

**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 Aviation document booklets and labe	
Solicitation No. - N° de l'invitation T8518-130090/B	Date 2014-12-02
Client Reference No. - N° de référence du client T8518-130090	
GETS Reference No. - N° de référence de SEAG PW-\$\$CW-010-66268	
File No. - N° de dossier cw010.T8518-130090	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2015-01-13	
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: Gagné-Templeman, Kathleen	Buyer Id - Id de l'acheteur cw010
Telephone No. - N° de téléphone (613) 990-9189 ()	FAX No. - N° de FAX () -
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: DEPARTMENT OF TRANSPORT Chief, Operational Support Services 2655 LANCASTER RD OTTAWA Ontario K1B4L5 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

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File No. - N° du dossier

cw010T8518-130090

Buyer ID - Id de l'acheteur

cw010

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PART 1 - GENERAL INFORMATION

1.1 Introduction

The bid solicitation is divided into seven (7) 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 Security, Financial and Other Requirements: includes specific requirements that must be addressed by bidders; and
- Part 7 Resulting Contract Clauses: includes the clauses and conditions that will apply to any resulting contract.

The Annexes include the Statement of Work, the Basis of Payment, the Security Requirements Checklist, the Federal Contractors Program for Employment Equity - Certification, and the Evaluation grids.

1.2 Summary

STREAM A: Transport Canada Civil Aviation (TCCA) has a requirement for a Contractor to continue with the printing of the **Aviation Document Booklet** (ADB) that is similar in appearance to, and having some similar security features as the Canadian Passport. The Contractor will also print specialized labels, on an "as required" basis.

STREAM B: Transport Canada Civil Aviation (TCCA) has a requirement for a Contractor to provide warehousing of pre-printed Aviation Document Booklets and labels, order reception and fulfillment, insertion of labels and distribution of orders using Transport Canada (TC) envelopes with postage paid on Transport Canada's account on an "as required" basis.

Unless otherwise stated, the printing and customization is to follow the existing ADBs and labels exactly and in all regards.

Contractors bidding on this tender are to clearly identify with they are bidding on Stream A or Stream B or bidding on both Stream A and Stream B. This requirement may result in the issuance of two (2) separate contracts, one (1) for Stream A and one (1) for Stream B.

The contract or contracts will be in effect from the date of award until December 31, 2017.

There are security requirements associated with this requirement. For additional information, consult Part 6 - Security, Financial and Other Requirements, and Part 7 - Resulting Contract Clauses. For more information on personnel and organization security screening or security clauses, bidders should refer to

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the [Industrial Security Program \(ISP\)](http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html) of Public Works and Government Services Canada (<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>) website”.

As per the Integrity Provisions under section 01 of Standard *Instructions 2003*, bidders must provide a list of all owners and/or Directors and other associated information as required. Refer to section [4.21](#) of the *Supply Manual* for additional information on the Integrity Provisions.

For services requirements, Bidders must provide the required information as detailed in article 2.3 of Part 2 of *the bid solicitation*, in order to comply with Treasury Board policies and directives on contracts awarded to former public servants.

The requirement is limited to Canadian goods and/or services.

The Federal Contractors Program (FCP) for employment equity applies to this procurement; see Part 5 - Certifications, Part 7 - Resulting Contract Clauses and the annex titled [Federal Contractors Program for Employment Equity - Certification.](#)”

1.3 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 from receipt of the results of the bid solicitation process. The debriefing may be in writing, by telephone or in person.

PART 2 - BIDDER INSTRUCTIONS

2.1 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) (<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.

Subsection 5.4 of [2003](#), Standard Instructions - Goods or Services - Competitive Requirements, is amended as follows:

Delete: 60 days
Insert: 120 days

2.1.1 SACC Manual Clauses

B4024T - 2006-08-15 - No Substitute Products

2.2 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.

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

2.3 Former Public Servant

A3025T

Contracts awarded to former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny, and reflect fairness in the spending of public funds. In order to comply with Treasury Board policies and directives on contracts awarded to FPSs, bidders must provide the information required below before contract award. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of bids is completed, Canada will inform the Bidder of a time frame within which to provide the information. Failure to comply with Canada's request and meet the requirement within the prescribed time frame will render the bid non-responsive.

Definitions

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

- a. an individual;

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

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

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

Former Public Servant in Receipt of a Pension

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

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

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

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

Work Force Adjustment Directive

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

If so, the Bidder must provide the following information:

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

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

2.4 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than ten (10) 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.

2.5 Applicable Laws

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

2.6 Improvement of Requirement During Solicitation Period

Should bidders consider that the specifications or Statement of Work contained in the bid solicitation could be improved technically or technologically, bidders are invited to make suggestions, in writing, to the Contracting Authority named in the bid solicitation. Bidders must clearly outline the suggested improvement as well as the reason for the suggestion. Suggestions that do not restrict the level of competition nor favour a particular bidder will be given consideration provided they are submitted to the Contracting Authority at least twelve (12) days before the bid closing date. Canada will have the right to accept or reject any or all suggestions.

PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

Bidders may submit a bid for either Stream A or Stream B or for both Streams A and B.

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

Section I: Technical Bid – Stream A - **(4 hard copies) (and 1 soft copy on USB key)**
 Technical Bid – Stream B - **(4 hard copies) (and 1 soft copy on USB key)**

Section II: Financial Bid – Stream A - **(1 hard copy) (and 1 soft copy on USB key)**
 Financial Bid – Stream B - **(1 hard copy) (and 1 soft copy on USB key)**

Section III: Certifications **(1 hard copy)**

Section IV: Additional Information **(1 hard copy) (and 1 soft copy on USB key)**

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 – Stream A and Stream B

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 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 – Stream A and Stream B

3.1.1 Bidders must submit their financial bid in accordance with the Pricing Schedule detailed in the Basis of Payment in Annex "B". The total amount of Applicable Taxes must be shown separately.

Section III: Certifications – Stream A and Stream B

Bidders must submit the certifications required under Part 5.

Section IV: Additional Information – Stream A and Stream B

3.1.2 Bidder's Proposed Site(s) or Premises Requiring Safeguarding Measures

3.1.2.1 As indicated in Part 6 under Security Requirements, the Bidder must provide the full address(es) of the Bidder's and proposed individual(s)' site(s) or premises for which safeguarding measures are required for Work Performance:

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

3.1.2.2 The Company Security Officer (CSO) must ensure through the [Industrial Security Program \(ISP\)](#) that the Bidder and proposed individual(s) hold a valid security clearance at the required level, as indicated in Part 6 – Security, Financial and Other Requirements.

3.1.2.3 Bidder's Proposed Subcontractors

As indicated in Part 6 under Security Requirement, the Bidder must provide the required information below, on the Bidder's proposed subcontractors required for Work Performance.

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

What work will be performed in this location?

3.1.3. Integrity Provisions

List of names and or other related information as needed, pursuant to section 01 of Standard Instructions 2003.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures – Stream A and Stream B

Bids submitted for Stream A and Stream B will be evaluated separately.

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

4.1.1 Technical Evaluation – Stream A and Stream B

- 4.1.1.1 Stream A - Mandatory and point rated technical evaluation criteria are included in Annex “E” (E.1).
- 4.1.1.2 Stream B - Mandatory and point rated technical evaluation criteria are included in Annex “E” (E.2).

4.1.2 Financial Evaluation – Stream A and Stream B

- 4.1.2.1 Stream A: The Financial Evaluation will be based on the total aggregate price of the financial proposal.

To determine the total aggregate price, the firm all inclusive prices submitted in the Annex B, Basis of Payment will be calculated as specified in the Annex B Basis of Payment – B.1.1 – Stream A.

- 4.1.2.2 Stream B: The Financial Evaluation will be based on the total aggregate price of the financial proposal using the Excel spreadsheet.

To determine the total aggregate price, the firm all inclusive prices submitted in the Annex B, Basis of Payment will be calculated as specified in the Annex B Basis of Payment – B.1.2 – Stream B.

- 4.1.2.3 Mandatory Financial Criteria – Stream A and Stream B

SACC Manual Clause [A0220T](#) (2014-06-26), Evaluation of Price

4.2 Basis of Selection – Stream A and Stream B

- 4.2.1 *SACC Manual* Clause [A0035T](#) (2007-05-25), Basis of Selection – Lowest price per point

4.2.1.1 Stream A - Basis of Selection

To be declared responsive, a bid must:

- a. comply with all the requirements of the bid solicitation;
- b. meet all the Stream A - mandatory technical evaluation criteria;
- c. obtain the required minimum of 294 points overall for the Stream A technical evaluation criteria which are subject to point rating. The rating is performed on a scale of 396 points.

Bids not meeting (a) (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.

The price per point, will be calculated as follows:

The Total Aggregate Price of the financial evaluation will be divided by the total number of points achieved under the technical evaluation - Stream A to obtain the price per point.

4.2.1.2 Stream B - Basis of Selection

To be declared responsive, a bid must:

- a. comply with all the requirements of the bid solicitation;
- b. meet all the Stream B - mandatory technical evaluation criteria;
- c. obtain the required minimum of 252 points overall for the Stream B technical evaluation criteria which are subject to point rating. The rating is performed on a scale of 336 points.

Bids not meeting (a) (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.

The price per point, will be calculated as follows:

The Total Aggregate Price of the financial evaluation will be divided by the total number of points achieved under the technical evaluation - Stream B to obtain the price per point.

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.

5.1 Certifications 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 specified will render the bid non-responsive.

5.1.1 Integrity Provisions - Associated Information

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

5.1.2 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](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml)" 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.

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5.1.3 Additional Certifications Precedent to Contract Award

5.1.3.1 Canadian Content Certification

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

This procurement is limited to Canadian services.

The Bidder certifies that:

() the service offered is a Canadian service as defined in paragraph 2 of clause A3050T.

PART 6 – SECURITY AND FINANCIAL REQUIREMENTS

6.1 Security Requirements

1. **AT THE DATE OF BID CLOSING**, the following conditions must be met:
 - (a) the Bidder must hold a valid organization security clearance as indicated in Part 7 - Resulting Contract Clauses;
 - (b) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work site(s) must meet the security requirement as indicated in Part 7 - Resulting Contract Clauses;
 - (c) the Bidder's proposed location of work performance or document safeguarding must meet the security requirement as indicated in Part 7 - Resulting Contract Clauses;
 - (d) the Bidder must provide the address(es) of proposed location(s) of work performance or document safeguarding as indicated in Part 3 - Section IV Additional Information.
2. **Before award of a contract** the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites. 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
3. For additional information on security requirements, bidders should refer to the [Industrial Security Program \(ISP\)](http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html) of Public Works and Government Services Canada (<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>) website.

6.2 Financial Capability

SACC Manual clause A9033T (2012-07-16), Financial Capability

PART 7 - RESULTING CONTRACT CLAUSES – STREAM A AND STREAM B

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

7.1 Statement of Work

The Contractor must perform the Work in accordance with the Statement of Work at Annex "A".

7.1.1 Optional Goods and/or Services

The Contractor grants to Canada the irrevocable option to acquire the goods, services or both described at Annex A of the Contract under the same conditions and at the prices and/or rates stated in the Contract. The option may only be exercised by the Contracting Authority and will be evidenced, for administrative purposes only, through a contract amendment.

The Contracting Authority may exercise the option at any time before the expiry of the Contract by sending a written notice to the Contractor.

7.2 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) (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

7.2.1 General Conditions

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

7.2.2 Supplemental General Conditions

4008 (2008-12-12) Personal Information, apply to and form part of the Contract.

7.3 Security Requirements

7.3.1 The following security requirements (*SRCL and related clauses provided by ISP*) apply and form part of the Contract.

1. The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer, hold a valid **Designated Organization Screening (DOS) with approved Document Safeguarding and Production Capabilities at the level of PROTECTED B**, issued by the Canadian Industrial Security Directorate, Public Works and Government Services Canada.
2. The Contractor/Offeror personnel requiring access to PROTECTED information, assets or work site(s) **must EACH hold a valid RELIABILITY STATUS**, granted or approved by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).
3. The Contractor **MUST NOT utilize its Information Technology systems** to electronically process, produce or store PROTECTED information until the CISD/PWGSC has issued written

approval. After approval has been granted or approved, these tasks may be performed at the level of **PROTECTED B (including an IT Link at the level of B)**.

4. Subcontracts which contain security requirements are **NOT** to be awarded without the prior written permission of CISD/PWGSC.
5. The Contractor must comply with the provisions of the:
 - (a) Security Requirements Check List and security guide, attached at Annex C;
 - (b) Industrial Security Manual (Latest Edition)

7.3.2 Contractor's Site(s) or Premises Requiring Safeguarding Measures

- 7.3.2.1** The Contractor must diligently maintain up-to-date, the information related to the Contractor's and individual(s) site(s) or premises, where safeguarding measures are required in the performance of the Work, for the following address(es):

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

- 7.3.2.2** The Company Security Officer (CSO) must ensure through the [Industrial Security Program \(ISP\)](#) that the Contractor and individual(s) hold a valid security clearance at the required level.

7.4 Term of Contract

7.4.1 Period of the Contract

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

7.4.2 Option to Extend the Contract

Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to two (2) additional one (1) 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 at least 30 calendar days 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.

7.5 Authorities

7.5.1 PWGSC Contracting Authority

The Contracting Authority for the Contract is:

Kathleen Gagné-Templeman
Public Works and Government Services Canada
Acquisitions Branch
Communications Procurement Directorate
12th Floor, 360 Albert Street

Solicitation No. - N° de l'invitation
T8518-130090/B
Client Ref. No. - N° de réf. du client
T8518-130090

Amd. No. - N° de la modif.
File No. - N° du dossier
CW010. T8518-130090

Buyer ID - Id de l'acheteur
CW010
CCC No./N° CCC - FMS No./N° VME

Ottawa, ON K1A 0S5

Telephone: 613-990-9189
Facsimile: 613-991-5870

E-mail address: kathleen.gagne-templeman@tpsgc-pwgsc.gc.ca

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.

7.5.2 TC Project Authority

The TCCA Project Authority is a representative from the client department whose name will be specified in the contract.

The TCCA Project Authority, for the duration of the contract, is the Chief, Commercial Flight Standards, Civil Aviation, Transport Canada. The TCCA Project Authority is responsible for the management of Transport Canada's internal needs, including product content and all invoicing and payment issues, and will provide all the information needed for the items listed within this contract to the TC Procurement Authority. The TCCA Project Authority will forward any changes and/or revisions to the established schedules to the TC Procurement Authority in writing.

The TCCA Project Authority is the representative of the department or agency for whom the Work is being carried out under the Contract. The TCCA 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.

7.5.3 TC Procurement Authority

The TC Procurement Authority is a representative from the client department whose name will be specified in the contract.

The TC Procurement Authority, for the duration of the contract, is the Chief, Operational Support Services (AAFBD), 2655 Lancaster Road, Ottawa, ON and is responsible for the management of this contract and any communication with the Contractor and/or Contracting Authority.

The TC Procurement Authority (or delegated representative) is the authority for the printing, technical specifications, quality assurance and the overall management of this contract on the part of Transport Canada with the Contractor and the Contracting Authority.

All questions regarding the Work, including technical specifications and quality assurance will be referred to the TC Procurement Authority.

The TC Procurement Authority named above 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 Technical authority, however the TC Procurement 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.

7.5.4 Contractor's Representative

General Enquiries (Project Manager)

Name: _____

Telephone: _____ - _____ - _____

Fax: _____ - _____ - _____

E-mail _____

Replacement for Project Manager

Name: _____

Telephone: _____ - _____ - _____

Fax: _____ - _____ - _____

E-mail _____

7.6 Proactive Disclosure of Contracts with Former Public Servants

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

7.7 Payment

7.7.1 Basis of Payment

The Contractor will be paid in accordance with Annex "B" for Work performed pursuant to the Contract.

7.7.2 Limitation of Expenditure

1. Canada's total liability to the Contractor under the Contract must not exceed \$ _____. Customs duties are included and Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.
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.

7.7.3 Payment

SACC Manual clause H1001C (2008-05-12) Multiple Payments (Stream A)
SACC Manual clause H1008C (2008-05-12) Monthly Payments (Stream B)

7.8 Invoicing Instructions

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.

Invoicing will be by electronic means (email) and payment by Transport Canada will be by Direct Deposit.

2. Invoices must be distributed as follows:
 - a. The **original copy must be forwarded to the TC Project Authority** identified under the section entitled "Authorities" of the Contract for certification and payment.
 - b. **One (1) copy must be forwarded to the TC Procurement Authority** identified under the section entitled "Authorities" of the Contract for certification and payment.
 - c. **One (1) copy must be forwarded to the Contracting Authority** identified under the section entitled "Authorities" of the Contract.

7.9 Certifications

7.9.1 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.

7.9.2 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.

7.9.3 SACC Manual Clauses

SACC Manual Clause A3060C (2008-05-12) Canadian Content Certification.

7.10 Applicable Laws

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

7.11 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 4008 (2008-12-12) Personal Information;
- (c) the general conditions 2030 (2014-09-25), Higher Complexity - Goods;
- (d) Annex A, Statement of Work;
- (e) Annex B, Basis of Payment;
- (f) Annex C, Security Requirements Check List and Guide;
- (g) Annex D, Federal Contractors Program for Employment Equity - Certification;
- (h) the Contractor's bid dated _____, (*date of bid*).

7.12 Insurance

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

7.13 Protection and Security of Data Stored in Databases

1. The Contractor must ensure that all the databases containing any information related to the Work are located in Canada or, if the Contracting Authority has first consented in writing, in another country where:
 - a. equivalent protections are given to personal information as in Canada under legislation such as the [Privacy Act](#), R.S. 1985, c.P-21, and the [Personal Information Protection and Electronic Documents Act](#), S.C. 2000, c.5, and under any applicable policies of the Government of Canada; and
 - b. the laws do not allow the government of that country or any other entity or person to seek or obtain the right to view or copy any information relating to the Contract without first obtaining the Contracting Authority's written consent.

In connection with giving its consent to locating a database in another country, the Contracting Authority may, at its option, require the Contractor to provide a legal opinion (from a lawyer qualified in the foreign country) that the laws in that country meet the above requirements, or may require the Contractor to pay for Canada to obtain such a legal opinion. Canada has the right to reject any request to store Canada's data in a country other than Canada if there is any reason to be concerned about the security, privacy, or integrity of Canada's data. Canada may also require that any data sent or processed outside of Canada be encrypted with Canada-approved cryptography and that the private key required to decrypt the data be kept in Canada in accordance with key management and storage processes approved by Canada.

2. The Contractor must control access to all databases on which any data relating to the Contract is stored so that only individuals with the appropriate security clearance are able to access the database, either by using a password or other form of access control (such as biometric controls).

3. The Contractor must ensure that all databases on which any data relating to the Contract is stored are physically and logically independent (meaning there is no direct or indirect connection of any kind) from all other databases, unless those databases are located in Canada (or in an another country approved by the Contracting authority under subsection 1) and otherwise meet the requirements of this article.
4. The Contractor must ensure that all data relating to the Contract is processed only in Canada or in another country approved by the Contracting Authority under subsection 1.
5. The Contractor must ensure that all domestic network traffic (meaning traffic or transmissions initiated in one part of Canada to a destination or individual located in another part of Canada) is routed exclusively through Canada, unless the Contracting Authority has first consented in writing to an alternate route. The Contracting Authority will only consider requests to route domestic traffic through another country that meets the requirements of subsection 1.
6. Despite any section of the General Conditions relating to subcontracting, the Contractor must not subcontract (including to an affiliate) any function that involves providing a subcontractor with access to any data relating to the Contract unless the Contracting Authority first consents in writing.

7.14 SACC Manual Clauses

SACC Reference	Section	Date
D5328C	Inspection and Acceptance	2007-05-25
P1005C	Packaging and Packing of Printed Products	2010-01-11
P1009C	Author's Alterations	2007-11-30
P1010C	Quality Levels for Printing	2010-01-11
P1011C	Quality Levels for Colour Reproduction	2010-01-11
P1013C	Quality Levels for Forms	2010-01-11
P1016C	Quality Levels for Binding	2010-01-11

ANNEX “A”

STATEMENT OF WORK – STREAM A

PRINTING AND FINISHING OF AVIATION DOCUMENT BOOKLETS (ADB) AND LABELS

A void copy of an existing ADB will be provided to the Contractor for assessment purposes and must be returned to the Contracting Authority. Unless otherwise stated, the printing and customization is to follow the existing ADB exactly and in all regards.

Example copies of existing labels are provided and must be returned to the Contracting Authority. Unless otherwise stated the printing and customization is to follow the existing labels exactly and in all regards.

STREAM A – OVERVIEW

Transport Canada Civil Aviation (TCCA) has a requirement for a Contractor to continue with the printing of the **Aviation Document Booklet** (ADB) that is similar in appearance to, and having some similar security features as the Canadian Passport.

The Contractor must also print specialized labels, on an “as required” basis.

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

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

STREAM A – DETAILED REQUIREMENTS

1. Genreal Specifications

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

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

The design and text will be provided by the TC Procurement Authority. The external cover page will be a heavy wear-resistant jacket, front and back that securely binds and protects the internal pages. Special security features must be imbedded in the printing on the insides of both the front and back cover and the pages (See [Fig. A-1](#)).

