



**RETURN OFFERS TO:
RETOURNER LES OFFRES À :**

Department of Justice
Finance and Planning Branch
Attention: Kayla Pordonick
284 Wellington Street – EMB Room 1245
Ottawa, Ontario K1A 0H8
Bids Receiving Unit: 613-724-1521

Ministère de la Justice
Direction générale des finances et de la planification
attention: Kayla Pordonick
284, rue Wellington, ÉCE Pièce 1245
Ottawa, Ontario K1A 0H8
service de réception des soumissions : 613-724-1521

**REQUEST FOR STANDING OFFER (RFSO)
DEMANDE D'OFFRE À COMMANDES (DOC)**

Comments - Commentaires

Offer To: Department of Justice

We hereby offer to sell to Her Majesty the Queen in right of Canada, in accordance with the terms and conditions set out herein, referred to herein or attached hereto, the goods, services, and construction listed herein and on any attached sheets at the price(s) set out thereof.

On behalf of the offeror, by signing below, I confirm that I have read the entire request for standing offer (RFSO) including the documents incorporated by reference into the RFSO and I certify that:

1. The offeror considers itself and its products able to meet all the mandatory requirements described in the RFSO;
2. This offer is valid for the period requested in the RFSO;
3. All the information provided in the offer is complete, true and accurate; and
4. If the offeror is awarded a standing offer, it will accept all the terms and conditions set out in the resulting contract clauses included in the RFSO.

L'offre au : Ministère de la Justice

Nous offrons par la présente de vendre à Sa Majesté la Reine du chef du Canada, aux conditions énoncées ou incluses par référence dans la présente et aux annexes ci-jointes, les biens, services et construction énumérés ici sur toute feuille ci-annexées, au(x) prix indiqué(s).

En apposant ma signature ci-après, j'atteste, au nom de l'offrant, que j'ai lu la demande d'offre à commandes (DDOC) en entier, y compris les documents incorporés par renvoi dans la DDOC et que :

1. l'offrant considère qu'il a les compétences et que ses produits sont en mesure de satisfaire les exigences obligatoires décrites dans la DDOC;
2. cette offre est valide pour la période exigée dans la DDOC;
3. tous les renseignements figurant dans l'offre sont complets, véridiques et exacts; et
4. si une offre à commande est attribuée à l'offrant, ce dernier se conformera à toutes les modalités énoncées dans les clauses concernant le contrat subséquent et comprises dans la DDOC.

Title – Sujet	
Printing and Reprography Services for the Department of Justice Canada British Columbia Regional Office (BCRO)	
Solicitation No. – N° de l'invitation	Date
JUS-RFSO-PRINT-2014-001	September 25, 2014
Client Reference No. – N° référence du client	
GETS Reference No. – N° de référence de SEAG	
Solicitation Closes L'invitation prend fin	Time Zone Fuseau horaire
at – à 02 :00 PM – 14h00	Eastern Daylight Time (EDT) Heure Avancée de l'Est (HAE)
on – le October 23, 2014	
F.O.B. - F.A.B.	
Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address inquiries to – Adresser toute demande de renseignements à :	
Kayla Pordonick	
Area code and Telephone No. Code régional et N° de téléphone	Facsimile No. / e-mail N° de télécopieur / courriel
	Kayla.Pordonick@justice.gc.ca
Destination – of Goods, Services, and Construction: Destination – des biens, services et construction	
Vancouver, British Columbia	

Instructions: See Herein

Instructions : Voir aux présentes

Delivery required -Livraison exigée	Delivery offered -Livraison proposée
See Herein – Voir aux présentes	
Jurisdiction of Contract: Province in Canada the bidder wishes to be the legal jurisdiction applicable to any resulting contract (if other than as specified in solicitation)	
Compétence du contrat : Province du Canada choisie par le soumissionnaire et qui aura les compétences sur tout contrat subséquent (si différente de celle précisée dans la demande)	
Vendor/firm Name and Address Raison sociale et adresse du fournisseur/de l'entrepreneur	
Telephone No. - N° de téléphone	
e-mail - courriel	
Name and title of person authorized to sign on behalf of Vendor/firm (type or print)	
Nom et titre de la personne autorisée à signer au nom du fournisseur/de l'entrepreneur (taper ou écrire en caractères d'imprimerie)	
Signature	Date

**REQUEST FOR STANDING OFFER (RFSO)
JUS-RFSO-PRINT-2014-001**

**FOR THE REQUIREMENT OF
PRINTING AND REPROGRAPHY SERVICES**

**FOR THE
DEPARTMENT OF JUSTICE CANADA
BRITISH COLUMBIA REGIONAL OFFICE (BCRO)**

Contracting Authority:
Kayla Pordonick
Contracting and Materiel Officer
Department of Justice Canada
284 Wellington Street, EMB 1245
Ottawa, Ontario K1A 0H8
Email: Kayla.Pordonick@justice.gc.ca



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PART 1 – GENERAL INFORMATION

1. Introduction

The Request for Standing Offers (RFSO) is divided into seven parts plus attachments and annexes, as follows:

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Offeror Instructions: provides the instructions applicable to the clauses and conditions of the RFSO;
- Part 3 Offer Preparation Instructions: provides offerors with instructions on how to prepare their offer 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 offer, and the basis of selection;
- Part 5 Certifications: includes the certifications to be provided;
- Part 6 Security, Financial and Insurance Requirements: includes specific requirements that must be addressed by offerors; and
- Part 7 7A, Standing Offer, and 7B, Resulting Contract Clauses:
- 7A, includes the Standing Offer containing the offer from the Offeror and the applicable clauses and conditions;
- 7B, includes the clauses and conditions which will apply to any contract resulting from a call-up made pursuant to the Standing Offer.

The Annexes include the Statement of Work, the Basis of Payment, the Security Requirements Checklist (SRCL), the Recipient Electronic Payment Registration Request Form, and the Printing Services Request Form.

2. Summary

The Department of Justice Canada (Justice) is the legal services provider for the Government of Canada. In that capacity, Justice has an ongoing requirement to obtain printing and reprography services in support of our legal operations. Services required are those related to copying or printing from electronic format (primarily PDF) and binding short, medium and long-run documents and scanning paper documents to electronic format (i.e. PDF) on the current activities of the Department of Justice, and some special documents with a security classification no higher than "Protected C". Based on previous history, the estimated annual quantity is approximately 2,500,000 copies.

Services are to be provided "as and when requested" according to the following service timeframes (excluding weekends and statutory holidays except British Columbia Family Day):

- **Standard Service:** Delivery to the client within twenty-four (24) hours of possession of the Printing Services Request Form and documents
- **Rush Service:** Delivery to the client within four (4) hours of possession of the Printing Services Request Form and documents
- **Urgent Service:** Delivery to the client within one (1) hour of possession of the Printing Services Request Form and documents

The Request for Standing Offer (RFSO) is for printing and reprography services for the Department of Justice Canada British Columbia Regional Office (BCRO) and Satellite Office, both located in Vancouver. It is anticipated that up to two (2) Standing Offers will be awarded on a Right of First Refusal basis, as a result of this Request for Standing Offer (RFSO). The Standing Offer(s) will be from date of award to March 31, 2016 with the option to extend for three (3) additional one (1) year periods.

The Offeror's location provided in PART 3 - OFFER PREPARATION INSTRUCTIONS, Section IV: Additional Information, 1.1 Offeror's Proposed Site or Premises Requiring Safeguard Measures must be within the Vancouver Metropolitan Area. Vancouver Metropolitan Area is defined as: Bounded on the west by the Strait of Georgia, on the south by the USA border



and by a north-south line from Lions Bay to Abbotsford. (Reference: <http://www.tpsgc-pwgsc.gc.ca/app-acq/spc-cps/dznrrm-dnzrma-eng.html#no14>)

Offerors must submit a list of names, or other related information as needed, pursuant to section 01 of Standard Instructions [2006](#) and [2007](#).

For services requirements, Offerors 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 Standing Offers (RFSO).

The requirement is subject to the provisions of the Agreement on Internal Trade (AIT).

3. Security Requirement

There is a security requirement associated with this requirement. For additional information, consult Part 6 - Security Requirements, and Part 7A - Standing Offer. For more information on personnel and organization security screening or security clauses, offerors should refer to the [Canadian Industrial Security Directorate \(CISD\), Industrial Security Program](http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html) of Public Works and Government Services Canada (<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>) website.

4. Debriefings

Offerors may request a debriefing on the results of the request for standing offers process. Offerors should make the request to the Standing Offer Authority within fifteen (15) working days of receipt of the results of the request for standing offers process. The debriefing may be in writing, by telephone or in person.



PART 2 – OFFEROR INSTRUCTIONS

1. Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the Request for Standing Offers (RFSO) 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) (https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual) issued by Public Works and Government Services Canada.

