

**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 VISA REQUIREMENT FOR CIC	
Solicitation No. - N° de l'invitation B8297-140310/B	Date 2015-04-28
Client Reference No. - N° de référence du client B8297-140310	
GETS Reference No. - N° de référence de SEAG PW-\$\$CW-029-67199	
File No. - N° de dossier cw029.B8297-140310	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2015-05-28	Time Zone Fuseau horaire Eastern Daylight Saving Time EDT
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: Gariepy, Jacques	Buyer Id - Id de l'acheteur cw029
Telephone No. - N° de téléphone (613) 998-8582 ()	FAX No. - N° de FAX () -
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: See herein	

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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cw029

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THIS DOCUMENT CONTAINS A SECURITY REQUIREMENT

TITLE: Printing, Warehousing, Order Fulfillment and Distribution of CIC Secure Documents

The national security exceptions provided for in the trade agreements have been invoked; therefore, this procurement is excluded from all of the obligations of all the trade agreements.

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Annex "E" To Part 5- Bid Solicitation

PART 1 - GENERAL INFORMATION

1.1 Introduction

The bid solicitation is divided into seven 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 requirements 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 Security Guide and the Annex E to Part 5- Bid Solicitation.

1.2 Summary

- (i) Citizenship and Immigration Canada (CIC) is requiring a Contractor to provide Offset printing incorporating security printing techniques including rainbow printing, optically variable inks, chemically variable inks, Intaglio printing, hot foil stamping, serial numbering, warehousing, distribution, inventory control, order processing, invoicing, order fulfillment, tracking, reporting, and destruction, and delivery services via Armored vehicle of two key controlled forms. The two key controlled forms involved in this contract are the IMM 1346 B and the IMM 1442 B. These forms are used for the immigration product lines.
- (ii) The contract period will be for a period of one (1) year plus four (4) additional periods of one (1) year and an additional four (4) months for transition.
- (iii) This requirement is limited to Canadian products and / or Canadian services
- (iv) "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 the Industrial Security Program (ISP) of Public Works and Government Services Canada (<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>) website".

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- (v) 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.
 - (vi) The national security exceptions provided for in the trade agreements have been invoked; therefore, this procurement is excluded from all of the obligations of all the trade agreements.
 - (vii) 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.

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>) issued by Public Works and Government Services Canada.

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

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

2.2 SACC Manual Clauses

A7035T (2007-05-25) List of Proposed Sub-Contractors

2.3 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.

2.4 Former Public Servant

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 FPS, 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 FPS in receipt of a pension, as applicable:

A. name of former public servant;

B. date of termination of employment or retirement from the Public Service.

By providing this information, 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.

2.5 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority (**jacques.gariepy@pwgsc-tpsgc.gc.ca**) no later than **(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

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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.

2.6 Applicable Laws

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

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

2.7 Basis for Canada's Ownership of Intellectual Property

The Department of Citizenship and Immigration Canada has determined that any intellectual property rights arising from the performance of the Work under the resulting contract will belong to Canada, on the following grounds: 6.5 & 6.1.

PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

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

- Section I: Technical Bid (4 hard copies + 1 soft copy on *USB* key)
- Section II: Financial Bid (1 hard copy)
- Section III: Certifications (1 hard copy)

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

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

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

- (a) use 8.5 x 11 inch (216 mm x 279 mm) paper;
 - (b) use a numbering system that corresponds to the bid solicitation.
- In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process [Policy on Green Procurement](http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html>). To assist Canada in reaching its objectives, bidders should:

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

Section I: Technical Bid

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

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

Section II: Financial Bid

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

Section III: Certifications

Bidders must submit the certifications required under Part 5.

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

- 3.2.1** 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

- 3.2.2** 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.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4. Evaluation Procedures

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

4.1 Technical Evaluation

4.1.1 Mandatory Technical Criteria

A proposal must meet all the mandatory requirements. Proposals not meeting all of the mandatory requirements will be given no further consideration and will be declared non-responsive. Proposals meeting all of the mandatory requirements will go on to be evaluated for the Point-Rated Requirements.

For each Mandatory Criterion, the Bidder must indicate on which page to refer in their proposal.

M.1 CORPORATE CAPABILITY

To demonstrate that the Bidder has the corporate capacity to manufacture paper-based security documents, the Bidder must provide a description of three (3) projects undertaken, or active, during the five (5) years preceding the date of posting this RFP that collectively included the provision of **all** of the following services and production techniques:

- M.1.1 Security Consultation and Design services;
- M.1.2 Managing the on-going supply of security components, including paper, required for completing the document;
- M.1.3 Offset printing incorporating security printing techniques including rainbow printing, chemically variable inks;
- M.1.4 Intaglio printing;
- M.1.5 Hot foil stamping of an Optically Variable Device (OVD);
- M.1.6 Optically variable inks,
- M.1.7 Inventory and Supply Chain management supporting on-going production;

Cross Reference to Proposal (page # ____)

M.1 CORPORATE CAPABILITY			
		MET	NOT MET
M.1.1	Security Consultation and Design services		
M.1.2	Managing the on-going supply of security components, including paper, required for completing the document		
M.1.3	Offset printing incorporating security printing techniques including rainbow printing and chemically variable inks		
M.1.4	Intaglio printing		

M.1.5	Hot foil stamping of an Optically Variable Device		
M.1.6	Optically variable inks		
M.1.7	Inventory and Supply Chain management supporting on-going production		

M.2. PROJECT MANAGEMENT

The Bidder must provide a proposed Contractor/Client Project Organization Chart for Contract implementation and on-going production management.

The Contractor Project Organization Chart must:

- 1) Identify an individual, or individuals, who will act as the Contractor Project Manager and principal point of contact for the contract period;
- 2) Identify the positions and roles of the Contractor's personnel who will interact with CIC to refine the corporate inventory management system interface to meet the CIC requirements, redesign or revise forms, manage press checks;
- 3) Identify the Contractor personnel, their positions in the organization and their accountability and reporting relationships for a problem escalation process.

Cross Reference to Proposal (page # ____)

M.2. PROJECT MANAGEMENT		
The Contractor Project Organization Chart(s) must:	MET	NOT MET
1) Identify an individual, or individuals, who will act as the Contractor Project Manager and principal point of contact for the contract period.		
2) Clearly Identify the positions and roles of the Contractor's personnel who will interact with CIC to refine the corporate inventory management system interface to meet the CIC requirements, redesign or revise forms, manage press checks.		
3) Identify the Contractor personnel, their positions in the organization and their accountability and reporting relationships for a problem escalation process.		

4.1.2 Point Rated Technical Criteria (Maximum score 252 points, minimum score required 189 points)

Only proposals that meet all of the Mandatory Requirements will be considered in the evaluation of the Point Rated requirements.

To be considered responsive, a proposal must obtain a minimum of 50% for the point rated criteria R.1, and R.4, a minimum of 75% for point rated criterion R.2 and a minimum of 60% for point rated criterion R.3 **and obtain** a minimum of 75% overall for all of the point rated criteria.

For each Rated Criterion, the Bidder should indicate on which page to refer in their proposal.

Weighting: To determine the Bidder's points, the points obtained for each criterion will be multiplied by the weighting factor. For example, where a weighting factor for a criterion is 3 and the Bidder's score is 2 points, the total points for that criteria will be 6.

R.1 Inventory/Warehouse Management System (maximum of 140 points)

The Bidder should clearly describe how their Inventory/Warehouse Management System (IMS) provides all of the functionality for placing orders and monitoring the status of all Secure Forms continually during the receiving, storage, order fulfillment and distribution processes as described in the SOW.

R.1.1 Inventory management (Maximum of 50 points)

The Bidder should describe how the system, through manual and automated processes, at a minimum provides the following functionality:

- R.1.1.1 Provides secure information management for the inventory, separate from that of any other of the Contractor's clients;
- R.1.1.2 Maintains a complete form inventory, listing each form by form number, edition date, quantity in inventory and all missing serial numbers associated with each form;
- R.1.1.3 Monitors ordering, order fulfillment and shipping activity against inventory levels and reorder points to provide near real time information on the status of levels of Secure Forms in inventory;
- R.1.1.4 Permits password protected login, by designated users solely, with each user having their own username and password;
- R.1.1.5 Provides authorized users the ability to access the system in either official language.

Cross Reference to Proposal (page # ____)

The Bidder should provide the required information for the following elements of the evaluation to demonstrate how the Inventory/Warehouse Management System can.	No information provided, or one or more of the criterion are missing; does not demonstrate required functionality. 0 Points	Information is provided for each criterion; one or more criteria do not clearly demonstrate required functionality. 1 Point	Information provided clearly addresses all criteria listed; demonstrates required functionality. No clarification required 2 Points
R.1.1.1: a) provide secure information management for the CIC inventory; b) maintain the CIC information separate from that of any other of the Contractor's clients (maximum 10 points)	_____ points	_____ points	_____ points

<p>R.1.1.2:</p> <p>a) maintain a complete form inventory;</p> <p>b) list each form by form number and edition date</p> <p>c) show quantity in inventory;</p> <p>d) show all missing serial numbers associated with each form</p> <p>(maximum 10 points)</p>	_____ points	_____ points	_____ points
<p>R.1.1.3:</p> <p>a) monitor ordering, order fulfillment and shipping activity against inventory levels and reorder points</p> <p>b) provide near real time information on the status of inventory levels</p> <p>(maximum 10 points)</p>	_____ points	_____ points	_____ points
<p>R.1.1.4:</p> <p>a) permit password protected login, by designated users;</p> <p>b) provides individual users with their own username and password</p> <p>(maximum 10 points)</p>	_____ points	_____ points	_____ points
<p>R.1.1.5:</p> <p>a) provide users the ability to access the system in either English or French</p> <p>b) provide equal functionality in each language</p> <p>(maximum 10 points)</p>	_____ points	_____ points	_____ points
<p>Points allocated for R.1.1 _____ / out of 10 pts multiplied by weighting factor 5 = _____ /50 pts</p>			

R.1.2 Ordering (Maximum of 50 points)

The Bidder should describe how their systems provide a web-based ordering module that:

- R.1.2.1 Displays the forms in inventory, with the quantity per package, the packages in order processing, packages available in inventory, the available quantity of forms, and the replenishment point, as established with the Technical Authority;
- R.1.2.2 Permits only authorized users to place orders based on inventory information that is current at the time of ordering;
- R.1.2.3 Provides the following ordering functionality: identify receiving organizations, select permissible recipients for the receipt of material shipped; set order priority, set delivery target dates; select products individually; select quantities to be shipped; provides a notes field for special instructions;
- R.1.2.4 Permits authorized users to modify, delete or cancel orders prior to shipping;
- R.1.2.5 Permits authorized users to view all orders placed, displaying basic information - order number, priority, status, Fund Center, order created by, requested delivery date and notes.

