

RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:
Bid Receiving - PWGSC / Réception des
soumissions - TPSGC
11 Laurier St./11, rue Laurier
Place du Portage, Phase III
Core 0B2 / Noyau 0B2
Gatineau
Québec
K1A 0S5
Bid Fax: (819) 997-9776

REQUEST FOR PROPOSAL
DEMANDE DE PROPOSITION

**Proposal To: Public Works and Government
Services Canada**

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 therefor.

**Proposition aux: Travaux Publics et Services
Gouvernementaux Canada**

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-annexée, au(x) prix indiqué(s).

Comments - Commentaires

Title - Sujet Printing and assembly of election m	
Solicitation No. - N° de l'invitation 05005-130262/A	Date 2014-11-10
Client Reference No. - N° de référence du client 05005-130262	
GETS Reference No. - N° de référence de SEAG PW-\$\$CW-020-66103	
File No. - N° de dossier cw020.05005-130262	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2014-11-26	
Time Zone Fuseau horaire Eastern Standard Time EST	
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Werk(cw), Janet	Buyer Id - Id de l'acheteur cw020
Telephone No. - N° de téléphone (613) 998-3968 ()	FAX No. - N° de FAX () -
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: OFFICE OF THE CHIEF ELECTORAL OFFICER 257 SLATER ST, 6TH FLOOR OTTAWA Ontario K1A0M6 Canada	

Instructions: See Herein

Instructions: Voir aux présentes

Vendor/Firm Name and Address

**Raison sociale et adresse du
fournisseur/de l'entrepreneur**

Issuing Office - Bureau de distribution

Communication Procurement Directorate/Direction de
l'approvisionnement en communication
360 Albert St./ 360, rue Albert
12th Floor / 12ième étage
Ottawa
Ontario
K1A 0S5

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

REQUEST FOR PROPSAL

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PART 1 - GENERAL INFORMATION

1. Introduction

The bid solicitation is divided into six parts plus attachments and annexes, as follows:

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Bidder Instructions: provides the instructions, clauses and conditions applicable to the bid solicitation;
- Part 3 Bid Preparation Instructions: provides bidders with instructions on how to prepare their bid;
- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria that must be addressed in the bid, and the basis of selection;
- Part 5 Certifications: includes the certifications to be provided;
- Part 6 Resulting Contract Clauses: includes the clauses and conditions that will apply to any resulting contract.

The Annexes include the Statement of Requirement, the Basis of Payment, the Federal Contractors Program for Employment Equity - Certification and Evaluation Criteria and Grid.

2. Summary

Elections Canada requires the services of one Canadian supplier for the printing of several Election Manual, guidebooks and related documentation on an if-and-when-requested basis. The supplier will also be responsible for assembling the electoral material, ready for distribution across Canada.

In the period leading up to an Event (General election, by-election, referendum), the supplier must print, assemble and stage approximately 16 manuals and 14 different guidebooks in accordance with the specifications prepared by Elections Canada and in accordance with the "Timeline" in of the Statement of work.

The Contract period will be from the effective date of the Contract until March 31st, 2017 inclusive, with two (2) x two (2) year option periods.

Bidders must provide a list of names, or other related information as needed, pursuant to section 01 of Standard Instructions [2003](#) .

Comprehensive Land Claims Agreement(s) (CLCAs) are applicable to this procurement.

There is a Federal Contractors Program (FCP) for employment equity requirement associated with this procurement; see Part 5 - Certifications, Part 6 - Resulting Contract Clauses and the annex named [Federal Contractors Program for Employment Equity - Certification](#).

Basis of selection:

1. To be declared responsive, a bid must:

- a. comply with all the requirements of the bid solicitation;
- b. meet all mandatory technical evaluation criteria; and
- c. Meet the minimum overall pass mark of 60% for the rated criteria.

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cw02005005-130262

Buyer ID - Id de l'acheteur
cw020
CCC No./N° CCC - FMS No./N° VME

2. Bids not meeting (a) or (b) or (c) will be declared non-responsive. Neither the responsive bid that receives the highest number of points nor the one that proposed the lowest price will necessarily be accepted. The responsive bid with the lowest evaluated price per point will be recommended for award of a contract.

3. Debriefings

Bidders may request a debriefing on the results of the bid solicitation process. Bidders should make the request to the Contracting Authority within 15 working days of receipt of the results of the bid solicitation process. The debriefing will be in writing.

PART 2 - BIDDER INSTRUCTIONS

1. Standard Instructions, Clauses and Conditions

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

Bidders who submit a bid agree to be bound by the instructions, clauses and conditions of the bid solicitation and accept the clauses and conditions of the resulting contract.

The **2003 (2014-09-25)** Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

2. Submission of Bids

Bids must be submitted only to Public Works and Government Services Canada (PWGSC) Bid Receiving Unit by the date, time and place indicated on page 1 of the bid solicitation. **Note the new location at Place de Portage Phase III for bid receiving.**

Due to the nature of the bid solicitation, bids transmitted by facsimile to PWGSC will not be accepted.

3. Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority (janet.werk@pwgsc-tpsgc.gc.ca) no later than **seven (7)** calendar days before the bid closing date. Enquiries received after that time may not be answered.

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

4. Applicable Laws

Any resulting contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in *the province of Ontario*.

Bidders may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their bid, 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 bidders.

PART 3 - BID PREPARATION INSTRUCTIONS

1. Bid Preparation Instructions

Canada requests that bidders provide their bid in separately bound sections as follows:

- Section I: Technical Bid (3 hard copies and 1 soft copy on a *USB Key*)
Section II: Financial Bid (1 hard copy and 1 soft copy in excel format on a *USB Key*)
Section III: Certifications (1 hard copy)
Section IV: Additional Information (1 hard copy)

If there is a discrepancy between the wording of the soft copy and the hard copy, the wording of the hard copy will have priority over the wording of the soft copy.

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

Canada requests that bidders follow the format instructions described below in the preparation of their bid:

- (a) use 8.5 x 11 inch (216 mm x 279 mm) paper;
- (b) use a numbering system that corresponds to the bid solicitation.

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, bidders 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 Bid

In their technical bid, bidders should demonstrate their understanding of the requirements contained in the bid solicitation and explain how they will meet these requirements. Bidders should demonstrate their capability and describe their approach in a thorough, concise and clear manner for carrying out the work.

The technical bid should address clearly and in sufficient depth the points that are subject to the evaluation criteria against which the bid will be evaluated. Simply repeating the statement contained in the bid solicitation is not sufficient. In order to facilitate the evaluation of the bid, Canada requests that bidders address and present topics in the order of the evaluation criteria under the same headings. To avoid duplication, bidders may refer to different sections of their bids by identifying the specific paragraph and page number where the subject topic has already been addressed.

Section II: Financial Bid

- 1.1** Bidders must submit their financial bid in accordance with the Basis of Payment in Annex "B". The total amount of Applicable Taxes must be shown separately.

Section III: Certifications

Bidders must submit the certifications required under Part 5.

Section IV: Additional Information

1.1 Bidder's Proposed Site or Premises

The Bidder must provide the required information below:, on all of the Bidder's proposed site or premises required for Work Performance.

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

What work is performed at this location?

2. Integrity Provisions

Bidders are to provide a complete list of names of all individuals who are currently directors of the Bidder. Bidders bidding as sole proprietorship, including those bidding as a joint venture, must provide the name of the owner. This information should be included with their Proposal.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

1. Evaluation Procedures

- (a) Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada and a consultant will evaluate the bids.

1.1 Technical Evaluation

Mandatory and point rated technical evaluation criteria are included in Annex E.

1.2 Financial Evaluation

SACC Manual Clause [A0220T](#) (2013-04-25), Evaluation of Price

2. Basis of Selection - lowest price per point

- 1. To be declared responsive, a bid must:
 - a. comply with all the requirements of the bid solicitation;
 - b. meet all mandatory technical evaluation criteria; and
 - c. Meet the minimum overall pass mark of 60% for the rated criteria.
- 2. Bids not meeting (a) or (b) or (c) will be declared non-responsive. Neither the responsive bid that receives the highest number of points nor the one that proposed the lowest price will necessarily be accepted. The responsive bid with the lowest evaluated price per point will be recommended for award of a contract.

PART 5 - CERTIFICATIONS

Bidders must provide the required certifications and associated information to be awarded a contract.

The certifications provided by bidders to Canada are subject to verification by Canada at all times. Canada will declare a bid non-responsive, or will declare a contractor in default in carrying out any of its obligations under the Contract, if any certification made by the Bidder is found to be untrue, whether made knowingly or unknowingly, during the bid evaluation period or during the contract period.

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

1. Certifications Required Precedent to Contract Award

1.1 Integrity Provisions - Associated Information

By submitting a bid, the Bidder certifies that the Bidder and its Affiliates are in compliance with the provisions as stated in Section 01 Integrity Provisions - Bid of Standard Instructions [2003](#). 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 - Bid Certification

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder 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 \(ESDC\) - Labour's](#) website.

Canada will have the right to declare a bid non-responsive if the Bidder, or any member of the Bidder if the Bidder is a Joint Venture, appears on the "[FCP Limited Eligibility to Bid](#)" list at the time of contract award.

Canada will also have the right to terminate the Contract for default if a Contractor, or any member of the Contractor if the Contractor is a Joint Venture, appears on the "[FCP Limited Eligibility to Bid](#)" list during the period of the Contract.

The Bidder must provide the Contracting Authority with a completed annex [Federal Contractors Program for Employment Equity - Certification](#), before contract award. If the Bidder is a Joint Venture, the Bidder must provide the Contracting Authority with a completed annex [Federal Contractors Program for Employment Equity - Certification](#), for each member of the Joint Venture.

2. Additional Certifications Required Precedent to Contract Award

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

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cw02005005-130262

Buyer ID - Id de l'acheteur
cw020
CCC No./N° CCC - FMS No./N° VME

Contractor's Representative (to be filled in and returned with your bid)

Project manager

Name
Telephone number
Fax Number
Email

Back up to the project manager

Name
Telephone number
Fax number
Email

PART 6 - RESULTING CONTRACT CLAUSES

The following clauses and conditions apply to and form part of any contract resulting from the bid solicitation.