Offerors who submit an offer agree to be bound by the instructions, clauses and conditions of the RFSO and accept the clauses and conditions of the Standing Offer and resulting contract(s).

The [2006](#) (2014-06-26) Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the RFSO.

Subsection 5.4 of [2006](#), Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, is amended as follows:

Delete: sixty (60) days

Insert: one hundred and twenty (120) days

2. Submission of Offers

Offers must be submitted only to the Department of Justice Canada (Justice) by the date, time and place indicated on page 1 of the Request for Standing Offers.

Due to the nature of the Request for Standing Offers, transmission of offers by facsimile and by email to The Department of Justice Canada will not be accepted.

3. Former Public Servant

Please see article 2.2 of Part 5 – Certifications.

4. Enquiries - Request for Standing Offers

All enquiries must be submitted in writing to the Contracting Authority no later than seven (7) calendar days before the RFSO closing date. Enquiries received after that time may not be answered.

Offerors should reference as accurately as possible the numbered item of the RFSO to which the enquiry relates. Care should be taken by offerors 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 offerors do so, so that the proprietary nature of the question(s) is eliminated, and the enquiry can be answered to all offerors. Enquiries not submitted in a form that can be distributed to all offerors may not be answered by Canada.

5. Applicable Laws

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in British Columbia.

Offerors may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their offer, 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 offerors.



PART 3 – OFFER PREPARATION INSTRUCTIONS

1. Offer Preparation Instructions

Canada requests that offerors provide their offer in separately bound sections as follows:

- Section I: Technical Offer – four (4) hard copies
- Section II: Financial Offer – one (1) hard copy
- Section III: Certifications – one (1) hard copy
- Section IV: Additional Information – one (1) hard copy

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

Canada requests that offerors follow the format instructions described below in the preparation of their offer.

- (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 Standing Offers.

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) (<http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html>). To assist Canada in reaching its objectives, offerors 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 Offer

In their technical offer, Offerors should explain and demonstrate how they propose to meet the requirements and how they will carry out the Work.

Section II: Financial Offer

Offerors must submit their financial offer in accordance with Annex B - Basis of Payment. The total amount of Applicable Taxes must be shown separately, if applicable.

Payment by Credit Card

Canada requests that offerors complete one of the following:

- (a) Government of Canada Acquisition Cards (credit cards) will be accepted for payment of call-ups against the standing offer.

The following credit card(s) are accepted:
Master Card _____

- (b) Government of Canada Acquisition Cards (credit cards) will not be accepted for payment of call-ups against the standing offer.

The Offeror is not obligated to accept payment by credit card.

Acceptance of credit cards for payment of call-ups will not be considered as an evaluation criterion.

Section III: Certifications

Offerors must submit the certifications required under Part 5.



Section IV: Additional Information

1.1 Offeror's Proposed Site or Premises Requiring Safeguard Measures

As indicated in Part 6 under Security Requirement, the Offeror must provide the required information below, on the Offeror'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

1.2 Offeror's Proposed Individuals Requiring a Security Clearance

As indicated in Part 6 under Security Requirement, the Offer must provide the required information below, on the proposed individuals who will perform work under this Standing Offer, who require access to classified or protected information or assets.

Full Name (as it appears on the Security Clearance)	Security Screening Certificate and Briefing Form File Number	Level of Security Obtained and Expiry Date



PART 4 – EVALUATION PROCEDURES AND BASIS OF SELECTION

1. Evaluation Procedures

- (a) Offers will be assessed in accordance with the entire requirement of the Request for Standing Offers including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the offers.

1.1. Technical Evaluation

1.1.1 Mandatory Technical Criteria

Please see Attachment 1 to Part 4 – Mandatory Technical Criteria

1.2. Financial Evaluation

- 1.2.1 Completion of the Annex B – Basis of Payment including pricing for all categories and periods indicated therein by the Offeror is mandatory. If Annex B – Basis of Payment is not completed in its entirety, the offer will be deemed non-responsive. Table 2 – Additional Service Rates in Annex B – Basis of Payment will not be considered for purposes of evaluation, but must still be completed.
- 1.2.2 Estimated quantities provided in Table 1 – Standard Service Rates in Annex B – Basis of Payment are for evaluation purposes only.
- 1.2.3 Offers are to be submitted in Canadian currency, applicable taxes excluded.
- 1.2.4 The sum of the evaluated price per item in Table 1 - Standard Service Rates in Annex B – Basis of Payment for the initial period and three (3) optional periods will constitute the total evaluated price of the financial offer.
- 1.2.5 The evaluated price per item will be calculated using the estimated quantity per period identified in Table 1 – Standard Services Rates. The unit prices provided by the Offeror for the initial period and three (3) option periods will each be multiplied by the estimated quantity per period for that specific item and then added together to get the evaluated price per item. This calculation will be done for each item identified in Table 1 – Standard Services Rates. Once the evaluated price per item has been calculated for all items in the table, the sum of those prices will be determined and used as the total evaluated price of the financial offer, as indicated in 1.2.4 above.

Example:

	INITIAL PERIOD	OPTION PERIOD 1	OPTION PERIOD 2	OPTION PERIOD 3	ESTIMATED QUANTITY PER PERIOD
Item A	\$3.00/ea	\$3.00/ea	\$3.25/ea	\$3.50/ea	10
Item B	\$5.00/ea	\$5.00/ea	\$5.25/ea	\$5.50/ea	6
Item C	\$2.00/ea	\$2.00/ea	\$2.25/ea	\$2.50/ea	25

Evaluated Price for Item A = $(\$3.00 \times 10) + (\$3.00 \times 10) + (\$3.25 \times 10) + (\$3.50 \times 10) = \$127.50$

Evaluated Price for Item B = $(\$5.00 \times 6) + (\$5.00 \times 6) + (\$5.25 \times 6) + (\$5.50 \times 6) = \$124.50$

Evaluated Price for Item C = $(\$2.00 \times 25) + (\$2.00 \times 25) + (\$2.25 \times 25) + (\$2.50 \times 25) = \$218.75$

Total Evaluated Price = Evaluated Price for Item A + Evaluated Price for Item B + Evaluated Price for Item C

Total Evaluated Price = $\$127.50 + \$124.50 + \$218.75$

TOTAL EVALUATED PRICE OF THE FINANCIAL OFFER = \$470.75

- 1.2.6 The prices and information provided by the Offeror in Annex B – Basis of Payment will become effective if the Offeror is selected for issuance of the Standing Offer.
- 1.2.7 Should there be an error in the extended pricing of the offer, the unit pricing shall prevail and the extended pricing shall be corrected in the evaluation. Any errors in the estimated quantities of the offer shall be changed to reflect the estimated quantities stated in the RFSO.



2. Basis of Selection

2.1 Mandatory Technical Criteria Only

An offer must comply with the requirements of the Request for Standing Offers and meet all mandatory technical evaluation criteria to be declared responsive.

3. Award of Standing Offer(s)

As a result of this Request for Standing Offers (RFSO), it is anticipated that the Department of Justice Canada will award up to two (2) Standing Offers on a Right of First Refusal basis.

Offeror Ranking:

1st Ranked: responsive offer with the lowest total evaluated price

2nd Ranked: responsive offer with the second lowest total evaluated price



ATTACHMENT 1 TO PART 4 – MANDATORY TECHNICAL CRITERIA

Mandatory Technical Criteria (M)

To be deemed responsive, offers must comply with the requirements of the Request for Standing Offer (RFSO) and meet all mandatory requirements (listed below). Offers which fail to comply with the requirement of the Request for Standing Offer and/or do not meet ALL mandatory requirements will be deemed non-responsive and will be given no further consideration.

The Mandatory Requirements listed below will be evaluated on a simple met/not met (i.e. compliant/non-compliant basis). Each Mandatory Requirement should be addressed separately. Offers MUST demonstrate compliance with all of the following Mandatory Requirements and MUST provide the necessary documentation to support compliance.

Offerors are advised that the month(s) of experience listed for a project or client whose timeframe overlaps that of another referenced project or client will only be counted once. For example: Client 1 timeframe is July 2001 to December 2001; Client 2 timeframe is October 2001 to January 2002; the total months of experience for these two client references is seven (7) months.

Attention Offerors: Write beside each of the criteria the relevant page number(s) from your offer which addresses the requirement identified in the criteria.

MANDATORY TECHNICAL CRITERIA			
No.	Mandatory Requirement	Page No.	MET/NOT MET
M1	<p>Environmental Programs</p> <p>By the Request for Standing Offer (RFSO) closing date, the Offeror must have obtained certification under any one (1) of the following environmental programs:</p> <ul style="list-style-type: none"> • Environmental Choice Program - EcoLogoM Program CCD-041 (Lithographic Printing Services); • 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); or • ISO 14001. <p>In order to demonstrate compliance with M1, the Offeror must provide a copy of its current certification(s) with its offer.</p>		
M2	<p>Offeror's Experience</p> <p>The Offeror must demonstrate they have a minimum of sixty (60) months experience in the last eighty four (84) months in providing printing and reprography services.</p> <p>In order to demonstrate compliance with M2, the following information (as a minimum) must be provided for each client for which the experience was obtained:</p> <ol style="list-style-type: none"> a) The name of the client organization; b) A brief description of the services provided for that client; c) The start and end date of the work; d) The number of resources provided; and e) The volume of work provided to the client. 		