Cross Reference to Proposal (page # ____)

The Bidder should provide the required information for the following elements of the evaluation to demonstrate how web-based ordering module can:	No information provided, or one or more of the criterion are missing; does not demonstrate required functionality. 0 Points	Information is provided for each criterion; one or more criterions do not clearly demonstrate required functionality. 1 Point	Information provided clearly addresses all criterions listed; demonstrates required functionality. No clarification required 2 Points
R.1.2.1: a) display the forms in inventory, the quantity per package, the packages in order processing and packages available in inventory; b) the available quantity of forms; c) the replenishment (maximum 10 points)	_____ points	_____ points	_____ points
R.1.2.2: a) identify receiving organizations; b) select permissible recipients for the receipt of material shipped; c) set order priority, set delivery target dates; d) select products individually; e) select quantities to be	_____ points	_____ points	_____ points

shipped; f) provide a notes field for special instructions (maximum 10 points)			
R.1.2.3: a) monitor ordering, order fulfillment and shipping activity against inventory levels and reorder points b) provide near real time information on the status of inventory levels (maximum 10 points)	_____ points	_____ points	_____ points
R.1.2.4: a) permit authorized users to modify orders prior to shipping; b) delete orders prior to shipping; c) cancel orders prior to shipping (maximum 10 points)	_____ points	_____ points	_____ points
R.1.2.5: a) permit authorized users to view all orders placed: b) display order number, c) display priority, display order status, d) display Fund Center, e) display order created by, f) display requested delivery date and notes (maximum 10 points)	_____ points	_____ points	_____ points
Points allocated for R.1.2 _____/out of 10 pts multiplied by weighting factor 5 = _____/50 pts			

R.1.3 Administrator (Maximum of 10 points)

The Bidder should describe how the system provides an administrator module that:

R.1.3.1 Permits the Technical Authority to manage current permissible recipients, create new recipients, modify existing recipients and delete recipients;

Cross Reference to Proposal (page # ____)

The Bidder should provide the required information for the following elements of the evaluation to demonstrate how administrator module can:	No information provided, or one or more of the criteria are missing; does not demonstrate required functionality. 0 Points	Information is provided for each criterion; one or more criteria do not clearly demonstrate required functionality; 1 Point	Information provided clearly addresses all criteria listed; demonstrates required functionality. No clarification required 2 Points
R.1.3.1: a) permit the Technical Authority to manage current permissible recipients; b) create new recipients; c) modify existing recipients; d) delete recipients (maximum 10 points)	____ points	____ points	____ points
Points allocated for R.1.3 _____ / out of 2 pts multiplied by weighting factor 5 = _____ /10 pts			

R.1.4 Reports (maximum 30 points)

The Bidder should describe how the system will provides a report function that:

- R.1.4.1 Permits the Technical Authority to extract information based on - Organization, Fund Center, office location, contact name, Address, district, City, Province/state, Country, Postal code/Zip code, telephone, fax;
- R.1.4.2 Permits the Technical Authority and authorized users to electronically extract packing slip information directly from the IMS in an XML format suitable for populating tracking system - Controlled Key Forms Inventory Tracking System (CKFITS);
- R.1.4.3 Provides an expanded view of orders entered into the IMS by providing:
- A link that can be selected to download specific packing slip information in an XML format as required.
- A time-stamp displayed near the link to indicate to the Technical Authority and the authorized users when the last download was performed.

Cross Reference to Proposal (page # ____)

The Bidder should provide the required information for the following elements of the evaluation to demonstrate how report function:	No information provided, or one or more of the criteria are missing; does not demonstrate required functionality. 0 Points	Information is provided for each criterion; one or more criteria do not clearly demonstrate required functionality. 1 Point	Information provided clearly addresses all criteria listed; demonstrates required functionality. No clarification required 2 Points
R.1.4.1 Permits the Technical Authority to extract information based on - Organization, Fund Center, office location, contact name, Address, district, City, Province/state, Country, Postal code/Zip code, telephone, fax (maximum 10 points)	_____ points	_____ points	_____ points
R.1.4.2 Permits the Technical Authority and authorized users to electronically extract packing slip information directly from the IMS in an XML format (maximum 10 points)	_____ points	_____ points	_____ points
R.1.4.3 Provides an expanded view of orders entered into the IMS by providing: a) A link that can be selected to download specific packing slip information in an XML format as required. b) A time-stamp displayed near the link to indicate to the Technical Authority and the authorized users when the last download was performed (maximum 10 points)	_____ points	_____ points	_____ points
Points allocated for R.1.4 _____ /out of 6 pts multiplied by weighting factor 5 = _____ /30 pts			

Total points for R.1 _____ /140 points

Minimum of 50% passing mark (70 pts)

R.2 Warehouse Capacity (maximum 42 points)

The Bidder should clearly demonstrate their warehousing capacity to store a minimum of 1 million of the IMM 1442B form and 1.5 million of the IMM 1346 B form in a secure and climate controlled* manner as required in A.6, Warehousing, of the Statement of Work.

*temperature: 68°F/20°C to 76°F/24.4°C Relative Humidity: 35 to 55 percent

Cross Reference to Proposal (page # ____)

The Bidder should provide the required information for the following elements of the evaluation:	No information provided or information provided does not address the criterion; does not demonstrate required capacity 0 Point	Information provided does not clearly demonstrate capability to meet minimum requirements. Information may be missing 1 Point	Information provided clearly demonstrates capability to meet minimum requirements. 1.5 Points	Information provided clearly demonstrates capability to meet requirements. Demonstrates warehouse capacity in excess of minimum required. No clarification required 2 Points
R.2.1.a Warehouse capacity to maintain a minimum of 1 million of the IMM 1442B form and 1.5 million of the IMM 1346 B Maximum 18 points	____ points	____ points	____ points	____ points
R.2.1.b Warehouse climate control capability Maximum 18 points	____ points	____ points	____ points	____ points
R.2.1.c Warehouse security control Maximum 18 points	____ points	____ points	____ points	____ points
Points allocated for R.2 _____ / out of 6 pts multiplied by weighting factor 7 = _____ /42 pts				

Total points for R.2 _____ /42 points

Minimum of 75% passing mark (31.5 pts)

R.3 QUALITY ASSURANCE PRACTICES (QA) (Maximum 30 Points R.3.1 OR R.3.2)

The Bidder should respond to R.3 by providing the information required for either R.3.1 OR R.3.2.

R.3.1

R.3.1.a The Bidder should demonstrate their corporate commitment to Quality Assurance by providing, with their bid, a copy of their current, valid ISO certification relevant to the production of secure documents.

R.3.1.b The Bidder should demonstrate the extent of their QA program by providing extracts of the table of contents of the ISO work procedures relevant to the production, inventory management, order fulfillment and distribution of secure documents.

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.

If the Bidders are holding a valid ISO certification relevant to the production of secure documents, **they are not required to respond to R.3.2.**

Bidders claiming certification and failing to provide a copy of the certification will receive 0 points for R.3.1.

Cross Reference to Proposal (page # ____)

The Bidder should provide the required information for the following elements of the evaluation:	No information provided for the criterion; does not demonstrate required functionality 0 Points	Information provided clearly addresses all criterion;
R.3.1.a Corporate ISO certification relevant to the production of secure documents.	____ points	____/1 points
R.3.1.b Extract of tables of contents of ISO work procedures relevant to: 1. Production, 2. Inventory management, 3. Order fulfillment, 4. Distribution 1 point each	____ points	____/4 points
Points allocated for R.3.1 ____ / out of 5 pts multiplied by weighting factor 6 = ____/30 pts		

OR

R.3.2

R.3.2.a The Bidder should demonstrate their corporate commitment to Quality Assurance by providing, with their bid their practices implemented within the Bidder's organization related to the production of secure documents.

R.3.2.b The Bidder should demonstrate the extent of their Quality Assurance by providing extracts of the table of contents of their work procedures relevant to the production, inventory management, order fulfillment and distribution of secure documents.

Should the Bidder propose to utilize multiple facilities, a copy of the table of contents of their work procedures relevant to the work completed in each of the facilities should be submitted with the proposal.

Cross Reference to Proposal (page # ____)

The Bidder should provide the required information for the following elements of the evaluation:	No information provided for the criterion; does not demonstrate required functionality 0 Points	Information provided clearly addresses all criterion; no clarification required
R.3.2.a Quality Assurance practice implemented relevant to the production of secure documents.	____ points	____/1 point
R.3.2.b Extract of tables of contents of the table of contents of their work procedures relevant to: 1. Production, 2. Inventory management, 3. Order fulfillment, 4. Distribution 1 point each	____ points	____/4 points
Points allocated for R.3.2 ____ / out of 5 pts multiplied by weighting factor 6 = ____/30 pts		

Total points for R.3 ____/30points

Minimum of 60% passing mark (18 pts)

R.4. Business Continuity (maximum 40 points)

The Bidder should demonstrate their capability to maintain the supply of the IMM 1346 B and the IMM 1446 B over the period of the contract. To demonstrate this capability, the Bidder should describe a Business Continuity Plan (BCP) they would implement to satisfy the requirements detailed in A.14. *Contingency Plans*, of the Statement of Work.

Should the Bidder submit extracts from their corporate BCP, they should also ensure that they provide any additional information necessary to specifically address the evaluation criteria.

The BCP should specifically propose how the Bidder would maintain service for each of the following:

R.4.1 Section A.14.1 Inventory Management System (IMS) of the Statement of Work
(maximum 12 points)

The Bidder should describe their procedures for maintaining the continuity of their IM/IT services specifically as related to the IMS functions as specified in the statement of Work. The description should include:

- R.4.1.1 Degree of redundancy in the IM/IT systems and how the IMS is included in these systems;
- R.4.1.2 Procedures to move to a back-up IMS;
- R.4.1.3 Maximum number of hours/days between the IMS being unavailable and when on-line ordering can be operational;
- R.4.1.4 Maximum number of hours/days between the IMS being unavailable and when order processing can be operational;
- R.4.1.5 Maximum number of hours/days between the IMS being unavailable and a back-up system fully operational;
- R.4.1.6 Procedures to process orders in the event the IMS is unavailable for a period longer than one (1) day.

Cross Reference to Proposal (page # ____)

R.4.1 Inventory Management System	
R.4.1.1 Degree of redundancy in the IM/IT systems and how the IMS is included in these systems;	
No information provided for the criterion; or information provided does not address the criterion; does not demonstrate redundancy in systems or how IMS is incorporated.	0 Points
Information provided does not clearly demonstrate any level of redundancy in IM/IT systems; or does not clearly demonstrate IMS is incorporated into contingency planning; or does not demonstrate Bidder can move to a back-up site within the required timeframe.	1 Point
Information provided clearly demonstrates redundancy in IM/IT systems; clearly demonstrates that the IMS is incorporated into the corporate systems for contingency planning; demonstrates that the Bidder can have a back-up site functioning within the required timeframe.	2 Points
Points for R.4.1.1	
R.4.1.2 Procedures to move to a back-up IMS;	
No information provided for the criterion; or information provided does not address the criterion; or does not demonstrate redundancy in systems or how the IMS is incorporated.	0 Points
Information provided does not clearly explain the procedures for moving from a primary site to a back-up; or does not demonstrate that the Bidder can move to a back-up site within the required timeframe.	1 Point
Information provided clearly explains the procedures for moving from a primary site to a back-up; demonstrates that the Bidder can move to a back-up site within the required timeframe.	2 Points
Points for R.4.1.2	
R.4.1.3 Maximum number of hours/days between the IMS being unavailable and when on-line ordering can be operational	
No information provided for the criterion; or information provided does not address the criterion;	0 Points
Information is provided; does not clearly explain how the ordering function can be operational within the required timeframe.	1 Point
Information provided clearly explains how the ordering function can be operational within the required timeframe.	2 Points
Points for R.4.1.3	

R.4.1.4 Maximum number of hours/days between the IMS being unavailable and when order processing can be operational	
No information provided for the criterion; or information provided does not address the criterion;	0 Points
Information is provided; does not clearly explain how the order processing can be operational within the required timeframe.	1 Point
Information provided clearly explains how the order processing can be operational within the required timeframe.	2 Points
Points for R.4.1.4	
R.4.1.5 Maximum number of hours/days between the IMS being unavailable and a back-up system is fully operational	
No information provided for the criterion; or information provided does not address the criterion;	0 Points
Information is provided; does not clearly explain how the IMS can be operational within the required timeframe.	1 Point
Information provided clearly explains how the IMS can be operational within the required timeframe.	2 Points
Points for R.4.1.5	
R.4.1.6 Procedures to process orders in the event the IMS is unavailable for a period longer than one (1) day.	
No information provided for the criterion; or information provided does not address the criterion;	0 Points
Information is provided; does not clearly explain how the Bidder would process orders if the IMS would be non-operational for a period longer than the required timeframe.	1 Point
Information provided clearly explains how the Bidder would process orders if the IMS would be non-operational for a period longer than the required timeframe.	2 Points
Points for R.4.1.6	
Total Points allocated for R.4.1 _____/12	

R.4.2 Section A.6 and A.14.4 Warehouse of the Statement of Work (maximum 12 points)

The Bidder should describe their procedures for maintaining the continuity of their warehouse operations specifically related to the CIC storage and order fulfillment requirements. The description should address:

- R.4.2.1 Corporate contingency plan for a secure back-up short term warehouse space suitable for storing and fulfilling orders for a period of up to one month;
- R.4.2.2 The procedures to move and prepare for order fulfillment the quantity of IMM 1442 B and IMM 1346 B required to maintain the service to the space identified for short term storage;
- R.4.2.3 Maximum number of hours/days for the IMS functions being fully operational in the site identified for short term storage;
- R.4.2.4 Corporate contingency plan for a secure back-up long term warehouse space suitable for storing the CIC inventory of 1442 B and IMM 1346 B and fulfilling orders where an alternate facility will be used in place of the original warehouse facility;
- R.4.2.5 The procedures to move and prepare for order fulfillment the quantity of IMM 1442 B and IMM 1346 B required to maintain the service to the space identified for long term storage;
- R.4.2.6 Maximum number of hours/days for all IMS functions being fully operational in the site identified for long term storage.

