

RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:

**Bid Receiving Public Works and Government
Services Canada/Réception des soumissions
Travaux publics et Services gouvernementaux
Canada
Room 100,
167 Lombard Ave.
Winnipeg
Manitoba
R3B 0T6
Bid Fax: (204) 983-0338**

Request For Supply Arrangement - Demande pour un arrangement en matière d'approvisionnement

Offer to: Department of Public Works and Government Services

We hereby offer to provide to Canada, as represented by the Minister of Public Works and Government Services, in accordance with the terms and conditions set out herein or attached hereto, the goods, services, and construction detailed herein and on any attached sheets.

Offre au: Ministère des Travaux publics et des Services
gouvernementaux

Nous offrons par la présente de fournir au Canada, représenté par le ministre des Travaux publics et des Services gouvernementaux, aux conditions énoncées ou incluses par référence dans la présente et aux annexes ci-jointes, les biens, services et construction énumérés ici et sur toute feuille ci-annexée.

Comments - Commentaires

Vendor/Firm Name and Address
Raison sociale et adresse du
fournisseur/de l'entrepreneur

Issuing Office - Bureau de distribution

Public Works and Government Services Canada - Western
Region
Room 100
167 Lombard Ave.
Winnipeg
Manitoba
R3B 0T6

Title - Sujet Printing Services	
Solicitation No. - N° de l'invitation ET959-150211/A	Date 2014-07-03
Client Reference No. - N° de référence du client ET959-150211	GETS Ref. No. - N° de réf. de SEAG PW-\$WPG-211-9054
File No. - N° de dossier WPG-4-37033 (211)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2017-08-31	Time Zone Fuseau horaire Central Daylight Saving Time CDT
Delivery Required - Livraison exigée See Herein	
Address Enquiries to: - Adresser toutes questions à: Wiebe, Amanda	Buyer Id - Id de l'acheteur wpg211
Telephone No. - N° de téléphone (204)983-7032 ()	FAX No. - N° de FAX (204)983-7796
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: DEPARTMENT OF PUBLIC WORKS AND GOVERNMENT SERVICES CANADA 100-167 LOMBARD AVE P.O.BOX 1408 WINNIPEG Manitoba R3C2Z1 Canada	
Security - Sécurité This request for a Supply Arrangement does not include provisions for security. Cette Demande pour un arrangement ne comprend pas des dispositions en matière de sécurité.	

Instructions: See Herein

Instructions: Voir aux présentes

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

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WPG-4-37033

Buyer ID - Id de l'acheteur

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CCC No./N° CCC - FMS No/ N° VME

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Title: Printing Services

PART 1 - GENERAL INFORMATION

1. Introduction

The Request for Supply Arrangements (RFSA) is divided into six parts plus attachments and annexes, as follows:

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Supplier Instructions: provides the instructions applicable to the clauses and conditions of the RFSA;
- Part 3 Arrangement Preparation Instructions: provides suppliers with instructions on how to prepare the arrangement to address the evaluation criteria specified;
- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria which must be addressed in the arrangement, and the basis of selection;
- Part 5 Certifications: includes the certifications to be provided; and
- Part 6 6A, Supply Arrangement, 6B, Bid Solicitation, and 6C, Resulting Contract Clauses:
 - 6A, includes the Supply Arrangement (SA) with the applicable clauses and conditions;
 - 6B, includes the instructions for the bid solicitation process within the scope of the SA;
 - 6C, includes general information for the conditions which will apply to any contract entered into pursuant to the SA.

The Annexes include the Statement of Work, Vendor Profile, Mandatory and Point Rated Criteria, Quarterly Usage Reports, Statement of Work Template, Requirements for Set-aside Program for Aboriginal Business and Security Requirements Check List (SRCL).

2. Summary

The objective of the Supply Arrangement is to provide Federal Government Departments and Agencies with high quality printing services for the provision of printing products such as brochures, publications, newsletters, inserts, posters, business cards, etc., at a competitive price.

Printing services refers to various printing methods including offset (sheet-fed and web), digital, business cards and other related printing services.

The Identified Users will utilize the Supply Arrangement for requirements up to \$100,000.00. Printing projects exceeding this dollar amount will be tendered through a competitive tendering process through PWGSC.

The Supply Arrangement has no defined end-date and will remain valid until such time as Canada no longer considers it to be advantageous to use it.

Identified Users will include various Federal government departments and agencies for the following Regions:

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Region 1 - Atlantic; Region 2 - Quebec; Region 3 - Ontario (except the National Capital Region (NCR)); Region 4 - Western; and Region 5 - Pacific.

Canada expects to authorize Supply Arrangements, for printing requirements from client departments **originating OUTSIDE the National Capital Region** (i.e. all regions except NCR), **with all suppliers, that are deemed responsive to the RFSA.**

This Supply Arrangement is for deliveries all across Canada, including the National Capital Region (NCR), but excluding the Comprehensive Land Claim Settlement Areas. *The resulting Supply Arrangement is not to be used for deliveries within a Comprehensive Land Claims Settlement Area (CLCSA). All requirements for delivery within a CLCSA are to be procured outside of this supply arrangement.*

Suppliers, at any time, have the opportunity to qualify for this Supply Arrangement by submitting a completed Request for Supply Arrangement (RFSA). For additional information refer to Part 6 – Supply Arrangement and Resulting Contract Clauses, Article 6 – On going Opportunity for Qualification.

This requirement is subject to the Agreement on Internal Trade (AIT).

Suppliers must provide a list of names, or other related information as needed, pursuant to section 01 of Standard Instructions 2008.

For services requirements, Suppliers in receipt of a pension or a lump sum payment must provide the required information as detailed in article 3 of Part 2 of the Request for Supply Arrangements (RFSA).

The requirement covered by the bid solicitation of any resulting supply arrangement may be subject to a preference for Canadian goods and/or services or may be limited to Canadian goods and/or services.

There are no Mandatory Security Requirements required to qualify for this Request for Supply Arrangement. Once a Supply Arrangement is in place, it is anticipated that most contracts will not have a security requirement. However, for a contract that requires a security requirement, only Suppliers holding a valid security clearance at the required level will be considered.

For additional information, consult Part 1 - General Information, and Part 6A - Supply Arrangement. For more information on personnel and organization security screening or security clauses, suppliers should refer to the Canadian Industrial Security Directorate (CISD), Industrial Security Program of Public Works and Government Services Canada (<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>) website.

This RFSA will result in both PSAB and Non-PSAB supply arrangements.

If PSAB is applicable, refer to Annex 9.4 Requirements for the Set-aside Program for Aboriginal Business, of the Supply Manual and certification clauses within this document for additional details. The Agreement on Internal Trade (AIT), AIT does not apply to PSAB procurements.

3. Security Requirement

All suppliers are eligible to qualify for this supply arrangement, however only those suppliers holding a valid security clearance will be eligible to bid on secure printing requirements.

1. At the Request for Supply Arrangements closing date, the following conditions must be met:
 - (a) the Supplier must hold a valid organization security clearance as indicated in Part 6A - Supply Arrangement;

-
- (b) the Supplier's proposed individuals requiring access to classified or protected information, assets or sensitive work site(s) must meet the security requirement as indicated in Part 6A - Supply Arrangement;
 - (c) the Supplier must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;
 - (d) the Supplier's proposed location of work performance or document safeguarding must meet the security requirement as indicated in Part 6A - Supply Arrangement;
 - (e) the Supplier must provide the address(es) of proposed location(s) of work performance or document safeguarding as indicated in Part 3 - Section IV Additional Information.
2. For additional information on security requirements, suppliers should refer to the Canadian Industrial Security Directorate (CISD), Industrial Program of Public Works and Government Services Canada (<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>) website.

4. Canadian Content

The goods and/or services covered by the Supply Arrangement may be limited to Canadian goods and/or services as defined in clause A3050T.

SACC Manual clause A3050T (2010-01-11) Canadian Content Definition

5. Debriefings

Suppliers may request a debriefing on the results of the request for supply arrangements process. Suppliers should make the request to the Supply Arrangement Authority within 15 working days of receipt of the results of the request for supply arrangements process. The debriefing may be in writing, by telephone or in person.

6. Key Terms

In this SA, the following definitions apply:

SA: A supply arrangement (SA) is a method of supply used by Public Works and Government Services Canada (PWGSC) to procure goods and services. A supply arrangement is an arrangement between Canada and pre-qualified suppliers that allows identified users to solicit bids from a pool of pre-qualified suppliers for specific requirements within the scope of a supply arrangement. A supply arrangement is not a contract for the provision of the goods and services described in it and neither party is legally bound as a result of signing a supply arrangement alone. The intent of a supply arrangement is to establish a framework to permit expeditious processing of individual bid solicitations which result in legally binding contracts for the goods and services described in those bid solicitations.

National Capital Region (NCR): The National Capital Region is an official federal designation for the Canadian capital of Ottawa, Ontario, the neighboring city of Gatineau, Quebec and the surrounding area as defined in the National Capital Act, R.S., 1985, c.N-4, Sch., 2002, c.17, s.20.

Contracting Authority: The representative of an Identified User, designated by that title in the Contract or by notice to the Contractor, to act as Canada's representative to manage a contract resulting from this SA.

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Project Authority: The Project Authority is the representative of the Identified User for whom Work is being carried out under a contract resulting from this SA and is responsible for all matters concerning the technical content of the Work under a contract. The Project Authority for contracts resulting from the Supply Arrangement will be identified in each contract.

Offset Process: is a commonly used printing technique in which the inked image is transferred (or "offset") from a plate to a rubber blanket, then to the printing surface. Two main offset printing methods are "web" and "sheet-fed". The "web" process feeds a large reel of continuous paper through a large press machine which then prints at high speeds as the paper is fed through it. The "sheet-fed" process prints on individual sheets of paper, usually very large sheets.

Digital Process: where all electronic documents are transferred digitally from a computer workstation directly to the printer – similar to our office environment. Images are processed in real time.

Reprographic/Duplicating: blanket term encompassing multiple methods of reproducing contents, such as scanning, photography, xerography, photocopy, and digital printing. Copy exactly like the original.

PART 2 - SUPPLIER INSTRUCTIONS

1. Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the Request for Supply Arrangements (RFSA) by number, date and title are set out in the Standard Acquisition Clauses and Conditions Manual (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

Suppliers who submit an arrangement agree to be bound by the instructions, clauses and conditions of the RFSA and accept the clauses and conditions of the Supply Arrangement and resulting contract(s).

The 2008 (2014-03-01) Standard Instructions - Request for Supply Arrangements - Goods or Services, are incorporated by reference into and form part of the RFSA.

Subsection 5.4 of 2008, Standard Instructions - Request for Supply Arrangements - Goods or Services, is amended as follows:

Delete: sixty (60) days
Insert: one-hundred and twenty (120) days

2. Submission of Arrangements

Arrangements must be submitted only to Public Works and Government Services Canada (PWGSC) Bid Receiving Unit by the date, time and place indicated on page 1 of the Request for Supply Arrangements.