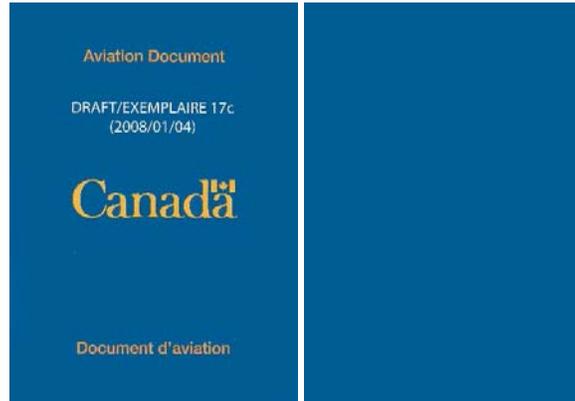


Fig. A-1 – Front and Back Cover

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

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

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

- Licence/Permit (See [Fig. A-2](#)); and
- Medical Certificates (See [Fig. A-3](#)).

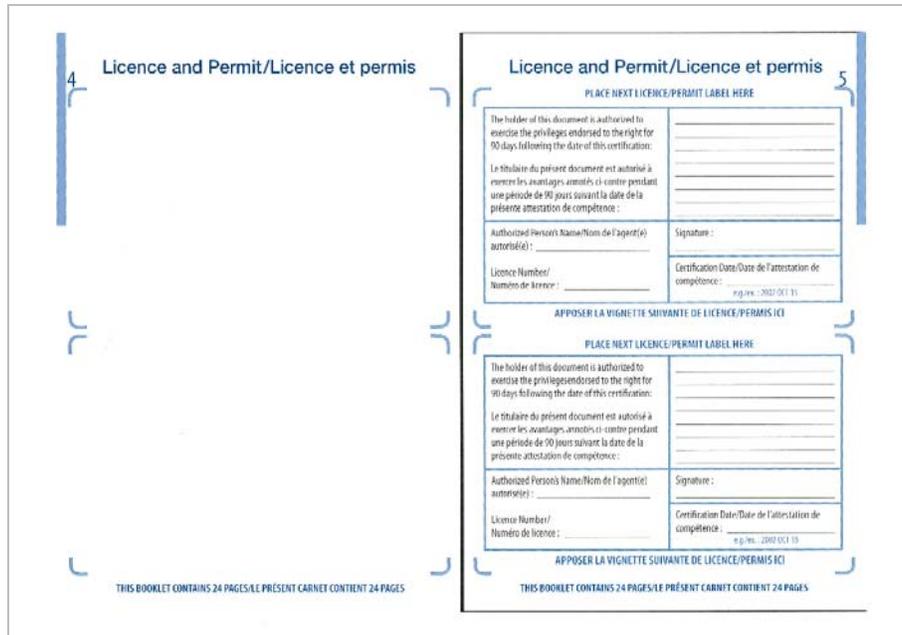


Fig. A-2 – Licence/Permit



Fig. A-3 – Medical Certificates

1.1 Aviation Document Booklet (ADB)

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

The ADB also includes a “sewn-in” laminate before page 1 which is adhered to page 2 after customization.

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

1.1.1 Finished Trim Size:

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

1.1.2 Printing Specifications:

Booklet Cover Page (Outside):

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

Booklet inside cover (Front):

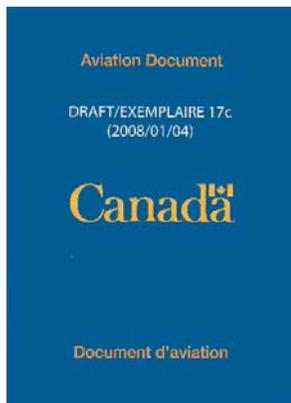
- The text is to be exactly the same as the text on the void ADB provided.

Booklet inside cover (Back):

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

The Contractor must produce ADBs as per the sample from a previous production including the following:

- Lithographic printing on all text pages with background tint provided by ten (10) different coloured inks, as per the specifications, a different colour has been allocated to the border around each label.
- The text pages and inside back cover are printed in a dark grey ink. Intaglio printing is found on the inside front cover (end-leaf), the inside back cover (end-leaf) and on page 3.
- Letterpress printing of the alphanumeric number and 1D bar code is required on page 3 in black ink. Each booklet blank must be consecutively numbered as per the specification. Numbering instructions will be provided to the Contractor by the TC Procurement Authority , as required;
- The Booklet Number must be printed on Page 24. This number is serialized and 1D bar coded to each booklet, in sequence, and provides inventory control. Numbering instructions will be provided to the Contractor by the TC Procurement Authority, as required;
- Duplicate or missing serial numbers will not be acceptable; and
- Embossing on the front cover is to be the CANADA Wordmark®.



- The security printing techniques that are required for the ADBs include:
 - Variable line width relief pattern;
 - Variable size reverse and micro lettering;
 - Anti-copy line patterns;
 - Variable size wavy text;
 - Three level multiplex feature;
 - Fine line Guilloche patterns on End sheet and data page and on back End sheet;
 - Single colour tactile intaglio printing with latent image and white line Guilloche pattern;
 - Rainbow (prismatic printing);
 - Reactive (solvent sensitive) inks on all pages;
 - UV inks on all pages;
 - Three level multiplex feature with embedded page numbers;
 - Laser perforation numbering;
 - Unique document number/barcode on page 24; and
 - Printing of a security seal unique to Transport Canada on specified pages.

1.1.3 Materials – Including Security Features:

Cover	- 0.25 Tanotex (or acceptable equivalent ¹) blue;
Text pages	- Special watermarked security paper, - Minimum thickness 90gsm, receptive to ink jet printing, - Resistant to bleed through, - Optically dead text paper with invisible fluorescing fibres; - Chemically reactive paper (solvent sensitive);
Embossing	- Synthetic gold foil.
Laminate	- Variable sized flowing visible text on laminate; - Invisible fluorescent UV image printed. - Heat activated adhesive coated one side providing a protective cover to the data page (3) following customization.

1.1.4 Laser Holes:

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

1.2 Unique Labels on Label Carrier Sheets

The TC Procurement Authority will provide the Contractor with the label designs. The Contractor must supply and print the labels.

The permits, licences and medical certificates will be presented in the form of a unique label.

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

1.2.1 Label Basic Principles:

- Labels must follow the exact format shown in the attached blank label on label carrier sheet (See Fig. A-4);
- The label and label carrier are part of the same sheet. Blank labels are pre-printed and kiss-cut on the label carrier.

1.2.2 Security Printing Techniques Required for the Labels on Carrier Sheets include:

- Single colour background printing incorporating fine line interlocking security pattern;
- UV Reactive (solvent sensitive) penetrating ink for logo and FIP;
- Secure lithographic printing (invisible and UV); and
- Optically variable inks (OVI).

1.2.2.1 Numbering on the Label Carrier:

1D bar coded to each booklet. Numbering instructions will be provided to the Contractor by the TC Procurement Authority, as required. The bar code will be machine readable with corresponding visual number for verification.

¹ Equivalent cover material must be cloth based able to withstand handling and use for a period of not less than five (5) years.

1.2.3 Material – Labels on Label Carrier (Including Security Features):

- Optically dead text paper with one (1) colour invisible UV fibres, visible UV fibres and two (2) colour visible (non-UV) fibres;
- Chemically reactive paper (solvent sensitive); and
- Non-peelable permanent adhesive, strong enough to prevent the label, once attached, from being removed without destroying it (same as motor vehicle licence plate stickers). There is a possibility to have the label made of a frangible type of paper. Contractor to confirm with the PWGSC Contracting Authority.

1.2.4 Dimensions – Labels on Label Carrier

The label is formed by kiss-cutting into the carrier sheet as per the sample supplied.

- The label carrier dimensions are 225 mm x 103 mm; and
- The label dimensions are 78 mm x 50 mm.

1.2.5 Label Criteria

General:

The labels and label carrier will be exactly the same in all regards to the existing labels currently in use unless otherwise stated.

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

- Licence and Permit; and
- Medical Certification.

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

Each label/label carrier will be used as pre-printed stock to draw from when a permit, licence, or medical certificate is required to be printed.

The label will form part of a carrier ("Label Carrier") that is the document that will supplied for customization.

The dashed line indicates the "Kiss Cut" (See [Fig. A-4](#)).

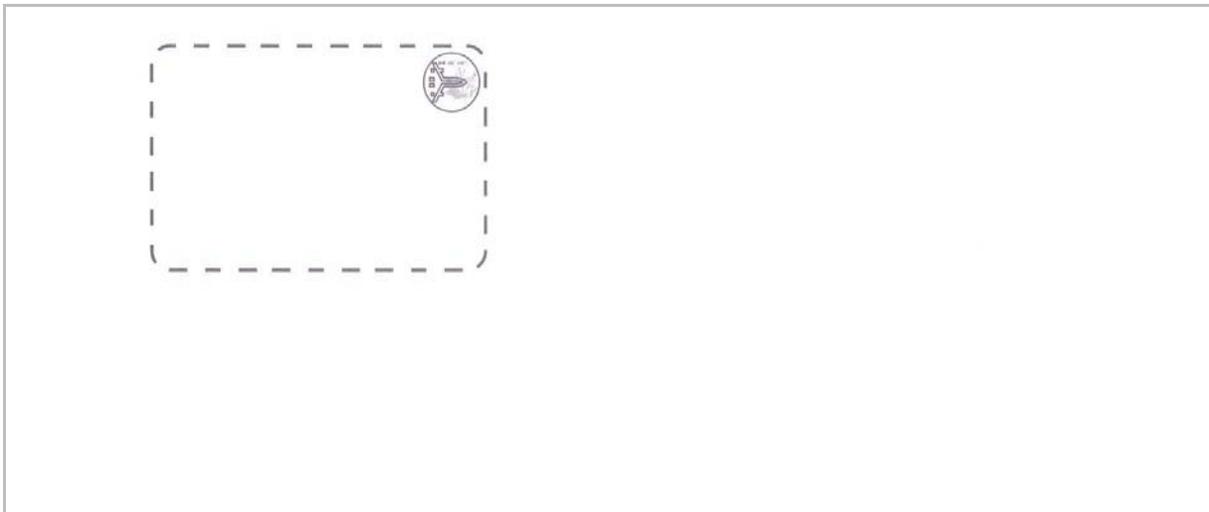


Fig. A-4 – Pre-Printed Stock Prior to Personalization

The Contractor must ensure that alignment and positioning of the kiss-cut label, printed security seal and numbering are exactly as per the approved proof.

2. Quantities

Initial Print Production:

- ADB – The Contractor must print and finish an initial quantity of 75,000 ADBs after approval of proofs. Additional lots of 10,000 for a total of 30,000 can be exercised by the TC Procurement Authority if the initial printing of 75,000 ADBs is insufficient over the three (3) year period of the contract.
- Labels – The Contractor must print and finish an initial quantity of 90,000 labels after approval of proofs. Additional lots of 10,000 for a total of 30,000 can be exercised by the TC Procurement Authority if the initial printing of 90,000 labels is insufficient over the three (3) year period of the contract.

Optional Print Production as Required by the TC Procurement Authority :

Additional print production, if required, will be confirmed to the Contractor by the TC Procurement Authority.

If Option Years exercised (1-year x 2), an additional 15,000–25,000 booklets per year or 35,000–50,000 booklets for the total Option Years may be required.

If Option Years exercised (1-year x 2), up to an additional 20,000 – 30,000 Licence/Permit and Medical Certificate Labels per option year or 40,000–60,000 may be required.

The Contractor must print and finish the required optional quantities as specified by the TC Procurement Authority in writing.

Anticipated Quantity:

The following is provided as information only and is not a guarantee that the complete quantity will be ordered nor does it represent any commitment on the part of Canada to produce the stated quantities.

It is anticipated that a total of 75,000 Booklets will be required to cover the needs for a three (3)-year period. Additional lots of 10,000 for a total of 30,000 can be exercised by the TC Procurement Authority if the initial printing of 75,000 ADBs is insufficient over the three (3) year period of the contract.

It is anticipated that a total of 90,000 Licence/Permit and Medical Certificate Labels may be required to cover the needs for a three (3)-year period. Additional lots of 10,000 for a total of 30,000 can be exercised by the TC Procurement Authority if the initial printing of 90,000 labels is insufficient over the three (3) year period of the contract.

3. Print Production – Schedule – ADBs and Labels

The Contractor, in consultation with the TC Procurement Authority, will establish a production schedule for the quantities of Booklets and labels required under the contract.

The TC Procurement Authority will provide the Contractor a written confirmation of required quantity to be produced after award of Contract and for each additional print production.

The initial production of 75,000 booklets must be completed within 60 calendar days of contract award.

The initial production of 90,000 labels must be completed within 100 days of contract award.

The consultation will determine whether the full quantity of booklets and Labels will be produced at one time or will be produced in specified quantities at agreed to times, so as to allow the TC Procurement Authority to amend text information stated within the booklet or on the Licence/Permit and Medical Certificate Label.

4. Print Quality Assurance

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

4.1 Print Quality

Following the TC approved colour standard, the Contractor must produce two (2) sets of identical press proofs of the booklet and label/label carrier. Each set of proofs will consist of one (1) sheet of each colour being printed plus a final print proof composed of all colours being printed. The TC Procurement Authority representative will sign each of the proof sheets to signify their acceptance. The proof sheets will be printed in final bindery imposition and must be produced with the same paper, inks and lay-down sequence as will be used for the actual production. The proof sheets must include colour control bars from which the densities of each colour solid and tint will become the standards for production. The Contractor must store these proof sheets in a manner to protect them from any changes to the ink or paper.

4.2 Press Approval

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

4.3 Bindery Quality

Following the specified TC binding standard, the Contractor must produce two (2) bound Aviation Document Booklets and two (2) finished (trimmed and kiss-cut) label/label carriers. The TC Procurement Authority representative will sign each of the booklets and labels/label carriers to signify their acceptance. The Contractor must store these proof booklets in a manner to protect them from change to the binding/finishing.

4.4 Random Sampling

TC has formal quality assurance procedures for printed products. As such, there will be a requirement for random sampling of ADB and a certification process that will be required of the vendor. During the life of the Contract, TC Procurement Authority may direct random sampling and certification at any time. When samples are requested, the Contractor must follow the required steps that TC Procurement Authority has specified.

Unless otherwise indicated by the TC Procurement Authority, the Contractor provides TC with random samples in accordance with ISO 9000 standards.

The costs of these random sampling copies are to be included in the unit pricing for ADBs and labels.

TC will provide the Contractor with three (3) documents in this regard:

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

5. Completed – Printed and Finished Blank ADBs and Labels, Ready for Customization

The Contractor must ship all printed blank ADBs and printed blank labels/label carriers to the Transport Canada Distribution Centre at the following address:

Chief, Operational Support Services
Transport Canada (AAFBD)
2655 Lancaster Road

Ottawa, ON K1B 4L5

6. Changes to File

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

Design changes will not change the final size or security features included in the ADBs or labels.

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

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

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

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

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

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

7. Invoicing

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

Invoicing will be by electronic means (email) and payment by Transport Canada will be by Direct Deposit. The TCCA Project Authority is responsible for providing the necessary information to the Contractor.

8. TCCA Project Authority

The TCCA Project Authority, for the duration of the contract, is the Chief, Commercial Flight Standards, Civil Aviation, Transport Canada. The TCCA Project Authority is responsible for the management of Transport Canada's internal needs, including product content and all invoicing and payment issues, and will provide all the information needed for the items listed within this contract to the TC Procurement Authority. The TCCA Project Authority will forward any changes and/or revisions to the established schedules to the TC Procurement Authority in writing.

All questions regarding product content should be directed to the TCCA Project Authority with a copy to the TC Procurement Authority, for the duration of the contract. All other questions or enquiries are to be directed to the TC Procurement Authority.

9. TC Procurement Authority

The TC Procurement Authority, for the duration of the contract, is the Chief, Operational Support Services (AAFBD), 2655 Lancaster Road, Ottawa, ON and is responsible for the management of this contract and any communication with the Contractor and/or PWGSC Contracting Authority.

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File No. - N° du dossier
CW010. T8518-130090

Buyer ID - Id de l'acheteur
CW010
CCC No./N° CCC - FMS No./N° VME

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

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

The TC Procurement Authority (or delegated representative) is the authority for the printing, technical specifications, quality assurance and the overall management of this contract on the part of Transport Canada with the Contractor and the Public Works and Government Services Canada (PWGSC) Contracting Officer.

All questions regarding the Work, including technical specifications and quality assurance will be referred to the TC Procurement Authority.

10. Business Continuity Plan (BCP)

The Contractor must have a business continuity plan to ensure service delivery as per the specified service levels of the contract. The business continuity plan must include all the services listed in this document. The Contractor's Business Continuity Plan will form a part of the Contract.

The Contractor must provide the TC Procurement Authority with a monthly report as to the status of any work being produced under the Business Continuity Plan.

The Contractor must notify the TC Procurement Authority on the progress of restoring normal operations back to the primary site of operations.

The TC Procurement Authority will coordinate with the Contractor and the PWGSC Contracting Authority on any costs incurred by Transport Canada to recover data lost by the Contractor (failure to maintain a stable computer server and database, as per the Contractor's CCP) during the period of this contract.

ANNEX “A”

STATEMENT OF WORK – STREAM B

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

STREAM B – OVERVIEW

Transport Canada Civil Aviation (TCCA) has a requirement for a Contractor to customize pre-printed **Aviation Document Booklet** (ADB) that unless otherwise stated, exactly follows the existing ADB which has been provided for assessment purposes. The Contractor will also customize specialized labels for updating the ADB, once issued. The Contractor will be responsible for the complete supply chain process of storage, reporting, order processing and order fulfillment, customization, distribution (using Transport Canada envelopes that will be supplied with Canada Post account information to cover postage costs), tracking and reporting of activity.

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

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

STREAM B – DETAILED REQUIREMENTS

1. Booklet or Label Ordering (Customization Elements)

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

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

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

1.1 Order Taking

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

1.2 Order Transmission

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

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

1.3 Order System Interface

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

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

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

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

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

2. Technical Personnel

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

3. Order Receipt

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

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

4. Reprinting

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

5. Supplied Pre-printed Material and Customization Requirements

The Contractor must customize supplied pre-printed ADBs and label stock.

5.1 Customization – Pre-printed ADBS

5.1.1 General Information:

- Supplied ADBs will be used as pre-printed stock to draw from as required.
- Twenty-four (24) page saddle-sewn book plus four (4) additional pages on front and back as reinforced end leaves when inside pages are folded and gathered into signature form with 19 mm strip of cloth laminated at binding margin with a separate cover.
- Pre-printed ADBs include conical laser perforation from page 3 to 24 and perforated numbers match the inventory control number, including one (1) alpha and six (6) digits.
- The ADB also includes a “sewn-in” laminate before page 1 which the Contractor must adhere to page 1 after customization.
- Finished trim size of Booklet is 88mm x 125mm. ADBs must conform to the standards required by **ICAO's Doc 9303 for Machine Readable Travel Documents (MRTD), Volume 1.**

5.1.2 Material: ADBs

Cover	- 0.25 Tanotex, blue;
Text pages	- Special watermarked security paper, minimum thickness 90gsm, receptive to ink jet printing, chemically reactive paper (solvent sensitive);
Laminate	- Heat activated adhesive coated one side providing a protective cover to the data page (3) following customization.

5.1.2.1 Material: Mail Insert Sheets for ADBs

White, uncoated cover, 130M.

5.1.3 Customization – ADBs

Customization in colour using ink jet technology.

The Contractor must customize pre-printed ADBs in the required data fields on the face of the data page (page 1) as well for the customized labels printed directly on the booklet text pages on pages 3 and 4 and normally on pages 16 and 17 as required. ADBs are never issued with separate labels. For all ADB orders, the Contractor must imprint the required labels directly on the ADB booklet pages.

TCCA (DAPLS) will transfer the required data to the Contractor's system.

The Contractor must adhere the laminate to the face of the data page after customization.

5.1.4 Customization – Mail Insert Sheets for ADBs

The Contractor must customize blank mail envelope inserts in black ink on one side only. The customized mail insert sheet will display the recipient address and regional code specific to the ADB (See [Fig. B-1](#)).

The Contractor must ensure that the position of the customization must ensure that the recipient address and regional code are clearly and completely visible through the window of the mailing envelope.

TCCA (DAPLS) will transfer the required data to the Contractor's system.

The Contractor must insert the mail insert sheet into the supplied TC envelope with the ADB.



Fig. B-1 – Mail Insert Card for ABD

5.2 Customization – Pre-printed Labels

5.2.1 Background Information:

- Unique labels are only required for recipients that have already been issued an ADB.
- The permits, licences and medical certificates are in the form of a unique label to be inserted by Users into the ADBs.
- These labels will be exactly the same in all regards to the existing labels currently in use unless otherwise stated.