Cross Reference to Proposal (page # _____)

R.4.2 Warehouse	
R.4.2.1 Corporate contingency plan for a secure back-up short term warehouse space suitable for storing and fulfilling orders for a period of up to one month.	
No information provided for the criterion; or information provided does not address the criterion;	0 Points
Information provided does not clearly demonstrate the Bidder has contingency planning for secure short term storage suitable for the IMM 1442 B and IMM 1346 B, while the primary site is unusable.	1 Point
Information provided clearly demonstrates that the Bidder has a viable contingency plan for secure short term storage, suitable for the IMM 1442 B and IMM 1346 B, while the primary site is unusable.	2 Points
Points for R.4.2.1	
R.4.2.2 The procedures to move the quantity of IMM 1442 B and IMM 1346 B required to maintain the service to the space identified in R.4.2.1	
No information provided for the criterion; or information provided does not address the criterion;	0 Points
Information provided does not clearly explain the procedures for moving from a primary site to a back-up; or does not demonstrate that the Bidder can move to a back-up site and be ready for fulfilling orders within required the timeframe.	1 Point
Information provided clearly explains the procedures for moving from a primary site to a back-up; demonstrates that the Bidder can move to a back-up site and be ready to fulfill orders within the required timeframe.	2 Points
Points for R.4.2.2	
R.4.2.3 Maximum number of hours/days for the IMS functions being fully operational in the site identified for short term storage.	
No information provided for the criterion; or information provided does not address the criterion;	0 Points
Information is provided; does not clearly explain how the IMS functions can be operational within the required timeframe.	1 Point
Information provided clearly explains how the IMS functions can be operational within the required timeframe.	2 Points
Points for R.4.2.3	
R.4.2.4 Corporate contingency plan for a secure back-up long term warehouse space suitable for storing the CIC inventory of 1442 B and IMM 1346 B and fulfilling orders where an alternate facility will replace the original warehouse facility.	
No information provided for the criterion; or information provided does not address the criterion;	0 Points
Information provided does not clearly demonstrate the Bidder has contingency planning for secure storage, suitable for the IMM 1442 B and IMM 1346 B, should an alternate facility be necessary in place of the original warehouse facility.	1 Point
Information provided clearly demonstrates the Bidder has a viable contingency plan for secure short term storage, suitable for the IMM 1442 B and IMM 1346 B, should an alternate facility be necessary in place of the original warehouse facility.	2 Points
Points for R.4.2.4	
R.4.2.5 Maximum number of hours/days for the IMS functions being fully operational in the site identified for long term storage.	
No information provided for the criterion; or information provided does not address the criterion;	0 Points
Information is provided; does not clearly explain how the IMS functions can be operational within required timeframe.	1 Point

Information provided clearly explains how the IMS functions can be operational within required timeframe.	2 Points
Points for R.4.2.5	
R.4.2.6 Maximum number of hours/days for all IMS functions being fully operational in the site identified for long term storage.	
No information provided for the criterion; or information provided does not address the criterion;	0 Points
Information is provided; does not clearly explain how the IMS functions can be operational within required timeframe.	1 Point
Information provided clearly explains how the IMS functions can be operational within required timeframe.	2 Points
Points for R.4.2.6	
Total Points allocated for R.4.2 _____/12	

R.4.3 Section (A.14.5 Distribution) of the Statement of Work (maximum 10 points)

The Bidder should describe their procedures for maintaining the continuity of the delivery service in the event the Secure Armored Transport Company is unable to provide the required distributions for a short term period of up to five (5) consecutive business days and for a long term period of over five (5) consecutive business days

Cross Reference to Proposal (page # _____)

R.4.3 Distribution	
No information provided for the criterion; or information provided does not address the criterion;	0 Points
Information provided does not clearly demonstrate the Bidder has contingency planning for alternative secure delivery service for all of the CIC delivery requirements;	1 Point
Information provided clearly demonstrates the Bidder has contingency planning for alternative secure delivery service for all of the CIC delivery requirements.	2 Points
Total Points allocated for R.4.3 _____/ out of 2 pts multiplied by weighting factor 5 = _____/10 pts	

R.4.4 Production (maximum 6 points)

The Bidder should describe their procedures for maintaining the continuity of the production process for the 1442 B and IMM 1346 B. The description should include:

- R.4.4.1 Contingency planning for the offset printing;
- R.4.4.2 Contingency planning for the intaglio printing;
- R.4.4.3 Contingency planning for the finishing operations including application of the OVD;

Cross Reference to Proposal (page # _____)

R.4.4 Production	
R.4.4.1 Contingency planning for the offset printing	
No information provided for the criterion; or information provided does not address the criterion.	0 Points
Information provided does not clearly demonstrate the Bidder has contingency planning for maintaining the offset printing operations for completing the quantities required for a print order as specified in the statement of work.	1 Point

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CW029
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Information provided clearly demonstrates the Bidder has contingency planning for maintaining the offset printing operations for completing the quantities required for a print order as specified in the statement of work.	2 Points
Points for R.4.4.1	
R.4.4.2 Contingency planning for the intaglio printing	
No information provided for the criterion; or information provided does not address the criterion;	0 Points
Information provided does not clearly demonstrate that the Bidder has contingency planning for maintaining the intaglio printing operations for completing the quantities required for a print order as specified in the statement of work.	1 Point
Information provided clearly demonstrates that the Bidder has contingency planning for maintaining the intaglio printing operations for completing the quantities required for a print order as specified in the statement of work.	2 Points
Points for R.4.4.2	
R.4.4.3 Contingency planning for the finishing operations including application of the OVD	
No information provided for the criterion; or information provided does not address the criterion.	0 Points
Information provided does not clearly demonstrate that the Bidder has contingency planning for maintaining the finishing operations including application of the OVD for completing the quantities required for a print order as specified in the statement of work.	1 Point
Information provided clearly demonstrates the Bidder has contingency planning for maintaining the finishing operations including application of the OVD for completing the quantities required for a print order as specified in the statement of work.	2 Points
Points for R.4.4.3	
Total Points allocated for R.4.4 _____/6	

Total points for R.4 _____/40 points
Minimum of 50% passing mark (20 pts)

Total points overall for all of the point rated criteria
_____ /252 points
Minimum of 75% passing mark (189 pts)

4.2 Financial Evaluation

4.2.1 Financial Bid Evaluation

For evaluation purposes only, the following yearly estimated quantities will be used by the Contracting Authority to calculate the TOTAL AGGREGATE PRICE (TAP). The TAP will be evaluated on the total requirement, including option years, using the firm all-inclusive rates proposed by the Bidder in Annex "B".

ANNUAL QUANTITIES FOR EVALUATION PURPOSES ONLY

A	B - Requirement	C - Unit	D - Frequency	Firm all-inclusive rates multiplied by (column D) Frequency
1	Printing of 1 million IMM 1442B	Per print run of 1,000,000 forms	1 per year x 5 years = 5	\$
2	Printing of 1.5 million IMM 1346B	Per print run of 1,500,000 forms	1 per year x 5 years = 5	\$
3	Warehousing and Order Processing	Per month	12 months x 5 years = 60 months	\$
4	System Maintenances and Support	Per month	12 months x 5 years = 60 months	\$

4.2.2 Calculation of Cost per Point

To determine the value of the Bidders' cost per point, the total evaluated aggregate price as calculated in 4.2.1 Financial Evaluation, will be divided by the points obtained for their technical proposals.

4.3 Basis of Selection

4.3.1 To be declared responsive, a bid must:

- A. comply with all the requirements of the bid solicitation;
- B. meet all mandatory technical evaluation criteria;
- C. obtain a minimum of 50% for the point rated criteria R.1, and R.4, a minimum of 75% for point rated criterion R.2 and a minimum of 60% for point rated criterion R.3 **and obtain** a minimum of 75% overall for all of the point rated criteria.

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

PART 5 - CERTIFICATIONS

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

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

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

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. 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_equality/eq/emp/fcp/list/inelig.shtml)" list (http://www.labour.gc.ca/eng/standards_equality/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.

5.1.3 Additional Certifications Precedent to Contract Award

SACC Manual clause [A3005T](#) 2010-08-16 Status and Availability of Resources

The Bidder certifies that, should it be awarded a contract as a result of the bid solicitation, every individual proposed in its bid will be available to perform the Work as required by Canada's representatives and at the time specified in the bid solicitation or agreed to with Canada's representatives. If for reasons beyond its control, the Bidder is unable to provide the services of an individual named in its bid, the Bidder may propose a substitute with similar qualifications and experience. The Bidder must advise the Contracting Authority of the reason for the substitution and provide the name, qualifications and experience of the proposed replacement. For the purposes of this clause, only the following reasons will be considered as beyond the control of the Bidder: death, sickness, maternity and parental leave, retirement, resignation, dismissal for cause or termination of an agreement for default.

If the Bidder has proposed any individual who is not an employee of the Bidder, the Bidder certifies that it has the permission from that individual to propose his/her services in relation to the Work to be performed and to submit his/her résumé to Canada. The Bidder must, upon request from the Contracting Authority, provide a written confirmation, signed by the individual, of the permission given to the Bidder and of his/her availability.

PART 6 - SECURITY AND FINANCIAL REQUIREMENTS

1. Security Requirement

1.1 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.

1.2 Before contract award, the following conditions must be met:

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.

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

2. Financial Capability

SACC Manual clause [A9033T](#) (2012-07-16) Financial Capability

PART 7 - RESULTING CONTRACT CLAUSES

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

1. Requirement

The Contractor must provide the items detailed under Annex "A", Statement of Work.

2. Standard Clauses and Conditions

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

2.1 General Conditions

2030 (2014-09-29), General Conditions - Higher Complexity - Goods, apply to and form part of the Contract.

3. Security Requirement

3.1 The following security requirement (SRCL and related clauses) applies 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 **Facility Security Clearance at the level of SECRET, with approved Document Safeguarding and Production Capabilities at the level of SECRET**, issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).
2. The Contractor/Offeror personnel requiring access to **PROTECTED** information, assets or sensitive work site(s) must **EACH** hold a valid **RELIABILITY STATUS**, granted or approved by CISD/PWGSC.
3. The Contractor/Offeror personnel requiring access to **CLASSIFIED** information, assets or sensitive work site(s) must **EACH** hold a valid personnel security screening at the level of **SECRET**, granted or approved by the CISD, PWGSC.
4. Until the security screening of the Contractor/Offeror personnel required by this Contract/Standing Offer has been completed satisfactorily by the Canadian Industrial Security Directorate, Public Works and Government Services Canada, the Contractor/Offeror personnel **MAY NOT HAVE ACCESS** to **CLASSIFIED/PROTECTED** information or assets, and **MAY NOT ENTER** sites where such information or assets are kept, without an escort.
5. The Contractor **MUST NOT** utilize its Information Technology systems to electronically process, produce or store any sensitive **PROTECTED** information until CISD/PWGSC has issued written approval. After approval has been granted, these tasks may be performed at the level of **PROTECTED B**.
6. Subcontracts which contain security requirements are **NOT** to be awarded without the prior written permission of CISD/PWGSC.
7. The Contractor/Offeror must comply with the provisions of the:

- (a) Security Requirements Check List and security guide (if applicable), attached at Annex C and D;
- (b) *Industrial Security Manual* (Latest Edition).

