One Passenger Only/Un passager seulement	LP: EN/FR  Date of Issue/Date de délivrance: 2010 OCT/OCT 07 Valid only in Booklet No./Valide seulement dans le carnet no A056702
ROBIN LAMB AARTL 6TH FLOOR TOWER C 330 SPARKS ST OTTAWA ON K1A0N8	
HQ	
 0 0 3 3 8 4 0	

**Label Insertion Instructions**  
To insert the label correctly please follow the instructions below:  
Step 1: Open booklet to the appropriate page  
Step 2: Determine a new position for the label (next open space on the applicable page).

**For label on the left hand page:**  
Step 3: Peel off label from the label carrier.  
Step 4: Carefully place the right short edge side of the label within the alignment marks at the spine side of the booklet.  
Step 5: Keep left side of the label away from the page.  
Step 6: Smooth the label onto the page from the spine out toward the left edge of the page.

**For label on the right hand page:**  
Step 3: Peel off label from the label carrier.  
Step 4: Carefully place the left short edge side of the label within the alignment marks at the spine side of the booklet.  
Step 5: Keep right side of the label away from the page.  
Step 6: Smooth the label onto the page from the spine out toward the right edge of the page.

**Consignes pour coller la vignette**  
Afin de coller la vignette correctement, veuillez suivre les instructions suivantes :  
Étape 1 : Ouvrir le carnet à la page pertinente.  
Étape 2 : Choisir la place de la nouvelle vignette (espace libre suivant sur la page pertinente du carnet).

**Pour coller la vignette sur la page gauche :**  
Étape 3 : Décoller la vignette de son support.  
Étape 4 : Placer soigneusement le bord droit de la vignette contre la reliure du carnet, à l'intérieur des repères d'alignement.  
Étape 5 : Éviter que le côté gauche de la vignette ne touche la page.  
Étape 6 : Coller la vignette de la reliure vers le bord gauche de la page.

**Pour coller la vignette sur la page droite :**  
Étape 3 : Décoller la vignette de son support.  
Étape 4 : Placer soigneusement le bord gauche de la vignette contre la reliure du carnet, à l'intérieur des repères d'alignement.  
Étape 5 : Éviter que le côté gauche de la vignette ne touche la page.  
Étape 6 : Coller la vignette de la reliure vers le bord droit de la page.

TCCA's DAPLS system will administer all the requirements of security, data, colour options, etc., as prescribed in the Specification Document and as stated in this Appendix.

DAPLS will transfer the required data to the contractor's computer to cover the various types of labels required in each section. A bank of possible entries for each label will be kept electronically to ensure correct entry into the required fields.

The contractor will ensure that alignment quality control of all the particular fields is ensured.

The following will detail each label's pre-printed template. The examples below are for format placement only – the logo graphic will be updated:

### LICENCE OR PERMIT LABEL FORMAT

From top to bottom - English to be followed by French:

Licence	
(II) <b>ATPL (A)</b>	
(III) <b>AA000000</b>	LP: EN, FR
(XII) <b>This licence is valid for/Cette licence est valide pour:</b>	
<b>Class/Classe:</b> SMELS	
<b>Type(s):</b> B747, EA32, EA34 S0	
<b>FI:</b>	Class/Classe 1 to/jusqu'au 2010 FEB/FEVR 01
<b>ABI:</b>	Class/Classe 1 to/jusqu'au 2010 MAR/MARS 01
<b>IR:</b>	Group/Groupe 1 to/jusqu'au 2009 NOV/NOV 01
(XIII) <b>Remarks/Remarques:</b> None/Aucune	
<b>Date of Issue/Date de délivrance:</b> 2007 DEC/DEC 06	
Valid only in Booklet No./Valide seulement dans le carnet n° S123456	

The above template will be stock held by the contractor. The template will be part of a "Label Carrier". The numbered fields are left blank and will be inserted upon request from DAPLS to the contractor.