- Labels are produced on security, chemically reactive paper (solvent sensitive) with non-peelable permanent adhesive.
- The document label carrier sheet dimensions are 78 mm x 50 mm. The document is formed by die-cutting into the carrier sheet as per the sample supplied (See Fig. B-2).
- Labels will be licence/medical category specific and easily identifiable by coloured borders imprinted during customization on the labels and as specified by the TC Procurement Authority. These colour borders must be visible on the inside edges of the kiss-cut label to ensure that the colour border remains a part of the label once removed from the label carrier sheet. These may be changed based on operational requirements;
- There is a possibility to have the label made of a frangible type of paper.
- The Licence, Permit or Medical Certificate will normally be printed on one label. Supplied labels will be used as pre-printed stock to draw from when a permit, licence, or medical certificate is required to be customized.
- Labels will be coloured to ensure that they are easily distinguishable. Labels will be bilingual. Labels will have security features to prevent alteration. A bilingual warning note will be on all labels that will say "Valid only in Booklet No./Valide seulement dans le carnet no".
- All labels will be printed within the specifications of the label and this label will form part of a carrier ("Label Carrier") that is the document that will be mailed to the holder.
- The dashed line indicates the "Kiss Cut" (See [Fig. B-2](#)).

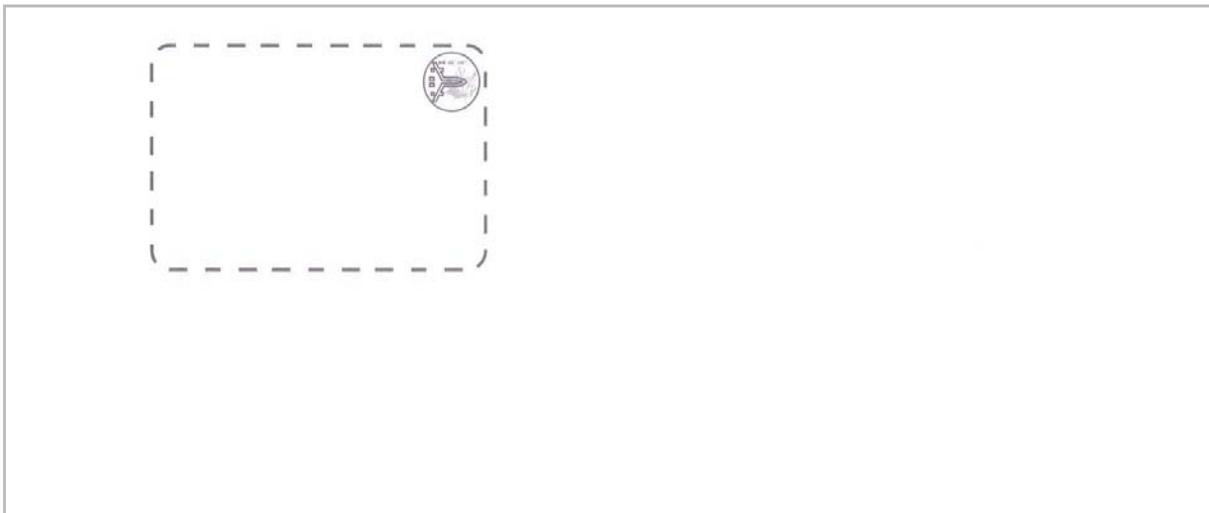


Fig. B-2 – Supplied Pre-printed Label on Carrier Sheet

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T8518-130090

Amd. No. - N° de la modif.
File No. - N° du dossier
CW010, T8518-130090

Buyer ID - Id de l'acheteur
CW010
CCC No./N° CCC - FMS No./N° VME



Fig. B-3 – Customized Label on Carrier Sheet

5.2.2 Customization - Labels

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

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

The Contractor must ensure that alignment quality control of all the particular fields is ensured.

These labels will have the appropriate colour applied on its border to identify its purpose when customized. These colour borders must be visible on the inside edges of the kiss-cut label to ensure that the colour border remains a part of the label once removed from the label carrier sheet.

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

5.2.3 Licence or Permit Label Format

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



Fig. B-4 – Licence or Permit Label Format

6. Print Quality Assurance – Customization

The Contractor and TC Procurement Authority will establish quality standards for imprinting operations for the ADB and labels. The quality standards will be established before customization of the booklets and labels commences.

6.1 Imprint Quality – ADBs

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

6.2 Imprint Quality – Labels

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

6.3 Random Sampling

TC has formal quality assurance procedures for printed products. As such, there will be a requirement for random sampling of ADB and a certification process that will be required of the vendor. During the life of the Contract, TC Procurement Authority may direct random sampling and certification at any time. When samples are requested, the Contractor must follow the required steps that TC Procurement Authority has specified. The costs of these random sampling copies are to be treated in the same manner as that process used for customizing and shipping an ADB.

TC will provide the Contractor with three (3) documents in this regard:

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

7. Distribution – Canada Post Requirements

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

The TC Procurement Authority will establish a Canada Post account and the Contractor will document the number of envelopes shipped out with either an ADB or Label(s) on a monthly basis. This will allow the TC Procurement Authority to reconcile the Canada Post invoice for mail charges.

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

7.1 Service Standards

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

7.2 Regular Service for Routine Orders

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

7.3 Regular Service for Large Orders

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

8. Reporting

The Contractor must provide specified reports to the TC Procurement Authority and TCCA Project Authority. Contract reports can be transmitted via electronic means (email).

8.1 Monthly Reports

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

8.2 Ad Hoc Reports

The Contractor must provide within one working day (if requested) specific reports, in either electronic or hard copy format, showing date received, printed and mailed/shipped details for individual orders. If requested, the Contractor must provide reports within one week in Excel format transactions/orders sorted by province and/or postal code for specified periods.

9. Invoicing

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

Volumes of Booklets and/or Labels ordered and distributed with the serial numbers used; and

Number of orders received.

Further differentiation under these headings may be required or added.

Invoicing will be by electronic means (email) and payment by Transport Canada will be by Direct Deposit. The TCCA Project Authority is responsible for providing the necessary information to the Contractor.

10. Business Continuity Plan

The Contractor must have a business continuity plan to ensure service delivery as per the specified service levels of the contract. The business continuity plan must include all the services listed in this document. The Contractor's Business Continuity Plan will form a part of the Contract.

The Contractor must provide the TC Procurement Authority with a monthly report as to the status of any work being produced under the Business Continuity Plan.

The Contractor must notify the TC Procurement Authority on the progress of restoring normal operations back to the primary site of operations.

The TC Procurement Authority will coordinate with the Contractor and the PWGSC Contracting Authority on any costs incurred by Transport Canada to recover data lost by the Contractor (failure to maintain a stable computer server and database, as per the Contractor's CCP) during the period of this contract.

11. TCCA Project Authority

The TCCA Project Authority, for the duration of the contract, is the Chief, Commercial Flight Standards, Civil Aviation, Transport Canada. The TCCA Project Authority is responsible for the management of Transport Canada's internal needs, including product content and all invoicing and payment issues, and will provide all the information needed for the items listed within this contract to the TC Procurement Authority. The TCCA Project Authority will forward any changes and/or revisions to the established schedules to the TC Procurement Authority in writing.

All questions regarding product content should be directed to the TCCA Project Authority with a copy to the TC Procurement Authority, for the duration of the contract. All other questions or enquiries are to be directed to the TC Procurement Authority.

12. TC Procurement Authority

The TC Procurement Authority, for the duration of the contract, is the Chief, Operational Support Services (AAFBD), 2655 Lancaster Road, Ottawa, ON and is responsible for the management of this contract and any communication with the Contractor and/or PWGSC Contracting Authority.

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

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

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Contractor's responsibility for the security of any shipment of Transport Canada items will end once the shipment has been signed for and accepted at the destination.

The TC Procurement Authority (or delegated representative) is the authority for the printing, technical specifications, quality assurance and the overall management of this contract on the part of Transport Canada with the Contractor and the Public Works and Government Services Canada (PWGSC) Contracting Officer.

All questions regarding the Work, including technical specifications and quality assurance will be referred to the TC Procurement Authority

ANNEX "B"

BASIS OF PAYMENT

B.1.1 PRICING SCHEDULE – STREAM A

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

Failure to price one of the components in the format specified will render the bid non-responsive.

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 bid will be found non-compliant and no further evaluation will be done.

STREAM A - PRINTING OF AVIATION DOCUMENT BOOKLETS AND LABELS

Bidders must submit firm, all inclusive, prices for the items specified in Annex B - B.1.1 Stream A, **FOB Destination**, GST/HST extra if applicable.

The all-inclusive prices must include all operations and materials (including the security features and laminate) for the completion of the final printed products as specified in the Annex A Statement of Work – Stream A (including, but not limited to, creation and delivery of proofs, equipment set ups, printing operations [including lithographic printing and security printing techniques], gold foil, laser perforation, numbering, finishing/bindery operations, project management, and preparation for shipping) and delivery to the Transport Canada Distribution Centre.

		All-inclusive unit price	Unit	Quantity for Evaluation	Evaluated Price (Price /each multiplied by quantity for evaluation)
PERIOD OF THE CONTRACT					
B.1.1.1:	AVIATION DOCUMENT BOOKLETS (ADB)				
	Initial Quantity	\$	Each booklet	75,000	\$
B.1.1.2:	LABELS				
	Initial Quantity	\$	Each label	90,000	\$
B.1.1.3:	AVIATION DOCUMENT BOOKLETS (ADB) – Additional print production, if required				
	Quantity: 10,000 or greater	\$	Each booklet	30,000	\$
B.1.1.4:	LABELS – Additional print production, if required				
	Quantity: 10,000 or greater	\$	Each label	30,000	\$

First Option Year- Additional print production, if required					
B.1.1.5:	AVIATION DOCUMENT BOOKLETS (ADB) – Additional quantities				
	Quantity: 10,000 or greater	\$	Each booklet	25,000	\$
B.1.1.6:	LABELS – Additional quantities				
	Quantity: 10,000 or greater	\$	Each label	30,000	\$
Second Option Year - Additional print production, if required					
B.1.1.7:	AVIATION DOCUMENT BOOKLETS (ADB) – Additional quantities				
	Quantity: 10,000 or greater	\$	Each booklet	25,000	\$
B.1.1.8:	LABELS – Additional quantities				
	Quantity: 10,000 or greater	\$	Each label	30,000	\$
Total aggregate price - Stream A					\$
(B.1.1.1. + B.1.1.2 + B.1.1.3 + B.1.1.4 + B.1.1.5 + B.1.1.6 + B.1.1.7 + B.1.1.8)					

B.1.A PAPER ESCALATION CLAUSES (SOLICITATION AND CONTRACT)

Bidders must complete the B.1.A P2010 - T - Escalation for Paper Clause and include it with their Bid. If the Bidder does not complete and provide the B.2.1 P2010 - T - Escalation for Paper 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.

B.1.A.1 P2010 - T - Escalation for Paper (Cover, Text Paper, Label and Laminate)

The resulting contract will contain a provision for price adjustment (increase or decrease) of the portion of the price directly related to the base transaction cost of paper. Price adjustment will apply only to increase or decrease of the base transaction cost of paper that may occur at any time during the resulting contract period but not before thirty (30) days after contract award.

Bidders must provide their base transaction cost(s) and the quantity of the paper on which the base transaction cost is established in their bid as follows:

_____ : ___ lb. at a base transaction cost per Cwt. of \$_____, and which represent _____ percent of the unit price(s). Brand name and paper supplier: _____.

_____ : ___ lb. at a base transaction cost per Cwt. of \$_____, and which represent _____ percent of the unit price(s). Brand name and paper supplier: _____.

_____ : ___ lb. at a base transaction cost per Cwt. of \$_____, and which represent _____ percent of the unit price(s). Brand name and paper supplier: _____.

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_____ : __ lb. at a base transaction cost per Cwt. of \$ _____, and which represent _____ percent of the unit price(s). Brand name and paper supplier: _____.

Upon request from the Contracting Authority, bidders must provide supporting documentation to confirm the base transaction cost. Such documentation may consist of copy of quotation from the paper supplier(s).

B.1.A.2 P2010 - C - Escalation for Paper (Cover, Text Paper, Label and Laminate)

The portion of the price directly related to the base transaction cost of paper is subject to price adjustment (increase or decrease) at any time during the contract period but not before (*date corresponding to the end of the 30-day period after contract award*). The price will be adjusted using the percentage of the announced increase or decrease that came into effect by applying it to the applicable base transaction cost.

To request a price adjustment, the Contractor must provide the Contracting Authority with a notice indicating the increase or decrease in the base transaction cost of the paper necessary to complete the requirement of the Contract, if applicable. Such notice must contain the price as publicly announced by at least three (3) paper supplier who supply the grade specified in the Contract and the date the price came into effect.

The base transaction cost of paper subject to price adjustment is as follows:

_____ : __ lb. at a base transaction cost per Cwt. of \$ _____, and which represent _____ percent of the unit price(s). Brand name and paper supplier: _____.

_____ : __ lb. at a base transaction cost per Cwt. of \$ _____, and which represent _____ percent of the unit price(s). Brand name and paper supplier: _____.

_____ : __ lb. at a base transaction cost per Cwt. of \$ _____, and which represent _____ percent of the unit price(s). Brand name and paper supplier: _____.

_____ : __ lb. at a base transaction cost per Cwt. of \$ _____, and which represent _____ percent of the unit price(s). Brand name and paper supplier: _____.

The Contractor must provide a copy of the quotation from the paper supplier(s) to support the above base transaction cost and a copy of the invoice(s) from the paper supplier(s) to support the adjusted base transaction cost.

Any price adjustment must be approved by the Contracting Authority and will be evidenced through a contract amendment.

ANNEX “B”

BASIS OF PAYMENT

B.1.2 PRICING SCHEDULE – STREAM B

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

Failure to price one of the components in the format specified will render the bid non-responsive.

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 bid will be found non-compliant and no further evaluation will be done.

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

Bidders must submit firm, all inclusive, prices for the items specified in Annex B - B.1.2 Stream B, **FOB Destination**, GST/HST extra if applicable.

The all-inclusive prices must include all operations and materials for the provision of the required services as specified in the Annex A Statement of Work – Stream B. The all-inclusive prices must include but are not limited to the warehousing of pre-printed aviation document booklets and labels, equipment set ups, data processing, order reception and fulfillment, customization of the final printed products, creation and delivery of proofs, finishing/bindery, reporting, order tracking, insertion of labels, project management and preparation for distribution.

Transport Canada will pay Canada Post Priority Post charges. The TC Procurement Authority will establish a Canada Post account and the Contractor will document the number of envelopes shipped out with either an ADB or Label(s) on a monthly basis.

B.1.2.1 – Set-up of the Contractor’s systems

All-inclusive price for the set-up of the Contractor’s systems for the provision of the required services as specified in the Annex A Statement of Work – Stream B.

B.1.2.1 \$ _____ /Total

		All-inclusive unit price	Unit	Quantity for Evaluation	Evaluated Price (Price /each multiplied by quantity for evaluation)
PERIOD OF THE CONTRACT and OPTION YEARS – INITIAL QUANTITY					
B.1.2.2:	CUSTOMIZATION OF AVIATION DOCUMENT BOOKLETS (ADB)	\$	Each booklet	75,000	\$
B.1.2.3:	CUSTOMIZATION OF LABELS	\$	Each label	90,000	\$

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ADDITIONAL QUANTITIES, IF REQUIRED – PERIOD OF THE CONTRACT					
B.1.2.4:	CUSTOMIZATION OF AVIATION DOCUMENT BOOKLETS (ADB)	\$	Each booklet	10,000	\$
B.1.2.5:	CUSTOMIZATION OF LABELS	\$	Each label	10,000	\$
ADDITIONAL QUANTITIES, IF REQUIRED – FIRST OPTION YEAR					
B.1.2.6:	CUSTOMIZATION OF AVIATION DOCUMENT BOOKLETS (ADB)	\$	Each booklet	25,000	\$
B.1.2.7:	CUSTOMIZATION OF LABELS	\$	Each label	30,000	\$
ADDITIONAL QUANTITIES, IF REQUIRED – SECOND OPTION YEAR					
B.1.2.8:	CUSTOMIZATION OF AVIATION DOCUMENT BOOKLETS (ADB)	\$	Each booklet	25,000	\$
B.1.2.9:	CUSTOMIZATION OF LABELS	\$	Each label	30,000	\$
Total aggregate price - Stream B					\$
(B.1.2.1. + B.1.2.2 + B.1.2.3 + B.1.2.4 + B.1.2.5 + B.1.2.6 + B.1.2.7 + B.1.2.8 + B.1.2.9)					

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ANNEX "C"

SECURITY REQUIREMENTS CHECKLIST

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**SECURITY REQUIREMENTS CHECK LIST (SRCL)
 LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)**

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE		
1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine Transport Canada	2. Branch or Directorate / Direction générale ou Direction Civil Aviation, Standards Branch (AARTF)	
3. a) Subcontract Number / Numéro du contrat de sous-traitance	3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant	
4. Brief Description of Work / Brève description du travail The printing, personalization and distribution of the Canadian Aviation Document Booklet and Labels.		
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
6. Indicate the type of access required / Indiquer le type d'accès requis		
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)		<input type="checkbox"/> No / Non <input checked="" type="checkbox"/> Yes / Oui
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès		
Canada <input checked="" type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>
7. b) Release restrictions / Restrictions relatives à la diffusion		
No release restrictions / Aucune restriction relative à la diffusion <input checked="" type="checkbox"/>	All NATO countries / Tous les pays de l'OTAN <input type="checkbox"/>	No release restrictions / Aucune restriction relative à la diffusion <input type="checkbox"/>
Not releasable / À ne pas diffuser <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>
Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:
7. c) Level of information / Niveau d'information		
PROTECTED A / PROTÉGÉ A <input type="checkbox"/>	NATO UNCLASSIFIED / NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A / PROTÉGÉ A <input type="checkbox"/>
PROTECTED B / PROTÉGÉ B <input checked="" type="checkbox"/>	NATO RESTRICTED / NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B / PROTÉGÉ B <input type="checkbox"/>
PROTECTED C / PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL / NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C / PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>	NATO SECRET / NATO SECRET <input type="checkbox"/>	CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>
SECRET / SECRET <input type="checkbox"/>	COSMIC TOP SECRET / COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET / SECRET <input type="checkbox"/>
TOP SECRET / TRÈS SECRET <input type="checkbox"/>		TOP SECRET / TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>

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PART A (continued) / PARTIE A (suite)

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?
 Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS? No / Non Yes / Oui
 If Yes, indicate the level of sensitivity:
 Dans l'affirmative, indiquer le niveau de sensibilité :

9. Will the supplier require access to extremely sensitive INFOSEC information or assets?
 Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate? No / Non Yes / Oui
 Short Title(s) of material / Titre(s) abrégé(s) du matériel :
 Document Number / Numéro du document :

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

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

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

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

10. b) May unscreened personnel be used for portions of the work?
 Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail? No / Non Yes / Oui
 If Yes, will unscreened personnel be escorted?
 Dans l'affirmative, le personnel en question sera-t-il escorté? No / Non Yes / Oui

PART C - SAFEGUARDS (SUPPLIER) / PARTIE C - MESURES DE PROTECTION (FOURNISSEUR)

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises?
 Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS? No / Non Yes / Oui

11. b) Will the supplier be required to safeguard COMSEC information or assets?
 Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC? No / Non Yes / Oui

PRODUCTION

11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises?
 Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ? No / Non Yes / Oui

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

11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data?
 Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS? No / Non Yes / Oui

11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency?
 Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale? No / Non Yes / Oui



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PART C - (continued) / PARTIE C - (suite)

For users completing the form manually use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.

Les utilisateurs qui remplissent le formulaire manuellement doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form online (via the Internet), the summary chart is automatically populated by your responses to previous questions. Dans le cas des utilisateurs qui remplissent le formulaire en ligne (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

SUMMARY CHART / TABLEAU RÉCAPITULATIF

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

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED? La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE? No / Non Yes / Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification". Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED? La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE? No / Non Yes / Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments). Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquez qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).

ANNEX "D" 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

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- () 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)

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ANNEX "E"

E.1 – EVALUATION GRID – STREAM A

Title: **STREAM A - PRINTING OF AVIATION DOCUMENT BOOKLETS AND LABELS**

Bidder: _____

Date: _____

EVALUATION SUMMARY - MANDATORY CRITERIA

MET

NOT MET

EVALUATION SUMMARY - POINT RATED CRITERIA

POINT RATED CRITERIA	Maximum Points	SCORE ACHIEVED
R.1 Bidder Capability	136	/136
R.2 Implementation of the Work	124	/124
R.3 Business Continuity Plan	76	/76
R.4 Quality Assurance and Quality Control	40	/40
R.5 Environmental Practices	16	/16
Minimum points – 294	392	/392

TECHNICAL EVALUATION - MANDATORY TECHNICAL CRITERIA

Bidders MUST meet all the mandatory requirements of the RFP. No further consideration will be given to Bidders not meeting all the mandatory criteria.

To meet the requirement described herein, the experience of the Bidder must be work for which the Bidder was under contract to external clients. During the evaluation no corporate experience gained through internal clients will be accepted or reviewed. In the case of a joint venture, the combined experience of the parties forming the joint venture will be considered in the evaluation of the experience of the Bidder.

Listing experience without providing any supporting data to describe where and how such experience was obtained will result in the experience not being included for evaluation purposes.

In the case of a joint venture, the combined experience of the parties forming the joint venture will be considered in the evaluation of the experience of the Bidder.

Definitions for the purposes of evaluation:

"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.

"Multiple" means two (2) or more.