3.2 Contractor's Site or Premises Requiring Safeguard Measures

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

Name:
Address:
Street Number / Street Name
City, Province, Territory
Postal Code

4. Term of Contract

4.1 Period of the Contract

The period of the contract is from _____ to _____ 2016.

4.2 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to four (4) additional one (1) year periods under the same conditions and the option to extend the contract by an additional four (4) months for transition.

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

4.2.1 Transition Period

The Contractor acknowledges that the nature of the services provided under the Contract requires continuity and that a transition period may be required at the end of the Contract. The Contractor agrees that Canada may, at its discretion, extend the Contract by a period of four (4) months under the same conditions to ensure the required transition. 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.

The Contracting Authority will advise the Contractor of the extension by sending a written notice to the Contractor at least thirty (30) calendar days before the contract expiry date. The extension will be evidenced for administrative purposes only, through a contract amendment.

5. AUTHORITIES

5.1 Contracting Authority

The Contracting Authority for the Contract is:

Jacques Gariepy
Supply Specialist
Public Works and Government Services Canada
Acquisitions Branch

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B8297-140310

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CW029
CCC No./N° CCC - FMS No./N° VME

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

5.2 Project Authority

The Project Authority will be identified in the resulting contract.

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

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

General Enquiries (Project Manager)

Name: _____

Telephone: _____ - _____ - _____

Fax: _____ - _____ - _____

E-mail _____

Replacement for Project Manager

Name: _____

Telephone: _____ - _____ - _____

Fax: _____ - _____ - _____

E-mail _____

6. Payment

6.1 Basis of Payment

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

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

6.2 Limitation of Expenditure

1. Canada's total liability to the Contractor under the Contract must not exceed \$ _____. Customs duties are included and Applicable Taxes are extra.

2. No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide

any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:

- a. when it is 75 percent committed, or
- b. four (4) months before the contract expiry date, or
- c. as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work,

whichever comes first.

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

6.3 SACC Manual Clauses

H1001C (2008-05-12) Multiple Payments
H1008C (2008-05-12) Monthly Payments

7. Invoicing Instructions

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

a certified copy of the prepaid bill of lading;

7.2. Invoices must be distributed as follows:

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

8. Certifications

8.1 Compliance

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

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

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

9. Applicable Laws

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

10. Priority of Documents

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

- (a) The Articles of Agreement;
- (b) 2030 (2014-09-25) the general conditions - Higher Complexity - Goods, apply to and form part of the Contract;
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;
- (e) Annex C, Security Requirements Check List
- (f) Annex D, Security Guide
- (g) The Contractor's bid dated _____,

11. Insurance

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

12. 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.

ANNEX "A"

STATEMENT OF WORK

A.1 OBJECTIVES

Citizenship and Immigration Canada (CIC) is requiring printing, order fulfillment, warehousing and distribution of two key controlled forms to a vendor and all associated actions thereof.

A.2 BACKGROUND

The Technical Authority is CIC, Solutions and Information Management Branch (SIMB), Forms Management. The clients' base is restricted to delegated Forms Control Officers (FCO) in CIC and non-CIC offices in Canada and to CIC offices abroad. The two key controlled forms involved in this contract are the IMM 1346 B and the IMM 1442 B. These forms are used for the immigration product lines. The IMM 1346 is used in missions abroad to allow foreign nationals to come to Canada as permanent residents or temporary residents. The IMM 1442 is used within Canada for extending temporary resident status.

A.3. SCOPE

The Contractor must provide printing, warehousing, inventory control, order processing, invoicing, order fulfillment, tracking, reporting, destruction, and distribution services via Armored vehicle. In particular, the following services must be provided:

1. Printing services for Key controlled Forms on an, if and when required basis (the Technical Authority will provide written approval for the production of all printing requirements). The printing services will be for the forms identified in the Statement of Work;
2. On-going warehousing and inventory control of Key controlled Forms;
3. Provision of a fully integrated Inventory Management System (IMS) incorporating restock monitoring, order receipt, order processing, labelling, shipment monitoring, and on-line access to reporting;
4. Order taking, processing and fulfillment;
5. Access to a secure web-based system that provides on line near real time access (browse/view) to the Technical Authority and the designated representative(s) a maximum of 10 accounts, to the inventory management system and accessible 24 hour / 7 days a week;
6. All packaging and labelling operations required for distribution;
7. Delivery of shipments for CIC and non CIC offices in Canada, by a bonded Secure Armored Transport Company, with signatures required at points of pickup and receipt;
8. Scheduled daily delivery to all CIC Offices, including Foreign Affairs, Trade and Development Canada NHQ, will be provided by the Contractor in accordance with the requirements defined in Section A.8.4 – Level of Service and all associated sub sections. The Contractor must use a bonded Secure Armored Transport Company. Delivery will be subject to the schedule and availability of the Secure Armored Company;
9. Provide on line access to the Technical Authority or the designated representative(s) from the IMS to obtain reporting with the ability to extrapolate the data to create personalized reporting, including monthly reports highlighting the 12 previous months, detailing monthly usage and inventory value;
10. Provide a primary contact that will be available to liaise with Technical Authority or the designated representative(s) for the daily management of the supply of the Key Controlled Forms specified in

the Annex A Statement of Work between 8:00 and 16:00 (ET), Monday to Friday inclusive, exclusive of statutory holidays recognised in the Province of Operation;

11. Provide the Technical Authority or the designated representative(s) written notification, at least two weeks in advance, of all scheduled system or warehouse outages or disruptions.
12. Provide the Technical Authority or the designated representative(s) a written notification of any unexpected disruptions in production, warehousing or distribution of Key Controlled Forms.

A.4. MANAGEMENT SERVICES

In providing the logistics management service, the Contractor must **provide the most cost-effective process of meeting the requirements under the contract** either through the use of their own facilities or those of a sub-Contractor(s). Should the services of a sub-Contractor be required, the Contractor must identify the sub-Contractor to the CIC Technical Authority and the Contracting Authority for approval and for verification of the sub-Contractor's security level by the PWGSC-CISD as required.

The Contractor must utilize procedures and systems capable of managing the logistics of continuous tracking of the warehousing, inventory control, order processing, invoicing, order fulfillment and distribution of all Key Controlled Forms and provide on line near real time access to the Technical Authority or the designated representative(s) for its own inventory. The Contractor's Inventory Management System must be scalable so that performance will not degrade should the inventory increase over time.

The Contractor must have the capability to enable the Technical Authority or the designated representative(s) to monitor the status of all forms at any time during the Contract period. The monitoring will cover the status of orders, forms in inventory and forms being distributed. On line access to all information is required by the Technical Authority or the designated representative(s) to monitor inventory. For forms in production or in transit the Contractor must have a dedicated contact person, and a trained backup, to enable the Technical Authority or the designated representative(s) to obtain immediate information regarding the status of the forms.

A.4.1 Replenishment

The Contractor is solely responsible for the production required in the replenishment management component of Key Controlled Forms printed within their or their sub-Contractor, facilities.

The Contractor must employ systems and processes for monitoring the activities carried out by any sub-Contractors, as well as activities conducted within their own facilities, to ensure that all Key Controlled Forms are produced and delivered on time and according to the specifications. The Contractor must be able to provide the status of all Key Controlled Forms being produced for replenishing the inventory, to the Technical Authority.

A.5. PRINTING SERVICES / STOCK REPLENISHMENT

The Contractor must provide stock replenishment for new or revised forms within a period of one hundred and eighty (180) calendar days following final acceptance and sign off by the Technical Authority of the related artwork ready for printing.

All printed Key Controlled Forms must conform to the following production standards.

The print quality level is Prestige, in accordance with the Quality Levels and Guides for Printing.

The Contractor must provide the Technical Authority with 50 samples of the forms when there is a reprint of Key Controlled Forms required. The Contractor will not print any Key Controlled Forms without the written approval of the Technical Authority.

A.5.1. CIC Key controlled Forms:

Key Controlled forms to be produced/Warehoused during the life of this contract;

- IMM 1346 B (10-2011) Canadian Visa
- The print quantity is to be 1,500,000 per print run.

This form is currently comprised of a pressure sensitive optically dead security paper on a backing sheet and is to be manufactured by the Contractor in accordance with established design specifications. The Contractor's production process includes the application of an OVD Kinegram™ device to each document. The Contractor is solely responsible for managing the supply of Kinegrams™ and other production materials in sufficient quantities to maintain production. Complete printing specifications will be supplied to the Contractor since it is designated Secret.

The Contractor is responsible for the testing of the printed image (visible and invisible), adhesion and toner/ink retention before, during and after the print run.

Press Check process: the Technical Authority, with other government of Canada specialists, will perform a press check at each stage of production to perform quality assurance verification and confirm that the print run matches design specifications and / or previous reference standards. The technical authority with other government of Canada specialists will perform a press check at each stage of production to perform quality assurance verifications and confirm that the print run matches design specifications and establish reference standards for future print runs, by signing and dating these reference standards. These press checks will occur at the production facility of the Contractor. The Contractor must provide a production schedule so that a press check schedule can be established. The Contractor will give a 48 hour notice for exact date and time of press check; the Technical Authority with the other government of Canada specialists must make themselves available during that time, not to delay production.

Sampling Process: The Technical Authority and the Contractor will develop a sampling process that will be incorporated into and form part of the document specifications. The process will be designed to ensure compliance to the design specification and reduce cost resulting from sample product loss. When serial numbered forms are removed they will be recorded in the IMS and on the package label as missing.

The Technical Authority will perform a press check at every stage of production.
All testing, proofing, materials and production must be in accordance with signed off reference standards and established design specifications for Visas:

Entitled: IMM 1346 B (10-2011) Canadian Visa
Based on Design Specifications: July, 2011
Reference standards: December 2011
Shrink wrapped packages of 50 sheets 2 on per sheet

- IMM 1442 B (06-2012) Generic document
- The print quantity of the form is to be 1,000,000 per print run.

The IMM 1442 is currently a lithographic/intaglio single sheet document using a secure substrate designed for this application. The manufacturing process includes the application of an OVD Kinegram™ device. The Contractor is solely responsible for managing the supply of Kinegrams™ and other production materials in sufficient quantities to maintain production. The Contractor is responsible for the production of this form in accordance with the established design specifications. Complete printing specifications will be in Annex B designated Secret.

Press Check process: the Technical Authority, with other government of Canada specialists, will perform a press check at each stage of production to perform quality assurance verification and confirm that the print run matches design specifications and / or previous reference standards. For all print run the technical authority with other government of Canada specialists will perform a press check at each stage

of production to perform quality assurance verifications and confirm that the print run matches design specifications and establish reference standards for future print runs, by signing and dating these reference standards. These press checks will occur at the production facility of the Contractor. The Contractor must provide a production schedule so that a press check schedule can be established. The Contractor will give a 48 hour notice for exact date and time of press check; the Technical Authority with the other government of Canada specialists must make themselves available during that time, so as not to delay production.

Sampling Process: The Technical Authority and the Contractor will develop a sampling process that will be incorporated into and form part of the document specifications. The process will be designed to ensure compliance to the design specification and reduce cost resulting from sample product loss. When serial numbered forms are removed they will be recorded in the IMS and on the package label as missing.

The Technical Authority will perform a press check at every stage of production.
All testing, proofing, materials and production must be in accordance with signed off reference standards and established design specifications for the IMM 1442 B (06-2012)

Entitled: IMM 1442 B (06-2012) Generic Document
Based on Design Specifications: June, 2012
Reference standards: December, 2012
Shrink wrapped packages of 250 sheets

All of the Key controlled Forms are required throughout the year. Any of the Key Controlled Forms included in this requirement may have changes made to them, or, may be deleted from the requirement or may be replaced by others over the term of the contract.