Due to the nature of the Request for Supply Arrangements, transmission of arrangements by facsimile to PWGSC will not be accepted.

3. Former Public Servant - Notification

Service contracts awarded to former public servants in receipt of a pension or a lump sum payment must bear the closest public scrutiny and reflect fairness in the spending of public funds. Therefore, the bid solicitation will require that you provide information that, were you to be the successful bidder, your status with respect to being a former public servant in receipt of a pension or a lump sum payment, will be required to report this information on the departmental websites as part of the published proactive disclosure reports generated in accordance with Treasury Board policies and directives on contracts with former public servants, Contracting Policy Notice 2012-2 and the Guidelines on the Proactive Disclosure of Contracts.

4. Federal Contractors Program for Employment Equity - Notification

The Federal Contractors Program (FCP) for employment equity requires that some contractors make a formal commitment to Employment and Social Development Canada (ESDC) - Labour to implement employment equity. In the event that this Supply Arrangement would lead to a contract subject to the Federal Contractors Program (FCP) for employment equity, the bid solicitation and resulting contract templates would include such specific requirements. Further information on the Federal Contractors Program (FCP) for employment equity can be found on ESDC-Labour's website.

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5. Enquiries - Request for Supply Arrangements

All enquiries must be submitted in writing to the Supply Arrangement Authority no later than seven (7) calendar days before the Request for Supply Arrangements (RFSA) closing date. Enquiries received after that time may not be answered.

Suppliers should reference as accurately as possible the numbered item of the RFSA to which the enquiry relates. Care should be taken by suppliers to explain each question in sufficient detail in order to enable Canada to provide an accurate answer. Technical enquiries that are of a proprietary nature must be clearly marked "proprietary" at each relevant item. Items identified as "proprietary" will be treated as such except where Canada determines that the enquiry is not of a proprietary nature. Canada may edit the question(s) or may request that suppliers do so, so that the proprietary nature of the question(s) is eliminated, and the enquiry can be answered to all suppliers. Enquiries not submitted in a form that can be distributed to all suppliers may not be answered by Canada.

6. Applicable Laws

The Supply Arrangement (SA) and any contract awarded under the SA must be interpreted and governed, and the relations between the parties determined, by the laws in force in **Manitoba**.

Suppliers may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of the arrangement, by deleting the name of the Canadian province or territory specified and inserting the name of the Canadian province or territory of their choice. If no change is made, it acknowledges that the applicable laws specified are acceptable to the suppliers.

PART 3 - ARRANGEMENT PREPARATION INSTRUCTIONS

1. Arrangement Preparation Instructions

Canada requests that suppliers provide the arrangement in separately bound sections as follows:

Section I: Technical Arrangement (3 hard copies)
Section II: Certifications (3 hard copies)
Section III: Additional Information (1 hard copy)

Canada requests that suppliers follow the format instructions described below in the preparation of the arrangement.

- (a) use 8.5 x 11 inch (216 mm x 279 mm) paper;
- (b) use a numbering system that corresponds to that of the Request for Supply Arrangements.

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process Policy on Green Procurement(<http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html>). To assist Canada in reaching its objectives, suppliers should:

- 1) use 8.5 x 11 inch (216 mm x 279 mm) paper containing fibre certified as originating from a sustainably-managed forest and containing minimum 30% recycled content; and
- 2) use an environmentally-preferable format including black and white printing instead of colour printing, printing double sided/duplex, using staples or clips instead of cerlox, duotangs or binders.

Section I: Technical Arrangement

In the technical arrangement, suppliers should explain and demonstrate how they propose to meet the requirements and how they will carry out the Work.

Section II: Certifications

Suppliers must submit the certifications required under Part 5.

Section III: Additional Information

1.1 Supplier's Proposed Site or Premises Requiring Safeguard Measures (Only for Suppliers who intend to be prequalified for Secure Printing Requirements under Level 2)

As indicated in Part 1 under Security Requirement, the Supplier must provide the required information below, on the Supplier's proposed site or premises for which safeguard measures are required for Work Performance.

Address:
Street Number / Street Name, Unit / Suite / Apartment Number
City, Province, Territory / State
Postal Code / Zip Code
Country

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

1. Evaluation Procedures

- (a) Arrangements will be assessed in accordance with the entire requirement of the Request for Supply Arrangements including the technical evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the arrangements.

1.1 Technical Evaluation

1.1.1 Mandatory Technical Criteria

- (a) Suppliers must address all of the mandatory criteria identified in **Annex "F"** – Mandatory and Point Rated Criteria.

1.1.2 Point Rated Technical Criteria

- (a) Suppliers must address all of the point rated criteria identified in **Annex "F"** – Mandatory and Point Rated Criteria.

2. Basis of Selection

2.1 Basis of Selection - Minimum Point Rating

- 1. To be declared responsive, an arrangement must:
 - (a) Comply with all the requirements of the Request for Supply Arrangements (RFSA); and
 - (b) Meet all mandatory technical evaluation criteria; and
 - (c) Obtain the required minimum of 60% per section for the technical evaluation criteria, which are subject to point rating. The rating is performed on a scale of **315 points**.
- 2. Arrangements not meeting (a), (b) or (c) above will be declared non-responsive.

PART 5 - CERTIFICATIONS

Suppliers must provide the required certifications and associated information to be issued a supply arrangement (SA).

The certifications provided by suppliers to Canada are subject to verification by Canada at all times. Canada will declare an arrangement non-responsive, or will declare a contractor in default in carrying out any of its obligations under any resulting contracts, if any certification made by the Supplier is found to be untrue whether made knowingly or unknowingly during the arrangement evaluation period, or during the period of any supply arrangement arising from this RFSA and any resulting contracts.

The Supply Arrangement Authority will have the right to ask for additional information to verify the Supplier's certifications. Failure to comply and to cooperate with any request or requirement imposed by the Supply Arrangement Authority may render the arrangement non-responsive, or constitute a default under the Contract.

1. Certifications Required Precedent to Issuance of a Supply Arrangement and Certifications Required with the Arrangement

1.1 Certifications Required Precedent to Issuance of a Supply Arrangement

1.1.1 Integrity Provisions - Associated Information

By submitting an arrangement, the Supplier certifies that the Supplier and its Affiliates are in compliance with the provisions as stated in Section 01 Integrity Provisions - Arrangement of Standard Instructions 2008. The associated information required within the Integrity Provisions will assist Canada in confirming that the certifications are true.

1.2 Certifications Required with the Arrangement

Suppliers must submit the following duly completed certifications with the arrangement (if applicable):

1.2.1 Set-aside for Aboriginal Business

1. This procurement is set aside under the federal government's Procurement Strategy for Aboriginal Business, as detailed in Annex 9.4 Requirements for the Set-aside Program for Aboriginal Business, of the Supply Manual.
2. The Supplier:
 - i. certifies that it meets, and will continue to meet throughout the duration of the Arrangement, the requirements described in the above-mentioned annex.
 - ii. agrees that any subcontractor it engages under the Arrangement must satisfy the requirements described in the above-mentioned annex.
 - iii. agrees to provide to Canada, immediately upon request, evidence supporting any subcontractor's compliance with the requirements described in the above-mentioned annex.
3. The Supplier must check the applicable box below:

() The Supplier is an Aboriginal business that is a sole proprietorship, band, limited company, co-operative, partnership or not-for-profit organization.

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() The Supplier is either a joint venture consisting of two or more Aboriginal businesses or a joint venture between an Aboriginal business and a non-Aboriginal business.

4. The Supplier must check the applicable box below:

() The Aboriginal business has fewer than six full-time employees.

OR

() The Aboriginal business has six or more full-time employees.

5. The Supplier must, upon request by Canada, provide all information and evidence supporting this certification. The Supplier must ensure that this evidence will be available for audit during normal business hours by a representative of Canada, who may make copies and take extracts from the evidence. The Supplier must provide all reasonably required facilities for any audits.

6. By submitting an arrangement, the Supplier certifies that the information submitted by the Supplier in response to the above requirements is accurate and complete.

1.2.2 Owner/Employee Certification - Set-aside for Aboriginal Business

If requested by the Supply Arrangement Authority, the Supplier must provide the following certification for each owner and employee who is Aboriginal:

1. I am _____ (*insert "an owner" and/or "a full-time employee"*)
of _____ (*insert name of business*), and an Aboriginal person, as defined
in Annex 9.4 of the Supply Manual, entitled "Requirements for the Set-aside Program for
Aboriginal Business".

2. I certify that the above statement is true and consent to its verification upon request by Canada.

Printed name of owner and/or employee

Signature of owner and/or employee

Date

PART 6 - SUPPLY ARRANGEMENT AND RESULTING CONTRACT CLAUSES

A. SUPPLY ARRANGEMENT

1. Arrangement

The Supply Arrangement covers the Work described in the Statement of Work at Annex "A" for the following stream(s):

- _____ Stream 1, Digital Printing and/or
- _____ Business Card Printing and/or
- _____ Offset Printing – Sheet-fed and/or
- _____ Offset Printing – Web

2. Security Requirement

2.1 There is no security requirement applicable to this Supply Arrangement.

OR

The following security requirement (SRCL and related clauses) applies and form part of the Supply Arrangement.

2.1.1 Security Clause for Level 1 Requirements

1. The Contractor must, at all times during the performance of the Contract, hold a **valid Designated Organization Screening (DOS)**, with approved Document Safeguarding at the level of PROTECTED B issued by the Canadian Industrial Security Directorate, Public Works and Government Services Canada.
2. The Contractor personnel requiring access to PROTECTED information, assets or sensitive work site(s) **must EACH hold a valid RELIABILITY STATUS**, granted or approved by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).
3. Processing of PROTECTED materiel electronically at the Contractor/Offeror's site is NOT permitted under this Contract/Standing Offer.
4. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/PWGSC.
5. The Contractor must comply with the provisions of the:
 - (a) Security Requirements Check List and security guide (if applicable), attached at Annex F;
 - (b) *Industrial Security Manual* (Latest Edition).

OR

2.1.2 Security Clause for Level 2 Requirements

1. The Contractor must, at all times during the performance of the Contract/Standing Offer, **hold a valid Facility Security Clearance at the level of SECRET**, with approved Document safeguarding at the level of SECRET issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).
2. The Contractor personnel requiring access to CLASSIFIED information, assets or sensitive work site(s) **must EACH hold a valid personnel security screening at the level of SECRET** granted or approved by the CISD, PWGSC.
3. Processing of CLASSIFIED information electronically at the Contractor/Offeror's site is NOT permitted under this Contract/Standing Offer.
4. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/PWGSC.
5. The Contractor must comply with the provisions of the:
 - (a) Security Requirements Check List and security guide (if applicable), attached at Annex F;
 - (b) *Industrial Security Manual* (Latest Edition).

