

**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**

## SOLICITATION AMENDMENT MODIFICATION DE L'INVITATION

The referenced document is hereby revised; unless otherwise indicated, all other terms and conditions of the Solicitation remain the same.

Ce document est par la présente révisé; sauf indication contraire, les modalités de l'invitation demeurent les mêmes.

### Comments - Commentaires

**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

<b>Title - Sujet</b> AAIR Database/Variable Imaging	
<b>Solicitation No. - N° de l'invitation</b> T8518-140163/A	<b>Amendment No. - N° modif.</b> 003
<b>Client Reference No. - N° de référence du client</b> T8518-14-0163	<b>Date</b> 2015-07-31
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$\$CW-020-67565	
<b>File No. - N° de dossier</b> cw020.T8518-140163	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2015-08-25</b>	<b>Time Zone</b> <b>Fuseau horaire</b> Eastern Daylight Saving Time EDT
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input checked="" type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Werk(cw), Janet	<b>Buyer Id - Id de l'acheteur</b> cw020
<b>Telephone No. - N° de téléphone</b> (613) 998-3968 ( )	<b>FAX No. - N° de FAX</b> ( ) -
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b>	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

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

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This amendment is to

- 1) modify the closing date.
- 2) make minor changes to the mandatory requirements
- 3) modify the Annex A Statement of work and Annex B Basis of payment.

See page 1 for the new closing date.

See the following pages for the changes to annex A. Download the annex B amended excel sheet for the changes to annex B ([buyandsell.gc.ca](http://buyandsell.gc.ca))

Changes are highlighted in yellow.

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## 2) PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

### 4.1 Evaluation Procedures

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

#### 4.1.1 Technical Evaluation

##### **Mandatory Technical Criteria.**

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

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

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

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

##### **Definitions for the purposes of the mandatory technical criteria.**

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

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

**Data sets:** means the contents of a single field.

**Fields:** means designated areas on a form or document for the printing of variable information. A field may contain multiple rows of variable information.

**Multiple:** means two (2) or more.

**Forms:** means printed paper products such as, but not limited to, a flat form, a letter, an application form or factsheet.

**Multipart Form:** means printed paper forms with multiple parts attached by a stub, such as continuous feed multipart carbonless forms.

##### **See Annex C for the Mandatory Technical Criteria.**

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

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T8518-140163

N° de la modif - Amd. No.  
003  
File No. - N° du dossier  
CW020. T8518-140163

Id de l'acheteur - Buyer ID  
CW020  
N° CCC / CCC No./ N° VME - FMS

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#### **4.1.2 Financial Evaluation**

- 4.1.2.1 The Financial Evaluation will be based on the total aggregate price of the financial proposal using the Excel spreadsheet.

To determine the total aggregate price, the firm all inclusive prices submitted in the Annex B, Basis of Payment will be calculated as specified in the Annex B Basis of Payment Excel spreadsheet being distributed through GETS (BuyandSell.gc.ca). The completed Excel spreadsheet is to be returned with your proposal in both hard and soft copy formats (in excel format).

4.1.2.2 Mandatory Financial Criteria

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

#### **4.2 Basis of Selection**

**4.2.1** A bid must comply with the requirements of the bid solicitation and meet all mandatory technical evaluation criteria to be declared responsive. The responsive bid with the lowest evaluated price will be recommended for award of a contract.

### 3) ANNEX "A" STATEMENT OF WORK

**Title: PRINTING, PERSONALIZATION AND PREPARATION FOR MAILING OF THE ANNUAL AIRWORTHINESS INFORMATION REPORT (AAIR)**

There are two (2) parts for this Statement of work

#### Part 1

#### A.1 PRINTING THE ANNUAL AIRWORTHINESS INFORMATION REPORT (AAIR) AND A ONE (1) PAGE LETTER

##### A.1.1 OVERVIEW

Transport Canada Civil Aviation (TCCA) has a requirement for a Contractor to print the **Annual Airworthiness Information Report** (AAIR) and a one (1) page letter to be accompanied to it.

Unless otherwise stated, the printing of the form and letter must follow the existing format exactly and in all regards. The Contractor must also fold, stuff, seal and deliver AAIRs to Transport Canada, Operational Support Services (OSS), on a monthly basis.