MANDATORY TECHNICAL CRITERIA (continued)			
No.	Mandatory Requirement	Page No.	MET/NOT MET
M3	<p>Offeror's Legal Services Industry Experience</p> <p>The Offeror must demonstrate that they have provided printing and reprography services to a minimum of three (3) different clients over the past sixty (60) months in the legal services industry.</p> <p>In order to demonstrate compliance with M3, the following is required for each client:</p> <ul style="list-style-type: none"> a) The name of the client organization; b) The Project Authority's name, title, and phone number; c) A brief description of the services provided; d) The start and end date of the work; e) The number of resources provided; f) The volume of documents; and g) A letter of reference from the client organization/Project Authority validating the experience provided in items c) to f) above and indicating their satisfaction with the services provided. 		
M4	<p>Offeror's Quality Assurance</p> <p>The Offeror must utilize a quality assurance regimen within its print shop and demonstrate this by providing in its offer their approach to performance and quality. To demonstrate their approach, the Offeror must provide details on the following:</p> <ul style="list-style-type: none"> a) The hiring practices for print shop resources, identifying required qualifications for the resources and the selection process; b) How work is assigned to print shop resources; c) How work is monitored in the print shop; d) How issues/problems are handled and solved in the print shop; e) How the quality and performance of the work by the print shop will be maintained throughout the entire duration of the potential Standing Offer; and f) How the Offeror's Supervisor and the print shop employees communicate with the Identified Users. 		
M5	<p>Offeror's Location</p> <p>The Offeror's location provided in PART 3 - OFFER PREPARATION INSTRUCTIONS, Section IV: Additional Information, 1.1 Offeror's Proposed Site or Premises Requiring Safeguard Measures must be within the Vancouver Metropolitan Area, defined as: Bounded on the west by the Strait of Georgia, on the south by the USA border and by a north-south line from Lions Bay to Abbotsford. (Reference: http://www.tpsgc-pwgsc.gc.ca/app-acq/spc-cps/dznrrm-dnzrma-eng.html#no14)</p>		
M6	<p>Experience of the Supervisor</p> <p>The Offeror must propose one (1) supervisor for the print shop. The Offeror must demonstrate that the proposed supervisor has a minimum of thirty six (36) months experience in the last sixty (60) months supervising a print shop that provides printing and reprography services.</p> <p>In order to demonstrate compliance with M6, the following information (as a minimum) must be provided for each client for which the experience was obtained:</p> <ul style="list-style-type: none"> a) The name of the client organization; b) A brief description of the services provided for that client; c) The start and end date of the work; d) The number of print shop employees supervised; and e) The volume of work supervised for that client. 		
M7	<p>Electronic Capabilities</p> <p>The Offeror must demonstrate that they have the capability of facilitating secure transmission of orders electronically (submitted to them by Justice Canada), including document uploading.</p>		



PART 5 – CERTIFICATIONS

Offerors must provide the required certifications and associated information to be issued a standing offer.

The certifications provided by offerors to Canada are subject to verification by Canada at all times. Canada will declare an offer non-responsive, will have the right to set-aside a standing offer, or will declare a contractor in default in carrying out any of its obligations under any resulting contracts, if any certification made by the Offeror is found to be untrue whether made knowingly or unknowingly during the offer evaluation period, during the Standing Offer period, or during the contract period.

The Standing Offer Authority will have the right to ask for additional information to verify the Offeror's certifications. Failure to comply and to cooperate with any request or requirement imposed by the Standing Offer Authority may render the Offer non-responsive, may result in the setting aside of the Standing Offer or constitute a default under the Contract.

1. Certifications Required Precedent to Issuance of a Standing Offer

1.1 Integrity Provisions - Associated Information

By submitting an offer, the Offeror certifies that the Offeror and its Affiliates are in compliance with the provisions as stated in Section 01 Integrity Provisions - Offer of Standard Instructions [2006](#). The associated information required within the Integrity Provisions will assist Canada in confirming that the certifications are true.

1.2 Federal Contractors Program for Employment Equity - Standing Offer Certification

By submitting an offer, the Offeror certifies that the Offeror, and any of the Offeror's members if the Offeror is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "[FCP Limited Eligibility to Bid](#)" list (http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml) available from [Employment and Social Development Canada-Labour's](#) website.

Canada will have the right to declare an offer non-responsive, or to set-aside a Standing Offer, if the Offeror, or any member of the Offeror if the Offeror is a Joint Venture, appears on the "[FCP Limited Eligibility to Bid](#)" list at the time of issuing of a Standing Offer or during the period of the Standing Offer.

2. Additional Certifications Required Precedent to Issuance of a Standing Offer

The certifications listed below should be completed and submitted with the offer, but may be submitted afterwards. If any of these required certifications is not completed and submitted as requested, the Standing Offer Authority will inform the Offeror of a time frame within which to provide the information. Failure to comply with the request of the Standing Offer Authority and to provide the certifications within the time frame provided will render the offer non-responsive.

2.1 Education and Experience

The Offeror certifies that all the information provided in the résumés and supporting material submitted with its offer, particularly the information pertaining to education, achievements, experience and work history, has been verified by the Offeror to be true and accurate. Furthermore, the Offeror warrants that every individual offered by the Offeror for the requirement is capable of performing the Work resulting from a call-up against the Standing Offer.

Signature: _____

Date: _____



2.2 Former Public Servant Certification

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

A. Definitions

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

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

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

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

B. Former Public Servant in Receipt of a Pension

As per the above definitions, is the Offeror a FPS in receipt of a pension? **Yes** **No**

If so, the Offeror must provide the following information, for all FPS in receipt of a pension, as applicable:

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

By providing this information, Offerors agree that the successful Offeror's status, with respect to being a former public servant in receipt of a pension, will be reported on departmental websites as part of the published proactive disclosure reports in accordance with Contracting Policy Notice: 2012-2 and the Guidelines on the Proactive Disclosure of Contracts.

C. Work Force Adjustment Directive

Is the Offeror a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive? **Yes** **No**

If so, the Offeror must provide the following information:

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

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

Signature: _____

Date: _____



PART 6 – SECURITY REQUIREMENTS

1. Security Requirement

1.1 At the Request for Standing Offers closing date, the following conditions must be met:

- (a) the Offeror must hold a valid organization security clearance as indicated in Part 7A - Standing Offer;
- (b) the Offeror's proposed individuals requiring access to classified or protected information, assets or sensitive work site(s) must meet the security requirement as indicate in Part 7A - Standing Offer;
- (c) the Offeror must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites as indicated in Part 3 – Section IV Additional Information;
- (d) the Offeror's proposed location of work performance or document safeguarding must meet the security requirement as indicated in Part 7A - Standing Offer;
- (e) the Offeror must provide the address(es) of proposed location(s) of work performance or document safeguarding as indicated in Part 3 - Section IV Additional Information.

1.2 For additional information on security requirements, offerors should refer to the [Canadian Industrial Security Directorate \(CISD\), Industrial Security Program](http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html) of Public Works and Government Services Canada (<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>) website.



PART 7 – STANDING OFFER AND RESULTING CONTRACT CLAUSES

A. STANDING OFFER

1. Offer

1.1 The Offeror offers to fulfill the requirement in accordance with the Statement of Work at Annex A.

2. Security Requirement

2.1 The following security requirement (SRCL and related clauses) applies and form part of the Standing Offer.

SECURITY REQUIREMENT FOR CANADIAN SUPPLIER: PWGSC FILE # COMMON-PS-SRCL#16

- 2.1.1 The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer, hold a valid Designated Organization Screening (DOS) with approved Document Safeguarding at the level of **PROTECTED C**, issued by the Canadian Industrial Security Directorate, Public Works and Government Services Canada.
- 2.1.2 The Contractor/Offeror personnel requiring access to PROTECTED information, assets or 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).
- 2.1.3 The Contractor MUST NOT utilize its Information Technology systems to electronically process, produce or store PROTECTED information until the CISD/PWGSC has issued written approval. After approval has been granted or approved, these tasks may be performed at the level of **PROTECTED C**.
- 2.1.4 Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/PWGSC.
- 2.1.5 The Contractor/Offeror must comply with the provisions of the:
 - (a) Security Requirements Check List, attached at Annex C;
 - (b) Industrial Security Manual (Latest Edition)

2.2 Offeror's Site or Premises Requiring Safeguard Measures

The Offeror must diligently maintain up-to-date, the information related to the Offeror'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 Standing Offer 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) (<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

2005 (2014-06-26) General Conditions - Standing Offers - Goods or Services, apply to and form part of the Standing Offer.