2.1.2.1 Supplier's Site or Premises Requiring Safeguard Measures

The Supplier must diligently maintain up-to-date, the information related to the Supplier's site or premises, where safeguard measures are required in the performance of the Work, for the following addresses:

Address:
Street Number / Street Name, Unit / Suite / Apartment Number
City, Province, Territory / State
Postal Code / Zip Code
Country

3. Standard Clauses and Conditions

All clauses and conditions identified in the Supply Arrangement and resulting contract(s) by number, date and title are set out in the *Standard Acquisition Clauses and Conditions Manual* (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

3.1 General Conditions

2020 (2014-03-01) General Conditions - Supply Arrangement - Goods or Services, apply to and form part of the Supply Arrangement.

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3.2 Supply Arrangement Reporting

The Supplier must compile and maintain records on its provision of goods, services or both to the federal government under contracts resulting from the Supply Arrangement. This data must include all purchases, including those paid for by a Government of Canada Acquisition Card.

The Supplier must provide this data in accordance with the reporting requirements detailed in Annex "C ". If some data is not available, the reason must be indicated. If no goods or services are provided during a given period, the Supplier must still provide a "NIL" report.

The data must be submitted on a quarterly basis to the Supply Arrangement Authority.

The quarterly reporting periods are defined as follows:

1st quarter: April 1 to June 30;
2nd quarter: July 1 to September 30;
3rd quarter: October 1 to December 31;
4th quarter: January 1 to March 31.

The data must be submitted to the Supply Arrangement Authority no later than ten (10) calendar days after the end of the reporting period.

4. Term of Supply Arrangement

4.1 Period of the Supply Arrangement

The Supply Arrangement has no defined end-date and will remain valid until such time as Canada no longer considers it to be advantageous to use it.

The period for awarding contracts under the Supply Arrangement begins September 1, 2014.

5. Authorities

5.1 Supply Arrangement Authority

The Supply Arrangement Authority is:

Amanda Wiebe
Supply Officer
Public Works and Government Services Canada
Acquisitions Branch
100-167 Lombard Ave.
Winnipeg, MB
R3T 0B8

Telephone: 204-983-7032
Facsimile: 204-983-7796
E-mail address: amanda.wiebe@pwgsc-tpsgc.gc.ca

The Supply Arrangement Authority is responsible for the issuance of the Supply Arrangement, its administration and its revision, if applicable.

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5.2 Supplier's Representative

The Main Point of Contact, with authority to receive enquiries from Identified Users pursuant to this Supply Arrangement is:

Main Point of Contact;

Name: _____

Telephone No.: _____

Facsimile No.: _____

Email address: _____

Other supplier contacts are as follows;

Key Personnel

Day-to-day Contact Person

Name: _____ Title: _____

Telephone: _____ Email: _____

Bilingual Day-to-Day Contact person:

Name: _____ Title: _____

Telephone: _____ Email: _____

Senior Production Manager

Name: _____ Title: _____

Telephone: _____ Email: _____

Senior Manager (responsible for quality assurance and quality control)

Name: _____ Title: _____

Telephone: _____ Email: _____

Middle Manager or Supervisor (responsible for pre-press functions)

Name: _____ Title: _____

Telephone: _____ Email: _____

6. Identified Users

The Identified Users include any government department, agency or Crown Corporation listed in Schedules I, I.1, II, III, of the Financial Administration Act, R.S., 1985, c. F-11.

7. On-going Opportunity for Qualification

A Request for Supply Arrangements will be issued in accordance with the process set out below to allow new suppliers to become qualified. Existing qualified suppliers, who have been issued a supply arrangement, will not be required to submit a new arrangement.

At any time, a supplier has an opportunity to qualify for a supply arrangement by submitting a completed Request for Supply Arrangement (RFSA). The arrangement will be evaluated according to the mandatory evaluation criteria detailed in Part 4 the RFSA. Arrangements will be evaluated on a quarterly basis as detailed below:

Should the closing date fall on a weekend or statutory holiday, the next business day will become the new closing date.

Period Identification No.	Closing Date	Evaluation Period
ET959-150211	July 31, 2:00 p.m.	Aug. 1 to Oct. 31
ET959-150211	October 31, 2:00 p.m.	Nov. 1 to Jan. 31
ET959-150211	January 31, 2:00 p.m.	Feb. 1 to Apr. 30
ET959-150211	April 30, 2:00 p.m.	May 1 to July 31

Note: Suppliers must ensure that the Supplier's name, return address, period identification number and closing date and time are clearly visible on the envelope or parcel containing the arrangement.

8. Priority of Documents

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

- the articles of the Supply Arrangement;
- the general conditions 2020 (2014-03-01), General Conditions - Supply Arrangement - Goods or Services
- Annex A, Statement of Work;
- Annex B, Vendor Profile
- Annex E, Security Requirements Check List: ET959-150211A, Level 1 and ET959-150211B, Level 2 (if applicable)
- the Supplier's arrangement dated _____.

9. Certifications

9.1 Compliance

The continuous compliance with the certifications provided by the Supplier in its arrangement and the ongoing cooperation in providing associated information are conditions of issuance of the Supply Arrangement (SA). Certifications are subject to verification by Canada during the entire period of the SA and of any resulting contract that would continue beyond the period of the SA. If the Supplier does not comply with any certification, fails to provide the associated information, or if it is determined that any certification made by the Supplier in the arrangement is untrue, whether made knowingly or unknowingly, Canada has the right to terminate any resulting contract for default and suspend or cancel the Supply Arrangement.

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9.2 SACC Manual Clauses (if applicable)

Applicable only to those Contractors who qualify for the Set-Aside Program for Aboriginal Business:

A3000C	Aboriginal Business Certification	2011-05-16
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10. Applicable Laws

The Supply Arrangement (SA) and any contract resulting from the SA must be interpreted and governed, and the relations between the parties determined, by the laws in force in Manitoba.

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11. SACC Manual Clauses

P1005C	Packaging and Packing of Printed Products	2010-01-11
P1010C	Quality Levels for Printing	2010-01-11
P1011C	Quality Levels for Colour Reproduction	2010-01-11
P1014C	Quality Levels for Typesetting	2010-01-11
P1016C	Quality Levels for Binding	2010-01-11
G1005C	Insurance	2008-05-12

B. BID SOLICITATION

1. Bid Solicitation Documents

Canada will use the bid solicitation templates Simple, for low dollar value requirements; MC for medium complexity requirements; HC for more complex requirements, available in the *Standard Acquisition Clauses and Conditions Manual* (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) based on the estimated dollar value and complexity of the requirement.

The bid solicitation will contain as a minimum the following:

- (a) security requirements, if applicable;
- (b) a complete description of the Work to be performed;
- (c) 2003, (2014-03-01), Standard Instructions - Goods or Services - Competitive Requirements; **OR** 2004, (2014-03-01), Standard Instructions - Goods or Services - Non-competitive Requirements;

Subsections 04 and 05 of Section 01, Integrity Provisions - Bid of the Standard Instructions (insert, as applicable: 2003 or 2004) incorporated by reference above are deleted in their entirety and replaced with the following:

- 4. Bidders who are incorporated or who are a sole proprietorship, including those bidding as a joint venture, have already provided a list of names of all individuals who are directors of the Bidder, or the name of the owner, at the time of submitting an arrangement under the Request for Supply Arrangement (RFSA). These bidders must diligently inform Canada in writing of any changes affecting the list of directors during this procurement process as well as during the contract period.
 - 5. Canada may, at any time, request that a bidder provide properly completed and Signed Consent Forms (Consent to a Criminal Record Verification form - PWGSC-TPSGC 229) for any or all individuals mentioned above within a specified time frame. Failure to provide such consent forms and associated information within the time frame provided, or failure to cooperate to the verification process, will result in the bid being declared non-responsive.
- (d) bid preparation instructions;
 - (e) instructions for the submission of bids (address for submission of bids, bid closing date and time);
 - (f) evaluation procedures and basis of selection;
 - (g) certifications;

1.1 Integrity Provisions - Associated Information

By submitting a bid, the Bidder certifies that the Bidder and its Affiliates are in compliance with the provisions as stated in Section 01 Integrity Provisions - Bid of Standard Instructions 2003 (**OR insert 2004, as applicable**). The associated information required within the Integrity Provisions will assist Canada in confirming that the certifications are true.

- (h) conditions of the resulting contract.

(i) **Procurement Strategy for Aboriginal Business Set-Aside (if applicable):**

- a. **The following must be included** in the solicitation document and resulting contract:

"This procurement is set aside under the federal government's Procurement Strategy for Aboriginal Business".

- b. Include the following as applicable, when the procurement would have been otherwise subject to the Agreement on Internal Trade.

"Further to Article 1802 of the Agreement on Internal Trade (AIT), AIT does not apply to this procurement."

2. Bid Solicitation Process

- 2.1** Bids will be solicited for specific requirements within the scope of the Supply Arrangement (SA) from suppliers who have been issued a SA.

- 2.2** The bid solicitation will be sent directly to suppliers.

2.3 Bid solicitation process - General Procedures for all Departments and Agencies

Bids will be solicited for specific requirements within the scope of the Supply Arrangement (SA) from suppliers who have been issued a SA.

2.3.1 SA Holder selection for requirements not to exceed \$9,999.99 including GST/HST.

In accordance with the Departmental Policies which permits the award of contracts, without soliciting bids, where the estimated expenditure **does not exceed \$9,999.99 including GST/HST**, Client Department / Agency may send a Bid Solicitation 9400-3 to the **Supply Arrangement Holder of their choice**.

Should individual department policies require competitive procurement for requirements not to exceed \$10,000.00, including GST/HST, the Bid Solicitation (9400-3) will be sent to the number of supply arrangement holders required in accordance with their procedures.

The Bid Solicitation 9400-3 will include a Statement of Work (SOW) describing the printing requirement to be provided, the quantity, the delivery address(es), and the date required (suggested or mandatory).

Supply Arrangement Holders will normally have up to **FIFTEEN** (15) calendar days to respond to the Bid Solicitation 9400-3 (weekends and holidays are included in this countdown) but urgent requirements may have a shorter response time. Any quotation received after the closing time specified in the Bid Solicitation 9400-3 will be considered as non-responsive and will be given no further consideration. All the terms and conditions of the Supply Arrangement will apply to each individual contract. A contract 9400-4 issued to the responsive supplier will include the Statement of Work (SOW) and Basis of Payment (BOP) describing the printing services to be provided, the quantity, the delivery address(es), and the date required.

2.3.2 SA Holder selection for requirements valued from \$10,000.00 to \$24,999.99 including GST/HST.

In accordance with the Government Contract Regulations Part 1, Section 6 (b) which permits the award of contracts, without soliciting bids, where the estimated expenditure **does not exceed \$24,999.99**

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including GST/HST, Client Department / Agency may send a Bid Solicitation (9400-3) to a minimum of three (3) Supply Arrangement Holders of their choice.

The Bid Solicitation 9400-3 will include a Statement of Work (SOW) describing the printing requirement to be provided, the quantity, the delivery address(es), and the date required (suggested or mandatory).

Supply Arrangement Holders will normally have up to **FIFTEEN** (15) calendar days to respond to the Bid Solicitation 9400-3 (weekends and holidays are included in this countdown) but urgent requirements may have a shorter response time. Any quotation received after the closing time specified in the Bid Solicitation 9400-3 will be considered as non-responsive and will be given no further consideration. All the terms and conditions of the Supply Arrangement will apply to each individual contract. A contract 9400-4 issued to the responsive supplier will include the Statement of Work (SOW) and Basis of Payment (BOP) describing the printing services to be provided, the quantity, the delivery address(es), and the date required.