### MEDICAL CERTIFICATE LABEL FORMAT

From top to bottom - English to be followed by French:

Medical Certificate/Certificat médical	
(III) <b>000000</b>	
<b>MEDICAL CATEGORY/CATÉGORIE MÉDICALE:</b> 3	
<b>Examination Date/Date de l'examen:</b> 2007 SEP/SEPT 12	
<b>Limitations/Restrictions:</b> Licence Restricted/Licence restreint ~ Subject to letter dated/Sous réserve des conditions de la lettre datée du 2007 Nov/Nov 14	
<<< NOT VALID FOR CAME RENEWAL>>> <<<NON VALIDE POUR RENOUVELLEMENT PAR MEAC>>>	
<b>Date of Issue/Date de délivrance:</b> 2007 DEC/DEC 01	
Valid only in Booklet No./Valide seulement dans le carnet n° S123456	

The above template will be stock held by the contractor. The template will be part of a "Label Carrier" that will be dedicated to the Licence. The numbered fields are left blank and will be inserted upon request from DAPLS to the contractor:

- DAPLS will send the data for fields 1,2,3,4,5;
- Field 1 = holder's Permit / Licence number;

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- Field 2 = Medical category:
  - Category 1
  - Category 2
  - Category 3
  - Category 4
- Field 3 = Date of medical exam;
- Field 4 = any medical limitations/restrictions:
  - List from Medical Branch to follow.
- Field 5 = label issue date.

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## REQUEST FOR INFORMATION

### ADDENDUM C - STREAM B

#### DRAFT STATEMENT OF WORK

#### CUSTOMIZATION OF ADBs INCLUDING WAREHOUSING OF PRE-PRINTED ADBs AND LABELS, ORDER RECEIVING AND FULFILLMENT, CUSTOMIZATION AND DISTRIBUTION

#### OVERVIEW

Transport Canada Civil Aviation (TCCA) has a requirement for a Contractor to personalize (customization, print and distribute) the **Aviation Document Booklet** (ADB) that unless otherwise stated, exactly follows the existing ADB which has been provided for assessment purposes. The Contractor will also print specialized labels for updating the ADB, once issued. The Contractor will be responsible for the complete supply chain process of design, production, storage, inventory control, order processing and order fulfillment, distribution, tracking and reporting of activity.

In providing this service to TCCA, the Contractor will at a minimum:

1. Review the overall requirement for the purpose of establishing the most efficient and cost effective method of supply of the items covered under the contract;
2. In consultation with the TCCA Project Authority, develop a production schedule for the quantities required plus the forecast quantities for the contract and option periods (if exercised);
3. In consultation with the TCCA Project Authority determines that an inventory of items should be maintained, then the Contractor will establish the level of inventory required for each of the items and store all in a secure, climate controlled storage space, monitor and control the quantities of items in inventory over the term of the contract and produce items as required to maintain the inventory of material at the required level. This includes taking the necessary steps to ensure complete destruction of any materials that may become spoiled and to maintain records on the items destroyed;
4. In consultation with the TCCA Project Authority, establish a secure data link between the TCCA Headquarters (330 Sparks Street, Place de Ville, Tower C) and the production facility and accept the personal information required for personalizing ADBs and labels;
5. Imprint the ADB and labels with the information received from TCCA and provide complete order fulfillment, including distribution to final destinations via Canada Post;
6. Provide comprehensive reporting as required;
7. Provide quality control services for the contract, as specified by the TCCA Project Authority;
8. As required, provide consulting services to the TCCA Project Authority for security enhancements, cost savings and opportunities to gain efficiencies in managing the supply of material; and
9. Provide on-going liaison with the TCCA Project Authority for the daily management of the supply of material.