1. Requirement

The Contractor must provide the items detailed under the "Requirement" at Annex "A".

2. Standard Clauses and Conditions

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

2.1 General Conditions

2030 (2014-09-25), General Conditions - Higher Complexity - Goods, apply to and form part of the Contract.

2.2 Supplemental General Conditions

4007 (2010-08-16) Canada to own all intellectual property rights in foreground information apply to and form part of the Contract.

3. Security Requirement

3.1 There is no security attached to this requirement.

4. Term of Contract

4.1 Period of the Contract

The period of the contract is from date of Contract to March 31, 2017 inclusive.

4.2 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to two (2) additional two (2) year period(s) under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

Canada may exercise this option at any time by sending a written notice to the Contractor before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

5. Authorities

5.1 Contracting Authority

The Contracting Authority for the Contract is:

Janet Werk
Supply Specialist
Communication Procurement Directorate
Public Works and Government Services Canada
360 Albert Street, Constitution Square, 12th Floor, Ottawa, ONT, K1A0S5
Email: janet.werk@pwgsc-tpsgc.gc.ca
Telephone: 613-998-3968, Fax: 613-991-5870

The Contracting Authority is responsible for the management of the Contract and any changes to the Contract must be authorized in writing by the Contracting Authority. The Contractor must not perform work in excess of or outside the scope of the Contract based on verbal or written requests or instructions from anybody other than the Contracting Authority.

5.2 Project Authority

The Project Authority for the Contract is: (to be inserted at contract award)

In its absence, the Project Authority is: (to be inserted at contract award)

The Project Authority is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the Project Authority; however, the Project Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

5.3 Contractor's Representative (to be filled in and returned with your bid)

Project manager

Name
Telephone number
Fax Number
Email

Back up to the project manager

Name
Telephone number
Fax number
Email

6. Payment

6.1 Basis of Payment- Firm Unit Price(s)

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm unit price(s) as specified in Annex B.

Canada will not pay the Contractor for any design changes, modifications or interpretations of the Work, unless they have been approved, in writing, by the Contracting Authority before their incorporation into the Work.

6.2 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.

6.3 Multiple Payments

SACC Manual clause_ H1001C (2008-05-12) Multiple Payments

7. Invoicing Instructions

7.1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Claims cannot be submitted until all work identified in the claim is completed. Each invoice, including delivery charges, must be supported by:

a certified copy of the prepaid bill of lading;

7.2. Invoices must be distributed as follows:

- a) The original must be forwarded to the **Invoice Authority** identified under the section entitled "Authorities" of the Contract for certification and payment.
- b) One (1) copy must be emailed to **both** the Project Authority and the Contracting Authority identified under the section entitled "Authorities" of the Contract.

8. Certifications

8.1 Compliance

The continuous compliance with the certifications provided by the Contractor in its bid and the ongoing cooperation in providing associated information are conditions of the Contract. Certifications are subject to verification by Canada during the entire period of the Contract. If the Contractor does not comply with any certification, fails to provide the associated information, or if it is determined that any certification made by the Contractor in its bid is untrue, whether made knowingly or unknowingly, Canada has the

right, pursuant to the default provision of the Contract, to terminate the Contract for default.

8.2 Federal Contractors Program for Employment Equity - Default by the Contractor

The Contractor understands and agrees that, when an Agreement to Implement Employment Equity (AIEE) exists between the Contractor and Employment and Social Development Canada (ESDC)-Labour, the AIEE must remain valid during the entire period of the Contract. If the AIEE becomes invalid, the name of the Contractor will be added to the "[FCP Limited Eligibility to Bid](#)" list. The imposition of such a sanction by ESDC will constitute the Contractor in default as per the terms of the Contract.

9. Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in the province of Ontario.

10. 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 Articles of Agreement;
- (b) the supplemental general conditions
4007 (2010-08-16) Canada to own all intellectual property rights in foreground information
- (c) 2030 (2014-09-25) the general conditions - Higher Complexity - Goods, apply to and form part of the Contract;
- (d) Annex A, Statement of Requirement;
- (e) Annex B, Basis of Payment;
- (f) Annex C, Federal Contractors Program for Employment Equity - Certification;
- (g) the Contractor's bid dated _____, (*date of bid to be inserted*)

11. Insurance

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

12. SACC Manual Clauses

THE FOLLOWING TERMS AND CONDITIONS ARE INCORPORATED HEREIN.

SACC Reference	Title	Date
D5328C	Inspection and Acceptance	30/11/2007
P1005C	Packaging and Packing of Printed Products	01/11/2010
P1009C	Author's Alterations	30/11/2007
P1010C	Quality Levels for Printing	01/11/2010
P1011C	Quality Levels for Colour Reproduction	01/11/2010
P1016C	Quality Levels for Binding	01/11/2010

ANNEX A

STATEMENT OF WORK (SOW)

A.1 DEFINITION

Unless the context clearly requires otherwise, the capitalized terms used in the SOW shall have the definitions assigned to them in the Contract. These definitions shall apply equally to both the singular and plural forms of the terms defined, and words of any gender shall include each other gender when appropriate.

Canada Post	means Canada Post Corporation
CEA	means the <i>Canada Elections Act</i> , S.C. 2000, c. 9
CEOC	means the Chief Electoral Officer of Canada
CPS	means Central Poll Supervisor
DRO	means Deputy Returning Officer
EC	means the Office of the Chief Electoral Officer of Canada
ECHQ	means Elections Canada Headquarters
ED	means Electoral District
Event	means a general election, by-election or referendum
GE	means a general election

For the purposes of this SOW, an Event will be considered to have begun when either of the following has occurred:

- a) the writ is dropped; or
- b) the Elections Canada Project Authority has provided a written notice to that effect; whichever occurs first; and,
- c) ends on the day that electors vote.

A.2 BACKGROUND AND OBJECTIVES

A.2.1 EC MANDATE

The CEOC, an agent of Parliament, exercises general direction and supervision over the conduct of elections and referendums at the federal level. The CEOC heads the Office of the Chief Electoral Officer, commonly known as Elections Canada and has unique organizational features.

EC must be prepared at all times to conduct a federal general election, by-election or referendum, administer the political financing provisions of the *Canada Elections Act*, monitor compliance and enforce electoral legislation. EC is also mandated to conduct voter education and information programs, and provide support to the independent boundaries commissions in charge of adjusting the boundaries of federal electoral districts following each decennial census. Finally, EC may carry out studies on alternative voting methods and, with the approval of Parliament, test electronic voting processes for future use during electoral events.

A.2.2 PROJECT BACKGROUND

As part of its legislated responsibility in managing general elections, by-elections or referendum, Elections Canada must ensure that the proper and up to date information is available for use by the various officers appointed to service Canadians and administer the electoral process.

In anticipation of a General Election and By-Elections, Elections Canada has historically printed ahead of time and stored the required manuals, documents and materials in a designated Distribution Centre Warehouse. This approach has many challenges:

Not supportive of changes;
Partially outdated manuals requiring last minute amendments and inserts;
Long term storage costs; and
Logistical hurdles in re-distribution.

In reviewing opportunities for both cost and business efficiencies it was concluded that an alternate approach to the supply of election related printing material was required. Elections Canada is opting to move forward with a just in time printing model by:

- Developing multiple ready dates for each manual or document in PDF and have PDFs finalized but available for updates;
- Producing language specific manuals to reduce waste, transportation and cost;
- Moving away from a Distribution Centre Warehouse in favour of a single shipment of printed materials in a pre-arranged fashion, in monotainers (metal containers), to Electoral Districts and the Elections Canada Distribution Centre, directly from Commercial Printers under the supervision of Elections Canada officials;
- Using the same approach for By-Elections in order to amend manuals quickly and always have updated manuals; and
- Having a smaller quantity of the printed materials at the Elections Canada Distribution Center for last minute requests, therefore reducing storage costs.

A.2.3 OBJECTIVE

Obtain the services of one Contractor for the printing of several Election Manual, guidebooks and related documentation on an if-and-when-requested basis. The Contractor must print, produce to final format and assemble the electoral material, ready for distribution across Canada.

A.3 REQUIREMENTS

A.3.1 SCOPE OF WORK

In the period leading up to an Event (General election, by-election, referendum), the Contractor must print, produce to final format and assemble and stage approximately 16 guidebooks and 4 different posters in accordance with the specifications prepared by Elections Canada and in accordance with the A.6 Timelines section of this Statement of work.

The Contractor may also be required to print guidebooks based on the same specifications that will be used for training before the writs are issued.

A.3.1.1 Printing Services

The Contractor must provide offset or digital printing services for the following categories of printed products:

Category 1 – Loose sheet products

- Consist of single printed sheets that may be trimmed to specified sizes, folded or collated and hole punching. Examples include, but are not limited to, posters, loose leaf publications.

Category 2 – Bound publications

- Consists of manuals, guidebooks, in various sizes and numbers of pages with pages bound together. Binding methods include wire stitching such as side stitching, saddle stitching, and corner method is wire stitching.

The following provides general work descriptions and specifications for the types of products to be printed. Detailed and final specifications will be provided by Elections Canada when an Event will be considered to have begun.

The Contractor must:

- Complete a minimum of one (1) pre-press file preparation per guidebook/poster and have it on standby, ready to print on request;
- Supply all materials;
- Print as per the camera-ready files/artwork supplied and final approved proofs;
- Bind and/or finish as specified in the specifications provided by EC;
- Package the various material into cartons based on the assembly sheet, provided by EC, for each electoral district;
- Receive monotainers delivered to their facility;
- For general elections, EC will provide a 2-week notice to the Contractor before the delivery of the monotainers. They will arrive at the Contractor's facility 7-14 days before material pick-up date on Day 35 of the EC timeline scenario 1. It will represent a combination of 1 trailer and 1 truck or 2 trailers since a trailer only holds 250-260 empty monotainers.
- For By-elections It is the responsibility of the Contractor to pick up the required 1 or 2 empty monotainers. CPC will pick up the monotainers once material is assembled and ready to be shipped.
- Load the cartons into monotainers, one (1) for each of the 338 electoral districts plus an additional monotainer for Elections Canada Distribution Centre, for pick-up and transportation by Canada Post; and
- Cover the monotainers with the covers provided by Elections Canada.