2.3.3 SA Holder selection for requirements valued from \$25,000.00 to \$100,000.00 including GST/HST.

If within Client Department / Agency Contracting Authority, the Client Department / Agency will send a Bid Solicitation 9400-3 to all SA Holders on the Supply Arrangement list to provide the printing services. The Bid Solicitation will include a Statement of Work (SOW) describing the printing services to be provided, the quantity, the delivery address(es), and the date required (suggested or mandatory).

If the requirement is above the Client Department / Agency Contracting Authority, the Client Department / Agency will contact the Supply Arrangement Authority.

The Supply Arrangement Holders will be given a minimum of **FIFTEEN** (15) calendar days to respond to the Bid Solicitation 9400-3 (weekends and holidays are included in this countdown). Any quotation received after the closing time specified in the Bid Solicitation will be considered as non-responsive and will be given no further consideration. All the terms and conditions of the Supply Arrangement will apply to each individual contract. A contract 9400-4 issued to the responsive supplier will include the Statement of Work (SOW) and Basis of Payment (BOP) describing the printing services to be provided, the quantity, the delivery address(es), and the date required.

The bid solicitation and contract forms are available on the Electronic Forms Catalogue (http://publiservice-app.tpsgc-pwgsc.gc.ca/forms/text/search_for_forms-e.html) Web site. The 9400-3 must be used for the first page of the bid solicitation document and the 9400-4 must be used for the first page of the resulting contract document.

*PWGSC-TPSGC 9400-3, Bid Solicitation
PWGSC-TPSGC 9400-4, Contract.*

2.3.4 All Requirements Over \$100,000.00

For all requirements over \$100,000.00, PWGSC Regional Offices will conduct a competitive tender process amongst all qualified vendors.

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C. RESULTING CONTRACT CLAUSES

1. General

The conditions of any contract awarded under the Supply Arrangement will be in accordance with the resulting contract clauses of the template used for the bid solicitation.

For any contract to be awarded using the template:

HC (for higher complexity requirements), general conditions 2030 (2014-03-01) - will apply to the resulting contract.

The above templates are set out in the *Standard Acquisition Clauses and Conditions Manual* (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

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ANNEX "A"

STATEMENT OF WORK

The objective of this Supply Arrangement is to provide Federal Government departments and Agencies with high quality printing services for the provision of printed products such as brochures, publications, newsletters, inserts, posters, business cards, etc., at a competitive price.

Stream 1 Digital Printing

Digital printing is defined as computer-to-press printing. Digital printing will be used for short runs up to 2,000 copies and/or moderate runs up to 5,000 copies depending on cost effectiveness and requirement for quick turn-around time.

Stream 2 Business Card Printing

Business card products must be printed in accordance with the specifications identified under the Treasury Board of Canada Secretariat (TBS) – Federal Identity Program (FIP) Manual (Stationary – Departments, Agencies, and Corporations): <https://www.tbs-sct.gc.ca/fip-pcim/man-eng.asp>

Stream 3 Offset Printing – Sheet-fed

Offset printing is defined as computer-to-plate-to-press used for high volumes of printing runs on individual sheets of various size papers.

Stream 4 Offset Printing - Web

Offset printing is defined as computer-to-plate-to-press used for high volumes of printing runs on continuous rolls of paper.

STREAM 1 DIGITAL PRINTING:

1.1 DELIVERABLES

1.1.1 The Supplier will provide digital printed products in accordance with the print quality standards set out in the Public Works and Government Services Canada (PWGSC) Print Quality Booklets. These Print Quality Booklets can be viewed from our website: <http://www.tpsgc-pwgsc.gc.ca/app-acq/guides/index-eng.html>.

1.1.2 The Supplier must provide the printing requirement in accordance with the specifications provided in each individual requirement, including but not limited to the following:

- a) Publications:
 - saddle stitched, cerlox, spiral or wire bound, perfect bound
 - various sizes
 - covers and text printing in 1 colour, or numerous colours
- b) Brochures (folders) / inserts:
 - various sizes
 - various number of panels
 - various number of colours
- c) Info Sheets / Newsletters:
 - size of 8 ½" x 11"; 8 ½" x 14"; or larger
 - printing on 1 side or 2 sides
- d) Posters:
 - various sizes
 - various number of colours
 - various paper

1.1.3 Identified Users will complete the entire layout and design of the requirement and will provide ready to print digital files or hard copy, as indicated herein.

1.1.4 The Supplier must be ready to process a job immediately upon award of a contract. The digital print product must be ready to proof within three (3) working days of delivery of files and must be ready to ship within ten (10) working days or less from approval of proofs.

1.1.5 The Supplier will be required to ship all items printed to the destination(s) specified for each requirement. Packaging for any order is to be appropriate for the quantity being shipped, up to cartons of 35 lbs. maximum. All cartons must be properly labelled indicating the title and description of the product, the quantity in each box and the total number of boxes. All cartons must be identically packaged and completely filled. They must all have the same quantity of the same product in each box. Different products must not be packaged together in the same box. Identified Users must clearly identify the total number of copies for delivery to each destination address.

1.2 OVERRUNS OR UNDERRUNS

1.2.1 No overruns or underruns will be accepted.

1.3 OUTPUT DELIVERABLES

- 1.3.1 The Supplier's all inclusive pricing must include all applicable charges to provide a finished product for the Identified User. Any necessary charges to provide a completed product, which are omitted in error by the Supplier, will be the sole responsibility of the Supplier for the cost.

1.4 PAPER

- 1.4.1 Paper stock used must be in accordance with the federal government standards unless otherwise specified. Paper should have a minimum recycled content of 30% (pre or post consumer waste). A supplier may substitute a paper stock for one of better quality as long as the Identified User is notified in writing and the upgrade is at no additional cost to the Identified User. Any suppliers found substituting a lower quality stock without gaining prior approval from the Identified User may be removed from the Supply Arrangement list of qualified vendors. In keeping with Canada's with Canada's Policy on Green Procurement (<http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html>) and in alignment with the policy statement on forest certification of the Canadian Council of Forest Ministers (<http://www.ccfm.org/>), suppliers must use paper from manufacturers who use fibre originating from sustainably managed forests certified by a third-party forest certification system such as the Canadian Standards Association Sustainable Forest Management Standard (CSA/SFMS), the Forestry Stewardship Council (FSC) or the Sustainable Forestry Initiative (SFI).

1.5 INK

- 1.5.1 The Supplier must be equipped to provide the ink colours specified by the Identified User, such as black, yellow, cyan and magenta. In keeping with Canada's aim to be environmental sensitive, environmental acceptable inks must be used whenever possible.

1.6 MATERIAL SUPPLIED

- 1.6.1 The material for reproduction supplied by the Identified User to the Supplier will normally be supplied as single page hard copy, in paper format, in electronic files done in standard work processing page layout or graphics software (MacIntosh or Windows versions). Normally, the page layout will be done with graphics in place.
- 1.6.2 Original material created by Identified Users which will be provided to the Supplier will include:
- diskettes, ZIP disks, CD's, memory sticks, memory card, or other electronic media;
 - work processed to typed copy;
 - camera-ready copies and/or electronic artwork in either MAC or PC platforms ready for output; and
 - software and version of software used
- 1.6.3 Where necessary, originals developed by Canada will have instructions clearly indicated on them.

1.7 PROOFS

- 1.7.1 One (1) complete set of digital proofs must be included in the Supplier's pricing, FOB delivered to the Identified Users for approval before production of the requirement. Additional proofs

(complete set or 1 page) may be requested by the Identified User(s). The proofs required for any given requirement will be specified in the bid solicitation document. The proof should consist of a digital print colour conversion of the original files (ie. "Digital proof"). A written "signed off" proof by the Project Authority is required before the Supplier proceeds with production of the requirement. All types of faxed proofs are not recommended. Identified Users will indicate in the bid solicitation if bindery proofs are required. The delivery address where the proofs should be sent complete with a contact name will be stated in the specifications.

1.8 IDENTIFIED USERS' ALTERATIONS

- 1.8.1 Identified Users' alterations subsequent to submitting a Contract to the Supplier are to be avoided whenever possible. However, when they do occur, full details of these alterations and related charges must be submitted to the Project Authority for review and approval prior to the changes being undertaken. Payment will not be authorized for any alterations which are not approved by the Project Authority and the Contracting Authority prior to undertaking the alterations.

1.9 RETURN OF GOVERNMENT PROPERTY AND ORIGINAL MATERIAL

- 1.9.1 All Government Property and original material created by the Supplier during production (ie. Proofs, etc.) of any printing requirement must be returned without delay and at no cost to Canada after each requirement is completed. The Supplier is responsible for the delivery of this Government Property and original material to the location designated in contracts which may differ from the delivery address or destination(s). Delay in returning Government Property and original material to the Identified User may result in a delay of payment to the Supplier.

Components of Government Property and original material created by the Supplier during production include any electronic files used to print the final version of the requirement. All final electronic files used to print the final requirement must be downloaded to the appropriate media, CD, DVD, etc. as requested by the Identified User. The Supplier must identify the files being returned by labelling the media with the files contained on it and also by providing a hard copy printout identifying all files on the media.

- 1.9.2 Government Property and original material must be suitably packaged to ensure arrival at destination in an undamaged condition and must be clearly marked "DO NOT FOLD".

1.10 INVOICING

- 1.10.1 Invoicing instructions will be provided to the Supplier in each contract resulting from the Supply Arrangement. Failure to return Government Property and original material may hold up payment of invoices. All invoicing must reflect all charges for completion of the contract.

STREAM 2 BUSINESS CARD PRINTING:

2.1 DELIVERABLES

2.1.1 The Supplier must provide business / calling card products in accordance with the specifications identified under the Treasury Board of Canada Secretariat (TBS) – Federal Identity Program (FIP) Manual – Stationary - Departments, Agencies, and Corporations:
<http://www.tbs-sct.gc.ca/fip-pcim/man-eng.asp>.

2.1.2 The Supplier must meet the minimum technical specifications and formats identified under the TBS-FIP Manual. Business / Calling cards are organized and described under the following four (4) categories.

2.1.2.1 Card F-1 Format

The card is printed on one side only, presenting the two official languages side by side. To contain all of this information on one side, the text must be concise and layouts should use a minimum number of lines (i.e. postal code), appear on the same line as the place name and the blank line preceding the telephone number could be omitted (see figure 21 as a reference under the FIP Manual). The paper quality identified in the FIP Manual for Card F-1 as stationary Bristol premium, bright-white, plate finish, 219 g/m2.

2.1.2.2 Card F-2 Format

This card is printed recto-verso, with the two (2) official languages appearing side by side. The face of the card bears the federal signature, the name and title of the individual and the “Canada” wordmark. The reverse of the card bears the optional information (see figure 22 as a reference under FIP Manual). The paper quality identified in the FIP Manual for Card F-2 is stationary Bristol, premium, bright white, plate finish 219 g/m2.