4. Term of Standing Offer

4.1 Period of the Standing Offer

The period for making call-ups against the Standing Offer is from Date of Award to March 31, 2016.

4.2 Extension of Standing Offer

If the Standing Offer is authorized for use beyond the initial period, the Offeror offers to extend its offer for an additional three (3) one (1) year periods, under the same conditions and at the rates or prices specified in the Standing Offer, or at the rates or prices calculated in accordance with the formula specified in the Standing Offer.

Option Period 1: April 1, 2016 to March 31, 2017

Option Period 2: April 1, 2017 to March 31, 2018

Option Period 3: April 1, 2018 to March 31, 2019

The Offeror will be advised of the decision to authorize the use of the Standing Offer for an extended period by the Standing Offer Authority at least ten (10) days before the expiry date of the Standing Offer. A revision to the Standing Offer will be issued by the Standing Offer Authority.

5. Authorities

5.1 Standing Offer Authority

The Standing Offer Authority is:

Alain Denis
Manager, Contracting and Materiel Management Division
Department of Justice Canada
284 Wellington Street, EMB 1215
Ottawa, ON K1A 0H8
Telephone: 613-960-3421
E-mail address: Alain.Denis@justice.gc.ca

The Standing Offer Authority is responsible for the establishment of the Standing Offer, its administration and its revision, if applicable. Upon the making of a call-up, as Contracting Authority, he is responsible for any contractual issues relating to individual call-ups made against the Standing Offer by any Identified User.

5.2 Project Authority

The Project Authority for the Standing Offer is identified in the call-up against the Standing Offer.

The Project Authority is the representative of the department or agency for whom the Work will be carried out pursuant to a call-up against the Standing Offer and is responsible for all the technical content of the Work under the resulting Contract.

5.3 Offeror's Representative

Contact information of the individual response for:

General Enquiries

Name: _____

Telephone: _____

Email Address: _____



6. Proactive Disclosure of Contracts with Former Public Servants

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

7. Identified Users

The Identified Users authorized to make call-ups against the Standing Offer are: the British Columbia Regional Office (BCRO) of the Department of Justice Canada and the Contracting and Materiel Management Division (CMMD) at Justice Canada Headquarters.

8. Call-up Procedures

8.1 Right of First Refusal Basis

The call-up procedures require that when a requirement is identified, the identified user will contact the highest-ranked offeror to determine if the requirement can be satisfied by that offeror. If the highest-ranked offeror is able to meet the requirement, a call-up is made against its standing offer. If that offeror is unable to meet the requirement, the identified user will contact the second ranked offeror. In other words, call-ups are made based on the "right of first refusal" basis. When the highest-ranked offeror is unable to fulfill the need, the identified user is required to document its file appropriately.

8.2 Offeror Ranking *(to be completed at award)*

1st Ranked: _____
2nd Ranked: _____

9. Call-up Instrument

The Work will be authorized or confirmed by the Identified User(s) using any of the following:

- form 942J, Call-up Against a Standing Offer;
- Printing Services Request Form (attached as Annex E).

10. Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed \$100,000.00 (Applicable Taxes included).

11. Financial Limitation

The total cost to Canada resulting from call ups against the Standing Offer must not exceed the sum of \$_____ ***(to be completed at Standing Offer Issuance)*** (Applicable Taxes excluded) unless otherwise authorized in writing by the Standing Offer Authority. The Offeror must not perform any work or services or supply any articles in response to call ups which would cause the total cost to Canada to exceed the said sum, unless an increase is so authorized.

The Offeror must notify the Standing Offer Authority as to the adequacy of this sum when 75 percent of this amount has been committed, or two (2) months before the expiry date of the Standing Offer, whichever comes first. However, if at any time, the Offeror considers that the said sum may be exceeded, the Offeror must promptly notify the Standing Offer Authority.

12. 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.



- a) the call up against the Standing Offer, including any annexes;
- b) the articles of the Standing Offer;
- c) the general conditions [2005](#) (2014-06-26), General Conditions - Standing Offers - Goods or Services
- d) the general conditions [2010C](#) (2014-06-26), General Conditions - Services (Medium Complexity);
- e) Annex A - Statement of Work;
- f) Annex B - Basis of Payment;
- g) Annex C - Security Requirements Check List;
- h) the Offeror's offer dated _____ (*insert date of offer*).

13. Certifications

13.1 Compliance

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

14. Applicable Laws

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in British Columbia.



B. RESULTING CONTRACT CLAUSES

The following clauses and conditions apply to and form part of any contract resulting from a call-up against the Standing Offer.

1. Statement of Work

The Contractor must perform the Work described in the call-up against the Standing Offer.

2. Standard Clauses and Conditions

2.1 General Conditions

[2010C](#) (2014-06-26), General Conditions - Services (Medium Complexity) apply to and form part of the Contract.

Section 13 Interest on Overdue Accounts, of [2010C](#) (2014-06-26), General Conditions - Services (Medium Complexity) will not apply to payments made by credit cards.

3. Term of Contract

3.1 Period of the Contract

The Work must be completed in accordance with the call-up against the Standing Offer.

4. Proactive Disclosure of Contracts with Former Public Servants

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

5. Payment

5.1 Basis of Payment

The Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of the Work, as determined in accordance with the Basis of Payment in Annex B, to a limitation of expenditure of \$ _____ (**insert the amount at award**). Customs duties are included and Applicable Taxes are extra.

5.2 Limitation of Expenditure

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



3. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

5.3 Method of Payment (select one of the following at award)

5.3.1 Single Payment

Canada will pay the Contractor upon completion and delivery of the Work in accordance with the payment provisions of the Contract if:

- a. an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
- b. all such documents have been verified by Canada;
- c. the Work delivered has been accepted by Canada.

OR

5.3.2 Monthly Payments

Canada will pay the Contractor on a monthly basis for work performed during the month covered by the invoice in accordance with the payment provisions of the Contract if:

- a. an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
- b. all such documents have been verified by Canada;
- c. the Work performed has been accepted by Canada.

5.4 Payment by Credit Card

The following credit card is accepted: _____ **(to be inserted at award).**

5.5 Payment by Direct Deposit

Payments by direct deposit will be subject to Article 12 – Payment Period and Article 13 - Interest on Overdue Accounts, set out in [2010C](#) (2014-06-26) General Conditions - Services (Medium Complexity) forming part of this Contract.

To complete or amend a direct deposit registration, the Contractor must complete and submit to the Contracting Authority the Recipient Electronic Payment Registration Request Form at Annex D. The form can also be obtained from the Department of Justice internet site at <http://www.justice.gc.ca/eng/contact/enrol-inscri.html>.

It is the sole responsibility of the Contractor to ensure that the information and account number submitted to Canada via their Recipient Electronic Payment Registration Request Form is up to date. Should the Contractor's information within the Recipient Electronic Payment Registration Request Form not be accurate or up to date, the provisions identified herein under Article 12 – Payment Period and Article 13 - Interest on Overdue Accounts, set out in [2010C](#) (2014-06-26) General Conditions - Services (Medium Complexity) forming part of this Contract will not apply, until the Contractor corrects the matter.

6. Invoicing Instructions

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.

Each invoice must be supported by:

- (a) a copy of time sheets to support the time claimed;
- (b) a copy of the release document and any other documents as specified in the Contract;
- (c) a copy of the invoices, receipts, vouchers for all direct expenses, and all travel and living expenses.

2. Invoices must be distributed as follows:

- (a) The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.



7. Insurance

SACC Manual clause [G1005C](#) (2008-05-12) Insurance

8. SACC Manual Clauses

[P1010C](#) (2010-01-11) Quality Levels for Printing

[P1011C](#) (2010-01-11) Quality Levels for Colour Reproduction

[P1013C](#) (2010-01-11) Quality Level for Forms

[P1016C](#) (2010-01-11) Quality Levels for Binding

[P1005C](#) (2010-01-11) Packaging and Packing of Printed Products

[B7500C](#) (2006-06-16) Excess Goods



ANNEX A – STATEMENT OF WORK

1 TITLE

Printing & Reprography Services for the Department of Justice Canada British Columbia Regional Office (BCRO)

2 OBJECTIVE

To obtain printing & reprography services on an “as and when” requested basis for the Department of Justice Canada’s British Columbia Regional Office and Satellite Office, both located in Vancouver, in support of providing legal services to the Government of Canada.

3 BACKGROUND

The Department of Justice Canada (Justice) is the legal services provider for the Government of Canada. In that capacity, Justice has an ongoing requirement to obtain printing services in support of our legal operations. Services required are those related to copying or printing from electronic format (primarily PDF), binding short, medium and long-run documents and scanning paper documents to electronic format (i.e. PDF). The documents in question have a security classification no higher than “Protected C” and pertain to the current activities of the Department of Justice. Based on previous history, the estimated annual quantity is approximately 2,500,000 copies.