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

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

M.1.1 The detailed description of the two (2) contracts (combined) must demonstrate that the Bidder provided security printing techniques which included all of the following:	Contract 1 Yes (√) or No (X)	Contract 2 Yes (√) or No (X)
Intaglio printing		
Rainbow printing		
Anti-copy line patterns		
Fine line Guilloche patterns or variable size micro-lettering		
Rainbow (prismatic printing)		
Reactive (solvent sensitive) inks on all pages		
UV inks on all pages		
M.1.2 The detailed description of the two (2) contracts must demonstrate that each of the printed secure multi-page licence/passport style booklets required multiple ink colours.	Contract 1 Yes (√) or No (X)	Contract 2 Yes (√) or No (X)

M.1.3	The detailed description of the two (2) contracts (combined) must demonstrate that the printed secure multi-page licence/passport style booklets included the following additional security features:	Contract 1 Yes (✓) or No (X)	Contract 2 Yes (✓) or No (X)
a)	printing of a security seal or supply and application of a hologram on selected pages		
b)	printing of a unique document number on selected text pages		
M.1.4	The detailed description of the two (2) contracts(combined) must demonstrate that the paper/substrate used for the printed secure multi-page licence/passport style included the following security features:	Contract 1 Yes (✓) or No (X)	Contract 2 Yes (✓) or No (X)
a)	optically dead security papers		
b)	chemically reactive paper (solvent sensitive)		
M.1.5	The quantity of multi-page licence/passport style booklets supplied by the Bidder for at least one (1) of the two (2) described contracts was a minimum of 50,000 booklets/bound documents.	Contract 1 quantity	Contract 2 quantity
M.1.6	The printed multi-page licence/passport style booklets required the inclusion of a laminate sheet printed using security printing techniques such as variable sized flowing visible text on the laminate and bound in the finished booklet for at least one (1) of the two (2) described contracts.	Contract 1 Yes (✓) or No (X)	Contract 2 Yes (✓) or No (X)
For each contract the Bidder must provide the following information:		Contract 1 Information Provided Yes (✓) or No (X)	Contract 2 Information Provided Yes (✓) or No (X)
a)	the client information;		
b)	the quantity of printed and bound multi-page licence/passport style booklets produced by the Bidder;		
c)	the paper for the cover and text pages;		
d)	the laminate substrate used and security printing requirements included in the bound multi-page licence/passport style booklets (as applicable to the contract);		
e)	the size and the number of pages of the multi-page licence/passport style booklets;		
f)	the security printing techniques used for the printing of the multi-page licence/passport style booklets;		
g)	the number of ink colours (as applicable to the contract);		
h)	other security features included in the multi-page licence/passport style booklets, (as applicable to the contract);		
i)	the binding/finishing requirements of the multi-page licence/passport style booklet;		
j)	the customization requirements of the multi-page licence/passport style booklets after printing.		

Stream A) M.1. BIDDER'S EXPERIENCE - PRODUCING SECURE MULTI-PAGE LICENCE/PASSPORT STYLE BOOKLETS AS DESCRIBED IN THE STATEMENT OF WORK	MET	NOT MET

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

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

M.2.1	The detailed description of the two (2) contracts (combined) must demonstrate that the Bidder provided security printing techniques which included all of the following:	Contract 1 Yes (✓) or No (X)	Contract 2 Yes (✓) or No (X)
a)	Multiple ink colours;		
b)	Reactive (solvent sensitive) inks, and		
c)	UV inks on all labels		
M.2.2	The detailed description of the two (2) contracts must demonstrate that each of the printed labels included additional security features such as the printing of a security seal <u>or</u> other unique identifier.	Contract 1 Yes (✓) or No (X)	Contract 2 Yes (✓) or No (X)
M.2.3	The detailed description of the two (2) contracts(combined) must demonstrate that the paper/substrate used for the printed secure labels included the following security features:	Contract 1 Yes (✓) or No (X)	Contract 2 Yes (✓) or No (X)
a)	optically dead security papers;		
b)	chemically reactive paper (solvent sensitive); and		
c)	non-peelable permanent adhesive.		
M.2.4	The quantity of labels supplied by the Bidder for at least one (1) of the two (2) described contracts was a minimum of 50,000 labels on carrier sheets.	Contract 1 quantity	Contract 2 quantity
M.2.5	The finishing of the printed labels for at least one (1) of the two (2) described contracts required die-cutting or kiss-cutting on a <u>printed</u> carrier sheet.	Contract 1 Yes (✓) or No (X)	Contract 2 Yes (✓) or No (X)

For each contract the Bidder must provide the following information:		Contract 1 Information Provided Yes (√) or No (X)	Contract 2 Information Provided Yes (√) or No (X)
a	the client information;		
b	the quantity of printed and finished labels produced by the Bidder;		
c	the label paper/substrate used for the labels;		
d	the secure printing techniques used for the printing of the labels (as applicable to the contract);		
e	the additional security features such as the printing of a security seal or other unique identifier;		
f	the number of ink colours(as applicable to the contract);		
g	the printing requirements of the carrier sheets (as applicable to the contract); and		
h	the die-cutting/kiss-cutting requirements of the printed labels and sheets (as applicable to the contract);		

Stream A) M.2. BIDDER'S EXPERIENCE - PRODUCING SECURE PRINTED LABELS AS DESCRIBED IN THE STATEMENT OF WORK	MET	NOT MET

Stream A - M.3: BUSINESS CONTINUITY PLAN

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

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

The Business Continuity Plan submitted for M.2 will be evaluated in the point rated criteria R.3.

Stream A) M.3. BUSINESS CONTINUITY PLAN	MET	NOT MET

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File No. - N° du dossier
CW010. T8518-130090

Buyer ID - Id de l'acheteur
CW010
CCC No./N° CCC - FMS No./N° VME

PART 2 - TECHNICAL EVALUATION - POINT RATED TECHNICAL CRITERIA

Only those proposals which first meet the Mandatory Requirements will be considered in the second stage of the evaluation, the Technical Evaluation.

To be considered responsive, a proposal must obtain a minimum passing mark of 75% overall for the point rated criteria of the Technical Evaluation. Proposals scoring less than 75% overall for the point rated criteria of the Technical Evaluation will not be given further consideration.

Bidders are instructed to address each requirement in sufficient depth to permit a complete analysis and assessment by the Evaluation Team.

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

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

Assessment of proposals will be based solely on the information in the Proposal. Canada may seek further information or clarification from the bidder.

The points allocated for selected criteria will be multiplied by the specified weighting factor (w.f.).

R1 CORPORATE CAPABILITY (Maximum 136 Points R1.1 – R1.6)

The Bidder should provide a corporate description demonstrating their experience and current capacity for producing the secure Aviation Document Booklets and labels in the quantities and in the time periods described in the Annex A Statement of Work.

R1.1 The Bidder should provide the number of years it has been producing secure multi-page licence/passport style booklets and labels.

The Bidder has less than 2 years experience or less producing secure multi-page licence/passport style booklets OR Information not provided 0 points	The Bidder has more than 2 years but less than 3 years experience producing secure multi-page licence/passport style booklets. 1 points	The Bidder has 3 or more years experience producing secure multi-page licence/passport style booklets. 2 points
The Bidder has less than 2 years experience producing secure labels and carrier sheets. OR Information not provided 0 points	The Bidder has more than 2 years but less than 3 years experience producing secure labels and carrier sheets. 1 points	The Bidder has 3 or more years experience producing producing secure labels and carrier sheets. 2 points

Points Allocated for R1.1: ____/4 multiplied by w.f. 1.5 = : ____/6

R1.2 The Bidder should clearly describe its capability to conform to the standards required by ICAO's Doc 9303 for Machine Readable Travel Documents (MRTD), Volume1 and meet the requirements of the Annex A Statement of Work.

0 points	Information required was not provided OR Not enough details are provided to assess the Bidder's capability to conform to the standards required by ICAO's Doc 9303 for Machine Readable Travel Documents (MRTD), Volume1.
1 point	The description provided demonstrates the Bidder's capability to conform to the standards required by ICAO's Doc 9303 for Machine Readable Travel Documents (MRTD), Volume1. The description demonstrates that the Bidder does not have the capability to meet the requirements of the Annex A Statement of Work.
2 points	The description provided demonstrates the Bidder's capability to conform to the standards required by ICAO's Doc 9303 for Machine Readable Travel Documents (MRTD), Volume1. Most elements present. Most elements well described. Demonstrates some capability to meet the requirements of the Annex A Statement of Work
3 points	The description provided demonstrates the Bidder's capability to conform to the standards required by ICAO's Doc 9303 for Machine Readable Travel Documents (MRTD), Volume1. All elements present. Most elements well described. Demonstrates capability to meet the requirements of the Annex A Statement of Work.
4 points	The description provided clearly demonstrates the Bidder's capability to conform to the standards required by ICAO's Doc 9303 for Machine Readable Travel Documents (MRTD), Volume1. All elements present. All elements fully described. Clearly demonstrates capability to meet the requirements of the Annex A Statement of Work

Points Allocated for R1.2: ____/4 multiplied by w.f. 5 = : ____/20

R1.3 The Bidder should clearly describe its manufacturing infrastructures and capability for producing secure multi-page licence/passport style described in the Annex A Statement of Work.

R1.3.1 The Bidder should clearly describe its manufacturing infrastructures and capability for producing secure multi-page licence/passport style booklets that, at a minimum include the following security printing techniques:

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

0 points	Information required was not provided OR Not enough details are provided to assess the Bidder's capability for producing secure multi-page licence/passport style booklets.
1 point	The description of the Bidder's manufacturing infrastructures provided. Does not demonstrate the Bidder's capability for producing secure multi-page licence/passport style booklets with at least 10 of the identified security printing techniques. Does not demonstrate capability to meet the requirements of the Annex A Statement of Work.
2 points	The description of the Bidder's manufacturing infrastructures provided. The description demonstrates capability for producing secure multi-page licence/passport style booklets that include 10 of the identified security printing techniques (a – m). Demonstrates some capability to meet the requirements of the Annex A Statement of Work.
3 points	The description of the Bidder's manufacturing infrastructures provided. The description demonstrates capability for producing secure multi-page licence/passport style booklets that include 11 of the identified security printing techniques (a – m). Demonstrates some capability to meet the requirements of the Annex A Statement of Work.
4 points	The description of the Bidder's manufacturing infrastructures provided. All elements present. Most elements well described. The description demonstrates capability for producing secure multi-page licence/passport style booklets that include all of the identified security printing techniques (a – m). Demonstrates capability to meet the requirements of the Annex A Statement of Work
5 points	The description of the Bidder's manufacturing infrastructures clear. All elements present. All elements fully described. Details provided lead to a complete and thorough understanding of the Bidder's capability for producing secure multi-page licence/passport style booklets that include all of the identified security printing techniques (a – m). Clearly demonstrates capability to meet the requirements of the Annex A Statement of Work

Points Allocated for R1.3.1: /5 multiplied by w.f. 4 = : /20

R1.3.2 The Bidder should clearly describe its manufacturing infrastructures and capability for producing secure multi-page licence/passport style booklets that, at a minimum include materials as described in the Annex A Statement of Work with the following security features:

- a. Text pages - minimum thickness 90gsm, receptive to ink jet printing and resistant to bleed through:
 - a.1 special watermarked security paper
 - a.2 optically dead security with invisible fluorescing fibres;
 - a.3 chemically reactive paper (solvent sensitive)

0 points	Information required was not provided OR Not enough details are provided to assess the Bidder's capability for producing secure multi-page licence/passport style booklets that include text pages with minimum thickness 90gsm, receptive to ink jet printing and resistant to bleed through.
1 point	The description of the Bidder's manufacturing infrastructures provided. The description demonstrates capability for producing secure multi-page licence/passport style booklets that include text pages with minimum thickness 90gsm, receptive to ink jet printing and resistant to bleed through. Demonstrates capability for including one of the identified security features (a.1 – a.3). Does not demonstrate capability to meet the requirements of the Annex A Statement of Work.
2 points	The description of the Bidder's manufacturing infrastructures provided. The description demonstrates capability for producing secure multi-page licence/passport style booklets that include text pages with minimum thickness 90gsm, receptive to ink jet printing and resistant to bleed through. Demonstrates capability for including two of the identified security features (a.1 – a.3). Demonstrates some capability to meet the requirements of the Annex A Statement of Work.
3 points	The description of the Bidder's manufacturing infrastructures provided. All elements present. Most elements well described. The description demonstrates capability for producing secure multi-page licence/passport style booklets that include text pages with minimum thickness 90gsm, receptive to ink jet printing and resistant to bleed through. Demonstrates capability for including all of the identified security features (a.1 – a.3). Demonstrates capability to meet the requirements of the Annex A Statement of Work.
4 points	The description of the Bidder's manufacturing infrastructures clear. All elements present. All elements fully described. Details provided lead to a complete and thorough understanding of the Bidder's capability for producing secure multi-page licence/passport style booklets that include text pages with minimum thickness 90gsm, receptive to ink jet printing and resistant to bleed through. Demonstrates capability for including all of the identified security features (a.1 – a.3). Clearly demonstrates capability to meet the requirements of the Annex A Statement of Work.

Points Allocated for R1.3.2.a: ____/4 multiplied by w.f. 2.5 = : ____/10

b. "Sewn-In" laminate, heat activated adhesive coated one side providing a protective cover to the data page (3) following customization, as specified in the Annex A Statement of Work

b.1 variable sized flowing visible text on laminate;

b.2 invisible fluorescent UV image printed.

0 points	Information required was not provided OR Not enough details are provided to assess the Bidder's capability for producing secure multi-page licence/passport style booklets that include a "sewn-in" laminate.
1 point	The description of the Bidder's manufacturing infrastructures provided. Does not demonstrate the Bidder's capability for producing secure multi-page licence/passport style booklets that include a "sewn-in" laminate - heat activated adhesive coated one side - OR - does not demonstrate any of the identified security features (b.1 – b.2). Does not demonstrate capability to meet the requirements of the Annex A Statement of Work.
2 points	The description of the Bidder's manufacturing infrastructures provided. The description demonstrates capability for producing secure multi-page licence/passport style booklets that include a "sewn-in" laminate - heat activated adhesive coated one side. Demonstrates one of the identified security features (b.1 – b.2). Demonstrates some capability to meet the requirements of the Annex A Statement of Work.

3 points	The description of the Bidder's manufacturing infrastructures provided. All elements present. Most elements well described. The description demonstrates capability for producing secure multi-page licence/passport style booklets that include a "sewn-in" laminate - heat activated adhesive coated one side. Demonstrates all of the identified security features (b.1 – b.2). Demonstrates capability to meet the requirements of the Annex A Statement of Work.
4 points	The description of the Bidder's manufacturing infrastructures clear. All elements present. All elements fully described. Details provided lead to a complete and thorough understanding of the Bidder's capability for producing secure multi-page licence/passport style booklets that include a "sewn-in" laminate - heat activated adhesive coated one side. Demonstrates all of the identified security features (b.1 – b.2). Clearly demonstrates capability to meet the requirements of the Annex A Statement of Work.

Points Allocated for R1.3.2.b: _____ /4 multiplied by w.f. 2.5 = : _____ /10

Points Allocated for R1.3.2: _____ /20

R1.3.3 The Bidder should clearly describe its manufacturing infrastructures and capability for producing secure multi-page licence/passport style booklets that, include laser perforation as described in the Annex A Statement of Work.

0 points	Information required was not provided OR Not enough details are provided to assess the Bidder's manufacturing infrastructures and current capability.
1 point	The description of the Bidder's manufacturing infrastructures provided. Details provided lead to an understanding of the Bidder's current capability. Does not demonstrate capability to meet the requirements of the Annex A Statement of Work.
2 points	The description of the Bidder's manufacturing infrastructures provided. All elements present. Most elements well described. Details provided lead to a good understanding of the Bidder's current capability. Demonstrates capability to meet the requirements of the Annex A Statement of Work.
3 points	The description of the Bidder's manufacturing infrastructures clear. All elements present. All elements fully described. Details provided lead to a complete and thorough understanding of the Bidder's current capability. Clearly demonstrates capability to meet the requirements of the Annex A Statement Work.

Points Allocated for R1.3.3: _____ /3 multiplied by w.f. 2 = : _____ /6

R1.3.4 The Bidder should clearly describe its manufacturing infrastructures and capability for finishing/binding secure multi-page licence/passport style booklets as described in the Annex A Statement of Work.

0 points	Information required was not provided OR Not enough details are provided to assess the Bidder's manufacturing infrastructures and current capability.
1 point	The description of the Bidder's manufacturing infrastructures provided. Details provided lead to an understanding of the Bidder's current capability. Does not demonstrate capability to meet the requirements of the Annex A Statement of Work.
2 points	The description of the Bidder's manufacturing infrastructures provided. All elements present. Most elements well described. Details provided lead to a good understanding of the Bidder's current capability. Demonstrates capability to meet the requirements of the Annex A Statement of Work.
3 points	The description of the Bidder's manufacturing infrastructures clear. All elements present. All elements fully described. Details provided lead to a complete and thorough understanding of the Bidder's current capability. Clearly demonstrates capability to meet the requirements of the Annex A Statement Work.

Points Allocated for R1.3.4: _____ /3 multiplied by w.f. 2 = : _____ /6

R1.4 The Bidder should clearly describe its manufacturing infrastructures and capability for producing secure labels described in the Annex A Statement of Work.

R1.4.1 The Bidder should clearly describe its manufacturing infrastructures and capability for producing secure labels that, at a minimum include the following security printing techniques:

- a. Single colour background printing incorporating fine line interlocking security pattern;
- b. UV Reactive (solvent sensitive) penetrating ink for logo and FIP
- c. Secure lithographic printing (invisible and UV);
- d. Optically variable inks (OVI).

0 points	Information required was not provided OR Not enough details are provided to assess the Bidder's capability for producing secure labels.
1 point	The description of the Bidder's manufacturing infrastructures provided. Does not demonstrate the Bidder's capability for producing secure labels with at least 2 of the identified security printing techniques (a – d). Does not demonstrate capability to meet the requirements of the Annex A Statement of Work.
2 points	The description of the Bidder's manufacturing infrastructures provided. The description demonstrates capability for producing secure labels that include 2 of the identified security printing techniques (a – d). Demonstrates some capability to meet the requirements of the Annex A Statement of Work.
3 points	The description of the Bidder's manufacturing infrastructures provided. The description demonstrates capability for producing secure labels that include 3 of the identified security printing techniques (a – d). Demonstrates some capability to meet the requirements of the Annex A Statement of Work.
4 points	The description of the Bidder's manufacturing infrastructures provided. All elements present. Most elements well described. The description demonstrates capability for producing secure labels that include all of the identified security printing techniques (a – d). Demonstrates capability to meet the requirements of the Annex A Statement of Work. Minor elements missing or unclear.
5 points	The description of the Bidder's manufacturing infrastructures clear. All elements present. All elements fully described. The description clearly demonstrates capability for producing secure labels that include all of the identified security printing techniques (a – d). Clearly demonstrates capability to meet the requirements of the Annex A Statement of Work.
Points Allocated for R1.4.1: ____/5 multiplied by w.f. 4 = : ____/20	

R1.4.2 The Bidder should clearly describe its manufacturing infrastructures and capability for producing secure labels that, at a minimum include materials with the following security features:

- a. Optically dead text paper with one (1) colour invisible UV fibres, visible UV fibres and two (2) colour visible (non-UV) fibres;
- b. chemically reactive paper (solvent sensitive);
- c. Non-peelable permanent adhesive strong enough to prevent the label, once attached, from being removed without destroying it (same as motor vehicle licence plate stickers).

0 points	Information required was not provided OR Not enough details are provided to assess the Bidder's capability for producing secure labels.
1 point	The description of the Bidder's manufacturing infrastructures provided. The description demonstrates capability for producing secure labels that include 1 of the identified security features (a – c). Does not demonstrate capability to meet the requirements of the Annex A Statement of Work.
2 points	The description of the Bidder's manufacturing infrastructures provided. The description demonstrates capability for producing secure labels that include 2 of the identified security features (a – c). Demonstrates some capability to meet the requirements of the Annex A Statement of Work.
3 points	The description of the Bidder's manufacturing infrastructures provided. All elements present. Most elements well described. The description demonstrates capability for producing secure labels that include all of the identified security features (a – c). Demonstrates capability to meet the requirements of the Annex A Statement of Work.
4 points	The description of the Bidder's manufacturing infrastructures clear. All elements present. All elements fully described. The description clearly demonstrates capability for producing secure labels that include all of the identified security (a – c). Clearly demonstrates capability to meet the requirements of the Annex A Statement of Work.
Points Allocated for R1.4.2: ____/4 multiplied by w.f. 2.5 = : ____/10	

R1.4.3 The Bidder should clearly describe its manufacturing infrastructures and capability for die-cutting labels and carrier sheets as described in the Annex A Statement of Work.

0 points	Information required was not provided OR Not enough details are provided to assess the Bidder's manufacturing infrastructures and current capability.
1 point	The description of the Bidder's manufacturing infrastructures provided. Details provided lead to an understanding of the Bidder's current capability. Does not demonstrate capability to meet the requirements of the Annex A Statement of Work.
2 points	The description of the Bidder's manufacturing infrastructures provided. All elements present. Most elements well described. Details provided lead to a good understanding of the Bidder's current capability. Demonstrates capability to meet the requirements of the Annex A Statement of Work.
3 points	The description of the Bidder's manufacturing infrastructures clear. All elements present. All elements fully described. Details provided lead to a complete and thorough understanding of the Bidder's current capability. Clearly demonstrates capability to meet the requirements of the Annex A Statement Work.