A.3.1.2 Additional Bindery Services

The Contractor may be required to provide services in addition to the basic production operations required to produce the printed goods. Examples of potential services include:

- gathering of multiple items in specified sequence as per the Assembly sheet provide to the Contractor (see appendix A for sample);
- perforation;
- hole drilling; and
- cutting/trimming of pre-printed material.

A.3.1.3 Perforation

Standard perforation along the left hand side, on 10.75" side, at approximately 0.5" from left edge or to the right of the spine may be required based on individual requirements.

A.3.1.4 Printing Colours (offset & digital)

- Any item will be printed in black, black and/or 1 or more PMS colours, or 4 colour process based on individual requirements;
- Inks may bleed on any item;
- Ink coverage will vary based on individual requirements; and,
- Varnish, either gloss or matte, may be required on some items.

A.3.1.5 Printing Quality

The print quality level is Informational in accordance with the Public Works and Government Services (PWGSC) Publication entitled "Quality Levels for Print", "Quality Levels for Colour Reproduction" and/or "Quality Levels for Binding", latest issues. The Contractor must ensure that the quality levels are met for all printed matter produced as part of the contract.

The Contractor must meet the criteria for the print quality level. In exceptional situations, an EC representative may do a press check at the beginning of the press run.

A.3.1.6 Components of the Work

All components pertaining to the work supplied by Elections Canada are to be considered property of Elections Canada.

A.3.1.7 Papers

The Contractor must use papers from manufacturers certified under the Environmental Choice Program or who are using fibre originating from a sustainably-managed forest certified to a third-party verified forest certification standard such as the Forestry Stewardship Council, Sustainable Forestry Initiative or the Canadian Standards Association Sustainable Forest Management Standard will be acceptable for completion of the work unless otherwise specified by the Elections Canada Project Officer.

Elections Canada favours FSC Certified 100% post-consumer fiber papers whenever possible. Paper specifications will be provided to the Contractor for each item as required.

A3.1.8 Environmental Criteria for Printing Inks

In order to reduce the environmental impact of its print publishing activities, the Government of Canada chooses to use inks that are considered environmentally friendly, containing vegetable oil-based materials unless otherwise specified. The printing inks to be specified and/or used in printing requirements produced under this contract will adhere to the following criteria for % of vegetable oils as well as the % of VOC within the ingredients composing the ink.

A.3.1.9 Volatile Organic Compounds (VOC) Criteria

The common VOC in a conventional lithographic printing ink is high-boiling aliphatic petroleum distillate. This distillate is used to dissolve the resins that will eventually bind to the substrate during printing. The amount of ink VOC that is released to the atmosphere depends on the process; heatset inks release 80% of their VOC's while sheet fed inks release only 5%. VOC in an environmentally friendlier ink would be below 18 wt% for sheet fed inks, below 30 wt% for sheet fed varnishes, and below 40 wt% for heatset inks and heatset overprint varnishes.

A.3.1.10 Vegetable Oil Criteria

Vegetable oils are renewable resources and can include Linseed Oil, Soya Oil, Chinawood Oil and similar plant oils or combinations of them. In conventional lithographic printing inks (heatset and sheet fed) these oils and their derivatives can be used as is, or modified to provide the appropriate press and finished product properties. The Vegetable oil-based materials in an environmentally friendlier ink would be above 25 wt% for sheet fed inks and overprint varnishes, and above 10 wt% for heatset inks and overprint varnishes.

A.3.2. CONTRACTOR TASKS

A.3.2.1 File Preparation - Proofs

In the period leading up to an Event, the Contractor will be provided with advance electronic files for each of the guidebook/poster. These files must be prepped and the Contractor must create high-resolution colour proofs and submit paper samples of such proofs to Elections Canada for pre-approval. Proofs may also include one-off copies (bindery proof). The electronic files must then be stored and held by the Contractor, ready to output in preparation for the official go-ahead of production by the Elections Canada Project Authority.

One (1) complete set of high resolution colour proofs (hard copy), printed on 2 sides, folded and trimmed to size with score lines indicated as appropriate to the item; the full-resolution Press-Ready colour PDF that will be used for the final printing, including bleed margins, and printer's marks which will not appear in the finished trimmed piece or hi-resolution or low-resolution colour proofs as requested by Elections Canada. Electronic proofs for non-colour print requirements are also required to be sent to the Project Authority for approval.

It is important to note that changes could occur in the guidebook/poster. Therefore, additional file preparations will have to be produced and submitted to Elections Canada for pre-approval. The number of file preparations is unknown but will not be greater than 5 (five) per guidebook/poster.

The Contractor must allow the Project Authority two (2) business days from the receipt of the hard copy proofs to review and approve the proofs or request corrections or changes. The Project Authority will provide the approval or comments to the Contractor in writing (by e-mail).

Press checks for new publications may also be required.

A.3.3.3 Author's Alterations

If author's alterations are requested, the Contractor must provide details of the alterations and associated costs in accordance with Annex B to the Elections Canada Project Authority for review and approval. The Contractor must not undertake any alteration without the written authorization of the Project Authority.

The Contractor must provide the final version of the document in PDF format.

A.3.2.3 Printing Overruns/Underruns

Underruns will not be accepted.

Overruns will not be accepted unless specified by the Project Authority at the time of printing request for a specific print product.

Where overruns are allowed, items received by Elections Canada in excess of the allowable overage as stipulated in the product specification are not to be invoiced. It is the Contractor's responsibility to ensure that items are not shipped in excess of the allowable overage.

A.3.2.4 Finishing

Category 1 – Loose sheet products

Finishing operations for this category includes, but are not limited to:

- Trimming – to specified sizes;
- Folding – various types and number of folds;
- Collating – individual sheets in sequence or in sets; collated sheets may be padded, pulp board backing may be requested for some products; and
- Hole drilling – various numbers, sizes and location.

Category 2 – Bound publications

Finishing operations for this category include, but are not limited to:

- wire stitching – which includes side stitching, saddle stitching, corner stitching.

A.3.2.5 Packaging

Packaging must be recyclable, unless otherwise specified in the individual printing request. Packaging must be appropriate for the quantity of goods being shipped.

- The goods will normally be packaged in cartons. Each carton is not to exceed 35 lbs in weight;
- In consultation with Elections Canada, package appropriate quantities of each item into a box, bubble pack envelope, or other type of packaging such as tubes;
- Filler material may be required to ensure a tight fit inside boxes and avoid transportation damages;
- Unit packaging such as paper wrapping or shrink-wrapping may be required within cartons; (Shrink-wrapping will only be required for material going to the EC Distribution Centre and usually in packages of 25 or 50.)
- Posters may be required to be shipped flat with stiff cardboard at top and bottom of the package and paper wrapped or in poster boxes;
- Cartons will be inserted in the Canada Post monotainers; and
- The Contractor must provide all packaging.

A.3.2.6 Assembly/Labelling of Cartons

The following provides general work descriptions for the assembly of the material for distribution. The material must form a single shipment, and (all required monotainers) must be ready to be picked-up by Canada Post based on a pre-set transportation plan.

The Contractor must:

- Assemble guidebooks/posters based on the assembly sheet provided by Elections Canada on a per Electoral District basis;
- Properly identify each carton or parcel prepared for delivery with labels showing the Electoral District number and lot number as prescribed and provided by Elections Canada;
- Place labels on the cartons as specified by Elections Canada; and,
- Inserts a copy of the assembly sheet in one of the boxes to act as packing slip (provided by EC) in each shipment to the 338 electoral districts.
Refer to Appendix A – Assembly Sheet Sample.

A.3.2.7 Monotainer

Elections Canada has an agreement with Canada Post for the shipment of election materials using monotainers. A monotainer is a large, collapsible, steel-frame container of approximately 45 cubic feet with the following dimensions:

- . Erected/Collapsed Length 1322 mm (52") / 1322 mm (52")
 Width 1067 mm (42") / 1067 mm (42")
 Height 1115 mm (44") / 260 mm (10")

- Dimensions Inside Length 1216 mm (48")
 Width 1010 (40")
 Height 965 mm (38")

- Weight approximately 93 kg (205 lbs)

- Capacity maximum weight 907 kg (2000 lbs)

Refer to Appendix B – Canada Post Monotainer for a visual.

A.3.2.8 Monotainer Drop-off and Pick-up

The Contractor must meet the following requirements:

- Only one drop-off and pickup location of the monotainers is allowed, and need to be pre-approved by Elections Canada;
- Canada Post will drop-off all the required monotainers together at the Contractor's (one) location and then will pick them up;
- The acceptable drop-off and pickup locations are:
 - Calgary (AB)
 - Moncton (NB)
 - Montreal (QC)
 - Ottawa (ON)
 - South Western Ontario (ON)
 - Toronto and the Greater Toronto (ON)
 - Vancouver (BC)
 - Winnipeg (MB)

- Pre-stage the monotainers in accordance with the approved transportation plan to accelerate the loading of the trailers/trucks;
- Provide a project manager to supervise project and monotainer pick-up;
- Prepare the monotainers according to specifications and seal with Elections Canada cover;
- Load boxes into provided monotainers;
- Cover and secure the Monotainers with the covers provided by Elections Canada;
- Provide the forklift and operator required to unload and load the monotainers onto trucks;
- Load monotainers onto Canada Post trucks in accordance with Canada Post's Transportation Plan under the supervision of EC and Canada Post Corporation representatives;
- Prepare the shipping of the material to Nunavut in accordance with EC. The election material to be transported between the Contractor and the office of the RO of the electoral district of Nunavut will be sent by priority courier. EC will provide special shipping bags to the Contractor two (2) weeks before Day 35 of the Elections Canada Electoral Calendar; and

- An Elections Canada and Canada Post representative will be on site during the monotainer pick-up to ensure the monotainers are staged in accordance with the approved transportation plan.

A.3.2.9 Monotainer Preparation

The following provides general work descriptions for the assembly of the material and preparation of the Canada Post monotainers. The material will form a single shipment and identified as a LOT and will be pickup by Canada Post.

Shipping costs for the delivery of additional quantities to the Distribution Centre are to be pre-paid by the Contractor and will be reimbursed at cost with no allowance for profit or overhead and upon receipt of proper cost support documentation. All payments are subject to government audit.