Should the Technical Authority revise or cease to distribute a Key Controlled Form in the inventory, the Technical Authority will inform the Contractor in writing of its decision and what actions will be required with whatever stock is left (ex. Destruction, shipping to specified location, or depletion of stock).

A.5.2. Reprints

Printing work will include the provision of reprints for specific forms. Reprint requests will involve a review of the current print specifications for accuracy as well as a verification of the artwork. Reprint requests will also involve the sending of a Request to Reprint Notification to the Technical Authority and obtaining its approval to reprint. Stock will not be released until the Technical Authority gives written approval.

Before a reprint of any form is undertaken, the Contractor must send a Request to Reprint Notification to the Technical Authority. The Contractor must not begin any work until the Technical Authority has provided approval to do so in writing.

The Technical Authority will perform a press check at every stage of production for each print run.

Inform the Technical Authority of restocking inventory requirements with a lead time of 6 months to provide adequate time for any revisions and/or re-design of the forms security features;

Supply proof of receipt of Key Controlled Forms and samples received to the Technical Authority for approval prior to release of stock

A.5.2.1 Inventory Management – Inventory Levels

For all Key controlled Forms maintained in inventory, the Contractor must work with the Technical Authority to establish the quantity to be maintained in the warehouse inventory, the reorder points and reordering time frames. The Contractor must review the inventory for each Key Controlled Form on an ongoing basis and must advise the Technical Authority when reprints of the Key Controlled Forms are required.

The Contractor is solely responsible for monitoring inventory levels and reordering points of all of the Key Controlled Forms to ensure that an agreed minimum inventory level is available at all times. **The Contractor must inform the Technical Authority of restocking inventory requirements.** Only the Technical Authority named in this SOW will have the authority to approve any reorder of Key controlled Forms.

A.5.3. Redesign and/or Revisions

In the case of redesign and/or revisions, the Technical Authority will work collaboratively with the Contractor to develop and sign off on the final artwork in preparation for forms printing and/or the updating of the print specifications and to establish a production schedule. Consultation, revision and redesign services to produce final artwork are provided to the Technical Authority by the Contractor as a part of the overall services under the contract and will not result in additional cost.

The Contractor, working in collaboration with the Technical Authority will develop all design revisions and specifications and provide them to the Technical Authority for approval. These files may be supplied in either hard copy or electronic format.

A.5.4 Print Overruns/Underruns

A.5.4.1 No overruns and no underruns will be accepted.

A.5.4.2 For the overprinted Key Controlled Forms, no overruns will be accepted. If overruns are delivered, they will be returned to the Contractor at no cost to CIC.

A.6. WAREHOUSING

The Contractor must provide the necessary secure, climate-controlled storage space as per the specifications identified in this section for CIC Key Controlled Forms.

The Contractor's facility must be of sufficient size to store 1,000,000 IMM 1442 B and 1,500,000 IMM 1346 B. The Key controlled Forms are to be packaged in accordance with the packaging requirements defined in section A.7.2.

The Contractor's Inventory Management System (IMS) will maintain a complete inventory listing by form number, edition date and stock availability of all Key Controlled Forms to be stored and distributed. The IMS must utilize automated tracking and control procedures to ensure accountability of all Key Controlled Forms contained in the Contractor's warehouse and enable accurate, real-time monitoring of inventory levels of Key Controlled Forms.

The facility must be secure and have the following number of progressively restrictive areas to control access to the Warehouse area within the Contractor's facility:

- a. Reception Area: an area containing the initial point of access control, where Information may be provided or obtained and where access to other secure areas can be controlled.
- b. Security Area: an area with access control and continuous monitoring. Personnel working in the area may control access. The area must be monitored by one of the following: personnel, security staff or approved technical systems. Security Zones shall be accessible only through the Contractor's reception areas and must be separated by a secure perimeter.

All sub-Contractor's employees having access to and/or involved in production functions of the Contractor's work must have been screened and hold a valid security clearance during the contract period to the equivalent of Secret clearance in accordance with the Security requirements of this contract.

A.7 DISTRIBUTION SERVICES

The Contractor is responsible for all distribution activities, including ensuring the timely and secure arrival of all goods at the specified destination. This includes all tracking and reporting requirements up to confirmation of receipt at destination. The method of monitoring distribution used by the Contractor must be capable of providing ongoing, real time data on the status of any of the Key Controlled Forms from the time it leaves the point of departure to arrival at the specified destination.

The Contractor must monitor and provide tracking information on demand that will include signature verification of delivery to assure compliance to the requirements of the distribution services provided under this SOW.

The distribution services tasks include pick/pack processes, appropriate labelling, secure sealing and all other procedures/processes involved in preparing Key Controlled Forms for shipment to client facilities. Forms are to be packaged in the most economical method available (i.e.: envelope, bubble wrap, paper wrap, box etc.) without compromising security, and that can hold the quantity of Forms ordered.

A.7.1 Labeling

Each package of Key Controlled Forms shall be labeled showing the quantity, size, form number, requisition number, date of packaging and applicable serial number of contents in numeric. Boxes must be numbered sequentially and serial numbers of the contents marked clearly on the outside of the box. This is for inventory management purposes. Any additional labeling for the purpose of inventory tracking and management by the Contractor is also acceptable. Boxes incorrectly labeled and/or without serial numbers clearly marked are not acceptable, and may be returned at no cost to CIC.

A.7.2 Packing

Key Controlled Forms must be packed sequentially. Serial numbered boxes packed on skids must be packed with the lowest numbers on top reading across from left to right. A packing slip must be included in each order the packing slip must contain the permissible recipient's address, the form that was ordered, and a list of every package, the start and end serial number of each package along with a list of missing numbers for each package. It should have a similar display to the following;

Recipient address;

Product	start number	end number	missing numbers	total missing	total quantity
IMM 1442	xxxxxxx1	xxxxxxx102	xxxxxxx5-xxxxxxx6	2	100
IMM1442	xxxxx103	xxxxxxx204		100	

A.7.3 Delivery Types

The Contractor must obtain the best shipping rates and delivery time frames from known secure Armored transportation companies. The Contractor must negotiate the most cost-effective rates possible on an ongoing basis and shall make arrangements for different methods of shipping with different secure transportation companies for signature services (i.e. signatures required at points of pickup and receipt). The Contractor must inform the Technical Authority, in writing, of all rates within three (3) months of the signing of the contract. The Contractor will inform the technical authority of any rate changes as soon as they become aware.

A.7.4 Delivery method

Key Controlled Forms must be delivered by a Secure Armored Transportation vehicle and meet the following requirements:

- a) All shipments must be escorted at all times by appropriately bonded personnel of the Secure Armored Transportation Company and delivered to the person named on the delivery slip.
- b) Double custody is required (2 people).
- c) The Technical Authority will provide a list of permissible recipients with signing authority upon award of the Contract and delivery must be attempted during normal business hours (8:00 to 16:00 Monday to Friday).
- d) As stated in *A.8.4.3 and A.8.4.4 Service Abroad – Pick and Pack Service Orders*, shipments must be delivered to Foreign Affairs, Trade and Development Canada for lading by Classified Diplomatic Bag. Packages destined for Classified Diplomatic Bag must be identified by a lime green or other highly visible label with the words “FATDC/Red Bag Service” on the label and be signed for by the receiving desk at Foreign Affairs, Trade and Development Canada
- e) All shipments must contain a packing slip itemizing the serial numbers of the forms in the shipment and a copy of a Confirmation of Receipt form as specified in *A.9 Invoicing*.

A.7.5 Facility

The warehouse must have a monitored loading dock for delivery trucks.

A.7.6 Special requirements

Secure handling of Key Controlled Forms may be subject to administrative changes at any time during the course of the contract in order to ensure that all safeguards are employed. The following administrative requirements are currently in effect:

- a) All Secure Documents require double packing with the first layer of packaging displaying the label listing contents and the over layer only listing the destination and name of recipient. A Confirmation of Receipt must be included in all packages.
- b) Any missing serial numbers in a package of Key Controlled Forms that have been noted by the Contractor and recorded must be clearly specified on the packing slip for CIC.

Backorders are not permitted on Key Controlled Forms. However, if due to extenuating circumstances a 'backorder' situation occurs, instructions are to be provided to the client that the shipment will be partial or unfulfilled and a new order must be placed for the balance. Back order management must be reported to the Technical Authority.

A.8 SERVICE LEVEL – PERFORMANCE

The Contractor must meet and demonstrate how the following performance criteria will be met:

A.8.1 Order Fulfillment

All orders for Key Controlled Forms must come from the Technical Authority or the designated Representative(s) located at CIC National Head Quarters (NHQ in Ottawa Ontario).

All order placements must be processed via IMS between the Technical Authority and the Contractor.

All orders for CIC offices abroad received by end of day are to be processed in accordance to the service level requirements defined in Section A.8.4 – Level of Service / Sub-Section A.8.4.3 and A.8.4.4 Service Abroad – Pick and Pack Service Orders. The service level requirements for the pick and pack process must apply to the Contractor's responsibility only and does not include the service level for delivery. The service level requirement pertaining to the delivery of the order to DFATD will be based solely on the schedule and availability of the Secure Armored Transport Company.

A.8.2 Inventory Replenishment

As specified in *A.5.2.1 Inventory Management – Replenishment* and *A.4.1 Inventory Management – Inventory Levels*, minimum levels of inventory for Key Controlled Forms must be maintained in the Contractor's warehouse. The Technical Authority is responsible for assuring that a replenishment order for these Key Controlled Forms has been scheduled to assure sufficient lead-time to avoid low/no inventory situations.

The Contractor must review the inventory and advise the Technical Authority when the Key Controlled Forms inventory levels reach the minimum levels.

A.8.3 Telephone/Email Support

The Contractor must assure that a contact person is available to respond to telephone inquiries or emails from the Technical Authority and the designated representative(s). All telephone inquiries and emails are to be resolved or a satisfactory response provided by **no later than the close of business on the next business day**. The Technical Authority must be advised of any staff rotation with a minimum of two (2) weeks notice.

A.8.4 Level of Service

00Distribution services are to be operational services performed during the regular working hours (8:00 to 16:00 Monday to Friday) of the Contractor. Arrangements for the provision of services, outside the regular working hours and statutory holidays, can be made by mutual agreement of the Technical Authority and the Contractor. The following provisions are relative to the varying levels of distribution services and refer to the time elapsed between receipt of a request and the shipping from the warehouse. The stated time for A.8.4.2 does not include the transit time required for the delivery to the appropriate destination.

A.8.4.1 Regular service In-Canada – Pick and Pack service orders

The Contractor using a Secure Armored Transport Company must coordinate the daily pick ups for shipping of regular orders and delivery based on the following level of service:

Standard level of service for Regular Service:

Order processing, handling and shipping to destination must be completed within ten (10) business days from receipt of order at warehouse to final delivery at destination.

A.8.4.2 Urgent service In-Canada – Pick and Pack Service orders

This level of service assures that the work to be performed will be undertaken immediately and completed within one (1) business day following receipt of orders. Urgent service will apply to Contractors processing time.

A.8.4.3 Regular Service Abroad – Pick and Pack Service Orders

Large volume inventories of Key Controlled Forms are not maintained in offices abroad due to seasonal volumes, short shelf life of the visas and a shortage of climate controlled secure storage facilities. Supply of these required Forms is provided through a just in time delivery methodology to the requesting office abroad. Immigration operations would be severely curtailed if supplies were to be unavailable. The Technical Authority is authorized to use Foreign Affairs, Trade and Development Canada **classified** diplomatic bag service to deliver Key Controlled Forms.

Standard level of service for Regular Service Abroad:

Order processing, handling and shipping to Foreign Affairs, Trade and Development Canada NHQ must be completed within three (3) business days of the date and time the order was received.

A.8.4.4 Urgent Service Abroad – Pick and Pack Service Orders

Orders received overnight from CIC offices abroad that are classified as “urgent” must be batched and transmitted from the Technical Authority to the Contractor via IMS by 9:00 a.m. each business day.