2.1.2.3 Card F-3 Format

This card is printed recto-verso. Both sides bear the bilingual federal signature and the “Canada” wordmark. The English text appears on one side and the French text on the reverse of the card. The order of the official languages in the signature is determined by the language of the text used on each side (see figure 23 as a reference under the FIP Manual). The paper quality identified for Card F-3 is stationary Bristol, premium, bright white, plate finish, 219 g/m2.

2.1.2.4 Card F-4 Format

This card serves a dual purpose, (i.e. a calling card or a name tag). The two official languages appear side by side. The federal signature and the individual's name are printed on the cover of the card. The “Canada” wordmark and the text are printed on the inside of the card; if specifically requested, the title may be placed below the name of the cover (see figure 24 as a reference under the FIP Manual). The paper quality identified in the FIP Manual for Card F-4 is #1 offset paper, white, 178 g/m2.

2.1.3 The Supplier must provide the printing requirement in accordance with the specifications provided in each individual bid solicitation to the satisfaction of the Identified User including but not limited to the above referenced formats (F-1 to F-4).

2.2 OUTPUT DELIVERABLES

- 2.2.1 The firm all inclusive pricing must include all applicable charges to provide a finished product for the Identified Users. Any necessary costs required to provide a completed product, which is omitted in error by the Supplier, will be the sole responsibility of the Supplier.

2.3 PAPER

Paper stock used must be in accordance with the federal government standards unless otherwise specified. Paper should have a minimum recycled content of 30% (pre or post consumer waste). A supplier may substitute a paper stock for one of better quality as long as the Identified User is notified in writing and the upgrade is at no additional cost to the Identified User. Any suppliers found substituting a lower quality stock without gaining prior approval from the Identified User may be removed from the Supply Arrangement list of qualified vendors. In keeping with Canada's with Canada's Policy on Green Procurement (<http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html>) and in alignment with the policy statement on forest certification of the Canadian Council of Forest Ministers (<http://www.ccfm.org/>), suppliers must use paper from manufacturers who use fibre originating from sustainably managed forests certified by a third-party forest certification system such as the Canadian Standards Association Sustainable Forest Management Standard (CSA/SFMS), the Forestry Stewardship Council (FSC) or the Sustainable Forestry Initiative (SFI).

2.4 INK

- 2.4.1 The Supplier must be equipped to provide the ink colours specified in the TBS-FIP Manual and/or Canadian Heritage – National Flag of Canada – Colour Specifications <http://www.pch.gc.ca/pgm/ceem-cced/symb/dfil-eng.cfm> website. The standard used by Canada is FIP red or four colour process for the flag symbol and flag in the wordmark and black for the type. The Supplier and Identified Users can download the applicable wordmarks and symbols from Treasury Board website: (<http://www/tbs-sct.gc.ca/fip-pcim/man-eng.asp>).

2.5 MATERIAL SUPPLIED

- 2.5.1 The material for reproduction supplied by the Identified User to the Supplier will normally be supplied in paper format, in electronic files done in standard work processing page layout or graphics software (Macintosh or Windows versions). Normally, the page layout will be done with graphics in place.
- 2.5.2 Original material created by Identified Users which will be provided to the Supplier should include:
- diskettes, ZIP disks, CD's, memory sticks, memory cards, or other electronic media;
 - work processed to typed copy;
 - camera-ready copies and/or electronic artwork in either MAC or PC platforms ready for output, and
 - software and version of software used.
- 2.5.3 Where necessary, originals developed by Canada will have instructions clearly indicated on them.

2.6 PROOFS

- 2.6.1 One (1) complete set of proofs must be included in the Supplier's pricing, FOB delivered to Identified Users for approval before production of the requirement. Additional proofs (complete set or 1 page) may be requested by Identified Users. The proofs required for any given requirement will be specified in the bid solicitation document. The proof should consist of a print colour conversion of the original files (i.e. digital proof). A written "sign off" proof by the Project Authority is required before the Supplier proceeds with production of the requirement. All types of faxed proofs are not recommended. The delivery address where the proofs should be sent complete with a contact name, will be clearly stated in the bid solicitation.

2.7 IDENTIFIED USERS' ALTERATIONS

- 2.7.1 Identified Users' alterations subsequent to submitting a contract to the Supplier are to be avoided whenever possible. However, when they do occur, full details of these alterations and related charges must be submitted to the Project Authority for review and approval prior to the changes being undertaken. Payment will not be authorized for any alterations which are not approved by the Project Authority prior to undertaking the alterations.

2.8 SERVICE LEVELS

2.8.1 REGULAR SERVICE LEVELS

Regular delivery from receipt of a contract	10 days
Proofs to Identified User	3 days
Proofs should be returned by Identified User	2 days
Delivery of final product (upon receipt of sign off proof)	5 days

2.8.2 RUSH SERVICE LEVELS

Delivery from receipt of a contract	5 days
Proofs to Identified User	2 days
Proofs should be returned by Identified User	1 day
Delivery of final product (upon receipt of sign off proof)	1 day

2.9 RETURN OF GOVERNMENT PROPERTY AND ORIGINAL MATERIAL

- 2.9.1 All Government Property and original material created by the Supplier during production (i.e. proofs, etc.) for any printing requirements must be returned without delay and at no cost to Canada after each requirement is completed. The Supplier is responsible for the delivery of this Government property and original material to the location designated in contracts which may differ from the delivery address or destination(s). Delay in returning Government Property and original material to the Identified User may result in a delay of payment to the Supplier.
- 2.9.2 Government Property and original material must be suitably packaged to ensure arrival at destination in an undamaged condition and must be clearly marked "DO NOT FOLD".

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2.10 INVOICING

2.10.1 Invoicing instructions will be provided to the Supplier in each contract resulting from the Supply Arrangement. Failure to return Government Property and original material may hold up payment of invoices. All invoicing must reflect all charges for completion of the contract.

STREAM 3 OFFSET PRINTING – SHEET-FED:

3.1 DELIVERABLES

- 3.1.1 The Supplier will provide printing products in accordance with the print quality standards set out in the Public Works and Government Services Canada (PWGSC) Print Quality Booklets. These Print Quality Booklets can be purchased from our website:
<http://www.tpsgc-pwgsc.gc.ca/app-acq/guides/index-eng.html>.
- 3.1.2 The Supplier must provide the printing requirement in accordance with the specifications provided on each individual requirement to the satisfaction of Identified Users including but not limited to the following:
- a) Publications:
 - saddle stitched, cerlox, spiral or wire bound, perfect bound
 - various sizes
 - covers and text printing in 1 colour, or numerous colours
 - b) Brochures (folders) / Inserts:
 - various sizes
 - various number of panels
 - various number of colours
 - c) Info Sheets / Newsletters:
 - various sizes: i.e.: size of 8-1/2" x 11" or 8-1/2" x 14"
 - printing on one side or 2 sides
 - d) Posters:
 - various sizes
 - various number of colours
 - various paper
- 3.1.3 Identified Users will complete the entire layout and design of the requirement and will provide ready to print digital files or hard copy, as indicated herein.
- 3.1.4 The Supplier must be ready to process a job immediately upon award of a contract. The product must be ready to proof within seven (7) working days of delivery of files and must be ready to ship within fifteen (15) working days or less from final approval of proofs.
- 3.1.5 The Supplier will be required to ship all items printed to the destination(s) specified for each requirement. Packaging for any order is to be appropriate for the quantity being shipped, up to cartons of 15.9 kg (35 lbs) maximum. Any damaged material will be considered solely the responsibility of the Supplier and must be replaced at their expense. All cartons must be properly labelled indicating the title and description of the product, the quantity in each box and the total number of boxes per pallet. All cartons must be identically packaged and completely filled. They must all have the same quantity of the same product in each box. Different products must not be packaged together in the same box. Identified Users must clearly identify the total number of copies for delivery to each destination address.

3.2 OVERRUNS / UNDERRUNS

3.2.1 Overruns are to be invoiced at the "Additional Same Run" price, prorated. Overruns are to be shown as a separate item on the invoice. Unless otherwise stated herein, overruns must not exceed the following:

- 10% overrun on quantities of less than 5,000 copies
- 5% overrun for quantities between 5,000 and 100,000 copies
- 2% overrun for quantities in excess of 100,000 copies
- no underruns are acceptable

3.3 OUTPUT DELIVERABLES

3.3.1 The Supplier's all inclusive pricing must include all applicable charges to provide a finished product for the Identified User. Any necessary charges to provide a completed product, which are omitted in error by the Supplier, will be the sole responsibility of the Supplier for the cost.

3.4 PAPER

3.4.1 Paper stock used must be in accordance with the federal government standards unless otherwise specified. Paper should have a minimum recycled content of 30% (pre or post consumer waste). A supplier may substitute a paper stock for one of better quality as long as the Identified User is notified in writing and the upgrade is at no additional cost to the Identified User. Any suppliers found substituting a lower quality stock without gaining prior approval from the Identified User may be removed from the Supply Arrangement list of qualified vendors. In keeping with Canada's with Canada's Policy on Green Procurement (<http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html>) and in alignment with the policy statement on forest certification of the Canadian Council of Forest Ministers (<http://www.ccfm.org/>), suppliers must use paper from manufacturers who use fibre originating from sustainably managed forests certified by a third-party forest certification system such as the Canadian Standards Association Sustainable Forest Management Standard (CSA/SFMS), the Forestry Stewardship Council (FSC) or the Sustainable Forestry Initiative (SFI).

3.5 INK

3.5.1 The Supplier must be equipped to provide the ink colours specified by the Identified User. The standard used by the Crown is the Pantone Matching System (PMS). In keeping with Canada's aim to be environmentally sensitive, vegetable based inks must be used whenever possible.

3.6 MATERIAL SUPPLIED

3.6.1 The material for reproduction supplied by the Identified User to the Supplier will normally be supplied as single page hard copy, in paper format, in electronic files done in standard work processing page layout or graphics software (Macintosh or Windows versions). Normally, the page layout will be done with graphics in place.

3.6.2 Original material created by the Identified Users which will be provided to the Supplier will include:

- diskettes, ZIP disks, CD's, memory sticks, memory card, or other electronic media;
- work processed to typed copy;

- camera-ready copies and/or electronic artwork in either MAC or PC platforms ready for output;
- negatives and/or positives; and
- software and version of software used.

3.6.3 Where necessary, originals developed by Canada will have instructions clearly indicated on them.

3.7 PROOFS

3.7.1 One (1) complete set of high resolution proofs must be included in the Supplier's pricing, FOB delivered to Identified User for approval before production of the requirement. Additional proofs (complete set or 1 page) may be requested by the Identified User. The proofs required for any given requirement will be specified in the bid solicitation document. The proof should consist of a digital print or a high resolution colour conversion of the original files (ie. "Contract proof"; "digital proof") for print jobs of more than one (1) colour. Approval in writing of proofs by the Identified User is required before the Supplier proceeds with production of the requirement. All types of faxed proofs are not recommended. Identified Users will indicate in the bid solicitation if bindery proofs are required. The delivery address where the proofs should be sent, complete with a contact name, will be stated in the bid solicitation.