4 REQUIREMENT DESCRIPTION

4.1 SCOPE

The Contractor must provide all facilities, equipment, material and labour to carry out the work. There are no additional charges for overruns/underruns and author’s alterations are not allowed.

Original material may be supplied to the Contractor by Justice in either electronic or hard copy format which range from legal documents and legal cases to printed material, maps, boxes of materials of various size and shape, etc. to support case work. The work may require removal of staples and other bindings from originals within the requested timelines. Some original documents may have Post-It notes attached, for which will have to be removed/reattached and transcribed onto the copies. The work required contains protected information. In handling all requests and documents, it is the Contractor’s responsibility to ensure steps are taken to secure the information and documents therein.

Justice may also, at its sole discretion, supply printing and binding materials as required to complete individual print requests.

4.2 SUPPLIES

Paper used by the Contractor must be white, 20 lb bond and contain at least 30% post-consumer waste*. Coloured paper must be 20-24 lb bond and contain at least 30% post-consumer waste*. Cover stock must be 50-67 lb with at least 20% post-consumer waste*.

*Post-consumer waste in paper is defined as content that comes specifically from products that have passed through their end use as a consumer item. It is retrieved through residential and commercial recycling programs. From an environmental perspective, the higher the post-consumer content the better, as this supports collection programs that help "close the loop" and reduce the amount of waste going into the landfill (Reference: http://jusnet.justice.gc.ca/eng/about-afropos/pdsg-pdwl/contract-approv/recycled_paper.html).

Coloured paper (20-24 lb) and cover stock (50-67 lb) should be available in (but not limited to) the following colours: light (baby) blue, buff, mint green, emerald green, cream/ivory, red, grey, orange, purple, pink, tan, yellow, burgundy, gold, white, and clear.

Alphabetical indexes must have black print (tabs A to Z), be one side only, and cut 1/26e. Numerical indexes must have black print (tabs 1 to ...), be one side only, and cut 1/25e. The Contractor must supply all indexes with tabs. Indexes may be required individually and/or in sets, in accordance with the work to be done.



4.3 TASKS/DETAILED SERVICES

The Contractor must provide the following services on an “as and when” requested basis:

A: Reprographics/Duplicating

Black Copying:

- single and/or double sided
- hardcopy and/or electronic originals will be given
- sizes 8½” x 11”, 8½” by 14” and/or 11” x 17”
- white and/or coloured paper as necessary

Colour Copying:

- single and/or double sided
- hardcopy and/or electronic originals will be given
- sizes 8½” x 11”, 8½” by 14” and/or 11” x 17”
- white and/or coloured paper as necessary

Copying on Cover Stock:

- black and/or coloured ink
- single and/or double sided
- sizes 8½” x 11” and/or 8½” by 14”
- white and/or coloured cover stock as necessary

Copying from an Original Bound Book:

- black and/or coloured ink
- single and/or double sided
- sizes 8½” x 11” and/or 8½” by 14”
- first copy from the bound book, additional copies to be completed from the produced first copy
- white and/or coloured paper, white and/or coloured cover stock as necessary

Scanning Hardcopy Originals to Electronic:

- primarily PDF on CD/DVD output
- black and white or coloured original documents
- sizes 8½” x 11” and/or 8½” by 14”

B: Bindery Services

Cerlox Binding:

- punch included
- sizes 8½” x 11” booklet or 8½” by 14” booklet
- number of sheets per booklet will vary

Stapling & Wire Stitch

- either manual or automatic
- number of sheets will vary
- sizes will vary: 8½” x 11”, 8½” by 14” and/or 11” x 17”

C: Inserting Services

Dividers:

- cover stock to be used
- white and/or coloured card stock
- sizes 8½” x 11” and/or 8½” by 14”
- labels with title or sub-title to be supplied by Justice, as well as documents in which the work has to be done
- Contractor to affix the supplied labels on the divider and insert them into the supplied document

Indexes:

- alphabetical (A to Z) or numerical (1 to ...) as necessary
- one sided only with black print
- sizes 8½” x 11” and/or 8½” by 14”



- alphabetical cut 1/26e, numerical cut 1/25e
- required individually and in sets as necessary
- Contractor must supply all indexes with tabs

Inserts – White or Colour Sheets:

- sizes 8½” x 11” and/or 8½” by 14”
- various colours
- Contractor must supply the paper and insert each into the supplied documents

D: Other Services

Manual Processing:

- originals to be unstapled/restapled
- removing/replacing Post-It notes

Folding:

- by hand or machine
- various sizes/number of folds required
- specifications will be provided

Page Numbering:

- of original document set(s)
- of reproduced document set(s)
- specific formats will be given as necessary

Media Duplication (onto CD/DVD):

- files (primarily PDF) shall be burned onto a CD or DVD as necessary
- each disc shall come with a transparent case
- each disc will be identified by a stick-on label produced specifically for this purpose
- each label is to be printed in black or colour as necessary

Gathering:

- by hand or machine (including online sorters)
- collating single sheets into sets or books including covers

Hole Punching:

- 1 hole, 2 holes or 3 holes as required

Enlargements & Reductions:

- various size requirements
- colour or black ink originals

5 HOURS OF AVAILABILITY AND SERVICE TIMEFRAMES

The Contractor must provide services during the core working hours of the Department of Justice Canada's British Columbia Regional Office and Satellite Office. Those core working hours are from 8:00 a.m. to 5:00 p.m. Monday to Friday, excluding statutory holidays except British Columbia Family Day. Specific job orders may require completion outside of these core hours. Job order subject to a surcharge (markup rate for Rush Service or Urgent Service) by the Contractor must be specifically authorized in advanced by the Department of Justice's identified Project Authority.

Services are to be provided “as and when requested” according to the following service timeframes (excluding weekends and statutory holidays except British Columbia Family Day):

- **Standard Service:** Delivery to the client within twenty-four (24) hours of possession of the Printing Services Request Form and documents
- **Rush Service:** Delivery to the client within four (4) hours of possession of the Printing Services Request Form and documents
- **Urgent Service:** Delivery to the client within one (1) hour of possession of the Printing Services Request Form and documents



6 SERVICE REQUEST PROCEDURES

- 6.1 The client will complete the Printing Services Request Form attached as Annex E. On the form, they will indicate the service level required for the order (Standard, Rush or Urgent).
- 6.2 The client will contact the Contractor deemed the “1st Ranked” Offeror to determine whether or not they can complete the order within the requested service level timeframe. If that Contractor cannot meet the indicated timeframe, then the client is to document this in writing and proceed to contact the Contractor deemed the “2nd Ranked” Offeror to complete the order.
- 6.3 Arrangements are then made between the selected Contractor and client for the Contractor to obtain possession of the Printing Services Request form and documents to be processed for the order. Either the Contractor must pick up the form and applicable documents from the client’s location or the client will bring the form and documents to the Contractor to process (will vary depending on each requirement and service level selected, as agreed upon between the Contractor and client). The timeframe for the applicable service level begins when the Contractor gains possession of the completed Printing Services Request Form and documents.

7 SECURE PICK UP AND DELIVERY OF REQUIREMENTS

The Contractor must provide secure pickup and delivery at no additional charge. The locations for pickup and delivery are as follows:

- 840 Howe Street, 9th Floor, Vancouver, BC; and
- 666 Burrard Street, 4th Floor, Vancouver, BC.

“As and When” Requested Requirement Pickup

The Contractor will be required to complete “as and when” requested pickups to the two locations listed above, Monday to Friday, excluding all statutory holidays except British Columbia Family Day.

For certain requirements, it may be agreed upon between the client and the Contractor for the client to bring the form and documents to the Contractor for them to process.

Delivery of Requirements

The Contractor must arrange for delivery of the completed order to the applicable location as indicated above, Monday to Friday, excluding all statutory holidays except British Columbia Family Day. The Contractor must return to the client, at the time of delivery, all components used in the printing process in the same condition as they were received. All items remain the responsibility of the Contractor until delivered and accepted by the Department of Justice Canada.

For certain requirements, it may be agreed upon between the client and the Contractor for the client to come and retrieve the order from the Contractor upon completion.

Urgent Service Requirements

For certain requirements that are Urgent, it may be agreed upon between the client and the Contractor for the client to bring the order form and documents, wait while the order is processed, and take the completed order with them. For Urgent Service requirements that cannot be done while the client waits, the Contractor’s on-site manager or designate will inform the client by telephone or email once the job has been completed, so the documents can be picked up, or advise them of when they will receive the job.

8 RELEVANT POLICIES, STANDARDS, METHODOLOGIES

The printing required is “Informational” quality in accordance with the latest edition of the PWGSC booklet entitled “A Customer Guide to Quality Printing”.