In providing these services to TCCA, the Contractor must at a minimum:

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

##### A.1.2 DETAILED REQUIREMENTS

###### A.1.2.1. General Specifications

The AAIR form will be an exact copy of the existing AAIR form in all regards, unless otherwise stated.

The AAIR form will be issued to all Canadian aircraft owners in the specified 2 part form, with the first part in white and the second part in yellow.

The design and text will be provided by the TCCA Project Authority. The first part will be white and double sided, and the second part will be yellow and double sided. The two parts are bound together on carbonless type paper and will contain unique aircraft owner's information into the boxes specified by the TCCA Project Authority.

On the 1<sup>st</sup> of the month for the following months, January, February, March, April, May, June, and July, raw data will be provided to the Contractor in order for them to print the AAIR forms along with a letter to be included with the form. The AAIR form must be folded, stuffed and sealed into a #10 windowed envelope along with a #9 envelope and the letter. The package must be delivered to OSS by the 10<sup>th</sup> business day of that month. The AAIR form is an annual report that aircraft owners must complete each year. **The number of forms printed varies from year to year depending on a couple factors. Firstly, it will**

depend how many aircraft are registered on the Canadian Registry in a given year. In addition, TCCA is encouraging electronic submissions of the AAIR. It is expected that most Canadian aircraft owners will opt for the electronic method of submission and therefore over the next few years the number of forms that will need to be printed on an annual basis will be greatly reduced. TCCA is anticipating as little as 2,000 to a maximum of 28,000 forms will need to be printed annually, from January to July.

#### **A.1.2.2. AAIR FORM**

Two (2) part form, both parts print double sided, printed on carbonless copy, perforated at the left for stubs on all parts paper and bound together after personalization.

Refer to the void copy of the AAIR form provided in Annex D for visual reference.

##### **A.1.2.2.1 Finished Trim Size:**

- It will conform to the existing AAIR form in all regards, unless otherwise stated; and
- Finished trim size of the form is 8.5" x 14" (9" x 14" including stub on the left side).

##### **A.1.2.2.2 Current Printing Specifications:**

Black + 2 pms colours on front, no bleeds  
1 pms colour on back (grey), no bleeds  
Both parts print same (2/1)

- Initial printing of all blank AAIR forms for the entire year, January to July.
- The first part, front side, is printed in black ink for the text and yellow and blue boxes as per sample from a previous production. The back side is printed in grey ink. The second part, front side, is printed in black ink on a yellow page which contains yellow and blue boxes. The back side is printed in grey ink.
- On a monthly basis, retrieve raw data related to owner specific information, which must then be overprinted/personalized on each AAIR form in the appropriate boxes on both the first and second parts.

##### **A.1.2.2.3 Material:**

2 part carbonless form  
CB White, 42m  
CF Canary, 30m

- Carbonless copy paper (size stipulated in A.1.2.2.1) so that when the aircraft owner writes on the first part, it automatically transfers the information on the front of second part.

#### **A.1.2.3 AAIR LETTER**

A one (1) page letter which will be included in each envelope along with the AAIR form.

Refer to the void copy of the AAIR letter provided in Annex D for visual reference.

##### **A.1.2.3.1 Finished Trim Size:**

- It will conform to the existing AAIR letter provided as an attachment, in all regards unless otherwise stated.
- Finished trim size of the letter is 8-1/2" x 11".

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#### **A.1.2.3.2 Current Printing Specifications:**

Black on one (1) side, no bleeds

- The front side is printed in black ink.

#### **A.1.2.3.3 Material:**

White, 40M bond or 100M offset text

#### **A.1.2.3 Envelopes**

- #10 Windowed Envelopes - Provided by TCCA PA; and
- #9 Envelopes - Provided by TCCA PA.

The Contractor must print the return TCCA mailing address on all #9 supplied envelopes which will be stuffed in the #10 windowed envelopes also supplied by the TCCA Project Authority.

The envelopes print black on face, back and flap.

Refer to the copy of the the #9 and #10 envelopes provided in Annex D for visual reference.

#### **A.1.3. Estimated Quantities**

The following is a summary regarding the quantities of the types of products to be required under this contract.

Quantities are based on an average number of forms printed in previous years as well as owners' electronic contact information we have on file in any given year. The number of registered aircrafts changes on a daily basis and therefore, the information provided does not represent a firm commitment of the required quantities. The actual number of forms to be printed will be supplied on the 1<sup>st</sup> day of the applicable month.