3.8 IDENTIFIED USERS ALTERATIONS

3.8.1 Identified Users' alterations subsequent to submitting a Contract to the Supplier are to be avoided whenever possible. However, when they do occur, full details of these alterations and related charges must be submitted to the Project Authority for review and approval prior to the changes being undertaken. Payment will not be authorized for any alterations which are not approved by the Project Authority prior to the Supplier undertaking the alterations.

3.9 RETURN OF GOVERNMENT PROPERTY AND ORIGINAL MATERIAL

3.9.1 All Government Property and original material created by the Supplier during production (ie. proofs, etc.) for any printing requirements must be returned without delay and at no cost to Canada after each requirement is completed. The Supplier is responsible for the delivery of this Government Property and original material to the location designated in contracts which may differ from the delivery address or destination(s). Delay of returning Government property and original material to the Identified User may result in a delay of payment to the Supplier.

Components of Government Property and original material created by the Supplier during production include any electronic files used to print the final version of the requirement. All final electronic files used to print the final requirement must be downloaded to the appropriate media, CD, DVD, etc. as requested by the Identified User. The Supplier must identify the files being returned by labelling the media with the files contained on it and also by providing a hard copy printout identifying all files on the media.

3.9.2 Government Property and original material must be suitably packaged to ensure arrival at destination in an undamaged condition and must be clearly marked "DO NOT FOLD".

3.10 INVOICING

3.10.1 Invoicing instructions will be provided to the Supplier in each contract resulting from

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the Supply Arrangement. Failure to return Government Property and original material may hold up payment of invoices. All invoicing must reflect all charges for completion of the contract.

STREAM 4 OFFSET PRINTING – WEB:

4.1 DELIVERABLES

- 4.1.1 The Supplier will provide printing products in accordance with the print quality standards set out in the Public Works and Government Services Canada (PWGSC) Print Quality Booklets. These Print Quality Booklets can be purchased from our website:
<http://www.tpsgc-pwgsc.gc.ca/app-acq/guides/index-eng.html>.
- 4.1.2 The Supplier must provide the printing requirement in accordance with the specifications provided on each individual requirement to the satisfaction of Identified Users including but not limited to the following:
- a) Publications:
 - saddle stitched, cerlox, spiral or wire bound, perfect bound
 - various sizes
 - covers and text printing in 1 colour, or numerous colours
 - b) Brochures (folders) / Inserts:
 - various sizes
 - various number of panels
 - various number of colours
 - c) Info Sheets / Newsletters:
 - various sizes: i.e.: size of 8-1/2" x 11" or 8-1/2" x 14"
 - printing on one side or 2 sides
 - d) Posters:
 - various sizes
 - various number of colours
 - various paper
- 4.1.3 Identified Users will complete the entire layout and design of the requirement and will provide ready to print digital files or hard copy, as indicated herein.
- 4.1.4 The Supplier must be ready to process a job immediately upon award of a contract. The product must be ready to proof within seven (7) working days of delivery of files and must be ready to ship within fifteen (15) working days or less from final approval of proofs.
- 4.1.5 The Supplier will be required to ship all items printed to the destination(s) specified for each requirement. Packaging for any order is to be appropriate for the quantity being shipped, up to cartons of 15.9 kg (35 lbs) maximum. Any damaged material will be considered solely the responsibility of the Supplier and must be replaced at their expense. All cartons must be properly labelled indicating the title and description of the product, the quantity in each box and the total number of boxes per pallet. All cartons must be identically packaged and completely filled. They must all have the same quantity of the same product in each box. Different products must not be packaged together in the same box. Identified Users must clearly identify the total number of copies for delivery to each destination address.

4.2 OVERRUNS / UNDERRUNS

4.2.1 Overruns are to be invoiced at the "Additional Same Run" price, prorated. Overruns are to be shown as a separate item on the invoice. Unless otherwise stated herein, overruns must not exceed the following:

- 10% overrun on quantities of less than 5,000 copies
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- 2% overrun for quantities in excess of 100,000 copies
- no underruns are acceptable

4.3 OUTPUT DELIVERABLES

4.3.1 The Supplier's all inclusive pricing must include all applicable charges to provide a finished product for the Identified User. Any necessary charges to provide a completed product, which are omitted in error by the Supplier, will be the sole responsibility of the Supplier for the cost.

4.4 PAPER

4.4.1 Paper stock used must be in accordance with the federal government standards unless otherwise specified. Paper should have a minimum recycled content of 30% (pre or post consumer waste). A supplier may substitute a paper stock for one of better quality as long as the Identified User is notified in writing and the upgrade is at no additional cost to the Identified User. Any suppliers found substituting a lower quality stock without gaining prior approval from the Identified User may be removed from the Supply Arrangement list of qualified vendors. In keeping with Canada's with Canada's Policy on Green Procurement (<http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html>) and in alignment with the policy statement on forest certification of the Canadian Council of Forest Ministers (<http://www.ccfm.org/>), suppliers must use paper from manufacturers who use fibre originating from sustainably managed forests certified by a third-party forest certification system such as the Canadian Standards Association Sustainable Forest Management Standard (CSA/SFMS), the Forestry Stewardship Council (FSC) or the Sustainable Forestry Initiative (SFI).

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- diskettes, ZIP disks, CD's, memory sticks, memory card, or other electronic media;
- work processed to typed copy;

- camera-ready copies and/or electronic artwork in either MAC or PC platforms ready for output;
- negatives and/or positives; and
- software and version of software used.

4.6.3 Where necessary, originals developed by Canada will have instructions clearly indicated on them.

4.7 PROOFS

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4.9.2 Government Property and original material must be suitably packaged to ensure arrival at destination in an undamaged condition and must be clearly marked "DO NOT FOLD".

4.10 INVOICING

4.10.1 Invoicing instructions will be provided to the Supplier in each contract resulting from

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ANNEX B

Vendor Profile

Suppliers are requested to complete the Vendor Profile. If the Vendor Profile is not completed with the supplier's proposal, Canada will request the Supplier to complete prior to award. Suppliers may add additional pages as required to describe its vendor profile (i.e. range of production equipment, production facilities, etc).

An MS Word Vendor Profile document is attached to this Supply Arrangement.

The vendor profile will not be considered in the evaluation process for this RFSA and only profiles of authorized Supply Arrangement holders will be posted.

PART 1 PRINTING PROCESS

Select the printing stream you wish to be pre-qualified for:

<input type="checkbox"/>	Stream 1: Digital Printing
<input type="checkbox"/>	Stream 2: Business Card Printing
<input type="checkbox"/>	Stream 3: Offset Printing – Sheet-fed
<input type="checkbox"/>	Stream 4: Offset Printing - Web

Identify if submitting proposal under the Procurement Strategy for Aboriginal Business (PSAB):

<input type="checkbox"/>	YES
<input type="checkbox"/>	NO

Suppliers who qualify to have their supply arrangement set-aside under PSAB will be placed on the supplier list for **BOTH** PSAB and Non-PSAB printing requirements.

PART 2 STATUS OF SECURITY Clearance Profile (if applicable)

Supplier is to indicate the current security level of their firm and forward proof with their proposal.

Level	Personnel Security Screening		Document Safeguarding		DOS or FSC	
1	Reliability Status	<input type="checkbox"/>	Protected B	<input type="checkbox"/>	Designated Organization Screening (DOS) - Protected B	<input type="checkbox"/>
2	Secret	<input type="checkbox"/>	Secret	<input type="checkbox"/>	Facility Security Clearance - Secret	<input type="checkbox"/>

PART 3 CORPORATE INFORMATION

Should the supplier have more than one production facility in Canada, a description of each of the facilities should be provided.

Corporate Name: _____

Corporate Address: _____

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Production Facilities	Contact Methods	Hours of Operations

PART 4 ADDITIONAL / RELATED SERVICES

Select the additional and/or related in-house printing services provided:

<input type="checkbox"/>	scanning
<input type="checkbox"/>	imaging
<input type="checkbox"/>	CD duplication
<input type="checkbox"/>	Reprography
<input type="checkbox"/>	photocopy
<input type="checkbox"/>	Braille printing
<input type="checkbox"/>	Kitting and assembly
<input type="checkbox"/>	Wide format printing/scanning
<input type="checkbox"/>	Mailing
<input type="checkbox"/>	Warehousing
<input type="checkbox"/>	Foil stamping and embossing
<input type="checkbox"/>	Tabs
<input type="checkbox"/>	Dry Mounting
<input type="checkbox"/>	Envelope Printing
<input type="checkbox"/>	Insertion services
<input type="checkbox"/>	Silk screen printing
<input type="checkbox"/>	Other:
<input type="checkbox"/>	
<input type="checkbox"/>	

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PART 5 EQUIPMENT AND PRODUCTION CAPACITY

Identify the equipment and its capacity for each printing process indicated in Part 1 above.

Information requested for the Production Capacity includes, but not limited to: printing presses, bindery equipment, number of units, monochrome/colour, resolution, output speed, paper size, finishing capability, input capability, additional machine capability, etc., in keeping with the required services of Annex A, Statement of Work.

Printing Stream:

Presses (model etc)	Number of Presses	Number of Printing Units (colours printed at one time)	Paper Size (minimum and maximum size printed)	Perfecting Capabilities (press can print on both sides of the sheet at a the same time)	Additinal Press Capabilities

Bindery:

Equipment (folding, perfect, saddle-stitch, etc)	Number of machines	Paper size, or Size of book bound	Minimum and Maximum Number of pages per:	Additional Capabilities

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Duplicating / Photocopy:

Equipment (model, etc.)	Number of machines	Paper size, or Size of book bound	Minimum and Maximum Number of pages per:	Additional machine capabilities

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ANNEX "C"

Usage Reports

As a requirement of this Request for Supply Arrangement, reports must be submitted as follows:

Quarterly Reports

Suppliers must report, on a quarterly basis, on all contracts issued to them under the Supply Arrangement, by issuing to the SA Authority a hard copy report which contains the following data:

- Identified User (i.e. Department name, Region, contact and telephone number, etc.);
- SA number;
- contract numbers;
- contract values;
- contract period (start and end date);
- Region and Province where the work is being conducted; and
- Region and Province where finished product is being delivered.

In addition, all amendments made against the original contract must also be reported.

Periodic Comprehensive Reports

Periodically, the Supplier will be requested by the Supply Arrangement Authority to submit a comprehensive status report providing 1) a list of all printing contracts completed at the time of the request, 2) the types of printing items required in each of these completed contracts, 3) the Identified User for which each contract was carried out, 4) the amount of each completed contract and 5) the total value of all completed contracts.

The Supplier understands that it is their responsibility to implement a system for tracking contracts issued against this Supply Arrangement in order to provide the necessary quarterly and periodic comprehensive usage reports. Failure to comply may result in the suspension or cancellation of the Supply Arrangement.

The final report is to provide a list showing items requisitioned that represent approximately the total value of contracts.