The Contractor must:

- Oversee the reception of monotainers from Canada Post Corporation;
- Physically accommodate 338 metal containers;
- Assign personnel responsible to conduct quality checks. These checks are critical to ensuring accuracy on such a tight schedule; and,
- Accommodate a minimum of 2 Elections Canada officials to supervise the assembly of the material and assembly of shipping containers. NOTE: The two (2) EC employees may not be on site for the whole assembly period, but mainly at the beginning for instructions and during the two (2) pickup days.
- Provide a forklift and operator to load the monotainers onto the Canada Post trucks.

A.3.2.10 Additional printing quantities to be sent to the Elections Canada Distribution Centre

When preparing packages for shipment to Elections Canada Distribution Centre, the Contractor must comply with the following:

a) Packaging:

- Only one (1) product reference number per package. No mixed products will be accepted;
- All material MUST be received boxed unless otherwise prearranged;
- All material to be flat in cartons and packed tightly (ie: box filler could be required); and,
- The maximum weight of a loaded carton is not to exceed thirty-five (35) pounds.

b) Labelling:

- The Contractor provides all labelling materials and preparation cost in the cost of assembly; and
- All carton ends MUST be labelled with the following:
 - a) EC reference number, ie: EC50340;
 - b) Revision date, ie: (09/2014);
 - c) Product title in English and French; and,
 - d) Exact quantity enclosed in carton.
- Refer to Appendix C – Labelling Sample for ECHQ

c) Pallets:

- Ship on non-returnable shipping pallets measuring 48” wide by 42” deep, have 3 stringers with three blocks, each running 48” long;
- Each pallet MUST not be higher than 54” including the pallet;
- Each pallet MUST have bottom boards and MUST be Brewery type pallet – 4 way entry type;
- The material MUST be accessible by hand held hydraulic pallet movers;

- All cartons MUST be placed on the pallet with the label facing outwards for ease of viewing; and,
- Material shipped to the Distribution Centre not on requested pallet will not be accepted upon delivery.
- Refer to Appendix D – Pallet Visual

d) Shipping address and delivery hours (Monday to Friday excluding statutory holidays)

- Destination: Elections Canada Distribution Centre
100-440 Coventry Road
Ottawa ON K1K 2Y5
- Delivery Hours: 8 a.m. to 12:00 noon / 1:00 p.m. to 4:00 p.m.

A.3.2.11 Storage of Printed Material

The Contractor must store the printed material for a short period (up to 4 weeks) before being picked-up by Canada Post. The material must be stored in a manner to protect it from damage caused by weather and other sources. This service does not encompass entering goods into a warehouse inventory with on-going order fulfillment.

The Contractor must provide on-site storage for all items until such time as the assembly is complete and can be picked up by Canada Post.

A.3.2.12 Additional Storage Requirement

In the eventuality of a decision made by the Contracting Authority to purchase the paper in preparation of the productions and, for unforeseen reason, the production has to be put on hold, the Contractor might be required to store paper stock purchased for the production of the items. The Contractor is to provide a *daily rate for storage of the paper stock* after receiving instructions to put production on hold.

A.3.3 Quality Assurance

Quality Assurance by the Contractor: The Contractor must perform all necessary quality assurance procedures to ensure the product meets the specified quality levels and specifications of the Annex A Statement of Work.

A.4. DELIVERABLES

A.4.1 Saddle wire documents

A large variety of saddle wire documents will be required in different sizes, covers and colours. Saddle wire documents may be as self-cover books or may include a separate cover, as specified for each requirement. All documents will be unilingual English and French. When FSC paper is used, the FSC logo must be printing in black on the back cover.

There will be 5 different kinds of productions:

- 1) 8.5 x 11 self-cover
- 2) 8.5 x 11 with regular cover
- 3) 8.5 x 11 with oversize cover wrapped accordion style
- 4) 8.5 x 7 guidebook
- 5) posters

A.4.1.1 Sizes 8.25" x 10.75" – Self-cover documents

Supplied Components: Electronic files. Will be 16.50" x 10.75" to meet equipment requirements for efficiency and savings.

Number of pages: May vary from 8 to 48 pages each

Ink Colours: Cover: May vary from black + 1 PMS to black + 2 PMS to four colour process. Bleeds on 1, 2 or 3 sides or no bleeds. Printing on inside front and back cover a possibility

Text: May vary from black + 1 PMS to black + 2 PMS to four colour process. Full bleeds or no bleeds. Printed double-sided

Stock: May vary from 50lb (100M) or 60lb (120M), white, print, Text, smooth FSC paper, 30% to 100% post-consumer waste.

Production: Printed double-sided. Cut, trimmed, scored and folded to 8.25" x 10.75". Binding on the 10.75".

A.4.1.2 Sizes 8.25" x 10.75" – with Regular or Oversize back cover

Supplied Components: Inside pages: Electronic files. Will be 16.50" x 10.75" to meet equipment requirements for efficiency and savings.

Cover – Regular: Electronic files. Will be 16.50" x 10.75".

Cover - Oversize: Electronic files. Will be approximately 39" x 10.75" but finished size to be adjusted to the inside pages format.

Number of pages: May vary from 16 to 48 pages each + cover

Ink Colours: Outside front and back cover: May vary from black + 1 PMS to black + 2 PMS to four colour process. Bleeds on 1, 2 or 3 sides or no bleeds.
Inside front and back cover: May vary from black + 1 PMS to four colour. Printing on inside front and back cover a possibility.

Text: May vary from black + 1 PMS to black + 2 PMS to four colour process. Full bleeds or no bleeds. Printed double-sided

Stock: Cover: #3 coated gloss or matte, 160M, white, Text, FSC

Text: May vary from 50lb (100M) or 60lb (120M), white, print, smooth FSC paper, 30% to 100% post-consumer waste.

Folding: Oversize back cover: 4-fold and refolded to the inside (wrapped accordion type, see Appendix E for visual for reference purposes only).

Perforation: Oversize back cover perforated at 1/2" from left hand side along the 10.75" side, standard perforation.

Production: Printed double-sided. Cut, trimmed, scored and folded to 8.25" x 10.75". Binding on the 10.75"

A.4.1.3 Sizes 8.25" x 7" – Self-cover

Supplied Components: Electronic files. Will be 8.25" x 10.75" but finished size could be adjusted to 8.25" x 7" to meet equipment requirements for efficiency and savings.

Number of pages: May vary from 16 to 32 pages each

Ink Colours: Cover: May vary from black + 1 PMS to black + 2 PMS to four colour process.
Bleeds on 1, 2 or 3 sides or no bleeds. Printing on inside front and back cover a possibility

Text: May vary from black + 1 PMS to black + 2 PMS to four colour process.
Full bleeds or no bleeds. Printed double-sided

Stock: May vary – 50lb (100M) or 60lb (120M), white, Text, print, smooth
FSC paper, 30% to 100% post-consumer waste.

Production: Printed double-sided. Cut, trimmed, scored and folded to 8.25" x 7".
Binding on the 7".

A.4.2 Flat Printing – Small posters

Various Sizes: 17" x 11" flat
8.5" x 14" flat
8.5" x 11" flat

Ink Colours: May vary from black, black + PMS colours to four colour process.
Bleeds on 1, 2 or 3 sides or no bleeds.

Stock: #3 matte coated text, 120M or 140M, white, Text, FSC paper, 30% to 100%
post-consumer waste.

Folding: Fold to 8 ½" x 11

Production: Printed one or two sides. Cut, trimmed, scored and folded. Varnish may be
required.

A.4.3 Flat Printing – Large posters

Various Size: 28" x 40" flat
25.5" x 11" flat
22" x 17" flat
17" x 36" flat

Ink Colours: May vary from black, black + PMS colours to four colour process.
Bleeds on 1, 2 or 3 sides or no bleeds.

Stock: #3 matte coated text, 120M or 140M, white, Text, FSC paper, 30% to 100%
post-consumer waste.

Folding: Some folders may require from 2 to 4 folding

Production: Printed one or two sides. Cut, trimmed, scored and folded. Varnish may be
required.

A.4.4 OTHER DELIVERABLES

The Contractor must be able to accommodate additional requirement for new manuals or other related printed products that may not have been pre-determined. The additional products would have the same basic specifications in terms of colour/black print percentages, paper, and binding approach.

A.4.5 PRODUCTION QUANTITIES

The table below offers an image of the required quantities for a by-election as well as a general election. The quantities are small for by-elections and large for the general elections.

- These figures are approximate, and quantities are based on the May 2011 general election;
- Quantities are subject to change;
- Quantities may have to be shipped at earlier dates in the electoral calendar as a result of unforeseen events; and
- Additional quantities of the guidebooks/posters may need to be printed during an event or for other activities, and shipped to the Elections Canada Distribution Centre.