- An estimated total of 2,000- 28,000 AAIR forms and letters will be required on an annual basis (January to July).

#### **A.1.3.1 Electronic versions**

TCCA will be responsible for sending out all electronic forms. Canadian aircraft owners have the choice to request that they complete their form electronically. In this case, the printing of their form(s) will not be required. It is estimated that over the period of the contract, and option periods, the estimated quantity of forms required to be printed will be reduce in large quantities. Between now and the end of the contract period, it is expected that the printing requirement may be reduced as much as 95% from the current amount of 28,000.

Similarly, the requirement for envelopes and the AAIR letter will decrease as the printing of the forms is reduced.

#### **A.1.4 Print Production (Ready for Personalization)**

The annual quantity of blank AAIR forms to be printed will be confirmed annually in November. Initial printing of all blank AAIR forms for the entire year, will be completed annually in December. Due to the uncertainty of how many forms will need personalization in any given year, any remaining blank forms will be used for the following year. These remaining forms will be required to be stored by the Contractor. An inventory of the blank AAIR forms will be conducted in November to confirm if additional forms will need

to be printed for the following year. Please note, if any changes are made to the form over the course of the contract, TC will pay for the cost of printing new forms.

The TCCA Project Authority requires that AAIR form be personalised on a monthly basis, from January to July.

The Contractor must retrieve the raw data, which is in MS Excel format, from the File Transfer Protocol (FTP) server on the first day of the applicable month (stated in A.1.2.1. General Specification). The TCCA Project Authority requires that they have their own secure, unique FTP location.

The total time to complete each monthly print production must not exceed 10 business days. The number of prints will fluctuate each month ( Jan-July inclusive), varying from the possibility of 0 to a maximum of 7,000.

The AAIR letter is not personalized.

#### **A.1.5 Print Quality Assurance**

The Contractor and the TCCA Project Authority will establish quality standards for printing, folding, stuffing, sealing and delivering operations for the AAIR form. The quality standards must be established before production of the AAIR form commences.

At a minimum, for the printing of the AAIR form and AAIR letter:

The print quality level is informational, in accordance with the Public Works and Government Services (PWGSC) Publications entitled "Quality Levels for Printing" latest issue.

##### **A.1.5.1 PROOFS AND SAMPLES REQUIRED PRIOR TO PRINTING**

- The Contractor must provide proofs of the blank AAIR form and the personalized AAIR forms in December, before production begins in January.
- Two (2) complete sets of colour proofs (blueprints or digital proofs) must be submitted to the TCCA Project Authority for approval prior to printing. Proof samples must be provided in advance to the TCCA Project Authority prior to the production and mailing date. The TCCA Project Authority will return one approved proof to the Contractor and retain the other, within two (2) business days of receipt of the proofs at the address specified in section A.1.5.1.1.

##### **SAMPLES**

Following TCCA approval of the AAIR Form proof, the Contractor must produce ten (10) personalized samples of the complete AAIR form using sample data uploaded to the FTP site by early December. The samples must be produced in the same manner as the actual production. The TCCA Project Authority must review and approve the personalized samples in writing before production may proceed.

Proof of personalization and AAIR forms are only required at the beginning of the contract.

##### **A.1.5.1.1 Proofs delivery address**

See NCR address under the "Authorities" section.

#### **1.5.2 Random Sampling**

TC has formal quality assurance procedures for printed products. As such, there will be a requirement for random sampling of the AAIR form and a certification process that will be required of the Contractor. During the life of the contract, TCCA may direct random sampling and



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certification at any time. When samples are requested, the Contractor will follow the required steps that TCCA has specified. The costs of these random sampling copies are to be treated in the same manner as that process used for printing and shipping an AAIR form.

#### **A.1.6 Changes to the File**

Changes to the AAIR form and/or letter may be required due to changes in policies and procedures.

However, there will be discussion and advance notice of any change that may be initiated in order to minimize waste and additional cost to TCCA.

When changes are required to the AAIR form, the TCCA Project Authority will supply the Contractor, via e-mail, a new PDF file of the product and associated instructions. The TCCA Project Authority will also provide the effective date by which these changes must occur. Within 10 business days of receiving the new file, the Contractor must produce a sample of the complete AAIR unit for the TCCA Project Authority review and approval.