Points Allocated for R1.4.3: _____ /3 multiplied by w.f. 2 = : _____ /6

R1.5 The Bidder should provide the quantity of the types of secure multi-page licence/passport style booklets and labels described in the Annex A Statement of Work that the Bidder is currently capable of producing per week in its facility or facilities identified for this requirement.

0 points	Information required was not provided.
1 point	The quantity of the types of secure multi-page licence/passport style booklets and labels described in the Annex A Statement of Work that the Bidder is currently capable of producing in its facility or facilities is provided. Does not demonstrate capability to meet the requirements of the Annex A Statement of Work.
2 points	The quantity of the types of secure multi-page licence/passport style booklets and labels described in the Annex A Statement of Work that the Bidder is currently capable of producing in its facility or facilities is provided. Demonstrates capability to meet the requirements of the Annex A Statement of Work.
3 points	The quantity of the types of secure multi-page licence/passport style booklets and labels described in the Annex A Statement of Work that the Bidder is currently capable of producing in its facility or facilities is provided. Clearly demonstrates capability to exceed the requirements of the Annex A Statement Work.

Points Allocated for R1.5: _____ /3 multiplied by w.f. 2 = : _____ /6

R1.6 The Bidder should describe its supply infrastructure for maintaining the supply of materials necessary for manufacturing secure multi-page licence/passport style booklets and labels. The description should include:

- a. The corporate procedures for vetting supplier's production capability; Quality Assurance and Security practices;
- b. The procurement procedures for ensuring best value of functionality and price; and
- c. The management procedures for monitoring the overall supply of material.

R1.6.1 Supply of materials necessary for manufacturing secure multi-page licence/passport style booklets

0 points	Information required was not provided OR Not enough details are provided to assess the Bidder's corporate procurement processes.
1 point	Details provided lead to an understanding of one (1) of the Bidder's corporate procurement processes for a - c. Does not demonstrate capability to meet the requirements of the Annex A Statement Work.
2 points	Details provided lead to a good understanding of two (2) of the Bidder's corporate procurement processes for a - c. Demonstrates some capability to meet the requirements of the Annex A Statement

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	Work.
3 points	Details provided lead to a good understanding of the Bidder's corporate procurement processes for a - c. All elements present. Most elements well described. Demonstrates capability to meet the requirements of the Annex A Statement Work.
4 points	Substantial details provided lead to a complete and thorough understanding of the Bidder's corporate procurement processes for a - c. All elements present. All elements fully described. Clearly demonstrates capability to meet the requirements of the Annex A Statement Work.

Points Allocated for R1.6.1: _____ /4 multiplied by w.f. 2 = : _____ /8

R1.6.2 Supply of materials necessary for manufacturing secure labels

0 points	Information required was not provided OR Not enough details are provided to assess the Bidder's corporate procurement processes.
1 point	Details provided lead to an understanding of one (1) of the Bidder's corporate procurement processes for a - c. Does not demonstrate capability to meet the requirements of the Annex A Statement Work.
2 points	Details provided lead to a good understanding of two (2) of the Bidder's corporate procurement processes for a - c. Demonstrates some capability to meet the requirements of the Annex A Statement Work.
3 points	Details provided lead to a good understanding of the Bidder's corporate procurement processes for a - c. All elements present. Most elements well described. Demonstrates capability to meet the requirements of the Annex A Statement Work.
4 points	Substantial details provided lead to a complete and thorough understanding of the Bidder's corporate procurement processes for a - c. All elements present. All elements fully described. Clearly demonstrates capability to meet the requirements of the Annex A Statement Work.

Points Allocated for R1.6.2: _____ /4 multiplied by w.f. 2 = : _____ /8

Points Allocated for R1.6: _____ /16

R.1 TOTAL POINTS = _____ / 136

R.2. IMPLEMENTATION OF WORK – STREAM A (Maximum 124 Points R.2.1 – R.2.6)

Bidders should provide a separate detailed work plan (including schedule for the initial production) for the production of Aviation Document Booklets and labels. The plan should clearly describe how the Bidder proposes to implement and manage the complete process of printing (including security printing techniques), finishing, preparation for shipping, shipping of Aviation Document Booklets and labels and reporting of activity for this requirement as described in the Statement of Work for Stream A.

The plan should clearly describe how the Bidder proposes to work with client representatives to meet the security, operational and management requirements in all areas related to this requirement over the term of the Contract. In doing this, the plan should give a comprehensive description of all procedures and activities which will be carried out or managed by the Bidder for the production of Aviation Document Booklets and labels, as well as, how all of the activities are integrated in order to provide the required service.

The plan should clearly explain the processes occurring in each area and how they interact both within the area and with other areas necessary to complete the requirement.

R.2.1 The plan should explain how the Bidder proposes to complete the stages of consultation and set-up for the initial production of Aviation Document Booklets and labels.

R.2.1.1 Consultation and set-up

0 points	Information required was not provided OR Not enough details are provided to assess the how the Bidder proposes to complete the stages of consultation and set-up for the initial production of Aviation Document Booklets and labels
1 point	Details provided lead to an understanding of the how the Bidder proposes to complete the stages of consultation and set-up for the initial production of Aviation Document Booklets and labels. The plan does not identify any interaction between the Bidder and Transport Canada.
2 points	Details provided lead to a good understanding of the how the Bidder proposes to complete the stages of consultation and set-up for the initial production of Aviation Document Booklets and labels. The plan demonstrates the interaction between the Bidder and Transport Canada All elements present. Most elements well described.
3 points	Substantial details provided lead to a complete and thorough understanding of the how the Bidder proposes to complete the stages of consultation and set-up for the initial production of Aviation Document Booklets and labels. The plan clearly demonstrates the interaction between the Bidder and Transport Canada. All elements present. All elements fully described.

Points Allocated for R.2.1.1: _____ /3 multiplied by w.f. 3 = : _____ /9

R.2.1.2 Schedule

0 points	Information required was not provided OR The plan does not provide a schedule with timelines.
1 point	Schedule provided. Does not demonstrate capability to meet the requirements of the Annex A Statement Work.
2 points	Schedule provided. All elements present. Most elements well described. Demonstrates capability to meet the requirements of the Annex A Statement Work.
3 points	Detailed schedule provided. All elements present. All elements fully described. Clearly demonstrates capability to meet the requirements of the Annex A Statement Work.

Points Allocated for R.2.1.2.: _____ /3 multiplied by w.f. 2 = : _____ /6

Points Allocated for R.2.1: _____ /15

R.2.2 The plan should provide a clear and detailed description of the procedures followed for the production of the required Aviation Document Booklets and labels starting from acquisition of materials to the shipping area (a – f listed below). The plan should address the security and ICAO considerations for the production of the required Aviation Document Booklets and labels.

The plan should separate each required area of activity and production phase. The plan should include but not necessarily be limited to the areas detailed below:

- a. material acquisition;
- b. reception of document files and transfer of files to the production area;
- c. proofing and pre-press;
- d. printing; including lithographic printing, intaglio printing, security printing techniques, and gold foil embossing;
- e. finishing/bindery; and
- f. preparation for shipping and shipping

R.2.2.1 Aviation Document Booklets as described in the Statement of Work for Stream A

0 points	Information required was not provided OR Not enough details are provided to assess the procedures to be followed for the production of Aviation Document Booklets.
1 point	Details provided lead to an understanding of the procedures to be followed for the production of Aviation Document Booklets. The plan provides details to describe the security and ICAO considerations for the production of Aviation Document Booklets. The plan provides details to describe less than 4 required areas of activity (a – f). Does not demonstrate capability to meet the requirements of the Annex A Statement Work.
2 points	Details provided lead to an understanding of the procedures to be followed for the production of Aviation Document Booklets. The plan provides details to describe the security and ICAO considerations for the production of Aviation Document Booklets. The plan provides details to describe at least 4 required areas of activity (a – f). Most present. Most elements well described. Does not clearly demonstrate capability to meet the requirements of the Annex A Statement Work.
3 points	Details provided lead to an understanding of the procedures to be followed for the production of Aviation Document Booklets. The plan provides details to describe the security and ICAO considerations for the production of Aviation Document Booklets. The plan provides details to describe at least 5 required areas of activity (a – f). Most present. Most elements well described. Demonstrates some capability to meet the requirements of the Annex A Statement Work.
4 points	Details provided lead to a good understanding of the procedures to be followed for the production of Aviation Document Booklets. The plan provides details to describe the security and ICAO considerations for the production of Aviation Document Booklets. The plan provides details to describe each required area of activity (a – f). All elements present. Most elements well described. Demonstrates capability to meet the requirements of the Annex A Statement Work.
5 points	Substantial details provided lead to a complete and thorough understanding of the procedures to be followed for the production of Aviation Document Booklets. The plan provides details to describe the security and ICAO considerations for the production of Aviation Document Booklets. The plan provides details to describe each required area of activity (a – f). All elements present. All elements fully described. Clearly demonstrates capability to meet the requirements of the Annex A Statement Work.

Points Allocated for R.2.2.1: /5 multiplied by w.f. 4 = : /20

R.2.2.2 Aviation Document Booklet Labels as described in the Statement of Work for Stream A

0 points	Information required was not provided OR Not enough details are provided to assess the procedures to be followed for the production of Aviation Document Booklet labels.
1 point	Details provided lead to an understanding of the procedures to be followed for the production of Aviation Document Booklet labels. The plan provides details to describe the security and ICAO considerations for the production of Aviation Document Booklet labels. The plan provides details to describe less than 4 required areas of activity (a – f). Does not demonstrate capability to meet the requirements of the Annex A Statement Work.
2 points	Details provided lead to an understanding of the procedures to be followed for the production of Aviation Document Booklet labels. The plan provides details to describe the security and ICAO considerations for the production of Aviation Document Booklet labels. The plan provides details to describe at least 4 required areas of activity (a – f). Most present. Most elements well described. Does not clearly demonstrate capability to meet the requirements of the Annex A Statement Work.
3 points	Details provided lead to an understanding of the procedures to be followed for the production of Aviation Document Booklet labels. The plan provides details to describe the security and ICAO considerations for the production of Aviation Document Booklet labels. The plan provides details to describe at least 5 required areas of activity (a – f). Most present. Most elements well described. Demonstrates some capability to meet the requirements of the Annex A Statement Work.
4 points	Details provided lead to a good understanding of the procedures to be followed for the production of Aviation Document Booklet labels. The plan provides details to describe the security and ICAO considerations for the production of Aviation Document Booklet labels. The plan provides details to describe each required area of activity (a – f). All elements present. Most elements well described. Demonstrates capability to meet the requirements of the Annex A Statement Work.
5 points	Substantial details provided lead to a complete and thorough understanding of the procedures to be followed for the production of Aviation Document Booklet labels. The plan provides details to describe the security and ICAO considerations for the production of Aviation Document Booklet labels. The plan provides details to describe each required area of activity (a – f). All elements present. All elements fully described. Clearly demonstrates capability to meet the requirements of the Annex A Statement Work.

Points Allocated for R.2.2.2: _____/5 multiplied by w.f. 4 = : _____/20

Points Allocated for R.2.2: _____/40

R.2.3 The plan should provide a clear and detailed description of how the Bidder will verify that all required quantities of the required Aviation Document Booklets and labels have been produced.

0 points	Information required was not provided OR Not enough details are provided to assess how the will verify that all required quantities of the required Aviation Document Booklets and labels have been produced.
1 point	Details provided lead to an understanding of how the will verify that all required quantities of the required Aviation Document Booklets and labels have been produced. Does not demonstrate capability to meet the requirements of the Annex A Statement Work.
2 points	Details provided lead to a good understanding of how the will verify that all required quantities of the required Aviation Document Booklets and labels have been produced. All elements present. Most elements well described. Demonstrates capability to meet the requirements of the Annex A Statement Work.
3 points	Substantial details provided lead to a complete and thorough understanding of how the will verify that all required quantities of the required Aviation Document Booklets and labels have been produced. All elements present. All elements fully described. Clearly demonstrates capability to meet the requirements of the Annex A Statement Work.

Points Allocated for R.2.3: _____/3 multiplied by w.f. 3 = : _____/9

R.2.4 The plan should provide a clear and detailed description of how the Bidder will verify the quality of the printing (including security printing techniques and intaglio printing) and gold foil embossing of the required Aviation Document Booklets and labels.

R.2.4.1 Aviation Document Booklets

0 points	Information required was not provided OR Not enough details are provided to assess how the Bidder will verify the quality of the printing (including security printing techniques, intaglio printing) and gold foil embossing, of Aviation Document Booklets.
1 point	Details provided lead to an understanding of how the Bidder will verify the quality of the printing (including security printing techniques, intaglio printing) and gold foil embossing, of Aviation Document Booklets. Does not demonstrate capability to meet the requirements of the Annex A Statement Work.
2 points	Details provided lead to a good understanding of how the Bidder will verify the quality of the printing (including security printing techniques, intaglio printing) and gold foil embossing, of Aviation Document Booklets. All elements present. Most elements well described. Demonstrates capability to meet the requirements of the Annex A Statement Work.
3 points	Substantial details provided lead to a complete and thorough understanding of how the Bidder will verify the quality of the printing (including security printing techniques, intaglio printing) and gold foil embossing, of Aviation Document Booklets. All elements present. All elements fully described. Clearly demonstrates capability to meet the requirements of the Annex A Statement Work.
Points Allocated for R.2.4.1: _____/3 multiplied by w.f. 4 : _____/12	

R.2.4.2 Aviation Document Booklet Labels

0 points	Information required was not provided OR Not enough details are provided to assess how the Bidder will verify the quality of the printing, including security printing techniques of the required labels.
1 point	Details provided lead to an understanding of how the Bidder verify the quality of the printing, including security printing techniques of the required labels. Does not demonstrate capability to meet the requirements of the Annex A Statement Work.
2 points	Details provided lead to a good understanding of how the Bidder verify the quality of the printing, including security printing techniques of the required labels. All elements present. Most elements well described. Demonstrates capability to meet the requirements of the Annex A Statement Work.
3 points	Substantial details provided lead to a complete and thorough understanding of how the Bidder will verify the quality of the printing, including security printing techniques of the required labels. All elements present. All elements fully described. Clearly demonstrates capability to meet the requirements of the Annex A Statement Work.
Points Allocated for R.2.4.2: _____/3 multiplied by w.f. 4 = : _____/12	
Points Allocated for R.2.4: _____/24	

R.2.5 The plan should provide a clear and detailed description of how the Bidder will verify the accuracy of the contents of the Aviation Document Booklets.

0 points	Information required was not provided OR Not enough details are provided to assess how the Bidder will verify the accuracy of the contents of the Aviation Document Booklets.
1 point	Details provided lead to an understanding of how the Bidder will verify the accuracy of the contents of the of Aviation Document Booklets. Does not demonstrate capability to meet the requirements of the Annex A Statement Work.
2 points	Details provided lead to a good understanding of how the Bidder will verify the accuracy of the contents of the Aviation Document Booklets. All elements present. Most elements well described. Demonstrates capability to meet the requirements of the Annex A Statement Work.
3 points	Substantial details provided lead to a complete and thorough understanding of how the Bidder will verify the accuracy of the contents of the of Aviation Document Booklets. All elements present. All elements fully described. Clearly demonstrates capability to meet the requirements of the Annex A Statement Work.
Points Allocated for R.2.5: _____/3 multiplied by w.f. 3 = : _____/9	

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R.2.6 The plan should provide a clear and detailed description of how the Bidder will verify the quality of binding/finishing of the required Aviation Document Booklets and labels.

0 points	Information required was not provided OR Not enough details are provided to assess how the Bidder will verify the quality of the binding/finishing of Aviation Document Booklets and labels.
1 point	Details provided lead to an understanding of how the Bidder will verify the quality of the binding/finishing of Aviation Document Booklets and labels. Does not demonstrate capability to meet the requirements of the Annex A Statement Work
2 points	Details provided lead to a good understanding of how the Bidder will verify the quality of the binding/finishing of Aviation Document Booklets and labels. All elements present. Most elements well described. Demonstrates capability to meet the requirements of the Annex A Statement Work.
3 points	Substantial details provided lead to a complete and thorough understanding of how the Bidder will verify the quality of the binding/finishing of Aviation Document Booklets and labels. All elements present. All elements fully described. Clearly demonstrates capability to meet the requirements of the Annex A Statement Work.
Points Allocated for R.2.6: _____ /3 multiplied by w.f. 3 = : _____ /9	

R.2.7 The plan should demonstrate how the Bidder will manage and keep track of the spoiled or defective Aviation Document Booklets and labels and how replacement product will be introduced and managed during production.

0 points	Information required was not provided OR Not enough details are provided to assess how the Bidder will manage and keep track of the spoiled or defective products and how replacement product will be introduced and managed during production of Aviation Document Booklets and labels.
1 point	Details provided lead to an understanding of how the Bidder will manage and keep track of the spoiled or defective products and how replacement product will be introduced and managed during production of Aviation Document Booklets and labels. Does not demonstrate capability to meet the requirements of the Annex A Statement Work
2 points	Details provided lead to a good understanding of how the Bidder will manage and keep track of the spoiled or defective products and how replacement product will be introduced and managed during production of Aviation Document Booklets and labels. All elements present. Most elements well described. Demonstrates capability to meet the requirements of the Annex A Statement Work.
3 points	Substantial details provided lead to a complete and thorough understanding of how the Bidder will manage and keep track of the spoiled or defective products and how replacement product will be introduced and managed during production of Aviation Document Booklets and labels. All elements present. All elements fully described. Clearly demonstrates capability to meet the requirements of the Annex A Statement Work.
Points Allocated for R.2.7: _____ /3 multiplied by w.f. 3 = : _____ /9	

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R.2.8 The plan should detail how the continuity and quality level of services will be maintained during production.

0 points	Information required was not provided OR Not enough details are provided to assess how the continuity and quality level of services will be maintained during production of Aviation Document Booklets and labels.
1 point	Details provided lead to an understanding of how the continuity and quality level of services will be maintained during production of Aviation Document Booklets and labels. Does not demonstrate capability to meet the requirements of the Annex A Statement Work.
2 points	Details provided lead to a good understanding of how the continuity and quality level of services will be maintained during production of Aviation Document Booklets and labels. All elements present. Most elements well described. Demonstrates capability to meet the requirements of the Annex A Statement Work.
3 points	Substantial details provided lead to a complete and thorough understanding of how the continuity and quality level of services will be maintained during production of Aviation Document Booklets and labels . All elements present. All elements fully described. Clearly demonstrates capability to meet the requirements of the Annex A Statement Work.

Points Allocated for R.2.3: _____ /3 multiplied by w.f. 3 = : _____ /9

R.2 TOTAL POINTS = _____ /124

R3. BUSINESS CONTINUITY PLAN (Maximum 76 Points R.3.1 – R.3.3)

Bidders should provide a Business Continuity Plan (BCP) for all operations required to complete the production and shipping of Aviation Document Booklets and labels. The BCP should not only provide for a recovery of services but also for the continued production of Aviation Document Booklets and labels, as specified in the Statement of Work, while the recovery to normal operations is underway. Bidders should address at a minimum the following elements: mechanical breakdown, hardware failures, system failures and service outages. The BCP should specifically detail all provisions for: The functioning of the production facility and any backup facilities; staffing; production equipment and distribution.

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

0 points	Information required was not provided OR No BCP provided for any facility identified in the proposal.
1 point	BCP provided for some facilities identified in the proposal.
2 points	BCP provided for all facilities identified in the proposal.

Points Allocated for R.3.1: _____ /2 multiplied by w.f. 5 = : _____ /10

R.3.2 Corporate BCP

Bidders should 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:

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

a. Is part of the corporate policies and procedures, tested for "real world" relevance and reviewed and revised as required in order to be current:

0 points	Information required was not provided OR Not enough details are provided to assess the BCP.
1 point	Details provided lead to an understanding of the Bidder's BCP. The information provided does not demonstrate that the Bidder has implemented a corporate BCP that is part of the corporate policies and procedures.
2 points	Details provided lead to a good understanding of the Bidder's BCP. The information provided demonstrates that the Bidder has implemented a corporate BCP that is part of the corporate policies and procedures. All elements present. Most elements well described.
3 points	Substantial details provided lead to a complete and thorough understanding of the Bidder's BCP. The information provided demonstrates that 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. All elements present. All elements fully described.

Points Allocated for R.3.2.a: _____ /3 multiplied by w.f. 2 = : _____ /6

b. Demonstrates the Bidder has established a corporate management team for Business Continuity with defined roles and responsibilities:

0 points	Information required was not provided OR Not enough details are provided to assess the BCP.
1 point	Details provided lead to an understanding of the Bidder's BCP. The information provided does not demonstrate that the Bidder has established a corporate management team for Business Continuity with defined roles and responsibilities
2 points	Details provided lead to a good understanding of the Bidder's BCP. The information provided demonstrates that the Bidder has established a corporate management team for Business Continuity with defined roles and responsibilities. All elements present. Most elements well described.
3 points	Substantial details provided lead to a complete and thorough understanding of the Bidder's BCP. The information provided demonstrates that the Bidder has established a corporate management team for Business Continuity with defined roles and responsibilities. All elements present. All elements fully described.

Points Allocated for R.3.2.b: _____/3 multiplied by w.f. 1.5 = : _____/4.5

c. Demonstrates the Bidder has established protocols for Business Continuity for escalating levels of incident management up to disaster recovery.