<http://www.tpsgc-pwgsc.gc.ca/app-acq/guides/guide-eng.html>

Services are to be provided in accordance with the rules of court, including, but not limited to the following Courts:

- Tax Court of Canada - http://cas-ncr-nter03.cas-satj.gc.ca/portal/page/portal/tcc-cci_Eng/Index
- Federal Court of Canada - http://cas-ncr-nter03.cas-satj.gc.ca/portal/page/portal/fc_cf_en/Index
- Federal Court of Appeal - http://cas-ncr-nter03.cas-satj.gc.ca/portal/page/portal/fca-caf_eng
- Supreme Court of Canada - <http://www.scc-csc.gc.ca/home-accueil/index-eng.aspx>
- British Columbia Supreme Court - http://www.courts.gov.bc.ca/supreme_court/



- British Columbia Court of Appeal - http://www.courts.gov.bc.ca/Court_of_Appeal/
- Provincial Court of British Columbia - <http://www.provincialcourt.bc.ca/>

Specific instructions will be provided as required by Justice Canada to the Contractor. The Contractor will be responsible for meeting the applicable standards identified.



ANNEX B – BASIS OF PAYMENT

Table 1 and Table 2 below must be completed in their entirety without exception, otherwise the offer will be deemed non-responsive. Information provided in Table 2 – Additional Service Rates will not be considered for purposes of evaluation, but must still be completed. The prices and information provided by the Offeror will become effective if the Offeror is selected for issuance of the Standing Offer.

The Offeror must submit firm unit prices in Canadian funds including Canadian Customs Duties, excise taxes, and F.O.B Destination, applicable taxes excluded. All pick-up and delivery service to 840 Howe Street and 666 Burrard Street in Vancouver must be included in the firm unit prices provided.

Quantities provided in Table 1 – Standard Service Rates are estimates only and are used ONLY FOR EVALUATION PURPOSES.

TABLE 1 – STANDARD SERVICE RATES							
Standard Service Rates (Materials, Pickup/Delivery, and Labour included, Taxes extra):			INITIAL PERIOD Award Date to 31-Mar-2016	OPTION PERIOD 1 01-Apr-2016 to 31-Mar-2017	OPTION PERIOD 2 01-Apr-2017 to 31-Mar-2018	OPTION PERIOD 3 01-Apr-2018 to 31-Mar-2019	Estimated Quantity (Per Period) FOR EVALUATION PURPOSES ONLY
A	Reprographics/Duplicating						
A1	Black Copies on White Paper (20 lb) from Hardcopy Originals						
	One-sided	8 ½" x 11"	\$ _____/ea	\$ _____/ea	\$ _____/ea	\$ _____/ea	250,000
	One-sided	8 ½" x 14"	\$ _____/ea	\$ _____/ea	\$ _____/ea	\$ _____/ea	50,000
	One-sided	11" x 17"	\$ _____/ea	\$ _____/ea	\$ _____/ea	\$ _____/ea	1,000
	Two-sided	8 ½" x 11"	\$ _____/ea	\$ _____/ea	\$ _____/ea	\$ _____/ea	250,000
	Two-sided	8 ½" x 14"	\$ _____/ea	\$ _____/ea	\$ _____/ea	\$ _____/ea	50,000
	Two-sided	11" x 17"	\$ _____/ea	\$ _____/ea	\$ _____/ea	\$ _____/ea	1,000
A2	Colour Copies on White Paper (20 lb) from Hardcopy Originals						
	One-sided	8 ½" x 11"	\$ _____/ea	\$ _____/ea	\$ _____/ea	\$ _____/ea	250,000
	One-sided	8 ½" x 14"	\$ _____/ea	\$ _____/ea	\$ _____/ea	\$ _____/ea	50,000
	One-sided	11" x 17"	\$ _____/ea	\$ _____/ea	\$ _____/ea	\$ _____/ea	1,000
	Two-sided	8 ½" x 11"	\$ _____/ea	\$ _____/ea	\$ _____/ea	\$ _____/ea	250,000
	Two-sided	8 ½" x 14"	\$ _____/ea	\$ _____/ea	\$ _____/ea	\$ _____/ea	50,000
	Two-sided	11" x 17"	\$ _____/ea	\$ _____/ea	\$ _____/ea	\$ _____/ea	1,000
A3	Black Copies on White Paper (20 lb) from Electronic Originals						
	One-sided	8 ½" x 11"	\$ _____/ea	\$ _____/ea	\$ _____/ea	\$ _____/ea	250,000
	One-sided	8 ½" x 14"	\$ _____/ea	\$ _____/ea	\$ _____/ea	\$ _____/ea	50,000
	One-sided	11" x 17"	\$ _____/ea	\$ _____/ea	\$ _____/ea	\$ _____/ea	1,000
	Two-sided	8 ½" x 11"	\$ _____/ea	\$ _____/ea	\$ _____/ea	\$ _____/ea	250,000
	Two-sided	8 ½" x 14"	\$ _____/ea	\$ _____/ea	\$ _____/ea	\$ _____/ea	50,000
	Two-sided	11" x 17"	\$ _____/ea	\$ _____/ea	\$ _____/ea	\$ _____/ea	1,000
A4	Colour Copies on White Paper (20 lb) from Electronic Originals						
	One-sided	8 ½" x 11"	\$ _____/ea	\$ _____/ea	\$ _____/ea	\$ _____/ea	250,000
	One-sided	8 ½" x 14"	\$ _____/ea	\$ _____/ea	\$ _____/ea	\$ _____/ea	50,000
	One-sided	11" x 17"	\$ _____/ea	\$ _____/ea	\$ _____/ea	\$ _____/ea	1,000
	Two-sided	8 ½" x 11"	\$ _____/ea	\$ _____/ea	\$ _____/ea	\$ _____/ea	250,000
	Two-sided	8 ½" x 14"	\$ _____/ea	\$ _____/ea	\$ _____/ea	\$ _____/ea	50,000
	Two-sided	11" x 17"	\$ _____/ea	\$ _____/ea	\$ _____/ea	\$ _____/ea	1,000
A5	Copies (black or colour) on Coloured Paper (20-24 lb, various colours)						
	One-sided	8 ½" x 11"	\$ _____/ea	\$ _____/ea	\$ _____/ea	\$ _____/ea	100,000
	One-sided	8 ½" x 14"	\$ _____/ea	\$ _____/ea	\$ _____/ea	\$ _____/ea	25,000
	One-sided	11" x 17"	\$ _____/ea	\$ _____/ea	\$ _____/ea	\$ _____/ea	1,000
	Two-sided	8 ½" x 11"	\$ _____/ea	\$ _____/ea	\$ _____/ea	\$ _____/ea	100,000
	Two-sided	8 ½" x 14"	\$ _____/ea	\$ _____/ea	\$ _____/ea	\$ _____/ea	25,000
	Two-sided	11" x 17"	\$ _____/ea	\$ _____/ea	\$ _____/ea	\$ _____/ea	1,000
A6	Copies (black or colour) on Cover Stock (50-67 lb, various colours)						
	One-sided	8 ½" x 11"	\$ _____/ea	\$ _____/ea	\$ _____/ea	\$ _____/ea	10,000
	One-sided	8 ½" x 14"	\$ _____/ea	\$ _____/ea	\$ _____/ea	\$ _____/ea	5,000
	Two-sided	8 ½" x 11"	\$ _____/ea	\$ _____/ea	\$ _____/ea	\$ _____/ea	10,000
	Two-sided	8 ½" x 14"	\$ _____/ea	\$ _____/ea	\$ _____/ea	\$ _____/ea	5,000