No changes will be made to the AAIR form size or to the AAIR letter size. In addition, no changes will be made to the number of colours to be printed on the AAIR form or to the AAIR letter. Any changes would be related to the required text to be printed on the AAIR form or letter only.

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

After the TCCA Project Authority has approved the sample, the Contractor must replace the version of the file in their document management system with the new approved file provided. New files must be installed and ready for print production for the following print run. The Contractor must be responsible for ensuring that only the latest version of any of the documents are produced and delivered at all times.

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

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

#### **Part 2:**

### **A.2 PERSONALIZATION OF THE ANNUAL AIRWORTHINESS INFORMATION REPORT (AAIR) AND PREPARATION FOR MAILING**

#### **A.2.1 OVERVIEW**

Transport Canada Civil Aviation (TCCA) has a requirement for a Contractor to personalize (personalization, print, fold, stuff, seal and deliver) the **Annual Airworthiness Information Report** (AAIR) that unless otherwise stated, exactly follows the existing AAIR form provided at contract award.

The Contractor must complete the supply chain for the AAIR process of printing, storage, inventory control, folding, stuffing, sealing, and delivery to Transport Canada Operational Support Services (OSS), as well as tracking and reporting stock level details.

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

1. Review the overall requirement for the purpose of establishing the most efficient and cost effective method of supply of the items covered under the contract;
2. The TCCA Project Authority determines the inventory of items that should be maintained; the Contractor stores the inventory in a secure, climate controlled storage space, monitor and control the quantities of items in inventory over the term of the contract and produce items as required to maintain the inventory of material at the required level. This includes taking the necessary steps to ensure complete destruction of any materials that may become spoiled and to maintain records on the items destroyed;
3. In consultation with the TCCA Project Authority, establish a password protected FTP site for the information transfer between the TCCA Headquarters (330 Sparks Street, Place de Ville, Tower C) and the production facility to obtain the personalization information required for printing the AAIR form;
4. Print the AAIR form with the information received from TCCA and provide complete order fulfillment, including distribution to OSS;
5. Provide comprehensive reporting as required;
6. Provide quality control services for the contract, as specified by the TCCA Project Authority;
7. As required, provide consulting services to the TCCA Project Authority for cost savings and opportunities to gain efficiencies in managing the supply of material; and
8. Provide on-going liaison with the TCCA Project Authority for the daily management of the supply of material.

## **A.2.2 DETAILED REQUIREMENTS**

### **A.2.2.1 AAIR Form & AAIR Letter Ordering (Personalization Elements)**

Distribution of AAIR forms and letters are processed through the Continuing Airworthiness Web Information System (CAWIS) database and placed in queue for printing on a monthly basis, from January to July. Throughout the year, aircraft owners are continuously selling, purchasing and removing their aircrafts from service, in addition to updating their contact information to include email addresses for electronic distribution. This can cause the number of aircraft registered to fluctuate on a daily basis. It is therefore outside the control of TCCA to determine the exact number of AAIR forms and letters and it cannot be definitely stated. The Contractor's systems and processes must have the capacity and flexibility to respond to unknown scheduled ordering and distribution requirements.

The number of forms and letters distributed can vary greatly from month-to-month. Each AAIR form must be accompanied with an AAIR letter and a # 9 return envelope, and inserted into a #10 window envelope.

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

#### **A.2.2.1.1 Order Taking**

The Contractor is not required or allowed to accept orders directly from the public. All orders to the Contractor will come directly from the password protected FTP site from the TCCA Project Authority.

#### **A.2.2.1.2 Order Transmission**

The order files are sent to the Contractor's secure and unique password protected FTP server, on the first day of every month, from January to July. The Contractor is responsible to advise the TCCA Project Authority within the next working day if no order files are received as per the schedule.

The Contractor must provide TCCA with a secure and unique FTP capability (with user ID and password that gives the TCCA Project Authority read and write privileges) where the TCCA database server can deposit an MS Excel file containing the monthly orders. The Contractor must set-up their system or, at least, set-up the automatic scripts to pick up the orders so that it is compliant with TCCA's file formats that deliver orders.

#### **A.2.2.1.3 Order System Interface**

The Contractor must provide the infrastructure for accepting and processing of orders and for the management of information relevant to the supply of the AAIR forms under the Contract. TCCA expects to interface with order processing and information management systems already in use by the Contractor and will therefore not consider paying costs required for the development of such systems. TCCA will not pay for any development other than what are required to provide the interface between TCCA and the Contractor's systems.