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## DETAILED REQUIREMENTS

### 1. BOOKLET OR LABEL ORDERING (CUSTOMIZATION ELEMENTS)

Orders for Aviation Document Booklets and/or Labels are processed through the Flight Crew Licensing's Distributed Air Personnel Licensing System (DAPLS) database and placed in queue for printing. Orders are placed throughout the year. Most orders are for one booklet and/or several labels to meet the user's individual needs in the initial booklet issue and additional labels are issued as required. The quantities of the various items ordered and the ordering frequency of any of the various items required is subject to demand. It is therefore outside the control of TCCA and cannot be definitely stated. The Contractor's systems and processes must have the capacity and flexibility to respond to known, scheduled ordering and distribution requirements, ad-hoc orders requiring fulfilment in the standard turnaround times and unexpected requests having very short time frames.

The number of Booklet and/or Labels ordered can vary greatly from day-to-day. Each order must be accompanied with a packing slip indicating the Booklet and/or Label serial numbers with their quantities included in the shipment.

For purposes of service delivery, TCCA will assume a normal working week to be Monday to Friday and each working day between 08:00 and 16:00 Eastern Standard Time (EST). All statute Holidays are exempted from the working week.

#### 1.1 Order Taking

The Contractor is not required or allowed to accept orders directly from the public. All orders to the Contractor will come directly from the secure data link connection with TCCA.

#### 1.2 Order Transmission

The order files are sent to the Contractor's facility at a schedule to be determined by TCCA. The Contractor is responsible to advise the TCCA Project Authority within the next working day if no order files are received as per the schedule.

The Contractor will provide TCCA with a File Transfer Protocol (FTP) capability (with user ID and password that give TCCA read and write privileges) where the TCCA database server can deposit a text file containing the daily orders. The Contractor will set-up their system or, at least, set-up the automatic scripts to pick up the orders so that it is compliant with TCCA's file formats that delivers orders.

#### 1.3 Order System Interface

The Contractor will provide the infrastructure for accepting and processing of orders and for the management of information relevant to the supply of the Booklet and/or Labels under the contract. TCCA expects to interface with order processing and information management systems already in use by the Contractor and will therefore not consider paying costs required for the development of such systems. TCCA will not pay for any development other than that required to provide the interface between TCCA and the Contractor's systems.

The interface must be able to map data fields from one system to the other to pass information and updates. The Contractor's system must be capable of transmitting product title information in uppercase and lowercase format and, in the case of the French language, be able to represent all accents and related characters.

TCCA will have to develop a system of checks and balances through DAPLS and the contractor's computer to establish a confirmation report for each job request, requested by TCCA. The contractor will generate the required confirmation report to DAPLS once the envelope containing the job request is mailed to the holder.

DAPLS will notify the job originator that the requested task is completed with the above-mentioned confirmation report.

TCCA will not consider utilizing any system which will require the purchase or lease of proprietary hardware or software.

## **2. TECHNICAL PERSONNEL**

The Contractor will be required to develop the interface between TCCA and their internal systems based on direction from the TCCA Project Authority. The Contractor must have technical personnel available to work with TCCA representatives to set up and maintain the ordering methods. The Contractor will be required to work with TCCA representatives over the term of the contract to implement any expansions to the services offered by TCCA.

## **3. ORDER RECEIPT**

The Contractor must receive orders i.e., accept electronic files transmitted by TCCA in agreed format and schedule. The contractor must advise the TCCA Project Authority within the next working day if the files are not received as per the schedule.

Any situation preventing the job request (Orders) from not being processed, missing information, other administrative discrepancies or other disasters, must be reported within one working day to the TCCA Project Authority.

## **4. REPRINTING**

The Contractor must retain order information in a secure database meeting the requirements of all applicable privacy legislation for an agreed period to enable reprinting and follow-up printing if requested.

## **5. DISTRIBUTION - CANADA POST REQUIREMENTS**

The Contractor will ship each Booklet and/or Labels to the required holder, using the envelope that TCCA will supply and using the *Priority Post* service of Canada Post. It is imperative that custody signatures be documented once the Booklet is printed with a photo and name.

The TCCA Project Authority will establish a Canada Post account and the Contractor will document the related costs on a monthly basis.