Urgent level of service for Urgent Service Abroad:

Urgent orders received at the Contractor's facility by 09:00 each business day will be processed, packed and delivered to Foreign Affairs, Trade and Development Canada NHQ as per the instructions supplied by the Technical Authority or the designated representative(s).

A.9. INVENTORY MANAGEMENT SYSTEM (IMS)

The Contractor is to use an automated Inventory Management System (IMS) and processes for rapid entry of information, continuous near real time tracking of all forms inventoried in the Contractor's warehouse, order processing and reporting of activity during the period of the contract. The IMS and processes must have the capacity and flexibility to respond to unexpected requests requiring quick turnaround time.

The Contractor must employ an Inventory Management System and procedures to monitor the status of all Key Controlled Forms continually during the receiving, storage, order fulfillment and distribution processes. The Contractor must:

- a) Must have a web access with secure logon screen;
- b) Must have an interface to add/maintain the addresses of permissible recipients;
- c) Must have an interface to process orders;
- d) Must have an interface to process reports;
- e) Track all Key Controlled Forms contained in the Contractor's warehouse;
- f) Track and report all missing serial numbers;
- g) Monitor inventory levels and reorder points to provide near real time supply levels of Key Controlled Forms;
- h) Maintain a complete form inventory listing of each form by form number, edition date and availability; and
- i) Must have the ability to generate an XML file with the packing slip information

As a part of the control of serial numbers, the Contractor must track and report all missing serial numbers in the IMS. Missing serial numbers must be recorded in the IMS in a timely manner to ensure up to date information is available to the Technical Authority for verification.

The Contractor must keep the IMS developed for use with CIC separate from other systems developed for other clients. The IMS interface is to provide the ability to function in either official language. The Contractor's system must be scalable in order to accommodate increases in the Key Controlled Forms inventory, without diminishing the performance of the system. The IMS must be capable of continuously compiling information on the status of Key Controlled Forms in inventory in order to fulfill the reporting functions required by the Technical Authority.

The Contractor's system must be accessible 24 hour/7 days a week to the Technical Authority. The Contractor must provide details of process and procedures in place to ensure the system is accessible as mentioned in previous sentence.

A.9.1. Web Access

The IMS must have a web access / interface to allow the Technical Authority and the designated representatives to access the application. This page should have a login field and password.

A.9.2. Permissible récipients maintenance page add/modify

The IMS must have a page that allows the Technical Authority to view current permissible recipients with the ability to create new recipients, modify existing recipients and delete recipients. The information required to be tracked are; Organization, Fund Center, office location, contact name, Address, district, City, Province/state, Country, Postal code/Zip code, telephone and fax.

A.9.3. Order Processing

The IMS must have a page to view all orders placed, displaying basic information, order number, priority, status, Fund Center, created by, deliver by and notes.

The IMS must have a page to place an order that includes, the organization, an ability to select the permissible recipient, Priority, and a target date, the ability to select the product to be shipped, the quantity to be shipped and a notes field for special instructions if required.

The order page must have the ability to modify, delete or cancel orders prior to a shipped state. The shipped state is when the order has left the warehouse.

The Contractor must electronically track Key Controlled Forms orders by name, address and date of processing. The Contractor must possess the capability to electronically crosscheck Key Controlled Forms availability records against Key Controlled Forms requests to ensure that no duplicates are provided to the client.

A.9.4. Report processing

The IMS must have the ability to perform queries with the goal to produce excel or excel compatible reports. The queries should allow for date based queries with the ability to select an office, multiple offices or all offices. The information displayed should be in the header, the selection criteria, in the body of the report should be, the date of the order, the fund center, the product selected, and the amount of packages ordered, and total quantity ordered. The query should display on screen and available for down load in an Excel compatible format.

The IMS must have the ability to produce a report with all the permissible recipients in the system.

A.9.5. Tracking all Key Controlled Forms

The IMS should have as a home page after logon that displays the forms in inventory, with the quantity per package, the packages on hand, available packages, the available quantity, and the minimum quantity, as established with the Technical Authority.

A.9.6. Tracking missing serial numbers

The IMS must contain all the serial numbers of all Forms available from the Contractor's warehouse, and the system must identify all missing numbers.

A.9.7 System or Access Problems (IMS)

In the event the IMS experiences system or access problems, access to the IMS must be restored within 4 business hours of the system problem being reported.

A.9.8. XML file

The Contractor must provide a method for the Technical Authority and the designated representative(s) to electronically extract packing slip information directly from the IMS. Packing slip information extracted from the IMS must be in XML format.

The Contractor must create the following within their IMS application:

- a). an XML file that must contain the order information (a sample XML file will be given to the Contractor upon award) and an ability to retrieve the XML file from the orders page to be able to import the information into CKFITS.
- b) an expanded view of orders entered into the IMS by providing:
 - i) A link that can be selected to download specific packing slip information in an XML format as required.
 - ii) A time-stamp displayed near the link to indicate to the Technical Authority and the designated representative(s) when the last download was performed.

A.9.9 Inventory Management – Key Controlled Forms

The IMS must retain a history of ordering, shipping and receiving, including the serial numbers shipped and missing numbers in the batch sent, so that instructions generated by the system for fulfillment of orders will always use the correct start and end numbers for the quantity ordered.

A.9.10. Information Management

Records of all Key Controlled forms received and orders fulfilled are to be kept for a period of not less than five (5) years and be available upon request. These archival records are to be maintained in soft format and to be sent to the Technical Authority.

A.10. INVOICING

A.10.1 Invoicing Services

The Contractor must invoice the Technical Authority, as per Annex B – Basis of Payment, in accordance with H1008C Monthly Payments and H1001C Multiple Payments.

A.10.2 Invoices for Orders for Key Controlled Forms:

The Contractor will invoice the Technical Authority monthly for all ordering activity. The Contractor's invoice must include a cover invoice showing total charges for the month as well as a copy of the shipping companies invoice. The shipping companies invoice must itemize the following for each individual order:

- a) Destination name and address
- b) Type(s) of Key Controlled Forms
- c) Number of units shipped
- d) Gross weight
- e) Cost per order
- f) Date of shipment
- g) taxes
- h) Total cost per order

A.10.3 Invoices for services

The Contractor must invoice the Technical Authority as specified in Annex B – Basis of Payment, in accordance with H10018C Monthly Payments.

A.10.4 Invoices for Print Production

The Contractor must invoice the Technical Authority for the total amount of printed product entered into inventory following the completion of all production processes. The Contractor must include the start and end serial numbers of the Key Controlled Form being added to the inventory. The Contractor is requested to invoice the Technical Authority, as specified in Annex B – Basis of Payment, in accordance with H1001C Multiple Payments.

A.11. SPECIAL ADMINISTRATIVE SECURITY REQUIREMENTS

A significant aspect of this Contract involves the safeguarding of the Key Controlled Forms. See the Security Requirements Check List (SRCL) and IT Security guide, in Annex C.

A.11.1 Personnel, Printing, Warehousing and shipping

The warehouse space and personnel required for the secure storage, handling and warehousing of the CIC Key Controlled Forms classified as SECRET must meet or exceed the SRCL established for this contract.

A.11.2 Inventory Management System (IMS)

The following requirements are mandatory for the IMS used for Key Controlled Forms:

A.11.2.1 Personnel Security

Employees with access to the IMS must be cleared to the level of Protected B by PWGSD/CISD. Employees with input and modification functions must be secure to ensure that the inventory tracking is 100% reliable at all times and inventory is fully accounted for in all stages of its lifecycle.

A.11.2.2 Facilities Security

Access to the IMS for Key Controlled Forms must be secure, password protected and accessible only by Protected B cleared personnel.

A.11.2.3 Administrative Requirements

The Contractor's employees assigned to work in the secure facility must assure that all missing serial numbers are recorded into the IMS before the stock is added to the warehouse. The data pertaining to the missing serial numbers must be automatically cross-referenced to the manufacturing production report to assure the integrity of the inventory control functionality.

A.11.2.4 Secure Destruction

On an as and when requested basis the Contractor must destroy Key Controlled Forms in the inventory within their facilities. The Contractor will also receive Key Controlled Forms for destruction from the Technical Authority's clients. These forms will be identified by the Technical Authority in writing as requiring destruction by the Contractor. The Key Controlled Forms that are tagged for destruction require the same security requirements as those that are not tagged for destruction but must be tracked separately with an IMM 5448 E or F (Certificate of Destruction).

To assure complete tracking, audit and control of material being returned from the Technical Authority's clients to the Contractor and/or from the identified inventory that are designated for destruction, the Contractor, working in close collaboration with the Technical Authority, will develop and implement a comprehensive plan to meet these requirements. The plan must include, but not limited to, a definition of appropriate packaging methodology (secure containers, sealing method(s), etc.) prior to acceptance by the Contractor, a full audit report of shipment and/or container contents (i.e. type of form(s), quantity, etc.) being provided by the sender, notation on all containers of the return authorization number, etc.

The Contractor must follow established processes and security practices and will not accept responsibility for reconciliation of container contents being returned for destruction. Returned containers/product must be securely stored pending scheduling of destruction. All containers and contents must be destroyed utilizing the Contractor's industrial shredding equipment with all materials must be destroyed in the presence of the Technical Authority's designated representative(s). Following the destruction process, the Contractor for tracking and auditing purposes will provide the Technical Authority with a Record of Destruction.

A.12. AUDIT

The Contractor must provide access to the Warehouse to the Technical Authority for the purposes of conducting an audit of the actual inventory level for comparison to the system generated inventory level reports for balancing. Due to security requirements/processes, a minimum of 48-hour prior notification to the Contractor is required.

The Technical Authority reserves the right to audit the IMS for accuracy against the contents of the warehouse with prior established 48-business hour notification. Any infractions within the security system that are detected by the Contractor must be immediately (by **no later than the close of business on the next business day**) reported to The Technical Authority.

A.13. MEETINGS / CONSULTATIONS

The Contractor must meet monthly with the Technical Authority to review Contractor performance in fulfilling orders, inventory management and levels, problems encountered during the month and status of problems reported in previous months, shipping performance, invoicing performance, and incorrect order returns.

A.14. CONTINGENCY PLANS

Business Continuity / Contingency

The Contractor must provide to the Technical Authority an approved contingency plan which includes procedures to mitigate the effects of disruptions to the business operations.

Following Contract award, the Disaster Recovery and Business Continuity Plan submitted by the Contractor, as part of their proposal, will be reviewed in collaboration with the Technical Authority and, if required, will be revised to meet agreed standards. The Contractor must provide the revised Disaster Recovery and Business Continuity Plan to the Technical Authority for final approval **no later than 30 days** after award of the contract.

The plan must include but is not limited to the following requirements:

A.14.1 Inventory Management System (IMS):

The Contractor must provide a business continuity plan covering the functions of the IMS and demonstrating how these functions will be maintained in the event of any outage or move to a backup system rendering the system inoperable for a period longer than acceptable for the CIC service requirements.

The Contractor's business continuity plan must provide details of the equipment, personnel, locations and procedures which will be utilized for maintaining the CIC business requirements.

The plan must describe how the IMS functions will be fully resumed within a maximum of two (2) business days.

As well as describing the overall resumption of the IMS functions, the plan must also specifically describe how the functions of Order Placement and Order Processing will be maintained.

A.14.2 Order Placement

The Contractor's business continuity plan related to Order Placement must describe how the CIC ordering authorities will be fully capable of utilizing the ordering function of the IMS within a maximum of **one (1)** business day.

A.14.3 Order Processing

The Contractor's business continuity plan related to Order Processing must describe how the Contractor will be fully capable of processing the orders received within a maximum of one (1) business day.

A.14.4 Warehouse

The Contractor must provide a business continuity plan for maintaining the continuity of their warehouse operations specifically related to the CIC storage and order fulfillment requirements.

The Contractor's business continuity plan must provide details of the equipment, personnel, locations and procedures which will be utilized for maintaining the CIC business requirements in a secure back-up warehouse space suitable for storing and fulfilling orders. The plan must address how minor disruptions requiring the use of short term storage (period of up to one (1) month) will be mitigated as well as how major disruptions, where an alternate facility will replace the original warehouse facility for long term storage will be mitigated.