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

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

#### **A.2.2.1.4 Technical Personnel**

The Contractor must provide the order system interface between TCCA and their internal systems based on direction from the TCCA Project Authority. The Contractor must have technical personnel available to work with the TCCA Project Authority to set up and maintain the ordering methods. The Contractor must work with the TCCA Project Authority over the term of the Contract to implement any expansions to the services offered by TCCA.

#### **A.2.2.1.5 Order Receipt**

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

Any situation preventing the job request (Orders) from not being processed, such as missing information, other administrative discrepancies or other disasters, must be reported within one (1) working day to the TCCA Project Authority.

#### **A.2.2.1.6 Sorting**

The Contractor must receive from the FTP server, all AAIR form orders and sort by destination (i.e.: Domestic, USA and International). When the Contractor delivers the AAIR orders to OSS, they must be sorted by destination as well.

#### **A.2.2.1.7 Delivery Requirements**

The Contractor must ship each AAIR to OSS, using the envelopes that the TCCA Project Authority will supply. The Contractor must ensure that all AAIR are shipped in a manner that will prevent any damage caused by normal handling during transit.

Chief, Operational Support Services  
Transport Canada (AAFBD)  
2655 Lancaster Road, Loading Bay Door #1  
Ottawa, ON K1B 4L5

#### **A.2.2.2 Service Standards**

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

##### **A.2.2.2.1 Regular Service for routine orders**

Regular service means order fulfilment of all monthly job requests must be shipped within ten (10) working days from the time the job request (order) is received from TCCA. **An individual job request (order) is a request for as little as 0 to a maximum of 7000 AAIR forms.**

#### **A.2.2.3 Reporting**

The Contractor must provide specified reports to the TCCA Project Authority.

##### **A.2.2.3.1 Monthly reports**

In conjunction with the monthly invoices, the Contractor must provide a report on the total number of orders processed in the period.

Month/date, stock level envelopes #9 & #10, AAIR forms and letters (if being stored)

##### **A.2.2.3.2 Ad hoc reports**

The Contractor must provide within one (1) working day (if requested) specific reports, in either electronic or hard copy format, showing date received, printed and delivered details for individual orders.

#### **A.2.2.4 Disaster Recovery Plan**

The Contractor must have a disaster recovery plan to ensure service delivery as per the contract. It is assumed that the recovery plan will be conducted from an alternative site from the primary site of operation. The recovery plan shall include all the services listed in this document.

The Contractor must provide TCCA with a monthly report as to the status of any work being produced under the Disaster Recovery Plan.

The Contractor must ensure that TCCA is notified on the progress of restoring normal operations back to the primary site of operations.

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Id de l'acheteur - Buyer ID  
CW020  
N° CCC / CCC No./ N° VME - FMS

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## **APPENDIX "1" TO ANNEX A**

### **AAIR FORM – SEE ANNEX D FOR VISUAL REFERENCE ONLY**

#### **General:**

The AAIR form must be printed in the specified colours (black + 2 pms colours [blue and yellow] on front and 1 pms colour [grey] on back) that will distinguish it from other federal documents of similar proportions, which are currently in circulation. The pms colours must match the sample from a previous production provided at award of contract.

#### **FORM FORMAT**

##### **Form First Part (Front):**

- The text is to be exactly the same as the text on the void AAIR form provided for visual reference.

##### **Form First Part (Back):**

- The text is to be exactly the same as the text on the void AAIR form provided for visual reference.

##### **Form Second Part (Front):**

- The text is to be exactly the same as the text on the void AAIR form provided for visual reference.

##### **Form Second Part (Back):**

- The text is to be exactly the same as the text on the void AAIR form provided for visual reference.

### **Appendix 2 to Annex A** Historical data

For reference purposes only the following are the numbers for each print run in 2014:

January – 4520  
February – 1588  
March – 2502  
April – 2631  
May – 2363  
June – 3012  
July – 10347

There were also 26,963 #9 envelopes and AAIR letters printed in 2014.