0 points	Information required was not provided OR Not enough details are provided to assess the BCP.
1 point	Details provided lead to an understanding of the Bidder's BCP. The information provided does not demonstrate that the Bidder has established protocols for Business Continuity for escalating levels of incident management up to disaster recovery.
2 points	Details provided lead to a good understanding of the Bidder's BCP. The information provided demonstrates that the Bidder has established protocols for Business Continuity for escalating levels of incident management up to disaster recovery. All elements present. Most elements well described.
3 points	Substantial details provided lead to a complete and thorough understanding of the Bidder's BCP. The information provided demonstrates that the Bidder has established protocols for Business Continuity for escalating levels of incident management up to disaster recovery. All elements present. All elements fully described.

Points Allocated for R.3.2.c: _____/3 multiplied by w.f. 1.5 = : _____/4.5

d. Is communicated throughout the company.

0 points	Information required was not provided OR Not enough details are provided to assess the BCP.
1 point	Details provided lead to an understanding of the Bidder's BCP. The information provided does not demonstrate that the BCP is communicated throughout the company.
2 points	Details provided lead to a good understanding of the Bidder's BCP. The information provided demonstrates that the BCP is communicated throughout the company. All elements present. Most elements well described.
3 points	Substantial details provided lead to a complete and thorough understanding of the Bidder's BCP. The information provided demonstrates that the BCP is communicated throughout the company. All elements present. All elements fully described.

Points Allocated for R.3.2.d: _____/3

Points Allocated for R.3.2: _____/18

R.3.3 The BCP for each facility identified in the proposal as necessary to complete the work should address threats that could interrupt production to complete the production and shipping of Aviation Document Booklets and labels, the mitigation strategy for each and an estimated timeframe for resuming production in each of the following areas:

- a. Facility;
- b. Personnel ;
- c. Supply of materials including cover, laminate and text paper ;
- d. Print production (including security printing techniques, intaglio printing and gold foil embossing) as described in the Annex A Statement of Work;
- e. Finishing/binding as described in the Annex A Statement of Work; and
- f. Preparation for shipping and shipping.

Bidders should address at a minimum the following elements: mechanical breakdown, hardware failures, system failures and service outages.

R.3.3.1 The BCP for each facility identified in the proposal as necessary to complete the work should provide the required information to describe threats that could interrupt production and shipping of Aviation Document Booklets and labels. Bidders should address at a minimum the following elements: mechanical breakdown, hardware failures, system failures and service outages for each area listed (a – f):

0 points	Information required was not provided OR Not enough details are provided to assess the threats that could interrupt production and shipping of Aviation Document Booklets and labels.
1 point	Details provided lead to an understanding of the threats that could interrupt production and shipping of Aviation Document Booklets and labels. Most elements present. Most elements described.
2 points	Details provided lead to a good understanding of the threats that could interrupt production and shipping of Aviation Document Booklets and labels. All elements present. Most elements well described.
3 points	Substantial details provided lead to a complete and thorough understanding of the threats that could interrupt production and shipping of Aviation Document Booklets and labels. All elements present. All elements fully described.

a.	Facility	Points Allocated for R.3.3.3.1.a ____/3
b.	Personnel	Points Allocated for R.3.3.3.1.b ____/3
c.	Supply of materials including cover, laminate and text paper	Points Allocated for R.3.3.3.1.c ____/3
d.	Print production (including security printing techniques, intaglio printing and gold foil embossing), as described in the Annex A Statement of Work	Points Allocated for R.3.3.3.1.d ____/3
e.	Finishing/binding as described in the Annex A Statement of Work	Points Allocated for R.3.3.3.1.e ____/3
f.	Preparation for shipping and shipping	Points Allocated for R.3.3.3.1.f ____/3
Points Allocated for R.3.3.1: ____/18		

R.3.3.2 The BCP for each facility identified in the proposal as necessary to complete the work should provide the required information to describe the mitigation strategy for each threat identified for R.3.3.1 for each area listed (a – f):

0 points	Information required was not provided OR Not enough details are provided to assess the mitigation strategy for each threat identified for R.3.3.1. Does not demonstrate capability to maintain production.	
1 point	Details provided lead to an understanding of the mitigation strategy for each threat identified for R.3.3.1. Most elements present. Most elements described.	
2 points	Details provided lead to a good understanding of the mitigation strategy for each threat identified for R.3.3.1. All elements present. Most elements well described. Demonstrates capability to maintain production.	
3 points	Substantial details provided lead to a complete and thorough understanding of mitigation strategy for each threat identified for R.3.3.1. All elements present. All elements fully described. Clearly demonstrates capability to maintain production in alternate facilities.	
a.	Facility	Points Allocated for R.3.3.2.a ____/3
b.	Personnel	Points Allocated for R.3.3.2.b ____/3
c.	Supply of materials including cover, laminate and text paper	Points Allocated for R.3.3.2.c ____/3
d.	Print production (including security printing techniques, intaglio printing and gold foil embossing), as described in the Annex A Statement of Work	Points Allocated for R.3.3.2.d ____/3
e.	Finishing/binding as described in the Annex A Statement of Work	Points Allocated for R.3.3.2.e ____/3
f.	Preparation for shipping and shipping	Points Allocated for R.3.3.2.f ____/3
Points Allocated for R.3.3.2: ____/18		

R.3.3.3 The BCP for each facility identified in the proposal as necessary to complete the work should provide the required information to demonstrate the estimated timeframe for resuming production for each mitigation strategy identified in R.3.3.2 for each area listed (a – f).

0 points	Information required was not provided OR Not enough details are provided to assess the estimated timeframe for resuming production for each mitigation strategy identified in R.3.3.2. Does not demonstrate capability to maintain production.	
1 point	Details provided lead to a good understanding of the estimated timeframe for resuming production for each mitigation strategy identified in R.3.3.2. All elements present. Most elements well described. Demonstrates capability to maintain production.	
2 points	Substantial details provided lead to a complete and thorough understanding of the estimated timeframe for resuming production for each mitigation strategy identified in R.3.3.2. All elements present. All elements fully described. Clearly demonstrates capability to maintain production with minimal disruption.	
a.	Facility	Points Allocated for R.3.3.3.a ____/2
b.	Personnel	Points Allocated for R.3.3.3.b ____/2
c.	Supply of materials including cover, laminate and text paper	Points Allocated for R.3.3.3.c ____/2
d.	Print production (including security printing techniques, intaglio printing and gold foil embossing), as described in the Annex A Statement of Work	Points Allocated for R.3.3.3.d ____/2
e.	Finishing/binding as described in the Annex A Statement of Work	Points Allocated for R.3.3.3.e ____/2
f.	Preparation for shipping and shipping	Points Allocated for R.3.3.3.f ____/2
Points Allocated for R.3.3.3: ____/12		
Points Allocated for R.3.3: ____/48		

R.3 TOTAL POINTS = ____/76

R4. QUALITY ASSURANCE AND QUALITY CONTROL (Maximum 40 Points R.4.a OR R.4.b)

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

The Bidder should identify all facilities where work will be carried out and the work completed in each.

R.4.1 Quality Assurance Program and quality control procedures

The Bidder should respond to R.4.1 by providing the information required **for either** R.4.1.a *ISO certification* **OR** for R.4.1.b.

The points allocated for R.4.1 will be based on the Bidder's response for R.4.1.a *ISO certification* **OR** for R.4.1.b

R.4.1.a ISO Certification

The Bidder should demonstrate ISO certification relevant to security printing and finishing. The Bidder should identify all facilities where the work activities will be conducted and which work activities would be completed by sub-contractors.

R.4.1.a Quality Assurance - Single Facility OR Multiple Facilities (includes sub-contractors)

R.4.a.1 The Bidder should provide a copy of their current ISO certification related to the required services. Should the Bidder propose to utilize multiple facilities, each holding ISO certification relevant to this requirement, **a copy of the current ISO certification for each facility should be submitted with the proposal.**

R.4.1.a.1 - ISO certification 14298 relevant to security printing. Copy of current ISO certification(s) supplied for each facility identified.

Points Allocated for R.4.1.a.1: _____ /20

R.4.1.a.2 The Bidder should provide copies of the ISO work procedures relevant to each phase of the requirement – security printing and finishing. 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.**

Copy of ISO work procedures relevant to facility supplied for:

Security Printing processes	_____ / 10 Points
Finishing/Binding processes	_____ / 10 Points

Points Allocated for R.4.1.a.2: _____ /20

Points awarded for R.4.1.a ISO certification: _____ / 40

Should the Bidder not hold ISO certification relevant to this requirement, or, propose to utilize multiple facilities, where at least one (1) does not hold ISO certification relevant to this requirement, then the Bidder should provide their response as stated in R.5.1.b. In this case, only the information provided for R.5.1.b will be evaluated.

R.4.1.b Quality Assurance: Single Facility or Multiple Facilities (includes sub-contractors)

The Bidder should provide a detailed description of the Quality Assurance Program and quality control procedures the Bidder proposes to utilize in the identified facilities for the security printing and finishing for the production of Aviation Document Booklets and labels as specified in the Statement of Work.

R.4.1.b.1 The Bidder should identify all facilities where work will be carried out and the work completed in each.

0 points	Information required was not provided OR Not enough details are provided to assess where work will be carried out and the work completed in each facility.
1 point	Details provided lead to an understanding of where work will be carried out and the work completed in each facility. Most elements present. Most elements well described.
2 points	Details provided lead to a good understanding of where work will be carried out and the work completed in each facility. All elements present. Most elements well described.
3 points	Substantial details provided lead to a complete and thorough understanding of where work will be carried out and the work completed in each facility. All elements present. All elements fully described.

Points Allocated for R.4.1.b.1: _____/3 multiplied by w.f. 2 = : _____/6

R.4.1.b.2 The Bidder should describe the quality control procedures that the Bidder proposes to utilize in all relevant facilities identified to complete the work for the following activities (a – e):

- a. the print quality control procedures for acceptance and verification of the print files and monitoring of production;
- b. the print quality control procedures for printing processes (including security printing techniques, intaglio printing and gold foil embossing);
- c. the quality control procedures for finishing/binding of secure documents;
- d. the quality control procedures for the supply of materials; and
- e. the quality control procedures for the preparation for shipping and shipping of material.

0 points	Information required was not provided OR Not enough details are provided to assess the quality control procedures that the Bidder proposes to utilize in all relevant facilities identified to complete the work.
1 point	Details provided lead to a good understanding of the quality control procedures that the Bidder proposes to utilize in all relevant facilities identified to complete the work. All elements present. Most elements well described. Demonstrates capability to complete Quality Assurance requirements.
2 points	Substantial details provided lead to a complete and thorough understanding of the quality control procedures that the Bidder proposes to utilize in all relevant facilities identified to complete the work. How the Bidder will manage the quality control procedures between all facilities identified as necessary to complete the requirement. All elements present. All elements fully described. Demonstrates capability to fully complete Quality Assurance requirements.

a.	The print quality control procedures for acceptance and verification of the print files and monitoring of production.	Points Allocated for R.4.1.b.2.a _____/2
b.	print quality control procedures for printing processes (including security printing techniques, intaglio printing and gold foil embossing).	Points Allocated for R.4.1.b.2.b _____/2
c.	quality control procedures for finishing/binding of secure documents.	Points Allocated for R.4.1.b.2.c _____/2
d.	quality control procedures for the supply of materials.	Points Allocated for R.4.1.b.2.d _____/2
e.	quality control procedures for the preparation for shipping and shipping of material.	Points Allocated for R.4.1.b.2.e _____/2

Points Allocated for R.4.1.b.2: _____/10 multiplied by w.f. 3 = : _____/30

R.4.1.b.3 The Bidder should describe the degree to which the Bidder's Quality Assurance Program has been formalized as corporate policy and communicated to employees.

0 points	Information required was not provided.
1 point	The description does not demonstrate that the Bidder's Quality Assurance Program has been formalized as corporate policy.
2 points	The description demonstrates that the Bidder's Quality Assurance Program has been formalized as corporate policy.
3 points	The description demonstrates that the Bidder's Quality Assurance Program has been formalized as corporate policy and is communicated to employees. All elements present. Most elements described.
4 points	Substantial details provided. The description demonstrates that the Bidder's Quality Assurance Program has been formalized as corporate policy and how the Quality Assurance Program is communicated to employees. All elements present. All elements fully described.

Points Allocated for R.4.1.b.3: _____ /4

Points Allocated for R.4.1.b: _____ /40

R.4 TOTAL POINTS (R.4.1.a OR R.4.1.b)= _____ /40

R5. ENVIRONMENTAL PRACTICES (Maximum 16 Points R.5.a OR R.5.b)

The Bidder should respond to R.5 by providing the information required **for either R.5.a OR for R.5.b.**

R5.a 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 the Bidder hold either Environmental Choice Program certification for Lithographic or Digital Printing Services, 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.5.b.**

Bidders claiming certification and failing to provide a copy of the certification will receive 0 points for R.5.

R.5.a The Environmental program(s) under which the Bidder is certified :	
Environmental Choice Program, certification for Lithographic Printing Services And/Or Chain of Custody certification from a Forest Management Program (FSC, SFI, CSA/SFMS) And/Or ISO 140001	_____ 15 Points
Points Allocated for R.5.1.a _____ / 16	

OR

R.5.b Environmental Practices

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

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

The description demonstrates the following elements of the evaluation:

The Bidder recycles all scrap packaging and shipping material.	_____ 1 Point
The Bidder recycles or uses environmentally safe methods of disposing of all scrap plastic and metal binding material.	_____ 1 Point
The Bidder recycles or uses environmentally safe methods of disposal of metal plates whenever possible.	_____ 1 Point
The Bidder recycles or uses environmentally safe methods of disposal of waste printing and finishing inks.	_____ 1 Point
The Bidder recycles or uses environmentally safe methods of disposal of waste chemicals and binding adhesives.	_____ 1 Point
The Bidder uses vegetable based inks whenever possible.	_____ 1 Point
The Bidder uses packaging material containing recycled content.	_____ 1 Point
The Bidder has automated equipment that enters standby mode after one hour.	_____ 1 Point
The Bidder has a company policy requires that non-automated equipment to be turned off when not in use.	_____ 1 Point
The Bidder captures potentially harmful VOCs or dust from production processes.	_____ 1 Point

Points Allocated for R.5.b: _____ /10 multiplied by a weighting factor of 1.6 = _____ /16

R.5 (R.5.a OR R.5.b) TOTAL POINTS = _____ /15
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ANNEX "E"

E.2 – EVALUATION GRID – STREAM B

Title: **STREAM B - CUSTOMIZATION OF ADBs INCLUDING WAREHOUSING OF PRE-PRINTED ADBs AND LABELS, ORDER RECEIVING AND FULFILLMENT, CUSTOMIZATION AND DISTRIBUTION.**

Bidder: _____

Date: _____

EVALUATION SUMMARY - MANDATORY CRITERIA

MET

NOT MET

EVALUATION SUMMARY - POINT RATED CRITERIA

POINT RATED CRITERIA	Maximum Points	SCORE ACHIEVED
R.1 Bidder Capability	100	/100
R.2 Implementation of the Work	104	/104
R.3 Business Continuity Plan	76	/76
R.4 Quality Assurance and Quality Control	40	/40
R.5 Environmental Practices	16	/16
Minimum points – 252	336	/336

TECHNICAL EVALUATION - MANDATORY TECHNICAL CRITERIA

Bidders MUST meet all the mandatory requirements of the RFP. No further consideration will be given to Bidders not meeting all the mandatory criteria.

To meet the requirement described herein, the experience of the Bidder must be work for which the Bidder was under contract to external clients. During the evaluation no corporate experience gained through internal clients will be accepted or reviewed. In the case of a joint venture, the combined experience of the parties forming the joint venture will be considered in the evaluation of the experience of the Bidder.

Listing experience without providing any supporting data to describe where and how such experience was obtained will result in the experience not being included for evaluation purposes.

In the case of a joint venture, the combined experience of the parties forming the joint venture will be considered in the evaluation of the experience of the Bidder.

Definitions for the purposes of evaluation:

"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.

"Multiple" means two (2) or more.

Stream B - M.1

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

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

M.1.1	The detailed description of the two (2) contracts (combined) must demonstrate that the Bidder provided the following services as a part of the contracts:	Contract 1 Yes (√) or No (X)	Contract 2 Yes (√) or No (X)
	Warehousing of pre-printed materials supplied to the Bidder.		
	Inventory management.		
	Order receipt and fulfillment on an on-going basis.		
	Customization of pre-printed booklet style multi-page documents.		
	Customization and application or insertion of pre-printed labels.		
	Preparation for distribution and distribution.		

For each contract the Bidder must provide the following information:		Contract 1 Information Provided Yes (√) or No (X)	Contract 2 Information Provided Yes (√) or No (X)
a	the client information;		
b	the quantity of printed and bound multi-page licence/passport style booklets customized by the Bidder each year (as applicable to the contract);		
c	the warehousing and inventory management requirements (as		

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

Stream B) M.1. BIDDER'S EXPERIENCE - PROVIDING WAREHOUSING, ORDER RECEIVING AND FULFILLMENT AND CUSTOMIZATION SERVICES AS DESCRIBED IN THE STATEMENT OF WORK	MET	NOT MET

Stream B - M.2

BUSINESS CONTINUITY PLAN

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

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

The Business Continuity Plan submitted for M.2 will be evaluated in the point rated **criteria R.3**.

Stream B) M.2. BUSINESS CONTINUITY PLAN	MET	NOT MET

PART 2 - TECHNICAL EVALUATION - POINT RATED TECHNICAL CRITERIA

Only those proposals which first meet the Mandatory Requirements will be considered in the second stage of the evaluation, the Technical Evaluation.

To be considered responsive, a proposal must obtain a minimum passing mark of 75% overall for the point rated criteria of the Technical Evaluation. Proposals scoring less than 75% overall for the point rated criteria of the Technical Evaluation will not be given further consideration.

Bidders are instructed to address each requirement in sufficient depth to permit a complete analysis and assessment by the Evaluation Team.

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

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

Assessment of proposals will be based solely on the information in the Proposal. Canada may seek further information or clarification from the bidder.

The points allocated for selected criteria will be multiplied by the specified weighting factor (w.f.).

R1 CORPORATE CAPABILITY (Maximum 100 Points R1.1 – R1.5)

The Bidder should provide a corporate description demonstrating their experience and current capacity for providing warehousing, order processing and fulfillment, customization, and distribution of the secure Aviation Document Booklets and labels in the quantities and in the time periods described in the Annex A Statement of Work.

R1.1 The Bidder should provide the number of years it has been providing warehousing, order processing and fulfillment, customization, and distribution of secure multi-page licence/passport style booklets and labels.

The Bidder has less than 2 years experience or less providing warehousing, order processing and fulfillment, customization, and distribution of secure multi-page licence/passport style booklets. OR Information not provided 0 points	The Bidder has more than 2 years but less than 3 years experience providing warehousing, order processing and fulfillment, customization, and distribution of secure multi-page licence/passport style booklets. 1 points	The Bidder has 3 or more years experience providing warehousing, order processing and fulfillment, customization, and distribution of secure multi-page licence/passport style booklets. 2 points
The Bidder has less than 2 years experience providing warehousing, order processing and fulfillment, customization, and distribution of secure labels and carrier sheets. OR Information not provided 0 points	The Bidder has more than 2 years but less than 3 years experience providing warehousing, order processing and fulfillment, customization, and distribution of secure labels and carrier sheets. 1 points	The Bidder has 3 or more years experience producing providing warehousing, order processing and fulfillment, customization, and distribution of secure labels and carrier sheets. 2 points

Points Allocated for R1.1: _____/4 multiplied by w.f. 2 = : _____/8

R1.2 The Bidder should clearly describe its capability to conform to the standards required by ICAO's Doc 9303 for Machine Readable Travel Documents (MRTD), Volume1 and meets the requirements of the Annex A Statement of Work.

0 points	Information required was not provided OR Not enough details are provided to assess the Bidder's capability to conform to the standards required by ICAO's Doc 9303 for Machine Readable Travel Documents (MRTD), Volume1.
1 point	The description provided demonstrates the Bidder's capability to conform to the standards required by ICAO's Doc 9303 for Machine Readable Travel Documents (MRTD), Volume1. The description demonstrates that the Bidder does not have the capability to meet the requirements of the Annex A Statement of Work.
2 points	The description provided demonstrates the Bidder's capability to conform to the standards required by ICAO's Doc 9303 for Machine Readable Travel Documents (MRTD), Volume1. Most elements present. Most elements well described. Demonstrates some capability to meet the requirements of the Annex A Statement of Work.
3 points	The description provided demonstrates the Bidder's capability to conform to the standards required by ICAO's Doc 9303 for Machine Readable Travel Documents (MRTD), Volume1. All elements present. Most elements well described. Demonstrates capability to meet the requirements of the Annex A Statement of Work.
4 points	The description provided clearly demonstrates the Bidder's capability to conform to the standards required by ICAO's Doc 9303 for Machine Readable Travel Documents (MRTD), Volume1. All elements present. All elements fully described. Clearly demonstrates capability to meet the requirements of the Annex A Statement of Work.