The Contractor's business continuity plan must describe how the Contractor will move and prepare for order fulfillment quantities of forms sufficient to maintain daily business operations for short term storage within one (1) business day, and long term storage within five (5) business days.

The Contractor's business continuity plan must describe how the IMS functions will be operational in a location designated for short term storage within one (1) business day, and long term storage within five (5) business days

A.14.5 Distribution

The Contractor must provide a business continuity plan for maintaining the distribution services as described in A7, Distribution Services and A8.4, Level of service of the SOW.

The Contractor's business continuity plan must describe how the distribution services will be maintained should the Transport Company be unable to provide the service for a period of:

- a) up to five (5) consecutive business days
- b) over five (5) consecutive business days

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ANNEX B:

BASIS OF PAYMENT

The Contractor will be paid its costs reasonably and properly incurred in the performance of the Work, as detailed below. Customs duty is extra and, Goods and Services Tax is extra, if applicable.

The Bidder MUST submit firm, all inclusive, prices, GST/HST extra if applicable, **Shipping and Freight extra.**

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

Pricing for the contract period

B.1 - DOCUMENT PRINTING

Printing of Citizenship and Immigration Canada Secret Documents in strict accordance with the Statement of Work including Detailed Specifications and forming an essential part of this Contract and in accordance with the Security requirements stated herein.

B.1.1 IMM-1346B Temporary Resident Visa: Package of 100

Minimum regular Order Quantity - 1,500,000 documents

Price per lot of 1,500,000 documents: \$ _____/lot

Price per 1,000 documents: \$ _____/M

Price for special orders

Price per lot of 500,000 documents: \$ _____/lot

Price per lot of 1,000,000 documents: \$ _____/lot

B.1.2 IMM-1442B - Generic Document : Package of 250

Minimum Order Quantity - 1,000,000 documents

Price per lot of 1,000,000 documents: \$ _____/lot

Price per 1,000 documents: \$ _____/M

Price for special orders

Price per lot of 500,000 documents: \$ _____/lot

B.2 - WAREHOUSING AND ORDER FULFILLMENT

B.2.1. SET-UP FOR INVENTORY MANAGEMENT AND DEVELOPMENT OF ELECTRONIC ORDERING INTERFACE (as specified by the CIC Project/technical authority):

All inclusive lot price for developing the interface between the Contractor's information management system and CIC to permit the ordering and management reporting as described in the Statement of Work and for the initial set-up of the IMS and entering new line items into the inventory/warehousing management system.

Lot price: \$_____

B.2.2. SYSTEM MAINTENANCE AND SUPPORT:

All inclusive monthly price for maintaining the information system/IMS including all ordering, production, tracking and reporting functions as well as the updating (to add or delete) of items into the information system/IMS.

Monthly Rate: \$_____

B.2.3. WAREHOUSING AND ORDER PROCESSING

All-inclusive monthly rate for warehousing and order processing for items based on the description of items in the Annex A, Statement of Work. The all-inclusive monthly rate is based on 2,000 square feet of secure storage space and all operations and procedures necessary to receive, initiate and administer the order process from reception to shipping of orders whether the material for that order is taken from inventory (an order that includes multiple copies of an item, or multiple items is considered a single order).

The all inclusive monthly rate also includes all picking and handling of items (any quantity) from inventory, inserting the order unit/order into a security carrier packaging, outputting and applying labels, sealing carrier packages and all preparations for shipping in accordance with the security requirements of the contract. Packaging is to be appropriate for the size of the order

Monthly Rate \$_____

B.2.4. LABOUR RATE FOR MISCELLANEOUS SERVICES RELATED TO THE CONTRACT

All-inclusive hourly rate for the provision of services related to the contract on an as and when required basis, including (but not limited to) receiving and restocking returned items, taking of inventory and secure destruction of CIC immigration documents as directed by the CIC Project/technical authority in writing.

Double Custody Hourly Rate: \$_____

Single custody Hourly Rate: \$_____

B.2.5 SHIPPING

Rates for delivery service

Delivery of shipments by a Secure Armored Transportation vehicle as specified in the Annex A Statement of Work. Shipping/Distribution of material is charged at the actual rate charged for shipping to destinations **with no mark-up**. Invoices for shipping/distribution of material must have confirming documentation from the distribution company (attached) for the material distributed.

B.2.6 Escalation for Paper Clause

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.1.A 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

P2010T Escalation for Paper

1. 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.

2. 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:

a. Text stock (if applicable): _____ lb. at a base transaction cost per Cwt. of \$ _____ , and which represent _____ percent of the unit price(s).

Brand name and paper supplier: _____ .

3. 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).

4. 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.

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

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PRICING FOR THE FIRST OPTIONAL PERIOD

B.3 - DOCUMENT PRINTING

Printing of Citizenship and Immigration Canada Secret Documents in strict accordance with the Statement of Work including Detailed Specifications and forming an essential part of this Contract and in accordance with the Security requirements stated herein.

B.3.1 IMM-1346B Temporary Resident Visa: Package of 100 **Minimum Order Quantity - 1,500,000 documents**

Price per lot of 1,500,000 documents: \$ _____/lot

Price per 1,000 documents: \$ _____/M

Price for special orders

Price per lot of 500,000 documents: \$ _____/lot

Price per lot of 1,000,000 documents: \$ _____/lot

B.3.2 IMM-1442B - Generic Document : Package of 250 **Minimum Order Quantity - 1,000,000 documents**

Price per lot of 1,000,000 documents: \$ _____/lot

Price per 1,000 documents: \$ _____/M

Price for special orders

Price per lot of 500,000 documents: \$ _____/lot

B.4 - WAREHOUSING AND ORDER FULFILLMENT

B.4.1. SYSTEM MAINTENANCE AND SUPPORT:

All inclusive monthly price for maintaining the information system/IMS including all ordering, production, tracking and reporting functions as well as the updating (to add or delete) of items into the information system/IMS.

Monthly Rate: \$ _____

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B.4.2. WAREHOUSING AND ORDER PROCESSING

All-inclusive monthly rate for warehousing and order processing for items based on the description of items in the Annex A, Statement of Work. The all-inclusive monthly rate is based on 2,000 square feet of secure storage space and all operations and procedures necessary to receive, initiate and administer the order process from reception to shipping of orders whether the material for that order is taken from inventory (an order that includes multiple copies of an item, or multiple items is considered a single order).

The all inclusive monthly rate also includes all picking and handling of items (any quantity) from inventory, inserting the order unit/order into a security carrier packaging, outputting and applying labels, sealing carrier packages and all preparations for shipping in accordance with the security requirements of the contract. Packaging is to be appropriate for the size of the order

Monthly Rate \$ _____

B.4.3. LABOUR RATE FOR MISCELLANEOUS SERVICES RELATED TO THE CONTRACT

All-inclusive hourly rate for the provision of services related to the contract on an as and when required basis, including (but not limited to) receiving and restocking returned items, taking of inventory and secure destruction of CIC immigration documents as directed by the CIC Project/technical authority in writing.

Double Custody Hourly Rate: \$ _____

Single custody Hourly Rate: \$ _____

B.4.4 SHIPPING

Rates for delivery service

Delivery of shipments by a Secure Armored Transportation vehicle as specified in the Annex A Statement of Work. Shipping/Distribution of material is charged at the actual rate charged for shipping to destinations **with no mark-up**. Invoices for shipping/distribution of material must have confirming documentation from the distribution company (attached) for the material distributed.

PRICING FOR THE SECOND OPTIONAL PERIOD

B.5 - DOCUMENT PRINTING

Printing of Citizenship and Immigration Canada Secret Documents in strict accordance with the Statement of Work including Detailed Specifications and forming an essential part of this Contract and in accordance with the Security requirements stated herein.

B.5.1 IMM-1346B Temporary Resident Visa: Package of 100 Minimum Order Quantity - 1,500,000 documents

Price per lot of 1,500,000 documents: \$ _____/lot

Price per 1,000 documents: \$ _____/M

Price for special orders

Price per lot of 500,000 documents: \$ _____/lot

Price per lot of 1,000,000 documents: \$ _____/lot

B.5.2 IMM-1442B - Generic Document : Package of 250 Minimum Order Quantity - 1,000,000 documents

Price per lot of 1,000,000 documents: \$ _____/lot

Price per 1,000 documents: \$ _____/lot

Price for special orders

Price per lot of 500,000 documents: \$ _____/lot

B.6 - WAREHOUSING AND ORDER FULFILLMENT

B.6.1. SYSTEM MAINTENANCE AND SUPPORT:

All inclusive monthly price for maintaining the information system/IMS including all ordering, production, tracking and reporting functions as well as the updating (to add or delete) of items into the information system/IMS.

Monthly Rate: \$ _____

B.6.2. WAREHOUSING AND ORDER PROCESSING

All-inclusive monthly rate for warehousing and order processing for items based on the description of items in the Annex A, Statement of Work. The all-inclusive monthly rate is based on 2,000 square feet of secure storage space and all operations and procedures necessary to receive, initiate and administer the order process from reception to shipping of orders whether the material for that order is taken from inventory (an order that includes multiple copies of an item, or multiple items is considered a single order).

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The all inclusive monthly rate also includes all picking and handling of items (any quantity) from inventory, inserting the order unit/order into a security carrier packaging, outputting and applying labels, sealing carrier packages and all preparations for shipping in accordance with the security requirements of the contract. Packaging is to be appropriate for the size of the order

Monthly Rate \$_____

B.6.3. LABOUR RATE FOR MISCELLANEOUS SERVICES RELATED TO THE CONTRACT

All-inclusive hourly rate for the provision of services related to the contract on an as and when required basis, including (but not limited to) receiving and restocking returned items, taking of inventory and secure destruction of CIC immigration documents as directed by the CIC Project/technical authority in writing.

Double Custody Hourly Rate: \$_____

Single custody Hourly Rate: \$_____

B.6.4 SHIPPING

Rates for delivery service

Delivery of shipments by a Secure Armored Transportation vehicle as specified in the Annex A Statement of Work. Shipping/Distribution of material is charged at the actual rate charged for shipping to destinations **with no mark-up**. Invoices for shipping/distribution of material must have confirming documentation from the distribution company (attached) for the material distributed.

PRICING FOR THE THIRD OPTIONAL PERIOD

B.7 - DOCUMENT PRINTING

Printing of Citizenship and Immigration Canada Secret Documents in strict accordance with the Statement of Work including Detailed Specifications and forming an essential part of this Contract and in accordance with the Security requirements stated herein.

B.7.1 IMM-1346B Temporary Resident Visa: Package of 100 Minimum Order Quantity - 1,500,000 documents

Price per lot of 1,500,000 documents: \$ _____/lot

Price per 1,000 documents: \$ _____/M

Price for special orders

Price per lot of 500,000 documents: \$ _____/lot

Price per lot of 1,000,000 documents: \$ _____/lot

B.7.2 IMM-1442B - Generic Document : Package of 250 Minimum Order Quantity - 1,000,000 documents

Price per lot of 1,000,000 documents: \$ _____/lot

Price per 1,000 documents: \$ _____/M

Price for special orders

Price per lot of 500,000 documents: \$ _____/lot

B.8 - WAREHOUSING AND ORDER FULFILLMENT

B.8.1. SYSTEM MAINTENANCE AND SUPPORT:

All inclusive monthly price for maintaining the information system/IMS including all ordering, production, tracking and reporting functions as well as the updating (to add or delete) of items into the information system/IMS.

Monthly Rate: \$ _____

B.8.2. WAREHOUSING AND ORDER PROCESSING

All-inclusive monthly rate for warehousing and order processing for items based on the description of items in the Annex A, Statement of Work. The all-inclusive monthly rate is based on 2,000 square feet of secure storage space and all operations and procedures necessary to receive, initiate and administer the order process from reception to shipping of orders whether the material for that order is taken from inventory (an order that includes multiple copies of an item, or multiple items is considered a single order).