**\*It is important to note that with the increase of electronic submission of AAIR forms, these numbers will VERY likely change.**

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## ANNEX "B"

### BASIS OF PAYMENT

#### B.1 PRICING SCHEDULE

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

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

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

The all inclusive prices must include project management, storage of pre-printed and supplied materials, all operations and materials for the completion and delivery of final printed products as specified for each item (including but not limited to equipment set ups, creation and delivery of proofs, printing operations and personalization, folding, insertion and sealing of envelopes and all other required bindery/finishing operations) and preparation for shipping and shipping to AAFBD-OSS (transport included).

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

Bidders must submit firm, all inclusive, prices for the quantities and items specified in the MS Excel spreadsheet distributed through GETS (BuyandSell.gc.ca), **FOB one destination in the NCR**, HST extra if applicable.

*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.*

### TRAVEL AND LIVING EXPENSES

The Crown will **not** accept any travel and living expenses incurred by any contractor to satisfy the terms of any resulting contract.

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

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

##### B.1.A.1 P2010 - T - 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:

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

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

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

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).

#### **B.1.A.2 P2010 - C - Escalation for Paper**

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

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

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

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

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

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

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

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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## ANNEX "C" EVALUATION GRID

### PRINTING, PERSONALIZATION AND PREPARATION FOR MAILING OF THE ANNUAL AIRWORTHINESS INFORMATION REPORT (AAIR)

Bidder: \_\_\_\_\_ Date: \_\_\_\_\_

#### EVALUATION SUMMARY - MANDATORY CRITERIA

MET

NOT MET

M.1 CORPORATE EXPERIENCE	MET	NOT MET
<p>The Bidder must demonstrate that it has been contractually bound to two (2) external clients (outside of the Bidder's own company) to provide services as described in the Statement of Work. These two (2) contracts must have been started or completed on or after February 01, 2010. <b>When combined, these two (2) contracts must demonstrate that they meet all the requirements listed below (M1.1-M.1.6)</b></p> <p>During the evaluation, no corporate experience gained through internal clients will be accepted or reviewed.</p> <p>The Bidder must provide a description of the two contracts.</p> <p>For at least one (1) of the two (2) contracts, the Bidder must have provided the Client with an order system interface, such as a FTP site, to deposit files. The order system interface must have provided the Client with a unique User ID and password.</p> <p>At least one (1) of the two (2) contracts must have included the printing and supply of multi-part forms for personalization after printing.</p> <p>At least one (1) of the two (2) contracts must have included the printing and supply of an additional insert document or documents to be inserted in envelopes with the personalized form or letter.</p> <p>At least one (1) of the two (2) contracts must have required variable printing in a minimum of 10 fields per pre-printed form or document. <b>Combined, the two (2) contracts must demonstrate that all of the following services (M.1.1- M.1.6) were provided under the Contract:</b></p>		
M.1.1 Printing: Printing of basic forms to be used for personalization after printing;		
M.1.2 Preparation for Variable Printing/Personalization: preparation of data sets for variable printing/ personalization on a pre-printed form or document;		
M.1.3 Variable printing (Personalization): Printing of variable information on a minimum of 20,000 pre-printed forms or documents annually;		
M.1.4 Preparation for mailing: Folding and insertion of the personalized forms		



in printed envelopes, ready for mailing;		
M.1.5 Storage of pre-printed material for personalization and preparation for mailing: Storage of material produced or supplied in advance of the variable printing process and activities related to the preparation for mailing;		
M.1.6 Scheduled reporting of ordering activity, printing activity and material in stock.		
<p><u>Response Format</u></p> <p>For EACH of the two (2) described contracts, the Bidder must provide the following information: (If a contract does not meet one of the following requirements, please indicate N/A in your response).</p> <ul style="list-style-type: none"> <li>I. As applicable to the Contract, a description of the ordering system interface provided to the Client to deposit files;</li> <li>II. A description of the forms printed and produced for personalization after printing;</li> <li>III. As applicable to the Contract, a description of the additional insert document or documents produced for insertion in the envelopes with the personalized form or letter;</li> <li>IV. A description of the requirements for the preparation of data sets for variable printing/ personalization;</li> <li>V. A description of the variable printing/personalization requirements for the form(s) including the number of fields personalized;</li> <li>VI. The folding and insertion requirements of the forms;</li> <li>VII. A description storage requirements for pre-printed material produced or supplied in advance of the variable printing process;</li> <li>VIII. A description of the reporting requirements;</li> <li>IX. The contract start date or end date (example: March 2012 or April 10, 2013 or March 2012 to present);</li> <li>X. Any activities undertaken by sub-contractors and/or joint venture partners;</li> <li>XI. The Contract title or reference number;</li> <li>XII. Client information for the contract including the client name (example: contact name or name of organization).</li> </ul>		