The Contractor will ensure that all booklets and labels are shipped in a manner that will prevent any damage caused by normal postal handling and or during postal transit. This will be determined between consultation with the contractor and TCCA.

## 5.1 Service Standards

The following provisions relative to varying levels of service apply to the time elapsed between the receipt of a request by the Contractor and the shipping of the order from the contractor's facility. The transit time required for delivery to customer destination shall not be considered for these purposes. The different levels of service are:

## 5.2 Regular Service for routine orders

Regular service means order fulfilment of all individual job requests to be shipped within five (5) working days from the time job requests (orders) are received from TCCA. An individual job request (order) is a request for 1 Booklet and/or one or more Label(s).

## 5.3 Regular Service for large orders

A large order for individual job requests may occur and TCCA and the contractor will determine the required service delivery for this high volume request. Normally, no "bulk" distribution of Booklets to one applicant will ever happen.

## 6. REPORTING

The Contractor will provide specified reports to the TCCA Project Authority.

### 6.1 Monthly reports

In conjunction with the monthly invoices, the Contractor will provide in Excel format a report on the volumes of all Booklets and/or Labels distributed, as well as the total number of orders processed in the period.

### 6.3 Ad hoc reports

The Contractor will provide within one working day (if requested) specific reports, in either electronic or hard copy format, showing date received, printed and mailed/shipped details for individual orders.

If requested, the Contractor will provide within one week in Excel format transactions/orders sorted by province and/or postal code for specified periods.

## 7. INVOICING

The Contractor will invoice TCCA on a monthly basis, preferably by calendar month, as soon as possible after the end of the month for all orders produced and shipped in the month.

- Volumes of Booklets and/or Labels ordered and distributed with the serial numbers used; and
- Number of orders received.

Further differentiation under these headings may be required or added.



## **8. DISASTER RECOVERY PLAN**

The Contractor will have a disaster recovery plan to ensure service delivery as per the contract. It is assumed that the recovery plan will be conducted from an alternative site from the primary site of operation. The recovery plan shall include all the services listed in this document.

The contractor will provide TCCA with a monthly report as to the status of any work being produced under the Disaster Recovery Plan.

The Contractor will ensure that TCCA is notified on the progress of restoring normal operations back to the primary site of operations.

## **9. TCCA PROJECT AUTHORITY**

The TCCA Project Authority for the duration of the contract is the Chief, Commercial Flight Standards, Civil Aviation, Transport Canada. The TCCA Project Authority is responsible for the management of Transport Canada's internal needs and will provide all the information needed for the items listed within this contract. The TCCA Project Authority will forward any changes and/or revisions to the established schedules to the PWGSC Contracting Authority and subsequently to the Contractor in writing.

All questions regarding project information should be directed to the TCCA Project Authority for the duration of the contract

## **10. TC CONTRACT INSPECTION AND QUALITY ASSURANCE AUTHORITY**

Each production run under this contract will be subject to an initial inspection and sign-off for acceptance by the TC Contract Inspection and Quality Assurance Authority. Sign-off will be at the Contractor's facility before any items are entered into the Contractor's vaults for storage and recording against the inventory of Transport Canada.

This sign-off has the sole purpose of accepting a production run of goods into the Transport Canada recorded inventory. This sign-off will not reduce the Contractor's responsibility to replace any faulty goods or credit Transport Canada the cost of any defective goods found during production. The Contractor remains responsible for ensuring the security requirements of the contract are maintained for all goods during storage in their facility and for the shipping of any goods. The Contractor's responsibility for the security of any shipment of goods will end once the shipment has been signed for and accepted at the destination.

The TC Contract Inspection and Quality Assurance Authority is the authority for the technical specifications and quality assurance on the part of Transport Canada.

All questions regarding contract specification information and quality assurance will be referred to the TC Contract Inspection and Quality Assurance Authority.