Points Allocated for R1.2: _____/4 multiplied by w.f. 5 = : _____/20

R.1.3 The Bidder should clearly describe its infrastructures and capability to receive and process secure data files for customization and order fulfillment as stated in the Statement of Work. This description should include the maximum file size that can be managed by the Bidder (reception, transfer and processing) as well as a schematic diagram of the network(s) that will be used to fulfill this requirement. At a minimum, the description should address the following (a – f):

- a. The Bidder's capacity for electronic file reception from a secure data link.
- b. The Bidder's capability to provide File Transfer Protocol (FTP) with unique user ID and password.
- c. The Bidder's capacity for processing secure electronic data files.
- d. The Bidder's capacity to generate order confirmation reports as specified in the Annex A Statement of Work.
- e. The Bidder's capacity to transfer secure data to an secure database as specified in the Annex A Statement of Work.

0 points	Information required was not provided OR Not enough details are provided to assess the Bidder's capability.
1 point	Details provided lead to an understanding of the Bidder's capability. Does not demonstrate capability to meet the requirements of the Annex A Statement Work.
2 points	Details provided lead to a good understanding of the Bidder's capability. All elements present. Most elements well described. Demonstrates capability to meet the requirements of the Annex A Statement Work.
3 points	Substantial details provided lead to a complete and thorough understanding of of the Bidder's capability. All elements present. All elements fully described. Schematic diagram of the network(s) that will be used to fulfill this requirement provided. Clearly demonstrates capability to meet the requirements of the Annex A Statement Work.

a.	The Bidder's for electronic file reception from a secure data link.	Points Allocated for R.1.3.a _____/3
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b.	The Bidder's capability to provide File Transfer Protocol (FTP) with unique user ID and password..	Points Allocated for R.1.3.b ____/3
c.	The Bidder's capacity for processing secure electronic data files.	Points Allocated for R.1.3.c ____/3
d.	The Bidder's capacity to generate order confirmation reports as specified in the Annex A Statement of Work.	Points Allocated for R.1.3.d ____/3
e.	The Bidder's capacity to transfer secure data to a secure database as specified in the Annex A Statement of Work.	Points Allocated for R.1.3.e ____/3

Points Allocated for R1.3: ____/15 multiplied by w.f. 2 = : ____/30

R1.4 The Bidder should clearly describe its infrastructures and capability for customizing secure multi-page licence/passport style booklets and labels using ink jet printing processes.

R.1.4.1 Customizing the types of secure multi-page licence/passport style booklets with security features as described in the Annex A Statement of Work.

0 points	Information required was not provided OR Not enough details are provided to assess the Bidder's current capability for customizing the types of secure multi-page licence/passport style booklets described in the Annex A Statement of Work using ink jet printing processes.
1 point	The description of the Bidder's infrastructures provided. Details provided lead to an understanding of the Bidder's current capability for customizing the types of secure multi-page licence/passport style booklets described in the Annex A Statement of Work using ink jet printing processes. Does not demonstrate capability to meet the requirements of the Annex A Statement of Work.
2 points	The description of the Bidder's infrastructures provided. All elements present. Most elements well described. Details provided lead to a good understanding of the Bidder's current capability for customizing the types of secure multi-page licence/passport style booklets described in the Annex A Statement of Work using ink jet printing processes. Demonstrates capability to meet the requirements of the Annex A Statement of Work.
3 points	The description of the Bidder's infrastructures clear. All elements present. All elements fully described. Details provided lead to a complete and thorough understanding of the Bidder's current capability for customizing the types of secure multi-page licence/passport style booklets described in the Annex A Statement of Work using ink jet printing processes. Clearly demonstrates capability to meet the requirements of the Annex A Statement Work.

Points Allocated for R1.4.1: ____/3 multiplied by w.f. 3 = : ____/9

R.1.4.2 Customizing the types of secure labels with security features as described in the Annex A Statement of Work.

0 points	Information required was not provided OR Not enough details are provided to assess the Bidder's current capability for customizing the types of secure labels described in the Annex A Statement of Work using ink jet printing processes.
1 point	The description of the Bidder's infrastructures provided. Details provided lead to an understanding of the Bidder's current capability for customizing the types of secure labels described in the Annex A Statement of Work using ink jet printing processes. Does not demonstrate capability to meet the requirements of the Annex A Statement of Work.
2 points	The description of the Bidder's infrastructures provided. All elements present. Most elements well described. Details provided lead to a good understanding of the Bidder's current capability for customizing the types of secure labels described in the Annex A Statement of Work using ink jet printing processes. Demonstrates capability to meet the requirements of the Annex A Statement of Work.
3 points	The description of the Bidder's infrastructures clear. All elements present. All elements fully described. Details provided lead to a complete and thorough understanding of the Bidder's current capability for customizing the types of secure labels described in the Annex A Statement of Work using ink jet printing processes. Clearly demonstrates capability to meet the requirements of the Annex A Statement Work.

Points Allocated for R1.4.2: _____/3 multiplied by w.f. 3 = : _____/9

R.1.4.3 Customizing multiple pages in secure multi-page licence/passport style booklets as described in the Annex A Statement of Work.

0 points	Information required was not provided OR Not enough details are provided to assess the Bidder's current capability for customizing multiple pages in the types of secure multi-page licence/passport style booklets described in the Annex A Statement of Work.
1 point	The description of the Bidder's infrastructures provided. Details provided lead to an understanding of the Bidder's current capability for customizing multiple pages in the types of secure multi-page licence/passport style booklets described in the Annex A Statement of Work. Does not demonstrate capability to meet the requirements of the Annex A Statement of Work.
2 points	The description of the Bidder's infrastructures provided. All elements present. Most elements well described. Details provided lead to a good understanding of the Bidder's current capability for customizing multiple pages in the types of secure multi-page licence/passport style booklets described in the Annex A Statement of Work. Demonstrates capability to meet the requirements of the Annex A Statement of Work.
3 points	The description of the Bidder's infrastructures clear. All elements present. All elements fully described. Details provided lead to a complete and thorough understanding of the Bidder's current capability for customizing multiple pages in the types of secure multi-page licence/passport style booklets described in the Annex A Statement of Work. Clearly demonstrates capability to meet the requirements of the Annex A Statement Work.

Points Allocated for R1.4.3: _____/3 multiplied by w.f. 3 = : _____/9

R1.4.4 The Bidder should clearly describe its infrastructures and capability to ensure the alignment of all the particular fields during customization of the types of secure multi-page licence/passport style booklets and labels as described in the Annex A Statement of Work.

0 points	Information required was not provided OR Not enough details are provided to assess the Bidder's capability to ensure the alignment of all the particular fields during customization of the types of secure multi-page licence/passport style booklets and labels as described in the Annex A Statement of Work.
1 point	The description of the Bidder's infrastructures provided. Does not demonstrate the Bidder's capability to ensure the alignment of all the particular fields during customization of the types of secure multi-page licence/passport style booklets and labels as described in the Annex A Statement of Work. Does not demonstrate capability to meet the requirements of the Annex A Statement of Work.
2 points	The description of the Bidder's infrastructures provided. All elements present. Most elements well described. The description demonstrates capability to ensure the alignment of all the particular fields during customization of the types of secure multi-page licence/passport style booklets and labels as described in the Annex A Statement of Work.
3 points	The description of the Bidder's infrastructures clear. All elements present. All elements fully described. Details provided lead to a complete and thorough understanding of the Bidder's capability to ensure the alignment of all the particular fields during customization of the types of secure multi-page licence/passport style booklets and labels as described in the Annex A Statement of Work.. Clearly demonstrates capability to meet the requirements of the Annex A Statement of Work.

Points Allocated for R1.4.4: _____/3 multiplied by w.f. 3 = : _____/9

Points Allocated for R1.4: _____/36

R1.5 The Bidder should clearly describe its infrastructures and capability to provide reporting as specified in the Annex A Statement of Work.

0 points	Information required was not provided OR Not enough details are provided to assess the Bidder's capability to provide reporting as described in the Annex A Statement of Work.
1 point	The description of the Bidder's infrastructures provided. Does not demonstrate the Bidder's capability to provide reporting as described in the Annex A Statement of Work. Does not demonstrate capability to meet the requirements of the Annex A Statement of Work.
2 points	The description of the Bidder's infrastructures provided. All elements present. Most elements well described. The description demonstrates capability to provide reporting as described in the Annex A Statement of Work.
3 points	The description of the Bidder's infrastructures clear. All elements present. All elements fully described. Details provided lead to a complete and thorough understanding of the Bidder's capability to provide reporting as described in the Annex A Statement of Work. Clearly demonstrates capability to meet the requirements of the Annex A Statement of Work.

Points Allocated for R1.5: _____ /3 multiplied by w.f. 2 = : _____ /6

R.1 TOTAL POINTS = _____ / 100

R.2. IMPLEMENTATION OF WORK – STREAM A (Maximum 104 Points R.2.1 – R.2.6)

The plan should clearly describe how the Bidder proposes to implement and manage the complete process of warehousing, order processing and order fulfillment, data processing, customization, preparation for distribution and the ongoing distribution of Aviation Document Booklets and labels and reporting of activity for this requirement as described in the Statement of Work for Stream A.

The plan should clearly describe how the Bidder proposes to work with client representatives to meet the security, operational and management requirements in all areas related to this requirement over the term of the Contract. In doing this, the plan should give a comprehensive description of all procedures and activities which will be carried out or managed by the Bidder for the warehousing, order processing and order fulfillment, customization, preparation for distribution and the ongoing distribution of Aviation Document Booklets and labels, as well as, how all of the activities are integrated in order to provide the required service.

The plan should clearly explain the processes occurring in each area and how they interact both within the area and with other areas necessary to complete the requirement.

R.2.1 The plan should explain how the Bidder proposes to complete the stages of consultation and set-up for the warehousing, reception of data files, order processing and order fulfillment, customization and distribution of Aviation Document Booklets and labels.

R.2.1.1 Consultation and set-up:

0 points	Information required was not provided OR Not enough details are provided to assess the how the Bidder proposes to complete the stages of consultation and set-up for the warehousing, reception of data files, order processing and order fulfillment, customization and distribution of Aviation Document Booklets and labels.
1 point	Details provided lead to an understanding of the how the Bidder proposes to complete the stages of

	consultation and set-up for the warehousing, reception of data files, order processing and order fulfillment, customization and distribution of Aviation Document Booklets and labels.. The plan does not identify any interaction between the Bidder and Transport Canada.
2 points	Details provided lead to a good understanding of the how the Bidder proposes to complete the stages of consultation and set-up for the warehousing, reception of data files, order processing and order fulfillment, customization and distribution of Aviation Document Booklets and labels. The plan demonstrates the interaction between the Bidder and Transport Canada. All elements present. Most elements well described.
3 points	Substantial details provided lead to a complete and thorough understanding of the how the Bidder proposes to complete the stages of consultation and set-up for the warehousing, reception of data files, order processing and order fulfillment, customization and distribution of Aviation Document Booklets and labels. The plan clearly demonstrates the interaction between the Bidder and Transport Canada. All elements present. All elements fully described.

Points Allocated for R.2.1.1: _____ /3 multiplied by w.f. 3 = : _____ /9

R.2.1.2 Schedule for the set-up for the warehousing, order processing and order fulfillment, customization and distribution of Aviation Document Booklets and labels.

0 points	Information required was not provided OR The plan does not provide a schedule with timelines.
1 point	Schedule provided. Does not demonstrate capability to meet the requirements of the Annex A Statement Work.
2 points	Schedule provided. All elements present. Most elements well described. Demonstrates capability to meet the requirements of the Annex A Statement Work.
3 points	Detailed schedule provided. All elements present. All elements fully described. Clearly demonstrates capability to meet the requirements of the Annex A Statement Work.

Points Allocated for R.2.1.2.: _____ /3 multiplied by w.f. 2 = : _____ /6

Points Allocated for R.2.1: _____ /15

R.2.2 The plan should provide a clear and detailed description of the procedures followed for the warehousing, order processing and order fulfillment, customization and distribution of Aviation Document Booklets and labels (a – g listed below). The plan should address the security and ICAO considerations for the required Aviation Document Booklets and labels.

The plan should separate each required area of activity and production phase. The plan should include but not necessarily be limited to the areas detailed below:

- a. Warehousing of supplied material;
- b. reception of data files and transfer of files to the production area;
- c. proofing and random sampling;
- d. customization including numbering;
- e. finishing or insertion as applicable;
- f. preparation for distribution and distribution; and
- g. reporting as specified in the Annex A Statement of Work.

R.2.2.1 Aviation Document Booklets as described in the Statement of Work for Stream B:

0 points	Information required was not provided OR Not enough details are provided to assess the procedures to be followed for the warehousing, order processing and order fulfillment, customization and distribution of Aviation Document Booklets.
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1 point	Details provided lead to an understanding of the procedures to be followed for the warehousing, order processing and order fulfillment, customization and distribution of Aviation Document Booklets. The plan provides details to describe the security and ICAO considerations for the required Aviation Document Booklets. The plan provides details to describe less than 4 required areas of activity (a – g). Does not demonstrate capability to meet the requirements of the Annex A Statement Work.
2 points	Details provided lead to an understanding of the procedures to be followed for the warehousing, order processing and order fulfillment, customization and distribution of Aviation Document Booklets. The plan provides details to describe the security and ICAO considerations for the required Aviation Document Booklets. The plan provides details to describe at least 4 required areas of activity (a – g). Most elements present. Most elements well described. Does not clearly demonstrate capability to meet the requirements of the Annex A Statement Work.
3 points	Details provided lead to an understanding of the procedures to be followed for the warehousing, order processing and order fulfillment, customization and distribution of Aviation Document Booklets. The plan provides details to describe the security and ICAO considerations for the required Aviation Document Booklets. The plan provides details to describe at least 5 required areas of activity (a – g). Most present. Most elements well described. Demonstrates some capability to meet the requirements of the Annex A Statement Work.
4 points	Details provided lead to a good understanding of the procedures to be followed for the warehousing, order processing and order fulfillment, customization and distribution of Aviation Document Booklets. The plan provides details to describe the security and ICAO considerations for the required Aviation Document Booklets. The plan provides details to describe each required area of activity (a – g). All elements present. Most elements well described. Demonstrates capability to meet the requirements of the Annex A Statement Work.
5 points	Substantial details provided lead to a complete and thorough understanding of the procedures to be followed for the warehousing, order processing and order fulfillment, customization and distribution of Aviation Document Booklets. The plan provides details to describe the security and ICAO considerations for the required Aviation Document Booklets. The plan provides details to describe each required area of activity (a – g). All elements present. All elements fully described. Clearly demonstrates capability to meet the requirements of the Annex A Statement Work.

Points Allocated for R.2.2.1: _____/5 multiplied by w.f. 4 = : _____/20

R.2.2.2 Aviation Document Booklet Labels as described in the Statement of Work for Stream B

0 points	Information required was not provided OR Not enough details are provided to assess the procedures to be followed for the warehousing, order processing and order fulfillment, customization and distribution of Aviation Document Booklet labels.
1 point	Details provided lead to an understanding of the procedures to be followed for the warehousing, order processing and order fulfillment, customization and distribution of Aviation Document Booklet labels. The plan provides details to describe the security and ICAO considerations for the required Aviation Document Booklet labels. The plan provides details to describe less than 4 required areas of activity (a – g). Does not demonstrate capability to meet the requirements of the Annex A Statement Work.
2 points	Details provided lead to an understanding of the procedures to be followed for the warehousing, order processing and order fulfillment, customization and distribution of Aviation Document Booklet labels. The plan provides details to describe the security and ICAO considerations for the required Aviation Document Booklet labels. The plan provides details to describe at least 4 required areas of activity (a – g). Most elements present. Most elements well described. Does not clearly demonstrate capability to meet the requirements of the Annex A Statement Work.
3 points	Details provided lead to an understanding of the procedures to be followed for the warehousing, order processing and order fulfillment, customization and distribution of Aviation Document Booklet labels. The plan provides details to describe the security and ICAO considerations for the required Aviation Document Booklet labels. The plan provides details to describe at least 5 required areas of activity (a – g). Most elements present. Most elements well described. Demonstrates some capability to meet the requirements of the Annex A Statement Work.
4 points	Details provided lead to a good understanding of the procedures to be followed for the warehousing, order processing and order fulfillment, customization and distribution of Aviation Document Booklet labels. The plan provides details to describe the security and ICAO considerations for the required Aviation Document Booklet labels. The plan provides details to describe each required area of activity (a

	- g). All elements present. Most elements well described. Demonstrates capability to meet the requirements of the Annex A Statement Work.
5 points	Substantial details provided lead to a complete and thorough understanding of the procedures to be followed for the warehousing, order processing and order fulfillment, customization and distribution of Aviation Document Booklet labels. The plan provides details to describe the security and ICAO considerations for the required Aviation Document Booklet labels. The plan provides details to describe each required area of activity (a – g). All elements present. All elements fully described. Clearly demonstrates capability to meet the requirements of the Annex A Statement Work.

Points Allocated for R.2.2.2: _____ /5 multiplied by w.f. 4 = : _____ /20

Points Allocated for R.2.2: _____ /40

R.2.3 The plan should provide a clear and detailed description of how the Bidder will ensure the alignment of all the particular fields during customization of the types of secure multi-page licence/passport style booklets and labels as described in the Annex A Statement of Work.

0 points	Information required was not provided OR Not enough details are provided to assess the procedures to be followed to ensure the alignment of all the particular fields during customization of the types of secure multi-page licence/passport style booklets and labels as described in the Annex A Statement of Work.
1 point	Details provided lead to an understanding of the procedures to be followed to ensure the alignment of all the particular fields during customization of the types of secure multi-page licence/passport style booklets and labels as described in the Annex A Statement of Work. Does not demonstrate capability to meet the requirements of the Annex A Statement of Work.
2 points	Details provided lead to a good understanding of the procedures to be followed to ensure the alignment of all the particular fields during customization of the types of secure multi-page licence/passport style booklets and labels as described in the Annex A Statement of Work. All elements present. Most elements well described. Demonstrates capability to meet the requirements of the Annex A Statement of Work.
3 points	Details provided lead to a complete and thorough understanding of the procedures to be followed to ensure the alignment of all the particular fields during customization of the types of secure multi-page licence/passport style booklets and labels as described in the Annex A Statement of Work. All elements present. All elements well described. Clearly demonstrates capability to meet the requirements of the Annex A Statement of Work.

Points Allocated for R.2.3: _____ /3 multiplied by w.f. 4 = : _____ /12

R.2.4 The plan should provide a clear and detailed description of how the Bidder will verify the quality of the customization of the required Aviation Document Booklets and labels.

R.2.4.1 Aviation Document Booklets

0 points	Information required was not provided OR Not enough details are provided to assess how the Bidder will verify the quality of the customization of Aviation Document Booklets.
1 point	Details provided lead to an understanding of how the Bidder will verify the quality of the customization of Aviation Document Booklets. Does not demonstrate capability to meet the requirements of the Annex A Statement Work.
2 points	Details provided lead to a good understanding of how the Bidder will verify the quality of the customization of Aviation Document Booklets. All elements present. Most elements well described. Demonstrates capability to meet the requirements of the Annex A Statement Work.
3 points	Substantial details provided lead to a complete and thorough understanding of how the Bidder will verify the quality of the customization of Aviation Document Booklets. All elements present. All elements fully

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	described. Clearly demonstrates capability to meet the requirements of the Annex A Statement Work.
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Points Allocated for R.2.4.1: _____/2 multiplied by w.f. 3 : _____/6
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R.2.4.2 Aviation Document Booklet Labels

0 points	Information required was not provided OR Not enough details are provided to assess how the Bidder will verify the quality of the customization of the required labels.
1 point	Details provided lead to an understanding of how the Bidder verify the quality of the customization of the required labels. Does not demonstrate capability to meet the requirements of the Annex A Statement Work.
2 points	Details provided lead to a good understanding of verify the quality of the customization of the required labels. All elements present. Most elements well described. Demonstrates capability to meet the requirements of the Annex A Statement Work.
3 points	Substantial details provided lead to a complete and thorough understanding of verify the quality of the customization of the required labels. All elements present. All elements fully described. Clearly demonstrates capability to meet the requirements of the Annex A Statement Work.

Points Allocated for R.2.4.2: _____/3 multiplied by w.f. 2= : _____/6

Points Allocated for R.4.2: _____/12

R.2.5 The plan should provide a clear and detailed description of how the Bidder will verify the accuracy of the customization of the Aviation Document Booklets.

0 points	Information required was not provided OR Not enough details are provided to assess how the Bidder will verify the accuracy of the customization of the Aviation Document Booklets.
1 point	Details provided lead to an understanding of how the Bidder will verify the accuracy of the customization of the of Aviation Document Booklets. Does not demonstrate capability to meet the requirements of the Annex A Statement Work.
2 points	Details provided lead to a good understanding of how the Bidder will verify the accuracy of the customization of the of Aviation Document Booklets. All elements present. Most elements well described. Demonstrates capability to meet the requirements of the Annex A Statement Work.
3 points	Substantial details provided lead to a complete and thorough understanding of how the Bidder will verify the accuracy of the customization of the of Aviation Document Booklets. All elements present. All elements fully described. Clearly demonstrates capability to meet the requirements of the Annex A Statement Work.

Points Allocated for R.2.5: _____/3 multiplied by w.f. 3 = : _____/9
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R.2.6 The plan should provide a clear and detailed description of how the Bidder will verify the accuracy of the customization of the Aviation Document Booklet labels.