Description	By-Election 1 Electoral District (English) Estimate # of copies	General Election 338 EDs + ECHQ Estimate # of copies	Format	Nbr of pages (including cover)
GUIDEBOOK				
Central Poll Supervisor Guidebook – Advance Poll - English - French	25 10	7,500 1,500	8.25" x 10.75" 4 color process	~ 40
Central Poll Supervisor Guidebook – Ordinary Poll - English - French	75 15	14,000 6,000	8.25" x 10.75" 4 color process	~ 40
DRO & Poll Clerk Guidebook – Advance Poll - English - French	35 10	10,000 3,500	8.25" x 10.75" Cover: 4 color process Inside: 2 PMS color + black	~ 40
DRO & Poll Clerk Guidebook – Ordinary Poll - English - French	500 50	177,000 40,000	8.25" x 10.75" Cover: 4 color process Inside: 2 PMS color + black	~ 40
DRO & Poll Clerk Guidebook – Mobile Poll - English - French	25 10	3,000 1,200	8.25" x 10.75" Cover: 4 color process Inside: 2 PMS color + black	~ 40
Registration Officer Guidebook - English	75	29,000	8.25" x 7" 4 color process	~16

- French	10	9,000		
Information Officer Guidebook			8.25" x 7" 4 color process	~ 16
- English	100	33,000		
- French	10	10,000		
Small Site Guidebook			8.25" x 7" 4 color process	~ 12
- English	80	23,000		
- French	10	8,000		
POSTER				
Closing Instructions – Polling Night – Ordinary Polls			22" x 16" folded 2 times to 8.5" x 11"	~ 2
- Bilingual	250	100,000	4 color process, English on one side, French on the other side	
Closing Instructions – Daily Advance Polls			25.5" x 11" folded 2 times to 8.5" x 11"	~ 2
- Bilingual	250	100,000	4 color process, English on one side, French on the other side	
Closing Instructions – Polling Night Advance Polls			25.5" x 11" folded 2 times to 8.5" x 11"	~ 2
- Bilingual	30	15,000	4 color process, English on one side, French on the other side	

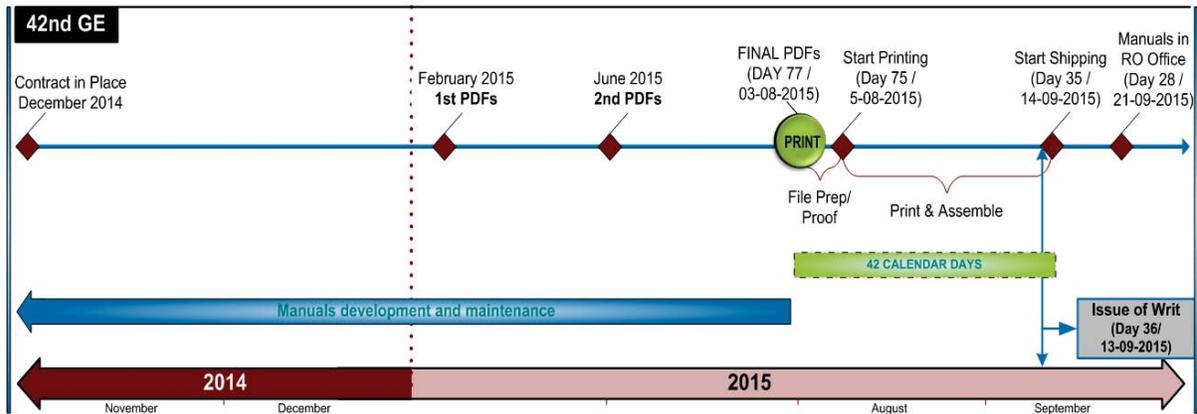
A.5. RESPONSIBILITIES

Elections Canada will:

- Provide a comprehensive breakdown of quantities to be assembled for each item according to electoral district which will act as Packing Slip;
- Provide consultation to the Contractor regarding appropriate packaging for items to be inserted into Canada Post containers;
- Provide the electoral district and Lot labels to be affix to each box;
- Provide the complete list of electoral districts;
- Provide the paper identifier for each electoral district (that needs to be affix to each monotainer);
- Liaise with the Contractor and Canada Post to facilitate delivery and pick up of containers and materials;
- Provide official Elections Canada "seals and fasteners" as required for Canada Post monotainers;
- Notify the Contractor's Project Manager at the Contractor's location at least 24 hours before delivery of the monotainers; and
- Provide an on-site representative to ensure the trucks are loaded properly, sealed and locked.

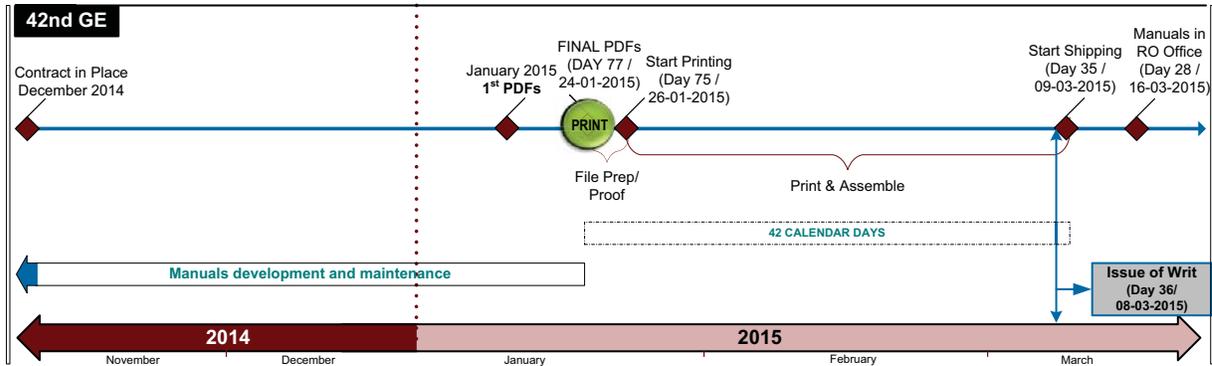
A.6. TIMELINES

SCENARIO 1 - The drawing below illustrates a possible scenario for the 42nd general election. The dates used are illustrative only and are based for a general election to be held on the third Monday of October, as stated in the Canada Elections Act (par. 56.1 (2)).



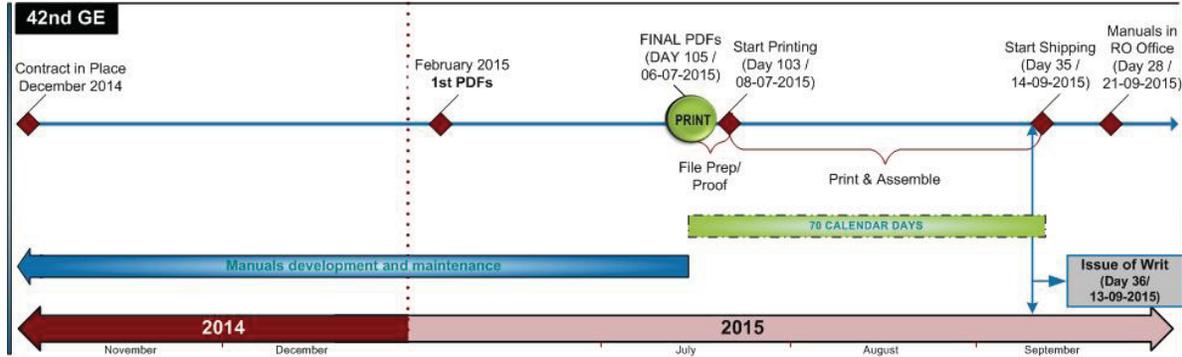
February 2015	PDFs files are ready and given to Contractor Preparation of files, production and approval of proofs Files ready to output
March-July 2015	Revised PDFs files are ready and given to Contractor, if any Preparation of files, production and approval of proofs Files ready to output
June 2015	Revised PDFs files are ready and given to Contractor, if any Preparation of files, production and approval of proofs Files ready to output
August 3, 2015 ELECTION DAY 77	Final PDFs files are ready and given to Contractor, if any Preparation of files, production and approval of proofs Files ready to output
August 5 ELECTION DAY 75	START printing production Pack & assemble
August 10-14, 2015	Monotainers delivery to Contractor's location by Canada Post Load and prepare monotainers
September 14, 2015 ELECTION DAY 35	1 st pickup of monotainers by Canada Post based on approved transportation plan. Canada Post begins delivery of material to Returning Offices
September 15, 2015 ELECTION DAY 34	2 nd pickup of monotainers by Canada Post based on approved transportation plan. Delivery to Returning Offices continues
September 16 – October 12, 2015 ELECTION DAY 7	Print and ship additional quantities to Elections Canada Distribution Centre

SCENARIO 2 - The dates used in this scenario are illustrative only and are based on a Spring general election.



January	PDFs files are ready and given to Contractor Preparation of files, production and approval of proofs Files ready to output
January	Monotainers delivery to Contractor's location by Canada Post Load and prepare monotainers
January 24 ELECTION DAY 77	Final PDFs files are ready and given to Contractor, if any Preparation of files, production and approval of proofs Files ready to output
January 26 ELECTION DAY 75	START printing production Pack & assemble
March 9 ELECTION DAY 35	1 st pickup of monotainers by Canada Post based on approved transportation plan. Canada Post begins delivery of material to Returning Offices
March 10 ELECTION DAY 34	2 nd pickup of monotainers by Canada Post based on approved transportation plan. Delivery to Returning Offices continues
March 11 – April 6 ELECTION DAY 33 and 7	Print and ship additional quantities to Elections Canada Distribution Centre

SCENARIO 3 - The drawing below illustrates a possible scenario for the 42nd general election with a longer time of production. The dates used are illustrative only and are based for a general election to be held on the third Monday of October, as stated in the Canada Elections Act (par. 56.1 (2)).



February 2015	PDFs files are ready and given to Contractor Preparation of files, production and approval of proofs Files ready to output
July 6, 2015 ELECTION DAY 105	Final PDFs files are ready and given to Contractor, if any Preparation of files, production and approval of proofs Files ready to output
July 8, 2015 ELECTION DAY 103	START printing production Pack & assemble
August 10-14, 2015	Monotainers delivery to Contractor's location by Canada Post Load and prepare monotainers
September 14 ELECTION DAY 35	1 st pickup of monotainers by Canada Post based on approved transportation plan. Canada Post begins delivery of material to Returning Offices
September 15 ELECTION DAY 34	2 nd pickup of monotainers by Canada Post based on approved transportation plan. Delivery to Returning Offices continues
September 16 – October 12, 2015 ELECTION DAY 33 and 7	Print and ship additional quantities to Elections Canada Distribution Centre

Notes:

- A revised production timeline will be provided prior to any by-election or general election events.
- As soon as the Project Authority has provided a written notice advising the event begins, the Contractor shall acquire in such quantity as is required to provide the printing services and shipment preparation the stocks, boxes and any other required material.
- The Contractor will be responsible for determining the size and quantity of boxes/envelopes required to meet its obligations.

Solicitation No. - N° de l'invitation
05005-130262/A
Client Ref. No. - N° de réf. du client
05005-130262

Amd. No. - N° de la modif.
File No. - N° du dossier
cw02005005-130262

Buyer ID - Id de l'acheteur
cw020
CCC No./N° CCC - FMS No./N° VME

7. PROJECT MANAGER

A designated Project Manager responsible for production must be assigned by Contractor for this contract with Elections Canada. The Project Manager must participate in preparatory meetings in order to lay out the project and review milestones and expectations from both parties. The Project Manager must provide status report indicating what has been done and what's coming up in the coming days and weeks. The Project Manager must also immediately report to Elections Canada Project Authority any issues arising during the course of production and decision made to remediate to the problem taken on an urgent basis by both parties and to the satisfaction of both parties.