M.2 PROJECT MANAGER	MET	NOT MET
<p>The Bidder must identify an individual, and their role in the company, who will act as the Project Manager and single point of contact assigned to this contract to manage the implementation and on-going provision of the required services during the period of the Contract.</p> <p>This designated Project Manager must have recently (since February 01, 2010) worked as the Project Manager for a contract requiring all of the following (M.2.1- M.2.7):</p>		

<p>M.2.1 The provision of order system interface such as a FTP server to permit the Client to deposit files;</p> <p>M.2.2 Printing: Printing of basic forms to be used for personalization after printing;</p> <p>M.2.3 Preparation for Variable Printing/Personalization: preparation of data sets for variable printing/ personalization on a pre-printed form or document;</p> <p>M.2.4 Variable printing (Personalization): Printing of variable information on a minimum of 20,000 pre-printed forms or documents annually;</p> <p>M.2.5 Preparation for mailing: Folding and insertion of the personalized forms in printed envelopes, ready for mailing;</p> <p>M.2.6 Storage of pre-printed material for personalization and preparation for mailing: Storage of material produced or supplied in advance of the variable printing process and activities related to the preparation for mailing;</p> <p>M.2.7 Scheduled reporting of ordering activity, printing activity and material in stock.</p>		
<p><u>Response Format</u></p> <p>The Bidder must provide the following information for the Contract:</p> <ul style="list-style-type: none"> <li>a The name and contact information of the Project Manager;</li> <li>b The role of the Project Manager for the Contract;</li> <li>c A description of the ordering system interface provided to the Client to deposit files;</li> <li>d A description of the forms printed and produced for personalization after printing;</li> <li>e A description of the requirements for the preparation of data sets for variable printing/ personalization;</li> <li>f A description of the variable printing/personalization requirements for the form(s);</li> <li>g The folding and insertion requirements of the forms;</li> <li>h A description storage requirements for pre-printed material produced or supplied in advance of the variable printing process;</li> <li>i A description of the reporting requirements;</li> <li>j The Contract title or reference number;</li> <li>k The Client information for the contract including the client name (example: contact name or name of organization).</li> </ul>		

<b>M.3 BUSINESS CONTINUITY PLAN</b>	<b>MET</b>	<b>NOT MET</b>
<p>The Bidder must provide a Business Continuity Plan (BCP) detailing how it will maintain the supply of paper, the order system interface, data processing, printing and variable printing, sorting and distribution to the Transport Canada Distribution Centre, storage of pre-printed stock for variable printing/personalization, and reporting of return of activity during events that</p>		

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N° CCC / CCC No. / N° VME - FMS

would negatively impact the Bidder's normal operations. The BCP must provide details to describe how the Bidder will maintain the supply of the AAIR products and services as specified in the Annex A - Statement of Work to meet Transport Canada Civil Aviation (TCCA) requirements for <b><u>EACH</u></b> of the following activities (M.3.a – M.3.i):		
M.3.a The supply of the required paper for production; M.3.b The provision of the order system interface M.3.c The data processing part of the work; M.3.d The parts of the work related to the printing and production of the AAIR multipart forms and letters; M.3.e The variable printing parts of the work; M.3.f The parts of the work related to folding, insertion into envelopes and preparation for mailing; M.3.g The sorting, and distribution to Transport Canada Distribution Centre address; M.3.h The storage of stock for personalization and preparation for mailing; M.3.i The reporting of activity		

<b>M.4 QUALITY ASSURANCE</b>	<b>MET</b>	<b>NOT MET</b>
The Bidder must provide a description of the how the Bidder will maintain the quality of products and services as specified in the Annex A - Statement of Work to meet Transport Canada Civil Aviation (TCCA) requirements for <b><u>EACH</u></b> of the following activities (M.4.a – M.4.d):  M.4.a The supply of the required paper for production; M.4.b The data processing part of the work; M.4.c The printing and variable printing parts of the work; M.4.d The parts of the work related to folding, insertion into envelopes and preparation for mailing;		

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

**All other terms and conditions remain unchanged.**