Standard Service Rates (Materials, Pickup/Delivery, and Labour included, Taxes extra):		INITIAL PERIOD Award Date to 31-Mar-2016	OPTION PERIOD 1 01-Apr-2016 to 31-Mar-2017	OPTION PERIOD 2 01-Apr-2017 to 31-Mar-2018	OPTION PERIOD 3 01-Apr-2018 to 31-Mar-2019	Estimated Quantity (Per Period) FOR EVALUATION PURPOSES ONLY	
A7	Copies (black or colour) - Bound Book Original (first copy pricing – subsequent copies apply 1.1 to 1.6 as applicable)						
	One-sided	8 ½" x 11"	\$ _____/pg	\$ _____/pg	\$ _____/pg	\$ _____/pg	1,000
	One-sided	8 ½" x 14"	\$ _____/pg	\$ _____/pg	\$ _____/pg	\$ _____/pg	1,000
	Two-sided	8 ½" x 11"	\$ _____/pg	\$ _____/pg	\$ _____/pg	\$ _____/pg	1,000
	Two-sided	8 ½" x 14"	\$ _____/pg	\$ _____/pg	\$ _____/pg	\$ _____/pg	1,000
A8	Scanning Hardcopy (either Black and White or Colour) Originals to Electronic (Primarily PDF)						
	8 ½" x 11"		\$ _____/pg	\$ _____/pg	\$ _____/pg	\$ _____/pg	100,000
	8 ½" x 14"		\$ _____/pg	\$ _____/pg	\$ _____/pg	\$ _____/pg	50,000
	11" x 17"		\$ _____/pg	\$ _____/pg	\$ _____/pg	\$ _____/pg	1,000
B	Bindery Services						
B1	Binding, Cerlox (per 8 ½" x 11" Booklet, punch included)						
	1 to 15 sheets per Booklet		\$ _____/ea	\$ _____/ea	\$ _____/ea	\$ _____/ea	3,000
	16 to 25 sheets per Booklet		\$ _____/ea	\$ _____/ea	\$ _____/ea	\$ _____/ea	3,000
	26 to 75 sheets per Booklet		\$ _____/ea	\$ _____/ea	\$ _____/ea	\$ _____/ea	3,000
	76 to 100 sheets per Booklet		\$ _____/ea	\$ _____/ea	\$ _____/ea	\$ _____/ea	3,000
	101 to 200 sheets per Booklet		\$ _____/ea	\$ _____/ea	\$ _____/ea	\$ _____/ea	3,000
	201 to 300 sheets per Booklet		\$ _____/ea	\$ _____/ea	\$ _____/ea	\$ _____/ea	3,000
	301 to 400 sheets per Booklet		\$ _____/ea	\$ _____/ea	\$ _____/ea	\$ _____/ea	3,000
	401 + sheets per Booklet		\$ _____/ea	\$ _____/ea	\$ _____/ea	\$ _____/ea	3,000
B2	Binding, Cerlox (per 8 ½" x 14" Booklet, punch included)						
	1 to 15 sheets per Booklet		\$ _____/ea	\$ _____/ea	\$ _____/ea	\$ _____/ea	3,000
	16 to 25 sheets per Booklet		\$ _____/ea	\$ _____/ea	\$ _____/ea	\$ _____/ea	3,000
	26 to 75 sheets per Booklet		\$ _____/ea	\$ _____/ea	\$ _____/ea	\$ _____/ea	3,000
	76 to 100 sheets per Booklet		\$ _____/ea	\$ _____/ea	\$ _____/ea	\$ _____/ea	3,000
	101 to 200 sheets per Booklet		\$ _____/ea	\$ _____/ea	\$ _____/ea	\$ _____/ea	3,000
	201 to 300 sheets per Booklet		\$ _____/ea	\$ _____/ea	\$ _____/ea	\$ _____/ea	3,000
	301 to 400 sheets per Booklet		\$ _____/ea	\$ _____/ea	\$ _____/ea	\$ _____/ea	3,000
	401 + sheets per Booklet		\$ _____/ea	\$ _____/ea	\$ _____/ea	\$ _____/ea	3,000
B3	Stapling/Wire Stitch (per Booklet, any size)						
	Manual		\$ _____/ea	\$ _____/ea	\$ _____/ea	\$ _____/ea	25,000
	Automatic		\$ _____/ea	\$ _____/ea	\$ _____/ea	\$ _____/ea	100,000
C	Inserting Services						
C1	Divider (Cover Stock with Label) – Labels with title/sub-title supplied by Justice. Contractor must affix each label to 50-67 lb cover stock divider (white or colour) and insert each into the supplied documents						
	Per Divider - 8 ½" x 11" (cover stock, sticking & inserting)		\$ _____/ea	\$ _____/ea	\$ _____/ea	\$ _____/ea	5,000
	Per Divider - 8 ½" x 14" (cover stock, sticking & inserting)		\$ _____/ea	\$ _____/ea	\$ _____/ea	\$ _____/ea	5,000
C2	Indexes (Alphabetical) - black print (A to Z), one side only, cut 1/26e - the Contractor must supply all indexes with tabs. Letters A to Z will be required individually and in sets in accordance with the work to be done						
	Per Index - 8 ½" x 11" (material & inserting)		\$ _____/ea	\$ _____/ea	\$ _____/ea	\$ _____/ea	5,000
	Per Index - 8 ½" x 14" (material & inserting)		\$ _____/ea	\$ _____/ea	\$ _____/ea	\$ _____/ea	5,000
C3	Indexes (Numerical) - black print (1 to ...), one side only, cut 1/25e - the Contractor must supply all indexes with tabs. Numbers 1 and more will be required individually and in sets in accordance with the work to be done						
	Per Index - 8 ½" x 11" (material & inserting)		\$ _____/ea	\$ _____/ea	\$ _____/ea	\$ _____/ea	5,000
	Per Index - 8 ½" x 14" (material & inserting)		\$ _____/ea	\$ _____/ea	\$ _____/ea	\$ _____/ea	5,000
C4	White (20 lb) or Colour (20-24 lb) Sheets – Contractor must supply the paper and insert each into the supplied documents						
	Per Sheet - 8 ½" x 11" (material & inserting)		\$ _____/ea	\$ _____/ea	\$ _____/ea	\$ _____/ea	5,000
	Per Sheet - 8 ½" x 14" (material & inserting)		\$ _____/ea	\$ _____/ea	\$ _____/ea	\$ _____/ea	5,000



Standard Service Rates (Materials, Pickup/Delivery, and Labour included, Taxes extra):		INITIAL PERIOD Award Date to 31-Mar-2016	OPTION PERIOD 1 01-Apr-2016 to 31-Mar-2017	OPTION PERIOD 2 01-Apr-2017 to 31-Mar-2018	OPTION PERIOD 3 01-Apr-2018 to 31-Mar-2019	Estimated Quantity (Per Period) FOR EVALUATION PURPOSES ONLY
D	Other Services					
D1	Manual Processing (originals need to be unstapled/re-stapled, removing/replacing Post-It notes, etc.)					
	Per hour	\$_____/hr	\$_____/hr	\$_____/hr	\$_____/hr	1,000
D2	Folding					
	By Hand	\$_____/ea	\$_____/ea	\$_____/ea	\$_____/ea	1,000
	By Machine (make-ready included, maximum 2 folds)	\$_____/m folds	\$_____/m folds	\$_____/m folds	\$_____/m folds	1,000
D3	Page Numbering					
	Of Original Document Set(s)	\$_____/pg	\$_____/pg	\$_____/pg	\$_____/pg	1,000
	Of Reproduced Document Set(s)	\$_____/pg	\$_____/pg	\$_____/pg	\$_____/pg	1,000
D4	Media Duplication (onto CD/DVD)					
	Disc Label	\$_____/ea	\$_____/ea	\$_____/ea	\$_____/ea	1,000
	File Copying - first disc	\$_____/ea	\$_____/ea	\$_____/ea	\$_____/ea	1,000
	Additional discs	\$_____/ea	\$_____/ea	\$_____/ea	\$_____/ea	1,000
D5	Gathering – Collating single sheets into sets or books including covers					
	By Hand or Machine (including online sorters)	\$_____/m sheets	\$_____/m sheets	\$_____/m sheets	\$_____/m sheets	50,000
D6	Miscellaneous					
	Hole Punching	\$_____/m holes	\$_____/m holes	\$_____/m holes	\$_____/m holes	100,000
	Enlargements & Reductions (per original)	\$_____/ea	\$_____/ea	\$_____/ea	\$_____/ea	1,000

Note: Prices provided by the Offeror for the Initial Period and Option Period 1 are FIRM. Prices provided for Option Period 2 and Option Period 3 can be negotiated prior to exercising each of the options, to reflect price adjustments due to economical changes in the price of paper, gas, etc.

Legend:

ea = each

m folds = 1000 folds

pg = page

m sheets = 1000 sheets

hr = hour

m holes = 1000 holes

TABLE 2 – ADDITIONAL SERVICE RATES	
Service Rates	% Mark-up of Standard Service Rates to be Applied (Materials, Pickup/Delivery, and Labour included, Taxes extra)
Rush Service (Delivery to the client within four (4) hours of possession of the Printing Services Request Form and documents)	_____ %
Urgent Service (Delivery to the client within one (1) hour of possession of the Printing Services Request Form and documents)	_____ %



ANNEX C – SECURITY REQUIREMENTS CHECK LIST (SRCL)



Government of Canada
Gouvernement du Canada

Contract Number / Numéro du contrat Common PS SRCL#16
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 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 Professional Services - Standing Offers and Supply Arrangements		
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"/>	
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"/>	
Not releasable / À ne pas diffuser <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>	
Restricted to: / Limité à: <input type="checkbox"/>	Specify country(ies): / Préciser le(s) pays: <input type="checkbox"/>	
7. c) Level of information / Niveau d'information		
PROTECTED A / PROTÉGÉ A <input checked="" 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 checked="" 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 / Non Yes / 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 / Non Yes / Oui

Short Title(s) of material / Titre(s) abrégé(s) du matériel :
Document Number / Numéro du document :

PART B - PERSONNEL (SUPPLIER) / PARTIE B - PERSONNEL (FOURNISSEUR)

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

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

Special comments:
Commentaires spéciaux :

NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.
REMARQUE: Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.