Preparatory meetings will be conducted via telephone, in order to lay out the project and review milestones and expectations from both parties.

APPENDIX A – Assembly Sheet (Packing Slip) - Sample of one Electoral district

**Returning Officer's List of Supplies
 Forecast**

35-093
 Toronto Centre

LOT

00040/B

Manuals for Election officers

Number	Revision	Description	Unit of Issue	Quantity
EC50300	2015/10	Deputy Returning Officers' and Poll Clerks' Manual - Advance	Single of 1	34
EC50300-1	2015/10	Deputy Returning Officers' and Poll Clerks' Manual - Advance	Single of 1	4
EC50300-TR	2015/10	Training Manual for DRO and Poll Clerk - Advance Poll	Single of 1	5
EC50300-TR-1	2015/10	Training Manual for DRO and Poll Clerk - Advance Poll	Single of 1	1
EC50320	2015/10	Deputy Returning Officers' and Poll Clerks' Manual - Mobile	Single of 1	8
EC50320-1	2015/10	Deputy Returning Officers' and Poll Clerks' Manual - Mobile	Single of 1	1
EC50320-TR	2015/10	Training Manual for DRO and Poll Clerk - Mobile Poll	Single of 1	5
EC50320-TR-1	2015/10	Training Manual for DRO and Poll Clerk - Mobile Poll	Single of 1	1
EC50340	2015/10	Deputy Returning Officers' and Poll Clerks' Manual - Ordinary	Single of 1	684
EC50340-1	2015/10	Deputy Returning Officers' and Poll Clerks' Manual - Ordinary	Single of 1	69
EC50340-TR	2015/10	Training Manual for DRO and Poll Clerk - Ordinary Poll	Single of 1	5
EC50340-TR-1	2015/10	Training Manual for DRO and Poll Clerk - Ordinary Poll	Single of 1	1
EC50355	2015/10	Central Poll Supervisors' Manual - Ordinary Poll	Single of 1	88
EC50355-1	2015/10	Central Poll Supervisors' Manual - Ordinary Poll	Single of 1	5
EC50355-TR	2015/10	Training Manual for CPS - Ordinary Poll	Single of 1	5
EC50355-TR-1	2015/10	Training Manual for CPS - Ordinary Poll	Single of 1	1
EC50356	2015/10	Information Officers' Manual	Single of 1	215
EC50356-1	2015/10	Information Officers' Manual	Single of 1	11
EC50356-TR	2015/10	Training Manual - Information Officers' Manual	Single of 1	5
EC50356-TR-1	2015/10	Training Manual - Information Officers' Manual	Single of 1	1
EC50357	2015/10	Registration Officers' Manual	Single of 1	178
EC50357-1	2015/10	Registration Officers' Manual	Single of 1	9
EC50357-TR	2015/10	Training Manual - Registration Officers' Manual	Single of 1	5
EC50357-TR-1	2015/10	Training Manual - Registration Officers' Manual	Single of 1	1
EC50358	2015/10	A Self-Directed Training Program for DRO's and Poll Clerks	Single of 1	4
EC50358-1	2015/10	A Self-Directed Training Program for DRO's and Poll Clerks	Single of 1	1
EC50358-TR	2015/10	Training Manual - A Self-Directed Training Program for DRC	Single of 1	5
EC50358-TR-1	2015/10	Training Manual - A Self-Directed Training Program for DRC	Single of 1	1

Solicitation No. - N° de l'invitation
05005-130262/A
Client Ref. No. - N° de réf. du client
05005-130262

Amd. No. - N° de la modif.
File No. - N° du dossier
cw02005005-130262

Buyer ID - Id de l'acheteur
cw020
CCC No./N° CCC - FMS No./N° VME

APPENDIX B – Canada Post Monotainer



Solicitation No. - N° de l'invitation
05005-130262/A
Client Ref. No. - N° de réf. du client
05005-130262

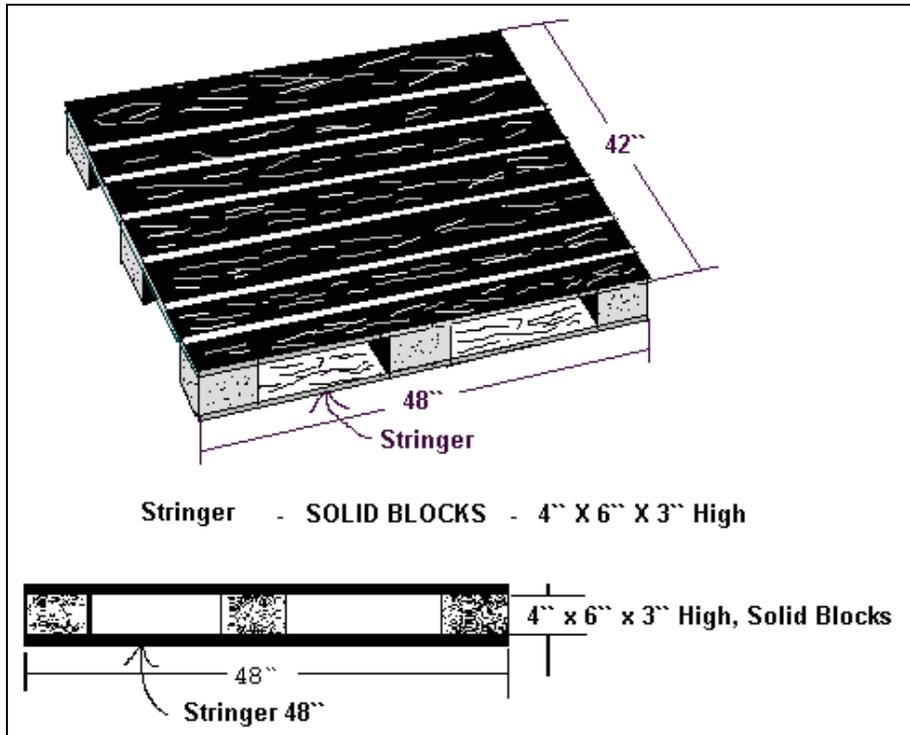
Amd. No. - N° de la modif.
File No. - N° du dossier
cw02005005-130262

Buyer ID - Id de l'acheteur
cw020
CCC No./N° CCC - FMS No./N° VME

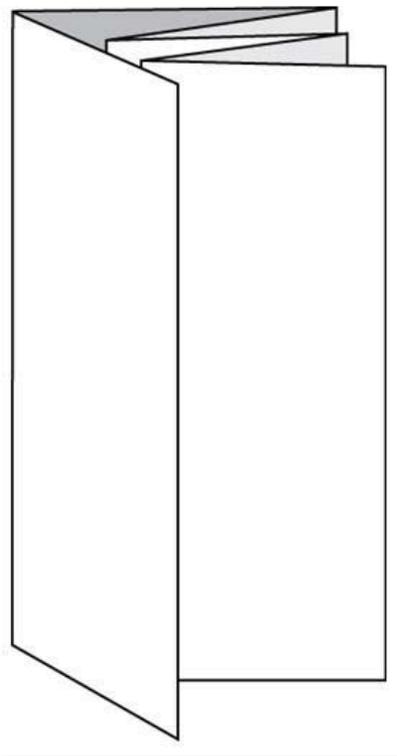
APPENDIX C – Labelling Sample for ECHQ Material

EC XXXXX (xx/2015)
Central Poll Supervisor's
Guidebook / Guide du superviseur
d'un centre de scrutin
Qty/Qté (xx)

APPENDIX D – Pallet Sample



APPENDIX E – Wrapped Accordion Type Fold



ANNEX B - BASIS OF PAYMENT

The quantities for evaluation shown in the pricing grid of the Annex B - Basis of Payment pricing schedule are estimates for evaluation purposes only and are not a guarantee of the actual number of documents to be produced, the number of orders to be processed or the actual number of items to be shipped, nor are they intended to reflect any expectations on behalf of the Government of Canada.

B.1.1 FINANCIAL PROPOSAL

Bidders must provide all inclusive pricing in the format specified, for each component identified in this ANNEX B - Basis of Payment.

If pricing is not provided for a component, a price of zero will be assigned for the component and the Bidder will be provided an opportunity to agree with the zero amount. If the Bidder agrees then the Basis of Payment will be considered compliant. However if the Bidder disagrees then the proposal will be found non-compliant and no further evaluation will be done.

The Bidder is required to submit firm, all inclusive, rates and prices, FOB destination, GST/HST extra if applicable, freight extra.

B.1.2 SHIPPING COSTS (FOR SHIPPING OF ADDITIONAL QUANTITIES AS REQUESTED BY THE PROJECT AUTHORITY)

Shipping costs incurred in the performance of the work will be paid at cost with no allowance for profit or overhead and upon receipt of proper cost support documentation. Transportation charges are to be prepaid by the Contractor and shown as a separate item on the invoice, supported by a copy of the prepaid transportation bill.

B.1.3 PRICES RELATED TO PRINTING SERVICES

For prices related to printing services, the all inclusive prices must include all operations and materials for the completion of final printed products as specified for each item (including but not limited to equipment set ups, creation and delivery of proofs, printing operations and bindery operations).

B.1.4 TRAVEL AND LIVING EXPENSES

The Crown will not accept any travel and living expenses incurred by any Contractor.

B.1.5 ESCALATION CLAUSES (SOLICITATION AND CONTRACT)

Bidders must complete the B.1.5.1 Escalation Clause and include it with their Bid. If the Bidder does not complete and provide the B.1.5.2 Escalation Clause with the Bid, no Escalation Clause will be included in the Contract and no price escalation will be granted based on increased Paper costs during the period of the Contract and all option periods.

BIDDERS ARE RESPONSIBLE TO ENTER THEIR PRICES ON THE MS EXCEL SPREADSHEET AVAILABLE ON BUYANDSELL.GC.CA AND RETURN IT IN EXCEL FORMAT ON A USB KEY ALONG WITH A PRINT OUT OF THE COMPLETED ANNEX B FINANCIAL PROPOSAL WITH THEIR PROPOSAL.