0 points	Information required was not provided OR Not enough details are provided to assess how the Bidder will verify the accuracy of the customization of the Aviation Document Booklet labels.
1 point	Details provided lead to an understanding of how the Bidder will verify the accuracy of the customization of the of Aviation Document Booklet labels. Does not demonstrate capability to meet the requirements of the Annex A Statement Work.
2 points	Details provided lead to a good understanding of how the Bidder will verify the accuracy of the customization of the of Aviation Document Booklet labels. All elements present. Most elements well described. Demonstrates capability to meet the requirements of the Annex A Statement Work.
3 points	Substantial details provided lead to a complete and thorough understanding of how the Bidder will verify the accuracy of the customization of the of Aviation Document Booklet labels. All elements present. All elements fully described. Clearly demonstrates capability to meet the requirements of the Annex A Statement Work.

Points Allocated for R.2.6: _____/3 multiplied by w.f. 3 = : _____/9
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R.2.7 The plan should demonstrate how the Bidder will manage and keep track of the spoiled or defective Aviation Document Booklets and labels and how replacement product will be introduced and managed during production.

0 points	Information required was not provided OR Not enough details are provided to assess how the Bidder will manage and keep track of the spoiled or defective products and how replacement product will be introduced and managed during customization and order fulfillment of Aviation Document Booklets and labels.
1 point	Details provided lead to an understanding of how the Bidder will manage and keep track of the spoiled or defective products and how replacement product will be introduced and managed during the customization and order fulfillment of Aviation Document Booklets and labels. Does not demonstrate capability to meet the requirements of the Annex A Statement Work.
2 points	Details provided lead to a good understanding of how the Bidder will manage and keep track of the spoiled or defective products and how replacement product will be introduced and managed during the customization and order fulfillment of Aviation Document Booklets and labels. All elements present. Most elements well described. Demonstrates capability to meet the requirements of the Annex A Statement Work.
3 points	Substantial details provided lead to a complete and thorough understanding of how the Bidder will manage and keep track of the spoiled or defective products and how replacement product will be introduced and managed during the customization and order fulfillment of Aviation Document Booklets and labels. All elements present. All elements fully described. Clearly demonstrates capability to meet the requirements of the Annex A Statement Work.
Points Allocated for R.2.7: _____ /3 multiplied by w.f. 3 = : _____ /9	

R.2.8 The plan should detail how the continuity and quality level of services will be maintained during production.

0 points	Information required was not provided OR Not enough details are provided to assess how the continuity and quality level of services will be maintained during production of Aviation Document Booklets and labels.
1 point	Details provided lead to an understanding of how the continuity and quality level of services will be maintained during production of Aviation Document Booklets and labels. Does not demonstrate capability to meet the requirements of the Annex A Statement Work.
2 points	Details provided lead to a good understanding of how the continuity and quality level of services will be maintained during production of Aviation Document Booklets and labels. All elements present. Most elements well described. Demonstrates capability to meet the requirements of the Annex A Statement Work.
3 points	Substantial details provided lead to a complete and thorough understanding of how the continuity and quality level of services will be maintained during production of Aviation Document Booklets and labels . All elements present. All elements fully described. Clearly demonstrates capability to meet the requirements of the Annex A Statement Work.
Points Allocated for R.2.3: _____ /3 multiplied by w.f. 3 = : _____ /9	
R.2 TOTAL POINTS = _____ /104	

R.3. BUSINESS CONTINUITY PLAN (Maximum 76 Points R.3.1 – R.3.3)

Bidders should provide a Business Continuity Plan (BCP) for all operations required to complete the warehousing, order processing and order fulfillment, customization and distribution of orders for secure Aviation Document Booklets and labels. The BCP should not only provide for a recovery of services but also for the continued customization of Aviation Document Booklets and labels, as specified in the Statement of Work, while the recovery to normal operations is underway. Bidders should address at a

minimum the following elements: mechanical breakdown, hardware failures, system failures and service outages. The BCP should specifically detail all provisions for: The functioning of the production facility and any backup facilities; staffing; production equipment and distribution.

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

0 points	Information required was not provided OR No BCP provided for any facility identified in the proposal.
1 point	BCP provided for some facilities identified in the proposal.
2 points	BCP provided for all facilities identified in the proposal.

Points Allocated for R.3.1: _____ /2 multiplied by w.f. 5 = : _____ /10

R.3.2 Corporate BCP

Bidders should 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:

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

a. Is part of the corporate policies and procedures, tested for "real world" relevance and reviewed and revised as required in order to be current:

0 points	Information required was not provided OR Not enough details are provided to assess the BCP.
1 point	Details provided lead to an understanding of the Bidder's BCP. The information provided does not demonstrate that the Bidder has implemented a corporate BCP that is part of the corporate policies and procedures.
2 points	Details provided lead to a good understanding of the Bidder's BCP. The information provided demonstrates that the Bidder has implemented a corporate BCP that is part of the corporate policies and procedures. All elements present. Most elements well described.
3 points	Substantial details provided lead to a complete and thorough understanding of the Bidder's BCP. The information provided demonstrates that 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. All elements present. All elements fully described.

Points Allocated for R.3.2.a: _____ /3 multiplied by w.f. 2 = : _____ /6
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b. Demonstrates the Bidder has established a corporate management team for Business Continuity with defined roles and responsibilities.

0 points	Information required was not provided OR Not enough details are provided to assess the BCP.
1 point	Details provided lead to an understanding of the Bidder's BCP. The information provided does not demonstrate that the Bidder has established a corporate management team for Business Continuity with defined roles and responsibilities.
2 points	Details provided lead to a good understanding of the Bidder's BCP. The information provided demonstrates that the Bidder has established a corporate management team for Business Continuity with defined roles and responsibilities. All elements present. Most elements well described.
3 points	Substantial details provided lead to a complete and thorough understanding of the Bidder's BCP. The information provided demonstrates that the Bidder has established a corporate management team for Business Continuity with defined roles and responsibilities. All elements present. All elements fully described.

Points Allocated for R.3.2.b: _____ /3 multiplied by w.f. 1.5 = : _____ /4.5

c. Demonstrates the Bidder has established protocols for Business Continuity for escalating levels of incident management up to disaster recovery.

0 points	Information required was not provided OR Not enough details are provided to assess the BCP.
1 point	Details provided lead to an understanding of the Bidder's BCP. The information provided does not demonstrate that the Bidder has established protocols for Business Continuity for escalating levels of incident management up to disaster recovery.
2 points	Details provided lead to a good understanding of the Bidder's BCP. The information provided demonstrates that the Bidder has established protocols for Business Continuity for escalating levels of incident management up to disaster recovery. All elements present. Most elements well described.
3 points	Substantial details provided lead to a complete and thorough understanding of the Bidder's BCP. The information provided demonstrates that the Bidder has established protocols for Business Continuity for escalating levels of incident management up to disaster recovery. All elements present. All elements fully described.

Points Allocated for R.3.2.c: _____ /3 multiplied by w.f. 1.5 = : _____ /4.5

d. Is communicated throughout the company.

0 points	Information required was not provided OR Not enough details are provided to assess the BCP.
1 point	Details provided lead to an understanding of the Bidder's BCP. The information provided does not demonstrate that the BCP is communicated throughout the company.
2 points	Details provided lead to a good understanding of the Bidder's BCP. The information provided demonstrates that the BCP is communicated throughout the company. All elements present. Most elements well described.
3 points	Substantial details provided lead to a complete and thorough understanding of the Bidder's BCP. The information provided demonstrates that the BCP is communicated throughout the company. All elements present. All elements fully described.

Points Allocated for R.3.2.d: _____ /3

Points Allocated for R.3.2: _____ /18

R.3.3 The BCP for each facility identified in the proposal as necessary to complete the work should address threats that could interrupt production to complete the warehousing, order processing and order fulfillment, customization and distribution of orders for secure Aviation Document Booklets and labels, the

mitigation strategy for each and an estimated timeframe for resuming production in each of the following areas:

- a. Facility;
- b. Personnel;
- c. Warehousing/inventory management as described in the Annex A: Statement of Work;
- d. Order processing and order fulfillment as described in the Annex A: Statement of Work;
- e. Customization as described in the Annex A: Statement of Work; and
- f. Preparation for distribution and distribution as described in the Annex A: Statement of Work.

Bidders should address at a minimum the following elements: mechanical breakdown, hardware failures, system failures and service outages.

R.3.3.1 The BCP for each facility identified in the proposal as necessary to complete the work should provide the required information to describe threats that could interrupt the warehousing, order processing and order fulfillment, customization and distribution of orders for secure Aviation Document Booklets and labels. Bidders should address at a minimum the following elements: mechanical breakdown, hardware failures, system failures and service outages for each area listed (a – f).

0 points	Information required was not provided OR Not enough details are provided to assess the threats that could interrupt the completion of orders for secure Aviation Document Booklets and labels.
1 point	Details provided lead to an understanding of the threats that could interrupt the completion of orders for Aviation Document Booklets and labels. Most elements present. Most elements described.
2 points	Details provided lead to a good understanding of the threats that could interrupt the completion of orders for Aviation Document Booklets and labels.. All elements present. Most elements well described.
3 points	Substantial details provided lead to a complete and thorough understanding of the threats that could interrupt the completion of orders for Aviation Document Booklets and labels. All elements present. All elements fully described.

a.	Facility.	Points Allocated for R.3.3.3.1.a ____/3
b.	Personnel.	Points Allocated for R.3.3.3.1.b ____/3
c.	Warehousing/inventory management as described in the Annex A: Statement of Work.	Points Allocated for R.3.3.3.1.c ____/3
d.	Order processing and order fulfillment as described in the Annex A: Statement of Work.	Points Allocated for R.3.3.3.1.d ____/3
e.	Customization as described in the Annex A: Statement of Work.	Points Allocated for R.3.3.3.1.e ____/3
f.	Preparation for distribution and distribution as described in the Annex A: Statement of Work.	Points Allocated for R.3.3.3.1.f ____/3

Points Allocated for R.3.3.1: ____/18

R.3.3.2 The BCP for each facility identified in the proposal as necessary to complete the work should provide the required information to describe the mitigation strategy for each threat identified for R.3.3.1 for each area listed (a – f):

0 points	Information required was not provided OR Not enough details are provided to assess the mitigation strategy for each threat identified for R.3.3.1. Does not demonstrate capability to maintain production.
1 point	Details provided lead to an understanding of the mitigation strategy for each threat identified for R.3.3.1. Most elements present. Most elements described.
2 points	Details provided lead to a good understanding of the mitigation strategy for each threat identified for R.3.3.1. All elements present. Most elements well described. Demonstrates capability to maintain production.
3 points	Substantial details provided lead to a complete and thorough understanding of mitigation strategy for each threat identified for R.3.3.1. All elements present. All elements fully described. Clearly demonstrates capability to maintain production in alternate facilities.

a.	Facility.	Points Allocated for R.3.3.3.2.a ____/3
b.	Personnel.	Points Allocated for R.3.3.3.2.b ____/3
c.	Warehousing/inventory management as described in the Annex A: Statement of Work.	Points Allocated for R.3.3.3.2.c ____/3
d.	Order processing and order fulfillment as described in the Annex A: Statement of Work.	Points Allocated for R.3.3.3.2.d ____/3
e.	Customization as described in the Annex A: Statement of Work.	Points Allocated for R.3.3.3.2.e ____/3
f.	Preparation for distribution and distribution as described in the Annex A: Statement of Work.	Points Allocated for R.3.3.3.2.f ____/3

Points Allocated for R.3.3.2: ____/18

R.3.3.3 The BCP for each facility identified in the proposal as necessary to complete the work should provide the required information to demonstrate the estimated timeframe for resuming production for each mitigation strategy identified in R.3.3.2 for each area listed (a – f):

0 points	Information required was not provided OR Not enough details are provided to assess the estimated timeframe for resuming production for each mitigation strategy identified in R.3.3.2. Does not demonstrate capability to maintain production.
1 point	Details provided lead to a good understanding of the estimated timeframe for resuming production for each mitigation strategy identified in R.3.3.2. All elements present. Most elements well described. Demonstrates capability to maintain production.
2 points	Substantial details provided lead to a complete and thorough understanding of the estimated timeframe for resuming production for each mitigation strategy identified in R.3.3.2. All elements present. All elements fully described. Clearly demonstrates capability to maintain production with minimal disruption.

a.	Facility.	Points Allocated for R.3.3.3.3.a ____/2
b.	Personnel.	Points Allocated for R.3.3.3.3.b ____/2
c.	warehousing/inventory management as described in the Annex A: Statement of Work.	Points Allocated for R.3.3.3.3.c ____/2
d.	order processing and order fulfillment as described in the Annex A: Statement of Work.	Points Allocated for R.3.3.3.3.d ____/2
e.	customization as described in the Annex A: Statement of Work.	Points Allocated for R.3.3.3.3.e ____/2
f.	Preparation for distribution and distribution as described in the Annex A: Statement of Work.	Points Allocated for R.3.3.3.3.f ____/2

Points Allocated for R.3.3.3: ____/12

Points Allocated for R.3.3: ____/48

R.3 TOTAL POINTS = ____/76

R4. QUALITY ASSURANCE AND QUALITY CONTROL (Maximum 40 Points R.4.a OR R.4.b)

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

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warehousing/inventory management, order processing, customization, order fulfillment, and distribution of Aviation Document Booklets and labels as specified in the Statement of Work.

The Bidder should identify all facilities where work will be carried out and the work completed in each.

R.4.1 Quality Assurance Program and quality control procedures

The Bidder should respond to R.4.1 by providing the information required **for either** R.4.1.a *ISO certification* **OR** for R.4.1.b.

The points allocated for R.4.1 will be based on the Bidder's response for R.4.1.a *ISO certification* **OR** for R.4.1.b

R.4.1.a ISO Certification

The Bidder should demonstrate ISO certification(s) relevant to warehousing/inventory management, order processing, customization, order fulfillment, and distribution of printed items as described in the Statement of Work.

The Bidder should identify all facilities where the work activities will be conducted and which work activities would be completed by sub-contractors.

R.4.1.a Quality Assurance - Single Facility OR Multiple Facilities (includes sub-contractors)

R.4.1.a.1 The Bidder should provide a copy of their current ISO certification related to the required services. Should the Bidder propose to utilize multiple facilities, each holding ISO certification relevant to this requirement, **a copy of the current ISO certification for each facility should be submitted with the proposal.**

R.4.1.a.1 - ISO certification relevant to warehousing/inventory management, order processing, customization, order fulfillment, and distribution of printed items as described in the Statement of Work. - Copy of current ISO certification(s) supplied for each facility identified.

Points Allocated for R.4.1.a.1: _____/16

R.4.1.a.2 The Bidder should provide copies of the ISO work procedures relevant to each phase of the requirement – warehousing/inventory management, order processing, customization using ink jet process, order fulfillment, and distribution of printed items as described in the Statement of Work. 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.**

Copy of ISO work procedures relevant to facility supplied for:

Data processing and document management.	_____ / 4 Points
Customization using ink jet process.	_____ / 4 Points
Warehousing/inventory management.	_____ / 4 Points
Order reception and processing for inventory items.	_____ / 4 Points
Order fulfillment for inventory items.	_____ / 4 Points
Distribution.	_____ / 4 Points

Points Allocated for R.4.1.a.2: _____/24

Points awarded for R.4.1.a ISO certification: _____ / 40

Should the Bidder not hold ISO certification relevant to this requirement, or, propose to utilize multiple facilities, where at least one (1) does not hold ISO certification relevant to this requirement, then the Bidder should provide their response as stated in R.5.1.b. In this case, only the information provided for R.5.1.b will be evaluated.

R.4.1.b Quality Assurance: Single Facility or Multiple Facilities (includes sub-contractors)

The Bidder should provide a detailed description of the Quality Assurance Program and quality control procedures the Bidder proposes to utilize in the identified facilities for the warehousing/inventory management, order processing, customization, order fulfillment, and distribution of Aviation Document Booklets and labels as specified in the Statement of Work.

R.4.1.b.1 The Bidder should identify all facilities where work will be carried out and the work completed in each.

0 points	Information required was not provided OR Not enough details are provided to assess where work will be carried out and the work completed in each facility.
1 point	Details provided lead to an understanding of where work will be carried out and the work completed in each facility. Most elements present. Most elements well described.
2 points	Details provided lead to a good understanding of where work will be carried out and the work completed in each facility. All elements present. Most elements well described.
3 points	Substantial details provided lead to a complete and thorough understanding of where work will be carried out and the work completed in each facility. All elements present. All elements fully described.

Points Allocated for R.4.1.b.1: _____ /3 multiplied by w.f. 2 = : _____ /6

R.4.1.b.2 The Bidder should describe the quality control procedures that the Bidder proposes to utilize in all relevant facilities identified to complete the work for the following activities (a – f):

- a. the quality control procedures for receiving of inventory items in the warehouse;
- b. the quality control procedures for order reception and processing/verification of the order information for inventory items through transferring the order information into the production areas;
- c. the print quality control procedures for customization;
- d. the quality control procedures for verification of the order information for customization;
- e. the quality control procedures assembly orders; and
- f. the quality control procedures for the preparation for distribution and distribution of orders.

0 points	Information required was not provided OR Not enough details are provided to assess the quality control procedures that the Bidder proposes to utilize in all relevant facilities identified to complete the work.
1 point	Details provided lead to a good understanding of the quality control procedures that the Bidder proposes to utilize in all relevant facilities identified to complete the work. All elements present. Most elements well described. Demonstrates capability to complete Quality Assurance requirements.
2 points	Substantial details provided lead to a complete and thorough understanding of the quality control procedures that the Bidder proposes to utilize in all relevant facilities identified to complete the work. How the Bidder will manage the quality control procedures between all facilities identified as necessary to complete the requirement. All elements present. All elements fully described. Demonstrates capability to fully complete Quality Assurance requirements.

a.	The quality control procedures for receiving of inventory items in the warehouse.	Points Allocated for R.4.1.b.2.a _____ /2
b.	quality control procedures for order reception and processing/verification of the order information for inventory items through transferring the order information into the production areas.	Points Allocated for R.4.1.b.2.b _____ /2

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c.	the print quality control procedures for customization.	Points Allocated for R.4.1.b.2.c _____/2
d.	the quality control procedures for verification of the order information for customization.	Points Allocated for R.4.1.b.2.d _____/2
e.	the quality control procedures assembly orders.	Points Allocated for R.4.1.b.2.e _____/2
f.	quality control procedures for the preparation for distribution and distribution of orders.	Points Allocated for R.4.1.b.2.f _____/2

Points Allocated for R.4.1.b.2: _____/12 multiplied by w.f. 2.5 = : _____/30

R.4.1.b.3 The Bidder should describe the degree to which the Bidder's Quality Assurance Program has been formalized as corporate policy and communicated to employees.

0 points	Information required was not provided.
1 point	The description does not demonstrate that the Bidder's Quality Assurance Program has been formalized as corporate policy.
2 points	The description demonstrates that the Bidder's Quality Assurance Program has been formalized as corporate policy.
3 points	The description demonstrates that the Bidder's Quality Assurance Program has been formalized as corporate policy. The description demonstrates 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. All elements present. Most elements described.
4 points	Substantial details provided. The description demonstrates that the Bidder's Quality Assurance Program has been formalized as corporate policy. The description demonstrates 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. The description demonstrates how the Quality Assurance Program is communicated to employees. All elements present. All elements fully described.

Points Allocated for R.4.1.b.3: _____/4

Points Allocated for R.4.1.b: _____/40

R.4 TOTAL POINTS (R.4.1.a OR R.4.1.b)= _____/40

R5. ENVIRONMENTAL PRACTICES (Maximum 16 Points R..5.a OR R.5.b)

The Bidder should respond to R.5 by providing the information required **for either R.5.a OR for R.5.b.**

R5.a 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.

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Should the Bidder hold either Environmental Choice Program certification for Lithographic or Digital Printing Services, 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.5.b.**

Bidders claiming certification and failing to provide a copy of the certification will receive 0 points for R.5.

R.5.a The Environmental program(s) under which the Bidder is certified :	
Environmental Choice Program, certification for Digital Printing Services And/Or Chain of Custody certification from a Forest Management Program (FSC, SFI, CSA/SFMS) And/Or ISO 140001	_____ 16 Points
Points Allocated for R.5.1.a _____ / 16	

OR

R.5.b Environmental Practices

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

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

The description demonstrates the following elements of the evaluation:

The Bidder recycles all scrap packaging and shipping material.	_____ 1 Point
The Bidder recycles or uses environmentally safe methods of disposing of all scrap plastic and metal binding material.	_____ 1 Point
The Bidder recycles or uses environmentally safe methods of disposal of waste printing and finishing inks.	_____ 1 Point
The Bidder recycles or uses environmentally safe methods of disposal of waste chemicals.	_____ 1 Point
The Bidder uses packaging material containing recycled content.	_____ 1 Point
The Bidder has automated equipment that enters standby mode after one hour.	_____ 1 Point
The Bidder has a company policy requires that non-automated equipment to be turned off when not in use.	_____ 1 Point
The Bidder captures potentially harmful VOCs or dust from production processes.	_____ 1 Point

Points Allocated for R.5.b: _____ /8 multiplied by a weighting factor of 2 = _____ /16
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R.5 (R.5.a OR R.5.b) TOTAL POINTS = _____ /16
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