Return to:

Public Works and Government Services Canada
Acquisitions Branch
Suite 100 - 167 Lombard Avenue
WINNIPEG, Manitoba R3B 0T6
ATTN: Adele Palmer

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QUARTERLY USAGE REPORT

SUPPLY ARRANGEMENT NO.: _____

SUPPLIER NAME: _____

CONTACT NAME: _____

TELEPHONE NO.: _____

REPORT FOR THE PERIOD FROM / TO: _____

Identified User information (Region/city, contact name, & phone no.)	Contract No.	Title / Brief Description of printed items	Total Value (taxes incl.)	Contract Start Date	Contract End Date

NIL REPORT: We have not done any business with the federal government for this period []

PREPARED BY: _____

Name: _____

Signature: _____

Telephone No.: _____

COMMENTS:

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ANNEX "D"
STATEMENT OF WORK TEMPLATE

1A) TITLE: PROVIDE TITLE, IF APPLICABLE	
1b) OBJECTIVE: Objective of what is being printed	
1c) SCOPE OF WORK: What is expected of the supplier	
1d) DESCRIPTION: Brief description of item being printed. What is it used for? Who is it for?	Item being printed: _____ What is it used for: _____ Who is it for: _____
2) QUANTITY & TOTAL NUMBER OF PAGES:	Number of copies required in English: _____ Number of copies required in French: _____ Total Number of copies: _____ Printed on: ___1 side of page or ___2 sides of page
3) SIZE:	What is the Flat Size? (when job is open and lying flat) _____ What is the Trim or Finished Size? i.e.. Finished size of book _____ What is the Folded Size?:

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	<hr/>
4) STOCK:	<p>What type of paper is required for the job? (ie. Recycled, bond, offset)</p> <hr/> <p>What is the weight of the paper? (i.e. Standard weight-60 lb.; No. 2 Offset)</p> <hr/> <p>Coated paper? <input type="checkbox"/> yes <input type="checkbox"/> no</p> <p>If yes: <input type="checkbox"/> 1 side <input type="checkbox"/> 2 sides</p> <p>Color of paper? <input type="checkbox"/> Standard white or <input type="checkbox"/> Other: <input type="text"/></p>
5) INK:	<p>Standard black for text pages?: <input type="checkbox"/> yes <input type="checkbox"/> no</p> <p>Number of colors for the job: <input type="text"/> (i.e., 4/4: 4 colors printed both sides of page; 4/0 or 4 one side only means print 4 colors one side only)</p> <p>Use process colors (CMYK) only? <input type="checkbox"/> yes <input type="checkbox"/> no</p> <p>If no, indicate PMS colors requested: <input type="text"/></p> <hr/> <p>Indicate: <input type="checkbox"/> Bleeds off of pages or <input type="checkbox"/> No bleeds off of pages</p> <p>Percentage of ink coverage (if available): <input type="text"/></p> <hr/>
6) MATERIALS SUPPLIED:	<p>Format and version files are supplied: (i.e., Preflight Pagemaker V6.5)</p> <hr/> <p>Indicate : <input type="checkbox"/> PDF files-ZIP disk <input type="checkbox"/> CD <input type="checkbox"/> Email via secure FTP site</p> <p>Other: <input type="text"/></p> <p><input type="checkbox"/> Hard copy samples included</p>

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7) PROOFS:	<p>Proofs required:</p> <p>___ digital or low resolution proof for black only (text)</p> <p>___ high resolution color proof</p> <p>If high resolution proof, indicate:</p> <p>___ Digital color proofs</p> <p>___ Imation</p> <p>___ match proof</p> <p>___ contract proof</p> <p>Note to supplier: One set of proofs is standard and required for "sign-off" (included in the price)</p>
8) BINDING:	<p>Indicate, if applicable:</p> <p>___ folding - Type of fold: _____</p> <p>___ corner stitching</p> <p>___ saddle stitching</p> <p>___ coil bound - Colour of coil: _____</p> <p>___ cerlox bound</p> <p>___ wire bound</p> <p>___ perfect bound</p> <p>___ hole drilling (for binders)</p> <p>___ shrink wrapping</p> <p>___ banding</p> <p>___ perforations (tear outs for workbooks)</p> <p>Comments:</p> <p>_____</p> <p>_____</p>
9) PACKAGING & LABELS:	Special Instructions:

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	<p>_____ Note to supplier:</p> <ul style="list-style-type: none">- Not exceed 35 lbs or approximately 16 kg.- Number of cartons must be listed. (i.e.. 1 of 10, etc.)- Labels must indicate title of product, quantity, description of in each carton (or item number if applicable), address, special instructions
10) DELIVERY:	<p>____ Delivery all at once OR</p> <p>____ Milestone deliveries: (identify quantity to be delivered by a certain date(s): _____</p> <p>Complete delivery to be made by (date & time): _____</p> <p>Address to be delivered: _____</p> <p>Name of Department: _____</p> <p>Contact/Attention to: _____</p> <p>Phone: _____</p> <p>Special instructions: _____ (i.e.. Call: (name & phone number) prior to delivery</p>
11) ADDITIONAL NOTES TO SUPPLIER:	

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ANNEX E SECURITY REQUIREMENTS CHECK LIST (SRCL)

There is no mandatory security requirements required to qualify for this Request for Supply Arrangement. Once a Supply Arrangement is in place, it is anticipated that most contracts will not have a security requirement. However, for a contract that requires a security requirement, only Suppliers holding a valid security clearance will be eligible to bid on secure printing requirements.

To be prequalified for Secure Printing requirements, the Supplier must have obtained prior to issuance of supply arrangement, the required security clearance level(s) issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).

Proof of current security level in the form of documentation (letter or certificate) provided to the Supplier issued by CISD of PWGSC must be submitted with the proposal. All information submitted by the Supplier will be verified with CISD of PWGSC.

Refer to attached documents:

ET959-150211A – Level 1 (3 pages)

ET959-150211B – Level 2 (3 pages)

ANNEX "F" MANDATORY and POINT RATED CRITERIA

Overview

All suppliers that pass the point rated criteria and meet the mandatory requirements will be deemed qualified and placed on the list of approved suppliers under the Supply Arrangement.

Suppliers must address, in sufficient detail, all of the mandatory and point rated criteria identified in **Annex "F" – Mandatory and Point Rated Criteria.**

1.) **Printing Stream Selection**

Suppliers must submit their arrangement in response to one or more of the following Printing Streams (Refer to Annex B, Vendor Profile):

Stream 1, Digital Printing	and/or
Stream 2, Business Card Printing	and/or
Stream 3, Offset Printing (Sheet-fed)	and/or
Stream 4, Offset Printing (Web)	

Suppliers must meet the performance requirements for the stream(s) they intend to be prequalified for as identified under Annex "A" - Statement of Work.

2.) **Set-Aside / Aboriginal Business** (for Aboriginal Suppliers Only)

All suppliers are eligible to qualify for this supply arrangement, however only those suppliers that complete and sign the "Certification Requirements for the Set-Aside Program for Aboriginal Business" may be set aside for Aboriginal business. In order to be considered, a supplier must certify that it qualifies as an Aboriginal business as defined under PSAB and that it will comply with all requirements of PSAB. For additional information, refer to Part 5, Certifications.

3.) **Secure Printing Requirements**

All suppliers are eligible to qualify for this supply arrangement, however only those suppliers holding a valid security clearance will be eligible to bid on secure printing requirements.

Once a Supply Arrangement is in place, it is anticipated that most contracts will not have a security requirement. However, for a contract that requires a security requirement, only Suppliers holding a valid security clearance at the required level will be considered.

Suppliers are requested to provide their current level of Security Clearance with their arrangement as detailed in Annex B - Vendor Profile

There are two levels of security clearance:

Level 1: Personnel - Reliability Status; and Designated Organization Screening with approved Document Safeguarding at the level of Protected B

Level 2: Personnel - Secret; and Facility Security Clearance with approved Document Safeguarding at the level of Secret

Suppliers who do not currently hold a valid security clearance as stipulated above may request sponsorship to obtain either of the levels of security specified for this RFSA. Suppliers must submit their

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request in writing to the Supply Arrangement Authority by e-mail to: adele.palmer@pwgsc-tpsgc.gc.ca.

For additional information, see Part 6 – Supply Arrangement and Resulting Contract Clauses and Annex B – Vendor Profile.

PART 1 MANDATORY CRITERIA

a) For **ALL** printing requirement contracts that result from this SA the supplier certifies they use paper whose fibre originates from sustainably managed forests which are certified by a third-party forest certification system listed below. Supplier to identify the applicable certification(s):

- _____ Canadian Standards Association Sustainable Forest Management Standard (CSA/SFMS), and/or
- _____ Forestry Stewardship Council (FSC), and/or
- _____ Sustainable Forestry Initiative (SFI).

b) Supplier certifies ability to meet the performance requirement stream(s) they intend to be prequalified for as identified under Annex "A" Statement of Work

Yes ☐ **No** ☐

Canada reserves the right to request proof of such qualifications during the evaluation process or at any time after issuance of the Supply Arrangement.

PART 2 POINT RATED CRITERIA

Suppliers should provide sufficient details to address each of the points of the evaluation criteria as specified for each criterion.

REFERENCE TO A SUPPLIER'S OR ANY OTHER WEBSITE IS NOT ACCEPTABLE INFORMATION TO SUPPORT ANY OF THE FOLLOWING POINT RATED CRITERIA.

OVERVIEW TOTALS:

A. TECHNICAL – QUALITY ASSURANCE

Maximum Score Points: 90 points
Minimum Pass Mark 60% per Section

Total Points	Pass per number of points per section
A.1: 40 points	24 points
A.2: 50 points	30 points

B. MANAGERIAL / ORGANIZATIONAL

Maximum Score Points: 225 points
Minimum Pass Mark 60% per Section

Total Points	Pass per number of points per section
B.1: 40 points	24 points
B.2: 70 points	42 points
B.3: 5 points	3 points
B.4: 10 points	6 points
B.5: 100 points	60 points

A. TECHNICAL – QUALITY ASSURANCE

A.1 Contingency Plan 40 points
A.2 Quality Control Procedures 50 points

A.1 Contingency Plan 40 points

The proposal must clearly demonstrate that the Supplier is able to meet various Identified User's time frames and demonstrate its capability to overcome unexpected delays. The Supplier must provide a detailed description of its contingency plans in the event of a service breakdown for the following areas: a) Equipment breakdown; b) inadequate supplies on hand; c) staff shortages; d) other related issues.

40 points: The Supplier will be awarded a maximum of 40 points based on demonstration within its proposal of contingency plans for the following four (4) areas: a) equipment breakdown (10 points); b) inadequate supplies on hand (10 points); c) staff shortages (10 points); and d) other related issues (10 points). The Supplier will be awarded 2 points for each backup plan for a maximum of 10 points per area referenced above for a maximum of 40 points.

0 points: The Supplier does not provide sufficient or acceptable documentation to demonstrate a contingency plan.