If there is a discrepancy between the wording of the soft copy and the hard copy, the wording of the hard copy will have priority over the wording of the soft copy.

**ANNEX "C" to PART 5 - BID SOLICITATION
FEDERAL CONTRACTORS PROGRAM FOR EMPLOYMENT EQUITY - CERTIFICATION**

I, the Bidder, by submitting the present information to the Contracting Authority, certify that the information provided is true as of the date indicated below. The certifications provided to Canada are subject to verification at all times. I understand that Canada will declare a bid non-responsive, or will declare a contractor in default, if a certification is found to be untrue, whether during the bid evaluation period or during the contract period. Canada will have the right to ask for additional information to verify the Bidder's certifications. Failure to comply with any request or requirement imposed by Canada may render the bid non-responsive or constitute a default under the Contract.

For further information on the Federal Contractors Program for Employment Equity visit Employment and Social Development Canada (ESDC)-Labour's website.

Date: _____(YYYY/MM/DD) (If left blank, the date will be deemed to be the bid solicitation closing date.)

Complete both A and B.

A. Check only one of the following:

- A1. The Bidder certifies having no work force in Canada.
 - A2. The Bidder certifies being a public sector employer.
 - A3. The Bidder certifies being a federally regulated employer being subject to the *Employment Equity Act*.
 - A4. The Bidder certifies having a combined work force in Canada of less than 100 employees (combined work force includes: permanent full-time, permanent part-time and temporary employees [temporary employees only includes those who have worked 12 weeks or more during a calendar year and who are not full-time students]).
- A5. The Bidder has a combined workforce in Canada of 100 or more employees; and
- A5.1. The Bidder certifies already having a valid and current Agreement to Implement Employment Equity (AIEE) in place with ESDC-Labour.
- OR**
- A5.2. The Bidder certifies having submitted the Agreement to Implement Employment Equity (LAB1168) to ESDC-Labour. As this is a condition to contract award, proceed to completing the form Agreement to Implement Employment Equity (LAB1168), duly signing it, and transmit it to ESDC-Labour.

B. Check only one of the following:

- B1. The Bidder is not a Joint Venture.

OR

- B2. The Bidder is a Joint venture and each member of the Joint Venture must provide the Contracting Authority with a completed annex Federal Contractors Program for Employment Equity - Certification. (Refer to the Joint Venture section of the Standard Instructions)

Annex D Evaluation Criteria and Grid

Mandatory requirements

External client(s): means clients exterior to the Bidder's own legal entity (or joint venture partnership) and excludes the parent, subsidiaries or other affiliates of the Bidder.

Internal client(s): means clients within the Bidder's own legal entity (or joint venture partnership) and includes the parent, subsidiaries and other affiliates of the Bidder.

Large quantities: means a minimum of 100,000 copies of an individual item produced in a single production run.

Small quantities: means a minimum of 250 copies of an individual item produced in a single production run.

Multiple: means two (2) or more.

Just-in-time: means print production process is performed as each print request is made.

M.1 Corporate Experience

The Bidder must demonstrate that it has contracted or has been contractually bound to a minimum of two (2) separate external clients (outside of the Bidder's own company) to provide digital printing services, bindery/finishing services, processing of multiple work requests for the just-in-time production of multiple items, storage of items, assembly and distribution similar to the services outlined in the Statement of Work. These contracts must have been started or completed on or after October 1, 2009.

During the evaluation, no corporate experience gained through internal clients will be accepted or reviewed.

The two (2) contracts combined must include all of the following services (M.1.a- M.1.d):

- a) Web and/or Offset printing **and** binding/finishing of large quantities of multiple paper based printed products such as manuals, booklets, posters etc.;
- b) Printing **and** binding/finishing of small quantities of multiple paper based printed products such as manuals, booklets, posters etc.;
- c) Storage of varied (consisting of a minimum of 30 different items) paper based printed matter such as manuals, instructions booklets, posters, kits, etc...; and
- d) Assembly of multiple items into individual bulk shipments **and** preparation for distribution to multiple locations in accordance with Canada Post Corporation processing standards.

Response Format

For EACH of the two (2) contracts submitted, the Bidder must provide the following information:

- M.1.1 A description of the "just-in-time" production requirements of the contract;
- M.1.2 As applicable to the contract, a description of the contract requirements as specified to meet a), b), c), and d);
- M.1.3 As applicable to the contract, a listing of the services provided to the Client to demonstrate each of the services as specified to meet a), b), c), and d);

- M.1.4 As applicable to the contract, the number of paper based printed products produced under the contract;
- M.1.5 As applicable to the contract, the quantity of each of the paper based printed products produced in individual production runs for each item;
- M.1.6 As applicable to the contract, the details to describe the required assembly of multiple items into individual bulk shipments **and** preparation for distribution to multiple locations in accordance with Canada Post Corporation processing standards;
- M.1.7 The contract dates (start date or end date) for which the services were provided (example: March 2012 or April 10, 2013 or March 2012 to present);
- M.1.8 Any activities undertaken by sub-contractors and/or joint venture partners;
- M.1.9 Client information for the contract (for example: client name or organization).

M.2 Project Manager

The Bidder must identify the Project Manager assigned to this project. This designated Project Manager must be an employee of the Bidder and must have a minimum of two (2) years experience (since October 2008; October 2008 to December 2008) working as a Project Manager or Client Account Representative managing a contract or contracts that includes the provision of services similar to the services outlined in the Statement of Work.

The contract or combined contracts must include all of the following services (M.2.a- M.2.d):

- a) Web and/or Offset printing **and** binding/finishing of large quantities of multiple paper based printed products such as manuals, booklets, posters etc.;
- b) Digital printing **and** binding/finishing of small quantities of multiple paper based printed products such as manuals, booklets, posters etc.;
- c) Storage of varied (consisting of multiple different items) paper based printed matter such as manuals, instructions booklets, posters, kits, etc...; and
- d) Assembly of multiple items into individual bulk shipments **and** preparation for distribution to multiple locations in accordance with Canada Post Corporation processing standards.

In order to demonstrate two (2) years experience, the Bidder must provide the start and end dates (month and year) of the period when the experience was acquired.

**** To demonstrate two(2) years experience the period of time that the proposed project manager (M.2.) worked in each identified place of employment as a project manager as specified for M.2 will be added to determine the number of years experience for evaluation purposes.**

Bidder's responses that do not provide the name and the specified details to demonstrate the experience requested for the Project Manager will be deemed non-responsive and will not be evaluated further.

Response Format:

The Bidder must provide the following information:

- M.2.1 The name and contact information of the Project Manager/Client account representative;
- M.2.2 A description of the "just-in-time" production requirements of EACH of the contracts;
- M.2.3 As applicable to the contract, a description of the contract requirements as specified to meet a), b), c), and d);
- M.2.4 As applicable to the contract, a listing of the services managed by the Project Manager/Client Account Representative to demonstrate management of each of the services as specified to meet a), b), c), and d);
- M.2.5 As applicable to the contract, the number of paper based printed products produced under the contract;

- M.2.6 As applicable to the contract, the quantity of each of the paper based printed products produced in individual production runs for each item;
- M.2.7 Assembly of multiple items into individual bulk shipments **and** preparation for distribution to multiple locations in accordance with Canada Post Corporation processing standards;
- M.2.8 The period during which the Project Manager /Client account representative managed the identified services (example: March 2012 to April 2013 or March 2012 to present; and
- M.2.9 Client information for whom the Project Manager/Client account representative managed the services.

M.3 Monotainers

The Bidder must submit a location where monotainers would be dropped-off and picked up within distribution area listed in the Annex A SOW. This single location must be able to accommodate 338 monotainers (more than 5,122.39 square feet) and must have a loading dock.

To demonstrate how they meet this criterion, the Bidder must provide:

- M.3.1 The complete address of location;
- M.3.2 The size of the Bidder's facility (in square feet) and the size of the area that will be dedicated to the monotainers; and
- M.3.3 The size (in square feet) of the loading dock.

RATED REQUIREMENTS

Maximum 58 points

R.1 QUALITY ASSURANCE

Maximum 20 points

The Bidder may respond to R.1 by providing the information required for **either R.1.a or for R.1.b.**

R.1.a Quality Assurance - ISO certification - Single Facility OR Multiple Facilities (includes subcontractors)

The Bidder should demonstrate ISO certification(s) relevant to the provision of printed items as described in the Statement of Work – Web and/or offset printing, binding/finishing, storage, and mail preparation/distribution activities.

R.1.a.1 The Bidder should identify the Bidder's facility or facilities* where the work activities will be conducted and which work activities would be completed by subcontractors

*Bidder's facility or facilities includes facilities that are owned by same legal entity as the Bidder and/or joint venture partner(s).

R.1.a.2 The Bidder should provide a copy of their current ISO certification(s) related to the Web and/or offset printing, binding/finishing, storage, and mail preparation/distribution activities as described in the Statement of Work. Should the Bidder propose to utilize multiple facilities, each holding ISO certification(s) relevant to this requirement, a copy of the current ISO certification(s) for each facility should be submitted with the proposal.

R.1.a.3 The Bidder should provide copies of the ISO work procedures relevant to each phase of the requirement – Web and/or offset printing, binding/finishing, storage, and mail preparation/distribution activities for internal and subcontracted production.

Should the Bidder propose to utilize multiple facilities, each holding ISO certification relevant to this requirement, a copy of the of the **ISO work procedures relevant to the work completed in the facility should be submitted with the proposal.**

Should the Bidder not provide a copy of any procedure for any facility identified, zero (0) points will be allocated for that procedure.