10. b) May unscreened personnel be used for portions of the work?
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail? No / Non Yes / Oui

If Yes, will unscreened personnel be escorted?
Dans l'affirmative, le personnel en question sera-t-il escorté? No / Non Yes / 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 / Non Yes / 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 / Non Yes / 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 / Non Yes / 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 / Non Yes / 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 / Non Yes / Oui

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Government
of Canada

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du Canada

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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 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).



ANNEX D – RECIPIENT ELECTRONIC PAYMENT REGISTRATION REQUEST FORM



Guideline on Completing the Recipient Electronic Payment Registration Request Form

INTRODUCTION

The Government of Canada has announced that direct deposit will replace cheques as the method of payment. As a result, for Justice Canada, direct deposit will be mandatory as of April 1st, 2014. The Department is asking you to sign up for direct deposit by completing the "Recipient Electronic Payment Registration Request form".

There are two electronic payment modes available:

1. Direct Deposit (DD) - Once payments are deposited, DOJ will send the following information by e-mail: amount of payment, date of payment, invoice number, DOJ reference number, and brief description of the payment. This e-mail notification will act in lieu of a cheque stub.
2. Electronic Data Interchange (EDI) - To enrol in EDI you must contact your financial institution to ensure that the account is EDI-capable. There may be a fee for this service, as the financial institution notifies its clients according to its own criteria.

Changes to bank account used

If you wish to make any changes to the bank account used for payments (change of address, financial institution, branch, account number, etc.) you must complete a new Recipient Electronic Payment Registration Request form. When you request one of these changes, DO NOT CLOSE the present account until you receive your payment in accordance with that change.

COMPLETING OF FORM

There are three sections of the Recipient Electronic Payment Registration Request form that must be completed by the recipient.

1 - TYPE OF REQUEST

Please complete this section by filling out one of the three request types described below.

New request

If you choose to sign up for electronic payments with DOJ, please check the "New request" box and indicate which mode of payment you wish to use: DD or EDI.

Change

If you are already registered for electronic payments with DOJ, however, wish to modify your banking information or mode of electronic payment, please select the "Change" box and mark all other boxes that apply to your change request.

2 - RECIPIENT INFORMATION AND AUTHORIZATION

This section must be completed, signed and dated by the appropriate person (or persons) in order to authorize the electronic payment enrolment request, or to modify or cancel electronic payments.

If the recipient is an individual

Please enter your name, address and telephone number AS WELL AS AN E-MAIL ADDRESS so that DOJ can send e-mail notices and confirm receipt of payment. Also, you must sign the form in this section in order to authorize your request.

If the recipient is an organization

Please enter the name and address of your organization and make sure to complete the "Name of payment contact" field with the name of the contact person from your organization. Please also include the contact person's telephone number AND E-MAIL ADDRESS so that DOJ can send e-mail notices and confirm receipt of payment.



Also, authorized representative(s) must include their name, position, telephone number and signature, in order to authorize the request.

This section allows for up to two people to sign the form, in cases where the recipient requires two signatures for authorization, to receive, modify or cancel electronic payments.

3 - BANKING INFORMATION

If you attach a void cheque

Please attach a void cheque and complete fields 1, 2, 3 and 4 of this section. The void cheque must be from the account you wish to use for electronic payments. A sample of a void cheque is provided below identifying where the transit, bank and account numbers are located.

Name / Nom P.O. Box / C.P. 000 City / Ville, Canada H0H 0H0		Cheque No. N° de chèque	000000
Pay to the order of Payez à l'ordre de	"Void" <<Nul>>		\$ _____ Dollars
"000" "00000"000		Signature	000000"0
Transit No. N° de la succursale	Bank No. N° de l'institution financière	Account No. N° du compte	

If you do not attach a void cheque

If you do not provide a void cheque, the financial institution must validate the banking information by completing fields 5, 6 and 7 of the form. The financial institution must provide the name, address and telephone number of the financial institution, bank stamp and sign the form.

4 - FOR DEPARTMENT OF JUSTICE CANADA ONLY

This section is strictly reserved for DOJ's use only.

SENDING YOUR REQUEST TO THE DEPARTMENT OF JUSTICE CANADA

Please send the duly completed form with original signature(s) to the following address:

For Goods and Services Suppliers

Chief, Accounting Services
Room 1386, East Memorial Building
Department of Justice Canada
284 Wellington Street
Ottawa, Ontario
K1A 0H8

For Grants and Contributions

Manager, Grants and Contributions Financial Services
Room 6250, East Memorial Building
Department of Justice Canada
284 Wellington Street
Ottawa, Ontario
K1A 0H8

Please write the following on the envelope: "To be opened by addressee only."





Your personal information are requested and compiled by the Department of Justice Canada for the purpose of administering the electronic payment program. The information is mandatory in the case where a Recipient decides to participate in the program. This information will be protected and used in conformity with the *Privacy Act*. Under the *Privacy Act*, each Recipient has access to their personal information and has the right to demand any modification. These information will be maintained by the Department of Justice.

IMPORTANT

- ➔ Must be a Canadian recipient holding a bank account in Canadian \$.
- ➔ For Electronic Data Interchange (EDI), compliancy must be confirmed by your financial institution and you may be charged EDI service fees.
- ➔ Note that Direct Deposit payments carry no stub information.

1 - TYPE OF REQUEST

New request ➔ Direct Deposit (DD) Electronic Data Interchange (EDI)

Change ➔ to banking information (provide a new blank cheque)
➔ from Direct Deposit (DD) to from Electronic Data Interchange (EDI) to
Electronic Data Interchange (EDI) **Direct Deposit (DD)**

2 - RECIPIENT INFORMATION AND AUTHORIZATION

Name of Organization or Name of Individual (recipient)

Address _____ Name of Payment Contact (please print) _____

City _____ Telephone _____ Fax _____

Province _____ Postal Code _____ E-mail for Payment Notifications (please print) _____

Name(s) and Title(s) of Authorized Representative(s) and Signatory(ies), for organizations only (please print) _____ Telephone _____

I, as an authorized representative of the above mentioned organization or as an individual entitled to receive payment from the Government of Canada, authorize the Receiver General for Canada to deposit the payment directly into the account below and to receive payment advices electronically until further notice.

Signature Date Signature

3 - BANKING INFORMATION

Please attach a blank cheque from your bank account with "Void" written on it and complete fields 1, 2, 3 and 4 below with your banking information.

1 Branch Number (transit) **2** Financial Institution Number **4** Name(s) of Account Holder(s)

3 Account Number

If you do not attach a void cheque, your financial institution must confirm your banking information by completing fields 5, 6 and 7 below.

5 Financial Institution Name, Address and Telephone Number **7** Financial Institution Stamp

6 Signature of Financial Institution Representative

4 - FOR DEPARTMENT OF JUSTICE CANADA ONLY

PROCESSED BY ➔ Name (please print) Vendor Code

Signature Date

VERIFIED BY ➔ Name (please print) Signature

Payment Method Changed

Date _____





ANNEX E – PRINTING SERVICES REQUEST FORM

PRINTING SERVICES REQUEST FORM

REQUEST NUMBER

Date Submitted	<input type="text"/>	Date Required	<input type="text"/>
Contact Name	<input type="text"/>	Time Required	<input type="text"/>
Contact Phone	<input type="text"/>	Portfolio	<input type="text"/>
		Cost Centre	<input type="text"/>

FINANCE INFORMATION

Office Charge	<input type="text"/>		
DOJ File Number	<input type="text"/>	Court/Other File Number (Optional)	<input type="text"/>
File Name	<input type="text"/>		
Client Department	<input type="text"/>	Phone Number	<input type="text"/>
Client Contact	<input type="text"/>		
Client Address	<input type="text"/>		
Order Number	<input type="text"/>		

PRINTING INSTRUCTIONS

Copies Required	<input type="text"/>	SAME AS ORIGINAL(S)	<input type="text"/>
Single Sided	<input type="text"/>	Double Sided	<input type="text"/>
Black & White Copies	<input type="text"/>	Colour Copies	<input type="text"/>
Cerlox	<input type="text"/>	Binder	<input type="text"/>
		Staple	<input type="text"/>
Covers	<input type="text"/>	Tabs	<input type="text"/>
		Dividers	<input type="text"/>
Book copying	<input type="text"/>	Scanning	<input type="text"/>
CD Copying	<input type="text"/>	Maps/Drawings	<input type="text"/>
Hole Punch	<input type="text"/>		

OTHER INSTRUCTIONS / REQUESTS:

DESCRIPTION OF DOCUMENT:

Certified pursuant to Section 32 of the Financial Administration Act / Certifié en vertu de l'article 32 de la Loi sur la gestion finances publiques	
Signature _____	Date _____
Approved for the Minister _____	Approuvé pour le Ministre _____
Signature _____	Date _____

Goods and/or Services Received
Signature _____
Date _____