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## **REQUEST FOR INFORMATION**

### **ADDENDUM D - SECURITY REQUIREMENTS CHECK LIST**



Government of Canada  
Gouvernement du Canada

Contract Number / Numéro du contrat

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Security Classification / Classification de sécurité  
Unclassified

**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		2. Branch or Directorate / Direction générale ou Direction	
Transport Canada		Civil Aviation, Standards Branch (AARTF)	
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 The printing, personalization and distribution of the Canadian Aviation Document Booklet and Labels.			
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?		<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui	
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?		<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes 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? (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)		<input type="checkbox"/> No Non <input checked="" type="checkbox"/> Yes 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.		<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui	
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?		<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui	
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès			
Canada <input checked="" type="checkbox"/>		NATO / OTAN <input type="checkbox"/>	
		Foreign / Étranger <input type="checkbox"/>	
7. b) Release restrictions / Restrictions relatives à la diffusion			
No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>		All NATO countries Tous les pays de l'OTAN <input type="checkbox"/>	
Not releasable À ne pas diffuser <input checked="" type="checkbox"/>			
Restricted to: / Limité à: <input type="checkbox"/>		Restricted to: / Limité à: <input type="checkbox"/>	
Specify country(ies): / Préciser le(s) pays:		Specify country(ies): / Préciser le(s) pays:	
7. c) Level of information / Niveau d'information			
PROTECTED A PROTÉGÉ A <input type="checkbox"/>		NATO UNCLASSIFIED NATO NON CLASSIFIÉ <input type="checkbox"/>	
PROTECTED B PROTÉGÉ B <input checked="" type="checkbox"/>		NATO RESTRICTED NATO DIFFUSION RESTREINTE <input type="checkbox"/>	
PROTECTED C PROTÉGÉ C <input type="checkbox"/>		NATO CONFIDENTIAL NATO CONFIDENTIEL <input type="checkbox"/>	
CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>		NATO SECRET NATO SECRET <input type="checkbox"/>	
SECRET SECRET <input type="checkbox"/>		COSMIC TOP SECRET COSMIC TRÈS SECRET <input type="checkbox"/>	
TOP SECRET TRÈS SECRET <input type="checkbox"/>			
TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>		PROTECTED A PROTÉGÉ A <input type="checkbox"/>	
		PROTECTED B PROTÉGÉ B <input type="checkbox"/>	
		PROTECTED C PROTÉGÉ C <input type="checkbox"/>	
		CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>	
		SECRET SECRET <input type="checkbox"/>	
		TOP SECRET TRÈS SECRET <input type="checkbox"/>	
		TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>	





Government of Canada  
Gouvernement du Canada

Contract Number / Numéro du contrat

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Security Classification / Classification de sécurité  
Unclassified

**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<br>COTE DE FIABILITÉ | <input type="checkbox"/> CONFIDENTIAL<br>CONFIDENTIEL           | <input type="checkbox"/> SECRET<br>SECRET           | <input type="checkbox"/> TOP SECRET<br>TRÈS SECRET               |
| <input type="checkbox"/> TOP SECRET - SIGINT<br>TRÈS SECRET - SIGINT        | <input type="checkbox"/> NATO CONFIDENTIAL<br>NATO CONFIDENTIEL | <input type="checkbox"/> NATO SECRET<br>NATO SECRET | <input type="checkbox"/> COSMIC TOP SECRET<br>COSMIC TRÈS SECRET |
| <input type="checkbox"/> SITE ACCESS<br>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

11. b) Will the supplier be required to safeguard COMSEC information or assets?

Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC?

☒ No ☐ Yes  
Non Oui

**PRODUCTION**

11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises?

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

☐ No ☒ Yes  
Non Oui

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

11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data?

Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS?

☐ No ☒ Yes  
Non Oui

11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency?

Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale?

☐ No ☒ Yes  
Non Oui

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité

Unclassified

Canada



**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 COSMIC TRÈS SECRET	A	B	C	CONFIDENTIEL	
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).