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A.2 Quality Control Procedures

50 points

The proposal should describe the Supplier's quality control procedures, in place to ensure that the quality of the printed materials and levels of services indicated in the RFSA are met. At a minimum, the plan should include procedures in place for the following functions:

1) Prepress 2) Press or Digital Print 3) Bindery 4) Packaging & Labelling 5) Shipping/Delivery

IF THE Supplier IS ISO 9001 CERTIFIED, THE OFFER MUST SPECIFICALLY IDENTIFY HOW ISO 9001 APPLIES TO THE QUALITY CONTROL PROCEDURES ADDRESSED IN THE CATEGORIES LISTED ABOVE.

50 points: The Supplier will be awarded a maximum of 50 points in total if it fully demonstrates that its work plans and quality control procedures for each of the five (5) functions listed above (10 points each in total) meet the quality and levels of service specified in the PWGSC Print Quality Booklets and the RFSA.

Within the 10 points for each of the above referenced functions, two (2) points will be awarded for each quality assurance procedure identified up to a maximum of 10 points, for a total of (10 pts x 5 functions =) 50 points.

B. MANAGERIAL/ORGANIZATIONAL – PERFORMANCE OF WORK

B.1 Corporate Description	40 points
B.2 Services & Equipment	70 points
B.3 Downloading Files Capability	5 points
B.4 Major Software Programs	10 points
B.5 Environmental Friendly Stewardship	<u>100 points</u>
	225 points

B.1 Corporate Description 40 points

The proposal should include a description of the Supplier providing work of a very similar nature as defined in the Statement of Work at Annex "A". The description must clearly demonstrate that the Supplier has the capacity and experience by addressing the following criteria in the course of normal and rush business operation to be able to successfully complete requirements as well as other business commitments. **At a minimum**, the description should address the following:

- A corporate profile describing the Supplier business and how the experience relates to the requirements of the Request for Supply Arrangement. The corporate profile description should include the years in business, the core printing services, other customized printing services, facilities and/or subsidiaries and mission of the company. No references are necessary under this section of the evaluation, unless requested by the Supply Arrangement Authority. (Maximum 2 points each for a maximum of 10 points)
- An overview of the corporation structure detailing the production flow of the departments that allow the Supplier to operate with a normal daily production capacity for publications, brochures, information sheets and posters similar to those described in the Statement of Work at Annex "A". (2 point for each production flow described, maximum 10 points).
- The capability of the Supplier to provide other services related to printing as deemed standard within industry standards: ie. Image editing; illustrations; desktop publishing; creation of files in the Portable Document Format (PDF); Hyper Text Mark-up Language (HTML); composition; typesetting; Photoshop; etc. (2 points for each service for a maximum of 5 services and 10 points)
- The capability of the Supplier to provide other services related to up-to-date and current technology (ie. Web page presence of the world wide web; mass mail out capability; consulting services; graphic design; CD reproduction services; scanning of documents services; project management services; etc.) (2 points for each service for a maximum of 5 services and 10 points)

Each of the above items will be rated on 10 points each section, for a maximum of 40 points.

B.2 Services and Equipment 70 points

A clear detailed overview of the types of services and equipment that support the **"in-house"** printing services of the company. ***The services and equipment offered should be directly related to the printing process and bindery equipment necessary to produce such items as listed in the Statement of Works at Annex "A". Provide a description of the in-house services and a list the equipment type and quantities in each of the facilities where the work will actually be performed.***

"in- house": is defined as "within an organization or group; conducted within; utilizing an organization's own staff and/or resources rather than external or non-staff facilities".

Examples of in-house services and equipment include, but are not limited to, are:

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Prepress; High resolution proofing; Digital proofing; Digital printing; Web printing; Sheet-fed printing; Braille printing; Bindery; Finishing services; Shipping/delivery; Mail out services; other divisions not stated herein.

Points will be assessed as follows: a maximum of 2 points each for adequately described details for a maximum of 10 points for each in-house service provided by the Supplier (maximum of 70 points to be awarded)

B.3 Downloading Files Capabilities 5 points

The capability of the Supplier to receive and download active files by at least 3 modes: (ie. Secure FTP site; CD; floppy disc.; etc.). Specify the modes available.

5 points	capability in more than 4 modes
4 points	capability in 4 modes
3 points	capability in 3 modes
2 points	capability in 2 modes
1 point	capability in 1 mode
0 points	not clearly specified

B.4 Major Software Programs 10 points

List the capability of the Supplier to accept major software programs. List the software programs and versions available. These programs should include those that are applicable to the printing process stream of your proposal (i.e.: web, sheet-fed, digital, business cards) Some examples are Microsoft Windows; Adobe; electronic proofing for business cards; JPEG 2000; etc.

(2 points for each program for a maximum of 5 programs and 10 points)

B.5 Environmental Management Policies and Practices 100 points

Suppliers must complete Part B.5.1 OR Part B.5.2

B.5.1 Environmental Certification

Suppliers who hold a certification under any one (1) of the following environmental programs must provide a copy of its current certification(s) with its proposal:

- Environmental Choice Program – EcologoM Program CCD-041 (Lithographic Printing Services); **OR** UL 2803 Standards for Lithographic Printing Services / Digital Printing
- Environmental Choice Program – EcologoM Program CCD-141 (Digital Printing Services); **OR** UL 2803 Standards for Lithographic Printing Services / Digital Printing
- Forest Stewardship Council (FSC) Chain-of-Custody Certification (COC);
- Sustainable Forestry Initiative (SFI) Chain-of-Custody Certification;
- Canadian Standards Association Sustainable Forest Management Standards (CSA/SFMS);
- Program for the Endorsement of Forest Certifications (PEFC)
- ISO 14001

100 points will be awarded for certification under any one (1) or more than one of the environmental programs - maximum 100 points

OR

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B.5.2 Environmental Practices

Suppliers must provide information clearly describing in detail their environmental practices and initiatives. Some examples include: waste reduction, environmental audits, recycling, ENERGY STAR equipment, WHMIS, use of vegetable-based inks, water based coatings, silver and solvent recovery, etc. Clearly outline how these initiatives apply to this requirement. The environmental policies and practices of the Supplier could also include any that apply to the welfare of the employees.

Each environmental practice will be awarded 5 points each for a maximum of 100 points.



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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		Public Works and Government Services Canada	2. Branch or Directorate / Direction générale ou Direction Acquisitions Branch	
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 Printing services for use by federal govt. departments and agencies across Canada, except NCR, on a "if requested basis".				
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 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				
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"/>



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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



RELIABILITY STATUS
COTE DE FIABILITÉ



CONFIDENTIAL
CONFIDENTIEL



SECRET
SECRET



TOP SECRET
TRÈS SECRET



TOP SECRET-SIGINT
TRÈS SECRET - SIGINT



NATO CONFIDENTIAL
NATO CONFIDENTIEL



NATO SECRET
NATO SECRET



COSMIC TOP SECRET
COSMIC TRÈS SECRET



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

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



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 CONFIDENTIEL	SECRET	TOP SECRET TRÈS SECRET	NATO RESTRICTED NATO DIFFUSION RESTREINTE	NATO CONFIDENTIAL NATO CONFIDENTIEL	NATO SECRET	COSMIC TOP SECRET COSMIC TRÈS SECRET	PROTECTED PROTÉGÉ			CONFIDENTIAL	SECRET	TOP SECRET TRÈS SECRET
											A	B	C			
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 indiquez qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).



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PART D - AUTHORIZATION / PARTIE D - AUTORISATION

13. Organization Project Authority / Chargé de projet de l'organisme

Name (print) - Nom (en lettres moulées) Palmer, Adele	Title - Titre Supply Specialist	Signature <i>Adele Palmer</i>
Telephone No. - N° de téléphone 204-983-1512	Facsimile No. - N° de télécopieur 204-983-7796	E-mail address - Adresse courriel adele.palmer@pwgsc-tpsgc.gc.ca
		Date 2014/05/02

14. Organization Security Authority / Responsable de la sécurité de l'organisme

Name (print) - Nom (en lettres moulées) Nerbas, Susan	Title - Titre SO	Signature <i>Susan Nerbas</i>
Telephone No. - N° de téléphone 780-497-3512	Facsimile No. - N° de télécopieur 780-497-3807	E-mail address - Adresse courriel susan.nerbas@tpsgc-pwgsc.gc.ca
		Date 2014-05-09

15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached?

Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes?

☒ No
Non ☐ Yes
Oui

16. Procurement Officer / Agent d'approvisionnement

Name (print) - Nom (en lettres moulées)	Title - Titre	Signature
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel
		Date

17. Contracting Security Authority / Autorité contractante en matière de sécurité

Name (print) - Nom (en lettres moulées) Suzanne Hopkins	Title - Titre Contract Security Officer	Signature <i>JHopkins</i>
Telephone No. - N° de téléphone 615-954-0258	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel Suzanne.hopkins@pwgsc-tpsgc.gc.ca
		Date May 12/14



Government of Canada
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Contract Number / Numéro du contrat

ET959-150211B

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 Aquisitions Branch	
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 Printing Services for use by federal govt. departments and agencies across Canada, except NCR on an "as requested" basis.			
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 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			
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 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 checked="" 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"/>	



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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

☐ RELIABILITY STATUS
COTE DE FIABILITÉ

☐ CONFIDENTIAL
CONFIDENTIEL

☒ SECRET
SECRET

☐ TOP SECRET
TRÈS SECRET

☐ TOP SECRET - SIGINT
TRÈS SECRET - SIGINT

☐ NATO CONFIDENTIAL
NATO CONFIDENTIEL

☐ NATO SECRET
NATO SECRET

☐ COSMIC TOP SECRET
COSMIC TRÈS SECRET

☐ 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

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



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).



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PART D - AUTHORIZATION / PARTIE D - AUTORISATION

13. Organization Project Authority / Chargé de projet de l'organisme

Name (print) - Nom (en lettres moulées) Palmer, Adele	Title - Titre Supply Specialist	Signature 	Date 2014/05/02
Telephone No. - N° de téléphone 204-983-1512	Facsimile No. - N° de télécopieur 204-983-7796	E-mail address - Adresse courriel adele.palmer@pwgsc-tpsgc.gc.ca	

14. Organization Security Authority / Responsable de la sécurité de l'organisme

Name (print) - Nom (en lettres moulées) Nerbas, Susan	Title - Titre SO	Signature 	Date 2014-05-09
Telephone No. - N° de téléphone 780-497-3512	Facsimile No. - N° de télécopieur 780-497-3607	E-mail address - Adresse courriel susan.nerbas@tpsgc-pwgsc.gc.ca	

15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached?
Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes? ☒ No / Non ☐ Yes / Oui

16. Procurement Officer / Agent d'approvisionnement

Name (print) - Nom (en lettres moulées)	Title - Titre	Signature	Date
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	

17. Contracting Security Authority / Autorité contractante en matière de sécurité

Name (print) - Nom (en lettres moulées) Suzanne Hopkins	Title - Titre Contract Security Officer	Signature 	Date May 12/14
Telephone No. - N° de téléphone 613-954-0258	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel suzanne.hopkins@pwgsc-tpsgc.gc.ca	