R.1.a Quality Assurance - ISO certification - Single Facility OR Multiple Facilities (includes subcontractors)			
R.1.a.1 Identify the Bidder's facility or facilities * where the work activities will be conducted and which work activities would be completed by subcontractors. *Bidder's facility or facilities includes facilities that are owned by same legal entity as the Bidder and/or joint venture partner(s).			
The description should demonstrate the Bidder's facility or facilities where the work activities will be carried out and which activities would be completed by subcontractors for all of the following activities:			
	Bidder's facility where work activity will be performed	Not demonstrated in description	Demonstrated in description
		0 Points	1 point
Web and/or offset printing activities,			
Binding/finishing activities			
Storage activities for printed matter			
Mail preparation/distribution activities			
Points allocated for R.1.a.1		/4 points	

R.1.a.2 ISO certification - Single Facility OR Multiple Facilities (includes subcontractors)	
ISO certification relevant to Web and/or offset printing, binding/finishing, storage, and mail preparation/distribution activities: Copy of current ISO certification(s) supplied for each facility identified and for each process.	
Web and/or offset printing	/2 Points
Binding/finishing	/2 Points
Storage of printed matter	/2 Points
Mail preparation/distribution	/2 Points
Points allocated for R.1.1.a.2	/8 Points
R.1.a.3 Copy of ISO work procedures relevant to the work completed in the facility identified for:	
Web and/or offset printing	/2 Points
Binding/finishing	/2 Points
Storage of printed matter	/2 Points
Mail preparation/distribution	/2 Points
Points allocated for R.1.1.a.3	/8 Points
(R.1.a.1 + R.1.a.2 + R.1.a.3) Total Points Allocated for R.1.a /20 points	

OR

Should the Bidder not hold ISO certification relevant to this requirement, or, propose to utilize multiple facilities, where at least one (1) of the facilities does not hold ISO certification relevant to this requirement, then the Bidder should provide their response as stated in R.1.b In this case, only the information provided for R.1.b will be evaluated.

R.1.b Quality Assurance: Single Facility or Multiple Facilities

The Bidder should provide a detailed description of the Quality Assurance Program and quality control procedures that the Bidder proposes to utilize for storage management, work order processing, web/ off-set printing, mail preparation/distribution.

R.1.b.1 QA Program

The Bidder should provide a detailed description to:

Identify the Bidder's facility or facilities* where the work activities will be conducted and which work activities would be completed by subcontractors.

*Bidder's facility or facilities includes facilities that are owned by same legal entity as the Bidder and/or joint venture partner(s).

R.1.b.2. Describe the degree to which the Bidder's Quality Assurance Program has been formalized as corporate policy and communicated to employees.

R.1.b.3 QA Procedures: The Bidder should provide a detailed description of the Bidder's quality control procedures for internal production and for production by subcontractors.

- Describe the quality control procedures for order reception and processing/verification of the data through transferring the order information into the production areas;
- Describe the fulfillment quality control procedures for acceptance and verification of the order information, assembly of the orders and preparation of the completed product for distribution;
- Describe the print management quality control procedures for acceptance and verification of the print order information and monitoring of the web and offset print production for internal and for subcontracted production;
- Describe the quality control procedures for bulk order distribution of ordered items to over 100 locations across Canada

R.1.b.1 Identify the Bidder's facility or facilities * where the work activities will be conducted and which work activities would be completed by subcontractors. *Bidder's facility or facilities includes facilities that are owned by same legal entity as the Bidder and/or joint venture partner(s).		
The description should demonstrate the Bidder's facility or facilities where the work activities will be carried out and which activities would be completed by subcontractors for all of the following activities:	Not demonstrated in description	Demonstrated in description
	0 Points	1 point
Web and/or offset printing		
Binding/finishing of printed items		
Storage of printed matter		
Mail preparation/distribution		
Points allocated for R.1.b.1	/4 points	
R.1.b.2 Describe the degree to which the bidder's Quality Assurance Program has been formalized as corporate policy and communicated to employees		
The description should demonstrate:	Not demonstrated in description	Demonstrated in description
	0 Points	1 point
That the Bidder's Quality Assurance Program has been formalized as corporate policy		
That the Bidder's corporate quality assurance procedures are		

included in corporate Quality Assurance manuals which are monitored and updated regularly by designated quality assurance representatives		
That the Bidder's corporate quality assurance procedures are available for reference in all areas of the bidder's facility(ies) as appropriate to the work being performed by each		
That the Bidder's corporate quality assurance procedures form a part of the training of new employees		
Points allocated for R.1.b.2	/4 points	

R.1.b.3 Describe the Bidder's quality control procedures for internal production and for production by subcontractors for the work activities and how the Bidder would implement their quality assurance procedures to meet ELECTIONS CANADA requirements.			
Description of the quality control procedures the Bidder proposes to use for all of the following work activities:	Descripti on not provided	Description provides sufficient information to describe the Bidder's quality control procedures for internal production or for production by subcontractors	Description provides sufficient information to describe the Bidder's quality control procedures for internal production or for production by subcontractors AND Demonstrates how the Bidder would implement their QA procedures for Elections Canada items
	0 Points	1 Point	2 Points
Receipt and processing of work requests			
Print management including verification of the print request information			
Print management including production and verification of proofs			
Print management of print production processes including verification against the print request information			
Management of bindery/finishing activities including verification against the print request information			
Mail preparation / Distribution to comply with Canada Post standards for processing			
Points allocated for R.1.b.3	/12 points		
(R.1.b.1 + R.1.b.2 + R.1.b.3) Total Points Allocated for R.1.b			/20 points

**R.1.a (R.1.a.1 + R.1.1.a.2 + R.1.1.a.3) OR R.1.b (R.1.b.1 + R.1.b.2 +R.1.b.3)
EVALUATED TOTAL POINTS R.1 : _____/20 POINTS**

R.2 ENVIRONMENTAL PRACTICES

Maximum 10 points

The Environmental program(s) under which the Bidder is certified:

Should the Bidder hold certification from recognized Environmental programs, they should provide a copy of any current, relevant certifications that are claimed as part of their proposal.

Should a Bidder hold either Environmental Choice Program - certification for Digital Printing Services or Chain of Custody certification from a Forest Management Program (FSC, SFI, CSA/SFMS) or ISO 14001 certification they are not required to respond to R.2.1.b.

Bidders claiming certification and failing to provide a copy of the certification will receive 0 points for R.2.

R.2.1.a Environmental practices - Certification	
Bidders holding either Environmental Choice Program, certification for Digital Printing Services or Chain of Custody certification from a Forest Management Program (FSC, SFI, CSA/SFMS) or ISO 14001 certification may provide a copy of the certification. 10 points will be awarded for the certification.	
Bidders claiming certification and failing to provide a copy of the certification will receive 0 points for R4.	
The Bidder holds Environmental Choice Program, certification for Digital Printing Services Or Chain of Custody certification from a Forest Management Program - FSC, SFI, CSA/SFMS: Or ISO 14001	
Total Points for R.2.1.a	/10

OR

Bidders should describe their current corporate environmental practices. At a minimum the description is to provide information on the Bidder's environmental practices related to materials and hardware.

R.2.1.b Environmental practices	
Bidders are to describe their current corporate environmental practices. At a minimum the description is to provide information on the Bidder's environmental practices related to materials and hardware.	
The Bidder:	
Recycles all scrap paper	____ /1 Point
Recycles all scrap paper packaging material	____ /1 Point
Recycles or uses environmentally safe methods of disposing of all scrap shipping material	____ /1 Point
Recycles or uses environmentally safe methods of disposing of all scrap plastic and metal binding material.	____ /1 Point
Recycles or uses environmentally safe methods of disposing of used toner and ink cartridges and recycles or uses environmentally safe methods of disposing of used printing plates	____ /1 Point
Recycles or uses environmentally safe methods of disposing of binding adhesives and other chemicals	____ /1 Point
Promotes use of paper containing recycled content; packaging material contains	____ /1 Point

recycled content	
Automated equipment enters standby mode after one hour	/1 Point
Company policy requires that non-automated equipment is turned off when not in use	/1 Point
Company captures potentially harmful VOCs or dust from production processes	/1 Point
Total Points for R.2.1.b	/10 points

EVALUATED TOTAL POINTS R.2: _____ /10 Points

R.3 BUSINESS CONTINUITY PLAN

Maximum 28 points (R.3.1 + R.3.2)

Bidders should demonstrate their capability to maintain production and delivery of the Elections Canada requirements during events that would negatively impact their normal operations. Bidders should demonstrate this capability by providing a Business Continuity Plan (BCP) for each facility (physical plant where work required under the Contract is carried out including facilities that are owned by same legal entity as the Bidder and/or joint venture partner(s) and subcontractor's facilities) identified in their proposal.

R.3.1 Bidders are to provide a Business Continuity Plan (BCP) for each facility identified in their proposal.

R.3.1 Bidders are to provide a Business Continuity Plan (BCP) for each facility identified in their proposal.		
No BCP provided for any facility identified in the Bidder's proposal	BCP incomplete. BCP provided for some facilities identified in the Bidder's proposal	BCP complete. BCP provided for all facilities identified in the Bidder's proposal
0 Points	1 Point	2 Points
Points allocated for R.3.1		/2 points
Points allocated for R.3.1 _____ /2 Multiplied by a weighting factor of 2 =		
Total Points Allocated for R.3.1 _____ /4 points		

R.3.2 Corporate BCP

Bidders are to describe the extent to which a corporate BCP has been developed and implemented within the Bidder's organization.

The information provided should clearly demonstrate the Bidder has implemented a corporate BCP that:

- Is part of the corporate policies and procedures, tested for "real world" relevance and reviewed and revised as required in order to be current;
- Demonstrates the Bidder has established a corporate management team for Business Continuity with defined roles and responsibilities;
- Demonstrates the Bidder has established protocols for Business Continuity for escalating levels of incident management up to disaster recovery; and
- Is communicated throughout the company.

R.3.2 Bidders are to describe the extent to which a corporate BCP has been developed and implemented within the organization.			
The description of the extent to which a corporate BCP has been developed and implemented within the Bidder's organization should provide sufficient details to demonstrate:	Description not provided	Information incomplete or unclear	Information complete.
	0 Points	1 Point	2 Points
That the BCP is a part of the Bidder's corporate policies and procedures			
That the BCP is tested for "real world" relevance			
That the BCP is reviewed and revised as required in order to be current			
That the bidder has established a corporate management team for Business Continuity with defined roles and responsibilities			
That the bidder has established protocols for Business Continuity for escalating levels of incident management up to disaster recovery			
That the BCP is communicated throughout the company			
Points allocated for R.3.2		/12 Points	
Points allocated for R.3.2 <u>12</u> Multiplied by a weighting factor of 2 =			
Total Points Allocated for R.3.2 <u>24</u> /24 points			

EVALUATED TOTAL POINTS R.3 (R.3.1 + R.3.2):
/28 Points