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The all inclusive monthly rate also includes all picking and handling of items (any quantity) from inventory, inserting the order unit/order into a security carrier packaging, outputting and applying labels, sealing carrier packages and all preparations for shipping in accordance with the security requirements of the contract. Packaging is to be appropriate for the size of the order

Monthly Rate \$_____

B.8.3. LABOUR RATE FOR MISCELLANEOUS SERVICES RELATED TO THE CONTRACT

All-inclusive hourly rate for the provision of services related to the contract on an as and when required basis, including (but not limited to) receiving and restocking returned items, taking of inventory and secure destruction of CIC immigration documents as directed by the CIC Project/technical authority in writing.

Double Custody Hourly Rate: \$_____

Single custody Hourly Rate: \$_____

B.8.4 SHIPPING

Rates for delivery service

Delivery of shipments by a Secure Armored Transportation vehicle as specified in the Annex A Statement of Work. Shipping/Distribution of material is charged at the actual rate charged for shipping to destinations **with no mark-up**. Invoices for shipping/distribution of material must have confirming documentation from the distribution company (attached) for the material distributed.

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PRICING FOR THE FOURTH OPTIONAL PERIOD

B.9 - DOCUMENT PRINTING

Printing of Citizenship and Immigration Canada Secret Documents in strict accordance with the Statement of Work including Detailed Specifications and forming an essential part of this Contract and in accordance with the Security requirements stated herein.

B.9.1 IMM-1346B Temporary Resident Visa: Package of 100 Minimum Order Quantity - 1,500,000 documents

Price per lot of 1,500,000 documents: \$ _____/lot

Price per 1,000 documents: \$ _____/M

Price for special orders

Price per lot of 500,000 documents: \$ _____/lot

Price per lot of 1,000,000 documents: \$ _____/lot

B.9.2 IMM-1442B - Generic Document : Package of 250 Minimum Order Quantity - 1,000,000 documents

Price per lot of 1,000,000 documents: \$ _____/lot

Price per 1,000 documents: \$ _____/M

Price for special orders

Price per lot of 500,000 documents: \$ _____/lot

B.10 - WAREHOUSING AND ORDER FULFILLMENT

B.10.1. SYSTEM MAINTENANCE AND SUPPORT:

All inclusive monthly price for maintaining the information system/IMS including all ordering, production, tracking and reporting functions as well as the updating (to add or delete) of items into the information system/IMS.

Monthly Rate: \$ _____

B.10.2. WAREHOUSING AND ORDER PROCESSING

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All-inclusive monthly rate for warehousing and order processing for items based on the description of items in the Annex A, Statement of Work. The all-inclusive monthly rate is based on 2,000 square feet of secure storage space and all operations and procedures necessary to receive, initiate and administer the order process from reception to shipping of orders whether the material for that order is taken from inventory (an order that includes multiple copies of an item, or multiple items is considered a single order).

The all inclusive monthly rate also includes all picking and handling of items (any quantity) from inventory, inserting the order unit/order into a security carrier packaging, outputting and applying labels, sealing carrier packages and all preparations for shipping in accordance with the security requirements of the contract. Packaging is to be appropriate for the size of the order

Monthly Rate \$_____

B.10.3. LABOUR RATE FOR MISCELLANEOUS SERVICES RELATED TO THE CONTRACT

All-inclusive hourly rate for the provision of services related to the contract on an as and when required basis, including (but not limited to) receiving and restocking returned items, taking of inventory and secure destruction of CIC immigration documents as directed by the CIC Project/technical authority in writing.

Double Custody Hourly Rate: \$_____

Single custody Hourly Rate: \$_____

B.10.4 SHIPPING

Rates for delivery service

Delivery of shipments by a Secure Armored Transportation vehicle as specified in the Annex A Statement of Work. Shipping/Distribution of material is charged at the actual rate charged for shipping to destinations **with no mark-up**. Invoices for shipping/distribution of material must have confirming documentation from the distribution company (attached) for the material distributed.

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Annex "C"

Security Requirement Check List (SRCL)

The SRCL is supplied as a PDF attachment to the solicitation

Annex "D"

Security guide

The Security Guide is supplied as a PDF attachment to the solicitation

ANNEX "E" to PART 5 - BID SOLICITATION

The Annex "E" is supplied as a PDF attachment to the solicitation

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Government
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du Canada

Contract Number / Numéro du contrat

B8297-140310

Security Classification / Classification de sécurité
unclassified

SECURITY REQUIREMENTS CHECK LIST (SRCL)

LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE

1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine		2. Branch or Directorate / Direction générale ou Direction	
Citizenship and Immigration Canada		SIMB / IMD	
3. a) Subcontract Number / Numéro du contrat de sous-traitance		3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant	
		Canadian Bank Note 145 Richmond rd, Ottawa, ON K1Z 1A1	
4. Brief Description of Work / Brève description du travail			
The printing, warehousing and distribution of CIC Key controlled forms, the IMM1346 (canadian visa) and the IMM1442 (generic document)			
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"/>	
Not releasable À ne pas diffuser <input type="checkbox"/>		No release restrictions Aucune restriction relative à la diffusion <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:	
7. c) Level of information / Niveau d'information			
PROTECTED A PROTÉGÉ A <input checked="" type="checkbox"/>		NATO UNCLASSIFIED NATO NON CLASSIFIÉ <input type="checkbox"/>	
PROTECTED B PROTÉGÉ B <input checked="" type="checkbox"/>		NATO RESTRICTED NATO DIFFUSION RESTREINTE <input type="checkbox"/>	
PROTECTED C PROTÉGÉ C <input type="checkbox"/>		NATO CONFIDENTIAL NATO CONFIDENTIEL <input type="checkbox"/>	
CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>		NATO SECRET NATO SECRET <input type="checkbox"/>	
SECRET SECRET <input checked="" type="checkbox"/>		COSMIC TOP SECRET COSMIC TRÈS SECRET <input type="checkbox"/>	
TOP SECRET TRÈS SECRET <input type="checkbox"/>			
TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>			
		PROTECTED A PROTÉGÉ A <input type="checkbox"/>	
		PROTECTED B PROTÉGÉ B <input type="checkbox"/>	
		PROTECTED C PROTÉGÉ C <input type="checkbox"/>	
		CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>	
		SECRET SECRET <input type="checkbox"/>	
		TOP SECRET TRÈS SECRET <input type="checkbox"/>	
		TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>	



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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?

If Yes, indicate the level of sensitivity:
Dans l'affirmative, indiquer le niveau de sensibilité :

☒ No ☐ Yes
Non Oui

9. Will the supplier require access to extremely sensitive INFOSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate?

☒ No ☐ Yes
Non Oui

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

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

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

<input checked="" type="checkbox"/> RELIABILITY STATUS COTE DE FIABILITÉ	<input type="checkbox"/> CONFIDENTIAL CONFIDENTIEL	<input checked="" 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 : This security clearance is only required for personnel dealing with the production and design of the products.

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?

If Yes, will unscreened personnel be escorted?
Dans l'affirmative, le personnel en question sera-t-il escorté?

☐ No ☒ Yes
Non Oui

☐ No ☒ Yes
Non Oui

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

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises?
Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS?

☐ No ☒ Yes
Non Oui

11. b) Will the supplier be required to safeguard COMSEC information or assets?
Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC?

☒ No ☐ Yes
Non Oui

PRODUCTION

11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises?
Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ?

☐ No ☒ Yes
Non Oui

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

d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data?
Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS?

☐ No ☒ Yes
Non Oui

e) Will there be an electronic link between the supplier's IT systems and the government department or agency?
Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale?

☒ No ☐ Yes
Non Oui

3S/SCT 350-103(2004/12)

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

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?

La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?

☒ No
Non ☐ Yes
Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".

Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?

La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?

☒ No
Non ☐ Yes
Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).

Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquez qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).



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PART D - AUTHORIZATION / PARTIE D - AUTORISATION

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

Name (print) - Nom (en lettres moulées) Allain Lauzon	Title - Titre Acting Director, Information Management	Signature <i>Allain Lauzon</i>
Telephone No. - N° de téléphone 13-94-4395	Facsimile No. - N° de télécopieur 13-957-0297	E-mail address - Adresse courriel allain.lauzon@tc.gc.ca
		Date 23/1/15

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

Name (print) - Nom (en lettres moulées) Robert R. Lanouette	Title - Titre DG, ASA, CSS	Signature <i>R. Lanouette</i>
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel
		Date

15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached?
Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes?

☐ No
Non ☒ Yes
Oui

16. Procurement Officer / Agent d'approvisionnement

Name (print) - Nom (en lettres moulées) E. Gordon	Title - Titre Procurement Officer	Signature <i>E. Gordon</i>
Telephone No. - N° de téléphone 934-3829	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel
		Date Jan 29/15

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

Name (print) - Nom (en lettres moulées)	Title - Titre	Signature <i>Maria Mendoza</i>
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel
		Date April 1, 2015

Maria Mendoza

Contract Security Officer, Contract Security Division

Maria.Mendoza@tpsgc-pwgsc.gc.ca

Tel - 613-946-1618 / Fax/Téléc - 613-954-4171

Security Guide

Sep, 17, 2014

Reason for Protected B

Information/ Assets and Production: The vendors employee's working on various stages of the production process are required to have an Enhanced Reliability Status (ERC) clearance. The Vendors IT transmissions between point to point (within the vendors IT systems) are at the "Protected B" level.

Reason for Secret

Information/Assets and Production: The facility producing the cards must have a clearance level of "SECRET". The employee's with full knowledge of design/recipe (head designer, project & production Managers) of the vendor must hold a valid "SECRET" level clearance.

SECURITY CLASSIFICATION GUIDE
Annex "A" - Protection Profile Table

Solution Component	Vendor Name	Description of Component	Corporate Address	Manufacturing Address	Security Marking
Infrared inks		commercially available			unclassified
offset inks		commercially available			unclassified
intaglio inks		available to security printers only			unclassified
UV offset inks		commercially available			unclassified
UV intaglio inks		available to security printers only			unclassified
optical variable ink (OVI)	SICPA	limited availability to security printers only			protected A
Die cut heads	Atlas dies	commercially available specific design for CIC			unclassified
OVD die	Atlas dies	commercially available specific design for CIC			unclassified
Optical Variable Device (OVD)	OVD Kurz	designed specifically for CIC			unclassified
paper optically dead	Cascades	designed specifically for government of Canada use			unclassified
planchettes		commercially available			unclassified
fibres		commercially available			unclassified
pressure sensitive adhesive		commercially available			unclassified
IMM1346 and IMM1442		Final form in blank format			"Secret"
IMM1346 and IMM1442		Final form in completed format by the client.			Protected B

ANNEX "E" to PART 5 - BID SOLICITATION

FEDERAL CONTRACTORS PROGRAM FOR EMPLOYMENT EQUITY – CERTIFICATION

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

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

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

Complete both A and B.

A. Check only one of the following:

- ☐ A1. The Bidder certifies having no work force in Canada.
- ☐ A2. The Bidder certifies being a public sector employer.
- ☐ A3. The Bidder certifies being a [federally regulated employer](#) being subject to the [Employment Equity Act](#).
- ☐ A4. The Bidder certifies having a combined work force in Canada of less than 100 employees (combined work force includes: permanent full-time, permanent part-time and temporary employees [temporary employees only includes those who have worked 12 weeks or more during a calendar year and who are not full-time students]).

A5. The Bidder has a combined workforce in Canada of 100 or more employees; and

- ☐ A5.1. The Bidder certifies already having a valid and current [Agreement to Implement Employment Equity](#) (AIEE) in place with ESDC-Labour.

OR

- ☐ A5.2. The Bidder certifies having submitted the [Agreement to Implement Employment Equity \(LAB1168\)](#) to ESDC-Labour. As this is a condition to contract award, proceed to completing the form Agreement to Implement Employment Equity (LAB1168), duly signing it, and transmit it to ESDC-Labour.

B. Check only one of the following:

- ☐ B1. The Bidder is not a Joint Venture.

OR

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